

Canby Alliance Youth

Volunteer Leader Policy

2019-20

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## A LETTER TO THE VOLUNTEERS

Volunteer leaders,

I wanted to begin by saying thank you for your hearts, service, and willingness to answer the call of our Lord, Jesus Christ in ministering and developing Jesus-centered relationships with the youth of this town and church. Your work bears fruit, even when it may seem to go unnoticed at times. You are involved in life-long, transformative, spiritual work and growth with students and young adults. Youth ministry is not always easy, exciting, or fun. It can be draining, difficult, emotional, or even painful. Be encouraged and reminded that the work you do and the investment that you are making has eternal implications.

Canby Alliance Church youth ministry exists to reach the adolescent and young adult population of Canby with the truth of the Gospel of our Lord and Savior, Jesus Christ, to help them in their understanding and knowledge of Christ, to create disciples of them, teach them how to make disciples, and to develop or facilitate lifelong relationships between both students and leaders.

The overall purpose of this policy is to protect students, leaders, parents, and families while engaged in church activities. This policy acts as a directive and guideline for how ministry should be appropriately and effectively conducted with middle and high school youth within the context of Canby Alliance Church and its affiliates. Furthermore, we aim to demonstrate our clear commitment to the physical safety and spiritual growth of our youth. Canby Alliance Church also recognizes the need to have a formal, written policy to (1) prevent the occurrence and/or appearance of abuse of our youth, (2) protect our adults from false accusations and/or suspicions, (3) protect the reputation and financial and emotional well-being of the church.

Thank you for your commitment to this program and the love that you have to share with the youth of this town. I look forward to working alongside you over the course of ministry both inside and out of Canby Alliance Church.

Much love,

Nicolas Charbonnier

Pastor of Next Generation

## CANBY ALLIANCE YOUTH VALUES

### **1. Parents will take the primary responsibility for discipleship of children (Deuteronomy 6:4-9; Ephesians 6:1-4)**

The primary minister in a young person's life is his/her parents. While it is true that youth ministry is important, its role is not to assume the responsibility God has entrusted to the parents. Therefore, the staff of the Youth Ministry will seek to partner with parents to support them in accomplishing the task God has given them. We will not usurp the parents' role, but come along side to support, encourage and love them in this process. It is understood that some kids come from non-believing parents or families. Our role in the students' lives and parents' lives is not contingent on what their family life is like.

### **2. The word of God will be the foundation of all that we do (2 Tim 4:1-2; James 1:22-24; Psalm 119; 2 Timothy 3:15-17; John 17:17; 1 Thessalonians 2:13; Hebrews 4:12)**

The Holy Spirit uses the Bible to transform lives. Without the centrality of scripture, ministry loses its focus and, as a result, opportunities for lasting spiritual impact are diminished. Therefore, from start to finish, Scripture will remain foundational and permeate all that we do. Everything we say and every decision we make must be tested against scripture

### **3. The gospel of Christ will be the primary message. (John 14:1-6; Acts 4:12)**

All that we do will be designed with salvation and Christ-likeness in mind. Our goal is not to entertain our young people or have the coolest, most cutting edge ministry in town, but to remain true to the gospel, trusting that God can and will change lives. We will do this by never assuming that our young people already have a sufficient understanding of the gospel and never exhorting the students to obey God's word apart from the gospel.

### **4. The church is the body of Christ and the youth ministry will learn and submit to the overall purposes of the church. (1 Corinthians 12, Ephesians 4:1-16; Colossians 3:15; Titus 2:6-8; 1 Peter 5:1-5)**

The youth ministry is not a separate church. Youth ministry exists under the umbrella of Christ as the head of the Church, and the elders who shepherd the local church. Accordingly, we will teach our youth what the Bible says about their responsibility to the church as a whole and encourage them to be involved in the local church.

### **5. Every young person will be encouraged to pursue accountability relationships where they can learn and grow alongside other believers (Luke 6:12-13; Matthew 18:15-20; Phil 3:17; Hebrews 3:13)**

There shouldn't be any "lone ranger" Christians. The Christian life is not to be lived in isolation. God has given believers the Body of Christ as a support system. For this reason we seek to connect our young people to mature believers for the purpose of discipleship and accountability.

## **LEADERSHIP**

Canby Alliance Church requires that all youth leaders or volunteers complete 5 steps before ministry work or placement begins so as to fully equip our youth staff and protect the students involved.

