



Fellowship Student Ministries

Additions and Amendments to Children's/Youth Policy and Procedures

*Fellowship Church Lubbock's Children and Youth Ministry is dedicated to providing a safe and secure environment for both children/youth and those participating in the ministry activities. We also seek to minimize any vulnerability to unwarranted accusations of improper behavior that our organization, volunteers, and employees may experience as they fulfill their ministerial duties. To fulfill these commitments as fully as possible, our leadership team has adopted the following procedures to be used, without exception, when selecting ministry volunteers and new employees.***(Fellowship Church Lubbock Children's/Youth Policy and Procedures)**

The purpose of the following additions and amendments to the Children's/Youth Policy and Procedure is not to exclude or replace those found in the Policy and Procedure document, however, they will serve to attend to the specific needs of the Student Ministry at Fellowship Church Lubbock. Fellowship Student Ministries adheres to all sections found within the Policy and Procedures Manuel for Fellowship Church Lubbock, as well as those listed below.

The following are accepted by Fellowship Student Ministries as appropriate volunteer positions:

- Parent Volunteer (*whose child is involved in FSM*)
- Adult Volunteer
- Worship Leader
- Student Intern
- College/Youth Adult Intern

11.0 Requirements/Participation of Adults (amendment)

While adhering to "2.0 Qualification of Volunteering" found in the Children's/Youth Policy and Procedures...

(11.1) All candidates seeking a volunteer position that involves working with youth (6th grade through 12th grade) must be at least 3 years out of High School, or 21 years of age or older.

(11.2) Parent's/Guardian's of students are encouraged to attend youth weekly activities as a non-participant. Those seeking to participate in leading, volunteering, or supervising must have a complete Worker Annual Renewal Application and Background Check on file before doing so.

12.0 Expectation of Volunteers (addition)

(12.1) All staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any Fellowship Church Lubbock facility, while traveling with students, or while working with or supervising students.

(12.2) All staff and volunteers are to uphold a Godly attitude when entering into conversation about alcohol and/or drugs,

and refrain from any rude or inappropriate remarks about the substances or the use of the substances.

(12.3) All staff and volunteers are to never be nude in the presences of students in their care. This includes any time that undergarments, breasts, buttocks, or the genital region are exposed.

(12.4) In the event there is a situation that may contemplate the possibility of nudity (i.e. changing clothes during a pool party, overnight retreat, etc.), staff and volunteers must do so privately at a time when other students have finished dressing. If at any time, there is uncertainty about the situation, the volunteer must discuss the arrangements with the Youth Pastor or Coordinator.

(12.5) All staff and volunteers will refrain from using any language that is profane, sexual, risqué, gossip, discouraging or inappropriate in nature (i.e. cussing, sexual innuendos, talking down to, etc.)

(12.6) Inappropriate touching and inappropriate displays of affection are forbidden (with the exception of parent-child relationship). This should be reported to the Youth Pastor or Lead Pastor, immediately. The following are deemed as inappropriate:

- Full frontal hugging, or embracing.
- Kissing.
- Rubbing, massaging or grabbing any part of the body between the knee/mid-thigh to shoulders.
- Sitting on laps.
- Playing, or running fingers through the hair of opposite sex.
- The forcing of contact, touch or affection upon a student.
- Allowing unwanted, or inappropriate touching by other.
- Or, any behavior that may be observed as questionable.

(12.7) All staff and volunteers are prohibited from engaging in any sexual oriented conversations with students and are not permitted to discuss any inappropriate or explicit information (excluding parent-consented bible studies about sex, love, etc.), or about their personal relationship, dating or sexual activities with any student in the program.

(12.8) From time to time, the Student 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. All staff and volunteers must use great concern when joining on these conversations, and cease any conversation that may be questionable and inappropriate to the subject matter.

(12.9) All staff members and volunteers are prohibited from possessing any sexually oriented printed materials

(magazines, cards, images, videos, films, etc.) on church property or in the presence of students.

