

the way

CHRISTIAN YOUTH CENTER



Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom heaven belongs to such as these." Matthew 19: 14

Volunteer Handbook

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Jesus answered, "I am the way, the truth, and the life. No one comes to the Father except through me." John 14: 6

VISION:

A Ministry where Youth, Grades 6 to 12, can find a shelter from the storms of life by experiencing the love of CHRIST and learning more about GOD'S teachings and plans for their future while enjoying recreation, fellowship, and worship.

MISSION:

To Minister to the Youth of Trigg County by (1) sacrificially showing them the love of JESUS CHRIST, which is able to draw them into a personal saving knowledge of Him, and (2) to mentor them to be HOLY SPIRIT filled and guided servant leaders of the Living GOD.

GOALS AND OBJECTIVES:

To bring honor and glory unto GOD in all things.

To show the love of Christ in all that is done.

To be led by the HOLY SPIRIT of GOD through HIS word and prayer.

To provide a safe, fun, learning, but disciplined environment.

An inter-denomination non-profit ministry with focus on the saving knowledge and love of CHRIST, while leaving doctrinal issues to Churches.

To act as a conduit to facilitate Youth, who have no Church homes, into an established Body of Believers where GOD'S inherent word is taught and HE is worshiped in spirit and in truth.

To carry out the Great Commission to Cadiz and the world.

PURPOSE STATEMENT FOR MINISTRY BYLAWS:

The Way Christian Youth Ministries of Trigg County, Inc. exists to support and equip Christ's followers, to reach the lost, to serve those in need, and to display the love of Christ to others, both individually and as a body of believers.

Everything that The Way does is founded upon the Truth set forth in the Bible, which is living, and active, and sharper than any two-edged sword. (Hebrews 4:24).

These beliefs serve as the bedrock of our ministry (Matthew 7:24), everyone involved in our ministry is expected to act in a manner that promotes and supports these beliefs. Volunteers at The Way are considered "Leaders".

MORALS CLAUSE FOR VOLUNTEERS

The Way Christian Youth Ministries of Trigg County Kentucky, Inc. is a non-profit religious organization and is substantially influenced and supported by local Christian Churches and individuals of various denominations. The Way board members and volunteers have joined together to meet spiritual, academic, and physical needs of the greater community. The Way promotes behavior consistent with the Holy Scriptures. Consequently, when joining The Way's staff, as a volunteer you freely and willingly agree to the standards of behavior outlined in this policy. The standards included in this policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with biblical standards.

- As representatives of The Way, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall apply to all employees/volunteers. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.
- GOD'S Word teaches that certain attributes are desired including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self- control (Galatians 5:22-24). These attributes are to be sought, encouraged, and demonstrated in our relationships.
- Scripture further teaches us that certain behaviors should be avoided including: theft, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, homosexual behavior, and premarital sex)), drunkenness, and immodesty of dress.
- Those involved in The Way's ministry are expected to show Christian concern in their interaction with others, and to join together with a body of believers for worship and fellowship on a regular basis. All volunteers must be members in good standing of a local Christian church which embraces John 14:6.
- The Way recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, volunteers are to refrain from hallucinogenic drugs and substances or narcotics not authorized by a physician.

STEPS TO TAKE IF MORALS CLAUSE VIOLATED

1. If a volunteer/board member is manifesting a sinful behavior as stated above that may bring discredit upon Christianity, their Church and/or The Way, the individual should voluntarily step down from active service until such time they have experienced repentance and forgiveness in their lives.
2. Should the volunteer/board member not voluntarily step down and stated behavior continues, The Way's Board will approach the situation in Christian Love with Christ's teachings in Matthew 18 as general guidance:
 - a. Member talk with individual to:
 - 1) Find out facts
 - 2) Share concern for ministry and individual
 - 3) If inappropriate behavior try to get individual to resolve spiritually and physically. If not resolved successfully, move to "b".
 - b. Will be brought to Board (preferably informally) and two or three members of the Board will reach out to individual with same process as previously in "a".
 - c. If the above steps are not successful the issue will be brought formally to The Way's Board of Directors for a majority decision of an attending quorum. Individual will accept the decision which is based on the statement signed when applying to be a volunteer/board member. Individual will be re-instated when behavior/issue is resolved at a time agreed upon by The Way's Board.

