

YOUTH PROGRAM HANDBOOK

DECEMBER 12, 2007

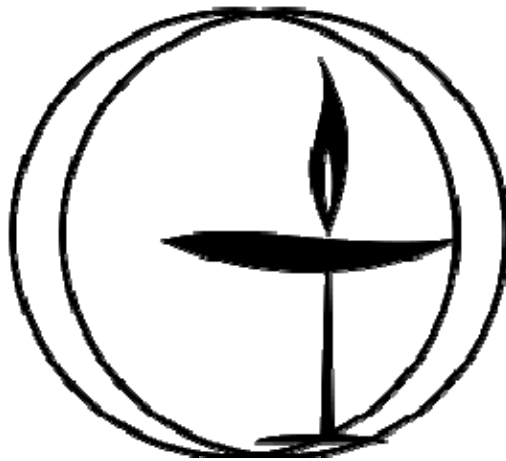


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- This policy manual is a living document. Which will be adapted through the board to meet the needs of the First Unitarian Congregation of Ottawa.

Unitarian Universalist Principles

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

- The inherent worth and dignity of every person.
- Justice, equity, and compassion in human relations.
- Acceptance of one another and encouragement to spiritual growth in our congregations.
- A free and responsible search for truth and meaning.
- The right of conscience, and the use of the democratic process within our congregations and in society at large.
- The goal of a world community, with peace, liberty, and justice for all.
- Respect for the interdependent web of all existence of which we are a part.

Introduction

As Unitarian Universalists, we are committed to the inherent worth and dignity of every person and to justice and compassion between and among individuals and groups. We recognize that we need to accept active responsibility for the prevention of interpersonal harm within our congregations, and for healing where such harm has occurred, thereby restoring community.

We have a moral, legal, ethical, and spiritual Duty of Care to members, friends, volunteers, staff, visitors, and others in our care. This Duty of Care is an obligation to take reasonable measures to care for and protect individuals and the Congregation from harm. We recognize the moral complexity involved with the issues of justice, right relationships, power, and trust. Therefore, we will act to create safe environments that protect youth and adults from harm as we promote spiritual growth.

Our youth environments typically include youth between the ages of 14 to 20 years. (In this document the term youth shall refer to persons aged 14 to 20 years of age.) For liability purposes, in congruence with School Bill act and the Canadian Privacy Act every youth under 18 years of age must have parental/guardian consent for participation.

“ Youth Safety and youth empowerment can co-exist in an environment that nurtures religious and moral growth. When congregations and conference communities uphold the notion that everything we do is religious education, the opportunity to create and enforce safety policies is an opportunity to strengthen Unitarian Universalism.” (Safe Congregation Handbook, UUA)

Youth Ministry

Youth Ministry is the process of serving our faith through working to empower youth. Critical components for our groups are community building, worship, learning, social action, leadership, and healthy youth-adult relations.

Youth ministry includes supportive adults giving youth the tools to read their own road map in life effectively. The advisor acts as guide, pointing out trouble spots and making sure that youth turn the map the ‘right’ way, while respecting that youth have the intelligence and skills to do the reading.

One of the guiding covenants for youth ministry is youth empowerment.

Youth Empowerment

Youth empowerment is the foundation upon which we as Unitarian Universalists build our philosophy of youth ministry. Youth empowerment is giving youth the skills to create the environment and experiences they want, within the UU principles. Youth empowerment is about knowing when to support quietly from the sidelines, knowing when to step in to offer a piece of information, when to let an initiative fail knowing the group can handle the learning. Youth empowerment is about making the youth responsible and accountable to themselves and the congregation. Youth empowerment is about ensuring that everyone, adults, youth, parents, congregation and others are supportive of the youth group.

What is “youth empowerment?”

- These statements were compiled from the applications of participants attending the Continental Leadership Development Conference Training of Trainers 2001

Youth Empowerment is ... a youth on the district board to make sure the youth community has a say in things.

Youth Empowerment is ... youth being trusted and knowing it.

Youth Empowerment is ... when adults and youth work together. It is a necessary balance.

Youth Empowerment is ... about supporting others in finding their own power.

Youth Empowerment is ... providing youth a chance to participate in the discussions that impact their experiences.

Youth Empowerment is ... supporting, encouraging and supplying youth with the tools, resources and opportunities.

Youth Empowerment is ... about building the courage to announce to the world what is right and what is wrong.

When Youth Empowerment is respected, so many positive things can be accomplished and so much can be learned.

Youth Group Staffing

The congregation and a concert of parents, congregational members, boards and helping hands support the youth group. There are four distinct and direct roles for supporting the youth group: the Minister, the Director of Youth Programming (DYP), Youth Advisors and Youth Allies.

These four distinct roles work within a collaborative module. Each member of the youth group staffing team is expected to adhere to the guiding covenant, the code of ethics, and to be able to be a team participant. All Staff and Volunteers must act in accordance to Unitarian Universalist principles, and be friends or members of the congregation.

Ministerial Support

The minister lays a foundation for a healthy and vibrant youth community. The important aspects of that foundation are: communicating that youth work is important and of value, to youth and the entire congregation, lending visibility to the program; advocating for youth and the program and supporting the Director of Youth Programming, Youth Advisors and Youth Allies and is a visible presence for the youth community.

The Director of Youth Programming

➤ Refer to Appendix A for Director of Youth Programming job description

The Director is responsible for the overall planning, conduct, evaluation and administration of youth programs. Two foundational aspects of the position are to nurture the spiritual growth and transformation of youth in cooperation with their parents/guardians and the rest of the church community. And to recruit, manage, and nurture volunteers working within all the youth programs.

Youth Advisors

➤ Refer to Appendix B for Youth Advisor job description

Youth Advisors are adult members of the congregation, over the age of 25, who are committed to serving their faith through facilitating the youth program for the term from September to June, every second Sunday, as well as extra curricular events.

Youth Allies

➤ Refer to Appendix C for Youth Ally job description

They are adult members of the church who support the youth program in a variety of different ways on an occasional basis. E.g. cooking meals on retreats, volunteering for driving duty, helping during a conference.

Youth Programming Committee (YPC) Outline

➤ Refer to Appendix D for job Youth Programming Committee description

The Youth Programming committee is responsible for guiding and supporting the youth program in the church. The committee supports the volunteers and the youth in the processes, business component and concerns of the Youth Group; enhancing communication between the youth and the adult members of the congregation. This is a committee that over sees the youth program and is accountable to the board. The YPC is comprised of youth and adults at a 3:1 ratio.

