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# Youth & Family Handbook

2019-2020

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# FOR youth

FOR CHRIST IN THE HEART OF CHARLOTTE

## Middle & High School Youth Save-the-Dates 2019/2020

<p><i>September 2019</i></p> <p>8 Formation Kickoff &amp; Youth Grade Level Lunch 15 PYC (6p) 22 PYC (6p) Resilience Screening 29 PYC (6p)</p>	<p><i>October 2019</i></p> <p>6 Grade Level Dinner (6p) 13 PYC (6p) 20 Congregational Service Day &amp; Brunch (10am-3p) No evening PYC 27 PYC (6p)</p>	<p><i>November 2019</i></p> <p>3 PYC First Sunday Speaker (5:30p) 10 Grade Level Dinner (6p) 17 PYC (6p) 22-24 Confirmation Retreat 23-24 HS Retreat, MS Retreat</p>
<p><i>December 2019</i></p> <p>1 No PYC 8 Singing in the Season (6:30p) 15 HS Christmas Party (6p - offsite) and MS Christmas Party (6p-offsite) 22 College Christmas Party (6p - offsite) 29 No Formation Classes <i>No PYC or GLD in December</i></p>	<p><i>January 2020</i></p> <p>5 Grade Level Dinner (6p) 12 PYC (6p) 19 PYC (6p)  25-26 Youth Winter Retreat</p>	<p><i>February 2020</i></p> <p>2 Souper Bowl of Caring (9 &amp; 11a) Congregational Lunch (12p) 9 Grade Level Dinner (6p) 16 PYC (6p) 23 Youth Fundraiser (10a) // No PYC</p>
<p><i>March 2020</i></p> <p>1 Grade Level Dinner (6p) 8 Senior Sunday PYC (6p) 15 PYC (6p) Willard Lecture 22 PYC (6p) 29 PYC (6p)</p>	<p><i>April 2020</i></p> <p>5 Grade Level Dinner (6p) 12 Easter // No PYC 19 PYC (6p) 26 Youth &amp; Confirmation Sunday (9a, 11a) // No PYC</p>	<p><i>Summer 2020</i></p> <p><u>May</u> 3 Last Grade Level Dinner (6p) 16-17 Middle School Sabbath Retreat <u>June</u> 18-25 HS Mission Trip to Mexico <u>July</u> 14-17 MS Massanetta 26- Aug. 1 HS Montreat Youth Conf.  <i>MS Mission Mondays: June 15, July 13,</i></p>

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## Youth Ministries

Our goal is to live our faith in a world that is broken. We live out our faith through worship, love, service, and witness.

### FAQ's

- When does PYC meet? PYC typically meets Sunday evenings (check the Youth Newsletter for details) 6:00-7:45pm.
- What is the PYC schedule? Dinner is together at 6:00pm in Wood Fellowship Hall, followed by a breakout of Middle School and High School youth until 7:45pm.
- How much does it cost? Subsidy cost for dinner and Magnus is \$80 for the school year per student. DO NOT let money be an issue. Confidential financial aid is available. Contact Natalie Raygor for more information.  
Cost for Confirmands is \$140 for the year, and includes the Confirmation Retreat in November.
- What do we do next? Check the weekly Youth Newsletters to register for PYC and Confirmation
- Contact Elizabeth Cook [ecook@firstpres-charlotte.org](mailto:ecook@firstpres-charlotte.org) if you have any questions.
- You can register here for PYC <https://tinyurl.com/FPCPYC2019-2020>
- And here for PYC & Confirmation <https://tinyurl.com/FPCConfirmation2019-2020>

You can also pay for **PYC** online by visiting  
or scan the code below for PYC:



You can also pay **PYC & Confirmation** online by visiting  
or scan the code below for PYC:



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## Our Method of Fulfilling Our Mission and Vision

*Some of what you can expect from us...*

- We will provide opportunities for youth to grow in their faith and learn more about God through faith exploration, studies, mission, and fellowship.
- We will communicate with you through email, electronic newsletters, texts, social media (Facebook & Instagram) and telephone and will respond promptly to questions or concerns. We hope that you will come to us with positive feedback and areas that may need some extra attention.
- We will minister to youth and their families with a spirit of love.
- We will attend extracurricular activities as often as possible given that we know about them in advance.
- We will build appropriate relationships with the youth and help make positive connections between youth and their peers, and with other adults in the congregation.
- We will be side by side with youth as they deal with some of the life issues and challenges that they face.
- We want to know your youth as an individual. Please let us know if there is something in particular that you want us to know about your youth!

