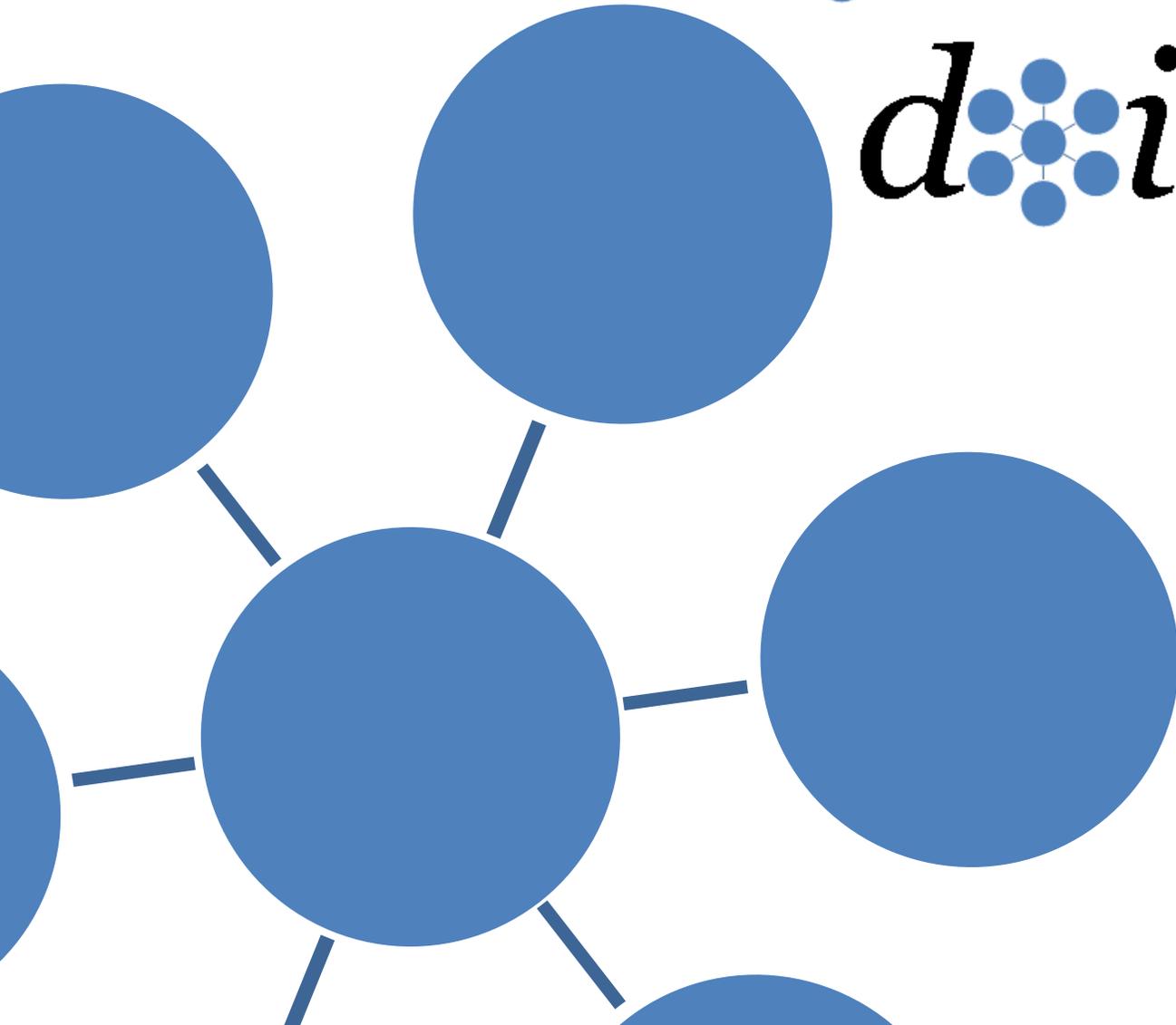


*H*  *w are we*  
*d*  *ing?*



## The Child, Youth, and Family Friendly Church: “How are we doing?” A Tool for Transformation

This reflection and planning tool invites you to take a **snapshot** of where your congregation is, and where you might go, in developing a vital ministry with children, youth and families. It uses the language of a journey – **just started, on the road, well on our way, nearly there** – to help you discover your congregation’s unique path.

