

# **Diocese of Fort Worth**

## **On and off Site Youth Ministry Guidelines**

### **Have fun, share faith, be safe, show care for the youth of your church**

There are some who believe that if you have a safe youth ministry, you probably won't have a fun youth ministry. We need to challenge this myth by creating fun and enjoyable youth ministry experiences but within a safe and caring environment. The following guidelines will enable you to create a safe and caring environment and you add the fun!

### **Permissions, waivers, medical release forms**

The diocesan release forms (A,B, and D) must be utilized by every youth and adult participant in the parish youth ministry program not only for the protection of the ministry but as a sign of the Church's care and concern for the youth in your parish. You are encouraged to put these release forms onto your computer and personalize them for your parish use.

The annual kick-off for youth ministry programming or the orientation for parents and teens should provide an opportunity for these forms to be distributed, signed and returned with a minimum of work. Another moment would be the time of religious education registration. There should be an understanding that youth are not registered for any programming or classes until these forms are on file. Forms A and B are for youth, while Form D is for adults.

### **Keeping Children and Youth Safe Training**

All adults who serve directly with young people for more than 1 time must go through this diocesan training program and update programs annually. Additionally, all young people who are serving in a ministerial role must go through the Teen Leader Safe Environment Training Program. Parish leaders can go through the "Train the trainer" program and then offer this training to youth in your parish as needed.

### **Chaperone requirements for all youth ministry events per safe environment behavior guidelines.**

A chaperone for youth is an adult who is at least 21 years of age, has gone through the approved diocesan safe environment training, has had a criminal background check and has gone through the diocesan online chaperone training. The Diocese of Fort Worth requires 2 adults to be present with any group of youth and has established a one adult to every six youth ratio at all youth ministry events. For example, 1-12 teens will require 2 adults, 13-18 teens will require 3 adults and so on.

This general guideline should be understood as a *minimum standard* and it should be noted that some youth ministry events will require a higher ratio of adults to youth. For example: a weekend hike in the wilderness probably needs a 1-4 ratio, handing out bag lunches to homeless people in an inner-city setting may call for a 1-2 ratio. A mission trip to a foreign country will require a 1 adult to 4-5 youth and so forth. Check with the Office of Youth Ministry if you have any questions about chaperone ratios for a particular event.

### **The role of young adults age 18-20 to assist chaperones during youth ministry events.**

It is permissible to utilize adults age 18– 20 years of age as assistants to chaperones to meet the minimum 2 adults with teens at all youth ministry events. However, adults age 18-20 must have graduated high school if the event includes high school age teens attending as participants. The adult age 18-20 may serve as the second

adult with a chaperone, but they may not chaperone a small group of teens by themselves or in combination with another 18-20 year old. Chaperoning a group means having total responsibility for a group which includes discipline and accountability. An 18-20 year old should not be placed in this situation.

### **Taking teens into dangerous or hostile situations is prohibited**

There is an element of danger every time we gather young people and there simply is no way to take out the possibility of all danger lest we decide not to do anything with young people which is not possible because of our call to ministry.

Having said that, there are certain activities that need to be thought through carefully, before deciding to participate in. Examples of these kinds of dangerous activities are: mountain climbing, white water rafting, boating, etc. It would be a good idea to contact the risk manager of the Diocese or the Office of youth ministry for direction on choosing a potentially dangerous activity. There are certain activities that represent hostile environments that young people should not be brought into. Example of hostile environments are: any activity where there is demonstrating (one group/person against another) even if a noble cause is the focus or taking young people into an area where violence abounds. There are many ways to invite young people into responsible participation in their community and in their faith without taking them into harm's way. **NO CAUSE IS WORTH PUTTING YOUNG PEOPLE IN DANGER OR INTO A HOSTILE SITUATION.**

### **Taking Teens OUT OF STATE**

Only high school teens of at least 14 years of age should be taken on out of state or out of country activities and/or events. Teens younger than 14 and not in high school should not be taken on out of state or out of country activities and/or events. Remember also that release forms must be notarized if going out of state or out of the country.

