



YouthMETRO Trainee & Trainer 2025 Resource Manual

The purpose of YouthMETRO is to glorify the one true God who has revealed Himself in His Son Jesus Christ by training others to make Him known, who then train others to do the same

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The METRO Vision

The purpose of METRO is to glorify the one true God who has revealed himself in his Son Jesus Christ by training others to make him known, who then train others to do the same.

Ministry

- METRO is about ministry training, specifically geared for the local church context.
- METRO promotes an evangelistic ministry model as standard for local church ministry.
- METRO recognises that developing evangelistic ministries is not the primary task of theological colleges, and so needs to be developed prior to college.
- METRO therefore, is training that aims to engender a philosophy of evangelistic ministry within a potential ministry candidate.

Equipping

- METRO is geared not simply towards developing evangelistic ministers but developing evangelistic ministries and evangelistic churches.
- METRO focuses therefore, on the key role of ministers as equippers (see Eph 4:11-12), preparing the whole church for works of ministry.
- METRO recognises that, fundamentally, healthy churches are evangelising churches: the bigger picture of evangelistic training is training across the entire life and ministries of the church.

Training

- METRO recognises that this evangelistic, equipping model of ministry is best learnt through the apprenticeship of one-to-one training (see 2 Timothy 2:2) in the context of one-to-one training, the whole person is trained — this can be thought of as three strands:
 - Being like Jesus: Personal Godliness
 - Thinking like Jesus: Theological Reflection
 - Serving like Jesus: Ministry Skills
- METRO benefits not only the apprentice, but strengthens the training culture for:
 - The trainer, through an intensive training experience
 - The local church, as the apprentice becomes a focal point for developing a training culture
 - The Presbytery, as neighbouring churches are spurred on to be involved in METRO and its benefits
 - The denomination, through the calibre and experience of ministry candidates.

Recruiting

- METRO provides a pathway for people considering theological training to take steps in that direction by profiling and building such training into the local church context, METRO apprentices, in turn, become examples for (and trainers of) others heading down such a training pathway.

Organisation

- METRO recognises the need for one-to-one training to be facilitated through resources such as funding and a training curriculum.
- METRO recognises the need for one-to-one training to be networked with other trainers and apprentices, and supported through coaching provided by experienced trainers.

Introducing YouthMETRO

YouthMETRO is a one-year traineeship focused on preparing and growing youth leaders in local churches. Like METRO, YouthMETRO aims to prepare trainees to be, think and serve like Jesus, with a specific focus on doing this with and to youth.

Key Principles

Preparing for YouthMETRO

The YouthMETRO traineeship launches with the METRO graduation/orientation lunch in November, but the actual traineeship begins in December and concludes in December of the following year.

YouthMETRO makes extensive use of the Ministry Papers training resource. Working through the introductory paper, 'The Ministry Training Church' will help fill out the idea of the program outlined (this article can be found in Appendix A).

To get the most out of the program, however, it is necessary to prepare in a number of ways, especially with regard to the key relationships involved.

Trainee AND Trainer

In keeping with the 2 Timothy 2:2 model, the program is designed such that the trainee is always simultaneously a trainee and a trainer.

This is reflected through the trainee meeting not only one-to-one with their trainer, but also with key others they are training—passing on their training.

*Note: Ideally, each trainee will meet with their trainer **weekly** for between **60-90 minutes** (excluding school holidays). An ideal one-to-one meeting will spend time on each of the three strands below (e.g. a 90 minute meeting will spend 30 minutes on each of the strands).*

The Three Strands

Being like Jesus: (growing in godliness) YouthMETRO emphasises daily Bible reading and prayer as the key to godliness, and discussion/accountability in the training relationship in relation to this. There is also specific attention given to personal evangelism and family life.

Thinking like Jesus: (Theological reflection) YouthMETRO sets essential reading that both prepares the trainee for future training and stimulates the trainer/trainee's thinking in relation to life and ministry.

Serving like Jesus: (ministry skills) YouthMETRO is designed to develop thinking and skills in certain core areas of ministry. The main training resources used are the Ministry Papers, alongside other key reading materials.

The Program

YouthMETRO is designed to assist local church youth ministry. Therefore, the structure of the program allows the trainee and trainer to work through specific areas relevant to their local church context. A suggested timeline for completing the varying components of YouthMETRO is included in this training manual.

Being like Jesus - Personal Godliness

Being Like Jesus aims to assist you in growing in your personal godliness. The main focus here is daily personal Bible reading and prayer and working through issues relating to your faith. Trainees will utilise the 5x5x5 bible reading plan to go through the whole New Testament in the year. Trainees and trainers will spend time in their catch-ups discussing issues arising from this crucial daily time with God, and documenting prayer points as they go.

Refer to the following:

- Appendix B - 5x5x5 Bible Reading Plan
- Appendix C - Daily Time with God

Thinking like Jesus - Theological Reflection

To be able to teach the Bible, first trainees must understand its history and content. This Theological Reflection begins with an intensive unit which is offered at PYV's Summer Camp, where trainees examine Christian Doctrine by working through Wayne Grudem's book 'Christian Beliefs'.

