



## **400.10**

POLICY

GUIDELINE

### **ADMINISTRATION**

#### **REVIEW OF PUBLICATIONS THAT COMMUNICATE PROGRAM RULES AND POLICIES**

Local policy must always be in alignment with diocesan policies.

Materials used to communicate local and diocesan policies will be reviewed and revised as needed. Such materials will be published and distributed.



## **400.11**

■ POLICY

□ GUIDELINE

### **ADMINISTRATION**

#### **COMMUNICATIONS BETWEEN THE YOUTH MINISTRY PROGRAM AND THE PARISH COMMUNITY**

Each youth ministry program shall have a plan for communicating the program's philosophy, mission, policies, and activities to the parish community.



## **400.12**

□ POLICY

■ GUIDELINE

### **ADMINISTRATION**

#### **COMMUNICATING PROGRAM RULES AND POLICIES**

Each youth ministry program should regularly publish and distribute materials (e.g. handbooks, letters, brochures, handouts, etc.) to assist both the parents and youth in becoming knowledgeable about program rules and policies. The materials should address, but are not limited to, the following items. The materials can cite or include the appropriate diocesan policy.

- child custody issues
- code of conduct
- crisis plan
- dispensing medication
- drug and substance abuse
- harassment
- mission and belief statements
- personally identifiable information release notice
- pregnancy policy
- publishing youth information
- violent acts
- safe environment standards



## **400.20**

■ POLICY

□ GUIDELINE

### **ADMINISTRATION**

#### **PUBLIC RELATIONS PROCEDURES**

##### **PUBLIC ANNOUNCEMENTS**

As a general rule, pastors and coordinators of youth ministry are responsible for routine public relations for their programs. Exceptions to this rule include matters relating to diocesan actions or decisions.

Examples of matters to be handled by the diocese are:

1. Decisions or actions by the bishop, episcopal moderator for education, diocesan director of youth and young adult ministry, or the Office of Youth and Young Adult Ministry.
2. Decisions or actions of diocesan task groups and committees.

##### **CRISIS COMMUNICATIONS**

The diocesan director of youth and young adult ministry will be informed by the pastor or coordinator of youth ministry as soon as facts indicate a potential or actual public relations problem. (If the diocesan director of youth and young adult ministry or episcopal moderator for education is not available, the pastor or coordinator of youth ministry will contact the diocesan Communications Office directly.)

The Communications Office is solely responsible for providing any public statements or releases in crisis situations.



## **400.21**

POLICY

GUIDELINE

### **ADMINISTRATION**

#### **OUTSIDE SPEAKERS**

Coordinators of youth ministry must consult with and receive approval from the pastor (or his representative) before inviting an outside speaker to a program.

The pastor (or his representative) and coordinator of youth ministry are responsible for guests who visit a program and speakers who address youth, either individually or in a group.



## 400.22

■ POLICY

□ GUIDELINE

### ADMINISTRATION

#### **RELATIONS WITH LOCAL COMMUNITY AGENCIES: FIRE DRILLS**

1. The State Fire Marshall strictly urges that fire drills in buildings be of a surprise nature. A record of the drills shall be kept by the coordinator of youth ministry.
2. When the fire alarm is sounded, everyone in the building shall leave.
3. As soon as the coordinator of youth ministry is certain that all youth have left the room, the coordinator of youth ministry shall close the doors as he/she leaves.
4. The youth shall walk. Talking shall not be permitted as the youth leave the building.
5. The coordinators of youth ministry shall move to predesignated positions at a safe distance from the building.
6. As soon as the youth are stationed, the coordinator of youth ministry shall take a count of all youth present.
7. The coordinator of youth ministry or a person delegated by the coordinator of youth ministry shall stand near the main entrance of the building. As quickly as the count is made, the coordinator of youth ministry shall be notified that all youth have been accounted for. If a youth is missing, that information shall be relayed to the coordinator of youth ministry.
8. When the first fire company arrives, the coordinator of youth ministry will inform them as to whether or not all youth have been accounted for. If a youth is missing, the coordinator of youth ministry will notify the officer and tell him/her in what part of the building the youth is likely to be.
9. Youth shall be trained to use an alternate exit route in case the regular route is blocked.
10. Handicapped youths shall be cared for by some designated responsible person.
11. Every unplanned sounding of the fire alarm must be reported to the Fire Department, by telephone, immediately, to get the fire fighters to the building.