### **Using a private home for youth activities**

If you use private homes for off-site activities, there should always be two adults present at the activity regardless of the number of youth and at least a 1 adult to 6 youth ratio as is our diocesan guideline for youth ministry events. Please limit the access to private areas of the home. Keep the activities in a public space like the living room, den, etc.

The home owners should be aware of the increased liability risk they incur. They should check with the homeowner's insurance agent to see if they are protected for church group activities. Some policies cover such activities while others require an additional rider.

### **Attendance**

Keep accurate records of attendance at all youth ministry events (see enclosed sample attendance form - Form B) to clarify any question of the presence of youth at a particular event, program or class. Parents may believe youth, especially those who drive themselves, were at a particular event, when in truth, they were not.

Youth present on the premises but not at an activity would be invited to come in or asked to leave. Contacting parents of youth who do not attend programs, classes, events that they are signed up for can be a way to encourage future participation by being welcoming and showing concern.

## **Arrival and Dismissal**

Youth leaders are urged to remember that responsibility to and for youth exists between the time of arrival and the time of departure. Clearly state parish policy regarding both: Generally, fifteen minutes prior to the start of the program and fifteen to thirty minutes after the program give parents and/or youth ample time to make connections and meet deadlines.

Youth are never to be left alone on the parish premises: A responsible adult must remain with the youth until all the youth have left. Ideally, two adults should share this responsibility.

If it is necessary for a young person to leave the program early, clearly state that notification from the parent or guardian is required. Do not dismiss a young person to the care of an adult who is not the parent or guardian without express permission.

## **Transportation**

Because you need to get your youth to the off-site youth ministry event or experience, transportation will always be an issue. Use the following guidelines:

- Are all drivers age 21 or older?
- Are all vehicles in good working condition?
- Have the driving records been checked?
- Are all vehicles insured and if the vehicle is non-owned, does the driver have permission to utilize the vehicle?
- Have the vehicles been state inspected?
- Does the driver have a current driver's license?
- If driving the bus or any vehicle above 15 passengers, does the driver have a Class B license?
- Are the proper number of students assigned to each individual vehicle, depending upon its capacity (number of seat belts)?
- Have the drivers been advised on the route of travel and what to do in the event that they become lost? A clear map or clearly written directions should be the standard.
- Are all drivers advised to travel as a group or in pairs?

All drivers should be questioned verbally as to their driving record and their vehicle should be inspected. This will take the mechanical argument away from any plaintiff attorney in the event of an accident involving injury. Please use the Driver Information Sheet enclosed for volunteer drivers for youth ministry events (should be filled out and signed once a year and kept on file).

**See unacceptable drivers** taken from Catholic Umbrella Pool II Vehicle Safety Program

## **Camp facilities**

When choosing a camp site for camping, retreat or some kind of outdoor adventure, it is a good practice to see the camp first hand. What shape is the camp in, how hospitable is the camp staff? How difficult will it be to get quick medical attention if necessary? Is the camp accredited and by whom? The most widely recognized accreditation is with the American Camping Association (ACA). This organization maintains a strict set of safety standards for staffing, buildings, programs, and services for all types of camps, religious and secular alike.

### **Dangerous camp games and situations**

Everyone wants to have fun but follow these safety principles for safe fun:

- avoid games that might result in headfirst collisions with other people or natural objects. The risk of a broken neck and paralysis is enormous.
- Avoid games that incite reckless or overaggressive behavior.
- Avoid games that are hard to supervise. If you can't stop an activity quickly, you don't have enough control.
- Avoid pile on games.

### **Sport games and physical challenge activities**

Minimize risk by using the following guidelines:

- Don't play on an athletic field or in an area without first inspecting it for hazards and dangerous debris.
- Don't mix big and small, weak and strong kids in contact sports. Smaller kids usually get crunched.
- Don't make everyone in your group play the game. The reluctant participant is often the first one hurt.
- Don't incite or encourage aggressive or rough play.
- Don't let the athletic or challenge equipment be used without supervision.
- Don't hesitate to step in and stop a situation that is getting too rowdy, rough or uncontrolled.

