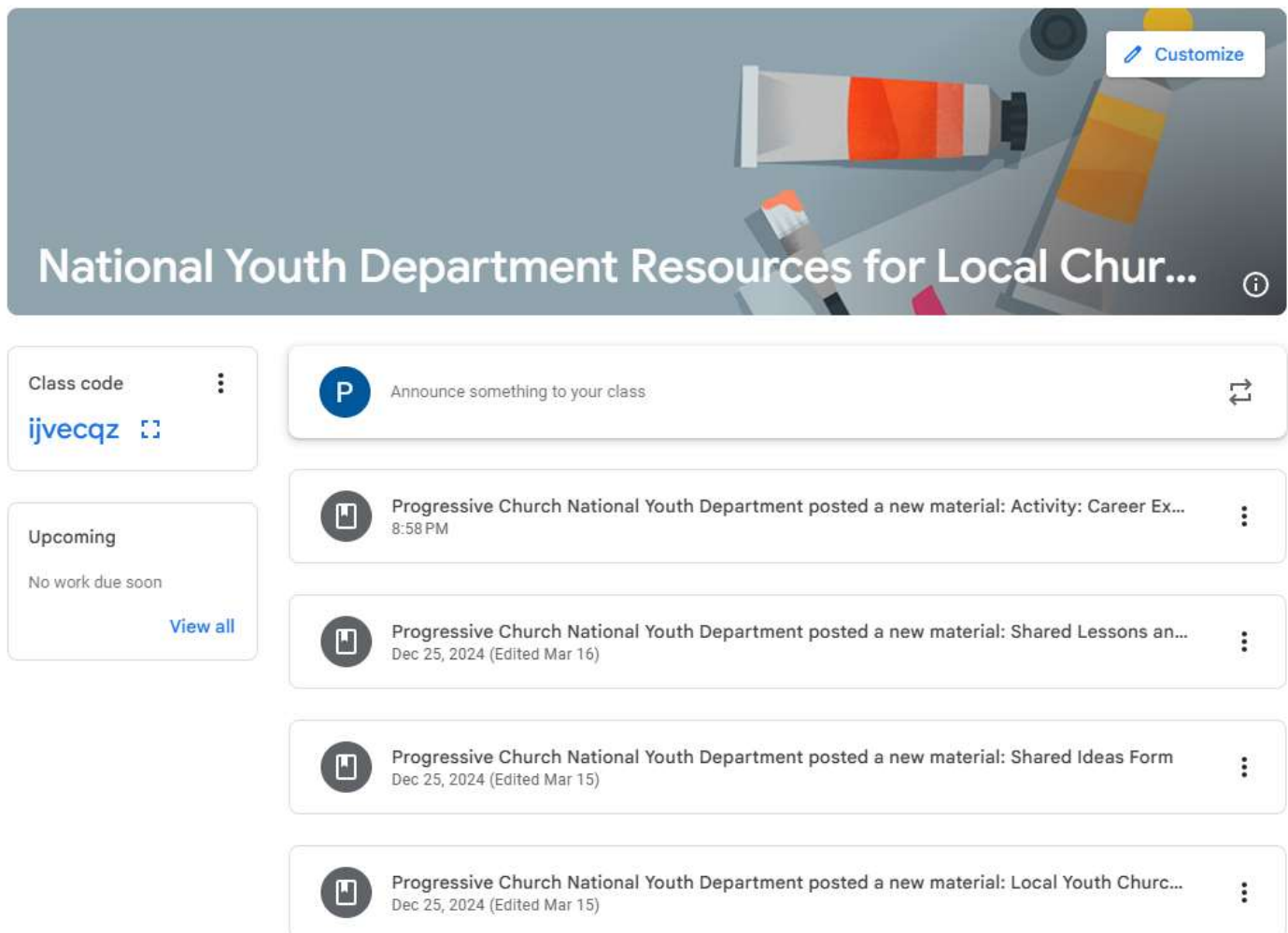


National Youth Department Google Classroom Guide



The image shows a Google Classroom interface. At the top is a header banner with a background image of art supplies (a tube of paint, a brush, and a palette) and the text "National Youth Department Resources for Local Churches". A "Customize" button is in the top right corner of the banner. Below the banner, on the left, is a sidebar with a "Class code" section showing "ijvecqz" and a "View all" link. Below that is an "Upcoming" section stating "No work due soon". The main area on the right contains an announcement bar with a "P" icon and the text "Announce something to your class". Below this are four post cards, each with a document icon, a title, a date, and a three-dot menu icon. The titles of the posts are: "Progressive Church National Youth Department posted a new material: Activity: Career Ex...", "Progressive Church National Youth Department posted a new material: Shared Lessons an...", "Progressive Church National Youth Department posted a new material: Shared Ideas Form", and "Progressive Church National Youth Department posted a new material: Local Youth Churc...".

Class code
ijvecqz

Upcoming
No work due soon
[View all](#)

Announce something to your class

Progressive Church National Youth Department posted a new material: Activity: Career Ex...
8:58 PM

Progressive Church National Youth Department posted a new material: Shared Lessons an...
Dec 25, 2024 (Edited Mar 16)

Progressive Church National Youth Department posted a new material: Shared Ideas Form
Dec 25, 2024 (Edited Mar 15)

Progressive Church National Youth Department posted a new material: Local Youth Churc...
Dec 25, 2024 (Edited Mar 15)

-March 2025-
Revision 0

Table of Contents

1.	Purpose of Google Classroom	3
2.	Who Should Join and How to Join?	3
a)	Who Should Join?	3
b)	Google Account Required to Join.....	4
c)	Join Using Class link.....	4
d)	Join Using the Class code	4
3.	Re-Opening and Accessing Google Classroom	6
a)	Website	6
b)	App on Smart Device.....	6
4.	Tabs Overview	7
a)	Stream Tab	7
b)	Classwork Tab.....	7
c)	People Tab.....	8
5.	Upcoming Meeting Info and Events Topics	8
6.	National and Local Directory with Assignments.....	9
7.	Calendar For Local and National Youth Events.....	9
8.	Google Forms For Information Gathering	10
a)	Shared Lessons and Activities Form.....	11
b)	Shared Ideas Form	12
c)	Local Youth Church Event Form	13
d)	Shared Ideas and Tips for Local Churches.....	14
9.	National Youth Department Lesson Outlines	15
a)	2024-2025 Lesson Outlines.....	15
10.	Shared Lessons and Activities	16
11.	Documents, Forms, Templates.....	16
12.	Meeting Notes and Slides	17
13.	Previous Events and Programs	17

1. Purpose of Google Classroom

The purpose of the National Youth Department Google Classroom for Local Churches is to create a live digital resource center for Local Church Youth Leaders and Pastors. This resource center will be useful for Local Youth Leaders who are just starting in their roles as well as Leaders who have served for longer periods of time. The aim is to capture many of the ideas, lessons, training, activities, etc. that has already been successfully organized so that it can be shared with others and preserved for future use. This will help us to save time by not “reinventing the wheel” on efforts already done in the past. Instead, leaders can build on the past successes and spend time creating more things to enrich our Youth spiritually and naturally. It will also serve as a way of letting Youth Leaders know what events (such as Youth Services, Activity Days, Trips, etc.) are happening at other local churches. The goal of this is to encourage fellowship between the Youth of different Progressive Church assemblies and to share resources across churches. Local Youth Leaders can also see which National Youth Department Board Member is assigned to their church and view their contact information for direct support when needed. There are also links for submitting forms for requesting assistance, sharing ideas, sharing lessons, and sharing local event dates.