VOLUNTEER APPLICANTS WITHOUT CHURCH HOMES

There will be instances when individuals feel led/desire to volunteer at The Way, but are not members of local Christian Church, regardless of reason e.g. new in the community, recently left a local church but not having found a new one, new Christian who has not yet joined etc. These individuals may submit applications, have background checks processed and serve as a "guest" of The Way for a period not to exceed 6 months until they join a local church. Once joining a local church they automatically become a "volunteer". Volunteers who, for whatever reason, have stopped attending the church where they are members are expected to regularly attend other local Christian churches with goal of membership within one year.;

THE WAY

VOLUNTEER POLICIES AND PROCEDURES

(Adapted from Safe Sanctuaries Training by Joy Thornburg Melton)

God has called us to make our ministries with our youth safe, being sure to protect them from abuse and exploitation. He has also called us to create places of ministry where youth can be safe and grow strong. There is nothing we would not do to let our youth know of Christ's love for them and to keep them safe.

Jesus taught that *"whoever welcomes one such child in my name welcomes me," (Mark 9:37) and "If any of you put a stumbling block before one of these little ones ... it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6)*

Building on these foundations, we recognize that our faith calls us to offer hospitality and protection to all youth, as well as those who are committed to ministering to them as volunteers. Every 15 seconds, a child is abused or neglected. Often, abuse occurs in places where children and youth feel safe- homes, schools, camps, and even places of ministry and worship. In over three quarters of reported cases, the victim was related to or acquainted with the abuser. Because of this, THE WAY has seen fit to outline policy and procedures that can 1) prevent such abuse from happening in our center; 2) be a place where youth can feel safe in disclosing abuse; and 3) protect the loyal volunteers that minister to our youth.

This policy sets forth the mandatory requirements in the areas of: 1) Screening, 2) Supervision, 3) Reporting, and 4) Response.

DEFINITIONS:

Abuse means harm or a threat of physical or emotional harm to a youth by a parent, guardian, or other person. Abuse includes: (a) the infliction of physical or emotional injury by other than accidental means; (b) the creation of a risk, or allowing the creation of a risk, to a youth by other than accidental means; (c) committing or allowing to be committed an act of sexual abuse, sexual exploitation, or prostitution upon a child.

Youth means any person who has not reached his/her eighteenth birthday or who is still a student in high school. But youth are permitted to attend the center after high school graduation until time for them to enroll in college.

Exploitation means obtaining or using another person's resources, including but not limited to funds, assets, or property, by deception, intimidation, or similar means, with the intent to deprive the person of those resource

Sexual Abuse includes, but is not necessarily limited to, any contacts or interactions in which the parent, guardian, or other person uses or allows, permits, or encourages the use of the child for the purposes of the sexual stimulation of the perpetrator or another person.

Sexual Exploitation includes, but is not limited to, a situation in which a parent, guardian, or other person allows, permits, or encourages the child to engage in an act which constitutes prostitution under Kentucky law: or a parent, guardian, or other person having custodial control or supervision of a child or responsible for his/her welfare, allows, permits, or encourages the child to engage in an act of obscene or pornographic photographing, filming, or depicting of a child as provided for under Kentucky law.

Supervision means to oversee or direct a ministry or activity.

SCREENING PROCEDURES:

Careful screening is one way to prevent the abuse and exploitation of youth. It can be time consuming and expensive, but well worth the effort and peace of mind. It is our desire that we secure the most reliable, committed, and experienced volunteers for every program and ministry that involves youth.

1. All staff and volunteers who have regular and direct contact with youth shall be required to fill out a background screening form/application for volunteering. This may include contacting unrelated references listed on the form/application.
2. Volunteer will have a national background check, or if the volunteer has had a national back ground screening within the last three years, he/she may provide a copy to "The Way".
3. Persons who have a break in volunteer service of one or more years shall have a new background screening.
4. Background screenings will be repeated at least every three years for all volunteers.

5. All volunteers are required to read and have training on the Volunteer Handbook in some way after the background check is approved.
6. Volunteers will be Christians and endorsed by pastor.
7. Volunteers will submit a copy of a valid driver's license or social security number to complete background check. This information will be safeguarded and redacted when background check completed.

SUPERVISION PROCEDURES:

Supervision procedures are designed to reduce the possibility of abuse or exploitation of youth, and to protect volunteers from unfounded accusations.

1. Annual training is a requirement for all volunteers working with youth. This would include a potential volunteer reviewing and discussing policies and procedures of The Way.
2. We have a "two adult" rule. Regardless of the size of the group, there will always be two unrelated/unmarried adults present. This includes any transportation of youth. There must be 4 volunteers present to open The Way.
3. No youth will be left unsupervised while attending THE WAY or its ministry activities/events.
4. All ministry activities should occur in open view. Each room or space where ministry activities/events occur must be open to public view. For example: enclosed spaces such as classrooms shall have a viewing window, a glass panel door, or ~ door configuration or an open door.
5. Registration/Permission Forms signed by parent/guardian and youth shall be collected by all youth after their second visit (or soon after) to THE WAY. If registration and permission forms are not signed and returned by the parent and student there will be a cut-off time that the student will not be permitted to attend.
6. Ministry events involving transportation shall require written/signed permission from parent/guardian.

