

CHRIST THE KING CATHOLIC CHURCH YOUTH MINISTRY HANDBOOK



TABLE OF CONTENTS

PARENT LETTER	3
YOUTH MINISTRY	4
<u>MISSION STATEMENT</u>	4
<u>VISION OF YOUTH MINISTRY</u>	4
<u>BASICS OF YOUTH MINISTRY</u>	4
<u>FOUR EARMARKS OF DISCIPLESHIP</u>	4-5
STUDENT CONDUCT	6
CELLPHONES	7
APPROPRIATE ATTIRE	7-8
DRUGS, ALCOHOL AND TOBACCO	8
ILLNESS AT YOUTH EVENT	9
MEDICATIONS	9
EMERGENCY CARE	9
ASTHMA/ALLERGIES	9
FOOD ALLERGY	10
STUDENT WELFARE (CHILD ABUSE)	10
STUDENT CARE RELEASE	10
WALKING HOME AFTER YOUTH EVENT.....	10
PARENTAL CUSTODY	11
SERVICE TRIPS.....	11
DISCIPLINARY ACTION	10
GRIEVANCE POLICY	11
PARENT INVOLVEMENT	11
<u>COMMUNICATION TO YOUTH, PARENTS AND PARISH</u>	11
<u>CANCELLATION POLICY</u>	12
<u>AMENDMENT POLICY</u>	12
MYTHS ABOUT YOUTH MINISTRY.....	12
PARENT ACKNOWLEDGMENT OF YOUTH MINISTRY HANDBOOK.....	13

Dear Christ the King Parents,

Thank you for taking the time to review our Church policies for Youth Ministry. We strive to provide a safe and welcoming environment for all children.

The primary youth ministers and teachers of the faith are the parents. Our hope is to further develop the teenager's faith based on the foundations laid by the parents. We appreciate you taking the time to read and discern how we can best serve the needs of your teenagers.

As there are many opportunities for your teens to be involved, there are many parent roles to be filled, too. Parents, we invite you to...

- **PRAY...** Pray *for* your teen. Pray *with* your teen. Pray for all the adult mentors, who lead and spend time with our young people.
- **VOLUNTEER** in our youth ministry. There are many opportunities: volunteering as a small group leader, be a chaperone for one of the events, and lots more!
- **PARTICIPATE IN THE LITURGICAL & SACRAMENTAL LIFE** of our parish. Go to Sunday Mass weekly/regularly. The Eucharist is the source and summit of our faith! Be an active member of Christ the King Church. Get involved!
- **ENCOURAGE YOUR TEEN** to honestly examine their faith, to seek and listen for God's will in all areas of their life through regular prayer, reflection and reading Scripture.

Let us pray together for this wonderful ministry in our parish and in particular for our young people. If you have any questions about your youth ministry program please feel free to contact our youth office (405) 242 4533.

God bless,



Rev. Rick Stansberry
Pastor



Antonio Guzman
Youth Director

YOUTH MINISTRY

Christ the King Catholic Church
Youth Ministry Mission Statement and Vision

MISSION STATEMENT

Helping teenagers to know, love and serve God.

VISION OF YOUTH MINISTRY

Christ the King's vision of youth ministry is about inviting teens into a relationship with God. "Come and you will see". (John 1:39) It's not just about a relationship with others where God is at the center. We invite teens to have a personal relationship with the Trinity; the Father, Son, and Holy Spirit. Then, we journey with them to develop into a disciple who we are all called to be through our Baptism. (Matthew 28:19) In growing as a disciple their love for God and relationship with Him will overflow to those around them. (Psalm 23:5)

BASICS OF YOUTH MINISTRY

Fr. Rick, Antonio, and volunteers will work to form each individual through personal investment and develop them into disciples using the Four Earmarks of Discipleship.

So why are we doing this? We are modeled after the example of Jesus (choosing the 12 disciples) in a specific way of teaching (pedagogy) with a specific strategy for achieving the 3 goals of youth ministry:

- Goal 1: To empower young people to live as disciples of Jesus Christ in our world today.
- Goal 2: To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
- Goal 3: To foster the total personal and spiritual growth of each young person.

In coming to youth group each student makes a commitment to grow in their faith, build community, respect others, and put their faith to action through service.

THE FOUR EARMARKS OF DISCIPLESHIP

The Four Earmarks of Discipleship are qualities that Youth Ministry tries to develop to create the ideal environment for effective discipleship to occur.¹

Trust: *Transparency, Acceptance, Belonging*

Where there is trust, there is transparency, acceptance, and a sense of safety. When teens experience being cared for, known, and appreciated they are more receptive to guidance and mentorship. They begin to experience this type of trust with their peers and it creates an environment of growth and community.

