

# YOUTH MINISTRY HANDBOOK

SEPT 9, 2009



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# 1 Youth Ministry – General Information

## 1.1 Overview

The First Unitarian Congregation of Ottawa is committed to the development and support of comprehensive youth ministry which brings together youth in various settings.

UU youth build community and worship together, celebrating the heart, compassion, love and respect they can offer one another. They establish deep connections with adults, developing multi-generational experiences and enriching our congregations. They explore their spirituality and the meaning of their lives. They work to treat the earth and each other responsibly, and to live out their UU faith by bringing their values of justice and peace to our hurting and troubled world. (UUA Youth Website)

## 1.2 Purpose

The purpose of this Handbook is to provide youth, parents & guardians, volunteers, and church officials with a comprehensive collection of applicable guidelines and protocols, including safe church policies, for youth ministry associated with the First Unitarian Congregation of Ottawa. Youth ministry includes the Youth Group, the Senior High Our Whole Lives (OWL) program, and any associated youth conferences. This handbook is a living document and is intended to be reviewed and amended on an annual basis by the leaders of the youth programs. Youth must always have input into the policies which affect their programs.

In this handbook, “youth” is defined as young persons between the ages of 14 and 20 years. Youth under age 18 must have parental or guardian consent for participation in activities covered by this handbook. There is an exception for emancipated minors (youth ages 16 or 17 who are not living with a parent or guardian). They are able to sign their own permission forms.

## 1.3 UU Principles

The UU Principles guide all aspects of the youth programs. The seven principles are:

- The inherent worth and dignity of every person;
- Justice, equity, and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience, and the use of the democratic process within our congregations and in society at large;
- The goal of a world community, with peace, liberty, and justice for all; and
- Respect for the interdependent web of all existence of which we are a part.

## 1.4 Youth Ministry

Youth ministry serves our UU faith through working to empower youth. It includes a wide variety of youth oriented programs and activities such as our Youth Group and the Sr. High OWL program. Critical components include community building, worship, learning, social action, leadership, volunteer work, and healthy youth-adult relations. One of the guiding covenants for Youth Ministry is Youth Empowerment.

## **1.5 Youth Empowerment**

Youth empowerment involves giving youth the opportunities and skills to create the environment and experiences they want, within a framework of the UU Principles. This process allows youth to be responsible and accountable to themselves and the Congregation, and ensures that all stakeholders are supportive of youth ministry.

## **1.6 Duty of Care**

The First Unitarian Congregation of Ottawa recognizes our moral, legal, ethical, and spiritual duty to care for all those associated with the Congregation, including (and especially) youth. We view this duty of care as an obligation to take reasonable measures to care for and protect individuals and the Congregation from harm while engaged in church related activities. We recognize the moral complexity involved with the issues of justice, right relationships, power, and trust. We must create safe environments that protect youth, adults and the Congregation from harm as we promote spiritual growth.

“Youth safety and youth empowerment can co-exist in an environment that nurtures religious and moral growth. When congregations and conference communities uphold the notion that everything we do is religious education, the opportunity to create and enforce safety policies is an opportunity to strengthen Unitarian Universalism.” (Safe Congregation Handbook, UUA).

## **1.7 Youth Ministry Roles and Committees**

Youth, parents/guardians, volunteers from within and outside the Congregation, church officials (board and staff), and the Congregation at large, all support youth ministry at First Unitarian. In consultation with UUA and CUC sources, we have identified/created several roles and committees to structure and facilitate the planning and delivery of youth ministry. Roles include the Minister, the Director of Lifespan Learning (DLL), youth leaders (youth advisors and Senior High OWL facilitators) and youth allies. Youth ministry related committees include the Youth Program Committee (supporting the youth group) and the OWL Facilitation Committee, as well as the Senior High OWL Program Committee. There are many individual volunteers associated with these programs and committees.

These roles and committees function within governance structures designed to maximize collaboration and support, and to minimize conflict and wasted effort. Youth leaders are directly involved in delivering youth ministry and are expected to adhere to the Code of Ethics for Adults in Leadership Roles (see Appendices) and to act in accordance with the UU Principles. Some key youth ministry roles are introduced briefly here and are then described in more detail in the sections and appendices that follow.

### **1.7.1 Minister**

The Minister functions as lead staff person and is responsible to the Board of the Congregation for all volunteer activities within the church. The Minister lays the foundation for a healthy and vibrant youth community. Important aspects of that foundation are communicating the importance and value of youth ministry to youth and the entire Congregation, lending visibility to the youth ministry, advocating for youth and their ministry, and supporting the DLL, and youth ministry volunteers. The Minister is a visible presence for the youth community.

### **1.7.2 Director of Lifespan Learning (DLL)**

The DLL is responsible to the Minister and holds delegated responsibility, accountability and authority for lifespan learning programs for children and youth. The DLL is responsible for the overall planning, conduct, support, evaluation and administration of religious education activities for children and youth within the church.

Key aspects of the DLL position, as applied to youth, are nurturing the spiritual growth and transformation of youth (in cooperation with their parents/guardians, advisors and the rest of the church community) and recruiting, managing, and nurturing volunteers to work within all the youth programs.

### **1.7.3 Youth Leaders**

Youth leaders are adult Members (or Friends) of the Congregation, who work with youth as youth advisors for the youth group or as Senior High OWL Facilitators. These leaders work together in an environment of support and development, where their strengths and skills are matched with program needs. The leaders arrange for appropriate learning opportunities so that leaders, youth and the broader UU community are nurtured and enriched. We believe that all leaders can contribute unique ideas and energy to their youth ministry, while working within a clear framework of expectations, responsibility and accountability to the Congregation.

### **1.7.4 Youth Allies**

Allies are adult Members (or Friends) of the Congregation who support the youth ministry in a variety of different ways on an occasional basis (e.g. cooking meals, volunteering for driving duty, helping during an event, overnight supervision during a conference or retreat).

### **1.7.5 Committees**

The Youth Programming Committee (YPC) oversees activities of the youth group. The Senior High OWL Planning Committee and OWL Facilitation Committee oversee the planning and delivery of the Senior High OWL program. All are described in detail later in this manual.

## **1.8 Youth Leader Boundaries**

Leaders (advisors and facilitators) have clear leadership roles in the delivery of youth ministry activities – they must take special care to ensure that clear boundaries with youth are defined and maintained. Leaders are role models for the youth in their care. They are expected to act with integrity and honesty, and to promote the UU principles as they lead/participate in youth ministry activities. The power differential between youth and leaders makes it impossible for leaders to participate in youth activities as ‘just one of the gang’. The leaders are responsible for understanding this power differential and for defining and respecting boundaries.

Maintaining appropriate boundaries with youth can be challenging. It requires consistent self-differentiation, self-reflection and general awareness. It also requires the ability to seek help and to discuss concerns with fellow leaders, the DLL, and/or the Minister.

### **1.8.1 Physical Boundaries and Guidelines for Physical Affection**

- Physical contact/affection is initiated by the youth. If adult leaders wish to make physical contact they must ask for permission and wait for the youth to give permission.
- The contact is clearly socially acceptable within the terms of the youth/leader relationship

- The contact is something that both the youth and adult can stop easily if it becomes uncomfortable (a handshake, a pat on the back, a moderate hug)
- The receiver determines whether a contact is appropriate, inappropriate, or confusing - no matter what the leader's intentions, it is best to err on the side of too little touch
- There is to be no sexual contact - the intention must be obvious (not a sexual advance)

### **1.8.2 Games**

One area in youth ministry where physical boundaries can be difficult is during the playing of games. Games have always been an important part of youth ministry. We play games in youth group meetings, at conferences, during worship, or to break up a business plenary session. Although games are a wonderful way to socialize, they can also fulfill other goals of successful youth ministry. They can be a vehicle for building friendship, building trust, learning, leadership, worship, and even social action. Games remind us that the spirit of fun can permeate everything we do, and that fun can be full of meaning.

Many activities involve kinds of physical contact or discussion/sharing/intimacy that are okay when it is youth-with-youth or adult-with-adult but which are not appropriate for youth-with-adult. Adults must be aware of those situations and sit out or pair with other adults as appropriate. If adults have any uncertainty about participating in a particular game then err on the side of caution. Youth should respect an adult's decision to pass.

(Source: <http://www.uua.org/leaders/leaderslibrary/deepfun/45581.shtml>)

### **1.8.3 Emotional Boundaries**

"Check-in" is a popular element of youth ministry meetings and activities. It involves sharing things that are going on in the lives of youth in the group and the leaders. Two safety issues arise from this situation; one involves the adult's level of sharing and the other involves the limits of confidentiality. It is not acceptable for adults to share details of emotionally inappropriate topics such as last night's party, love life, and/or sexual fantasies with youth. A greyer zone is about emotionally laden topics such as break-ups, pending divorce, a friend's illness, or a family member's death. Leaders must think in advance about bringing up personal topics that would dominate the meeting's attention and care taking. They are there to support and empower the youth, so it is not appropriate for leaders to seek support and empowerment from the youth.

Leaders are expected to be present for the youth at the times where they have made the commitment to do so. It is their responsibility to ensure they are able to do that. If on a given commitment they do not feel able to be supportive due to their own emotional needs, it is their responsibility to inform their fellow leaders so that a suitable replacement can be identified.