The YouthMETRO traineeship then utilizes Vaughan Roberts' book 'God's Big Picture'. This book and accompanying studies provide trainees with an overview of the Bible's one story about the one salvation in Jesus. This book is to be studied by the trainee and trainer together throughout the traineeship.

Note: you may choose to pre-read the chapter (or half a chapter) separately and then discuss what's been read together and then complete the Bible study together; or you may wish to spend 30 minutes reading and discuss a chapter together and then setting whatever is left of the chapter as homework.

Refer to the following:

- Appendix D- Theology Matters
- Vaughan Roberts, God's Big Picture (separate book)

Serving like Jesus - Ministry Skills

Trainees will develop their ministry skills over the year. Training papers are included in this manual for a trainee and trainer to work through and discuss. There are many other ministry papers which can be found under resources on the METRO website (metro.pcv.org.au).

Fundamental to the progress made, will be the transition of the trainee into a trainer role. A basic pattern in each of the areas might be for the trainee to pass on what they have learnt with another person - learning through teaching others.

Practical Activities

YouthMETRO trainees will cover the following components in the year:

- **Evangelism**

This section aims to prepare you to share your faith in all situations. Once you are prepared, and even if you are not feeling so, you will then go out and share your faith with people you don't know.

Refer to the following:

- Appendix E - Personal Evangelism – Ministry Papers
- Appendix F - Giving Your Testimony – Ministry Papers

- **One-to-One Discipleship (Term 3&4)**

It is a privilege to sit down with a fellow believer and be encouraged in your faith. 1 + 1 Discipleship sees trainees learn what it means to disciple others, and then be encouraged to actually go out and disciple someone else.

Refer to the following:

- Appendix G- One To One Prayer And Bible Reading – MTS Discussion Paper
- Appendix H- Two Simple Frameworks For Bible Reading. One To One Bible Reading – David Helm

- **Short Talk Preparation**

Not dissimilar to a mini-sermon, a short talk is a great way to share the Gospel. With time constraints and the shorter attention span of youth to consider, preparing a short talk needs careful planning and execution.

Refer to the following:

- Appendix I - Giving a Short Talk – Ministry Papers

- **Taking a Bible Study**

This section looks at developing bible studies for youth in the context of a growth group. Trainees will look at the characteristics of a growth group, and the role of prayer in a small group.

Refer to the following:

- Appendix J – Engage Bible Teaching Model
- Appendix K - Leading A Growth Group – Ministry Papers
- Appendix L - Growth Group Prayer – Ministry Papers

- **Faith in all situations.** Once you are prepared, and even if you are not feeling so, you will then go out and share your faith with people you don't know.

Note: You may spend 30 minutes of your catch up reading through part of a ministry training paper, some other useful reading, or discussing preparation for some upcoming ministry.

Suggested Timeline

The timeline below is a guide only, and should be tailored to the needs of your local church.

Start Now

Component	Now
Being like Jesus	5x5x5 Reading Plan (Appendix B)
Thinking like Jesus	Christian Beliefs (the whole book)
Serving like Jesus	Training Papers • The Ministry Training Church – Ministry Paper (Appendix A) • Daily Time with God (Appendix C)
Events	Youth METRO Orientation

Term 1

Component	Weeks	
	1 to 5	6 to 10
Being like Jesus	5x5x5 Reading Plan (Appendix B)	5x5x5 Reading Plan (Appendix B) Intentional Individual Prayer
Thinking like Jesus	God's Big Picture (Introduction – Chapter 2)	God's Big Picture (Chapters 3 – 4) Other Useful Reading ¹
Serving like Jesus	Training Papers • Personal Evangelism (Appendix E) Review Evangelism training from Summer Camp	Training Papers • Leading a Growth Group (Appendix K) Bible Study Preparation & Delivery (remember to review and use the model you learned at Engage) Walk up Evangelism
Events	Summer Intensive 13th-17th Jan, 2025 (compulsory for trainees) Engage Conference 24th-27th Jan, 2025 (compulsory for trainees)	

¹ Trainers may wish to choose any useful training materials that will be useful for their trainee (i.e. Commentaries to help with Bible Study Preparation and Short Talks or additional training papers which can be found at metro.pcv.org.au)

Term 2

Component	Weeks	
	1 to 5	6 to 10
Being like Jesus	5x5x5 Reading Plan (Appendix B)	5x5x5 Reading Plan (Appendix B) Intentional Individual Prayer
Thinking like Jesus	God's Big Picture (Chapters 5-6)	God's Big Picture (Chapters 7-8) Other useful Reading ²
Serving like Jesus	Training Paper - Giving Your Testimony (Appendix F) - Growth Group Prayer (Appendix L) Prepare & Share Testimony	Training Paper Giving a Short Talk (Appendix I) Short Talk Preparation & Delivery
Events		METRO Recruit - 21st June 2025 Trainee Catch-up Dinner (optional)

