



Kansas  
Mission  
Church

## STUDENT MINISTRY POLICY

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# WELCOME

Welcome to Kansas Mission Church!

At Kansas Mission Church (KANSAS MISSION CHURCH), we take our responsibility to care for children and youth very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which youth can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for volunteers and staff members providing services from our nursery through Youth Group (12<sup>th</sup> grade). Our policies are intended to create a safe environment for children and students, protecting students, you, and the mission of KANSAS MISSION CHURCH.

After you have carefully read these policies, please sign and return the agreement form located on the last page. If you have questions, please contact your ministry director.

Thank you for serving, loving and protecting our students.

Sincerely,

*Kansas Mission Church Leadership*

## **Our Mission Statement**

The Student Ministries of Kansas Mission Church exist to glorify God through evangelizing students, encouraging parents, and edifying servants so that the gospel may be accessible to our students, families may be supported, and the church may be strengthened.

## **Our Purpose**

God's glory is the ultimate purpose of all things (Rom 11:36) and is inseparably linked to redemption (Eph 1:12) through which regenerate man has the desire and ability (2 Cor 3:18) to please and praise God in everything (1 Cor 10:31). The church was established for God's glory and is a primary means through which He is exalted (Eph 3:21) as she shares, defends, teaches, and embodies His truth (1 Tim 3:15). This reality is manifested as the local church embraces its commission to evangelize to the lost and its call to equip and encourage the saints, including parents. Therefore, Student Ministries serves as an effective vehicle through which the church is strengthened as she glorifies God through sharing the gospel, supporting parents, and strengthening the saints.

## **Our Philosophy of Ministry**

### **1. Evangelizing Students**

#### ***The Mandate***

The church has a mandate to take the gospel into all the world and to share the good news of Christ with every person (Mt 28:18-20; Lk 24:46-47). Therefore, the motivation for Student Ministries must begin with God's command to evangelize to the lost, which also includes children (Acts 2:39). Thus, Student Ministries is a practical feature of our church's desire to obey Christ as we participate in this facet of the Great Commission.

#### ***The Mindset***

We understand that a child's greatest need is regeneration because children are dead in their sin and without hope of salvation (Rom 3:23). Yet, children, as well as adults, can receive forgiveness of sins, a relationship with God, and purpose in life through trusting in Christ as Lord and Savior (Rom 10:9-13). This reality is the cornerstone of our ministry to children as their greatest need for the gospel is our greatest opportunity for eternal impact (Rom 10: 14-16).

#### ***The Mission***

Therefore, the target of our ministry is heart preparation as we cultivate the soil of children's hearts through sowing the seed of the gospel. This includes teaching children the fear of God, humility over weakness, penitence over sin, facts about the gospel, and an appreciation for Christ. Furthermore, since salvation is of the Lord, we avoid

soliciting salvation professions but encourage the fruit of repentance as demonstrated through a life of submission to Christ's lordship.

## **2. Encouraging Parents**

### ***The Mandate***

Parents have a mandate to raise their children in the discipline and instruction of the Lord (Eph 6:4; Col 3:21; Deut. 6:4-9). Thus, parents are to be the primary evangelists and spiritual trainers and disciplers of their children. This is a continuous command that is actively fulfilled by the parent while being a godly example, giving personal exhortation, and specific edification for the spiritual well-being of the child.

### ***The Mindset***

The church is called to encourage parents in their God given task of raising godly children. This is clearly implied through the household commands (Col 3:18-21) and the church's mandate to equip, edify, and encourage believers (Eph 4:12-16). Furthermore, the Scriptures call for strong Christian families that are growing and being molded through the ministry of the Body of Christ (Eph 5-6). Therefore, our church seeks to support and enhance the spiritual vitality of the home while never usurping the parental role and responsibility.

### ***The Mission***

Therefore, our mission is to support parents in their God given role of raising children to love Christ. We seek to accomplish this through edifying parents with classes, Bible studies resources, and personal shepherding geared to elevate their effectiveness. We also provide encouragement through offering quality childcare so that parents can attend worship, Bible studies, or other ministries undistracted. Lastly, we seek to lovingly exhort those parents who may not have fully embraced their God given responsibility to raise their children in the Lord.

