



Youth Leader:
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What is the 412?

- 1 Timothy 4:12

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.”

Youth Gatherings

- Youth Group meets on Sunday Nights at the church at 6:00 pm for dinner, games, and a lesson.

- We sometimes meet up for other activities such as attending a school event in support of one of the youth, movie nights, etc.

Church Service Participation

- Youth are encouraged to attend church at FIUMC every Sunday or as often as they are able. Our goal is to take up the first two rows every Sunday morning.

- Every third Sunday of the month church worship service is “**Youth Sunday**”. The 412 Youth Group is responsible on these Sundays for providing the music, ushering (door greeting, offering, serving communion), church announcements, the children’s moment, and other parts of the service. We expect youth to volunteer for one of these positions and arrive to church that Sunday by 9:00am. Youth are also responsible for hospitality after the church service. Youth should arrange with their parents to bring snacks to be offered to the congregation at the back of the sanctuary after the service.

Communication

- Currently, our main form of communication is the *GroupMe app*. We have a youth and parent group set up. To join one of these groups, ask one of the youth leaders to add you. You can download the app for free or the messages can be sent to your phone as texts. This app allows us to communicate as a group and set up events and reminders.

Parent Participation

- Youth Sunday Dinners: Every Sunday, dinner is provided during youth group at 6pm. We ask parents to sign up on a rotating list to bring dinner at least once a quarter. Dinners can get expensive and be a lot of work. Partnering to bring dinner with another family could be a great idea.

- Chaperoning: We are always in need of chaperones during youth group on Sunday nights as well as youth trips and outings. We also need drivers for these trips and outings. If you are interested in chaperoning, please let us know. You will need to fill out the screening paperwork.

412 United Calendar/Approximate Yearly Trips & Cost Outline

- **September 30th** : Pumpkin Patch Fundraiser set-up is right after church at 11:00am.
All youth are expected to be there to set up.
- **October 7th** : Pumpkins delivered at 12:30pm! *All youth expected to help.*
- **October 26th** : Trunk-R -Treat / Fall Festival 6-8pm
Youth responsible for s'mores + bonfire (plus supplies)
- **November 2rd-4th** : Fall Retreat at Warren Willis Camp \$100
- **December** : Youth Christmas Party: Sweater Contest & Gift Exchange - TBA
- **February, 15th-18th** : Winter Retreat (Ski Trip) \$250-\$300
- **June/July** : Summer Retreat of Mission Trip \$250
- **August** : Youth Week (multiple activities) about \$200 if participating in *all* activities

We will have several fundraising opportunities throughout the year for youth to raise money towards trips. Our biggest fund-raiser is the Pumpkin Patch in October. Youth must sign up to work shifts at the patch, earning money towards trips as well as community service hours. We will also have some car washes, bake sales, etc. in-between trips. Youth are not expected to be able to go on all trips. Our hope is that they are able to at least work a couple of trips in with their busy schedules. If they are able to attend all, that would be awesome!

Scholarships

We do have some scholarship opportunities available for youth who are not able to afford a trip. Scholarships are awarded based on the youth's participation in especially youth group but also fund-raisers, work days, and any other youth activities. We understand some youth can get very busy throughout the school year with extra curricular activities, etc. and aren't able to attend all group meetings or activities. In order to receive a scholarship, youth will be required to attend 70% of regular meetings/events. Youth who put forth the effort to be involved with the 412 United will be awarded a scholarship over a youth who does not. If a youth is interested in applying for a scholarship, he or she should come talk to a youth leader who will walk them through the process.

Youth Accounts

A "youth account" is set up for each youth member. Any money that a youth earns from fundraisers is added to their account. This money can be used towards youth trips. We keep a spreadsheet of how much each youth earns and uses towards trips. When a youth graduates, they can donate any money left in their account to a sibling or the money will be donated to the church.

Community Service Hours

Youth have the opportunity to earn community service hours by volunteering to help with Vacation Bible School. They can also choose to earn service hours *instead* of money towards trips by working fundraisers. Other opportunities are sometimes offered by the church, as well.

412 Guidelines & Expectations

for Youth, Youth Leaders, and Chaperones Regarding Responsibility, Accountability, and Behavior During Youth Events

Purpose: To create a fun, safe environment where those who don't know Jesus can be introduced to Him, and where those who already have a relationship with Him can develop it further.