Term 3

Component	Weeks	
	1 to 5	6 to 10
Being like Jesus	5x5x5 Reading Plan (Appendix B)	5x5x5 Reading Plan (Appendix B) Intentional Individual Prayer
Thinking like Jesus	Other Useful Reading ³	Other Useful Reading ³
Serving like Jesus	Training Paper - One to one prayer and Bible Reading (Appendix H) - Two simple frameworks for Bible reading (Appendix H) Start meeting with someone one to one to disciple them (60mins each week: 20mins talking, 20mins reading & discussing the Bible, 20mins praying)	One to one Discipleship Bible Study Preparation & Delivery
Events		

² Books like 'One to One Bible Reading' by David Helm, or 'Just for Starters' by Philip Jensen may help trainees prepare for discipling someone else one to one next term

³ Disciples who will last' by Tim Hawkins will help trainees consider what is most important to consider when discipling others.

Term 4

Component	Weeks	
	1 to 5	6 to 10
Being like Jesus	5x5x5 Reading Plan (Appendix B)	5x5x5 Reading Plan (Appendix B) Intentional Individual Prayer
Thinking like Jesus	Other Useful Reading ⁴	Other Useful Reading ⁴
Serving like Jesus	One to One Discipleship Short Talk Preparation & Delivery	One to One Discipleship Evangelism Walk up/personal/short talk (review Evangelism training from Summer Camp before doing this)
Events	Graduation Lunch (compulsory for trainees & trainers)	PYV Summer Camp (optional)

⁴ No Guts No Glory' edited by Alan Stewart may help trainees consider more about how to think strategically about programming for youth ministry

Overview of Trainee & Trainer Involvement

What YouthMETRO involves for a Trainee:

- Regular (weekly or fortnightly) meetings one-to-one with an adult trainer.
- Working through the YouthMETRO Manual and assigned books with their trainer. During the year, topics covered and practical experiences provided will include: evangelism, one-to-one discipleship, short talk preparation, leading a Bible study and sharing your faith.
- A regular supervised leadership role in their church, usually leading at youth group or teaching Sunday school.
- Attending a variety of compulsory events throughout the year (see Events Calendar below).
- Optional: leading on a PYV Camp.

What YouthMETRO involves for a Trainer:

- Regular (weekly or fortnightly) meetings one-to-one with a trainee.
- Working through the YouthMETRO Manual and assigned books with their trainee. During the year, topics covered and practical experiences provided will include: evangelism, one-to-one discipleship, short talk preparation, leading a Bible study and sharing your faith. Resources and a program are provided (see example below).
- Attendance at Orientation, METRO Recruit and Graduation.
- Check-in with your assigned METRO Coach a few times throughout the year for updates on how the traineeship is progressing and at any time provide any support needed.

Resource Materials

Both the trainee and trainer will be provided resources to use throughout the traineeship.

- YouthMETRO Traineeship Manual (hard copy and digital)
- Access to a GoogleDrive folder with digital copy of the Manual & additional resources
- Book: God's Big Picture by Vaughan Roberts
- Book: Christian Beliefs by Wayne Grudem (trainee only)

Event Calendar

YouthMETRO trainees are required to attend all of the following events in the course of the traineeship, while trainers attend only some:

- **METRO Orientation - 16 November, 2024**
 - Trainee and Trainer
 - Introduction to YouthMETRO
- **YouthMETRO Summer Intensive - 13-17 January, 2025**
 - Trainee only
 - No cost
 - Phillip Island Adventure Resort on PYV Summer Camp
 - Covering theology, evangelism and Safe Church Basic Training
 - Register only **after** receiving the YouthMETRO registration form link
- **Engage Leaders' Conference - 24-27 January, 2025**
 - Trainees aged 18+ only
 - Fully or partially subsidised depending on accommodation chosen. METRO covers up to \$280, which is equivalent to the early-bird cabin price.
 - Multi-day conference to equip leaders in teaching God's Word
 - Info & register at engageleadersconference.com
 - Register using the YouthMETRO code **E2024Metro to receive a \$250 discount.**
 - *Due to the event age limit, if you are under the age of 18 as of January 26th 2023, you cannot attend Engage. METRO will subsidise your attendance when you are 18yo should you wish to attend then.*
- **METRO Recruit - 21 June 2025**
 - Trainee and trainer
 - No cost
 - One day event
 - A opportunity to explore the involvement you may have in God's kingdom building work
- **METRO Graduation Lunch - 15 November, 2025**
 - Trainee and Trainer
 - Celebration and reflection of the traineeship
- **PYV Camps (OPTIONAL)**
 - Trainees can also lead on PYV camps throughout the year. METRO encourages trainees to lead on at least one camp as part of their local youth ministry, but this is **not** a requirement of the traineeship.
 - For those who gave permission in their traineeship registration, METRO will pass on your details to PYV and will contact you regarding these opportunities.
 - Info at www.pyv.org.au/



METRO Child Safety Manual

As with all organisations that work with children, we are mandated to adhere to the Victorian Child Safe Standards. We are eager to do this, knowing that Jesus himself recognised the vulnerability of children, and their value before God.