We suggest you use the tool in small groups to:

- reflect on and celebrate your child, youth and family friendliness
- identify growth areas and decide on priorities
- develop action plans

**The tool will help you identify and explore six important areas:**

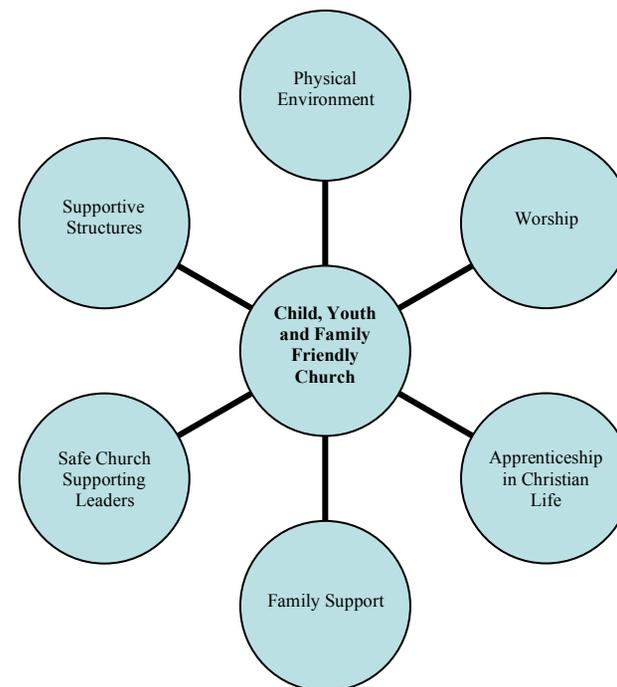
- physical environment
- worship
- nurture
- family support
- safe church (includes leader recruitment, support and development)
- supportive structures

**Now that you know about this tool.**

Tell other congregational leaders about it and invite participation.

Select a facilitator(s) to assist the congregation to complete the tool.

- Use the facilitator guidelines (on page 2).
- Ask for additional guidance as needed  
e.g. **from the Diocesan Child and Youth Ministry Coordinator**



**Facilitator Guidelines:** These guidelines are designed to assist the individual(s) from the congregations who will facilitate the discussions and explorations as participants gather to engage in this journey towards transformation.

**Step One: Gather a group to reflect and plan**

This process towards Transforming Children, Youth and Family Ministries will be most effectively undertaken with participation from; clergy; lay leadership; children, youth and family ministry leaders; and interested parents and youth.

**Step Two: Understand the context**

The reflection and planning tool will be most helpful to your congregation if the group participates in a workshop to deepen their understanding of ministry with young people and families in a 21<sup>st</sup> century context. Arrange with the Diocesan Child and Youth Ministry Coordinator for a workshop in your community.

**Step Three: Reflect - Complete the reflection and planning tool**

At subsequent gathering participants will:

1. Review the short descriptions of the six (6) areas as provided at the top of each area sheet.
2. Work through the sections in order, one question at a time.
  - Have a participant read the question.
  - Facilitate discussion of what might be included in that question using the examples given to spark the discussion.
  - Explore what else is happening in your congregation in this area but avoid at this stage getting bogged down discussing what participants think needs to happen. At this point you are reflecting on how you are currently doing. Assist the participants in celebrating their successes
  - Decide which description best expresses where your congregation is - just started, on the road, well on our way, or nearly there.
  - Fill in a description of your current situation (you may need extra space, but remember, this is a snapshot).
3. Please make sure you take breaks, perhaps after every second section.
4. Finally, once all questions are answered, complete the one-page snapshot on page 10.

**Step Four: Decide on three to four ministry priorities**

Be realistic. Circumstances differ from community to community.