This Code of Conduct has been established as a basis for accountability for all participating youth and adults for:

- Meetings
- Retreats
- Lock-ins and other church activities
- Special trips and events

Age: Participants must be in 7th grade through 12th grade. Unless you are a parent, volunteer, or staff member there will be no one that has graduated from high school or over 18 years of age that will be allowed to attend youth meetings or special youth events.

Location of Youth: Church leaders can only be responsible for students who are actually in an area designated for a youth activity. It is our policy that all students on church property must be in the actual area where the announced activity is taking place. Whether at the church or on an outing, we will stay together or be in the designated space for that particular time or activity if we split into groups. If someone separates him or herself from the group, one of the adults will try to locate the youth.

Displays of Affection: All participants shall refrain from inappropriate displays of affection such as kissing, prolonged embracing, or other body contact inappropriate to a church environment. Genuine respect for each other in word, thought, and deed will be encouraged by adult leadership.

Respect Towards Leaders: Students who choose to participate in FIUMC 412 youth activities agree to follow the instructions of the leaders. If a student has a problem following instructions, his or her parents will be notified as soon as possible and appropriate action will be taken.

Property Damage: Any participant who damages or destroys property willfully will be responsible for the cost of repair/replacement or cleaning the mess made.

Smoking/Drinking/Illegal Drugs: Tobacco use by adult leaders and youth is prohibited. Parents will be notified immediately if a youth is found to be in possession of alcohol or an illegal substance, and the youth will need to be picked up by a parent. Any adult who uses or displays alcohol during any youth event or illegal drugs at any time will be dismissed from youth group leadership or functions.

Violent Behavior: Violent behavior and/or possession of any type of weapon will not be tolerated. Any act of striking, hitting, kicking, or attacking another individual will be cause for removal from the group and having a parent/guardian pick up the offending youth. Repeated offenses will result in the youth not being permitted to participate in

youth activities until the parents and youth meet with the Pastor, Christian Education Board, and a youth leader who will determine reinstatement. Any adult who displays any act of violent behavior will not be permitted to participate in youth activities.

Inappropriate Language: No participant should use inappropriate language at any church event. This not only includes what is commonly accepted as vulgar language, but also abusive language directed at another individual such as name-calling or other put downs. The first two offenses will result in warnings from the leader(s) in charge of the event. The third offense will result in removal from the group and the parent/guardian being called to pick up the youth. Any subsequent offense will result in the parents/guardians of the youth meeting with the Pastor plus a youth leader to address the problem.

Chaperoning: A reasonable gender balance should exist between male and female leaders for all functions. If it cannot be achieved, the event may be canceled. If both sexes are present in youth, they must be present in leaders/chaperones. (See Child Protection Policy highlights at the back of this packet).

Emergency Medical Release Forms/Permission Slips: Emergency release forms are to be supplied to the youth at the beginning of the year and will serve for all events from August through the following July. Medical information should be supplied as completely appropriate information. Separate permission slips are to be completed for each activity. Emergency information will be kept for adult chaperones, as well.

Rules for All Youth Gatherings:

- No loud, disruptive, or defiant behavior
- If loud, disruptive, or defiant behavior continues after warning the individual(s), said individual(s) will be removed from the meeting and parents will be called to pick up the youth. If the youth drives, parents will be contacted before sending the youth home. Youth group has a specific program which volunteers have spent many hours preparing. It is not the desire of the adult leadership to provide a youth-care hangout, but a quality youth program designed to further a youth's faith growth opportunities.
- Youth will be accounted for at the beginning/end of the meetings. Parents will be notified if youth leave without consent or knowledge of youth leaders.
- Cell phone use, including texting, will ONLY be allowed if permission is granted by the youth leader. Phones should be silent and not used during meetings and events.

Scholarship Policies: In order to receive monetary assistance from the youth scholarship fund or any other Fleming Island United Methodist Church line item fund for activities, trips, etc. throughout the year, youth will be required to attend 70% of regular meetings/events. Exceptions may be made after discussion with the youth, parent/guardian, Youth Director and Pastor regarding schedule conflicts.

Trip Policies: Fleming Island United Methodist Church assumes a lot of responsibility when taking youth out of town. As a result, obeying and respecting sponsors is

essential for the youth group to function well. Students may be sent home at the parents' expense if there is a serious breakdown in this area. If a problem arises, the parents or legal guardian will come pick the student up or pay for commercial transportation home as soon as possible. Parents or guardians agree to support the leaders' decisions about sending a student home, knowing that only those present on the trip can know all the circumstances involved.

