



Christ Central Church  
Children and Student Ministry  
Policies and Procedures  
Revised 9/10/2025

Dear Staff Member, Volunteer, or Parent,

Welcome to Christ Central Church!

At Christ Central Church, we take our responsibility to care for children and students very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which child/youth can grow in their relationship with Jesus Christ.

This handbook provides a general overview of procedures and guidelines for Christ Central Church staff members and volunteers providing services to students from Nursery through 12th grades. Our policies are intended to create a safe environment for all children and students.

If you are a Christ Central volunteer or staff member, after you have carefully read these policies, please sign and return the agreement form located on the last page. If you have questions, please contact the Youth Pastor or Children's Ministry Director.

Sincerely,

Central Youth and Central Kids Leadership

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## Overview of the Christ Central Church Safety System

Because we love and desire to protect children and students, Christ Central Church requires all staff members and volunteers working with children or students (and other vulnerable populations) to complete FOUR SAFETY STEPS before ministry work or volunteer placements begin.

### 1. STEP ONE: Sexual Abuse Awareness Training

- a. Christ Central Church Policies and Procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or Ministry director.
- b. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a student for sexual abuse. Grooming is the process used by an abuser to select a student, win the student's trust (and the trust of the student's parent or 'gatekeeper'), manipulate the student into sexual activity and keep the student from disclosing the abuse.
- c. To equip Christ Central Church staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Christ Central Church requires all staff members and volunteers to complete MinistrySafe's Sexual Abuse Awareness Training. This Training will be renewed every two years.

### 2. STEP TWO: Screening Process - Staff members and volunteers are required to complete the Christ Central Church Screening Process, which includes:

Employment Application (staff members only);

- b. Safety Application
- c. Face-to-Face Interview
- d. Reference Checks

\*A volunteer must attend Christ Central Church services for six months before being eligible to serve in positions with access to children, students or vulnerable populations.

### 3. STEP THREE: Policies & Procedures

Staff members and volunteers are required to review 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.

### 4. STEP FOUR: Background Check

Christ Central Church requires that all staff members and volunteers working or volunteering in children or student activities or programming undergo a Background Check. Depending upon position, differing levels or intensity of Background Check may be required. Individuals who have committed sexually-oriented or sex-related crimes may not serve in any area providing services to children or students. In addition, certain other past criminal acts may preclude an applicant from serving minors.

## Child & Student Safety Policy

### ABUSE TOLERANCE

Christ Central Church supports and maintains a zero tolerance policy concerning child abuse and neglect. It is a violation of North Carolina law for any staff member or volunteer to physically, sexually, or emotionally abuse or neglect any student participating in Christ Central Church programs. It is the responsibility of every staff member and volunteer at Christ Central Church to act in the best interest of all students in every program.

In the event that staff members or volunteers observe any inappropriate behaviors (i.e., policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual), it is their responsibility to immediately report their observations to the immediate supervisor, the Children's Ministry Director, the Youth Pastor or the Executive Pastor.

### ENFORCEMENT OF POLICIES

Christ Central Church staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Christ Central Church policies. Anyone working with children or students at Christ Central Church is subject to the supervision and evaluation of the ministry staff members and must follow these guidelines. Violations of these policies are grounds for immediate dismissal, disciplinary

action, or reassignment from a position in Student/Children's Ministry – for both staff members and volunteers. Final decisions related to policy violations will be the responsibility of the Youth Pastor, Executive Pastor and the session.

## Reporting Abuse or Suspicions of Abuse

### REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Christ Central Church is committed to providing a safe, secure environment for 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 this policy and state law, to local law enforcement (or Child Protective Services) and the Christ Central Church Youth Pastor.

Because sexual abusers 'groom' students for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a student for sexual abuse. Staff members and volunteers are asked to report grooming behavior, any policy violations, or any suspicious behaviors to a supervisor.

### REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our students, Christ Central Church staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate Supervisor in the Ministry area, the Youth Pastor, or the Executive Pastor.

### CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a student will be immediately suspended from participation in Christ Central Church Children and Student Ministry. This suspension will continue during any investigation by law enforcement, Child Protective agencies or Christ Central Church.

