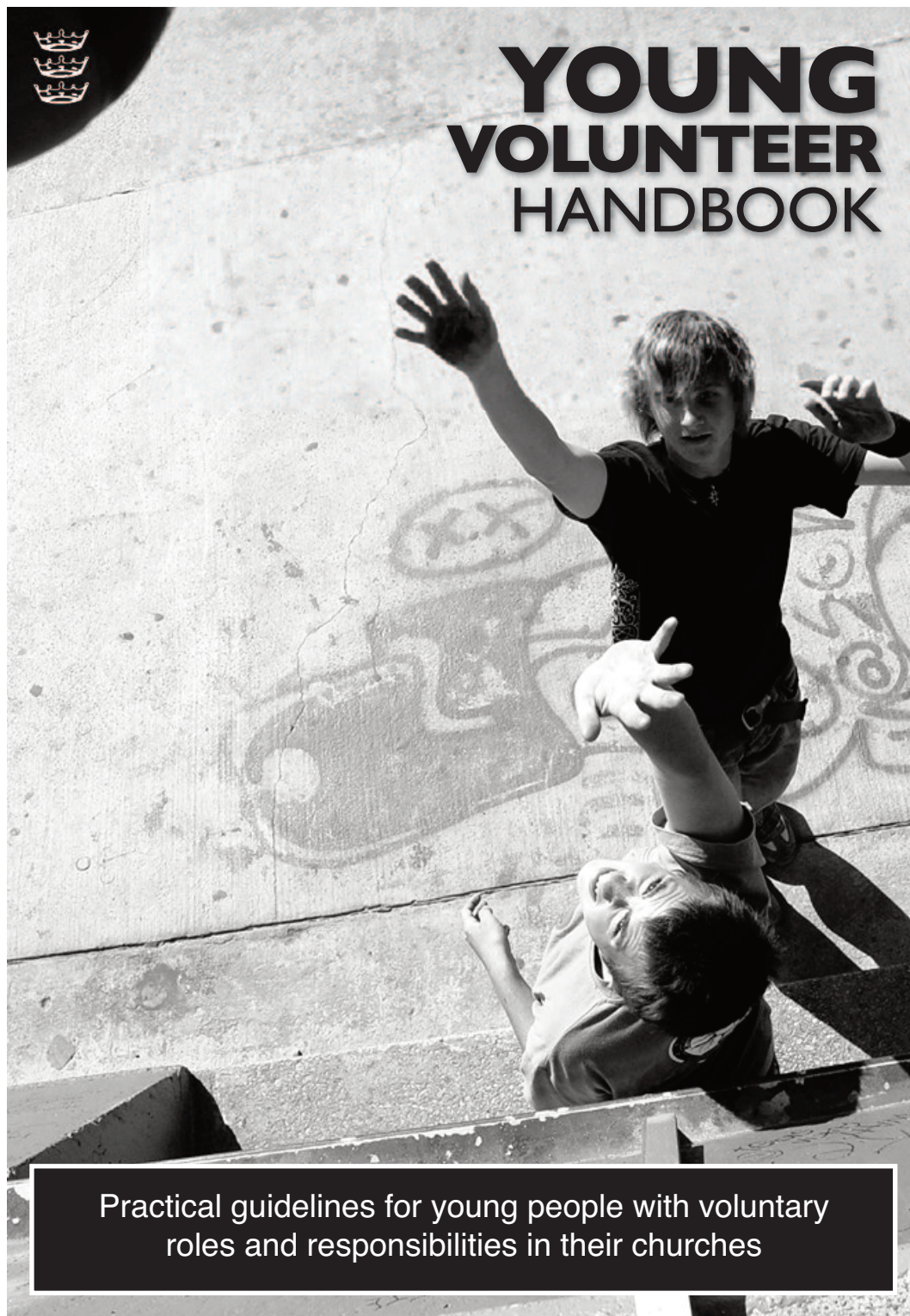


Attitude and Respect

- Treat all participants equally: show no favouritism.
- Avoid situations that could make others feel uncomfortable e.g. an outside argument coming into the group or a relationship between a young person and a leader.
- Be relaxed when talking to participants and talk freely about attitudes and behaviours that they don't like remembering to respect the values and heritage of the church.
- Value participant's backgrounds and experiences and how these may affect them.
- Remember someone else might misunderstand your comments/behaviour however well meant.
- Don't make threats, offensive remarks or flirty comments to a participant, even as a fun gesture.
- Recognise that, as a leader, participants now see you differently, which may affect friendships in or out of sessions or how the participant views what you do or say.
- Take care not to develop a close, personal or romantic relationship with a participant. If such feelings do develop, speak to your team leader about this as soon as possible.
- Dress appropriately to the occasion, activity and other people who are present (all the b's should be covered: bellies, bums, backs and boobs!).

