



QYU (YFC) VOLUNTEER PACKAGE

Contents

Pages 2	The Story of Youth for Christ Youth for Christ Canada Quinte Youth Unlimited (YFC) Our Mission, Vision & Strategy
Pages 3-4	QYU (YFC) Community Commitments Relationship with God Personal Wholeness Godliness Family Respectful Treatment Speech Faith Community Stewardship Discernment Sexual Relations Unborn Life Addictions Occultism Promoting Otherwise Encouraging Commitments Statement of Belief and Commitment
Pages 5-8	Volunteer Standards I. Behavior Standards II. Contacting Students III. Disciplining Students IV. Child Abuse V. Suicide VI. Spiritual Development
Pages 9-19	Application & Cover Letter p.9 QYFC Volunteer Cover Letter Fee Waiver Request (<i>optional</i>) p.10-11 QYFC Volunteer Application and Agreement
<i><u>The following forms are available upon request or from your local law enforcement office.</u></i>	
p.12-13	Belleville Police Service: Criminal Record Check (section 1)
p.14-15	Belleville Police Service: Vulnerable Sector Screening (section 2)
p.16-17	OPP Volunteer Screening & Consent to Disclosure
p.18-19	OPP Request for Vulnerable Sector Check

The Story of Youth for Christ

Since 1944, Youth for Christ has had a distinctive history of youth evangelism. In the early 1940s, during World War II, many young men, mostly ministers and evangelists, were holding large rallies in Canada, England and the United States. As the hunger for God's Word grew it became evident that there needed to be someone to coordinate this movement, providing leadership, strategy, and coordinating speakers, musicians and locations. Beginning in dozens of cities at the end of World War II, YFC quickly organized into a national movement. Billy Graham became YFC's first full-time staff member.

Starting with Saturday night youth rallies in the late 1940s and early 1950s, YFC's ministry methodology turned to Bible Clubs in the late 50s and 60s. It was in this period of ministry that the concept of teen to teen evangelism was birthed. Then in the middle sixties and early seventies Campus Life and Campus Life/JV ministries to senior and junior high youth began to be the thrust of YFC ministry. Since that time there have been several ministry models that have been created such as Youth Guidance, Teen Moms, Urban Ministries, Military Youth and more.

Throughout YFC's history there has been an unwavering commitment to youth evangelism and biblical Christianity. One of YFC's slogans over the past fifty years has been "Anchored to the Rock, Geared to the Times"- the message of the gospel will never change and YFC is flexible to creatively communicate this message of hope. In 2006, YFC Canada began using the name Youth Unlimited due to the cultural oppositions encountered when attempting to develop new ministries in the public sector. This has not changed the purpose and goals of YFC Canada but has opened doors that were previously closed.

Youth for Christ Canada

YFC, Canada is structured as an association of chapter ministries each receiving their "charter" from the National Office of YFC Canada. Each chapter has an independent board of directors and "charitable status". Each chapter is led by an Executive Director who is recruited and employed by the Chapter Board. Chapter ministries are commissioned to reach the youth of their area through nationally approved strategies which conform to the international standards and philosophy of YFC International. Chapter ministries are encouraged to broaden their ministry influence through the development of satellite ministries in communities within their sphere of influence. In 2013 YFC Canada reported 31 chapters, 688 staff, 6086 volunteers that reached 138,912 youth.

Quinte YFC / Youth Unlimited

The ministry of the Quinte chapters is traditional and revolutionary. Starting as Belleville YFC in 1954, Quinte hosted rallies and a musical choir called the Choralaires. Today Quinte YFC hosts the largest YFC performing arts team in North America known as Spirit Borne. It started Campus Life programs in 1980's and continues to serve in public high schools. Quinte runs drop in programs in various locations like Stirling, Brighton & Belleville. Finally Quinte serves overseas with short term teams, international volunteers and partnerships, like with Liberia YFC.

