



STUDENT MINISTRIES GUIDE



WELCOME TO THE TEAM!

Welcome to the world of Student Ministries! Here at Christ's Chapel we take infants, kids and youth and ministering to them very seriously. We know that our kids are the church of tomorrow, but they are also the church of today. That's what our Student Ministries is all about - training kids now, for a lifetime of service.

We've created this manual to help communicate the vision, policies, and procedures, as well as give you, the volunteer, the training you need to be effective in reaching students of all ages.

Thank you for volunteering to help make a difference in the lives of boys and girls. Without you, we could not provide the kids of Christ's Chapel with godly examples that they need in order to take their place in the church today. Thank you for serving!

CHRIST'S CHAPEL VISION, PURPOSE AND CORE VALUES

Our Vision: Building Faith, Families, and Friends (This is What We Do)

Building Faith: Regardless of where people are on their individual journey of faith, our goal is to strengthen their loyalty to Jesus Christ in experience, knowledge, and community.

Building Families: God established family and it remains the primary means to reveal his glory and impact cultures. Our heart is to welcome and strengthen all families, celebrating singleness, honoring marriage, and prioritizing children.

Building Friends: We were created to belong, not just believe. Our hope is to provide a culture where existing friendships are strengthened, new relationships are formed, and a sense of community and belonging is experienced

Our Purpose: To Be a Church Where People Are Accepted and Loved, Valued and Welcomed (Why We Do What We Do)

People matter... all people... without exception. God's love collapses prejudice, bias, and the things that often divide and separate. Christ's Chapel welcomes the hurting and struggling as openly as those with wholeness and stability... genuinely celebrating everyone as a person of value.

Our Core Values: This Is Who We Are

'Core Values' reflect character. Although readily admitting our efforts fall short of our goals at times, our heart is to live honorably, treating everyone with respect, defining who we are by how we live within our church and community.

1. Connection: Community Requires Intentionality
2. Discipleship: Becoming and Making Christ Followers is Priority
3. Faithful: You Can Depend on Us

4. Fun: Let's Enjoy Life and Laugh Often
5. Generous: We Aim to be Givers More Than Takers
6. Genuine: What You See is Who We Are

7. Hard Working: Faith Without Works is Dead
8. Honest: We Promise to Always Tell the Truth
9. Kind: Our Hope is to Always Show We Care

10. Loving: The Great Commandment (Mark 12:30-31) is Celebrated
11. Loyal: Everyone Needs Friends that Remains Friends
12. Prayerful: We Love Enough to Present Your Needs and Concerns to God

13. Safe: Creating a Secure Environment for Adults and Children at Every Gathering
14. Self-Evaluation: Our Goal is to Always Improve Who We Are and What We Do
15. Serving: We Discover Our Ministry Gifts by Investing in Others

STUDENT MINISTRIES DEPARTMENT

Student Ministries is set-up as one department. WE purposed to do this so that we could develop and maintain a consistent flow from each ministry within our church, from birth through 12th grade. Each level builds and prepares young people for the next level. We want to teach the Word of God to every age group at their own level, while preparing them for the next class and a lifetime of service for the Lord.

General Guidelines

The following guidelines are required of any person who volunteers in the Student Ministries Department.

1. Have a personal relationship with Jesus.
2. Be in agreement with the core values of our Church.

3. Complete a Volunteer Background Check.
4. Be loyal to the pastors and leaders of this Church.
5. Be faithful to your assigned position. Filling your position is vital to our collective success.
6. Attend all meetings or workshops.
7. Be faithful to regularly attend church services.
8. Be in your assigned room and ready for kids twenty (20) minutes before start time.
9. Be neat in your appearance.
10. If you need to temporarily, or permanently, step down from your position, please talk to your department leader.
11. Do not post any content (pictures, videos, etc.) of students on social media to your personal page.
12. As a leader of the Student Ministries Department, you are considered a leader and expected to be an example, not only in the classroom but at all times. Failure to live an exemplary life will result in dismissal from leadership.

We appreciate our teens' willingness to serve in the Student Ministries. We believe God can use young people to minister now, not only in the Youth Department, but also in Nursery and Kids Ministries.

The following guidelines are given to help clarify our policies:

- To volunteer in the Nursery Ministry you must be eighteen years of age, unless accompanied by another adult teacher, in which you must be in at least Middle School.
- To volunteer in the Kids Ministry, you need to be in the 7th grade or thirteen years old.
- All teens who work in the Nursery or Kids Ministries are required to be active in the Youth Ministry and faithful to attend youth services and activities.

