

# FIRST BIBLE BAPTIST CHURCH

## **Summit Student Ministry** Playbook

Policy/Procedure Guide

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First Bible Baptist Church  
Hilton, NY

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LOVE GOD, LOVE PEOPLE,  
SERVE OTHERS, TELL EVERYONE



# GENERAL POLICIES FOR ALL MINISTRIES TO MINORS

These guidelines are given to provide, to the best of our ability, a safe environment for the young people God has given for us to minister to.

1- **Member Requirement:** Anyone wishing to work in a minor's ministry must be a member of FIRST BIBLE BAPTIST CHURCH for at least 6 months prior to assignment. There may be an exception to this rule, as you have served in a ministry with minors in the church prior to coming to FBBC, and must be approved by the Pastoral staff. Also if you are a volunteer helping with chaperoning a one time event, membership may not be required, **but reducing the risk is required.**

2- **Background Check:** All staff and volunteers must submit to a background check. This will be done by an independent service called "Protect My Ministry." This must be completed and approved by the head of the ministry you choose to be involved with. This will require you also to view the video training and complete the test at the end, with a passing grade of 70% or above. All volunteers will be rescreened every 3 yrs.

3- **Attendance:** Attendance should be taken at every activity using the electronic sign in devices into the church CCB database. Names of all group members, visitors, and workers should be recorded, along with the date, time, location, and nature of the activity. If the activity does not have an electronic device, then an attendance sheet should be filed in the department's file.

4- **Two Adult Rule:** A minimum of two adult leaders should be present during any activity regardless of how few minors are in attendance. If any activity includes both male and female participants, both male and female adult leaders must be present.

5- **Meeting With a minor:** Never should you be alone with a minor even if given parental permission. A worker should not lead a minor into a private place. You should not meet with a minor away from church, or be alone with a minor after any church function or activity. This includes any form of transportation. If you meet at the minor's home, the parents must give you permission and they must be present.

6- **Inappropriate Behavior:** Any inappropriate behavior between an adult worker and a minor should be confronted immediately. Prompt, personal warnings should be issued when appropriate. The department head or pastoral staff should be notified if the behavior is not remedied by personal exhortation when behavior infraction is minor. If the incident is serious, an incident report must be filled out and given to the department head, or pastoral staff member. Worker's services may be temporarily or permanently terminated, depending on the gravity of the situation.

7- **Reporting of Accidents and Incidents:** An accident report must be filled out for any injury. Accident reports should be forwarded to the financial office. An incident report should be filled out whenever any minor requires disciplinary action. Incident reports should be forwarded to the department heads and should be filed in the department's permanent file.

8- **Inappropriate Touching:** There is to be no inappropriate physical touching of any kind. This includes hugging, embracing, kissing, poking the body, slapping/hitting, or any touching that is intimate, romantic, or sexual in nature.

9- **Classroom Discipline:** No corporal discipline or verbal abuse is to be used at any time.

10- **Assaults and Threats:** The church does not tolerate assault, threats, harassment, or abuse against church or school personnel or students. Verbal or written threats, racial/ethno-cultural harassment, physical and/ or sexual harassment, or abuse perpetrated by anyone in the ministry is unacceptable. The church supports efforts designed to protect the welfare of staff and students. In dealing with matters of alleged assault, threats, harassment or abuse, the dignity and rights of all are preserved and respected. The church is characterized by a safe and harmonious working environment in which the needs and well-being of every individual is paramount.

11- **Giving Gifts:** No staff, either paid or volunteer, are to give personal gifts to individual minors without prior knowledge of the parent(s), or responsible leadership. Gift giving can be a form of buying confidence, or of silencing. It is acceptable to give on a group basis, or special occasions.

12- **Social Media:** In general, all volunteers must maintain a good testimony on social media. As representatives of the church, personal posts or comments will represent the church as well. "Liking" or "following" personalities or images that communicate sexual behavior or that condones sexual behavior on Social media is prohibited.