As METRO is a ministry of the Presbyterian Church of Victoria (PCV) we adhere to the PCV Safe Church Policy and Code of Conduct. We report to and receive guidance from the PCV [Safe Church Unit](#) (contactable by email or phone: 0499 090 449). METRO adheres to the [Safe Church Policy, Procedure and Practice Manual](#).

This METRO Child Safety Manual is for the use of the Committee and the purpose of this manual is to clearly set out the child safety procedures in relation to:

- Trainees aged under 18 years of age
- Adult Trainers approved and appointed to work with Trainees aged under 18 years of age
- Adult Trainees working with children in the church as part of their traineeship

A copy of this manual is provided to all Sessions who take part in METRO Traineeships.

This manual information is also included in the METRO, YouthMETRO & EquipMETRO Traineeship Manuals for both trainees and trainers.

Sessions and METRO responsibilities

METRO traineeships are a partnership between the METRO Committee and local churches.

METRO, on behalf of the PCV Assembly, facilitates the availability of the program by providing the process of coming into the program, the framework & training materials. There are three different kinds of traineeships: METRO, Equip and YouthMETRO.

Responsibilities - Under 18 years of age Trainees

YouthMETRO is a one-year traineeship focused on preparing and growing youth leaders in local churches. As well as accepting young adults 18 years and older, YouthMETRO accepts trainees who are aged 16-17 years of age, in the year of their traineeship. People who are aged 16-17 years of age cannot undertake METRO or EquipMETRO traineeships.

METRO are responsible for the safety of Trainees under 18 at:

- Orientation
- Graduation
- YouthMETRO Summer Intensive

METRO is not responsible for the safety of Trainees under 18 years of age whilst the Trainees are in the local church setting and ministries. METRO are not responsible for the safety of trainees under 18 years of age in the one-to-one mentoring between the trainee and Trainer or any one-to-one ministries or activities undertaken as part of the Traineeship in the local church.

Applicants who are aged 16-17 years of age must, in addition to applying to METRO directly, also complete the Safe Church Volunteer Approval Process via the Safe Church Representative in their church. Session is also responsible to notify METRO once the Safe Church Unit approval to work with children notification email is received.

Responsibilities - Adult Trainees and Trainers

Sessions are responsible to ensure that all METRO Trainers and Trainees have completed the Safe Church Volunteer Approval Process via the Safe Church Representative in their church. Session is also responsible to notify METRO once the Safe Church Unit approval to work with children notification email is received.

Local church Sessions are responsible for the Trainer, the Trainees (both those who are adults and those who are under 18 years of age in YouthMETRO), child safe practices of the trainee/Trainer, their ministries, one-to-one meetings, and other ministries and activities within their church.

METRO cannot be responsible for the one-to-one mentoring and activities or ministries, as these occur within the local church context and METRO are unable to provide oversight and supervision.

The local church Session is aware of and will comply with:

- The requirements for a YouthMETRO Trainee.
- The PCV's "Safe Church" Policy, Procedures and Program and "Working with Children Check" requirements, including but not limited to, as the YouthMETRO Trainee works with children under 18.
- The responsibilities of the Session as outlined above.

Additional METRO Requirements

In addition to PCV Safe Church Policy, Code of Conduct & associated practices and procedures, the METRO Committee have implemented a number of METRO specific policies:

Parental/Guardian permission and communication

Parental or guardian consent must be given prior to a Trainee under the age of 18 years old being accepted into the YouthMETRO Traineeship. Consent is given via the Parent/Guardian completing the online YouthMETRO Parent/Guardian permission form.

In the online Trainee application form, Trainees give the contact details for a Parent/Guardian. METRO Admin will then email the nominated parent the link to the Parent/Guardian permission form. This form is not directly accessible on the METRO website, to ensure METRO has taken reasonable steps to ensure it is the Parent/Guardian completing the form, not the child.

If a trainee completes their application form for YouthMETRO before their 18th birthday, their Parent/Guardian must complete the Parent/Guardian permission form - even if the applicant turns 18 prior to Orientation day.

Parents/guardians of Trainees aged under 18 years of age must be informed of the name and contact details of the approved and appointed adult Trainer. If parents/guardians inform Session they are not comfortable with the appointed adult Trainer and do not wish their child to have the appointed adult Trainer, Sessions will immediately pause the traineeship and consult with METRO and the parents as to why the parents/guardians feel this way and seek advice from the Safe Church Unit. METRO and Session will consult together in order to find an alternative Trainer.

Gender Policy

Adult Trainers and Trainees under the age of 18 years must be of the same gender.