Social media and Communication

- Do not give out home or mobile telephone numbers, addresses or other private information of other leaders or participants without permission.
- Do not upload photos or quotes from sessions to social media. These should be sent to your team leader to be uploaded to the official site as appropriate.
- Keep your privacy settings tight and only allow your actual friends (those you have met in person) full access to your pages/feeds etc.
- Understand that whatever can be seen on your page/feed etc. is how you are presenting yourself to the world – it can be seen by participants, other volunteers, Church leadership, future employers and parents!
- Be aware that people can search your name on the internet and discover things about your personal life from your accounts/feeds etc.
- Social media is not the place to voice any opinion about people, the church or last night's youth session. If you have an issue speak to someone on the leadership team rather than posting your opinion online.
- Discuss any concerns you have about your own or other participants' or leaders' social media usage with your team leader straight away.



Practical guidelines for young people with voluntary roles and responsibilities in their churches

INTRODUCTION:

Hello and welcome to this user-friendly guide which has been written to help you as you begin your new role as a volunteer in your church. There are many rewards for people who give up their time to help with ministry and mission. Whether it's a growth in confidence, gifts, skills and knowledge, or the feeling of satisfaction and service, it is great knowing you have really made a difference.

The process of becoming a leader

These guidelines have been created because becoming a leader is a process of development for everyone as the individual discovers how God is calling them. Every developing leader, regardless of where they are on their journey, needs to be valued, supported and encouraged by the leadership, their peers and the wider church family.

This handbook aims to help volunteers understand that leadership involves sacrifice, meaning that sometimes decisions will need to be made that will affect their lives outside of their volunteering activities. These guidelines should not be used on their own, but as part of on-going learning about how leadership affects each person as they develop and grow in their role.

Furthermore, this handbook is not the complete article and forms the basis for induction and on-going training. As you read the handbook, take time to consider how it will impact your practice, and if you have any questions or there is anything you don't understand, please talk to an adult leader or member of the church leadership.

Volunteer Conduct

The reality is that the way you present yourself in everyday life will naturally reflect on the way you carry yourself when you begin your role as a new volunteer. Enthusiasm and commitment are marvelous qualities to express when you begin your new role. No one is expecting you to be an expert so remember to show everyone that you are serious about your role and have the right attitude to prove your worth. Starting with the wrong attitude will only make it tougher for you and create tension and difficulties for the rest of the team/leaders.

Please read the following tips that will prepare you for your new role and the expectations that all leaders need to be aware of:

General DO's and DON'TS:

- **Do:** familiarise yourself with the church safeguarding policies and follow them at all times. If you do not know how to access a copy of the policy ask your Parish Safeguarding Officer for a copy.
- **Do:** understand that you are part of a team and always tell someone of your whereabouts during sessions, even if this is to go to the toilet.
- **Do:** be prepared for sessions and play an active role at all times.
- **Don't:** get drawn into inappropriate or attention seeking behaviour of participants e.g. flirting, crushes or tantrums. Ask for support from a another adult leader about how to address this.
- **Do:** be aware of how participants in the group get on with each other.
- **Do:** identify unacceptable behaviour and if comfortable take action, or ask an adult leader for assistance in dealing with the situation. Be confident and assertive and ask the adult to support you rather than take over the situation.
- **Don't:** engage in inappropriate behaviour or contact e.g. play fights, insults or obscene gestures.
- **Don't:** get involved in physical contact games with participants, even if you are running them.
- **Do:** arrive on time for sessions and take time at the end to make sure everything has been done as a team before you leave.
- **Do:** Take an active part in session evaluations; offer support to others and ask for it yourself.
- **Don't:** turn up to a session after taking drugs or alcohol, or smoke during the session.
- **Do:** take responsibility for speaking to another team member if there is something that means you may not be able to participate fully in your leadership role that session e.g. a bereavement / end of relationship / issues at college or at home.
- **Do:** tell your team leader straight away if you see any unacceptable behaviour from other leaders.
- **Do:** Respect the confidentiality of participants and other leaders and be clear about what cannot be kept confidential e.g. safeguarding issues.

Training and Support

- Be prepared to attend on-going training that will develop you in your leadership role.
- To help you develop in your role ensure that you meet regularly with the other leaders to reflect on the work , discuss issues. plan and pray together.