13- **Child Abuse Suspicion/Allegation:** When it becomes necessary to report suspected minor abuse or neglect, the protection of minor must be the most important concern. It is the legal responsibility of any person with responsibility for the care of minors, to report all cases of minor abuse of which they become aware, and further, to report visible signs of alleged abuse. Failure to report could lead to further harm for the minor and further liability on the part of the church, the observer, or both. *First Bible Baptist Church* has determined that it is the responsibility of the program staff to report all cases of suspected minor abuse to the proper legal authorities. While the confidentiality of the pastor/parishioner relationship is very important, reporting reasonable suspicion of minor abuse has the potential for helping individuals receive help for a previous problem and may prevent further harm to a minor, that person or others. A report based on reasonable suspicion does not require proof and is not a determination that abuse or neglect has actually occurred or that the reporter witnessed the incident in question; rather, it is a request for an assessment of the minor's condition.

14- **Mandatory Reporting Requirements:** Mandatory reporters (Physicians, nurses, health care professionals, social workers, therapists, peace officers, school teachers, school administrators, Sunday school workers, pastors ) should be familiar with State mandated reporting procedures. If an alleged abuse is suspected, and/or reported the pastoral staff will immediately notify the Monroe County minor Abuse Hotline and/or the Greece Police Dept. 911, of the allegation. Mandatory reporters will report suspected minor abuse immediately or within 24 hours.

15- **Photographs:** Before photos of minors are used by FBBC/NCA, **there must be a** written agreement from parents. This could be on the yearly paperwork/application. It should read:

"I give permission for pictures/video of me or my minor taken by a First Bible Baptist Church/Northstar Christian Academy volunteer photographer/videographer and to be used for ministry promotional purposes for this or future calendar years. I understand that if the video or photograph appears in a public place (website, brochure, video, newspaper, etc.), no identifiable information (first and/or last name, address, age, etc.) will be used in conjunction with the publicly displayed photo or video unless we contact you specifically and receive your permission to do so.

#### **Important contacts and their phone numbers:**

National minor Abuse Hotline 1-800-4-A-minor (1-800-422-4453)

New York State minor Abuse Hotline: [1-800-342-3720](tel:1-800-342-3720)

Monroe County minor Protective Services Hotline: [585\) 461-5690](tel:585-461-5690)

# Policies Specific to **SUMMIT STUDENT MINISTRIES** (Grades 7-12)

## **APPROPRIATE CONTACT WITH MINORS**

Physical contact with minors should be kept to a minimum, including, holding hands, hugging and any one-on-one contact between any adults and minors. Inappropriate behavior will be addressed immediately. This includes but is not limited to:

- An adult placing themselves in a position where they are alone and isolated with a minor.
- An adult touching a minor/youth inappropriately or asking to be touched inappropriately by a minor. In the event that a minor initiates physical contact and/or inappropriate touching, the worker must immediately inform the minor that such touching is inappropriate.
- An adult saying, or allowing to be said, inappropriate comments or jokes.

## **Other inappropriate behaviors might be exhibited by:**

- Inappropriate or obscene phone calls or text messages, exhibitionism, displaying of pornographic material, or allowing a minor to witness sexual activity.
- Physical discipline of a minor. Physical force shall only be used to stop a violent or physical altercation or a verbal assault that reasonably threatens to become physical, and only the minimum amount of physical force necessary shall be used.
- An inappropriate relationship between a minor and adult. If you suspect this may be occurring, maintain clear professional boundaries and refer the minor to another individual with supervisory authority. Depending on the circumstances, this could constitute minor abuse and thus may require reporting to state officials.
- Meeting in isolated environments with a minor for counseling.
- Entering the home of a minor when there is no parent. Minors and youth workers are not to enter the home of a minor while their parents are not home for any reason.

