



# Children & Youth Ministry Welcome Packet

## MISSION & VALUES

The mission of Trinity Episcopal Cathedral is to proclaim the Word of God by sharing our gifts, ourselves, and our properties through ministry to each other, our neighbors, and our community as we serve God and represent the Episcopal Diocese of Arkansas.

### Our Core Values

**Beautiful worship** in the Anglican tradition, in an atmosphere that feels welcoming and warm.

**Caring community** that values diverse people, perspectives and ideas.

**Spiritual formation for all ages:** lively programs in attractive spaces that open pathways deeper into faith, hope, and love through common study, prayer, and action.

**Artistic expression**, through glorious music, inspiring spaces, colorful and fragrant flourishes, and memorable performances.

**Community engagement** that leads to strong partnerships with other groups and churches for the vitality of Little Rock and the common good.

**As a beacon of faith in Little Rock**, Trinity Episcopal is a source of vitality and strength in worship, community, formation, expression, and engagement for the Episcopal Church throughout Arkansas.

### Youth Ministry Mission Statement

The Episcopal Youth Community (EYC) serves, forms, and empowers youth in their transition between childhood and adulthood as peoples of the Episcopal Church. EYC serves 6th-12th graders through programming that provides fellowship, fun, and spiritual growth in a safe and loving environment.

### Our Baptismal Covenant

We live into our baptismal covenant by respecting the dignity of every human being. We believe that everyone should feel welcomed and valued, regardless of their race, ethnicity, national origin, gender, sexual orientation, ability, or socio-economic status. Our programs and events are designed to accommodate the needs of our participants, and we are committed to making our spaces as safe and as accessible as possible.

## SAFEGUARDING GOD'S CHILDREN

The Children & Youth Ministry program is planned, supported, and executed by a dedicated group of staff and volunteers who are motivated to grow the spiritual lives of young people in the church.

### All staff and volunteers who work directly with minors must fulfill the following requirements:

- Submit a volunteer application & interview with program supervisor
- Submit to a background check every 3 years (including sex offender registry check) and/or a driving records and credit check (when applicable).
- Complete required modules of "Safeguarding God's Children" online training every 5 years.
- Follow the Diocesan Model Policies for the Respecting the Dignity of Children & Youth
- Attend annual Volunteer Training

### Additional health and safety procedures

- Supervisor is CPR, First Aid and AED certified.
- First-aid kits are readily available at all events.
- Participating youth must have Registration & Release Forms on file (forms include emergency contacts, important medical notes, and signed waiver).

# PROGRAM OVERVIEW

We provide year-round programming for Children (Nursery - 5th grade) and Youth (6th-12th grade). This is a general overview of what is typically available for those age groups. Full program descriptions and detailed schedule can be found here:

[www.trinitylittlerock.org/ministries/children-and-teens](http://www.trinitylittlerock.org/ministries/children-and-teens)

## Programs by Ministry Category

### Children's Ministry

- Nursery
- ECEP Chapel
- Children's Liturgy of the Word
- Catechesis of the Good Shepherd
- Children's Formation Hour
- Koinonia

#### Annual Events

- Palm Saturday
- Easter Egg Hunt
- Vacation Bible School
- Blessing of the Backpacks
- Trunk-or-Treat (w/ ECEP)

### Both

- Mardi Gras (w/ ECEP)
- Children & Youth Choir
- Parish Picnic
- Back-to-School Kickoff
- Advent Event
- Christmas Pageant

### Youth Ministry

- EYCollab
- Youth Formation Hour
- Senior High Coffee Hour
- Confirmation
- Acolytes

#### Annual Events

- Epiphany Service
- Palm Sunday Readers
- Diocesan Youth Events (AYE, Happening)

## FURTHER INVOLVEMENT & CONTACT

### Parents/Caregivers

Parents and caregivers are always needed to provide meals, transportation, fundraising, and general support for children and youth programs. Specific needs are communicated based on the event or program through our email and parish communications. We value ongoing communication and look forward to hearing from you if you feel called to volunteer in this way.

### Staff

**For questions or more information, please reach out to**

Emma Mitchell, Director of Children, Youth, & Families [emma@trinitylittlerock.org](mailto:emma@trinitylittlerock.org)

Dawn Howe, Children's Minister, [dhowe@trinitylittlerock.org](mailto:dhowe@trinitylittlerock.org)

The Rev. Canon Dr. Lisa Corry, Sub-Dean, [lisa@trinitylittlerock.org](mailto:lisa@trinitylittlerock.org)

Henry Allen, Assistant Youth Director

## POLICIES & PROCEDURES

The Children's Ministry program welcomes children ages 2nd through 5th grade and the Youth Ministry program welcomes 6th grade through graduating seniors to participate. We aim to make our programs and environments as inclusive as possible and will do our best to accommodate any particular needs your child may have.

- Youth who attend traditional school and turn 18 during their senior year may continue to participate until their graduation date.
- Youth who attend non-traditional school (i.e. virtual or home school) may participate through the end of the academic year during which they turned 18.
- If your child is at a different developmental level than their physical age, special arrangements can be made on a case-by-case basis.

