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The Purpose of this Handbook:

This handbook is your first source for information on all events that will be taking place through Hopewell’s Youth Ministry for the months of August 2017 — Aug 2018. This handbook also contains the guidelines that must be followed by members of Hopewell Youth for mission trip eligibility as well as a code of conduct that must be followed for all trips and retreats. Details for mission trips, major youth fundraisers, major youth events, and other important documents are included.

If you have any questions, please contact either Mike Banka or Jen Lisowski for more information.

Director of Youth Ministry:

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Youth Ministries Assistant:

Jen Lisowski: 610-269-1545 (ext. 230), jen@hopewellumc.org
Hopewell UMC Youth Mission Trip Guidelines 2017-2018

Hopewell UMC Youth Ministries strives to teach youth about the meaning of service for the glory of God. Our youth ministry program encourages students to go out into the community to serve while also remembering the significance of serving within our church family. The Youth Mission Trip Guidelines consist of three components: Service Hours, Fundraising Hours and Financial Responsibility. All three components must be completed for a Youth to attend a mission trip.

Service Hours—4 hours by March 15, 2018
To participate in a summer mission trip experience, a youth is required to attend and serve at one (1) four-hour service project event per year by the time he/she registers for a mission trip, no later than March 15th. These service hours can be completed through a Hopewell ministry, such as an IGR Soup Lunch, Vacation Bible School, tech booth support, nursery or Sunday School, or with a local community organization, such as Good Works, the Lord’s Pantry, Coatesville Kids to College, etc. Youth that do not participate in service work for at least 4 hours throughout the year will not be allowed to take part in a summer mission trip. This service is important, as a disciple of Christ is called to serve throughout one’s life. When you register for a mission trip, you will be asked if you completed your service. No other proof is required.

Fundraising Hours—2 Fundraisers by May 1, 2018
Summer Mission Trips cost an average of $350 per person. Hopewell Youth fundraisers significantly help offset the expense of summer mission trips to allow an opportunity for all interested young people to serve. To participate in a mission trip experience, a youth is required help with at least two fundraisers per school year. Parents are encouraged to work a minimum of one fundraiser per school year. This work needs to be completed by May 1st. Youth that do not participate in fundraising will be responsible for the cost of the mission trip(s) they choose to attend (please see details on the following page). Please refer to the Hopewell Youth registration page to sign up for available fundraisers.

Financial Responsibility—by March 15, 2018
A $50 non-refundable deposit will be required to secure a spot for each youth that plans to attend one mission trip during the summer. If the youth plans to attend more than one mission trip, the deposit is $75. Both registration and payments will be completed online (checks will also be accepted). The deadline for mission trip registration and deposits is March 15, 2018. Please see the Hopewell website for more trip details, including destinations and dates.

Withdrawal Date—May 1, 2018
Since we often need to pay deposits and purchase supplies ahead of time for our trips, we lose money when our numbers decrease and students withdrawal close to the trip. If you drop out of a trip after May 1, 2018, you must find someone to fill your spot, or we will ask you to pay the full cost of the trip (please see details on the following page). Please be sure you can commit to attending before signing up.
Summer Mission Fundraiser Information

Youth Auction - December 9, 2017

There are many ways to help with this major fundraiser that raises a majority of our funds for the summer. You do not need to be available on the day of the event. Help is needed to solicit donations from area businesses and sell tickets. On the day of the event, there will be opportunities to help with set up, registration, food service, check out and clean up.

Parents’ Night Out - February 17, 2018

This is a wonderful service to the families of our congregation and Hopewell Preschool and is a helpful fundraiser for youth missions. The event requires help from 5-10pm, as we provide child care at Hopewell for 60-80 children, with games, crafts, dinner and a movie.