## **General Guidelines:**

- If an accusation of improper behavior is made against you as a worker, in order to neutralize the situation, you will be placed on administrative leave until the matter is resolved. Upon the accusation being resolved favorably, you will be reinstated. If the behavior is such that there is any reasonable suspicion of minor physical or sexual abuse, appropriate legal action and, if necessary, church discipline procedures will be followed. See section below for appropriate handling of alleged sexual or physical abuse.
- ALL counseling is to be done according to the official counseling policies of the church. Failure to do so could result in personal liability and false accusations.

**12-Electronic Communication:** Our policy addresses a safe way for students and adult youth leaders to communicate over text. Each Summit leader would establish a text group of at least three numbers: A student, the leader, and the Summit google voice number. There can be more students or leaders, but not less than the primary three mentioned. The Summit Pastor, and any who he assigns, will have unhindered access to each text sent with the google number. First, this plan provides parents with input regarding leader/student communication. Second, it provides accountability and accessible records. There are at least three steps that must be followed for this to be permissible:

1- The parent(s) of students wanting to be involved must sign a Summit Communication agreement. This signature permits Summit leaders to communicate with students by way of a group text format. The agreement will be on file in the church office.

2- The Summit leaders sign a copy of the Summit Communication Agreement. The agreement will be on file in the church office.

3- Summit leaders will establish a "group" text for each student they communicate with, including the Summit google voice number.

**Communication Policy for LEADERS/VOLUNTEERS/Parents**

Texting, e-mailing, and other forms of electronic communication have become common today, especially among students. Texting and electronic communication can be a vital part of youth ministry work, but their improper use can produce serious consequences.

FBBC/Summit Student Ministries desires to promote safety and to create a healthy environment for texting and electronic communication between its youth workers and students who participate in youth ministry activities. As a result, FBBC/Summit Student Ministries has developed the following guidelines:

1. Summit volunteers/leaders who want to communicate with minors using text messaging, e-mail, social networking websites or other forms of electronic media must first sign a consent form. Being a youth leader also means they have taken our Reducing the Risk class.
2. Summit volunteer/leaders may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful when communicating with each other or with minors involved in ministry activities.
3. Except in an emergency, Summit volunteers/leaders may not transmit any personal information pertaining to a minor without the youth ministry participant and his or her parents or guardians signing consent forms. This applies to group texting, group email, or any other public method of electronic communication. Personal information may include such things as a minor's name, phone number, e-mail address, or photograph.
4. Summit volunteer/leaders who become aware of possible child abuse through electronic media must immediately notify their supervisor. The ministry will consult with its attorney and report abuse as required by law.
5. All information, images, or videos shared electronically through public ministry communications channels aren't considered confidential.
6. To participate in ministry electronic communications, students and their parent(s) must sign a related consent form. This will be kept on file.
7. Students who violate this policy may lose electronic communications privileges with Summit leaders or be removed from the youth ministry program. The ministry's pastoral leadership will notify parents immediately of any violation.
8. Except in an emergency, Summit volunteers/leaders and students will only text during hours of 8:00 AM and 10:00 PM

By signing, I am agreeing to and will abide by these policies.

\_\_\_\_\_  
Summit Leader

\_\_\_\_\_  
Date

**AUTHORIZATION AND CONSENT**

- All church outings and activities, as well as transportation to and from those activities, must be approved by a member of the pastoral staff. These activities must be documented on the official church calendar.
- Do everything you can to keep the parents informed about and involved in their minor's activities. Parents or legal guardians must sign authorization and consent forms for all activities that take minors off the church campus.
- Transportation for church-related activities will be done by authorized church personnel only. If and when multiple vehicles are used, they are to stay together as a group, following the directions of the church's authorized coordinator. If you ask another adult to drive other than authorized church personnel, you make yourself personally liable as well as the church.

### **AUTOMATIC DISQUALIFICATION**

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deterred adjudication for any offense outlined below, or is presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

- Any offense against minors as defined by state law.
- A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting minor pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
- A prior criminal history of an offense against minors.

