

Center Director Manual 2011



CTCYM 2011

Sr. High: June 12-18, 2011

Combination: June 12-18, 2011

Junior High: July 18-22, 2011

Enabling Central

Texas Youth to

Serve Christ

by Building Up

God's World



Introduction

Welcome

Thank you for accepting the important role of Center Director for a 2011 CTCYM Living Center. As a Center Director you will be a cheerleader, spiritual guide, counselor, facilitator, organizer, communicator, supervisor and local public relations spokesperson.

You will spend long hours preparing for and leading your Living Center to do God's work. But be aware,

no matter what you do, no matter how well you plan, there will be times of chaos and confusion. That's OK! This is the time to be flexible and positive and to rest in the knowledge that everything will work out.



Using This Manual

This manual contains all the information you need to manage a Living Center in keeping with the mission, vision, goals and policies of CTCYM. Because each Living Center may vary due to the location, facilities, skills of adult leadership, etc., these guidelines will help you make the right decisions for your situation.

Only the Center Director will receive this guide. Each member of your leadership team will receive a manual specific to their roles. You will receive copies of these manuals as well in your Center Director binder.

If you have any questions at any time, please do not hesitate to contact the CTCYM office for assistance.

The Leadership Team

It takes many people working together to make a successful trip. Four key roles make up the Leadership Team:

Center Director

Ultimately responsible for all aspects of the Living Center, the Center Director oversees the planning and management of the Living Center. This includes preparing for the trip, supervision during the trip and reporting after the trip. *There may be an Administrative Coordinator position to support the Center Director.*

Program Director

The Program Director is responsible for the morning and lunch devotionals and evening activities including recreation, music and worship. *There may be two program director who divide the work between worship and recreation.*

Worksite Coordinator

The Worksite Coordinator is in charge of the work being done at each worksite. This person will help locate and evaluate worksites, plan worksite needs, deliver tools and supplies and advise on worksite needs. *There will most likely be Assistant Worksite Coordinators depending on the Living Center size.*

Head Cook

The Head Cook is responsible for planning, purchasing for and coordinating all meals. *There will be additional cooks to help in meal preparation.*

In addition to the Leadership Team, each participating church will designate a Group Leader (may or may not be a paid church staff person). This individual will be the central point of contact with the Center Director before, during and after the trip. The Group Leader will be notified and/or consulted on issues of health, discipline or other serious matters concerning any participant from his/her church.

Preparing for the Trip

Some of the Center Director's most important work is done before the trip ever begins. The following tasks should be completed for the trip.

Pre-Trip Visit

Plan a Pre-trip visit to your location. Plan it with your Program Coordinator and Worksite Coordinator so they can begin preparations as well. Coordinate trip dates with your host church.

Living Center

Each Living Center will be hosted by a local church. Your Living Center will most likely be in the Host Church facilities, but it could be in a school or other facility. If your Living Center does not have showers, ask your Host Church to help make arrangements for showers. If they are offsite visit the showers on your pre-trip. While in town, pick up local maps, phone books and literature about local activities; locate local hospitals, grocery stores and hardware stores.

Check the Forms and Checklists section for a Pre-Trip Checklist.

Communication

Communication throughout the trip is key to its success. As soon as you know your Leadership Team, arrange a time you can get together to discuss the trip and make plans for your pre-trip. In your advance communication, remind the group leaders of the following information:

- That their group should eat dinner before arriving at the church.
- The arrival time at the church.
- Confirm they understand the van, tool kit, cleaning kit and first aid kit requirements.

When you know which groups are going to be at your Living Center, e-mail the group leader letting them know you will be the Living Center Director and they can contact you with any questions.

Plan to check in with your group leaders by e-mail shortly before the trip to make sure they are ready to go.

Signs

A key communication component during the trip will be informational and directional signs in the Living Center. Plan to make signs and posters of the rules, schedule, chore chart, off-limits areas, restrooms, etc.

Assign Work Teams

When you receive a final roster from the CTCYM office after the add/drop deadline, begin to make work team assignments for your Living Center.

The work teams can make or break a trip for some participants. While it is impossible to know every element that will come together to make a great work team, there are steps you can take to give the work team a great start. Coordinate the process with your Worksite Coordinator.

Check the Forms and Checklists section for a Work Team Worksheet.

Create First Aid Kit

Before leaving, you should prepare a First Aid Kit for your Living Center.

Check the Forms and Checklists section for a First Aid Kit Checklist.

Assign Chores

There are allotted times each day for “chores” around the Living Center. Each work team will complete a different chore each day. Make a chore chart so work teams will know what their responsibilities are each day. Include a copy of this chart in the team binders.

To make a chore chart, list the days of the week down the side of a page and the tasks across the top. Put the Work Team number across the rows, rotating the number each day.

Check the Forms and Checklists section for a suggested chore list.

Prepare a Schedule

The workdays are very active. Develop an anticipated schedule to post around the Living Center during the week.

Two proposed schedules are included in the Forms and Checklists section. The first is the traditional CTCYM schedule. Several Program Directors have discussed an alternative schedule for you to consider as well. The alternative schedule has worship earlier in the evening. Work with your Program Director to establish a schedule that will work for your Living Center.

Check the Forms and Checklists section for proposed daily schedules.

Check T-shirts, Bottles, Nametags

After you receive the final roster, check it against the actual t-shirts you have to confirm you have the correct quantity and sizes. Also check that you have enough water bottles and nametags.

SNAPSHOT



Preparing for the trip

- 1. Schedule a pre-trip visit to the Living Center.**
- 2. Communicate with group leaders and leadership team.**
- 3. Assign work teams.**
- 4. Create a Living Center first aid kit.**
- 5. Create a chore chart.**
- 6. Prepare a schedule.**
- 7. Check that you have enough t-shirts, bottles and nametags.**

Closing Worship

Before you leave on your trip, visit ctcym.org's “For Group Leaders” section to download a map to the Closing Worship site. Plan to have copies for all drivers at your Living Center when you leave at the end of the week.

During the Trip

Sunday

Leadership Early Arrival

You and your leadership should plan to arrive in the city of your Living Center no later than Saturday. Please review the financial policies for what CTCYM will cover for early arrival.

You may need to arrive earlier if you did not do a pre-trip. This will also give you the opportunity to be in worship with your Host Church on Sunday morning. If you let them know you will be there, they will often identify you and give you the opportunity to say a few words in worship. This is great promotion for the week.

Spend Sunday afternoon setting up your Living Center. The example you set on Sunday night and Monday morning is likely to set the tone for the entire week. Be prepared, relaxed and flexible.