Stock Sale - Spring 2018

This is another significant fundraiser for youth missions and is a second opportunity to raise funds without needing to be present on the day of an event. As in the past, there will be an opportunity to sell stock after worship services on weekends in the spring (dates TBD) and also through a link on our website. That link will allow family and friends to contribute and there is a place to indicate a student’s name. A student will receive credit for working this fundraiser if: he/she raises $100 in stock through the online giving link or helps to sell stock after worship on at least one day.

Students who do not work in any fundraisers will be responsible to pay the full per person cost for the mission trip(s) they choose to attend.

Students who work in one fundraiser will be responsible for 50% of the per person cost for the mission trip(s) they choose to attend.

For example:
Mission Trip 1—$350
Mission Trip 2—$350

Student A—helps in two fundraisers
Student B—helps in one fundraiser
Student C—does not help in any fundraisers
Student D—helps with fundraisers, but withdrawals after May 1, with no replacement

Student A, helps with at least two fundraisers and attends Mission Trip 1 and 2 = $75
Student B, helps with only one fundraiser and attends Mission Trip 1 and 2 = $350
Student C, does not help with fundraisers and attends Mission Trip 1 and 2 = $750
Student D, helps with fundraisers, but withdrawals after May 1 for Mission Trip 1 and 2 = $750

As you can see, it greatly benefits you to take part in fundraisers and plan ahead. Please do not take lightly the very generous support from our congregation.
Mission Trip Synopses

This list includes trips that are on our regular rotation of ministry sites. Check each year’s calendar for opportunities for the upcoming summer.

**Short Term Mission Trip**
Short Term is a great mission trip for our middle school students and those who have never done a mission trip before. Students serve at local worksites such as Good Works, the Chester County Food Bank, The Well, etc. while worshipping, playing games, eating, and sleeping at Hopewell. Showers are provided by the Brandywine YMCA. **This Mission Trip is for those entering 7th to 9th Grade. High School students wanting to serve as Student Leaders must have completed 10th grade.**

**Philadelphia Project**
A favorite with our youth, The Philadelphia Project is a week-long mission trip for both middle school and high school students. During the days, students either serve in home repair, help out at Kids Camp, or work with social service organizations. Every night of the week, youth experience Club, a time of fun games and worship, followed by small groups for reflection on the day’s work and the lesson from the evening. **This Mission Trip is for those entering 8th Grade to Graduating Seniors.**

**Long Term Mission Trip**
Each year students travel to a location to serve for a week, where the work projects are both challenging and rewarding. At the end of the week, a fun day is planned such as going to a water park or exploring a nearby city. Past locations have varied from Maine to Maryland to Alabama, but no matter what the location, Long Term is an wonderful week of service, worship and fellowship alongside other Christ-followers. **This Mission Trip is for those entering 9th Grade to Graduating Seniors. Young Adults wanting to attend will be asked to complete a brief application form and contribute the mission trip deposit.**

**Good Works Work Camp**
This trip is a week long service opportunity with Good Works, Inc, based out of Coatesville, PA. One of Hopewell’s long-standing mission partners, Good Works provides home repair and ministry to low-income families to make their homes warmer, safer and drier. Teams have their home base at a church in Coatesville and shower at Brandywine YMCA. **This Mission Trip is for those entering 9th Grade to Graduating Seniors.**

**International Mission Trip**
Every couple of years, Hopewell Youth sponsors an international mission experience. The service has included physical work, relationship building, and evangelism and teaching. Past locations have been: Holland, England, South Africa, and Haiti. Our next international trip is tentatively planned for summer of 2019.

