

Clifton Parish Churches Youth and Children's Volunteer Team Handbook



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INTRODUCTION

A WORD OF THANKS

Children's and Youth Ministry is an exciting ministry to be involved with. In it we have the opportunity to share the Gospel with those who may never have heard it before. Because of the ever changing nature of our ministry, we are at the cutting edge of what the



church is doing. It can seem hard at times, but we hope that the excitement, opportunity and privilege of taking part in God's ministry will make up for that.

So, thank you for the time and effort you have given and will give to serving the young people and children of our parish. Please don't ever feel that you are unappreciated and please talk to your team leader or member of staff if there is anything we can do to help support you in the work you do.

WHAT THIS BOOKLET IS FOR

This booklet seeks to outline most of the information you need to know to make the most of your volunteering role and to protect you, children and the church from any possible problems. Please make sure you read and understand everything in here and ask someone if you have any questions.

We have tried to find the balance between including the information you need and not overloading you with too much detail. If you require more detail on any of the topics covered we have various other resources that would help.

Please do not feel you are ever on your own or cannot talk to someone for more advice, guidance or support. The staff team, your team leader, other team members and the Parish Safeguarding Officer are always available to talk to.

DUTY OF CARE

When parents entrust their children to our care we take on a level of responsibility. We need to in all circumstances act as a careful parent would. Failure to provide a sufficient level of care - whether

intentionally or unintentionally - *could* result in trust being lost, reputations being damaged, legal proceedings or worst of all children being harmed.

This aim to treat children and young people with care does not just come from our legal responsibility. We believe children are made in the image of God and are of immeasurable value. So, we want to provide safe, nurturing and caring environments where children feel safe and can thrive.

A NOTE ON LANGUAGE

Throughout this document the words young people and children will always refer to those under the age of 18. If the word teenager is used it is referring to those between the ages of 12-19.

PARISH MISSION - WHY WE DO WHAT WE DO

Clifton Parish Churches have a clear mission:

To know Jesus and to make known His transforming power

Everything we do as a church falls under this mission statement - our services, our various ministries including the youth and children's work and our individual lives.

We do this by following a simple set of purposes which are summed up in this logo.





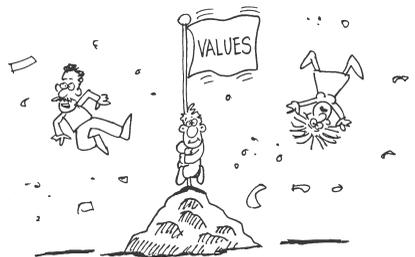
The Youth Work in the parish comes under the heading of Clifton Parish Youth Ministry, and we have our own strap-line, “living life on purpose for Jesus.”, which both directs what we do but also serves as a motto by which the young people and leaders live their lives.

OUR CORE VALUES

GRACE

We want to welcome all people from all walks of life to participate in youth and children’s work. Reflecting God’s forgiving nature, we are passionate about giving all people second chances.

We want to have the right balance of accepting and welcoming everyone while not condoning any behaviour that may harm visitors or volunteers.



FUN

We want people to have as much fun as possible! Keep your sense of humour even when things appear to be getting serious.

ENCOURAGEMENT

We will use words and actions that build people up not tear them down always recognising the good in any person or situation.

“Help someone reach their full potential – catch them doing something right.”

FAMILY

We are there to support and encourage not replace the role of the family in young people’s lives. We will respect decisions made by parents and help children and young people to understand and fully participate in their place within their family.

IT’S ALL ABOUT JESUS

The aim of the work we do is to clearly communicate the loving message of Jesus to the next generation. Having said that we shouldn’t assume that everyone wants to be preached at every time we meet them! First and foremost we want to get to know the people who come along and show them we are interested in them and their lives. In doing so, we will communicate a sense that they are loved, accepted and forgiven by Jesus who is personally interested in their lives. We are not there to win arguments or to judge or condemn anyone or their way of living.

