



24:7 YOUTH MINISTRY

LEADERSHIP HANDBOOK 2026

STUDENT & VOLUNTEER LEADERS

VISION STATEMENT

24:7 Youth Ministry exists to reach and equip young people to live for God

Full on, Full Time, All the Time

Namesake

24:7 Youth Ministry derives its name from Jeremiah 24:7 “I shall give them a heart to know me, that I am the Lord. They will be my people and I will be their God, for they will return to me with all their heart”.

Mission Statement

We aim to achieve this through, operating weekly teenage youth groups, being a witness of hope, creating an environment of love & acceptance, desiring to invite youth to come and see, believing each individual has gifts to share, providing opportunities for service in ministry, living lives to the full & seeking to encounter God in our daily life!

Operation

24:7 Youth Ministry provides qualified youth ministers to run weekly or fortnightly youth groups and social activities for Catholic Parishes in Perth - Armadale, Balcatta, Clarkson, Greenwood, Midland, Nedlands, Ocean Reef, Osborne Park, Rockingham, Whitfords & Woodvale; and in Tasmania – Cygnet, Hobart & Kingston.

24:7 School Ministry facilitates day long retreat experiences for students in Primary school (Sacramental & Leadership Retreats) and Years 7 & 8 (Creation & Communities of Faith).

CORE VALUES

Objective of Values

These 5 key values are non-negotiables for any leader wishing to contribute to the development of 24:7 Youth Ministry in its desire to reach our Vision of Reaching and Equipping Young People to Live for God, Full On, Full Time, All the Time.

Integrity

Every 24:7 YM youth minister and leader will strive to ensure that what it is that we say, teach and present is matched by the witness of our lives in public and in private.

Professionalism

24:7 Youth Ministry strives to continually raise the standard of professionalism in all duties out of care and respect for every young person, their family, school and faith community to whom we have the privilege of serving.

Solidarity

24:7 Youth Ministry is built on a network of youth ministers and leaders who support, love and honour each other through word, action and prayer.