Leaders are not to act in their professional roles with youth. If a youth is in need of a therapist and a leader happens to be one, it is not their role. In this situation, the role of the leader is to assist the youth and their support system (parents/guardians) to find the resources they need.

### **1.8.4 Spiritual Boundaries**

Leaders need to be able to identify when a youth is in need of ministerial or spiritual counsel by a trained spiritual advisor.

## **1.9 Confidentiality**

Confidentiality and right to privacy are difficult concepts to understand in Youth Ministry. There are rights and responsibilities to consider for youth, parents and leaders. First, youth have the right to expect some level of confidentiality and privacy, and this is a key concept where the leaders are attempting to bond a trusting relationship. A key foundation of youth ministry is trust. Youth view their time in youth ministry as sacred and a safe place to discuss difficult problems. This is why all youth covenants have a rule of confidentiality.

In fact, the law of Ontario provides youth age 13 and up a right to confidentiality with respect to information concerning their mental and physical health. This means that if a youth does not want their parent to know certain information that they have disclosed, the leaders and staff must respect this request. Some examples of this may include a youth who has decided to try smoking or a youth who mentions that they had sex with their partner. It is not the role of the youth leader to report anything a youth says to their parents as this would undermine the trust relationship.

This right to privacy and confidentiality when working with youth has a clear limit under the law of Ontario. If a youth discloses to a youth leader that they are planning on harming themselves or harming another person, then the responsibility to protect the youth (or other person) from harm takes precedence over the youth's right to confidentiality. Additionally, there is a clear duty to report to the Children's Aid Society any physical or sexual abuse that takes place involving a youth under age 16 that has been disclosed to a youth leader. These guidelines must be explained to youth as a group, at least once each year, so that they understand the responsibilities of youth leaders before they have the opportunity to disclose this type of information to their youth leaders.

In this situation, leaders must:

- Remind the youth that this is information that must be shared;
- Contact the DLL and
- Contact the appropriate authorities (this step should normally be taken by the DLL or Minister, assuming they are available to do so)

There is also a duty of youth leaders to respect the parent's roles in the lives of their youth. If a youth is disclosing information about a serious problem to an adult volunteer or staff, it can be seen as a request for help. Wherever possible and appropriate, youth should be supported and encouraged to involve their parents in solving the problems in their lives. It must also be remembered that in some instances, depression and/or substance abuse may be linked to problems in the home. Although it is our role to provide support and assistance to the youth and their family in times of crisis, the needs of the youth must take precedence, and it may often be appropriate to refer the youth to a youth serving agency in order for professionals to determine whether parents must be involved.

## **1.10 Youth in Crisis**

Youth may contact a youth leader by phone, email or in person stating they are seeking support or help. Potential crisis situations may include, but are not limited to, suicide, being kicked out of their home, running away from home, drug use, or abuse of any kind. The following are list of the steps leaders must take in the event of contact with a youth in crisis:

- Get details of what is happening, where they are, and how to contact them. Find out who knows where they are. Be clear about the issues concerning confidentiality. Tell the youth that you will try to help and will call them back within half an hour. (If the youth is suicidal, do not hang up with them until you know their exact location - call 911 on another line.)
- Contact the DLL and/or the Minister.
- Identify any community resources that the youth may need for the next 24 hours (police, hospital, interim lodging, suicide watch, detox centre, etc.) and contact the resources for support.
- Once a safe place has been secured for the youth for the next 24 hours, have a meeting at the church with the other youth, youth advisors, DLL, parents/guardians (if appropriate) and the Minister to determine the best way the youth can be supported in the long run.

It is important that leaders spend time debriefing the situation; the best resources are other leaders, the DLL, and/or the Minister. In a debriefing, remember to respect the Privacy Policy - personal information must not be disclosed without written consent. If a leader debriefs with a partner or close friend, they should use alias names (to respect privacy).

If a situation arises where you wish or need to be in contact with a youth outside the normal channels of church sponsored events, it is imperative that your behaviour both be and appear to be above reproach. Any relationship you develop with a youth outside of church sponsored events must be with the knowledge and consent of parents. You will best protect yourself from false accusations of misconduct by keeping the church and the parents informed of your actions. If parental consent is not granted then contact the minister to discuss the situation and determine how best to proceed.

## **1.11 Youth Disclosure**

### **1.11.1 Drug and Alcohol Abuse**

Although experimentation with drugs and alcohol can be a normal part of youth experience, it can sometimes lead to addiction issues, or be an indicator of more serious problems. Older youth often disclose the use of drugs and alcohol within youth ministry settings. It is the role of leaders to educate the youth about the dangers of alcohol and drug use in our society, and to provide information about the resources available to them in our community. Leaders should remind youth that they are role models (for younger youth) and that it is not acceptable to promote drug and alcohol use during youth programs at the Congregation. If a youth has a serious problem with drugs or alcohol, the leader must notify the DLL so that they may identify an appropriate course of action.

### **1.11.2 Suicide**

If a youth has disclosed that they are thinking about ending their lives, leaders must take the following steps:

- Remove the youth from the large group for a one on one with a leader, in an area where they can be seen by other adults;

- Approach the youth with compassion and concern, and advise that confidentiality cannot apply in this circumstance;
- If appropriate, attempt to expand on the youth's story, asking questions to understand the sources of this desire and feelings;
- Do not leave the youth alone - he/she must remain within sight of an adult;
- If appropriate, the youth and leader should seek out the DLL. If not available, the Minister should be informed;
- The youth leader should enquire whether the youth is comfortable discussing the situation with the parents; if the youth is not willing to do so, due to issues within the family, then the Minister must be consulted on whether parents must be notified.
- If the youth is under 16, the CAS must be contacted.
- At this point, the youth should be offered the option to call the Youth Help Line and receive support from a trained counsellor.
- The youth is to remain with a leader until either a parent/guardian arrives or until transportation to the hospital occurs.

### **1.12 In a group situation**

If a youth has disclosed the desire to commit suicide in a group situation, the other youth will have a variety of different concerns and emotions. It is best to be open and transparent with them. Acknowledge what has been said and how scary that is. Inform the group of what supports will be offered to the youth who disclosed. Remind the youth of the need to maintain confidentiality but also acknowledge the need for the youth to discuss this with a trusted adult or friend. Ensure that the group members have access to the youth help line.

It is critical that the group have the opportunity to participate in a debriefing session as soon as possible after the incident takes place. A trained facilitator should be brought into the group to speak to the group about the issue of suicide and suicide intervention.

### **1.13 Violation of Policy**

The policies described in this hand book are in place to ensure the safety of youth, the safety of leaders and the Congregation. If a policy has been violated, a meeting will be held with the DLL and appropriate committee(s) depending on the situation (e.g. the Youth Programming Committee or the OWL Facilitation Committee) to discuss the breach of policy and decide upon appropriate actions. In the event a leader has breached the policy, the leader may be asked to withdraw from youth ministry activities. Volunteers asked to withdraw from youth ministry may raise any concerns they have with the Conflict Resolution Committee.

## 2 Youth Group

Youth group and related activities (youth conferences) provide youth the opportunity to:

- experience their own power
- congregate and explore their ideas
- feel fully loved and accepted by other youth and advisors
- express themselves in a non-judgemental environment
- take on youth involvement in the Congregation
- explore religious ideas
- support and build leadership skills
- build community
- take on meaningful projects
- share friendship and have fun
- be genuinely who they are

The youth group requires the support of the Board, the Minister, the DLL, youth advisors, and the Youth Programming Committee (YPC) in order to foster an environment where these important opportunities can grow. Youth allies also provide valuable support for specific events (conferences, retreats). More detailed descriptions of these roles can be found later in this section and/or the appendices.

### 2.1 Youth Advisors

Advisors are adult members of the Congregation, 25 years of age and older, who support the youth group from September to June, roughly every second Sunday at youth group meetings, as well as during various extracurricular events such as youth conferences, retreats, or other functions.

### 2.2 Volunteering for Youth Group

The term volunteer can refer to an advisor, an ally, a parent, or a Congregational member. Regular volunteers in the youth group must be Friends or Members of the church and believe in Unitarian Universalist values. All youth volunteers are directly accountable to the DLL.

The roles of youth advisor and youth ally are roles of high trust. Due to this a screening process is used when filling these roles. The process has eight distinct components as outlined below.

#### 2.2.1 Recruitment

Recruitment of youth advisors should generally occur in May as part of the Religious Exploration search for volunteers, but may occur at another time as necessary, during the year. The recruitment process will include filling out an application form, copies of which will be available on the RE bulletin board, the youth bulletin board, from the DLL or in the general office.

#### 2.2.2 Application Process

The potential candidate should attend a general information meeting where they will be provided with an overview of youth advisor roles and responsibilities as well as information about the youth group. They will be asked to complete a letter of intention along with the application form.

### **2.2.3 Interview**

The candidates will participate in an interview. A current advisor, youth and the DLL shall be present at this interview.

### **2.2.4 Checks**

The applicant will be asked to submit a resume/biography along with two personal reference checks. These checks will be completed by the DLL.