### **Water Safety**

Water activities require special precautions. A certified lifeguard must be present when swimming at a pool, public or private, a lake, or the beach. Young people must use appropriate certified life preservers when using any kind of water craft and be instructed on the proper use of the craft before using it. Each craft should have an adult on board. Motorized craft must be driven by persons age 25 or older who have been properly instructed on the use of the craft.

### **Confidentiality**

Young people must be sure that anything that they share with any adult will be held in confidence and that a breach in this confidence can be of great harm except in the following circumstances:

- the risk of danger to the youth or another person that is reasonably foreseeable by the adult; e.g., suicide threats.
- the story shared is one of child abuse.

### **Behavior Guidelines**

It is important to write out the behavioral expectations that you have for teenagers in a "code of Behavior". This is a starting point for clearly naming expected appropriate behavior from the teens and adults chaperoning the event(s). These guidelines should be signed by the teens and the parents at the beginning of the year along with the medical release and liability waiver. These guidelines should be orally reviewed at the beginning of the event or program and should be made part of any orientation of parents and new youth participants. See below a SAMPLE CONDUCT COVENANT that is used in a number of parishes. Please feel free to personalize this form and use for your parish.

# PARTICIPANT

\_\_\_\_\_  
(Parish Name Here)

## CONDUCT COVENANT The Ten Commandments

EVENT SITE \_\_\_\_\_

DATE \_\_\_\_\_

I. Thy body shall not leave the youth ministry event grounds.

II. Thy body shall not be alone with the body of the opposite sex, or in the opposite's sex's room (when applicable) during the youth ministry event.

III. Thou shall not puff a weed of any kind, space out on any pills or drink alcohol or carry any weapon including pocket knives during the duration of the event.

IV. Thou shall report any injury or incident immediately to an adult leader. Thou shall not vandalize, break or hurt the event site in any way.

VI. Thou shall not trespass on thy neighbor's body, self-esteem or personal items.

VII. Thou shall leave your keys and drivers license with an adult leader (if of driving age) through the duration of the event.

VIII. Thou shall observe all event site rules and youth ministry rules.

IX. Thou shall talk with adult leaders if you need something or are having difficulties of any sort.

X. Thou shall under no circumstances be released to any other adult except for a parent unless specified on this form; that adult should be prepared to show a Drivers lisencc or another picture ID for verification.

A Conduct Covenant is a promise that you will abide by the rules stated above during the entire St. Michael youth ministry event. Please sign below that you agree to live by these rules. Parents/Guardians please sign below that you have discussed these rules with your son/daughter and that you understand if they break this covenant, we will call you and ask you to come and pick them up, no exceptions. Please also include 1 or 2 phone numbers where you can be reached during the youth ministry event.

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Participant Signature                      Date                      Parent/Guardian Signature                      Date

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Teens Cell phone number

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Emergency Phone number #1

-----  
Emergency Phone number #2

The following 4 adults are able to pick up my son/daughter from  
\_\_\_\_\_ on \_\_\_\_\_  
(PLACE OF EVENT)                      (DATE OF EVENT)

I understand and so do these adults that a drivers license or other form of a picture ID will be necessary for my teen to be released to anyone other than me.

NAME \_\_\_\_\_  
Drivers License # \_\_\_\_\_ Phone # \_\_\_\_\_

NAME \_\_\_\_\_  
Drivers License # \_\_\_\_\_ Phone # \_\_\_\_\_

NAME \_\_\_\_\_  
Drivers License # \_\_\_\_\_ Phone # \_\_\_\_\_

NAME \_\_\_\_\_  
Drivers License # \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Youth Ministry team considers it an honor to lead this  
(Parish Name Here) event and we promise to do our best to make this  
a safe and positive experience.