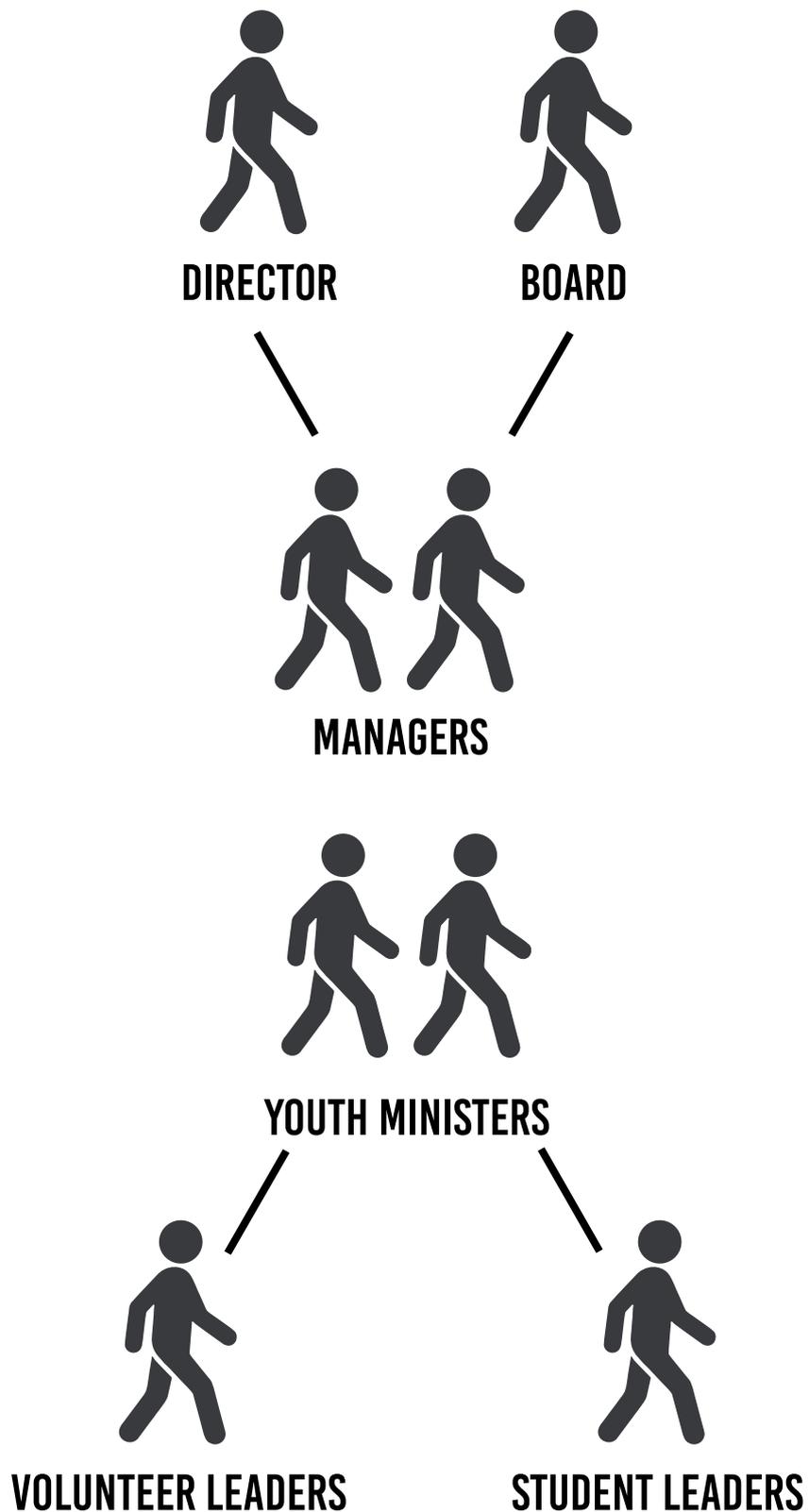
Collegiality

24:7 Youth Ministers and leaders strive for collegiality through providing every youth group, event or leadership team the support that is required to bring about success in our mission.

Community

24:7 Youth Ministry is built on the commitment of every youth minister and leader making a consistent effort to bring as many.

ORGANISATIONAL STRUCTURE



LEADERSHIP STRUCTURE

Director

Roles and Responsibilities:

1. Oversee the implementation of the 24:7 Youth Ministry Vision and Operation
2. Create and maintain partnerships with organisations, parishes, schools, colleges and sponsors
3. Represent 24:7 Youth Ministry at an official level to the Bishops and DoJCC.
4. Sign off on contracts with organisations, parishes, sponsors and employment contracts
5. Communicates with key stakeholders on a regular basis

Board Member

Roles and Responsibilities:

1. Provide advice on policies and procedures to ensure effective implementation of the vision and operation.
2. Decision making forum for the direction of 24:7 Youth Ministry
3. Strategic Planning and implementation
4. Financial Oversight
5. Assist with the development of relationships with key stakeholders

Managers

Roles and Responsibilities:

1. Implement policy and procedures to ensure effective implementation of vision and operation of 24:7 Youth & School Ministry
2. Manage working conditions & expectations of youth ministers
3. Oversee Administrative Roles
4. Publication of Reports, newsletters, promotional publications
5. Communicate with Key Stakeholders

LEADERSHIP STRUCTURE

Youth Minister

Roles and Responsibilities:

1. Implements policy and procedures to ensure effective implementation of vision and operation of 24:7 Youth Ministry
2. Adhere to employment conditions
3. Build relationships with key stakeholders
4. Plan, prepare, implement and review youth group
5. Plan, prepare, implement and review school ministry retreats
6. Build relationships with young people to encourage engagement in the 24:7 YM vision
7. Develop and maintain leadership teams made up of Student and Volunteer Leaders

Volunteer Leaders

Roles and Responsibilities:

1. Assist Youth Ministers with policy and procedures to ensure effective implementation of vision and operation of 24:7 Youth Ministry
2. Supervision Roles
3. Build relationships with key stakeholders - priests, parishioners, parents in an effort to raise the profile of the youth group
4. Assist with implementation and debriefing youth group plans
5. Build relationships with young people to encourage engagement in the 24:7 YM vision
6. Must attend Orientation & Faith on Fire Leadership Training, WWCC, Safeguarding Form, 18 years and over.

