

Youth Advisor Handbook

Holy Family/St. Robert Christian Formation

Grades 9 –11

2018-2019

VISION: Love God, Love Others, Make Disciples.

To provide every high school student in our parishes the opportunity to experience a personal relationship with our Lord, and in that relationship with Him, to discover the richness of our Catholic faith and learn what it means to live as a disciple.

Dear Youth Advisor,

Thank you in advance for the many ways you will model and share God's love with your students over these next months.

As a Youth Advisor, you are on the front line of Faith Formation for teens at our parishes. When you listen, share your own experiences, and help our teens wrestle with their questions, you help them learn what it means to live our faith.

Please know that our parishes appreciate you and your willingness to answer the call to share your faith with our teens. I'm available to help you in any way that I can.

God bless you and the important work you do for our teens!

Emily Schaefer

Director of Youth and Young Adult Ministry

Phone: SR: 414-332-1164x3011; HF 414-332-9220x133

Email: emilyschaefer@yoloph.org

A personal relationship with Jesus Christ in the Catholic Church is “caught” more often than “taught.”

- 1) If they don't know that you care, they don't care what you know.
- 2) They might not remember everything you tell them, but they will remember how they felt when you interacted with them.
- 3) Sharing your personal experiences is more powerful than lecturing.
- 4) The Church is a hospital for sinners, not a hotel for saints.
(Do not be afraid to admit your weaknesses and mistakes, it gives you more credibility.)
- 5) Hurt people hurt people (and always keep in mind that they're all hurting).
- 6) Care vs. Cure
- 7) People before programming.
- 8) We plant seeds, God gives growth—so pray, pray, pray for your teens!
- 9) Comparison is the death of the spiritual life.

Weekly Program Schedule 9/10th Grade

- | | |
|---------------|--|
| 5:00pm | Youth Advisor arrives (St. Rob Reilly Hall) <ul style="list-style-type: none">-prepare room-retrieve Advisor folder (materials and attendance list) from Youth Minister |
| 5:30 – 6:30pm | Students arrive and attend Mass |
| 6:30pm | Teen Night begins <ul style="list-style-type: none">-take attendance/make sure teens sign in-open with prayer-students cannot be in classrooms without an adult |
| 8:00pm | Teen Night ends <ul style="list-style-type: none">-close with prayer-jot down any notes-erase boards/ turn off technology /return furniture back to original layout-return to Reilly Hall to check in and pray-return folder containing attendance sheet to Youth Minister |

Weekly Program Schedule 11th Grade

- 6:30-6:45pm Youth Advisor arrives (HF McCormick Hall)
- prepare room
 - retrieve Advisor folder (materials and attendance list) from Youth Minister
- 6:45-7:00pm Students arrive
- 7:00pm Teen Night begins
- take attendance/make sure teens sign in
 - open with prayer
 - students cannot be in classrooms without an adult
- 8:30pm Teen Night ends
- close with prayer
 - jot down any notes
 - erase boards/return furniture back to original layout
 - return to McCormick to check in and pray
 - return folder containing attendance sheet to Youth Minister

Youth Advisor Responsibilities

Attendance: Please take attendance! Please mark a “√” for Present or “A” for ABSENT. If a student shows you a note stating the need to leave early, please note this on the attendance sheet.

Resources: If you would like specific handouts or special materials for your small group, we are happy to provide them. Please let us know by the Wednesday before so we can be sure to have them ready for you.

Substitutes: If you will miss a teen night, please let the Youth Minister know that you will be missing as soon as possible. The best way to reach the Youth Minister is via email. Allow plenty of time (at least 2 weeks if possible) to arrange a substitute if your co-facilitator is not available.

Early Dismissal: Please DO NOT dismiss your small group early for any reason. *If an individual student needs to leave early they must have a written note from a parent. The student will need to show you that note before class and check in with Emily before he/she leaves.*



General Policies

I. Classrooms

- A. Teens cannot be in a room without an adult volunteer present. If you need something delivered, or if you need to leave your room during class time and there is not another adult volunteer present, send two trustworthy teens with your request.
- B. Please keep in mind that most of these rooms contain the personal valuables of day students, and/or articles belonging to the parish and school. We do not have permission to borrow or use those supplies, unless explicitly indicated. Every effort should be made to instill in the teens a sense of respect and responsibility towards property—that of others and their own.
- C. Please get into the habit of leaving the classroom/space you use in better condition than you found it.