Any person found to have committed a prohibited act should be precluded from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at Christ Central Church. If the person is a staff member, such conduct may also result in termination of employment from Christ Central Church.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination (staff member) or removal (volunteer). Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at Christ Central Church.

Staff members and volunteers should discuss immediately with their supervisor any inappropriate action or breaking of this policy and will seek counsel from the church leadership and attorney, if needed.

#### REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

We report all suspected or alleged abuse or neglect of children and students to local law enforcement or the Durham County Child Protective Services Emergency Response Hotline:

919-560-8424 or 919-560-4600

Because many adults are unfamiliar with North Carolina reporting requirements and may be fearful of the process, Christ Central Church utilizes a 'tandem or dual report' model, where permitted. A 'dual report' occurs when a Christ Central Church supervisor reports the suspicion or allegation together with the individual who saw, heard or received information causing him or her to suspect abuse or neglect.

THIS PRACTICE IS NOT REQUIRED, OR INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM REPORTING TO LAW ENFORCEMENT, CPS OR THE ABUSE HOTLINE DIRECTLY. Instead, it is meant to facilitate reporting, protect children and students, and support individuals who may not feel able or willing to report alone.

NO PERMISSION IS NEEDED from Christ Central Church before reporting to law enforcement personnel or the Child Abuse Hotline. In addition, a report may be made without involving or informing Christ Central Church personnel.

While not required by state law, please report all suspicions of child abuse or neglect (or any inappropriate or 'grooming' behaviors of a colleague or coworker) to an immediate supervisor. This request is intended to assist the church in properly protecting students involved in Christ Central Church programs.



When in doubt, report.

#### REPORTING TO INSURANCE COMPANY

Any incident reported to local authorities should be reported to Christ Central Church's insurance company.

#### REPORTING TO COMMUNICATIONS DIRECTOR

Any incident reported to local authorities should be reported to Christ Central Church's Communications Director for purposes of media relations.

### SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children and students, Christ Central Church will appoint and maintain a Safety Committee, which will meet once each quarter.

The purpose of the Safety Committee is to enable the Christ Central Church's Children and Student Ministry to carry out appropriate Ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

#### COMPOSITION OF SAFETY COMMITTEE

The Safety Committee will be comprised of the following members:

- the Executive Pastor
- the Children's Director
- the Youth Pastor

#### RESPONSIBILITIES

The Safety Committee will be charged with the following duties:

5. Applying existing Christ Central Church Policies and Procedures related to student safety and risk management issues.
6. Monitoring all Student and Children's Ministry programs for ongoing compliance with safety policies.
7. Making recommendations to the Christ Central Church Session regarding safety issues.

## Children and Student Ministry Staff Monitoring Plan

### BUILDING SAFETY

Every ministry supervisor is responsible for ensuring that the ministry program area is monitored during youth programming. No child or student will ever be left unattended in a ministry area during regular programming, class or activities. All children or students should be easily observable during regular programming, class or activities.

### SUPERVISION

Only screened church staff members, screened volunteers, and students are allowed in areas where ministry to children or students is occurring. All other adults should be asked for identification and immediately escorted out of the area. If questions or concerns arise related to any person in the area, a ministry supervisor or security team member should be notified immediately.

### CHILD SAFETY MEASURES

#### Two Adult Room Rule

Christ Central Church practices the Two Adult Rule which requires a reasonable number of adult leaders (with a minimum of two) to be maintained when supervising children or students. A married couple or two family members comprise one adult for the purposes of compliance with the Two Adult Rule.

Avoid being alone with an individual student in any room or during any ministry program. If one supervising adult must leave a group of students, another staff member or volunteer must be notified so that the Two Adult Rule can be followed. If two individuals serving in a room are related to one another, a third unrelated staff member or volunteer must be present.

If an unusual circumstance occurs and you find yourself alone with a single student, move to a room or building occupied by others or to a location easily observed by others. (For example, if a student is the last one to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

If you need to talk with a child or student alone, do it in the hallway or a highly visible area, or have another leader with you.

Avoid distractions that would impact your ability to effectively supervise children or students and maintain situational awareness (i.e., cell phone use, wearing headphones, etc.). After every ministry event, ensure that every room, area and restroom is checked prior to leaving.