Student Leaders

Roles and Responsibilities:

1. Assist Youth Ministers with policy and procedures to ensure effective implementation of vision and operation of 24:7 Youth Ministry
2. Minimal Supervision Roles alongside Volunteer Leaders / YMs
3. Build relationships with key stakeholders - priests, parishioners, parents to raise the profile of the youth group
4. Take on roles assigned in Running Sheets
5. Build relationships with young people to encourage engagement in the 24:7 YM vision
6. Must attend Orientation & Faith on Fire Leadership Training. Year 10 - 12 students.

TEAM MANUAL

All 24:7 Youth Ministry Leadership Team are required to read and agree to abide by the following principles and policies outlined in this document:

Practicalities

Punctuality:

We understand that life is busy, but we require a negotiated commitment throughout the duration of the year so we can responsibly and efficiently deliver our youth ministry programmes.

Dress Code:

All leaders are expected to wear their red t-shirts while serving. Jeans / Pants / Leggings / Modest Shorts. Dresses and skirts aren't recommended. A more extensive list of the appropriate and inappropriate dress code outlined in code of conduct.

Arrive Early:

- The Leadership Team should meet and pray before the doors open to welcome young people for the youth group.

Leave Kindly:

- Assist with cleanup and pack down.

Duty of Care

24:7 Youth Ministry is committed to ensuring due diligence is given to spiritual, physical and emotional safety of our youth, families and volunteers that make up our youth network.

Therefore we believe:

-We must ensure that the youth group / event is planned and implemented with safety in mind.

-Parents are able to leave their youth in our care with the peace of mind that they will be supervised at all times.

-

-Our leadership teams are committed to ensuring every participant's experience of our youth ministry is an enjoyable and faith filled one.

-

-Duty of care is OUR responsibility. Our leadership teams have a duty of care for each other and the young people in attendance.

TEAM MANUAL

Duty of Care

We aim to provide duty of care through the following guidelines:

- Supervision starts when a young person arrives at the registration desk and has been signed in and concludes when the parent or authorized person picks up their child.
- It is important that youth are never on their own or left alone with a leader.
- A hazard check of the environment is to be done prior to use.
- All areas of the venue where youth are present will be supervised by at least one leader.

Communication

- Every effort is made to ensure that the Leadership Team is informed of the plans in advance of the event.
- The 24:7 Youth Ministry Management will disseminate relevant information to youth and parents about the youth ministry events.
- The Leadership Team should seek permission from Youth Ministers prior to making contact with youth in regard to youth ministry matters, and / or spending time with youth outside of formal youth ministry events.

Discipline

- The Leadership Team must witness appropriate behaviour and respect for the authority of youth ministers, teachers, parish priests and parents.
- No member of the Leadership Team should ever berate, yell at or intimidate in a verbal or physical manner any young person or fellow team member.
- If a youth is displaying aggressive, dangerous, disruptive or disrespectful behavior – we apply the Behaviour Management Plan. (see below)
- It is vital that a member of the Leadership Team steps in as soon as they see inappropriate behavior to ensure that a safe environment is maintained at all times.
- Youth Ministers need the Volunteer and Student leaders to bring disruptive behavior to their attention quickly so that it can be dealt with promptly and effectively. If the matter has already been resolved the Youth Ministers still need to be informed.

TEAM MANUAL

Behaviour Management Plan

A behavior management system is in place to ensure feelings of safety and acceptance among each youth and the collective group.

24:7 Youth Ministry will apply the concept of correction, co-operation, and consequence in an age-appropriate fashion.

Ultimately, if a youth continues with distracting or disruptive behavior, or their actions put others at risk, their parents will be contacted and perhaps asked to remove their son / daughter from the activity. This will only be done as a last resort and only at the consent of a Youth Minister.

1. THINK – This is the youth's first warning; at this point the youth will be notified that they have been given a first warning, and if they continue to misbehave they risk not being able to participate in the current activity. They will be made aware of their behaviour by a leader and encouraged to think about their behaviour by affirming their potential to behave better and allowed to continue to participate in the program.

