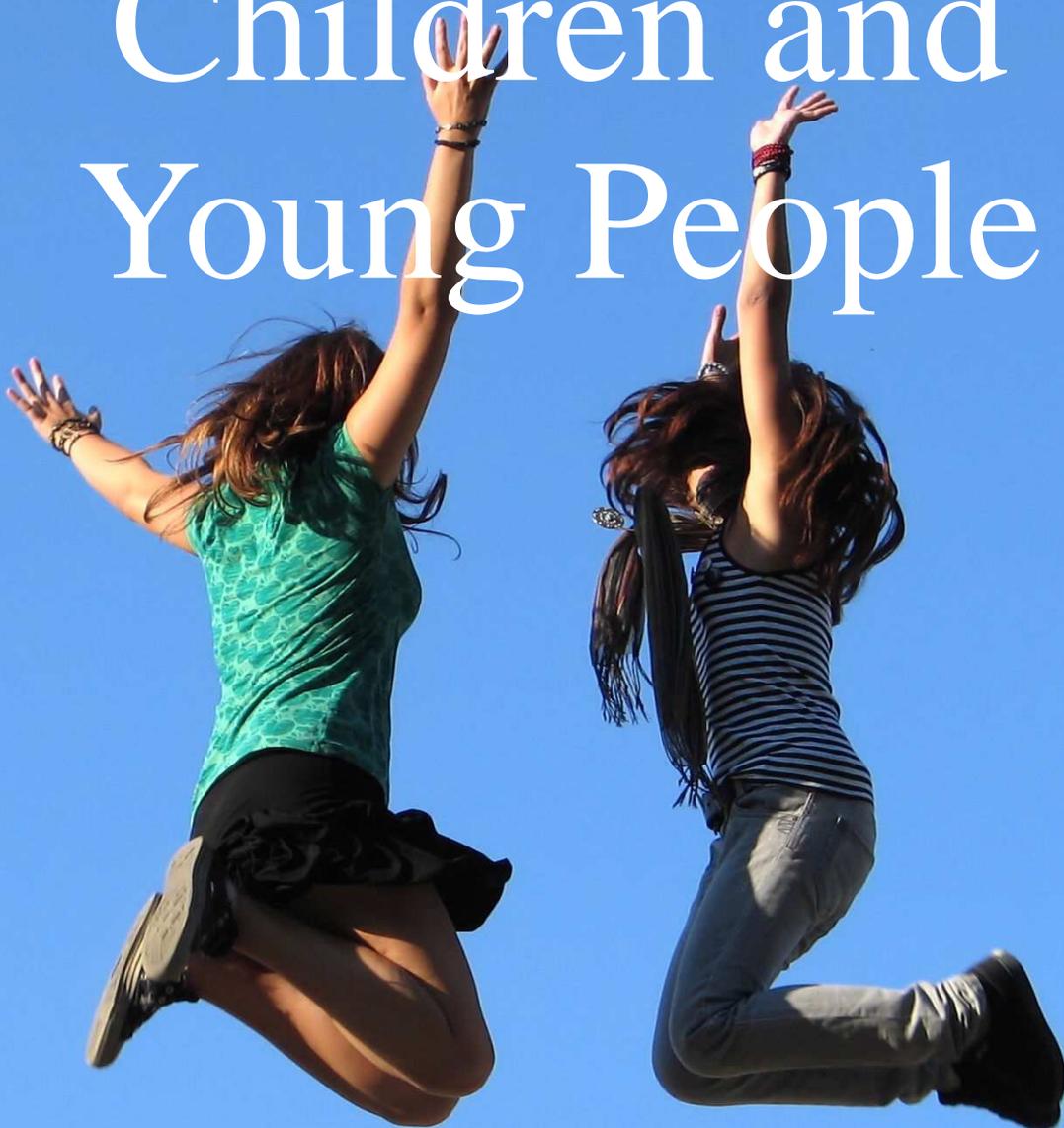


Working with Children and Young People



**The handbook of the Youth and
Children's Ministry at m2o**

**St. Matthew's, St. Oswald's and Overslade, Rugby
September 2010**

*Our mission is to reach out and turn unchurched people into a community of
mature disciples who worship Jesus and serve others.*

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Introduction

One of the key ministries of m2o is its work with children and young people. Youth and children are a vital part of the church community, which is why we place a high emphasis on developing and resourcing leaders to take an active role in this ministry. It has been said that young people are "the church of tomorrow". We firmly believe that children, young people and adults alike, are actually "The church of TODAY!!"

m2o's Youth and Children's Ministry is greatly dependent on volunteers who are willing to use their time and energy investing in the lives of young people.