### WORKER TO CHILD RATIOS

Christ Central Church is committed to providing adequate supervision in all Children's Ministries programs. Accordingly, the following worker to child ratios will be observed:

#### Classrooms staff/volunteers Children

Seedshop 2 3

Garden 2 12

Greenhouse & Forest 2 18

Treehouse 2 20

Camp Kidventure 2 20

\*The above ratios are MinistrySafe minimum recommendations.

Where supervision is concerned, more is generally better.

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor or the Children's Director. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with Church policy.

### CHILD CHECK-IN

Upon check-in, each child will receive a nametag and their parent or guardian will be given a claim tag. Volunteers must check each claim tag before releasing a child at pick up.

If a claim tag is lost, send the parent or guardian to the check-in station to see a staff member where proper identification must be shown to a staff member before the child is released. (Have the child stay in the classroom; the parent may pick up the child once cleared).

### CHILD PICK-UP/RELEASE OF CHILDREN

At any time that a child has been entrusted to Christ Central Church staff members or

volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministries staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child or student has authority to pick up the child.

### WORKER-TO-STUDENT RATIOS

Christ Central Church is committed to providing appropriate supervision in all Student Ministry programs. Accordingly, the following worker-to-student minimum ratios will be observed:

<u>Students</u>	<u>Workers</u>
1 - 10	at least 2 staff members or volunteers (Two Adult Rule)
11 - 29	at least 2 staff members or volunteers
30+	at least 3 staff members or volunteers

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor or the Youth Pastor. Supervisors will make diligent efforts to find substitute workers to immediately bring ratios into compliance with Church policy.

## COMMUNICATING WITH FAMILIES

### PARENTAL INVOLVEMENT

Parents are invited to observe all programs and activities in which their student is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child or student's programs at Christ Central Church will be required to complete the Christ Central Church volunteer application and screening process.

Parents who leave a student in the care of Christ Central 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 Children's Ministry or Student Ministry programs.

## DISCIPLINARY POLICIES

### Discipline for Central Kids

It is Christ Central Church's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. When a child is misbehaving, follow these steps:

1. Go to the child and calmly ask him or her to stop the behavior. (Most children respond immediately and correct the behavior.) Give a warning and remind the child of class expectations, and redirect to a positive behavior. Do this individually when possible, try not to single out a specific child in a large group setting. \*When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.
2. If the child repeats the action, guide them to a quiet place – separate from the other children – for a short but designated period of time. Stay within sight of others, and avoid being alone (or unseen) with the child.

Provide the child with a simple, understandable reason for the separation, and a clear explanation of your expectations. ("Terry, you didn't stop hitting Kelly when I asked you to, so it was necessary for me to separate you from the group.")

3. After a 3rd time, refer to a staff member. A staff member may inform a parent or guardian, who may be asked to become involved in redirecting misbehavior.

Uncontrollable or unusual behavior should be reported to a ministry supervisor. NEVER...

- Yell at a student.
- Grab a student.
- Threaten a student. Always follow through with your word.
- Hit a student.

- Confront a parent in front of others.
- Openly humiliate a student in front of their peers.

### Discipline for Student Ministry

It is Christ Central Church's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of students. No form of physical discipline is acceptable. This prohibition includes the use of any physical force as retaliation or correction for inappropriate behaviors.

Uncontrollable or unusual behavior should be reported immediately to parents and a Student Ministry staff member. Any behavior problems will be handled in the following sequence:

1. The student will be asked to correct the behavior.
2. A staff member will talk with the student to discuss the problem behavior.
3. Parents will be notified of discipline or behavior problems.
4. The student will not be allowed to attend a ministry event. (This is a final measure, but not desired.)

NEVER...

- Yell at a student.
- Grab a student.
- Threaten a student. Always follow through with your word.
- Hit a student.
- Confront a parent in front of others.
- Openly humiliate a student in front of their peers.

If a child or student is unruly or fails to comply with verbal warnings or instructions, that student will be asked to leave (if not endangered by doing so) or the child or student's parent will be contacted to pick up the child or student. Any damage to property will be reported to parents, who will be responsible for repairs, including damage incurred at off-campus ministry events.