Our Mission

Our mission is to work together with the local church and other like minded partners, in the responsible evangelism of youth, to raise up lifelong followers of Jesus who lead by: (1) godliness in lifestyle, (2) devotion to the Word of God and prayer, (3) passion for sharing love of Christ and (4) commitment to social involvement.

Our Vision

Our vision is to give every young person in the Quinte area the opportunity to hear & respond to the Gospel of Jesus Christ and to be welcomed into a place of discipleship.

Our Strategy

QYU develops leaders that position ministry for youth to have opportunities that inspire transformation.

The Community Commitments

YOUTH FOR CHRIST / CANADA

Introduction: Youth for Christ is a community of Christians who, because of our experience of God's grace and the tenets of our faith, are committed to showing the love of Christ through helping young people in Canada attain their full life potential, demonstrating our love and care for their whole person and encouraging them to serve God as fully devoted followers of Jesus Christ. We cannot do this if we ourselves are not following Christ. Therefore YFC staff members and ministry volunteers must hold the Christian beliefs held by YFC based on YFC's understanding of the Bible and commit to remain faithful to Christ in our daily conduct – both inside and outside of working hours.

Please read this Community Commitments document and sign where indicated below to confirm that you hold the beliefs and make the commitments set out in this document.

Relationship with God: We are committed to nurturing a deep personal relationship with the triune God, Father, Son and Holy Spirit as a consistent, continuing priority.

Personal Wholeness: We believe in the importance of whole person wellbeing: spiritual, physical, psychological, mental and emotional. We are committed to fostering personal wellbeing that sustains ongoing effective ministry and life.

Godliness: We are committed to a maturing disposition, attitude and speech exemplified in our daily lifestyle that is characterized by the fruit of the Spirit and godliness, such as: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, mercy, humility, thankfulness, purity, seeking and granting forgiveness, and truthfulness in all dealings.

Family: We believe and accept the Biblical instruction regarding the sacred trust of marriage and family. Therefore, we are committed to the priority of marriage, parental and immediate family relationships.

Respectful Treatment: We believe that every person is made in the image of God and is to be treated with respect and dignity, and we commit to loving others as God loves us.

Speech: We are committed to speech and action that reflect purity, helpfulness and encouragement. Recognizing that YFC participants may have varying opinions as to what language or actions are offensive, we strive to use discernment and sensitivity. We prohibit the use of God's name in a way that dishonours his holiness.

Faith Community: As members of the body of Christ, we are committed to consistently participating with our physical presence and active engagement in a local Christian body of believers or church, beyond the workteam of YFC.

Stewardship: As stewards of God's creation and recipients of His material and financial blessings, we are committed to responsible stewardship and generosity.

Discernment: Consistent with Biblical principles and teachings, we are committed to careful discernment, integrity and godly discretion in such areas as entertainment, media, social networking, personal online accounts and electronic communications.

Sexual Relations: Recognizing sexuality as a gift from God, we are committed to the purity and sanctity of sexual relations within marriage which we believe is a committed union between one man and one woman which is created and consecrated in a public ceremony with vows to God and each other. We believe that all sexual activity outside of such marriage is against God's will for our lives. We also agree to abstain from impure practises such as sexually provocative dress or behaviour and/or the use of pornography in any form.

Unborn Life: We believe that God creates each human being in his image and that life begins at conception. Therefore, we uphold the sanctity of all life, including that of the unborn.

Addictions: In recognition that our bodies are God's temple, we commit to keeping our minds and bodies free from the control or influence of substances or activities that would cause our behaviour and/or thinking to be out of personal control and would cause impaired judgement and behaviours, for example by being under the influence of drugs or alcohol. We also recognize certain activities could become addictive and cause questionable judgement and we do not want any such to have ungodly control over us or damage our long-term wellbeing.

Occultism: We believe and embrace the Biblical teaching about [1] accessing supernatural power and knowledge only through the triune God, and [2] prohibiting occultic practises such as witchcraft, astrology, and Satanism.