Healthy Students and Volunteers ONLY Guide

- **FEVER:** Child is fever free without Tylenol or other fever reducing medicines for twenty-four hours.
- **VOMITING:** Child has no incidents within twenty-four hours of check-in.
- **PINKEYE:** Child has been on antibiotics for twenty-four hours or the doctor has determined he/she is no longer contagious. This includes lack of matting or drainage from the eye and child is able to keep from touching their eye.
- **DIARRHEA:** Child has not had an episode for twenty-four hours.
- **STREP THROAT:** Must be on antibiotics for at least twenty-four hours, or test results returned with negative result.
- **RASH:** DO NOT bring a child that has a rash, unless a doctor has determined it not to be contagious. (other than diaper rash).
- **CHICKEN POX:** DO NOT bring a child until all spots are scabbed over.
- **LICE:** DO NOT return until twenty-four hours after treatment, and child is lice and nit free.
- **BED BUGS:** Bed bugs can hitchhike into any school, creating challenges for administrators, teachers, facilities managers, parents, and students. Education and preparation are the formula for success in dealing with bed bugs. Here are some things we do to prepare for and respond to bed bug incidents. This plan includes specific procedures and responsibilities for dealing with bed bug sightings, incidents, and suspected bites. It is our goal that proactive monitoring, early detection, and prompt responses can avoid larger, more costly problems.
 - Responding to Bed Bug Incidents
 1. If bed bugs are found, avoid damaging them. Instead, catch and contain them with clear tape for expert identification. Notify a TEAM LEADER right away.
 2. Get a positive ID, as many insects are easily mistaken for bed bugs.
 3. Check the surrounding area for more bed bugs.
 - Students and Bed Bugs

1. Discreetly take students to the TEAM LEADER for inspection of their clothing and belongings.
 2. Isolate student belongings in tight-sealing containers or plastic bags in the CHECK IN AREA to reduce the chance of bed bugs spreading while the problem is being resolved.
- Response Flowchart (*adapted from Michigan Bed Bug Working Group at www.michigan.gov/documents/emergingdiseases/Bed_bugs_schools_293498_7.pdf*)
- A. Student's clothing or belongings
 1. Discreetly bring student to CHECK IN AREA.
 2. Examine clothes and belongings.
 3. Collect specimen(s).
 4. Notify student's parents.
 - B. Evidence of infestation at home
 1. Encourage parents to treat for infestation.
 2. Provide pastoral care assistance as needed.
 - C. No evidence of infestation at home: *Trained pest management professional inspects for bed bugs.*
 - D. Evidence of infestation: Investigate for other sources
 - E. No evidence of infestation: Maintain vigilance
 - F. If instances are repeated, enlist the aid of appropriate social agencies.

*Adapted from the Environmental Protection Agency website on March 7, 2023:
<https://www.epa.gov/sites/default/files/2015-11/documents/bed-bug-guidance-for-school-teachers.pdf>*

Restroom Rules

- When a child needs to go to the restroom, take at least one other child or volunteer along. This is called the “Rule of Three”.
- When helping a preschooler in the restroom, always leave the door open far enough that other workers can see in. Never shut the restroom door.
- Do not allow the children to watch while another child is using the restroom.
- Be sure to take children to the restroom in age appropriate groups .
- Junior Staffers may go to the restroom in pairs. However, permission must be given by an adult volunteer. They may not take students in the department they are serving in to the restroom.
- In bathroom emergencies, use disposable gloves when handling soiled clothing. Soiled clothing should be placed (unrinsed) in a plastic bag and labeled with the child’s name.
- Volunteers should wear gloves during diaper changes, and diapers should be disposed in garbage cans with self closing lids only.
- Youth are allowed to use the restroom one at a time, per gender, unless there is an emergency.

Physical Contact Policy

Our church is committed to protecting children in its care. To this end, our church has implemented a ‘physical contact policy’ which promotes a positive, nurturing environment for our Student Ministries while protecting minors. Physical contact with minors should be age and developmentally appropriate. Be aware of and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be carefully followed by anyone working in our Nursery or Kids Ministries (see Christ’s Chapel Youth for applicable guideline):

- All physical affection must be in the presence of other workers and should be of the pure, genuine and positive nature.
- Physical touch or affection should be brief in nature. Shoulder pats, side hugs, short hugs, and high fives are considered appropriate displays of physical touch with a child.

