

Policies and Procedures for Y.O.U. Chapters

Compiled by the Great Lakes Region Y.O.U.

Local chapters are formed under the guidance of the Great Lakes Region Y.O.U. and the local Ministry. The Y.O.U. Program is under the umbrella of the Church Ministry.

The members, minister, Youth Ed Director and sponsors are in agreement on an appropriate meeting time and place for Y.O.U. chapter sessions. Y.O.U. is encouraged to be Youth Led with the direction and guidance of Sponsors assisting the YOUers to develop and implement their leadership skills. As often as possible the sponsor should encourage and help develop leaders within the group by gradually turning more and more leadership over to the teens. You do this by assisting and coaching them about their responsibilities until the youth are taking ownership of the group and program.

Role of the Chapter

The role of the chapter is to provide an opportunity for youth to:

1. Explore Unity principles and how they can apply them in their life in an atmosphere of openness, freedom and unconditional love.
2. Discuss with other Truth oriented teens the challenges they face growing up and becoming independent
3. Have the opportunity to develop their skills by being involved in helping to plan and implement lessons, service events, fundraisers, and social events.
4. Participate in Regional and Sub-Regional events where they can get to know other teens from Unity Churches in the Region.

Requirements for Teen Members

- * To be eligible to be in Y.O.U. the teen needs to be 14 years of age or in 9th – 12th grade. To attend Regional or sub-regional YOU events, YOUers have to be 14 years of age.
- * Each YOUer should fill out a Membership Form and also a Medical Release Form which should be kept in a file/manual in the Youth Director's Office. It is important to be aware of any special medical needs of the teens, medication, and possible allergies.
- * For teens to be eligible to attend YOU Regional and Sub-Regional Events, they need to have 50% attendance at their Chapter Meetings. For Regional events service hours are also required. For June Rally there may be a required reading.

Attendance Requirements

We are responsible for the well-being of any teen from the time they have signed into the class and until the time they have signed out. Thus, taking attendance is mandatory for every youth class. Teens may sign themselves in and out after their parent(s) are notified of attendance policy. It is extremely important that you are familiar with the requirements of your church insurance with regard to youth.

- * Attendance should be taken each Sunday and an attendance log kept. This also assures that the YOUers are meeting the attendance requirements to attend Regional Events.
- * There should be a "YOUer Service Hours Log" in the YOU Room so that a record is kept of the service hours performed by each YOUer. Each YOUer should update their own information. The Sponsor signs the Service Hours Log to verify those hours.

Chapter Events/Activities

- * ***Any event or activity outside of the Sunday meeting*** needs to have the proper paperwork filled out. A registration form with the name of the event, date and cost at the top of the form which is signed by the parent and YOUer which shows approval of the parent for their teen to attend the event. Also, a current medical release form. Medical release forms should be updated on a consistent basis and reviewed by the parent and sponsor to make sure of any changes regarding insurance or medication.

Transportation/Travel

- * Does your insurance cover the teens, sponsors or parents when they travel to, during and from a church event? In town? Out of town? Regional insurance covers regional events but this is only from the time you arrive to the time you leave the event.
- * Will the church's insurance be primary or secondary to the individual's?
- * If a church member/parent is driving their own car and something happens who pays – the church or individual.
- * Does your church cover 15-passenger vans?
- * If you rent a vehicle, do you need to take the extra insurance.
- * Are seatbelts mandatory? Yes! Do not put more people in a vehicle than you have seatbelts and let everyone know that the vehicle does not move until the seatbelts are fastened and being worn.

Y.O.U. Room

Y.O.U. Room set-up is organized in such a way that the YOUers feel that this is their space. It is important that you create ***“Heart Agreements” with the YOUers*** and have them posted in the room. Have the YOUers work together to create their “space” taking into consideration keeping a “sacred space” to help keep focus. If your room has only bean bags for everyone to sit on, that might invite a more “social atmosphere” and more difficult to keep focus during prayer, meditation and the lessons. ***All cell phones should be turned off and not used during the meeting, this includes text messages.***

When Should the Chapter Meet?

It is highly recommended that the YOU Chapter meet on Sunday. Although, the chapter can elect to meet an additional day during the week. To maintain the connection, communication and visibility with the congregation, Sunday should be the main meeting day. Also, there may be teens attending on Sunday with parents that might not even be aware of the Y.O.U. Program and this is a missed opportunity. If your congregation is larger and there are two services that offer children's church at both services, teens should also have the opportunity to have YOU at two services. Some cannot attend the early service and some cannot attend the later service so if it is available for both services we are able to reach more teens.