## **3. Edifying Servants**

### ***The Mandate***

The church also has a mandate to edify and equip servants for the work of the ministry (Eph 4:11-16). This happens as pastor-teachers provide spiritual leadership and resources provoking people to grow in Christ-likeness. Thus, this practical preparation "for ministry" is inseparably linked to actually placing saints in the ministry. This further accentuates spiritual growth as saints exercise spiritual giftedness *through serving the Body, which ultimately strengthens the Body!*

### ***The Mindset***

Student Ministries is an effective link in the chain of equipping and enlisting saints into productive ministry that promotes the spiritual growth and vitality of the church. This ministry serves as an appropriate place where believers can embrace their mandate to minister while also being ministered to through continual edification. Thus, the Student Ministries provides a plethora of opportunities for saints to sacrificially serve and grow while simultaneously strengthening the church.

### ***The Mission***

Therefore, our mission is to also provide a place of constant edification for our faithful servants who minister every week. We desire that they continue to be equipped even though they are already enlisted into the ministry of the church. In order to accomplish this, we seek to provide opportunities for growth and encouragement through pastoral oversight, Bible studies, and enriching curriculum that take them deeper into the Word. Also, we provide events designed for ministry wide worship and fellowship that are always uplifting. These servants are also edified as they communicate God's truth to children and each other on a weekly basis.

## Expectations

### Students will act like students:

- Having the proper expectations diffuses frustrations, displeasure, and discontentment
- Understand that students occasionally have bad days.
- Allow room for isolated incidents of “acting out” while watching for patterns.
- Sunday can be a long day for students.
  - Some students may be hungry.
  - Misbehavior and lack of self-control are *expected* in this environment.
    - Our concern is not their perfect behavior, but how we can make their time more enjoyable.
  - When students err, our response is grace.
  - We are not to be heavy on discipline, rules, restrictions, and correction.
  - For class management we utilize structure, rewards, and guidelines.

### Our interaction with parents will be marked by grace, patience, and humility:

- We serve parents best by showering them with encouragement, love, and extraordinary care.
- Parents are ministered to when they see that you love their child.
- We can demonstrate humble service through joy:
  - in our labor
  - in our interaction at check-in/pick-up/ welcoming time/ dismissal (by name)
  - in our attitude
- Know parents by name.
- DO NOT parent the student.
- DO NOT parent the parents.
- Thank parents for the opportunity to spend time with their child (no matter their behavior).
- Praise children in front of their parents.

# **KANSAS MISSION CHURCH STUDENT SAFETY SYSTEM**

Because we desire to protect students involved in our ministries, all volunteers and staff members must complete the KANSAS MISSION CHURCH Student Ministry screening process, including a background check. All volunteers must be approved by the student ministry staff in order to serve.

## ***STEP ONE: SEXUAL ABUSE AWARENESS TRAINING***

All staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in “grooming” a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and/or the trust of the child’s parent or ‘gatekeeper’), manipulate the child into sexual activity and/or keep the child from disclosing the abuse.

To equip you with information necessary to recognize abuser characteristics and grooming behaviors, KANSAS MISSION CHURCH requires all staff members and child-serving volunteers to complete Sexual Abuse Awareness Training. This training may be completed live or online and must be renewed every two years.

## ***STEP TWO: SCREENING PROCESS***

Staff members and volunteers serving with children are required to complete the Kansas Mission Church Screening Process, which includes:

- Volunteer/Employment Application
- Background Check
- Face-to-Face Interview
- Reference Checks
- Agreement with KMC Doctrinal Statement
- A life that demonstrates the qualities of biblical character
- Leadership approval

A volunteer must attend Kansas Mission Church services for 12 months before being eligible to serve in positions providing ministry services to children, and have become a member of the church before being eligible to serve in positions providing ministry services including teaching to children. Exceptions may be approved by at least 2 members of the KMC leadership team.

## ***STEP THREE: POLICIES & PROCEDURES***

Please review these policies and sign the last page indicating that you have read and understood the material, and agree to comply with our policy requirements.

## ***STEP FOUR: CRIMINAL BACKGROUND CHECK***

All staff members and volunteers working with children must undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of

criminal background check may be required. Individuals who have committed sexually-oriented or sex-related crimes may not serve in any area providing services to children or minors. In addition, certain other past criminal acts or accusations of abuse will preclude an applicant from serving minors.