Check the Forms and Checklists section for the Sunday Set-up Checklist.

Group Arrival

The groups who will be staying in your Living Center will arrive around 6 p.m. on Sunday night. This is your chance to set the atmosphere for what your group can expect during the week. When they walk in the doors, they should be greeted enthusiastically and get the feeling that your leadership team is excited to be there.

Have leadership team members prepared to direct boys and girls to their areas and to help them get moved in. Ask the group leader from each group to review the roster you have to make sure you have all the paperwork you need for each participant they brought. Ask the group leader to review the Work Team assignments one more time to make sure they will work with the vehicles and participants.

IMPORTANT: If any group brings additional participants, collect their paperwork, add them to your roster and indicate whether they have paid or not. **Participants are not covered by CTCYM insurance without complete paperwork.**

If adults arrive without prior notice, **call the CTCYM office IMMEDIATELY** so background checks can be completed.

Orientation

After everyone has settled into their sleeping space, gather them together for the Orientation Rotation. Begin by dividing them into their work teams. Work with your Program Director to be creative about doing this.

Each work team will then visit each area of leadership. They will learn about the expectation of each leader and the responsibilities of the group when working with that area. Each rotation can last 15 to 30 minutes and two work teams should rotate together. This gives the work teams a chance to get to know each other before working together.

Center Director Manual

The rotation should include:

Center Director

- Living Center rules, expectations and chore schedule
- Shower location and schedule
- Emergency procedures

Worksite Coordinator(s)

- Worksite forms and assignments
- Evaluation of worksites
- Supply needs list
- Methods of communication

Program Director(s)

- Take pictures of each participant
- Devotion schedule
- Lunch devotions
- Help with worship each evening

Cooks

- Meal preparation needs
- Lunch set up and procedure
- Clean up needs
- Special dietary needs
- Breakfast and dinner procedures

Adult Meeting

As Center Director, one of your key roles is to encourage, encourage, encourage. Later in the evening, have a meeting with all of the Work Team Adults as a time of encouragement and to review their responsibilities. (Other leadership team members should stay with the youth so they are not left unattended.)

Adults should be encouraged to view themselves as positive, Christian role models for the youth. They should be relaxed and supportive of the youth and, in turn, encourage the youth to take on some leaderships and responsibilities in the work team, when appropriate.

Other topics to discuss at the Adult Meeting:

- Policy on adult conduct
- Roles of adults in all settings
- Review tobacco policy
- Remind that work teams stay together at all times when offsite: showers, night trips, etc.
- Emergency procedures
- Dispute resolution techniques
- Gift policies: We don't accept gifts from clients. If they insist, we give them to charity.

Monday to Friday

Encourage, encourage, encourage!

Once again, you are the head cheerleader for the week. Be aware of the general attitude of your leadership team, your adults and the youth throughout the week. Encourage them constantly! Ways to do this include:

- Be available and visible throughout the week when groups return.
- Sit with different groups at meals.
- Put notes in encouragement bags.
- Visit work sites every day.
- Be prepared, relaxed and flexible.
- Be in the parking lot as groups load and leave for work.

Group Leader Meetings

Schedule a time each day to meet with the Group Leaders and Work Team Adults just to touch base and make sure everything is OK. Again, this is your chance to encourage the adults for the great work they are doing. Try to handle individual issues offline.

Meals

The Cooks should be responsible for preparing breakfast and dinner. Lunch will be prepared by members of the work teams in the morning before the groups leave. Each night a work team will be assigned to assist in meal preparation and clean up.

Work teams should not eat food offered by the clients. They may bring it back to the Living Center and dispose of it. Also, out of respect for the Cooks' hard work, Work Teams may stop for a drink or cold snack after their work day, but should not stop at fast food restaurant for meals. Money has been budgeted and hard work has gone into the meals prepared for the groups each night.

Managing Discipline

The ultimate role of discipline is the Center Director's. However, every adult at the Living Center should assume this role when they see inappropriate behavior.

See the Managing Discipline section for the complete list of guidelines and suggestions for managing infractions.

Air Conditioning

The electric bill can increase considerably during the week CTCYM is in the host church facilities. Be considerate and adjust the air conditioning appropriately and when possible in areas that are not being used during the day.

Worksite

The Worksite Coordinators are responsible for managing the work done at the work sites. They see that the supplies and expertise needed to complete the projects are available. Work with the Worksite Coordinator to manage any issues that might arise.

Evening Programs

The Program Coordinator manages the activities during the week including worship, on-site and off-site activities, encouragement bags, etc. Plan to work closely with the Program Director to coordinate the schedule and support his or her needs. You are ultimately responsible for everything that happens during the week. You should be equally concerned that the programming is as successful as the work, the meal and every other part of the week. Support your Program Director in such a way that this will happen.

Check the Forms and Checklists section for proposed daily schedules.

Medical Releases

Maintain a file of medical releases. Be prepared to screen first aid cases during the week. Keep and administer prescription drugs for youth participants. Use the "Medication Form" to keep medications organized. Distribute medicines at appropriate times.

Check the Forms and Checklists section for the Medication Form.

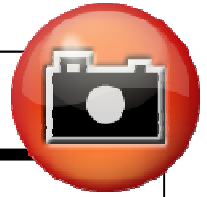
End of Week

A successful week includes making sure everything ends well. End-of-the-week feedback is crucial to planning future CTCYM events. Please be diligent about completing these end-of-the-week tasks:

- Distribute t-shirts to each participant to wear to closing worship.
- Make sure the Program Director distributes and collects the trip evaluations to all participants. A great way to do this is to have everyone complete a form and turn it in as they pick up a t-shirt.
- Ask adults to complete future leadership forms (copy these onto the back of feedback forms for adults).
- Make sure the Host Church is left in better condition than you found it.
- Give all drivers a map to the Closing Worship site (available at ctcym.org).
- Gather folder, receipts, extra t-shirts and cups to return to CTCYM at the Closing Worship.

Check the Forms and Checklists section for an End-of-Week checklist and forms.

SNAPSHOT



Day by Day

SUNDAY

- **Worship with Host Church**
- **Set up Living Center**
- **Group arrival**
- **Orientation and rotation**
- **Adult meeting**

WEEKDAYS

- **Encourage, encourage!**
- **Wake everyone up**
- **Be visible**
- **Visit work sites**
- **Put out fires**

END OF WEEK

- **Trip evaluations**
- **Future leadership forms**
- **End-of-week report**
- **Hand out t-shirts**
- **Gather receipts, folders, extra cups and t-shirts**

Managing Discipline

Every participant has signed the Covenant of Conduct and has heard the explanation of rules at the beginning of the trip. Thus, all participants know the expectations.

