

Agape Adult Leader Expectations

As an adult leader you have an amazing opportunity to serve the youth while on the Agape Service Project. Your involvement, support, and positive leadership will help to create a rewarding experience for the youth of your parish.

Agape has full time Program Directors who coordinate the service projects, lead ice breakers and community building, and facilitate morning and evening sessions of prayer and reflection. They will keep you informed about the service projects, activities, and expectations through nightly Adult Leader Gatherings. Please communicate openly, honestly, and respectfully to the Program Directors. ***Please note that the Program Directors are not chaperones or drivers.***

Adult leaders are responsible for the transportation of all youth to and from *Agape*, as well as to and from service sites during the week. All drivers must be 21 years or older and have an approved Archdiocese of Seattle Driver Information form on file at their Parish.

You help to set the tone of the week by maintaining a positive attitude, affirming the youth, and having clear expectations. **As an adult leader you will chaperone youth at all times and are responsible for the behavior management of all youth.**

During the morning and evening sessions you will have the opportunity to participate with the youth in the activities, prayer, and discussion and will help facilitate a small group discussion.

At the service projects you will monitor and guide the youth as they serve. It is important to be encouraging, keep them on task, and serve alongside them.

Each parish group is put into small groups and you will be paired with a small group. You will supervise the youth in their scheduled daily chores (but not do it for them). Daily chores include meal preparation, kitchen duty, straightening the parish hall, etc., These chores give the youth an involvement and ownership in their service week and are a large part of the experience of living in community.

A few things to note:

- Please read, be aware of and adhere to the Archdiocesan Code of Conduct for Adult Participants/Leaders.
- Each Adult leader must attend the *Called to Protect Program* before chaperoning. (Arranged through your Parish)
- Fill out and have processed the *Archdiocesan Volunteer Background check*. (Processed by your parish)

*****We ask that once you arrive at Agape to *not* make any special side stops to stores or cafes. This week we are trying to live in solidarity with our brothers and sisters and we don't need extra things to distract us from the overall mission to serve.**

Most importantly you help youth to grow more in their Catholic faith through serving Jesus Christ. We thank you for your willingness to give of your time to serve the youth of your parish. Without your commitment and dedication, this week would not be possible for them. The youth are blessed to have supportive, encouraging and faith filled adults!

Adult Guidelines at Youth Events at Events Sponsored by the Archdiocese of Seattle

In order to assure the safe and successful participation of youth and adults at gatherings sponsored by the Archdiocese of Seattle, the following code of behavior is to be followed. You are expected to represent your parish, school, and the Archdiocese during all gatherings. You are encouraged to display the mature, responsible character which has for so many years been the trademark of Catholic Youth Ministry within the Archdiocese.

SOME NORMS FOR PARTICIPATION:

1. Individuals are responsible for their own actions, and will be asked to assume the consequences for their inappropriate behavior.
2. Adult leaders must be screened for the protection of the youth participants prior to being confirmed as a leader or chaperone for a parish-sponsored event, trip, outing, activity, etc. The screening must be used to identify areas of concern or special attention (i.e., health concerns, disabilities/impairments requiring extra accommodations, history of violence, etc.). It must include the following:
 - Interview by an authorized parish, school, or agency representative or staff person.
 - Completion of a written application that includes name, address, phone number, any area of concern and any experience that would make this person suitable for the position being filled. This application must include a completed **Archdiocesan Volunteer Background check. (Processed by your parish)**
3. All adult leaders and participants who are of legal drinking age (21 years old) are expected to be examples to the youth attending, and therefore are asked to refrain from drinking. The purchase, possession, or consumption of beer, wine, or other alcoholic beverages is not tolerated. Adults who allow or encourage such activities are in violation of the law and further action will be taken.
4. The possession or use of illegal drugs by any individual is not tolerated. Infraction of this means immediate dismissal from the event and further action will be taken.
5. For the protection and safety of all participants, acts of violence or harassment are not tolerated. Leaders and chaperones must be prepared to stop all acts of violence and harassment.
6. Pastoral leaders and volunteers are to maintain the integrity of the ministerial relationship at all times. Sexual conduct between Church workers and volunteers and those in their care is a violation of the ministerial relationship. Such conduct is never permissible. Sexual conduct may take a variety of forms: kissing, inappropriate touching, sexual intercourse, or even verbal suggestions for sexual favors or activity. (This guideline is explained in the Archdiocesan Policy on Sexual Misconduct.)
7. Disruptive behavior, language, clothing, or items are not acceptable at events. This includes any which is obscene, profane, or inappropriate to the activities of the Archdiocese.
8. Adults in leadership positions within a parish, school, organization, or agency of the Archdiocese must avoid entertaining or hosting events for youth in their homes or in private settings. All ministerial activity must take place in a public setting that assures the safety and security of all parties involved. This includes any form of pastoral counseling, mentoring, or social activity.
9. Adults are asked to refrain from entering gambling halls, casinos, or similar establishments. Furthermore, it is illegal for minors to take part in any form of gambling.
10. The use of tobacco in any form on parish/Archdiocesan transportation is not permitted. Due to documented health risks from second-hand smoke, smoking is prohibited in all assembly areas and shared sleeping quarters.
11. All activities sponsored by a parish, school, agency, or organization of the Archdiocese of Seattle must be planned and organized in order to ensure the safety and well-being of the participants. All reasonable precautions must be taken to assure that these events are safe and appropriately chaperoned.
12. Adults who are asked to transport youth to and from organized events, and who are solicited for this activity by an Archdiocesan organization, parish, school, or agency, must adhere to all the requirements listed in the Transportation Policy of the Archdiocese of Seattle.
13. **Adults in leadership positions are expected to help enforce this code of behavior as it pertains to youth and set an example for them.**

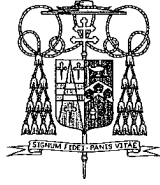
The Archdiocese of Seattle does not insure personal property against theft or loss; please exercise caution regarding your personal items. You are expected to observe the guidelines above in light of Washington State statutes and definitions.

The Archdiocese of Seattle respectfully asks for your cooperation and hope that you will have no trouble adhering to this code of behavior. Keep in mind that you represent the Church at all times during the event and are asked to demonstrate an image of Christian consideration, sensitivity, and respect to others and to the property around you.

I HAVE READ AND UNDERSTAND THE CODE OF BEHAVIOR ABOVE AND WILL ADHERE TO THE REQUIREMENTS DICTATED BY THIS CODE.

Signature _____ Date _____

Supervisor's Signature _____ Date _____



ARCHDIOCESE OF SEATTLE
910 Marion Street
Seattle, WA 98104

Driver Information Sheet

I. DRIVER

Name: _____

Address: _____

Driver's License #: _____

Date of Birth: _____

Social Security #: _____

Phone #: _____

Date of expiration: _____

II. VEHICLE THAT WILL BE USED

Name of owner: _____

Address of owner: _____

License Plate #: _____

Registration exp. date: _____

Model of vehicle: _____

Make of vehicle: _____

Year of vehicle: _____

Date of expiration: _____

III. INSURANCE INFORMATION

(A privately-owned vehicle is covered by its own insurance policy.)

Insurance company: _____

Policy #: _____

Date of policy expiration: _____

Liability limits of policy*: _____

***Note:** The minimal acceptable liability limit for privately-owned vehicles is \$100,000 per person/\$300,000 per occurrence.

IV. CERTIFICATION

I certify that the information given on this form is accurate to the best of my knowledge. I understand that as a volunteer driver, I must be at least 21 years of age, possess a valid Washington State driver's license, have the current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport youth.

Signature

Date

** Please return this form to the parish leader of this event.

Transportation Policy

Bus transportation is the most desirable method to be utilized for any field trip, and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided as much as possible.

If a private passenger vehicle is used, the following information must be supplied by the driver:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary Washington State driver's license and no physical disability that could impair the ability to drive safely.
3. The vehicle must have a current registration and license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

A signed DRIVER INFORMATION SHEET on each vehicle must be submitted to the parish coordinator prior to the field trip.

Each driver and chaperone should be given a copy of the approved itinerary, including the route(s) to be followed and a summary of responsibilities. For field trips, the following supervision requirement must be maintained: one adult for every seven youth.

Note: This policy is in effect only in cases where the parish or school organizes transportation. If participants are responsible for their own transportation, the above does not apply.