**Signup and Payment Deadline for Mission Trips is March 15, 2018**
Scholarships are available, please speak with Mike if this would be helpful for your family.
Summer Retreats and Trips

Middle School Retreat

After a summer filled with mission trips, it’s nice to get away one last time to the beach before school starts. Enjoy a retreat filled with worship, beach time, and games at Cape Henlopen in Delaware. This trip is usually 4-5 days. One afternoon/evening is spent at the Rehoboth boardwalk to play games, go on rides, and do a little beachside shopping. **This retreat is for those entering 7th Grade to 9th Grade. Cost: TBD.**

High School Retreat

While Hopewell Youth Ministry emphasizes mission and service, we also place a high value on spiritual renewal and growth, and so time spent away for worship, rest and laughter is just as important as our service. In the past, our high school youth have spent 3-4 days in Ocean City, NJ and Cape Henlopen. There is a possibility of a future trip near a lake or in the mountains. **This retreat is for those entering 9th grade to Graduating Seniors. Cost: TBD.**

The Bike Trip

Time to oil those squeaky wheels! The newest addition to the summer youth schedule is the Youth Bike Trip. Last year’s trip was down the C&O Canal spanning through Maryland and West Virginia. This trip lasts 5 days and consists of biking roughly 20-30 miles a day, and camping during the evening and night. Enjoy some beautiful nature while getting in shape! **This trip is open to those entering 8th Grade to Graduating Seniors. Cost: TBD.**

**Signup and Payment Deadline for Henlopen and the Bike Trip is June 1, 2018**

**Scholarships are available for all of our trips and retreats, please speak with Mike if this would be helpful for your family.**
Frequently Asked Questions

How do I sign up for events and fundraisers?
To register for youth events, please visit the Hopewell website at www.hopewellumc.org. Click on youth ministry, then youth registration. The direct address is: www.hopewellumc.org/youth-event-registration.

How can I get more details about what’s happening week-to-week?
Check your email for weekly updates from Jen@hopewellumc.org (send us your email if you are not on the list), watch the church bulletin, join the Hopewell Youth Facebook page, and follow us on Instagram.

What happens on Sunday mornings for youth?
Youth are always welcome to participate in worship. Sunday School is offered for all youth at 9:30am. Middle School students meet in the Upstairs Youth Space and High School students meet in the Cornerstone Café.

What does Sunday night programming look like?
All youth, grades 7-12 are invited to join us on Sunday nights. From 6-7pm, several options for activities and small groups are available for youth to select and will run in four or five week blocks. Selection happens at the start of the block and youth will remain in the group they chose for the duration of that block. Options include basketball, Generation Change (runs for two consecutive blocks), Share and Prayer, Bible Study, Pottery class, Missions and Crafts, Exercise and Devotion, and Cooking. At 7pm, all youth meet together for worship and a message from an adult or student leader, followed by small group discussions until 8pm.

Are there other mission opportunities throughout the school year?
Yes! In past years, we have spent the Sunday night before Thanksgiving shopping for food and putting together meals for local families through a local organization. On a Sunday night in December, we shop in small groups for the wish lists of children in families connected to us through another local organization. There are other opportunities such as Good Works Saturday work days and serving at The Well in Downingtown. Check our communication avenues for opportunities to serve throughout the year.

What is Confirmation and how can I participate?
In baptism, parents vow to raise their children in the faith so that one day, “they may be guided to accept God’s grace for themselves, to profess their faith openly, and to lead Christian lives.” Confirmation is that “one day” time period for many. The word “confirmation” literally means “to make firm.” Confirmation seeks to make firm that which has gone before—God’s grace, the sacrament of baptism, and the Christian nurture provided by parents and by the faith community. Therefore, confirmation is not simply a “rite of passage” or just a class to complete. It is a step in a life-long journey of pursuing the depths of God’s love, living in ongoing relationship with God, and learning to live as a member of the body of Christ. Confirmation is available to any age and classes typically run October to Easter. If you would like to know more about Confirmation, please contact Mike Banka.