7. No person shall supervise alone an age group unless he/she is at least 18 years of age or older and is at least 4 years older than the youth being supervised, unless otherwise approved by the board.

REPORTING:

Reporting is required by any volunteer that personally witnesses an incident of abuse or exploitation when an allegation of an event of abuse or exploitation is made to a volunteer by a third party and/ or when a youth discloses abuse or exploitation to a volunteer. It is crucial that reporting be immediate and the allegations dealt with as soon in time as possible to the incident or disclosure.

1. The volunteer who observes alleged abuse or to whom such alleged abuse is reported or disclosed, or who suspects abuse is required to report the incident/suspected abuse immediately to the person (s) in charge of THE WAY and/or its ministry/activity. Upon receiving such information, the person in charge shall immediately call the Kentucky Cabinet for Health and Family Service (CHFS) at (800) 752-6200, the local CHFS office or the Kentucky State Police.
2. The person in charge during the time in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his/her address and family information.
3. Volunteers will maintain confidences at all times except in the case of suspected child abuse or neglect. In this case, volunteers are required to report any and all suspected child abuse or neglect. This is not only the policy of THE WAY, but also required by civil law.
4. The person in charge must keep a written report of the steps taken by THE WAY in response to the reported abuse. The report should be brief and contain only factual information relevant to the situation. It should be kept in a secure place. It should be written in ink or typed to prevent it from being changed.

RESPONSE PLAN:

A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse there shall be cooperation with all official investigating agencies.

1. All media requests for statements should be directed to a member of the

board of directors of THE WAY. A spirit of cooperation in helping the media find the "official spokesman" is often helpful. Board member(s) should consider contacting The Way's insurer who has personnel trained to deal with the media in such situations.

2. Immediately, yet with dignity and respect for the sacred worth of the accused, the person in charge will remove the accused from further involvement with the youth and advise the accused there has been an allegation of abuse. Details of the allegations of abuse should not be discussed with the accused at the time of removal. In any removal of a volunteer from any activity/ministry, care should be taken to handle the removal in a discreet manner, recognizing that there will be an investigation.

3. When it has been alleged that a volunteer has committed an act of abuse or exploitation, the volunteer shall be required to refrain from all ministry activities/ events with youth until the incident has been fully resolved by the appropriate authorities.

4. Notify the parent/guardian of the victim and take whatever steps necessary to assure the safety and well- being of the youth until the parent/guardian arrives.
NOTE: If one or both of the parents/guardian is the alleged abuser, follow the advice of the authorities concerning notification of others.

5. Take all allegations seriously and reach out to the victim and the victim's family. Show care and support to help prevent further hurt. Extend whatever resources are needed. Remember that the care and safety of the victim is the first priority. Respond in a positive and supportive manner to the victim and the victim's family.

RECORD KEEPING:

1. Records should be kept in a locked cabinet (preferable fireproof) on the premises of THE WAY. The key to the locked cabinet will not be left in a common place.
2. A group of 3 -5 persons will be formed to have access to, upkeep, and review of records. The group will include the person in charge of registration, 1 member in general from the Board, and the Volunteer Coordinator. This group will understand and comply with the importance of confidentiality.
3. Records will be kept for perpetuity of abuse incidences.

CODE OF CONDUCT FOR STUDENTS

- 1. Respect:** Self, others, property of others and property of "The Way".
- 2. Be an Encourager:** Don't ridicule, make fun of, or criticize others.
- 3. Behave Peacefully:** Do not become angry, disagreeable, or contribute to such situations. If serious bodily harm is threatened student will be suspended if substantiated. (See policy)
- 4. Be Positive:** Participate and contribute positively in all activities and obey the instruction of "The Way" personnel.
- 5. Show Respect:** Pay attention, do not disrupt, or talk out of turn especially during devotions and prayer time.
- 6. Show Responsibility:** Sign in each time you arrive at the facility, and sign out when you leave.
- 7. Language:** Reflect a Christian attitude. No cursing, swearing, foul, or crude language.
- 8. Keep Hands to Self:** No tickling, wrestling, piggy backing, or inappropriate touching (do not touch anyone where a bathing suit should cover).
- 9. No Physical Displays of Affection: No kissing,** full body hugs, sitting on laps, lying or sleeping next to each other on furniture or floor. No getting in an isolated area to be alone.
- 10. Modest Clothing:** The Way uses the same dress code as the middle and high school but if a difference The Way code is followed. Required are shirt, shoes, and pants. No swim suits with or without cover ups. No clothing that is sexually suggestive, spiritually degrading, evil, vulgar, illegal, or with inappropriate advertisements. Length of shorts and skirts a credit card length from knee. No midriffs showing, low-cut tops, spaghetti straps, or see-through clothing. No sagging pants (boxers, thongs, or underwear showing), no Speedos. When attending The Way before or after a sports event, or practice (including cheer leaders) you must wear clothing that meets regular dress code.
- 11. Inappropriate Clothing:** Attendee will be sent home to get more acceptable clothing, or if available, clothing will be provided at the facility.
- 12. Weapons:** Guns, knives, and other weapons will not be permitted on the grounds and building.

