



Epiphany Lutheran Church

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EPIPHANY LUTHERAN CHURCH
Handbook for Adults Working with Children and Youth

Updated: April 21, 2016

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“Epiphany’s purpose is to love Jesus by serving others.”

April 11, 2016

Dear Volunteer,

Thank you SO much for your commitment to ministries of Epiphany Lutheran Church that serve our youngest and most precious members. Your service is a valuable component in accomplishing Epiphany’s mission to *“love Jesus by serving others.”*

It is the goal of Epiphany Lutheran Church to welcome children into our church, provide opportunities for their faith development and Christian Education, and to keep them safe while they are here. We are committed to providing a safe and secure environment for all children, youth, volunteers, and staff who participate in ministries, activities, and events sponsored by our church.

Bottom Line

Beginning in November 2011, a task force developed an updated enlistment process for those wishing to work with children and youth at Epiphany. This new enlistment process involves the running of background checks, which may include fingerprinting for volunteers with a certain level of contact. After June 1, 2013, anyone who has not completed the volunteer enlistment process in its entirety is not permitted to volunteer at Epiphany sponsored events that involve children and youth until the process is fully completed.

Explanation

Senate Bill 187, passed by the 123rd Ohio State General Assembly became effective March 22, 2001. The law provides for criminal background checks at the Bureau of Criminal Identification and Investigation (BCII). These checks involve the fingerprinting of any employee or volunteer of a specific type of institution, organization, or government entity that provides specified services to children and whose volunteers regularly have unsupervised access to a child.

This legislation requires all organizations using volunteers to notify prospective and current volunteers that they may, at any time, be subject to a criminal background check.

In accordance with the above law, the Ohio Community Service Council was mandated to develop a set of “Best Practices” for organizations to use when screening volunteers who work with children. **The document suggests that organizations that can financially afford it make every effort to utilize all of the recommended “Best Practices,” including successful background checks.**

In addition, Epiphany’s insurance agent (Marsh & McLellan) has suggested that we comply with the Guideline’s recommendations for developing a volunteer enlistment process in order to protect the church entity from litigation. Although not mandatory, **it is recommended by our insurance company that we comply with the “Best Practices” document and complete successful background checks which may include fingerprinting on our volunteers** that work with children and youth.

Through further legal consultation and additional recommendations from the Bishop's office, it has been recommended that we follow through with all of the strong recommendations made above. As a result, the Safety Policies Task Force, as well as the Church Council and staff, have elected to implement a volunteer approval process that will include background checks, which may include fingerprinting, for those that work with children and youth in our congregation.

We are now prepared to initiate this volunteer enlistment process, and all volunteers working with ministries involving children or youth are required to go through this enlistment process. The first step involves the completion of an **Adult Volunteer Application** as well as an **Authorization to Conduct a Criminal Background Check**. Contact the Director of Youth and Family Ministries, Director of Children and Family Ministries, or Director of Care of Members for details.

Thank you for your understanding and your willingness to continue your efforts in volunteering with the children and youth of Epiphany Lutheran Church.

Grace and Peace,

Pastor Charlie Woodward
Senior Pastor

Pastor Jay Shailer
Associate Pastor

Jane Lane
Director of Care of Members

Erin Haligowski
Director of Youth & Family Ministries

Anastasia Peltomaa
Director of Children and Family Ministries

INTRODUCTION

This handbook shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising activities involving children and youth while attending activities sponsored by Epiphany Lutheran Church (ELC). The first section describes the key principles around which this handbook was developed followed by the specific guidelines that apply to programs for youth and children at ELC and the adult volunteers, staff and participants involved in them. The final section sets out specific procedures associated with the management of programs, events or activities followed by an appendix with useful tips and information.

SECTION 1: PRINCIPLES

1: CREATE A WELCOMING ENVIRONMENT

We must welcome children into our church, providing opportunities for their faith development and Christian Education, while keeping them safe.

2: PROVIDE AND GROW A CHRISTIAN FOUNDATION

We must always be a place where people of all ages can congregate for worship, study, and service with the assurance that they are safe and secure in our community of faith, encouraging children, youth, and their families to grow in their relationship with God and with one another.