Maintaining a consistent level of discipline throughout the week is vital to creating an environment conducive to everyone's benefit and to reflect Christian values.

The Group Leader is the primary point of contact for any discipline problems that arise with a member of his/her group.

Generally, violations of rules fall into three categories: minor, moderate and major.

Minor Violations

Minor violations refer to those things which are inconsistent with CTCYM. Adults will immediately address minor concerns, and it is expected that no further dealing with the issue is needed. Consequences appropriate to the offense will be decided upon by the appropriate adult. Minor violations include, but are not limited to:

- Use of inappropriate language.
- Being late for an activity.
- Not working at the work site.

Moderate Violations

Moderate violations refer to those things which require more than a word of instruction or correction. A moderate concern will require dealing with the issue with the Center Director. Appropriate consequences will be decided upon by the Center Director, the individual's group leader

and other appropriate adults. Moderate violations include, but are not limited to:

- Repeated violations of the minor rules.
- Disrespect of any youth or adults.
- Leaving designated areas alone or without properly notifying an adult.
- Missing a scheduled event.
- Carelessly putting yourself or others in a dangerous situation.

Major Violations

Major violations refer to activities which fundamentally undermine the trip. The violations will result in the student's parents being called and involved in determining the consequences. A major violation may result in someone being sent home. Major violations include, but are not limited to:

- Use of alcohol, tobacco, inhalants, illegal drugs, weapons
- Sneaking out
- Any illegal activity such as shoplifting or vandalism
- Physical fighting
- Inappropriate sexual activity
- Purchase of inappropriate items (ie; sexually related products, fireworks, weapons, etc.)

Guidelines for Behavior

The CTCYM rules enhance the mission experience and continue the reputation of CTCYM as a caring, effective group of people serving God. CTCYM Leadership reserves the right to determine any inappropriate behavior and the appropriate discipline, which could include send a participant home for major violations. The rules listed below are a few of the most basic guidelines necessary for a safe, enriching experience. It is expected that all participants will live out appropriate Christian behavior.

Participation

Each participant, youth or adult, is expected to be present for all devotions, meals, meetings, evening gatherings and special group activities. Everyone will sleep at the Living Center. No outside arrangements may be made for lodging.

Personal Dignity

As Christians, our goal is to build one another up through the love of Christ. With this in mind, CTCYM does not condone any acts that harass, humiliate or demean one another including as a means of “punishment” for lost name-tags, water bottles, etc. Implied or expressed consent of participation is not an excuse.

Work Days

The workday is from 8:00am - 4:00pm for all participants. You will eat lunch with your work team AT THE WORKSITE. “Paint fights” are prohibited due to environmental and stewardship concerns.

Vehicles

- A. Work Teams must always travel together, including traveling to showers and any “off site” activity (including the bathrooms), etc. This ensures that no one is left out or unaccounted for or traveling without their medical form.
- B. No youth may ride as a passenger in a vehicle driven by anyone under the age of 21, except as stipulated in the emergency procedures. At the discretion of the Center Director, young adult participants may drive themselves while conducting official activities.
- C. No one may ride in the back of a pick-up truck or trailer. All people must ride inside the vehicles with seat belts safely buckled at all times.
- D. All safe-driving procedures must be observed and drivers must have a current license and insurance.
- E. No youth participant may drive a vehicle during the trip. If a youth has keys to a vehicle on the trip, he/she must give the keys to an appropriate adult.

Lights Out

We will observe a STRICT lights out rule at 11:00 pm. This is a time for sleep. Please be respectful of others.

Visibility

We are guests in the areas where we will be working. This means that our behavior, our dress and our language must be proper and respectful at all times. We will respect the property and facilities of the locations in which we live and work as well as respect all people regardless of race, creed, color, sex, or life style. We will wear our nametags at all times in public during the week.

Safe Sanctuaries

All participants have the right to be treated with respect and dignity. If any participant feels that this right has been violated, they need to tell another individual, and steps need to be taken to correct the situation. If there is any question about reporting procedures of violations of this right, please consult the Central Texas Conference Abuse Prevention Plan that is to be posted at every living center.

Electronic Equipment

Cameras are allowed but please do not take anyone's picture without their consent. We do NOT take "before" and "after" pictures of the work we do, or of the "bad" conditions of the area. We take pictures of our friends, our co-workers and of people in the community with their consent.

Electronic games, stereo equipment, cell phones, CD/DVD players or any other similar devices, should never distract from primary purpose of this event. They are to be used only on personal time, never taken to the work site and understand that CTCYM is in no way responsible for their security.

All participants agree to honor any request from CTCYM leaders and/or adults to cease the use of any such devices and to relinquish those devices to CTCYM leaders and/or adults upon request.

Scooters/skateboards are prohibited.

Illegal Drugs/Alcohol

Illegal drugs and alcohol are strictly forbidden. Anyone violating this rule will be sent home immediately at their own expense. If any of this behavior is witnessed at a worksite, leadership will be contacted immediately and the work team will leave until the situation has been handled.

Smoking is discouraged at the center and is prohibited at the worksite. Many living centers have a strict rule prohibiting smoking on premises. It is up to you to be aware of local regulations.

Sexual Behavior

Inappropriate sexual behavior is prohibited. Boys and girls are not allowed in one another's sleeping areas.

Inappropriate Substances

Weapons, fireworks, pornographic materials and other sexually related products are prohibited from the trip.

Specific Center Rules

Each Living Center will have its own set of rules, boundaries and expectations that will be posted and reviewed upon arrival.

Financial Information

Financial Information

CTCYM funds have been carefully budgeted to cover the expenses of each Living Center. CTCYM expenditures fall into three categories:

Pre-trip, Budgeted and Early Arrival expenses. Expenditures for each category must be documented separately using the CTCYM Expense form. The form, corresponding receipts and leftover funds must be returned to CTCYM within two weeks following the trip.

Please review the following policies related to reimbursing you for personal expenses and with regard to managing the CTCYM funds with which you have been entrusted. Because it would be impossible to provide a complete list of what is and is not acceptable, additional considerations may be taken into account on a case-by-case basis.

Pre-Trip Expenses

Pre-trip expenses refer to expenses incurred by leadership team members for preparatory visits to the Living Center in advance of the actual trip. These trips include activities outlined in the “Pre-Trip” section of the leadership manuals.