BUILDING RELATIONSHIPS



The Christian faith is all about relationships; both relationships with one another and a living relationship with God. We're not just there to entertain, babysit or teach children abstract truths; we want to get to know people, listen to them, share our stories with them and show them how our faith is a vital part of our everyday lives. Likewise we want to demonstrate that God is real, alive and longs to be in a genuine relationship with them - our activities should encourage and enable that relationship to be found and grow.

EXCELLENCE

We want all of the activities and events to be excellent quality and accessible to all. We want to give our very best to the work of the Kingdom and trust that God will use us for his purposes.

SAFETY

We are committed to keeping everyone involved in church events safe and healthy. We are seeking to minimise risk where possible. We will look out for the welfare of young people and other leaders and act in appropriate ways to safeguard against any issues whether real or potential.

PRAYER

Prayer is of the utmost importance in everything we do. Please make sure you maintain your personal relationship with God so you are receiving as well as giving. Do pray about your role, the young people and the wider youth



and children's ministry. Make sure you and your team pray before each session. We can all pray during the groups too and when talking to people take the opportunity to pray about their situation with them if appropriate. Please help children and young people to feel comfortable praying - Jesus' advice in Matthew 6:5 - 18 is a great reminder.... don't babble! For further guidelines on praying with young people see p18.

A FEW THINGS TO REMEMBER

- When working with young people there are a few things that we need to bear in mind.
- Teenagers are going through one of the most radical changes they will go through in their lives. Puberty can be a difficult time for many, particularly as they will be changing and developing at different times to their friends and therefore may feel more or less grown up as a result.
- Teenagers are going through a time of self-discovery and working to become their ideal selves. As a result they can undergo sudden and radical shifts in world-views.
- They are also discovering new ways to think about the world. As a result they can question authority and will challenge rules if they seem to be based on etiquette rather than common sense. For this reason do not expect respect just because you are an adult.
- Teenagers do not communicate in the way adults do. Because of the changes in brain development, teenagers read subtle facial cues or body language in a different way to adults. For this reason ensure that when you are communicating you do so clearly.

- Ensure consistency in the way you treat young people. They can often be frustrated by being treated as a child in one context and an adult in another.
- When teaching it is not our role to recruit young people to our way of thinking. We need to offer different points of view and allow the young people to come to their own conclusions. It is our role to allow young people a safe space to question and challenge. For this reason we need to be aware of what we are saying and the possible effects this could have at all times.

ROLES AND RESPONSIBILITIES

WHAT WE ARE ALL RESPONSIBLE FOR:



Safety - The safety of all people at sessions is our collective responsibility. Please be alert and watchful at all times for potential safety concerns and either deal with any issues yourself if you can sensibly do so or contact the person in charge.

Familiarise yourself with the general risk assessments for groups and activities and ensure you adhere to it. When planning individual activities and games consider the potential risks and make sure the risk

is minimised. If in doubt it is better to stop an activity before it starts or stop it when a risk is noticed than to ignore it and hope for the best!



Welfare - Children and young people are our responsibility

whilst they are at our groups. Make sure you know and keep a register of who is at your group and that you have the necessary consent and contact details for them. Be alert to any suspicious behaviour that may put young people (or leaders) at risk. For example unaccompanied adults taking photos of individual young people; the use or exchange of illegal substances; behaviour that looks like bullying; etc.



Success - If there is anything you identify which might

stop the activities or groups being the best they possibly can be please take action to correct it yourself. If you can't do something about it or are unsure what to do please contact your team leader or a member of staff.

YOUR RESPONSIBILITY TO THE TEAM / MINISTRY

Different groups will have different emphasis or ways of working but on the whole the aim of your role will be as follows:

- To build positive and productive relationships with the young people in the group
- To demonstrate the Christian faith both through what you say and what you do
- To develop personally both in terms of faith and youth / children's ministry skills.

- Please support the whole team by doing the following:

- Take an active part in the groups engaging with the young people in an appropriate way
- Attend planning and team meetings and share your thoughts, ideas and concerns
- Arrive at the agreed time to share the load for setting up and packing away
- Pray for the young people and other team members
- Tell others about what is going on in the ministry you're working in.