Additional Safe Church protocols and practices

For Trainees who are under the age of 18, there are additional protocols and practices which need to be adhered to throughout the traineeship by the Trainee, Trainer, church and METRO. This information must be provided to the Parents/Guardians via their Parent/Guardian YouthMETRO Information document so they are fully informed.

- All Trainers must be aged 18 years and above and be Safe Church compliant. A person can only be a Trainer once they have been approved to work with children in the PCV via completing the Safe Church Volunteer Approval Process. For more information on this process please visit www.safechurchpcv.org.au/volunteers.
- In the local church the Trainer and Trainees must comply with the Safe Church procedures in place as they conduct their ministry and activities as part of the traineeship.
- Communication from the Trainer, METRO Committee and METRO Admin Assistant to the Trainee MUST copy in their Parent/Guardian. Trainees will be instructed to immediately inform their Parents/Guardians if the Trainer, METRO Committee or METRO Admin Assistant communicates to them without copying in the Parent/Guardian.
- In line with the Safe Church Code of Conduct, Trainers must never drive an under 18 year old Trainee alone.
- Trainees under the age of 18 must not be left as the sole minder of children in any ministry or activity in the local church, as by definition, they themselves are “children”.

One-to-One mentoring and ministry

One-to-one meetings between the Trainer and the Trainee are a key part of the YouthMETRO traineeship and aim to facilitate the mentoring aspect of the traineeship. Sessions are responsible to ensure that the one-to-one mentoring meetings, and other one-to-one ministry within their church

setting is conducted in a safe manner, via providing clear and consistent oversight of this aspect of the traineeship.

One-to-one meetings are conducted only within the boundaries of the Safe Church Policy and Code of Conduct and safe ministry practice, as described below and in the Safe Church PCV guidelines found at www.safechurchpcv.org.au. The Trainers must adhere to the Safe Church Code of Conduct and comply with the Code in their ministry, conduct and activities with the Trainee.

The purpose of one-to-one meetings is to grow the Trainee in their faith, encourage them to follow Jesus Christ and grow in their ministry capability.

Relevant Boundaries:

- The meetings involve one-to-one Bible reading and prayer.
- A Parent/Guardian must be copied in on any online communications between the child and the mentor.
- Mentoring is not counselling and mentoring is not to be used to grow an intimate friendship or relationship between an adult and a child.
- Mentoring meetings only take place at pre-arranged dates/times/locations in public places/places or where Parent/Guardian oversight occurs. – i.e. a Parent/Guardian is present via being nearby and present. Parents/Guardians can give permission for another adult to be present instead of themselves – for example, an adult sibling or another Safe Church compliant leader. This permission must be recorded before the meeting via an email or text from the Parent/Guardian to the Trainer.
- Parents/Guardians must be informed of the date/time/locations of all one-to-one meetings, at least 24 hours before the meeting.
- Sessions must be kept informed by the Trainer of the date/time/locations via regular reporting to Session of these meetings.

Safe Church Requirements

All Trainees and Trainers regardless of age must:

- Complete the Safe Church Volunteer Approval Process via the Safe Church Representative in their church.
- Due to their leadership position within the church, complete Safe Church Basic Training as soon as possible (unless they have already completed Basic Training prior to applying).
- Trainees will have the opportunity to complete Safe Church Basic Training in the morning of Orientation day.
- Trainees under the age of 18 years will be required to complete Safe Church Basic Training (with parental permission, due to the sensitive nature of the content). Parental permission is given at the time of application to the traineeship, via the YouthMETRO under 18 Trainee Parental Permission Form.
- Complete the online Safe Church Refresher Training yearly.
- Hold a current Working With Children Check, registered with the PCV and the local church.

As an organisation, METRO is able to require under 18 year old Trainees to apply for a WWCC in line with our Safe Church requirements. The WWCC comes at no cost, as YouthMETRO Trainees can apply for the free Volunteer card.

Communication

In compliance with the PCV Safe Church policy, email communication with the trainee will be CC'd through their parents or guardians. These will be sent separately to bulk BCC emails, so the trainee can 'reply all' (parent & METRO) to ensure the parent is included in any replies. Should the trainee forget to 'reply all', METRO will add the parent back into the email thread.

During the application process, a METRO committee member of the same gender will conduct a phone interview with the applicant. The parent will have given consent for this phone call in the Parent Permission Form, and will receive email communication notifying them of the day this will occur.

Any video call communications will occur within a group. If a 1-1 video call must occur, a parent/guardian must be in the room with the child (and able to both see and hear the call), or join the video call themselves.

Concerns and Feedback

Parents/Guardians are to contact the local church Session in the first instance with any Safe Church related safe ministry practice concerns or issues related to their child in the METRO programme. Parents/Guardians can also contact the Safe Church Unit if preferred or if they are unable to satisfactorily resolve the concern/issue with the Session.

Parents/Guardians may also contact the Safe Church Unit with any concerns or issues relating to child safety (for example, allegations or concerns of inappropriate conduct, grooming or abuse-related concerns).