Curriculum

- * Identify and provide Unity curriculum or curriculum that is in alignment with Unity's Teachings.
- * Provide materials and resources for lessons
- * Adjust non-Unity curriculum to ensure it parallels Unity Principles
- * Adjust all lesson plans to meet the needs of the interests and abilities of the teens in the program.
- * Create classroom environment with appropriate enrichment resources.

What is a Living Curriculum?

Unity lessons published by the Association of Unity Churches are based on A Living Curriculum philosophy. This is an approach or philosophy which affirms that the curriculum—that which is to be learned or known—is not within any guide, but rather lives in the children and teens themselves. Myrtle Fillmore, co-founder of Unity, was the inspiration for this foundational belief as she shared her view about the “soul’s unfoldment.” She believed that our mission is not to “entertain the children, but to draw them out.” This approach honors the wisdom within each of us and uses storytelling and creative experiences to “draw out” the truth we already know. Living Curriculum is also issue-centered. Life is all about issues that we are trying to make sense of. By focusing on issues in our lives through the common experience of sharing story, we become engaged and involved as we examine these issues. This approach leads to exploring spiritual principles and truths and to an awareness of how they are operating in our lives.

Chapter Sessions

While we encourage students to be unlimited in exploring all avenues of learning and subject matter, it is appropriate to remember that Chapter sessions are designated as class times for the study of Christianity. Astrology, numerology and psychic phenomenon may prove to be interesting topics; they are not the primary focus for spiritual education in YOU.

While Unity does not have a lot of dogma or doctrines, it does have five basic principles that have become a foundation for what we believe. It is important to introduce your chapter members to these principles to their lives. Set a goal that each of your YOUers will leave their YOU experience with a “working knowledge” of these Truth principles. There is a large variety of curriculum and your Youth Director should be able to help with that. Determine where your group of YOUers are at and what their needs are.

The following elements promote an effective chapter session:

1. Sponsors should arrive a minimum of 20 minutes before the session starts to pray in and set the consciousness. If you have YOU Officers, they should join with you.
2. **Greeting/Opening Circle** – The sponsor or YOUer sets the tone for the session through a general group greeting and then a brief check-in for everyone to share how their week has been.
3. **Joy Songs** – YOUers leads the Joy Songs each week. Try to include one or two up-tempo and one that is more reflective to lead into prayer and meditation.
4. **Daily Work - Opening Prayer/Meditation** – YOUer reads Daily Word.
5. **Beginning Activity** – Activity to reconnect the members.
6. **Lesson Content** – The lesson involves relating a truth teaching to teen life. Gear the presentation to stimulate individual thought and group discussion.
7. **Interactive Activity** – The purpose of this activity is to provide an experiential understanding of the lesson principle. Activities that teens enjoy include games, music, creative expression, movement, discussion.
8. **Love Offering** – The chapter love offering is the demonstration of prosperity principles. Have everyone say the offering prayer together.
9. **Closing Circle** – The closing is a vital part of the group’s weekly experience as it restates or summarizes the lesson’s focus and physically connects the entire group for a brief moment. During this time individuals can share the insights that have been gained during the meeting. The closing should be a meaningful part of the day’s activities as well as a brief one.

General Guidelines Regarding Finances

Youth of Unity do not get a separate account outside of the general fund of the church. They must be part of the church's accounting system to retain tax deductible status. By maintaining a line item in the general fund for special groups, you reduce the risk of misuse of funds. The group learns that planning is essential and that accurate paperwork is extremely important. Youth fundraisers need to be planned, meaningful events. A balance register or ledger can be used to review a monthly statement from the church, so the youth can learn how to balance a checkbook.

The Youth and Family Ministry will not pay for itself through Sunday morning collections and fund raisers. An important part of your position is to manage and record accurately how money delegated to youth ministry is spent.

An equally important responsibility is to communicate regularly and clearly with your minister, treasurer and board about the needs of the department and help them to understand that the program will not pay for itself. You are the manager and cheerleader for this vital ministry.