How do I apply for the scholarships offered for college, technical school or other continued education?
There are two scholarship funds at Hopewell UMC offered to students of any age who are furthering their education, however, most applicants are graduating seniors. Watch the bulletin and other communication for the application that is typically available in March. Scholarship recipients are announced in worship on a weekend in May.
Youth Calendar

August 2017

27 — Back to School Pool Party
   Time: 12:30PM - 3:00PM
   Location: Koppenhaver Residence

September 2017

3 — Ice Cream Social/Octopus Challenge!
   Time: 2:00-4:00PM (Challenge at 3:00PM)
   Location: Parsonage*

6 — Youth Leader Meeting
   Time: 6:30-8:00PM
   Location: HUMC Upper Youth Space

10 — Parent Meeting
   Time: 12:15PM—1:15PM
   Location: HUMC Sanctuary

— Youth Group Begins
   Time: 6:00PM-8:00PM
   Location: HUMC Lower Youth Space

15 — Jason Gray, The Afters, and David Dunn Concert
   Time: 7:00PM
   Location: HUMC Amphitheater

*If dropping off kids, go directly to the Parsonage. If attending the event, please park at HUMC and take the shuttle to the parsonage.
Youth Calendar

September 2017

17 — Mission Celebration Service (No Sunday School)
   Time: 9:30AM
   Location: HUMC Sanctuary

— Stockholders’ Breakfast
   Time: 10:30AM
   Location: HUMC Family Life Center

— Youth Group Open Mic Night
   Time: 6:00PM-8:00PM
   Location: HUMC Lower Youth Space

24 — Beginning of “Block #1” Youth Group
   Time: 6:00PM-8:00PM
   Location: HUMC Lower Youth Space

27 — “See You at the Pole”
   Time: 7:00AM
   Location: School Flagpoles across the USA

October 2017

13 — Middle School Fun Night
   Time: TBA
   Location: TBA

15 — Youth Leader Meeting
   Time: 5:00PM—6:00PM
   Location: HUMC Upper Youth Space
Youth Calendar

October 2017

22 — Harvest Party
   Time: 5:00PM—8:00PM
   Location: Miller Residence

29 — Youth Group “Block 2” Begins
   Time: 6:00PM-8:00PM
   Location: HUMC Lower Youth Space

November 2017

10-11 — High School Lock-In
   Time: 10th Evening — 11th Morning
   Location: HUMC

19 — Thanksgiving Food Shopping Mission
   Time: 6:00PM-8:00PM
   Location: Giant*

23 — Happy Thanksgiving!!!

26 — NO YOUTH

December 2017

9 — Youth Auction
   Time: TBA
   Location: HUMC Family Life Center

*Drop off and Pick Up at HUMC
Youth Calendar

December 2017

10 — Christmas Shopping Mission
   Time: 6:00PM—8:00PM
   Location: Target*

17 — Youth Christmas Party
   Time: 6:00PM—8:00PM
   Location: HUMC Lower Youth Space

25 — Happy Birthday Jesus!

January 2018

5-7 — Youth Rally
   Time: 5th Evening—7th Afternoon
   Location: Ocean City, MD*

7 — Youth Group Movie Night
   Time: 6:00PM-8:00PM
   Location: HUMC Lower Youth Space

14 — Youth Group “Block 3” Begins
   Time: 6:00PM-8:00PM
   Location: HUMC Lower Youth Space

February 2018

9-11 — Intergenerational Retreat
   Time: Friday Evening—Sunday Afternoon
   Location: Blackrock, PA

*Drop off and Pick Up at HUMC
Youth Calendar

February 2018

17 — Parents Night Out Fundraiser
   Time: 5:30PM-10:00PM
   Location: HUMC Family Life Center

18 — Youth Group “Block 4” Begins
   Time: 6:00PM-8:00PM
   Location: HUMC Lower Youth Space

March 2018

2-4 — Pocono Water Park Trip
   Time: Friday Evening—Sunday Afternoon
   Location: Kalahari Waterpark*

4 — Youth Group Game Night
   Time: 6:00PM-8:00PM
   Location: HUMC Lower Youth Space

11 — Youth Group Open Mic Night
   Time: 6:00PM-8:00PM
   Location: HUMC Lower Youth Space

15 — MISSION SIGN-UP DEADLINE (AND MONEY DUE)

18 — Youth Leader Meeting
   Time: 5:00PM-6:00PM
   Location: HUMC Lower Youth Space

