

Emmanuel Next Up Ministry Policies and Procedures



Dear Next Up Volunteer or Staff Member,

Welcome to Emmanuel Baptist Church!

At Emmanuel, we take our responsibility to care for children and students very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which our young people can grow in relationship with Jesus Christ.

The pages in this handbook provide a general overview of procedures and guidelines for Emmanuel's volunteers and staff members. Our policies are intended to create a safe environment, protecting children and students, you, and the mission of Emmanuel. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,



Pastor Michael Laird
Next Up Ministry
mlaird@myemmanuel.net

Emmanuel Baptist Church

Policies & Procedures for

Next Up Ministry

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Overview of the EBC Safety System

Because we love young people and desire to protect them, Emmanuel requires all staff members and volunteers working with children and students (and other vulnerable populations) to complete **4 SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Complete Forms

Staff members and volunteers are required to complete the Emmanuel Screening Process, which requires a staff member or volunteer to:

- complete the Ministry Application for Volunteers and Employees
- provide references to be checked

*a volunteer must attend Emmanuel for six months and complete the EBC Membership process before being eligible to serve in leadership positions that provide access to children, students or vulnerable populations.

STEP TWO: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP THREE: Complete a Face-To-Face Interview

STEP FOUR: Background Check and Sexual Abuse Awareness Training

Emmanuel policies and procedures require staff members and volunteers to undergo a criminal background check and avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor at Emmanuel. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child or student for sexual abuse. Grooming is the process used by an abuser to select a child or student, win trust (and the trust of the 'parent or 'gatekeeper'), manipulate the child or student into sexual activity and keep the child or student from disclosing the abuse.

To equip Emmanuel staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Emmanuel requires all staff members and volunteers to complete MinistrySafe sexual abuse awareness training (online at www.MinistrySafe.com). This training will be renewed every two years.

Child and Student Safety Policy

ABUSE TOLERANCE

Emmanuel has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at Emmanuel to act in the best interest of all children and students in every program.

In the event that staff or volunteers observe **any** inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to their immediate supervisor, ministry director, pastor, or Executive Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Emmanuel is committed to providing a safe, secure environment for children, students and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to Emmanuel and the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes fostering a culture of reporting relevant information to a supervisor at Emmanuel. Because sexual abusers ‘groom’ children or students for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child or student for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to a supervisor at Emmanuel.

ENFORCEMENT OF POLICIES

Emmanuel staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Emmanuel policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Next Up positions for both volunteers and staff members. Misconduct accusations will be reviewed by the Emmanuel Safety Committee. Final decisions related to policy violations will be the responsibility of the Executive Pastor.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our children and students, Emmanuel staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, a director, pastor or the Executive Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child or student will be immediately suspended from participation in Next Up Ministry. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act will be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at Emmanuel. If the person is a staff member or employee, such conduct may also result in termination of employment from Emmanuel.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment for staff members. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at Emmanuel.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Staff members and volunteers at Emmanuel are required to report suspicions of abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate supervisor of the area, director, pastor, or the Executive Pastor.

Montana law requires that any person having cause to believe a child or student's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency.

A staff member or volunteer will immediately notify an immediate supervisor, director, pastor or Executive Pastor. Together with the supervisor, director or pastor, the staff member or volunteer will make a report to the appropriate Montana authorities. In no way does any provision in this policy discourage any staff members or volunteers from reporting a suspicion of abuse or neglect to the appropriate Montana authorities.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer, the director, pastor or Executive Pastor will speak with the person or volunteer to whom the child or student spoke in order to get detailed information about the entire conversation. The Executive Pastor will be notified as soon as reasonably possible.

If appropriate, the director, pastor or Executive Pastor will inform the Montana Department of Family and Protective Services (1-866-820-5437).

RESPONSE TO REPORT OF ABUSE

The Emmanuel Safety Committee will take appropriate action on behalf of the church when a report of abuse occurs.