Y.O.U. Presenting Sunday Service

- * Allow a minimum of two months to walk the teens through the process of creating a Sunday service.
- * Be clear on the order and timing of the service including meditation and lesson.
- * When you teens have the opportunity to facilitate the Sunday service, do everything in your power to make this a huge success.
- * Work with the teens in planning the service.
- * Coach the speakers personally or have them mentored by a speaking specialist.
- * Invite other teens to handle portions of the service as steps to build their skills
- * Have teens select a favorite joy song to sing. Use youth musicians or enroll assistance from your music team to work with the YOUers to have appropriate music for their theme.
- * Encourage each teen to speak with confidence. Hold a dress rehearsal. The teens have a way of performing beautifully on the day of their service, although they "appear" unfocused in the preparation.
- * Trust the Spirit in them to be present and affirm it every time the minister asks how it is going.
- * Conducting a service after participating in a Rally or Retreat provides teens with a great opportunity to share what they experienced.

Incident Reports

Do you have a way to document any incident that may have resulted in physical injury? Any time a teen is physically injured, given first aid, or puts themselves or others in danger, an incident report needs to be filled out. This form, filled out at the time of the incident, records what happened, when, who was involved and who witnessed.

Create a plan for how you will deal with crisis issues and care. This includes areas such as suicide, sex, drugs, abuse, etc. Talk with your minister on how to support youth and family who are experiencing crisis. Determine how you will handle situations that may arise in the classroom such as unplanned discussions, something shared in a heart talk, a tragedy in the community or nation. Planning ahead helps you to maintain a calm and quiet demeanor that helps those around you feel safe.

First-Aid Kit Contents

- | | | | |
|---------------------------|---------------------|-------------------|---------------------|
| - Bandages | - Hydrogen peroxide | - Rubbing alcohol | - Throat lozenges |
| - Antibacterial ointment | - Antiseptic Wipes | - Bug bite cream | - Instant ice packs |
| - Disposable latex gloves | - Gauze pads | - Emergency info | - Bottled water |
| - Disposable thermometers | | | |

Vision & Mission Statements

A personal vision and mission statement is a time organizer . . . and a thought organizer. Just thinking about your mission statement will change the way you view everything else in your life. Having clear articulated statements also gives you a template of purpose that can be used in every aspect of your life, school, work, relationships and also Y.O.U. Creating a statement forces you to examine who you are and what you are really about.

The preamble to the Constitution of the United States is, in essence, a mission statement written by our founding fathers “to create a more perfect union.” Where would we be now if they had not outlined the goals and aspirations of the new nation.

- A mission statement will help you make decisions and prioritize your time.
 - Abraham Lincoln’s mission was “to preserve the Union”
 - Nelson Mandela’s was to end segregation
- It should also be short and to the point. If it’s too long and overly detailed, it cannot provide the straightforward direction needed. The statement should be easily understood by a 12-year-old.
- You should be able to recite it by memory
- Your statements should be specific to you and your particular enthusiasms, gifts and talents. Your passion Is your power. It will be inspiring, exciting, clear and engaging.
- Get a clear picture of who we really think we are.
- Constantly reevaluate and revise your mission statement. Don’t just write down your statement and forget about. Live it every day. If your mission is going to take years to fulfill, then set up a series of shorter-term goals so you can see your progress. Finding and living your mission is the key to living a fulfilled life.

Creating a Vision & Mission Statement for Your Chapter

(example) Vision Statement: Our vision is to provide a spiritually energizing living program which inspires our teens awareness of their oneness with God, each other and our church community.

Mission Statement: Our mission is to support Youth of Unity as “Youth Led-Adult Guided” assisting teens to develop their spiritual path, leadership abilities, gifts and talents which will enhance all areas of their lives.

Questions to ask the chapter:

- What is the purpose of your chapter and,
- What is your chapter committed to,

Remember, your Vision Statement is the vision you have for your chapter and your Mission Statement States how you plan to bring that Vision into reality.

Y.O.U. Teams

Sponsor Team Leader(s)

The size of your Chapter would determine if you need more than one Sponsor Team Leader. This position oversees, directs, and guides the Y.O.U. Program, assisting the sponsors and teen officers in coordinating the Sunday experience, service projects, fund-raising, social events. Serves as a liaison between the Y.O.U. Program, Youth Ministry Director, Minister, Board of Directors, and Great Lakes Regional Consultant.