### *CHILD PROTECTION*

Kansas Mission Church supports and maintains a **zero tolerance** policy concerning child abuse and neglect. It is a violation of Kansas law for any volunteer or staff member to physically, sexually, or emotionally abuse or neglect any child participating in Kansas Mission Church programs.

### *ENFORCEMENT OF POLICIES*

Student Ministries maintains the highest standards in order to protect both the volunteers and students in our ministry. Anyone working with children or students at Kansas Mission Church is subject to the supervision and evaluation of the ministry staff and must follow these guidelines. Staff members and volunteers in supervisory positions must diligently enforce all policies.

Kansas Mission Church staff reserves the right to dismiss volunteers who fail to follow the policies and guidelines.

### *CONSEQUENCES OF VIOLATION*

Any person accused of committing any act considered by the church to be harmful to a student will be immediately suspended from participating in Children's/Student ministry. This suspension will continue during any investigation by law enforcement, Child Protective agencies or an external organization selected by the Church (i.e. G.R.A.C.E).

Any person found to have violated this policy may be prohibited from *future* participation in all activities and programming involving minors. If the person is an employee, such conduct may result in termination of employment.

Failure to report a known or suspected policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participating in any future activities involving minors at Kansas Mission Church.

Staff members and volunteer leaders should discuss immediately with their supervisor any inappropriate action or breaking of this policy and will seek counsel from the church Safeguarding Team or Ministry Leadership.

## **REPORTING ABUSE OR SUSPICIONS OF ABUSE**

### *REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS*

Kansas Mission Church is committed to protecting the students in this ministry from any form of abuse. Kansas Mission Church has a Zero-Tolerance Policy that prohibits any act of sexual, emotional or physical abuse. This zero-tolerance policy requires all Kansas Mission Church employees and volunteer leaders (those who work directly with students) to immediately report any occurrence (or suspected occurrence) of child abuse to a member of our staff. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services and/or criminal law enforcement.

Because sexual abusers 'groom' children for abuse, it is possible that a staff member or volunteer may witness behavior intended to groom a child for sexual abuse. Please report 'grooming' behavior, policy violations, or any suspicious behaviors to an immediate supervisor, such that the church may take appropriate action to safeguard children in the program.

### *REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE TO LAW ENFORCEMENT*

**We report all suspected or alleged abuse or neglect of children to the state of Kansas Protection Report Center:**

**1-800-922-5330**

Because many adults are unfamiliar with Kansas reporting requirements and may be fearful of the process, Kansas Mission Church utilizes a 'tandem or dual report' model, where permitted. A 'dual report' occurs when a Kansas Mission Church Safeguarding Team member reports the suspicion or allegation *together* with the individual who saw, heard or received information causing him or her to suspect abuse or neglect.

THIS PRACTICE IS NOT REQUIRED, OR INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM REPORTING TO LAW ENFORCEMENT OR CPS *DIRECTLY*. Instead, it is meant to facilitate reporting, protect children and support individuals who may not feel able or willing to report alone.

*NO PERMISSION IS NEEDED from Kansas Mission Church before reporting to law enforcement personnel or the Child Abuse Hotline. In addition, a report may be made without involving or informing Kansas Mission Church personnel.*

While not required by state law, please report all suspicions of child abuse or neglect (or any inappropriate or 'grooming' behaviors of a colleague or coworker) to an immediate supervisor or a member of the Kansas Mission Church Safeguarding Team. This request is intended to assist the church in properly protecting children involved in Kansas Mission Church programs.

***When in doubt, report.***

# BUILDING SAFETY

## SUPERVISION

Only screened ministry volunteers, church staff members, and students are allowed in areas where ministry to students is occurring. All other adults should be asked for identification and immediately escorted out of the area. If questions or concerns arise related to any person in the area, a ministry supervisor or safeguarding team member should be notified immediately.

### Children's Ministry (Nursery through 5<sup>th</sup> Grade)

Two trained and screened volunteers (2 Adults or 1 Adult/1 Youth Group Student) should supervise students at all times. Avoid being alone with an individual student in any room or during any ministry program. If one supervising adult must leave a group of students, another volunteer or employee must be notified so that the *Two Adult Rule* can be followed.

Whenever possible there will be at least one Adult Male and Adult Female serving between the nursery and toddler room.

