



Well  
YOUTH

**Welcome  
to the  
Youth Team!**

The Well Community Church

Youth ministry manual  
2018

# Contents

The Youth Team and What We Do.....	3
The Leaders' role .....	6
Suggestions for Youth Work.....	6
How to Prepare .....	7
Health and Safety.....	8
Health and Safety Flowchart.....	9
Child Protection Policy Summary.....	10
Team Contact.....	11

## Vision Statement:

Every young person loved, valued and in a meaningful friendship with God, filled with the Holy Spirit and serving Him in community

## Values:

- Missional*** - To share Jesus with others
- Fun*** - Enjoyable
- Prayerful*** - For and with the children
- Relational*** - In team and with God
- Loving*** - One another and God
- God Focused*** - Allowing God to lead us



# The Youth Team and What We Do

We have a large team of leaders and helpers who are on a rota for Sunday mornings. Some of these leaders form the Youth Spoke Team, which meets every 4-6 weeks to oversee, pray, administer and plan the children's work. We try to meet as a whole team with the Children's Team quarterly; twice for socials and twice for training.

We hope that each team member would lead or assist on a Sunday once a month either at our main gathering or in missional communities. The rota is organised on Planning Center, an online application.

Team members jointly supervise the youth group during the 45 minute preach on Sunday mornings. The person preaching usually starts at around 12.00pm. Although the preacher often overruns, the session should last no longer than 45 minutes. Therefore, please feel free to send the young people back into the service after this time.

During the summer we occasionally take the young people and children to the park during the Sunday service as long as their parents have signed our 'Youth Record Form' which covers such outings. Details should be recorded in the register folder. If you are unsure, please ask your team leader or inform each parent before leaving.

Beyond Sunday mornings, we also run;

- A 'Younger Youth' group for school years 6-9, currently fortnightly at The Well on Wednesday evenings.
- An 'Older Youth' group for school years 9-13 called Tinderbox, currently fortnightly at Lumberjack on Sunday evenings.
- 'Odyssey Guides', a system of mentoring for school years 9 and up.
- Trips to festivals, normally Soul Survivor, in the summer



## Sunday Curriculum

We decide the curriculum together at our periodic Spoke Team meetings. We prayerfully consider what would best meet the needs of the young people as we understand them. As a back-up and source of inspiration, we often turn to Scripture Union's LightLive resource which is free to access online. The curriculum is used to prepare sessions and contains ideas and suggestions for activities, games, prayer etc.

*Please note: The curriculum is there to be a help, not a hindrance. Its creativity only goes so far - feel free to build on / change / cut any part of the plan for the Sunday you are leading, in collaboration with your co-leader. We are all on a journey here and have a lot to offer, so don't hold back bringing your own ideas and particular skills to the table!*

This curriculum can also be found online at:  
<https://www.scriptureunion.org.uk/123553.id>  
Username: well youth  
Password: wellsway

## Resources/Materials

Materials for sessions can be found in the Room 2 cupboard a sharp turn to the left if you're coming out of the Prayer Room. These include a laptop and projector, pens, paper, card, paints, glue, bibles, a Nintendo Wii, DVDs, paints, stickers, books and games etc. Books to help leaders with ideas for games, prayer, etc can also be found in these shelves. You can also use the nearby kitchen and its utensils.

If you know of a particular resource that you need which we do not have, please let your Team Leader know and they will try to find it.



## Photocopying

The photocopier is located upstairs in the office corridor. The Youth Team are welcome to use the photocopier for copying resources and sheets for their Sunday sessions. You can also print using the Youth laptop (white, Lenovo). For photocopying and printing, use the following credentials:

Dept ID: 6

Password: 96884 (YOUTH)

Please seek assistance if you have a problem with the photocopier and **leave it on when you have finished.**

## Access to the rooms

The prayer room is usually unlocked, as is the first door of r

## Registers

The Sunday register is kept in the Youth cupboard in Room 2. In the register folder you will find:

- Young people's names
- Allergies/health problems
- Incident record forms
- Cause for Concern Forms

Please ensure you take a register at the beginning of each session



## The Leaders' role

As Youth Leaders, you are jointly responsible for the planning and running of the group.

Ideally, leaders should meet at church at 10.30am to pray and set up.

### Leaders' Responsibilities

- To prepare a 45 minute session for the young people; engaging them in activities and games and teaching a Christian theme
- To arrive early for the service to allow time to set up the room before 11am.
- To plan the session with care – considering the young people in the group and their interests and abilities
- To run a safe and fun session for the children
- To enjoy yourselves!
- To take a register of the children present
- To return the room to the way you found it at the end of the session

## Suggestions for Youth Work

1. Make sure you have prepared before the service begins
2. Take the register at the start of the session
3. Welcome the young people and introduce newcomers by name
4. Make the whole session fun, light hearted and enjoyable
5. Vocally praise good behaviour



6. Try to stop negative comments between young people by using positive comments
7. Always speak to the young people positively – encouraging and praising
8. Always have another adult with you during a session
9. Try not to be alone with young people during the session
10. Listen to the young people and if you feel that they want to discuss something further, go with it during the session or make a note and remember to cover it next time you are with them

## How to Prepare

1. Find the correct material for your session
2. Contact your co-leader and arrange a time before the service starts to meet and pray. It would be good to discuss the material and do the following together as much as possible.
3. PRAY: for the young people and the session
4. Remember that we want the young people to enjoy themselves and to develop their relationships with God
5. Read the Bible content and decide what your aim for the session will be, e.g.:
  - To learn the story of David and Goliath
  - To learn that God can be our strength like he was for David
  - To enjoy ourselves and learn to not be afraid
  - To learn to pray and ask God for strength when things are scary

Once you have an aim, it will be simpler to prepare



6. Adapt the plan, estimating approximate times activities will take
7. Prepare more than enough so that if one thing is shorter than expected, you do not have to improvise
8. Once you have your plan written down, make a list of resources and find any which will not be available at church
9. Arrive with plenty of time to set up the room and pray
10. Interact with the young people during the service and afterwards, so they know you are not just there for them in the group

## Health and Safety

If a child has an incident during your session, please write it in the Incident Report Form at the back of the register. Let parents know about the it after the session.