Youth advisors require a valid police record check (PRC), done within the previous six months (or have applied for one), prior to beginning work with youth. The DLL will provide a letter indicating that the PRC is a requirement for volunteering in the program and the volunteer will be responsible for obtaining the check through her/his local police station. This document may be a copy of a check completed for another organization. In accordance with the Privacy Act copies of these documents will be stored in individual files in a Church Office and shredded one year after volunteer involvement ceases. Returning volunteers are required to renew their PRCs every three years. In the case of a failed PRC, the applicant can meet with the DLL, and representatives from the Personnel committee and the Volunteer resource council to discuss the potential of moving forward with the application.

### **2.2.5 Orientation and Training**

The CUC offers the workshop “Basic Advisor Training”. Advisors are requested to attend the training when it is offered within reasonable proximity and cost.

The YPC and DLL will offer an “In House Youth Group Training and Orientation” prior to youth group beginning each September. At the orientation, there will be an overview of policies and ethics. A volunteer will agree to and sign policies and the code of ethics.

### **2.2.6 Reporting and Support**

The volunteers are also invited to attend monthly team & YPC meetings where issues, concerns, feedback can be addressed and support can be given. The volunteers will report to the DLL.

### **2.2.7 Evaluation**

Youth advisors shall receive informal feedback on a regular basis from youth, staff and other advisors. In the spring the YPC will evaluate all volunteers within the program and offer a formal feedback interview.

### **2.2.8 Termination Process**

In the event that an advisor is unable to maintain their commitment to the youth group they must first inform the DLL and at least one other youth advisor. If possible, the advisor will inform the youth group at a meeting two weeks prior to leaving.

In the event that a volunteer is not able to meet the expectations of the volunteer role, they will be informed in consultation with the DLL and affected parties. In the event that a volunteer wishes to appeal a termination, they will contact the Conflict Resolution Committee.

## **2.3 Youth Group Covenant and Rules**

Every year the youth group reconvenes and establishes the covenant for that particular community with specific sets of expectations. Typical youth covenants include:

- Personal information is confidential
- Everyone has the right to pass (not share personal information)
- Listen when others are speaking and respect differences of opinion
- Use “I” statements when talking about opinions
- Alcohol, drugs and weapons are prohibited
- Sex and “hooking up” are prohibited within the youth group (i.e. during youth events)
- Turn off cell phones, music players and personal entertainment devices
- Have fun!

## **2.4 Youth Programming Committee (YPC)**

The YPC is responsible for guiding and supporting youth group programs in the church. The committee supports the activities of adult leaders and allies involved in youth group, and the members and activities of the youth group. It also enhances communication between youth and the adult members of the Congregation. The YPC is comprised of youth and adults at a 3:1 ratio. The YPC reports programming needs to the Lifespan Learning Council, and financial concerns must go through the Board. The YPC is also responsible for addressing, in a confidential and sensitive manner, concerns relating to the behaviour of individual youth.

### **2.4.1 Committee Objectives**

- encourage meaningful youth participation in youth group and general church activities
- provide a forum for the long term planning of the youth group
- contribute to the quality of youth ministry programs available to youth of the church
- assist in the recruitment, development and support of youth advisors
- encourage and facilitate inter-generational activities within the church
- communicate the needs and changing issues of young people in the church to the Board, Lifespan Learning Council and Congregation
- communicate the views of the Board, Lifespan Learning Council and Congregation to the youth members
- participate in the selection process for the advisors

### **2.4.2 Committee Structure and Roles**

#### **Co Presidents (2)**

- convene and facilitate meetings of YPC (includes arranging for refreshments)
- set agenda in consultation with other committee members
- "staff" the committee (in consultation with the youth group)
- assist/enable committee members to carry out their responsibilities
- consult regularly with Board liaison about current issues and committee health
- request funds during the budget process (as per committee decisions)
- arrange for any necessary YPC representation at Board meetings
- arrange for youth news in church newsletter

#### **Treasurer**

- prepare and present monthly financial report

- assist co-presidents in preparation of funding requests

### **Youth representatives (minimum 2)**

- participate in YPC meetings
- communicate youth group needs, concerns, suggestions to the YPC
- learn about planning/organizing/evaluating events within existing guidelines/process

### **DLL**

- participate in YPC meetings
- provide guidance and perspective on youth ministry and arising issues

### **Adult members**

- participate in YPC meetings
- help with (and recruit helpers for) special events

### **Board Liaison**

- participate in Board and YPC meetings
- request YPC representation at Board meeting for special requests/issues for consideration
- submit monthly report to Board regarding YPC and youth group
- clarify questions re: Board policies, church functions, structure and process
- report to YPC on Board's policies and concerns

### **Parent liaison**

- participate in YPC meetings
- communicate parent needs, concerns, suggestions to the YPC

### **Senior High OWL Program liaison**

- participate in YPC meetings
- communicate program needs, concerns, suggestions to the YPC
- assist with coordination of OWL and youth group activities

### **Youth advisors**

- participate in YPC meetings

### **2.4.3 Decision making process**

Decisions shall be made based upon consensus whenever possible. If consensus is not achievable, decisions shall be based upon a consensus of a majority of youth and a majority of adults. Quorum shall be 3 youth (one executive) and three adults.

### **2.4.4 YPC member time commitment**

- Minimum one meeting per month from September to June (more frequently if needed)
- tasks: between meetings: as needed, approximately 1-2 hours month, more if necessary (special events/issues)
- conferences/special events: 2-4 per year; may require additional time in planning/tasks 2-10 hours before and during the event.

### **2.4.5 Meeting Structure**

- Social gathering
- Welcome/Chalice Lighting/Introductions/Check-in
- Past events/tasks from previous meetings
- Youth group financial status report
- Plans for future events
- Information sharing
- Discussion and decision making
- Assignment of tasks
- Visioning
- Next meeting date - End: "Thanks!"

### **2.4.6 Duties**

Annual:           - write report to the Board for the annual Congregational report  
                      - prepare budget and present to the Board

Monthly:       - record, type, copy, and distribute minutes to committee members

Ongoing:       - attend to the needs of the youth group and individual members  
                      - attend to the needs of the youth advisors  
                      - assist with planning, organizing and carrying out of special events

### 3 Senior High Our Whole Lives (OWL)

Senior High OWL is a sexuality education program for youth, taught in a faith based context. It is part of a lifespan educational program offered by Unitarian Universalist Congregations throughout North America for participants from age five to adulthood.

The OWL program is based on a philosophy of comprehensive sexuality education that helps participants make informed and responsible decisions about their sexual health and behaviour. OWL provides participants with accurate and age appropriate information, and includes values clarification, interpersonal skills, and social justice aspects of sexuality. The OWL program is taught using UUA approved curriculum, including facilitator curriculum manuals for each age group, as well as Sexuality and Our Faith, the guidebook for offering the program in a faith based setting.

The UUA and the Canadian Unitarian Council (CUC) have developed training programs and curricula for training facilitators at all levels. The First Unitarian Congregation of Ottawa has offered the OWL program at five levels and has offered training for new facilitators since 2004. Previous to the development of the OWL program, our Congregation offered the precursor program *About Your Sexuality* at the grade 8 level for over 25 years.

The Senior High OWL program is offered one or two times per year in our Congregation in a weekend youth conference format. Over the weekend, workshops from Our Whole Lives Sexuality Education for Grades 10 to 12 are co-facilitated by OWL facilitators for the youth. A youth must attend four weekends to complete the program and graduate. Many volunteers support the success of each Senior High OWL weekend.

Within the OWL program, parents are recognized as the primary sexuality educators of their children. Parents have the right to full and accurate information before giving written permission for their teenager to attend Sr High OWL. At least one parent information session is offered before each Sr High OWL program by facilitators who will be present at the upcoming program.

#### 3.1 OWL Volunteers

#### 3.2 Facilitators

The Sr High OWL program is intended to be facilitated by adults who represent a diversity of gender identity and sexual orientation. Ideally they have taken the Jr/Sr High OWL training program. Facilitators must lead OWL workshops, as well as commit to organizing and leading other activities over the weekend, including whole group workshops, guest speaker sessions and the graduation ceremony. Facilitators work in teams of two (or sometimes more) when facilitating workshops.

Sr High OWL facilitators need not be Members of the Congregation, but the relationship between the facilitators and the Congregation should be one of trust. Therefore, individuals recruited to become Our Whole Lives leaders must be known to the church community.

All OWL workshops will conform to the following requirements:

- two or more facilitators will lead every workshop,

- at least one facilitator must have been trained in Jr/Sr High OWL facilitation, and
- at least one facilitator must be a Member or Friend of the Congregation.

Any exceptions to the above requirements will be reviewed with the DLL and receive his/her consent.

Sr High OWL facilitator trainees are new facilitators who have not yet taken the OWL training or who have taken the training recently and are looking for more mentorship and guidance from experienced OWL facilitators. Facilitator trainees can co-lead workshops as long as the requirements above are maintained.

### **3.3 Other Volunteers**

Many other adults volunteer in the Sr High OWL program. Parents and other Congregation members often assist with the meals, while many members of the Congregation have prepared food and brought it to the church for the youth and facilitators to enjoy. Another committed team of volunteers stay awake overnight in the church to ensure the safety of the youth.

### **3.4 Recruitment**

We value safe community and work to reduce risk for participants of all ages through the implementation of a volunteer screening and ongoing support process. Due to the fact that the role of a Senior High OWL Facilitator is one of trust, the process of volunteering as a Senior High OWL Facilitator with the Senior High OWL Program has four components: Recruitment, Application Process, Training and Experience, and Facilitator Evaluation.

