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# ***MCF CHILDREN'S MINISTRY DEPARTMENT MANUAL***

*Updated 2014*

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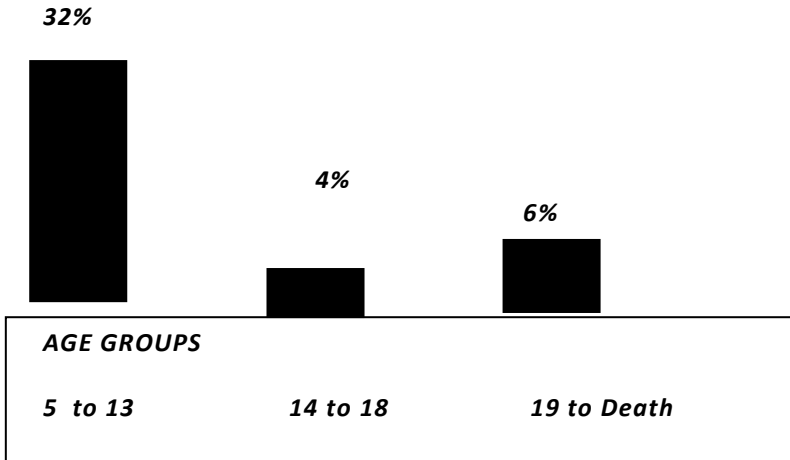
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# WHY HAVE A CHILDREN'S MINISTRY?

## Barna's Research

Barna Research Group has found that the probability of a person accepting Christ as their Saviour is highest among children.



Probability of accepting Christ as Saviour by age groups.

Once a child has reached their teens, their beliefs system is in place that is why conversions to Jesus Christ drop off sharply in the teens. We need to reach children before they reach their teens for:-

Salvation

Influence their belief system to a biblical view

**MACKAY CHRISTIAN FAMILY HIGHLY VALUES CHILDREN AND TAKES SERIOUSLY THE DUTY OF CARE TO BE EXERCISED IN RESPECT OF THEIR SPIRITUAL AND PHYSICAL LIVES. IT IS THE CHURCH'S AIM TO GO THE EXTRA MILE IN CREATING AND MAINTAINING A SAFE ENVIRONMENT FOR CHILDREN IN OUR CARE FOR THE VARIOUS PROGRAMS WE OFFER TO CHILDREN AND YOUTH.**

## STATEMENT OF COMMITMENT

Mackay Christian Family is committed to the safety and wellbeing of all people, children and young people who use it's services. We are committed to providing a child safe culture where all ages can find and practice their faith. Our workers will treat all people with respect and understanding at all times. To ensure children and young people are kept safe from harm, the following documents and processes have been developed.

We believe that church should be a caring, nurturing and faith sustaining environment for all and especially for children.

The Bible advocates the need to develop a physically, spiritually and emotionally safe environment for children in which to grow and learn.

Our Children's & Youth ministries are established on the premise of a fun, safe and loving environment where children can grow in their faith and find salvation through Jesus Christ.

To achieve this we embrace the outworking of a moral, ethical and legislative role.

Scriptures is full of statements that reflect the value of children to God and therefore to the Church. The following scriptures from the Bible are a few examples that illustrate this belief:

- Psalm 10:17-18
- Proverbs 22:6
- Matthew 19:4
- Mark 9:36-37
- 1 Corinthians 13-16

As a church we abhor any kind of child abuse and take any incidence of abuse within the church very seriously indeed. We find the sexual abuse of children to be particularly abhorrent. This series of protocols concerning such sexual abuse has two goals. The first is to provide a way in which the church can minimize risk in this area to the children and those under 18 years of age within the ministries of the church. Secondly, for the sake of the victims, it is our desire to ensure that all cases of sexual abuse are handled in a consistent and thorough manner. In an effort to ensure the best interests and on-going safety of any victims, the Board requires that the following procedures be followed in cases of known or suspected sexual abuse.

### ***CHILDREN'S MINISTRY VISION STATEMENT***

The children to have a personal encounter with God (Father, Son, Holy Spirit)

Explanation

- The children to have a personal encounter with the Father
- The children at Children's Ministry receive knowledge and have to apply the bible to their lives, but they need to have a personal encounter with God to make it real in their lives.
- We believe that one of the underlying problems why children fall away from the church in their teenage years is that they do not have a personal encounter with Christ in their formative years and in the pressure of there lives they succumb to the 'world' and take the easy way out.