- It is understood that any rule or guideline that is not mentioned in our guidelines but is required by a camp or retreat where our youth are present will also apply to our students.

- Boys and girls are not allowed to visit in the same room without an adult chaperone from FIUMC present when staying in a motel, at a camp, or retreat.

- We use the buddy system on all trips. Students should not be anywhere by themselves for safety reasons.

General Information:

- Parents are to be kept informed of youth activities, agenda for meetings, special activities, and projects.

- Information provided should be as specific as possible regarding time of departure and arrival, routes, method of travel, phone numbers, and number of drivers.

- ANY prescription medication that is required to be taken by a youth participant during a chaperoned event shall be provided to an adult leader/chaperone, accompanied by written instructions as to dosage administration and timing. Parents agree to carefully review this information with their child in advance so as to ensure the youth understands. Youth leaders/chaperones are to use their best efforts to make medication in their possession available to the designated youth at the appropriate time. If the youth refuses to take the medication as directed, the parent/guardian will be notified to provide immediate transportation home for the youth. If students take medication during the school week only, please consider having the youth take that medication during youth events as well to assist leaders/chaperones with youth behavior and attentiveness.

Florida Conference

Child/Youth Protection Policy - *Highlights*

(Download the complete policy at www.fiumc.org/grow/youth)

Definitions

Child: under the age of 12

Youth: anyone ages 12 through 18 or 18 and still attending high school

Adult: anyone 18 years or older and have completed high school

Paid Staff Person: Anyone who is employed by the church - including clergy.

Adult Volunteer: Any adult who cares for or supervises minors and is not a screened volunteer. Adult volunteers who are not screened must be supervised by a screened adult or screened adult paid staff person.

Screened Adult: Volunteer or paid staff person who has gone through the screening process. Does NOT have to be a church member, but must have been a regular attendee and active participant in church activities for at least 6 months (see 6 month rule below).

Youth Helpers: Below the age of 18 or 18 or older and still in high schools - Can assist but must be supervised by a screened adult.

General Rules

Two Adult Rule: 2 non-related adults (one screened) must be present at all youth activities.

Three Year Rule: Screened adults must be 3 years older than the group they are supervising.

6 Month Rule: Screened adults must be an active participant and attendee for at least 6 months prior to screening. Exception: the spouse of a newly-appointed clergy or a transferee from a FL UMC congregation.

Windows/doors: All rooms that are set aside for youth must have a door or wall with a window or open doors.

Transportation

Transporting children and youth is an important concern. Their safety can be at risk in a variety of ways. This Policy includes both Requirements that must be followed and recommended Guidelines. Whenever feasible the recommended Guidelines should be followed, allowing for the use of discretion and good judgment depending upon the event attended, the locale of the event, and the age group participating.

A. Requirements

1. Drivers must be known to the designated adult leader of the event.
2. When a child/youth is transported in any vehicle, the driver must be either the child's/youth's parent/guardian, or a screened adult or an adult paid staff person who is at least 18 years old, or a professional, licensed transportation company or charter service. If a taxi or ride-sharing company is used, the provision in V.B.3 and IV.A.1 must be followed.
3. At least two children/youth must be in any vehicle driven from church to an offsite church

activity.

4. When a child/youth is transported in a church-owned vehicle, the driver must be at least 21 years of age who has undergone a motor vehicle record search and has been found by the appointed clergy, designated supply pastor, or his/her designee to be satisfactory.
5. Drivers must have a valid driver's license for the vehicle being operated. For example, if driving church bus, a commercial license is required. A copy of the driver's license should be on file at the church.
6. Drivers must require that seat belts be used at all times and the number of passengers must not exceed the number of seat belts.
7. Drivers should be advised of a designated route and should not deviate from it except in cases of emergency or road detours.
8. Drivers are not permitted to use cell phones or mobile devices unless required for communication with other drivers and are not permitted to text message while driving. Hands-free GPS (Global Positioning System) may be used.
9. Youth drivers are not permitted to drive from church to an off-site church activity. Youth drivers may either meet the group at the location of the church activity or must be transported from church by adult drivers otherwise in compliance with this policy.
10. When a trip is planned and the destination is expected to be 100 miles or more from the point of departure, drivers are to be listed on an "approved driver list" maintained in the church office. If the trip will exceed 500 miles roundtrip, a Church Trip Form must be completed and submitted to the Office of Ministry Protection.
11. Persons who regularly drive church owned vehicles are to be listed on an "approved driver list" maintained in the church office.
12. In order to be listed on the "approved driver list" of drivers, a Motor Vehicle Record search must be conducted by the Conference office of Ministry Protection . Call (800) 282-8011, ext. 126).
13. Approved Drivers must read and sign an acknowledgement form indicating that the Child/Youth Protection Policy has been read and will be followed (See Appendix IV).
14. These Requirements apply to each driver of each vehicle used to transport children/youth to an offsite church activity, including when multiple vehicles are traveling to the same location in a caravan.
15. Drivers should receive training for the church owned vehicle being operated.

