



The 9-Point Survival Manual Checklist

Use this check list to create a plug-and-play procedures manual for your parish department or ministry. Completing these sections ensures that your programs, events, and daily operations can run seamlessly; even in your absence.

1. Title & IdentificationPage

- ☐ **Resource Title:** Clear name defining the department, ministry, or role covered.
- ☐ **Primary Contact Name & Title:** Person currently responsible for keeping this manual updated.
- ☐ **Contact Email & Phone:** Best direct lines of communication.
- ☐ **Date Created / Last Updated:** The current year and revision date.

2. Mission & Vision Alignment

- ☐ **Parish/Organization Mission Statement:** The foundational vision of your parish or organization.
- ☐ **Department Mission & Vision:** How this specific ministry directly supports and advances the broader parish mission.

3. Leadership & Team Rhythms

- ☐ **Core Roles & Responsibilities:** List of staff, leaders, and key volunteer roles with their respective duties.
- ☐ **Team Meeting Cadence:** How often leadership meets (e.g., weekly, monthly) and standard meeting agendas.
- ☐ **Operational Rhythms:** Schedule of recurring events, formation nights, or administrative drop-dates throughout the year.

4. Event&SessionExecutionProcedures

- ☐ **Pre-Event Workflow:** Step-by-step tasks required before an event (facility booking, supply ordering, promotion, setup).
- ☐ **Event-Day Execution:** On-site responsibilities, sign-in procedures, running orders, and key roles.
- ☐ **Post-Event Wrap-Up:** Clean-up protocols, debrief notes, financial accounting, and volunteer thank-yous.



5. Communications & Approval Protocols

- ☐ **Communication Channels:** Approved platforms used for reach (e.g., Flocknote, Slack, GroupMe, parish website, social media).
- ☐ **Approval Hierarchy:** List of who must review and sign off on announcements, flyers, or social media posts prior to publishing.
- ☐ **Content Updates:** Instructions on how and when to update static content (e.g., website changes, graphic revisions).

6. Safe Environment & Code of Conduct

- ☐ **Training & Certifications:** Required compliance items for all team members (e.g., Safe Environment training, background checks).
- ☐ **Code of Conduct:** Explicit behavioral expectations for staff, volunteers, and participants.
- ☐ **Youth Protection Rules:** Non-negotiables regarding minor care (e.g., two-adult rule, communication guidelines, physical boundaries).

7. Emergency & Incident Response

- ☐ **Medical Emergency Steps:** Immediate actions to take, location of first-aid kits/AEDs, and emergency contact steps.
- ☐ **Incident Reporting:** Location of official incident report forms and instructions on who receives them after an issue.
- ☐ **Protection & Mandated Reporting:** Specific steps and contacts for reporting suspected abuse or safety violations.

8. Key Contacts Directory

- ☐ **Parish Administration:** Pastor, Business Manager, Facilities Director, and administrative staff contact info.
- ☐ **Emergency Contacts:** Campus security, local parish emergency line, and non-emergency local services.
- ☐ **Volunteer Directory:** Key volunteer leaders and team contacts (included with prior consent).

9. Essential Appendices & Document Links

- ☐ **Master Calendar:** Fullyear-at-a-glance calendar of sessions, holidays, and deadlines
- ☐ **Curriculum & Materials:** Links or file locations for teaching outlines, books, and handouts.
- ☐ **Operational Forms:** Purchase orders, reimbursement requests, liability waivers, and sign-in/out sheets.
- ☐ **Digital Asset Folders:** Access links to shared drives, logos, Canva templates, and photo archives.

[Parish Name] Ministry Procedures High School Youth Ministry 2026-2027

During the absence of the Coordinator of Youth Ministry, tasks and roles will be redistributed. In order to ensure that necessary action items continue to be completed, this standard manual has been compiled for volunteer use. Within it, you will find the redistribution of weekly Sunday tasks, preparation leading up to sessions, and procedures for various potential situations.

YOUTH MINISTRY SESSION PREPARATION

- **Youth Ministry Curriculum:** The annual program calendar with linked session materials can be reviewed at the following link: [\[Insert Youth Ministry Calendar Link\]](#).
- **Ministry Supplies:** The Coordinator of Youth Ministry will seek to organize supplies for events in advance of their absence. These supplies will be organized by date in the Youth Center storage closet. In the event that this is unable to be accomplished, supplies need to be addressed in the following manner:
 - **Roster:** The youth group roster will be printed ahead of time and placed with supplies for the session by the Administrative Assistant of Youth Formation.
 - **Hospitality:** The Administrative Assistant of Youth Formation is responsible for reviewing the food sign-up 1 to 2 weeks prior to the session as well as checking to make sure plates, napkins, and other necessary utensils are supplied.
 - Food Sign-Up Link: [\[Insert Food Sign-Up Link\]](#)
 - **Activities:** Activities that coincide with the youth session must be reviewed and decided by the Presenter. If supplies are needed, the two staff members that need to be contacted at least 1 to 2 weeks in advance are:
 - Coordinator of Faith Formation: John Doe
 - Administrative Assistant of Youth Formation: Jane Smith
 - **Supply Procurement Note:** The Coordinator of Faith Formation and Administrative Assistant of Youth Formation will confer to see if supplies are already available or if it is necessary to order them. They must complete a Purchase Order in advance and receive approval prior to purchasing materials. The Coordinator of Faith Formation will also make sure the Youth Center storage