(12.10) Verbal interactions between staff or volunteers and students should be positive and uplifting, encouraging, constructive, and be ever mindful of their mission of aiding parents in the spiritual and development of their children.

(12.11) All staff and volunteers are to abstain from the use or possession of tobacco products in the facility, and while in the presence of students or their parents.

13.0 Staff to Student Ratios (amendment)

While adhering to "3.0 Supervision" found in the Children's/Youth Policy and Procedures...

(13.1) All staff and volunteers must be 21 yrs of age or older (as explained in section 11.0), to be considered as one of the required "supervisors" listed in section 3.1 of the Policy and Procedures Manual. This includes all events (weekly, or quarterly).

(13.2) For all activities, retreats, or overnight events that take place outside of the church building, 2 volunteers (21 yrs of age or older) must be present at all times.

(13.3) The ratio of 1 adult to every 10 students must be adhered to at all times, and at every activity, retreat or overnight event.

(13.4) The staff and volunteers should represent the gender of the students attending the activity. For example, if it is co-ed activity then there is to be at least one male and one female volunteer. If it is an all-boy retreat, then the two volunteers should be male.

**Weekly youth services are excluded from section 13.4 (Wednesday Night Worship, Small Groups).*

14.0 Transportation (addition)

(14.1) All drivers must be 21 yrs. of age or older, and hold a valid driver's license and hold up-to-date car insurance.

(14.2) All drivers must be 25 yrs. of age or older, hold a valid driver's license, up-to-date car insurance, and be added to the list of drivers, when operating a vehicle, or passenger-van that has been rented to Fellowship Church Lubbock.

(14.3) When students are driving themselves during an event, there is to be no other student in the vehicle with them, unless the passenger is directly related to the student who is driving, and the staff or volunteer has received verbal consent from the parent/guardian. Fellowship Church Lubbock is not responsible for any relatives, friends or acquaintances that accompany the student to/from the church activity.

(14.4) At any time, students will not be allowed to offer rides for other students.

(14.5) At all times, students are to be transported directly to their destination. If a detour is required, the parents/guardians of the students must be notified.

(14.6) Staff and Volunteers are to avoid any circumstance in which they are transporting one student. If staff or volunteer members are taking kids home, they are to be intentional to that the last student to be dropped off is the same gender as the adult.

(14.7) Staff and volunteers will adhere to the expectations while in the vehicle as laid out in section 12.0.

15.0 Sleeping Arrangements (addition)

(15.1) Appropriate modest sleeping attire must be worn at all times.

(15.2) Unless prohibited by the facility available, boys and girls must sleep in separate rooms, properly supervised by staff and volunteers of the same gender. If the facility does not allow separate rooms, then boys and girls will be assigned designated sides of the room, properly supervised by staff and volunteers of the same gender.

(15.3) As long as a student is awake, one of the leaders must also be awake and monitoring the student(s) to ensure safe behavior.

(15.4) At least one staff or volunteer will sleep in the same room as the students, or (preferably) in an adjoining room with the door between the rooms which is kept open.

(15.5) The staff or volunteer, when in the room, will not sleep in a place where they are closely surrounded by students. They should sleep close to the door, with space between them and other students.

(15.6) Staff and volunteers will not share any bedding, sleeping bags, blow-up mattresses, etc. with other volunteers or students at any time.

If at any time, a student or volunteer is found disregarding or not following any of these policies, whether they are being intentional or not, the Youth Pastor/Leader must be made aware immediately. All discipline must be conducted by the Youth Pastor, or another pastor on staff.

If a staff or volunteer member is found to have broken one of these policies, the pastor, and/or other pastors, holds the discretion to discipline the volunteer as they see fit, with the proper affirmation from the Board of Elders.

Each of bi-laws, and the information provided therein, are to work in conjunction with the Children's/Youth Policy and Procedures, agreeing to one another, for the safety and success of Fellowship Student Ministries in Fellowship Church Lubbock.

Last Updated: Wednesday, October 19, 2011