If two individuals serving in a room are married to one another, a third, unrelated volunteer or staff member must be present.

If an unusual circumstance occurs and you find yourself alone with a single student, move to a room or building occupied by others, or to a location easily observed by others. (Example: if a middle school student is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

If you need to talk with a student alone, do it in the hallway or a highly visible area, or have another leader with you. After every ministry event, ensure that every room, area and restroom is checked prior to leaving.

Avoid distractions that would impact your ability to effectively supervise students and maintain situational awareness (i.e., use of cell phones, wearing headphones).

## Youth Group

**Two trained, screened adults should supervise students at all times.**

Avoid being alone with an individual student in any room or during any ministry program. If one supervising adult must leave a group of students, another volunteer or employee must be notified so that the *Two Adult Rule* can be followed.

If two individuals serving in a room are married to one another, a third, unrelated volunteer or staff member must be present.

If an unusual circumstance occurs and you find yourself alone with a single student, move to a room or building occupied by others, or to a location easily observed by others. (Example: if a middle school student is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

If you need to talk with a student alone, do it in the hallway or a highly visible area, or have another leader with you. After every ministry event, ensure that every room, area and restroom is checked prior to leaving.

Avoid distractions that would impact your ability to effectively supervise students and maintain situational awareness (i.e., use of cell phones, wearing headphones).

### **SECURITY**

After every ministry programming event, ensure that every room, area and restroom is checked upon arrival and prior to leaving.

## **STAFF MEMBER / VOLUNTEER TO STUDENT RATIO**

Kansas Mission Church is committed to providing appropriate supervision in all ministry programs. Accordingly, the following worker-to-student **minimum ratios** will be observed:

1 - 10 students	at least 2 staff members or volunteers
11 - 20 students	at least 3 staff members or volunteers
21-30 students	at least 3-4 staff members or volunteers
30+ students	at least 4

Kansas Mission Church practices the “Two Volunteer Rule” which requires a reasonable number of volunteers (minimum of two) to be maintained when supervising students.

## **COMMUNICATING WITH FAMILIES**

Parents have an open invitation to observe all programs and activities in which their student is involved. However, parents who desire to participate in or have continuous, ongoing contact with their student’s program will be required to complete the Kansas Mission Church volunteer application and screening process.

### ***Parental Contact***

Parents will be contacted if a student becomes ill, injured, or has a severe disciplinary problem while participating in ministry programs.

## DISCIPLINE

No physical discipline may be used for behavior management of students, including spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors.

In the event of a fight or physical altercation, verbally redirect those involved and avoid physical intervention unless necessary for the safety of *other* students. In these instances, staff members and leaders are allowed to restrain a student with appropriate physical force, as needed. Uncontrollable or unusual behavior should be reported immediately to parents and a Student Ministry Staff Member. Any behavior problems will be handled in the following sequence:

1. The student will be asked to correct the behavior.
2. A staff member will talk with the student to discuss the problem behavior.
3. Parents will be notified of discipline or behavior problems.
4. The student will not be allowed to attend a ministry event. (This is a final measure, but not desired.)

If a student is unruly or fails to comply with verbal warnings or instructions, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. Any damage of property will be reported to parents, who will be responsible for repairs, including damage incurred at off-campus ministry events.

## BULLYING

Verbal, physical or emotional bullying is not acceptable in Kansas Mission Church ministry programs.

At the first sign of bullying in any form, act decisively, and inform your ministry supervisor. There is no "harmless put-down" where bullying is concerned.

1. *First Offense*: Issue a warning to the student and a general reminder to the group that this kind of interaction is inappropriate. Try not to embarrass or chastise.
2. *Second Offense*: Pull the offending student(s) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the student know that the next step is communication with a pastor and the student's parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.
  - a. Privately, but with another adult present, confirm that a student who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable.  
DO NOT SINGLE A STUDENT OUT IN FRONT OF THE GROUP: be discreet.

3. *Third Offense:* Send the student to a pastor for a phone call to his or her parents and possible removal from the trip, camp or event.

## **RESTROOM POLICIES**

Be aware if a student repeatedly leaves to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor. In public contexts, send students to use the restroom in groups of at least three, when possible.

### **Nursery (Less than 24 months)**

Diaper changes will not be provided by volunteers. Parents will be notified in the event a diaper change is required.