closet is accessible to adult volunteers, unlock the doors to the Youth Center for the session, and turn on the air conditioning.

WEEKLY YOUTH SESSIONS

- **When:** Sundays; 12:15 PM – 1:45 PM
- **Location:** Youth Center

Session Roles

- **Set-Up:** Arrives 30–60 minutes prior to the youth session and sets up necessary environment such as props, games, tables, chairs, name tags, etc. Also sets the lights and closes the curtains behind the stage.
- **Check-In:** Arrives 15 minutes prior to the session and welcomes the teens. Verifies that each teen signs in and distributes name tags.
- **Opening/Closing Prayer:** Arrives 15 minutes prior to lead the opening and closing prayer of the session.
- **MC (Master of Ceremonies):** Arrives 15 minutes prior to host, lead transitions, and run games.
- **Audio-Visual (AV):** Arrives 15 minutes prior to set up the projector, projector screen, laptop, and speakers. If possible, test the sound with both the laptop audio and microphones.
- **Presenter:** Arrives 15 minutes prior and provides any necessary slides to the AV volunteer. Presents the teaching (15–20 minutes) of the session following the gathering activity.

AFTER THE YOUTH SESSION

Tasks & Clean-Up

- **Clean-Up:**
 - Put away any supplies that were taken out.
 - Throw away any trash.
 - Put round tables back out with 6 chairs per table facing the TV screens (not the stage).
 - Make sure all cords are tucked away and are not a tripping hazard.
 - Neatly gather name tags for upcoming sessions.
 - Curtains must be opened, and Emergency Exit Doors, Fire Extinguishers, and Fire Alarms must be fully exposed.
 - Re-hang the flag.
 - Wash any dishes.
 - Turn off lights.

- **Food Leftovers:** Place leftovers in the refrigerator and notify the Administrative Assistant of Youth Formation.
- **Roster:** Leave the attendance roster for the Administrative Assistant to log into the master spreadsheet.
- **Lock-Up:** The Coordinator of Faith Formation will ensure that the doors to the Youth Center are locked after the conclusion of the session.
- **Parent Communications:**
 - The Coordinator of Youth Ministry will seek to schedule emails in advance of their absence via [\[Insert Platform, e.g., Flocknote\]](#). In the event that this is unable to be accomplished or session content changes, the Administrative Assistant will schedule, edit, or reschedule correlating emails using provided curriculum materials.
 - If a volunteer who is delivering the presentation changes the content of the session, they must email the Administrative Assistant at least one week prior so the parent communication can be updated accurately.

DISCIPLINE & MISBEHAVIOR

In the case of misbehaving teens who are extremely disruptive, apply the following steps consecutively if the behavior does not stop:

1. **First:** Warning.
2. **Second:** Separation from friend group if applicable.
3. **Third:** Speaking with the teen after the session with at least 2 Safe Environment-trained adults present.
4. **Fourth:** Contact parents to make them aware of said behavior.
5. **Fifth:** Parent meeting with the Faith Formation Coordinator and/or Pastor to discuss further action.

EMERGENCY PROCEDURES

- **Minor Injury:**
 - Contact parents using the supplied contact table. In extreme circumstances such as bone breaks, choking/clogging of airways, or major head injuries, 911 must be called first, then parents.
 - Send an immediate email to the Safe Environment Coordinator detailing as much as possible about the incident, CC'ing the Coordinator of Faith Formation and Pastor.
- **Panic Attack / Hyperventilation:**
 - Place head between knees: This helps regulate blood pressure and reduces the feeling of faintness.
 - Breathe into a brown paper lunch bag: This reduces oxygen overload as it restores lost carbon dioxide.