Though they may return to the church later in life they are carrying with them the baggage they picked up along the way between these two points (drugs/ sexual problem/ rejection/ relationship problems), because they realise they know the truth but didn't do anything with it.

### ***MISSION STATEMENT***

Reach out and help children understand and accept God's unconditional love and know Him.

### ***CORE VALUES***

#### **God's word 2 Timothy 3:14-17, 1 Corinthians 13:11, Zechariah 8:5**

Children's ministry should impart vital truth from the Word of God to kids in order that they might build their own faith.

#### **Fun**

Children learn in an atmosphere that is fun and relaxed. Children are not small adults, even children who have an encounter with God are still children

### **Trinity God – Father/ Son/ Holy Spirit**

Empowering the next Generation

1 Samuel 3, 1 Samuel 17, 2 Kings 22, Luke 2:49, John 6:9, Psalm 8:2, Isaiah 8:18, 2 Kings 5:3,

The children should know, understand and experience the Father, Son and the Holy Spirit. The Holy Spirit

working through our programs can accomplish more than we could ever hope to achieve.

### **Excellence**

Excellence is the best we can do with what we have. Excellence is presentation of program, worship,

facilities, and attitude. We need to take on a SPIRIT of excellence in everything we do.

### **Missions (Local/Overseas) Matthew 21:15:16**

Reaching out to the children in our community and overseas.

Encourage the children to reach out to others who do not know Christ.

### **Empowering The Next Generation**

Children don't have to wait until they grow up to serve God, we should encourage them to step out, find

and use their talents now.

### **OBJECTIVES**

1. Meet the child's spiritual, mental, social and moral needs in a Christian Environment.
2. Worshipping God in all situations (through music and circumstances, good or bad)
3. Train the children in Bible based moral values.
4. Train the child to take leadership responsibilities.
5. Challenge the child to serve God in a Christian Service
6. Inspire a belief in the fundamental belief of our church (Salvation, Healing, Holy Spirit and Second coming of Jesus Christ)

### **ORGANISATIONAL STRUCTURE**

The Children's Ministries is broken into various departments –

- Teddy Bear Club (T.B.C)
- Religious Education (RE)
- Kids in Christ's Kingdom (KICK)
- Kings Kidz

All workers have been allocated to specific ministries, junior Workers are directed where they are required by Senior Workers who at their discretion and with prior approval of the Children's Ministry Leader, may hand over responsibility to the Junior Worker.

### **CHILDREN'S MINISTRY PROGRAMS**

Our programs are to be relevant to the children of this day and age, and presented in an exciting, fun filled atmosphere where the Holy Spirit is free to operate.

### **CHILDREN'S CHURCH**

Kings Kidz - Prep to Grade 3

KICK - Grade 4 to 7

Teddy Bear Club - 12 months to 4yrs

## **RELIGIOUS EDUCATION**

Helping children understand and accept God's unconditional love and the need to accept salvation.

### **RELIGIOUS EDUCATION CONDUCT GUIDELINES**

#### **WHAT YOU CAN DO.**

Provide an exciting fun program, which challenges the children to inquire further about God and Jesus Christ within the boundaries of the curriculum provided.

#### **WHAT YOU CANNOT DO**

Criticize other denominations or religious organizations.

Give a "Salvation Call" unless stated in the program

Invite children to programs at the church without first obtaining permission from the School Principal.

Show videos or hand out literature without first obtaining permission from the School Principal.

## **SCREENING OF CHILDREN'S MINISTRY WORKERS**

### **REQUIREMENTS**

People wishing to be involved in Children's Ministry at Mackay Christian Family church must undergo strict application and screening processes.

All persons aged 18 years and over will need to be screened by the Commission for Children and Young People (State Government Body) and issued with a SUITABILITY CARD BEFORE YOU CAN WORK WITH CHILDREN. This Suitability Card is valid for 2 Years.

