

THE YOUTH MINISTRY HANDBOOK

2020



Trinity Lutheran Church

300 S. Ardmore Ave.

Villa Park, IL 60181

(630) 834-3440

Pastor: The Rev. Robert A. Rogers

Youth Director: Mrs. Judy Bruschk

www.trinitylutheranvp.com

A NOTE FROM PASTOR

YOUTH MINISTRY at TRINITY

The mission of Trinity Lutheran Church is "Always Growing in Christ." The Youth Ministry at Trinity fulfills a part of that mission by helping our members in 6th through 12th grade to grow in Christ. So, everything we do is geared toward helping in that growth process. However, we do not believe that growth takes place without means. So, the purpose of youth ministry at Trinity Lutheran Church is to create, nourish and strengthen relationships between youth and God, youth and His Church, youth and the ministry staff, youth and their families and youth and their peers so that, through these relationships, they may hear the Gospel and the Gospel will nourish, strengthen and grow their faith.

FINANCIAL ASSISTANCE

While we are not in a financial position to fully fund the entire youth ministry at Trinity, we also never want cost to be a determining factor. There are many benefactors at Trinity who are willing to help with finances so never hesitate to let Pastor or Judy know if the cost of an event is burdensome for your family. Also remember that our youth have many opportunities throughout the year to earn "Youth Bucks" to help offset the costs. Please carefully read the enclosed **Youth Bucks Guidelines** in this book to ensure that you fully understand the purpose and function of this credit from the church. Watch the bulletin and the youth newsletter for how to earn "Youth Bucks."

~ Pastor Rogers

TABLE OF CONTENTS

In this book, you will find as much information as we can possibly cram into one place about Youth Ministry at Trinity Lutheran Church. This includes:

- IMPORTANT INFO FOR PARENTS Page 2

Chaperones
Consent Forms
Family Service Assignments
Registration Fees

- GUIDELINES AND POLICIES

Acolyte	Page 3
Confirmation	Page 3
Overnight Stays	Page 4
Youth Bucks (condensed)	Page 4
Youth Dinners	Page 5

- GLOSSARY Page 6

A glossary of all things related to Youth, including terms, acronyms, ministry events, special events and fundraisers.

- WHO'S WHO IN YOUTH MINISTRY Page 10

IMPORTANT INFO FOR PARENTS

Chaperones

Parents are invited to join us as chaperones, whether it be a day trip, weekend retreat or a week-long servant event. This is a wonderful opportunity to build relationships with the youth and serve as a leader to them. Please contact Judy if you are interested.

Consent Forms

Event Consent - Parents must submit signed consent forms prior to *any off-campus* event. This paperwork is vital in case of an emergency. Health care may be denied by medical staff if a signed consent form is not presented.

Media Consent - The media consent form must be signed at the start of each church year.

Policy and Guidelines Consent - Please read and sign the Policies and Guidelines form each year.

* Consent forms are on the Youth page on the Trinity web site.

Family Service Assignments

In order to ensure that fundraising and special events are staffed, each family is asked to serve at assigned events throughout the year. In addition to serving their community and building fellowship, youth will also earn Youth Bucks for working these events.

If you and your children are unable to serve at the event to which you are assigned, please trade assignments with another family.

* *The schedule is posted on Youth Page on the Trinity web site.*

Registration Fees

It is important that Registration Fees are collected on time so that ministry events can be planned accordingly.

Deposits are due in advance of an event to secure your child's place and they often allow us to receive early discounts. Youth bucks *cannot* be used for deposits. *Please watch the calendar for deadlines.*

Balances are due a few weeks in advance of the event.

IMPORTANT NOTE: *ALL* youth are encouraged to participate in every ministry event that is planned. There are many options in place to assist any family who would experience financial strain caused by fees for youth events. Please contact Pastor or Judy to discuss any needs that arise.

Thank you for helping us run our ministry smoothly!