III. Visitors

- A. Teens are allowed to bring friends who are not registered in the program to on-site Teen Nights. If a non-registered student attends, please sign them in and notify the Youth Minister so we can reach out to the family. Permission slips are required for any event which requires transportation from our parish.
- B. Parents are welcome to sit in on teen activities but are not allowed to be alone with teens.
- C. The Youth Minister will occasionally stop in to observe a small group. Let us know if you are doing something special—we'd love to see it.

IV. Discipline

If you have problems with a student, please inform the Youth Minister the **first time** there is an incident. It is important that we document disruptive behavior, and it is crucial that we take care of discipline problems **immediately**. The best way to handle a discipline problem with a teen is for the Youth Advisor to try to talk with the teen individually (in a public safe place), and if necessary contact the parent directly. Notify the Youth Minister in the event a parent is called and document in writing what you said and the parent's response. In the case that I get a call from a parent, I want to support you as a youth advisor, but I need to be aware of the details of the situation in order to do so.

V. Breaks

There are no breaks. Students may use the restroom one at a time. *Do not* allow your class to take a group break. The noise in the hallway disrupts other groups.

VI. Other Important Information

Copy Machine: If you can, please let us know what copies you need by the **Wednesday** before the Sunday you need them.

Field Trips: Students are never to leave the building without written permission from a parent. Students are never to ride in your vehicle unless you have completed the volunteer driver form and the students' parents have completed the required permission form. Volunteer drivers must be at least 23 years old with a good driving record.

Medication: Never dispense any medication to a student. If you become aware that a student is taking medication, please contact the Youth Minister.

Parents of Teens in CF Program as CF Advisors: Unless requested by the teen, our policy is to assign parent CF Advisors to a different small group than her or his teen. If you have a teen who wants you to lead her or his small group, please see the Youth Minister.

Emergency Procedures

Medical Emergencies

Sudden Illness

If a student becomes ill during a teen night, send other students to report it to the Youth Minister and someone will come immediately to your room to get the ill student appropriate help.

Extreme caution must be exercised at all times when any bodily fluids are involved. Therefore, if a child is bleeding or vomiting, keep the rest of your group clear of the area and the ill child. Notify the Youth Minister immediately.

We do have a few students with serious illnesses and allergies, so please pay special attention to the “Special Needs” sections of your class list.

Weather Emergency Procedures

Fire

Fire charts in each room indicate the door to use in exiting the building in the event of a fire. Please familiarize yourself with the procedure for your room and discuss this with students on the first night of class. At the sounding of the fire bell, proceed with your group as indicated on the chart. Direct your group to walk, not run, to the designated area. Make certain that all students are with you. Close your room door behind you. You will be notified when it is clear to return to your room. (No drills will be held.)

Tornado

A tornado warning will be communicated to each advisor by the Youth Minister. Leave the classroom single file and proceed to the lower level hallway. Have teens line up along the walls, kneeling and facing the walls with their heads down. You will be notified when it is clear to return to your room. (No drills will be held.)

Cancellation of Classes

In the event of severe weather, the Youth Minister will notify you via email if our Teen Night is cancelled.

Safeguarding All of God's Family

Safeguarding All of God's Family is the program chosen by the Archdiocese of Milwaukee, as well as many other dioceses, for building awareness in compliance with the US Bishops' *Charter to Protect Children and Young People*.

Our children are precious, and all adults need to understand better the evil of sexual abuse in society. No one is being punished, we simply need to create greater awareness about this problem. *Safeguarding All of God's Family* is an easy-to-complete program to help us protect our children and

all in the church family from sexual abuse and related dangers. Every Catholic parish and Catholic school in southeastern Wisconsin is part of this tremendous effort.

Priests, parish directors, deacons, DREs, DYMs, school and parish staff, archdiocesan central office staff, other paid and unpaid Church employees, and all volunteers who have any contact with children or youth will be required to:

- take part in a once per lifetime three-hour training session called, "Safe Environment Education."
- read and sign an "ethics and mandatory reporting statement", and
- undergo a national and state criminal background check (every 5 years).

There are dozens of Safe Environment Education sessions offered throughout the Archdiocese. You may sign up for any training session being offered anywhere throughout the Archdiocese. You may register on line at cmgconnect.org . Please contact Emily, if you have questions.

