

Children/Youth Workers Policies

New Horizons Church

I. GENERAL PURPOSE STATEMENT

New Horizons Church seeks to provide a caring, safe, and secure environment for the children who participate in our ministries, programs and activities. By implementing the following guidelines and practices, our goal is to protect children/youth of New Horizons Church from incidents of misconduct or inappropriate behavior while also protecting our staff and workers from false accusations while they minister appropriately to the needs of children. The Children/Youth Workers Policies are also intended to reduce the legal risk and liability exposure for New Horizons Church

II. DEFINITIONS

For purposes of this policy, the terms “child” or “children” include all persons in the 5th grade and under. The term “youth” includes all persons enrolled in 6th grade through age 17. The term “worker” includes both paid and volunteer persons who work with children. An “adult” is a person that is 18 years of age or older.

III. PERSONAL LIFE OF A WORKER

- A. All adults who desire to serve with a New Horizons Church children/youth ministry team will be considered by the ministry team leader, children/youth pastors, and elders of New Horizons Church according to the following criteria:
1. They have a passionate love relationship with the Lord Jesus and can freely give testimony about their spiritual birth and journey. (See Application.)
 2. They have completed or are scheduled to complete the NHC Basics class and become integrated in the community of New Horizons Church. (See Application.)
 3. They have received or are willing to be scheduled for a SOZO at New Horizons to understand this ministry and to potentially receive greater freedom in their personal life. (SOZO Application on the New Horizons Church website.)
 4. They have gifts and skills which are compatible with their desired area of ministry and the ministry team leader is in need of their service.

5. They have a generous attitude and demonstrate love by regular tithing to New Horizons, and giving of offerings to missions, alms, and the building fund. They also manage their personal and business financial matters with integrity and carry a good reputation in the community.
6. They have healthy relationships with parent(s), siblings, spouse, and New Horizons members.
7. They have a good reputation in their former church (if applicable), in New Horizons Church and in the community, in which they live. (See Application.)
8. They live in the freedom of the Spirit according to Galatians 5:22-24 *“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.”* NIV
9. They live in freedom and do not participate in the works of the flesh according to Galatians 5:19-21 *“Now the works of the flesh are evident, which are: adultery, fornication, uncleanness, lewdness, idolatry, sorcery, hatred, contentions, jealousies, outbursts of wrath, selfish ambitions, dissensions, heresies, envy, murders, drunkenness, revelries, and the like;”* NKJV
10. They live according to traditional biblical sexual morality and do not participate in the flesh according to 1 Corinthians 6:9 *“Do you not know that the unrighteous and the wrongdoers will not inherit or have any share in the kingdom of God? Do not be deceived (misled): neither the impure and immoral, nor idolaters, nor adulterers, nor those who participate in homosexuality,”* AMP
 - a. They are secure in their sexual identity according to their anatomy as a male or female. They do not have a “transgender” or “transsexual” confusion of identity - internally feeling they are a different gender than their anatomy and possibly acting out their feelings by cross-dressing etc. They are not in process or had a sexual re-assignment.
 - b. They are faithful to their spouse of the opposite gender, if married. Being married to another person of like gender would disqualify a person from serving in the children’s and youth ministries at New Horizons Church.
 - c. They are free in patterns of thought and do not participate in physical sexual fornication, adultery, gay or lesbian activity, pornographic activity - viewing photos, movies and reading material of the same and avoid any behavior considered as “sexual harassment” (inappropriate talk or touch) with like or opposite gender and do not engage in lewd talk or conduct of

any kind at all times at any place.

- d. They are open and transparent with the pastors about possible temptations and struggles (past and present) in the areas listed above.
- 11. They exercise honor and obedience to civil law and authority in attitude and actions and willingly comply with the policies and procedures in this document.
- 12. They believe, adhere to, and communicate in word and deed, the New Horizons Church Statement of Faith, Core Values, Mission Statement, Vision, Christian Lifestyle and the specific ministry they represent. (These documents are in the NHC Basics Notebook)
- 13. They have a submissive and humble spirit and demonstrate love motivated servanthood in the relationship with their ministry team leaders, and New Horizons Church pastors and respond positively to feedback and accept correction if needed.
- 14. They are committed to developing both personal and ministry skills by participating in leadership training and mentoring by the pastoral team of New Horizons Church as offered.
- 15. They must complete a Children/Youth Ministry Application, accept a national criminal background check, interview with the Children's Director or Youth Pastor. (See Application.)
- B. All children/youth workers should consider it a privilege and a joy to serve on a ministry team and live a life yielded and devoted to the Lord Jesus Christ. If at any point, the Lead Pastor, Elders and/or the Ministry Team Leader feel that a staff member is not in flow with the spirit and principles of the above criteria, they may be removed from their position or role of responsibilities.

