

MCF YOUTH MINISTRY DEPARTMENT MANUAL

Updated 2015

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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 its 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.

ORGANISATIONAL STRUCTURE

Revolution Youth Ministry's leadership structure is the Youth Pastor/s leading a team of young people selected for a leadership team. This leadership team also makes up the leaders of the life groups in this ministry.

Revolution Youth also participates in Schools Programs at local high schools.

HIGH SCHOOL PROGRAMS

HIGH SCHOOL PROGRAM CONDUCT GUIDELINES

- Closed footwear shall be worn at all times
- Blue card shall be present on your person at all times
- Shall sign in at front office to specific school
- Shall submit to authority in specific school

WHAT YOU CAN DO.

INTERACT WITH STUDENTS AS LONG AS PERMISSION IS GIVEN BY PRINCIPAL AND SCHOOL CHAPLAIN

Invite and promote Revolution events within high schools.

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 Chaplain outside of Revolution Programs

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

SCREENING OF YOUTH MINISTRY WORKERS

REQUIREMENTS

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 3 Years.

All youth workers are to have an obvious relationship with our Lord Jesus Christ. They are to show Faithfulness, Availability, Submission and Teachability in all they do. They are to regularly participate in Friday night Revolution meetings and attend a Life group and MCF Sunday Service. They are to live their lives by biblical standards.

Before a worker can minister to the Youth the following is necessary:-

- Read the MCF Child Protection Policy & the Youth Ministry Department Manual
- Attend a leadership induction; read, agree and sign the Revolution Youth Leadership Standard Document
- If over 18 years old:
 - 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 18 years old
 - Complete 'Application for Working with Children' Form
 - 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 Youth Pastor/s 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.

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 Youth 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 Youth 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.

PERSONAL CONDUCT REQUIREMENTS

While in attendance at Youth, leaders/volunteers are to follow the instructions of the Youth Pastor/s and to abide by the policies in place for Mackay Christian Family Church.

YOUTH MINISTRY GUIDELINES

YOUTH 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, please use same sex counselors, where possible.
- 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
- 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 Youth Pastor/s. Refer to Discipline

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
- 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
- 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. A risk assessment also needs to be completed for the excursion/camp
- Children are not permitted to get into bed together
- Children and leaders must wear a dressing gown when outside (include on camp forms)

TRANSPORTATION GUIDELINES

- Revolution will gain written consent by a parent or guardian for any youth to be transported in a vehicle for Revolution Youth events
- Each driver will hold a Blue Card and the correct Qld drivers licence for their age and experience, and will drive a roadworthy, registered car.

- Where possible two leaders will travel in the car to transport youth to and from youth events
- Our Youth Leaders are instructed not to park in the street/driveway and talk when they take youth home.
- Our Youth Leaders are instructed that they are to wait in their car until the youth is inside the home or have given an 'all good' verbal call before leaving.
- Wherever possible Leaders must be the same sex as the youth/s being transported.
- Leaders are not to develop a pattern of habitually dropping the same group of youth home or singling out a specific youth to be dropped home last.
- Leaders are to abide by any curfews or other specific guidelines set by Youth Pastors and/or parents for the time a youth must be home.

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

DISCIPLINE GUIDELINES

No discipline is done without Youth Pastor/s knowing about it FIRST
 Notify the Youth Pastor/s of Misbehaviour
 All disciplinary action is to be notified to Youth Pastor/s.
 All discipline is talked through with the infringing person
 At no time shall you smack or hit a person being disciplined
 At no time shall you swear or put down in anger or frustration that person
 Always speak in grace just as Jesus did
 Always let there be a known way of wholeness and repentance for that person
 If the discipline revolves around their character, always pray after

DISCIPLINE OF YOUTH MINISTRY PERSONNEL

Youth Leaders and volunteers over the age of 18 who break policy will be asked to leave the venue and not return until they have met with the youth pastor. If these violations are completed outside of a youth event, they may be stood down from participation as a leader/volunteer.

