

# YOUTH MINISTRY HANDBOOK.

THE RED DOOR COMMUNITY CHURCH



// version 8 . May 2025

# 01. Section A

## WELCOME WHO ARE WE

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We believe that our youth are deeply worthy of dedicated care, discipleship and leadership and we are excited that you are keen to serve as a part of the team that helps to facilitate this. We hope that this handbook clearly explains who we are, what we do and why. If you have any queries about anything at all, please don't hesitate to call us.

Youth is a dynamic area of service, with great capacity to influence many lives. God is doing great things in the lives of our youth and as a team member it is such a privilege to partner with God in what He's doing.

Let us challenge you to make every effort to connect with the youth in a highly relational manner. Our primary objective is not to teach them biblical "knowledge" but to introduce them to a biblical lifestyle – to help form godly heart attitudes, motives, actions and dreams. Our mission is to encourage them to know and follow Jesus. We want our youth to know Him and love Him.

You're not on your own – we are a team. Our leadership will intentionally give you opportunities to upskill and refine your ability to minister to our precious young people. Take the time to learn new skills, hear God's voice and get to know the youth. As you do, you will notice God doing some great things in their lives. Like any area of service there will be some hard times, but overall, we know you will be greatly blessed as you see God work in your life and the lives of the youth.

Our heart is to be considered 'best practice', and as a Youth Ministry, we've gone to great lengths to align our practices with the Australian 'National Principles for Child Safe Organisations'. We commit to continually improve and we invite you to speak into this space to help us achieve a wonderfully warm, safe and empowering environment for the next generation to thrive in their relationships with God and with each other.

Welcome aboard as we reach and train the next generation.

Adam & Dale Meredith  
Senior Ministers . The Red Door Community Church  
1 May 2025

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MAY THE RED DOORS  
OF THIS CHURCH AND MAY THE  
LIVES OF THE PEOPLE OF THIS CHURCH  
BE A MARKER OF HOPE AND REFUGE TO  
ALL BROKEN, LOST, HURTING, SEEKING,  
BEAUTIFUL PEOPLE. BROKEN LIVES MADE  
BEAUTIFUL. A CITY MADE WHOLE.  
A PLAGUE OF BROKENNESS  
DESTROYED BY GRACE .  
JESUS.



## 02. Section A

# THE RED DOOR YOUTH OUR FOCUS

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### VISION

#### OUR PURPOSE . WHY WE EXIST

##### **MAKING DISCIPLES OF JESUS AND HIS KINGDOM** MATTHEW 6:10, 28:19

To see His kingdom come and His will done on earth as it is in heaven by making disciples.

### MISSION

#### WHAT WE ALL PARTICIPATE IN

##### **REDEMPTION** ROMANS 1:16

People saved into the Kingdom of God through the power of the Gospel.

##### **RESTORATION** ISAIAH 61:1-3

Lives restored, healed, transformed and made whole.

##### **RELEASE** EPHESIANS 2:10, 4:12-13

People equipped and released into the work God has for them to do.

### STRATEGY

#### OUR WORKING THEORY OF TRANSFORMATION

##### **BE WITH JESUS AND BECOME LIKE JESUS** JOHN 15:5

I am the vine; you are the branches. Whoever abides in me and I in him, he it is that bears much fruit, for apart from me you can do nothing.

### VALUES

#### AT THE CORE OF OUR CULTURE

##### **RELIANT** JOHN 15:4

Prayer, Trust, Dependence

##### **REAL** 2 CORINTHIANS 12:9

Authentic, Transparent, Honest

##### **RELATIONAL** ACTS 2:46

Serve, Give, Love

### CALLING

#### OUR DISTINCT CALLING

- Unity across the broader body of Christ
- Creative expressions of the Gospel
- Planting churches beyond our walls

### PROMISE

#### THE PROMISE OF GOD UPON WHICH WE REST

##### **2 CHRONICLES 7:15-16**

From now on I'm alert day and night to the prayers offered at this place. Believe me, I've chosen and sanctified this Temple that you have built: My Name is stamped on it forever; my eyes are on it and my heart in it always.

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## 03. Section A

# WHAT DISCIPLESHIP AT RED DOOR LOOKS LIKE OUR STRATEGY

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**3.1 DISCIPLE.** Of first importance is that our youth know and love Jesus. Before anything else, Red Door Youth is to be a place where our young people meet Jesus and experience His transforming presence through the teaching of the Word, through worship, prayer and through relationship with leaders and with one another.

Our Youth discipleship strategy is the same as our church-wide strategy - refer section 2.