In the event of a fight or physical altercation, verbally redirect those involved and avoid physical intervention unless necessary for the safety of other children or students. In these instances, staff members and volunteers are allowed to restrain a child or student with appropriate physical force, as needed.

## **BULLYING**

Verbal, physical or emotional bullying is not acceptable in Christ Central Church ministry programs.

At the first sign of bullying in any form, act decisively and inform your ministry supervisor. There is no harmless put-down where bullying is concerned.

1. First Offense: Issue a warning to the child or student and a general reminder to the group that this kind of interaction is inappropriate. Try not to embarrass or chastise.
2. Second Offense: Pull the offending student(s) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the student know that the next step is communication with a pastor and the child's/student's parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.
  - a. Privately, but with another adult present, confirm that a child/student who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. DO NOT SINGLE A STUDENT OUT IN FRONT OF THE GROUP – be discreet.
3. Third Offense: Pastor or ministry supervisor should make a phone call (or communication onsite) with his or her parent(s) and possible removal from the activity or event.

## **RESTROOM POLICIES**

DO NOT USE OR OCCUPY a bathroom in use by children. Adults should use a bathroom separate and apart from restrooms used by children during weekend services or when there are children present. (unless not possible given physical plant/facility limitations.) No volunteer OF ANY AGE should enter or occupy a bathroom while children are using it. When no child is present, adults (and young volunteers) are allowed in a bathroom (one at a time) so long as there is another adult at the doorway keeping any child from entering. Only adult females may change diapers and must do so on diaper changer stations within plain view of other volunteers.

## **NURSERY & PRESCHOOL CHILDREN**

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

## 1. Diapering

- Primarily female childcare staff or the child's parent or legal guardian will undertake the diapering of children of either sex. Female volunteers may change diapers if needed.
- Changing of diapers should be done in plain sight of other staff or volunteers.
- Children will never be left unattended on changing tables.
- Any special instructions given by parents leaving children in nursery will be relayed to the Seedshop or Garden staff or volunteers ("Seth Adams has a medicine in the bag for rash.")
- Children should be re-diapered and re-clothed immediately upon the completion of changing the soiled diaper.
- Children should be changed on changing stations only.

## 2. Toilet training

- No child will be forced to toilet train.
  - Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- When children are taken into bathrooms the door will be left partially open.
- Young children will never be left unattended in bathrooms.
- Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the Preschool area will be recorded on the child's profile ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.")
- Children should be assisted in straightening the clothing before returning to the room with other children.
- "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available in the children's area, if the parent has not furnished a clothing change.

## GRADES K-3<sup>rd</sup>

If you must go into the restroom to check on an individual child, seek out another worker to accompany you. If another worker is not available, go to the exterior bathroom door, knock, and ask if the child needs assistance. Do not enter the restroom.

If a child requires immediate assistance, leave the exterior bathroom door open when



entering the bathroom area and try to verbally assist the child in completing his or her toileting activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

If restroom use is required:

- Only adult female workers will assist children in the restroom, unless a parent is assisting their own child.
- Only one child in the restroom at a time, in a single toilet facility.
- When a worker is assisting a child, the door must not be locked, and must remain ajar. In general, children should receive the minimum amount of assistance needed based upon their individual capabilities. Encourage children to do all they can for themselves.
- All students in grades K-3 must be accompanied to the restroom by an adult leader and another supervising volunteer.
- Be aware if a student repeatedly asks to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor if it occurs.
- A single staff member or volunteer should never take a lone child to the restroom.

## **SPECIAL NEEDS**

Parents will offer instruction to staff members or volunteers to change the diapers of individuals with special needs. After the age of 4, parents or legal guardians will give permission to change the diapers of all individuals with special needs. If someone with special needs requires assistance using the restroom, a special needs volunteer may assist them in the restroom, in clear view of another volunteer or staff member.

Be aware if a student repeatedly leaves to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor. In public contexts, send students to use the restroom in groups of at least three, when possible.

During regular meeting times, designate 'student only' restrooms, prop the restroom doors open, and designate a hall monitor outside the restroom area to monitor restroom use. Utilize verbal supervision, outside the restroom door, when necessary.

