

Definitions

- *MINISTRY* - The spiritual and material work of delivering student related Christian learning and activities.
- *EVENT* – Any single planned period where student related Christian learning and activities are taking place.
- *VOLUNTEER* – All those engaged in the activity of facilitating a ministry and its events, qualified per the following expectations and approved by the Elders of WBC.
- *COORDINATOR* – A volunteer responsible for the administration, communication, volunteer recruitment, and volunteer training of a specific ministry and its events. Directly reports to the elder board.
- *TEACHER/LEADER* – A volunteer responsible for ensuring the accurate delivery of God’s word, the preparation of event materials and activities, the oversight of any helpers during ministry events and the mentoring of students
- *HELPER* – A volunteer assisting a teacher/leader during a ministry event and the preparation of event materials and activities (not including teaching material)
- *STUDENT* – Anyone under the age of 18 participating in a ministry event. Not a volunteer.

Registration

All students will register annually for the ministry they will be participating in. Information to be gathered at registration includes parent/guardian contact information and student information (age/birthdate/allergies/special needs/etc.).

Drop Off/Pick Up (Sign In/Out Procedure)

- 1) Students under the age of eight (8) require a parent/guardian be present at drop-off and pick-up.
- 2) Students under the age of eight (8) are to be signed into planning center at check-in. At check-in, the student will receive a name badge to be placed on their person and the parent/guardian will receive a matching code to be returned at check-out. At check-out, the students name badge and parent’s/guardian’s matching code are to be collected by the volunteer overseeing the check-out process.

Ministry Information and Resources

- 1) Scope and sequence of materials being utilized by the ministry will be made available upon request.
- 2) All materials, unless otherwise announced, will be provided by WBC at no cost to the student or parent/guardian.
- 3) Parent/Guardian may request a meeting with ministry volunteers and/or coordinators by contacting the ministry coordinator or assistant coordinator.

Ministry Event Expectations (see Appendix A)

- 1) Students will be held to the following expectations while participating in a ministry event:
 - a. *RESPECT OTHERS* – through quite courteous behavior.
 - b. *RAISE HAND* – when needing to ask a question, make a comment, or otherwise disrupt activities.
 - c. *REMAIN SEATED* – unless asked to do otherwise to ensure a safe and structured environment.
- 2) Ministry volunteers are expected to maintain a safe and orderly environment and will follow the following disciplinary procedure as needed:
 - a. *REMIND* – students of the expectations of the event from above (3R’s).
 - b. *RESEAT* – the student to a less distracting space within the event.
 - c. *REMOVE* – the student from the event and return them to their parent/guardian.
- 3) It is required that at least two volunteers be present during any event. Volunteers are not allowed to be alone with any student at any time.
- 4) If less than 72 hours prior to any scheduled event, the ministry coordinator becomes aware of a volunteer absence which would result in fewer than two volunteers being present at the event, and/or is unable to find a qualified replacement, the event will be canceled and parent/guardian notified.

Volunteer Expectations

- 1) **All ministry volunteers** will either be participating in or have completed **Connect 101**.
- 2) All ministry volunteers serving as a **coordinator, teacher, or leader** will also either be participating in or have completed **Grow 201**.
- 3) All ministry volunteers serving as a **coordinator, teacher, or leader** will also participate in ongoing **Train 301**.
- 4) All ministry volunteers will submit to a background check as needed. Forms will be provided by the ministry coordinator and kept on file with the Executive Pastor's office.
- 5) All ministry volunteers will read and comply with the WBC Student Ministries Policies and Procedures (this document), as well as the Statement of Faith.
- 6) All ministry volunteers will register annually for the ministry they will be participating in. Forms will be provided by the ministry coordinator and kept on file with the Executive Pastor's office.
- 7) All ministry volunteers will participate in an annual orientation hosted by the ministry coordinator.
- 8) All teachers/leaders will deliver materials, curriculum, activities, and doctrine as authorized by WBC only.
- 9) All ministry volunteers will arrive prepared to serve at least 15 minutes prior to their ministry event.
- 10) All ministry volunteers will inform the ministry coordinator of an absence at least 72 hours prior to any scheduled event.
- 11) All purchases must be preauthorized by the ministry coordinator to be considered for reimbursement.
- 12) All reimbursements for approved ministry spending must be requested through the coordinator in advance of purchase.
- 13) Approved ministry related expenses should be made with a sales tax exemption form provided by the coordinator.
- 14) All money collected from ministry events or related sales need to be deposited with the office.
- 15) Order of Communication: a) Volunteer b) Coordinator c) Executive Pastor d) Elder Board

APPENDIX:

Appendix A: Student Protection Policy

1. It is required that at least two volunteers be present during any student ministry event (preferably a male and female for ages eight and up).
2. Volunteers are not allowed to be alone with any student at any time.
3. Event room doors should always have windows to allow for observation from outside of the room.
4. Event activities must never take place out of the public view.
5. All communications with students must be conducted in the presence of two or more volunteers and in full public view.
6. Parents/guardians or any other person is never allowed to serve in place of a volunteer.
7. If a volunteer finds themselves alone with students, they are to promptly notify the ministry coordinator or Elders.
8. Changing a diaper or assisting a student in the bathroom should only be done by that student's parent/guardian or that ministries volunteer in full public view and the presence of at least one other volunteer.
9. To return an inconsolable infant/toddler or disruptive student to their parent/guardian, a helper should be sent to retrieve the parent/guardian to the room.
10. Students will have written parental permission for involvement in overnight events and activities involving transportation away from church property. (Visit waukeshabile.org under Student Ministries for permission slips and release forms).
11. Volunteer drivers must have a valid driver's license, current automobile insurance, and the automobile must be in good working order.
12. Volunteer drivers are not allowed to operate the vehicle unless all passengers are wearing their seat belts.
13. Volunteer drivers are not allowed to be alone with any student. Two volunteers should always be in the automobile when students are present.
14. Volunteers are not allowed to have a sexual/romantic encounter in the presence of students.
15. Volunteers are not allowed to have a sexual encounter or develop a romantic relationship with a student.
16. Students are not allowed to have a sexual/romantic encounter while under the supervision of volunteers.
17. Volunteers suspecting physical or sexual abuse of a student will immediately report that information to the ministry coordinator and Elders.