#### **3.4.1 Timing**

Occurs on an ongoing basis, with emphasis several months before training weekends take place and/or before Senior High OWL weekends take place.

#### **3.4.2 Church Membership Requirements**

Facilitators are generally sought from within the Congregation, but it is recognized that there are potential candidates from outside the Congregation who may have specialized training and experience that is highly beneficial to the OWL program. As mentioned above, facilitators who are not Members or Friends of First Unitarian will work with Member facilitators when leading workshops.

#### **3.4.3 Age Requirement**

Facilitators should normally be age 25 or over to teach SR High OWL. Exceptions may be made where the applicant has obtained cumulative experience in:

- youth leadership
- teaching in other areas of the RE program
- relevant community volunteer positions
- related job experience, such as sexuality educator, youth worker, social worker, nurse
- related life experience, such as being a parent, being from the GLBT community
- related educational training, such as youth worker, social worker, nurse

#### **3.4.4 Interview**

Those interested in becoming involved in OWL facilitation should have a conversation with someone from Senior High OWL program about the volunteer requirements and curriculum.

### **3.4.5 Exposure to the Program**

There are opportunities for potential recruits to review curriculum and associated training material, participate in a planned OWL weekend to see if they are comfortable with the environment and the material. Those interested in learning more should contact someone in the Senior High OWL planning committee.

## **3.5 Application Process**

Facilitator applicants are required to fill in the Facilitator Application Form (see appendix).

### **3.5.1 Biography and References**

Facilitator applicants are required to submit a resume/biography along with two personal references. Reference checks will be completed by the DLL or the chair of the OWL facilitation committee.

### **3.5.2 Police Checks**

Facilitator applicants require a valid police record check (PRC), done within the past six months (or have applied), prior to beginning work with youth. The DLL will provide a letter indicating that the PRC is a requirement for volunteering in the program and the volunteer will be responsible for obtaining the check through her/his local police station. This document may be a copy of a check completed for another organization. In accordance with the Privacy Act copies of these documents will be stored in individual files in a Church Office and shredded one year after volunteer involvement ceases. Returning volunteers are required to renew their PRCs every three years. In the case of a failed PRC, the applicant can meet with the chair of the OWL Facilitation Committee, and representatives from the Personnel committee and the Volunteer Resource Council.

### **3.5.3 OWL Facilitator Training**

Facilitator trainees are required to participate in the OWL training within one year (or at the next offered training) of becoming OWL facilitators. This may take place at our Congregation, or at another Congregation offering the training. If the person requires financial aid in order to take the training, the OWL Facilitation Committee will pay for the registration fee, so long as the recruit agrees to commit to teach for a minimum of two years.

### **3.5.4 Ongoing Training and Support**

All Senior High OWL Facilitators shall:

- attend an initial orientation meeting with an experienced facilitator which will include an overview of the policies and ethics.
- sign the code of ethics.
- attend annual facilitator workshops which take place before the OWL event
- if a facilitator trainee, be matched with an experienced facilitator who will act as mentor for their first OWL event
- receive ongoing support by the fellow facilitators in their team and in the program at large
- be given the opportunity to attend additional discussion groups and learning opportunities throughout the year
- have the opportunity to participate in program evaluation including debriefing meetings after each event
- be encouraged to attend the CUC basic Youth Advisor Training.

- be included in ongoing communication between OWL Facilitators through the facilitator email list.
- have the support of the Chair of the Senior High OWL Committee. If the Chair is not available to provide support, support is available from the Chair of the OWL Facilitation Committee

### **3.5.5 Facilitator Evaluation**

Feedback for new facilitators primarily occurs on an ongoing, informal, personal basis. After the first Sr High OWL weekend, their mentor will provide feedback verbally and in writing to the new facilitator, assisting them in identifying their strengths and potential areas for improvement. This report will be provided to the Chair of the Senior High OWL Committee. If there are any identified concerns which are considered serious, the report shall be shared with the Chair of the OWL Facilitation Committee who will share it with the DLL.

### **3.5.6 Termination Process**

Potential facilitators should have a commitment to and advocate value-based sexuality education, be experienced and comfortable working with youth, as well as an ability to build relationships with participants, parents and the larger community. Potential candidates may not be accepted as facilitators where there are concerns about the person's ability to participate effectively as leaders in the program. This may include an inability to affirm the values and goals of the OWL program, inadequate facilitation skills, inability to work with others, discomfort with and/or lack of understanding of content, inappropriate behaviour or personal issues which interfere with their participation.

In the event that a volunteer is unable to maintain commitment to the Senior High OWL program, they must first inform their stream leader, and the Chair of the Senior High OWL Committee

The DLL, Senior High Planning Committee and/or OWL Facilitation Committee, as appropriate to the situation, will determine if a volunteer is not able to meet the expectations of the volunteer role. The volunteer will be informed by one or more of those mentioned above. In the event that a volunteer wishes to appeal a termination, s/he will contact the Conflict Resolution Committee

## **3.6 Roles and Accountabilities for the Sr. High OWL Program**

### **3.6.1 Accountability during a Senior High OWL Event**

The following lines of accountability will be used for escalation for issues during an OWL event:

- Facilitators report to their Stream Leader
- Stream Leaders report to the on-site event coordinator
- Event coordinators report to the Senior High OWL Committee
- Senior High OWL Committee reports to the OWL Facilitation Committee
- OWL Facilitation Committee reports to the DLL

The following roles are all vital to the success of the OWL program.

### **3.6.2 DLL**

- The DLL reports to the Minister and holds delegated responsibility, accountability and authority for lifespan learning programs for children and youth.
- The Director of Lifespan Learning helps to coordinate the delivery of youth ministry activities to promote the spiritual growth and transformation of Youth at the First Unitarian Congregation of Ottawa.
- ...
- For many of the tasks required to support the Sr, High OWL program, the DLL will rely on the support of the OWL committee members, OWL facilitators, and even the Minister, as required.

### **3.6.3 OWL Facilitation Committee**

- Oversees all OWL programs
- Consists of one representative from each level of the OWL program and the DLL
- Is responsible for OWL budgets
- Orders books and supplies required for the programs
- Oversees volunteer recruitment and screening for the various levels of the program
- Assists in the gathering of police record checks for facilitators and volunteers (work with the DLL to ensure this is complete)
- Organizes & promotes teacher training events
- Promotes OWL programs to the Congregation
- Represents OWL concerns to relevant Congregational committees (Lifespan Learning, RE, Conflict Resolution, Safe Church, Volunteer Resource Council, Social Responsibility, etc.)
- Deals with conflicts arising from, or relating to, OWL programs
- Solves problems when specific issues arise within any level of the program
- Reports to the DLL

### **3.6.4 Senior High OWL Committee**

- Reports to the OWL Facilitation Committee
- Is responsible for oversight, planning, content and implementation of Senior High OWL program
- Establishes & staffs streams to be offered
- Updates registration packages & promotional material (e.g. website at <http://www.owlinottawa.blogspot.com/>)
- Promotes the program with youth in our and other congregations
- Manages the registration process (appoints a registrar)
- Ensures meal planning is in place
- Organizes and leads a parent information evening. Ensures information evenings are offered for youth that attend from other cities
- Ensures roles below are well staffed
- Plans graduation ceremony
- Co-ordinates with youth group for social activity planning
- Books specialty guest speakers

### **3.6.5 Stream Leader**

- Creates a team contact list (email and phone), give to team and to Event Coordinator
- Assists in organizing facilitator workshop

- Attends facilitator workshop
- Becomes familiar with stream content
- Creates a team schedule
- Provides information to facilitators re: curriculum, supplies, AV equipment , space etc
- Assists Facilitators with questions
- Assists with behavioural issues in group
- Ensures materials get back into the box
- Ensures a sick facilitator is replaced by another qualified facilitator
- Ensures someone from team attends/facilitates Sunday closing sessions

### **3.6.6 Facilitators**

- Attend stream planning meetings
- Co-lead up to four workshops during the OWL weekend
- Assist with one whole group session such as orientation, guest panel, or graduation
- Participate in stream evaluations, small group sessions, graduation
- Attend debrief meeting

### **3.6.7 Facilitator Trainees**

- Attend stream planning meetings
- Co-lead workshops during the OWL weekend under the guidance of a trained OWL facilitator
- Participate in stream evaluations, small group sessions, graduation
- Attend debrief meeting
- Take the Jr/Sr High OWL Training course at the earliest opportunity

### **3.6.8 Event Coordinator**

(Shared role over the weekend - daytime/night shift)

- Ensure supplies, AV equipment, food and other logistics run smoothly
- Ensure the scheduling of the event is maintained
- Supervise initial registration
- Deal with medical emergencies
- Keep records of any behavioural issues
- Contact parents or DLL where necessary
- Ensure replacement is on site when leaving at night (or when not on site for any reason)
- Have a key (give to designate when leaving site)

### **3.6.9 Overnights (youth allies)**

- Become familiar with Building layout, know where first aid kits are, telephone
- Walk around once every half hour, ensure youth do not leave the building between midnight and 7 am
- Be a friendly presence in the building
- Ensure behaviour guidelines are being followed
- Assist youth with problems (i.e. Band-aids, chat)
- Deal with medical emergencies; Keep records of any behavioural issues
- In event of issues and concerns contact the DLL.