### **Toddler (2-4 years of age)**

Children will use the adjoining bathroom that is shared with the nursery. For larger events, such as Vacation Bible School, they may use common area bathrooms as needed. If assistance from the volunteer is required the door will remain open and an adult volunteer of the same gender will enter the bathroom to assist the child and verbally communicate actions taken for the other volunteer to hear. If assistance with wiping private parts is required the volunteer must notify the parents/guardian.

### **Children (Kindergarten – 5<sup>th</sup> Grade)**

Children in this age group will either use the common area bathrooms or bathrooms connected to their classrooms. These children should not require assistance from volunteers. If a circumstance occurs and assistance from the volunteer is required the door will remain open and the adult volunteer of the same gender will enter the bathroom/stall to assist the child and verbally communicate actions taken for the other volunteer to hear. If assistance with wiping private parts is required, the volunteer must notify the parents/guardian to assist. Only when a parent is off campus will a volunteer help wipe a child's private parts, and this will be supervised by a second adult volunteer of the same gender.

## **EMPLOYEE / VOLUNTEER POLICIES**

### ***TOBACCO USE***

Please abstain from the use or possession of tobacco products in church facilities, while in the presence of students or their parents, or during Kansas Mission Church ministry activities or programs, whether on campus or away. Kansas Mission Church is a tobacco-free facility.

### ***INTOXICANTS***

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with students, or while working with or supervising minors during any Kansas Mission Church program or activity.

## *NUDITY*

Never be nude in the presence of students in ministry programs. In the event a situation arises that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the ministry supervisor concerning arrangements for showering or changing clothes.

## *PHYSICAL APPEARANCE*

Please dress in modest, comfortable attire. Please do not wear thin-strapped shirts or low cut shirts while you are serving. First impressions are important; please take this into consideration when you are serving.

- No revealing swimsuits
- No revealing / form-fitting clothes
- No shirts with low necklines or that show midriff
- No short dresses, skirts or shorts

## *ONE-TO-ONE INTERACTIONS WITH STUDENTS*

Meeting the emotional or spiritual needs of students may occasionally involve interaction on an individual basis. Please observe the following guidelines when interacting with minors:

The Two Volunteer Rule should be diligently followed during ministry programs: do not interact *alone* with an individual student in any room or building.

In the event you find yourself alone with a single student, move to a room or area occupied by others, or to a location easily observed by others.

One-to-one meetings with an individual student must occur at a time when others are present and where interactions can be easily observed. *Example:* If a student desires additional conversation after regular programming has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.

If a closed-door meeting must occur, it should occur on church property, with a second adult present. The door must remain unlocked, and any window treatments *open*.

Never hold a one-to-one meeting with a student who is the opposite gender.

Any ongoing meetings with students (such as counseling, one-to-one discipleship, etc.) should be discussed with a Student Ministry Staff Member, and should comply with the Two Volunteer Rule OR occur in a public, easily observed location.

Staff members and adult volunteer leaders may not date (or have *any* sort of romantic interaction with) students in the student ministry.

### ***SEXUALLY ORIENTED CONVERSATIONS***

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any student in the program.

However, it is expected that from time to time student ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will convey to the students the church's views on these topics.

Students may have questions/struggles in this area and desire to confide in a trusted adult leader for guidance. Proceed with great caution, teach with sensitivity and from a biblical perspective.

- Avoid discussing anything of a sexual nature with students of the opposite gender.
- If a student's questions or comments on a sexual matter become too detailed or explicit in a group setting, the leader should use discretion and set up another time to meet with this student. For any follow up meeting: inform a student ministry staff member *first*, comply with the Two Volunteer Rule OR meet in a public, easily observed location.
- When in doubt as to whether a conversation could be interpreted as a "sexually oriented conversation," treat the conversation as such and follow this policy. When possible, clarify the question/topic with a Student Ministry Staff Member.

### ***SEXUALLY ORIENTED MATERIALS***

Sexually oriented materials (images or videos) are prohibited on church property or in the presence of students participating in any ministry program.