*Before you can minister to the children the following is necessary:-*

- Read the MCF Child Protection Policy & the Children's Ministry Policy Department Manual
  - Complete 'Application for Working with Children' Form
  - Complete 'Volunteer Blue Card Application' form or 'Authorisation to Confirm Valid Blue Card/Application' Form
  - Read, agree to and sign the relevant Code of Conduct

You may not work with children until you have been cleared by the Commission for Children and Young People (Government Regulations)

- If under 18years old
  - Students may complete a "Student Blue Card Application Form' if they so desire.
  - Read, agree to and sign the relevant MCF Code of Conduct

The Senior Pastor will give the final approval to all applicants who wish to work with children under the supervision of Mackay Christian Family.

**Having a Suitability Card does not necessarily mean you will work with children under the supervision of Mackay Christian Family.**

### **PERSONAL CONDUCT REQUIREMENTS**

1. All Children's Ministry Workers should be a role model in character, conduct and dress to the children.

2. All Children's Ministry Workers are to be loyal to the Ministry Team, Leadership and goals of Mackay Christian Family.
3. All Children's Ministry Workers are required to attend church services or Youth Programs and maintain a vital devotional life and be a person of prayer for their ministry and children.
4. All Children's Ministry Workers are expected to be well organised and prepared for their program, seeking excellence in all they do, doing it unto the Lord and not man.
5. If you have a problem with a fellow member of the Children's Ministry Team or any other person you should conduct yourself as set out in Matthew 18:15-17
6. Gossip will not be tolerated by any leader or volunteer

### ***YOUR RESPONSIBILITIES***

IF YOU APPLY FOR A SUITABILITY CARD THEN CONTACT THE COMMISSION FOR CHILDREN AND YOUNG PEOPLE

- And cancel your application you are required to notify the Children's Pastor immediately of your actions.
- If you are issued with a Suitability Card and at a latter date you are charged with a Criminal Offence you must notify the Children's Pastor IMMEDIATELY. It is not necessary for you to disclose the offence, but you are required to re-apply for a Suitability Card.
- If you are issued with a "Negative Notice" you may appeal to the Children's Service Tribunal.

## ***CHILDREN'S MINISTRY GUIDELINES***

### ***CHILD CONTACT GUIDELINES***

- When speaking to or counseling children this should be done in the "OPEN" where other people can see you. NOT BEHIND CLOSED DOORS.
- When counseling children, male please use same sex counselors, where possible
- Be careful placing children on your knee, only young children on the kneecap is acceptable.
- Hugs also required monitoring in situations where appropriate, either hug side on or keep the lower half of your body well away
- No kissing the children
- If taking children on camp, outing or travelling to and from home, they must be accompanied by two (2) leaders, or a consent to transport child letter signed by a child's parent/guardian is to be held on file.
- If necessary to accompany a child to the toilet, a Leaders or a Junior Leader should accompany a child to the toilet. Those accompanying a child should be the same sex as the child. The toilet door is to be closed with leaders standing in toilet entrance. If assistance is required both leaders are to be present.
- Never leave a child alone
- No child is to be grabbed or hit in anger or discipline
- Discipline of a child is the responsibility of the Leader initially with suspensions being the responsibility of the Children's Ministry Leader.
- If a child's behaviour seems quite out of the ordinary, write it down, (Form, page 35) it might not mean anything but it could also help solve a behavioural or other problems at a later date.
- Each MCF ministry will have a specific way of identifying their staff, leaders and volunteers. This identification must be worn while working with this ministry team.

**Always be careful when dealing with children as we don't want you to place yourself in a compromising situation where accusations could be made against you, which would have long term consequences.**

### ***CAMP AND OUTINGS CONTACT GUIDELINES***

- No cuddles or kissing children – side hugs are acceptable
- Never be alone with a child, always in two's