The Process of Volunteering in the Youth Group

The term volunteer can refer to an advisor, an ally, a parent, or a congregational member. Regular volunteers in the youth group must be friends or members of the church and believe in Unitarian values. All youth volunteers are directly accountable to the DYP and the minister, who are acting on behalf of the congregation.

Risk Assessment within youth ministry indicates that the roles of youth advisor and youth ally are roles of high trust, thus informing the screening processes we use with these roles.

Other forms of volunteer have different levels of risk assessment and the eight component model will be used in determining those volunteer processes.

The process of volunteering within youth ministry has eight distinct components which are outlined below.

Recruitment

- Generally occurring in May as part of the Religious Exploration a request for volunteers. May occur at another time as necessary, during the year. The recruitment process will include an application form which will be available on the RE board, the youth board and in the general office.

Application Process

- Attend a general information meeting outlining roles, responsibilities and what the youth group does.
- Complete a letter of intention along with the application form.

Interview

- Interviews will have present a minimum of one youth, a current advisor and the DYP.

Checks

- The applicant will be asked to submit a Resume/biography along with two personal references. These references will be checked by the DYP.
- The applicant will be asked to have a police record check (PRC) completed prior to beginning work with youth. In the case of a failed PRC the applicant can meet with the DYP and members of the Personnel Committee to discuss the potential of moving forward with the application.
- In accordance with the Privacy Act copies of these documents will be stored in individual files in a Church Office.

Orientation and Training

- The CUC offers the workshop “Basic Advisor Training”. Advisors are requested to attend the training when it offered within a reasonable proximity and cost.
- The YPC and DYP will offer an “In House Youth Group Training and Orientation” prior to youth group beginning in September.
- As the advisor group for that year, lead by the DYP, minister, or YPC there will be a overview of policies and ethics. A volunteer will agree to and sign policies and code of ethics.

Reporting and Support

- The volunteers are also invited to attend monthly team meetings where issues, concerns, feedback can be addressed and support can be given.
- The volunteers are also invited to attend monthly YPC meetings where issues, concerns, feedback can be addressed and support can be given.

- The volunteers will report to the DYP

Evaluation

- Primarily occurring on an informal personal basis as the 360 degrees of feedback. This means that direction and support are provided to volunteers by youth, advisors, Director of Youth Programming, parents and congregational members
- In the Spring the YPC will evaluate all volunteers within the program and offer a formal feedback interview.

Termination Process

- In the event that a volunteer is unable to maintain their commitment to the youth group they must first inform the DYP and then the advising team. If possible the advisor will inform the youth group at a meeting two weeks prior to leaving.
- In the event that a volunteer is not able to meet the expectations of the volunteer role, they will be informed in consultation with the Minister and the DYP.
- In the event that a volunteer wishes to appeal the termination, they will contact the chair of the personnel committee and or in conjunction with the volunteer resource council.

Youth Volunteer Boundaries

A youth advisor often plays different roles in a youth and youth group's lives. It is important that the advisor take responsibility for ensuring clear boundaries with the youth within our congregation. Due to the power differential between youth and adults it is impossible for adults to participate in activities, as 'just one of the gang'. Adults are ultimately responsible for understanding that power differential and accompanying boundaries.

An Advisor or Youth Ally is constantly in a role-modeling situation. Therefore, an advisor is expected to act with the integrity and philosophy of the Unitarian principles in a consistent way.

Maintaining appropriate boundaries with youth may be challenging. It requires consistent self differentiation, self reflection and awareness. It also requires the ability to seek help and to discuss concerns with the advising team, director of youth programming and or the minister.

Physical Boundaries

- No sexual contact.
- Wait for the youth to give permission for a hug or pat. Always ensure another person is present if you are offering any form of physical contact.

Checklist of guidelines of Physical Affection:

- The touch is initiated by the youth.
- The touch is clearly not intended as a sexual advance.
- The touch is taking place in an open setting with other people around.

- The touch is clearly socially acceptable within the terms of the adult's advisory relationship to the particular youth, i.e. a handshake, a pat on the back, a moderate hug.
- The touch is something both the youth and adult can stop easily if it becomes uncomfortable.
- The receiver of the touch determines whether a touch is appropriate, inappropriate, or confusing. For this reason, no matter what the advisor's intentions, it is best to err on the side of too little touch.

One of the specific areas in Youth Group where physical boundaries become difficult is in playing games. Many of the Games in youth group involve a lot of physical touching. As a Volunteer, it is important to let the youth have their space without volunteers being involved in the games.

Emotional Boundaries

“ Check-in”, a popular element of youth group meetings, involves sharing things that are going on in the lives of youth in the group. Adult volunteers also participate in check-in. Two Safety issues arise from this situation; one involves the adults level of sharing and the other involves the limits of confidentiality. Sharing details of emotionally inappropriate topics such as; last nights party, love life, sexual fantasies is not acceptable. The greyer zone is about emotionally laden topics, break-up, pending divorce, a friend's illness, or a family member's death. Advisors are well-advised to think in advance about bringing up personal topics that would dominate the youth group's attention and care taking.

- Youth advisors are there to support and empower the youth. It is not appropriate for youth to support and empower the advisor. Prior to their involvement, an advisor must establish where their support is coming from within the congregation.
- An advisor is expected to be able to be present for the youth at the times where they have made the commitment to do so. It is the advisors responsibility to ensure they are able to do that. If on a given commitment they do not feel able to be supportive due to there own emotional needs it is their responsibility to inform the advising team so that a replacement person can be found.
- An advisor is not to act in their professional roles with youth. I.E. if a youth is in need of a therapist and an advisor happens to be one, it is not their role. The role of the advisor is to assist the youth and the youth's support system (i.e. parents, caregivers) to find the resources they need.
- An advisor must be aware of the power imbalances and influences of their role and their impact on the youth. It is the advisors responsibility to be aware of when their influence is being detrimental to a youth or the youth group and seek counsel.
- An advisor is expected to receive support from other advisors, DYP, the YPC and the minister in times of need for issues with a youth. If an advisor is finding their concern or attachment for the youth is preceding their involvement in the youth group, they must inform the DYP or the minister and receive the support they need.

Spiritual Boundaries

- An advisor needs to be able to distinguish when a youth is in need of ministerial or spiritual council by a trained spiritual advisor.

All volunteers will be required to sign the Code of Ethics, see Appendix E

Youth Covenant and Rules

Every year the youth group reconvenes and establishes the covenant for that particular community with specific sets of expectations.

