

Child/Youth Policies

CALVARY MONUMENT BIBLE CHURCH
1660 Mine Road, Paradise, PA 17562

Purpose: Children are a gift from God and they have been entrusted to our care for nurture and instruction. It is our responsibility to provide for them a safe and secure environment where God’s love and truth can be modeled to them.

Definitions

- Children: boys and girls ages 0 through 6th grade
- Youth: boys and girls 7th through 12th grade
- Volunteer: an individual who attends CMBC and has been approved to work with children and youth in an unpaid capacity.

Qualifications of Children and Youth Volunteers

1. Volunteers must have a personal relationship with Jesus Christ.
2. Volunteers must have attended CMBC for at least 6 months, and continue to faithfully attend during their time of service. Those who teach Bible lessons (Sunday School, Awana, Youth Group) should be members of CMBC or have a signed Teacher’s Covenant on file in the office. (see attached document)
3. Volunteers should be at least three years older than the age of children or youth they are working with. Adult volunteers must be at least 18 years old and have completed high school. Youth age volunteers must be at least 12 years old and have completed sixth grade. Children younger than this are allowed to assist in a children’s ministry classroom only when accompanied by their parent/guardian who is serving as a volunteer in that classroom.
4. Volunteers either (1) must have resided within the state of PA for the past 10yrs & affirm in writing that they are not disqualified from service based upon a conviction of an offense listed below under code 6344 (c) . (2) or if the volunteer has NOT resided in the state of Pennsylvania for the last 10yrs, a FINGERPRINTING PROCESS IS REQUIRED to be eligible to serve.
5. Volunteers must complete a CMBC Volunteer Application and, if 18 or older, must also complete a Child Abuse History Clearance & Criminal Background Check (initiated and paid for by the church). Both must be completed before working with children. A potential volunteer will be denied participation/volunteering with children or youth if their Child Abuse History Clearance and/or criminal Background check comes back with any of the following listed offenses (as mandated by Pennsylvania Law):

6344 (c) Grounds for denying participation in program, activity or service.--

(1) In no case shall an administrator hire or approve an applicant where the department has verified that the applicant is named in the state wide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

(2) In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

Chapter 25 (relating to criminal homicide)	Section 2702 (relating to aggravated assault).	Section 2709.1 (relating to stalking).
Section 2901 (relating to kidnapping)	Section 2902 (relating to unlawful restraint)	Section 3121 (relating to rape).
Section 3122.1 (relating to statutory sexual assault).	Section 3123 (relating to involuntary deviate sexual intercourse).	Section 3124.1 (relating to sexual assault).
Section 4302 (relating to incest).	Section 4303 (relating to concealing death)	Section 4304 (relating to endangering

	of child).	welfare of children).
Section 4305 (relating to dealing in infant children).	A felony offense under section 5902(b) (relating to prostitution and related offenses).	Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
Section 6301 (relating to corruption of minors).	Section 6312 (relating to sexual abuse of children).	

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

(3) In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

1. **(c.1) Dismissal.**--If the information obtained pursuant to subsection (b) reveals that the applicant is disqualified from employment or approval pursuant to subsection (c), the applicant shall be immediately dismissed from employment or approval.

Expectations of Children and Youth Volunteers

1. Because of the influence Christian volunteers have in the lives of children and youth, both by their words and deeds, a life of holy living will be expected by all volunteers. The holy life is one which strives to be like Christ. Please refer to the CMBC Constitution and Bylaws for further church positions and teachings and the church covenant.
2. Volunteers should be familiar with these policies. In addition, it is expected that volunteers will attend training regarding these policies on a regular basis.
3. Evidence the skills, attitude and Christian maturity appropriate to the ministry with preschoolers, children, youth, or special needs. Agree to adhere to the church's ministry philosophies, policies and guidelines for work with children, youth and special needs.
4. Be aware of playing favorites with any one particular individual, especially children or youth. Keep your efforts and attention balanced across several.
5. All volunteers should be aware of the signs of abuse and should be aware of the process for reporting such suspicions. You should have been given this information in your volunteer packet. If you need additional copies or information, please see the Children's Director or Youth Pastor.
6. Volunteers should learn the security measures for their area of ministry and should follow these procedures. This information is contained in your volunteer packet.
7. If a leader observes another volunteer or staff person engaging in behavior that appears to be violating a rule or boundary established by our church, you must report it immediately to your leader, Children's Director, Youth Pastor, or Pastor of Administration.
8. Volunteers should make no promise of confidentiality in private communications. Only clergy, licensed mental health professionals, and other professionals defined by law can do so, and even then there are limits to what may be kept secret.

Dress Code and Appearance

As a representative of the church and God, Calvary Monument Bible Church strongly encourages you to dress in a way that is God honoring and appropriate for the position you are serving in. We ask that you avoid clothing that strays from appropriate, conventional church standards. Examples of inappropriate attire, include, but are not limited to: short dresses or skirts, tank tops, short shorts, and pants or shorts that sag below the waist line.