- Elementary kids (K - 5th grade) should never be picked up, lifted off the ground, held. Simply redirect them to another activity or shift their focus.
- Preteen and older children should be hugged from the side. If a child wants a hug, it is best to bend down and hug the child at their level to avoid accidental inappropriate touching.
- Kisses should never be given to a minor of any age.
- Any inappropriate physical contact, touching or displays of affection should be immediately reported to your Student Ministry leader.
- Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected at all times.
- When approached by a child physically, do not reject the child, but guide their affection to an appropriate contact. Hugs are easily shifted, as are misplaced hands. When a child touches an adult in an inappropriate way unintentionally, no reference to it should be made to the child, simply redirect their hand or body. If intentional, correct with the same tone as any other correction and notify the Ministry Director.

Incident Reports and Mandatory Reporting

- Incident reports need to be completed by any involved party of an involved incident, including but not limited to, physical injury, physical or verbal violence, or other items outlined in Christ's Chapel's Policy and Procedures.
 - The department leader needs to review and sign each incident report filed that involves a student and/or leader in the ministry in which you serve.
 - Incident reports need to be filed within twenty-four (24) hours of the incident and are found at the Welcome Desk in the foyer
- As leaders of students, we are required by law to report certain information if divulged by a student.
 - This includes, but is not limited to, physical abuse, verbal abuse, and/or suicidal thoughts. See Appendix for more information.
 - Guidelines for this are outlined in Christ's Chapel Policy and Procedures.

Promotion Guide

Our policy is to not allow a child to move up early. The classes are divided by ages, allowing the teacher the benefit of teaching a lesson for that age group. Some parents

feel their child may be ready early and ask to have them move up to the next class. But moving certain children and not others, randomly, will only cause more confusion for our directors, teachers and other parents. If the parents and the director feel it is necessary, we can allow a child to be held back for a short time. While this is not recommended, sometimes it is necessary due to unforeseen circumstances.

Check In/ Out Guide (Nursery/Kids Only)

Checking students in one of the most rewarding jobs in our Education Wing. This is often the first point of contact for first time guests and this is the place in which majority of our parent/household adult interactions will take place. Engaging and welcoming kids that might be tired or grumpy is often counter balanced by a warm smile and a friendly face. Here are a few need-to-know things for working the Check-In Area:

- Only parents or guardians of a child listed in their household can check them in or out. Additional adults other than the child's parent can be set up as a "Trusted Person" which would allow them to check that particular child in/out. Parents/guardians should see the Ministry Director to set this up in Planning Center.
- Alternatively, we are able to list individuals that are not allowed to check students out under "Do Not Release To" as parents request.
- When a family comes for the first time they should always fill out a connect card for each new student, and those cards are to be left at the check-in desk for the Ministry leader to process.
- Any allergies or medical conditions should be noted in Planning Center and then that information will appear on their name tag.
- All students should have name tags secured on them before entering into a classroom. A student should be brought back to the check-in desk to get a new name tag if it is lost during their time with us, if at all possible.
- Check-out can come with a degree of hustle as parents/guardians, or trusted persons, come to check their students out. Volunteers are encouraged to be engaging and interactive, taking time (regardless of the wait) to tell the parent a few stories about what their student's time in the nursery or kids wing.

CHRIST'S CHAPEL NURSERY AND PRESCHOOL (Infant- 60 Months/ 4 yrs.)

Volunteer Expectations

Please pray for the Nursery & Preschool team. If you are volunteering in any Student Ministries Department, it is mandatory that you attend the Pre-Service Meeting & Prayer or Leader Meeting thirty (30) minutes before each service. (10:40 AM service is the only exception)

Please be on time! Check-in begins twenty (20) minutes before service. All volunteers need to be ready to receive children at that time. This is very important, since most visitors come early. We want them to have a great first impression of our Church!

No one younger than 16 years old is allowed in the Infant and Toddler Rooms, and no one under 12 years old/6th grade is allowed in the Preschool Rooms, during services. If you as a parent are volunteering, please do not allow your child to "hang-out" in the room, unless they meet the age requirements and have been approved by the director.