- Not permitted to shower with children, or observe the children showering
- Shower monitors, work in two's and stand at the entrance to the shower block
- Some camps do not have leader's quarters – again never be alone in the sleeping quarters with a child
- Night hikes – no walking with child alone. The group must stay intact with all leaders visible
- Nude swimming is not allowed
- Camp badge must be worn to identify yourself as part of the team
- Protect younger children, who possibly may be abused by older children, by never allowing children to be alone unsupervised.
- Leaders are not to assist children in dressing. Appropriate age of children eligible to attend camp needs to be considered.
- Designate a confidential counselor, someone who the child can go to with a complaint or concern.
- If you are taking a group of children on an excursion, make sure there are more than one of you and that you are in public view.
- Children are not permitted to get into bed together
- Children and leaders must wear a dressing gown when outside (include on camp form in what to bring section)
- A risk assessment also needs to be completed for the excursion/camp
- A permission form and information letter is to be compiled and sent home to the parents for completion, for any camp/excursion. This form must include
  - Name and address of child attending camp or excursion
  - Date/s of camp or excursion
  - Venue and time of departure and arrival
  - Method of transport
  - General description of activities to be undertaken
  - Details of child medical conditions and medication
  - Contact number and address of venue
  - Indemnity, privacy & medical treatment statements
  - Cost
  - Medicare number
  - What child is to bring

***You have the privilege of ministering to somebody's pride and joy.  
Protect them; protect yourself and God's work.***

### ***DISCIPLINE GUIDELINES***

If the child's behaviour is unacceptable, do not let it "get to you" where you grab or hit the child, this is not acceptable.

Discipline of a child is the responsibility of the Leader's initially with suspensions being the responsibility of the Children's Ministry Leader. Junior Leaders are not to discipline a child.

### ***DISCIPLINE PROCEDURES***

1. Inform the child that their behaviour is unacceptable; discuss their behaviour with them.
2. If no improvement, inform the child that their behaviour is unacceptable, if there is no improvement disciplinary action will be taken.
3. Complete the 'Misbehaviour Report' (form, page 12) and submit to the Children's Ministry Leader

## ***DISCIPLINE OF CHILDREN ATTENDING CHILDREN'S MINISTRY PROGRAMS***

- a. Sunday programs - child taken back to their parents and parent informed of their misbehaviour.
- b. If parents not at church –brought in by another person, child's parents will be phoned and informed of the child's misbehaviour
- c. In both cases child's parent will be informed that their child cannot attend the following week's program – one week's suspension.
- d. If not a Sunday program, procedure as per (b) to be followed.

## ***DISCIPLINE OF CHILDREN'S MINISTRY PERSONNEL***

- a. Where it is considered a minor policy infringement has been made the person will be informed of the correct procedure they should adopt. This may be done by the Children's Pastor.
- b. Continual minor infringements will need to be brought to the notice of the Pastor.
- c. Where a major policy infringement has occurred, that must be brought to the notice of the Pastor  
immediately, the person may be stood down from their position until the matter has been investigated by the Children's Pastor or Senior Pastor.

## ***CHILDREN'S MINISTRY PROCEDURES***

### ***FIRST AID AND ACCIDENTS***

A First Aid Officer has been appointed and trained for the Children's Ministry programs. The name of this person will be given to you during your induction.

### ***REPORTING OF ACCIDENTS AND FIRST AID GIVEN***

All accidents and first aid given must be reported. Please complete the 'MCF First Aid/Accident Report (page 18) and give to the Children's Ministry Leader as soon as possible.

### ***TRAINING***

All personnel should attend the Children's Ministry Training Program or an approved Training Day.

### ***REGISTRATION OF CHILDREN PROCEDURES***

Mackay Christian Family Children's Ministry requires all children attending one of our programs to be registered.

Parents of Teddy Bear Club and Kingz Kids aged children are given a form to complete, which is then filed and included on the MCF Database.

Young People attending K.I.C.K. are given a basic form to complete which is filed and included on the MCF Database.

All information taken in these registration forms are only used for the pastoral care of Mackay Christian Family Church and are not given out to any third party.

## ***SIGN IN & OUT PROCEDURES***

Parents of children in Teddy Bear Club and Kingz Kids must register their children's attendance by signing their child in and out. This procedure is similar to the one in use in kindergartens. It shuts down the possibility of children being removed by someone other than the legal parent or guardian.

For children attending K.I.C.K., a roll is marked as they arrive by the Team leader. This roll is obtained from the MCF database.

## ***TEACHER IDENTIFICATION PROCEDURES***

All MCF Children's Ministry workers are identified by a badge which will display their name and the children's ministry department they are assigned to.