While there is no set limit to the pre-trip expense, it is expected that leadership will be good stewards of these funds by being frugal in all cost considerations. While other rules may need to be considered on a case-by-case basis, the following rules will be upheld when reviewing pre-trip reimbursements:

Eligible leadership

- Living Centers with less than 100 participants: two leadership positions plus all Worksite leadership.

- Living Centers with 100 or more participants: three leadership positions plus all Worksite leadership.
- Name must be on record as leadership with CTCYM office prior to trip.

Hotel Rooms – At least two people should stay per hotel room where gender combinations allow it. (In other words, if two men or two women go on a pre-trip together, they will be expected to share a hotel room.)

Meal and Beverages – To comply with IRS regulations, itemized receipts are required for all meals including Who, What, Where, When and Why. No alcoholic beverages will be reimbursable. Credit card receipts alone will not be reimbursable. When possible a limit of \$15/person should be maintained for meals.

Gas or Mileage – Either gas or mileage is reimbursable for travel to and during the pre-trip. The reimbursement rate for CTCYM is \$0.30/mile.

Budgeted Expenses

CTCYM has made an all-inclusive price covenant with participants, so please do not set up extra-cost activities or excursions from the Living Center. In addition, there should be no additional costs related to the Living Center itself beyond what has been arranged. Please contact CTCYM if unexpected expenses relating to the Living Center arise.

The Center Director, Program Director, Worksite Coordinator and Head Cooks will be entrusted with CTCYM funds in advance of the trips for expenses related to their specific roles. The amount each receives will be determined

by the number of participants at their Living Center. These funds will be distributed in the form of a check card that can be used as a credit card or to withdraw cash at an ATM machine. Budgeted funds should be used for expenses that benefit all Living Center participants. All unused supplies should be returned to the place of purchase and monies returned to the CTCYM bank card.

As with all CTCYM expenses, it is expected that leadership will be good stewards of these funds by being frugal in all cost considerations. While other rules may need to be considered on a case-by-case basis, the following rules will be upheld when reviewing budgeted funds:

Acceptable Budget Expenses

Center Director

- Long distance calls related to the trip
- Bug spray, suntan lotion, etc.
- First aid kit needs
- Host Church repayment (damages, etc.)
- Gas purchased while at the living center on official trip dates (6/13-19 or 7/18-23) as part of leadership duties.

Program Director

- Long distance calls related to the trip
- Program materials and activities
- Gas purchased while at the living center on official trip dates (6/13-19 or 7/18-23) as part of leadership duties.

Cooks

- Long distance calls related to the trip
- Food shared by all participants
- Ice

- Gas purchased while at the living center on official trip dates (6/13-19 or 7/18-23) as part of leadership duties.

Worksite Coordinator

- Construction materials
- Dumpster and land fill expenses
- Rental of power tools
- Gas purchased while at the living center on official trip dates (6/13-19 or 7/18-23) as part of leadership duties.

Not Acceptable Budget Expenses

- Personal long distance calls
- Medicine, doctor visits, etc. (*Individuals are responsible for this. It can be reimbursed to the individual after the trip through CTCYM's supplemental insurance*)
- Meals at restaurants during the trip. (*Meals for leadership have been included in the Cook budget. Leadership should make their lunch in the mornings with other trip participants.*)
- Gifts for camp participants.
- Rental vehicles not provided by CTCYM.
- Purchase of power tools
- Gas purchased to arrive early or for the return trip home.

Early Arrival Expenses

The Leadership team should arrive early to prepare the Living Center before the various groups arrive on Sunday. This category of expenses covers the travel expenses related to this early arrival.

Center Director Manual

As with all CTCYM expenses, it is expected that leadership will be good stewards of these funds by being frugal in all cost considerations. Expenses related to the Early Arrival will be reimbursed for each Leadership position who arrives early up to the cost of the trip: \$225 maximum for senior high and combination; and \$200 maximum for junior high.

While other rules may need to be considered on a case-by-case basis, the following rules will be upheld when reviewing pre-trip reimbursements:

- **Accepted Dates** – Because these expenses should be for early arrival only, receipts dated on the Saturday prior to the trip and the Sunday of the trip will be the only receipts accepted for this category of expenses. If no other pre-trip was taken, dates immediately preceding the early arrival dates may be considered for pre-trip reimbursement.
- **Eligible leadership**
 - Living Centers with less than 100 participants: Center Director, one Program Director, one Cook and all Worksite leadership.
 - Living Centers with 100 or more participants: Center Director, Administrative Assistant, two Program Directors, two Cooks and all Worksite leadership.
 - Name must be on record as leadership with CTCYM office prior to trip.
- **Hotel Rooms** – At least two people should stay per hotel room where gender combinations allow it. (In other words, if two men or two women arrive early, they will be expected to share a hotel room.)
- **Meal and Beverages** – To comply with IRS regulations, itemized receipts are required for all meals including Who, What, Where, When and Why. No alcoholic beverages will be reimbursable. Credit card receipts alone will not be reimbursable. When possible a limit of \$15/person should be maintained for meals.
- **Gas or Mileage** – Either gas or mileage is reimbursable for travel to the trip only. The reimbursement rate for CTCYM is \$0.30/mile. It is expected that leadership will be returning from the trip with their group and that these expenses should be taken into consideration by the group leader. **Gas used during the trip should be purchased with money provided through the leadership position budget (See Acceptable Budget Expenses).**

Forms & Checklists

The following pages include checklists to help you plan your trip and other helpful resources including:

- Pre-trip Checklist
- Sunday Set-up Checklist
- End of Week Checklist
- Work Team Worksheet
- Suggested Chores
- First Aid Kit Checklist
- Proposed Schedule - Classic
- Proposed Schedule - Alternative
- Adult Future Leadership Form
- CTCYM Evaluation Form
- After Trip Report Form
- Statistical Information Form
- Medication Form
- Injury Report
- Abuse Prevention Policy (English and Spanish)

