

**PROCEDURE MANUAL**

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**NCBC YOUTH**

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## Overview of Volunteer Safety System

Because of our love for children and students, New Covenant Bible Church requires all staff members and volunteers working with students (and other vulnerable populations) to complete 3 SAFETY STEPS before ministry work or volunteer placement begins.

**STEP ONE:** All Youth Staff members and volunteers are required to complete the New Covenant Bible Church screening process, which requires a staff member or volunteer to:

- complete an Employment Application (employees only)
- complete a face-to-face meeting (employees and volunteers)
- provide references to be checked (employees and volunteers)

**STEP TWO:** All Youth Staff members and volunteers are required to read through the policies contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

**STEP THREE:** New Covenant Bible Church requires that all staff members and volunteers working or volunteering in student activities undergo a criminal background check. The background check must be completed before service can begin. Depending upon position, differing levels or intensity of background check may be required.

## Ministry Areas

### Nursery

The Nursery consists of birth-23 months

### Two's

The Two's consists of 24-36 months

### Early Childhood

Early Childhood consists of 3's and 4's

### The Lodge

The Lodge consists of Kindergarten-2<sup>nd</sup> grade

### The Hangar

The Hangar consists of 3<sup>rd</sup>-5<sup>th</sup> grade

### Middle School

Middle School consists of 6-8th grade students and meets regularly for Sunday and Wednesday Youth Group, and various other times for events, retreats, conferences, etc.

### High School

High School consists of 9-12th grade students and meets regularly for Sunday and Wednesday Youth Group, and various other times for events, retreats, conferences, etc.

## Volunteer Expectations

\*See youth manuals for each department for further information.

## Reporting Suspected Child Abuse

New Covenant Bible Church has **zero tolerance** for abuse in ministry programs and ministry activities. It is the responsibility of every staff and volunteer at New Covenant Bible Church to act in the best interest of kids in every program. New Covenant Bible Church is committed to providing a safe, secure environment for children, students, and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with church policy and state law, to the Police Department, Child Protective Services, or other appropriate agency.

**The Child Abuse Hotline at 1-800-362-2178 (available 24 hours a day, 7 days a week). Iowa Department of Human Services**

To report suspected abuse if staff or volunteers observe any inappropriate behaviors or suspected abuse (physical, emotional, or sexual) it is their personal responsibility to immediately report their observations to Children's, Middle School, or High School Pastor. \*If a volunteer or staff are a mandatory reporter due to their profession and are required to report suspected abuse to the proper authorities immediately, or if any staff or volunteer chooses to directly report abuse or neglect to the appropriate law enforcement agency, they must also inform church leadership. Reporting abuse needs to occur immediately after inappropriate behaviors are observed.

### **SEE IT...SAY IT TO STAFF...REPORT IT**

## Youth Ministry Safety Procedures

### One-on-One

New Covenant Bible Church recognizes that meeting the emotional needs of students may occasionally require staff members and volunteers to minister to

them on an individual basis. Staff members and volunteers should observe the following guidelines when interacting with students.

## Individual Meetings

- Staff members and volunteers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed unless prior approval is obtained from the Youth Pastor and parent.
- In the event a closed-door meeting must occur, the student staff member or volunteer must obtain permission from the Youth Pastor and ensure the door remains unlocked.

## 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:

- Students should be transported directly to their destination. Unauthorized stops to a nonpublic place should be avoided.
- Staff members and volunteers should avoid transportation circumstances that leave only one student in transport and can only be done with parental permission.
- Staff members and volunteers should avoid physical contact with students while in vehicles.
- No cell phones may be utilized by the driver while driving students, unless in an emergency.

## Parental Contact and Involvement

Parents who leave a student in the care of New Covenant Bible Church staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Youth Ministry programs. Parents are encouraged to ask about visiting any services and programs in which their student is involved at New Covenant Bible Church. However, parents who desire to participate in or have continuous, ongoing contact with Youth Ministry programs will be required to

complete the New Covenant Bible Church volunteer application and screening process.

## Physical Contact

New Covenant Bible Church is committed to protecting students in its care. The following guidelines are to be carefully followed by anyone working or volunteering in student ministry:

- Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and students are important for student's development and are generally suitable in the church setting.
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to the Youth Pastor or other church leadership.
- Physical contact should be for the benefit of the student, and never be based upon the emotional needs of a staff member or volunteer.
- Physical contact and affection should be given only in observable places or when in the presence of other students or student staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
- Do not force any physical contact, touch or affection upon a reluctant student. A student's preference not to be touched must be respected.
- Student staff and volunteers are responsible for protecting students under their supervision from inappropriate or unwanted touch by others.

## Sexually-Oriented Conversations

It is expected that from time to time student's ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will convey to the students the church's views on these topics. Staff members and volunteers are prohibited from engaging in inappropriate sexually-oriented conversations with students.

## Intoxicants

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while at any New Covenant Bible Church function, while traveling with students, or while working with or supervising students.

## Nudity

Staff and volunteers in New Covenant Bible Church's student ministry should never be nude in the presence of students in their care. In the event there is a situation that may call for or 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 Youth Pastor concerning arrangements for showering or changing clothes.

## 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. mission trips, conferences, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

- The multiple student rule must be followed, i.e. no adult will room together with a single student. Under no circumstances will an adult share a bed with a student unless that student is an immediate family member. The adult leaders present must have previously completed New Covenant Bible Church's application and screening process.
- Preliminary overnight sleeping arrangements must be planned and submitted in writing to the Youth Pastor and approved prior to the activity. Adjustments for unexpected additions or cancellations will be made as necessary.
- As long as any student is engaging in activities, one of the leaders must also be awake and monitoring students to ensure safe behavior.
- Leaders should check with parents and use good judgment regarding the screening of any and all movies.



- Appropriately modest sleeping attire must be worn.
- Boys and girls must sleep in separate rooms, properly supervised by student leaders of the same gender.
- 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.

## Tobacco

New Covenant Bible Church requires staff and volunteers to abstain from the use or possession of tobacco products during church activities, and while in the presence of students or their parents.

## Verbal Interactions

Verbal interactions between staff members or volunteers and students should be positive and uplifting. New Covenant Bible Church staff and volunteers should strive to keep verbal interactions encouraging, constructive, and be ever mindful of their mission of aiding parents in the spiritual growth and development of their children. To this end, staff members and volunteers should not talk to students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff and volunteers are expected to refrain from swearing in the presence of students.

## Procedures Statement of Acknowledgment and Agreement

I have received and read a copy of New Covenant Bible Church Kids and Youth Ministry Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at New Covenant Bible Church. Final decisions related to procedure violations will be the responsibility of the church leadership. Further, I understand that the manual may be modified at any time, and that any guideline may be amended, revised, or eliminated at any time by New Covenant Bible Church. I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between New Covenant Bible Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours that I have worked. Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted. I hereby acknowledge receipt of the procedure's manual.

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Staff Member or Volunteer's name (please print)

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Staff Member or Volunteer's signature

\_\_\_\_\_ Date