



Episcopal Youth Community
DIOCESE OF ATLANTA

Best Practices for Youth Ministry

**Diocesan Youth and Young Adult Missioner
Easton Davis, edavis@episcopalatlanta.org
eycdioatl.org**

Table of Contents

Purpose of Youth Ministry	Page 3
How do we “do” Youth Ministry?	Page 5
Contact Work	Page 7
Welcome and Hospitality	Page 8
Lead a Small Group	Page 9
Condensed Version of Best Practices	Page 10
Detailed Version of Best Practices	Page 14
Adults Working with Youth	Page 14
<ul style="list-style-type: none">• Safeguarding God’s Children• Insurance• Adult Volunteers	
Supervision	Page 14-15
<ul style="list-style-type: none">• Two or More Rule• 1:5 Ratio• Open Door Policy• Overnight Supervision	
Communication	Page 15-17
<ul style="list-style-type: none">• Community Covenant• Email/Texting/Social Network/Video• Publication and Web	
Medical Supervision	Page 17-18
<ul style="list-style-type: none">• Medical Forms• First Aid Kits• Injury/Incident Report	
Transportation	Page 18
<ul style="list-style-type: none">• Youth and Young Adult Drivers• Driver’s License• Car Seatbelts• Cell Phones• Two Adults Per Vehicle• 15 Passenger Vans/Church Busses	
Personal Space	Page 18-19
Appropriate Dress	Page 19
<ul style="list-style-type: none">• Offensive Clothing• Swimwear• Undergarments	
Games	Page 19-20
<ul style="list-style-type: none">• Personal Space• Safe Environment• Inclusive verses Exclusive• Inappropriate Games	
Resources	Page 20-29
<ul style="list-style-type: none">• Sample Forms	
Job Descriptions	Page 31-32
Compensation Guide	Page 34-35
Contributors	Page 36

Purpose of Youth Ministry

For the Diocese of Atlanta by Sally C. Ulrey

WHY do Youth Ministry?

Christianity is always only ever one generation away from being extinct. That means whatever else we do as a Church is all for naught if we don't pass it on to the next generation.

WHAT do we do?

"If you aim at nothing, you'll hit it" the old adage goes, which is why we need to have some idea of what our purpose is. Our purpose for youth ministry is already given to us in Scripture and our Baptismal Covenant.

"Go, therefore, and make disciples, baptizing them in the name of the Father, of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you." ~Matthew 28:19

Make Disciples

That's our purpose. What is a disciple?

1. Disciplined Followers

Disciplined Followers of Christ have a personal relationship with Jesus expressed through a rule of life.

- a. "Baptizing them"—In our tradition, a rule of life specifically includes our Baptismal Vows (breaking of the bread, prayers, apostles' teaching, serving, etc.)
- b. "Teaching them"—understanding the Bible's relevance to life, and applying it in such a way that impacts values and behavior

2. Disciple-Makers

We want youth to not only BE disciples, but to be able to MAKE disciples. Therefore, they need to be equipped for ministry and leadership.

3. Fully Incorporated into the Body of Christ

Youth should be participating in the congregational life of the local parish, not just the youth ministries at that parish. However, youth ministry is still necessary for getting youth through the doors of a church; it just needs to serve as a pipeline to the main congregation, a means not an end, not an end itself.

HOW?

The vehicle for making disciples is always through *relationships* with mature Christian adults.

Strategy for Making Disciples

Looking at Jesus' model for building a ministry, we must be intentional, strategic, and relational. Jesus' plan (approx. 3.5 yrs of public ministry) to prepare the disciples to be the founding apostles of the church included growth level activities ("let me teach you the basics of the Kingdom of God"), ministry level activities ("go two by two and try this out"), leadership level activities ("YOU feed them") and evangelism activities ("free miracles!"...He knew how to draw a crowd). Our ministry must also include different levels of ministry in order to truly be effective at making disciples who can carry on the apostolic work when we are gone.

- Growth
- Ministry
- Leadership
- Evangelism

Methods for Making Disciples

Our methodology should be flexible, changing with the culture and the needs of the youth in each individual parish. There are a host of resources to try available through the Diocesan Resource Office, but this area is the one that needs to be tailored to each youth community. We have several experience

Youth Ministers in the Diocese who are willing to offer their expertise to your congregation in order to maximize your effectiveness.

How do we 'do' Youth Ministry?

Adapted from the Episcopal Diocese of Kansas Youth Ministry Contact Work Guide

Above all, TEAMWORK MAKES THE DREAM WORK.

Suggestions for a successful experience:

- **Build relationships**
 - Introduce yourself first!
 - Talk to the each other and the youth, get to know names, interests, activities; make sure everyone feels welcome
 - Affirm, affirm, affirm: compliment their t-shirt, shoes, hairstyle. Tell them thank you after they share during discussion time. Tell them thank you for listening after you explain a game or activity. Anything positive!
 - Say, "I noticed that..." and fill in the blank with something completely non judgmental. For example, "I noticed that you like to draw."
 - Respect youth
- **Supervise.** The safety of our youth is our top priority. Please ask youth to stop behavior that puts them or others at risk.
 - Sit among the youth at all activities
 - Help direct traffic. Check sleeping rooms or other meetings areas as we transition to a new location to make sure the group is staying together.
 - Handle discipline issues, don't assume someone else will.
- **LBE!** Lead by example
 - Help communicate what's going on.
 - Be an active participant in all activities (and don't be afraid to get messy).
 - Help get (and keep) youth quiet when someone is talking.
 - Be the first to clap and sing.
 - Practice and model ALL behaviors we expect to see from youth.
- **Be an adult, not a youth**
 - Be prepared to be made fun of (and not do it back...and stop others from doing it).
 - Do the right thing.
 - Listen! Don't talk first and don't talk more than the youth (and don't "talk-back" when an adult is giving instructions)
 - Be honest, but appropriate (don't "overshare")
 - Be a servant
 - Be last in line to get food
 - Give up your seat or microphone or craft supplies or hand-of-cards to encourage youth to take your place and be more actively involved
 - Do something out of your comfort zone because it encourages the youth to do it, too.
- **Pray.** A lot.

- **Have fun and help the youth do the same!**

“Adult Blunders” (i.e. “What not to do!”)

- Hands-off Adult: Think the youth will do all the work (or have all the fun) ... join in! Don't just stand at the back with the other adults!
- Dictator Adult: Think it's their job to “be the boss”...we want youth to have leadership opportunities (to make decisions and potentially fail)
- Freak-out Adult: Go crazy whenever there's a problem...instead, try to be a non-anxious presence.
- Complainer Adult: Highly critical of facilities, food, organization, etc....instead, try to make it better or make the best of it.

Contact Work

Adapted from the Episcopal Diocese of Kansas Youth Ministry Contact Work Guide, written by Chad Senuta

What is it?

- winning the right to be trusted and heard
- building a bridge of friendship
- identifying with people where they are
- understanding and penetrating a culture
- demonstrating Christ's love for people
- active listening
- being the instrument God can use in another person's life

Why do we do Contact Work?

For the same reason Christ came to men...to reveal God to them with no strings attached.

