



*Student Ministries*  
**Policies and Procedures**  
(7th-12th Grade)

# Student Ministries Pastoral Staff

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Pastor of Student Ministries

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Pastor of College Ministries

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# Student Ministries Abuse Policy

To prevent allegations of, or actual occurrences of child abuse, all workers are to follow the guidelines listed below. Anyone who works with youth at Calvary Church is subject to the supervision and evaluation of the Student Ministries staff. Calvary Church reserves the right to dismiss workers who fail to follow the Student Ministries policies and guidelines. This policy does not apply to employees of Calvary Christian School and Preschool that are subject to the supervision and policies of those schools.

## 1. STAFF APPROVAL

- All staff members must have completed the Student Ministries Staff Application and be interviewed by a Student Ministries pastor.
- All staff members must be approved by a Student Ministries pastor and the Student Ministries Board.

## 2. STAFF/STUDENT PROCEDURES

- No staff member may be alone with a student at any time.
- Same sex individual counseling is appropriate only in a public area where others can easily see you.
- If a private setting is needed for counseling with a single student, a second adult is required to be present. In the event a second adult is not available, a second student must be present.
- Physical contact with students should be minimal, age appropriate and done in the presence of other adults in an open area.
- Window blinds must be kept open and doors must always remain unlocked in classroom where youth activities are occurring.

## 3. OFF CAMPUS ACTIVITIES

- A staff member may never take one student off campus alone.
- In the event that an individual student is taken aside for counsel, all interaction shall be conducted in plain view of others.
- Extended counseling is appropriate only in the immediate presence of a second adult.
- Staff members are never to be alone in an automobile with an individual student.
- An Activity Approval Form must be filled out and all activities are to be pre-approved by a Student Ministries pastor.
- Small group activities are always to have a minimum of two staff members present unless pre-approved by a Student Ministries pastor.
- In the event that only one staff member is present at a pre-approved group activity, the activity must take place in a public setting.
- A signed release form for each student is required for all off-campus activities.
- At the conclusion of activities, staff members will remain with students until released to the custody of a parent or guardian.
- In the event a staff member finds himself/herself alone at the end of an activity, that staff member must be in a well lighted public area. It is best to ask someone to wait with you.

## 4. REGULAR PRE-APPROVED MEETINGS

Groups which meet on a regular basis with only one staff person in attendance. These groups frequently go off-campus. The following procedures will be followed in addition to all other off campus activities guidelines.

- The meetings must be pre-approved by a Student Ministries pastor.
- A medical release form must be signed by the parents or guardian informing them that this is an exception to the policy with only one staff person in attendance. The location of the event must be written into the release form. A list of two or three places is adequate as long as the groups do not go anywhere other than those places.
- In the event that a group leader has only one student show up for a meeting, there are two options available:
  - Join another group for the evening

- Cancel for the evening with the student and release the student into the care of their parent or guardian.

## **DEFINITIONS OF CHILD ABUSE**

As defined by the "National Committee for Prevention of Child Abuse"

### **Physical Abuse**

Non accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.

### **Neglect**

The failure to provide a child with basic needs, including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.

### **Sexual Abuse**

The sexual exploitation of a child by an older person, as in rape, incest, fondling of the genitals, exhibitionism, or pornography. It may be done for the sexual gratification of the older person, out of a need for power, or for economic reasons.

### **Emotional Maltreatment**

A pattern of behavior that attacks a child's emotional development and sense of self worth such as constant criticizing, belittling, insulting, manipulation; also, providing no love, support, or guidance.<sup>1</sup>

### **Recognized indications of abuse may include:**

- Unexplained or inadequately explained injury (e.g. a patch of hair missing, a burn, a limp or bruises)
- Inordinate number of "explained" injuries such as bruises on his/her arms and legs over a period of time
- Drawing, in conjunction with verbal testimony
- Prayer requests or written allusion
- Verbal testimony
- Complaints about numerous beatings
- Complaints about someone "doing things" to them when others are not at home
- An unkempt, dirty appearance, smells or has bad teeth, hair falling out or lice
- Being inadequately dressed for inclement weather
- Wearing long sleeves and long pants during the summer to cover bruises

<sup>1</sup> Paula Juadees and Leslie Mitchel, Physical Child Abuse, National Committee for the Prevention of Child Abuse. 1992, p.3.

## **HOW TO REPORT SUSPECTED CHILD ABUSE**

1. All Lay Staff members are to be familiar with the definitions and description of child abuse.
2. If a Student Ministries volunteer suspects that a student involved in the Student Ministries program at Calvary Church of Santa Ana has been abused, the following steps are to be followed:
  - a) Report the suspected abuse to their designated ministry area's pastor on staff.
  - b) Do not interview the student regarding the suspected abuse. The interview process will be handled by trained personnel.
  - c) Do not discuss the suspected abuse. It is important that all information of the suspected child abuse be kept confidential.
3. Lay Staff reporting suspected child abuse will be asked to complete a Suspected Child Abuse form. Confidentiality will be maintained where possible. This report is to be completed within 24 hours and given to the Director of Students Ministries or Lay Staff person responsible for your area of ministry.
4. Once a suspected child abuse case has been reported by a Student Ministries Lay Staff member, steps will be taken to ascertain the validity of the abuse and report it to the designated reporting agency.