ABUSE / SUSPECTED ABUSE REPORTING

- Immediately report allegations by phone or in person to law enforcement and child protective services (DCS/CPS). Non-emergency reports can be submitted online via [\[Insert State DCS/CPS Portal URL\]](#).
- If the accused is a member of the clergy, a consecrated person, an employee, or a church volunteer, contact law enforcement and DCS first, then immediately contact the Diocesan Office of Child and Youth Protection at:
 - [\[Insert Local Child Protection Phone Number & Reporting Web Portal\]](#)
- If reporting a bishop or equivalent in law for a crime, call local civic authorities first (police and child protection agency). Secondly, contact the regional provincial reporting system telephone number at [\[Insert Hotline Number\]](#).
- **Mandatory Reporting Note:** All volunteers are Safe Environment certified. If a teen discloses that they are being harmed, self-harming, or are a danger to themselves, immediately contact the Faith Formation Coordinator, Safe Environment Coordinator, and Pastor. A report will be filed both for parish records and provided to proper authorities.

PARISH CONTACT DIRECTORY

- **John Doe** – Coordinator of Faith Formation (Grades K–8) | Phone: (555) 019-2831 ext. 130 | Email: faithformation@exampleparish.org
- **Jane Smith** – Administrative Assistant of Youth Formation | Phone: (555) 019-2831 ext. 128 | Email: youthministry@exampleparish.org
- **Mary Johnson** – Director of Finance / Safe Environment Coordinator | Phone: (555) 019-2831 ext. 103 | Email: finance@exampleparish.org
- **Fr. Michael Brown** – Parochial Vicar and Chaplain to Youth Ministry | Phone: (555) 019-2831 ext. 105 | Email: frmichael@exampleparish.org
- **Fr. Thomas Davis** – Pastor | Phone: (555) 019-2831 ext. 109 | Email: pastor@exampleparish.org

PARENT & EMERGENCY CONTACT INFORMATION

- High School Youth Ministry Parent Contact Directory: [\[Insert Link to Parent Emergency Contact Roster\]](#)

YOUTH SESSION SUPPLIES LIST

- **Oct. 13th: Bible Study / Small Group Foundations**
 - TBD
- **Oct. 20th: Healthy Boundaries & Relationships**
 - Crucifix draped in string
 - Random objects to pile for gather game
 - Cones
 - Pens
 - Index Cards
- **Oct. 27th: Youth Social / Sundae Night**
 - M&M's
 - Large Mittens
 - Straws
 - Trash Bags
 - Whipped Cream
 - Sprinkles
 - Sundae supplies: Neapolitan Ice Cream, Fudge Syrup, Caramel Syrup, Strawberry Syrup, Chocolate Chips, Cherries, Sprinkles, Banana Slices
- **Nov. 3rd: Scripture Study**
 - TBD
- **Nov. 17th: Scripture Study**
 - TBD
- **Nov. 24th: Vocations & Discernment**
 - Session Playlist: [\[Insert Playlist URL\]](#)
 - Guest speaker materials (Priest, Deacon, Religious Sister, etc.)
 - Thomas Merton Prayer Cards
- **Dec. 1st: Advent Preparation / Recharge**
 - Christmas decor environment
 - Whiteboard & Dry Erase Markers
 - Strips of paper for small groups
 - Pens/markers
 - Ornament craft supplies: paper, glue, sparkles, pens, ribbons

- **Dec. 8th: Mary and the Church**
 - Marian Shrine Environment
 - 8 Baby Items: Bottle, Diaper, Blanket, Pacifier, Onesie, Wipes, Baby Food, Nasal Aspirator
 - Pens & Paper
 - Memorare Cards
- **Dec. 15th: Winter Holiday Event**
 - Index Cards with Bible Verses
 - Magnets
 - Baggies
 - Gift Boxes/Wrap numbered according to team (6 teens per team)
 - Yardsticks, String, Cones
 - Kiddie Pool, Swim Fins (1 per team)
 - Mittens, Packing Peanuts, Marshmallows, Jackets, Towels
 - Paper & Pencils/Pens
 - Glass Bottles
- **Jan. 5th:Scripture Study**
 - TBD
- **Jan. 12th: Trust & Courage**
 - One long piece of wood per small group as a balance beam (or cloth)
 - Obstacle items: Pool Noodles, Foam Blocks
 - Skit Props
 - "Bible Verses for Courage" handout
- **Jan. 26th:Scripture Study**
 - TBD
- **Feb. 2nd: Authenticity & Truth**
 - Environment: Last Supper Themed
 - Brand and Off-Brand Foods: Oreos, Cheez-Its, Cocoa Puffs, Pop-Tarts, Saltine Crackers, Gummy Bears, Potato Chips, Chocolate Chip Cookies, Flour Tortillas, Kit Kat Bars
 - Eucharistic Adoration Supplies
- **Feb. 9th: Lectio Divina & Prayer**
 - Environment: Ornate Bible Study with Painted Flame Backdrop
 - "Lectio Divina Leader Guide"
 - Bibles
- **Feb. 23rd:Scripture Study**
 - TBD