**Step Five: Act**

Who will do what and by when? What resources are needed, e.g., which priorities require extra training? Use the planning tool to travel as far as you realistically can at this point in your congregational life.

**Step Six: Reflect again**

What differences are your actions making? At some point, use the tool again to take another snapshot.

## Area One: Physical Environment

<i>Physical Environment</i> includes all the spaces which children, youth and their families would normally access in your church buildings. You may also consider outside spaces.				
	<b>Just started</b>	<b>On the road</b>	<b>Well on our way</b>	<b>Nearly there</b>
<p><b>1. Are you creating and maintaining <i>safe</i> spaces throughout the church building for ministry with children, youth and families?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Free from junk and clutter?</li> <li><input type="checkbox"/> Clear and readable signage?</li> <li><input type="checkbox"/> Child safety devices to address potential hazards, e.g., electrical outlets, cleaning fluids?</li> <li><input type="checkbox"/> Emergency procedures posted?</li> <li><input type="checkbox"/> List of first aiders posted?</li> <li><input type="checkbox"/> Other?</li> </ul>	<input type="checkbox"/> We have not yet conducted a health and safety check.	<input type="checkbox"/> We have regularly scheduled health and safety checks.	<input type="checkbox"/> We have identified and potential hazards and begun to address them.	<input type="checkbox"/> Our work has created safe spaces that are reevaluated regularly.
<p><b>2. Are you creating and maintaining <i>inviting</i> spaces throughout the church building for ministry with children, youth and their families?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Colourful?</li> <li><input type="checkbox"/> Attractive?</li> <li><input type="checkbox"/> Appropriate temperature?</li> <li><input type="checkbox"/> General atmosphere?</li> <li><input type="checkbox"/> Other?</li> </ul>	<input type="checkbox"/> We have not yet addressed creating inviting spaces.	<input type="checkbox"/> We are identifying what needs to be done to create inviting spaces.	<input type="checkbox"/> We have identified what needs to be done and have begun to make appropriate changes.	<input type="checkbox"/> All areas are clean, a good temperature, colourful, and attractive to young people and their families.
<p><b>3. Are you providing appropriately located and well-equipped spaces specifically for ministry with children, youth and their families?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nursery with changing facilities?</li> <li><input type="checkbox"/> Church school spaces with appropriately sized furniture?</li> <li><input type="checkbox"/> Youth spaces?</li> <li><input type="checkbox"/> Area in worship space for families with infants and young children equipped with good quality books and quiet toys?</li> <li><input type="checkbox"/> Other?</li> </ul>	<input type="checkbox"/> We have not yet addressed providing appropriate, dedicated spaces.	<input type="checkbox"/> We are identifying what needs to be done.	<input type="checkbox"/> We have begun to provide appropriate spaces and communicate their location to families.	<input type="checkbox"/> Our dedicated spaces are appropriate, well-equipped and well communicated to families.