As a church community we are deeply grateful to all who commit themselves to this vital ministry. Those who do have an excellent time whilst serving on our teams, receiving from God and seeing the children and young people develop as a direct result of their efforts. Sometimes we ask parents to help in this way.

This booklet is designed to give an overview of our ministry with children and young people - helping people grasp hold of our vision and mission, and gain a basic understanding of how all of the groups work together to give young people a balanced experience of church and spirituality throughout their formative years.

At m2o we are committed to seeing all members of the church develop their faith through meaningful relationships with other Christians. This commitment applies to young and old alike, which is why our Youth & Children's Ministry exists.

Through the investment of a committed team of volunteers and staff, our Youth & Children's Ministry team have developed a strategy to enable all young people to explore their faith and get involved at a level that is appropriate and relevant to them.

Let's make a difference!!

Children's Ministry

Children's Ministry Leader: Tim Norman

Tel. 01788 330443 **Email:** timPA@m2o.org.uk

Children's Worker: Mel James **Tel.** 01788 330444 **Email:** mel@m2o.org.uk

The Aim

Our Children's Ministry exists to support the role of parents by **introducing** Jesus to the children as their Saviour, Lord and Friend; **teaching** them how their friendship with Jesus affects every part of their lives; **encouraging** a growing personal relationship with Jesus; helping them to **worship** and express their faith, and to **discover** and develop their spiritual gifts, both within the church and amongst their friends

Our Values

- Jesus-centred and child focussed
- Life application orientated
- Relationship and people orientated
- Creativity led
- Fun Based
- Safe environment

The Strategy

Our aim is that the time that children spend in children's ministry groups on a Sunday morning should be the best hour of the child's week. Every effort therefore is put into providing a programme that is exciting for the children whilst allowing them to learn and apply God's word to their lives. Emphasis is placed on life application rather than just hearing and learning Bible stories. Children are also encouraged to pray in groups for their friends and other children.

Through mid-week Kids Club we hope that children can play and have fun while learning something of Christianity. This is a great place for children who don't come to church to get involved.

Social activities are planned for the children at various points during the year, some with an evangelistic feel, to which we encourage children to invite their friends.

Kids Activities Guide

Group	Age Range	When
Crèche	0s - 1s	Sunday Morning

Description of activities

Crèche is for babies up to the age of one, it has its own area at the back of Church that is railed off and toys are provided so that babies can play in safety. Crèche is currently not staffed and run on a DIY basis. Parents and carers can fully join in the service as it is relayed to this area.

Group	Age Range	When
Super Crèche and Nursery	1s - 4s	Sunday Morning

Leader: Suzanne Buckingham **Tel:** 815519 **Email:** suz.buckingham@gmail.com

Description of activities

This is for children aged one to the year before they go to School. It is run mostly by a parent rota. There is a theme each week, the children complete an activity, listen to a Bible story and pray. Children are provided with a snack, but parents take a named drink for their child. Parents are normally expected to leave their children and return to the service.

Kids Activities Guide

....Continued

Group	Age Range	When
Starter Pack	School Yrs R - 2	Sunday Morning

Leaders:

Liz Dernie **Tel:** 01788 840256

Email: lizdernie@m2o.org.uk

Jon Seaton **Tel:** 01788 546209

Email: ann@aeseaton.fsnet.co.uk

Description of activities

Starter Pack is led by two teams of leaders, on a "half term on/half term off" rotating basis.

Starter Pack aims to involve the children in getting excited about God and his word, praying for each other and applying what they have learned to their daily lives.

Group	Age Range	When
Net Connect	School Yrs 3 - 6	Sunday Morning

Leaders:

Heidi Timms

Tel: 01788 570525 **Email:** timmsheidi@aol.com

Graham Old

Tel: 01788 550552 **Email:** graham.r.old@gmail.com

Description of activities

Net-Connect is designed to develop children's application of the Bible into their daily lives. Children take an active part in the sessions. They are also encouraged to pray for each other in small groups.