*Some of what we expect from the family...*

- Involvement of families... parents and youth alike!
- You will read this entire packet carefully and contact us should you have any concerns or questions. It is designed to provide you with important information regarding Youth Ministry.
- You will come to us with positive feedback and constructive criticism.
- You will let us know if there is something in particular that you want us to know about your youth.
- If they are having a difficult time or have an extracurricular activity we might attend. Read the covenant and discuss it together as a family. Read the handbook carefully and take special care to read and sign the covenant.

*Some of what we expect from everyone...*

- We expect that everyone involved in Youth Ministry will lift up in prayer the program and any participants, families, youth, and adult leaders.
- We expect that while attending a Youth Ministry sponsored event, youth and adult leaders will be respectful of all people and all property, have a good attitude, and abide by Youth Ministry covenant.
- We expect that participants, families, students, and leaders who fail to comply with Youth Ministry covenant will be subject to discipline that may include being sent home at their own expense, based upon discretion of the leadership team and staff.
- Recognize that students and leaders will know their limitations as peers and advisors to others in Youth Ministry and will contact Jen or Natalie should additional resources be needed.

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## Event Registration Policy

In an effort to be a good steward of the budget at First Presbyterian Church, we are asking you to consider and commit to events in a timely fashion. Our hopes to maximize youth participation in youth events have occasionally led to money loss in the youth budget. Our acceptance to verbal confirmation rather than monetary confirmation has many times incurred a loss in our budget. Please do your best to keep abreast of deadlines and secure your spot with a monetary deposit. Having said this, PLEASE never let money be something that keeps a youth from attending a church sponsored event. Financial aid is ALWAYS available and any request will be handled in a confidential manner. Please direct any questions to Jen Evans.

### Guidelines:

- In order to reserve a spot on any youth outing, a non-refundable deposit and/or the full amount of the trip must be returned by the deadline in order to hold a place. The amount of the deposit will depend on the church's financial liability for the event.
- Sign-ups will be taken AFTER the deadline on a first come first serve basis. However, please be advised, any extra spaces MAY be let go immediately following the deadline.
- Event cancellations will be decided upon by the Director of Youth Ministries, Assistant Director of Youth Ministries and Youth Ministries Committee.
- If you cancel, you will be expected to pay the full amount of the event. Refunds on cancellations prior to the two-week window will depend on the financial liability of the church. You may also discuss with the staff about finding a replacement participant.

## Transportation Policy

Transportation of members of First Presbyterian, other than in privately owned vehicles, must be done utilizing the following:

- First Presbyterian mini-buses
- 15 passenger dual wheeled van
- Completed CYPP & drivers background check

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## Church Insurance Information

**Insurance for Church Owned Vehicles:** First Presbyterian Church's insurance policy covers drivers of church vehicles while on church-related business. The driver must have an updated insurance form on file with the church and must notify the church of any changes to their driving record to retain the privilege to drive a church vehicle.

All drivers are expected to have an acceptable driving record reflecting their personal standards for not speeding, not driving while impaired, not being responsible for major accidents, and should exercise all other characteristics and habits of safe, responsible driving. Further, drivers carrying passengers for a church-related activity must be at least 21 years of age and experience driving for a minimum of two years.

**Insurance for Non-Church Owned Vehicles:** Privately owned vehicles that are being used for church purposes are covered under the individual's personal insurance for both bodily injury and property damage liability. The church's policy would only participate in medical coverage as a secondary policy after the primary insured's policy benefits had been exhausted. Please remember the following:

- Driver must be at least 21 years old and have been driving for at least two years.
- The church must have a current Driver Information Form on file.
- The church insurance coverage is secondary to the driver's insurance coverage.