Trainees are also able to raise such concerns and issues either to the Session, METRO Committee or the Safe Church Unit, by speaking directly to the local church Session or contacting METRO Committee via pcvmetro@gmail.com or the Safe Church Unit via safechurch@pcv.org.au or mobile 0499 090 449.

Parents/Guardians and trainee feedback and input to the METRO programme is welcomed. Please contact the METRO Committee via pcvmetro@gmail.com. A Parent/Guardian survey and a Trainee survey is undertaken at the end of the traineeship.

Trainee and Trainer Safe Church Information

Relevant Safe Church information is included for Trainees and Trainers in the YouthMETRO Trainee and Trainer Manual.

Third Party Events

Six months before any Third Party event, METRO will communicate directly with the Third Party provider to confirm that the necessary child safety procedures are in place at the event.

Events will be evaluated on a case-by-case basis, to ensure policies & procedures are tailored to the specific nature of each event.

Below are the current events and protocols that are in place:

PYV and METRO

Refer to PYV & METRO MOU. Please email METRO Admin if you'd like a copy.

ENGAGE

Engage Leadership Conference is now only accepting attendees over the age of 18.



SAFE CHURCH MINISTRY ORIENTATION HANDOUT



The opportunity to be a METRO trainee brings with it various ministry settings and contexts and this material has been provided at the request of the METRO Committee in order to support you in your role as a METRO trainee.

The aim of this document is to bring together key information for you as you undertake your traineeship. Thank you for taking the time to review this material as by doing so you assist in making the PCV a safer Church for everyone in our congregations and organisations and also for those people you will meet as part of your METRO ministry activities and service.

If you have any questions about this material, please contact the Safe Church Unit. The Safe Church Unit is a resource for all people in the PCV to assist in such matters – please do not hesitate to contact the Safe Church Unit for help. Contact details are at www.safechurchpcv.org.au/contact

The Safe Church Policy & Code of Conduct

The General Assembly of Victoria have adopted the Policy and Code of Conduct and all people who serve in roles in the PCV are required to adhere to them. These documents are included in the Basic Training booklet and are also available at www.safechurchpcv.org.au/resources. Please make sure you have read these documents and adhere to them in your ministry practice.

The Safe Church Policy, Procedure & Practice Manual & Safe Church PCV website

Please make sure you have read through the Manual to increase your awareness and understanding of the Safe Church PCV programme. You can find the Manual and many ministry resources at www.safechurchpcv.org.au/resources.

Safe Church PCV - Your Obligations

Reporting Child Abuse and Reportable Conduct – Victorian legal requirements

The three main things to be aware of are:

1. Under the 'Failure to Disclose' legislation it is a crime if you fail to disclose to Victoria Police or Department of Health and Human Services - Child Protection, a situation where you know or have reasonable belief that a child is being sexually abused
2. As an employee or volunteer in the Church you must report reasonable belief of child physical and sexual abuse under changes to the Victorian Mandatory Reporting laws introduced in September 2019. Contact the Safe Church Unit with any child abuse concerns or to report.
3. The PCV must comply with the Reportable Conduct Scheme (RCS) in Victoria. Contact the Safe Church Unit with any RCS concerns OR report directly to the Commission for Children and Young People – see www.ccyp.vic.gov.au Information on what constitutes reportable conduct is also found [here](#)

Abuse Disclosure Process

You will remember from the Basic Training that there is an Abuse Disclosure Process to follow should a person, whether an adult or a child, disclose to you that they are suffering abuse. Always follow the process:

Listen – don't add anything or judge the veracity of the account as this is a matter for others

Support – offer reassurance and care

Document – write down the report as soon as possible afterwards

Report – speak to a senior leader and/or your METRO trainer and call the Safe Church Unit together OR contact the Safe Church Unit directly OR make a report directly to Victoria Police or Department of Health and Human Services - Child Protection (if the matter relates to child abuse) and then ALWAYS contact the Safe Church Unit to inform the Church that a report has been made and to seek help and resources.

Safe Ministry Resources

METRO traineeships involve one-to-one ministry which means that careful attention needs to be paid to ensure that the ministry is conducted without breaching the Code of Conduct and always maintaining the highest standards of integrity and care. Make sure you read the following safe ministry resources which are available at www.safechurchpcv.org.au/resources/#wise-practices :

- Visiting Ministries Guidelines (this includes specific information about one-to-one ministry)
- Online and Smart Phone Usage Guidelines
- Your Digital Reputation
- Visibility in location in ministry
- Physical Contact

People serving in ministry roles are in positions of power and are often privy to personal and sensitive information about others. Section 1 of the Code of the Conduct is especially relevant for METRO trainees and trainers:

As a person in a position of authority within the church you must always be concerned about the integrity of your position, likely perceptions of the church and the wider community, and the need to acknowledge the real or perceived power given to you as a result of holding this position. You should avoid situations where you are vulnerable to temptation or where your conduct may be construed to be a breach of this Code of Conduct.