## ***ADULT VISITOR PROTOCOLS***

1. Visitors are not permitted to attend a MCF Children's Ministry service without prior approval and screening by the Children's Ministry Leader. This screening process involves:
  - a. Contacting the Children's Ministry leader in advance
  - b. They are required to sign the visitor's book and produce ID with a photo
  - c. Please record blue card number and expiry date if they have one, beside their name in the visitor's sign in book.
  - d. While they are onsite they are to wear a fluro visitor's badge at all times
  - e. They are not permitted to wander off on their own. They must stay with the class.
    - i. NB Even parents visiting must wear a visitor's badge

## ***SUSPECTED UNUSUAL BEHAVIOUR***

In the situation where you feel that you have witnessed unusual behaviour, i.e. stranger outside a Children's Ministry room or a worker breaking policy (child on their lap), a brief form detailing what you observed should be completed 'Unusual Behaviour Report' (page13) and passed onto the Children's Ministry leader. This form is then copied to the Church Manager and the Senior Pastor is informed.

## ***PROCEDURE FOR DISCLOSURE OF ABUSE***

The worker/volunteer/pastor should:

- Listen carefully to the child.
- Reassure the child that the worker believes the child.
- Reassure the child that the abuse is not the child's fault. The child is not responsible for the abuse.
- Reassure the child that they have done the right thing in telling someone, and that the worker is pleased that the child has shared this with the worker (Perpetrators often threaten a victim in an attempt to ensure silence).
- Acknowledge that it is hard to talk about these things.
- **Not press the child for details.** It is not the worker's role to conduct an investigation, and asking leading questions may in fact prejudice any subsequent investigations.<sup>1</sup>
- Not make promises that the worker cannot keep (e.g. confidentiality).
- Tell the child that certain adults need to be informed who can protect them so that the abuse can stop.
- As soon as possible after the conversation, contact the Department of Child Safety or the Queensland Police Service and submit a report.
- Concurrently or as soon as possible after contacting the Department of Child Safety or the Queensland Police Service submit a verbal and then a written report to the relevant Department Head (page 15).
- Make notes of the conversation held whilst the facts are still fresh in the mind of the worker/volunteer/pastor.

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<sup>1</sup> Child protection Council, 1994, p.8

The worker/volunteer/Pastor to whom the child is disclosing the sexual abuse, must work hard at not showing emotions such as disgust, horror, disbelief or panic in front of the child. These will serve to reinforce to the child their feelings of disgrace and shame. They might also cause the child to lose confidence in the worker and not disclose other experiences.<sup>2</sup>

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<sup>2</sup> This section adapted from *Protect the Child* developed by KIDS R Us., p.19

## MISBEHAVIOUR REPORT

Date / /

1. Details of Child/Young Person:			
Full Name		DOB	/ /
Address			
Phone Numbers	H:	M:	
Ministry area involved:			
Leader's Name			
2. Incident:			
General description of the incident:			
Location it occurred		Time occurred:	
3. Disciplinary Action Taken:			
Description of disciplinary action taken:			
5. Reporting Requirements:			
Pastor/Leader notified?	Yes / No	Date contacted	/ /
		Time contacted	:
Pastor/Leader Signature	_____		
Parent / Guardian* of child notified?	Yes / No	Date contacted	/ /
*Guardian may include Designated Carer of Child		Time contacted	:
		Person contacted	_____
Method of contact:	<input type="checkbox"/> Met in person <input type="checkbox"/> Letter <input type="checkbox"/> Phone call		

Name of person completing report: \_\_\_\_\_

Position \_\_\_\_\_

Signature of person completing report \_\_\_\_\_





**Mackay Christian Family – Children’s Ministry Registration Form**

Name .....

Address .....

Phone Number .....

Date of Birth .....

Parent/Guardians Name .....

Allergies .....

Do you give permission for your child to have their photo taken and for photos to be used in MCF promotional materials? Yes / No

Do you give permission for your child to have lollies? Yes / No

Parent/Guardian Signature: .....

**Sign In and Sign Out Sheets (Example)**

Dear Parents,  
 Only you will be permitted to collect your child at the end of the service. Thank you.

