

Church POLICY for Volunteers

Serving/Working with Children



The following policy statements and associated procedures reflect our commitment to preserve Victorious Life Christian Church (VLCC) as a holy place of safety and protection for all who would enter.

Definitions

Adult volunteer: Adult volunteer is any person 18 years or older working with and/or supervising children.

Youth volunteer: Youth volunteer is any person younger than 18 years old working with and/or supervising children.

Child/Children: The people served by children's ministries. Children participating in activities shall be older than 1 year old and younger than 18 years old.

Children's ministry or activity: An event, meeting, or activity sponsored by the church or located at the church that involves the supervision or teaching of children or youth under the age of 18. Children's ministries occur throughout the week and include Sunday school, Nursery, Youth group, special events, or other regular meetings. Activities may be structured with a lesson plan, or unstructured supervision.

Roles and Responsibilities

Director of Children's ministries - The Director of Children's ministries is responsible for the supervision and care of children involved in church events, meetings or activities. The director is responsible to ensure that each ministry is in compliance with this policy, including requirements for volunteers to submit background check consent forms and to review and sign this policy and other procedure documents.

- Developing the policy for children's ministries and submitting the policy to elders and deacons for approval.
- Reviewing and approving procedures for nursery, Sunday school, and other ministries.
- Coordinating training events for volunteers and ministry leaders including sexual abuse training.
- Working with the church office to perform background checks.
- Organizing files and materials associated with children's ministry in the church office, including child registration forms, background check consent forms, lists of training participants.
- Ensuring any forms with personal or private information are securely stored or destroyed when no longer needed.

Sunday School Coordinator - The Sunday School Coordinator is responsible for the supervision and care of the children in Sunday School during the Sunday morning service, approximately 11am to 12pm. The coordinator ensures that all adult and youth volunteers have received instruction and training for the

activity they are leading. The coordinator will select a curriculum, work with the church office to have it purchased, and work with volunteers to prepare lessons based on the curriculum. The Coordinator will develop procedures for Sunday school volunteers and submit the procedures to the Director of Children's ministries and at least one elder for review and approval. The Sunday School Coordinator will manage the Sunday School schedule and ensure that there is adequate coverage each Sunday.

Nursery Coordinator - The Nursery Coordinator is responsible for the supervision and care of the children in the Nursery during the Sunday morning service, approximately 11am to 12pm. The Nursery Coordinator ensures that all adult and youth volunteers have received instruction and training for working in the nursery. The Nursery Coordinator will develop procedures for Nursery volunteers. The Nursery Coordinator will manage the Nursery schedule and ensure that there is adequate coverage each Sunday. The Nursery Coordinator will maintain a list of all nursery volunteers (adult and youth) in the church office.

Ministry Coordinator - Each coordinator of other church ministries including but not limited to Young Women of Valor, Celebration Place, or Bible study groups that meet in the church and provide care for children, is responsible for the supervision and care of the children involved in the ministry. The ministry coordinator and all volunteers will adhere to either the procedures developed for Sunday School or the Nursery, as applicable, unless an alternate procedure for that ministry is approved by the Director of Children's ministries. The ministry coordinator will ensure that all adult and youth volunteers have received instruction and/or training for the activity they are leading. The ministry coordinator will maintain in the church office a list of all volunteers (adult and youth) that will be working with children.

Children's ministry adult volunteers - Adult volunteers are responsible for the supervision and care of the children participating in ministry activities they directly supervise or assist with while those activities are occurring. Volunteers will ensure that the parent of each child participating in an activity has submitted a child registration form and will communicate with the parent to understand any special needs or instructions. Volunteers will work with the Coordinator of the ministry they assist with, i.e., the Sunday School or Nursery Coordinator, to understand the procedures, instructions, and/or lesson plans for the activity. Questions or issues that may arise should be discussed with the ministry Coordinator.