Think about how you use your authority or responsibility in your role in METRO:

- Do I show servant leadership?
- Do I respect those I serve and those in authority over me?
- Do I allow and encourage others to hold me accountable?
- Do I act with integrity in everything I do?
- Do I obey the law and uphold church laws and requirements?
- Am I motivated to lead and serve by love for God and love for others?

In the church positions of leadership and responsibility also hold the power to influence others for God. In the eyes of those under their authority, leaders may be seen as representing God's authority.

Leaders and those with responsible roles in the church must understand that people place high levels of trust in them and also are more likely to accept what they do and say rather than question it. With this trust and authority comes great responsibility to lead and serve in a Christlike way.

Youth METRO trainees who are under 18 are junior leaders under Safe Church PCV. Please read the specific information about junior leaders also at

www.safechurchpcv.org.au/resources/#wise-practices

The T.A.P. Principle

Use the T.A.P. Principle when planning and undertaking your METRO ministry:

Transparency – we are transparent in how we minister

Accountability – we are accountable to the Lord, each other and any applicable laws in how we minister and respond to abuse related concerns in the Church

Preparation – we do all we can to prepare our ministries in such a way as to prevent abuse occurring in the Church and to know how to respond should we have concerns about abuse

By applying this principle when we serve in our roles, we can further safeguard children and the vulnerable amongst us from abuse in our denomination.

Page 23 of the Safe Church Basic Training booklet also has relevant information about practising boundaries in ministry. You can find the booklet [here](#).

Your Working With Children Check and/or VIT registration

Your WWCC must be kept up to date – please take care to renew your WWCC **before** it expires and update your Safe Church Representative with the details. Contact the WWCC Customer Line on 1300 652 879 or [online here](#) to update your WWCC details.

As of 2019, Victorian Institute of Teaching (VIT) registered teachers must notify Working With Children Check Victoria (via www.workingwithchildren.vic.gov.au) of their role with the PCV. No person will be permitted to work with children under 18 in any PCV ministry or activity without a current WWCC or VIT registration.

Remember - the Safe Church Unit is a place of reference and resource for you in the Church – please contact the Safe Church Unit if you have any Safe Church PCV query or concern – Thank you

www.safechurchpcv.org.au

Other Safe Church Information

METRO sits under the Presbyterian Church of Victoria's Safe Church Unit.

METRO is Safe Church compliant, and prioritises child safety.

It is essential that you have read the entire [Safe Church Policy, Procedure and Practice Manual](#) prior to starting your traineeship.

Below, we wish to highlight a couple of these relevant practices that must be followed during your traineeship, and beyond.

One-to-One Ministry: Visibility in Location

In ministry to children under 18

- Don't be alone with children under 18 in a place where there are no other people and you cannot be easily interrupted or visible to others. If a child wants to talk to you privately you can do this in the same ministry space where the main group is, by walking to a quiet corner away from the group. You could stand outside the ministry space but you must be where you can both be clearly seen, either through windows or an open door.
- Rooms where there is ministry to under 18's should have a window in the door or the door be left open. You should be visible and not tucked away where you can't be seen. If your church doesn't have locations like this then it is important to raise this as a risk management issue with the church Session.
- Practice transparency and accountability in how locations for children's ministries are selected.
- If your church Session is willing to allow "one-to-one" bible study and/or mentoring ministry by adults with children under 18 years of age, this must be approved by Session and the boundaries of this ministry must be clearly documented and approved by Session.
- **Prior** to the commencement of any "one-to-one" ministry by adults with children under 18 years of age, a specific permission form **must be signed by the parents/guardians**. Contact the Safe Church Unit for this form.
- You must plan to meet at the young person's home at a time when other family members are at home. Communicate clearly with the parents when you are planning to meet.
- If you cannot meet the young person in their home then either plan to meet in a café or another public place, for example, a library. You must take care to sit in a space where you can clearly be seen by other people. Again, you must inform the parents of the date, time and location of the meeting.

In ministry to adults

In the broader culture in which we minister it is best practice to only meet one-to-one with a person of the same gender as yourself.

If you plan to meet with a person of the opposite gender then always:

- Meet in a visible location (whether on church property or elsewhere) where you can be clearly seen by others.
- Sit across from the person – not side by side.
- Document the meeting time and place in a diary or electronic note on your computer or phone.
- Inform another leader or team member who you are meeting with and when, so there is transparency and accountability in your ministry.

Ministry in Other Organisations/Settings

Ministry and evangelism opportunities can be found everywhere. We encourage creativity, and recognise you may wish to participate in ministries in third party settings such as a school or club.

Remember especially when you're interacting with outside organisations in this capacity that you are representing your local church, METRO, PCV, fellow believers and most importantly, Christ.

It is essential that when you are interacting outside of your church, you are complying with the child and people safety requirements of the organisation you're joining.

If you are interested in a third party ministry within your traineeship, but aren't sure about how to go about that, please contact the METRO Convener - Toby McIntosh (contact details on page 17).