**3.2 ENGAGE .** We want youth to enjoy their time as they engage in the different aspects of Youth. Therefore we seek to make our environment fun and engaging for them.

We try and do the following to make sure Youth Ministry is engaging and a place of fun and joy:

- Design programs specifically that youth can relate to.
- Provide an atmosphere where youth can enjoy each other and begin to build friendships with age-appropriate activities and trained volunteers.

**3.3 PROTECT.** Parents have a realistic expectation that their youth will be safe with us. We want youth to enjoy their time with us free from emotional or physical distress.

To make the Youth Ministry safe we need to:

- Always be aware that something could happen, without being paranoid. Complacency is the worst enemy of safety.
- Adhere to all policies - it is important that no one on the team uses personal discretion when it comes to our safety policy.

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## 04. Section A

# PEOPLE OF CHARACTER VALUES

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Our desire is that the members of our Youth Team represent the core values of our church culture – refer section 2.

### AT THE CORE OF OUR CULTURE

#### **RELIANT** JOHN 15:4

Prayer, Trust, Dependence

#### **REAL** 2 CORINTHIANS 12:9

Authentic, Transparent, Honest

#### **RELATIONAL** ACTS 2:46

Serve, Give, Love

**LOVE.** We love God, we love each other, and we love ourselves, because He first loved us. We come with an expectant heart that God's love will work its way through us to others.

**HONOUR.** We aim to honour and respect the youth and families that we've been blessed with, which in turn honours God. We honour each other which means we are committed and reliable. All leaders are to be people who seek to honour God with their whole lives, Monday to Sunday.

**HUMILITY.** Just as Jesus did not come to be served but to serve, we willingly and patiently seek the good of others over our own.

**ENGAGE.** Get involved! Engage in the program, with the youth, with each other, and with God! A teachable spirit is a must, and a willingness to give things a go.

**DEPENDENCE.** This church belongs to God not us, so we are dependent on Him through prayer to see His will done.

**FLEXIBLE.** We are spontaneous, able to adjust course quickly, without fuss.

**WORK ETHIC.** We are not afraid of hard work, and we operate with a 'can do' attitude.

**SELF AWARE.** We are not afraid to be vulnerable, acknowledge our weaknesses, to say sorry and forgive.

**RESILIENT.** We have crucial conversations, communicating truth in love.

**RESOURCEFUL.** We are creative in finding solutions to challenges.

**TEACHABLE.** We are quick to receive feedback with a teachable spirit.

**SENSE OF HUMOR.** We don't take ourselves too seriously.

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## 05. Section A

### AS A YOUTH LEADER I COMMIT TO COMMITMENT

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**5.1** To be a Family Member of The Red Door Community Church.

**5.2** To have undergone the screening process and obtain a Working With Children Check (WWCC) and Police clearance (does not apply to volunteers -18 yrs old).

**5.3** To be at church every Sunday PM service for the youth service during the term, arriving by 3:45pm for the weekly meeting then staying for youth service and pack up. If you are unable to attend, please notify Youth Team Leader 1 week in advance. Obviously, this excludes extraordinary events that happen from time to time.

**5.4** To be regular at our morning service, and or House Church, at least once a fortnight.

**5.5** To be a part of a three-month trial period as a Team Assistant. This means you will have limited responsibilities as you learn the ropes and we get to see you in action. Remember, individual circumstances may dictate that we are flexible with this probationary period.

**5.6** To regularly attending mid-week, fortnightly leader's meetings.

**5.7** To live a life that is completely transparent in all areas and a willingness to be held accountable to a lifestyle that reflects the gospel, leading to a life lived with integrity and consistent with what we teach as a church. For example: we teach that sex belongs inside the covenant of biblical marriage.

**5.8** To pray for your life group and our youth ministry as a whole.

**5.9** To understanding that even though some of our Youth Leaders are not much older than our older youth, it's inappropriate to pursue or make any advances towards any youth romantically. The nature of a youth leader in legal terms is one of 'influence' or 'authority' over our students, similar to a teacher in a school, which heightens the need for us to be diligent in the care of our youth. Our rule of thumb is to wait a minimum of a year after a youth has graduated yr. 12 (or equivalent) before it would be appropriate to consider a relationship and we would encourage you to chat with someone in church leadership first.

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## SUNDAY YOUTH GATHERINGS AREAS OF MINISTRY

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Our regular Sunday PM Youth Service is made up of the following activities each time.

### 6.1 GAME

We play and facilitate a game or activity to build relationship and provide an atmosphere that is fun, inclusive and easy-going.