The Catholic Formation staff of Holy Family and St. Robert Parishes is committed to abiding by the Archdiocesan guidelines for awareness training for all volunteers. If a volunteer refuses to comply with the training requirement, he/she will not be allowed to have contact with children or teens in any of our parish programs.

Common Questions:

- Do I need to have proof of abuse/neglect in order to make a report?
No, you need reasonable cause to believe abuse/neglect has occurred.
- What happens after I make a report?
The child protection agency will investigate the case and determine whether abuse/neglect has occurred and determine what actions to take.
- How do I know if anything is being done after I make the report?
In Wisconsin mandated reporters usually receive information within 60 days of filing a report as to what action, if any, was taken to protect the child who was the subject of the report. Other reporters who are relatives of the child, but are not the parent, may make a written request for information from the agency. These reporters may be able to receive notice of what actions, if any, were taken to protect the child, unless there is a court order prohibiting disclosure.
- Will I have to testify in court?
Not in most cases, but it is a possibility.
- Will my report be confidential?
In most cases, yes. However, your identity may be revealed if you're called to testify in court. If you are concerned about being identified you can make a report without giving your name.
- Can I be sued if I report abuse/neglect and it turns out I was wrong?
Wisconsin has a law protecting people who report 'in good faith,' meaning that the reporter had reasonable cause to believe abuse/neglect had occurred.
- Will the child be removed from his/her home if I make a report?
In most cases, child protective services tries to keep the child and family together and provide the needed intervention to prevent the maltreatment from occurring. If the child is in immediate danger, he/she may be removed and placed in protective custody.

Milwaukee County

Bureau of Milwaukee Child Welfare
414-220-SAFE(7233) 24 hour service

Name of Child:

Name or Description of Suspected Abuser:

Abuser's Relationship to Child(if known):

What You Observed/Were Told (description of the suspected abuse/neglect, when it occurred, any concerns for the child's immediate safety):

Do you have any knowledge of suspected or known past abuse/neglect?

Were there any other witnesses?

Guidelines for Youth Advisors & Volunteers & Chaperones

Holy Family and St. Robert Youth Ministry

It is presumed that all adults working with minors (therefore all Youth Advisors, Core Team members, and all group leaders) have undergone sexual abuse awareness training and background checks. This involves the following three requirements:

- Safe Environment Education session sponsored through the Archdiocese of Milwaukee (register through cmgconnect.org)
- Passing the criminal background check.
- Reading the Code of Ethics and Mandatory Reporting from the Archdiocese of Milwaukee.

Never be alone with a minor. Ask another adult to be present or be visible in a public place with doors open. If the young person wishes to confide in you personally and would like to have the door closed, do so only if there is another adult present. You may simply state that the parish has a policy that the door needs to stay open, or arrange for this conversation to be in a public place.

If you as an adult have a suspicion that a young person has recently been or is being physically or sexually abused, is abusing an illegal substance, or is suicidal, you *must* inform Emily Schaefer or one of our priests *immediately* about your suspicions. Church leaders are mandatory reporters of physical or sexual abuse. For the safety of all our young people, contacting the Youth Minister immediately regarding any unhealthy behavior (cutting, alcohol use for those under 21, suspicions of abuse, etc.) is also our policy. If a minor asks you to keep something confidential, explain that you will unless it is something that you legally must report (physical or sexual abuse) or you in good conscience for the benefit of the young person should report (suicidal tendencies or substance abuse). If there is a touchy subject, you may discuss it with me, keeping the name of the individual private if you wish. *Never* promise to remain quiet about something because there are some things you are required to report. Call 911 if there is an emergency. If a young person discloses to you plans to commit suicide and has a plan, don't allow the person out of your presence until authoritative help arrives.

Know alternate numbers and important information about the members of your group. During regular CF Nights and Youth Group Meetings, the Youth Minister has access to registration forms. Most of these forms have an alternate phone number. On trips, signed permission slips must be brought in the same vehicle as the student participant. (Driver forms may be kept in the parish office.) In the case of an emergency, call 911 and Emily immediately after. Either Emily or you as a group leader will call the parent or emergency phone number listed on the permission slip, depending on the situation. Often it pays to ask casually the young people you're responsible for if they have any allergies (such as bee stings or dairy products) to break the ice and to let them know that they are in good hands. If it seems appropriate, you may wish to ask the teenagers if their parent(s) is/are home (at the time of the trip... "this evening" or "this weekend," for example).