**Area Two: Worship**

<i>Worship</i> includes praise (expressing our love for God), the form/structure of the service (liturgy), and teaching, as well as supports for people of all ages to praise, learn, and participate in the liturgy.				
	<b>Just started</b>	<b>On the road</b>	<b>Well on our way</b>	<b>Nearly there</b>
<p><b>1. Are you <i>including</i> children, youth and their families in worship services?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Are young people welcomed as individuals in their own right?</li> <li><input type="checkbox"/> Are there times in your monthly/yearly service pattern when all ages worship together?</li> <li><input type="checkbox"/> Is the length and structure of the service appropriate for children and youth, e.g., do children have freedom to move around and be vocal?</li> <li><input type="checkbox"/> Is there regular prayer for ministry with children, youth and families?</li> <li><input type="checkbox"/> Other?</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We are not yet intentional about including young people in our worship services.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We are identifying ways to welcome and include young people and families more fully.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have begun to make changes in our worship services to include young people and their families more fully.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Our worship services are planned and structured to include people of all ages.</li> </ul>
<p><b>2. Are you <i>providing</i> worship resources to help children, youth and their families <i>participate fully</i>?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Are the bulletins and books appropriate for families?</li> <li><input type="checkbox"/> Are there children's bulletins?</li> <li><input type="checkbox"/> Does the worship leader introduce and explain things clearly?</li> <li><input type="checkbox"/> Do worship experiences meet the multi-sensory and multi-media needs of children, youth and families?</li> <li><input type="checkbox"/> Are child or youth ministry leaders involved in any/all aspects of the services?</li> <li><input type="checkbox"/> Other?</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have not yet thought about providing worship resources to help young people and their families participate in worship services.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have started to identify what resources might help young people and their families participate more fully.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have begun to create resources to help young people and their families participate more fully.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Our worship resources help people of all ages to praise God, learn and participate.</li> </ul>
<p><b>3. Are you <i>providing</i> opportunities and support for children and youth to use their gifts to provide <i>leadership</i> in worship?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Junior choir? Or active servers program?</li> <li><input type="checkbox"/> Reading or dramatic presentations of the lessons</li> <li><input type="checkbox"/> Writing or leading prayers?</li> <li><input type="checkbox"/> Other?</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have not yet provided opportunities for young people to lead in worship.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We are identifying ways to involve young people in worship leadership.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have begun to include young people in a variety of worship leadership roles.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> People of all ages are actively involved in providing leadership in worship.</li> </ul>

**Area Three: Apprenticeship in Christian Life**

*Apprenticeship in Christian life* is the ongoing learning *and* practice of living out life with Christ everyday - spanning the time from cradle to grave. It is sometimes called a life-long Christian formation, discipleship, living out our baptismal covenant, education, or nurture. Faith practices included in apprenticeship in the Christian life are worship, prayer, service, giving (stewardship), inviting (evangelism), study, and encouraging/teaching others in the faith.

	<b>Just started</b>	<b>On the road</b>	<b>Well on our way</b>	<b>Nearly there</b>
<p><b>1. Are you offering <i>children's programs</i> that support <b>Christian apprenticeship?</b> e.g.,</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> On Sundays or midweek?</li> <li><input type="checkbox"/> Summer programs/March Break programs?</li> <li><input type="checkbox"/> Children encouraged, supported or sponsored to attend Church Camp?</li> <li><input type="checkbox"/> Other?</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We haven't thought much about how to help younger members grow as Christian disciples in today's world.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We are identifying Christian apprenticeship goals for children's programs.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have begun to offer programs geared to supporting children to grow as Christian disciples in today's world.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Our children's programs are responsive to the needs of children and families and help them to grow as Christians in today's world.</li> </ul>
<p><b>2. Are you offering <i>youth programs</i> that support <b>Christian apprenticeship?</b> e.g.,</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sundays or midweek?</li> <li><input type="checkbox"/> Involvement or leadership in service with the community and the congregation?</li> <li><input type="checkbox"/> Other?</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We haven't thought much about how to help youth discern their call and grow as Christian disciples in today's world.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We are identifying Christian apprenticeship goals for youth programs in partnership with youth.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have begun to offer programs in partnership with youth that support them to grow.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Our youth activities consider youth needs and help them to grow as Christian disciples in today's world.</li> </ul>
<p><b>3. Are <i>other groups</i> in your congregation involving <b>children, youth and families</b> in a wide range of <b>apprenticeship opportunities</b>, e.g.,</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Being part of the congregation's outreach ministries?</li> <li><input type="checkbox"/> Participating in retreats or pilgrimages?</li> <li><input type="checkbox"/> Mentoring opportunities?</li> <li><input type="checkbox"/> Other?</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Other groups in our congregation do not yet consider involving younger members and families in apprenticeship opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We are beginning to invite other groups to involve younger members and families.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Groups in our congregation are willing to involve younger members and some have started.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Most groups in our congregation involve younger members and families in apprenticeship opportunities.</li> </ul>