### **Step 1: Sexual Abuse Training**

Our church's 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 a member of our Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a youth for sexual abuse. Grooming is the process used by an abuser to select a youth, win the youth's trust (and the trust of the youth's parent or 'gatekeeper'), manipulate the youth into sexual activity and keep the youth from disclosing the abuse.

To equip our staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, we require all staff members and volunteers to complete sexual abuse awareness training. This training will be provided to leaders by the Canby Alliance Church Youth Program via Stewards of Children's 'Darkness to Light' online training.

### **Step 2: Screening**

Face-to-face interview conducted by a pastor or an elder

### **Step 3: Policies and 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.

### **Step 4: Criminal Background Check**

Our church requires that all staff members and volunteers working or volunteering in children's or youth activities or programming undergo a criminal background check.

### **Step 5: Canby Alliance Church**

As stated before, Canby Alliance Youth ministry is not a separate church. For this reason, all leaders and volunteers are expected to be present during regular church service times and attend Sunday morning worship. This is especially important as we work to build a youth culture in Canby that facilitates and encourages youth group, and Sunday worship. This also gives the parents of the church an opportunity to meet said volunteers, ask questions, and build relationship. Having said that, membership is not required at Canby Alliance Church.

This policy is designed and aimed at the youth leaders at Canby Alliance Church. Additionally, it is applicable to all individuals having direct contact with the youth of Canby Alliance Church, including but not limited to, pastors, staff, teachers, volunteers, chaperones, and drivers.

# YOUTH PROTECTION

## **Inappropriate Displays of Affection**

1. Any form of sexual contact or contact that is perceived as stimulating
2. Kissing of any kind
3. "Bear hugs" or embraces, especially with mixed gender
4. Massages
5. Sleeping beside youth
6. Touching or hugging from behind
7. Showing affection in isolated/inappropriate areas such as bedrooms, bathrooms, closets, restricted, or private rooms.
8. Comments that relate to physique or body development
9. Touching or grabbing anywhere should be avoided as often as possible, however touching of any kind at any time on chest, groin, thigh or knee is strictly prohibited.

## **Appropriate Displays of Affection**

Use of appropriate physical contact in a public setting to show support, encouragement and healthy affection toward youth who are receptive to this form of emotional expression is acceptable. However, adults must exercise good judgment and never force any physical contact on any youth. Examples of appropriate displays of affection may include:

10. Holding hands during prayer or activity
1. Side-hugs are always encouraged, however frontal hugging is permitted (particularly between same-sexes).
2. Handshakes/high fives/fist bumps
3. Verbal praise or encouragement
4. Arms around shoulders
5. Pats on shoulder or back

If these rules that are in place are violated, depending on the severity of the violation, consequences may include immediate dismissal from the Canby Alliance Youth Leadership Program.

# DISCIPLINE

Adults will only employ positive methods of discipline and guidance that encourages, builds self-esteem, self-control and self-direction. Examples of positive discipline include:

1. Use praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
2. Reminders of behavior expectations by using clear, positive statements
3. Redirecting behavior

# REPORTING

As registered Canby Alliance Church volunteer's you are required to report to DHS (503-731-3404) and a CAC pastor. This means any form of abuse, negligence, or self-harm.

## TRANSPORTATION

All youth must ride in vehicles driven by authorized adults. Adults must obey the following restrictions:

1. Be at least 21 years old
2. Have a valid Oregon driver's license, qualified for the vehicle being operated.
3. Have no record of convictions for the past five years for DUI, driving with a suspended or revoked driver's license or reckless endangerment.
4. Have proof of insurance
5. Under no circumstances may a leader drive alone with a student of the opposing gender. Two leaders or two students is permissible (only if both students are being dropped off at the same location, otherwise resulting in an inevitable one-on-one situation with the opposing gender which is unacceptable).
  - a. In the event of situation where an opposite gendered leader MUST drive a student, the following steps must be taken:
    - i. A head leader, church employee, volunteer, or other adult (in that order) must be present on the phone during the entirety of the car ride.
    - ii. If no one can be reached, then an audio recording of the entire car ride is to be taken, followed by submission of said recording to a head leader.
6. Never be alone in a vehicle with a youth other than his/her own child. Therefore, no fewer than three persons, one of them an adult, should occupy a vehicle traveling to/from an activity.
7. Must understand emergency contact procedures and maintain contact with the person in charge (e.g. cell phone)
8. In the event of an emergency, you are required to call '911,' follow the instructions from the operator, and ALWAYS use an ambulance for transportation. In the event of an emergency situation, under no circumstances should you drive a student to the emergency room in place of waiting on an ambulance.