Acolyte Guidelines

1. PLEASE, pay attention to the schedule*. If you must miss a service to which you have been assigned, PLEASE find your own substitute and then call the church office and let us know who will be fulfilling your obligation.
2. Arrive at least 10 minutes prior to service. Check in with pastor and go to the sacristy and get robed.
3. Read over the worship folder to determine if there are any unusual items in the service.
4. Normally your job will be to light the candles during the prelude. Give out the offering plates to the usher. Receive the offering plates back from the ushers. Assist with Holy Communion as directed. Extinguish the candles at the conclusion of the service.
5. Remember that you, like pastor, are a worship leader. Therefore you will model for the congregation an appropriate worship posture, participate in all aspects of the service and behave as though you are serving at the high altar of God (because you are). Acolyting is not a chore. It is a privilege and an honor to be one of the few people who come and go from God's high altar in the course of a worship service. Conduct yourself with great reverence and with great pride in your service to God.

* *The acolyte schedule and list of subs are both on the Youth Page of the Trinity Web Site.*

www.trinitylutheranvp.com

Confirmation Guidelines

The 8 Commandments of Confirmation

1. Thou shall hand in a sermon report* each week.
2. Thou shall say thy memory work* to thy parents (verbatim) **EVERY WEEK** prior to coming to class.
3. Thou shall read, mark and inwardly digest the acolyte schedule* so that the pastor is not in want of you on Sunday morning.
4. Thou shall treat confirmation (and it accompanying work) as a top priority; more important than school, sports or social life. This is an opportunity to leap forward in your relationship with God, so take this time seriously.
5. Thou shall be in Sunday School, Church and Confirmation every week.** There is no point in confirming someone who is not serious about worship, study and commitment to God and his Church. If you are not serious, then perhaps the time is not right for you to be in confirmation. That's okay, just let Pastor know and we will contact you next year to see if you are ready yet.

**I realize that people do become ill from time to time and that a rare schedule conflict could cause one to miss a Sunday. Families who have circumstances that will cause the student to miss worship and/or confirmation more than 2 or 3 times in the year should speak to pastor privately if you have not already done so.

6. Thou shall complete six (6) hours of service* during the confirmation year.
7. Thou shall make an effort to come to know one another and bond as a whole class eliminating cliques and school groups.
8. Thou shall treat one another with mutual respect as we grow together in faith, neither discounting another's belief nor compromising one's own.

* *Sermon reports, a copy of the catechism for memory work, the acolyte schedule, and the church service hours record form are all available on the Youth Page of the Trinity web site. www.trinitylutheranp.com*

Policy on Overnight Stays

Adult Leaders

- Adult leaders must *21 years of age or older*.
- Anyone under the age of 21 may volunteer but must have supervision.
- Any event should normally have at least *2 adult leaders*.
- If both sexes are present at an event, an *adult leader of each sex* must attend.
- Adult leaders must sign Trinity's sexual abuse policy every year.
- Adult leaders on youth events are expected to participate with youth in all activities throughout the event.

Sleeping Arrangements

- Ordinarily, *adults over age 18 WILL NOT share sleeping accommodations with youth*, EXCEPT for large dormitory sleeping arrangements in which more than one like-gendered adult is sleeping in the same room.
- *Rooms will not be mixed-gender.*
- Youth should be of similar age when possible.
- Like-gendered *youth may be expected to share a double (or larger) bed.*
- Youth may opt to bring a sleeping bag or air mattress to sleep on the floor.
- Parents will be notified of sleeping arrangements IN ADVANCE of trips.
- Ordinarily, adults will be housed in rooms with like-gendered adults.

Meeting Spaces

- *Any adult leader should avoid being left alone with one youth.*
- Meetings may occur in hotel rooms, under proper supervision.
- Adult leaders should act in a prudent manner if meeting one-on-one with a youth. For example:
 - The adult and youth should move to an open area where their interaction could be observed.
 - If it is necessary to meet one on one with a youth, the adult should take measures to ensure that there is an open door and another adult nearby.

Safety Guidelines

- Adult leaders are expected to set a curfew and continue supervision after 'lights out' to ensure safety of youth.
- Adult leaders must ensure that youth know where to locate them at all times.
- No youth should be allowed to leave the property without adult supervision.
- Youth participants should never be alone; use the buddy system.

Youth Bucks Policy (Condensed)

Definition of Youth Bucks:

- Youth Bucks are credits / work units that youth earn to supplement the costs/fees associated with Youth Ministry events.
- Youth Bucks are earned by working at Youth Buck earning events, not at ministry or volunteer events.
- Credits earned are determined by the type of event and time worked.
- Youth Bucks have ordinarily have no tangible monetary value and cannot be traded for actual dollars. The only exception to this rule is for NYG food stipend.