The Classroom will provide up to date information on:

1. Local Church and National Church Youth Calendar Events
2. Shared Ideas and Presentations
3. Best Practices for Youth Training
4. Lesson Outlines from Local and National Youth Departments
5. Youth Activity Outlines and Ideas
6. Youth Announcements
7. Contact Information for Local and National Youth Departments
8. Structure of the Local Youth Steering Committee and Role Descriptions

(Note: Additional topics will be added in the future as deemed necessary.)

People who join will receive app notifications (if app is installed on a smart device) and email notifications when new material or messages are posted.

2. Who Should Join and How to Join?

a) Who Should Join?

The National Youth Department Google Classroom is intended for the following persons and groups:

- 1) Local Youth Officers
- 2) Local Pastors
- 3) National Youth Department Officers
- 4) Board of Bishops
- 5) Heads of National Church Departments

The National Youth Department Google Classroom **IS NOT** intended for:

- 1) Parents
- 2) Youth
- 3) Former Officers
- 4) Non-Members of Progressive Church
- 5) Etc.

b) Google Account Required to Join

Before you can join the National Youth Department Google Classroom, you must first log into your Google Account.

If you do not have a Google Account, you must first create one. Use the link below for instructions on how to create a Google Account.

<https://support.google.com/accounts/answer/27441?hl=en&co=GENIE.Platform%3DDesktop&oco=0>

c) Join Using Class link

The easiest way to join is to use the link below:

<https://classroom.google.com/c/NTQ4NDYyNjExNzA0?cjc=ijvecqz>

Once at the site, make sure that you are logged into your Google Account and click “Join Class” (see Figure 1).

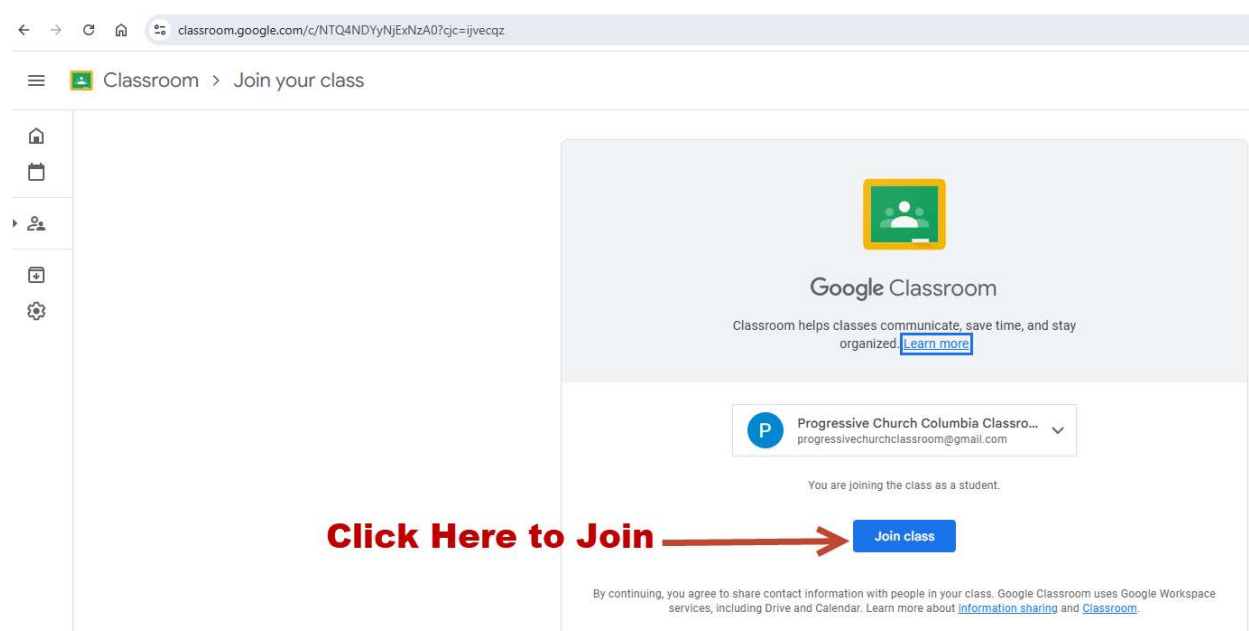


Figure 1 – Click “Join Class” after clicking the link to join.

d) Join Using the Class code

Follow the instructions below to join with the class code:

1. On your computer, go to classroom.google.com.
2. You must sign in with the correct Google account.
3. At the top, click Join class (see Figure 2 and Figure 3)

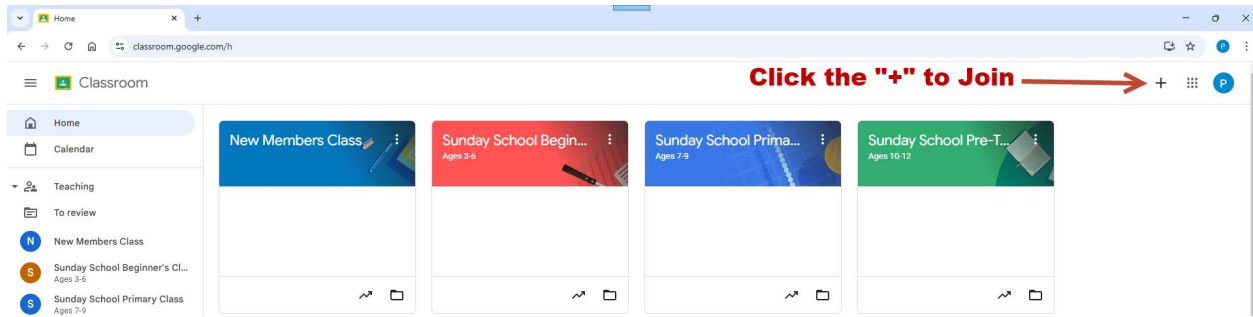


Figure 2 – Click the “+” in the top left corner.