## FPC Policy on Death Notifications

The policy is that we send an email to the entire distribution list of College of Elders and Deacons upon the death of a church member. The language is as follows:

*I am sorry to inform you of the death of X on Y (date). A service of witness to the resurrection and celebration of X's life will be held ... (or arrangements are incomplete at this time).*

*Please join me in rejoicing in X's life and praying for his/her family, including (names of family who are church members).*

When there has been a death in the immediate family of a church member (deceased is not a member), we usually notify the leadership of their church group (circle, Formation class, choir, etc.) and each group will decide how to notify people. The church will minister to families based on their desires on an individual basis. We are grateful for the community of faith and how we individually and collectively exhibit being the church and standing together as a church family. Each week in worship, we offer prayers for members of our church family who have lost a member of their immediate family.

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## Covenant

### Who we are and to whom we belong

As children of God we are ALL connected to one another. We seek to be inclusive and respectful of others. As a community we promote and support all persons in their healthy development (physically, mentally, socially, emotionally, and spiritually) in order to lead to the fullest sense of identity, belonging, and wholeness. While taking on healthy risks and challenges individually and as a group, we rejoice in our successes. We also seek to support and challenge one another in our times of shortcomings and weakness. In remembering who we are and our community, we ask that we modify our behavior to include appropriate cell phone use. All participants will wear proper bathing suit attire (one piece or tankini and swim trunks) for water adventures.

### Student and leader accountability

In light of the Covenant and in the spirit of partnership and inclusion, we understand that the whole group may need to discuss any behavioral issues (except as limited by confidentiality). Discussions may be needed to explain circumstances, share feelings, develop solutions, seek reconciliation, and increase personal investment and accountability in the group. For any problem, we understand that incidents will be reported to the Director and/or Assistant Director of Youth Ministry, and that every effort will be made in the spirit of grace to respond to each person as a child of God, include all points of view, build mutually trusting relationships, and meet the needs and interest of all individuals involved.

### Behavioral concerns

Any student or leader behavior that threatens the values, spirit, or peace or his/herself, others or the group as a whole will be responded to directly through a meeting between the person(s) involved and the group leaders to discuss the issues and establish solutions. Examples of such behavior include, but are not limited to, physical violence, damage to property expletive language, put-downs, breaking ground rules or curfew established at activities, or any other hindrance to group commitment to the Covenant.

### Dangerous behavior

Any student or leader behavior that seriously threatens or shows disregard for the health and life of his/herself, others, or the group as a whole (as described, but not limited to, the items below) will be responded to by the group leader(s) as follows:

- Use or possession of tobacco products, vaping/juuling, alcohol, illegal drugs, prescription drugs not prescribed to the individual, misuse of over the counter drugs, theft (shoplifting or stealing), weapons, fire-producing items, or inappropriate sexual behavior are not allowed in the context of any youth ministry event because they are deemed beyond the scope of youth ministry events, beyond the leadership capability, or they significantly threaten the individual, group unity, or other individuals. – Any Offense: Parent/Guardian contact and participant removed from group and sent home at their own expense.
- Evidence of probable cause concerning any participants' violation of these guidelines may result in his or her belongings being searched by a leader to ensure group and individual safety. We ask you to read the Covenant and discuss it together as a family. Please read the handbook carefully and take special care to read and sign the Covenant.

### Repeated poor judgment

We understand that repeated poor behavior of any kind will have more serious consequences, such as parent/guardian conferences, restrictions on participation, or legal action.



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## Basketball Covenant

### ***Who we are and to whom we belong***

As children of God we are ALL connected to one another. We seek to be inclusive and respectful of others. As a community we promote and support all persons in their healthy development (physically, mentally, socially, emotionally, and spiritually) in order to lead to the fullest sense of identity, belonging, and wholeness. While taking on healthy risks and challenges individually and as a group, we rejoice reverently in our successes. We also seek to support and challenge one another - and those that we meet on the court - in our times of weakness and shortcomings. In remembering who we are and the community we represent, we commit to reflect behavior befitting this community and the love that Christ has for all of us. This includes restraint from using coarse language, appropriate cell phone use, and appropriate attire during practices and games. It also includes a commitment to practice the tenets of good sportsmanship (e.g., congratulating others on good effort, picking up teammates and others off the court and respectful behavior towards referees).