Youth Bucks cannot be used to pay deposits.

Youth Bucks cannot be withdrawn as money from an account.

Disbursement:

- 100% of Youth Bucks generated at each event will normally be disbursed using the guideline below:
 - 10% to the Scholarship Fund (help those in need of assistance)
 - 10% to National Youth Gathering (NYG) Fund
 - 10% as a Charitable Tithe to a charity chosen by the Youth Board

Closed Accounts:

- A personal Youth Account will be closed after a period of inactivity of two years post high-school graduation.
- Youth Accounts may also be closed if the youth transfers membership to another church or moves away.
- All remaining Youth Bucks in a closed account will be deposited into the Scholarship Fund.

Negative Balances

- Allowing accounts to reach negative balances is highly discouraged.
- Negative balances should be corrected in a timely manner either by working at upcoming Youth Buck earning events or by paying off the negative balance with money.

**** The complete Youth Bucks Policy is available on the Youth Page at Trinity's website www.trinitylutheranvp.com

Youth Dinner Guidelines

* Please contact the Youth Director with any questions.

- Please provide a meal for approximately 20-25 people. (Verify number of people with the Youth Director prior to the event).

- Dinner should be served at 6:00.

- The youth kitchen has plenty of cookware, tableware and serving dishes. We also have paper goods for use. Feel free to use what you need, but please clean and return it to where you found it.

- Please clean the kitchen before you leave.

- Tie up trash bags and leave at bottom of stairs by youth room. Teens will take the trash to the dumpster. New trash bags are on the shelf above the sink.

- Wipe off tables.

Volunteers Needed!

Youth Dinners

- **Please consider signing up to provide a meal or dessert for our Youth Dinners on Wednesday nights.**
- **With your generous support, we are able to provide our youth with a meal and time to grow in faith in fellowship!**
- **Contact Katie Boudro at 630-709-5965 or katiegrace2987@gmail.com to learn more and to sign up.**

GLOSSARY

Key

C – College Age

HS – High School

JH – Junior High

Acolyte *JH

All confirmation students will be scheduled to acolyte. 6th graders are trained during the first confirmation class. Being an acolyte is an excellent way for the youth to serve the church and God. It's also important to Pastor Rogers to have acolytes present to assist him during worship. If your child cannot serve on the day they're scheduled it's their responsibility to find a sub.

The acolyte schedule and list of subs are both on the Youth Page of the Trinity Web Site.

Anniversary / Italian Dinner *HS, JH, C

All youth help serve our Italian Dinner as we celebrate our congregation's anniversary. High School, you are the waiters/waitresses and dishwashers. Middle School, you are the bussers. Family service assignments will determine which families will help staff this event. Youth will earn Youth Bucks for working this event.

Big House *HS

Big House is the senior high youth ministry. Each week there is dinner, Bible Study led Pastor Rogers, and time for games, crafts, or service projects. Our High School youth are "frontline Christians" facing many challenges to God and morality head on. BIG HOUSE is what they need to fulfill their calling.

Camp C.H.A.O.S. (Chocolate Holiness and Other Stuff) * JH

This is an opportunity for junior high youth to gather for fellowship time. During this time before confirmation, we a snack, games or crafts and time to just hang out with friends. It's a prime opportunity for our youth to grow and bond together.

Catechisms *JH

Each student is given a copy of Luther's Small Catechism as a gift when they enter confirmation.

Coffee Hours *HS, JH

Held on occasional Sunday mornings, coffee hours are an opportunity for the youth to share information with the congregation and offer thanks for their support. Youth and parents will be asked to help set up, staff, and clean up these events.

Confirmation Class *JH

Confirmation instruction for 6th through 8th grade youth begins with the new school year and ends a few weeks before Palm Sunday. Included each week is a time for music with our Director of Music, Mary Stahlke. Each year Pastor will confirm the 8th grade youth in their Baptismal vows in a special confirmation ceremony on Palm Sunday. The purpose of confirmation instruction is to "sew the youth into the quilt" before having their Baptismal vows confirmed by the Church.