Pre-Trip Checklist

| <input checked="" type="checkbox"/> | Task |
|-------------------------------------|---|
| | Host Church |
| | Schedule visit dates with host church contacts. |
| | Confirm the church has the correct trip dates. |
| | Ask if the congregation has been notified that CTCYM is coming. If not, request something in the church newsletter. |
| | Schedule attending worship the first Sunday of the trip. Ask if you might be able to say something during worship about CTCYM. |
| | Ask if the church will be willing to host any meals or activities. |
| | Living Center |
| | Tour your Living Center facilities, taking note of where people will sleep, eat and worship. |
| | Check out the kitchen. Take lots of pictures for your cooks. |
| | Ask if there are scheduled events that you need to know about. |
| | Make arrangements for getting in and out of the building. |
| | Find out if there is an ice machine or if you will need to make arrangements with a local ice company to have a freezer at the Living Center. |
| | Take note of places you might need directional signs, off-limits signs, etc. |
| | Shower Facilities |
| | Make arrangements for getting in and out of shower facilities. |
| | Consider logistics for how many can shower at one time. |
| | Look at whether the worksite coordinator will need to build shower curtains. |
| | Local Area |
| | Pick up local maps, phone books and literature about local activities. |
| | Local hospitals - addresses and contact information |
| | Grocery stores - addresses and contact information |
| | Hardware stores - addresses and contact information |
| | Fun activities like a swimming pool, parks, bowling alley, etc. - addresses and contact information |

Sunday Set-up Checklist

| <input checked="" type="checkbox"/> Task | |
|--|---|
| | Mark restrooms as men/women according to sleeping areas. |
| | Make map of furniture layout in sleeping from for end-of-week replacement: consider taking digital photos of each room. |
| | Put "Off Limits" signs in appropriate places (i.e.; Parlor, library, computer rooms, etc). |
| | Set up table for check-in with name tags, mugs and markers for writing their names. |
| | Post sleeping room assignments. |
| | Review with Host Church Contact location of mops, breaker switches, thermostats, telephone system, light switches, trash pick-up etc. |
| | Get keys for facilities you will be using. |
| | Support other leadership in getting their spaces set. |
| | Post daily schedule(s) in sleeping and gathering areas. |
| | Review orientation rotation with the other leadership. |
| | Pray for the week with your leadership team, communicating with and relying on the Holy Spirit to lead you. |
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| <input checked="" type="checkbox"/> My Other Tasks | |
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Work Team Worksheet

Use this process to help set up your work teams once you have received your final roster.

1. Determine number of work teams

Confirm the number of adults and vehicles coming with group leaders. Divide the total number of adults by two to get the number of work teams possible.

2. Consider Combinations to Avoid

Contact youth group leaders to learn about combinations to avoid:

- Boyfriend/Girlfriends
- Youth who don't mix well
- Parent/Youth

3. Categorize Youth

Create a list of youth by gender, grade and church. For example, a list of 12th grade boys from First Church, a list of 12th grade girls from First Church, a list of 11th grade boys from First Church, etc. Note by each any skills they may have marked on their registration forms.

4. Divide Youth

Divide youth as evenly as possible based on age, gender and church.

5. Assign Adults

Assign adults based on vehicle availability. Where possible, have male/female combinations from different churches.

6. Confirm with Youth Group Leaders

E-mail lists to your group leaders to confirm the combinations look OK. Plan to re-confirm at check-in.

7. Divide Into Trip Book Folders

Divide the medical forms into folders for each group. These folders will remain in the work team vans during the trip.

Note: Coordinate process with the Worksite Coordinator to consider special worksite needs.

Suggested Chore List

These may vary according to the needs of your Living Center:

Prepare Breakfast

- Assist cooks preparing breakfast

Serve Breakfast

- Work Teams assist in serving meals. You will serve, restock drinks, etc.

Set Up Lunch Table

- Follow Diagram on lunch table set-up
- Lay out food, plastic bags, markers, etc.

Clean Kitchen and Dishes

- Clean dishes, pots & pans, and cooking utensils
- Dry and put away cooking equipment
- Wipe counters
- Clean stove, etc.
- Sweep and mop kitchen
- Help put away leftover food

Clean Dining Room

- Wipe tables
- Straighten tables and chairs
- Sweep/vacuum/mop dining room floor

Clean Restroom and Sleeping Areas

- Sweep/vacuum/mop sleeping area hallways
- Pick up trash in hallways
- Clean toilets, sinks, and mirrors
- Restock toilet paper and paper towels
- Sweep and mop restroom floors
- Wipe sink area dry
- Empty trash cans in restrooms and sleeping rooms

Prepare Dinner

- Go to showers early
- Assist cooks with meal preparation as needed
- Set up dining room tables and chairs if needed

Set Up and Serve Dinner

- Work Teams assist in serving meals. You will serve, restock drinks, etc.

Clean Showers

- At the end of the shower period, pick up trash in shower and dressing area to include soap, hangers, bottles, etc.
- Bring personal items left in showers back to Living Center and give to the Program Coordinator

Clean and Secure Tool Area

- Pick up trash around tool area
- Organize and lock up tools

Clean Church Grounds

- Walk around the Living Center (outside)

First Aid Kit Checklist

Each Living Center must have at least one First Aid Kit available for emergencies that might occur while the group is at the Host Church.

Bandages

- Box of Band-Aids
- Roll of bandage tape
- Sterile gauze sponges x6 (3 large, 3 small)
- Roller bandages x2 any size
- Ace bandages x2 any size
- Triangular bandage x1 or 2

Equipment

- Cotton balls
- Instant cold pack x2
- Tweezers
- Scissors
- Ammonia caps x2
- Gloves
- Thermometer

Medication / Liquids

- Eye irrigator (1 bottle)
- Antiseptic wash (alcohol/peroxide)
- Antiseptic spray or cream
- Chig-a-rid
- Calamine lotion/hydrocortisone

Miscellaneous

- Hard candy (for diabetics)
- Safety pins
- Paper cups
- Small box of Kleenex
- Small paper bag
- Baby wipes
- Bug repellent spray
- Aloe Vera gel
- Sun screen
- Feminine hygiene products

Classic Schedule

CTCYM Schedule

SUNDAY

| | |
|-----------|--|
| 6:00 p.m. | Groups arrive and get moved in |
| 7:00 p.m. | Orientation <ul style="list-style-type: none">• Introduce leadership• Assign work teams• Ice breakers• Orientation Rotation |
| 9:30 | Snack |
| 10:00 | Worship |
| 10:30 | Adult meeting |
| 11:00 | Lights out |

MONDAY - THURSDAY (JH)/FRIDAY (SH & COMBO)

| | |
|------------|---|
| 6:30 a.m. | Rise and Shine! |
| 7:00 a.m. | Morning devotional |
| 7:15 a.m. | Breakfast, fix lunch and prepare to leave for work site |
| 8:00 a.m. | Depart to work site |
| 4:00 p.m. | Work day ends: Go to showers <ul style="list-style-type: none">• Return to Center• Clean and put away tools and supplies• Turn in supply request for next day• Free time |
| 6:00 p.m. | Dinner |
| 6:45 p.m. | Evening routine <ul style="list-style-type: none">• Fellowship• Evening Gathering• Special activities (picnic, etc.)• Adult meeting |
| 10:00 p.m. | Worship |
| 10:30 p.m. | Quiet time |
| 11:00 | Lights out |