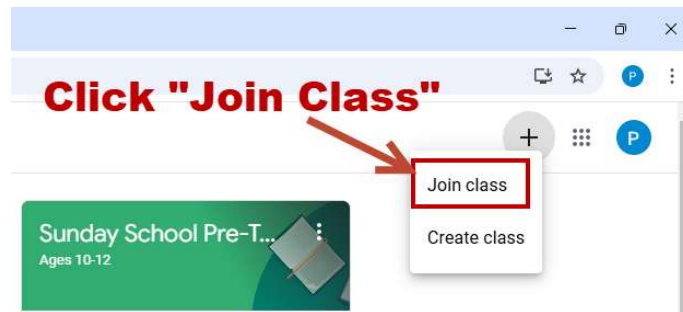


Figure 3 – Click “Join Class” after clicking the “+”

4. Enter the class code: ijvecqz and Click Join (see Figure 4).

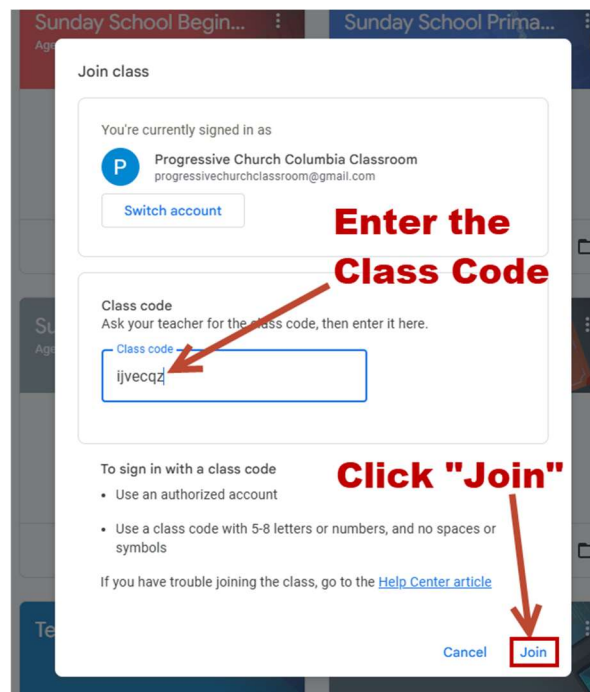


Figure 4 – First enter the class code “ijvecqz” then click “Join”

Once enrolled in the Classroom, you will see the name of the Classroom “National Youth Department Resources for Local Churches” on the Left hand side under the “Enrolled” section (see Figure 5).

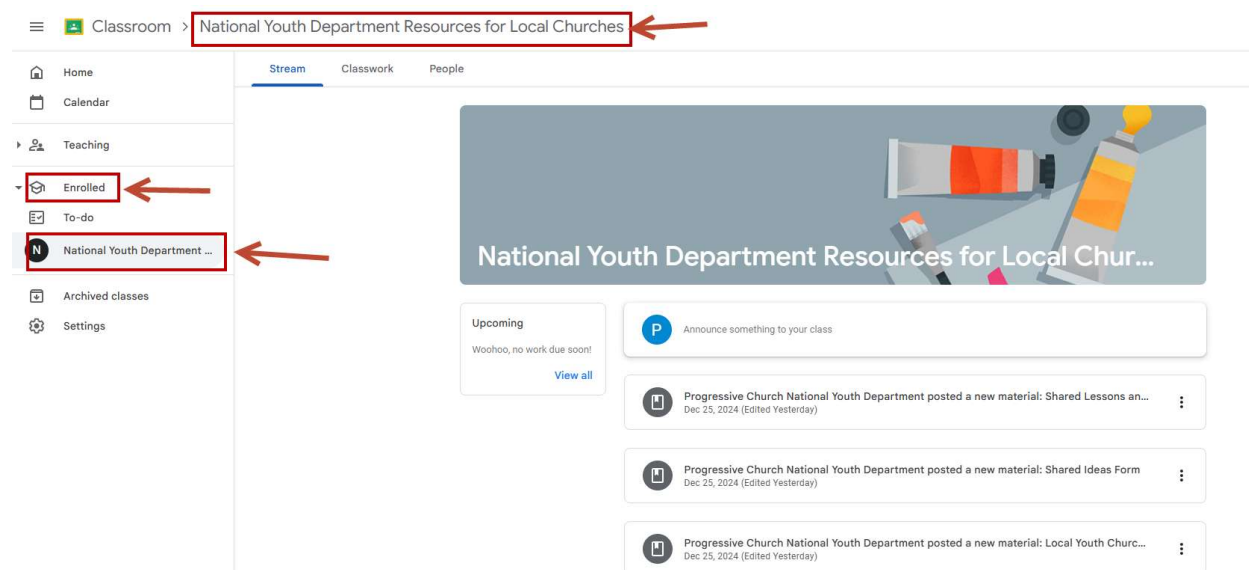


Figure 5 – The National Youth Department Resources for Local Churches Classroom will appear under “Enrolled” on the left-hand side

3. Re-Opening and Accessing Google Classroom

a) Website

Once enrolled, the following web address can be used to revisit Google Classroom:

<https://classroom.google.com>

Look for the “National Youth Department Resources for Local Churches” link on the left-hand side under “Enrolled” (see Figure 5).

b) App on Smart Device

The Google Classroom app can be used on Android and iOS mobile devices. The Classroom app is not currently available for Windows mobile devices.

Install the Classroom app on Android

Your device must have 5.0 Lollipop or later to get the latest version of the Classroom app.

1. On your device, tap Play Store
2. Find and install the **Google Classroom** app.

Install the Classroom app on iPhone or iPad

Your device must have iOS 11 or later to get the latest version of the Classroom app.

1. On your device, tap **App Store**.
2. Find and install the **Google Classroom** app.

4. Tabs Overview

a) Stream Tab

The “Stream” tab is the central location for viewing announcements, posts, and notifications related to the National Youth Department Google Classroom. Members can make announcements for everyone enrolled to see and be notified of. Also, it shows the recent postings of material and resources added to the Classroom. Members will also receive app notifications (if installed on smart device) and email notifications when new material or messages are posted.

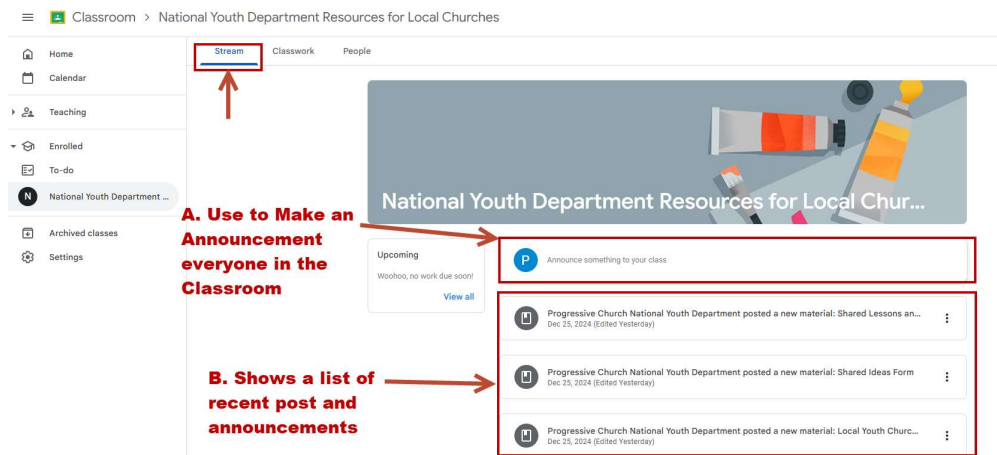


Figure 6 – Screenshot of the “Stream” tab

b) Classwork Tab

This is where the National Youth Department will create Topics for storing resources and information for the local church Youth Leaders.