13. Alcohol, Tobacco, Illegal Drugs, Prescription Drugs: Not to be under the influence of, possession of, or attempt to distribute. If one must take medicine at the facility give to a staff person upon entering. "The Way" works closely with local law enforcement.

14. Destruction of Property: There will be no actions that could result in personal injury or destruction of property. If property of "The Way" is damaged, it must be paid for.

15. Personal Belongings: Please keep your personal items/valuables with you at all times or utilize The Way's designated areas to help safeguard. Students are strongly encouraged to place backpacks, coats, and other larger items in receptacles by registration desk. Smaller items such as cell phones, phone charger, jewelry, band equipment, chrome booklet, etc. can be monitored in the kitchen by The Way Staff if students will let us do so. *During the covid 9 pandemic all student backpacks, etc. will be placed on a table separated from all others and near the group they will work with on any selected day.

STEPS TO TAKE IF DISCIPLINE CODE BROKEN Completion of Conduct Record

1. All volunteers have empowerment to assign "strikes". They will bring to the Board Member in Charge or designated Alternate for any discussion/clarification needed.
2. Only Board Member in Charge (BIC) will document forms.
Forms will be kept in alphabetical order by student's last name in a binder in the office.
3. For misbehavior write a short narrative that explains violations and numbers of strikes assigned.
4. Board Member in Charge or Alternate will discuss each strike with the student and the consequences there of.
5. A student who receives 3 strikes in any one day will be sent home for a week. For example, if the student is sent home on Wednesday, he/she may return the following Wednesday.
6. A student who accumulates 10 strikes during the school year, will be sent home for one week for each 10 strikes. Should a student receive 3 strikes in one day and be sent home, it will not be counted in the 10 strikes nor will the count restart.
7. A student who is sent home 3 times during the school year will be suspended for two full months from date of suspension. The student, accompanied by parents will be able to reapply for reinstatement in the board meeting in the month following the month in which the student was suspended. Example: If the student is sent home for the 3rd time (therefore suspended) on March 15 can apply for

reinstatement at the Board meeting at April. If Board approves reinstatement, student can return on May 15.

8. Final decision to send a student home remains with the Board Member in Charge. However, that is primarily to assure things are documented properly, parent is notified if necessary/mandated, and student is assured of safe transportation home.

Concerning action for student being sent home

- First time a student is sent home, Board Member in Charge calling parents is recommended, but optional.
- Second time a student is sent home, parents must be called to discuss misbehavior and to alert that 3rd time will result in suspension.
- Third time a student is sent home, parent is informed of suspension and is invited to attend the next scheduled Board Meeting to discuss how they will work with us to improve behavior should suspension be lifted.
- Documentation should be thorough enough to be able to show history of misbehavior to parents; as appropriate.

Note: If a Board Member believes there is true remorse for behavior or extenuating circumstances, he or she can mentor student and recommend an earlier reinstatement date to the Board.

- Volunteers are asked to document positive behavior as well.

Further Suspensions

Second suspension: Should student be suspended for a second time (regardless of whether in same school year) they will not be able to petition the Board for reinstatement for a total of 3 months or until next half of school year, whichever comes last. Example: If a student's second suspension be in December, student cannot petition reinstatement until 3 months later (March). Students suspended 3 times, regardless of time from are permanently barred from The Way unless "Special Circumstances" such as "Salvation Experience". 18-year-old participants that are suspended will not be permitted to return to The Way.

Note: Board will review at the 3rd monthly meeting of each quarter (March June, September and December) the total numbers of strikes incurred by each student during the quarter and discuss with parents/guardians as appropriate.

Please remember at all times, our mission is to minister to students in Christian Word and Deed. Look for good behavior so we can reward those actions. We cannot do so effectively, if they have been sent home. However, we also cannot allow the misbehavior of a few to keep many from finding or growing closer to Christ. Also, although there will be situations where disciplinary action is necessary, there is no excuse for we as adults, to implement it in other than a Christian loving manner.