Parents - A parent of a child participating in VLCC children's ministry will sign the Child Registration Form before their child participates in an activity. A parent will ensure their child is brought to the location of the activity at the time the activity starts and is expected to pick up their child promptly at the conclusion of the activity.

Requirements for adult volunteers working with children

1. All volunteers who have supervisory roles with children or youth must have been active members of VLCC or a direct participant of a VLCC-sponsored ministry or program for at least six (6) months immediately prior to beginning a volunteer assignment.
2. "Adult volunteers" shall be defined as any person 18 years or older working with and/or supervising children. "Youth volunteers" shall be defined as any person younger than 18 years old working with and/or supervising children.
3. All adult volunteers will review and sign a background check consent form, the Church POLICY for Volunteers Serving/Working with Children, and the Church PROCEDURES for Volunteers Serving/Working with Children. No Adult working with minors will be allowed to serve until a

background check and/or screening is completed to the satisfaction of the VLCC leadership, necessary volunteer agreements have been signed, and abuse training has been attended. Forms that contain personal or private information will be retained in the church office in a locked container. Volunteers from other Christian assemblies or ministries shall provide proof of comparable screening from the respective congregation, ministry, or organization.

4. Adults who volunteer to work with children shall attend regular training and educational events provided by the VLCC to keep volunteers informed of church policies and applicable New York State laws regarding child abuse.
5. No person who has been convicted of, entered a guilty plea or a plea of no contest to, or has been the subject of deferred prosecution of a crime (felony or misdemeanor) involving children under the age of 18 or child pornography or child abuse or neglect (either emotional, physical or sexual abuse) shall volunteer or otherwise be allowed to work with children or youth in any VLCC-sponsored activity.
6. All volunteers in a teaching position must assent to at least one of the two creeds or the statement of faith posted on the "We Believe" page at vlccctroy.org.

Requirements for youth volunteers working with children

1. All youth volunteers involved in children's ministry must work with and be under the supervision of an adult volunteer.
2. Youth volunteers must have signed parental permission (on "Church PROCEDURE for Volunteers Serving/Working with Children") before they will be authorized to work with minors.
3. No person who has been convicted of, entered a guilty plea or a plea of no contest to, or has been the subject of deferred prosecution of a crime (felony or misdemeanor) involving children under the age of 18 or child pornography or child abuse or neglect (either emotional, physical or sexual abuse) shall volunteer or otherwise be allowed to work with children or youth in any VLCC-sponsored activity.

Other Considerations

Survivors of child abuse need the love and support of our congregation. Any survivor, either adult or youth, who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of the church elders before accepting an assignment.

Reporting an Incident

1. Adult volunteers and youth volunteers shall immediately report to the ministry leader and an elder any behavior that is abusive or inappropriate, unless the concern involves one of these individuals, in which case known or suspected abuse must be reported to another non-involved Church official. Children that report potentially abusive or inappropriate behavior should also be taken seriously and the allegation handled in the same manner.
2. Allegations reported to the VLCC leadership will be reviewed and appropriate actions taken and/or referrals made by the Eldership, as determined proper in the sound business and spiritual discretion of the Eldership. Nothing herein is intended to contradict any applicable law or requirement of the State of New York.

Exceptions to this policy

Any exceptions to the VLCC children's ministry policy must be submitted in writing to the Director of Children's ministries and must be approved by the Director and kept on file in the church office.

Acknowledgement of Receipt and Review of this POLICY Document

I have received and reviewed this VLCC Church POLICY for Volunteers Serving/Working with Children.

Name (Print): _____

Signature: _____ Date: _____

****Sites with Further Help in this process:**

Standard Background Check Form:

[https://www.nays.org/CMSContent/File/Sample_Authorization_Form\(1\).pdf](https://www.nays.org/CMSContent/File/Sample_Authorization_Form(1).pdf)

Background Check and Abuse Training information:

<http://protectmyministry.com/>