## MEDICAL/EMERGENCY

In the event of a bodily spill (vomit, blood, etc.), leadership is required to assist the student under their best judgment, and clean the affected area using cleaning supplies from the gym closet.

In the event of an emergency where a student requires hospitalization, an ambulance is to be called, followed by a parent, in that order.

If you feel as though the emergency is not time-sensitive, a parent may be contacted first.

## SOCIAL MEDIA

There is to be no private messaging of any kind between mixed genders. This is STRICTLY prohibited. If there is a private message initiated by a student, the leader may answer briefly and objectively, followed by an encouragement to reach out to said student's same-sex leader. This includes but is not limited to: Direct Messaging of any kind, texting, snapchats, Instagram DMs, Facebook IM, Emails, Letters, WhatsApp, etc.

- a. Failure to comply with this policy may result in immediate dismissal from youth leadership.
- b. Tagging, mentioning, or including photos with youth are all acceptable within social media.

## LEADER CONDUCT

- a. Non-harassment
  - ii. Intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age is prohibited.
  - iii. Harassment of any employee by any Supervisor or employee on the basis of sex or gender is also prohibited. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.
- b. Dress code
  - iv. You are expected to come to youth events well groomed, clean, and dressed according to the requirements of your position. This includes but is not limited to: tight-fitting clothing with intent to exploit bodily features, indecent exposure of private areas, and clothing with inappropriate images or words on them. Use your best judgment, and if in doubt, change.
- c. Disciplinary Policy
  - v. Canby Alliance has a policy of progressive corrective discipline, which is designed to substitute acceptable behavior in place of unacceptable. Corrective discipline is intended to help employees recognize unacceptable behavior and provide them with a positive plan for improvement. This procedure may be used to provide appropriate discipline for probationary and regular employees.
  - vi. The Senior Pastor and/or Elders are responsible for informing employees of expected conduct and performance. They are also responsible for taking action if standards aren't met. The responsibility of meeting job standards, however, rests with the employee.
  - vii. There are progressive steps used in the discipline process
    - 1. verbal warning
    - 2. written warning
    - 3. dismissal
- d. Church Property
  - viii. In the course of their duties, employees will be in control of church property. Employees are responsible for preventing theft, loss, or damage of church property while it is under their control.
  - ix. In youth ministry, things will break, move, or become damaged; all volunteer leaders are required to inform a head leader about any damage to church property.
- e. Punctuality
  - x. All volunteer leaders are expected to be on time, ideally early, to youth events. In the event of a late arrival, or absence, you are required to inform a head leader.
- f. Drugs, alcohol, smoking
  - xi. CAC is committed to maintaining a productive, safe and healthy work environment, free of unauthorized drug and alcohol use. Volunteers are required to notify their supervisor if they are taking drugs (with or without a doctor's prescription) that have the potential to compromise their ability to perform their job duties safely and effectively.
  - xii. Smoking of any kind is prohibited on Canby Alliance property or during youth events both in and out of the church.
  - xiii. Prohibited substances include but are not limited to:

1. Cigarettes, alcohol, chewing tobacco, Juuls, Vaping, dabbing, marijuana of any form including edibles and oil.
- g. Disclosure of Confidential Information
  - xiv. In your time during youth ministry, there may be opportunities for a student to share private information with you. We encourage that our volunteer leaders honor the trust of the student by keeping confidential what is both asked for to be kept as such, as well as what is safe to be kept as such. In the event that a student (or leader) shares information that may be compromising to their safety, or someone else's safety, it must be reported to a head leader.

## GENDER POLICY

- a. One-on-one mixed gender situations are unacceptable. If a circumstance for whatever reason warrants this combination, then another adult should be made aware, and the interaction should be held in a place that is visible to others.

## VOLUNTEER ACKNOWLEDGMENT

This is to certify that I have received a copy of CAC Youth Policy and I have assumed the responsibility for familiarizing myself with its contents. I understand that there is no contract of employment and that CAC or I may terminate the volunteer relationship at any time, with or without cause, with or without notice. In addition, I certify that there have been no oral representations which are at variance with any of the provisions of Canby Alliance Church Youth Policy.

Note: CAC reserves the right, subject to limitations and provisions of applicable laws and regulations, to change, interpret, withdraw or add to any of its published policies, benefits, or conditions of employment. This handbook does not constitute an express or implied contract.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_