IV. SELECTION OF WORKERS

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

- A. Six Month Rule - No volunteer worker will be considered for any position involving contact with children/youth until he/she has been involved with New Horizons Church for a minimum of six months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with

children/youth. (Exception: when a person is invited by the Lead Pastor to serve children/youth because they are known and recommended by their former pastor.)

- B. Policy Agreement – Before completing a written application, applicants must sign a written acknowledgement stating they have received, fully read, understand, and purpose to whole-heartedly comply with all of the guidelines in this document and any additional material related to their specific area of ministry with children/youth.
- C. Written Application - All persons seeking to work with children/youth must complete and sign a written Children/Youth Ministry Application Form. The application will request basic information from the applicant and will inquire into previous experience with children/youth previous church affiliation, references, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the New Horizons Church office.
- D. Personal Interview - Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the role of ministry.
- E. Reference Checks - Before an applicant is permitted to work with children/youth at least two of the applicants' references will be checked. References preferably from organizations where the applicant has worked with children/youth in the past.
- F. Criminal Background Check - A national criminal background check is required for all employees (regardless of position) and for the following categories of workers:
 - 1. Those who will be involved in our Youth, KIDS Church, and Nursery Depts.
 - 2. Those involved in overnight activities with children/youth
 - 3. Those counseling children/youth
 - 4. Those involved in one-on-one mentorship of children/youth, and
 - 5. Those having occasional one-on-one contact with children/youth (such as church sponsored athletic team coaches and vehicle drivers.)
 - a. Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, he/she will be unable to work with children/youth.
 - b. The background check authorization form and results will be maintained in confidence on file at the church office.
- G. Disqualifying Offenses - What constitutes a disqualifying offense that will keep an individual from working with children/youth will be determined by the New Horizons Church Pastors on a case-by-case basis in light of all the surrounding circumstances.

Generally, convictions for an offense involving children/youth and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children/youth. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

V. WORKERS RELATING WITH CHILDREN/YOUTH

- A. Two Adult Rule - It is our goal that a minimum of two adult workers will be in attendance at all times when children/youth are being supervised during our programs and activities. Workers are generally requested *not to be alone* at any place, anytime, with any child or youth who is not a member of their immediate family, unless in a counseling or mentoring situation, when approved by the child's/youth's parent.

Clarification and exceptions:

1. Female workers of the children/youth workers are permitted to be alone with female children/youth for personal counsel and prayer, and to transport them to and from youth events.
2. Male workers of the youth workers are NEVER permitted to be alone (i.e., in a vehicle, in a room with a closed door, or outside without other people within eyesight and earshot) with female children/youth, for any reason at any place or time.
3. However, male workers of the children/youth workers may be alone with male children/youth, with the knowledge and permission of the child's/youth's parent(s), or with male children/youth for the specific purpose of giving a ride directly to or from a youth activity, or for personal counsel when another adult is within earshot and view.
4. Both male and female children/youth workers should NEVER go into children's/youth's home during visitations while the parent(s) is not at home.
5. Male staff members should NEVER hug, caress, or have children/youth sit on their lap. A male worker may lightly embrace a male (only) middle or high school youth, but not a younger child. They should remember that an adult touching children/youth not in his immediate family, may be viewed suspiciously.
6. Female workers should avoid unnecessary physical contact with children/youth of both genders and ALWAYS avoid physical contact with middle and high school age males.