Become acquainted with the exits and phones in every building you are in, whether at St. Robert, Holy Family or off campus on a trip. Do not leave any minor unsupervised if s/he is in the care of the parish. Remain visible to the teens and have them visible to you as much as possible. Check in on them often if it is not possible to be in the same area. Never leave a student alone to be picked up by a parent or other responsible adult. Stay at the site until every minor has been picked up by the parent or someone designated by the parent.

Intervene in situations in which there may be a potential use of violence as safely as you can for as many as possible. If a young person has in his/her possession an illegal substance or weapon (used as a weapon), call 911. Call the parent immediately to have the person(s) removed. Call Emily immediately.

Do not visit a minor at his/her house or pick up a minor from his/her house unless you have spoken personally with a parent beforehand and have been given written permission. Otherwise, you are invited to call the young people in your small group or send them a note to build community or to give him/her encouragement throughout the year. Addresses and phone numbers are provided for each adult volunteer who has minors in his/her care.

Resources

5 WEBSITES FOR YOUR TEENS

www.pope2you.net Pope's website for teenagers
www.lifeteen.com relevant issues of faith & teenage life
www.PhatMass.com Youth-Oriented FAQ's Catholic site
www.chastityproject.com Abstinence; Sex; Dating; Respect Issues
www.wordonfire.org Homilies, blog, videos from Bishop Robert Barron

Music: ARTISTS

Will Regan and the United Pursuit
Oh Hellos Joe Zambon
Hillsong United Luke Spehar
Jesus Culture Alyssa Fassbender
Rend Collective Audrey Aussad
Sufjan Stevens Judah and the Lion
John Mark Mcmillan Josh Garrels
Cimorelli
Matt Maher
Danielle Rose

Graphic Artists:
Cassie Pease Designs

Podcasts:

Catholic Stuff You Should Know
Father Robert Barron
Lanky Guys
The Catholic Feminist
Father Mike Schmitz

Instagram:

brewcitycatholic
go2steubenville
yolophteen
Lovebeginshere

App:

Laudate & iBreviary

7 WEBSITES FOR YOUR QUESTIONS

www.scborromeo.org/ccc.htm INDEX OF THE CATECHISM click on church image to enter, then click on "catechism" on the left side of the page. **Coolest index of the CCC!!!**
www.newadvent.com Catholic Encyclopedia
www.usccb.org Bible, CST, relevant documents
www.vatican.va Official Vatican website
www.papalencyclicals.net Every Encyclical: easy reference and free
www.ewtn.com Great prayers, devotionals, and question/answer resources
www.catholicsocialteaching.eppc.org Catholic Social Teaching (CST)

6 WEBSITES FOR YOUR PRAYER & IDENTITY

www.biblegateway.com Biblical Concordance: *use NASB or NIV translation*
www.corproject.com & www.theologyofthebody.net Primary site for JP II's teaching
www.livingourfaith.net Local questions, people, & faith
www.apostleshipofprayer.org Great prayer starters for youth & young adults
www.wau.org Reflection and prayer with the daily Mass readings

Bibles:

Translations: New American Bible (NAB) OR: New Revised Standard Version (with Deutero-canonical / "apocryphal" books)

Editions: all found on Amazon.com for less

Emily's choice #1: NAB Gift & Award Bible: ISBN-10: 0529068117

Emily's choice #2: NAB Catholic Youth Bible: ISBN-10: 088489794X

Books: *all those listed can be purchased through Barnes and Nobles (or Amazon)*

***An Ignatian Introduction To Prayer* by Timothy M. Gallagher**

YOUCAT Youth Translation of the Catechism

BLESSED ARE THE BORED IN SPIRIT : Mark Hart

AMAZING GRACE FOR THOSE WHO SUFFER : Jeff Cavins

CATHOLICISM FOR DUMMIES : Wiley Press

100 THINGS EVERY CATHOLIC TEEN SHOULD KNOW : Mark Hart

ROME SWEET HOME : Scott Hahn

LIVING THE CATHOLIC FAITH: REDISCOVERING THE BASICS: Charles J.Chaput