¹ The Four Earmarks are taken from the book *Transforming Discipleship: Making Disciples a Few at a Time* by Greg Ogden

Mutual Responsibility: *Shared Investment, Commitment, Common Goals, Clear Purpose*

Though students gather at youth group for fun, fellowship and company, they must also know *why* they are there.

All members whether they be a priest, youth director or volunteer share a sense of investment and commitment to the youth ministry program and have a common goal to help students grow in their faith. They must *want* to be there and be willing to invest in the students. Our purpose is to help the students become great Christian leaders in our community. Students need good role models to emulate, and that is best expressed through our actions.

The reason for why a student should be part of youth ministry is because we want them to develop their faith lives and carry that into adulthood. The priest, youth director and the volunteers have the responsibility to do their best to reach that goal.

Customization: *Unique to Individuals: Interests, Needs, Level of Maturity*

Programs usually have a defined length (for example, the timeframe of an academic year), and commitments end once that timeframe is up. Individuals are expected to progress steadily according to the same standards and end at the same place.

Discipleship is different. It involves helping each person create a unique, customized plan of growth. The one discipling (priest, youth minister, volunteer) must determine the best way to mentor and teach according to the capacity of the one being disciplined and where he or she needs to grow. Plans and visioning for the entire group must be based on the needs and growth issues of its individual members.

This basically means our youth ministry program is flexible and will adjust its activities and programs to meet the needs of the students that are being ministered to.

Accountability: *Focused on Growth in the Likeness of Christ*

Accountability in discipleship is not focused on content (how much one knows). It's about how much one *grows* to be like Christ, judging, acting, seeing, living, and loving as Him. Every disciple needs to be held accountable to others for the way they are following, especially since this growth is the purpose for and goal of youth ministry. We want students to attain Christian maturity. So if a student misbehaves or is disrespectful they will be held accountable for their actions and will come to know that their actions have consequences.

Student Conduct

All students that participate in Christ the King Church's youth activities are expected to conduct themselves as law abiding citizens of the community whether on school/parish grounds or off. Any student who chooses to disregard the basic respect, dignity and rights of others in our larger community chooses also to accept possible disciplinary measures from the Youth Office. Students who choose to violate parish or youth office rules, and thus detract from the parish community, also choose to accept consequences.

General Youth Event Rules (for events held in the youth room and gym)

These rules are in place to insure that all the kids have a good time while keeping the event safe for everyone.

- No student should leave the gym or youth room for any reason unless they are being picked up by a parent. An adult chaperone must be informed before the student's departure.
- The only restrooms that should be used are the ones in the youth room and gym. No student should leave the youth room or gym and use the restrooms in the school.
- There shouldn't be any food or drinks inside the gym (unless told otherwise by an adult in charge).
- Students should not be throwing footballs into basketball hoops.
- Students should not be hitting other students with balls or any other object that can cause harm to self or other (playing dodge ball, kickball, or an organized game are the only exceptions).
- Students should not be kicking balls especially basketballs because they might hurt someone or cause damage to ceiling tiles, ceiling lines or marquee (an exception is applied when playing an organized game)
- Students should not be hanging from the basketball net or hoop.
- Students should not be running on the bleachers or stage.
- Shirts, pants/shorts, belts, socks and shoes should be worn at all times.
- Students should not remove any of the balls from the gym closet that belong to the Physical Education Teacher or Athletic Committee. The balls used for Church youth events will be provided from the closet in the youth room.
- Bullying and roughhousing of any kind will not be tolerated. Please report it ASAP. We cannot take action if misbehavior is not reported during the youth event.
- If anyone gets hurt please notify an adult ASAP.
- Students should respect chaperones and listen to them.

Failure to abide by these rules will result in the student's parents being called and asked to pick up their student.

Cell Phones

Christ the King Church recognizes the value of cell phones for emergencies and transportation issues before and after youth events but students need to be prudent when using these devices.

In order to preserve a safe and welcoming environment for all, students are not allowed to have their phone on their person, except in the designated area. The youth room has a land line phone that everyone is welcome to use. *It is advised that the students not bring their phones at all but if they do, they must abide by the following rules.*

We will have a designated phone area in the youth room where the students will need to put their phones. They will be allowed to check their phones but they will not be able to walk around with them outside the youth room.