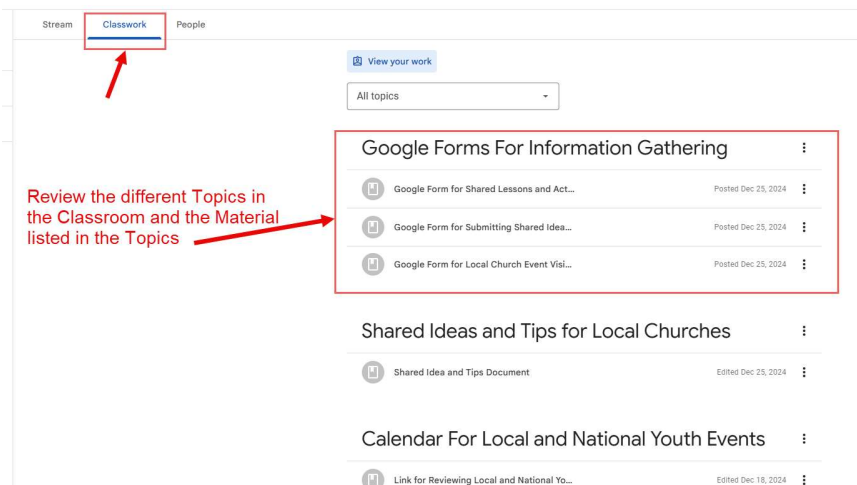


Figure 7 – Screenshot of the “Classwork” tab

c) People Tab

This tab allows the Classroom’s Teachers (the “Teachers” are members of the National Youth Department who will serve as administrators) to manage the class roster, including adding and removing local leaders (Classmates), and co-teachers. The names of everyone enrolled in the class will be listed here. It can also be used as a shortcut to email members by clicking on the mail envelope symbol by the person’s name.

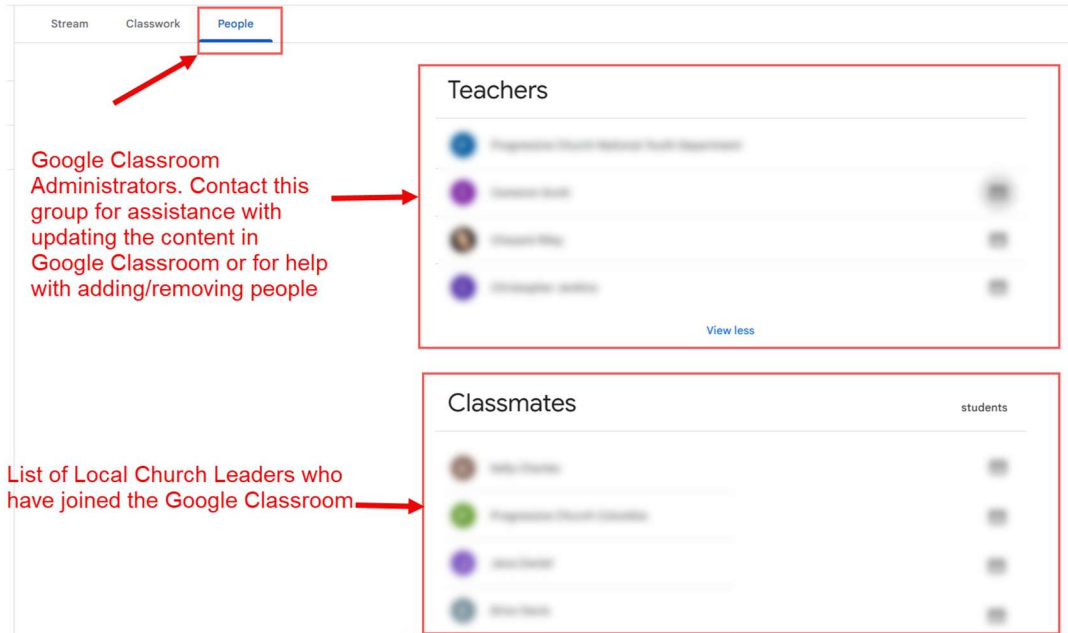


Figure 8 – Screenshot of the “People” tab

5. Upcoming Meeting Info and Events Topics

The “Upcoming Meeting Info and Agenda” and “Upcoming Events and Programs” topics will only appear when information/material is added to the topics. This will be used to communicate any information for an upcoming National Youth meeting or National Youth event.

See Figure 9 below for an example of how the topic headings will look.

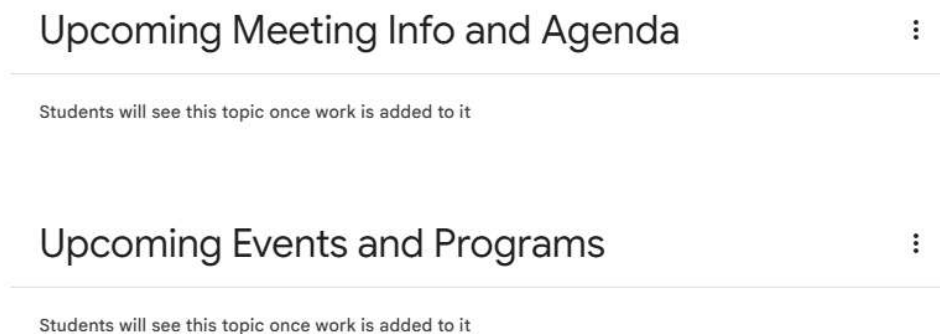


Figure 9 – Screenshot of the “Upcoming Meeting Info and Agenda” and “Upcoming Events and Programs” topics

6. National and Local Directory with Assignments

This Topic has Information on the following:

- National Youth Department Board Members with Position and Contact information
- Local Youth Department Staff with Position and Contact Information
- National Youth Department Assignments to Local Churches with Local Status

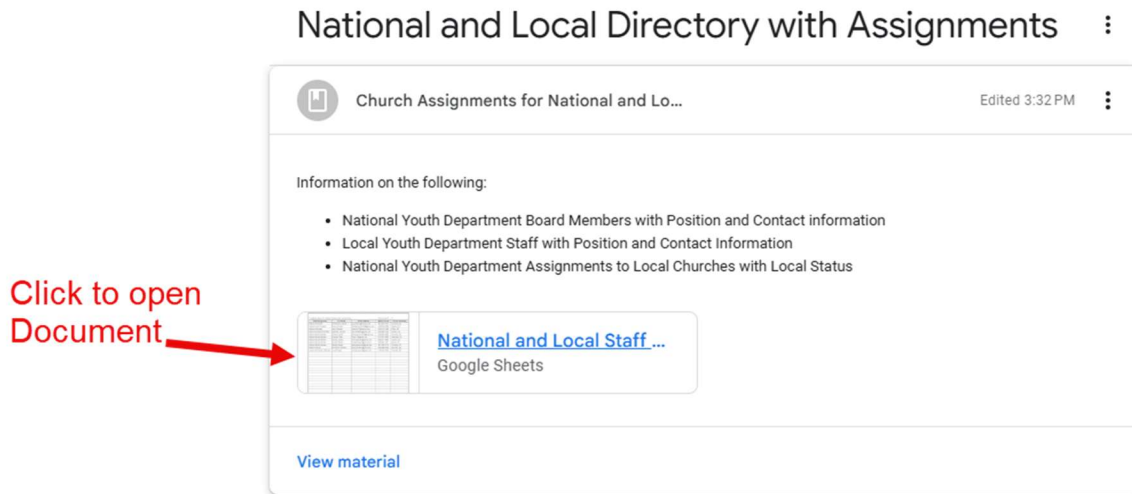


Figure 10 – Screenshot of the “National and Local Directory with Assignments” topic and material

7. Calendar For Local and National Youth Events

Click the “Shareable Online Calendar” Link to see what Youth events other Local Churches and the National Youth Department have scheduled.