### 6.2 WORSHIP

We allow space for worship and for our youth to be involved in the youth worship team to engage in their own personal walk with Jesus.

### 6.3 TEACHING

We teach from the Word of God in order for our youth to learn and grow and to be transformed by Him. We trust that the Word of God will do the work of God in our young people bringing each of them into personal relationship with God, shaping their identities as children of God.

### 6.4 LIFE GROUPS

To build relationship and facilitate discussion from what has been taught. To go deeper in conversation and provide support to the things that youth go through and need encouragement in. In summary, life groups are to be a place of prayer, discussion, love and support to one another as we do life together.

Other activities include:

### 6.5 YOUTH EVENTS


We run or attend a variety of Youth Events through the year. Combined events such as Youth Alive Concerts, or fun activities such as Ice-Skating. Leader's roles will vary depending on the style of event.

### 6.6 YOUTH CAMP

We run the Red Door Youth Camp annually. This is a fantastic event with a mix of fun games, activities, worship, prayer, preaching, life groups and free time. We generally hold this event at the start of the year strategically to help new students transition in and all of us to hit the new year running.

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A group of young people are gathered at an outdoor festival. In the foreground, a woman wearing a black t-shirt with a white logo, light blue denim shorts, and a grey bucket hat is laughing heartily and clapping her hands. She is surrounded by other young people, some of whom are also laughing and clapping. The background shows a grassy field with trees and a cloudy sky. A string of colorful triangular flags is visible in the distance. The overall atmosphere is joyful and festive.

NOTHING IS MORE FUN THAN TO SERVE GOD WITH  
THE PEOPLE YOU LOVE. NOTHING! TO TRULY KNOW  
JESUS IS TO KNOW JOY. THIS IS A PLACE OF DEEP  
JOY, RAUCOUS LAUGHTER AND GREAT REJOICING.  
SO DON'T TAKE YOURSELF TOO SERIOUSLY AND  
PLEASE DON'T FORGET TO DANCE!

## YOUTH LEADER EXPECTATIONS

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Leading young people can be deeply satisfying, but it can also be a very challenging journey. Many problems however can be avoided if you are clear on what is expected.

### 7.1 OUR GOAL IS TO MAKE DISCIPLES

The goal of Red Door Youth is to make disciples of Jesus so that our young people can see the Kingdom of God be made manifest in and through their lives. Leaders need to be aware that that they themselves need to be disciples of Jesus if they are to disciple youth.

### 7.2 LEAD REPENTANT LIFESTYLES

Sin in a leader's life that is not addressed through repentance and confession is dangerous to you, the people around you and those you lead. Who we are speaks louder than what we say. If at our core Jesus is not LORD, then we are leading people away from Jesus rather than towards him. Leaders are quick to confess sin and work towards holiness in every area of life. Unrepentant, intentional sin will not and can't be tolerated in the leader's life.

### 7.3 BE AN EXAMPLE

Your life is an example to the Youth you lead. To clarify, behavioural expectations of youth leaders, both on a Sunday and in their personal lives, includes the following areas:

- Youth Leaders guard their tongues. They do not engage in gossip and slander, and they gently shut it down when they hear it – this is both in person and in online platforms.
- Youth Leaders guard their hearts. They watch what they watch. This means certain movies should be avoided, along with all forms of pornography.
- Youth Leaders remain leaders when they are engaged on any online platform. We need to live consistently recognising that we always represent Jesus and His church.
- Youth Leaders do not get drunk or engage in substance abuse – legal or illegal.
- Youth Leaders do not engage in or promote sex outside of marriage.
- Youth Leaders recognise the influence they have over young people. Both morally and legally they recognise this power dynamic and promise to manage and protect youth with integrity.
- Youth Leaders are their brother's keeper. This means that when you see another leader engaging in sinful behaviour, you are responsible to gently and in love bring correction.

If you find that you struggle in any of these areas, please talk to an appropriate member of the Pastoral Team. We all stumble at times. What is imperative, however, is that when we do, we commit to a journey of confession and repentance.

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## YOUTH LEADER EXPECTATIONS

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### 7.4 MENTORING WITH TRANSPARENCY & ACCOUNTABILITY

We're in this together and this Handbook is not only for keeping our youth safe but is also for keeping leaders safe. Our goal is to make disciples which means that one on one discussions should happen. To achieve this goal safely for everyone we all need to be transparent in our relationships with youth and so our 'golden rule' is to never be alone with youth, without parent consent and leadership approval. This is during programs, in vehicles, in homes, in public and online. For the safety of leaders and students please keep records of conversations online (don't use platforms that don't keep records), always have someone else in the car with you or have written parent consent. Use the [Mentoring Consent Form](#) which exists to formally recognise this mentoring relationship which will empower you to make disciples with transparency and accountability. Please discuss any possible exceptions to this rule with the Youth Pastor. For more details see Guidelines 8.3 and 8.4.