It is never permissible for a student to have their phone in the restroom, especially if other students are using the facility.

For special events we will have a photo booth or a photographer present for the parents and students to have pictures.

If any student gets in trouble using their phone (such as taking pictures, posting on social media), they will not be allowed to bring their phone to any future youth events and other consequences may apply.

All users should be prepared to be held accountable for their actions and for the loss of privileges if the terms and conditions of acceptable use are violated. Blogs/Social Media/Texting/Sexting-Engagement in online blogs such as but not limited to Facebook, Instagram, SnapChat, Twitter, may result in disciplinary action if the content of the student or parent social media includes defamatory comments regarding the parish, parish staff, school, faculty or other students. Students involved in the possession or transmission of inappropriate photos on their cell phones or other electronic devices also face consequences as seen fit by Father Rick, Antonio Guzman and consulting parties. These rules can apply to in as well as out of youth ministry events.

Appropriate Attire

Our array of youth activities involves a number of attire possibilities. Some events such as the Spring Fling Dance require a bit more formal attire (Church clothes- Boys: a shirt with a collar and khaki shorts or slacks, Girls: nice blouse and slacks or modest dress). Other events such as 5th Quarter or service projects require more casual attire (sport shorts and t-shirt/jersey). Below are rules concerning appropriate attire.

- Attire must not contain profanity of any kind.
- No inappropriate or suggestive images.
- Always wear shoes with soles. House slippers and shoes with wheels are not permitted.
- All clothing must be sufficient to conceal any and all undergarments. No skin will show between of shirt/blouse and top of pants or skirts at any time.
- All shorts, skirts, and dresses must be at fingertip length. If shorts are worn, they must be hemmed and without fraying.

- Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Slogans or advertising on clothing, jewelry, buttons, headgear and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the youth event setting are prohibited.

Father Rick, Antonio, youth office personal and chaperones will have the right to designate which type of dress, fashion, fads, or appearance disrupt or detract from the youth program. Father Rick and Antonio shall retain the authority to grant exceptions for special occasions and/or special conditions. Students who are in violation of the dress code will result in appropriate disciplinary action.

Drug, Alcohol and Tobacco

Christ the King Church recognizes the hardship created by drugs and alcohol at the individual and community levels. In so doing we unite to provide a drug free environment, safe for student growth and learning.

While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs, alcohol and tobacco at any event whose primary audience is underage children. In accordance with this, we will maintain a NO TOLERANCE policy toward drug, tobacco and alcohol use.

Policy

The policy relating to such abuses is designed to be preventative in nature and is intended to help any student having problems with alcohol or drugs.

If a student is found in possession of, under the influence of, using drugs or alcohol, or paraphernalia at any youth event, before, during, or after a church-sponsored event, the unauthorized substance or paraphernalia will be taken away from the student. The police may be contacted whenever any individual is found in possession of illegal substances or is in violation of the law. Parents will be contacted to take the student home. If emergency services are needed, such services shall be contacted and the expense borne by the student and their family.

It shall be a violation of this policy for any student participating in any Christ the King Church youth event to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on parish/school property or at off-campus, church or school-sponsored events.

It shall be a violation of this policy for any staff, administrator, visitor or volunteer of Christ the King Church to use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on church or school property.

Father Rick and Antonio shall act to enforce this policy and to take appropriate action against any student, staff, administrator, visitor or volunteer who is found to have violated this policy.

Illness at Youth Event

Should a student become ill during a youth event, the student's parent/guardian will be contacted as soon as possible. Parents/guardians should notify the youth office of work, home, and mobile telephone number changes to avoid delays in contacting them for emergencies. Every student is required to have emergency information on file in the youth office. This information should include parent/guardian work numbers, as well as the name, telephone number, and relationship of two people who can be contacted if the parent/guardian cannot be reached. It is the parent's/guardian's responsibility to keep this information updated.

Medications

If a child needs medication during a youth event, any medicine or supplements will be dispensed ONLY after having a parent give written consent; with the exception of inhalers. The medication must be given to the person in charge of youth event in the container from the pharmacy and must include the child's name, doctor's name, frequency, dose, and date. This includes minor medications such as over the counter medications (Tylenol, Benedryl, cough medicine, etc.). Students are not allowed to carry medication or supplements with them. The appropriate forms must be completed and on file in the youth office prior to medication being dispensed. The following procedures must be observed:

- The doctor's order must be on file in the youth office. Doctor's orders do not carry over from one year to the next
- The youth office must be given written authorization from the parent/guardian to dispense the medicine to the student
- The parent/guardian may come to the youth event to administer the medication until such time as the written order is received from the doctor.