**Area Four: Family Support**

<i>Family Support</i> includes providing resources to strengthen families and assist them to nurture their children in Christian life.				
	<b>Just started</b>	<b>On the road</b>	<b>Well on our way</b>	<b>Nearly there</b>
<p><b>1. Are you providing resources for families to use at home? If so, do families know about them?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regular communication about ministry with children and youth?</li> <li><input type="checkbox"/> A lending library of parenting books or DVD's?</li> <li><input type="checkbox"/> Family devotion or other prayer resources?</li> <li><input type="checkbox"/> Other?</li> </ul>	<input type="checkbox"/> We have not yet provided resources for families to use at home.	<input type="checkbox"/> We have identified resources for families to use at home.	<input type="checkbox"/> We are providing resources for families to use at home.	<input type="checkbox"/> Families are using the resources we are providing.
<p><b>2. Are you offering Christian apprenticeship opportunities for families?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Opportunities for parents to grow in worship, prayer, service, giving, inviting (evangelism), study, encouraging or teaching others in the faith?             <ul style="list-style-type: none"> <li><input type="checkbox"/> Family life speakers</li> </ul> </li> <li><input type="checkbox"/> Opportunities for families together to grow in faith?             <ul style="list-style-type: none"> <li><input type="checkbox"/> Family-based programs? Family events?</li> </ul> </li> <li><input type="checkbox"/> Support groups (e.g., divorce, loss, blended families)?</li> <li><input type="checkbox"/> Other?</li> </ul>	<input type="checkbox"/> We have not yet offered learning opportunities for parents or families together.	<input type="checkbox"/> We have identified some learning opportunities that may be supportive for parents or families together.	<input type="checkbox"/> We are providing learning opportunities for parents or families together.	<input type="checkbox"/> Parents and families are participating in learning opportunities and finding them to be supportive.
<p><b>3. Are you providing ways for families to participate?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communicating well?</li> <li><input type="checkbox"/> Providing child care during church events?</li> <li><input type="checkbox"/> Welcoming parents in children's programs?</li> <li><input type="checkbox"/> Having individuals dedicated to meeting the needs of parents with children under 5 in worship?</li> <li><input type="checkbox"/> Other?</li> </ul>	<input type="checkbox"/> We have not yet identified ways to assist families to participate more easily.	<input type="checkbox"/> We have identified ways to assist families to participate.	<input type="checkbox"/> We have taken steps to assist families to participate more easily.	<input type="checkbox"/> Families feel supported to participate in events and faith formation activities.

**Area Five: Safe Church and Additional Leadership Support**

<p><i>Safe Church Supporting Leaders</i> is about caring for and protecting the children and youth (and vulnerable adults) who participate in church activities, and the adults who provide leadership for those activities. It is also about valuing, supporting and equipping people to discern and share their gifts. Factors 1 to 3 are required for all congregations that provide ministry with children and youth. Factor 4 is about additional training and support for leaders to assist them to carry out their ministries and offer high quality resources to children, youth and families.</p>				
	<b>Just started</b>	<b>On the road</b>	<b>Well on our way</b>	<b>Nearly there</b>
<p><b>1. Are church leaders familiar with the Diocesan and congregation safe church policy, “Our Sacred Trust”, and is there a safe church coordinator (or team) who is ensuring that the policy is implemented?</b></p>	<input type="checkbox"/> We have not yet read the Diocesan Safe Church policy or developed a policy for our congregation.	<input type="checkbox"/> We are familiar with the Diocesan policy and have a congregational policy in place.	<input type="checkbox"/> Most church leaders (wardens, council members, staff, children and youth ministry volunteers) are familiar with safe church policy and a coordinator (or team) has been appointed to monitor its implementation.	<input type="checkbox"/> All church leaders are familiar with safe church policy and the coordinator (or team) is monitoring its implementation and completing the annual compliance report.
<p><b>2. Are children’s and youth ministry leaders recruited and selected according to safe church policy? i.e.,</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Given a ministry description and relevant guidelines, e.g., adult/child ratios.</li> <li><input type="checkbox"/> 2. Complete an application form.</li> <li><input type="checkbox"/> 3. Documented interviews.</li> <li><input type="checkbox"/> 4. Documented reference checks.</li> <li><input type="checkbox"/> 5. Documented Police Records checks.</li> </ul>	<input type="checkbox"/> We have not yet established a recruitment and selection process.	<input type="checkbox"/> We have begun to develop a recruitment and selection process.	<input type="checkbox"/> Most staff and volunteers offering ministry with children and youth have been recruited and selected in accordance with safe church policy (see list of steps under point 2)	<input type="checkbox"/> All staff and volunteers offering ministry with children and youth have been recruited and selected according to safe church policy (all 5 steps).