Typical Youth Rules

- Personal information is confidential
- Everyone has the right not to share personal information
- Listen when others are speaking
- Respect people's differences
- Use I statements when talking about opinions
- Alcohol and drugs are prohibited
- Sex and "hooking up" are prohibited within the youth group
- Weapons are forbidden
- Turn off cell phones

Youth Rules, Consequences and Community

- The CUC Board approved these rules in 2001 and ratified them in January 2002.
 - No drugs or alcohol, or being under the influence
 - Adults must remain in the role of advisor at all times
 - All youth/parents must sign the medical release form
 - No weapons, violence or threats of violence
 - No leaving the site except as part of an activity
 - All participants must follow site rules
 - No drop-ins
 - Code of Ethics must be signed
 - No violating the policy on sexual behaviour
 - Must be between 14 to 20 years of age
 - No sharing of sleeping bags
 - Participants must have a completed registration form submitted before the event begins.
- Breach of the above rules will result in participants being disallowed to participate in the remainder of the event.

CRAC Committee

At CUC events, a CRAC committee is designed to handle youth breaches of rules and assess consequences. At CUC youth events youth are divided into small groups called Touch

Groups. Touch Groups are facilitated by a touch group leader, and are designed to allow people to get to know one another on a more intimate basis. There is scheduled time during CUC events for Touch groups to convene and find out how youth are doing and address concerns or feelings of the members of that group.

In the Youth group, concerns of an individual's behaviour will be addressed confidentially to the YPC and consequences will be determined.

Committee for rules, activities, consequences and k...

The CRACK Committee consists of representatives from each Touch Group. It also has adults from the advising /facilitating team The CRACK committee deals with serious problems and rule infractions.

Policy on Sexual Behaviour

Sexuality is a healthy and important part of young people's lives. Youth programs are an opportunity for youth to express themselves in healthy ways. Exclusive relationships detract from the community. All members of the community must respect each other's physical boundaries. Inappropriate sexual behaviour (i.e. sexual intercourse, oral sex, heavy petting or sexual harassment) is not permitted. The CRAC Committee reserves the right to deem any behaviour inappropriate.

Confidentiality

A foundation of the youth community is trust. Youth view their time in youth group as sacred and a safe place to discuss difficult problems. This is why all youth covenants have the rule of confidentiality. There are limits to the degree of confidentiality to which everyone in the group must adhere. If there are disclosures of abuse of any kind or disclosures to harm oneself or others the rule of confidentiality must be breached.

As an adult as soon as a youth has disclosed something you must:

- First, recognize and acknowledge to the youth that this is information you must share.
- Contact the Director of Youth Program or the Minister.
- Then contact the appropriate authorities.

Confidentiality is a difficult concept in youth group. On one hand, the space we are offering the youth is a space in which we are promoting them to be free, to engage in conversations about issues that are arising for them, potentially issues that are not discussed in their homes. On the other hand, all youth under the age of 18 are youth and we are accountable to their parents/guardians. If a youth is disclosing information to an adult, it can be seen as a request for help. It is our role to help the youth and to help the parents/guardians of the youth.

In regards to Confidentiality and registration and permission forms, in congruence with the Privacy Act, registration and forms will occur and be stored through the Church Office.

Conferences /Overnight

The code of ethics will govern the rules of all overnights. Each conference site will adapt the rules slightly. (A congregational emergency preparedness manual will inform all procedures.)

Overnight Guidelines For Adult Volunteers

Prior to the weekend:

- Determine Sleeping areas, e.g. quiet/loud, separate gender/sex
- Determine which adults are awake during which hours. A 1 Adult to 7 Youth ratio must be maintained. 2 adults awake during the overnight shifts is preferable, as long as sleeping adults comprise the rest of the ratio.
- Familiarize oneself with First Aid Kit Location, Fire Escape Routes, Phone accessibility and emergency Contact Information for participants.
- Familiarize oneself with the rules for the conference.

In the event of the Breach of rules by one of the youth:

- Inform all members of the CRAC committee and determine the consequences. If a youth is to be removed from the property then:
- Contact the DYP. The DYP will inform the Board, through the DRE and the Minister.
- Contact the youth's guardian and inform them that the youth must leave the premise.
- If the guardian is not available to pick the youth up, determine whether or not there are enough available adults to transport the youth home. Remember not to be 1-on-1 with a youth. Another youth can be present.
- If removal home is not a possibility, (i.e. youth is out of town), contact the safe house location, if one has been determined.
- In the event that removing the youth from the overnight location is not an option, the youth will be removed from participation for the remainder of the event, in a separate room. Adult supervision is required for that youth on a frequent basis.

In the event of an Emergency

- Contact 911
- Ensure youths' safety
- Contact DYP

Field Trip Transportation Policy

Description

This is a specific policy covering Field Trips occurring off First Unitarian Congregation of Ottawa property. It is intended to supplement the Screening in Faith (Safe Congregations) Policy and to be consistent with the intent and specifics of that policy.

Definitions

Field trip: a youth event that is scheduled off church property, whether in-town or out-of-town, one hour, one day, or overnight.

Permission slips

Any youth transported by First Unitarian Congregation of Ottawa members must have a permission slip signed by their parent or guardian. The permission must:

- be in writing.
- be signed and dated by the parent/guardian (see below for crossing Canada/US Border).
- identify the activity in which the youth is participating.
- the location of the activity.
- the date(s) on which the activity is occurring.
- the type of transportation involved.
- the names of adult volunteers and the DYP .
- permission for emergency medical treatment.

The supervisor or his/her designate may waive the requirement for the permission slip only where it would serve no useful purpose - for example, a picnic off First Unitarian property where the youth would be accompanied by their parent(s).

Crossing the Canada/US Border

Both Canada Border Services Agency and U.S. Customs and Border Protection Staff pay extra attention to youth as they enter or leave Canada/United States. Although border staff may not request permission slips or other documentation, if they do ask, and they are not available (or incomplete), the group may be denied entry into the United States. This difficulty is avoided, in most cases, by having both parents sign the permission form. However, other situations may require additional documentation.

There are three possibilities:

1) There is no second parent with legal claims to the youth (e.g. deceased, sole custody):

Permission form signed by parent indicating the youth will travel out of the country

Paperwork: court decision, birth certificate naming only one parent, death certificate.

2) There is one custodial parent, and a second non-custodial parent with legal access to the youth.

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a. Permission form signed by custodial parent indicating the youth will travel out of the country

b. Permission form signed by non-custodial parent with legal access indicating the youth will travel out of the country

3) There are divorced or separated parents who have separate custody of the youth:

One permission form signed by both parents indicating the youth will travel out of the country.

