

## CASE Volunteer Training For Teens

### Guide for Trainers

This session will provide young people in ministry leadership roles with tools that will equip them with tools to protect both those they serve and themselves and build awareness and confidence in youth leaders.

The facilitator's role in this session is to provide an environment for open discussion as it relates to the Code of Conduct and responsibilities of the youth leader.

Step 1: Teens should complete the online training at dor.training. This is a video and acceptance of the Code of Conduct for Minors. Once completed, they will print their certificate and bring it to this CASE session; this will assure that everyone is at the same starting point

Step 2: Your Responsibilities as a Volunteer: Going Deeper (In-person session for youth)

Objectives:

Teen volunteers will understand their role and responsibilities as leaders

Teen volunteers will recognize their gifts in service to others

Teen volunteers will be able to identify warning signs for which they should ask for a supervisor's help

#### 1. Opening Prayer, Welcome and Introductions

##### A. Opening Prayer

Holy Spirit, you dwell within each one of us. Help us to be more aware of your presence in ourselves and in each person to whom we minister. Open our hearts to sharing your mission and acting in ways that reflect the love of Christ. Thank you for the gift of service and for the opportunity to witness to our faith. Guide us as we serve and keep us safe. Amen.

B. Provide an introduction to yourself and invite teens to share their names and what ministry they will be assisting with in the parish

#### 2. Start the discussion with some brainstorming with the teens. Pose the question:

*"I'd like you to think about the leaders you have had in your life; out of those leaders, let's focus on those who had a positive impact on you. What qualities did they possess as leaders?"* Share responses on newsprint or a white board for all to see. (offer time for them to share responses)

Once they have shared, discuss the responses and add any qualities that you think are missing from the list.

*"Your role as a leader in our parish is very special. You have the ability to have a positive impact on the children/vulnerable adults you are serving. It's a very rewarding experience. However, sadly, you also have the ability to have a negative impact on those you serve and that is what we need to avoid. We are going to spend some time today thinking about the impact of our actions*

*and situations you might encounter. As we discuss these situations, I want you to consider the boundaries you must set in your leadership role that protect both you and those you serve.”*

3. Scenarios: These scenarios will be used to provide some conversation about applying the rules from the Code of Conduct and how they would be applicable to the experience of a teen volunteer. Break the students up into small groups or take each scenario for the whole group to discuss. You may choose to add in other scenarios that are relevant to your parish and the ministries in which the young people will serve. Answers that connect to our Code of Conduct are written in bold italics following each question. Allow time for conversation around each situation but strive to get the participants toward the provided answer in the end.

1. A child in the faith formation class for which you volunteer requests to follow you on Instagram

What are your concerns? What would you do?

***Volunteers shall recognize that they are leaders and role models, not friends, to those whom they serve. It would be inappropriate for a child to have access to a volunteer’s personal social media that may not be age-appropriate for that child.***

2. You have a young child in Children’s Liturgy of the Word who consistently disrupts the session and pokes at you and your co-leader every time you walk by. This child is clearly making it difficult to run the session and is ruining the experience for the other children. One morning, your co-leader turns to the child and says “you are so annoying; shut up!”

What are your concerns? What would you do?

***Volunteers shall not use any form of discipline or language that humiliates or ridicules a child, youth, or vulnerable adult)***

3. You follow one of the other VBS leaders on Snap Chat. During camp one day, you get a snap chat from the other leader of selfies with the little kids in that leader’s group.

What are your concerns? What would you do?

***This is an invasion of the child’s privacy. Volunteers should not be photographing the kids they have oversight of as some families do not allow permission for photographs to be taken of their child. Photographs should only be taken of a designated event photographer who has received adequate permission.***

4. Your youth group goes to visit a nursing home to spend time with the residents. Your responsibility is for you and your partner to read to the residents. You and your partner are assigned to a senior citizen who no longer has verbal skills. Your partner takes out their phone and starts scrolling instead of reading to the resident.

What are your concerns? What would you do?

***Volunteers shall treat each person with respect, charity, patience, courtesy, dignity and consideration. Always consider the feelings of the people whom you are serving and minister with empathy.***

5. You arrive at the parish event to help babysit while the parents are at a meeting. When you get there, the person hosting the event tells you that no one else showed up and you will have to watch the kids alone, but everyone will be “just upstairs”

What are your concerns? What would you do?

***Volunteers should always use the buddy system. There should always be at least two volunteers present along with appropriate adult supervision. Children, youth or vulnerable adults should NEVER be alone with one volunteer.***

6. You’re volunteering at the Preschool Story Hour. You have been asked to escort two of the children to the rest room, along with one of the other teen volunteers. One of the children calls you from the bathroom stall and says they need help wiping.

What are your concerns? What would you do?

***Touching a child in a private area, even with a bathroom situation can be misinterpreted as inappropriate touching. Always contact an adult in charge if you find yourself in this situation.***

7. You arrive at the class you are volunteering with a little late. Your two partner teachers are chatting and you see that a five year old has climbed up on the desk and is standing on it.

What are your concerns? What would you do?

***Allowing children to do dangerous things in your presence does not create a safe environment for the kids. We must always think about the environment and activities we are using and the consequences of what may happen if actions or activities lead to an accident.***

8. You arrive at church to help set up for a youth-led prayer service and the sidewalks are covered in ice and snow. The leader says the maintenance person is sick so people will just have to be careful.

What are your concerns? What do you do?

***We must always think about the environment and activities we are using and the consequences of what may happen if actions or activities lead to an accident. Think about your setting at all times and avoiding taking risks with the safety of participants***

9. You are helping lead a small group discussion of your peers and one of your friends who is not on the teen leadership team starts making crude jokes.

What are your concerns? What do you do?

***Volunteers shall not tell inappropriate jokes, use profane language, or share obscene images in any format.***

10. During a break at VBS you see kids going where everyone has been told not to go. Your partner says, “it’s our break. Let someone else handle it.”

What are your concerns? What do you do?

***Volunteers shall remember that while volunteering, they are always on duty. You are there to accept responsibility for those you are serving as well as your own actions; follow the rules!***

*“As a leader, it is sometimes challenging to recognize your own boundaries and the boundaries of those you serve. When might it be hard to recognize the boundaries? (allow time to share responses). The Code of Conduct you learned about in your online session is there to help you recognize boundaries as a leader. Do you have any questions about your Code of Conduct?”*

Review the Code of Conduct once again and summarize the importance of not only knowing the rules but following the rules, at all times, for everyone’s safety.