- Saturday (Start time 6:30 PM) Arrive by 6:00 PM.
- Sunday (Start time 9 AM or 10:40 AM) Arrive by 8:40 AM or 10:20 AM
- Wednesday (Start time 6:30 PM) Arrive by 6:10 PM.
- Follow room assignment given. These are created in advance but are subject to change based on needs.
- If assigned to serve in 'Check-in/Check-out' on Saturday or Sunday, please follow given duties:
 - Set-up tablets.
 - Check on nursery rooms to ensure every one is under quota, if over adjust kids accordingly.
 - Take headcount of kids and staff in each room. Enter on 'Headcounts' application on the tablet.
 - Before check-out begins, switch tablets from 'Self' to 'Manned'.
 - Check each nursery room at the conclusion of services to ensure cleanliness.

- Only those that are listed as adults (parents/guardians) in a child's household or as a 'trusted person' may check-in or check-out a child.
- If assigned to serve as 'Classroom Teacher' on Saturday or Sunday, please follow given duties:
 - Teach the lesson provided. We are first and foremost a ministry, not a daycare.
 - Provide kids with appropriate snack. Sit children down at the tables for snack time. Once a child is done, throw the remainder away. Kids are allowed seconds, but we do not offer thirds to ensure an appetite for a proper meal with their family.
- When serving within a classroom, clean assigned room at the completion of a service. Take out trash, disinfect all toys and play equipment, sweep thoroughly, and vacuum, if necessary.
- Remain engaged and off your phone.
- RightNow Media shows are welcomed and encouraged for a portion of the service. There are various programs on this application that facilitate worship songs. Try to show a program at the start or conclusion of class time.
- Do not leave a child unattended for any reason.
- Every child should have their diaper checked during their stay in the Nursery. If a diaper needs changed, two volunteers or staff members should be present at all times.
- No child may be dropped off and left in the Nursery for parents to leave the facility. Parent or an adult guardian must be on campus, while the child is in the Nursery.
- Always keep a controlled environment in the classroom. Be sure to read the portion of this guide titled, "Dealing with Discipline". Remember, it is every volunteer's job to enforce these important rules of behavior or core values for the classroom. Core values help to set the desired goal or expectation for students:
 1. Listen to the volunteers and Staff.
 2. Be kind and caring to everyone.
 3. Use gentle hands at all times

Dealing with Discipline

When a child's behavior falls outside of or exceeds the expectations, either the standard rules or as expressed by a leader, the following disciplinary procedure will be implemented:

1. Pull the child aside and remind him/her of the expectation to which he/she is being held accountable. Provide a verbal warning and/or a timeout within the class.
2. If the behavior continues, remove the student from the class for a timeout at the Check-in station. Again reminding him/her of the expectation to which he/she is being held accountable.
3. After steps 1 and 2 have been followed and the behavior continues, inform the Ministry Director. The Ministry Director will address the behavior and reiterate the expectations. Parent(s) will be contacted to discuss the issue. *The Incident must be recorded and signed by each leader addressing the issue followed by a submission to Ministry Director within twenty-four hours.

*** We realize every child is unique and so each situation is processed on a case by case basis as well.*

CHRIST'S CHAPEL KIDS (K-5th Grade)

Volunteer Expectation

Loving the kids and meeting their needs are the reasons why we are involved in Student Ministries. Always make the kids feel welcome and important. Be friendly, talk to them before and after class. Let them know you care about them by asking about their interests, sports, hobbies, etc. Be sure to communicate needs or potential problems to your Director. (Many times kids will reveal to you problems at home, needs, and prayer requests. Be sure to pass this information on.)

- Saturday (Start time 6:30 PM) Arrive by 6:00 PM
- Sunday (Start time 9 AM or 10:40 AM) Arrive by 8:40 AM or 10:20 AM
- Wednesday (Start time 6:30 PM) Arrive by 6:10 PM
- Faithfulness and punctuality are required by all volunteers. You are expected to be at your assigned post twenty (20) minutes before starting time.
- Get involved with what is going on in the service. Be an example of a worshipper, and don't forget to take part in the action songs.
- Pray for the service. Your sensitivity to kids' needs can make a big difference in the accomplishment of each service.
- Because of our multiple service schedule, please help pick up papers and straighten chairs after each service to get ready for the next.
- No child may be dropped off and left for parents to leave the facility. Parent(s) or an adult guardian must be on campus, while their child is in the Education Wing.
- If you know you're going to be absent, please find a substitute replacement for your position. Then contact the ministry director over that area and let them know of the change if you will be absent.
- Always keep a controlled environment in the classroom, including before and after class. Be sure to read the portion of this guide titled, "Dealing with Discipline". Remember, it is every volunteer's job to enforce these 5 important rules of behavior or core values for the classroom. Core values help to set the desired goal or expectation for students:

1. Listen (Luke 11:28 - To God first and foremost (Word and Prayer), To Authorities (Parents, Pastors, Teachers...), and To One Another (Encouraging Words))
 2. Be Respectful (James 1:22) - Obedient to God (Not only Hearers, but Doers, Honoring Leaders (Helping by being an example), and Respecting Others with our Words and Actions (Our Words, Hands, and Feet are for Helping, not hurting)).
 3. Do Your Best (Colossians 3:23-24) - For God (Living Sacrifices- We do all things if unto the Lord), With Leaders (We offer our fish and loaves to feed the crowd), Besides Others (We do our best to help others do their best). No one is perfect except for Jesus, but we can all do our best. When you're having a hard time, tell us, so we can help you do your best.
- Additional Safety Expectations for Students:
 1. Careful Feet! Running haphazardly in the classroom or hallways at anytime is discouraged, unless it is part of an activity or game that a Leader is leading.
 2. Children are not permitted to be on stage, behind the stage, in the sound booth, behind the 'Check In Station' at anytime, unless they are "on duty" as part of the Junior Staff or Worship Team.
 3. Careful Hands & Feet! No fighting or rough play.
 4. Remind kids to go to the restroom and get a drink of water before class begins.
 5. Encourage all children to stand during the worship service.
 6. Encourage children to keep their tags on until after service ends.

Dealing with Discipline

When a child's behavior falls outside of or exceeds the expectations, either the standard rules or as expressed by a leader, the following disciplinary procedure based on the biblical model of correction (Matthew 18:15-17) will be implemented:

1. Pull the child aside and remind him/her of the expectation to which he/she is being held accountable. Explain the disciplinary procedure. Pray over or with them. Release the child back into the group.
2. Two leaders pull the child aside to discuss the expected behavior. Review disciplinary procedure. Pray over or with him/her.

3. Inform the Team Leader and pull the child aside. The Team Leader will address the behavior and reiterate the expectations and disciplinary procedure. Pray for or over the child. He/she will remain with a leader chosen by the Team Lead for the remainder of the service/class/group/event. This will result in a conversation with the parent of the incidents. *The Incident must be recorded and signed by each leader addressing the issue followed by a submission to Ministry Director within twenty-four (24) hours.

*** Physical or verbal abuse results with conversations with parents automatically.*

CHRIST'S CHAPEL YOUTH (6th-12th Grade)

Volunteer Expectation

We exist to create relationships with students that guide them closer in their relationship with God. Church should be the safest place they step into. Each student that comes into our church should feel loved and welcomed. Take every opportunity to create conversations with students. We are here to help students succeed in every aspect of life.

We ask all leaders to help promote and encourage the culture that is established by adhering to these core values:

- **WELCOMING** - CC Youth should be a place where students feel that they belong. It is a place where students feel safe and can express themselves while experiencing the life-giving truth of the Gospel.
- **GENEROUS** - CC Youth believes students should be generous, both in spirit and in giving. The New Testament outlines generosity as a basic trait of every follower of Jesus Christ.
- **FUN** - CC Youth services and events should provide an environment where students want to be a part of and look forward to attending.
- **SERVING** - CC Youth should foster a climate where students are welcome to serve God and their fellow students that then provides them a feeling of ownership of their youth group.

Saturday (Start time 6:30 PM)

- Please show up at 6:15 PM to build relationships with students. Hangout with them. Create conversations or play games with them.
- If we want students to participate, we as leaders need to show we are involved and engaged. If leadership give 110%, students will give 60%. Be an example during worship and during the message.
- Be in constant prayer for our students.
- You are a mentor to students. The more contact we can make with students outside of church not only shows that we care but will make an impact beyond what you can imagine. If a student has an event (game, concert, show...etc.) we encourage you to attend. We understand life's general busyness, but this will create breakthrough in your relationship with a student.

- Please help keep any area we use cleaner than how we found it.
- Youth are allowed to use the restroom one at a time, per gender, unless there is an emergency.