Feel free to contact the Local Church or National Youth Department for more information.

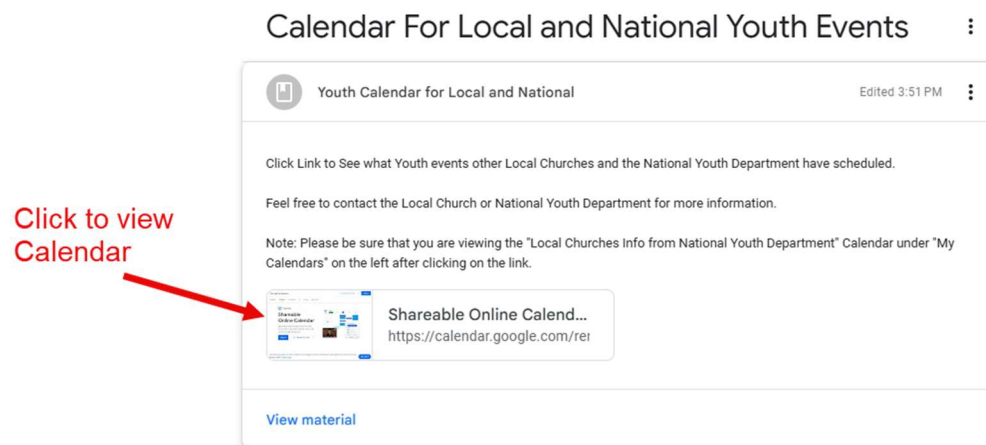


Figure 11 – Screenshot of the “Calendar for Local and National Youth Events” topic and material

Note: Please be sure that you are viewing the "National Youth Department Resources for Local Churches" Calendar under "Other Calendars" on the left after clicking on the link. To view the entire month, select "Month" from the dropdown in the upper right corner (see Figure 12).

New events will be added to this calendar from the "Local Youth Church Event Form" (see Figure 18 and Figure 19). Be sure to check this frequently because it will grow in event days as new ones are submitted.

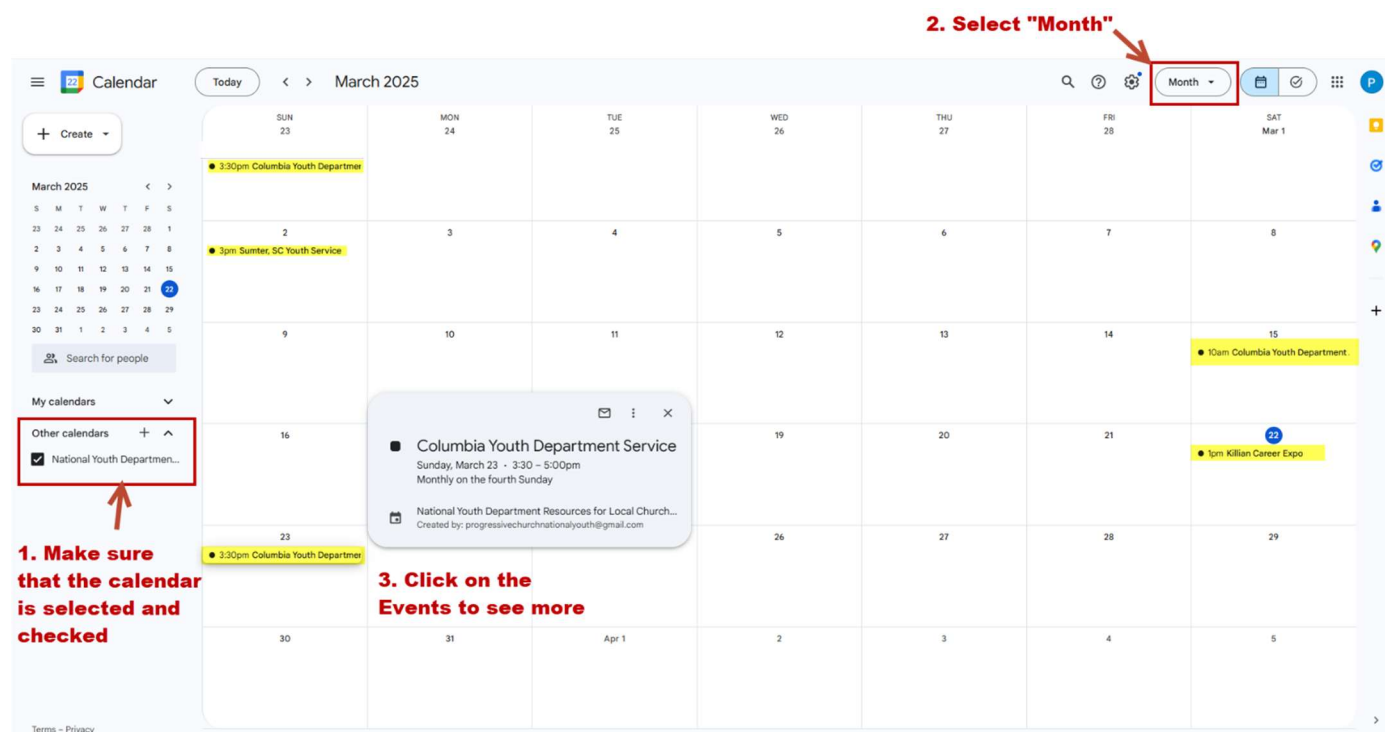


Figure 12 – Screenshot of the National Youth Department Calendar for March 2025. See Highlighted Events on March 2nd, 15th, 22nd, and 23rd as an example of how the Youth Related Events/Services will appear on the calendar

8. Google Forms For Information Gathering

The "Google Forms For Information Gathering" Topic houses the Google Forms that are submitted by the Local Church Leaders to the National Youth Department

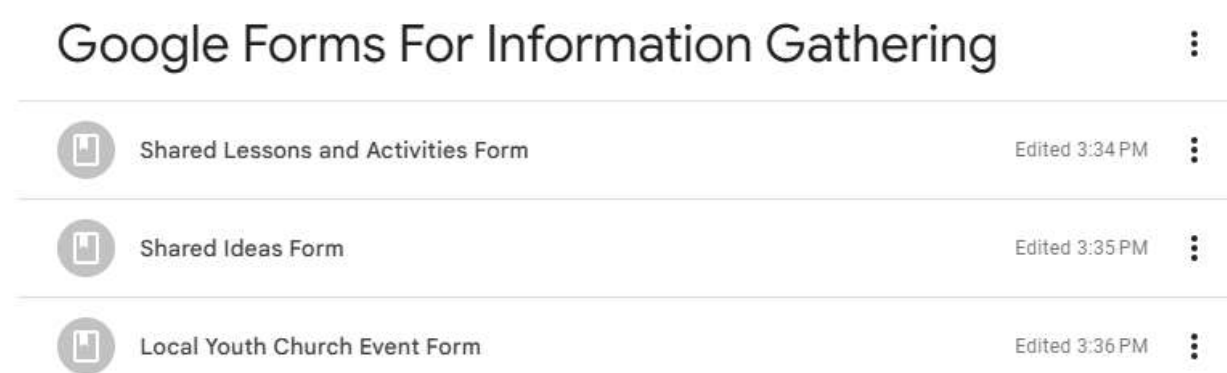


Figure 13 – Screenshot of the "Google Forms For Information Gathering" topic and material

a) Shared Lessons and Activities Form

The purpose of this form is to share lessons and activities from all the local church Youth Departments. The information from this will be added to the "Shared Lessons and Activities" Topic in the Google Classroom for Local Churches (see Figure 24). You can also upload any files you wish to share.