Emmanuel Safety Committee

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children and students, Emmanuel will appoint and maintain a Safety Committee, which will meet two times a year.

MISSION STATEMENT

The purpose of the Safety Committee is to enable Emmanuel to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of the following members:

1. the Executive Pastor
2. the Children's Pastor
3. the Student Ministry Pastor
4. the Preschool Director

MEETINGS

The Executive Pastor will chair the meeting of the Safety Committee on a twice a year basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation involving a child or children, student or students, or an adult or adults, including staff members and volunteers.

RESPONSIBILITIES

The Safety Committee will be charged with the following duties:

1. Applying existing Emmanuel policies and procedures related to children and students' safety and risk management issues.
2. Monitoring all Next Up ministry programs for ongoing compliance with safety policies.
3. Making recommendations to Emmanuel regarding safety issues.

Building Safety

The Next Up ministry directors and pastors will be responsible for ensuring that the building and grounds are monitored during classes or programming. This will include unobserved monitoring of staff members, volunteers and children and students in classrooms or groups.

No child or student will ever be left unattended in the building or grounds during Next Up ministry programming or classes. Staff members or volunteers are prohibited from being alone with an individual child or student in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child or student, that staff member or volunteer will take the minor to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every programming event, Next Up staff members and volunteers must ensure every room and restroom is checked prior to leaving.

Re: children: On the playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas which are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

VOLUNTEER RATIOS

Emmanuel is committed to providing adequate supervision in all Next Up programs. Accordingly, the following worker-to-child ratios will be observed:

Program	Workers	Children/Students
Nursery	2	6
2 Year Olds	2	12
3 Year Olds	2	16
Preschool & Kindergarten	2	18
Elementary	2	20
Students	2	20

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the director or pastor. Supervisors will make diligent efforts to find substitute workers to immediately bring worker-to-child ratios into compliance with church policy.

Discipline: Nursery-Elementary (Infants-5th Grade)

It is Emmanuel's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

- 1) Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
- 2) If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- 3) Provide the child with a simple, understandable reason for the time-out and provide the child with clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
- 4) Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
- 5) Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
- 6) Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
- 7) Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to the supervisor, parents, and the Children's Pastor or Preschool Director.

Discipline: Students (6th-12th Grade)

It is the policy of Emmanuel Baptist Church that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of students. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by students. If a student is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent(s) will be contacted to pick up the student. In the event of a fight or physical altercation, staff members will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Student Minister.

Bathroom Supervision and Assistance Guidelines for Nursery-Elementary Children

Nursery children

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- 1) Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- 2) Changing of diapers should be done in plain sight of other nursery workers.
- 3) Children will never be left unattended on changing tables.
- 4) Any special instructions given by parents leaving children in nursery will be recorded on the registration cards ("Seth Adams has a medicine in the bag for rash.")
- 5) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- 6) Children should be changed on changing stations only.

Toilet training

- 1) No child will be forced to toilet train.
- 2) Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- 3) When children are taken into bathrooms the door will be left partially open.
- 4) Young children will never be left unattended in bathrooms.
- 5) Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
- 6) Children should be assisted in straightening their clothing before returning to the room with other children.
- 7) "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available from Emmanuel in the children's area, if the parent has not furnished a clothing change.

School age children

School age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the

child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

Additional Safety Policies: Next Up

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any Emmanuel facility, while traveling with children, or while working with or supervising children.

MEDICATION

Medication, prescription or over-the-counter, WILL NOT BE administered at any time by the Next Up staff members and volunteers. The only exception to this policy is diaper ointment.

NUDITY

Staff members and volunteers in Next Up ministry should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff member/volunteer will submit a plan to the pastor or director concerning arrangements for showering or changing clothes.

ONE-TO-ONE INTERACTIONS WITH CHILDREN AND STUDENTS

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interactions with children or students while participating in Emmanuel's Next Up programs. Another adult who has completed the Emmanuel application and screening process should always be present.