25 — Palm Sunday

*Drop off and Pick Up at HUMC
Youth Calendar

April 2018

1 — Easter! (NO SUNDAY SCHOOL)

NO YOUTH

8 — Youth Group “Block 5” Begins

Time: 6:00PM-8:00PM

Location: HUMC Lower Youth Space

13 — Lock-In (Arnold’s Family Fun Center)

Time: Friday Evening—Saturday Morning

Location: HUMC

15 — MISSION TRIP PAPERWORK DEADLINE

May 2018

1 — LAST DAY TO WITHDRAWAL FROM A MISSION TRIP WITHOUT PENALTY

6 — Last Sunday School!

— Mission Commissioning Service

Time: 6:00PM-8:00PM

Location: HUMC Sanctuary

13 — Mother’s Day (NO SUNDAY SCHOOL AND YOUTH GROUP)

20 — Graduation Service

Time: 10:55AM (Contemporary Service)

Location: HUMC Sanctuary

— Closing Youth Party

Time: 6:00PM—8:00PM

Location: HUMC

*Drop off and Pick Up at HUMC
Youth Calendar

June 2018

1 — SUMMER RETREATS DEADLINE AND MONEY DUE

18-21 — Short Term Mission Trip
   Time: Monday evening — Thursday evening
   Location: HUMC + Multiple Work Sites*

July 2018

8-14 — Philly Project Mission Trip
   Time: 8th Afternoon—14th Afternoon
   Location: Philadelphia, PA*

16-20 — Vacation Bible School
   Time: 16th Morning—20th Afternoon
   Location: HUMC

21-28 — Long Term Mission Trip
   Time: 22nd Morning—28th Evening
   Location: TBA

August 2018

3-7 — Tentative Henlopen Youth Retreat
   Time: 3rd Afternoon—7th Afternoon
   Location: Henlopen, DE*

*Drop off and Pick Up at HUMC
Safe Sanctuary

Our Safe Sanctuary policy is available in its entirety on Hopewell’s website and we encourage you to be familiar with the methods in place to protect our children, youth and adults. This is simply a summary of highlights from that policy that should be reviewed by youth, parents and adult volunteers on a regular basis to continue to provide a safe place for everyone.

1. The PA State Law now considers any staff member or volunteer with leadership and responsibility of children and youth a “mandated reporter.” If you suspect abuse through personal witness or disclosure, or receives an allegation through a third party, you are required to report that suspected abuse immediately to the Pennsylvania Child Abuse Hotline (24/7 service) at 800-932-0313. A mandated reporter who fails to report or delays reporting may be charged with a misdemeanor or a felony, depending on whether the non-reporting is willful and how serious the abuse is.

2. Hopewell’s Safe Sanctuary Policy mandates the two-adult rule—meaning a minimum of two adults is required at all times during all church-sponsored programs, events, or ministries involving children/youth. However, at a minimum, this may include a “roamer,” or a system of floating supervision in which an adult moves in and out of rooms.

3. Any one-on-one interactions between adults and children/youth should be conducted in sight of another worker and/or in an open/public location with the knowledge of another adult. At no time will paid staff or workers be permitted to be alone with a child or youth in an isolated situation (unless there is expressed written permission on file in the church from the child’s/youth’s legal parent or guardian stating otherwise for specific situations or programs).

4. All workers are expected to be at least five years older than the children/youth they are teaching or supervising. Anyone under the age of 18 will be paired with an adult volunteer/staff person.

5. During all on-and off-site activities, students will use the “buddy” system (i.e., groups of three).

6. No more than one youth shall be in a single bathroom/stall in a common bathroom at the same time.

7. Adults should not be in showering facilities in the presence of a youth without the presence of another adult or youth. At no time shall adults be in the presence of youth without wearing suitable clothing or bathing suits.

8. While communication via Internet, texting, and social networks is common among youth and can be an important tool for ministry, those forms of communication can also be dangerous if not used properly. Therefore, workers should be aware that any and all direct communications with Hopewell youth may be subject to audit.