### Risk Assessment

During the session, you are responsible for the safety and welfare of the children in your care. It is important that you consider carefully the activities you are planning and assess the risks. There are always risks to things that we do so it is important to be aware of them to reduce the likelihood of someone getting hurt.

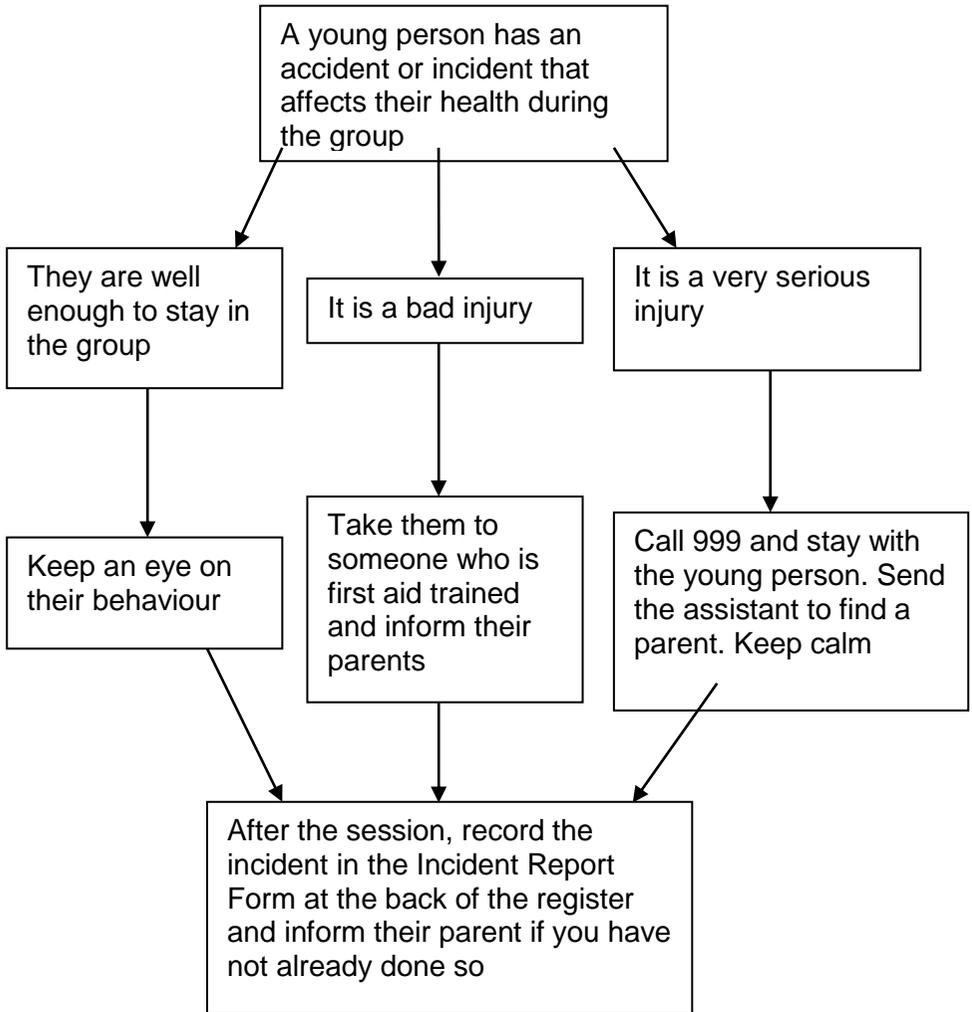
### Allergies

Always check the register for allergies before giving the children anything to eat.

Please note: young people whose parents haven't signed the 'Child Record Form' may have unknown allergies; make sure you check with their parents and encourage parents to fill in the form.



# Health and Safety Flowchart



# Child Protection Policy Summary

The Well Community Church is committed to keeping children safe and to follow good working practice.

As such we endeavour to:

- Treat all children with dignity and respect
- Respect personal privacy
- Be available, but also ready to refer a situation or problem for someone more experienced to deal with
- Be sensitive to the needs, likes and dislikes of others
- Avoid questionable activity e.g. rough/sexually provocative games and inappropriate language
- Follow accepted guidelines related to physical contact
- Challenge unacceptable behaviour
- Report all allegations/suspicions of abuse
- Carry out criminal record checks for all who work with children by way of completion of a DBS Disclosure Form
- Follow specific guidelines when running church activities with children

The Child Protection Policy can be obtained from the church office or viewed on the Church website: [www.thewellcc.org.uk/childprotection](http://www.thewellcc.org.uk/childprotection)

The Child Protection Officer for The Well is Steph Marriott



## Team Contact

We mostly communicate via a WhatsApp group, but team members' contact details are also accessible through Planning Center, where you can also send secure emails.

Youth & Children's Director  
Jonathan Harris: [youth@thewellcc.org.uk](mailto:youth@thewellcc.org.uk)