### ***PHYSICAL INTERACTION / APPROPRIATE DISPLAYS OF AFFECTIONS***

Appropriate touch is needed and encouraged, but it is vital that staff members and volunteer leaders do not blur or cross the lines. In light of this, the following guidelines should be observed:

- Physical contact in any form should be above reproach, for the benefit of the student, and never based upon *your* emotional needs.
- Your personal behavior must foster trust at all times.
- Pat a hand, shoulder or back in an encouraging manner.
- Side hugs: in public view and kept brief. When hugging someone of the opposite gender, hugs should be limited to side-hugs.
- Look for opportunities to give plenty of "high fives" and "fist bumps", unless this makes a student feel uncomfortable.
- Shake hands, or put an arm around the student's shoulder, briefly.

AVOID the following interactions:

- A sexual relationship with a student is never acceptable.
- Never touch a student in sensitive areas (breasts, buttocks, genitals) even if a student has been injured in one of these areas. Never allow casual contact in these areas, under or over clothing.
- No sitting on laps. (The only exception is when caring for a baby in the nursery)
- No hand-holding, unless part of a worship/prayer service or a group game.
- Never touch in anger or disgust.
- Never touch in a manner that may be construed as sexually suggestive.
- Avoid touching a student between the navel and the knees.
- Never carry a student piggy-back, or on your shoulders.
- Never kiss a student, or give (or receive) a massage.
- Never place hands beneath a student's clothing to play, rub, or comfort.
- Never tickle, participate in 'horse-play' or wrestle with a student.

Do not force physical contact, touch, or affection on a reluctant student, except in cases of necessary restraint for the protection of the child or others.

A student's preference *not* to be touched must be respected.

Physical contact and affection should be given only in observable places or when in the presence of others. It is much less likely that touch will be misinterpreted when physical contact is open to observation.

### *VERBAL INTERACTION*

Verbal interaction with students should be positive and uplifting. All verbal interaction should be encouraging, constructive, and mindful of our mission of aiding parents in the spiritual growth and development of students.

To this end, do not talk to students in a way that is or could be construed as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Do not swear in the presence of students.

In general, verbal interaction should occur in a location where others may observe what is happening. At no time should a student and adult disappear behind a closed door, or interact in an area which cannot be seen by others.

## **ELECTRONIC COMMUNICATION**

All communication with students must be above reproach and indicative of healthy boundaries. As with any communication, the content of any electronic communication should be readily available to share with the student ministry leader or a parent.

### **TEXTING**

Texting between ministry leaders and students is permissible only as outlined below. In general, texts should occur in 'group' form, whenever possible. Though students will often reply individually, make effort to text in group form and encourage replies to the group.

Prudent judgment must be used in the timing and content of texts. **Do not text before 7am or after 10pm** unless the texting occurs as part of a programmed ministry activity. Do not share photos and/or videos of a sexual or suggestive nature.

Avoid discussion of ANY sexual topic via texts.

Do not post inappropriate or off-color content, or comment on inappropriate or off-color posts. When in doubt, treat a post as inappropriate.

### **COMMUNICATION APPLICATIONS**

It is permissible for the ministry to have ministry accounts that use applications that have messaging features (i.e. Instagram, Facebook). At least one other ministry leader must have credentials to access the application and regularly review the messaging, comments and postings.

It is not permissible for ministry leaders to use personal accounts to direct message students. All group and direct messaging to/from students should be above reproach, available for supervisory access and originate from a ministry account – not a personal account. Kakao and Churchtrac are the primary messenger and communication platforms for KMC.

Avoid discussion of ANY sexual topic via social media.

Do not comment or reply to a student's post that is inappropriate or questionable. All interaction should be above reproach and reflect the integrity and values of Kansas Mission Church Student Ministry.

***No individual social media or texting communication may occur with a student of the opposite gender.***

The use of Snapchat (or other similar applications) with students is not permitted. Applications that allow anonymous messaging are not permissible.

Though the use of relationship applications are commonplace and acceptable, Ministry

leaders are prohibited from participating in Meet & Date or Meet & Chat applications (those applications intended to facilitate sexual encounters).

### *PERSONAL SOCIAL MEDIA*

As a ministry leader, maintain a high moral standard in your social media presence. Inappropriate social media content may be a basis for suspension from participation in student ministry at Kansas Mission Church. Please be cautious about the content of the posts on your personal social media. Please ensure that photos or videos posted on social media reflect Kansas Mission Church ministry guidelines related to alcohol, tobacco and modesty (dress, posture and content).

## TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when ministry workers are involved in the transportation of students:

- Students should be transported directly to their destination. Unauthorized stops to a non-public place must be avoided.
- Avoid transportation circumstances that leave only *one student* in transport.
- Avoid physical contact with students while in vehicles.
- Absent an emergency, **cell phones may not be used by drivers** while transporting minors (other than navigation applications for directions). In an emergency, stop the vehicle to use the cell phone, unless a stop cannot safely occur. Texting or other cell phone use is strictly prohibited while driving.
- In transportation, the two volunteer rule or 'RULE OF 3' meaning 1 volunteer and 2 or more students must be followed.
- Avoid transporting a single student.
- Never be alone in a vehicle with a student of the opposite sex.
- Never instruct a student to drive other students to a ministry event.
- Transport only the number of students for whom you have seatbelts.
- Seatbelts should be worn at all times while in the vehicle.
- No one should be double-buckled.
- Use extra caution when driving students.

## OUT-OF-PROGRAM CONTACT WITH STUDENTS

Kansas Mission Church safety standards established to protect students and ensure healthy relationships should be respected *outside* ministry programs as well. In addition to ministry safety standards, the following policies should be respected in all interactions with students occurring *outside* ministry programs.

- Never be alone with a minor in an unobserved context or location.
- Limit connections by gender. Do not initiate or maintain contact with students of the opposite gender.
- Any dating or sexual relationship of any kind with a minor is strictly prohibited.
- **Never** spend the night at a student's home or invite a student to spend the night at your home.
- Do not spend the night in an 'away' location with any student (vacation, etc.).

## PLANNING EVENTS FOR GROUPS

When planning a group event outside of regular programming, volunteer leaders should keep parents and staff members informed of details and abide by Kansas Mission Church policies. Some events may require a release form.

### *OVERNIGHT EVENTS*

Some Student Ministry activities/events require overnight sleeping arrangements for students, staff members and volunteers (i.e. camp, mission trips, etc.). All programmed overnights must be approved by a ministry supervisor and receive permission from parents. No overnights are allowed on Kansas Mission Church property unless part of a ministry-sponsored event. No overnight between any church staff member or volunteer and an *unrelated* minor may occur in any context. If pre-existing family relationships exist wherein overnights may occur between 'family friends', these relationships must be communicated to a ministry supervisor.

For each overnight event, Student Ministry staff must create a child safety plan that will supplement this policy document to provide specific child protection steps unique to the event (activity, travel, location, other groups present).

### *MEDICATION*

Do not administer medication of any kind to any student while serving in ministry programs, including 'over the counter' drugs, unless written consent/prior arrangements have been made by a parent/guardian. For certain trips or activities (i.e., mission trips, beach/ski retreats), Kansas Mission Church will bring a medical professional that will dispense appropriate medications consistent with other policies and signed parent permission forms.



Kansas  
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## STUDENT MINISTRIES VOLUNTEER ACKNOWLEDGMENT & AGREEMENT

This page is to be signed, detached, and delivered to the Ministry Supervisor.

I acknowledge that I have received, read, and understand the Kansas Mission Church Student Ministries Policies and Procedures. I agree to comply with all policies, safety standards, and ministry expectations while serving at Kansas Mission Church. I understand that failure to follow these guidelines may result in my removal from Student Ministries.

I understand that:

- Kansas Mission Church may revise or update policies at any time, and I am responsible for reviewing new guidelines as they are distributed.
- My service is voluntary and does not create an employment relationship.
- I will receive no compensation for hours served.
- I may discontinue service at any time and will provide two weeks' notice when possible.

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As a servant of Christ and a representative of Kansas Mission Church, I commit to:

- Serve for the glory of God (1 Cor 10:31).
- Reflect the character of Christ (Phil 2:4–7).
- Serve with gratitude, recognizing ministry as a mercy (2 Cor 4:1).
- Faithfully evangelize students (Matt 28:18–19).
- Encourage and support parents weekly (Matt 28:18–19).
- Edify and support fellow servants (Gal 5:13–15).
- Prioritize the needs of others (Phil 2:3–4).
- Protect the safety and security of all students (Ps 127:3–5).
- Demonstrate humility, integrity, and purity (Gal 5:22–24).
- Maintain a submissive, loving, teachable spirit (Eph 5:19–21).
- Fulfill the responsibilities set forth in the Student Ministries Handbook (Heb 13:17).