Kids Activities Guide

....Continued

Group	Age Range	When
Kids Club	5-11 Year Olds	Thursday Early Evening

Leader: Sheila Bridge

Tel: 01788 330443

Email: sheila@m2o.org.uk

Description of activities

Kids Club is run at the Overslade Community Centre on most Thursday evenings (once a month it is "Messy Church").

Kids Club is designed to introduce children to the Bible and encourage them to know Jesus for themselves. Children take an active part in the sessions which include craft, games, a Bible story and a time to pray.

Youth Ministry

Youth Ministry Leader: Tim Norman

Tel. (01788) 330443 **Email:** timPA@m2o.org.uk

Youth Worker: Mel James **Tel.** 01788 330444 **Email:** mel@m2o.org.uk

The Mission

Helping our Young People to:

- ◆ Express Christ's love through community
- ◆ Share Christ's love through outreach
- ◆ Mature in Christ's love through nurturing
- ◆ Deliver Christ's love through service
- ◆ Respond to Christ's love through worship

A General Description of the Youth Ministry

The aim of our Youth Ministry is five-fold:

- To give all young people an opportunity to hear the Good news of Jesus Christ in a way that is relevant to their lives.
- To create a safe environment for young people to meet together and share in each other's lives.
- To nurture existing young members of the church in their spiritual journey to maturity.
- To enable young people to discover their spiritual gifts and use them within the youth ministry and the wider church
- To encourage every young person to honour God through an "above reproach" lifestyle.

The Strategy

No one youth programme will be relevant to all young people, no-matter what their age/beliefs. Therefore, in order to make our programmes as accessible as possible to the young people we serve, each programme is designed specifically to reach young people "where they are at". Some programmes focus mainly on reaching our non-Christian friends, while others are designed to ensure each young Christian has the opportunity to develop meaningful relationships with other Christians, whether this be through bible study, one-on-one time or social activity. There are also various retreats and youth holidays throughout the year which we encourage our young people to attend, along with opportunities to get more involved in serving the church and the local community of Rugby. The following pages contain a breakdown of all our youth activities, venues and programme details

Youth Programmes Guide

React

Leaders:

Marion MacLellan

Tel: 330732

Email: marion.maclellan@ntlworld.com

Richard and Corinne Mason

Tel: 01788 569789

Email: corinne.richard@mac.com

Building lasting relationships. . .

React

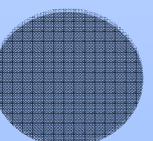
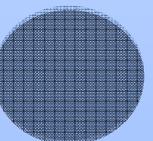
School Years 7 + 8

Time:

Location:

Content:

Focus:

Sunday			Wednesday
Morning	Afternoon	Evening	7pm–8.30pm
St Matt's	Various	Various	Church Centre
<ul style="list-style-type: none"> ▪ Bible study ▪ Discussion ▪ Prayer ▪ Worship with church family 	<ul style="list-style-type: none"> ▪ Variety of social events ▪ Open to non-christians 	<ul style="list-style-type: none"> ▪ Monthly 'Elevate' with YFC ▪ Monthly 'Small Survivor' service 	<ul style="list-style-type: none"> ▪ Bible Teaching ▪ Christian Basics ▪ Current Affairs ▪ Group/Cells ▪ Graduation
 Nurture  Worship  Community  			

Youth Programmes Guide

...Continued

Activate

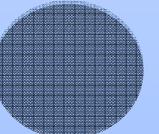
Leaders:

Richard and Corinne Mason

Tel: 01788 569789

Email: corinne.richard@mac.com

Enabling Spiritual Growth...

		Activate		School Years 9 +		
		Sunday		Wednesday		
Time:		7pm – 9pm		7pm – 8.30pm		
Location:		Homes x 6	Youth Service	Church Centre		
Content:		<ul style="list-style-type: none"> ▪ Social ▪ 'God Slot' ▪ Mixed Group ▪ Light Supper 	<ul style="list-style-type: none"> ▪ Worship ▪ Teaching ▪ Café ▪ Social 	<ul style="list-style-type: none"> ▪ Social Interaction ▪ Praise & Worship ▪ Thought for the day 		
Focus:						

Policies & Procedures

Expectations of Volunteer leaders/helpers

Those working within the Youth and Children's Ministry will:

- *Confess that Jesus Christ is their Saviour, Lord and Friend.*
- *Regard the Bible as the authoritative guide to their faith and life*
- *Be a member of m2o—St. Matthew's, St. Oswald's or Overslade, Rugby*
- *Care deeply for children & young people.*
- *Have a servant heart for their spiritual gifts and skills to be used by and for the Body.*
- *Respect the leadership of m2o and the Youth & Children's Ministry.*

Commitment to growing and developing your relationship with God through regular prayer, bible reading and church attendance, and involvement in accountable relationships.