Guiding Thoughts

1. Keep clearly in mind our goal is that every young person should have the opportunity to see and hear God's love for him in Christ through what we do and say.
2. We must seek to be led by the Holy Spirit. We may find ourselves being led to youth we may not see as leaders or "key kids." Many times these will turn out to be the real disciples.
3. It is important to remember that we are representing Christ before kids; therefore, it is essential that you are not always with the socially "in crowd." To spend quality time with all sorts of kids and interest groups is good. The example is worth 1,000 words.

How do you do Contact work?

- Have a conversation with a young person.
- Enjoy activities with youth.
- Support a youth by attending their concerts, plays, sports competitions, etc.

General Suggestions and Principles for Contact

1. Practice the discipline of learning names
2. Look for ways to serve young people
3. Do not attempt to "be one of the kids." It is crucial for leaders to be positive, adult role models while showing genuine, loving interest in youth and their affairs.
4. Avoid making fun of young people (unless you are very sure of the situation and your relationship with the youth in question). This is a dangerous kind of humor and can often wound when we don't intend it to.
5. Avoid talking too much about your own accomplishments or experiences. Leave room for them to share.
6. Be yourself. Perhaps one of the best examples we can provide for teens is that of an adult who is comfortable in their own skin and knows who they are.
7. Ask God for a sincere interest in young people and an authentic presence.
8. Be casual, don't work too hard at being friendly.
9. Cheerfulness and enthusiasm are contagious.
10. Realize contact work is identification with people in a real way in the sense that Christ "the Word, became flesh and dwelt among them."

Welcoming & Hospitality

Adapted from the Peer Ministry Leadership Manual by Dr. Barbara Varenhorst

“Hello, it’s so good to see you!”

Five easy steps for making students feel welcome in your youth ministry:

- **H**ang with students (not the other adults).
- **E**ngage teenagers (take another youth with you to meet a new person).
- **L**ook for opportunities...to pull someone on the outside of the group in, to talk to someone who is shy, to make a youth feel loved.
- **L**isten for items of interest...and introduce them to other youth or adults with similar interests.
- **O**pen your hands to appropriate touch. Pat a student on the back, shake their hand, give them a hug. Let them know that you care for them and are really glad to see them.

Do’s and Don’ts

- Introduce yourself, don’t wait for the other person to do it.
- See topics of common interest, don’t just talk about yourself.
- Make eye contact, don’t let other things in the room distract you.
- Show that you’re listening and ask follow-up questions; don’t ask questions that abruptly change the topic.
- Volunteer information about yourself; don’t turn the conversation into an interview.
- Ask questions that invite story telling; don’t ask just yes/no questions.
- Be sincere, not mechanical.
- Let trust build naturally over time; don’t probe for uninvited personal subjects.
- Give people time to consider answers or think of new topics; don’t interrupt silences, they’re normal.

Starting a conversation...

Begin with an **observation**:

That is a beautiful necklace, where did you get it?

It’s getting cloudy, have you heard if it’s supposed to rain?

You have a Bull’s shirt on, did you see them play the other night?

W – Where (Where are you from? What school do you go to?)

H – Hobbies (What do you like to do? How’d you get into that? What do you like about it?)

E – Events (What did you do this summer? Weekend? Over break? How was that?)

A – Acquaintance (Do you know...? Have you met....?)

T – Travel (Have you been to...? What is the best vacation you’ve been on?)

Leading a Small Group

Your job is to keep the youth on task, not teach or lecture. You are the group facilitator. The staff-person leading the family group has POWER. It may not feel that way to you, but it does to the youth. You are the ADULT, you are the staff person, you have the power in the group. DO NOT ABUSE your power. If the powerful person speaks first, their version is so loud and so bright, the powerless (the youth) cannot be heard.

Here are a few tips for leading a small group:

- Have your group sit in a circle on the ground, “knee to knee” (or around a table with chair. Couches are not recommended as they encourage lounging and laziness). Don’t let people sit outside the circle, invite them into the circle. This helps with discussion and eye contact, it says ‘everyone is expected to participate’ but doesn’t force them to.
- Get to know your group members by name.
- Youth are MUCH more likely to remember what THEY say than what YOU say. If you find you are the one talking the *most*: STOP.
- Talk to your group members outside of the small group: during worship, meals, activities, on Facebook, etc.
- Use extra time to check-in and see how they are.
- Have fun and enjoy being together.
- Avoid sarcasm and ridicule.

Starting a discussion ... and keeping it going.

1. Encourage your students to verbalize their views and feelings, however unorthodox they may be.
2. Be grateful for every answer. Literally. Say, “Thank you for sharing.”
3. Listen with great respect.
4. Respect confidentiality.
5. Listen, understand, but do not fix.
6. Don’t be satisfied with the first response to your question.
7. Keep the discussion moving (don’t let 1-2 students monopolize the conversation). Give a gentle halt to one who dominates. Say “Let’s hear what [another person’s name] thinks about the question.”
8. Be alert to the individuals in your group. Some lack confidence and need to be invited to speak, others are content to be left alone. Feel free to ask, “Are you comfortable answering that question?” This gives them permission that says their safety and space is important.
9. Don’t be afraid of silence. Wait it out, the youth will speak if you are quiet.
10. Include everyone, including yourself, in the conversation. Be real, honest, use “I” statements, share feelings, talk about your own experiences.
11. Turn difficult questions back to the group and let your group self-correct its tangents. (“What do the rest of you think?”)
12. Stay flexible to the group’s needs. Sense the mood of the group (e.g. restless, tired, anxious, hopeful) and try to respond appropriately.
13. Allow the spirit, within and beyond, to work in the group.

From “Help! I’m a small group leader!” by Laurie Polich and Episcopal Curriculum for Youth published by Virginia Theological Seminary

Best Practices for Youth Ministry Diocese of Atlanta

Young people are one of the highest priorities of the Episcopal Diocese of Atlanta. Those who work with our children and young people have been entrusted to protect, nurture and guide our youth in a healthy and Christian atmosphere. This document offers guidelines to assist those working with children and youth in providing the safest environment. These are not mandates from the diocese; each parish may need to adapt these policies to their own unique community.

The term Youth will refer to all persons from infancy to 18 years old.

Young Adult will refer to all persons ages 18 (after graduating from high school) to 29 years old; young adults should have been out of high school at least one year to volunteer with any youth program. Adult will refer to all persons age 24 & older working with youth at parish & diocesan programs. The policies below apply to all adults and young adults who work with youth, except when stated otherwise.

I. ADULTS WORKING WITH YOUTH

- A. SAFE GUARDING GOD’S CHILDREN:** Adult leaders (paid and volunteer) who work with youth on a regular basis must participate in the Safe Church Training.
- B. INSURANCE:** Adult leaders should review both their church’s policy and their own personal policies for liability coverage.
- C. ADULT VOLUNTEERS** should be active participants in their parish for at least six months prior to working with youth.