## VERBAL & FACE TO FACE INTERACTIONS

Verbal interactions between staff members or volunteers and children/students should be positive and uplifting. Christ Central Church staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of our mission to aid parents in children/students' spiritual growth and development.

To this end, staff members and volunteers should not talk to children or 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 members and volunteers are expected to refrain from swearing in the presence of children and students.

### One-To-One Interactions with Children and Students

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Central Kids. Another adult who has completed the Central Kids application and screening process should always be present.

Meeting the emotional or spiritual needs of students may occasionally involve interaction on an individual basis. Please observe the following guidelines when interacting with minors:

1. The Two Adult Rule should be diligently followed during Children and Student ministry programs. Do not interact alone with an individual child or student in any room or building. In the event you find yourself alone with a single child or student, move to a room or area occupied by others, or to a location easily observed by others.
2. One-to-one meetings with an individual student must occur at a time when others are present and where interactions can be easily observed. Example: If a student desires additional conversation after regular programming has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.
3. Never hold a one-to-one meeting with a student who is the opposite gender. If a

closed-door meeting must occur, it should occur on church property, with a second adult present. The door must remain unlocked, and any window treatments open.

4. Any ongoing meetings with children or students (such as counseling, one-to-one discipleship, etc.) should be discussed with a Student Ministry staff member, and should comply with the Two Adult Rule OR occur in a public, easily observed location.
5. Staff members and adult volunteers may not date (or have any sort of romantic interaction with) students in the Student Ministry.

### Sexually Oriented Conversations

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child student in the program.

However, it is expected that student ministry discussions and lessons may occasionally address issues related to purity, dating, sex and human sexuality. These lessons will convey the church's views on these topics to the students.

Children or Students may have questions/struggles in this area and desire to confide in a trusted adult leader for guidance. Proceed with great caution, teaching with sensitivity and from a biblical perspective.

- Avoid discussing anything of a sexual nature with students of the opposite gender.
- If a student's questions or comments on a sexual matter become too detailed or explicit in a group setting, the leader should use discretion and set up another time to meet with this student. For any follow-up meeting: inform a Student Ministry staff member first, comply with the Two Adult Rule OR meet in a public, easily observed location.
- When in doubt as to whether a conversation could be interpreted as a "sexually oriented conversation," treat the conversation as such and follow this policy. When possible, clarify the question/topic with a Student Ministry staff member.

### Sexually Oriented Materials

Staff members and volunteers in the Children's Ministry and Student Ministry at Christ Central Church are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, etc.) on church property or in the presence of children or students.

### Child and Volunteer Physical Contact

Christ Central Church is committed to protecting children in its care. To this end, Christ Central Church has implemented a "physical contact policy" which promotes a positive, nurturing environment for our Children's Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Children's Ministries programs:

- Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children'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 an immediate supervisor, the Children's Ministry Director or the Executive Pastor.
- Physical contact should be for the benefit of the child, 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 children or children's staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children's Ministries must foster trust at all times. Personal conduct must be above reproach.
- Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
- Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others. ● Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, the Children's Ministry Director or the Executive Pastor.

### Student and Volunteer Physical Contact

Appropriate touch is needed and encouraged, but it is vital that staff members and volunteers do not blur or cross the lines. In light of this, the following guidelines should be observed:

- Physical contact in any form should be above reproach, for the benefit of the student, and never based upon your emotional needs.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in the Student Ministry must foster trust at all times.
- Pat a hand, shoulder or back in an encouraging manner.
- Side hugs: in public view and kept brief. When hugging someone of the opposite gender, hugs should be limited to side hugs.
- Look for opportunities to give plenty of "high fives" and "fist bumps", unless this makes a student feel uncomfortable.
- Shake hands, or briefly put an arm around the student's shoulder.