### ***Student and leader accountability***

In light of the Covenant and in the spirit of partnership and inclusion, we understand that the whole group may need to discuss any behavioral issues (except as limited by confidentiality). Discussions may be needed to explain circumstances, share feelings, develop solutions, seek reconciliation, and increase personal investment and accountability in the group. For any problem, we understand that issues will be reported to the Director and/or Assistant Director of Youth Ministry, and that every effort will be made in the spirit of grace to respond to each person as a child of God, include all points of view, build mutually trusting relationships, and meet the needs and interests of all individuals involved.

### ***Behavioral concerns***

Any student or leader behavior that threatens the values, spirit, or peace or his/herself, others or the group as a whole will be responded to directly through a meeting between the person(s) involved and the group leaders to discuss the issues and establish solutions. Examples of such behavior include, but are not limited to, physical violence, damage to property, coarse or expletive-filled language, put-downs, breaking ground rules or any other hindrance to group commitment to the Covenant.

### ***Dangerous behavior***

Any student or leader behavior that seriously threatens or shows disregard for the health and life of his/herself, others, or the group as a whole (as described, but not limited to, the items below) will be responded to by the group leader(s) as follows:

Use or possession of tobacco products, alcohol, illegal drugs, prescription drugs not prescribed to the individual, misuse of over the counter drugs, theft, weapons, fire-producing items, or inappropriate sexual behavior are not allowed in the context of any youth ministry event.

- Any Offense: Parent/Guardian contact and participant removed from group and sent home at their own expense.
- Evidence of probable cause concerning any participants' violation of these guidelines may result in his or her belongings being searched by a leader to ensure group and individual safety.

### ***Repeated poor judgment***

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## **2019-2020 Adult Volunteer Needs- Your help is needed!**

### **Spotlight on Youth Ministry (year-round)**

*Goal: To create awareness of things happening in Youth Ministry. The hope is that this will give the congregation a glimpse of the life and volunteers of the Youth Program by highlighting updates from the Youth Ministry Sub-Committee, Formation Teachers, Youth Advisors, etc. Volunteers will work with the Director /Assistant Director of youth ministry and the Communications Manager, to gather, format, and disseminate information.*

### **Middle School Round Up/Energizers! (September 2019-May 2020)**

*These volunteers will work with the Assistant Director of YM. They will help create excitement within Middle School Ministries. They will help get families excited, carpool, create a phone tree, etc. to help youth feel comfortable about knowing that their friends will be there on Sunday mornings and evenings.*

### **Boarding School Connection (September-May)**

*Goal: To dream and design a connectional arm of First Presbyterian Church Charlotte to connect with, support and serve our population of students attending boarding schools. Volunteers will work with the Assistant Director of YM and College Connection. Some of the things this group of volunteers might be asked to do will be as follows:*

- *Define the group of youth of our congregation attending boarding schools.*
- *Determine which schools they are attending.*
- *Apprise Confirmation Sponsors of where their Confirmand is attending boarding school.*
- *Work with the Assistant Director of YM and College Connection to use youth to send care packages to boarding school youth.*
- *Make sure that the boarding school students get the weekly newsletter and that they are kept in the loop as far as retreats and other youth trips and events.*
- *Dream other ways to bring energy and longevity to this program.*

### **High School Sunday School Hospitality/Greeter (September-May)**

*This volunteer will help by welcoming and communicating with teachers and students, getting to know youth and directing them to the sign in table and making sure they are included in the morning activities and providing support as needed.*

### **Middle School Christmas Party Host (December 15, 2020)**

*This volunteer will host the youth and work with the Assistant Director of YM to coordinate food and drinks.*

### **High School Christmas Party Host (December 15, 2020)**

*This volunteer will host the youth and work with the Director of YM to coordinate food and drinks.*

### **Youth School Winter Retreat (January 25-26 1-3, 2020)**

*Volunteers will work with the Director of YM and the Assistant Director of YM to help organize the winter retreat weekend. Some of the things this volunteer might be asked to do will be as follows:*

- 
- Help drum up excitement and get registrations in.
  - Help with any other organizational information or plans in conjunction with this retreat.