II. SUPERVISION

- A. TWO OR MORE POLICY:** There should be two or more adults present with any one or more youth.
- B. 1:5 RATIO:** For group of 10 or more youth, there should be at least one adult to every five youth. Young adults may be counted as one of the adults, provided there is at least one adult present, though they should not be left in a supervisory role.
- C. OPEN DOOR POLICY:** Two people together should be observable at anytime, especially when it is a youth and adult.
- D. OVERNIGHT SUPERVISION:**
 - 1. MALES AND FEMALES** should sleep in separate spaces. If conditions force both genders to sleep in the same room, a physical boundary should be created to separate the sexes.
 - 2. HOURS OF SLEEP:** The schedule of the event should allow for at least 8 hours of sleep.
 - 3. ADULTS WITH YOUTH:** There should be at least two adults present if they are in the same sleeping area as youth.
 - 4. ADULT SHOWERS:** Adult leaders should shower in a separate place or at a separate time from youth.
- E. PASTORAL CARE**
 - 1. PARENT NOTIFICATION:** When meeting with a youth outside of regular youth group activities, the adult leader should notify the parents of the youth as to when, where and why this meeting will take place.

2. **OPEN DOOR POLICY:** When meeting with a youth outside of regular youth group activities, the adult leader should follow the Open Door Policy as long as other people are in the church. Otherwise, the meeting should take place in a public location.
3. **PROFESSIONAL COUNSELING:** Adult leaders need to recognize the limits of their counseling expertise and the severity of any issue brought to them by the youth. The adult leader may need to consult his or her priest and/or the parents of the youth about the issue and make referrals to professional counseling agencies.
4. **EMERGENCY INTERVENTION:** If there is a concern of self harm or harm to another individual, the youth leader should first contact their parish priest.

III. COMMUNICATION

- A. **COMMUNITY COVENANT:** All youth groups should create a community covenant that will be signed by each youth participant and his or her parents. The covenant should clarify rules and expectations.
- B. **EMAIL/TEXTING/SOCIAL NETWORK/VIDEO:** Clear expectations on use of these tools should be spelled out in the Community Covenant.
 1. **EMAIL/ TEXTING:** Adult leaders should normally confine emailing and texting to the whole group and not to individual youth; there should be no texting between youth and adult leaders during school hours or after 10 PM. There will be times youth text adult leaders. If this happens, keep record of the conversation. If the conversation turns more personal (ie: life problems such as school, peer pressure, parents, relationships) alert your parish youth minister and screenshot the conversation for documentation. Protect yourself!
 2. **SOCIAL NETWORKING SITES (SUCH AS FACEBOOK, INSTAGRAM, SNAPCHAT, TWITTER, AND GROUPME):** Social media is a very effective tool when used appropriately. Do not use your personal account for youth group purposes. Use a youth group related account for all social media networks. Keep social media public. Use Facebook, and Instagram, and Snapchat primarily for 1-way communication – meaning this is a place to publicize about your ministry including events and inspirational material. If you choose to use Snapchat, let youth know you will not respond to snaps, so they should not send you snaps. Snapchat is an effective tool, but best practice is to use it for the story functionality only. Share stories of your youth group or upcoming events, but again, do not respond to snaps sent from youth. This is never appropriate.
 3. **VIDEO:** Adult leaders should refrain from using video chats or blogs with youth.
- C. **PUBLICATION AND WEB:** Adults leaders should obtain written permission from parents to print, publish and upload on a website any photos or video of youth. Youths' last names, or any photos of youth in swim or sleepwear should not be displayed on the web.

IV. MEDICAL SUPERVISION

- A. MEDICAL FORMS:** A current (within the last year) medical form for all youth and adults should be completed and made readily available for all youth programs, whether at the church another location.
- B. FIRST AID KITS:** A Red Cross First Aid kit (or the equivalent) should be readily available for all youth programs. Included in this should be a notebook to record all transactions involving administration of first aid, and/or disbursement of medications. Youth and young adults should not distribute any medications!
- C. INJURY/INCIDENT REPORT:** Should an injury or accident occur during a youth event, a report should be completed describing the incident and the actions taken. A copy should be given to the parents, with the original kept on file at the church.
- D. EMERGENCY PLAN:** Adult leaders should develop an emergency plan prior to any event. This plan should include location of the closest medical facility, what two individuals (two adults or an adult and another youth) will accompany the injured youth to the hospital and what adult would contact the parents of the injured youth.

V. TRANSPORTATION

- A. YOUTH AND YOUNG ADULT DRIVERS:** Youth and young adults should not be permitted to drive youth during any youth event.
- B. DRIVER'S LICENSE:** Churches should request a copy of all adult leaders' drivers' licenses; A DMV Driver's Record should be checked for all youth leaders.
- C. CAR SEAT BELTS:** All passengers and the driver **MUST** wear a seatbelt at all times while the vehicle's engine is running.
- D. CELL PHONES:** No drivers should use a cell phone for calls or texting while vehicle is in motion.
- E. 2 ADULTS PER VEHICLE:** For trips eight hours or longer, it is recommended that there be at least two adult drivers who will rotate driving responsibilities. It is highly discouraged that one adult drives with one youth; should circumstances force this arrangement, the driver should call the parents of the youth and one other adult from the group at the time of departure and arrival.
- F. 15 PASSENGER VANS/CHURCH BUSES:** Adult leaders should check the insurance policy of their church for regulations about use of vans and buses. If either of these vehicles is to be used, it is recommended that the driver(s) receive special driving/safety training.

VI. PERSONAL SPACE

- A. NO LAP SITTING**
- B. NO WRESTLING**
- C. NO HUGS FROM BEHIND**
- D. NO BODY MASSAGES**
- E. NO INTIMATE CONTACT**
- F. NO UNWANTED AND/OR UNSOLICITED BODY CONTACT**

VII. APPROPRIATE DRESS

- A. OFFENSIVE CLOTHING:** No offensive clothing, slogans or messages should be visible during any youth event.
- B. SWIM WEAR DURING MISSION TRIPS AND CAMP:** Females should wear bathing suits that cover the torso with shoulder straps; Males should not wear spandex suits. Swimsuits should only be worn at the beach or pool or any other kind of recreational water activity. Shirts should be worn by both genders while at a work site.
- C. REVEALING UNDERCLOTHES/ TIGHT FITTING CLOTHING:** Females should wear tops that completely cover bras; Males should wear pants/shorts high enough to cover the underwear or boxers.

VIII. GAMES

- A. FOLLOW PERSONAL SPACE STANDARDS:** All games should be reviewed for appropriateness in terms of body contact, familiarity of the group, and physical and emotional safety.
- B. SAFE ENVIRONMENT:** Youth leaders should assess the space for games concerning safety. Are there rocks or holes in the field? Is there adequate lighting and space? What are the limitations of the facility?
- C. INCLUSIVE VERSUS EXCLUSIVE/FAMILIARITY OF THE GROUP:** Youth leaders should assess the game(s) with regard to how inclusive the game is for individuals in the group. What are the physical limitations of the members of your group? Are participants eliminated and for how long? How well do the participants know each other?
- D. PURPOSE AND GOALS:** Youth leaders should assess the games for their overall purpose. What are you trying to accomplish; getting the group to know each other, building community or perhaps just releasing energy? How can the game relate to the overall theme of the program? How can you process with the group to evaluate what they have learned from the experience?
- E. INAPPROPRIATE GAMES OR GAMES TO REASSESSED FOR APPROPRIATENESS**

Best Practices for Youth Ministry Detailed Form Diocese of Atlanta

Young people are one of the highest priorities of the Episcopal Diocese of Atlanta. Those who work with our children and young people have been entrusted to protect, nurture and guide our youth in a healthy and Christian atmosphere. This document offers guidelines to assist those working with children and youth in providing the safest environment for our children. These are not mandates from the diocese; each parish may need to adapt these policies to their own unique community.