### 7.5 LEADING WITH INTENTIONALITY

Youth ministry should be fun, but fun can get out of hand. Leaders are quick to know and call out when fun has gone too far. In every gathering as a leader, you will discover the moment of transition between fun and focus. A leader knows when this moment has arrived and leads those around them into a time of worship, prayer and/or word. Other leaders around them at this time commit to support this time of transition without exception.

### 7.6 DISCIPLESHIP IS A RELATIONAL JOURNEY

Youth ministry is not a short game; it's a long game. We are sowing seeds into young hearts that you may not see the fruit of until much later. Leaders commit to the process knowing that making disciples of Jesus is a relational journey that has no short cuts. With this in mind we request that our Youth Leaders be willing to commit to the Youth Ministry for a whole year at a time for the purpose of investing in those relationships.

### 7.7 BEING A DISCIPLE YOURSELF

You can only lead to the degree that you have received. You cannot lead someone where you have not been, and you cannot give out of an empty tank. Leaders commit to feed on God's word and engage in a lifestyle of prayer and worship, fasting and financial giving (Matthew 6). Leaders avoid putting garbage in, to avoid garbage coming out (James 3:10-12).

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## RED DOOR YOUTH TEAM ROLES

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### 7.8 YOUTH PASTOR'S ROLE

The Youth Pastor is overall responsible for the Youth Ministry – leaders and members.

Responsible for:

- Maintaining a register and monitor that all Youth Leaders' Working With Children's Checks (WWCC) are up to date and valid.
- Ensuring all new Youth Leaders undergo proper screening as per this Handbook.
- Overseeing the teaching content delivered by the Youth Ministry.
- Overseeing the identification, recruitment and training of all Youth Leaders.
- Overseeing the orientation of new Youth Leaders.
- Ensuring any changes to this Handbook is communicated to Youth Leaders and proper records of this communication occurring are kept.
- Ensuring frequent refresher training for Youth Leaders is provided and proper records of this occurring are kept.
- Identifying and purchasing equipment that helps facilitate the purpose of The Red Door Youth Ministry.
- Overseeing the process and resources involved in the check-in procedures.
- Communication with Youth Leaders and to church leadership of any needs or concerns.
- Working alongside Red Door staff team, keep up to date with current legislation and ensuring compliance to this legislation.
- Actively encourage the reporting of abuse and ensure full compliance to the Vulnerable People's Policy regarding reporting and escalating any feedback.
- Ensuring the appointed First Aiders have current certificates.
- Understand the Action Plans for people who have them, medical or additional.
- Work with church staff to ensure rooms, resources and equipment are maintained and safe.

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## 07. Section B

# RED DOOR YOUTH TEAM ROLES

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### 7.9 YOUTH HOST TEAM

The Host Team is the first point of contact for families and the gatekeepers of our Youth Service.

Responsible for:

- Welcoming students and parent/guardians.
- Managing check-in.
- Being the gatekeeper i.e. challenging students who want to leave and managing visitors to the program.
- Assist with First Aid.

### 7.10 LIFE GROUP LEADER

All students are divided into Life Groups – generally sorted by gender and school years. Life Groups are mainly for the purpose of discipleship, but they also ensure that each student is known, is noticed and is heard. These small groups are the main vehicle we use for discipleship and primarily meet during the Sunday PM service. Life Groups are also invited to meet throughout the week and during holidays – it's up to each Life Group.

Responsible for:

- Welcoming youth – ensuring that each one is noticed, known and heard.
- Praying for youth during meetings and throughout the week as God prompts.
- Taking specific responsibility for those in their Life Group during PM services or at other events.
- Be available during the week to take calls or messages from Life Group members for the purpose of mentoring them through life's ups and downs. If this includes meeting up with them 1 on 1 it must be conducted in line with '7.4 Transparency and Accountability'.
- Discussing with the Life Group if the youth would like to catch up outside of Sunday services either throughout the week or over school holidays according to the leader's availability. This should be transparent with both parent/guardians and the Youth Pastor and, of course, be an appropriate activity.