### **3.6.10 Registrar**

- Establish registration process for youth
- Update, distribute and publish (on the web) the registration package
- Track pre-registration of youth to assist in the planning process (e.g. with meals, number of streams to offer)
- Co-ordinate the registration process at the start of OWL weekend
- Track which youth have taken which streams and who will graduate

## **4 Youth Conferences and Events**

### **4.1 Youth Rules, Consequences and Community**

When youth conferences and OWL weekends are held the following rules apply. The CUC Board approved these rules in 2001 and ratified them in January 2002.

- No drugs or alcohol
  - Adults must remain in the role of advisor at all times
  - All youth/parents must sign the medical release form
  - No weapons, violence or threats of violence
  - No leaving the site except as part of an activity or with permission of parents
  - All participants must follow site rules
  - No drop-ins of non-registered youth or adults who do not have a designated role
  - Code of Ethics must be signed
  - No violating the policy on sexual behaviour
  - Must be between 14 and 20 years of age
  - No sharing of sleeping bags
  - Participants must have a completed registration form submitted before the event begins.
- Breach of the above rules will result in participants being disallowed from participating in the remainder of the event.

### **4.2 CRAC Committee**

At CUC and at First Unitarian of Ottawa youth events, a Committee for Rules and Consequence (CRAC) committee is designated to handle youth breaches of rules and assess consequences.

At youth events, youth are often divided into small groups sometimes called Touch Groups, or into Streams at OWL weekend events. Touch Groups are facilitated by a touch group leader, and are designed to allow people to keep in touch with a smaller group and to get to know one another better. There is scheduled time during CUC events for Touch groups to convene and find out how youth are doing and address concerns or feelings of the members of that group. Similar connections are formed between members of a Stream in an OWL weekend.

The CRAC Committee consists of representatives from each Touch Group or Stream. It also has two adults from the advising/facilitating team who are experienced in working with youth. The CRAC committee deals with serious problems and rule infractions. It is convened when issues arise that need to be addressed and has the authority to assess consequences up to and including asking a youth to leave the event.

In addition the DLL or, failing that, the Minister, will be informed of any safety violations and will be accountable and responsible for working with the CRAC committee, in a way that empowers the youth, to approve any appropriate remedial action.

### **4.3 Policy on Sexual Behaviour**

Sexuality is a healthy and important part of young people's lives. Youth programs are an opportunity for youth to express themselves in healthy ways. Exclusive relationships detract from the community. All members of the community must respect each other's physical boundaries. Inappropriate sexual behaviour (i.e. sexual intercourse, oral sex, heavy petting or

sexual harassment) is not permitted. The CRAC Committee reserves the right to deem any behaviour inappropriate.

#### **4.4 Conferences/Overnight**

The code of ethics will govern the rules of all overnights. Each conference site will adapt the rules slightly. (A congregational emergency preparedness manual will inform all procedures.)

##### **4.4.1 Overnight Guidelines for Adult Volunteers**

##### **4.4.2 Prior to the weekend:**

- Determine Sleeping areas, e.g. quiet/loud, separate gender/sex
- Determine which adults are awake during which hours. A one adult to seven youth ratio must be maintained. Two adults awake during the overnight shifts is preferable, as long as sleeping adults comprise the rest of the ratio.
- Familiarize oneself with First Aid Kit Location, Fire Escape Routes, Phone accessibility and emergency Contact Information for participants.
- Familiarize oneself with the rules for the conference.

##### **4.4.3 In the event of the Breach of rules by one of the youth:**

- Inform all members of the CRAC committee and determine the consequences. If a youth is to be removed from the property then:
- Contact the DLL.
- Contact the youth's guardian and inform them that the youth must leave the premise (if required by the CRAC).
- If the guardian is not available to pick the youth up, determine whether or not there are enough available adults to transport the youth home. Remember not to be 1-on-1 with a youth. Another youth can be present.
- If removal home is not a possibility, (i.e. youth from out of town), contact the safe house location, if one has been determined.
- In the event that removing the youth from the overnight location is not an option, the youth will be removed from participation for the remainder of the event, in a separate room. Adult supervision is required for that youth on a frequent basis.

##### **4.4.4 In the event of an Emergency**

- Contact 911
- Ensure youths' safety
- Contact the Minister, DLL and/or a Board Member.

## 5 Transportation

### 5.1 Description

This is a specific policy covering Field Trips occurring off First Unitarian Congregation of Ottawa property. It is intended to supplement the Screening in Faith (Safe Congregations) Policy and to be consistent with the intent and specifics of that policy.

### 5.2 Definitions

Field trip: a youth event that is scheduled off church property, whether in-town or out-of-town, one hour, one day, or overnight.

### 5.3 Permission slips

Any youth transported by First Unitarian Congregation of Ottawa members must have a permission slip signed by their parent or guardian. The permission must:

- be in writing.
- be signed and dated by the parent/guardian (see below for crossing Canada/US Border).
- identify the activity in which the youth is participating.
- specify the location of the activity.
- specify the date(s) on which the activity is occurring.
- specify the type of transportation involved.
- specify the names of adult volunteers and the DLL.
- include permission for emergency medical treatment.

The supervisor or his/her designate may waive the requirement for the permission slip only where it would serve no useful purpose - for example, a picnic off First Unitarian property where the youth would be accompanied by their parent(s).

### 5.4 Crossing the Canada/US Border

Both Canada Border Services Agency and U.S. Customs and Border Protection Staff pay extra attention to youth as they enter or leave Canada/United States. Although border staff may not request permission slips or other documentation, if they do ask, and they are not available (or incomplete), the group may be denied entry into the United States. This difficulty is avoided, in most cases, by having both parents sign the permission form. However, other situations may require additional documentation. There are three possibilities:

1. There is no second parent with legal claims to the youth (e.g. deceased, sole custody):
  - a. Permission form signed by parent indicating the youth will travel out of the country
  - b. Paperwork: court decision, birth certificate naming only one parent, death certificate.
2. There is one custodial parent, and a second non-custodial parent with legal access to the youth.
3. There are divorced or separated parents who have separate custody of the youth:
  - a. One permission form signed by both parents indicating the youth will travel out of the country. OR:
  - b. two separate permission forms signed by each parent indicating the youth will travel out of the country.

Canada Border Services Agency also requires the First Unitarian Congregation of Ottawa members to carry a copy of the youth's identification, as well as the address and telephone number where the parent or guardian can be reached. Identification documents include birth certificate, baptismal certificate, passport, or landed immigration form.

All occupants of a vehicle or plane, will use a seat belt. Vehicles will be operated by First Unitarian Congregation of Ottawa adult volunteers only. Youth with drivers licenses will not act as drivers for field trips. First Unitarian Congregation of Ottawa members are asked to sign a form indicating a valid drivers license and automobile insurance (minimum amount \$1,000,000) if they are to be transporting youth (see appendix).

## **5.5 Emergency Medical Treatment**

Even when care is exercised, accidents can happen. First Unitarian Congregation of Ottawa adult volunteers shall have permission to authorize emergency medical treatment if the youth's parent(s)/guardian cannot be reached at the number(s) specified on the permission slip in a timely manner.

## **5.6 Record Keeping:**

The permission slips will travel with the adult accompanying the youth. In accordance with Privacy Policy, copies of permission slips will be kept on file in a secure location at the church. The copies retained at the church will be in a clearly identified folder in the RE office in the Youth filing cabinet.

A minimum of three of the following persons will be made aware that there is a trip involving youth in progress, and know where the permission slip copies are located: DLL, Minister, Board President, Vice President, RE Committee Chair.

The activity group will designate one First Unitarian Congregation of Ottawa member to shepherd all of the documents for that trip and ensure their safekeeping. An exception to this shall be made when crossing an international border in a group of vehicles, where the documents specific to each youth will travel in the same vehicle as the youth.

## **5.7 Safety**

### **5.7.1 First Aid**

It is the adult's responsibility to have knowledge of location of first aid kits and to know who has first aid training. In the church there is a first aid kit in the RE cupboard, in the Office upstairs and in the youth room. If you administer first aid, you must report on the Incidence report found in the first aid kit. Then place the form in the Director of Lifespan Learning mail slot.

### **5.7.2 Fire**

In the event of a fire, take attendance or registration forms and lead youth out by the closest exit. Regroup in the Meditation Garden.

# Appendix A: Director of Lifespan Learning (DLL) Role Description for Youth Programming

## Description

The Director of Lifespan Learning is responsible for the delivery of the delivery of youth ministry activities to promote the spiritual growth and transformation of Youth at the First Unitarian Congregation of Ottawa. For many of the tasks required to support the youth programs, the DLL relies on advisors, facilitators, the Minister, or others, as required.

Key aspects of the DLL position, as applied to youth, are nurturing the spiritual growth and transformation of youth (in cooperation with their parents/guardians and the rest of the church community) and recruiting, managing, and nurturing volunteers to work within all the youth programs.

## Time Frame

To support youth programming requires the DLL to work an average of 5 hours a week plus two or three weekends per year (at youth weekend events). Time should be spent communicating with Youth, advisors, program facilitators, and parents. It requires attendance at the youth programming council (YPC) meetings and/or youth adult committee meetings once per month.