C. Recommended Guidelines

1. Drivers should be accompanied by at least one other adult.
2. Youth who drive their own vehicles should be reminded regularly of the importance of vehicle safety.

Trip and Retreat Supervision

Trip and Retreat settings can call for different child/youth protection requirements depending on the circumstances. What follows are Requirements that must be followed and recommended Guidelines. Whenever feasible the recommended Guidelines should also be followed, allowing for the use of discretion and good judgment depending upon the circumstances of the setting, who is in attendance, etc. Those in charge of the trip or retreat should be mindful of both Requirements and Guidelines, in addition to applying their own wisdom to the needs of a given occasion.

A. Requirements

1. There must be at least two unrelated, screened adults present for all trips, retreats and other events where the children and/or youth gather overnight at, or away from, the church campus.
2. There must be at least one screened adult for each gender present at co-ed overnight events. At single gender overnight events, at least one of the two screened adults present must be of the same gender as the child/youth.
3. Church personnel are prohibited from sleeping in the same bed, sleeping bag, tent, or room with children or youth, unless the child/youth is an immediate family member of the adult.
4. When children/youth are participating in an event held in one open space, such as the church gym or camp lodge, multiple adults may sleep in the same space, provided that at least two screened adult are present at all times.
5. The person in charge of youth/children for each overnight trip and/or retreat must carry parental permission slips, including permission for emergency medical care. (See Appendix VI).
6. When groups are away from the church campus, there must be access to a phone, cell phone, or mobile device.
7. If the outing involves a swimming pool or deep bodies of water, a certified lifeguard should be present onsite or accompany the group. If a certified lifeguard is not available, at least one adult who is certified in CPR must accompany the group.

B. Guidelines

In a hotel type setting, rooms should be assigned as follows:

1. Separate rooms for adults and child/youth should be assigned with at least two children/youth per room.
2. Assignments should be made so that an adult room is between two children/youth rooms. Whenever not feasible, the adult room should be adjacent to the child/youth rooms.
3. Two Adults of the same gender as those being checked should make random monitoring hall trips and room checks at night.
4. A hotel should be selected where the rooms open to the interior of the building (i.e., do not open to the outside).

Because we take Youth Ministry seriously at Fleming Island United Methodist Church, and strive to provide the optimal environment and opportunity for you to grow in your spiritual life, we ask that you read these guidelines and understand their content. We ask also that your parents read them and enter into discussion with you as to the nature and reason for guidelines being set forth. After this time with your parents, please sign the lines below in the appropriate places, and return to the Youth Leader at the next youth group meeting. A copy of the signed guidelines will be provided.

We show our love and caring by insisting on a quality ministry where your safety and total well being is consistently at the forefront of our minds and heart! If you have any questions, please contact the Youth Leader for clarification.

Guidelines & Expectations for Youth, Youth Leaders, and Chaperones
Regarding Responsibility, Accountability, and Behavior During Youth Events

Return this page to the Youth Leader.

I, (full youth name) _____, as a participant in the youth ministry program of Fleming Island United Methodist Church, have read and fully understand the Guidelines, and agree to abide by the words as they are set forth.

Signature of youth participant

Date

I/We, (full parent name(s)) _____, as parent(s)/guardian(s) of above named minor participant have read and discussed the Guidelines with my youth and am supportive of its intent and content.