3: ENSURE A SAFE ENVIRONMENT

It is our purpose as God's people to do all that we can to ensure that ELC is a nurturing, affirming, sheltering place for the children and youth entrusted to our care and for all volunteers and staff who participate in the ministries, activities, and events sponsored by our church.

4: COMPLIANCE WITH ALL LAWS

We have developed this handbook to ensure that ELC is in compliance with all applicable laws and regulation pertaining the supervision and care of youth and children, in particular Ohio Senate Bill 187 that became effective March 22, 2001, which requires all organizations using volunteers who will regularly have unsupervised access to a child to notify them that prospective and current volunteers may, at any time, be subject to a criminal background and fingerprinting by the Bureau of Criminal Identification and Investigation (BCII).

SECTION 2: DEFINITIONS

1: ADULT

An adult is defined as anyone over the age of 18 years old and out of high school.

2: CHILD

A child is defined as anyone under the age of 12 years old.

3: YOUTH

A youth is defined as anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, but still in high school.

SECTION 3: VOLUNTEER ENLISTMENT PROCESS

Those adults interested in volunteering in ministries that involve children and youth at Epiphany Lutheran Church must go through the prescribed enlistment process as outlined below.

- 1) Each interested adult must complete an **Adult Volunteer Application Form**.
- 2) Each applicant should have his/her **church membership status** and **length of involvement** at Epiphany confirmed. All volunteer workers should demonstrate an active membership with this church of at least six months or an active non-member relationship of at least one year before being allowed to supervise children **AND/OR** should agree to the covenant established for a specific ministry.
- 3) Each interested adult must complete an **Authorization to Conduct a Criminal Background Check**. All applicants are required to consent to a background check before being considered for approval. Background checks are site specific to Epiphany Lutheran Church and will be submitted through an agent selected by the church. One background check will be required of volunteers at the time of enlistment with subsequent checks taking place in a five year rotation in years ending in 2 and 7 (2017, 2022, 2027, etc.).
- 4) All background check results must be reviewed and approved by a paid staff member.
- 5) A Pastor, the Director of Care of Members, the Director of Youth and Family Ministries, the Director of Children and Family Ministries, or the Child Care Center Administrator may interview all volunteer workers before they begin program delivery.
- 6) Each applicant's identity will be confirmed with the applicant's Driver's License or similar identification.
- 7) New volunteers are asked to read the **Handbook for Adults Working with Children and Youth** and sign the agreement to follow all of Epiphany's children's and youth ministry guidelines.
- 8) The paid office staff will maintain a **Children's and Youth Ministry Adult Volunteer List**, which will be updated regularly with approved adult volunteers.
- 9) Final volunteer placement is at the discretion of the staff ministry leader.
- 10) A file will be created for each volunteer and kept under lock and key behind a secondary locked door in the church office for maximum security.

SECTION 4: GUIDELINES

1: OVERSIGHT GROUP

- 1) Epiphany's Safety Policy Task Force, staff serving in Care of Members, and Congregational Council will act as the Oversight Group for the definition and implementation of all guidelines and procedures related to children and youth programs that involve ensuring the safety of children and youth in the care of ELC.
- 2) The Oversight Group will document all decisions made concerning the care of children and youth while at ELC or involved in its programs and activities and include them in this handbook.
- 3) The Oversight Group will have regular discussions concerning safety issues involving children and youth in the care of ELC and will take any necessary action to rectify all safety concerns, reflecting our priority that emotional and physical safety is a paramount concern at all church events involving children and youth.

2: BACKGROUND CHECKS

As approved by the Safety Policies Task Force, Church Council and ELC staff, all volunteers who will work with the children and youth in our congregation will follow a standard application and approval process that includes background checks which may include fingerprinting, consistent with the Ohio Senate Bill 187. Background checks will be conducted at the time of enlistment as a volunteer and every five years in years ending in 2 or 7 (2017, 2022, 2027, etc.).