The term Youth will refer to all persons from infancy to 18 years old.

Young Adult will refer to all persons ages 18 (after graduating from high school) to 29 years old; young adults should have been out of high school at least one year to volunteer with any youth program. Adult will refer to all persons age 24 & older working with youth at parish & diocesan programs. The policies below apply to all adults and young adults who work with youth, except when stated otherwise.

I. ADULTS WORKING WITH YOUTH

- A. SAFE GUARDING GOD’S CHILDREN:** Adult leaders (paid and volunteer) who work with youth on a regular basis must participate in the Safe Church Training.
- B. INSURANCE:** Insurance policies in congregations vary and the youth ministry staff and/or volunteers need to be aware of the parameters of their church’s policy (as well as their personal policies) and work within those parameters.
- C. ADULT VOLUNTEERS:** Adults [those serving the youth (1) hour or more each week] should be active participants in their parish for at least six months prior to working with youth.

II. SUPERVISION: Appropriate supervision must be provided at all times following these guidelines.

- A. TWO OR MORE POLICY:** There should be two or more adults present with youth. Young Adult may be counted as one of the adults.
 - 1. If there is only one (1) adult available for an activity it is best for that adult to be of the same gender as the minors. If the minors are mixed gender than the gender of the adult is less of an issue.
 - 2. If an adult of the same gender is not available, the activity is really only possible in a public place and with more than one minor. (It is highly recommended that no one adult be allowed to be alone with one minor.)
- B. 1:5 Ratio:** There should be at least one adult to every five youth. Should there be at least two adults present. Young adults may count as one of the adults, provided there is at least one adult present, though they should not be put in a supervisory position.
- C. OPEN DOOR POLICY:** Two people together should be observable at anytime, especially when it is a youth and adult. An example if not being observable would be two individuals behind a closed door with no window in the door for easy viewing inside.

- D. OVERNIGHT SUPERVISION:** Overnight activities/trips are a normal part of any youth ministry calendar. To provide the safest environment for overnight activities/trips:
1. **MALES AND FEMALES** should sleep in separate spaces. If conditions force both genders to sleep in the same room, a physical boundary should be created to separate the sexes.
 2. **HOURS OF SLEEP:** The schedule of the event should allow for at least 8 hours of sleep.
 3. **ADULTS WITH YOUTH:** There should be at least two adults present if they are in the same sleeping area as youth.
 4. **ADULT SHOWERS:** Adults should shower in a separate place or at a separate time as youth.
 5. **SLEEPING ATTIRE:** It is highly recommended that all participants dress more conservatively when sleeping in same area.
 6. **SLEEPING ARRANGEMENTS:** No youth should share a sleeping bag or bed with an adult.
 7. **CHANGING AREA:** Adults and youth should change clothes in a private area, such as the bathroom or toilet stall, even when in hotel rooms and cabins.
- E. PASTORAL CARE:** When adults are engaged in one-on-one conversations dealing with pastoral issues with an individual youth, extreme care should be taken to do so in a public environment. For example, if a young person needs to speak with an adult, go to a corner of the large gathering space, not another separate room. Privacy can be maintained even though there are other people present in the room. If the youth leader is the only adult in the church, he or she should meet the youth at a public place rather than at the church or homes.
1. **PARENT NOTIFICATION:** When meeting with a youth outside of regular youth group activities, the adult leader should notify the parents of the youth as to when, where and how this meeting will take place.
 2. **OPEN DOOR POLICY:** When meeting with a youth outside of regular youth group activities, the adult leader should follow the Open Door Policy (IIB) as long as other people are in the church. Otherwise, the meeting should take place in a public location, such as a coffee shop.
 3. **PROFESSIONAL COUNSELING:** Adult leaders need to recognize the limits of their counseling expertise and the severity of any issue brought to them by the youth. The adult leader may need to consult his or her priest and/or the parents of the youth about the issue and make referrals to professional counseling agencies.
 4. **EMERGENCY INTERVENTION:** If there is a concern of self harm or harm to another individual, the youth leader should first contact their parish priest.

III. COMMUNICATION: Any encounter with youth in the “virtual world” should follow the same code of conduct and ethics for interacting with youth in the “real world”. Keep it as public as possible. Do everything possible to prevent interacting with a youth “alone” in the virtual world. Laws regarding mandated reporting of suspected abuse, neglect, or exploitation of children, youth, elders and vulnerable adults apply in the virtual world as they do in the physical world.

- A. **COMMUNITY COVENANT:** All youth groups should create a community covenant that will be signed by each youth participant and his or her parents. The covenant should clarify rules and expectations.
- B. **EMAIL/TEXTING/SOCIAL NETWORK/VIDEO:** Clear expectations on use of these tools should be spelled out in the Community Covenant.
 - 1. **EMAIL/ TEXTING:** It is appropriate that the youth ministry staff & adult volunteers use texting as a means of communication. In doing so, the following is encouraged:
 - a. Use of email and texting should primarily be used for the whole group and not to individual youth; there should be no texting between youth and adult leaders during school hours or after 10 PM.
 - b. As much as possible, send mass texts to communicate with youth.
 - c. All transcripts of online text chats should be saved when possible.
 - 2. **SOCIAL NETWORKING SITES (SUCH AS FACEBOOK, INSTAGRAM, SNAPCHAT, TWITTER, AND GROUPME):** Social media is a very effective tool when used appropriately. Do not use your personal account for youth group purposes. Use a youth group related account for all social media networks. Keep social media public. Use Facebook, and Instagram, and Snapchat primarily for 1-way communication – meaning this is a place to publicize about your ministry including events and inspirational material. If you choose to use Snapchat, let youth know you will not respond to snaps, so they should not send you snaps. Snapchat is an effective tool, but best practice is to use it for the story functionality only. Share stories of your youth group or upcoming events, but again, do not respond to snaps sent from youth. This is never appropriate.

Should adult leaders maintain a personal website, profile, or social media presence, they should follow all the same guidelines requested of youth. Adult leaders should use discretion when considering opening their personal sites and profiles or connecting with any youth through social media. The adult leaders should educate both youth and adults in the risks involved with such social networking and how to safeguard one-self from these risks.

The Community Covenant should identify what is appropriate and inappropriate content to be placed and displayed in the online group for a youth group.