## Responsibilities

- Ensure the functioning of the Youth Programming Committee.
- Direct the overall planning, conduct, evaluation and administration of youth programs identified by the Youth Programming Committee, and in keeping with the strategic and operational plans of the Congregation. This direction includes the exercising of authority and accountability for all aspects of youth programming.
- Ensure safe youth programming guidelines, as covered in this document, are implemented and maintained (e.g. police record checks for volunteers)
- Advocate for youth within the church community.
- Nurture the spiritual growth and transformation of youth in cooperation with their parents/guardians, and the rest of the church community.
- Support the creation of new youth programs with the goal of meeting the variety of needs of youth within the Congregation.
- Promote youth leadership wherever appropriate within youth programs.
- Evaluate existing youth programs for their effectiveness and provide guidance to the youth programming committee.
- Recruit, manage and nurture volunteers for the youth programs.
- Act as contact point to the youth for parents, congregational committees and members.
- Ensure communications between the youth, parents and larger church community is functioning well.
- Promote youth programming within the Congregation and community.

# Appendix B: Youth Advisor Job Description

## Reports to

DLL and Youth Program Committee

## Position Summary

Facilitate youth group activities, including worship, education, social activities, social action projects, service to the church community, and leadership development. Youth group meets Sunday mornings from September to June. Work closely with other advisors and the youth programming committee to coordinate youth group programming and pastoral care issues pertaining to youth and their families.

## Major Responsibilities and Attributes

- Coordinate youth group activities by being with youth every second Sunday morning
- Understand and evaluate program needs
- Possess leadership skills to carry out the program
- Work well within the church structure
- Possess good interpersonal skills and exhibit good teamwork practices, communicating clearly and directly with others verbally and in writing.
- Demonstrate ability to advance UU Principles
- Exhibit respect, love and flexibility when dealing with youth
- Empower youth to engage in the program and accept ownership for its continued success
- Understand how to Minister to youth
- Be willing to perform related duties as needed, such as driving, photocopying, and mailing.
- Be willing to attend training events and continuing education events to enhance their knowledge, ability or skills as a youth advisor.

## Experience

- Knowledge of, and support for, UU faith, principles and culture
- Understanding of current adolescent development issues
- Current Basic First Aid training

## Highly Desirable

- Driver license/Passport
- Vehicle
- Willingness to attend a sleep over

# Appendix C: Youth Ally Job Description

**Reports to**  
DLL

## **Length of Commitment:**

Four Sunday services throughout the school year and occasional conference support, if possible

## **Position Summary:**

Supports the youth and the youth group within the Congregation. This support can take a variety of different forms including facilitating occasional religious education activities for youth including worship, education, social activities, social action projects, service to the church community and leadership development.

## **Major Responsibilities and Attributes**

- In concert with the DLL and the youth advisors attend occasional Sunday meetings to help facilitate youth ministry.
- Understand and evaluate program needs
- Possess leadership skills to carry out the program
- Work well within the church structure
- Possess good interpersonal skills and exhibit good teamwork practices, communicating clearly and directly with others verbally and in writing.
- Demonstrate ability to advance tenets of Unitarian Universalist principles
- Exhibit respect, support and flexibility when dealing with youth
- Empower youth to engage in the program and accept ownership for its continued success
- Understand how to minister to youth
- Be willing to perform related duties as needed, such as driving, photocopying, and mailing.
- Be willing to attend training events and continuing education events as needed.

## **Knowledge and Experience**

- Requires knowledge of Unitarian Universalist culture
- Requires understanding of current adolescent development issues
- Demonstrated support to the principles and purposes of Unitarian Universalism
- Has current First Aid training

## **Highly Desirable**

- Driver license/Passport
- Vehicle
- Willingness to attend/ sleep over at some youth conferences

## Appendix D: Code of Ethics for Leaders

As a leader, I understand that I am a role model to youth participants and other program leaders. I am aware of the UU Principles, I will relate them to the youth program that I am involved in, and I will incorporate them when I am leading/supporting youth activities.

I recognize that:

- it is not appropriate to seek to meet my own needs while acting a leadership role;
- I may receive confidential information in my leadership role and that I must use discretion in sharing to avoid harm to individuals or the community; and
- I exercise my leadership role on behalf of, and with the consent of, the congregation and youth community that I serve; my decisions and actions as a leader are on their behalf.

As such I agree to:

- foster an environment of mutual respect within the community;
- recognize my own physical, emotional and psychological needs and limitations;
- do my best to educate myself about the program material and share what I learn with other leaders and program participants;
- encourage leadership among others by sharing opportunities, knowledge, responsibilities and rewards;
- support the development of opportunities for youth and adults from other congregations to participate in our programs;
- respect diversity of spiritual beliefs, encourage personal growth, and not impose my own beliefs on others;
- seek appropriate allies and professionals with whom to discuss my feelings and concerns when needed;
- seek help if I am concerned about the safety of an individual or of the group;
- refrain from speaking disrespectfully or disparagingly of others;
- seek to resolve conflict through open, direct, honest, compassionate and constructive communication;
- seek mediation by third parties whenever needed to maintain respectful working relationships; and
- inform church leaders in advance of publicly representing the group or community.

I am aware of, and will comply with, all policies regarding sexual misconduct, safety, and medical emergencies found in the Youth Ministry Handbook, as well as the legal requirements of the Province of Ontario regarding the reporting of physical or sexual misconduct.

**All youth ministry leaders must sign:**

I, \_\_\_\_\_, understand and agree to adhere to this Code of Ethics for Leaders.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

## Appendix E: Code of Ethics for Youth Events

Youth and their parent/guardians must review this Code of Ethics for Youth Events and sign the appropriate space on their registration form.

### Commitment to the Code of Ethics:

- No drugs or alcohol
- All conferees/parents must sign the medical release
- No weapons, violence or threats of violence
- No leaving the site except as part of an activity or with the prior permission of the event coordinators
- All participants must follow site rules
- No drop-ins
- No violating the policy on sexual behaviour
- Youth participants must be between 14 and 20 years of age
- No sharing of sleeping bags
- Participants must have a completed registration form submitted before the event begins.

Breach of the above rules may result in participants being disallowed to participate in the remainder of the event.

### All youth must sign:

I, \_\_\_\_\_, understand and agree to adhere to this Code of Ethics for Youth Events. I agree that if I break the rules I may be sent home at my parents/ guardian's expense.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

### Parents/ Guardians must sign:

I, \_\_\_\_\_, am the parent/guardian of \_\_\_\_\_, who will be attending the youth event \_\_\_\_\_. I hereby give my consent and authority for the staff of the program to take any reasonable action to ensure the safety, health and welfare of my son/daughter. I also give my consent for any necessary medical treatment, including surgical care if needed. I understand that my youth will be required to follow the rules of the CUC youth program and for \_\_\_\_\_ Church and any other site used, and that a breach of those rules may result in my youth being sent home at my expense. I expect to be contacted to arrange travel home if it becomes necessary.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

In accordance with the Privacy Policy, copies of permission slips shall be kept on file in a secure at location at the church.

## Appendix F: Field Trip Permission Form (Outside Canada)

This form shall be completed by both parent(s) of the youth participating in the Field Trip. In the case of shared or sole custody, refer to paperwork required in the section on Crossing the Canada/US Border. The permission slips shall travel with the First Unitarian Congregation of Ottawa member(s) accompanying youth. In accordance with the Privacy Policy, copies of permission slips shall be kept on file in a secure at location at the church. The activity group shall designate one First Unitarian Congregation of Ottawa member to shepherd all of the documents, and ensure their safekeeping for that trip. An exception to this shall be made when crossing an international border in a group of vehicles, where the documents specific to each youth shall travel in the same vehicle as the youth.

I/we, \_\_\_\_\_ and \_\_\_\_\_ (full name of parents/legal guardians), am/are the \_\_\_\_\_ / \_\_\_\_\_ (custodial parent/non-custodial parent/legal guardian) of:

Youth's full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Place of birth: \_\_\_\_\_  
Canadian passport number: \_\_\_\_\_ and issue date: \_\_\_\_\_

\_\_\_\_\_ (youth's name), has my (our) consent to travel with \_\_\_\_\_ (full name of accompanying leader/volunteer), travelling under passport number \_\_\_\_\_, issued \_\_\_\_\_ (passport issue date) to visit \_\_\_\_\_ (name of city/country) during the period \_\_\_\_\_ to \_\_\_\_\_ for the purpose of attending \_\_\_\_\_ (activity/event), travelling by \_\_\_\_\_ (means of transportation).

In an emergency, or for further information regarding this consent letter, I/we can be contacted at:

Street address and apartment number: \_\_\_\_\_  
City, province/state, country: \_\_\_\_\_  
Telephone (work): \_\_\_\_\_  
Telephone (residence): \_\_\_\_\_

Medical information for my youth:

Health Card Number: \_\_\_\_\_

Medical condition(s): \_\_\_\_\_

Allergies: \_\_\_\_\_

Medication to be administered: \_\_\_\_\_

Details or instructions: \_\_\_\_\_

I have discussed the administration of medication with a Youth Ministry member (check box)

Anything else we should know? \_\_\_\_\_

I/we hereby give my consent and authority for the Field Trip Staff (First Unitarian Congregation of Ottawa) of the program to take any reasonable action to ensure the safety, health and welfare of my youth. I/we also give consent for any necessary medical treatment, including surgical care if needed provided at least one parent cannot be contacted at the number(s)

above. I/we understand that my youth will be required to follow the rules of the First Unitarian Congregation of Ottawa and any host Congregation or site. I/we understand that a breach of those rules may result in my youth being sent home at my expense. I/we expect to be contacted to arrange travel home if it becomes necessary.