**Mackay Christian Family**

**Child Roll Call**

Firezone Only  
  Firezone  
  Teddy Bear Club  
  King's Kids  
  Kick

Attendee Name	Date:		Date:		Date:		Date:		Date:		Birthday	Age	Allergies
	In	Out	In	Out	In	Out	In	Out	In	Out			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

## DISCLOSURE OF HARM REPORT

Date / /

<b>1. Details of Complaint:</b>			
Full Name of complainant		DOB	/ /
Address			
Phone Numbers	H:	M:	
<b>2. Details of Other Persons Involved in Incident Including Witnesses (Attach additional pages if necessary):</b>			
Full Name		DOB	/ /
Address			
Phone Numbers	H:	M:	
Full Name		DOB	/ /
Address			
Phone Numbers	H:	M:	
<b>3. Incident:</b>			
Description of what allegedly occurred. (DO NOT ask questions as this may corrupt evidence – just write down what the child tells you). Use additional paper for full statement.			
Location it occurred		Time occurred:	
<b>4. Evidence:</b>			
What evidence has been preserved? (i.e. clothing worn etc – person should NOT wash before medical examination if required)			
<b>5. Reporting Requirements:</b>			
Has the designated person / pastor been contacted? OR	Yes / No	Date contacted / /	Time contacted :
Has the ACC been contacted if an accredited Pastor is involved?	Yes / No	Date contacted / /	Time contacted : Person contacted _____
<b>6. Designated Person to Complete Below:</b>			
Report to police if	<input type="checkbox"/> There is risk of harm to any persons <input type="checkbox"/> Department of Children’s Services asks you to <input type="checkbox"/> There is knowledge which would assist authorities to apprehend or convict a person of a serious offence <input type="checkbox"/> The incident involved physical or sexual assault		
Report to insurers if	<input type="checkbox"/> It is likely that the incident will give rise to a claim		
Report to lawyer if	<input type="checkbox"/> You are unsure about your reporting requirements / complex legal issues		
<b>7. Records:</b>			
A record of all conversations has been kept	Yes / No *ensure that all records of conversations have dates, times and names on them		
File is kept in a locked filing cabinet and marked “Do Not Destroy”	Yes / No		

Name of person completing report \_\_\_\_\_

Position: \_\_\_\_\_ Signature of person completing report: \_\_\_\_\_



# MACKAY CHRISTIAN FAMILY STAFF CODE OF CONDUCT

## PERSONAL LIFE

*I will endeavour to manage my personal life in a healthy fashion and to seek appropriate assistance for my own personal problems or conflicts.*

You may find that a mentor or professional supervisor will be helpful for personal growth and keeping accountability. Finding a way to deal with personal, ministry and work related conflicts is needed in order to keep a healthy attitude towards staff, church management and the families they work with.

Many churches have been split and many workers have burnt out long before they should have due to personal problems and hurts that were never dealt with.

## ROLE MODEL

*I will demonstrate the excitement of following Jesus and endeavour to be an example of Christ and his truth.*

Leaders are representatives of God and should conduct their public and private lives knowing that they reflect the person of the Lord Jesus to others. You need to balance time spent in personal life, family life, secular jobs, and your own personal relationship with the Lord. You need to cultivate a deep relationship with the Lord and to prepare thoroughly when sharing the Word of God.

## COUNSELLING

*I will provide help only for those problems or issues that are within the boundaries appropriate to my competence.* You need to know when you are dealing with problems that are beyond your level of competence and know when to refer on to those qualified to do so.

## RELATIONSHIPS

*I will establish and maintain appropriate professional and Christian relationship boundaries.*

It is sin for you to have a sexual relationship with any person other than with your married partner, even if the relationship is considered legally permitted or mutually consensual. Additionally for a leader to flirt or use your position for enticing behaviour, or making advances or requests for sexual favours is absolutely forbidden by those in Christian Ministry. A healthy relationship amongst peers is necessary for personal growth and development.

## PORNOGRAPHY

*I am committed to stand against pornography and will not use it in any form. This includes material from adult bookstores, adult rated videos, pornographic websites and live pornographic shows.*

The most recent studies available suggest that 50% of the people in churches are looking at and/or could be addicted to internet pornography. It is the single most potent attack on the church and causes destruction to young minds, leaders, churches and marriages. Surfing the internet for pornographic sites is the easiest form of pornography to find and the most destructive.