Confirmation Day *JH

Eighth grade youth are confirmed on Palm Sunday at the late service. Be sure to arrive early and be robed and ready to process by 10:10 am.

Confirmation Retreat *JH

Camps vary from year to year – either day camps or week-end retreats. Pastor and Judy lead the youth in group building activities, bible study, and fellowship as they prepare for another year of confirmation. When going to a camp, you city kids bring your Bibles, snacks, sleeping bag, soap, towel, flashlight, bear repellent, snake bite kits, chigger, tick, leach and mosquito spray, anti venom syringes, defibrillators, emergency thoracotomy tray, etc...

Confirmation Ringers *JH

As part of the Confirmation curriculum Mary Stahlke teaches the youth to ring chimes. Please make every attempt to have your child in worship on the days they are scheduled to play.

** A copy of the schedule is on the Music Page of the Trinity web site.*

Darts Tournaments *HS, JH, C

The Men's Dart teams do a lot to support our youth program. We like to support them by cooking and selling snacks at their annual dart tournaments, which typically occur two times a year. Youth will earn Youth Bucks for working these events.

Eighth Grade Grand Adventure *JH

This is an opportunity for the new confirmands to bond together and celebrate their accomplishment with Pastor and Judy. Where will the adventure lead? The eighth grade class brainstorms as a group where they would like to go.

Note: This event may not occur every year.

Family Service Assignments *HS, JH

In order to ensure that all of our Youth fundraising and special events are staffed, we ask each family to serve two times a year at an assigned event. If you and your children are unable to serve at the event to which you are assigned, we ask that you trade with another family.

** The schedule is posted on Youth Page on the Trinity web site.*

Fifth Quarter *C

Fifth Quarter refers to all college age students and beyond who are pursuing the "fifth quarter" of their lives beyond the typical four quarters of a school setting.

Girls' Bible Study – Lisa leads a bible study on various topics.

Servant Event - College age students hit the road with Pastor in a van for a week-long servant event somewhere in the continental U.S. In the past, the group has worked at Camp ReStore in Louisiana.

Note: this event may not occur every year.

Annual Thanksgiving Eve Dinner – Wednesday night before Thanksgiving we meet for our annual dinner and catch-up time.

Chaperones - College age students and young adults also have numerous opportunities to volunteer as chaperones for various retreats and events throughout the year. Please see Judy if you're interested.

Fourth of July Parade *HS, JH, C

The youth typically enter a Float into the parade. Watch for signs about the work dates to get the float ready!

Note: This event may not occur every year.

Girls Night Out *HS, JH

Girls Night is an opportunity for girls to get together for some fun and Christian fellowship with one another. Food, games, activities, crafts, Bible study and other surprises are all part of this evening. Invite your friends!

Guys Night Out *HS, JH

Guys Night is an opportunity for the guys to get together for some fun and fellowship. It includes food, fun, sports, Bible study and other surprises. Invite your friends!

High School Retreat *HS

This is a two night opportunity at a nearby camp to spend some intense time with Pastor and Judy, one another, and God. Faith growth is guaranteed as we spend 48 hours living together, playing together and worshipping God together. **Note:** this event may not occur every year.

Italian Dinner

See Anniversary Dinner.

Lay Assistant *HS, C

High school and college-age students have the opportunity to serve during our Sunday morning services. As a lay assistant, they would perform a reading and assist in serving communion. Please see Pastor if you are interested in this service opportunity for our Lord!

LWML Food Drive / Service Project *HS, JH

The Lutheran Womens' Missionary League hosts a food drive and our youth help to support this event. Working during Camp C.H.A.O.S. time and one Saturday, we help distribute fliers, collect food and then take it to the Food Pantry.

Note: this event may not occur every year.

Memory Work ***JH**

Each week confirmation students will have a portion of Luther's Small Catechism to memorize. The memory work can be found in the catechism or on the church web site.

A link to the Catechism is on the Youth Page on the Trinity web site.

Mentors

Mentors are a vital part of youth ministry at Trinity. We have a strong team of mentors comprised of high school, college age, young adults, and adults who donate their time to build relationships with the members of our youth groups. Pastor Rogers periodically holds mentor classes to train the high school and college age how to impact the lives of the upcoming generation.