Signature (parent/guardian 1): \_\_\_\_\_ Date: \_\_\_\_\_

Name (parent/guardian 1): \_\_\_\_\_

Signature (parent/guardian 2): \_\_\_\_\_ Date: \_\_\_\_\_

Name (parent/guardian 2): \_\_\_\_\_

This document should be submitted to \_\_\_\_\_ by (date) \_\_\_\_\_

First Unitarian Congregation of Ottawa  
30 Cleary Avenue  
Ottawa, Ontario

## Appendix G: Field Trip Permission Form (Within Canada)

The parent /guardian of any/all youth participating in the Field Trip shall complete this form. The form shall travel with the adult leaders/volunteers accompanying youth. In accordance with the Privacy Policy, copies of permission slips shall be kept on file in a secure at location at the church. The activity group shall designate one adult leader/volunteer to shepherd all of the documents for that trip, and ensure their safekeeping. An exception to this shall be made when crossing an international border in a group of vehicles, where the documents specific to each youth shall travel in the same vehicle as the youth.

To Whom It May Concern,

I, \_\_\_\_\_ (full name of parent/legal guardian), am the  
\_\_\_\_\_ (custodial parent/non-custodial parent/legal guardian) of:

Youth's full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

\_\_\_\_\_ (youth's name), has my (our) consent to travel with  
\_\_\_\_\_ (full name of accompanying leader/volunteer) during the period  
\_\_\_\_\_ to \_\_\_\_\_ for the purposes of attending \_\_\_\_\_ (name of  
activity/event), travelling by \_\_\_\_\_.

In an emergency, or for further information regarding this consent letter, I can be contacted at:

Street address and apartment number: \_\_\_\_\_

City, province/state, country: \_\_\_\_\_

Telephone (work): \_\_\_\_\_

Telephone (residence): \_\_\_\_\_

Medical information for my youth:

Health Card Number: \_\_\_\_\_

Medical condition(s): \_\_\_\_\_

Allergies: \_\_\_\_\_

Medication to be administered: \_\_\_\_\_

Details or instructions: \_\_\_\_\_

I have discussed the administration of medication with a Youth Ministry member (check box)

Anything else we should know? \_\_\_\_\_

I hereby give my consent and authority for the Field Trip Staff (First Unitarian Congregation of Ottawa) of the program to take any reasonable action to ensure the safety, health and welfare of my youth. I also give my consent for any necessary medical treatment, including surgical care if needed provided I cannot be contacted at the number(s) below. I understand that my youth will be required to follow the rules of The First Unitarian Congregation of Ottawa and any other site used. I understand that a breach of those rules may result in my youth being sent home at my expense. I expect to be contacted to arrange travel home if it becomes necessary.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

This document should be submitted to \_\_\_\_\_ by (date) \_\_\_\_\_

## Appendix H: Volunteer Driver Statement

I, \_\_\_\_\_, volunteer as a field trip driver for First Unitarian Congregation of Ottawa for the following event: \_\_\_\_\_ on date \_\_\_\_\_.

Manufacturer of Vehicle: \_\_\_\_\_  
Model of Vehicle: \_\_\_\_\_  
Seat count (Passenger seats with seat belts): \_\_\_\_\_  
License Plate of Vehicle: \_\_\_\_\_  
Province: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_

- My driver's license is valid.
- I have current automobile insurance coverage with a minimum of \$1,000,000 liability coverage.
- I understand that the First Unitarian Congregation of Ottawa is not responsible for insuring my vehicle.
- My vehicle is in safe condition and good working order.
- I will ensure that all vehicle occupants wear seatbelts at all times.
- I will monitor road conditions before and during each drive and contact the designated activity leaders or the Director of Lifespan Learning if I am concerned about safety due to road or weather conditions or any other situation.

I certify that the above information is true and complete.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

# Appendix I: Youth Group Advisor Application Form

Name: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
\_\_\_\_\_



Are you over the age of 25?

**Please take a moment to reflect and respond to the following questions, using additional paper as needed:**

How long have you been involved with this congregation?

What other congregation have you been involved with?

What interests you about becoming a youth group advisor?

What special skills, training, and education would you bring to the position?

What if any, has been your previous experience working with youth?

If you have previous experience, what do you like most about working with youth?

What do you see your greatest challenge in youth work to be?

How do you understand youth empowerment?

Will you be willing to provide a completed police records check?

Please provide two personal references of people who are familiar with your ability to work with youth. Please list; one youth, if possible:

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Please return this form to the DLL in the Volunteer Support Office.  
Thank you

*Application forms will be filed in a secure office and shredded one year from a volunteer's last involvement in R.E.*

## Appendix J: Senior High OWL Facilitator Application Form

Thank you for your interest in supporting youth ministry at the First Unitarian Congregation of Ottawa. Please reflect on and respond to the following questions, using additional paper as needed.

### CONTACT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell: \_\_\_\_\_

### BACKGROUND INFORMATION

Do you have education related to sexuality education and/or working with youth?

Yes / No If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Do you have work/volunteer experience related to sexuality education or working with youth?

Yes / No If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Do you have life experience related to the program? (e.g. being a parent)

Yes / No If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Our program wishes to encourage, welcome and support facilitators from diverse communities.

Do you consider yourself a member of a group that is commonly discriminated against?

Yes / No If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

How did you hear about the OWL program? \_\_\_\_\_  
\_\_\_\_\_

Have you taught any level of the OWL program before?

Yes / No Which level(s): \_\_\_\_\_

Why do you wish to become an OWL facilitator? (Brief personal statement) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is training available to become an OWL facilitator. It involves participation over one weekend, from Friday evening to Sunday afternoon at the church. Have you taken the Junior/Senior OWL training course?

Yes / No      If yes, please provide the date: \_\_\_\_\_

If not, are you willing to take the training course at some time in the next two years?

Note: this is a requirement for continued involvement in the program.

Yes / No

Are you willing to commit to attend orientation and planning sessions before the events?

Yes / No

As a new facilitator, you will be matched with an experienced facilitator to provide ongoing support and evaluation. Are you comfortable working with another facilitator who would be assigned as your mentor?

Yes / No

### SAFE CONGREGATION ISSUES

Although being a Member or Friend of our Congregation is not required to teach the OWL program, we want to ensure that facilitators are comfortable with the Unitarian Universalist Principles incorporated in the OWL curriculum.

Are you a Friend or Member of the Congregation?

Friend / Member / Other (specify): \_\_\_\_\_

Are you familiar with the seven Principles of our UU community?

Yes / No

Please provide two personal references who can speak to your ability to work with youth?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

It is our responsibility that we do everything we can to ensure that the adults we have involved with our children and youth are safe. For this reason, we require you to agree to the following:

I understand that my involvement in the Junior or Senior High OWL program requires a completed police records check every three years. The staff will supply me with a letter indicating that my records check is a requirement of my volunteer activity and I will be responsible for obtaining the check through my local police station. If I am a new volunteer or a

returning volunteer who needs an updated check, I will provide this documentation to the supervising staff, prior to beginning my work with youth.

I agree to adopt and incorporate the Seven UU Principles in my work with youth.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application forms will be filed in a secure office and shredded one year from a volunteer's last involvement in the OWL Program

# Appendix K: Senior High OWL Permission Forms

## OWL In Ottawa Sr. High OWL Sexuality Education Training Program

We need to know how many youth are coming so we can plan. Please Pre-Register in one of these three ways:

- send an e-mail to: [owlinottawa@gmail.com](mailto:owlinottawa@gmail.com)
- join the Facebook group: Owl In Ottawa, send <registrar name> a message
- call <registrar name> at 613-xxx-xxxx

It's simple, really!

### For Information

See OWL in Ottawa information on-line at: <http://owlinottawa.blogspot.com>

### On OWL weekend, bring:

- **Payment**
  - \$40 Canadian (or US) cash or cheque (\$35 for returning youth). Cheques payable to the First Unitarian Congregation of Ottawa (or FUCO).
  - Subsidies available upon request
- **Signed Parent/Guardian Permission Form**
- **Signed Participant Rules for SR OWL Training Weekend**
- **Your health card number**
- **Sleeping bag, clothing, toiletries for the weekend**
- **A friend! Tell them about OWL and get them to register too!**

### Saturday Night

On Saturday evening, after the workshops are completed, there will be time for fun social activities, such as a coffee house, rave, games, movie, or other activities. Bring anything for your contribution to the coffee house and music for a rave.

### Contact

Parents and youth may obtain more detailed information by calling or emailing

- <registrar name> at 613-xxx-xxxx or <registrar email address>

## Youth Registration Form for Sr. High OWL Sexuality Education Training Program

Participant Name: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_

I identify as: Male \_\_\_ Female \_\_\_ Trans \_\_\_ Other \_\_\_\_\_

Congregation \_\_\_\_\_

Other Group \_\_\_\_\_

My Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

OHIP # /Health Insurance Information: \_\_\_\_\_

Allergies / Medical Conditions we should know about?