AVOID the following interactions:

- A sexual relationship with a student is never acceptable.
- Never touch a student in sensitive areas (breasts, buttocks, genitals) even if a student has been injured in one of these areas. Never allow casual contact in these areas, under or over clothing.
- No sitting on laps.
- No hand-holding, unless part of a worship/prayer service or a group game.
- Never touch in anger or disgust.
- Never touch in a manner that may be construed as sexually suggestive.
- Avoid touching a student between the navel and the knees.
- Never carry a student piggy-back, or on your shoulders.
- Never kiss a student, or give (or receive) a massage.
- Never place hands beneath a student's clothing to play, rub, or comfort.
- Never tickle, participate in 'horse-play' or wrestle with a student.

Do not force physical contact, touch or affection on a reluctant student. A student's preference not to be touched must be respected.

Physical affection should occur only in observable locations or when in the presence of

others. It is much less likely that touch will be misinterpreted when physical contact is open to observation.

Staff members and volunteers are responsible for protecting students under their supervision from inappropriate or unwanted touch by others, including other students. Inappropriate touch and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touch or display of affection should be immediately reported to an immediate supervisor, the Children's Director, Youth Pastor or the Executive Pastor.

Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, the Children's Director, Youth Pastor or the Executive Pastor.

### Electronic Communication

All communication with students must be above reproach and indicative of healthy boundaries. As with any communication, the content of any electronic communication should be readily available to share with ministry leadership or a parent.

#### TEXTING

Texting between staff members/volunteers and students is permissible only as outlined below.

In general, texts should occur in 'group' form, whenever possible. Though students may reply individually, make every effort to text in group form and encourage replies to the group. When possible, staff members should send and receive texts using a ministry-provided device or account.

Prudent judgment must be used in the timing and content of texts. Do not text before 7:00 am or after 10:00 pm unless the texting occurs as part of a programmed ministry activity.

Avoid discussion of ANY sexual topic via texts.

It is not permissible to text photos or videos to a student. Likewise, it is not permissible to request photos or videos from a student.

No one-to-one texting communication may occur with a student of the

opposite gender.

### COMMUNICATION APPLICATIONS

It is permissible for the Student Ministry to use applications that have messaging features – using a Student Ministry account. At least one other staff member must have credentials to access the application and regularly review the messaging, comments and postings.

It is not permissible for staff members to use personal accounts to direct message students. All group and direct messaging to/from students should be above reproach, available for supervisory access and originate from the Student Ministry account – not a personal account.

In the event a student direct messages a staff member's personal account, the staff member will transfer the thread to the Student Ministry account if a reply is necessary. All students will be counseled to direct communication to the Student Ministry account. Staff members and volunteers should avoid discussion of ANY sexual topic via social media.

It is not permissible for staff members or volunteers to send photos or videos to a student, or to request photos or videos from a student. Staff members and volunteers may not comment or reply to a student's post that is inappropriate or questionable.

All interactions should be above reproach and reflect the integrity and values of Christ Central Church Student & Family Ministries.

Staff members and volunteers may not post inappropriate or off-color content, or comment on inappropriate or off-color posts. When in doubt, treat a post as inappropriate.

No one-to-one social media communication may occur with a student of the opposite gender.

The use of Snapchat (or other similar applications designed for communication to disappear) with students is not permitted.

Applications that allow anonymous messaging are not permissible.

### 'HOOK-UP' APPLICATIONS

Though the use of dating applications is commonplace and acceptable, staff members and volunteers are prohibited from participating in applications intended to facilitate sexual encounters.

### PERSONAL SOCIAL MEDIA

Staff members and volunteers must maintain a high moral standard in social media presence. Inappropriate social media content may be a basis for suspension from participation in Christ Central Church's Student & Family Ministries. Please be cautious about the content of the posts on your personal social media. Please ensure that photos or videos posted on social media reflect Christ Central Church guidelines related to alcohol, tobacco and modesty (dress, posture and content).

### SUBSTANCE USE

#### Tobacco Use

Christ Central Church requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children and students or their parents, or during Christ Central Church activities or programs, whether on campus or away. Christ Central Church is a tobacco-free facility.

#### Intoxicants

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any Christ Central Church facility while children's or youth ministry programming is going on, while traveling with students, or while working with or supervising children or students during any Christ Central Church activity.

### Nudity

Staff members and volunteers in Christ Central Church's Children's Ministry or Student Ministry should never be nude in the presence of students. 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.), a staff member/volunteer will submit a plan to the Children's Director or Youth Pastor concerning arrangements for showering or changing clothes.