Covenants for communities of faith should address the following issues:

- a. **Appropriate language:** youth and adults should use the same kind of appropriate language they would use during youth gatherings. No profanity or suggestive connotations should be posted.
- b. **Eligibility of membership to join a social networking group:** Things to consider include whether you have to be a member of a parish or youth group and whether there are age requirements/restrictions for participation for youth groups.
- c. **Loss of eligibility of membership and removal from the social networking group.** Consider how and when members will be removed from the group due to moving away, leaving the faith

- community, becoming too old for youth group, clergy leaving to serve to another parish, or exclusion from ministry positions for other reasons.
- d. Who, how and when may photos be tagged; members identified by name; for example, individuals may tag themselves in photos but should not tag others.
 - e. Appropriate and inappropriate behavior of members (bullying, pictures that depict abuse, violence, sexual acts, etc.) and the consequence for inappropriate behavior.
 - f. Compliance with mandated reporting laws regarding suspected abuse.
 - g. Youth Leaders should create a Face-book page that is for the youth ministry only, keeping any personal information private on their own individual Face-book pages, which are not accessible to the youth. The youth ministries page should be accessible to other youth leaders within the program, including.
3. **VIDEO:** Youth leaders should refrain from using video chats or blogs with youth.
 - a. Participants in a video chat or blog should consider what will be shown in the video such as their surrounds, their clothing/state of dress, etc. Youth and adults should not use any kind of video communications during any youth event without the consent of the adult leader, especially while in the sleeping areas with youth.
 - b. All transcripts of online video chats, blogs or video blogs should be saved when possible.
 - c. All clergy and authorized youth leaders should consider the content and nature of any post that will be read by or visible to youth. Your voice is often considered the voice of the church, and your content may be viewed as church policy
- C. **PUBLICATION AND WEB:** Adults should obtain written permission from parents to print, publish and upload on a website any photos or video of youth. Youth last names or images of youth in swimsuits should not be printed on the web.
 1. Congregations must inform participants when they are being videoed because church buildings are not considered public space.
 2. Any faith community that distributes video of its worship services or activities on the web or via other broadcast media **MUST** post signs that indicate the service will be broadcast.
 3. All communities of faith should take care to secure signed Media Release forms from adults and guardians of minor children who will or may participate in activities that may be photographed or videoed for distribution.
 4. Photos that are published on church sponsored sites should not include name or contact information for minor children or youth.

IV. MEDICAL SUPERVISION

- A. **MEDICAL FORMS:** A current (within the last year) medical form for all youth and adults should be completed and readily available for all youth programs, at the church and offsite.

- B. FIRST AID KITS:** A Red Cross First Aid should be readily available for all youth programs, at the church or offsite. Included in this should be a notebook to record all transactions involving administration of first aid, and/or disbursement of medications.
 - 1. Youth leaders should review the church insurance policy regarding distribution of medications. If the church's insurance allows for staff or volunteers to disburse medications, designate 1-2 adults to handle all medications.
 - 2. For overnight trips, a notebook with copies of all youth medical forms should be assembled and placed in every vehicle or with each adult.
 - 3. Youth and young adults should not distribute any medications!
- C. INJURY/INCIDENT REPORT:** Should an injury or accident occur during a youth event, a report should be completed describing the incident and the actions taken. A copy should be given to the parents.
- D. EMERGENCY PLAN:** Youth leaders should develop an emergency plan prior to any event, which will include location of the closest medical facility, what two adults will tend to the injured person, and which adult will contact the parents of the injured youth.
 - 1. The Diocesan Youth Missioner will develop an emergency plan for all diocesan youth events. Adult Coordinators/Camp Directors of any diocesan youth program should review this emergency plan with the Diocesan Youth Missioner prior to the event.

V. TRANSPORTATION

- A. YOUTH AND YOUNG ADULT DRIVERS:** Youth and young adults should not be permitted to drive youth during any youth event.
- B. DRIVER'S LICENSE:** Churches should request a copy of all youth leaders' drivers' licenses; A DMV Driver's Record should be checked for all youth leaders.
- C. CAR SEAT BELTS:** All passengers and the driver **MUST** wear a seatbelt at all times while the vehicle's engine is running.
- D. CELL PHONES:** No drivers should use a cell phone for calls or texting while vehicle is in motion.
- E. 2 ADULTS PER VEHICLE:** For trips 8 hours or longer, it is recommended that there be at least two adult drivers who will rotate driving responsibilities. It is highly discouraged that one adult drives with one youth; should circumstances force this arrangement, the driver should call the parents of the youth and one other adult from the group at the time of departure and arrival.
 - 1. **15 PASSENGER VANS/CHURCH BUSES:** Youth leaders should check the insurance policy of their church for regulations about use of vans and buses. If either of these vehicles is to be used, it is recommended that the driver(s) receive special driving/safety training.
 - 2. It is also recommended that there are no more than 9 -15 people, with passengers seated towards the front.

VI. PERSONAL SPACE

- A. NO LAP SITTING**

- B. NO WRESTLING**
- C. NO HUGS FROM BEHIND**
- D. NO BODY MESSAGES**
- E. NO INTIMATE CONTACT**
- F. NO UNWANTED AND/OR UNSOLICITED BODY CONTACT**

VII. APPROPRIATE DRESS

- A. OFFENSIVE CLOTHING:** No offensive clothing, slogans or messages should be visible during any youth event.
- B. SWIM WEAR DURING MISSION TRIPS AND CAMP:** Females should wear bathing suits that cover the torso with shoulder straps; Males should not wear spandex suits. Swimsuits should only be worn at the beach or pool or any other kind of recreational water activity. Shirts should be worn by both genders while at a work site.
- C. REVEALING UNDERCLOTHES:** Females should wear clothing that completely covers bras; Males should wear pants/shorts high enough to cover their underwear or boxers.

VIII. GAMES

- A. FOLLOW PERSONAL SPACE STANDARDS:** All games should be reviewed for appropriateness in terms of body contact, familiarity of the group, and physical and emotional safety.
- B. SAFE ENVIRONMENT:**
 - 1. Youth leaders should assess the space for games concerning safety; are there rocks or holes in the field, is there adequate lighting and space, what are the limitations of the facility?
 - 2. Youth leaders should practice a game before introducing it to a group; this will help in understanding the instruction, in gathering all supplies needed and in anticipating possible pitfalls.
- C. INCLUSIVE VERSUS EXCLUSIVE/FAMILIARITY OF THE GROUP:** Youth leaders should assess the game(s) how inclusive the game is for individuals in the group: what are the physical limitations of the members of your group, are participants eliminated and for how long, how well do the participants know each other?
- D. PURPOSE AND GOALS:** Youth leaders should assess the games for their overall purpose. What are you trying to accomplish; getting the group to know each other, building community or perhaps just releasing energy? How can the game relate to the overall theme of the program? How can you process with the group to evaluate what they have learned from the experience?
- E. INAPPROPRIATE GAMES TO BE AVOIDED:**
 - 1. **FOOD GAMES** (May be offensive to someone's social status)
 - 2. **SUCK AND BLOW** (Inappropriate Body Contact)
 - 3. **LIFESAVER/TOOTHPICK** (Inappropriate Body Contact)
 - 4. **SONGS YOU CAN SING** (May be offensive to a gender or race)
 - 5. **HONEY IF YOU LOVE ME** (May lead to inappropriate body contact)
 - 6. **RED ROVER, RED ROVER** (Concern of Breaking an Arm)
 - 7. **NAPOLEON SIT/LAP SIT** (Inappropriate Body Contact)

8. TWISTER (May Lead to Inappropriate Body Contact)

IX. RESOURCES

A. SAMPLE FORMS

- 1. CONSENT, MEDICAL, LIABILITY, AND MEDIA RELEASE FORM**
- 2. COMMUNITY COVENANT**
- 3. CONFIDENTIALITY AND REPORTING FORM**

Where you see lines in title places, insert your church.