Signature of parent/guardian

Date

Signature of parent/guardian

Date

APPENDIX VI

Fleming Island United Methodist Church
7170 Highway 17
Fleming Island, FL 32003

PARENTAL CONSENT AND MEDICAL AUTHORIZATION

Name of child/youth: _____ Grade: _____ Age: _____

Address: _____
Street/Apt Number City Zip code

Daytime Phone Number: _____ Evening Phone Number: _____

As the parent (or legal guardian) of: _____
Child/Youth's Name

I understand that my child/youth will be participating in a number of activities for the calendar year _____, which carry with them a certain degree of risk. Some of the activities are swimming, boating, hiking, camping, field trips, sports and other activities which the church may offer. I consent for my child to participate in these activities.

Please indicate any restrictions on your child's/youth/s activities:

_____ I represent that my child/youth is physically fit and has the necessary skills to safely participate in these activities.

_____ I represent that my child/youth has restrictions on the following particular activities:

_____ I also understand and give consent for my child to travel to and from these events in transportation provided by volunteer drivers.

MEDICAL TREATMENT AUTHORIZATION

It is my understanding that the Church will attempt to notify me in care of a medical emergency involving my child/youth. If the church cannot reach me, then I authorize the church to hire a doctor or health-care professional, and I give my permission to the doctor or other health-care professional, to provide the medical services he or she may deem necessary. I will pay for any medical expenses so incurred.

I will notify the church if I feel there are any health considerations that would prevent my child/youth's participation in any of the activities listed above.

Allergies or other health considerations:

Insurance Company: _____ Policy/Group # _____

Signature of Parent or Guardian _____

Notary Stamp/Seal, Date and Signature

Appendix IX

Photo Permission

**Photo Permission FOR CHILDREN, YOUTH and ADULTS
OF _____ UNITED METHODIST CHURCH
[Church Address]**

I give permission for still or video pictures of my child to be used for promotional purposes.

I do not give permission for still or video pictures of my child to be used for promotional purposes.

Signature of **PARENT OR LEGAL GUARDIAN OF CHILD/YOUTH (if under 18 years of age)**

I give permission for still or video pictures of myself to be used for promotional purposes.

I do not give permission for still or video pictures of myself to be used for promotional purposes.

Signature of **ADULT (if 18 years of age or older)**

Appendix X

Consent Form for Electronic Communications with Children/Youth

_____ United Methodist Church

[Church Address]

My child, _____ (“Participant”), has my permission to receive communications from _____ UMC’s Director of Children/Youth Ministry/Director of Children’s Choirs or [other designated leader of specific children’s/youth activities or programs] [circle all that apply]

I understand that such electronic communications may be made via telephone, cell phone, text messaging, e-mail, the Church’s social media accounts, or other electronic means.

Please note: By providing the email address and/or cell phone number of a minor Participant, the parent or guardian grants permission for electronic communication from the group leader to the Participant in regards to all group activities in which Participant participates.

Participant’s e-mail: _____

Participant’s cell phone: _____

I do/do not **[circle]** insist that I be copied on all emails.

I do/do not **[circle]** insist that I be copied on all texts or messaging.

I do/do not **[circle]** insist that those permitted to communicate with my child become my friend on Facebook before communicating with my child.

I further understand that Children and Youth Ministries will use the Internet as an aid in teaching lessons during Sunday School, Children’s Church, Kids 4 Christ, and Living Light. All computers accessible to Children and Youth have parental controls in place.

I understand it is my responsibility to update the information below if it changes.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ **Parent/Guardian Cell Phone:** _____

Parent/Guardian E-Mail: _____

Parent/Guardian Facebook Name: _____

Date: _____

INTERESTED IN HELPTING WITH THE 412 UNITED YOUTH MINISTRY?

Please join us in the following areas! Simply fill this out and Clayton or Katie Carter will be in touch with you soon.

Would you like to (check all that apply):

- Volunteer to bring dinner to youth group on a Sunday night
- Volunteer to be a screened chaperone and/or driver for a trip or activity
- Donate supplies for a youth trip or activity
- Volunteer to be a screened chaperone for a youth group meeting on a Sunday night
- Sponsor a youth on a trip or donate to the youth scholarship fund
- Donate supplies for a youth trip such as Winter Retreat/Ski Trip, Summer Retreat, etc.
- Sign up to chaperone a shift(s) at the Pumpkin Patch fund-raiser

Name: _____

Phone: _____

Email: _____