- B. Open Classrooms - Classrooms or nursery rooms may be visited without prior notice by ministry staff, parents, or other volunteer ministry worker. The Children's/Youth Ministry Director or his/her delegate will conduct brief observations of childcare rooms and classrooms of children or youth during children's church and other meeting hours. Windows to all classrooms or nurseries must remain uncovered and unobstructed at all times.
- C. Overnight Events - Overnight events attended by children/youth age adults of both genders must also be chaperoned by adults of both genders. At least one adult of the same gender will be present in each sleeping area. Only known, proven workers will be permitted to sponsor/chaperone the overnight events. New volunteers may be used to add support but MUST NOT be left alone with the children/youth when a regular worker is not present. In no circumstance will one adult be allowed to take children or youth on overnight event.
- D. Workers to Children Ratio - Organized events for children 5th grade and younger, on or off campus, will be staffed by a minimum of two adults for up to 10 children. For every additional 5 children, another adult is required.
- E. Worker to Youth Ratio - Organized events for youth 6th-12th grades, will be staffed by a minimum of two adults for up to 10 youth, and for every additional 10 youth another adult is required.
- F. Discipline - A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help keep children/youth ministries functioning properly. Corporal discipline (spanking, grabbing, hitting, squeezing, jerking) is NEVER allowed. (See Incident and Discipline Form.)
- G. Gifts to Children/Youth - No workers, either paid or volunteer, are to give personal gifts to individual children or youth without the prior knowledge of the parent(s) or responsible leadership. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis or for special occasions only. Gifts should not be elaborate, but should be modest and appropriate to the occasion.

VI. ATTENDANCE AND ACTIVITY RECORDS

- A. The leader of each children's/youth ministry team is responsible for keeping up to date attendance and activity records of each WEEKLY meeting and gathering of children/youth for EVERY other activity. The records must indicate the following:
 - 1. Who was present, both workers and children/youth

2. The location of the meeting or activity
 3. The mode of transportation and a list of individuals who rode in each vehicle, and the driver's name
 4. All matters of significant conduct (See Incident and Disciplinary Form)
 5. All major incidents or injuries, and (See Incident and Disciplinary Form)
 6. All matters of discipline (See Incident and Disciplinary Form)
- B. Attendance and activity records must be completed within 24 hours of the meeting, activity, or event, and submitted to the church office within seven days. (See Attendance and Activity Records Form)
- C. Children/youth participating in church-related events, other than the regular weekly meeting, must submit a Consent and Release Form which is to be signed by parent(s) or legal guardian(s). This form must be given to the children/youth adults to take home and return completed BEFORE the activity. Children/youth leaders are responsible for *collecting these completed forms* BEFORE allowing children/youth to participate in any event other than the weekly meeting.

VII. SICKNESS, MEDICATIONS, INJURIES TO CHILDREN/YOUTH

- A. Injuries - In the event that a child or youth is injured while under our care, the following steps will be followed:
1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
 2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances an ambulance will be called.
 3. Once the child has received appropriate medical attention, an incident report will be completed by the worker who witnessed the incident and it will be placed in our insurance's "incident file."
- B. Sick Child - It is our desire to provide a healthy and safe environment for all of the children/youth at New Horizons Church. Parents are encouraged to be considerate of other children/youth when deciding whether to place a child/youth under our care. In general, children/youth with the following symptoms should NOT be dropped off for

the class:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children/youth who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child/youth be picked up for the day.

- C. Medications – It is the policy of New Horizons Church not to administer either prescription or non-prescription medications to the children/youth under our care. Medications should be administered by a parent at home. Exceptions to this policy may be granted to parents with potentially life-threatening conditions such as asthma or severe allergic reactions which is the responsibility of parents to address with the Children's/Youth Director.

VIII. EMERGENCY MEDICAL TRAINING

Children/youth workers are asked to complete a First Aid training course from a certified instructor, and to receive training in Blood Pathogens which may be facilitated by New Horizons Church staff when requested by the Children's/Youth Directors.

IX. TRANSPORTATION GUIDELINES

The following guidelines are intended to help ensure the safety of children/youth and to protect the team leaders, staff, and the church body from legal liabilities. However, at times it may be necessary for children/youth team leaders to make an exception to the guidelines to meet a unique or emergency transportation need; this must be documented the same day.

- A. The designated leaders of the children/youth event must be familiar with each person designated to provide automobile, van, or bus transportation to or from any children/youth event. The driver must:
1. Be at least *21 years of age* and have at least *three years* of driving experience to drive church owned vehicles to transport children/youth.
 2. Must have a valid driver's license and be trained and qualified for the vehicle being

driven. (A CDL with a passenger endorsement is needed to drive more than a fifteen passenger vehicle.)