OR: two separate permission forms signed by each parent indicating the youth will travel out of the country. Canada Border Services Agency also requires the First Unitarian Congregation of Ottawa members to carry a copy of the youth's identification, as well as the address and telephone number where the parent or guardian can be reached. Identification documents include birth certificate, baptismal certificate, passport, or landed immigration form.

Transportation

All occupants of a vehicle or plane, will use a seat belt. Vehicles will be operated by First Unitarian Congregation of Ottawa adult volunteers only. Youth with drivers licenses will not act as drivers for field trips. First Unitarian Congregation of Ottawa members are asked to sign a form indicating a valid drivers license and automobile insurance (minimum amount \$1,000,000) if they are to be transporting youth.

Emergency Medical Treatment

Even when care is exercised, accidents can happen. First Unitarian Congregation of Ottawa adult volunteers shall have permission to authorize emergency medical treatment if the youth's parent(s)/guardian cannot be reached at the number(s) specified on the permission slip.

Record Keeping:

The permission slips will travel with the adult accompanying the youth. In accordance with Privacy Policy, copies of permission slips will be kept on file in a secure location at the church. The copies retained at the church will be in a clearly identified folder in the RE office in the Youth filing cabinet.

A minimum of three of the following persons will be made aware that there is a trip involving youth in progress, and know where the permission slip copies are located: Minister, Board President, Vice President, RE Committee Chair, DRE.

The activity group will designate one First Unitarian Congregation of Ottawa member to shepherd all of the documents for that trip and ensure their safekeeping. An exception to this shall be made when crossing an international border in a group of vehicles, where the documents specific to each youth will travel in the same vehicle as the youth.

Safety

First Aid

It is the adult's responsibility to have knowledge of location of first aid kits and to know who has first aid training. In the church there is a first aid kit in the RE cupboard, in the Office upstairs and in the youth room. If you administer first aid, you must report in on the Incidence report found in the first aid kit. Then place the form in the DYP mail slot.

Fire

In the event of a fire, take attendance or registration forms and lead youth out of the closest exit. Regroup in the Meditation garden.

Boundaries and Role of Advisor with a Youth in Crisis

A youth in crisis is any youth who has contacted an advisor in person by phone, email or other means stating they are seeking support or help. A youth in crisis can be a youth who is in need of help. Potential crisis situations include, but are not limited to suicide, not staying at home, drug use, or abuse of any kind.

The following are list of the steps advisors must take in the event of contact with a youth in crisis:

- List and get brief details of what is happening, where they are, how to contact them. Find out who knows where they are. Be clear about the issues concerning confidentiality. Tell the youth that you will try and help and will call them back within the ½ an hour. (If the youth is suicidal, do not hang up with them until you know their exact location. Call 911 on another line).
- Contact the Director of Youth Programming, if not available contact the Minister.
- Identity what community resources that the youth needs for the next 24 hours. Police, hospital, interim lodging, suicide watch, a place to come down off the drugs. Contact the community resources for support.
- Once a safe place has been secured for the youth for the next 24 hours, the next step will be to have a meeting at the church with the youth, youth advisors, director of youth programming, parents/guardians (if appropriate) and the Minister to determine the best way the youth can be supported in the long run.
- It is also important that adult volunteers spend some time debriefing the situation; the best resources are another advisor, the Director of Youth Programming or the Minister. In a debriefing conversation, remember to adhered to the Privacy Policy, personal information must not be disclosed to those who have not had written permission to obtain it. If a debrief occurs with a partner or close friend please use alias names.

Youth Disclosure

Drug and Alcohol Abuse

Youth often disclose the use of drugs and alcohol within the youth group. It is the role of adults facilitating the youth group to remind the youth that what they are doing is illegal and using drugs is not congruent with taking care of themselves. In the event that a youth discloses abusing a substance, it is important to help the youth get help and help the youth disclose this information to their parents.

Suicide

If a youth has disclosed in youth group that they are feeling like ending their lives the following steps must be taken:

1. The youth is removed from the large group for a one on one with an advisor, in an area where they can be seen by other adults.

- The advisor approaches this youth with compassion and concern and addressing the issue of confidentiality. Stating that it is within the covenant an advisor can not keep confidential the want to harm ones self. The advisor can attempt to expand on the youth's story, asking questions to understand the sources of this want and feelings.
2. The youth is not to be left alone and must be within sight of an adult
 - If it is appropriate the youth and advisor then seek out the DYP. If the DYP is not available then the minister is to be informed
 3. The advisor is to counsel the youth to call or notify parents of this suicide want, if the youth are not willing to do so the advisor must state that they will have to do so. If it is not appropriate to disclose this want to the parents due to issues of abuse then the minister must be informed. If the youth is under 16, the CAS must be contacted. At this point, the youth should be offered the option to call the Youth Help Line and receive support from a trained counsellor.
 4. The youth is to remain with an advisor until either a parent/guardian or transportation to the hospital is arranged.

In the youth group

If a youth has disclosed the want to commit suicide in the group, the youth will have a variety of different concerns and emotions. It is best to be open and transparent with the youth. Acknowledge what has just been said and how scary that is. Inform the group of what supports will be offered to the youth who disclosed. Remind the youth of the need to maintain confidentiality but also acknowledge the need for the youth to discuss this with a trusted adult or friend. Ensure that the group members have access to the youth help line.

A debriefing session may also be necessary for the next Sunday group – possibly finding a trained person to come and speak to the youth about suicide and suicide intervention

Violation of Policy

The above policies are in place to ensure the safety of youth, the safety of advisors and the congregation. If a policy has been breached a meeting will be set up to discuss the breach of policy. In the event where an advisor has breached the policy, the advisor may be asked to leave their role as a youth advisor.

Appendix A – Youth Programming Director, Position Description

Description

A part-time position to be staffed on a 12-month contract basis.

The role of the Youth Programming Director is to direct a collection of programs which will promote the spiritual growth and transformation of youth at the First Unitarian Congregation of Ottawa. This includes the Youth Group and Senior High OWL.

Time Frame

You are expected to work an average of 10 hours a week plus 2 or 3 full weekends per year between. Time will be spent communicating with youth, advisors, program facilitators, and parents. You will meet with the youth programming council or youth adult committee once per month. You will meet with the Chief of Staff monthly. In addition, you will participate in two to three youth weekend events. Finally, you will participate in at least one session of each of the different youth programs offered throughout the year.

Statement of Accountability

As Youth Programming Director, you report to, and are supported by, the Chief of Staff. Additional support comes from the Minister, the Director of Religious Education, and the Personnel Committee. Programming needs will be determined by the Youth Programming Committee. You are ultimately responsible to the Board and to the Congregation.