We realize that guidelines of this type are very subjective. However, the church generally expects you to take pride in your appearance, to be modest, and to strive to project a positive image when representing the church and the Lord. One biblical guideline to follow is 1 Corinthians 10:23-24: *“Everything is permissible—but not everything is beneficial. Everything is permissible—but not everything is constructive. Nobody should seek his own good, but the good of others.”*

If your leader determines that the average church attender might find your dress inappropriate, or feels that your clothing might be a safety concern for yourself, co-workers, or those you’re serving, you may be asked to wear more appropriate clothing the next time you serve in your ministry position. In some instances, you may be asked to go home to change.

Guidelines for all Children and Youth Volunteers

1. A volunteer should avoid being alone with a child or youth unless it is within the unobstructed view and/or within hearing distance of another volunteer.
2. Physical force (i.e. striking a child) should never be used to discipline a child or youth. Restraining a child or youth when he is going to harm himself or others is permitted, but must end as soon as the child no longer poses a threat.
3. Screaming should never be a part of discipline for a child or youth.
4. In Children’s Ministry, If a child does not comply with the classroom behavior guidelines, volunteers should separate the child from the group in a time-out location. If the child continues to resist instruction, volunteers should ask an usher to locate the Children’s Ministry Director and the parent(s). In Youth Ministry, if a youth does not comply with the behavior guidelines, volunteers should separate the youth from the group and discuss their behavior. If the youth continues to resist instruction, their parent or guardian will be notified.
5. Children and Youth should never be left unsupervised while a ministry is in progress.
6. Children or youth should never be taken off the church property for a scheduled church event unless a parent or guardian has provided permission. Adult leaders who want to take youth home after youth events sponsored by the church must obtain parental permission ahead of time. For any non-church event where church leaders and youth/children are together (i.e. playing football at a leader’s home), leaders should have, at a minimum, the verbal consent of the child’s/youth’s parent(s). Written permission is the preferred method of consent whenever possible.
7. Youth age volunteers (those who are under the age of 18) should always be under the direct supervision of an approved adult volunteer.

Guidelines for Appropriate Interaction Between Children/Youth and Adults

1. Volunteers should strive to have two adults in every room when ministry to children or youth is occurring. If two adults are not in the room, there should be an unobstructed view into the room (through a window, an open Dutch door, or a propped open door).
2. Volunteers need to use discretion in showing signs of affection. This should never be done in private, and when in public, caution and restraint should always be followed. Philippians 2:14-15 reminds us that we are to be “blameless and innocent” – if an action, even affection, could be misconstrued by another as inappropriate, then it is better to refrain from it. In Children’s and Youth Ministry, Men should refrain from touching women and girls, women likewise should refrain from touching men and boys. All physical contact should be above reproach.

3. Whenever an adult volunteer is meeting with a child or youth and it is essential to be alone (counseling, discipline), always choose a place that is public and where other people are nearby (see number 1 above). Adult volunteers should only meet alone with teens of the same gender (and never with a teen of the opposite gender).
4. Volunteers should be careful in their conversations with children & youth. Use discretion in sharing personal, intimate details of your life. Men should be mentoring boys, women the girls.
5. Social Media use between volunteers and children and youth should be limited and public, and be with the parent's approval. Men should be communicating with boys, women with girls. All electronic communication (texting, email, social media, etc.) with youth must also be copied to at least one additional adult. Ideally, this third party should be one of the parents.
6. Although our policies are written with an emphasis toward male and female relationships, the policies in this document are applicable regardless of gender. Our goal is to protect all children and youth regardless of the situation or type of relationship.

Guidelines for Parents and Guardians in Addressing Concerns

1. If a concern or issue regarding ministry to your children or youth arises, we ask that you follow the following procedure for letting us know so that we can more effectively address the concern or issue:
 - a. Please go directly to either the Children's Director or the Youth Pastor first. If that is not possible because of the urgency / timeliness of the concern, then please go to a Youth or Children's leader, then follow-up with the Children's Director or Youth Pastor as soon as possible.
 - b. If the issue or concern is not able to be resolved with the Children's Director or Youth Pastor, then please contact the Pastor of Administration & Ministries. At his discretion, he will do one of the following:
 - i. Resolve the issue or concern himself with appropriate input from the individuals and ministry involved
 - ii. Take the issue or concern back to the Children's Director or Youth Pastor for resolution
 - iii. Hold a meeting of concerned parties to resolve the issue
 - iv. Take the issue or concern to the Board of Elders
2. If a concern or issue arises regarding your child, we ask that you work with our volunteers and leadership to help us address the concern or issue. By cooperating together, we hope to make this a safe and enjoyable experience for everyone at CMBC—parents, children, volunteers, and staff.

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