3. Have no records of convictions for the past five years for drunken driving, driving under the influence, driving with a suspended or revoked license or reckless endangerment.
 4. Have proof of insurance and submit a copy along with a copy of their driver's license to the church office (See Drivers' Form). New Horizons Church's insurance carrier will run a check on the leader's driving record, noting accidents and traffic citations. Based on that report, the insurance company may bar the leader from driving a church owned vehicle and/or the NHC Stewardship Team may restrict the person from transporting youth/children for church sponsored activities.
 5. Avoid being alone in a vehicle with a child/youth who is not his/her family.
- B. Youth under 18 years of age may be allowed to drive their personal vehicle to some events, but may transport only their siblings to and from the location of the youth's event or activity. *This arrangement must first be approved by the youth leader and have written permission from their parent(s).*
- C. Youth 18 years of age or older may transport other youth, 18 years of age or older, for New Horizons Church activities in their personal vehicle if they have at least two years of driving experience and written approval from children/youth team workers.
- D. As a last resort, youth under the age of 18 (who are not siblings of the driver), may ride to and from an New Horizons Church children/youth activity with a teenage driver under 18 years of age in their personal vehicle, if the parents of both the driver and the rider have given written permission with dates to the Children's/Youth Directors.

X. RESPONDING TO ALLEGATIONS OF CHILD/YOUTH ABUSE

- A. For purposes of this policy, "child/youth abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. Child/youth abuse occurs in different ways and includes the following:
1. Physical abuse – any physical injury to a child/youth that is not accidental, such as beating, shaking, burns, and biting.
 2. Emotional abuse – emotional injury when the child/youth is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.

3. Sexual abuse – any sexual activity between a child/youth and an adult or between a child/youth and another child/youth at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
4. Neglect – depriving a child/youth of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under their care. In the event that a worker involved in the care of children/youth at New Horizons Church becomes aware of reasonable suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Children's/Youth Director for further action including reporting to authorities as may be mandated by state law.

- B. In the event that an incident of abuse or neglect is alleged to have occurred at New Horizons Church or during a New Horizons Church sponsored program or activity, the following procedure must be followed:
 1. The parent or guardian of the child/youth will be notified.
 2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
 3. Civil authorities will be notified, and the New Horizons Church will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The New Horizons Church will fully cooperate with the investigation of the incident by civil authorities.
 4. New Horizons insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
 5. The Lead Pastor or his designee will be the spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
 6. A pastoral visit will be arranged for those who desire it.
 7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

County Child Protective Services Office 503-472-0311 or 503-472-4634
McMinnville Police Department 503-434-6500

XI. EVENT PLANNING (camps, socials, outings, fundraisers, and ministry trips)

- A. Children/youth ministry leaders who are planning an event that involves activities on a date(s) other than the weekly gathering (i.e., conference, camp, beach trip, social), are asked to complete an Event Planning Form and submit a copy to their department leader, pastoral leader, and a copy to the church office for review and approval, *before formalizing any plans and making announcements orally or in promotional material.* (See Event Planning Form)
- B. The pastoral and administrative staff will look at the purpose of the event, dates, budget, transportation needs, and the compatibility of the event with all facets of church values, vision, policy, and scheduling. This will also help to facilitate a growing children/youth ministry while keeping in touch with the other leaders and ministries of NHC.
- C. When an event has been approved and formalized for children/youth events, all the information should be put in written form and delivered to the parent before or on the same day it is announced to the children/youth. Verbal information given to children/youth is not adequate for full consideration by the parents.

XII. FINANCIAL GUIDELINES

The NHC Stewardship Team and all individuals who handle funds are legally and morally responsible to the congregation and state and federal government agencies for all financial activity related to New Horizons Church. This includes any funds allotted for children/youth ministry from the NHC General Fund, contributions to the youth ministry, fund-raisers, funds received from the youth and funds spent for participation in any activity - party, social, a beach trip, camp, a conference, rallies, etc. The church bookkeeper ensures that financial policies and procedures are followed, and works directly with the bookkeeper of the ministry teams.

- A. Children/youth team leaders and their overseeing pastor will appoint an individual (*a member of NHC, a tither, and detailed person*) for children's ministry and the youth ministry, who will be responsible for working directly with the church bookkeeper *in planning and carrying out the procedures of fund collection, bookkeeping, making purchases, and disbursement of funds related to every activity for the ministry represented.* These individuals will be designated as bookkeeper for their ministry team.

B. Funds for children/youth ministry

1. All funds collected by the team leader, from fundraisers, registrations, or contributions must be turned into the office weekly **BEFORE** 10 a.m. Monday mornings *even if all the funds have not been collected for an event*. All funds must be accounted for and channeled through the church office before there is any disbursement of funds for an event. (Any exception will be considered on an individual basis.)