### Participation Expectations

- All children and youth must have registration and release forms on file to participate in programs where parents and caregivers will not be present.
- During program times, church staff and supervisory volunteers are responsible for the safety of youth. As such, youth are expected to be physically present with the whole group for the duration of the program.
- If a youth's parent or caregiver is present during any portion of the program time, such as dinner or worship, they become responsible for the safety of their child. The youth may arrange an exception to the above stated rule by communicating with both the caregiver and the Youth Minister.
- When on campus, we have confidence in youth to take care of their own physical needs such as using the restroom and getting food or beverages without asking permission. When off campus youth should communicate with an adult leader when they take leave to address their physical needs.
- We also trust youth to take care of their emotional needs. If youth need a short break from participation, they may communicate this to an adult leader. When taking space youth should remain in sight of the adult leader or in an adjacent room to the large group. For younger children, an adult will use best practices to assess whether a child should remain with the program, take a break nearby, or if a parent/caregiver is needed.

### Cellphone and Electronic Device Use

Youth should keep all electronic devices put away out of sight. If they become a distraction youth may be asked to place their device in a designated storage area while participating in programs. Exceptions to this rule include designated unprogrammed time, to communicate with caregivers about transportation, or in case of emergency.

### Transportation Policies

#### Parents/Caregivers dropping off or picking up youth from a program...

- Please drop-off/pick up youth within sight of where the group is gathered. If we are meeting elsewhere, please make sure your child gets to the right location before leaving.
- Let the Youth Director/supervising adult know who will be dropping off/picking up youth if it is someone different than a parent/guardian.
- If dropping off youth early, stay with them until two supervisory adults are present.
- If you are running late to pick your youth up, please text/call the Youth Director to let them know your estimated arrival time.

#### Youth who drives themselves/other youth to a church program...

- You are expected to be in attendance for the duration of the youth event.
- If you choose to leave early, it is your responsibility to inform your parent/guardian that you have left the event.

**Children & Youth Ministry  
REGISTRATION FORM**

**CHILD/YOUTH INFORMATION**

<hr/> <b>CHILD/YOUTH Full Name</b>	<hr/> <b>Preferred Name</b>	<hr/> <b>Pronouns</b>
<hr/> <b>Birthdate</b> <hr/> <b>Age</b>	<hr/> <b>Grade</b>	<hr/> <b>School (optional)</b>
<hr/> <b>Youth Email</b>	<hr/> <b>Youth Cell</b>	
<hr/> <b>Primary Address</b>	<hr/> <b>Secondary Address</b>	
<hr/> <b>Street</b>	<hr/> <b>Street</b>	
<hr/> <b>City</b> <hr/> <b>State</b>	<hr/> <b>City</b> <hr/> <b>State</b>	
<hr/> <b>Zip</b>	<hr/> <b>Zip</b>	

**Please list any Allergies/Medications/Health Concerns**

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**PARENT/CAREGIVER INFORMATION**

<hr/> <b>Primary Contact Name</b>	<hr/> <b>Relationship to Child/Youth</b>
<hr/> <b>Primary Contact Email</b>	<hr/> <b>Primary Contact Phone</b>
<hr/> <b>Secondary Contact Name</b>	<hr/> <b>Relationship to Child/Youth</b>
<hr/> <b>Secondary Contact Email</b>	<hr/> <b>Secondary Contact Phone</b>

**I am registering my child for the following programs (check all that apply):**

Children's Ministry (ages 0-5th grade)       Youth Ministry (6th-12th grade)       Children & Youth Choir

# Children & Youth Ministry

## RELEASE FORM

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PARENT/CAREGIVER NAME

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CHILD/YOUTH NAME(S)

*Please initial to indicate your consent to each of the following*

\_\_\_\_\_ **LIABILITY RELEASE** I hereby, forever discharge, and agree to hold harmless Trinity Episcopal Cathedral, its employees, volunteers, and agents from any and all liability, claims, demands, causes of action, and possible causes of action arising out of any loss, damage, or accidental injury (including death) that may be sustained by my child while participating in or traveling to Trinity programs and events.

\_\_\_\_\_ **MEDICAL RELEASE** I understand that personal injury can and may occur to my child and I hereby authorize any members of the Trinity Cathedral staff and designated volunteers to seek and consent to emergency medical attention for my child. I further agree to be liable for and pay for all costs incurred in connection with such medical attention.

\_\_\_\_\_ **TRANSPORTATION RELEASE** I give permission to my child to ride in any vehicle designated by Trinity Cathedral employees and designated volunteers, while participating in and traveling to and from their events. And do hereby release, forever discharge, and agree to hold harmless Trinity Cathedral, its employees, volunteers, and agents from any and all liability, claims, or demands for accidental personal injury in the process of transportation.

\_\_\_\_\_ **ELECTRONIC COMMUNICATION RELEASE** I give Trinity Cathedral, its employees and designated volunteers to communicate directly with my child via (Check all that apply)

- E-mail
- Text Message
- Phone Call
- Video Conference (Zoom, Skype, etc)

\_\_\_\_\_ **AUDIO/VISUAL & SOCIAL MEDIA RELEASE** I give Trinity Cathedral consent to film, photograph, and/or record the participation of my child in programs and events. I understand all material may be used as part of future productions and publications made by Trinity Cathedral and that such use will be without payment of fees, royalties, special credit, to me, my child, or any other entity. No photos or recordings may be taken for personal use.

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PARENT/CAREGIVER SIGNATURE

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DATE