INJURY/ACCIDENT REPORTS

Any injury or incident regarding a child or student is to be documented on an Injury/Accident report form. Fill out the report COMPLETELY. The completed copy should be turned into the director or pastor to place on file. Injuries requiring more than minor first aid should be reported immediately to the supervising director or pastor.

FIRST AID

For injuries sustained in the building or grounds, contact the director or pastor on duty. It is the responsibility of the director or pastor to obtain first-aid.

TRANSPORTATION

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

1. Children and students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child or student in transport.
2. Staff members and volunteers should avoid physical contact with children and students while in vehicles.
3. No cell phones may be utilized by the driver while driving Emmanuel vans or vehicles owned or rented by Emmanuel, unless in an emergency.
4. No drivers under age 25 may drive Emmanuel owned or rented vehicles.

PARENTAL CONTACT

Parents who leave a child or student in the care of Emmanuel staff members and volunteers during church services or activities will be contacted if their child or student becomes ill, injured, or has a severe disciplinary problem while participating in Next Up programs.

PARENTAL INVOLVEMENT

Parents are encouraged to visit any and all services and programs in which their child or student is involved at Emmanuel. Parents have an open invitation to observe all programs and activities in which their child or student is involved. However, parents who desire to participate in or have continuous, ongoing contact with the Next Up programs at Emmanuel will be required to complete the Emmanuel volunteer application and screening process.

PHYSICAL CONTACT

Emmanuel is committed to protecting children and students in our care. To this end, Emmanuel has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Next Up Ministry while protecting children and students. The following guidelines are to be carefully followed by anyone working in Next Up programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children or students are important for a young person's development, and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor (the director or pastor) or the Executive Pastor.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or students, staff members and volunteers. It is

much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.

5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Next Up ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child or student. A child or student's preference not to be touched must be respected.
7. Next Up staff members and volunteers are responsible for protecting children and students under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor (the director or pastor) or the Executive Pastor.

SEXUALLY ORIENTED CONVERSATIONS: CHILDREN THROUGH 5th GRADE

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

SEXUALLY ORIENTED CONVERSATIONS: STUDENTS (6th-12th GRADE)

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program. However, it is expected that from time to time, student ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings and will convey the church's views on these topics.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers in Next Up ministry at Emmanuel are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children or students.

SLEEPING ARRANGEMENTS: STUDENTS (6th-12th Grade)

It is anticipated that certain Student Ministry activities may occasionally require that overnight sleeping arrangements be made for students and staff members and volunteers (i.e. lock-ins, mission trips, ski trips, etc.) In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The 2-adult rule must be followed; a single student should not be alone with a staff member or volunteer.
2. All adult leaders must have previously completed the church's screening and training process.
3. Overnight sleeping arrangements must be submitted in writing to and approved by the Student Pastor prior to the activity.

4. As long as any students are awake, one trip leader must be awake and monitoring students to ensure safe behavior.
5. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted.
6. Appropriately modest sleeping attire must be worn; both tops and bottoms.
7. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by student leaders of the same gender.
8. Staff members and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, staff members and volunteers should never physically touch a student.
9. Whenever possible, at least one staff member or volunteer will sleep in the same room (but not same bed) as students, or in an adjoining room with the door between the two rooms kept open.
10. In the event that overnight arrangements do not include standard beds, each staff member, volunteer and student will use single sleeping bags or blankets. In these instances a “one-person-to-one-bag or blanket” rule will be observed.

TOBACCO USE

Emmanuel requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or students and/or their parents, or during Emmanuel activities or programs. Emmanuel is a tobacco-free facility.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and children or students should be positive and uplifting. Emmanuel staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children and students.

To this end, staff members and volunteers should not talk to children or students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children or students.