Commitment to living a lifestyle that is both godly and "above reproach", knowing that your lifestyle is a model for children/young people

That a Commitment to the children's/youth ministry will generally be for at least one full school year.

Committed to other team members and your group as well as to m2o.

Accept the authority of your group leader and the church's leaders and have a teachable spirit. If you need to disagree with someone then you do so in private and never in front of the children or young people.

Committed to team meetings faithfully and undertake regular training.

Commitment to help find other adult leaders for our growing need in the children's/youth ministry

Your presence is important! Leaders are expected to be consistent and on-time for the programme(s) that they commit themselves to, including preparation time.

Attendance at all full ministry leader's meetings and regular group planning meetings.

What Volunteers Can Expect

All volunteers should receive support, encouragement and prayer and be advised about suitable training opportunities for them. No one should feel isolated and unable to cope.

All volunteers should be advised of all relevant policies (e.g. child protection, health and safety, behavioural) and be advised of the whereabouts of the written policy.

All appropriate equipment is available where and when it is needed. If a volunteer is authorised to purchase something then they should be reimbursed promptly.

Volunteers should receive adequate training and instruction when needed.

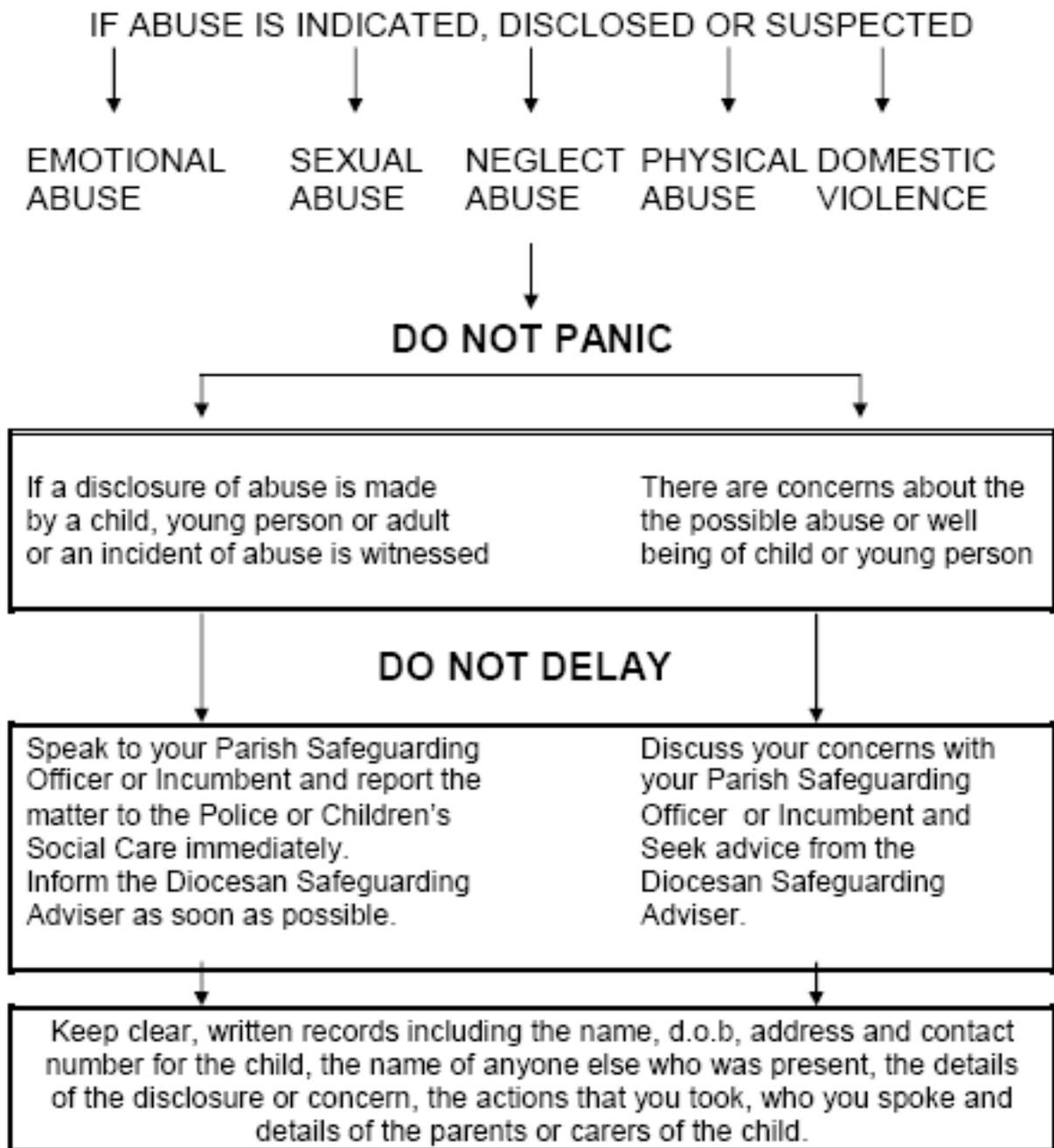
A volunteer should never have to be alone with a child or young person.