3: STANDARDS OF CONDUCT

- 1) All volunteers and staff engaged in ELC's children and youth ministry and its programs and activities are expected to
 - a) Read and follow the information in the Handbook for Adults Working with Children and Youth, and
 - b) Be committed to creating and providing both an emotionally and physically safe environment.
- 2) Christian foundation – all volunteers are expected to:
 - a) Use the mission and vision of Epiphany Lutheran Church to love Jesus by serving others as a basis for decision-making.
 - b) Be familiar with and not challenge the beliefs set forth in the Apostles' Creed.
 - c) Be growing in Christian character.
 - d) Be committed to affirming the children and youth at Epiphany.
 - e) Be committed to treating people of all races, religions, and cultures with respect and consideration.
- 3) **Unacceptable conduct – volunteers who engage in or display the following behaviors may be dismissed from their position immediately and possibly subject to further legal action by ELC.**
 - a) **Smoking or using tobacco products in the presence of minors.**
 - b) **Using, possessing, or being under the influence of alcohol, illegal or illicit drugs while volunteering.**
 - c) **Using or possessing any type of gun, firearm or explosive while volunteering.**
 - d) **Possessing obscene or pornographic materials while volunteering.**
 - e) **Any verbal or nonverbal sexual behavior with any child or youth, including sexting or sending or receiving sexually explicit messages to or from a child or youth.**
 - f) **Dating or “going out” with any youth.**
 - g) **Using one's position as a volunteer to seek personal gain or influence through the inappropriate use of information or abuse of one's position.**
 - h) **Failing to report any sexual gestures or overtures made between youth and adults.**
- 4) Supervising children and youth – volunteers should act in a fashion that is consistent with the following guidelines.
 - a) Make every effort to avoid situations of being alone with a minor.
 - b) Avoid being alone with a youth of the opposite sex.
 - c) Make sure the door to a room is open whenever alone with a youth – this is a requirement for programs in non-windowed rooms
 - d) Make every reasonable effort to wait outside of the bathroom (in the hallway) for a youth, unless they are accompanied by a third person.
 - e) Not have youth at their house except with written parental permission, and never on a one-to-one basis (one adult and one youth).

f) Try to ensure the following adult to child ratios are observed

| | | | |
|-----------------|-------------------|------------------|-----|
| Birth – 3 Years | 1:4 | 4 yrs. – 5 yrs. | 1:5 |
| 6 yrs. – 8 yrs. | 1:6 | 9 yrs. – 14 yrs. | 1:8 |
| | 15 yrs. – 18 yrs. | 1:10 | |

- g) Exercise extreme discretion in dealing with all youth, especially regarding physical contact to avoid mis-interpretation.
- h) Limit physical touch to appropriate touch (non-demanding, gentle touch of shoulders, hands, arms, and head; no touching where a bathing suit would normally cover and sitting a child on a leg is appropriate only at preschool/K/1st grade.

4: TRAINING

As determined by the Director of Youth and Family Ministries, Director of Children and Family Ministries, or other program staff, volunteers will require appropriate training to be able to carry out their duties within a program(s).

5: EVENT MANAGEMENT

- 1) The volunteers and staff responsible for managing events or activities for children or youth must adhere to the following policies.
 - a) A responsible supervisor may randomly monitor all children’s and youth activities.
 - b) At programmed events, youth are not to be intentionally left alone without adult supervision.
 - c) All programs are to be held in central, highly visible locations.
 - d) Youth are expected to stay with the youth group, at the site, throughout the entire scheduled activity, unless parents have given verbal or written permission to leave early.
 - e) The supervisor of an event or activities can only leave after all children or their parents or another authorized driver has picked up youth participating.
- 2) Bad Weather And Event Cancellation
 - a) When the Centerville City School District issues a school closing, all children’s or youth activities for that day and evening will be cancelled.
 - b) Cancellation or postponement of any youth activities is at the discretion of the group leader.
- 3) Emergencies
 - a) All regularly scheduled youth events should discuss and practice emergency procedures for fire, tornado, storm, or other emergency events at least once per season.
 - b) Fire and other emergency procedures (tornado) procedures are posted in each room and reviewed regularly by the Director of Administration.
- 4) Off-Site Events
 - a) Volunteers taking children or youth off-site for church-sponsored events must have emergency contact information in their possession.