The Senior Pastor will also be informed of any break in policy and if required, his approval will need to be given for a member to recommence attendance at youth or any youth event or to be reinstated as a leader/volunteer.

Youth leaders and volunteers who are under 18, and who break policy will be removed from the youth event and their parent, guardian or designated carer will be contacted, informed of the breach in policy and requested to collect the child from the event immediately. A follow up meeting with the Youth Pastor will be required before the child can return to youth or any youth event.

YOUTH MINISTRY PROCEDURES

FIRST AID AND ACCIDENTS

If an incident occurs, assess the situation and call for another leader to assist in your action of help. If it is a bigger problem than first thought, notify Youth Pastor so he/she can take necessary action. Please do not give first aid if not qualified.

REPORTING OF ACCIDENTS AND FIRST AID GIVEN

All accidents and first aid given must be reported. Please complete the 'Accident Report Form' and give to the Youth Pastor as soon as possible.

TRAINING

All Leaders must complete the LOUNGE SESSIONS and be a regular attender of Focus Leadership Meetings. Leaders will also undergo an induction where MCF Child Protection Policy and the MCF Youth Departmental Manual is explained.

REGISTRATION OF YOUTH PROCEDURES

Friday Night attendances are registered by a head count, and occasionally a roll or an information sheet may be filled out by everyone. The information on these sheets is entered into the MCF Church Database. All information in this database is used only for the pastoral care of MCF Members and attendees and is not given to any third parties.

REVLIFE attendances are registered by weekly reports.

LEADER AND VOLUNTEER IDENTIFICATION PROCEDURES

The identification of leaders is done via social media and the youth website. Our leaders are also Youth life group leaders. Revolution distinguishes leaders from the platform and all communication about upcoming events is passed on my life group leaders to the youth.

ADULT VISITOR PROTOCOLS

1. Visitors are not permitted to attend a MCF Youth service without approval and screening by the Youth Pastor.
2. They are required to sign the visitor's book and produce ID with a photo
3. Please record blue card number and expiry date if they have one, beside their name in the visitor's sign in book.
4. While they are onsite they are to wear revolution youth lanyard and visitor's badge
5. They are not permitted to wander off on their own. They must stay in the Auditorium.

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 Youth program/life group or a worker breaking policy (child on their lap), a brief form detailing what you observed should be completed 'Unusual Behaviour Report' and passed onto the youth Pastor. This form is then copied to the Church Manager and the Senior Pastor is informed.

PROCEDURE FOR DISCLOSURE OF ABUSE

1. If a child wants to talk to you about a sexual or physical abuse, let them talk, but **DO NOT ASK QUESTIONS.**
2. Inform the child that you will help them.
3. Pray with them.
4. Do not discuss the incident with the child as you could contaminate the evidence.
5. You cannot give your word to the child that you will keep the information confidential, as you are obliged to inform persons in authority of the problem, (Youth Pastor and Pastor).
6. As soon as possible (not in front of the child) write down all the information on the 'Disclosure of Harm Report Form'.
7. Inform the Police of the incident/report.
8. Inform the Youth Pastor as soon as possible of the disclosure.
9. Youth Pastor to inform Board Representative and forward them a copy of all relevant forms and reports.

NB: Board representatives for MCF are Katharine MacDonald or Maurice Coppo

FORMS

HARM REPORT

Date / /

1. Details of Complaint:			
Full Name of complainant		DOB	/ /
Address			
Phone Numbers	H:	M:	
2. Details of Other Persons Involved in Incident Including Witnesses (Attach additional pages if necessary):			
Full Name		DOB	/ /
Address			
Phone Numbers	H:	M:	
Full Name		DOB	/ /
Address			
Phone Numbers	H:	M:	
3. Incident:			
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:	
4. Evidence:			
What evidence has been preserved? (i.e. clothing worn etc – person should NOT wash before medical examination if required)			
5. Reporting Requirements:			
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 _____
6. Designated Person to Complete Below:			
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		
7. Records:			
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 _____