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## RED DOOR YOUTH TEAM ROLES

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### 7.11 GAME LEADER

Fun activities are a vital aspect of an engaging Youth program. They should be well thought out, safe and fun.

Responsible for:

- Planning and prepping the game or activity.
- Working with the Youth Staff to source or purchase any resources needed.
- Performing a Risk Analysis mitigating any potential risks involved with the activity.
- Explaining the activity to the Youth Leaders beforehand explain the details.
- Explaining and policing the rules and boundaries of the activity to participants during the event.

### 7.12 HOST

Our Host is the person on the microphone who manages the service from the platform.

Responsible for:

- Welcoming people to the service with warm words and greetings.
- Speaking any announcements.
- Praying from platform before and or after worship.
- Introducing speaker.

### 7.13 SPEAKER / PREACHER

Delivering the word of God is a high privilege and responsibility. The Word of God is our ultimate authority and our speaker prepares the teaching content for our youth, delivering from the platform and preparing questions to use through our Life Group time.

Responsible for:

- Praying and being faithful to the message God directs them to bring.
- Being in the word of God themselves ensuring what they say lines up with scripture.
- Being sensitive to The Red Door's interpretation of scripture always desiring to honour its leadership.
- Preparing engaging questions or activities for Life Groups to engage with during our life group time.
- Honour leadership and the youth by keeping to time.

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# RED DOOR YOUTH TEAM ROLES

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### 7.14 YOUTH TEAM WORSHIP DIRECTOR

Worship is a big part of who we are what we do at Red Door Youth which makes this a really important role. Our Youth Worship band is made up of youth and volunteers who show commitment to their faith journey and to their music preparation.

Responsible for:

- Being faithful to their own spiritual faith maturity.
- Being a person who loves to pray and worship.
- Showing a leadership aptitude for leading the band and managing young people.
- Being appropriately prepared and punctual to band practices and meetings.
- Employing discernment for when to and when not to promote or use a person on the platform. We are not looking for perfection in character or in musical ability in our volunteers, but we are expecting a commitment to their spiritual maturity and an appropriate musical aptitude.
- Clearing each song selection through Red Door Worship Ministry's processes.
- Preparing a setlist of songs for each service and managing the words for the screens with a media team roster.

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THE POWER OF  
TRANSPARENCY IS FAR  
GREATER THAN THE POWER  
OF PERFECTION. WE BRING  
OUR BROKEN BEST TO ALL  
THAT WE DO. WE SEEK TO  
BRING HONOUR AND GLORY  
TO GOD BY BEING EXACTLY  
WHO HE MADE US TO BE. WE  
DO NOT SEEK THE PRAISE  
AND APPROVAL OF MAN. WE  
SERVE GOD ONLY. THIS IS A  
PERFORMANCE FREE  
ZONE.




At The Red Door Community Church, the spiritual, physical, mental and emotional safety of our youth, families and volunteers is imperative.

- We believe that the youth should be in a safe environment whilst they are attending our programs.
- We believe that parents should be able to leave their youth in our care in the knowledge they will be safe.
- We believe that our team should be able to minister to youth in an environment free from emotional and physical danger.
- We believe that our leaders should be safe as they voluntarily minister to and mentor our youth.

With respect to these values, and in the context of Australia's 'National Principles for Child Safe Organisations' listed below, we have put the following guidelines in place. Please familiarise yourself with them and ask the Youth Team Leader to elaborate on anything you don't understand.

### National Principles for Child Safe Organisations



1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

## 8.1 OUR LEGAL DUTY OF CARE

Whenever a leader/youth relationship exists, the leader has a special duty of care. This is defined as follows:

"A leader is to take such measures as are reasonable in the circumstances to protect a child under the leader's charge, from risks of injury that the leader should have reasonably foreseen." As part of that duty, leaders are required to supervise children adequately. This requires not only protection from known hazards, but also protection from those that could arise and against which preventative measures could be taken. (that is, those that the leader should have reasonably foreseen)".

(Adapted from Victorian Churches of Christ)

## 8.2 RECRUITMENT GUIDELINES

All Youth Leaders have been through the following process.

- Completed the Volunteer Application Form,
- Provided the names of at least two referees (non-family members),
- Completed the screening process, including an interview,
- Applied for a Working with Children's Check (WWCC),
- Applied for a National Police Certificate,
- Received a copy and agreed to adhere to this Youth Ministry Handbook,
- Received a copy and agreed to adhere to the Vulnerable Persons Policy,
- Submit to a probationary period.