Morren Chelsi Lampas

Morren is a little girl from Indonesia whom the youth group has sponsored since 2013 through Compassion International. We have committed to sending her \$38 as a group each month to provide her with health care, education, and other needs. We will ask youth at youth group each week to give a donation toward Morren. Please encourage your child to donate!

NYG 2022 (National Youth Gathering) in Houston, TX ***HS, C**

Held every 3 years since 1980, the LCMS Youth Gathering provides thousands of youth and adults the opportunity to come together as a community of God's people to learn more about Jesus Christ, the Christian faith and their Lutheran identity. During the five days of the Gathering, youth spend time together in God's word, worship, service, and fellowship with others from across the synod. The 2022 theme is: "in all things" and will take place in Houston, TX. Check out the gathering facebook page: LCMS Youth Gathering *or* their web site: lcmsgathering.com

Parent Dinner Meeting ***ALL Parents of Youth**

Youth and their families are the Youth Board's guests for dinner. This is kick-off night for the fall program. After dinner we talk about youth ministry plans, confirmation class plans, sign-up to help at events, and get every possible question will answered. It's a great opportunity to meet other families and get to know our youth ministry staff and volunteers.

Prayer Blankets

Youth help to cut, tie, and deliver fleece blankets to members of our congregation in need of comfort and prayer.

The Projects NEW! ***JH**

The Projects is a NEW after-school ministry for junior high youth. Adult mentors and high school assistants lead a variety of meaningful projects, teaching life skills and giving them something meaningful to do with their time in a structured setting. The Projects meet on Tuesdays in 4 week sessions throughout the year.

Senior / Graduate Recognition ***HS**

We recognize our high school graduates each summer, with a gift from the church. Please be sure to attend!

Sermon Reports ***JH**

As a part of their confirmation commitment, Pastor requires that youth submit a sermon report to him each week. Also known as Homiletical Explications, these reports ask youth to summarize and interpret what they heard in Pastor's sermon. They should be turned into Pastor or Judy.

**Sermon report forms are on the Youth page of the Trinity web site.*

Servant Event ***HS**

High school youth have opportunities to serve on a week-long servant event somewhere in the United States. In the past we have traveled to Ohio, Indiana, Nebraska, Wisconsin, Seattle, and Iowa. This is an incredible week of faith growth, meeting new friends from around the country and helping people who have are struggling in various ways.

Simple Suppers during Advent / Soup Suppers during Lent ***HS, JH, C**

Here is a great opportunity to earn some Youth bucks by helping to set up, serve and clean up soup suppers during Lent and Advent. Family service assignments will determine which families will help to staff these events.

Summer Trip Days ***HS, JH**

During the summer (June – August), Judy has designated Thursdays as Trip Days. The summer trip days are a great chance to build friendships and have fun together. Included are variety of things, such as service projects, activities at Trinity, and adventures around the Chicago area. Watch for sign up notices for information on each specific activity.

Sunday Morning High School Bible Study *HS

High school students meet during Christian Education hour on Sundays from 9:15-10:15.

Sunday School *JH HS

Sunday mornings from 9:15-10:15.

Ushers *HS, C

Youth who are interested in serving during Sunday morning services can volunteer as ushers. You will work in a team of ushers to hand out bulletins and collect offerings. Please see Pastor Rogers if you are interested in this opportunity.

Youth Board

The youth board is a committed group of volunteers who run our youth ministry from behind the scenes. Their purpose is to oversee the finances and scheduling of the youth program, while supporting Judy in ministry needs.

We are ALWAYS looking for volunteers, especially parents, to join us in our important endeavor to serve as the backbone of our program!

Youth Bucks *HS, JH

Youth bucks are an opportunity for youth to earn credits at church that can be applied toward youth events such as retreats and servant events. Family Service Assignments will ask each family to serve at different fundraisers and events throughout the year, and by working these events, youth will earn bucks. Please read the **Youth Bucks Guidelines** in this handbook to ensure you fully understand the purpose and use for these credits.

Youth Dinner *HS, JH

The high school youth join the middle school youth for dinner at 6:00. Moms, Dads, Grandmas and Grandpas are needed to take turns providing dinner for the kids. This has become a much looked forward to part of the week for many of our youth as we sit down together around the tables and talk over dinner.