CONSEQUENCES YOU CHOOSE FOR INAPPROPRIATE BEHAVIOR

(Assignment of Strikes as of July 2019)

1 STRIKE

Things constituting 1 strike:

- o Being disruptive during devotion
- o Running in activities building.
- o Cursing
- o Going into kitchen or office without permission
- o Public display of affection- kissing, frontal or lingering hugs, lingering hand holding, inappropriate touching, etc. No lying next to each other. Must be space between students when sitting.
- o Intentionally hitting someone in the face with a dodge ball
- o Skateboarding outside the designated area without permission.
- o Bullying
- o Inappropriate displays of anger
- o Improper use of computers
- o Repetitively ignoring dress code
- o Not leaving property when asked to do so. Students are to leave property after signing out -unless waiting for a ride. If waiting for a ride, they will remain inside the vestibule until ride arrives.

- o Kicking a basketball, football, or any other ball unless in an organized game with adult supervision e.g. soccer.
- o Kicking or throwing any ball intentionally towards ceiling or wall.
- o Food or drink outside the snack area
- o Everything else not listed in "2 or 3 Strikes"

2 STRIKES

Things constituting 2 strikes on their own include, but are not limited to:

- o Intentionally hitting someone with a basketball with the intention to hurt
- o Intentionally damaging equipment
- o Instigating a fight
- o Taking something of value e.g. cell phone (regardless of intent) etc.
- o Possession of tobacco products or vaping paraphernalia (if student has these items in open view). Parents will be notified.
- o Disrespect of Volunteers. Parent will be called by a Board Member in Charge. Volunteers please remember "a soft answer turns away wrath".

Proverbs 15:1 Do not "bait" or "debate". Student expected to apologize to Volunteer unless mutually agreed disrespect was provoked.

3 STRIKES

Things constituting 3 strikes on their own include, but are not limited to:

- Fighting. Threatening serious bodily harm. (See policy)

- Being physically confrontational with volunteers

- Stealing (confirmed) will be automatic 3 strikes, student sent home and suspended. Apology to student wronged is a pre-requisite to reinstatement. Board member verified.

- Possession of any illegal substance e.g. illicit drugs, marijuana, opioids, etc. or paraphernalia. Student to be suspended.

- Possession of alcohol

- Possession of knives or other weapons, consistent with school codes. Parents will be notified.

Student: Name _____ Last _____ First _____

Conduct Record 2020-2021

Date	Time	Volunteer	Board Member in Charge
# Strikes given	_____	Misbehavior	_____
Date	Time	Volunteer-	Board Member in Charge
# Strikes given	_____	Misbehavior	_____
Date	Time	Volunteer	Board Member in Charge
# Strikes given	_____	Misbehavior	_____
Date	Time	Volunteer	Board Member in Charge
# Strikes given	_____	Misbehavior	_____
Date	Time	Volunteer	Board Member in Charge
# Strikes given	_____	Misbehavior	_____

Positive Comments

Please make sure student has safe way home.
 Only BIC can send student home. Note: Contacting parent optional on #1, Mandatory #2,3.

TIPS FOR MORE EFFECTIVE STUDENT BEHAVIOR

Here are a few tips that may make it easier for you to deal with the youth that come through the doors of The Way. These are not rules of this organization but a few practical suggestions from an educator of 32 years.

Young people are not miniature adults. They will not act like an adult or the way you do. Expect them to behave like youth. Instead of holding the youth with an iron grip, allow them to be themselves until and unless their behavior becomes too out of order.

- Many of the youth are middle- school age. They are usually more insecure and wiggly, more active, need more attention and go to any lengths to get it. Some of them are hard to love and need it the very most. On the other hand, some of them exhibit few of the symptoms listed above and are very loveable.
- When youth have to be corrected, try to treat the youth with respect. We are trying to correct the behavior not demolish and embarrass the youth. Try not to embarrass students in front of their peers.
- Move close to the youth. It is best not to holler from across the room. It may not get the result you desire.
- Try to prevent misbehavior before it starts by keeping your eyes on the young people. Look around from time to time; keep your eyes open to what is going on around you. Don't sit with your back to the youth unless your work area requires it.
- If you see something that doesn't look just right, simply walk to the area. The nearness of your presence is sometimes sufficient to nip a problem in the bud.
- Try to make the correction of the youth in a normal voice
- Just make the correction calmly but firmly.
- Give the youth individual attention as you move around the group. Play a game with them. If you strike up a personal relationship with them they will need less correction and you may be able to witness to them.
- When you encounter overt hostility/resistance and the person is angry, belligerent, or has combative behavior, first, if you are uncomfortable in the

situation get another volunteer or board member to help you.