\_\_\_\_\_

Medications I will be taking during the weekend training?

\_\_\_\_\_

Dietary preferences:

Omnivore \_\_\_ Vegetarian \_\_\_ Vegan \_\_\_ Carnivore \_\_\_ Other \_\_\_\_\_

Any other issues: \_\_\_\_\_

Emergency Contact Person for the weekend event:

Name: \_\_\_\_\_

Phone Number : \_\_\_\_\_

# Parent/Guardian Permission Form for Sr. High OWL Training Program (for youth under age 18)

I/We \_\_\_\_\_ give  
(name(s) of parents/guardians)

\_\_\_\_\_ age \_\_\_\_\_ permission to participate in  
(name of participant)

**Our Whole Lives Sexuality Education for Grades 10-12, part of the education program at First Unitarian Congregation of Ottawa.**

I/We have attended an orientation for this program and have been offered the opportunity to view the OWL materials.

I hereby give my consent and authority for the program leaders to take any reasonable action to ensure the safety, health and welfare of my son/daughter. I also give my consent for any medical treatment, including surgical care if needed. I understand that my son/daughter will be required to follow the rules of the program, and that the breach of those rules may result in my son/daughter being sent home at my expense. I expect to be contacted to arrange travel should this become necessary.

### Photo Permission:

- I give my permission for my son/daughter's photograph to be taken during the Our Whole Lives (OWL) workshop at the First Unitarian Congregation of Ottawa, and am aware that photographs may be used by the Church and the Canadian Unitarian Council in their publications and web sites.

### Permission to leave site:

At times during the weekend, youth participants are permitted to leave the building for fresh air and exercise during brief breaks in the program. At these times the youth are required to notify their group leader that they wish to go outside, they must remain on the church property, but they are not supervised by adults at all times when they are outside. The youth are not permitted to leave the building for any reason after midnight on Friday night or Saturday night. Please check option of preference:

- I give my permission for my son/daughter to go outside, remaining on church property, during allocated times without adult supervision.
- I DO NOT give permission for my son/daughter to go outside at any time without adult supervision.
- I give my permission to my son/daughter to leave the property for the purpose of:
  - Going to an activity
  - Going to work
  - Going home if not feeling well
  - Other \_\_\_\_\_
- I wish to be notified if my son/daughter wishes to leave the property for any reason.

sign next page ....

Parent / Guardian Signature: \_\_\_\_\_

<b>Name:</b>	<b>Date Signed</b>
<b>Weekend contact number:</b>	<b>Email:</b>
<b>Address</b>	

Parent / Guardian Signature: \_\_\_\_\_

<b>Name:</b>	<b>Date Signed</b>
<b>Weekend contact number:</b>	<b>Email:</b>
<b>Address</b> <input type="checkbox"/> Same as Above, or ...	

## Participant Rules for Sr. High OWL Training Weekend

- A. All participants must sign indicating their agreement to these rules.
- B. The SR OWL Planning Committee, in conjunction with First Unitarian Congregation of Ottawa, has final authority for the conduct of all SR OWL weekend events.
- C. The age range for SR OWL training will be 15-20.
- D. The adult to youth ratio will be 1:7 at all times.
- E. No alcohol, dangerous materials, weapons or illegal drugs allowed.
- F. Specific areas, and times, will be provided for smoking along with other restrictions to discourage any non-smoker from starting to do so at an event.
- G. Sexuality that includes respect for others, yourself, and the community is an important part of life but also an area for caution and care. All members of the community must respect others' physical boundaries. Inappropriate behaviour such as sexual intercourse or harassment will not be tolerated. Exclusive and/overtly sexual relationships detract from the community and are strongly discouraged. The community reserves the right to deem any behaviour inappropriate.
- H. There will be no leaving or arriving at the designated program area without permission from program organizers. The site will be closed to entrance or exit (except for emergencies and overnight volunteers) during night time hours (usually midnight to 7 am).
- I. It is expected that all youth attending the OWL weekend training will participate in the workshops.
- J. Gender segregated and mixed-gender sleeping areas will be provided wherever possible.
- K. At the orientation, the First Unitarian Congregation of Ottawa will add location specific rules and such additions are considered part of these rules.
- L. Violation of these rules will result in a meeting of the Committee for Rules And Consequences (CRAC). This committee will determine appropriate action, which could include the attendee and their entire group, with whom he/she traveled, being told to leave the OWL training.
- M. I have read the above rules and agree to abide by them. I agree to abide by all rules of this program. I agree that if I break the rules I may be sent home at my parent's/guardian's expense.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Photo Permission:

I give permission for my photograph to be taken during the Our Whole Lives (OWL) workshop at the First Unitarian Congregation of Ottawa, and am aware that photographs may be used by the Church and the Canadian Unitarian Council in their publications and web sites.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Appendix L: Community Resources

## Crisis Services

Youth Services Bureau (YSB)  
Phone: 613-260-2360, 1-877-377-7775  
Email: crisis@ysb.on.ca

YSB Youth and Family Counselling Services  
Phone: Intake 613 562 3004  
Email: counselling@ysb.on.ca

YSB Mobile Crisis Service  
Coordinator: Ted Charette  
Phone: 613-562-3004 x 244  
Fax: 613-562-0229  
Email: crisis@ysb.on.ca

YSB Residential Service  
Coordinator: Rui Medeiros  
Phone: 613-722-4802  
Fax: 613-288-0425  
Email: crisis@ysb.on.ca

### Service Hours:

Telephone line: 24 hours a day, 7 days a week, 365 days a year

Mobile interventions: Monday - Friday 1630-2400, Saturday and Sunday: 1100-2300

This service is for children and youth, ages 18 and under, who are experiencing a crisis, and for parents, guardians, caregivers, friends or service providers who are concerned about a young person in crisis. Help may include:

- Supportive listening
- Immediate crisis counselling on the phone
- Information on resources and service providers in your community
- Referrals to child and youth service providers in your community
- A home-based intervention (in Ottawa only)
- Short-term follow-up service

The Residential Crisis Service is included in the continuum of services and is available for youth ages 12 to 15, for a stabilizing period of up to five days. A crisis alert and follow-up program is also offered for professionals in the community.

Child, Youth and Family Crisis Line for Eastern Ontario  
613-260-2360 / 1-877-377-7775 (toll-free) / [www.icrs.ca](http://www.icrs.ca)

## Distress Centres

Domestic Violence	800-363-9010
Drug & Alcohol Treatment info-line	800-565-8603
Gay Line Ottawa	613-238-1717
Mental Health Crisis Line	613-722-6914 / 866-996-0991
Ontario Problem Gambling Helpline	888-230-3505
Jeu – Aide et référence (Québec)	800-461-0140
Ottawa & Region Distress Centre	613-238-3311
Ottawa Rape Crisis Centre	613-562-2333
Sexual Assault Support Centre of Ottawa	613-234-2266

## **Child Abuse**

Parent Help Line: 888-603-9100  
Youth Protection (Ottawa): 613-747-7800  
Youth Protection (Outaouais): 819-776-6060 / 800-567-6810

## **Emergency Housing**

Evelyn Horne Emergency and Transitional Housing Services (for women)

Coordinator: Sue Pihlainen  
Tel: 613-789-8220  
Fax: 613-789-9585  
Email: shelter@ysb.on.ca

Young Men's Emergency and Transitional Housing Services

Coordinator: Norm St-Georges  
Tel: 613-294-4522  
Fax: 613-241-7789  
E-mail: youngmenshelter@ysb.on.ca

## **Employment Services**

John Howard Youth Employment Resource Centre

Contact: Sallyann MacDonald  
Tel: 613-828-2123  
Email: smacdon@ottawa.johnhoward.ca  
Web: www.needajob.org

Youth Employment Resource Centre

3730 Richmond Road, Suite 216 (behind the Harvey's)

Bells Corners, Nepean, ON

Tel: 613-828-2123  
E-mail: youthemp@web.net

Youth Employment Services - Centertown and East Ottawa

71 Bank Street, 5th Floor, Ottawa, ON

Tel: 613-236-8244  
Fax: 613-236-4640

## **Sexuality Information**

Lesbian/Gay/Bi/Trans Youth Line

Pink Triangle Youth

Carleton University GLBT Centre

University of Ottawa Pride Centre

Ottawa Transsexual Support

Gender Quest (APTS Group)

Ottawa FTM Brunch Group

Gender Mosaic

PLFAG Ottawa

Making A Difference Counselling

800-268-YOUTH

[www.pinktriangle.org](http://www.pinktriangle.org)

[www.carleton.ca/glbtc](http://www.carleton.ca/glbtc)

[www.uottawa.ca/student/glbtc](http://www.uottawa.ca/student/glbtc)

[www.ts-ottawa.ca](http://www.ts-ottawa.ca)

[www.pinktriangle.org](http://www.pinktriangle.org)

[groups.yahoo.com/group/ottawaftm](http://groups.yahoo.com/group/ottawaftm)

[www.geocities.com/gender\\_mosaic](http://www.geocities.com/gender_mosaic)

[www.gaycanada.com/pflag-ottawa](http://www.gaycanada.com/pflag-ottawa)

[www.making-a-difference.ca](http://www.making-a-difference.ca)