Responsibilities

- Ensure the functioning of the Youth Programming Committee.
- Direct the overall planning, conduct, evaluation and administration of youth programs identified by the Youth Programming Committee, and in keeping with the strategic and operational plans of the congregation. This direction includes the exercising of authority and accountability for all aspects of youth programming.
- Ensure safe youth programming guidelines are implemented and maintained.
- Advocate for youth within the church community.
- Nurture the spiritual growth and transformation of youth in cooperation with their parents/ guardians, and the rest of the church community.
- Support the creation of new youth programs within the guidelines of program development (Appendix J) with the goal of meeting the variety of needs of youth within the congregation.
- Promote youth leadership wherever appropriate within youth programs.
- Evaluate existing youth programs for their effectiveness and provide guidance to the youth programming council.
- Recruit, manage and nurture volunteers for the youth programs.
- Act as contact point to the youth for parents, congregational committees and members.
- Provide a communication link between the youth, parents, religious education and larger church community.
- Promote youth programming within the congregation and community.

Remuneration

The hourly rate of pay will be determined by the board

Appendix B – Youth Ally Job Description

Reports to

Director of Youth Programming

Effective Date:

Length of Commitment:

Four Sunday services throughout the school year and occasional conference support, if possible

Position Summary:

Supports the youth and the youth group within the congregation. This support can take a variety of different forms including facilitating occasional religious education activities for youth including worship, education, social activities, social action projects and service to the church community and leadership development.

Major Responsibilities and Attributes

- In concert with the DYP and the youth advisors attend occasional Sunday meetings to help facilitate youth ministry.
- Understand and evaluate program needs
- Possess leadership skills to carry out the program
- Work well within the church structure
- Possess good interpersonal skills and exhibit good teamwork practices, communicating clearly and directly with others verbally and in writing.
- Demonstrate ability to advance tenets of Unitarian Universalist Faith
- Exhibit respect, love and flexibility when dealing with youth
- Empower youth to engage in the program and accept ownership for its continued success
- Understand how to minister to youth
- Be willing to perform related duties as needed, such as driving, photocopying, and mailing.
- Be willing to attend training events and continuing education events as needed.

Knowledge and Experience

- Requires knowledge of Unitarian Universalist culture
- Requires understanding of current adolescent development issues
- Demonstrated support to the principles and purposes of Unitarian Universalism
- Has current First Aid training

Highly Desirable

- Driver license/Passport
- Vehicle
- Willingness to attend/ sleep over at some conferences

Appendix C – Youth Advisor Job Description

Reports to

Director of Youth Programming

Effective Date

Position Summary

Facilitates the religious exploration program for youth 14-20 years of age, including worship, education, social activities, social action projects and service to the church community and leadership development on Sunday mornings from September to June. Works closely with other advisors as a team and with other staff to coordinate youth programming and pastoral care issues pertaining to youth and their families.

Major Responsibilities and Attributes

- In concert with the DYP, coordinate the Youth program by being with youth every second Sunday morning, From September to June
- Understand and evaluate program needs
- Possess leadership skills to carry out the program
- Work well within the church structure
- Possess good interpersonal skills and exhibit good teamwork practices, communicating clearly and directly with others verbally and in writing.
- Demonstrated ability to advance tenets of Unitarian Universalist Faith
- Exhibit respect, love and flexibility when dealing with youth
- Empower youth to engage in the program and accept ownership for its continued success
- Understand how to minister to youth
- Be willing to perform related duties as needed, such as driving, photocopying, and mailing.
- Be willing to attend training events and continuing education events to enhance their knowledge, ability or skills as a youth advisor.

Experience

- Requires knowledge of Unitarian Universalist culture
- Requires understanding of current adolescent development issues
- Demonstrated support to the principles and purposes of Unitarian Universalism
- Has current Basic First Aid training

Highly Desirable

- Driver license/Passport
- Vehicle
- Willingness to attend a sleep over

Appendix D – Youth Programming Committee Outline

The youth programming committee is responsible for guiding and supporting the youth program in the church. The committee supports the activities of the Adult volunteers and the activities of Youth Programs, it also enhances communication between the youth and the adult members of the congregation. The YPC reports programming needs to the Lifespan Learning Council, and financial concerns must go through the Board.

Objectives of the committee

- encourage meaningful youth participation in youth and general church activities
- provide a forum for the long term planning of youth ministry
- contribute to the quality of youth programs available to youth of the church
- participate directly from time to time in youth events and activities
- assist in the development and maintenance of the advisor team mentioned in the youth advisor's contract (The youth advisor team is comprised of the volunteers who are identified as advisors).
- encourage and facilitate inter-generational activities within the church
- communicate to the Board the needs and changing issues of young people in the church
- communicate the views of the Board and Congregation to the youth members
- participate in the selection process for the advisors

Structure of the committee

The committee members are determined by consensus in the youth group

- Youth executive: comprised of 2 Co Presidents and a Treasurer
 - Other interested youth (min. 2)
 - Other interested adults
 - Board liaison
 - Parent liaison
 - OWL liaison
 - DYP
 - Youth Advisors
 - Lifespan Learning Council Liaison
- The committee will select its own Chairperson and set its own agenda and meeting schedule.

Decision making process

Decisions are to be made based upon an overall consensus basis wherever possible. If overall consensus is not achievable, then decisions will be made based upon a consensus of a majority of youth and a majority of adults. Quorum shall be 3 youth (one executive) and three adults.

YPC members time commitment

- a. meetings: 1 @ month: Sept - June more frequently if needed

- b. tasks: between meetings: as needed, approximately 1-2 hours month, more if necessary (special events/issues)
- c. conferences/special events: 2-4@year; may require additional time in planning/tasks 2-10 hours before and during the event.

Meeting Structure

- Social gathering
- Welcome/Chalice Lighting/Introductions/Check-in
- Past events/tasks from previous meetings
- YRUU financial status report
- Plans for future events
- Information sharing
- Discussion
- Decision making
- Assignment of tasks
- Visioning
- Next meeting date
- End: "Thanks!"

Duties

- Annual:
 - written report to the Board for the annual congregational report
 - prepare budget and present to the Board
- Monthly:
 - record, type, copy, and distribute minutes to committee members
- Ongoing:
 - be concerned with the needs of the YRUU members and group
 - be concerned with the needs of the youth advisors and assist with planning, organizing and carrying out of special events

Roles/Tasks

Co Presidents role/tasks

- convene and facilitate meetings
- set agenda in consultation with other committee members
- "staff" the committee and enable committee members to carry out their responsibilities
- consult regularly with the board liaison about issues being considered and the health of the committee
- make requests for funds during the board's budget process (as per committee decisions)
- arrange for YPC representation, if required, at board meeting.