FRIDAY (JH)/SATURDAY (SH & COMBO)

| | |
|------------|--|
| 11:30 a.m. | Junior High Closing Worship (followed by lunch) |
|------------|--|

Alternative Schedule

CTCYM Schedule

SUNDAY

| | |
|-----------|---|
| 6:00 p.m. | Groups arrive and get moved in |
| 7:00 p.m. | Orientation <ul style="list-style-type: none"> • Introduce leadership • Assign work teams • Ice breakers • Orientation Rotation |
| 9:30 | Snack |
| 10:00 | Worship |
| 10:30 | Adult meeting |
| 11:00 | Lights out |

MONDAY - THURSDAY (JH)/FRIDAY (SH & COMBO)

| | |
|------------|--|
| 6:30 a.m. | Rise and Shine! |
| 7:00 a.m. | Morning devotional |
| 7:15 a.m. | Breakfast, fix lunch and prepare to leave for work site |
| 8:00 a.m. | Depart to work site |
| 4:00 p.m. | Work day ends: Go to showers <ul style="list-style-type: none"> • Return to Center • Clean and put away tools and supplies • Turn in supply request for next day • Free time |
| 6:00 p.m. | Dinner |
| 7:00 p.m. | Worship |
| 8:00 p.m. | Organized evening activities and games |
| 9:00 p.m. | Free time and Adult meeting |
| 10:30 p.m. | Quiet time |
| 11:00 | Lights out |

FRIDAY (JH)/SATURDAY (SH & COMBO)

| | |
|------------|--|
| 11:30 a.m. | Junior High Closing Worship (followed by lunch) |
| 1:30 p.m. | Senior High Closing Worship (followed by lunch) |



**ADULT FUTURE
LEADERSHIP
FORM 2011**

CTCYM needs a few good people! Our growth is limited to the availability of qualified, experienced adults willing to take a more active role. Please give prayerful consideration and complete this form for your desired leadership commitment for 2011. **(Please check all that apply)**

| ROLE | SERVED BEFORE | CONSIDER FOR 2012 |
|-----------------------|---------------|-------------------|
| Work Team Adult | _____ | _____ |
| Cook | _____ | _____ |
| Worksite Coord. | _____ | _____ |
| Program Coord. | _____ | _____ |
| Center Director | _____ | _____ |
| Administrative Coord. | _____ | _____ |

Your Contact Information:

Name

Daytime phone

Home phone

E-mail address

Your Church

Living Center



**CTCYM
EVALUATION
2011**

We value your opinion; your input shapes the future of CTCYM. Please prayerfully consider your answers.

Name (optional): _____

Living Center: _____ Junior or Senior High? _____

Number of years attended? _____ Youth or Adult? _____

Please circle the number that best reflects your experience and opinion (on a scale from 1-5, 5 being the highest). Write any comments directly below the item.

| | | | | | |
|--|---|---|---|---|---|
| Program ideas & activities presented were spiritually uplifting. | 1 | 2 | 3 | 4 | 5 |
| Type & variety of work presented challenging opportunities. | 1 | 2 | 3 | 4 | 5 |
| My work group was: | 1 | 2 | 3 | 4 | 5 |
| Value of my participation was: | 1 | 2 | 3 | 4 | 5 |
| Spiritual aspect of trip was: | 1 | 2 | 3 | 4 | 5 |
| Overall atmosphere of Living Center: | 1 | 2 | 3 | 4 | 5 |

Please answer the following questions:

What was your most memorable experience of the week? What did you gain from it?

What did you enjoy most about CTCYM this year?

What would you like to see CTCYM include next year?

What other comments or concerns do you have?

Thanks for your time!



AFTER TRIP REPORT 2011

Was the Living Center Host Church willing to have CTCYM return?

Where were the shower facilities?

Do you have any suggestions for improvements with the Host Churches?

Is there any other item the CTCYM office should be aware of?



STATISTICAL INFORMATION 2011

Living Center Church Name: _____ SH JH COMBO
(Circle one)

Living Center City/State: _____

Host Church Contact: _____

Administrative Coordinator: _____

Leadership Team:

Center Director: _____

Program Coordinator: _____

Worksite Coordinators: _____

Cooks: _____

Names of Participating Churches and number of participants:

| Church | Number of Participants |
|--------|------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total Number of:

Work Team Adults _____

Youth _____

Young Adults _____

Leadership Adults _____

Total Number of:

Living Center _____

Work Teams _____

Work Sites _____

Sites Completed _____



MEDICATION FORM

Participant's Name:

| Medication | Dosage/Time Given | Used For/ | Prescribing |
|------------|-------------------|-----------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

Participant's Name:

| Medication | Dosage/Time Given | Used For/ | Prescribing |
|------------|-------------------|-----------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

Participant's Name:

| Medication | Dosage/Time Given | Used For/ | Prescribing |
|------------|-------------------|-----------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |



INJURY REPORT

Living Center _____

Injured Person _____

Date _____

Completed by _____

Where were you when injury occurred _____

Description of injury and how it occurred: (Use back if more space is needed)

Witness _____

Action Taken/Medical Treatment Provided

Note: Original should be given to Center Director. Attach copies of any doctor or hospital reports.