Emergency Care

If a student becomes seriously ill or has an accident at a youth event, youth office personnel or chaperones will provide first aid and attempt to notify the parent/guardian as soon as possible. In an extreme emergency AND/OR if the youth office cannot reach the parent/guardian, EMSA or other emergency medical services may be called. Expenses for emergency care will be directed to the parent/guardian if a student is seriously injured in an accident or becomes seriously ill at a youth event.

Asthma/Allergies

Christ the King Catholic Church recognizes that asthma is a condition affecting many children.

Asthma Medications: Immediate access to reliever inhalers is vital. Christ the King Catholic Church requires that inhalers be kept with each student at all times and that they must be trained in their use and use them as needed. In addition, parents must complete a form and return this to the youth office providing the type of asthma and frequency of use. If medication changes during the year, parents are to notify the youth office.

Food Allergy

Christ the King Church recognizes that life-threatening food allergies are a condition affecting many children.

A parent or guardian of a student with severe allergies is responsible for providing all required food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Parent and Youth Office personnel will meet to discuss any additional concerns or needs. In the event of a suspected severe allergic reaction, where there is no known allergic history, emergency medical services will be called immediately.

The youth office tries to provide an array of snacks for those students that may have food allergies. To insure that we have snacks for your child please insure that his/her medical information/Form A and Form D is current and that you contact the youth office suggesting food items for your child.

Student Welfare (Child Abuse)

Christ the King Catholic Church will comply with Oklahoma Statutes and Archdiocesan policy concerning child abuse. All persons within the Church community are required by law to report suspected cases of child abuse to the Child Abuse Hotline. In all cases the Archdiocese will be notified.

All volunteers, faculty, and staff must complete the Archdiocesan Application, complete the background check on-line, attend the Safe Environment training, read the "Code of Conduct", and sign the statement of receipt. Registered sex offenders may only enter the grounds in which there is a youth event being held with prior notice to the pastor and youth director to: enroll their children deliver or retrieve their child during parish sponsored activity.

Student Care Release

The staff of Christ the King Catholic Church is concerned about the safety and welfare of all its students. After any youth event it is imperative that all students are seen leaving with a known parent/guardian. It is frowned upon to send unknown entities such as an Uber driver or Lyft driver to pick up a child from any youth event. If such is to be the case written authorization must be turned into the youth office prior to the youth event. If any parents chooses to use someone other than themselves pick up their child from any youth event they release, waive, hold harmless, defend and covenant **NOT TO SUE**, Christ the King Catholic Church/School, the Archbishop of the Archdiocese of Oklahoma City, and the Archdiocese of Oklahoma City and each of their respective departments, directors, administrators, teachers, officers, agents, representatives, volunteers and employees from any and all actions, claims, demands or liabilities, including without limitation, those for personal injuries or property damage, that I and/or Participant may suffer.

Walking Home After Youth Event

If a child is to walk home, the youth office must have a written notice. If no written notice is obtained the student must remain at the youth event until the parent is present to pick up the child.

Parental Custody

If parents are divorced or separated, the youth office presumes that both parents have access to the children and their records unless one parent provides legal evidence that he or she has the sole right. Such evidence must be presented as a legal document to the youth office.

Service Trips

Written permission by the parent or guardian is necessary for a student to participate in any off campus trips. Verbal permission cannot be accepted. A form will be emailed or sent home. Necessary forms can also be found on the church website. This is the one and only format that may be used to allow a student to attend any trip. Youth Office personnel, in consultation with the pastor, reserve the right to restrict or deny student participation on any trip due to, but not limited to, poor conduct.

Disciplinary Action

Antonio Guzman, youth director, in consultation with Father Rick, pastor, will seek appropriate means for disciplinary action if any student misbehaves. There is a **zero tolerance** for bullying, misbehavior or behaving in an uncharitable manner towards any student or adult.

Depending on severity of the action, parents may be called to discuss a resolution.

If any bullying or misconduct is not reported to one of the chaperones during the youth event it will be very difficult to take action after the event is over.

Grievance Policy

All parish youth events or youth related matters are to be first addressed with Antonio Guzman, youth director. If the issue remains unresolved the pastor, Father Rick Stansberry, may be consulted. Fr. Rick and Antonio will find resolutions to any matter that may arise collaboratively.