# EMERGENCY PROCEDURES

## What should I do if a child is injured or becomes ill?

1. If a student is **seriously** injured or becomes **seriously** ill, call 911 (use church phones or pay phones). If an individual becomes **mildly** injured or ill, send a Lay Staff member immediately to the Security Office (located in the Calvary Preschool Office). There is a nurse on duty who can be paged at all services. She will determine what first aid is needed for those minor problems. What is minor or serious is a subjective decision. Use your best judgment. Always notify the Student Ministries Lay Staff person for your area, and he or she will locate the student's parent.

If you are in a classroom in the upper "A" Building, "B" Building or any classroom in the "C" Building, Family Center, S-5, Modular or D-107, you can get help by using the phone in your classroom and dialing extension 351 (Security Office). If you are in the Lower "A" or "B" Buildings you can reach the Security Office by dialing 10.

2. If a child suffers a minor injury (scrape, bruise, bump, etc.) clean the wound with water and apply a bandaid. We are not permitted to administer medication of any kind.

3. If any injury or illness occurs, please complete the Student Ministries "Injury Report Form." Please give a copy to the parent or guardian and a copy to the Student Ministries office. (sample attached)

## What should I do if the fire alarm sounds?

Do not wait to see if this is a false alarm. Evacuate the classroom immediately! Follow the Evacuation Plan posted by the door in your room. Wait for an "all clear" signal before you re-enter your room. Do not call 911. This is the responsibility of the Security Office and Calvary Church staff.

## What should I do if I observe someone acting "suspiciously?"

Notify the Security Office immediately. They will handle all inappropriate situations and behavior.

## What should I do if I encounter difficulty with a parent or another Lay Staff member?

If you find yourself in a situation with an angry parent, a conflict with another Lay Staff member or confronted by someone behaving inappropriately, contact the Student Ministries Lay Staff member for your area who will handle the situation. If she or he is not available, or the other party leaves, please complete an Incident Report Form and return it to the Student Ministries office.

Call 911 for police assistance if someone is out of control to the point of injuring someone.

# Emergency Earthquake Plan

In the event of a significant earthquake while here at Calvary Church, the following guidelines are to be followed:

## A. Before an earthquake

1. Know your evacuation route from your meeting room or area, etc. It is posted by the door in every classroom.
2. Knowledge of First Aid and CPR is recommended. Classes are available through Calvary Church.
3. Staff ought to bring their staff manuals to meeting times. Rosters of students in their small groups are included in their manuals and ought to be continually updated with new comers.

## B. During the earthquake

1. **Remain calm.** Do not run or panic.
2. **Remain where you are.** Stay indoors or outdoors.
  - a. If indoors, "duck and cover" by getting under a desk, table or chair if that is all that is available. Stay away from glass windows and doors. Do not run outside!
  - b. If outdoors, get away from buildings. Go to a clear area and stay away from walls, utility poles and downed wires.
3. **Do not run through or outside buildings.** The greatest point of danger is just outside doorways and close to outer walls.
4. **Utility Damage:** You may smell a gas leak. Do not light a match or use any other open flame. Inform an authority if you smell gas!

## C. After the earthquake

1. Check for injuries. Treat any minor injuries as needed (i.e. bandaids, ice packs, stop bleeding, etc.)  
In the event of a life-threatening emergency, do not move the victim unless it is absolutely necessary to do so. Advanced medical aid will be located at the Security Office. Send someone for help!
2. Stay in your classroom. **Do not evacuate** unless...
  - a. You see obvious signs of fire.
  - b. You smell gas.
  - c. You are instructed to do so by the fire department, the police, or someone else who is in charge.
3. In the event you must evacuate your classroom:
  - a. Take your staff manual and follow the established evacuation procedures.
  - b. Take a head count when leaving your class and when you get to your designated location. Check your small group roster in your manual.
  - c. Keep students together.
4. **Stay with your student group until the parents or guardians arrive to pick them up**

# General Standards for Student Ministries Staff

## My Commitment to Serve

*"And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him."*  
Colossians 3:17

As a staff member in the Student Ministries Department, I will:

1. Be an active advocate of Calvary Church's purpose, vision and values. Support the leadership and total program of the church. Hebrews 13:17
2. Give my best in the area of ministry I have accepted, and will demonstrate my faithfulness to my ministry through preparation and participation.
3. Strive to lead a life that is honoring to the Lord with the awareness of the influence I will have upon the students I lead. I understand that first and foremost as a worker in the ministry to students, it is expected that my daily walk should please the Lord. I will strive for consistent prayer and Bible study. I am committed to choices and a lifestyle that is godly and above reproach. This includes abuse of drugs, alcohol, and tobacco; involvement in inappropriate sexual activities, immodest dress, or any unhealthy compulsive or addictive behavior.
4. Remember at all times that I am working with the lives of students to help mold them after the life of the Lord Jesus Christ as set forth in the Word of God. Matthew 18:1-6
5. Commit to Student Ministries for at least one year (renewable annually)
6. Attend monthly staff meetings.
7. Be consistent and on time to all meetings, trips, or activities I have agreed to attend. I will also inform the pastor in a timely manner if I will be absent.
8. Refrain from dating students in the youth ministry and refrain from seeking out dating relationships with members of the same specific ministry's staff.
9. Strive to effectively minister to the students by:
  - a. Knowing the students assigned to me, being aware of their individual needs and praying regularly for them.
  - b. Having fully prepared for my ministry.
10. Strive for faithful attendance at:
  - a. The worship services of the church.
  - b. An age or stage-in-life appropriate Adult Bible Fellowship
  - c. Special training opportunities as they become available.