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### Acknowledgment

By signing below, I affirm that I understand and agree to abide by all policies, procedures, and commitments required for service in Kansas Mission Church Student Ministries.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**STUDENT MINISTRIES - OFF-SITE EVENT SAFETY PLAN TEMPLATE**

*(This form must be completed for every off-campus Student Ministries event and submitted to the Ministry Supervisor and Safeguarding Team for approval prior to the event.)*

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**EVENT OVERVIEW**

**Event Name:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Location / Address:** \_\_\_\_\_

**Type of Event:**  Service Project  Retreat  Trip  Recreation  Other:

**Event Description / Purpose:**

\_\_\_\_\_  
\_\_\_\_\_  
**Event Coordinator:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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**PARTICIPANTS**

**Estimated Number of Students:** \_\_\_\_\_

**Estimated Number of Adults:** \_\_\_\_\_

**Adult-to-Student Ratio (minimum required):**

- 1–10 students → 2 screened adults
- 11–29 students → 2 screened adults
- 30+ students → 3 screened adults

**List of Adult Leaders (must be screened & approved):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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**TRANSPORTATION PLAN**

**Transportation Method:**

- Church Vehicle
- Volunteer Vehicles
- Rental Vehicle
- Walking
- Other: \_\_\_\_\_

**Drivers (Ministry Leader/Volunteer, 18 yoa, with proof of valid license and insurance):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Transportation Safety Requirements:**

- No adult may transport a student of the opposite gender alone.

- Avoid transporting a single student; use the “Rule of Three” whenever possible.
- No unauthorized stops.
- Seatbelts required for all passengers.
- No texting or phone use while driving.
- No drivers under age 25 for church-owned or rented vehicles.

**Departure Time:** \_\_\_\_\_

**Return Time:** \_\_\_\_\_

**SUPERVISION PLAN**

**Two-Adult Rule:**

Describe how the two-adult rule will be maintained at all times, including during transitions, activities, and free time.

**Supervision Assignments:**

(Which adults are responsible for which groups or areas?)

**Check-In / Check-Out Procedures:**

**HOUSING / ROOMING PLAN *(Required for overnight events)***

**Location:** \_\_\_\_\_

**Room Assignments:**

- Male and female students must be housed separately.
- No adult may share a sleeping space with a student (i.e. shared bed space).
- When possible there should be 2 Adult supervisors of the same gender per room (Barracks Style) or maintain the rule of 3 (1 adult 2 or more students)

Describe rooming layout and supervision Plan:

**SCHEDULE & ACTIVITY PLAN**

Attach or list the full schedule, including:

- Activity times
- Locations
- Breaks
- Meals
- Transportation windows

**Schedule Summary:**

**MEDICAL & EMERGENCY PLAN**

**Emergency Contact Binder Includes:**

Student emergency contacts

- Medical information
- Allergy information
- Medication instructions (if applicable)
- Incident report forms

**First Aid Lead:** \_\_\_\_\_

**First Aid Kit Location:** \_\_\_\_\_

**Nearest Hospital / Urgent Care:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Emergency Procedures:**

(What happens if a student is injured, missing, or unsafe?)

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### COMMUNICATION PLAN

**Primary Communication Method:**

- Group Text (leaders only)
- Phone Tree
- Walkie-Talkies
- Other: \_\_\_\_\_

**Parent Communication:**

Describe how parents will be informed of:

- Event details
- Emergencies
- Delays
- Behavioral issues

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### SAFETY & BEHAVIORAL EXPECTATIONS

**Rules Reviewed With Students:**

- Two-adult rule (or rule of 3)
- Stay with assigned group
- Respect boundaries and leaders
- No bullying or unsafe behavior
- Follow all transportation rules
- Follow all facility rules

**How expectations will be communicated:**

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### RISK ASSESSMENT

Identify potential risks and mitigation strategies (examples: water activities, tools, crowds, weather, darkness, traffic, etc.)

**Risks Identified:**

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**Mitigation Measures (include volunteer training plan):**

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**Date of Abuse Prevention Refresher Training:** \_\_\_\_\_

**FINAL APPROVAL**

**Event Coordinator Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Student Ministries Director Approval:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Safeguarding Team Approval:**

\_\_\_\_\_ Date: \_\_\_\_\_