If a volunteer has to miss the Sunday morning service, then a recording of it should be made available.

Child Protection Policy

m2o's Youth and Children's ministry runs in accordance with the Diocese of Coventry's Child Protection Policy. Copies of this document are available from the Youth Ministry Leader, the Church Office and the web site. Any person who has regular involvement with children/young people will need to have a personal CRB "Enhanced Disclosure" check completed. Our Child Protection Officer is Liz Dernie to whom any child protection concerns should be referred—Tel: 01788 840256

CONSIDERING A SAFEGUARDING REFERRAL



DO NOT try to investigate the matter yourself

NEVER discuss the matter with the alleged perpetrator

REMEMBER – SAFEGUARDING CHILDREN AND YOUNG PEOPLE IS EVERYONE'S RESPONSIBILITY

NEVER DO NOTHING

m2o's Child Protection Officer is Liz Dernie Tel. 01788 840256

Absence

If you are going to be absent from a session, you must let your team leader know as soon as possible (at least 24 hours before). If not contactable, please contact the Youth or Children's Ministry leader.

First Aid Procedures

In case of an accident involving a child/young person a record will be written down and parents informed. First aid should be applied and if the accident is of a serious nature then usual emergency procedures should be taken. If you are interested in a first aid course, please see your ministry leader, who will advise you of when such courses are available.

Behaviour Policy

To ensure the children & young people gain the most out of the time they spend in our Youth & Children's Ministries and stay safe, the standard of behaviour required is no less than at school. Parents are informed if their child causes serious problems and may be required to withdraw them.

Resources

Each group should have a box of resources for use in sessions. If you require other items for activities, please speak to the youth/children's ministry leader

Confidentiality

Anything told to a volunteer working with children and young people within m2o shall remain confidential between both parties. However, if abuse is revealed, the Church is committed to child protection and as such shall comply with all regulatory requirements. If you suspect abuse, please talk to the relevant ministry leader immediately.

Fire Regulations

The Guildhouse produce fire regulations forms which every leader, volunteer and helper must read and sign. Whichever building your group uses, you should familiarize yourself with the layout of the building and where fire equipment, alarms and escapes are in the building. If you notice that any fire safety equipment has been tampered with, please let your team leader know who will inform the church office.

Health and Safety

A register is to be taken every week by the group leader. Every parent is required to complete a registration and consent form on an annual basis if their child is to attend any of our Youth & Children's Ministries.

The Guildhouse doors must be bolted whilst the building is in use, thus allowing speedy access to those wishing to get out in the case of an emergency and also ensuring no persons enter that are unauthorized.

The Dixon Hall Yale latch must be used during sessions.

No Child should be allowed to leave the premises unsupervised unless prior consent from a parent/guardian has been given.

Children should meet in a safe location. Care should be taken where there are heating appliances, low level sockets, windows and doors. There should be no stacked furniture in a room where children under 11 meet.