Sunday (Start time 9 AM or 10:40 AM)

- Please familiarize yourself with the material prior to teaching.
- After worship prepare for the students dismissal from service.
- Take attendance. If there are any new students have them fill out a connect card.
- Help keep the room cleaner than how you found it. Have students throw away any papers or trash in the room prior to leaving.
- Keep students in their rooms until service is dismissed. Typically, this is 10:20 AM for first service and 12:15 PM for second service. For second service dismissal, leaders must walk out with students. No running is allowed.
- For their safety and others, students are not allowed to wonder the church during service. (They are allowed to use the restroom and get water at the leader's discretion.)
- Youth are allowed to use the restroom one at a time, per gender, unless there is an emergency.
- During second service youth Sunday school, students are encouraged to use the restroom in the SMC hallway after being dismissed from the sanctuary. If a student has emergency use of a restroom during class, they may only use the education wing restroom if it is unoccupied. They are not to enter the restroom if a student from the kids department is utilizing it, at any time.

Wednesday (Start time 6:30 PM)

- Please familiarize yourself with the material prior to teaching.
- Take attendance. If there are any new students have them fill out a connect card.
- Help keep the room cleaner than how you found it. Have students throw away any papers or trash in the room prior to leaving.
- Youth are allowed to use the restroom one at a time, per gender, unless there is an emergency.

- Keep students in their rooms until service is dismissed. Typically, this is 8 PM.
- For their safety and others, students are not allowed to wonder the church during the small group. (They are allowed to use the restroom and get water at the leader's discretion.)

Social Media Policy

Social media is the main place for students to express themselves and interact with their hobbies and friends. We encourage you to interact with students on social media with the following guidelines:

- Always operate in the open as much as possible.
- When interacting with students we ask that you form mentor relationships with students of the same gender. Even when dealing with the same gender always keep yourself above reproach.
- Please be mindful that students can see your posts and interactions with other people on social media, they should reflect Christ's Chapel's values and mission as a church.

'No Hands' Policy

Students and leaders must follow a 'No Hands' policy that means no physical part of their body may intentionally touch another physical party of someone else's body. Leaders may only physically touch a student if preventing a student from harming themselves or someone else, and it has been verbally communicated beforehand.

Discipline

We understand that we are working with students that do not understand church culture. We use grace in every interaction we have with students. We encounter students that may require extra grace. Whenever we interact with students, we always want to make sure that we are helping students understand the expectations.

Discipline Steps

1. Ask the student to immediately stop the activity causing the distraction/disruption.
2. If the student continues disruption, move to either sit/stand directly next to the student or have the student move next to you if the former is not possible.

3. After moving to a student if they continue to be a distraction politely ask them to step outside. Step into the hallway or into a side room with another leader. This is an opportunity to talk with the student. Get to know them a bit if you don't know them. Ask them to tell you about themselves or what is going on in their life. Help them come up with an action step on how they can be the solution to the problem.
4. If a student continues to be a distraction or continues to not listen to leaders. We will then remove them from the youth service and have them sit with whoever brought them to church. The student should be escorted to an adult either by a Ministry Director or the Safety Director. After service, the Ministry Director or the Safety Director will then have a meeting with the adult explaining the follow through steps.

Discipline Step Follow Through

- If a student fails to respond to step 3 of our Discipline Steps, they will be asked to take time off from all Christ's Chapel Youth activities. A note will be made in their Planning Center People profile to reflect this action.
 - 1 Week – First Offense
 - 1 Month – Second Offense
 - Time off determined by the the Youth Pastor/Ministry Director – Third Offense

THANK YOU

Thank you, again, for choosing to serve in the Student Ministries department. We understand the commitment and dedication it takes to pour into the next generation, and we are grateful for your help and sacrifice. Students from infancy to the beginning stages of adulthood will be eternally impacted by the work you do within each of our ministries. We hope this guide helps you feel confident and excited to serve! Thank you for all that you do to help 'Build Faith, Families, and Friends'.

APPENDIX

CHILD ABUSE RESPONSE AND REPORTING

Through this policy, we seek to prevent child abuse occurring at Christ's Chapel campuses. Allegations or reasonable suspicions of abuse will be responded to seriously and reported to appropriate church and state authorities. All the actions and documentation described below must be held in the strictest confidence and as such, as few people as possible are informed. It is the responsibility of all concerned to maintain confidentiality.

Standard for Reporting

Christ's Chapel observes the Kentucky standard for reporting abuse (620.030 attached). Anyone with "a reasonable cause to believe" that a child under the age of 18 is suffering or has suffered from abuse or neglect will follow these Response and Reporting Policies and Procedures.

