

Policies and Procedures for the Joint Youth Ministry

Confidentiality- The Joint Youth Director hears personal, private and very sensitive information from students and parents consistently. The JYD keeps information confidential in any case where confidentiality is legal, safe and appropriate. (Please see Crisis Policy and Mandated Reporter policy for more specifics about this). However as a staff member of three churches- Almaden Hills, Cambrian Park and Willow Glen United Methodist Churches, the JYD has the right to share with the church Pastor or the JYD's private counselor when the information is overwhelming, needs an outside opinion or feels unable to discern the best course of action. However the JYD will not share confidential information with other teens, families of the JYM or friends unless the student/family has given permission.

Crisis Policy- Many students want to meet one on one with the Joint Youth Director. That is appropriate and part of the JYD job. However It is not the responsibility of the youth director to consistently counsel or diagnosis what is happening in the life of student who is struggling. At the youth directors discretion there will be a limit to the amount of times a student can meet for one on one discussion. If the youth expresses behavior that is harmful to themselves or others the youth director will take necessary steps to communicate with that student's family and help refer that family to the licensed and professional help that is needed. The Youth director will follow up with the family and student that they received outside help. If this hasn't happened then the Youth Director will pass this info to one of the church Pastor for additional follow up.

Driving Policy-

- A. Student drivers-** Can drive to an event but as soon as the event begins the student is not allowed to drive again until the event concludes. Students can never be drivers at or drive during any youth group event
- B. Adult drivers-** Must have three years of driving experience, license and insurance. It is recommended that your insurance liability is 100,000/300,000. You must obey all CA state laws particularly the one regarding cell phone usage (hands free device for speaking at all times and no texting while the car is in motion).

Mandated reporting- JYM staff are mandated reporters which means we are required to report to Child Protective Services based on these criteria "...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect..." (P.C. 11166(a)). "Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. Although wordy, the intent of this definition is clear: if you suspect, report.

Open Door Policy- If there are Program/Ministry Concerns please consult with the Joint Youth Director personally. If you feel the issue is not resolved appropriately the next course of action is to contact your Joint Youth Council representative (2 people from each church who serve on the youth council) or Pastor who will then share feedback to Lisa and respond back to the family/student who is concerned.

Ratio: For every 12 youth at an event there must be 1 fingerprinted adult present. If we are unable to get an appropriate student/adult ratio the event will be canceled due to safety concerns.

Volunteer leaders- Leaders who are in relationship based ministry roles (mentoring/serving students as small group leaders, trip leaders) need to be at least 5 years older than the eldest student they are leading. Relationship leaders also need to be background checked through the JYM or one of their three churches. Leaders have a designated amount of time to be background checked after beginning their volunteering duties.

Trip behavior policy- A behavioral covenant is signed by parents and students before a trip. If those agreed upon behaviors that are agreed upon in the covenant are broken the JYD will send the student home and the parents will incur any expenses in regards of that and no refund for the trip will be issued.

List of recommended resources outside of the JYM-

Counseling- Almaden Valley Counseling service: Counseling services for teens and families. Sliding scale based on family income. (408) 997-0200 and av@avcounseling.org and <http://www.avcounseling.org/>

Therapy Works Los Gatos: <http://therapyworksoflosgatos.com/>

Los Gatos Teen therapy- They have individual counseling and group therapy.
<http://www.losgatosteentherapy.com>

Kristin Dessau MFT- k_dessau@yahoo.com

Rebecca Picone- <http://www.southbaycounseling.com>

Julianna Messina MFT 408-872-1140

Sharon Martin MFT - <http://sharonmartincounseling.com>

Kathy White MFT- <http://www.kathywhitemft.com>

Community Counseling Services- Integrated Treatment for Mental Health Problems
Contact: 408-325-5116
<http://www.catholiccharitiesscc.org/community-counseling-services>

SUICIDE and CRISIS Center (SACS)	1-855-278-4204
Help Crisis text line- text in crisis	Text “Start” to 741-741
Al-Anon/Alateen (7-19 years old) Family Groups*	408-379-1051
Alcoholics Anonymous	408-374-8511
Safe Alternatives- Self harm help	1-800-dont-cut 1800-366-8288
Love is respect- Domestic abuse and dating abuse	1-866-331-9474
GLBT Safe talk line	1 1-800-246-7743
Narcotics Anonymous* Drug Treatment Court—MH Team Alcohol and Drug Program	408-998-4200 408-491-4770 650-579-0356
Planned Parenthood	408-277-0777 and 1-800-230-7526
Rape, Abuse and Incest National Network	1-800-656-4673
National Runaway Safe line	1-800-786-2929
<u>EMQ Child/Adolescent Mobile Crisis Program*</u> After-hours/weekend emergencies http://www.emqff.org/services/crisis.shtml	408-379-9085 1-877-412-7474