### **GENERAL SUPERVISION PROCEDURES**

- At least two adults, preferably unrelated, must be present at all classrooms, and church activities, including transportation to and from an activity. This includes activities on-site as well as off the church property.
- Organized events on or off the church campus will be staffed with a minimum of 1:10 adult to student ratio.
- When a church-sponsored minor's or youth group has both male and female participants, both male and female adult sponsors must also be present.
- The pastor or one delegated to do so by him must be informed in advance of all activities held on or off the church campus. Parental permission will be secured for off-site activities. All activities for students, whether on or off the church campus, must be scheduled on the official church calendar.
- Under some circumstances, a mature, responsible older teenager may take the place of the second adult.
- Overnight events that are attended by students of both genders must also be chaperoned by adults of both genders. At least one adult will be present in each sleeping area.
- 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 public or in a room where interior windows allow a clear view of the activities in the room.
- All volunteers for events and classes must be approved in advance by the leader of the organization sponsoring the activity. If a scheduled volunteer is unable to attend an event at the last minute, pre-approved volunteers may provide supervision.
- If a minor initiates a private conversation with an adult without parental approval, a second adult, preferably of the same gender as the minor, should be present. If this is not possible, the door to the room must be left open, with another adult nearby.

- If adequate supervision is not available, activities will be cancelled.

## **CLASSROOM DISCIPLINE**

All teachers and workers will use the following discipline measures.

- If a minor is behaving inappropriately, the teacher or worker will tell the minor specifically what he/she is doing that is not acceptable and state what the expected behavior is (e.g., for young minor, "We do not throw the blocks. We use blocks for building.") If this measure is not effective, the minor will be guided to another activity. If inappropriate behavior continues, the minor may be placed at a table to work alone away from the other students. If the minor's disruptive behavior continues after these steps have been taken, the minor's parents or legal guardians should be contacted. If they are not available, the minor may be taken to the Sunday school superintendent and left under his or her supervision along with another adult. No corporal discipline or verbal abuse (e.g., ridicule) are to be used at any time. If isolating the minor within the classroom or removal of the minor from the room becomes necessary, the situation will be recorded on a disciplinary incident form and discussed with the minor's parents or guardian as soon as possible.
- Violent behavior shall not be tolerated and will be dealt with accordingly:
  1. ***Students under the age of twelve:*** Where minor in the primary and junior division are behaving in a violent manner and are non-responsive to instruction telling the minor to stop their behavior, staff members shall use the minimum amount of force necessary to prevent injury to persons or property within the vicinity of the violent person(s). The parents of the minor must be involved in any action plan for remediation. The decision to report to the police will be made by the senior pastor. Police may take reports of incidents of violent behavior committed by persons of this age group. The staff member is to immediately report to the pastoral staff and police incidents involving sexual assault, serious injury and serious damage.
  2. ***Students twelve or older:*** For young people ages 12-17 years, any violent incident that may be considered criminal shall be reported to the police at the discretion of the pastor or as required by law. Students who are 18 years or over are considered adults, and the procedures of the state criminal code will be followed if these persons are charged and/or tried for criminal activities.
- Any violent behavior, whether or not it is reported to the police, is to be reported to the pastor and recorded by the staff member on an Incident Report Form. This report contains a description of the incident, a reference to any call made to the police and, if applicable, reference to any disciplinary response. This information together with any letters to the student and/or parent/guardian will be filed in the church office.

## **OPEN CLASSROOMS**

- Classroom doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done where paid staff or volunteers are in sight of other adults. Under no circumstances should any adult worker, paid or volunteer, ever be alone with a minor not his own in any closed classroom, restroom, vehicle, closet or other area.
- Classrooms will be visited without prior notice by church staff, parents, or other church workers by church leadership or a representative. These brief observations of youth ministries can happen at any time during the times there are meetings.