Reasonable Causes:

- a) A child is suffering serious physical or emotional injury resulting from abuse inflicted upon him/her, including sexual abuse;
- b) A child is suffering from neglect, including malnutrition;
- c) A child shows up with a serious untreated injury

"Reasonable Cause" means that, after examining all the facts in a particular situation, most people with similar training and experience would also suspect abuse. This is a "reasonable person" standard commonly used in the law. It is really saying you should use your training and/or experience, and your personal knowledge of the child, to make an informed decision. If you are at all unsure of the facts in a particular situation, please consult with one of the Pastors.

Failure to Report or False Reporting is a Class B Misdemeanor

Reporting Process

If in the context of a class or other event, a child discloses information or an adult otherwise has a reasonable cause to believe that a child is not safe, the incident should be discussed promptly with the Pastor in charge of the ministry involved to clarify and determine an appropriate level of response.

Incident Reports (see attached) are required for all unusual occurrences at Christ's Chapel. They must be submitted to the Senior Pastor's office immediately. These forms will be safely stored in the Children's Pastor's office.

The Senior Pastor along with the Ministry Pastor will then meet with involved individuals to determine if the incident necessitates filing an oral report with the Boone County Sheriff's Dept. or **Child Protection Hot Line**: 1-877-KYSAFE1 or 1-877-597-2331.

620.030 Duty to report dependency, neglect, or abuse -- Husband-wife and professional-client/patient privileges not grounds for refusal to report -- Exceptions -- Penalties.

(1) Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's attorney or the county attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation. If the cabinet receives a report of abuse or neglect allegedly committed by a person other than a parent, guardian, or person exercising custodial control or supervision, the cabinet shall refer the matter to the Commonwealth's attorney or the county attorney and the local law enforcement agency or the Department of Kentucky State Police. Nothing in this section shall relieve individuals of their obligations to report.

(2) Any person, including but not limited to a physician, osteopathic physician, nurse, teacher, school personnel, social worker, coroner, medical examiner, child-caring personnel, resident, intern, chiropractor, dentist, optometrist, emergency medical technician, paramedic, health professional, mental health professional, peace officer, or any organization or agency for any of the above, who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, regardless of whether the person believed to have caused the dependency, neglect, or abuse is a parent, guardian, person exercising custodial control or supervision, or another person, or who has attended such child as a part of his or her professional duties shall, if requested, in addition to the report required in subsection (1) of this section, file with the local law enforcement agency or the Department of Kentucky State Police or the Commonwealth's or county attorney, the cabinet or its designated representative within forty-eight (48) hours of the original report a written report containing:

- (a) The names and addresses of the child and his or her parents or other persons exercising custodial control or supervision;
 - (b) The child's age;
 - (c) The nature and extent of the child's alleged dependency, neglect, or abuse, including any previous charges of dependency, neglect, or abuse, to this child or his or her siblings;
 - (d) The name and address of the person allegedly responsible for the abuse or neglect; and
 - (e) Any other information that the person making the report believes may be helpful in the furtherance of the purpose of this section.
- (3) Neither the husband-wife nor any professional-client/patient privilege, except the attorney-client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding a dependent, neglected, or abused child or the cause thereof, in any judicial proceedings resulting from a report pursuant to this section. This subsection shall also apply in any criminal proceeding in District or Circuit Court regarding a dependent, neglected, or abused child.
- (4) The cabinet upon request shall receive from any agency of the state or any other agency, institution, or facility providing services to the child or his or her family, such cooperation, assistance, and information as will enable the cabinet to fulfill its responsibilities under KRS 620.030, 620.040, and 620.050.
- (5) Any person who intentionally violates the provisions of this section shall be guilty of a:
- (a) Class B misdemeanor for the first offense;
 - (b) Class A misdemeanor for the second offense; and
 - (c) Class D felony for each subsequent offense.

Effective: July 15, 2008

History: Amended 2008 Ky. Acts ch. 72, sec. 4, effective July 15, 2008. -- Amended 2007 Ky. Acts ch. 85, sec. 330, effective June 26, 2007. -- Amended 1988 Ky. Acts ch. 258, sec. 2, effective July 15, 1988; and ch. 350, sec. 43, effective April 10, 1988. -- Created 1986 Ky. Acts ch. 423, sec. 64, effective July 1, 1987.

Legislative Research Commission Note. The 1988 amendments to this section are effective April 10, 1988, except for the second sentence of subsection (1), which is effective July 15, 1988.