Promoting Otherwise: In keeping with our Community Commitments, we commit to not intentionally disrespect or misrepresent other people's beliefs and practices who do not agree with us. At the same time, we commit to refrain from promoting or implying acceptance of beliefs or practices incompatible with the YFC Statement of Faith and these Community Commitments.

Encouraging Commitments: We are committed to encouraging, supporting and challenging one another to honour and pursue these Community Commitments. If any staff member or ministry volunteer violates these commitments, ceases to hold any of these beliefs, or demonstrates an unwillingness to keep these commitments, he or she should advise his or her Executive Director. Whenever possible, pastoral counselling will be offered prior to disciplinary measures. The desired outcome is for the staff member or volunteer to return to a consistent pursuit of the Community Commitments. However, if the desired result is not attained, the staff member's employment or volunteer's relationship may be ended. A full description of the process for dealing with noncompliance is outlined in the Employee and Ministry Volunteer Policy Manuals.

Statement of Belief and Commitment: We ask that you sign in agreement to the contents of this Community Commitment on the Volunteer Application at the end of this document (page 10-11).

Volunteer Standards

I. Behavior Standards

Standards are high when working with students. Please review these basic guidelines in conjunction with the Community Commitments (page 3-4).

YFC volunteers may never date, or attempt to initiate a dating relationship with students. A YFC volunteer will not engage in any verbal or non-verbal sexual behaviors or gestures with any student under any circumstance. As a YFC volunteer we encourage you to be honest when you work with students, but sharing intimate details of your marriage/or relationships should be avoided. YFC volunteers should avoid driving students home alone. If the situation ever presents itself, follow these guidelines:

- Call someone and let him/her know where you are going, the time and when you will have dropped off the student.
- Call and check in when you have dropped off the student.
- Don't sit too close; have the student ride in the back seat if possible.
- No physical contact, not even a hug goodbye.
- Don't stop to talk.

At no time shall a YFC volunteer be left in the building alone with a member of the opposite sex. If the possibility of this situation arises, the volunteer will request another volunteer, a parent, a same gender student or a staff member to stay with the student until the student is picked up. Below are some examples of appropriate and non-appropriate contact between YFC leaders and students. Keep in mind that this is only a guideline, not a definitive list.

Appropriate

- Patting the shoulder
- One arm hugging from the side
- Handshakes
- Verbal encouragement
- Verbal instruction
- High fives

Non-Appropriate

- Patting or pinching the bum
- Hugs from directly in front or behind
- Holding hands (unless a part of game)
- Piggybacks & shoulder rides
- Massages
- Sitting on laps, lying on each other
- Any sexual display and/or contact

In the event that non-appropriate conduct has occurred, the offending volunteer will be removed by YFC Staff and reviewed by the Area Director. In the case of a serious offence, the parents of the youth involved will be debriefed and if required by law, the police notified.

II. Contacting Students

YFC is built on a core principle of building healthy relationships with students. Creativity in building these relationships is highly valued.

Volunteers are encouraged to make contact with the students in a God-honoring way. E-mail cards are a creative communication tool. When sending e-cards please ensure they are God-honoring and encouraging to the student.

EMAIL: There are a few guidelines to consider when contacting student through e-mail:

- When contacting students via e-mail ensure that the context is very clear and that nothing could be read into it.
- Realize that some students check their e-mail several times a day and others only a couple of times a month. Important announcements should be followed-up with a phone call to ensure that the information has been received.
- When sending e-mails please refrain from using love language or love expressions. Sign off as your friend in Christ or your brother or sister in Christ. For security reasons, please refrain from including sensitive materials including passwords, home addresses and phone numbers.
- Please refrain from adding students to junk mail lists and keep students e-mail addresses in confidence. Also, feel free to ask students not to give your e-mail address out to anyone and not to forward you junk mail.

