

## SUPERVISORY PROCEDURES - II

Serving the Lord by working with children and youth is both a privilege and an awesome responsibility. The procedures outlined below should be viewed as our attempt to better train and equip godly leaders!

1. Use a team approach. It is preferable that two adults be present during church activities and that one of these adults be over the age of 21.
2. There are situations where an adult has legitimate reasons to be alone with a child. When possible, the adult leader shall in advance of the proposed activity:
  - a. Receive consent of the child's parent
  - b. Notify the appropriate church leader
3. All workers shall make every attempt to meet with students in well-lighted areas, in view of others.
4. Any inappropriate conduct between an adult worker and child/youth will be confronted and investigated by the appropriate ministry director immediately. Any violation may result in immediate termination.
5. All workers shall attend meetings from time to time as to information relating to new procedures and methods to be employed.
6. Adult supervision shall remain physically present until all children/youth have vacated their designated rooms and/or are in the custody of their parents.
7. Special procedures shall apply to all **overnight activities**. **ALL** adult chaperons and supervisors must be cleared in advance with the official board in writing as to:
  - a. The specific proposed activity
  - b. The location of the proposed activity
  - c. The specific adults chaperoning and supervising the proposed activity
  - d. The goal or objective to be realized in the proposed activity
  - e. The manner and mechanism to be employed for communication at the site of the proposed activity
  - f. The manner of transport to and from the proposed activity
  - g. **NO LAST MINUTE ADULT GUESTS!**
8. Any and all activities not reported to and approved by the official board are not sanctioned activities, and will not in any way subject Trinity E.C. Church to any responsibility, liability, etc. on account of, or stemming from, such non-sanctioned activities.