## **DRIVING POLICIES**

The designated leader of a church event must know each person designated to provide automobile or van transportation to or from church or church sponsored events. The driver must:

- Be at least 21 years old;
- Have a valid state driver's license, qualified for the vehicle being operated;
- Have no record of convictions for the past five years for drunken driving, driving under the influence, driving with a suspended or revoked license, or reckless endangerment;
- Have proof of insurance;
- Never be alone in a vehicle with a minor not from their family.
- In general, have a reputation as a safe driver.

### **OVERNIGHT TRIPS**

Situations where staff members are taking minor or young people out of the area for long periods of time or for overnight outings are to be carefully planned. Only known, proven staff will be permitted to sponsor/chaperone the trips. New staff or volunteers may be used as additional sponsors, but shall not be left alone with the minor or young people in a situation where there is no other staff to observe. Under no circumstances will one adult be allowed to take minor or youth on an overnight outing.

### **WORKER LIMITS OF MINORS**

To abide by New York State's law, young people who work as helpers under adult supervision cannot work more than 3 hours on a school day and no more than 8 hours on a non-school day. If a young person works more than 4 consecutive hours, they must have a 30-minute break.

### **CLOSING**

Youth workers are to make sure no minor is locked in the building after any planned church activities.

### **Safety and Security Information**

- Summit student ministries are to have their own basic first-aid kits.
- The entrance doors to the commons and individual room doors will be locked during service. A Director will be able to let a parent in when necessary.

**Emergency Policy:** If the fire alarm should go off or other emergencies arise during the service:

- If there is an emergency Lock-Down due to a dangerous situation requiring Teen wing to be locked down, our security team will notify the Leaders and the main wing doors will be locked.
- Students will be moved to a place in the room out of view of the door and hall windows.
- Volunteers will follow any ongoing instructions regarding a possibility of moving the students out of the building.

### **Our VOLUNTEERS**

#### **A. Requirements**

Because we love students and desire to protect them, all volunteers in Summit must agree to the following:

- Complete the Reducing the Risk Class (Anyone 12 and over). Our platform is **Protect My Ministry** which includes video training classes, review tests, and background checks.
- Maintain consistent Church attendance.
- Agree to comply with Policy and Procedures of minor's ministries.

## B. Expectations

- **Arrival:** Leaders should arrive 15 minutes prior to service.
- **Check-in:** ALL volunteers must sign in using CCB. NO EXCEPTIONS. This applies to all volunteers.
- **Departure:** At least TWO Volunteers/Leaders must remain until all students have departed from any event in which they are the last in the building.
- **Courtesy:** Communicate and conduct yourself in a Christ-like manner. Be approachable, have a good attitude, and be friendly.

## COVID-19 ADDENDUM

### COVID policies in addition to regular weekly policies

1- Policies for minor's ministries rooms.

- Floor markings will be in place
- No more than 15 kids in a room
- Tables 6 feet apart
- Touch free sign-ins
- Hand sanitizing stations in each room
- No congregating at drop-off, pickup

2- Policies for minor's ministries volunteers, minor, parents.

- Limit sharing of objects being used. All rooms and objects will be cleaned after class
- Volunteers/staff need wear masks all times during classes
- Socially distancing observed
- Volunteers answer a health questionnaire of three questions for every volunteer session.

## Recognition and Agreement

I have received and read a copy of *First Bible Baptist Church's* Child Protection Policy and Procedures and agree to the following:

- to become familiar with all information contained therein.
- to comply with the information contained herein.
- to prevent the sexual, physical and emotional abuse and neglect of minor in all ministry related functions
- to report any instances of such abuse or neglect of which I become aware
- to report any violations of the ministry's minor protection policy

I understand that these policies are the property of *First Bible Baptist Church*. These guidelines have been designed to guide and assist you when working with minor and youth. The information establishes general practices and guidelines. *First Bible Baptist Church* reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_