**Area Five: Safe Church and Additional Leadership Support Continued**

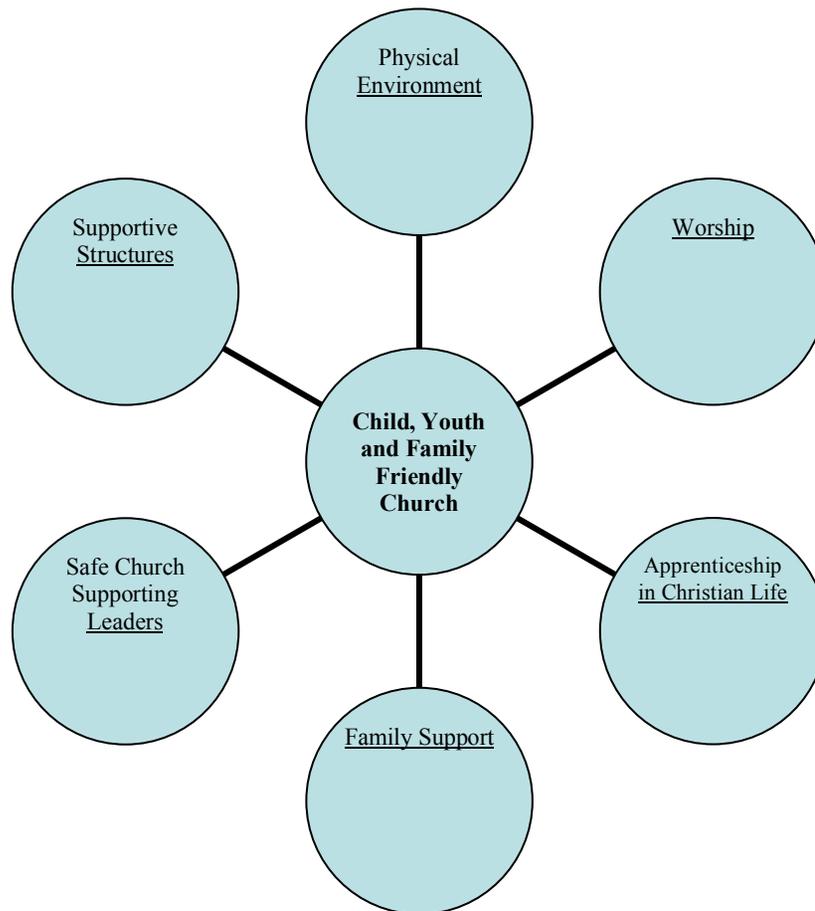
<p><i>Safe Church Supporting Leaders</i> is about caring for and protecting the children and youth (and vulnerable adults) who participate in church activities, and the adults who provide leadership for those activities. It is also about valuing, supporting and equipping people to discern and share their gifts. Factors 1 to 3 are required for all congregations that provide ministry with children and youth. Factor 4 is about additional training and support for leaders to assist them to carry out their ministries and offer high quality resources to children, youth and families.</p>				
	<b>Just started</b>	<b>On the road</b>	<b>Well on our way</b>	<b>Nearly there</b>
<p><b>3. Are children’s and youth leaders <i>trained and supported in their ministry according to safe church policy?</i> i.e.,</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Orientation sessions, including emergency procedures, locations of phones and first aid kits, etc.?</li> <li><input type="checkbox"/> 2. Training sessions, including annual safe church training?</li> <li><input type="checkbox"/> 3. Feedback given by other staff and volunteers.</li> <li><input type="checkbox"/> 4. Feedback given by participants, e.g., children, youth and families</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have not yet established a supportive process for leaders in accordance with safe church policy.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have begun to develop a supportive process for leaders in accordance with safe church policy.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Most staff and volunteers offering ministry with children and youth are supported in their ministry according to safe church policy (see list of steps under point 3)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff and volunteers offering ministry with children and youth are supported according to safe church policy (all 4 steps).</li> </ul>
<p><b>4. Is <i>additional training and support provided or accessed for leaders?</i> e.g.,</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bursaries for workshops or certificate training?</li> <li><input type="checkbox"/> First aid training?</li> <li><input type="checkbox"/> Regular practical workshops?</li> <li><input type="checkbox"/> Opportunities to discover and update resources?</li> <li><input type="checkbox"/> Commissioning in worship services?</li> <li><input type="checkbox"/> Regular prayer for leaders and participants?</li> <li><input type="checkbox"/> Other?</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have not yet provided additional training and support for leaders.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have identified additional training and support needs for leaders.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We are providing some additional training for our children, youth and family leaders.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Our children, youth and family leaders enjoy excellent additional training and support.</li> </ul>