## 8.3 TRANSPARENCY & ACCOUNTABILITY 'THE GOLDEN RULE'

To keep our youth and our leaders safe our 'Golden Rule' is to remember that no adult is to be alone with youth without parent consent and leadership approval. We do everything in an open and transparent manner. This includes how leaders engage youth in person and online (see 8.4).

- a) If a youth and one other leader are going to be having a private conversation it is important that another leader is notified. Private conversations are to be conducted by a leader of the same gender as the youth and in line of sight of another leader.
- b) During our youth programs and events, supervision is deemed to start when two leaders take charge of the youth at the door and finishes when the youth service finishes, and the youth leave the room.
- c) Regarding mentoring relationships that meet outside of programs/events like 1 on 1 mentoring or mid-week/holiday life groups, apply our 'golden rule' - no adult is to be alone with youth without parent consent and leadership approval. Use the [Mentoring Consent Form](#) which exists to formally recognise this mentoring relationship which will empower you to make disciples with transparency and accountability.

## 8.4 TRANSPARENCY & ACCOUNTABILITY ONLINE

Online platforms are a huge part of our society and useful tools for youth ministry. Part of our strategy for engaging with our youth includes websites, online messaging, phone calls and social media platforms. Our online policy is effectively the same as our in-person policy, we do everything with transparency and accountability.

a) We should be consistent in our character, that 'who' we are online, including our posts, pics, video's, likes and comments need to be consistent with our Christian Character expected in person (outlined in Section 4 - People of Character).

b) Anytime we're alone with a student, for example personal messaging, we should do it with transparency and accountability. The students' parents/guardians should be aware that this happens (transparency), and we should only use platforms that keep records of your interactions so you can produce it on request from Church staff (accountability).

**PLEASE NOTE:** If the student discloses anything that you suspect may fall into the realms of abuse, harm or even something worthy of note – your responsibility is to discuss that directly with the Youth Pastor who will determine any action needed. We don't have the legal right to honour confidentiality when it comes to harm or abuse – we must pass it on to leadership.

c) Our online communications will be aimed at age and developmentally appropriate stages. For example, Year 7-9's it's more appropriate to target communication towards parents/guardians whereas Year 9-12's it may be more appropriate to target communications directly to the youth. Each Life Group leader should make that decision in discussion with the Youth Pastor using approved platforms.

d) Use the [Mentoring Consent Form](#) which exists to formally recognise this mentoring relationship which will empower you to make disciples with transparency and accountability.

## 8.5 ROOM CAPACITY

Please note at a minimum, two leaders are required to open the youth room. The capacity of both Unit 5 and 6 is 200 people. Our best practice will aim for 1 adult per 10 youth which is lower than the legal limits (1:13) but best for relationships and managing our programs.

## 8.6 VISITORS TO THE PROGRAMS

All Parents and Visitors must report to the Youth Host Team/person and should be told our golden rule - to not be alone with any student who isn't their own child during the program.

## 8.7 INTERACTING WITH YOUTH - PHYSICAL TOUCH

For youth appropriate body touches are acceptable (i.e. side-on hugs, high 5's etc). If a youth shows any discomfort with acceptable physical touch (i.e. hand on a shoulder) then it must be discontinued at once. However, when a youth is endangering themselves, others, or equipment, then reasonable force may be used to restrain them. Reasonable force is the minimum required for any situation. This force would be imposed for the sake of safety. A youth must never be willfully intimidated, verbally or non-verbally, at any time while in our care.

## 8.8 INTERACTING WITH YOUTH - WHO HAVE ADDITIONAL NEEDS

We recognise that all students are different and have varying needs. Some may have mental or physical additional needs, and it is our goal to cater for them and include them in our community as best we can. We recognise that being a volunteer organization there may be limits to how specifically we are able to cater for every need. Our commitment will be to work with parent/guardians to minister to each student God brings into our community.



## 8.9 INFORMING YOUTH OF THEIR RIGHTS

We want our student community to feel empowered to speak up for themselves especially when it comes to keeping themselves or others safe. On a regular basis and in age-appropriate ways, we will explain our rules. In summary our rules are based upon respect. Respecting themselves, respecting each other, respecting our leaders, respecting our space and equipment and of course respecting God. The students will be informed that if they ever feel like someone is disrespecting them in any way, either in our Youth programs or throughout the week, that our Youth Leaders are safe people that they can talk to about it.

## 8.10 FEEDBACK

We value the voices of our community, youth and adults alike – we want each person to have a positive and safe experience. Should any student, parent or Youth Leader observe any issues, areas of concern or have any constructive feedback, please discuss these with the Youth staff and or fill out a Feedback Form. When a Feedback Form is completed and actioned, we will also respond to that person with actions taken. As always, the Senior Ministers are available if you would prefer to discuss with them.

