



Children and Young Teens 9-13 years of age.
Hamilton Conference Meeting- May 29-31, **2015**
Redeemer College, Ancaster , Ontario

CAYTS will run concurrent with the Conference Meeting. CAYTs stay with their sponsors overnight. CAYTS program will be held in Ancaster, ON in the same facility as the Conference Meeting.

CAYTS offers the opportunity for children and young teens to experience their church in the wider community in worship and action. The majority of their time will be spent in their own program, but there will be some time spent with the total gathering of delegates, and probably one meal with you as sponsor.

CAYTS offers a fun time with other children and young teens and their leaders using creative mediums, to enable them to understand that they are a valuable part of the church and explore ways for them to share their faith and ministry within the church.

Coordinator(s) Responsibilities

It is required that coordinator(s) complete the attached form, supply references for screening purposes, attend a training session provided by the Conference Committee on Sexual Abuse Response and Prevention and ensure that all CAYTs leaders have this training as well.

It is the expectation that the coordinator(s) will have a love of children/young teens and experience in programs for this age group and that they will work within the theological and educational convictions and directions of the United Church of Canada.

It is required that coordinators will make a commitment to be present for the whole of the CAYTS program. If an absence is necessary a support person (who has been properly screened) should be recruited for that time period.

Overall responsibilities:

- To prepare the CAYTS flier in time for distribution (or online posting) no later than **December 15, 2014.**
- To assist in the preparation of the information sheet that will be forwarded to registrants.
- To recruit and build the team of small group leaders and specialty leaders for music, arts, games, story telling etc. To ensure that each leader fills in the leaders' form and that form is returned to the Conference office by the stated date.
- To follow up on references for leaders.
- To build a program, with other leadership, appropriate for the 9-13 age group around the theme of the Conference AGM.
- To establish group norms and boundaries with the participants.
- To ensure that the site and program planned are compatible and offer a safe, welcoming environment for the participants and leaders.
- To ensure that the site is maintained during the program.
- To ensure with the food providers that nutritious meals and snacks are planned and special food requirements are met for the participants.
- To ensure that all supplies for the physical needs of the participants are on hand, and all supplies for the program are on hand.
- To account for an advance of needed funds and to submit receipts for expenses in a timely manner.
- To prepare a letter of welcome for each participant which includes information about the program, a map and anything they are expected to bring.
- To set up a registration table at the CAYTS site and ensure with parents or sponsors that all information and permission forms are signed, that contact information is up to date and that an emergency contact person for each child is available at the Conference meeting.

- To be responsible overall, with other leadership, for the where-abouts of the participants at all times.
- To ensure that CAYTS are picked up at the end of the days programming by the person(s) named on the form and that an 'exit form' is completed and the CAYT is signed out.
- To ensure that all areas of the program site are clean and tidy at the end of the event.
- To ensure that participants take all of their belongings at the end of the event.
- Respond responsibly to any health and safety concerns during the program and inform Conference Staff.
- Respond responsibly to any crisis or conflicts and inform Conference Staff.
- To prepare a report of the program for the Conference Record of Proceedings.

All the members of the leadership team:

- Provide a positive, safe, fun, friendly, calm and high quality presence and program for CAYTs
- Participate in the entire program and support CAYTs and fellow leaders
- Encourage CAYTs to participate in entire program
- Spent time getting to know the CAYTs (ex. over meals)
- Give leadership when needed and based on your gifts and skills
- Follow the group norms, and ensure that no non-sponsoring adult is alone with a child at any given time.
(Including leadership)
- Ensure that the children are never left without adequate supervision.
- Attend planning meetings as possible and keep up to date by e-mail
- Represent Hamilton Conference and the United Church well
- Promote the program and encourage participation
- Submit mileage in order to receive recompense to all meetings, including CAYTs
- **Complete an application form, provide references and an **up to date Police Record Check**
- **Attend (or have attended in the past three years) training offered by Hamilton Conference Coordinating Committee on Sexual Abuse Response and Prevention**

Thank you for offering leadership in this important ministry. Please fill out the Coordinator's Covenant below and returning to Hamilton Conference as soon as possible with appropriate references.

**** Police record check:**

Ministry Personnel: if you have had an initial level 2 police records check (or subsequent level 1 done after the initial level 2) that will be no more than three years old at the time of the YF gathering, then the existing records check is adequate and must be presented to leadership and Conference Staff.

Non Ministry Personnel:

If you are under the age of 25 an up to date Level one check is all that is required to be presented. (no more than one year old for the first time you work with us, and within three years if you have worked with us before)

If you are over the age of 25 a Vulnerable Sector Verification is required for the first time you work with us that is no more than one year old at the time of the YF gathering. .