OUR RESPONSIBILITY TO YOU

We really appreciate all you do for the young people so we want to support you in that as much as possible.

We will highlight any training opportunities there may be throughout the year and if necessary assist you on attending them.

Any mileage (other than to and from the normal venue) and reasonable out-of-pocket expenses will be met in full by the church. Please pass receipts to your team leader or the treasurer.

We will not expect more of you than you are willing to give and will review your volunteering role annually.

VOLUNTEER CODE OF CONDUCT

To protect yourself and others and to ensure that **EVERYONE** involved in the youth and children's work gets the most out of it, please follow these guidelines:



- Treat everyone with dignity and respect.
- Under all circumstances talk to young people, parents and one another politely and respectfully. We need to model the language and attitude we expect from them. This means we must not swear or put people down with the things we say.
- Avoid questionable activity e.g. rough/sexually provocative games, inappropriate language or going off alone with a young person.
- Remember that someone else might misinterpret your actions no matter how well intentioned.
- Challenge unacceptable behaviour.
- Make sure you are never alone with a young person and ensure you don't leave other leaders or young people in a similar situation. Try to have a man and a woman at each mixed-sex activity.
- Do not arrange to meet a child or young person outside of organised activities. *
- Do not exchange your details with young people (this includes phone numbers, Facebook details, email addresses, etc.). *
- Please ensure your dress code / appearance is in keeping with being a positive Christian role model.
- Adults leading a session with children should not smoke or use or have recently used alcohol or illicit drugs.
- Be teachable - don't assume you know everything. There is a lot we can learn from children, parents and one another.

- Be prepared to refer to someone with greater experience/ expertise - always check with your team leader if there's anything you're unsure of.
- Care for young people and children as if they were your own.

*Unless you have specific permission from your team leader and have understood and signed the separate “Pastoral Contact Guidelines.”

SAFEGUARDING AND BEST PRACTICE

For all information regarding safeguarding and best practice please see the safeguarding handbook provided by the Diocese of York. If you have any questions regarding Safeguarding then please speak to your group leader, to the Youth and Children's Ministry Leader, or to the Parish Safeguarding Office.

The Safeguarding handbook can be found on the Parish Website, the safeguarding page of the Diocese of York Website, and is available in hard copy of as a PDF from the Church Office.

USEFUL CONTACTS

Remember if there is a concern or you need to report an incident the first port of call is to talk to your team leader and between you decide who will talk with the Parish Child Protection Coordinator. The other numbers are for further information or if you cannot or should not follow that normal reporting procedure.



Parish Safeguarding Representative - Cathy Roberts
07710889781, 01904 470808 ccdjr@btinternet.com

Vicar- Andrew Gready- 01904 656788 - andrew@cliftonparish.org.uk

Associate Vicar - Peter Hallsworth - 01904 637335 -
petermhalsworth@gmail.com

Curate- Paul Millard- 01904 340981- prmillard@googlemail.com

Youth Worker - Jonny Price - 07933630095 - jonny@cliftonparish.org.uk

CPC Church Warden - Andy Goodwin - cpcchurchwarden@cliftonparish.org.uk

St Mark's Church Warden - Steve Purton -
churchwarden@stmarksrawcliffe.org.uk

Clifton Moor Church Head Steward - Emma Dearlove --
dearloveemma85@gmail.com



Childline - Confidential advice Give this number to young people so they know there is always someone to call 24/7 - 0800 1111

York Diocese Safeguarding Advisor - Julie O'Hara- 07551 124951-
safeguarding@yorkdiocese.org

Social Services 'Front Door' Team - To make a direct referral or seek advice if you cannot or should not talk to the Parish Child Protection Coordinator - 01904 551900

CCPAS (Churches Child Protection Advisory Service) - Expert church charity that provides helpful information online and advice over the phone. <http://www.ccpas.co.uk> or 0845 120 4550 (24 hour service but out of hours for urgent advice only.)

999 - If the issue is a genuine immediate medical issue or there is an immediate risk of harm to the young person.