- arrange for refreshments for meeting
- arrange for youth news in church newsletter

Youth representatives role/tasks

- participate in YPC meetings
- communicate YRUU group needs, concerns, suggestions
- learn about planning/organizing/evaluating events within guidelines/process of church/district policies

Treasurer

- prepare and present monthly financial report

Adult committee members role/tasks

- participate in YPC meetings
- help with (and recruit helpers for) special events
- encourage and guide YRUU youth and advisors in their endeavours

Board Liaison role/tasks

- participate in YPC meetings
- request YPC representation at board meeting for special requests/issues for consideration
- submit monthly report to board regarding YPC and YRUU
- clarify questions re: board policies, church functions, structure and process
- report to YPC on board's policies and concerns

Youth advisor role/tasks

- participate in YPC meetings (rest is defined in the advisors contract)

DYP role/tasks

- participate in YPC meetings
- provide guidance and perspective on youth ministry and arising issues

Appendix E – Code of Ethics for Adults in Leadership Positions

Preamble

Our Unitarian Universalist faith calls us to be in right relationship with people, to respect others and ourselves and to use our power in responsible and accountable ways. As leaders in our groups and communities, we understand that we have been entrusted with a certain degree of power and authority.

Leadership comes with a special responsibility to use our power in a manner consistent with our values and principles as Unitarian Universalists. Thus, we agree to the following code of ethics as part of our leadership role, hoping to serve as a model for others in our group or community.

Self

As I seek to maintain a healthy standard of self-care and faith development:

I will be aware of my own needs and preferences and, given the influence of my role, act responsibly in fulfilling them in appropriate circumstances.

I will model self-care by respecting myself, recognizing my physical, emotional, and psychological needs, seeking appropriate allies and professionals (when needed) with whom to process my feelings and concerns.

I will manage my time in order to honour my need for physical and spiritual renewal so that my needs do not interrupt or undermine my work.

I will actively pursue my own faith development and enrichment.

Interpersonal

As I work to foster healthy relationships, I will act only in those ways that affirm inherent worth and dignity, promote justice, equity and compassion, and encourage the spiritual growth of individuals.

As a leader in a spiritual community, I shall honour any commitments I have made to others and myself. I will not engage in behaviour that is damaging to any of my relationships or the relationships of others.

I will value explicit consent in all relationships, I will be careful not to assume implied consent.

I recognize that as a leader in whom trust and power have been placed, I am in a relationship of faith.

I will refrain from practices that allow me to meet my own needs in ways that may take advantage of others.

I will not engage in any exploitative relationship that abuses the power and damages the trust that a specific individual, group, congregation, or institution has placed in me.

I will seek to resolve conflict in healthy ways. I will use open, direct, honest, compassionate and constructive communication. I will seek mediation by third parties as needed, with the

goals of maintaining respect for all people involved and restoring working relationships with them.

Group

I will work to create a welcoming and safe environment by modeling and encouraging behaviours that support sustainable, growing and healthy faith communities:

Respecting our commitment to create diverse and inclusive communities, I will serve all members of my group or community regardless of age, race/ethnicity/culture, gender/gender expression, sexual orientation, physical and mental ability, socioeconomic status, theology/faith expression, national origin or primary language.

I understand that every person in my group or community has many identities, and I will seek to learn how my identities impact my values, beliefs and behaviours. I also understand that not everyone can always bring their whole selves to our community.

I will strive to create an environment and group understanding that values all identities and viewpoints and fosters inclusivity and justice.

I will recognize that my leadership is by the consent of the group and that my decisions and actions as a leader are on the group's behalf.

I will recognize my contributions to the tone and culture of the group, taking special care in how I conduct my relationships and understanding the long-term ramifications of my behaviour.

I will empower and support my peers in developing their gifts; skills and talents. I will encourage leadership in others by sharing opportunities, knowledge, responsibilities, and rewards. I will share responsibility for community well-being with my peers.

I will build positive, respectful relationships with my predecessors and successors to help build a continuum of strong, supportive young adult leadership. Further, I will support, rather than infringe upon, the roles of other leaders in our movement.

I will respect that as a leader I may have access to information that must be kept in confidence. I acknowledge the power that this gives me. I will use discretion in sharing such information so as to avoid harm to individuals or the community. I understand that my leadership role requires careful discernment. I will seek help if I am concerned about the safety of an individual or of the group.

I will not speak disrespectfully or disparagingly of any other leaders in public. In conversations critical of others, I will speak responsibly and respectfully.

I will respect the diversity of spiritualities in our faith community and will not make my personal form of spiritual expression normative.

I will use the resources and finances of the community/institution responsibly.

I will do my best to prepare myself for my roles and responsibilities as a leader. I will take part in ongoing training and continuing education.

Wider Movement

As I seek to keep connected to our larger faith in its diverse manifestations:

I will seek both to hear and to be accountable to diverse voices.

I will seek to understand the dynamics of oppression on personal and institutional levels and their relationship to my leadership role. Further, I will actively work to dismantle structures of injustice and oppression whenever possible.

I will be a responsible representative of the Unitarian Universalist faith and participate in those activities that strengthen its unity, witness, and mission.

I will recognize and respect my ties to the larger family of our Unitarian Universalist faith, remaining ever mindful of our seven principles in my words and deeds.

I will seek to model environmental consciousness and sustainability in my leadership, understanding our faith's affirmation of respect for the interdependent web of all existence of which we are a part.

I will model respect for other faith traditions and the individual spiritual paths of all with whom I am in community.

I will encourage the growth of our faith and the spread of the ideals of Unitarian Universalist traditions and fellowship.

I will participate and encourage others to participate in meetings and activities of the Canadian Unitarian Council.

I will inform appropriate leaders in advance of any public engagement that I may be asked to undertake in their communities or congregations.

Larger Community

As I am mindful of how our faith work and practices are connected to our larger community and the world:

I will be aware of and observe the legal requirements of my province regarding the reporting of physical or sexual misconduct.

I will be aware of and comply with all applicable campus, congregational, organizational, and/or district/regional policies with special attention to sexual misconduct, safety, and medical emergency policies.

I understand that whenever I participate in the wider community, I represent Unitarian Universalism and will endeavour to provide a living model of ethical and religious leadership for people of all ages and circumstances.