Sponsor Team

- * Sponsors guide and encourage spiritual growth and create a positive atmosphere of acceptance
- * Regularly facilitate spiritual lessons with activities to help YOUers apply principles.
- * Sponsors assist and support YOUer's in the preparation of Sunday lessons, planning and conducting service projects, fund raisers, social events.
- * Meet with the Sponsor Team Leader on a regular basis to review program.
- * Meet with the teen officers on a regular basis to review program and calendar.
- * Sponsors support the YOUers to take responsibility for their own circumstances not try to fix them.
- * Sponsors accompany YOUers to Rallies, Retreats and other chapter events.
- * Sponsors sign "Sponsor Code of Ethics"

Junior Sponsors

Junior sponsors must be at least 21 years of age and a maturity level that they can separate themselves from the YOUers understanding their role and area of responsibility. Also, they are not eligible to drive YOUers at any time.

YOU Teen Officers

A Y.O.U. Officer Team can consist of YOUers with specific titles such as:

- Officer of Spirituality
- Officer of Communication
- Officer of Service

or, they can just be called "Y.O.U. Officer Team" sharing all areas of responsibility. Depending on the size of your YOU, these positions can just be volunteered for by the teens. If you have a larger group, the teens can be voted in to the positions.

The responsibilities of the Y.O.U. Officer Team needs to be clarified and identified before this can be implemented so the teens are aware of responsibilities and expectations.

Y.O.U. Sponsor Job Description

Each chapter may have specific method and requirements unique to your church.

1. A general understanding of Unity principles and a member of the church for at least 6 months to one year.
2. Background check and letters of recommendation.
3. Experience with teens.
4. Able to make a commitment of 6 months or one year. Also at least 2-4 hours per week for planning, preparation and implementing Sunday experience. Available a minimum of 2-3 times per month.
5. New sponsors should be on a temporary basis for approximately 4-6 weeks to see if YOU is a good fit for them and also if the YOUers think they are a good fit. Youers should have a say in this.
6. Sponsors are willing to be a “Team Player” and understand Y.O.U. and sponsors operate under the umbrella of the church.
7. Sponsors are a liaison between youth, minister and youth director for clearance of lessons/ curriculum, social activities, fund raisers and service projects.
8. Sponsors meet on a regular basis with the chapter officers, minister and/or youth director to evaluate past events and future projects.
9. Sponsors are a liaison between the chapter and church board of directors dealing with budgets and gaining support for activities.
10. Sponsors accompany YOUers to Rallies and Retreats. It is a sponsor’s job to make sure that registration paperwork and medical release forms for activities are filled out correctly and submitted in a timely fashion. Sponsors also oversee the group’s transportation to and from events and act as chaperones during the events.
11. Sponsors help to guide and direct the teens to encourage their spiritual growth. They are a “coach” and work with teens in planning and presenting Sunday experience. Encourage development of teen officers and meet with them at least once a month to plan the Sunday lessons, set up a 3-month calendar of events of the chapter. They act as mentors and encourage YOUers to take responsibility for their own circumstances and how to apply Unity principles to their situations.
12. Along with helping the YOUers grow spiritually, a very important role of the sponsor’s is to help develop leadership with the teens which will benefit them in all areas of their life. Being familiar with the following:

The Five Phases of Leadership

I Do It

Before delegating authority or responsibility, the person in charge should go first. That is, in order To model effective leadership, do it yourself first.

You and I Do It

Invite the YOUer to work along with you.

You Do It, I Will Support

After working together with a YOUer, we can usually determine when it is time to “step aside” and allow him or her to lead. When this time comes, ask the teen to take charge and let him or her know you will be close and supportive.

You Do It, I Will Move On

This phase may be the hardest phase to move into, because of the ego. If we seriously want to transfer leadership, then this phase is a “must”. Part of the beauty of this phase is that you will discover YOUers can do a good job .

You Teach Someone Else

This perhaps, is the most exciting phase of all, for it truly involves the extended involvement of more people teaching others. This phase is something you can help your new leaders learn by teaching them the above phases and allowing them to practice them with others.