_____ Waiver & Parental Consent Form
Emergency Medical Release and Liability Waiver

Participant's Name _____ Birth _____

Date _____

School _____ Grade _____

Address _____ City _____

Zip Code _____

Participant's Home Phone # _____ Participant's Cell Phone # _____

Participant's E-Mail _____

Family E-Mail _____

Emergency Information

Mother's Name _____ Home # _____

Cell/Alternate # _____

Father's Name _____ Home # _____

Cell/Alternate # _____

In an emergency when parent/guardian cannot be reached, please contact the following:

Name _____

Relationship _____

Home# _____

Cell#/Alternate # _____

Name _____

Relationship _____

Home# _____

Cell#/Alternate # _____

HEALTH CONCERNS (Please identify any allergies (to include foods), all medications/doses, and other health concerns):

Family Physician: _____ **Phone**

_____

Dental Provider: _____

Phone# _____

Medical/Hospital Insurance Company _____

Grp# _____

Policy Holder's Name _____

Policy # _____

Additional Information that May Be Helpful

This authorization for Emergency Medical Treatment must be completed before participant can participate in any activities. Treatment for injury will be based on information provided herein.

DISCLAIMER

_____ and its leaders, directors, officers, employees, contractors, agents, volunteers, members and representatives, are not responsible for any injury, loss or damage of any kind whatsoever sustained by any person or their property while participating in events, activities or travel with EYC and all related activities associated with EYC, including injury, loss or damage.

ASSUMPTION OF RISKS

IN CONSIDERATION OF _____ allowing me or my child to participate in events, activities, or travel with _____ and all related activities associated with the EYC, including participation in the EYC from **DATES** inclusive, and all activities related to the EYC (collectively referred to as the "Activities"), I acknowledge that I am aware of the possible Risks, Dangers and Hazards associated with participation in the Activities including the possible risk of severe or fatal injury to myself or others.

RELEASE OF LIABILITY and AGREEMENT

IN CONSIDERATION OF _____ allowing me or my child to participate in the Activities, I agree on behalf of myself and/or my child:

1. **TO ASSUME and ACCEPT ALL RISKS** arising out of, associated with or related to my or my child's participation in the Activities.
2. **TO WAIVE and RELEASE** _____ from any and all liability for any loss, damage, injury or expense that I or my child may suffer, or that my next of kin may suffer as a result of my or my child's participation in the activities due to any cause whatsoever.
3. **TO INDEMNIFY and HOLD HARMLESS** _____ from any and all liability for any damage to the personal property of, or personal injury to, any third party resulting from my or my child's participation in the activities.
4. **TO INDEMNIFY and HOLD HARMLESS** _____ from any and all claims, demands, actions and costs for any loss, injury, damage or expense whatsoever that might arise out of my or my child's participation in the Activities.

YOUTH PARTICIPATION CONSENT

Acknowledgment of Participant:

I, the undersigned Participant, understand that I am responsible to act in a safe and responsible fashion, to follow the instructions or directions of the persons in charge of the EYC, and to obey requests to comply with safety regulations as directed by the persons in charge of the EYC, including designated leaders and drivers of private or public transportation. I will be solely responsible for myself, will wear a seat-belt when available and will not disturb or distract the driver when using private or public transportation to travel to and from EYC activities. At all EYC sports events or other activities, I acknowledge that it is my responsibility to obtain and wear appropriate safety equipment. I will not endanger the safety of others or myself at any activities, outings or sports events of the EYC or when using private or public transportation for travel to and from such activities. I also understand that I may be photographed or appear in video for such purposes as _____ deems necessary.

Acknowledgment of Parent or Guardian of Participant:

We, the undersigned Parents or Guardians of the Participant, hereby authorize and consent to the Participant's involvement in the EYC, including any use of private or public transportation deemed necessary by the persons in charge of the EYC for Participant travel to and from EYC activities, or to the NEAREST SUITABLE MEDICAL or HOSPITAL FACILITY in the event that emergency or other medical treatment not available at the site of a EYC activity is deemed advisable. We hereby consent to and authorize such emergency or other medical treatment of the Participant as may be deemed advisable in the event of accident, injury, or illness during the activities of the EYC. We also understand that the participant may be photographed or appear in video for such purposes as _____ deems necessary.

ACKNOWLEDGEMENT and SIGNATURE

I UNDERSTAND THAT THIS IS A LEGAL AGREEMENT that is binding upon myself and my heirs, executors, administrators, successors and assigns. **I HAVE READ AND UNDERSTAND THE TERMS OF THIS AGREEMENT and I ACKNOWLEDGE THAT** by signing this agreement voluntarily, I am agreeing to abide by its terms and I am waiving certain legal rights that my child or I may have.

This Consent, Authorization and Acknowledgment shall be effective from and including DATE to and including DATE.

Signature of Parent or Guardian Date
(if Participant is under 18 years of age)

Signature of Participant Date

Printed Name of Parent Date

Printed Name of Participant Date

Creating a Community Covenant

It is important that you establish behavioral expectations early. I recommend that you create a covenant with your group early in the year. The Covenant not only creates boundaries within which each individual agrees to operate and the potential consequences, but it also helps you as a leader readily identify behavior that needs to be corrected and how to go about it. A Covenant also establishes a sense of “safety” and “predictability” for all group members. Remember that it is your job as the Leader to enforce this Covenant. Your Team is depending on YOU to ensure this happens.

To help with buy-in, make sure the youth get to help create the Community Covenant, and make sure each attendee has the opportunity to provide input. Write it on a large piece of poster board, display it prominently in your regular meeting space, and have everyone sign it. If everyone helps come up with the rules, they will be much more likely to also help each other follow the rules. It’s best to word each rule positively (as in, here’s what I *will* do vs. here’s what I *won’t* do.) Here are some suggestions for basic rules to start with:

1. Respect God.
2. Respect others, including the leaders.
3. Respect the property.

One idea: start with these three rules, then have the youth come up with additional ones they want to add. “When you have broad Biblical rules, you’ll find less is more. They give students an opportunity to learn to think Biblically about their own conduct. It’s much better for them to seek to conduct themselves in line with broad Biblical principles than to just stay within concrete rules.”

Be sure your covenant addresses:

- Drug use
- Alcohol use
- Sleeping arrangements, curfew, and quiet time
- Participation
- Interpersonal treatment
- Behavior
- Appropriate displays of affection
- Appropriate attire
- Language
- Restrictions around leaving
- Use of technology

You may want to draft an initial covenant one meeting, and then review it the following meeting before making it final. This allows people to think about it and come up with new ideas or reconsider certain items. Distribute the final version of the Covenant to all participants and parents/guardians.