- Here are some other possible responses for you to make. Note some of them are the same as the suggestions made above for over- all control of behavior.
 - Hostility can be a mask for fear. Reframe hostility as fear to depersonalize it.
 - Respond to fear, not hostility.
 - Remain calm and polite. Keep your temper in check.
 - Don't disagree, but build on or around what has been said.
 - Let them talk. You will get your turn.
 - Move closer to the hostile person, maintain eye contact.
 - Always allow him or her a way to gracefully retreat from the situation.
 - When you can get youth in a more private place so they are not acting out for others, you may have a better chance of managing the situation.
 - Say: "You seem really angry." Let youth blow off steam and tell about it.
 - Give them a chance to figure out a way to resolve the situation. Sometimes they are OK, sometimes the ideas are no good.
 - Give them a chance to cool down.
 - You can tell when the youth is OK. If they can't get control of themselves, then they have to be removed from the situation. If it is minor perhaps, just have them come over and sit with you until time to leave.
 - You have to decide what action you are going to take.
 - It may be moving directly to the Consequences as outlined in the Code of Conduct, or asking them to leave immediately depending on the severity of the hostility.
 - Remember that younger youth may need a ride home.
 - As you know hostility can range from minor to severe.

If you feel secure and happy as a volunteer your attitude will come across to the youth. If you like them they will know it. If you consider all youth to be bad and a pain to deal with, you will also show this.

As adults our feelings are often transparent and easily read by the teens. Our facial expressions and body language often give us away.

If you say something and you think you have been too harsh or you correct a teen and later find it was someone else, don't be afraid to tell the youth you were wrong. It takes a big person to admit they were wrong.

SUGGESTIONS FOR MORE EFFECTIVE DEVOTION VOLUNTEERS

Remind Students of the importance of Devotion and to put away or turn off cell phones, and other items of distraction.

Suggest To Speakers:

Keep devotions to less than 10 minutes.

Talk loudly and move around.

Stories. Personal testimonies good.

Only ask questions or student participation at start of devotion.

If you ask during devotion, you lose attention.

If led by the Holy Spirit to give invitation for Salvation, make sure students understand what they are doing.

Help volunteers identify and follow up when decisions may have been made.

Close in prayer.

Volunteers

Advise students to move away from other students who may distract them.

DO NOT call down a student during devotion unless there is a major incident.

"Calling down" a student or moving them during a devotion is a major distraction which normally ends any chance for effective devotion.

Have individual (s) behind or to side of speaker to make eye contact with disruptive student and if necessary give them a "strike" and make sure they understand.

Enforce "Student Code of Conduct" firmly, fairly, consistently. It works!!!

Counsel with students after devotion if necessary. Thank Worship Leader.

Daily Opening and Closing Checklist

This form is meant to be both a guideline and checklist for daily opening and closing of The Way. It normally should be completed by the Board Member in charge for that day.

Opening Procedures

MTWTF

Arrive by 2:40 (enter by the east door)

Leave east door unlocked for access only by Volunteers until 3: 15 (relock east door)

Annotate registration sheet to reflect the day's date and sign in

Have Consent forms & Student Surveys available

Have tickets for water and the stamp for attendees ready for use

Turn on all the lights (except closets, pantry and mechanical room)

Gather volunteers together for prayer and any special instructions

Begin food preparation

Plug in electric games

Turn on music/television

Assure a minimum of 4 volunteers (before opening the door)

Open front door at 3:00 pm

Check around outside the building for suspicious activity

Signature of Person Opening:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Closing Procedures

MT WT F

Begin clean-up (enlist youth to help) 30 minutes prior to closing

Remind students of closing time and to call parents if necessary
(start early)

Check toilet paper, paper towels and soap. Fill/replace as necessary

Make sure toilets are flushed & no water is running in the bathrooms

Vacuum carpet and clean bathrooms as needed

Clean kitchen, pick up items on the floors, game tables, etc.

Empty trash cans and take trash to dumpster

Assure bottled water and other food stuffs are ready for next opening

Wipe off/disinfect tables and water fountains

Assure portable phones are back on base station

Turn off music/television

Unplug electric games (air hockey, basketball arcade, and skeet ball)

Unplug appliances as applicable

Lock the front door when students are gone **Be sure and check from outside.**

Check all areas, including: pantry, mechanical room, bathroom stalls, closets, etc. to ensure all students are gone.

**Make sure students have left property (including school across street)
And help get rides if needed.**

Initial this checklist in the proper day's column

Turn off the lights

Lock the east door and be sure it is closed tightly

Signature of Person Closing:

Volunteer Application Form

Please access thewayforteens.org/forms to access and submit the Volunteer Application.

Please know that if you are a Christian and love youth, there is a place of service for you at The WAY.