Name

Date

Signature

Appendix F – Code of Ethics

Adult advisors and youth leaders and planning team members must review the Code of Ethics below and sign the appropriate space on their registration form.

Adults

Adults are in a position of stewardship and play a key role in fostering the spiritual development of both individuals and the community. It is, therefore, especially important that adults be qualified to nurture and provide the special care and support that will enable youth to develop a positive sense of self and responsibility. The relationship between young people and adults must be one of mutual respect if the positive potential of their relationship is to be realized.

There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting youth in these areas of growth. Wisdom dictates that youth and adults suffer damaging effects when leaders become sexually involved with a person in their care; therefore, adults will refrain from engaging in sexual, seductive or erotic behaviour with youth. Neither shall they sexually harass nor engage in behaviour with youth that constitutes verbal, emotional or physical abuse. Adults shall be informed of the Code of Ethics and agree to it before assuming their roles. In cases of violation, appropriate action will be taken.

Youth in Leadership Roles

Youth in leadership positions are uniquely visible and influential in any youth program community. They should recognize that power imbalances exist in their interactions with other participants. Inappropriate sexual behaviour is never acceptable; additionally, youth leaders should remain aware of the impact of their actions and behave accordingly. Youth who abuse their roles as leaders, consciously or not, can damage individuals in the community. Youth leaders are expected to use their influence in a positive manner.

Commitment to the Code of Ethics:

- No drugs or alcohol
- Adults must remain in the role of advisor at all times
- All conferees/parents must sign the medical release
- No weapons, violence or threats of violence
- No leaving the site except as part of an activity
- All participants must follow site rules
- No drop-ins
- Code of Ethics must be signed
- No violating the policy on sexual behaviour
- Must be between 14 to 20 years of age
- No sharing of sleeping bags
- Participants must have a completed registration form submitted before the event begins.

Breach of the above rules may result in participants being disallowed to participate in the remainder of the event.

All youth must sign:

I, _____, have read, understand and agree to abide by all rules of this conference. I agree that if I break the rules I may be sent home at my parents/ guardian's expense.

Signature

Date

Adult advisors and all others involved in the program must sign:

I, _____, have read the Code of Ethics and understand them. I agree to follow the Code of Ethics and understand that violation will result in termination of participation in the remainder of the event.

Signature

Date

Parents or Guardians must sign:

I, _____, am the parent/guardian of _____, who will be attending the youth program _____. I hereby give my consent and authority for the staff of the program to take any reasonable action to ensure the safety, health and welfare of my son/daughter. I also give my consent for any necessary medical treatment, including surgical care if needed. I understand that my youth will be required to follow the rules of the CUC youth program and for _____ Church and any other site used and that a breach of those rules may result in my youth being sent home at my expense. I expect to be contacted to arrange travel home if it becomes necessary.

Signature

Date

In accordance with the Privacy Policy, copies of permission slips shall be kept on file in a secure location at the church.

Appendix G – Transportation Crossing Canada/US Border

Field Trip Permission Form

Crossing Canada/US border

- Generally, this form should be completed by both parent(s) of the youth participating in the Field Trip. In the case of shared or sole custody, refer to paperwork required in the section on Crossing the Canada/US Border.

I (We), _____ (full name(s) of custodial and/or non-custodial parent(s)/legal guardian(s)), am (are) the _____ (lawful custodial parent and/or non-custodial parent(s) or legal guardian(s)) of:

Youth's full name: _____

Date of birth (DD/MM/YYYY): _____

Place of birth: _____

Canadian passport number _____

Issue Date of passport (DD/MM/YYYY): _____

Health Card Number _____

_____, (youth's full name), has my (our) consent to travel with:

Full name of accompanying person: _____

Canadian or foreign passport number: _____

Date of issuance of passport (DD/MM/YYYY): _____

To visit (name of foreign country): United States _____

During the period of: _____ to _____

For the purposes of: (name of activity/event) _____

Means of transportation _____

In an emergency, or for further information regarding this consent letter, the youth's parents can be contacted at:

Number/street address and apartment number:

City, province/state, country: _____

Telephone (work): _____

Telephone (residence): _____

Medical information for my youth:

Medical condition(s) _____

Medication to be administered

Note: I have discussed the administration of medication with a First Unitarian Congregation of Ottawa member (check box)

Details or instructions _____

Allergies _____

Anything else we should know?

I(we) hereby give my consent and authority for the Field Trip Staff (First Unitarian Congregation of Ottawa) of the program to take any reasonable action to ensure the safety, health and welfare of my youth. I(we) also give consent for any necessary medical treatment, including surgical care if needed provided at least one parent cannot be contacted at the number(s) below. I(we) understand that my youth will be required to follow the rules of the First Unitarian Congregation of Ottawa and any host congregation or site. I(we) understand that a breach of those rules may result in my youth being sent home at my expense. I(we) expect to be contacted to arrange travel home if it becomes necessary.

Name (parent1) _____

Signature _____

Date _____

Name (parent2) _____

Signature _____

Date _____

This document should be submitted to _____ by _____

Name _____

Date _____

First Unitarian Universalist Congregation

30 Cleary Avenue

Ottawa, Ontario

- The permission slips shall travel with the First Unitarian Congregation of Ottawa member(s) accompanying youth. In accordance with the Privacy Policy, copies of permission slips shall be kept on file in a secure at location at the church. The activity group shall designate one First Unitarian Congregation of Ottawa member to shepherd all of the documents, and ensure their safekeeping for that trip. An exception to this shall be made when crossing an international border in a group of vehicles, where the documents specific to each youth shall travel in the same vehicle as the youth.

Appendix H – Travel Within Canada

Field Trip Permission Form

➤ This form should be completed by the parent(s) of the youth participating in the Field Trip.

To Whom It May Concern,

I _____ (full name(s) of parent/legal guardian), am the _____ (lawful custodial parent and/or non-custodial parent(s) or legal guardian(s)) of

Youth's full name: _____

Date of birth (DD/MM/YYYY): _____

Health Card Number _____

_____ (youth's full name), has my (our) consent to travel with

Full name of accompanying person: _____

During the period of: _____ to _____

For the purposes of: (name of activity/event) _____

Means of transportation _____

In an emergency, or for further information regarding this consent letter, the youth's parents can be contacted at:

Number/street address and apartment number:

City, province/state, country: _____

Telephone (work): _____

Telephone (residence): _____

Medical information for my youth:

Medical condition(s) _____

Medication to be administered

Note: I have discussed the administration of medication with a First Unitarian Congregation of Ottawa member (check box)

Details or instructions _____

Allergies _____

Anything else we should know? _____

I hereby give my consent and authority for the Field Trip Staff (First Unitarian Congregation of Ottawa) of the program to take any reasonable action to ensure the safety, health and welfare of my youth. I also give my consent for any necessary medical treatment, including surgical care if needed provided I cannot be contacted at the number(s) below. I understand that my youth will be required to follow the rules of The First Unitarian Church of Ottawa and any other site used. I understand that a breach of those rules may result in my youth being sent home at my expense. I expect to be contacted to arrange travel home if it becomes necessary.