2. CHANGE – This is the youth's second and final warning; At this point the child will be asked to immediately change their behaviour and sit out of the current activity. A 24:7 Leader will notify the youth that they have been given a final warning and if they continue to misbehave, their parents will be called to collect them immediately and they will be required to leave for the rest of the night.

3. ACT – Due to the youth's present inability to abide by the rules, and since the youth has ignored two prior requests to change their behaviour, A Youth Minister will notify the young person that they have ignored two requests to change their behaviour so they will be required to leave for the duration of the night and their parents will be called immediately to collect them.

TEAM MANUAL

Behaviour Conduct

The Leadership Team represents 24:7 Youth Ministry, so whilst serving as a leader, it is of the utmost importance that you behave in a way that reflects the atmosphere and values of 24:7 Youth Ministry.

As such, the following behaviour will not be accepted:

- Consistent conversation with other team leaders at the expense of relating to youth.
- Inappropriate conversations and language around youth (i.e. flirting)
- Being absent without the youth ministers prior knowledge.
- Teasing, name calling or any other behaviour that puts down, contradicts or humiliates youth or other volunteers and youth ministers.
- Any behaviour that neglects the welfare of youth and has the potential to cause harm.
- Any neglect of Duty of Care to the youth.
- Being a distraction whilst a talk or instructions are given.

Interacting with Youth

- Avoid at all cost being left alone with a young person from the youth group.
- Drive minors home only if you have explicit permission from parents to do so and are not on Red P plates.
- If a young person shows any discomfort with physical touch (i.e. hand on a shoulder) this must be discontinued immediately.
- Leaders are not allowed to kiss the youth at all, even on the cheek.
- When a youth is endangering themselves, others, or equipment then reasonable force may be used to restrain them. Reasonable force is the minimum required for any situation. This force would be imposed for the sake of safety.
- A youth must never be intimidated, verbally or non-verbally at any time during their time in our care.

TEAM MANUAL

Social Media

Posting photos of youth at a youth group on your personal account is prohibited.

Photos of youth group can only be posted through the 24:7 Youth Ministry accounts. This is to protect every minor that enters our doors.

Medication

Medication is not permitted to be administered to youth without the consent of a parent, and then only by a Youth Minister.

The only exception to this is in the case of an emergency where ideally a Youth Minister will administer the medication.

Leadership Team Values

- Understand that you are a leader not a participant
- Mix with youth focusing on young people who have been assigned to you.
- Encourage all youth to participate during the formal part of the event.
- Encourage all youth to participate in games and if involved in game remember it is about the youth not you!
- Use the law of proximity and touch to assist youth to remain focused.
- Diligently attend to your responsibilities.
- Be aware of and attend to youth who are on their own.
- Go out of your way to introduce yourself to parents when they arrive to pick up their children
- Never speak ill of anyone on the team to other leaders and especially to the youth. If you have an issue with any team member speak to them directly or to your youth minister for assisting in resolving the matter.

TEAM MANUAL

General

Please make all youth, parents and others feel welcome by acknowledging and saying hello to whoever walks through the door.

If something is messed up, let's all take ownership and clean it up. Always leave an area cleaner and neater than how we found it. Encourage youth to keep the venue better than they found it. Any damage must be reported immediately to a Youth Minister.

Treat everyone with respect and honesty. Speak positively about the young people of your group to others and to each other!

Be a positive role model.

Be a part of the wider faith community.

Attend parish Masses and activities.

Legalities

- 18+ Leaders must have a Working with Children's Check or Working with Vulnerable People Check
- Ratio of 1 18+ leader/YM for every 15 young persons under 18
- Under no circumstance can there be any behaviour that would be deemed as "Sexual Misconduct" or "Grooming" as deemed by law.
- Romantic relationship with a minor is not permitted.
- Ensure that venue has been declared fit to use – (WHS)
- Attendance details must be kept properly.

How to Enjoy Youth Group

- Have a fun time and smile a lot.
- Pray for the night and all the youth.
- Always think safety first!
- Have a positive attitude no matter what happens.
- Love Jesus and Love the youth.