- b) Emergency information and Parental Consent and Liability Release Forms must be taken on all church-sponsored trips out of Montgomery County, Ohio. Please follow the procedures for these forms outlined on page 11.
 - c) A cell phone must be available at all off-site youth activities and its number registered with the church office or Director of Youth and Family Ministries or Director of Children and Family Ministries.
- 5) Sleepover and/or Overnight Stays
- a) Supervisors must enforce the “Open Door” and the “Third Person” guidelines must be followed and the adult/youth ratio should be no less than one adult to ten children/youth.
 - b) Sleeping quarters should be designated for males and females and should be properly supervised with adults.
 - c) Signed Parental Consent and Liability Release Forms must be secured along with updated emergency numbers for the evening. Please follow the procedures for these forms outlined on page 11.
 - d) At least two adults must also be awake, as long as any children/youth are awake,
- 6) Use Of Church Facilities
- a) Volunteers should schedule church facility use through a paid youth staff member or the church administrative assistant.
 - b) The supervisor must ensure that the facility is cleaned up after any event.
 - c) Technical equipment (e.g. sound system, overhead video projector, computers, stage lights, etc.) can only be used with permission from the appropriate staff.
 - d) All damage or accidents must be reported to the Director of Youth and Family Ministries, Director of Children and Family Ministries or appropriate church staff member within 24 hours.
 - e) The last supervisor to leave the building should turn off lights in any areas used.

6: CONFIDENTIALITY AND PRIVACY

- 1) Volunteers should not take on the role of counselor to any youth.
- 2) Volunteers are not to share publicly any private matters of Epiphany youth or families.
- 3) All publicity for youth events should be coordinated through paid youth staff and Epiphany’s Director of Communications.

7: ABUSE

- 1) All cases of suspected child abuse must be reported immediately in writing to a paid staff member.

8: ENTERTAINMENT

- 1) Movies, music, and all forms of entertainment need to be age-appropriate.
- 2) Adults should use good judgment regarding PG or PG-13 movies. R-rated movies or explicit lyrics are not acceptable.
- 3) Any movies being shown at a children’s or youth ministry event must be checked with the church’s licensing through CVLI for compliance with our licensing.

- 4) Youth and volunteers who want to bring in a movie, music selection, or other form of entertainment to share with the group should bring it in advance to be previewed by the group leader or paid staff for appropriate content.

9: TECHNOLOGY

- 1) Cell phones and texting
 - a) Do not use a cell phone while driving with youth in the vehicle. If it is essential to make a call, pull over to the side of the road to a safe spot or hand your cell phone over to a passenger.
 - b) Texting while driving youth in any vehicle is illegal and grounds for dismissal.
 - c) Texting messages to youth should be limited to youth group reminders, event changes, small group encouragements, and other ministry-related texts. Other important conversations should happen face-to-face.
 - d) Refrain from using cell phones at youth events, unless it is specifically called for as part of the programming.
 - e) If you have to return a call or text, please excuse yourself from the room to do it.
- 2) Photography
 - a) Do not use your cell phone camera, personal camera, or any other digital recorder in sleeping areas or bathroom areas.
- 3) Websites and Social Networking
 - a) Pictures of children and youth taken while at an ELC children or youth ministry event cannot be posted without a signed Media Release Form from the parent and review by paid office staff for approval.
 - b) Only paid youth staff may create and administer official pages for the Epiphany Children's or Youth Ministries and church-related youth ministry programs on Facebook, twitter, or other Internet social networks.
 - c) Adults should only communicate with youth through the groups set up by the youth staff.
 - d) Remember that when you accept a youth's friend request on Facebook or any other social network they will have access to your pages and comments.
 - e) Adults who accept friend requests from youth should only communicate on a youth's Facebook wall and not through private messages.
 - f) Please post only positive comments about youth events and activities at church.
- 4) Talk to the paid youth staff about any further technological questions or concerns. When in doubt, talk to the staff.
- 5) Each event may have its own specific technology guidelines for children and youth. Please follow and model these guidelines set for children and youth.