Name (parent) _____

Signature Date

This document should be submitted to _____

by date _____

Name Date

- The permission slips shall travel with the First Unitarian Congregation of Ottawa member(s) accompanying youth. In accordance with the Privacy Policy, copies of permission slips shall be kept on file in a secure location at the church. The activity group shall designate one First Unitarian Congregation of Ottawa member to shepherd all of the documents for that trip, and ensure their safekeeping. An exception to this shall be made when crossing an international border in a group of vehicles, where the documents specific to each youth shall travel in the same vehicle as the youth.

APPENDIX I – Volunteer Driver Statement

I, _____, volunteer as a field trip driver for First Unitarian Congregation of Ottawa for the following event:

_____ on date (DD/MM/YYYY) _____

Manufacturer of Vehicle: _____ Model of Vehicle: _____

License Plate of Vehicle: _____

Seat count: (Passenger seats with seat belts) _____

Province: _____ Driver's License Number: _____

My driver's license is valid.

I have current automobile insurance coverage with a minimum of \$1,000,000 liability coverage.

I understand that the First Unitarian Congregation of Ottawa is not responsible for insuring my vehicle.

My vehicle is in safe condition and good working order.

I will ensure that all vehicle occupants wear seatbelts at all times.

I will monitor road conditions before and during each drive and contact the DYP if I am concerned about safety due to road or weather conditions or any other situation.

I certify that the above information is true and complete.

Signature

Date

Appendix J – Modifying or Adding Youth Programs

All Modifications to Youth Programming or Addition of new youth programs will be submitted to the YPC for approval prior to board approval.

Submission must include:

- Description and Mission of Program
- Program outline
- Person or Persons presenting the program
- Budget Requirements
- Volunteer requirements
- Staff Requirements
- Church Support requirements
- Any additional Information

After reviewing and agreeing to the relevance, interest the YPC will send approval and request to the Lifespan Learning Council.

Appendix K -Community Resources

Youth Services Bureau

Phone: 613-260-2360
1-877-377-7775 (long distance toll-free)
Email: crisis@ysb.on.ca

Mobile Crisis Service

Coordinator: Ted Charette
Phone: 613-562-3004 x 244
Fax: 613-562-0229
Email: crisis@ysb.on.ca

Residential Service

Coordinator: Rui Medeiros
Phone: 613-722-4802
Fax: 613-288-0425
Email: crisis@ysb.on.ca

Youth and Family Counselling Services

Phone: Intake 613 562 3004
Email: counselling@ysb.on.ca

Service Hours :

Telephone line: 24 hours a day, 7 days a week, 365 days a year
Mobile interventions: Monday - Friday 16:30 - midnight, Saturday and Sunday: 11:00 a.m. - 23:00

This service is for children and youth, ages 18 and under, who are experiencing a crisis, and for parents, guardians, caregivers, friends or service providers who are concerned about a young person in crisis.

Help may include:

- Supportive listening
- Immediate crisis counselling on the phone
- Information on resources and service providers in your community
- Referrals to child and youth service providers in your community
- A home-based intervention (in Ottawa only)
- Short-term follow-up service

The Residential Crisis Service is included in the continuum of services and is available for youth ages 12 to 15, for a stabilizing period of up to five days. A crisis alert and follow-up program is also offered for professionals in the community.

Crisis

[Child, Youth and Family Crisis Line for Eastern Ontario www.icrs.ca](http://www.icrs.ca)

☎613-260-2360 / 1-877-377-7775 (toll-free)

DISTRESS CENTRES

Domestic Violence	1 800 363-9010
Drug & Alcohol Treatment info-line	1 800 565-8603
Gay Line Ottawa	(613) 238-1717
Mental Health Crisis Line	(613) 722-6914 1 866 996-0991
Ontario Problem Gambling Helpline	1 888 230-3505
Jeu – Aide et référence (Québec)	1 800 461-0140
Ottawa & Region Distress Centre	(613) 238-3311
Ottawa Rape Crisis Centre	(613) 562-2333
Sexual Assault Support Centre of Ottawa	(613) 234-2266

Child Abuse

Parent Help Line 1 888 603-9100

Youth Protection – Ottawa (613) 747-7800

Youth Protection – Outaouais (819) 776-6060 1 800 567-6810

Emergency Housing

Evelyn Horne Emergency and Transitional Housing Services (For women)

Coordinator: Sue Pihlainen

Ph.: 613 789-8220; **Fax:** 613 789-9585

Email: shelter@ysb.on.ca

Young Men's Emergency and Transitional Housing Services

Coordinator: Norm St-Georges

Ph.: 613 294-4522; **Fax.:** 613 241-7789;

E-mail: youngmenshelter@ysb.on.ca

Employment Services

John Howard Youth Employment Resource Centre

Contact: Sallyann MacDonald

Telephone: 828-2123

Email: smacdon@ottawa.johnhoward.ca

Website: www.needajob.org

Youth Employment Resource Centre

3730 Richmond Road, Suite 216 (behind the Harvey's)

Bells Corners, Nepean, ON

Tel. 613-828-2123

E-mail youthemp@web.net

Youth Employment Services Centretown and East

71 Bank Street, 5th Floor, Ottawa, ON

Tel: 613-236-8244

Fax: 613-236-4640

Sexuality

Lesbian/Gay/Bi/Trans Youth Line

1-800-268-YOUTH

Pink Triangle Youth http://www.pinktriangle.org/pts_site/Eng/pty-suspend.html

Carleton University GLBT Center

<http://www.carleton.ca/glb/>

University Of Ottawa Pride Center <http://www.uottawa.ca/student/glb/>

Ottawa Transsexual Support <http://www.ts-ottawa.ca/>

Gender Quest (A PTS Group) <http://www.pinktriangle.org/>

Ottawa FTM Brunch Group <http://groups.yahoo.com/group/ottawaftm/>

Gender Mosaic http://www.geocities.com/gender_mosaic/

PLFAG Ottawa <http://www.gaycanada.com/pflag-ottawa>

Making A Difference Counselling <http://www.making-a-difference.ca/>