ONLINE: On-line instant chat programs (Facebook, MSN Messenger, ICQ, AOL) are great, quick ways to connect with students. Still not as expressive as a telephone call or a one-on-one meeting, these chat programs include pictorial representations of emotions to assist in the communication experience. Be aware of the following precautions:

- Conversations may be recorded and saved on the student's computer.
- You never really know if you are chatting with the right person. Passwords do get stolen and students often leave computers logged in.
- For security reasons, never give out sensitive information on an online chat; use the phone or meet in person.

PHONE: A well-timed phone call from a volunteer can do wonders for a student. YFC also suggests that you take the time to talk to the parent; this will build relationships with both student and family. When calling students please clearly identify who you are and that you are a volunteer with YFC if unfamiliar with the household. Please be respectful of the household by not making the call too long, or calling after 9:00 p.m.

MEETING: In meeting face-to-face with a student take the following into consideration:

- You must have parental permission before getting together.
- If meeting at a school, the parent must contact the school and inform them of your meeting, and you must check in and out with the school office.
- All one-on-one contacting should be brought to the YFC staff's attention, as a safeguard for all parties, as well as a method of contacting accountability. This can be done via phone, fax or e-mail.

Unfortunately, due to the world we live in it is not permitted for a volunteer leader to meet alone with a student of the opposite sex. If the meeting is necessary, a YFC staff should be informed. It must take place in a public and open place.

III. Disciplining Students

How we deal with discipline in YFC during our events and programs.

When YFC volunteers need to administer discipline to a student they need to keep these principles at heart:

- Make sure that the discipline is done with an expression of love, not anger.
- Be positive towards the student and negative towards the actions.
- Don't use idle threats, follow through and make the discipline reasonable for the actions.
- Understand that mistakes can be a learning experience for the student.
- Don't look to blame, seek to resolve.

Refrain from using any reference to their backgrounds either family or spiritually. Using the three warning system can work well:

- Be calm and simply speak to the whole group about the issue.
- Be specific; speak directly to the student causing a problem.
- Be serious, lay out the consequences to their actions.
- If nothing has changed after the third time speaking, contact a YFC staff.

In any case involving disputes or physical contact please contact a YFC staff and fill out an incident report. YFC has a Zero tolerance position when it comes to deliberate and defiant behavior towards leaders, guidelines and rules. In the extreme case of defiant behavior, a student will be removed from the activities/event and his/her parents called to come and remove the child at their cost. If a parent cannot be reached, the student will remain separated from the activity and supervised by a leader or other parent in an open and visible area.

IV. Child Abuse

Working with students brings much joy into the life of the volunteer. However, the world is corrupt and many of the students we walk alongside have deep pain and abuse. As a volunteer, what can you expect when child abuse is suspected?

Volunteers who work with students must know and agree that at YFC, we do not tolerate child abuse, as it's against the law and violates God's written law. Child abuse comes in many forms, and must be reported. As a volunteer you need to understand the definition of child abuse

"Child abuse is a general term used to describe behavior on the part of a parent or guardian that results in significant negative emotional or physical consequences for a child". Another definition is "A non-accidental physical or mental injury of mistreatment by the act or omissions of the child's parents, guardians or adult influences in the child's life.

YFC recognizes the different forms of abuse:

- Physical abuse – the intentional application of force to any part of a child's body such that injuries are sustained.
- Emotion abuse – consists primarily of verbal attacks on a child's sense of self. Persistent humiliation, rejection or the constant reiteration that a child is bad or stupid undermines the child's self-image, self-worth and self-confidence.
- Sexual abuse – includes any touching, sexual intercourse or sexual exploitation of a child by a caretaker who could be a parent, guardian, another relative or any person in whose care the child has been left.
- Neglect – is any act of omission, which causes significant negative emotional and physical consequences.