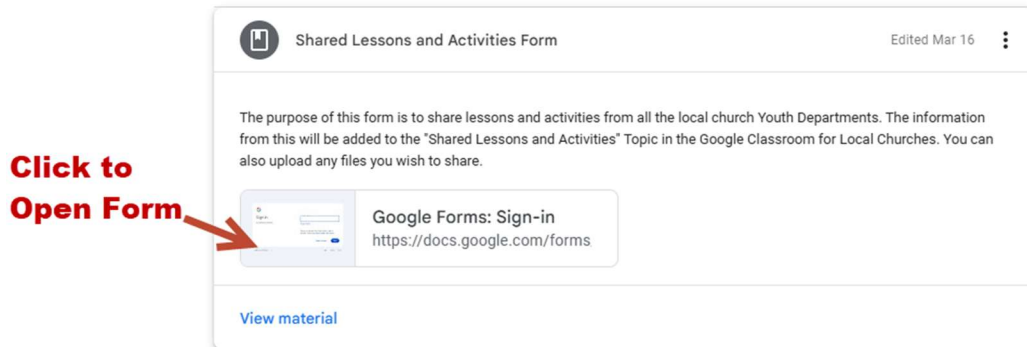


Figure 14 – Screenshot of the "Shared Lessons and Activities Form" material

Shared Lessons and Activities for Local Youth Department Submission Form

The purpose of this form is to share lessons and activities from all the local church Youth Departments. The information from this will be added to the "Shared Lessons and Activities" Topic in the Google Classroom for Local Churches. You can also upload any files you wish to share.

progressivechurchnationalyouth@gmail.com [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email *

☐ Record progressivechurchclassroom@gmail.com as the email to be included with my response

Name of Local Church * (Churches will be listed)

Upload Any Files You wish to Share

Upload up to 5 supported files. Max 10 MB per file.

[Add file](#)

Describe and Provide Details about Lesson or Activity *

Your answer

Who Should We Contact If we have Questions? *

Please provide name and phone number.

Your answer

[Submit](#) [Clear form](#)

Figure 15 – Screenshot of the Shared Lessons and Activities Submission Form

b) Shared Ideas Form

The purpose of this form is for sharing best practices, ideas, and tips from all the local church Youth Departments. The information from this will be added to the "Tips for Local Church Youth Departments" Google Document in the Google Classroom for Local Churches (see Figure 20 and Figure 21). You can also upload any files you wish to share.

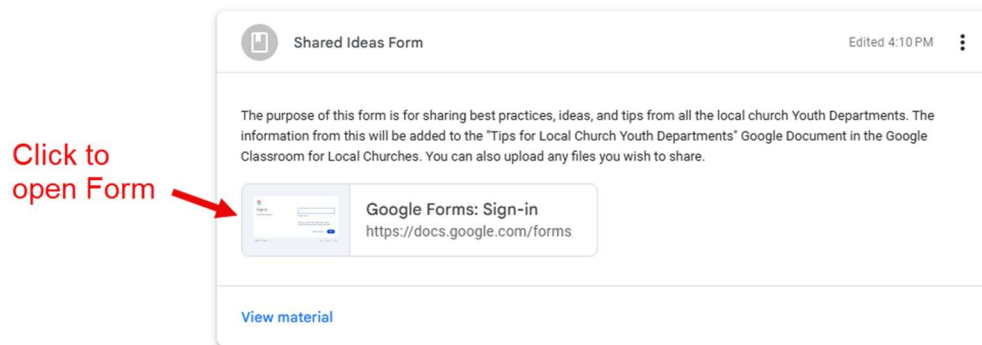


Figure 16 – Screenshot of the “Shared Ideas Form” material

Shared Ideas for Local Youth Department Submission Form

The purpose of this form is for sharing best practices, ideas, and tips from all the local church Youth Departments. The information from this will be added to the “Shared Ideas and Tips for Local Churches” Topic in the Google Classroom for Local Churches. You can also upload any files you wish to share.

progressivechurchclassroom@gmail.com [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email *

☐ Record progressivechurchclassroom@gmail.com as the email to be included with my response

Name of Local Church * (Churches will be listed)

Shared Idea Topic *

☐ Youth Service

☐ Volunteer Work

☐ Witnessing

☐ Youth Steering Committee

☐ Youth Mission Statement

☐ Rewards System for Youth

☐ Activities for Youth

☐ Youth Involvement in Church Work

☐ Youth Training

☐ Youth Lessons

☐ Other: _____

Describe and Provide Details about Topic *

Your answer

Who Should We Contact If we have Questions? *

Please provide name and phone number.

Your answer

Upload Any Files You wish to Share

Upload up to 5 supported files. Max 10 MB per file.

[Add file](#)

Submit [Clear form](#)

Figure 17 – Screenshot of the “Shared Ideas” Submission Form

c) Local Youth Church Event Form

Please fill out this Form for a Local Service, Event, Activity, or etc. Please note that this information is only for visibility for the Local and National Youth Departments. Information will be added to the National Youth Department Calendar for the Local Churches (see Figure 12).

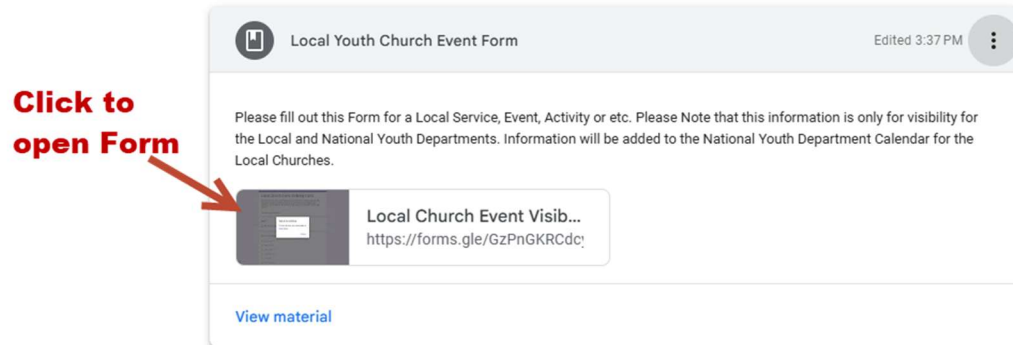


Figure 18 – Screenshot of the “Local Youth Church Event Form” material

Local Church Event Visibility Form

Please fill out Form for a Local Service, Event, Activity or etc. Please Note that this information is only for visibility for the Local and National Youth Departments. Information will be added to the National Youth Department Calendar for the Local Churches.

progressivechurchclassroom@gmail.com [Switch account](#)

* Indicates required question

Email *

☐ Record progressivechurchclassroom@gmail.com as the email to be included with my response

Name of Local Church for Event * (Churches will be listed)

Name of Event *

Your answer

Location of Event *

Your answer

Type of Event *

☐ Worship Service

☐ Youth Training

☐ Youth Activity Day

☐ Community Service

☐ Other: _____

Date of Event *

Date

mm/dd/yyyy

Is this a Recurring Event? *

If "Weekly", use the first row and check all the days that apply.