10: TRAVEL AND TRANSPORTATION

- 1) Driving
 - a) No one under the age of 21 is permitted to drive passengers to youth events that take place off the church property.
 - b) Licensed drivers under the age of 21 may transport themselves and a sibling during local events.
 - c) Volunteer drivers using their own vehicle should have at least \$100,000 per person bodily injury, \$300,000 per accident bodily injury, and \$100,000 property damage.

- d) A photocopy of proof of insurance for volunteer drivers should be secured prior to transporting students.
- 2) Caravan Guidelines
- a) Each driver will receive specific written directions, and if needed, a map to the destination.
 - b) There is to be no competition or socializing between vehicles.
 - c) No one is to leave a vehicle without driver permission. 'Chinese Fire Drills' are strictly prohibited.
 - d) Agree on a distress signal before departing such as consistently blinking headlights. This signal should communicate to all vehicles that there is a problem that warrants pulling off the road.
 - e) All vehicles will stay together unless otherwise planned.
 - f) There must be at least one cell phone among the caravan and the number should be registered with the Youth Director or church office
- 3) Use Of Church Vehicle
- a) The church van should be scheduled through the church office.
 - b) Keys should be obtained from the church office.
 - c) The driver should follow all procedures as given by the Facilities Manager or other staff person.
 - d) Any problems during the trip should be documented and reported to a paid staff person.
 - e) Volunteer church van drivers must be listed on Epiphany's church insurance, maintained by the Director of Administration.
- 4) Vehicle Breakdowns
- a) Park the vehicle in the safest spot you can find away from the flow of traffic.
 - b) Note your location (mile marker) in case you need to call for help.
 - c) Look for the problem and determine how serious it is.
 - d) Adults should consider leaving the vehicle to discuss what kind of help you need and think through where you could obtain it. Remain calm and confident.
 - e) Think through what help aids you possess (i.e. cell phones, credit cards, road assistance or towing service memberships).
 - f) Return to the vehicle and talk with the students. Describe the situation openly and honestly. Pray together for protection and help. Ask for their best cooperation and support.
 - g) If students need to leave the vehicle, they should move together to a place that is designated by an adult.

11: FINANCIAL TRANSACTIONS

- 1) Some events may require handling money and it is ELC policy that all money transactions be handled while you are at the church, unless authorized, i.e. money should never leave the church premises. Please contact the Director of Care of Members, Director of Youth and Family Ministries, Director of Children and Family Ministries, or the Director of Finance and Human Resources for further instruction.
- 2) ELC requires purchase orders for all purchases. If you are asked to make a purchase for an event or ministry, you must get a purchase order from a church employee prior to your purchase.
- 3) All ELC purchases are tax-exempt, so you must get the tax-exempt information prior to the purchase from the church office.

SECTION 5: PROCEDURES

1: PERFORMANCE EVALUATION AND TRAINING

- 1) Review of volunteer performance may take place on an ongoing basis by paid staff. Any problems or concerns should be brought to the attention of the Director of Youth and Family Ministries, Director of Children and Family Ministries or Director of Care of Members for appropriate action.
- 2) Volunteers may be required to attend program-specific training before volunteer duties commence.

2: EMERGENCY PROCEDURES

- 1) **Tornado:** Calmly lead youth to the lower level of the church away from windows and doors (hallways near paradise areas and choir room). Have your group sit on the floor and wait for further instructions. There is a battery-operated radio in the First Aid cabinet behind the Welcome Center at Far Hills and behind the Welcome Center at the Austin Campus. Follow the emergency instructions on the radio.
- 2) **Fire:** Calmly and immediately take your group out of the nearest safe exit and move to a safe distance away from the building.

3: FIRST AID PROCEDURES

- 1) Assess the situation. Always care for life threatening situations first. Do not put yourself or others in danger in approaching a victim to administer first aid.
- 2) First Aid kits are located in the Unfinished Space, Kitchen, and Welcome Center in clearly labeled cabinets. An AED is located in the Welcome Center at the Far Hills Campus.
- 3) Call 911* and/or send for help.
- 4) Calm and comfort the person. Never leave an injured person alone.
- 5) Do not move an injured person unless he or she is in an immediate life-threatening situation. Avoid twisting or bending the victim.
- 6) Apply basic first aid to the best of your level of training.
- 7) Stay with injured person until emergency personnel have arrived.
- 8) Report any and all injuries to a paid staff member within 24 hours using the Epiphany Lutheran Church Incident Report Form. These forms will be included in the Parental Consent & Liability Release Form Packet.
- 9) **Minor Scrapes and Bumps (“Boo-Boos”):** Assess the situation to make sure it’s not a serious accident. Apply basic first aid. Report the injury to the Paid Youth Staff.