What are the Training Needs for Sponsors

- * New sponsors need observation opportunities, orientation and training.
- * Ongoing sponsors benefit from training that answers their questions and provides them with new skills, lesson strategies and insights about teens. Everyone values meetings that include procedures, curriculum, spiritual growth, relationship-building and fun!
- * Provide regular meetings, 1-2 hours, well-planned and announced well in advance.
- * Extended trainings of 3-5 hours, especially for new teachers.
- * For new volunteers, training may actually begin informally with the interview described in detail. In the interview the director learns what opportunity the potential volunteer is looking for and what gifts they wish to share.
- * In the initial orientation for new volunteers include:
 - The vision, mission and purpose of the Youth Program.
 - A brief Description of the overall program.
 - An explanation of the approach used with e] teens.
 - General knowledge on policies and procedures.
- * Provide frequent opportunities for new sponsors to ask questions and grow in their skills.
- * Communicate with them through conversation after class, a phone call or e-mail during the week.
- * Give feedback in a constructive way. Offer specific ideas to improve their skills and compliment them on what they do well.
- * Occasionally a volunteer is not a good fit. In this circumstance, it becomes the director's responsibility to lovingly release and re-direct them to other areas of service in the church. Avoiding handling such a situation often makes this a more complicated process than it would have been with earlier action. Observing the volunteer in action helps with the decision-making process as does written documentation. The volunteer may even be relieved to make a change.
- * Well trained happy sponsors are essential to an effective Y.O.U. Ministry program. A primary responsibility of the Youth Director is to train and empower teachers and other volunteers. Whether they are new or continuing teachers, this means providing them with as much support as they need, down to a word-for-word script if they feel they need it.

Sponsor Meetings

1. The sponsors create their "Intention" as a Sponsor Team and their Vision and Mission for Y.O.U. and set up a calendar of when and where they will have regular meetings.
2. What are the Responsibilities of the Sponsor Team.
3. How will they support and help develop the leadership of the YOUers/Officer Team. Meeting with them on a regular basis.
4. What are the gifts and talents of each sponsor, what and how do they want to contribute to Y.O.U.
5. How can they better work together, communicate and model "team" for the YOUers.
6. Have a planning meeting with YOUers and/or Officer Team and coordinate how best to support them.

Code of Ethics for Y.O.U. Sponsors

1. As a Y.O.U. Sponsor I dedicate myself to the principles of Truth as taught and exemplified by Jesus Christ and interpreted by Unity School of Christianity and the Association of Unity Churches.
2. I dedicate myself to listen to the indwelling Christ for inspiration to guide, govern and prosper me.
3. I will emphasize the importance of prayer in every person's life and especially I will use prayer to make my life an example of living Truth.
4. I serve in this position in order to support the overall vision, mission and goals of this church and spiritual family.
5. I will, under Divine Guidance and the best of my understanding and ability, endeavor to teach classes of a quality that will inspire our teens to live in Truth.
6. I will teach Unity principles and Living Curriculum. In this, I will avoid teaching any subjects which may be deemed incompatible with Unity Principles. I will prepare lessons well with integrity and work with teens to help develop their leadership skills in presenting lessons and taking responsibility in the chapter.
7. I will always be mindful of the specific needs for the developmental level of those I am teaching and will create an experience that meets individual needs and learning styles.
8. I will always be above reproach in my behavior with teens , specifically:
 - I will not tell jokes or speak words which contain sexual innuendoes
 - I will not prolong hugs, or return/initiate a kiss
 - I will not touch anyone in a sexual manner, specifically on any area covered by a bathing suit.
 - I will not be alone with teens in any compromising location
 - I will not allow any teen to touch me in a way which makes me uncomfortable
9. I will come from integrity when I am in disagreement with the direction our church is taking, following the proper procedures and going through proper channels to voice these concerns. I choose to deal with conflict constructively, thus strengthening and building our spiritual community, rather than in a way that could be destructive to the life of our church.
10. I will avoid innuendoes, rumor, blame and putdowns. I focus my energy on the issue, not the personalities, always open to the expression of unconditional love.

Sponsor Signature

Date

Youth Ministry Director's Responsibilities In Y.O.U.

1. Understand Y.O.U., how it is organized and run . What is the Vision & Mission statement of this group. The term “youth led” mans that the program is under the direction and guidance of the sponsors, assisting the teens in developing leadership skills and taking on responsibilities of the program.
2. Clarity for the sponsors and YOUers that YOU is under the umbrella of the Youth Ministry Program and Church Ministry, it is not a separate group.
3. Sponsors coming into YOU are through the Youth Ministry Director assuring:
 - applicant has been a member of the church for a minimum of one year
 - has experience working with youth
 - has had class on the Five Unity Principles or Lessons in Truth
 - is given a description of expectations and responsibilities of the position
 - understands that they are on a trial basis for six weeks to determine if it is good fit for them and also for the YOUers.
4. YMD should be in regular communication with the sponsors to discuss how the program is working if there are any areas that need attention. Also, coordinate dates of events, fund-raising, service projects, and regional events and assures all dates are on the church calendar.
5. YMD should keep in communication with the Regional Consultant with any updates regarding program, ministry, changes in Y.O.U. Sponsors.
6. As Uniteens are graduating into YOU, work with the Uniteen Leaders and YOU Sponsors to coordinate bridging activities before they move into YOU. Example, YOUers can come into Uniteens and do some lessons, plan a social, get-to-know you activity, have the Uniteens visit the YOU Program and see what they do in the Sunday experience.
7. As YOUers graduate out of YOU honor them with a recognition at the church service.
8. YMD should know what lessons and books are being used in the YOU Sunday experience. Also, ensure that YOUers leading lessons are directed and guided in that process and that the Sunday format includes all the elements of a lesson.
9. YMD should keep the sponsors and YOUers informed of their budget. What is in the YOU account and how expenses are to be handled, such as regional events.
10. Ensure that proper record keeping is taking place with attendance, service log, chapter registration, medical release form on file, proper paperwork for church events and regional events.

