



# VOLUNTEER WORKER POLICY

As a coach/leader/apprentice leader representing God and Calvary Church to the lives of young people who attend here and visit, there are certain guidelines which we will all adhere to and follow no matter what, and there are areas that should be left up to a wisdom judgment.

The following are the basic behavioral and ministerial guidelines which every Student Ministry volunteer will be expected to follow.

**These are policy for all volunteers.**

## AGE REQUIREMENTS and APPLICATIONS FOR SERVICE FOR STUDENT MINISTRY WORKERS

### HIGH SCHOOL VOLUNTEERS

- All leaders who work with high school students must complete an Application for Service and turn it into CSM Staff for review.
- All leaders who work with high school students must either have completed their freshman year in college or must be at least 20 years old (*exceptions may be made when deemed appropriate by church staff*).
- If you are a Student Group Leader with high school students, you should also consider ministry to them on Sundays.

### MIDDLE SCHOOL VOLUNTEERS

- All leaders who work with middle school students must complete an Application for Service and turn it into CSM Staff for review.
- All leaders who work with middle school students must either have completed their sophomore year in high school or must be at least 16 years old and can drive on their own.
- If you are a Student Group Leader with middle school students, you should also consider ministry to them on Sundays.

## APPROPRIATE BEHAVIOR GUIDELINES

### RELATIONAL PURITY

- Leaders will not be alone (in a room or in a car) with a student of the opposite gender that is in our ministry (unless there is a family relationship).
- Leaders will not display inappropriate bodily contact with the students or other leaders of the opposite gender (i.e., no full frontal hugs; they must be shoulder to shoulder). Additionally, leaders of the same gender will show respect to their students not having inappropriate bodily contact or making suggestive or demeaning jokes about sexuality. Our desire is for students to learn about God's great design for male and female and have a healthy influence amidst the culture by which we are surrounded of worldly dysfunction.
- Leaders will not date students in the ministry who are minors. Leaders, 21 years and older will not date any students in the ministry. Leaders, under 21, who desire to date a student who is not a minor must not exhibit public displays of affection or participate in one-on-one times in ministry settings.
- Leaders will not communicate, written or verbal, to students or other leaders of the opposite or same gender in inappropriate ways (i.e., distasteful jokes, flirting, sexual innuendos).
- Leaders must not "follow-up" or counsel with a student of the opposite gender in a long-term way through the phone, email, snail mail, etc. If a student needs long-term counseling, it will be done with a same gender leader, or through the counseling of the church staff or other trained professional.
- After retreats, mission trips, events, etc., leaders will not be alone with the opposite gender while they wait for their parents to pick them up from the church or any other activity location.
- Leaders will be above reproach and use biblical wisdom when dealing with the opposite gender or same gender.

### WANDERERS (*students who tend to wander off during small groups or large group meetings/events*)

- We are responsible to the parents of these young people and to the Lord Himself, to do everything we can in leading these students to a deeper walk with the Lord Jesus.
- We must be trusted by parents so that when they drop their child off, they know we will do everything within our power to know where their child is and ensure their safety.
- We will communicate with the students that tend to wander during the regularly scheduled meetings, a non-negotiable message that they must be with the other students in the meeting or be where their parents are. This must be done prayerfully, lovingly, and with a heart of ministry.

## ROLES, DUTIES AND EXPECTATIONS

### STUDENT GROUP LEADERS & APPRENTICE *(See Leader Job Description)*

- Provide basic counseling/mentoring for teenagers.
- Any life situation/struggle that is potentially physically harmful to the student (suicide, severe eating disorders, severe addictions, abuse to the student) or to another person (a plan of revenge/hate being acted out) must be brought to the attention of a Church Staff member (Pastor of Student Ministries or Pastor of Counseling) who will guide the process through the appropriate legal processes.
- In regular counseling situations, please don't hesitate to get involvement from coaches or church staff if you are not experienced in that certain area.

