

## Attachment #3:

### Route 56 and Student Ministry (Fifth Grade through Age 18) Worker Procedures



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## **Student Ministry (Seventh Grade through Age 18):**

1. A minimum of two adults must be present regardless of how few students are in attendance.
2. Organized events on or off the church campus will be staffed with a minimum ratio of 1:10, adult to students.
3. The Youth Minister must approve all activities held on or off church campus. Parental permission, a medical release and contact information sheet will be secured for off-site activities and there will be a minimum of two adults present at all times. All activities for students, on or off church campus, must be scheduled on the official church calendar.
4. Overnight events that are attended by students of both genders must also be chaperoned by adults of both genders.
5. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. Corporal punishment is never allowed. Parents will be summoned if a problem cannot be resolved by the classroom teachers.
6. It is recognized that certain counseling and ministerial situations may preclude the presence of two adults and that the general guidelines for supervision of workers should not restrict situations where individual counsel and guidance is necessary.
7. Each adult teacher/volunteer/leader for Student Ministry must be at least 21 years of age, a church member of Concord Baptist Church in good standing for a minimum of 6 months prior to serving as a teacher/volunteer/leader. A teacher/volunteer/leader is not allowed to date/court any student involved in the Student ministry level in which the teacher/volunteer/leader has agreed to serve.

## **Building Safety**

The Director of Student Ministries and the Director of Children's Ministries are responsible for ensuring that the ministry rooms are monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and students in student classrooms.

## **Discipline**

It is the policy of Concord Baptist Church that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of children or students. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by students. If a student is unruly or fails to comply with verbal warnings or instructions from

staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff/volunteer will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the ministry supervisor.

## **Intoxicants & Tobacco**

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any Concord Baptist Church facility, while traveling with students, or while working with or supervising students. Also, Concord Baptist Church requires staff and volunteers to abstain from the use or possession of tobacco products in the facility, and while in the presence of students or their parents. Concord Baptist Church is a tobacco-free facility.

## **Nudity**

Staff and volunteers in Concord Baptist Church Student Ministries should never be nude in the presence of students in their care. In the event there is a situation that may contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff member/volunteer will submit a plan to the Director of Student Ministries concerning arrangements for showering or changing clothes.

## **Transportation**

Staff members and volunteers may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when workers are involved in the transportation of students:

1. Students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should never be in the circumstances that leave only one student in transport.
2. Staff members and volunteers should avoid physical contact with students while in vehicles.
3. No cell phones may be utilized by the driver while driving for Concord Baptist Church, unless in an emergency.
4. No drivers under age 21 may drive Concord Baptist Church owned or rented vehicles.
5. No student may transport other non-relative students during a student ministry sponsored event.

## **Sleeping Arrangements**

It is anticipated that certain Student Ministry activities may occasionally require that overnight sleeping arrangements be made for students and staff/volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff volunteers will strictly observe the following rules:

1. The two adult rule must be followed. The two adult leaders present must have previously completed the Concord Baptist Church application and screening processes.
2. Overnight sleeping arrangements must be submitted in writing to and approved by the Director of Children's Ministries or Director of Student Ministries prior to the activity.
3. As long as any youth are awake, one of the leaders must also be awake and monitoring students to ensure safe behavior.
4. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted. Any videos or video games to be available for an event must be preapproved by Director of Children's Ministries or Director of Student Ministries and added to a list kept in the ministry office.
5. Appropriately modest sleeping attire must be worn.
6. In the event of a sleep over on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by adult leaders of the same gender.
7. Staff and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, staff and volunteers should never physically touch a student.
8. Whenever possible, at least one staff or volunteer will sleep in the same room as students or in an adjoining room with the door between the rooms kept open.
9. In the event that overnight arrangements do not include standard beds, each staff, volunteer, and student will use single sleeping bags or blankets. In these instances a "one-person-to-one bag or blanket" rule will be observed.