YOUer Permission Form

Event: _____ Date _____

Place: _____

Name _____ Age _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Phone () _____ E-Mail Address _____

Male/Female Grade _____ YOU Chapter _____
(circle one)

Parent/Guardian's Name _____ Phone () _____

Contact Person during Event _____ Phone () _____

I understand that pictures and possibly videos are taken at the event.

Heart Agreement - I Agree:

- 1. To attend and remain at all scheduled activities at designated times, giving my loving support and attention to all speakers group leaders.**
- 2. To stay within designated boundaries at all times, remain in assigned groups and housing, not entering housing of opposite sex and staying in my room at lights out.**
- 3. To honor others' needs for sleep during lights out at event.**
- 4. To demonstrate honest, responsible, trustworthy behavior by extending courtesy to the facility, staff and to be a good steward of the facilities and grounds. Specifically, this means clean up after myself.**
- 5. I will not be a part of character assassinations, putdowns or judgments of other people. I will use appropriate language and look for ways to create a special experience for others and myself.**
- 6. To natural highs only. I will not have in my possession drugs or alcohol. I will not smoke at any Y.O.U. event.**
- 7. I will be centered during group meditation & prayers, remain silent and respectful to the experience of others.**
- 8. To use only safe touch, respectful to each individual's personal boundaries. I will abstain from any sexual behaviors and act in a non-provocative manner at all times. *YOU events are not the place for romantic expression. Also, be conscious of appropriate dress and appropriate dancing at the dance.***
- 9. To travel to and from all events in a vehicle driven by a sponsor or adult (25 years or older).**
- 10. To have any prescription medication stated on the medical release form, properly labeled and held by either my sponsor or the wellness person. If I need to take any non-prescription medication it must be stated on the medical release form, properly labeled and held by my sponsor.**
- 11. I will only bring an electronic device that plays music only and can be used with headphones. These may be used during free time or at bedtime WITH HEADPHONES so long as it does not disturb anyone else.**
- 12. I will not have in my possession a cell phone. Cell phones are to be left with sponsors before registration. If an emergency occurs the necessary calls will be made. If parents need to contact the YOUer they should call their sponsor. Our intention is to leave our everyday responsibilities at home and focus on our spiritual path and consciousness..**
- 13. I will obtain approval prior to event to bring a musical instrument, drums or a video camera.**
- 14. I am responsible for my own choices and behavior. If my conduct is detrimental to the spirit or intent of the event, I understand I may be pulled from continuing to participate, sent home at my expense or that of my parents and I may be in jeopardy of attending the next regional event.**

YOUer: I have read and understand the Heart Agreements: _____
(YOUer Legible Signature)

Print YOUer's Name _____

(Print Parent's Name) (Parents Signature)

(Sponsor Signature)

Application Youth & Family Ministry Volunteer–Confidential

(Name of Unity Church)

Church Address, City, State, Zip

Phone

This form is to be completed by all persons who volunteer directly with minors in our church.