Central Texas Conference of the United Methodist Church

Abuse Prevention Policy

- I. Biblical Reference: Matthew 18:5 & 6
- II. Purpose and Implementation
This Policy shall:
 - a. be a guideline for Conference and District Events and Ministries;
 - b. be a resource for the local churches of the Central Texas Conference when they participate in District and Conference Events and Ministries; and
 - c. take effect on June 8, 2005.All District and Conference entities shall adhere to this policy as a minimum standard on and after such date.
- III. Definitions.
 - a. Abuse: Physical, emotional, mental, sexual, or other kinds of abuse directed at, or observed, or occurring with or to, a Child, Youth or Vulnerable Adult, including the definition of "Abuse" set forth in Section 261.001 of the Texas Family Code.
 - b. Child, Children: All persons from birth through twelve years of age.
 - c. Youth: Students from twelve years of age through seventeen years of age. A person becomes an adult for purposes of this policy when the person attains age eighteen regardless of the grade level at the time of a person who is a student.
 - d. Adult: Individuals that are age eighteen years of age or older.
 - e. Vulnerable Adult: An adult who has one or more mental, physical or emotional impairments that render the person incapable of self-care and/or independent living without help.
 - f. Staff: Individuals that are compensated by any United Methodist Church entity or any entity sponsored by the United Methodist Church and who performs specific services that are related to a Conference and/or District Event or Ministry.
 - g. Volunteer: A person who participates as a leader or assists a leader in activities relating to any Conference and/or District Event or Ministry without compensation.
 - h. Background investigation: Use of a qualified risk assessment service to evaluate the criminal history as well as any other relevant background information of Staff and Volunteers for a Conference and/or District Event or Ministry.
 - i. Conference: Central Texas Conference of the United Methodist Church
 - j. Conference and/or District Events or Ministries: United Methodist Church controlled and approved Events or Ministries conducted by the Conference and/or District.
- IV. Statement of Policy.
 - a. Abuse of a Child, Youth, and/or Vulnerable Adult is prohibited in any Conference or District Event or Ministries.
 - b. A member of Staff or a Volunteer for any Conference and/or District Event or Ministry who observes or suspects that Abuse has occurred concerning a Child, Youth, or Vulnerable Adult must immediately report such observed or suspected Abuse to the Conference, District or Ministry official designated for receiving such reports, and any required report in compliance with Section 261.101 of the Texas Family Code must be made.
 - c. Reports of observed or suspected Abuse may be made orally and/or in writing to a Conference, District, or Ministry Official, and such official shall document the report if it is made orally.
 - d. Reporting Abuse
 - i. Reporting Requirements: The reporting requirements of this policy and the State of Texas must be complied with. Each policy shall reflect this requirement.
 - ii. Conference Reporting Requirement:
 1. At each Conference or District Event or Ministry, there shall be at least one adult that has been clearly designated to receive reports of alleged Abuse of Children, Youth or Vulnerable Adults, and all such reports shall be promptly submitted to this person, and any report required by Section 261.101 of the Texas Family Code shall be timely made. In the absence of such designation, the primary on-site supervisor shall receive any such report, and shall document it if the report is received orally.
 2. In addition to the report required by item 1 above, any person who observes or suspects Abuse of a Child, Youth, and/or Vulnerable Adult shall report it to the following hotline phone number (1-800-252-5400) available 24 hours per day, 7 days a week or to their local law enforcement agency.
 3. In addition to the report required by item 1 above, any person who observes or suspects Abuse of a Child, Youth, and/or Vulnerable Adult shall also report it to any Staff and/or Volunteer at such Conference or District Event or Ministry and such Staff and/or Volunteer shall

- immediately forward the report to the person designated to receive such reports for that Conference or District Event or Ministry.
4. Prior to each Event, information will be given to all Staff and/or Volunteers on the process of reporting Abuse.
 5. At each Conference or District Event and/or Ministry there shall be a written statement of this policy posted prominently in a clearly accessible and readable form in both English and Spanish.
 6. Any program guide or handbook for each Conference or District Event and/or Ministry shall include a written statement of this policy in a clearly accessible and readable form.
- iii. It is very important that all parties be sensitive to the alleged victim and his or her family as well as to the accused. Pastoral care should be available to all in the time of crisis.

V. Implementation of Policy.

- a. Screening of all Staff or Volunteer members who work with Children, Youth and/or Vulnerable Adults.
 - i. General: For the purposes of this policy, persons who work with Children, Youth and Vulnerable Adults are those who have direct contact with and supervision of Children, Youth and/or Vulnerable Adults. This does not include those persons who are employees of independent contractors who are involved in events, such as bus drivers of contracted bus lines and the like.
 - ii. Background Investigations: ALL employees and volunteers must have a nationwide criminal background check done for them. This requirement applies to all volunteers that deal with minors (except for Sunday school teachers).
 - iii. There shall be a six month waiting period for new volunteers that work with minors at all conference and district events. Volunteers must have been active participants with a congregation of the Central Texas Conference for at least (6) six months before they begin volunteering. Employees who have been hired by a local congregation for less than (6) six months (who volunteer for conference and district events) may be exempted from the (6) six month rule provided that their nationwide background check has been completed and is on file.
- b. Responsible Adult Supervision:
 - i. General: It is the requirement of this policy that each local church of the Central Texas Conference and all sponsoring organizations of District and Conference events shall provide adequate adult supervision at District and Conference Events and Ministries, attended by Children, Youth and/or Vulnerable Adults.
 - ii. Unrelated Adults: A minimum of two unrelated adults shall be required at all Conference and/or District Events and Ministries involving Children, Youth or Vulnerable Adults. Additional adults may be required based on other factors such as the ratio of adults to Children, Youth or Vulnerable Adults exceeds 1:10, the physical structure or location of the facilities, or the duration of the event. Circumstances may necessitate more than two adults for an event to be conducted safely, even for a ratio of less than 1:10.
 - iii. Age Difference: Except in the case of events involving Vulnerable Adults, a five-year difference in ages of the primary on-site supervisor and the oldest supervised participant is required. Persons closer in age to those supervised may be acceptable in assisting the primary on-site supervisor(s).
 - iv. Miscellaneous provision: Coed overnight activities require both male and female adult leaders without exception.

Revised 7-26-06

CENTRAL TEXAS CONFERENCE DEL UNITED METHODIST CHURCH ABUSE PREVENTION POLICY

I. Referencia Bíblica: Mateo 18:5 y 6

II. Propósito y puesta en práctica

Esta política:

- a. sea una pauta para los acontecimientos de la conferencia y del distrito y los ministerios;
- b. sea un recurso para las iglesias locales de la central Conferencia de Tejas cuando participan en distrito y Acontecimientos y los ministerios de la conferencia; y
- c. efecto de la toma de junio el 8 de 2005.

Todas las entidades del distrito y de la conferencia adherirán a esta política como estándar del mínimo y después de tal fecha.