**Area Six: Supportive Structures**

<i>Supportive Structures</i> are the ways a congregation organizes and links people together, divides up responsibilities, and makes decisions in order to fulfill its vision and purpose.				
	<b>Just started</b>	<b>On the road</b>	<b>Well on our way</b>	<b>Nearly there</b>
<p><b>1. Is there a <i>vision</i> for children’s, youth and family ministry in your congregation?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> That is reflected in your congregation’s vision statement?</li> <li><input type="checkbox"/> That is reflected in the actual activities and ministry of the congregation?</li> <li><input type="checkbox"/> That takes into account children, youth and families with unique needs?</li> <li><input type="checkbox"/> Other?</li> </ul>	<input type="checkbox"/> We have not yet discovered a vision for children’s, youth and family ministry.	<input type="checkbox"/> We have begun to identify a vision.	<input type="checkbox"/> We have begun to express a vision and to identify activities to work toward making that vision a reality.	<input type="checkbox"/> We have developed and communicated a vision and are working to make it a reality in our congregation.
<p><b>2. Is the <i>church council</i> attentive to ministry with children, youth and families?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Child/youth/family ministry considered regularly on the council’s agenda?</li> <li><input type="checkbox"/> Comments and recommendations made by young people are considered and followed up on?</li> <li><input type="checkbox"/> There are budget line items for child/youth/family ministry?</li> <li><input type="checkbox"/> Other?</li> </ul>	<input type="checkbox"/> Our council does not yet focus on ministry with children, youth and families.	<input type="checkbox"/> Our council sees the benefit of considering supporting children’s, youth and family.	<input type="checkbox"/> Our council is in the process of establishing effective ways to consider and support children’s, youth and family ministry.	<input type="checkbox"/> Our council has established effective ways to consider and support children’s, youth and family ministry and seeks to improve this ability.
<p><b>3. Are youth <i>listened to and consulted</i> on congregational matters? Are they supported to influence the life of the church?</b> e.g.,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Worship services?</li> <li><input type="checkbox"/> Children and youth programs?</li> <li><input type="checkbox"/> Outreach ministries?</li> <li><input type="checkbox"/> Day to day running of the church?</li> <li><input type="checkbox"/> Other?</li> </ul>	<input type="checkbox"/> Youth do not yet have a voice in our congregation.	<input type="checkbox"/> We have identified ways to support youth to have a voice in our congregation.	<input type="checkbox"/> We have begun to encourage youth to have a voice in our congregation.	<input type="checkbox"/> Youth are nurtured and supported to be leaders and help shape our congregation’s and church’s life.

One Page Snapshot – Reflect, Decide, Act

Step Three: Reflect on each of the six areas. Summarize below.  
Just started? On the road? Well on our way? Nearly there?



Step Four: Decide on three to four ministry priorities

Step Five: Action Plan

Who will do what by when?

Which priorities require extra training or other resources?

And where will we find them?