***WHEN YOU KNOW YOU SHOULD CALL 911**

When the person

- Is or becomes unconscious.
- Has trouble breathing.
- Has chest pain or pressure.
- Is bleeding severely.
- Has pain or pressure in the abdomen that does not go away.
- Is vomiting or passing blood.
- Has seizures, a severe headache, or slurred speech.

- Appears to have been poisoned.
- Has injuries to the head, neck, or back.

ALLERGY ALERT

Some children have extreme allergic reactions that are potentially life threatening. Please be sure to ask the child and, if possible, the parent to see if they have known allergies. Review medical release forms ahead of time so that you are aware of any serious allergies present at your event, especially if food will be served.

Symptoms of an Allergic Reaction—Call 911 immediately

- Any change in breathing patterns
- Sudden redness on face, neck, or hands
- Sudden listlessness or paleness
- Sudden onset of itching, coughing, sneezing; or an increase in coughing
- Swelling or puffiness anywhere on the child's body

4: FORMS

- 1) **Parental Consent & Liability Release Forms:** An ELC Parental Consent & Liability Release Form must be completed and collected on an annual basis from youth participating in on-going youth activities. Beginning in August 2016, this annual form will cover the time period from August 1 – July 31 in each calendar year.
 - a) For Emergency Use Only: The Epiphany Parental Consent & Liability Release Form is intended for use in situations where significant first aid or medical attention is required. They are designed to be able to be handed off to an EMT in a case where a student needs to be taken to the hospital.
 - b) Original forms will be kept locked in the Epiphany Lutheran Church office.
 - c) A ministry leader or event coordinator should request forms for a certain subset of youth for a one-time event (i.e. retreat, nerf war) or recurring ministry (i.e. Children's Christmas Show) by the Wednesday before a weekend event or within 48 hours of an event occurring on a weekday.
 - d) Photocopies of requested forms will be made available to the ministry leader in a sealed envelope labeled with the names of students whose forms are enclosed and instructions for use. This envelope also contains several copies of the Epiphany Incident Report Form to be filled out any time the envelope is opened to use a form.
 - e) In the event of a situation in which the envelope needs to be opened, an Incident Report Form needs to be completed and the whole envelope should be returned for re-assembly and sign out.
 - f) Upon the completion of an event, the sealed envelope should be returned to the Director of Youth and Family Ministries or the Director of Children and Family Ministries for shredding and/or future sign-outs.
 - g) The Director of Youth and Family Ministries and Director of Children and Family Ministries will maintain a log of which forms are signed out/in at any given time.
 - h) In the event that original forms are turned in at the time of an event, the event leader should keep them on hand for that event and then turn them into the church office or the mailbox of the Director of Youth and Family Ministries or Director of Children and Family Ministries within 24 hours of the event's end for internal processing. Original forms should never leave the church building.

- 2) **Incident Report Forms:** Blank forms will be included any time Parental Consent and Liability Release Forms are signed out for an event. Blank forms will also be located at the Welcome Center at the Far Hills Campus.
 - a) This form should be filled out any time treatment beyond basic first aid is needed.
- 3) Epiphany will conform to and supply any other forms that may be requested by a church-trip host such as a camp, retreat, or training site.

5: ABUSE REPORTING PROCEDURES

The law of the State of Ohio may require that pastors and counselors report any incident of suspected abuse or neglect. Failure to do so can result in criminal charges. Employees of Epiphany Lutheran Church may report suspected abuse directly to a pastor, but must follow Ohio law with respect to reporting requirements. Volunteers who suspect child abuse should make a written and verbal report to a paid staff person immediately.