Personal Information

Name (Please Print)		E-mail
Address		Alternate E-mail
City, State, Zip	Day Phone	Cell Phone
Evening Phone	Date of Birth	Social Security Number

Unity Background & Volunteer Work Preferences

How long have you been attending our church?	Are you a member? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, date joined _____
What Unity classes have you taken?	What students do you prefer to work with? <input type="checkbox"/> Nursery <input type="checkbox"/> Preschool <input type="checkbox"/> K – 2nd <input type="checkbox"/> 3rd – 5th <input type="checkbox"/> Uniteen (6th – 8th) <input type="checkbox"/> Y.O.U. (9th – 12 th) Why?
What role do you prefer? <input type="checkbox"/> Teacher/Sponsor <input type="checkbox"/> Classroom Assistant <input type="checkbox"/> Chaplaincy <input type="checkbox"/> Other _____	When are you available? Check one per column. <input type="checkbox"/> Sunday mornings <input type="checkbox"/> Weekly <input type="checkbox"/> Weekday <input type="checkbox"/> 2 Sundays per month <input type="checkbox"/> Other _____

Special Gifts

List passions, special skills and gifts, interests, hobbies. Also include languages spoken other than English.
What interests or motivates you most about serving in the Youth & Family Ministry department?

Volunteer Application—continued

Personal References

In order to process your application, please provide complete mailing addresses, including zip codes, for three character references (over 18 years of age). Select two references who attend our church, as well as someone outside the church community, preferably someone who has observed you with children. Please print clearly. Please do **not** use relatives, spouses, or significant others as references.

Name	Name	Name
Street Address	Street Address	Street Address
City, State, Zip	City, State, Zip	City, State, Zip
Home or Cell Phone	Home or Cell Phone	Home or Cell Phone
Work Phone	Work Phone	Work Phone
E-mail Address	E-mail Address	E-mail Address

Applicant’s Statement *(Please read carefully before signing.)*

I certify that the facts contained in this application are true and complete to the best of my knowledge. During the application process and at any time during any subsequent employment or volunteer time, I hereby authorize _____ *(Name of Unity Church)* to conduct an inquiry into my background to include personal and public record information. I specifically release any references, schools, institutions and/or churches listed in this application, from any liability so that they may freely and completely respond to any inquiry relating to my character and fitness for working with children/youth. I hereby release all such references including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature in regard to their release of information. I waive any right I may have to inspect any information provided about me by those personal references identified on this application. I understand that any falsifications or omissions may result in my application being rejected or may result in my termination from volunteer service.

I have read, understand and agree to be bound by the applicant statement as stated above.

Applicant’s Signature _____ **Date** _____

Incident/Accident Report Form—Youth & Family Ministry

(Name of Unity Church)

(Date)

Please fill out this form for any incident or accident that occurs while you are serving in Youth and Family Ministry, whether or not the incident resulted in injury. Provide as much detail as possible and turn in this report as soon as possible after the event.

Date and time of incident/accident _____

Name of affected party (1) _____ Age _____ Male Female

Parent/legal guardian (1) _____ Phone _____

Name of affected party (2) _____ Age _____ Male Female

Parent/legal guardian (2) _____ Phone _____

Witness 1 _____ Phone _____

Witness 2 _____ Phone _____

Place of incident _____

Description of incident: *Relate as much detail as possible, including quotations if possible. Explain action taken and by whom. Draw a diagram on the back of this sheet, if useful.*

Cause of incident (in your opinion):

Print name of person completing report _____

Address _____

Phone _____

Signature _____

Medical/Liability Release For Activities Sponsored By

Name of Unity Church

Address of Church, City, State, Zip

Complete form in **INK**. Form can be kept on file until following September 1, if information stays current. Form must be **UPDATED** if any information changes. Copy of form is to be carried with participant to every event. Copy of form is to be held at the church office.

Participant _____ Birth Date ___/___/___ M F Grade _____
Parent/Legal Guardian, if under 18 _____ Relationship _____
Address _____ City, State _____ Zip _____
Home Phone (____) _____ Work/cell (____) _____ E-mail _____
Emergency contact(s) if parent cannot be reached _____
Relationship _____ Phone (____) _____ (____) _____

MEDICAL HISTORY

I certify that the above named person is in good health and able to participate in all normal activities of the group.

Yes No If no, specify limits of participation. _____

Allergic to any food or medication? Yes No (If Yes, specify) _____

Is the participant currently under a doctor's supervision for:

Epilepsy Diabetes Asthma ADD/ADHD Allergies (not listed above) _____

Other conditions or special care needs and current medications (specify) _____

_____ Date of last Tetanus shot _____

Date

Group leaders must be informed of any prescription medication brought by participant with clear information as to proper use and dosage. If medication is "as needed," the participant must understand the symptoms of their condition and know when to ask for help

INSURANCE INFORMATION, MEDICAL CONSENT & LIABILITY RELEASE

Family Physician (name & phone number) _____

Medical Insurance (company, policy and ID number) _____

Phone # to verify coverage or submit claim _____ Policyholder's name _____

**** Attach copies of Insurance Card(s) front and back. ****

As the above-named parent (or legal guardian if the participant is a minor under the age of 18), I hereby attest that I have read this complete document; all information provided is complete and true; I have legal standing to make decisions which affect the rights of the above named participant; and I understand and consent to all terms outlined on both pages of this document (including release of photographic images & personal information).