Contact Information

METRO

www.metro.pcv.org.au

If you're not sure who you need to talk to, contact either Clinton or Laura and they'll put you in touch with the right person.

Convener

Clinton Le Page

clinton.lepage@bpc.org.au

0419 517 323

METRO Admin Assistant

Stefanie Rowe

pcvmetro@gmail.com

Secretary

Joy Arundell

joyarundell1@gmail.com

PCV Safe Church Unit

www.safechurchpcv.org.au/

Please do not hesitate to contact the SCU if you need assistance in relation to a safe church concern/complaint, an enquiry or if you would simply like more information about Safe Church issues. Please be assured that all matters will be dealt with promptly and confidentially.

For all urgent abuse-related reports, complaints or concerns call 0499 090 449 at any time.

Safe Church Facilitator

Mrs Fiona Bligh

Email: safechurch@pcv.org.au

Tel: 0499 090 449

Safe Church Compliance & Administration Officer

Mr Ashley Manly

Email: scu.compliance@pcv.org.au

Tel: 0435 417 283

(working every Monday and Friday)

Appendix A. The Ministry Training Church – Ministry Paper

Appendix B. 5×5×5 Bible Reading Plan

Appendix C. Daily Time with God - Ministry Papers

Appendix D.Theology Matters

Appendix E. Personal Evangelism – Ministry Papers

Appendix F. Giving Your Testimony – Ministry Papers

Appendix G. One To One Prayer And Bible Reading – MTS Discussion Paper

**Appendix H. Two Simple
Frameworks For Bible Reading—
David Helm**

Appendix I. Giving a Short Talk – Ministry Papers

Appendix J. Engage Bible Teaching Model

Appendix K. Leading A Growth Group– Ministry Papers

Appendix L. Growth Group Prayer – Ministry Papers

Appendix M. Two Ways to Live

Two Ways To Live

twowaystolive.com

***Two Ways to Live* is a memorable summary of the Christian gospel. In six simple points, it conveys the key information that the average non-Christian person needs to understand in order to become a Christian. And it does so in a way that does not assume any prior knowledge or understanding of Christian concepts.**

At the most basic level, *Two Ways to Live* is simply a memorable summary of the Christian gospel. Or to put it more accurately, it is the Christian gospel including some of its necessary presuppositions and background.

In the New Testament, the word ‘gospel’ usually refers to the proclamation of Jesus Christ crucified. It is the announcement that God's kingdom has arrived in the person of his Son, the powerful Messiah, who inaugurates his worldwide reign by dying and rising again so that repentance and forgiveness can be preached to all nations. This Jesus Christ now rules at God's right hand, from where he will come again to judge.

In other words, Jesus himself is the focus of the Christian message or ‘gospel’. However, Jesus does not arrive in a vacuum. He arrives as the culmination of God's plans, and their outworking in history. He comes and dies and rises, “according to the Scriptures”. He arrives in the context of all that God has already revealed about himself and humanity.

All this is part of the background or ‘world view’ that the biblical authors took for granted, but which many people now do not share. If we are to know and tell the gospel in a world where these basic assumptions about God and human guilt are no longer shared, or even common, then we need to fill in some of the rest of the story. We need to provide some of the background.

This is what *Two Ways to Live* seeks to do. It fills in some of the wider story of the Bible, some of the biblical theology, so that the message about Jesus makes sense.

If you are completely new to *Two Ways to Live*, you may like to pause at this point and read through the basic text of the outline, as found in the [online presentation of Two Ways to Live](#). You will see that the six points not only provide a brief summary of the whole story of the Bible, but fit logically together as a coherent set of propositions.

1. God, the good ruler and creator; humanity ruling under his authority.
2. Humanity rebels, wishing to run things its own way.
3. God judges (and will judge) humanity for this rebellion.
4. In his love, God sends Jesus to die, receiving the punishment humanity deserves.
5. In his power, God raises Jesus to life as ruler and savior, and offers forgiveness.
6. This presents every human with a challenge to repent and believe.

Notice that there is a clear and easy-to-follow movement through the six points, not only logically but historically. On one level it is a set of six ideas or propositions, one leading naturally and logically to the next. However, these propositions are not abstract or removed from history. They represent in miniature the whole history of the world.

In other words, for those in these postmodern times who share very little with us in terms of Christian assumptions, *Two Ways to Live* provides a simple way to tell the whole story, to communicate (in brief) the whole Christian world view.

The drawings that accompany *Two Ways to Live* are designed to make this communication process easier. They serve at one level to help Christians learn and remember the gospel outline. At another level, they can also be useful in making the message clear and

memorable as we share it with someone. The drawings may not be used in every circumstance, but they are an important part of the overall package.

Another advantage of the presentation is that it leads naturally to challenging someone to become a Christian, then and there. As the great American chess master Bobby Fischer always maintained: the first thing to learn about chess is how to get checkmate.

The following pages are left intentionally blank to provide space for notes