"The Way" Volunteer Covenant with God and His Ministry

1. The Way Christian Youth Ministries of Trigg County Kentucky, Inc. is a non-profit religious organization and is substantially influenced and supported by local Christian Churches and individuals of various denominations. As representatives of The Way, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall apply to all employees/volunteers. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination. As a Volunteer serving Jesus Christ in 'The Way", Christian Youth Ministries of Trigg County, Kentucky, I pledge to do the following: To live a Christian lifestyle that will be a positive witness for The Way to the Community. The Morale Clause for Volunteers states that:

- God's Word teaches that certain attributes are desired including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22-24). These attributes are to be sought, encouraged, and demonstrated in our relationships.
- Scripture further teaches us that certain behaviors should be avoided including: theft, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, homosexual behavior, and premarital sex), drunkenness, and immodesty of dress.
- Those involved in The Way's ministry are expected to show Christian concern in their interaction with others, and to join together with a body of believers for worship and fellowship on a regular basis. All volunteers must be members in good standing of a local Christian church which embraces John 14:6.
- The Way recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, volunteers are to refrain from hallucinogenic drugs and substances, or narcotics not authorized by a physician.

2. Successfully complete a Nation -Wide Background Check and do so as is scheduled by the Board of Directors of The Way every three years.
3. Successfully complete Volunteer Training on the proper conduct in working with youth and take whatever periodic refresher training as scheduled by the Board of Directors of The Way.
4. Provide no counsel to youth other than strictly based on scripture, without first consulting and obtaining approval of The Way Board of Directors. Real counseling is only to be provided by trained and licensed professionals regardless of the good intentions we have.
5. To carry out all responsibilities, even enforcement of The Way's Code of Conduct at all times in order that He might bring Youth unto Him or to a closer relationship with Him.

I have read/studied the VOLUNTEER HANDBOOK. Required (Y) (N)

I PLEDGE TO DO THESE THINGS

SIGNATURE _____

POLICY FOR STUDENT THREATS OF SERIOUS INJURY

Definition: (Webster's) "Serious bodily injury refers to bodily injury which involves substantial risk of death, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ or mental faculty".

When there is an allegation of a threat of physical violence, it will be immediately brought to the attention of the Board Member in Charge (BIC) that day. The BIC will immediately meet with any volunteer, student or other witness who might have any pertinent information; in order to ascertain whether alleged comments occurred, what happened, and if intent could reasonably be construed as meeting the above definition of "Serious Bodily Injury". If BIC believes allegation is reasonably credible in accordance with definition; the following steps will be taken:

- (1) Alleged offending student will be sent home and parent notified by BIC of allegation, results of discussion, and Board Policy including potential of suspension. Parents will be instructed not to allow student to return to The Way until notified. Name of threatened student should not be divulged.
- (2) Parent of threatened student shall be called by BIC and apprised of situation, Board Policy, and action taken/pending. Name of student having allegedly made threat need not be mentioned.
- (3) Notify Law Enforcement. If Applicable and time permits, film footage from surveillance system shall be reviewed before calling Law Enforcement. If not, after Law Enforcement notified. Ultimately the latter will want to review.
- (4) If alleged event can reasonably be even remotely assumed to carry over to next school day, appropriate school officials shall be notified. Personal Cell Phone #'s of Trigg County School Superintendent, High and Middle School Principals and Assistant Principals, and any other official with the possible need to know will be laminated "Emergency Contact List" posted to the inside of a kitchen cabinet for use by BIC and/or Alternate. Phone numbers of Law Enforcement and other Emergency Responders will be included on the list.

(5) Alleged offending student shall be suspended from The Way until/unless determined otherwise by Law Enforcement or other subsequent compelling information to the contrary.

Parent will be officially notified of suspension and process of reinstatement.

(6) Document student Conduct Record accordingly.

FORMS

VOLUNTEER

DUTIES



THE WAY PARENT AND YOUTH CONSENT FORM

This form is now on line and should be filled out on line at **thewayforteens.org**

THE YOUTH SURVEY FORM

This form is now on line and should be filled out on line at **thewayforteens.org**



ACTIVITIES AND MULTIPURPOSE ROOM.

- Be an example of CHRIST to all students**
- Please be loving/encouraging to students and build relationships.**
- Please review posted rules at beginning of each day.**
- Ideally there should be eyes on lounge, refreshment and game areas at all times. Coordinate with others when you want to rotate assignments.**
- Multipurpose Room Specific ---must have at least one adult present if students are using. This is in addition to a person who is teaching piano, guitar, sewing, etc.**
- Multipurpose Room Specific--Monitor use of computers to assure no inappropriate images, music or other content. Only Christian music can be played out loud at The Way.**
- Multipurpose Room Specific ---Arts and Crafts should have adult supervision and area cleaned up by students after use.**
- No running or "jogging".**
- No food outside snack area**
- No PDA --kissing, full body hugs, "lingering" embraces, lying or sleeping next to each other on furniture or floor, assure space between students when sitting, do not allow students to cover themselves and others with blankets, coats, etc.**
- No jumping on the furniture**
- No "horseplay" and keeping hands to themselves**
- Do not tolerate or provoke disrespect**
- Be Familiar with student code of conduct and how to apply/document. If any questions, please ask Board Member in Charge.**
- Please attend devotions held in the gym.**
- To extent possible, please endeavor to make sure all students get their turn to play.**
- Please don't "congregate" with other volunteers. Look for students and other volunteers to assist.**