Housekeeping

Guildhouse furniture does not have to be left as found. Caretakers are paid to arrange the furniture between sessions, however if furniture is moved from one room to the other it needs to be returned. If mess is excessive then a brush and pan can be found in the cupboard in the ground floor lobby at the rear of the bar, kept near the toilet and fire escape. There is a vacuum cleaner in the cupboard at the bottom of the stairs in the basement. All lights should be turned off as you leave.

The Dixon Hall and connecting rooms should be left as clean and tidy as possible. All lights and heaters should be turned off and any equipment returned to cupboards.

The Church Centre should be left as clean and tidy as possible. All lights should be turned off and any equipment returned to cupboards.

Youth & Children's Ministries Registration and Consent Form

Please use BLOCK CAPITALS throughout this form

DETAILS

Groups(s) normally attended (if known).....

Son/Daughter's full name Sex M / F

Son/Daughter's date of birth/...../..... School attended.....

Son/Daughter's mobile telephone.....

Son/Daughter's email.....

Home Address.....

.....Post Code.....

Parent/Guardian's full name (and address if different)

.....

Tel..... Mobile.....

Email.....

GP Name, Surgery & Tel. no.....

Details of any known conditions, allergies, etc (asthma, diabetes).....

.....

Details of any special needs or factors we should be aware of.....

.....

DECLARATION

I give permission for my son/daughter to be photographed or videoed Yes / No

I understand that I may be required to act as a helper if needed and confirm that the above details are correct to the best of my knowledge.

I am the person with parental responsibility for the child named above and I agree to abide with the policies and procedures of the Youth & Children's Ministries of m2o. I understand that the information in this form will be used by m2o to help them in fulfilling their roles in looking after the children whilst in their care.

Signature Date/...../.....

Name.....Relationship to child.....

EMERGENCY DECLARATION

I consent to any emergency medical treatment necessary. I authorise the Youth & Children's Ministry team to sign any written forms of consent required by a hospital if the delay of getting my signature is considered by the doctor to endanger my child's health and safety.

Signature Date/...../.....

Name.....Relationship to child.....

Thank you for taking the time to complete this form. **It must be completed annually and within two weeks of your son/daughter attending their group otherwise they will not be allowed to continue.** Please return it to your son/daughter's group leader or the Church Office. If you have any questions relating to this form or any aspect of the Youth and Children's Ministry of m2o, please contact the office, details above.

For Office Only: Check & chase for missing information; File original; Send copy to relevant group leader

v.19/08/10

m2o – St. Matthew’s, St. Oswald’s & Overslade, Rugby

APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE

We have been asked to request that those who work with children complete a form indicating their background and past experience. Please will you fill in the form below and return it together with the completed Declaration Form enclosed. An enhanced CRB Disclosure will also be required. Personal details will be kept on confidential file.

Full name

Please state title e.g. (*Revd/Dr/Mr/Mrs/Miss/Ms*)

Any surname you have previously been known by

Date and place of Birth

Address

.....

Post Code Telephone

EmailMobile

How long have you lived at this address

Previous involvement with children and young people:

Organisation/Church

Date commenced

Date terminated

Please list any relevant qualifications or appropriate training.

Please give names and address and telephone numbers of two referees (preferably one male, one female) including one personal reference and one with respect to your work with children and young people.

Confidential Declaration

For beneficed clergy, those who hold the bishop's licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular and direct contact with children and young people under eighteen years of age.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1a Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?*

Please tick YES NO

1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Please tick YES NO

1c Are you at present under investigation?

Please tick YES NO

1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

Please tick YES NO

2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

Please tick YES NO

2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Please tick YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Please tick YES NO

4 Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

Please tick YES NO

5 Have you, since the age of eighteen, ever been known by any name other than that given below?

Please tick YES NO

6 Have you, during the past five years, had any home address other than that given below?

Please tick YES NO

* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

Declaration

I declare that the above information (and that on the attached sheets ***) is accurate and complete to the best of my knowledge.

Signed

Date Date of Birth.....

Full Name.....

Address.....
.....
.....
.....

*** Please delete if not applicable.

Please return completed form to the Youth & Children’s Ministry Leaders, St. Matthew’s & St. Oswald’s Church Centre, 17 Lawford Road, Rugby, CV21 2EB

Before an appointment can be confirmed applicants must provide an enhanced disclosure from the Criminal Records Bureau. We will provide you with the necessary forms.