Information taken from “Rules: Less is More” by Mark Marshall, see the complete article on rules here: <http://youthspecialties.com/articles/rules-less-is-more/> and from The Episcopal Church Office of Youth Ministries Youth in Mission Manual: <https://episcopoyouth.org/episcopal-youth-in-mission-manual/>

We encourage you to write your own Covenant with your youth – let them help you create it. Here is the example for Diocesan Youth Ministries.

**Policy and Guidelines (Community Covenant)
for Events and Activities of the Diocese of
Atlanta Involving Children and Youth**

It is the policy of the Episcopal Diocese of Atlanta (the “Diocese”) that all events and activities conducted by the Diocese or on its property observe the following guidelines, which are to be interpreted in a manner consistent with the mission and doctrine of the Episcopal Church.

1. Responsible officials will model and promote behavior of and towards all Participants in keeping with the baptismal covenant of the Book of Common Prayer, including the covenant to respect the dignity of every human being.
2. Aggressive behavior towards Participants by any person will not to be tolerated.
3. Bullying, fighting, abusive or offensive language, and engaging in threats or coercion ~~are~~ will not be tolerated.
4. Any activity that presents a serious risk of personal injury or emotional harm to any Participant or other person is prohibited.
5. Sexual advances towards or unwanted, inappropriate, or offensive touching of Participants is prohibited. (See Appendix A, *Appropriate Displays of Affection* in the “Diocesan Policies for the Protection of Children and Youth from Abuse”.)
6. Weapons or items that appear to be or create the impression of dangerous weapons are prohibited. Props for plays and games, kitchen utensils, utilitarian equipment and tools, and other items with a benign purpose that do not threaten Participants or create realistic and actual fear of harm are permitted if otherwise appropriate. For example, a bow and arrow at an archery event or a cutting tool on a camping trip may be appropriate under all the circumstances.
7. Dorms for Participants are to be single gender. (See the Transgender Policy of the Diocese for additional clarification).
8. In organizing and directing events, Responsible Officials shall consider the personal privacy interests and desires of all Participants, consistent with the type of event involved, the nature of the facilities and activities, and the interests of others.
9. Tobacco products are not permitted and shall not be used.
10. Participants below the legal drinking age shall not use or have possession of alcoholic beverages. Of course, this guideline has no application to proper participation in communion.

11. Illegal drugs and other controlled substances for which the person in possession has no prescription are prohibited.
12. Age appropriate play or normal physical activities are permitted if they do not entail or threaten injury, offensive physical contact, or other offensive or improper conduct. (See Appendix A, *Appropriate Displays of Affection* in the “Diocesan Policies for the Protection of Children and Youth from Abuse”).
13. Discrimination on any basis prohibited by the Episcopal Church is not to be tolerated, consistent with other Diocesan policies.
14. Responsible Officials shall apply these rules using common sense and good judgment, and not in an arbitrary or unreasonable manner.
15. For purposes of this policy, the following terms have the stated meaning:
 - “Participants” means children or youth participating in Diocesan events.
 - “Responsible Officials” means persons who are acting for or in cooperation with the Diocese or have any responsibilities or authority in connection with an event.

Confidentiality and Reporting

What is Confidentiality?

An important quality of a good adult volunteer is trustworthiness and the ability to keep boundaries. Confidentiality means that anything shared of a personal nature is a gift to the listener and not the listener's to give away through gossip or idle talk with others. Everything students share with us is "personal." It is not for listeners to decide whether something is personal, or whether the person will or won't mind if it's shared.

When to break confidentiality

Confidentiality must be broken when serious help is required because a person:

- Intends to harm him or herself (including alcohol/drug use, cutting, or thoughts of suicide)
- Intends to harm another.
- Is being harmed or abused by someone (physically, sexually, or emotionally).

If a youth says, "Can I tell you something if you promise not to tell anyone?" We recommend that you say something like, "You can talk to me and I will keep it confidential as long as no one is getting hurt." Don't make promises you can't keep.

Reporting Crisis Issues

Adult volunteers must report any issues students reveal which merit breaking confidentiality. These issues should be reported directly to the Rector of your parish or the Episcopal Diocese of Kansas Youth Missioner. These personnel will report to families and the proper authorities as necessary.

CONFIDENTIAL NOTICE OF CONCERN

Individual(s) of Concern:			
Date of occurrence:			
Time of occurrence:			
Type of Concern:	<input type="checkbox"/> Inappropriate behavior with a child or youth <input type="checkbox"/> Policy violation with a child or youth <input type="checkbox"/> Possible risk of abuse <input type="checkbox"/> Inappropriate behavior with an adult <input type="checkbox"/> Other Concern:		
Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? If reported to the State, what was their recommendation about investigating?		
Has this situation ever occurred previously?		
What action was taken? How was the situation handled, who was involved, who was questioned, were police called?		
What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation?		
Pastoral responses: Who was involved, how was the situation handled?		
Submitted by:		Telephone number:	
Location and address:			
Signature:		Date:	
Reviewed by:			

Please provide as much detail as possible, using additional sheets wherever necessary. The completed form together with the additional pages must then be sent to the Diocese of Atlanta-Attn: Easton Davis-Diocesan Youth Coordinator-2744 Peachtree Road, NW-Atlanta, Ga. 30305



Episcopal Youth Community
DIOCESE OF ATLANTA

Sample Job Descriptions for Youth Ministry

Job Description Youth Minister (Full-time)

Hours: 40 hours per week

Benefits: Health, pension, continuing education funds

The Youth Minister helps the youth ministry by overseeing a ministry that seeks to help every 6th grade through 12th grade student in the church make steps toward a deeper maturity in Christ, by building a youth ministry that fulfills the mission and values.

Duties in Youth Ministry:

- 1) Build relationships with youth and their families.
- 2) Plan, develop, and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach.
- 3) Evaluate vision and goals of the youth ministry.
- 4) Recruit and train volunteers who work with youth in all aspects of youth ministry.
- 5) Direct monthly planning sessions with volunteers.
- 6) Mentor youth in developing leadership skills.
- 7) Coordinate and teach confirmation classes and provide leadership for confirmands, mentors, and parents beyond the classroom.
- 8) Prepare, submit, and administer a youth budget and annual goals for the church fiscal year in consultation with the finance committee and submit to the vestry.
- 9) Develop and/or distribute control and compliance documents (youth directory, youth ministry calendar, event and trip registration forms, background checks, safeguarding certificates, etc.).
- 10) Personally follow up with all visitors within a week of their visit.
- 11) Keeps the parish updates on Youth Ministry through newsletters, announcements, bulletins, and photography regularly.

Duties in other ministry areas:

- 1) Attend Weekly staff meetings
- 2) Attend vestry meetings quarterly
- 3) Give regular updates to the youth ministry representative on the vestry

Qualifications and Accountability:

- 1) Complete safeguarding god's children training
- 2) Participate in continuing education.
- 3) Be aware of diocesan offerings.

Responsibilities of the Rector:

- 1) Create a positive environment where the youth minister and the youth ministry can flourish.
- 2) Meet regularly with the Director to ensure that adequate resources are available for the program and assist to resolve challenges toward meeting objectives.
- 3) Provide an annual review of the director's performance and concerns.
- 4) Advocate with the Wardens and Vestry on behalf of the program.
- 5) Pay an annual salary of _____ on a bi-monthly basis.
- 6) Provide two weeks' vacation and an additional 2 Sundays leave.