C. Reimbursement policy

1. Children/youth staff may be reimbursed for ordinary and pre-approved business expenses incurred for the church children/youth ministry if the following conditions are met:
 - a. The amounts of expenses are reasonable, within the budgeted funds from the New Horizons Church General Fund, and authorized by the office bookkeeper and the leader of that ministry team.
 - b. A Reimbursement Request Form is submitted to the church office within sixty days from the date the expenses were incurred, with adequate documentation provided of amount, date, location, and church-related purpose. Staff will not be reimbursed without properly substantiated expenses.
2. Types of expenses that *may* be reimbursed: part of the vehicle expense for using a personal vehicle to transport youth to a preplanned children/youth event when New Horizons Church vans are booked or full, lodging (if sent by the Lead Pastor to a conference), ministry related entertainment, babysitting fees, and supplies.
3. Reimbursements will be handled by the bookkeeper of the youth group and paid out of the petty cash fund and/or from additional funds generated by a fundraiser which has been approved of by the pastoral and administrative staff. *(Any exception must first be approved by the office administration of NHC.)*

XIII. Detailed Guidelines for Children Groups

A. Nursery (Infant to Three Years)

1. A minimum of two adult female workers (males not allowed) must be present in each nursery when there are three or more children in attendance.
2. Middle and High School females (males not allowed) may be recruited, screened, and scheduled to work in the nursery as assistants to the adults. They must be under direct supervision of an adult and never left alone with the children.

3. The windows of the nursery (if there are windows) will remain uncovered to allow a clear view of all activities.
 4. Nursery workers who change diapers must adhere to the following procedures.
 - a. Always use rubber gloves when applying lotion or powder.
 - b. Always keep a cloth or wipe between your hand and the child.
 5. Only assigned workers are allowed to stay in the nursery or to be in the nursery area during sessions. No one else is allowed in the nursery.
 6. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. Corporal discipline (spanking, grabbing, hitting, squeezing and jerking) is NEVER allowed.
 7. Children will be signed into the nursery by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" and sign out the child in order to be released from our care. In the event that a parent or guardian is unable to present the "child check" our Nursery Coordinator will be contacted to discuss procedures for releasing the child
- B. Preschool Ministry (Toddlers through Kindergarten)
1. A minimum of two adult female workers (males not allowed) must be present in each nursery when there are three or more children in attendance.
 2. Middle and High School females (males not allowed) may be recruited, screened, and scheduled to work in the nursery as assistants to the adults. They must be under direct supervision of an adult and never left alone with the children.
 3. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.
 4. Workers should escort the children to the hallway bathroom. The worker should check the bathroom first to make sure that it is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the worker should prop open the bathroom door, and leave the stall door open as they assist the child.
- For the protection of all, a worker should NEVER be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

Parents are strongly encouraged to have their children visit the bathroom prior to each class.

5. When children are taken out of the classroom (playground, etc.) the teachers are to take a count of the children to insure all are present.
6. Only assigned workers are allowed to stay in preschool rooms or to be in the preschool area during sessions.
7. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. Corporal discipline (spanking, grabbing, hitting, squeezing and jerking) is NEVER allowed.
8. Children will be signed into the nursery by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" and sign out the child in order to be released from our care. In the event that a parent or guardian is unable to present the "child check" our Nursery Coordinator will be contacted to discuss procedures for releasing the child.
9. Any plans involving taking the children off the ministry campus must first be discussed with the Children's Ministry Director, then complete and Event Planning Form wait for approval before announcing the event to parents and children. Parents must sign a Consent and Release Form for off-site activities. There must be a minimum of two adults present for up to 10 children. For every additional 5 children there must be 1 additional adult present.

C. Children's Ministry (First through Fifth Grades)

1. A minimum of two adult workers (at least one must be a female) must be present in the classroom where children are in attendance.
2. Middle and High School students may be recruited, screened, and scheduled to work in the classroom or at the event as assistants to the adults. They must be under direct supervision of an adult and never left alone with the children.
3. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.
4. Workers should escort the children to the hallway bathroom. The worker should check the bathroom first to make sure that it is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires

assistance, the worker should prop open the bathroom door, and leave the stall door open as they assist the child.