If you have volunteered with us before, and have produced a records check, and this documentation will still be up to date (within the three years mark at the YF gathering) you may use that same records check but it must be produced for verification to leadership and Conference Staff. If it is no longer up to date but you have produced level 2 in the past, an up to date (within three years) level one check is all that is required.

Please mail the following completed Coordinator Covenant and Medical Info. form to:

Diane Matheson-Jimenez
 United Church of Canada
 Hamilton Conference Minister- Social Justice
 Box 100 Carlisle, ON L0R 1H0

dmatheson@hamconf.org



Hamilton Conference Annual Meeting,
Children and Young Teens Coordinator Covenant
2015 Redeemer University College, Ancaster, ON

Please complete the following form and submit two references with completed reference forms.

Name: _____ Phone (day): (_____)_____

Address: _____ Phone (home): (_____)_____

_____ e-mail: _____

Postal Code: _____ identification: Male [] Female [] other []

19 years of age or older? Yes [] No []

Congregation: _____ Presbytery: _____

Are you a confirmed member of the United Church of Canada? Yes [] No []

Have you previously been a CAYTS Leader? Yes [] No [] If yes, when? _____

Have you previously been a CAYTS Coordinator? Yes [] No [] If yes, when? _____

Previous experience leading children and young teens. Please tell us context and ages (i.e. Church, camping, school, sports).

Three horizontal lines for text entry.

Special interests/skills/training that you bring (i.e. drama, crafts, music, sports, storytelling, knowledge of the church court, games, worship, cooking, education, First Aid etc.)

Two horizontal lines for text entry.

What are your hopes for the CAYTS participants?

Three horizontal lines for text entry.

Coordinating Committee on Sexual Abuse Response and Prevention

Leading youth groups is a privilege and a responsibility. The safety and security of our young people is one of our faithful covenants. Therefore, we require that all leaders attend an information and training session provided by the Sexual Abuse Prevention and Response Committee. All leaders are expected to attend this training.

References:

Please provide us with the full contact information for two references. One should be someone you have worked with using your skills with youth, and be able to comment on your expertise, reliability and sense of boundaries. For returning leaders, your references should be updated from any past applications. Each reference is requested to fill out the reference form which will be provided, and forward them to Diane Matheson (see page 2 of the Coordinators Information sheet) References should not be family members.

1. Name: _____

Address: _____

(_____) _____
Home Phone

(_____) _____
Work Phone

Email Address

2. Name: _____

Address: _____

(_____) _____
Home Phone

(_____) _____
Work Phone

Email Address

Police Check

All members of the leadership need to obtain an **up to date Police Records Check. If you do not already have a Police Records Check, a letter from Hamilton Conference requesting this for volunteer reasons is available which will lower the fee. The cost of the Police Records Check will be reimbursed by Hamilton Conference. **** Police record check:**

Ministry Personnel: if you have had an initial level 2 police records check (or subsequent level 1 done after the initial level 2) that will be no more than three years old at the time of the YF gathering, then the existing records check is adequate and must be presented to leadership and Conference Staff.

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Signature and Declaration

I will provide the references required.

I will provide the Police Check required.

I have read the above information and am in agreement with the expectations. I will attend at minimum one leaders planning meeting and the Safe Community / Sexual Abuse information session.

I am committed to being a coordinator at CAYTS 2015 in Ancaster and I agree to provide responsible and appropriate leadership at CATYS, and will work collegially and faithfully with the other leaders, Coordinators and CAYTS participants.

Applicant Signature

Date



Coordinator Medical Information Form

IMPORTANT: We must have this information or you will not be able to participate in CAYTS

Name: _____

Health Card Number: _____

Allergies and medications: _____

Special diet (i.e.: vegetarian, diabetic, other) _____

Current medication(s): _____

Dosage and frequency: _____

Self Administered OR Administered by an adult

Special needs: _____

Family doctor: _____

Phone number: (____) _____

Permission for Emergency Medical Attention:

Please Print

In the event of an emergency, I _____ give permission for Hamilton Conference Staff or their designates to permit emergency treatment for myself if it is deemed necessary. All efforts will be made to contact the following person(s) for permission before treatment is given.

Emergency Contact Name: _____

Relationship: _____

Emergency phone number(s) during CAYTS, May 29-31, 2015 (____) _____

(____) _____

PHOTOGRAPH and VIDEO RELEASE

I give permission for the photograph and/or video image, of myself, as taken by authorized persons, to be used as memory or promotional material in various United Church of Canada print and electronic resources, including online community locations and Hamilton Conference web site for the promotion of CAYTS.

Participant's signature

Date