## **400.30**

POLICY

GUIDELINE

### **ADMINISTRATION**

#### **TRANSPORTATION**

All drivers and vehicles used for transporting young people must be in full compliance with the policies set forth in the *Diocesan Financial Policy Manual*. All drivers must also be in full compliance with diocesan safe environment policies.



## **400.31**

POLICY

GUIDELINE

### **ADMINISTRATION**

#### **FIELD TRIPS**

A field trip is defined as a parish sponsored activity supervised by parish personnel and/or adult volunteers which occurs off site.

No youth may participate unless a signed parent permission form for the specific event is received by the parish prior to the field trip. A standardized permission form is available from the diocese.

Whenever possible, bus transportation should be provided. If a private passenger vehicle is used, all drivers and vehicles must be in full compliance with the *Diocesan Financial Policy Manual*.



## **400.32**

POLICY

GUIDELINE

### **ADMINISTRATION**

#### **OVERNIGHT TRIPS**

Trips taken by groups of youth which extend during the evening and require staying overnight are subject to the approval of the pastor or his representative.

Approval may only be given when such an event supplements or enriches parish programs, e.g. retreat experiences, youth conferences, etc.

The directives in Policy 400.31 - Field Trips also apply to overnight trips.



## **400.40**

POLICY

GUIDELINE

### **ADMINISTRATION**

#### **ACCOUNTS AND FINANCIAL PROCEDURES**

All accounts and financial procedures must be in full compliance with the policies set forth in the *Diocesan Financial Policy Manual*.



## 400.41

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□ GUIDELINE

### ADMINISTRATION

#### **PARISH YOUTH MINISTRY FACILITIES**

The parish's youth ministry facilities shall support the diocesan philosophy and goals of youth ministry, and promote a healthy formation of Catholic youth. All youth ministry programs shall be held in suitable locations appropriate for parish activities.

All facilities in full compliance with the policies set forth in the *Diocesan Financial Policy Manual*.



## **400.50**

■ POLICY

□ GUIDELINE

### **ADMINISTRATION**

#### **DRUG PREVENTION**

For the purpose of this policy, “drugs” shall mean:

1. Any drug of abuse as defined in Ohio Revised Code §3719.011 (which includes any controlled substance, any harmful intoxicant and any dangerous drug as those terms are further defined in the Ohio Revised Code);
2. All alcoholic beverages;
3. All tobacco products;
4. Any prescription or patent drug, except those for which permission to use in program has been granted;
5. Anabolic steroids;
6. Cocaine, crack cocaine, LSD, hashish, opiates, narcotic drugs and marihuana;
7. Any substance that is a “look-alike” to any of the above, or is a counterfeit controlled substance as defined in Ohio Revised Code §2925.01(O).

(See policy 5141.0 regarding prescribed medication)

The term “drug paraphernalia” shall have the meaning set forth in Ohio Revised Code §2925.14(A).

Parishes are encouraged to develop drug prevention programs that:

- a. Emphasize the prevention of drug use;
- b. Provide for a comprehensive, age appropriate, developmentally-based alcohol and other drugs education and prevention program;
- c. Include a clear statement that disciplinary sanctions as determined by the parish, will be imposed on program participants who violate the program standards of conduct and a description of those standards;
- d. Provide information about alcohol and other drug counseling and rehabilitation programs available to youth and their parent(s) and or guardian(s).

The use, possession, concealment, manufacture, administering, dispensing or distribution of any drug or drug paraphernalia, or committing any “drug abuse offense” as defined in Ohio Code §2925.01, or appearance while under the influence of any drug, on parish premises, in vehicles used to transport to a youth ministry event, or at any youth ministry sponsored event is prohibited.



## **400.50 (Cont'd)**

POLICY

GUIDELINE

### **ADMINISTRATION**

Anyone who is committing any act prohibited by this policy shall be brought to the attention of the pastor or the pastor's designated representative.

The pastor or representative shall place student safety as a priority in each situation. The pastor or representative shall notify this youth's parent(s) or guardian(s) immediately.