In addition, our Youth Ministry will actively seek the participation of our children, parents and broader church family regarding the reviewing of our policies, procedures and practices annually.

## 8.11 INTERACTING WITH YOUTH - EMOTIONAL CARE AND SUPPORT

We have a moral, and often legal, responsibility to report any discussions where a youth or someone else may be in danger. Remember that your role is to be a friend and mentor, not a counsellor. You can encourage them and pray with them - but tell them that our policy is that you must tell leadership in any case where you feel like they or someone else may be in danger. The church leadership will intentionally offer opportunities to upskill Youth Leaders in recognising how students' express concerns, distress and disclose harm so that as a community we can better care for our youth.

Should you need to report any issues or areas of concern, please discuss these with the Youth Pastor. If they are unavailable or if it feels more appropriate, the Senior Ministers are always available and keen to support you.

## 8.12 REPORTING SUSPECTED ABUSE

As a church we are committed to be a safe place for vulnerable people. To help create that safe environment we aim to purposefully up-skill our Team Members on the indicators of harm or distress, (Refer to document "indicators of harm & distress in children").

If an employee or volunteer forms a reasonable suspicion that a child has been abused (physical, sexual, emotional, or neglect), this should be reported to the Safe Church Officer immediately (or via email at [sco@thereddoor.cc](mailto:sco@thereddoor.cc)). On no account should this be discussed amongst the team or with anyone else.

### CHILD ABUSE IS INTOLERABLE AND MUST BE DEALT WITH PROMPTLY.

Any person can report a reasonable suspicion via the Redkids and Youth Feedback and Disclosure Form. This form will be available at the entrance to unit 5 in the Redkids registration area on the wooden benches and at our information station. Once completed, it can be deposited in the secure red-letter post box in the foyer of the auditorium or in the secure red letter post box in the entrance to unit 5.

Reasonable suspicions can also be reported verbally to the Safe Church Officer or the Chairperson of the Board.

## 8.13 PROVIDING MEDICAL ASSISTANCE

First Aiders have permission to administer first aid but not provide medication without written parent request. A student who is particularly at risk and may need some medication or injection at very short notice. In that instance, the student should have a written Action Plan submitted. If our first aiders don't have the correct training or confidence to fulfil the students' requirements - parents or appointed guardians may attend the program to keep watch over that affected youth. If this is unacceptable, the student cannot be a part of the program.

## 8.14 INCIDENT / INJURY MANAGEMENT

If a youth sustains an injury (however minor), an [Incident/Injury Report Form](#) must be filled in by the appropriate Youth Leader and signed by the parent/guardian.

If first aid is needed, the parent/guardian is to be contacted by the Youth Team leader immediately. If the urgency of the situation requires that something be done to assist the child while the parent/guardian is being located, then apply the "Good Samaritan" rule and give such assistance as would show appropriate care. Only in extreme circumstances should the Team Leaders leave the room.

## 8.15 LOCKDOWN PROCEDURE

A lockdown would be called for the purpose of ensuring our youth and team's safety in the case of someone or something threatening it (e.g., a person acting violently on the premises).

In this rare situation, a Staff Member or a senior Team Member is to take control of the lockdown. First, make the announcement that the Red Door Youth is in a lockdown situation confirming each person has been made aware of the lockdown situation in a clear yet calm manner.

All volunteers and students are to remain and/or proceed indoors, and follow lockdown procedures:

1. Lock all doors and windows.
2. Keep all youth inside, away from the windows.
3. Take the youth, the attendance lists and any medication with you.
4. Ensure leadership has called POLICE: 000; or other Emergency Services, if required and instructed by the Responsible Person. No other phone calls are to be made as to not create panic.
5. Person in charge to notify Sunday Service Co-Ordinator via phone call.
6. Follow directions from Controlling Team Member/Staff Member.
7. An "All Clear" announcement from the controlling Team Member/Staff Member will end the lockdown.
8. Controlling Team Member to notify parents after the lockdown is clear.

## 8.16 PHOTOGRAPHY/FILMING

Parents have the right to opt out of having their students filmed or photographed. Footage taken is to remain the intellectual property of The Red Door Community Church and not to be used in personal ways by anyone. The Red Door Community Church may post or print only in the context of church use.