For the protection of all, a worker should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

5. When children are taken out of the classroom (playground, etc.) the teachers are to take a count of the children to insure all are present.
 6. Only assigned workers are allowed to stay in preschool rooms or to be in the preschool area during sessions.
 7. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. Corporal discipline (spanking, grabbing, hitting, squeezing and jerking) is NEVER allowed.
 8. Children will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check – in the church foyer before the service begins. The parent or guardian must go to the classroom after the service present the "child check" and sign out the child in order to be released from our care. In the event that a parent or guardian is unable to present the "child check" our Children's Ministry Director will be contacted to discuss procedures for releasing the child.
 9. Any plans involving taking the children off the ministry campus must first be discussed with the Children's Ministry Director, then complete and Event Planning Form wait for approval before announcing the event to parents and children. Parents must sign a Consent and Release Form for off-site activities. There must be a minimum of two adults present for up to 10 children. For every additional 5 children there must be 1 additional adult present.
- D. Youth Ministry (Sixth Grade through Age 17)
1. A minimum of two adults (one female in a group of mixed gender students) must be present regardless of how few students are in attendance.
 2. Any plans involving taking the youth off the ministry campus must first be discussed with the Lead Pastor, and then complete an Event Planning Form and wait for approval BEFORE announcing the event to youth and parents. Parents must sign a Consent and Release Form for all off-site activities. There must be a minimum of two adults present for up to 10 youth. For every additional 10 youth there must be one additional adult present.

3. Overnight events that are attended by students of both genders must also be chaperoned by adults of both genders. At least one adult of like gender as the youth will be present in each sleeping area.
 4. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. Corporal discipline (spanking, grabbing, hitting, squeezing and jerking) is NEVER allowed
 5. It is recognized that certain counseling and ministerial situations may preclude the presence of two adults and that the general guidelines for supervision of workers should not restrict situations where individual counsel and guidance is necessary. However, such counseling should only take place in a room where interior windows allow a clear view of the activities in the room and the door is left unlocked. If there is not a window for an unobstructed view of the adult and youth being counseled, the door must be left open.
 6. Relationships between staff members and middle/high school youth.
 - a. Single workers of the youth ministry are not permitted to pursue a romantic relationship (i.e., texting, emails, social media, phone calls, or face to face conversations) with any youth while serving as a worker of the youth ministry.

Following this policy helps workers to maintain a clear and objective focus toward all of the youth, enabling them to spend more time with the youth they are mentoring, making them more effective. If a worker develops “feelings” toward one of the youth, they should talk about it with the youth ministry pastor.
 - b. Both male and female staff MUST be careful to NOT act flirtatiously with any youth. Some youth can easily develop feelings of attraction toward adult staff. Discretion in how one relates is essential (i.e., sharing about one’s personal life, joking, teasing, or spending a lot of time with a particular youth).
 - c. Single workers who develop a romantic interest with another adult are asked to please share their interests with Children’s/Youth Director. They should discuss guidelines for developing a healthy relationship and to be a Christ-like example to the children/youth.
- E. Children in Connect Group Gatherings (in a home, outdoors, etc.)
1. Children/youth not present in the gathering must have at least one adult caregiver with the children/youth to oversee all their activities, unless the parents are directly overseeing their activities – where children are within sight and earshot.

2. A male adult or teenager is to NEVER be alone with one child/youth, other than his own children, during the Connect Group gatherings.
3. When possible, children should be encouraged to take care of their own bathroom needs. Should assistance be required, a parent should be called on to attend to their own child's needs.
4. A positive approach to discipline will be practiced. Corporal discipline (spanking, grabbing, hitting, squeezing and jerking) is NEVER allowed. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. When a child/youth does not respond to the requests or correction of the attendant, a parent is called upon to directly deal with the matter.
5. The Connect Group parents may choose to hire an adult female to attend the children/youth for a regular home group meeting or special event. However, the home group leader MUST first consult with the Children's Ministry Director to see if the person is on the list of approved attendants for children/youth at New Horizons Church.

If the adult has not already been approved by New Horizons Children's Ministry Director, a Children/Youth Ministry Application must first be completed and processed, and the adult be approved for this ministry by the Children's Ministry Director, BEFORE the Connect Group leader invites the adult female to care for the children/youth at their Connect Group activities.

6. Should the Connect Group leader and parents of the group decide to invite an adult who has NOT been screened and approved by the New Horizons Children's Ministry Director, the Connect Group leader and the parents will be asked to sign a Liability Release Form for New Horizons Church and agree to assume any and all potential legal responsibilities should a child experience abuse during one of the group's gatherings.