If done on a "Monthly" recurrence, select if it is the 1st, 2nd, 3rd, 4th, and/or 5th Weekday of the Month. For Example, if the event is on every 4th Saturday of every month, go to the row labeled "4th" and check the column "Sat".

Select the column "NA" if for rows that doesn't apply

	NA	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Weekly	☐	☐	☐	☐	☐	☐	☐	☐
1st	☐	☐	☐	☐	☐	☐	☐	☐
2nd	☐	☐	☐	☐	☐	☐	☐	☐
3rd	☐	☐	☐	☐	☐	☐	☐	☐
4th	☐	☐	☐	☐	☐	☐	☐	☐
5th	☐	☐	☐	☐	☐	☐	☐	☐

Who Should We Contact If we have Questions? *

Please provide name and phone number.

Your answer

Do you need assistance from the National Youth Department for this Event? *

☐ Yes

☐ No

Any Additional Information??

Add any additional information that was not covered above that you wish to share...including what assistance is needed from the National Youth Department if any.

Your answer

Submit **Clear form**

Figure 19 – Screenshot of the “Local Youth Church Event” Submission Form

d) Shared Ideas and Tips for Local Churches

This topic will store the Collection of Shared Ideas and Tips from Local and National Youth Departments Document. New ideas will be added to this document from the “Shared Ideas Forms” see Figure 16 and Figure 17. There is also information about the structure and roles in the Youth Department. Be sure to check this frequently because it will grow in content as new ideas are submitted.

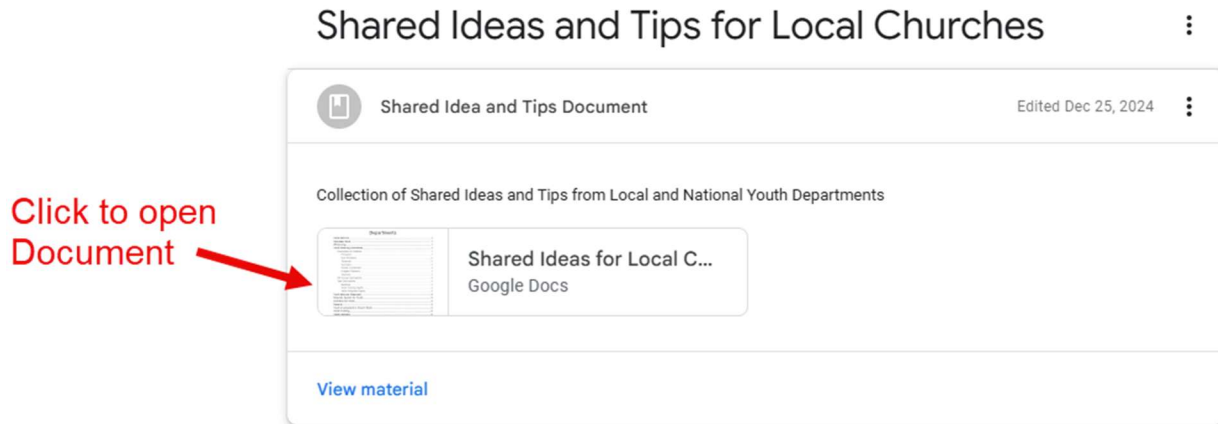


Figure 20 – Screenshot of the “Shared Ideas and Tips for Local Churches” Topic and material

Shared Ideas for Local Church Youth Departments	
File Edit View Tools Help	
←	
Document tabs	
Tab 1	
- Youth Service - Volunteer Work - Witnessing - Youth Steering Committee - Description of Positions - President - Vice-President - Treasurer - Secretary - Activity Coordinator - Program Planners - Teachers - Set Group Expectations - Task Descriptions - Meetings - Youth Training Nights - Youth Programs Nights - Youth Mission Statement	Shared Ideas For Local Church Youth Departments - Youth Service..... 1 - Volunteer Work..... 1 - Witnessing..... 1 - Youth Steering Committee..... 1 - Description of Positions..... 1 - President..... 1 - Vice-President..... 2 - Treasurer..... 2 - Secretary..... 2 - Activity Coordinator..... 3 - Program Planners..... 3 - Teachers..... 3 - Set Group Expectations..... 3 - Task Descriptions..... 4 - Meetings..... 4 - Youth Training Nights..... 4 - Youth Programs Nights..... 4 - Youth Mission Statement..... 5 - Rewards System for Youth..... 5 - Activities for Youth..... 5 - Reports..... 5 - Youth Involvement in Church Work..... 5 - Youth Training..... 6 - Youth Lessons..... 6

Figure 21 – Screenshot of the “Shared Ideas and Tips for Local Churches” Google Document Table of Contents

9. National Youth Department Lesson Outlines

This Topic will store the Lesson Outlines created by the National Youth Department. These are the lessons that the National Church believes that all Youth should be taught.

a) 2024-2025 Lesson Outlines

Attached Outlines are meant to serve as templates to build on for creating lessons for the Youth.

National Youth Department lesson outlines are on the following Topics:

1. “Not Always Young”
2. “Come Taste and See that the Lord is Good! Drawing Others to God”
3. “Planning for the Future”
4. “Your Responsibilities to Your Aging Parents”
5. “The Importance of Education”