## 8.17 VIDEO OR MEDIA USE

Any time movies or video content that has been given a rating higher than the legal age of youth participants is to be shown, the rating will be made known to the parents/guardians. Parents may then choose whether their youth can participate in the program. Other media shown to youth will always be of a ministry-based nature, benign, and only useful for teaching specific program content.

## 8.18 TRANSPORT

Parental permission must be granted in writing prior to a youth being transported in any vehicle. The only exception is in cases of emergency. When a mentoring relationship exists like between a Life Group leader and a Youth parental consent should be obtained in line with our Transparency & Accountability Guideline 8.3 c). "Use the [Mentoring Consent Form](#) which exists to formally recognise this mentoring relationship which will empower you to make disciples with transparency and accountability."

## 8.19 BREACHES OF YOUTH MINISTRY GUIDELINES

Any willful or accidental disregard of any of the intentions for safe ministry contained within this handbook will receive a verbal correction in the first instance. A second breach of a similar nature will attract a verbal warning and a written notification that the breach has occurred, with suggestions for future improvement. A third breach will result in the Team Member/Assistant involved being asked to step down from the team.

Serious breaches, where it has been deemed that a child's wellbeing (physical, emotional or sexual) has been compromised, will result in the volunteer being stood down immediately. Pastoral care will be given to the child, their family, and the volunteer concerned, and if necessary, relevant authorities will be informed.



## RED DOOR YOUTH BEHAVIOUR MANAGEMENT

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Our desire is to accept every youth possible into our programs, and to make sure that our environment is positive and safe for them. We have particularly large numbers of youth in our programs, and our management policy takes into account the safety and positive learning environment of the whole group. With this in mind, we have formed the following behaviour management policy. This policy is based on the premise that youth respond best to encouragement and reward for good behaviour, rather than constant admonishment. Behaviour management happens best when the volunteers have taken time to build caring relationships with the youth. We desire that all our volunteers be encouraging, positive and affirming to the youth in our care.

While this value is held high, we know that even in the best of relationships, unacceptable behaviour occasionally occurs. Also, we consistently and gratefully see many visitors attending our programs, youth who we have had little or no time to connect with relationally, and who come with various models of what they deem as acceptable behaviour. Therefore, it is important to adhere to the following parameters regarding our behaviour management policy. This is fair for all, and it helps to establish order and security, which is particularly important when dealing with large numbers.

### 9.1 PHYSICAL DISCIPLINE IS STRICTLY NOT ALLOWED

Youth are not to be berated, yelled at, or intimidated verbally or physically. If a child is displaying aggressive, dangerous, disruptive, or disrespectful behaviour – then we apply the ‘Three Step Warning Procedure’ (detailed below). It is vital that the Youth Team Leader steps in as soon as they see inappropriate behaviour to ensure that a safe environment is maintained at all times. The Youth Team Leader need the Team Members to bring disruptive behaviour to their attention quickly so that it can be dealt with promptly.

### 9.2 EXPECTATIONS

Making the requirements and boundaries clear to the youth empowers them to make good choices and takes the pressure off the leaders to be responsible for choices that only the individual youth can make. If, as a last resort, a youth must leave the program because of unacceptable behaviour, it will in most cases be because that youth consistently chose to not curb their inappropriate actions.

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## RED DOOR YOUTH BEHAVIOUR MANAGEMENT

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Sad as this is, our volunteers are not equipped for controlling such behaviour, particularly since they are not empowered with any disciplinary tools, other than those that require co-operation and goodwill from the youth.

### 9.3 '3 STEP WARNING PROCEDURE' EXPLAINED

1. Get the youth's attention, and then give a clear verbal warning to stop the inappropriate behaviour. Let them know that this is their first warning, and the next warning will mean that they will be made to sit out of the group. Avoid doing this publicly or from the front, as our intention is not to embarrass or intimidate.

2. If the youth fail to respond to this warning, separate the youth from the larger group under the supervision of a Team Member. The Team Member should speak to the youth and explain that if they continue to behave inappropriately, they will be removed from the program and put in the care of their parent / guardian.

It is important at this stage to speak to the youth on a pastoral level and ascertain if there are reasons for the youth's behaviour, especially if it is out of character for them. Also show the youth practices that lead to positive and responsible behaviour. That way, should they choose to curb wrong behaviour, they will know what is expected and how to head in that direction.

3. If the youth ignore this warning, the most Senior Youth Team Leader will need to contact the parent/guardian to remove their child from the program. The Youth leader is called in at this stage and a report filled out. A youth is never sent out of the program without first contacting a parent/guardian to collect their child.

If a pattern of bad behaviour develops, the parents may be asked to keep the child with them for a specified time.

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