Qualifications for Staff Members:

- Be at least two years removed from the age group in which you serve and at least 18 years old
- Be a member in good standing of Calvary Church of Santa Ana
- Be a believer, displaying maturity as evidenced by the fruit of the Spirit

*"Therefore, my beloved brethren, be steadfast, immovable, always abounding in the work of the Lord knowing that your labor is not in vain in the Lord."*

I Corinthians 15:58

## What We Believe

1010 N. Tustin Avenue • Santa Ana, CA 92705 • (714) 973-4800 ext. 331 • FAX (714) 285-0286

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*Calvary Church of Santa Ana*

1. We believe the Bible is the Word of God, without error in its original autographs. Psalm 19:7-11; II Timothy 3:16-17; II Peter 1:16-21
2. We believe in a personal God, who manifests Himself as Father, Son, and Holy Spirit and is Creator of the universe. I John 5:1-8
3. We believe that Jesus Christ is God in human flesh, born of a virgin, sinless, the One who died on the cross for our sins, arose from the dead and is alive in heaven right now. John 1:1-14
4. We believe that Jesus Christ is coming again to take His believers to heaven and to return with them to set up His Kingdom on earth. Thessalonians 4:13-18; I Corinthians 15:50-55, Revelation 19:19-20; 20:1-6
5. We believe that all are sinners and are saved from sin, death and hell by personal faith in Jesus Christ as our only Lord and Savior. Hebrews 2:9; John 6:44-69; John 3:1-18
6. We believe that salvation is by God's grace apart from my human effort or merit. Ephesians 2:8-9
7. We believe that all believers in Jesus Christ are born again, indwelt and baptized by the Holy Spirit, and can never lose their salvation. Romans 8:14-27
8. We believe that God wants us to reach our world with the Gospel of Jesus Christ and we are committed to that task with our money, talents, time, and personal involvement. Matthew 28:16-20; Acts 1:8

## **In Pursuit of a Healthy Growing Church**

David J. Mitchell

*The healthy growing church is...*

1. A church with a clearly established biblical Purpose, Vision and Value statement that applies to all the membership.

**Our Purpose** (*Why we exist*) To glorify God is all we say and do and to mature believers both at home and around the world. I Corinthians 10:31; Ephesians 4

**Our Vision** (*Where we are going*) Calvary Church is to be a united community of growing believers who are empowered to engage their friends and neighbors with the love and grace of Jesus Christ.

**Our Values** (*How we are to live out our purpose*)

**Worship:** To love the Lord with all our heart, soul and mind...our magnification of our Lord in praise and adoration.

**Instruction:** To learn from our Lord...our maturity in Christ.

**Service:** To live for our Lord...our ministry for Christ.

**Evangelism:** To lead others to Christ for salvation...our multiplication through Christ.

2. A church where all the leadership are active advocates of the Purpose, Vision and Value statement by modeling, communicating and openly participating in it so as to persuade the congregation to a unified participation as well. I Timothy 4:11-16; 5:7; II Timothy 1:8-12
3. A church that develops forms of ministry in a mutually cooperative and unified effort with all other ministry areas. Each form will be selected that best achieves the functions of that ministry as described in the Purpose, Vision and Value statement.  
*Acts 6 i.e., use of such forms as Sunday School classes, small groups, home Bible studies, one-on-one discipleship; and selecting times, days, sizes and locations that work best.*
4. A church that chooses those best forms of ministry with a goal to expand the opportunity to reach even more people for Christ who also will unite behind the Purpose, Vision and Value statement. Philippians 1:12-21
5. A church where all the leaders unite behind the most effective forms of ministry to achieve the greatest opportunity to reach the largest number of people for Christ. Ephesians 4:3  
*...This may require some to change or be flexible so as to gain this unity of form and function of ministry, which is for the greater good of the entire body.*
6. A church that is not dependent on a certain pastor, elder, or other leaders as the key ingredient to grow that healthy church. Rather, spiritual and numerical growth is accomplished through a collective support and pursuit of the biblical Purpose, Vision and Values of the church and forms of ministry that apply those values in people's lives. I Corinthians 1:10-17  
*...People (pastors, elders, other leaders) will come and go, but timeless values based on the Bible, developed in relevant forms of ministry, will maintain a unified church until Christ returns.*
7. A church that carries out these principles in a spirit of love and grace, speaking the truth in love...until we all attain the unity of the faith and of the knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ. Ephesians 4