GYM

- Be an example of CHRIST to all students
- Please be loving/encouraging to students and build relationships.
- Please review posted rules each day.
- At least one person in the gym at all times
- Dodge Ball, Volley Ball, Soccer, and other organized games, other than basketball, requires a second adult to supervise.
- Tumbling, martial arts, and other activities also require dedicated adult supervision.
- No skate boarding on basketball court while games ongoing.
- No throwing balls against the wall.
- Shoes are required.
- No running into the gym divider net, lifting up, going under, etc.
- No "coast to coast" throwing of basketballs---half court maximum.
- Keep an eye on "physical aggressiveness" and "jawing" during games--in order to prevent altercations.
- No food or drink allowed in the gym --even if in back packs (which we hope to keep in sign in/out area.
- If door alarm sounds, calmly make sure door is closed. Alarm will cease in 90 seconds.
- Make sure storage container is locked (pull on both cords) when dodge ball game completed.
- Please make sure basketballs picked up and no clothes or other items left in gym when The Way closes.
- Don't tolerate or provoke disrespect
- Be Familiar with student code of conduct and how to apply/document. If any questions, please ask Board Member in Charge.
- Please attend devotions held in the gym.
- Please don't "congregate" with other volunteers. Look for students and other volunteers to assist.
- To please endeavor to make sure all students get their turn to play as much as possible.
- No "hard" footballs, soccer balls or other balls (except basketballs).
- All of these rules need to be enforced for safety of students and longevity of equipment; especially sound abatement boards.

KITCHEN

---Be an example of CHRIST to all students.

---Please be loving/encouraging to students as they come for food and drink.

Build relationships

---Please review posted rules each day.

---Please serve the food when it is possible to do so.

---Please encourage students to say "please and thank you" which is easier to do if you serve them.

---There should be at least 2 volunteers in the kitchen while open.

---Close kitchen not earlier than 5:15 PM on M, T, and TH and 7:00 PM on Friday.

Only exception in serving food after closing would be if students arrive at The Way after these times and are hungry.

---Only one bottle of water per day. If students say they did not get a ticket or lost their ticket, please check and make best decision.

---Serve food with gloves or utensils.

---If able, please keep an eye on tables and if food is dropped/thrown or otherwise misused and alert Board Member in Charge if needed.

---No students in the kitchen unless accompanied by an adult.

---Everyone try and help clean kitchen and restock refrigerator prior to closing.

---Don't tolerate or provoke disrespect.

---Be Familiar with student code of conduct and how to apply/document. If questions, please ask Board Member in Charge.

---Unless only person in kitchen, please attend devotions held in the gym.

---Please don't "congregate" with other volunteers. Look for students and other volunteers to assist.

SIGN IN DESK

- Be an example of CHRIST to all students
- Do not leave desk without another adult taking your place.
- Please be welcoming/encouraging to students as they arrive and leave. Build relationships.
- Please review posted rules each day.
- Encourage backpacks be left by sign in desk
- Encourage students to put name tags on back packs, musical instruments, lap tops and other items of value. Provide tags as needed.
- For first time students at The Way ---please have them write first and last name on blank portion of register and then provide a "Student Survey" for immediate completion.
- If sign in document reflects either the words "consent" or "survey", please provide needed forms (survey to be filled out on site).
- Students are only able to leave and return on Fridays (unless common sense issues such as Doctor's appointments, verified school activities, etc.)
- Students are allowed to leave and return once on Fridays IF authorized by parents. If areas on sign in sheet for Fridays are "shaded" student should not be allowed to leave and return unless parents are notified or have provided documentation allowing.
- Some students have annotated on sign in sheet that parents will not allow them to leave. Please enforce to extent possible.
- Students wanting to go outside to make cell phone calls, are required to stay inside entrance door or just outside the door IF you are able and willing to watch.

- Don't tolerate or provoke disrespect
- Be Familiar with student code of conduct and how to apply/document. If any question, please ask Board Member in Charge.
- Please don't "congregate" with other volunteers. Look for students and other volunteers to assist.
- Friday night closing, put sign in/out sheets in Cammie's box in office.