If it is determined that a report should be made to Montgomery County Children's Services, it may be encouraged that a volunteer who initially suspected abuse make a report to ensure accuracy of fact. However, it is recommended that a pastor or paid staff person report suspected abuse unless an exception is made under seal of the confessional.

Suspected abuse or neglect shall be reported to Montgomery County Children's Services which may be contacted by phone 24 hours a day, seven days a week, at (937) 224-KIDS (5437). Individuals making reports of suspected abuse, or neglect or dependency of a child should provide as much information as possible, including:

- Name and address of the child victim
- Age of the child
- Names and addresses of the child's parents or caregivers
- Description of the alleged abuse or neglect
- Name and address of alleged perpetrator(s), if known

Reports made to Children's Services are confidential, and referral source names or locations are not shared. Reports can be made anonymously. Volunteers are encouraged to share pertinent information with a pastor and/or to a paid staff member.

Should a staff member or volunteer be accused of abuse or neglect, the following actions should be taken:

- 1) The staff member/volunteer's involvement will be suspended until the alleged incident is fully investigated by the appropriate personnel.
- 2) Continued involvement by the individual in the ministry/activity shall be subject to approval by the pastors or his/her designee.

This should be handled in a discreet manner.

6: DISCIPLINE

- 1) Step One: Give a warning. Tell the youth that this is a warning and what it is that they are doing that's disruptive or hurtful and what will happen if it continues. Make sure the youth understands the consequences of his or her behavior.
- 2) Step Two: Direct the youth to a time out spot away from the group. Give him or her a few minutes to calm down and refocus. Speak to the youth alone. Use the 30/30 method. Take 30 seconds and have the youth tell you what he or she did wrong and to think of something better that he or she could have done. Then take 30 seconds to affirm the youth. Make this a positive learning experience. Return with the youth to the group.
- 3) Step Three: If it continues, let the youth know that you will be talking to a paid staff member and that their parents will receive a phone call from the paid staff.
- 4) Step Four: Talk to a paid staff person within 24 hours.

7: ADDITIONAL CIRCUMSTANCES

If a situation arises that is not covered in this handbook, contact a paid staff person for guidance.

APPENDIX 1

BASIC BEHAVIORAL EXPECTATIONS FOR YOUTH

General behavioral expectations:

- 1) Respect others. (i.e. keep hands, feet, and objects to yourself. Be affirming.)
- 2) Respect property.
- 3) Pay attention to the person who is leading the group.
- 4) Stay with your group unless given special permission by the group leader to go elsewhere.
- 5) Hats and headgear are removed when in the sanctuary.
- 6) All youth events and activities are drug free, alcohol free, and tobacco free.

APPENDIX 2

ABUSE DEFINITIONS

Definitions of Abuse

Physical Abuse—Abuse in which a person deliberately and intentionally causes bodily harm to another. Examples are burning, shaking, kicking, choking and fracturing bones.

Emotional Abuse—Abuse in which a person engages in unspoken violence or emotional cruelty. Emotional abuse sends a message to the victim of worthlessness.

Neglect Abuse—Abuse in which a person endangers another’s health, safety, or welfare through negligence. Neglect may include withholding food, clothing, medical care or education.

Sexual Abuse—Abuse in which sexual contact between a minor/elderly/disabled person and an adult (or another older and more powerful youth) occurs. The minor/elderly/disabled person is not capable of consenting to or resisting such contact and/or such sexual acts.

Harassment—Consists of unwelcome or unsolicited speech or physical contact based upon race, sex, national origin, age, color, or disability that has the purpose or effect of interfering with an individual’s work, worship, or study or creates an intimidating, hostile, or offensive work, worship or study environment.

Sexual Harassment—Ranges from visual signals, gestures or messages to verbal comments and/or physical contact. Sexual harassment may either be subtle or blatant demands for sexual favors that create a hostile work, worship or study environment. Sexual harassment includes, but is not limited to, menacing behavior, sexual extortion, solicitation or sexual favors, unwanted interactions of a sexual nature, the display in the church fellowship of demeaning, insulting, intimidating or sexually suggestive verbal, written recorded or electronically transmitted messages.