PARENT INVOLVEMENT

COMMUNICATION TO YOUTH, PARENTS, AND PARISH

Information concerning all youth ministry programs and events are distributed and available through:

- Parish Website: www.ckokc.org/youth
- email Antonio: antonio@ckokc.org
- Flyers handed out in Faith Formation and School classrooms
- The Parish Bulletin
- Flyers available at Parish office
- Postcard mailings, if needed

Parents are encouraged to introduce themselves to the Youth Director. Parents are also encouraged to keep the Youth Director informed about:

- achievements of child (sports, academic, extracurricular, etc.)
- illness or hospitalization
- family issues (death, accident, divorce, etc.)
- teen issues (school, peer, dating, etc.)

This information enables us to offer the best pastoral care for our youth. We can celebrate in their achievements and support and pray for them through their struggles.

CANCELLATION POLICY

For inclement weather, we follow Christ the King Catholic School and OKC Public Schools. If they close their facilities (weekdays or weekends), our events are canceled. For other cancellations, an email will be sent to those on our list, as well as a message on the Christ the King website's youth page (www.ckokc.org/youth).

AMENDMENT POLICY

Parents and volunteers will be notified in writing when policies are to be added or amended.

MYTHS ABOUT YOUTH MINISTRY

Youth Ministry is just playing games. Comprehensive youth ministry incorporates eight components of ministry to young people as designated by the United States Catholic Conference (USCC), in their document, "Renewing the Vision: A Framework for Catholic Youth Ministry." These include advocacy, catechesis, community life, evangelization, justice/service, leadership development, pastoral care and prayer/worship. All components are necessary for a holistic approach that is attractive, appropriate for and beneficial to youth. Each experience is rooted in our Catholic faith and tradition.

My child attends Catholic school; they get enough faith education. There's no need to participate in youth ministry. Christ the King Youth Ministry offers more than just faith education. It is comprehensive. It is about discipleship, the living out of one's faith, building connections between faith experiences, connecting youth with their parish community, fostering a sense of Catholic identity within self and with peers and in the activities where teens find their passion. Offerings include a wide variety of experiences to develop the entire person well beyond just knowledge.

My child can't attend youth group regularly, so they can't come or aren't welcome to the special events. All youth ministry events are open to anyone at anytime. There is no required attendance policy or special membership. Whether a teen comes to one, none, or all of the regular group meetings, they are ALWAYS welcome to come to the events that interest them. Every youth isn't always interested in youth group, but they may be interested in some of the special events (service, socials, and outings). This is why we offer a wide variety of events to meet as many needs as possible.

My child's friends aren't Catholic, they wouldn't fit in a Catholic youth ministry event. Every youth ministry event is open to any youth Catholic or not. The atmosphere is very warm and welcoming. We have some non-Catholics that attend just as much as our own parish youth. We are not out to convert, but to offer opportunities for youth to gather comfortably in Christian community.

Only the teens active in youth group are being ministered to. This is why the 'ministry of presence' is so important in total youth ministry at Christ the King. The young people of Christ the King do not become connected to their parish through youth group alone. Connections are built through relationships, meeting teens on their turf, invitations, and attentiveness to their needs. This

is why connections to the parish come in ministry of presence to ages beginning below the junior high years in school, visits to the classrooms at school, sporting events, mail ministry with newsletters/notes of affirmation, involvement in parish activities, athletics and more.

PARENT ACKNOWLEDGEMENT OF YOUTH MINISTRY HANDBOOK

I _____, the parent of _____
(Parent Name) (Student(s) Name)

understand and will speak to my child(ren) about this Youth Ministry Handbook.

- I understand that it is my responsibility to have the necessary Archdiocesan forms on file at the Youth Office.
- I understand that it is my responsibility to keep all medical and contact information up to date.
- I understand that I will be emailed or called to help as needed (drive, chaperone...).
- I have explained to my child(ren) that he/she is not to leave youth group unless a chaperone has been notified.
- I understand that if my child(ren) misbehaves during youth group/youth event that I will be called and asked to pick up my child(ren) and that he/she might be asked not to return for a youth session(s), service project(s) or youth event(s) depending on the misconduct.
- I understand that my child(ren) will receive snacks that could be considered "junk food".
- I understand that Christ the King Youth Ministry is part of the Parish and though it works in accordance with Christ the King School, Christ the King Youth Ministry is its own entity. All reports, questions and concerns need to be made known to Antonio Guzman, Youth Director, not the Christ the King School Administration.

Signature of Parent

Date

This is a Copy of the

***PARENT ACKNOWLEDGEMENT OF YOUTH
MINISTRY HANDBOOK***

that can be signed online.