## SAFETY AND PROTECTION

*I am committed to preventing child abuse and being an agent of healing and justice. I will therefore ensure that children are nurtured and protected from spiritual, emotional, physical and sexual abuse.*

It is your responsibility to ensure the safety and wellbeing of all the young people and children in your care and to safeguard them from any danger of abuse. You must also safeguard yourself from allegations that can arise from careless and unwise behaviour.

## RECORD KEEPING AND CONFIDENCES

*All records of children and families I work with will be stored or disposed of in a manner that preserves security and confidentiality.*

All communications and counselling records must be treated in a confidential and respectful way. The things that are shared in confidence are not to be disclosed except where there is concern for the safety and wellbeing of the person concerned or if there is any one else at risk.

## LOYALTY

*I will not publicly air problems when it is obviously going to be detrimental to the future of the church, nor be openly hostile or critical of others in the ministry of my church (past or present).*

Only those who are insecure in their ministry will think that putting down another pastor will enhance his position or ministry in the eyes of others. The fact is that such conversation does exactly the opposite. Unrepented acts of immorality or teaching of unbiblical doctrine is the exception.

## FINANCES

*I will be an example of honesty in all my financial dealings and endeavour to pay my bills on time and give honest and accurate records with my income tax returns.*

You are to be an example of honesty in your financial dealings and avoid questionable activities or practices such as dubious moneymaking schemes, and hold the highest levels of integrity and public trust.

## SUPPORT FOR THOSE IN MINISTRY

*I will support others in ministry to the best of my ability in my intent, in my words, and in my actions, both private and public.*

We are all fellow soldiers in the same battle and should not therefore, act in any way that would damage or destroy others or their ministry. Rather, we should do all in our power to network for mutual support and help. If they commit sin or fall into error, you must deal with these instances in the correct Biblical way.

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

Signed: \_\_\_\_\_

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

**MACKAY CHRISTIAN FAMILY  
YOUTH & CHILDREN'S WORKERS CODE OF CONDUCT**

*I agree to be bound by the rules for working with children at MCF and to be obedient to the Senior Minister or his nominees in relation to such work. I have read MCF's policy and related procedures and agree to be bound by them and any changes made to them from time to time.*

*I agree to refrain from UN-Biblical conduct in the performance of my services on behalf of the Church.*

*I agree that under no circumstance shall I ask any other person to assist myself or any other person, in any capacity whatsoever, while ministering with children at MCF, without prior clearance from the Church leadership.*

*I agree that under no circumstance, while ministering to children and young people at MCF, will I be alone or unobservable with any child, who is not my own, without the permission of Church leadership.*

*I acknowledge that as a worker in the youth and children's departments of Mackay Christian Family Church that my life and the manner in which I live it, is an example to all young people. I therefore commit to seeking to live my life in a godly and biblical manner, both publically and privately.*

*I will seek to be a role model in character, conduct and dress.*

*I have read, understood and am prepared to abide by the Code of Conduct for Volunteers developed by Mackay Christian Family Church to promote the protection and safety of children and located in the relevant policy – Child Protection.*

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Witness** \_\_\_\_\_

**Date** \_\_\_\_\_

## MCF FIRST AID / ACCIDENT REPORT

Date / /

1. Details:			
Full Name		DOB	/ /
Address			
Phone Numbers	H:	M:	
2. Incident:			
General Description of the Accident			
Name of Others Involved in Accident			
Action Taken (e.g. ice pack applied)			
Type of Injury			
Time Occurred	:	AM / PM	Ambulance Called      Yes / No
Department			
Name of Person Applying First Aid			
3. Notification:			
Parent / Guardian notified?	Yes / No	Date contacted	/ /
		Time contacted	:      AM / PM
		Person contacted _____	
Pastor notified?	Yes / No	Date contacted	/ /
		Time contacted	:      AM / PM
Pastor Signature	_____		
Pastoral Care Required?	Yes / No		
Pastoral Care Notified		Date contacted	/ /
		Time contacted	:      AM / PM
		Person contacted _____	

Name of person completing report \_\_\_\_\_ Position \_\_\_\_\_

Signature of person completing report \_\_\_\_\_