



SUPERVISION OF VOLUNTEERS

Churches often overlook having policy sections about supervision or monitoring of volunteer staff. A signed Personal Safety Covenant and the written guidelines in the Safe Practices section of your policy are worthless unless compliance is assured.

Clearly designate roles and responsibilities of each volunteer, as well as who is that volunteer's supervisor.

Periodically review the success of each volunteer in his/her position, his/her satisfaction with volunteering, and his/her compliance with church policy.

You might develop a premises security program to prevent intruders from entering your building and playgrounds—or children or memory-impaired adults from wandering off.

SAMPLE POLICY TEXT BELOW



Supervision

Communication

Volunteers must meet regularly with program leaders, who in turn must meet periodically with the pastor to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, policy clarification, personal feelings, or other issues that may interfere with safety at St. Sanctuary Church. That open communication also includes a periodic review with each volunteer regarding satisfaction and success in his or her volunteer assignment.

Policy Compliance

Church staff will supervise church activities on an ongoing basis and may make unannounced visits into classes or other program sites from time to time, to assure policy compliance.

Primary volunteers will carefully supervise the secondary volunteers, minors and any other adults involved with the activities for which that primary volunteer is responsible.

All church participants should be aware of unsupervised children, risky situations, and other issues that might prevent St. Sanctuary from being a safe place to worship and thrive.

The chairperson of the Council is responsible for having an audit performed annually on or before September 15 and January 15 to ensure that all staff/volunteers who work with minors or vulnerable adults are compliant with this policy and that the policy itself is working effectively.

Specific Acts and Omissions in Violation of the Policy

The following acts or omissions are violations of this Policy, will not be tolerated or accepted during any activity or program, and are to be immediately reported to the designated program staff after the safety of any person involved has been assured. The staff will determine appropriate response to any policy violations by volunteers. Response may include training, temporary leave from the position, reassignment, or suspension.

1. Verbally abusive language such as belittling, derogatory name-calling, bullying or harassment.
2. Any direct observations or evidence of sexual activity in the presence of or in association with a minor or vulnerable adult. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor or vulnerable adult.
3. Sexual advances or sexual activity of any kind between any person and a minor, or any person and a vulnerable adult.
4. Physically abusive behavior or infliction of bodily injury to a minor or vulnerable adult.
5. Mental or emotional injury to a minor or vulnerable adult caused or exacerbated by the volunteer.
6. Physical neglect of a minor or vulnerable adult, including failure to provide adequate supervision in relation to the activities of St. Sanctuary.
7. The presence or possession of obscene or pornographic materials at any function of St. Sanctuary.
8. The presence, possession, or being under the influence of any illegal or illicit drugs.
9. (Consumption of or?) being under the influence of alcohol while leading or participating in a St. Sanctuary activity in which minors are present.