## Physical Appearance

Please dress in modest, comfortable attire. Please do not wear thin-strapped shirts or low cut shirts while serving. First impressions are important; please take this into consideration while serving. Please:

- No revealing swimsuits
- No revealing/form-fitting clothes
- No shirts with low necklines or that show midriff
- No short dresses, skirts or shorts

## Medication

Do not administer medication of any kind to any child or student while serving in ministry programs, including 'over-the-counter' drugs. In cases where the parent brings an epipen for a child or youth, staff are permitted to administer the epipen in the event of a life-saving emergency. For certain trips or activities (i.e., mission trips, beach/ski retreats), Christ Central Church will bring a medical professional who will dispense appropriate medications consistent with other policies and signed parent permission forms.

## Transportation

No children 3<sup>rd</sup> grade or and younger will be transported by childcare staff, Christ Central Church staff, or volunteers. Staff members and volunteers IN STUDENT MINISTRY may, from time to time, be in a position to provide transportation for students. The following guidelines should be strictly observed when ministry workers are involved in the transportation of students:

- Students should be transported directly to their destination. Unauthorized stops to a non-public place must be avoided.
- Staff members and volunteers should avoid transportation circumstances that leave only one student in transport.
- Staff members and volunteers should avoid physical contact with students while in vehicles.
- Absent an emergency, drivers may not use cell phones while transporting minors (other than navigation applications for directions). In an emergency, stop the vehicle to use the cell phone, unless a stop cannot safely occur. Texting or other cell phone use is strictly prohibited while driving.

- No drivers under age 25 may drive Christ Central Church owned or rented vehicles.
- In transportation, the TWO ADULT RULE or RULE OF THREE must be followed.
- Never be alone in a vehicle with a student of the opposite sex. • Never instruct a student to drive other students to a ministry event. • Transport only the number of students for whom you have seatbelts. • Seatbelts should be worn at all times while in the vehicle.
- No one should be double-buckled.
- Use extra caution when driving students.

### Out-of-Program Contact with Children & Students

Christ Central Church safety standards established to protect children and students and ensure healthy relationships should be respected outside ministry programs as well. In addition to ministry safety standards, the following policies should be respected in all interactions with children and students occurring outside ministry programs.

- Never be alone with a minor in an unobserved context or location. • Limit connections by gender. Do not initiate or maintain contact with students of the opposite gender.
- Any dating or sexual relationship of any kind with a minor is strictly prohibited.
- Never spend the night at a child's or student's home or invite a child or student to spend the night at your home.
- Do not spend the night in an 'away' location with any child or student (vacation, etc.).

### Planning Group Events

When planning a group event outside of regular programming, volunteer leaders should keep parents and staff members informed of details and abide by Christ Central Church policies. Some events may require a release form.

### OVERNIGHT EVENTS

Some Student Ministry activities/events require overnight sleeping arrangements for students, staff members and volunteers (i.e., camp, mission trips, etc.). All programmed overnights must be approved by a ministry supervisor and receive permission from parents. No overnights are allowed on Christ Central Church property unless part of a ministry-sponsored event.

No overnight between any church staff member or volunteer and an unrelated minor may occur in any context. If pre-existing family relationships exist wherein overnights may occur between 'family friends', these relationships must be communicated to a ministry supervisor.

For each overnight event, Student Ministry staff members must create a safety plan that will supplement this policy document to provide specific student protection steps unique to the event (activity, travel, location, other groups present).

## Statement of Acknowledgement and Agreement

I have received and read a copy of Christ Central Church Student Ministry Policies and Procedures and understand the importance of the material in the manual. I understand and agree to abide by these policies while serving or working at Christ Central Church. I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Christ Central Church.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at Christ Central Church at any time (if possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between Christ Central Church and me. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand that it is my responsibility to review new guidelines that are created and distributed.

I acknowledge receipt of the Christ Central Church policies and procedures manual.

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Staff member or volunteer name (please print)

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Staff member or volunteer signature

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Date

This page is to be signed, detached, and delivered to the Ministry Supervisor.