A volunteer in YFC must realize that sexual abuse can be physical, verbal or emotional and may include:

- Sexual touching and/or fondling.
- Exposing children to adult sexual activities and/or pornographic movies and photos.
- Having children pose, undress or perform in a sexual fashion on film or in person.
- Peeping into bathrooms or bedrooms to spy on a child.
- Rape or attempted rape. (Sexual assault)

When working within YFC, if there is reason to suspect a child is in need of protection you are obligated by provincial law to report any incidents of this nature. It is not necessary to prove an allegation prior to reporting the incident. The responsibility rests in the hands of Family and Social Services and the Police. If a student discloses to you that he/she is being abused, as a volunteer of YFC the following steps must be made:

- Do not over-react or under-react to the students as they disclose.
- Treat the information as fact, take their word seriously.
- Listen and give emotional support, don't ask probing questions.
- Do not promise that you will not tell anyone, inform him or her of your requirement by law to report this, but ensure him or her of your trust not to share info with anyone else. Try bring hope back to the student.
- Report the suspected case of abuse and all details to the YFC staff and/or the YFC Area Director immediately, and they will contact the proper authorities and the student's parents.
- Fill out a Suspected Abuse Report Form and turn it in to YFC.
- Keep all information confidential at all costs.
- Pray for the student involved.

V. Suicide

The reality of today is that students are taking their own lives at an alarming rate. In YFC we desire to be a lifesaver in more than one way, here are some basic steps to ensure the proper handling of student suicides.

A YFC volunteer who works with any age of student may encounter the threat of suicide. The follow-through of dealing with the threat is important for both the student and the volunteer involved. Most suicide threats are either a cry for help or a way to manipulate others. YFC recognizes that there is no way to know for sure if a student is determined to take his/her life or not. By being aware of suicide intentions, it will help volunteers to respond in an appropriate way. Here are some of the signs of Suicidal Intention:

- Suicide attempt
- Suicide threat
- Suicide hint
- Suicide attitude
- Suicide symptoms
- Recent crisis
- Self-mutilation

These are the steps that need to be taken when faced with a threat of suicide.

- Take all suicide threats seriously and do not minimize the student's pain.
- Do not ask probing type of questions; let the student express their feelings.
- Avoid judging or countering what the student is saying.
- Listen to the seriousness of the threat. Is the threat planned and thought through in details? Does the student seem to be committed to following the plan?
- Endeavor to get the student to promise not to hurt him or herself and ensure you want to help them get the professional help they need.
- Call the Police or 911 if the student is in immediate danger to him/herself.
- Contact your YFC staff with a detailed report of the incident, so that appropriate actions can be taken.
- Pray for the student.

VI. Spiritual Development of Students

The spiritual development of students requires an understanding of the role a volunteer plays as they encourage students to become fully devoted followers of Christ.

YFC volunteers are equipped to be shepherds of God's flock not professional counselors or therapists. To focus on the problems of students alone is to miss seeing a student grow in their faith journey. Volunteers are encouraged to know when the issue at hand is a spiritual growth issue or whether it's a counseling issue.

We encourage volunteers to visit students when they are in the hospital, or attend special functions such as sporting events or school presentations. When ministering in either of these situations please have parental permission and inform a YFC staff.

To ensure the safety of our students and volunteers, we recommend that when meeting one-on-one with students, volunteers do so in a public area. Volunteer leaders should be accountable to another adult leader when engaged in this type of meeting.



QUINTE YOUTH UNLIMITED (YFC)
Box 233 Belleville ON K8N 5A2
(613) 969-0471 www.QYU.ca

Memo: To whom it may concern

Re: Volunteer Screening – Request to waive fee

Name of Volunteer: _____ Print your name

In order to make every attempt to ensure the safety of our service recipients, Quinte Youth Unlimited (YFC) requires that all leaders to undergo a screening process. The results must be submitted to our office and partner organizations before they will be permitted to work with youth.

The above named volunteer of the _____ satellite ministry of Quinte Youth Unlimited (YFC) will be serving in the following capacity _____

We would appreciate it if we could have the regular fees waived for a Criminal Record Check and vulnerable sector search for their screening.

If you have any questions please contact our office at (613) 969-0471.