MEDICAL/LIABILITY RELEASE (Continued) (page 2 of 2) Name of Participant _____

I hereby voluntarily and knowingly assume all risks and dangers inherent and incidental to _____ Church activities and travel understanding that some activities may pose a risk of injury. I will not hold liable the Church, the Regional Association of Unity Churches and/or the Association of Unity Churches International, their employees, agents and event group leaders for any injury, illness or property damage involving the above-named participant no matter how caused. Whenever deemed necessary by group leaders, I authorize the calling of a doctor and/or the providing of other medical services and, unless covered by insurance, agree to pay for same. If the above-named participant is incapacitated or under age 18, I do hereby authorize group leaders as agent for the undersigned, to consent with respect to such participant to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care which is deemed advisable by a state-licensed physician or surgeon.

Signature (Participant, or Guardian if under age 18) _____

Printed Name _____

Date _____

PARENTAL CONSENT for minor under age 18

As legal guardian of the above named participant under the age of 18, I give my permission for him/her to be involved in the Youth and Family Ministry program(s) of the Church, Region and Association. I am familiar with the general goals and purpose of the program(s). I understand I will be notified of any special activities and trips away from church including location, form of travel and cost. Should my child choose to attend such activities, I agree to send them with the appropriate clothes, personal items and money needed. Unless I have made special arrangements with a group leader, transportation to/from church or group activities or to a common drop point for group travel is the child's and parent's responsibility. If my child needs to be sent home for any reason, including behavior problems or medical reasons, I agree it will be at my expense.

OTHER RELEASES **Photography release**, I hereby grant the Church, Region, Association and its representative permission to use, without compensation or restriction, photographs and videotape images (from local and regional Unity events) in which the participant appears, in any manner whatsoever, such as, but not limited to: publication, display, advertising, slide shows, etc.

Confidentiality. I understand that health information on this form will only be shared, as needed, with group leaders, church staff and medical professionals to safeguard and support the participant. This information will not be publicly disseminated or released to any outside organization. However, since it is common practice for the Church (or Region) to publish a participant's contact, birth date and/or school on the group's roster if they actively participate in the group (or attend a regional event), I authorize the Church (and Region) to publish such information on a local (or event) roster **EXCEPT** for the following (*please specify*):

Limit of consent. The consent outlined in this Medical/Liability Release, concerning my child's participation in Youth Ministry activities, expires next September 1 (or earlier, if listed here: _____).

It is my responsibility to notify group leaders or Youth and Family Ministry Director if any information changes or I decide to withhold consent.

ABOUT INSURANCE CARDS – THIS IS IMPORTANT!

A hospital may require a Social Security number and/or insurance card (as proof of insurance) before treatment or admittance. Make sure the participant carries that information to events, or you can provide that information here:

Above-named minor's SS# _____ - _____ - _____ Attach copies (front **and** back) of **insurance card**.

Youth of Unity Sponsor Evaluation

(Name of Unity Church)

Name _____ Today's Date _____

Position(s) Served _____

We thank you for the loving service that you have rendered to the teens and parents in our program this past year. You have touched the hearts and minds of those you with whom you've connected, and your efforts have made a significant contribution to the program and our congregation. Bless you for all you have done as a volunteer, and we look forward to having you serve this next year, as well.

Please take a few moments to answer the following questions. Your comments will help to make the Youth Ministry department even more effective. Your time is greatly appreciated.

1. How have we helped you in this past year?
2. How have we not adequately helped you in this past year?
3. What specific help would you like most in the coming year? What do you find most satisfying as a Y.O.U. Sponsor
4. What do you find most challenging as a Y.O.U. Sponsor?
5. What would you like to see added to the Y.O.U. program?
6. If there were something you could change about the part of the program you are involved in, what would it be?
7. Would you be interested in leading a session at a teacher training? In what area?
8. Do you feel appreciated and cared for as a Y.O.U. Sponsor? Please explain.
9. Have you any additional recommendations or comments you would like us to know?

Please return the survey to _____

Church Address, City, State, Zip

Phone