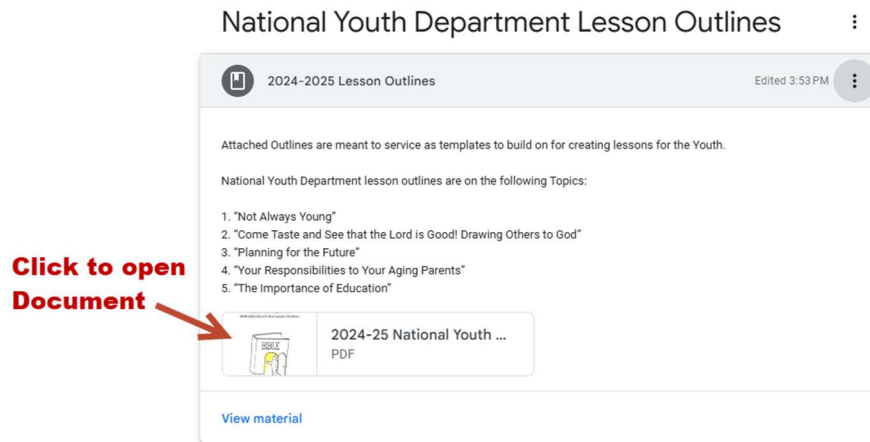


Figure 22 – Screenshot of the “2024-2025 Lesson Outlines” material

<u>Table of Contents</u>	
1. Lesson Title: “Not Always Young”	4
A. Objective:	4
B. Lesson.....	4
1. Youth should make the most of their time while they are young.....	4
2. Youth should form good habits now that will follow them into adulthood.....	4
3. Encourage youth to form and cultivate good relationships now.....	4
4. Youth is a blessing that should be enjoyed – no need rushing to be an adult!	5
5. While youth will not always be young, they are not too young to know who Jesus is and make a difference in their church.....	5
6. Build a Strong Foundation in Your Youth by being Nurtured by the Word of God	5
7. You will Reap in Your Adult Life what you Sow in Your Youth.....	5
8. Redeeming the time of Your Youth so That You Will Not have Regrets	5
C. Conclusion:.....	5
2. Lesson Title: “Come Taste and See that the Lord is Good! Drawing Others to God”.....	7
A. Scripture Text:.....	7
B. Focus Verses:	7
C. Objective:.....	7
D. Lesson:	7
1. Called to Make the World Spiritually Palatable	7
2. Being Seasoned with Salt Makes Us Acceptable to God.....	7
3. Remaining “Salty” By Being Sanctified and Holy to God.....	8
4. Called to Help the World See Spiritually.....	8
5. Shining in the World for the Glory of God	8
6. Standing Out As Different	9
E. Conclusion	9

Figure 23 – Screenshot of the “2024-2025 Lesson Outlines” Table of Contents

10. Shared Lessons and Activities

This Topic stores all of the shared lessons and activities from other local church Youth Departments. This material will serve as examples and/or templates for other Youth Leaders. A description of the Lesson or Activity will be provided with detailed attachments. Figure 24 shows an example of material for a “Career Expo” Activity in Killian, SC. New shared material will be added to this Topic from the “Shared Lessons and Activities Form” (see Figure 14 and Figure 15). Be sure to check this frequently because it will grow in content as new material is submitted.

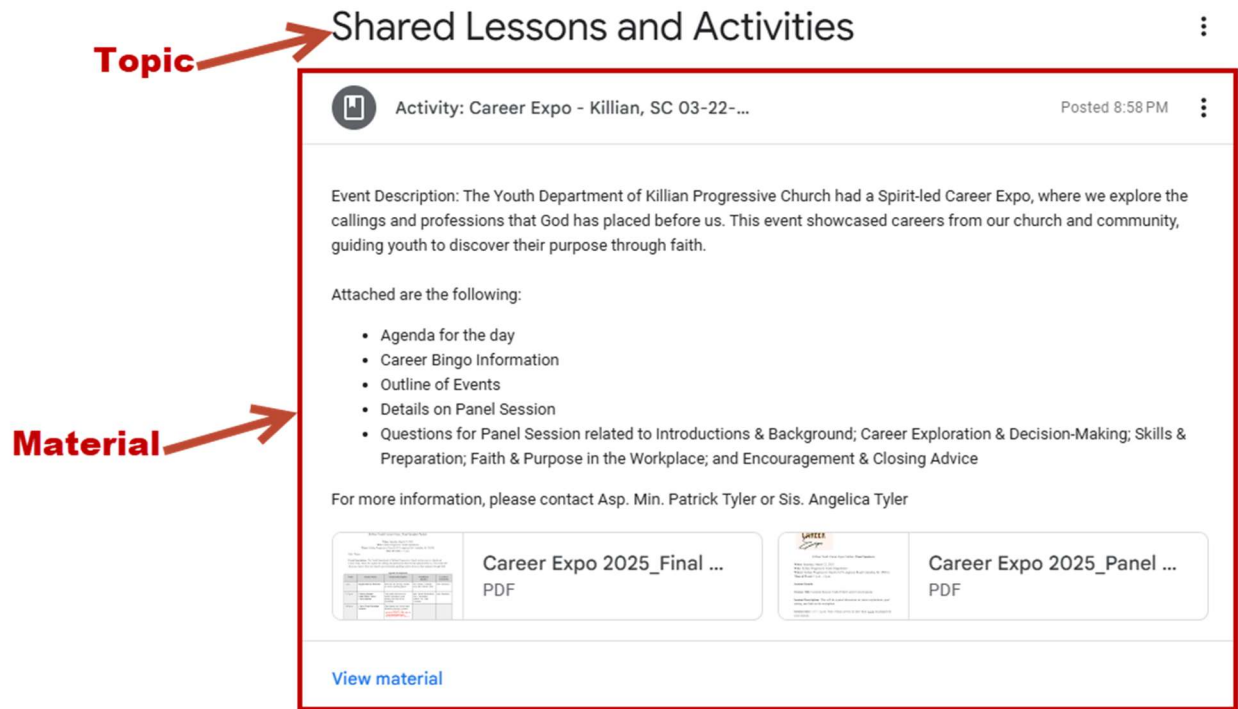


Figure 24 – Screenshot of the “Shared Lessons and Activities” Topic and material

11. Documents, Forms, Templates

This topic will store general and miscellaneous documents, forms, and templates that local Youth Leaders can use for their Youth Department.

Documents, Forms, Templates

Students will see this topic once work is added to it

Figure 25 – Screenshot of the “Documents, Forms, Templates” Topic

12. Meeting Notes and Slides

This topic will store the Meeting Notes, Meeting Hand-outs, and Meeting Slides from any meeting that the National Youth Department has with Local Church Leaders.

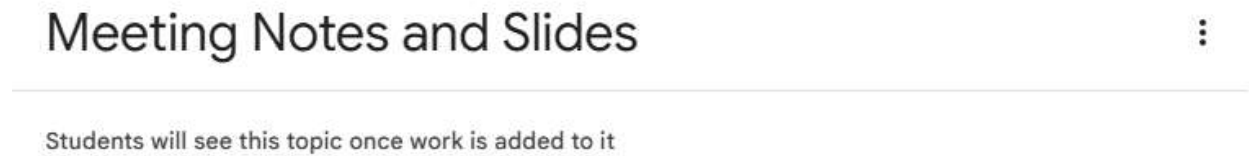


Figure 26 – Screenshot of the “Meeting Notes and Slides” Topic

13. Previous Events and Programs

This Topic will store any previous events or programs that the National Youth Department did.

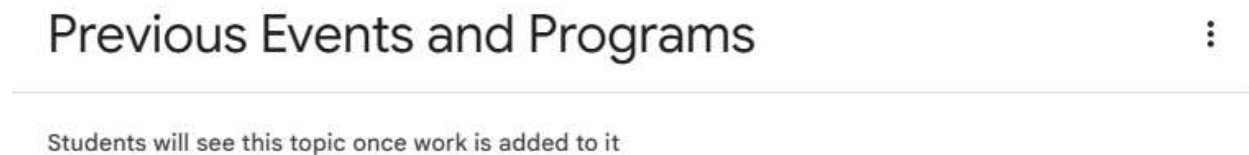


Figure 27 – Screenshot of the “Previous Events and Programs” Topic