Sincerely,

Colin Leaver
Executive Director
Quinte Youth Unlimited (YFC)
p. 613.969.0471
colin@gyu.ca



QUINTE YOUTH UNLIMITED (YFC)
Box 233 Belleville ON K8N 5A2
(613) 969-0471 www.QYU.ca

VOLUNTEER APPLICATION

This form is to be completed by any individual **16 years or older** who may hold a position of leadership in a community event or participating in a program in which Quinte Youth Unlimited (YFC) has primary responsibility. The intent of this procedure is to ensure the protection of our volunteers and our youth. All information is confidential.

In order to best serve the young people that we work with Quinte Youth Unlimited (YFC) require a clear Volunteer Screening (ie. Police Check) only for those who work directly with students. These are to be obtained at the expense of the volunteer applying for a position (a request for fee to be waived is included in volunteer package). In the case where a police check has been already completed within the past 24 months a copy of the original form is needed to accompany this application.

Volunteer Information

Name: _____ Date of Birth: D/M/Y ____/____/____

Previous Last Name (if applicable): _____ Gender M / F

Do you have/had any other names or alias? (circle) Yes or No

If yes please list names: _____

Current Address: _____ City: _____ PC: _____

Phone: Home _____ Work _____ Cell _____

Email: _____ Driver's License #: _____

Reference # 1

Name: _____ Job Title: _____

Phone: Home: _____ Work _____ Cell _____

Email: _____

How do they know you? _____ How long have they known you? _____

Reference # 2

Name: _____ Job Title: _____

Phone: Home: _____ Work _____ Cell _____

Email : _____

How do they know you? _____ How long have they known you? _____

Reference #3 Current Employer

Present Employer: _____ Position: _____

Status: (circle) Part-Time Full-Time Supervisors Name: _____

Employer's Phone Number: _____ May We Contact Your Employer? Yes or No

Main Responsibilities _____

Church Information

Current Church: _____ Pastor: _____

Current Pastor Contact / Phone: _____ Email: _____

Former Church (if at current church less than 2 years): _____

Alternate Church Contact: _____ Phone: _____

In light of your personal abilities, what would you like to see accomplished through your time volunteering with Quinte Youth Unlimited (YFC)?

Statement of Faith

1. We believe that there is one God, eternally existent in three persons; Father, Son and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible and authoritative Word of God.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that the salvation of lost and sinful people is by the grace of God through faith and the shed blood of the Lord Jesus and that regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in Christ

Agreement to Commitments

I, the undersigned, hereby release and discharge Quinte Youth Unlimited (YFC), its trustees, directors, volunteers, employees and any other parties from all actions, claims & demands including liability for injury or loss connected to my volunteer activities with Quinte Youth Unlimited (YFC). In the event of injury or illness, I give full consent to emergency treatment if necessary.

In signing this release I hereby subscribe to the YFC Statement of Faith above and give my full permission to Quinte Youth Unlimited (YFC) to contact my references, as well as use my name, photograph and/or video in connection with my volunteer activities. I understand that as a volunteer with Quinte Youth Unlimited (YFC) I am also expected to adhere to leadership decisions and direction.

I understand that I must submit a valid screening process before I am permitted to volunteer and that I may be discharged for any misrepresentation or omission on this form or as a result of the verification process. I agree with the contents of this Community Commitment, and I am not currently in violation of this Community Commitment. I accept the Volunteer Standards set out above, and I commit to do so both inside & outside of working hours.

I have answered all questions on this form truthfully and accurately to the best of my knowledge and agree to inform Quinte Youth Unlimited (YFC) of any changes that I become aware of during my time as a volunteer with Quinte Youth Unlimited (YFC).

Signature (also please print name)

Date

Witness's signature (also please print name)

Date

QYU VOLUNTEER ADMINISTRATION (to be completed by QYU staff only)

Date Application Received by: _____ Satellite: _____ Staff: _____ Event: _____

References Contacted: Y N Comments: _____