III. Definitions.

- a. Abuso: Físico, emocional, mental, sexual, o otras clases de abuso dirigidas en, u observadas, o el ocurrir Con o a, un niño, una juventud o un adulto vulnerable, incluyendo la definición del "abuso" disponga en la sección 261.001 del código de la familia de Tejas.
- b. Niño, Niños: Todas las personas del nacimiento a través doce años de la edad.
- c. Juventud: Estudiantes a partir de doce años de la edad a través diecisiete años de la edad. Unna persona hake UN adult Para Propósitos de esta política cuando la persona logra edad dieciocho sin importar el nivel del grado a la hora de a Persona que es un estudiante.
- d. Adulto: Individuos de quienes está la edad dieciocho años edad o más viejo.
- e. Adulto Vulnerable: Un adulto que tiene uno o más debilitaciones mentales, físicas o emocionales que rinden La persona incapaz de uno mismo-cuidado y/o de independiente el vivir sin ayuda.
- f. Personal: Individuos que son compensados por cualquier entidad unida de la iglesia metodista o cualquier entidad patrocinada cerca

La iglesia metodista unida y quién realiza específico servicios que se relacionan con una conferencia y/o Acontecimiento y/o los ministerios del distrito.

g. Voluntario: Una persona que participa como líder o asiste a un líder en actividades referente a cualquier conferencia y/o acontecimiento y/o los ministerios del distrito fuera remuneración.

h. Investigación del fondo: Uso de un riesgo cualificado servicio del gravamen para evaluar la historia criminal como Pozo como cualquier otra información de fondo relevante de Personal y voluntarios para una conferencia y/o Acontecimiento o el ministerio del distrito.

i. Conferencia: Conferencia central de Tejas de la iglesia metodista unida

j. Conferencia y/o acontecimiento o los ministerios del distrito: Acontecimientos controlados y aprobados de la iglesia metodista unida

O los ministerios dirigidos por la conferencia y/o Distrito.

IV. Declaración de la política.

a. El abuso de un niño, de una juventud, y/o de un adulto vulnerable es prohibido en cualquier conferencia o acontecimiento del distrito o

Los ministries.

b. Un miembro del personal o de un voluntario para cualquier conferencia y/o acontecimiento o el ministerio del distrito que observan o

Sospecha que el abuso ha ocurrido referente a un niño, La juventud, o el adulto vulnerable debe inmediatamente Divulgue tal abuso observado o sospechado a Funcionario de la conferencia, del distrito o del ministerio señalado para Recibiendo tales informes, y cualquier informe requerido adentro conformidad con la sección 261.101 de la familia de Tejas El código debe ser hecho.

c. Los informes del abuso observado o sospechado se pueden hacer oral y/o en escribir a una conferencia, Distrito, o el funcionario del ministerio, y tal funcionario documentarán el informe si se hace oral.

d. Divulgation De Abuse

i. Requisitos De Divulgación: Los requisitos de divulgación de esta política y del estado de Tejas Debt ser conform ado con. Cada política reflejará esto requisito.

i.e. Requisito De Divulgación De la Conferencia:

1. En cada conferencia o acontecimiento o ministerio del distrito, habrá por lo menos un adulto

Eso se ha señalado claramente para recibir informes de abuso alegado de niños,

La juventud o los adultos vulnerables, y todos tales informes se somete puntualmente a

Esta persona, y cualquier informe requerido por Sección 261.101 del código de la familia de Tejas

Sea opportune echo. En ausencia de tales designación, el en sitio primario

El supervisor recibirá cualquier informe, y documéntelo si es el informe

Regicide oral.

2. Además del informe requerido por el artículo 1 arriba, cualquier persona que observe o

Sospecha abuso de un niño, de una juventud, y/o de un vulnerable El adulto lo divulgará a

Teléfono de siguiente número (1-800-252-5400) del teléfono directo 24 horas disponibles por día, 7

Días a la semana o a su agencia local de la aplicación de ley.

3. Además del informe requerido por el artículo 1 arriba, cualquier persona que observe o

Sospecha abuso de un niño, de una juventud, y/o de un vulnerable El adulto también lo divulgará a
Cualquier personal y/o voluntario en tal conferencia o Acontecimiento o el ministerio del distrito y
Tal personal y/o voluntario remitirán inmediatamente el informe a la persona
Señalado para recibir tales informes para esa conferencia o acontecimiento del distrito o
El ministerial.

4. Antes de cada acontecimiento, la información será dada a todo el personal y/o voluntarios en t
El proceso de divulgar abuso.

5. En cada conferencia o acontecimiento del distrito y/o El ministerio allí será escrito
Declaración de esta política fijada prominente en a claramente accesible y legible
Forme en inglés y español.

6. Cualquier guía o manual del programa para cada conferencia o acontecimiento del distrito y/o
El ministerio incluirá una declaración escrita de esto política en un claramente accesible
Y forma legible.

iii. Es muy importante que sean todos los partidos sensibles a la víctima alegada y a su o su familia
Así como al acusado. El cuidado pastoral debe ser disponible para todos en la época de la crisis.

V. Puesta en práctica de la política.

a. Investigación de todos los miembros del personal o del voluntario que niños del trabajo, juventud y/o adultos vulnerables.

i. General: Para los propósitos de esta política, personas quiénes trabajan con los niños, la juventud y vulnerable
Los adultos son los con quienes tenga contacto directo y supervisión de niños, juventud y/o
Adultos Vulnerables. Esto no incluye a esas personas quiénes son empleados de la independiente
Contratistas que están implicados en acontecimientos, tales como autobús conductores de las líneas de autobús y de los similares
contraídos.

ii. Investigaciones Del Fondo: Fondo las investigaciones serán requeridas en todos los miembros del personal
y voluntarios que trabajan con los niños, juventud y/o Adultos Vulnerables.

b. Supervisión Responsable Del Adulto:

i. General: Es el requisito de esta política eso cada iglesia local de la Tejas central
Conferencia y todas las organizaciones que patrocinan de Los acontecimientos del distrito y de la conferencia proporcionarán
Supervisión adecuada del adulto en el distrito y la conferencia Acontecimientos y los ministerios, atendidos cerca
Niños, juventud y/o adultos vulnerables.

i.e. Adultos Sin relación: Un mínimo de dos sin relación requerirán a los adultos en toda la conferencia y/o
Acontecimientos y los ministerios del distrito que implican a los niños, Juventud o adultos vulnerables. Adults de la addiction
Puede ser requerido basó en otros factores por ejemplo si cociente de adultos a los niños, juventud o
Los adultos vulnerables exceden de 1:10. La estructura física de la localización o de las instalaciones, o de la duración
del acontecimiento. Las circunstancias pueden hacer necesario más que dos adultos para que un acontecimiento sea conducido
con seguridad, iguale para un cociente de menos de 1:10.

iii. Diferencia De la Edad: Excepto en el caso de acontecimientos participación de adultos vulnerables, una diferencia de cinco años
en edades del supervisor en sitio primario y requieren al más viejo participante supervisado.

Las personas más cercanas en edad a ésas supervisadas pueden ser aceptable en asistir al en sitio primario
supervisor(s).

iv. Disposición miscelánea: Actividades de noche coed requiera a líderes masculinos y femeninos del adulto
sin la excepción.

6-13-05 revisado

CTCYM Group Leader Manual 2011

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