Youth Quake *HS, JH

Quake events are weekend retreats created specifically for youth in grades 6-12. Since 1966, Quake events have taken place at hotels across the country. This weekend will be filled with music, Bible study, and the opportunity to meet and mingle with other Christian youth from all around the mid west. In addition it gives our group the opportunity to grow together as we live together for a weekend. See www.quakeevent.com for more info.

Whine Tasting *This is for our Moms!

Judy graciously hosts a night just for our moms in the fall/winter. This is a time to talk with other moms (“whine”), eat some yummy treats, and be pampered. Please look on the calendar for this worthwhile social event.

Note: this event may not occur every year.

WinterXtreme * HS, JH

This is a fun winter weekend retreat at Camp Timber-lee in Wisconsin! In addition to bands, worship, and Bible study, youth get the opportunity to toboggan, sled, cross-country ski, horseback ride, and even play in a broomball tournament! There’s yummy food, lots of hot chocolate, and great friendship building.

WHO'S WHO IN YOUTH MINISTRY

Pastor Rob Rogers

We are incredibly blessed at Trinity to have a Pastor who is deeply invested in our youth and their ministry. Pastor teaches confirmation class every week, attends Youth Nights, teaches bible study at Big House, and provides ministry while chaperoning every event and retreat we attend.

Judy Bruschuk – Youth Director

Judy has served as the Youth Director at Trinity since 2002, after serving as a volunteer for 8 years. As the Director, Judy is a staff member at Trinity and she coordinates and facilitates every aspect of Youth Ministry. From planning what the youth do at Camp C.H.A.O.S. every week, to organizing fantastic NYG fundraisers, to filling out paperwork for every event, Judy is devoted to our youth.

Katie Boudro – Director of Youth Board

Katie graduated from the youth program at Trinity. She began as the NYG Coordinator and College-Age Coordinator, Junior High Sunday School teacher and is now director.

Chris Gore – Confirmation Mentor, Youth Board Member

Chris is a graduate of the youth group at Trinity and has served as a Confirmation mentor for many years. He is a go-to guy as a chaperon for retreats and is a member of the Youth Board. He also headed up the 2016 NYG trip.

Lisa Ticaric

Lisa has been involved in youth ministry at Trinity since 2006. Lisa is the creator and director of the 3-5 grade youth group, The Outlet, and is a strong support for the youth team.

Mike-Mike Ticaric – Treasurer of the Youth Board

Mike has also been involved in youth ministry at Trinity since 2006. Mike has played an active role in youth ministry, most notably serving as the Youth Board Director for 4 years. He has chaperoned countless events, and now serves as Treasurer of the Youth Board.

Paul Varno – Youth Board Member & Liaison for “The Projects”

Paul is the youngest youth board member, joining the board as a senior in high school. He is the Liaison for our new ministry, The Projects where is a mentor and assistant.

Tate Scofield – Mentor

Tate became a mentor to the middle school youth as a high school student and has expanded to include high school ministry. He is always willing to help out and assist, whether it's a game of dodge ball at youth group or being a chaperone at Winter Xtreme or the National Youth Gathering.

Dominic Cappetta – Mentor

Dom is always ready and willing to help lead the younger kids. He has taught cooking lessons, played games, and been a chaperone for retreats, and the weeklong National Youth Gathering.

YOUTH NIGHTS

EVERY WEDNESDAY during the school year

4:00 pm **Confirmation Class** **Junior High**

6:15 pm **Dinner** **ALL YOUTH**

6:30 pm **Big House** **High School**
Meets Year Round

The 411

Pastor's Cell	630-439-6176	pastor@trinityvp.com
Judy's Cell	630-220-6364	jbruchuk@aol.com
Katie's Cell	630-709-5965	Katiegrace2987@gmail.com
Mike's Cell	630-712-8070	mticaric@firepipes.org
Lisa's Cell	630-310-7033	lisa@firepipes.org
Margaret Cotterill, Church Secretary	630-834-3440	margaret@trinityvp.com

Trinity Web site: www.trinitylutheranvp.com
Youth Facebook Page: Trinity Youth of Villa Park
The Projects Facebook Page: The Projects at Trinity