The youth ministry program policy shall address prevention, intervention, and treatment. Youth ministry programs shall develop local policies regarding the consequences of the use, concealment, or distribution any drug or drug related paraphernalia. These policies shall include the consequences for first time and repeat offenders. The first time offender is required to meet with his/her parent(s) or guardian(s) and parish officials.

Any reference to an Ohio Revised Code section in this policy shall also refer to any subsequent Ohio statute of like tenor and effect.



## **400.51**

■ POLICY

□ GUIDELINE

### **ADMINISTRATION**

#### **ADMINISTERING MEDICATIONS TO YOUTH**

A youth using prescribed medication during a youth ministry activity must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement. The authorization must include the following:

1. Written permission from the parent (s) or guardian (s).
2. A physician's verification of the necessity for the medication; name of medication; dosage; times or intervals at which it is to be taken; duration; and possible side effects.
3. Medication must be in original containers and have affixed label including youth's name.
4. Accurate records of the medication given must be kept filed.
5. A statement releasing and holding parish personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication during the activity or its use by the youth.

The possession or use of non-prescription, over-the-counter medication during activities is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs...such as Tylenol and Datriil) should be determined on the local level, if the parish determines that adequate team members are available, and as long as appropriate permission forms are on file. The parish will not administer aspirin to youth because of its connection to Reye's Syndrome.

Coordinators of youth ministry are permitted to administer prescribed medication to a youth when conditions exist, which in the judgment of the coordinator, merit giving assistance to the youth (e.g., immaturity of the youth, nature of the medication). Coordinators of youth ministry are not required to administer medication to students.

At the discretion of the pastor, the coordinator of youth ministry may require that medication be kept by youth ministry team members until the youth needs to use it.



## 400.52

■ POLICY

□ GUIDELINE

### ADMINISTRATION

#### **TEEN PREGNANCY**

Given our current circumstances, it is possible that a participant in a parish youth ministry program may face the challenges related to teen pregnancy.

Any determination concerning the continuing participation in youth ministry activities by a pregnant youth shall be made by the youth and their parents in consultation with the youth minister and pastor. Written notice of a doctor's determination concerning participation shall be provided upon request to the coordinator of youth ministry.

The religious instruction given in a youth ministry program should make clear that any act involving procreation is the exclusive right of those who are married. Likewise, catechesis on the Church's consistent stand in defense of human life must also be incorporated.

If, in the case of an unmarried youth, the youth ministry team has an attitude of compassion rather than approval, and if the youth ministry program offers appropriate religious instruction, there is every reasonable hope that the attitude of the youth participants will, likewise, be a rational and Christian one.

At this time in their lives, youth involved in a pregnancy need Christian acceptance, compassion and counsel. It is the Christian community's responsibility to give support and aid to those involved. Professional counseling for the expectant parents is strongly recommended.



## **400.53**

■ POLICY

□ GUIDELINE

### **ADMINISTRATION**

#### **AIDS**

The Diocese of Columbus recognizes that AIDS (Acquired Immune Deficiency Syndrome) and/or symptomatic or asymptomatic infection with the human immunodeficiency virus (HIV) is a life-threatening disease and a major health issue. The epidemic proportions of this disease prompted the diocese to adopt a policy which seeks protection of the rights and welfare of all students and staff.

#### **Attendance**

In keeping with the recommendations of the Surgeon General's Report each case of a youth with HIV/or AIDS shall be dealt with individually. Youth who are diagnosed as having HIV/or AIDS remain in the normal youth ministry program as their illness allows.

#### **Confidentiality**

The Diocese recognizes the dignity and rights of all persons and is sensitive and responsive to the concerns of those who have HIV/or AIDS. Information concerning the health of any youth with HIV/or AIDS shall be treated as confidential.

#### **Procedure**

Because adolescents with HIV/or AIDS are highly susceptible to infections from other youth, the Surgeon General's report recommends that the program involve an AIDS evaluation team in the medical evaluation of infected students. The report further recommends that the youth's physician, a public health official (or physician specializing in factious diseases) and the youth's parent (s) or guardian (s) collaborate with the designated program officials (pastor, coordinator of youth ministry, and appropriate youth ministry team members) in conducting the evaluation. Based upon the recommendations of the evaluation team, the program's administration shall permit the student to remain active in youth ministry events under restricted conditions.