### **Youth Fundraiser (February 23, 2019)**

*These volunteers will work with the Director of YM and the Assistant Director of YM to help with the vision, marketing, and execution of this fundraiser.*

### **Senior Lunch (March 8, 2020)**

*These volunteers will work with the Director of YM to create a celebratory day for seniors and their families. Some of the things this volunteer might be asked to do will be as follows:*

- Plan and organize the menu and see that the order is put in with the FPC Kitchen staff.
- Work with staff members to ensure that all room and meal reservations are secure.
- Decide on and organize table decorations.

### **Youth Sunday Breakfast (April 26, 2020)**

*These volunteers will work with the Director of YM and the Assistant Director of YM to create a celebratory day for youth and their families. Some of the things this volunteer might be asked to do will be as follows:*

- Plan and organize the menu and see that the order is put in with the FPC Kitchen staff.
- Work with staff members to ensure that all room and meal reservations are secure.

### **Confirmation Celebration Coordinator (April 2020)**

*This volunteer will work with the Director of YM & Assistant Director to coordinate a celebratory event for Confirmands at the end of the school year.*

### **Middle School Massanetta trip Organizer (July 14-17, 2019)**

*This volunteer will work directly with the Assistant Director of Youth Ministry to help in recruiting chaperones, encourage youth participation and help plan trip logistics.*

### **Montreat Youth Conference (July 26-Aug. 1, 2020)**

*This volunteer will work with the Director of YM to help with aspects of pre-planning and then implementing those plans for this week long Conference. Some of the things this volunteer might be asked to do will be as follows:*

- Organizing meals to be made from home and sent to Montreat.
- Recruiting adult volunteers to accompany youth to conference.
- Helping to create excitement and energize youth to sign-up for conference.
- Attend Montreat Youth Conference as an adult volunteer.

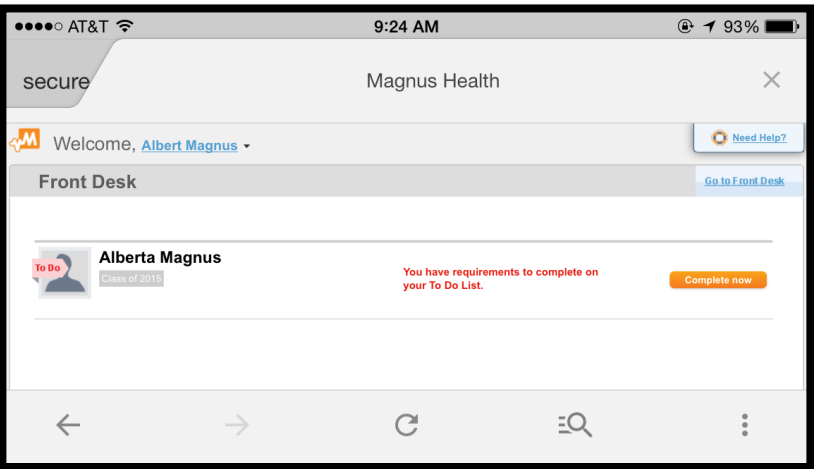
*You can sign up for any of these volunteer opportunities by visiting [www.tinyurl.com/ymvols](http://www.tinyurl.com/ymvols)*

# MAGNUS Health SMR

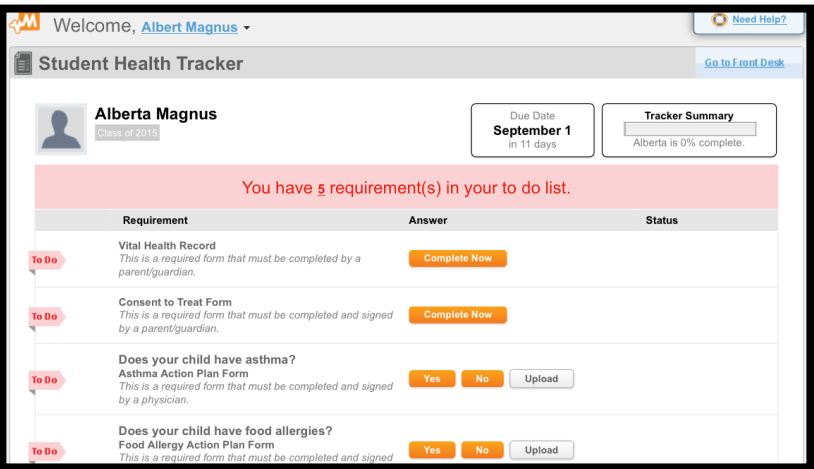
Youth Ministry uses the Magnus Health Student Medical Record (SMR) to collect student health information. Forms come directly to Magnus and you will always have access to current year forms. Information includes a complete health history, emergency contacts, allergies, medications, conditions, and more. Important forms may include permissions, action plans, consent to treat, etc.