Job Description Youth Program Coordinator (part-time)

Hours: 20 hours per week

Benefits: Health, pension, continuing education funds

The Youth Program Coordinator serves in a part-time capacity to handle the day-to-day operation of the youth ministry. This position is mainly administrative and deals with the behind-the-scenes tasks that support the youth ministry.

Duties in Youth Ministry:

- 1) Plan and publicize all the youth ministry events.
- 2) Recruit and train volunteers who work with youth in all aspects of youth ministry.
- 3) Direct monthly planning sessions with volunteers.
- 4) Coordinate with volunteers, mentors, and parents beyond the classroom. Keep track of schedules, attendance, and make sure curriculum and supplies are available.
- 5) Develop and/or distribute control and compliance documents (youth directory, youth ministry calendar, event and trip registration forms, background checks, safeguarding certificates, etc.).
- 6) Create and update event notebooks for each major event.
- 7) Know at least 75% of the parents on the rolls by name.
- 8) Personally follow up with all visitors within a week of their visit.
- 9) Keeps the parish updates on Youth Ministry through newsletters, announcements, bulletins, and photography regularly.

Duties in other ministry areas:

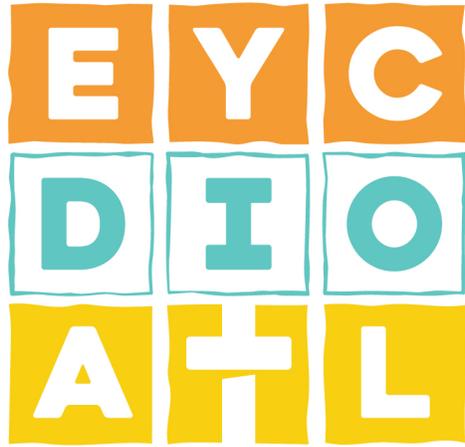
- 1) Attend weekly staff meetings
- 2) Give regular updates to the youth ministry representative on the vestry

Qualifications and Accountability:

- 1) Complete safeguarding god's children training
- 2) Participate in continuing education.
- 3) Be aware of diocesan offerings.

Responsibilities of the Rector:

- 1) Create a positive environment where the youth program coordinator and the youth ministry can flourish.
- 2) Meet regularly with the Coordinator to ensure that adequate resources are available for the program and assist to resolve challenges toward meeting objectives.
- 3) Provide an annual review of the coordinator's performance and concerns.
- 4) Advocate with the Wardens and Vestry on behalf of the program.
- 5) Pay an annual salary of _____ on a bi-monthly basis.
- 6) Provide two weeks' vacation and an additional 2 Sundays leave.



Episcopal Youth Community
DIOCESE OF ATLANTA

Compensation Guide for Youth Ministry

Youth Ministry Compensation Guide

While the needs and resources of every parish are unique, the goal of any parish when hiring a youth ministry professional should be the same if they are seeking long term success in their ministry: to hire, support, and retain an individual with a calling to youth ministry and the requisite experience and/or professional training to succeed in that vocation. The salary that a parish chooses for a youth ministry professional will significantly influence his/her tenure in this position. In addition to feeling a calling to youth ministry, a youth ministry professional must also feel that they are appreciated and able to meet their financial obligations if a parish intends to keep them in their position and achieve long term ministry success. While determining the salary of a youth ministry professional is not an exact science and will vary between parishes, the information below is intended to serve as a frame of reference when making these decisions.

According to Dr. Jeremiah Gibbs, Director of the Lantz Center for Christian Vocation and Spiritual Formation at the University of Indianapolis, “it is generally considered good practice to pay a trained youth minister the rough equivalent to a public school teacher in your region.” Dr. Gibbs further suggests that such a salary “with regular raises is usually what keeps a youth minister for a long tenure.”

The tables below reflect data collected and published in the Church Pension Group’s 2006 Compensation Report for the Episcopal Church on the average pay of lay employees responsible for Christian Education/Youth according to hours worked per week and parish size. These numbers represent mean compensation amounts and do not include the pension payments made to the Pension Fund or any other standard employee benefit.

Compensation for Parish Lay Employees in the Area of Christian Education/Youth by Hours Worked	
Hours Worked Per Week	Mean Annual Compensation
1-9	\$7,695
10-19	\$10,885
20-29	\$20,281
30-39	\$39,858
40-Above	\$50,915

Compensation for Parish Lay Employees Working Over 30 Hours in the Area of Christian Education/Youth by Congregation Size	
Parish Size	Mean Annual Compensation
0-75	\$30,000
75-140	\$34,375
140-225	\$43,238
225-400	\$48,636
400+	\$51,116

The tables below represent more recent data collected for Group Magazine’s 2012 Youth Ministry Salary Survey. While this data is more current than that provided in the tables above, it represents professional youth worker salaries from across Christian denominations, rather than the Episcopal Church specifically. This data reflects the average salary package (excluding non-cash benefits) for full-time professional youth workers. According to this survey, the average salary for full-time professional youth workers in their first job is \$31,300, but the tables below provide more detailed breakdowns of the survey results.

Average Compensation for Full-time Youth Ministry Professionals by Congregation Size	
Parish Size	Average Salary
Under 50	\$15,800
50-100	\$21,300
101-150	\$26,800
151-200	\$31,500
201-250	\$35,300
251-300	\$36,700
301-500	\$40,600
501-750	\$43,000
751-1000	\$45,800
1001-1500	\$48,900
1501-2000	\$39,600
2001-2500	\$49,000
2501-3000	\$59,200
3001 and up	\$46,600

Average Compensation for Full-time Youth Ministry Professionals by Years of Paid Youth Ministry	
Years of Paid Youth Ministry	Average Salary
1-5	\$31,800
6-10	\$42,700
11-15	\$47,100
16-20	\$51,800
Over 20 years	\$50,900

Average Compensation for Full-time Youth Ministry Professionals by Level of Education	
Level of Education	Average Salary
High School Graduate	\$20,000
Undergraduate Degree	\$35,100
Some Graduate Work	\$40,150
Masters Degree	\$42,900
Doctoral Degree	\$76,700

A final note: it is highly advisable to provide a continuing education budget that will enable a youth ministry professional to participate in at least one professional development per year.

Works Cited

Gibbs, Dr. Jeremiah. *Full-time and Part-time Youth Minister Salary Guide*. 21 June 2014. 3 September 2014. <<http://jeremiahgibbs.com/2014/06/21/full-time-and-part-time-youth-minister-salary-guide/>>.

Lawrence, Rick. "The 2012 Youth Ministry Salary Survey." *Group Magazine* March/April 2012: 38-42.

Price, Dr. Matthew J. "The 2006 Church Compensation Report: A National, Provincial, and Diocesan Analysis of Clergy Compensation in Comparative Perspective With New Data on Lay Employees." Church Pension Group. 2007.

CONTRIBUTORS:

EASTON DAVIS, KATIE MCREE, TARA MCMURDY, MIKE PETERSON, ANNA PUERTA, CHARLES SHIPP, SALLY ULREY