### REGULAR STUDENT MINISTRY MEETINGS *(Sunday Mornings)*

- Be relational – seek to have at least one significant conversation with a student and avoid spending all your time with other leaders.
- Be with students – sit with them during the meeting. Keep your eyes out for those sitting by themselves or who seem disconnected and sit with them.
- Be aware of the distracters and support the teacher(s) in keeping the distractions to a minimum and, by all means, build a relationship with them.
- Be active – if there is a game time, help out the game leader by controlling your team or group of students and participate yourself.
- Be excited about being there – if you are excited, students will be excited also!
- Be focused primarily on students of your same gender.

## OVERNIGHT EVENTS

- There will always be **at least two approved adults (18 and over)** (leaders/parents) present for overnight activities.
- Parents must be notified of events and given appropriate information (where, when, who will be there, etc.).
- Leaders must stay awake until students are settled and reasonably asleep
- It must be communicated and enforced with students that “hazing” or pranks that harm persons or property **will not** be tolerated, and if violated will result in parental contact and being sent home.

## MEDIA

- Any movies or videos which are rated higher than G must be **pre-approved** with parents to show at a Student Group event or meeting.  
At no time is it acceptable to show a movie rated R or above.
- Video games being played with/by students must **not** be rated Mature or higher.  
For middle school groups, you must have parental notification for games rated T.
- Personal profile pages on Facebook and other social networking sites should reflect appropriate and wise choices.  
Leaders are strongly encouraged to show wisdom and discretion when posting photos, videos, etc. to their own page or to someone else's page. *Please refer to the Social Media Guidelines for Volunteers.*

## DRIVING GUIDELINES

In order to provide safe, reliable and efficient drivers on behalf of Calvary Church it is the expectation that all volunteers will comply with the provisions of these driving policies.

### Driver's License:

- All volunteers who transport students on behalf of Calvary Church Student Ministries must have a current and valid driver's license. A copy of his/her driver's license must be made and kept on file with Student Ministry annually.
- If a volunteer's driver's license is revoked or suspended, he/she shall inform Student Ministry staff immediately and shall not drive on behalf of Calvary Church.

### Insurance:

- Volunteers who drive their own personal vehicles for Calvary Church ministry must maintain adequate personal automobile insurance, as it is the primary coverage for liability and physical damage. A copy of the current policy must be given to the Student Ministry staff and remain on file with Application for Service packet. If insurance coverage is changed, the volunteer will update his/her information for Student Ministry files.

**Church Vehicles:**

- A leader must be 25 years of age, have a clean driving record and be a member of Calvary Church to drive any church vehicle.

**Personal Vehicles:**

- It is strongly suggested that drivers are between 21 and 70 years of age to transport students.
- All drivers must adhere to safe driving practices (listed below) while transporting students.
- Drivers who violate safe driving policies (driving without permission and/or reckless driving) may be required to suspend transportation of students for an appropriate period of time.

**Safe Driving Practices:**

- Drivers shall abide by all posted speed limits, traffic control signs and signals.
- Drivers and all passengers must wear seatbelts.
- Cell phone/texting and pager use is prohibited while driving. Pull off to the side of the road in a safe location to make necessary phone calls.
- Tobacco use and smoking while transporting minors is prohibited.
- The following moving violations may disqualify an individual from driving for Calvary Church Student Ministries:
  1. Operating a vehicle under the influence of drugs or alcohol within the prior three (3) years.
  2. Drag racing offenses.
  3. Felonies involving a vehicle.
  4. Driving on a suspended or revoked license.
  5. A hit and run accident.
  6. Vehicular homicide.
  7. Fleeing police in a motor vehicle.
  8. Two (2) or more speeding violations in the prior three (3) years.

**Outside of Official Ministry Event:**

- When acting in the capacity of a leader from Calvary Church one must follow the above guidelines and drive with care any time a student is in the vehicle with them.