9. Parents must complete permission forms for prescribed and over-the-counter medications. Those medications will be under the control of and administered by an adult/nurse in charge.

10. On overnight retreats/trips, all adult chaperones must be over the age of twenty-one. Adults will not sleep in the same bed as children/youth at any time. A youth will not share a bed with another youth at any time. In open space sleeping settings, at least two (2) workers should be present in every room. There should be no permission for boys to enter the room where girls are sleeping and no permission for girls to enter the room where boys are sleeping.

11. Drivers must have a valid driver’s license in order to drive on a church-sponsored activity. In addition, volunteers must have auto insurance coverage on the vehicle in use. Drivers must be adults over the age of 21, and they must have a clean driving record and a vehicle in good repair.

12. Drivers are responsible to see that all children/youth wear seat belts when being transported to and from activities. No more passengers than number of seat belts will be carried in a vehicle for these activities. Buses not equipped with seatbelts are exempt from this rule. Children under thirteen (13) years shall not sit in the front seat of vehicles with air bags. Child safety seat laws will be followed when traveling in a motor vehicle.

13. Children/youth may not travel alone in a vehicle with only one adult unless it is their parent. When multiple vehicles are used for an event, a single worker may drive if all the vehicles travel together. Every effort should be made for all vehicles traveling together in this circumstance to stay within sight of one another. If possible, there should be a cell phone or some other way to communicate.

14. Alcohol and illicit/recreational drug use are prohibited at all ministry programs.
Youth Ministry Conduct Covenant 2017-18

During the meetings, events and programs under the sponsorship and guidance of Hopewell United Methodist Church, I recognize that I am a representative of the Christian community and I am responsible for my actions. I understand that by signing this covenant, I agree to abide by the following guidelines:

I Shall: (Please Initial Each Blank)

______ Recognize that everyone in the group is a part of the body of Christ. I will embrace inclusiveness by making sure that everyone feels welcome and important.

______ Respect the physical and emotional well-being of others by “doing unto them as I would have them do unto me.” (This includes refraining from harsh play or violence, refraining from harmful jokes, respecting the need for sleep, etc.)

______ Refrain for the use of tobacco, alcohol, illegal drugs and weapons of any kind. I understand that use of these items is absolutely prohibited and could be grounds for immediate dismissal from the event or trip.

______ Respect the things I use and the property of places I visit. The areas used for all events, including transportation, shall be left clean.

______ Participate fully in ALL scheduled group activities on trips.

______ Act appropriately with all members of the group. This means no couples alone at any time, and no inappropriate public displays of affection.

______ Follow all instructions given by group leaders and chaperones without protest. (This does not mean an instruction may not be politely and discreetly questioned if it seems unreasonable).

______ Stay within the group or designated sub-group at all times. I will not wander off alone or leave the event site, and I will report for all designated check-in times.

______ Hold safety in the highest regard and refrain from compromising my own safety or another’s safety.

______ Provide a trusting environment for my peers. When others share something about themselves in a group discussion, I will not repeat that information to other friends outside of the group.

Guidelines for Consequences:

Consequences will focus on restoring peace with reconciliation among the parties involved. The goal of resolving each problem will be growth and learning through repentance and forgiveness. Any problems encountered will be handled within the group and by the adult leaders to the extent that this is possible. However, should a situation persist or become uncontrollable, the parent/guardian will be contacted and informed of the problem. Should the situation be urgent, the parent/guardian will be contacted immediately and will be responsible for picking up the youth from an event/trip or providing for his/her transportation home.

Child/Youth and Parent/Guardian Signature:

In signing this covenant, I vow that I have read and understand these guidelines. I recognize that a covenant is a binding promise, and my signature is testimony that I agree to adhere to the provisions of this covenant.

Signature of Youth __________________________________________ Date __________

Signature of Parent/Guardian ______________________________________Date _________