You will receive an email in the coming weeks providing your username/password to access your child's / children's Magnus Health SMR account(s). Please remember:

- You will receive your MAGNUS login information via email once you have submitted your annual PYC payment (\$80 or \$140 for Confirmands).
- All requested medical information should be submitted directly to Magnus Health.
- You may receive email reminders from Magnus Health. Once you submit the information requested, the reminders will stop.
- Please contact Magnus Health at please contact customer support at Magnus Health SMR by phone (877-461-6831) and email (service@magnushealthportal.com).
- In the coming school years, you will simply return to the Magnus Health portal and update the account(s) with any new information. You can always update your child's medical history.



This is the first thing you will see when you login.



After you click on "Complete Now" you will be taken to your To-Do list, which includes all of the forms and information you will need to provide.

secure Magnus Health

Vital Health Record Editing for Alberta Magnus

Need Help?

User Details: Alberta Magnus, DOB: 06/27/1997

Class of 2015

Status: ✗ Incomplete

Deadline: September 1

Submit for Approval

Save and return to tracker

Please complete each section of Alberta Magnus's Vital Health Record.

Sections	Completed Since: 1 month ago
✓ Student Information	
✗ Health Emergency Contacts	Incomplete
✗ Insurance	Incomplete
✗ Healthcare Providers	Incomplete
✓ Allergies	
✗ Medications	Incomplete
✗ Other Health Conditions	Incomplete

Once you have completed a section, you will see a green check mark. There will be a red X next to items that are incomplete. You can always save and come back to finish entering information at a later time. Magnus will send you reminder emails about incomplete items.

secure Magnus Health

Add Emergency Contact Editing for Alberta Magnus

Please complete the fields below with name and contact information of those individuals who are authorized to be contacted in case of an emergency.

[I do not have any Health Emergency Contacts](#)

Relationship:

First Name:

Middle Initial:

Last Name:

Address:

City:

State/Province:

Zip Code:

Email Address:

Home Phone:

Cell Phone:

Work Phone:

Emergency Notifications

Enabling the Emergency Notifications automatically sends an email or text message to this Emergency Contact when the Student Medical Record has been accessed through Magnus 911.

☐ Yes ☐ No \*

I want to alert the above Emergency Contact when the student's Magnus911 account has been activated

[Learn more](#)

Save Contact Save And Add Another Cancel

This is the screen you will see when you enter in emergency contact information.

secure Magnus Health

**Add Insurance** Editing for Alberta Magnus

Please complete the fields below with the required number of Insurance providers.

[I do not have any Insurance](#)

Company Name: \*

Plan Name: \*

Plan ID: \*

Group Number: \*

Primary Subscriber: \*

Subscriber SSN: \*

Subscriber's Date of Birth: \*

Subscriber/policy ID: \*

Insurance phone: \*

Coverage start date: \*

Coverage end/renew date: \*

Status: \* ☐ Current insurance ☐ Had this insurance in the past

Notes: \*

Save Insurance Save And Add Another Cancel

This is the screen you will see when you enter your insurance information.

secure Magnus Health

**Student Information** Editing for Alberta Magnus

Please complete the fields below with the student's information.

First Name: \* Alberta

Last Name: \* Magnus

Date of Birth: \* 06/27/1997

Address: \* Primary Address

City: \*

State/Province: \*

Zip Code: \*

Save as Complete Cancel

You can always edit information if you move, change doctors, health plans, etc. by simply logging in to your Magnus health portal.