RELEASE OF CHILDREN: NURSERY-ELEMENTARY

At any time that a child has been entrusted to Emmanuel staff members or volunteers, the church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children’s Ministries staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities. It is presumed a person who drops off a child or student has authority to pick up the child. In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact the Preschool Director or the Children’s Pastor before releasing the child.

Emmanuel uses a pager system. Every time a child is checked-in, a pager will be given. Parents are to keep the pager on them because it will not beep; it will only vibrate. All pagers must be returned at the time the child is picked up. The child will not be released without the pager.

SUPERVISION: NURSERY-ELEMENTARY

Visitors and staff family members: Visitors of leaders and a leader's family members are not allowed unless they have completed the screening process. Children who are under the age of 18 are not allowed to be with their parent's ministry group or class without the permission of the director or pastor, unless they are assigned to that specific group.

ELECTRONIC COMMUNICATION GUIDELINES NEXT UP MINISTRY

PURPOSE

This policy exists to set forth guidelines for the use of electronic forms of communication by our Next Up Ministry staff and volunteers in order to protect minors and to provide boundaries, security, and accountability for Nest Up staff and volunteers and to protect children and students entrusted to us. “Electronic communication” as used in these Guidelines includes, but is not limited to, telephone calls, texting, social media postings and/or interactions (e.g., Facebook), video conferencing (e.g., Skype), etc.

GOALS

In our ongoing effort to continue the life and work of Jesus Christ, electronic communication by Children’s Ministry staff and volunteers with minors should seek to accomplish the following goals:

1. To advance the message of the gospel as ambassadors for Christ.
2. To promote awareness of ministries, programs, events, activities, and opportunities.
3. To support ministry efforts with targeted promotions and timely interactive feedback.
4. To build community by providing relational points of connection and interaction.

STANDARDS

All communication by Next Up Ministry staff and volunteers with minors, families, and ministry leaders should be considered in light of how it reflects Christ and represents Emmanuel Baptist Church. Leaders must be aware that many forms of electronic communication are permanent and may be retrieved, forwarded, and/or printed even years after deletion and that much of the content on social media sites is considered public. Therefore, electronic communication by Next Up Ministry staff and volunteers with, directed toward, or potentially accessible by minors must adhere to the following standards:

1. Electronic communication that is initiated by Next Up Ministry staff and volunteers to minors must:
 - a. Have prior parental consent (see attached consent form).
 - b. Not occur after 9:00 p.m.
2. Electronic communication may contain:
 - a. Invitations to participate in upcoming church activities or events.
 - b. Timely departmental and ministry updates.
 - c. Shared ministry-specific information.
3. Electronic communication must not contain:
 - a. Any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful.
 - b. Any personal information concerning minors (e.g., name, address, phone number, photograph, medical history, etc.) without parental consent.
 - c. Any personal information of staff, volunteers, or membership (e.g., driver’s license numbers, social security numbers, passwords, home addresses, or other sensitive information).
 - d. Any communication that attempts to engage a minor in participation in or discussions about any sort of sexual activity or other inappropriate and/or illegal conduct.

- e. Any content that compromises or undermines the sender's identity as a follower of Jesus Christ or as a leader of Emmanuel Baptist Church.
4. Electronic communication from Next Up Ministry staff and volunteers to a minor when initiated by a minor must:
 - a. Be concise and brief. No more than three simple responses should wrap up the conversation.
 - b. Include a parent, guardian, or another ministry leader if a longer response becomes necessary.
 - c. Not take place after 9:00 p.m. However, if the Next Up Ministry staff or volunteer receiving the communication deems the situation to be an emergency, a response may be made but must include a parent, guardian, or another ministry leader.
 5. Electronic communication from a Next Up Ministry staff or volunteer to a minor must not:
 - a. Request a minor to agree to participate in an activity which requires parental consent.
 - b. Attempt to engage a minor in a one-on-one meeting.
 - c. Attempt to engage a minor in an activity that would be considered inappropriate, child abuse, or fall under grooming behaviors.
 6. Next Up Ministry staff and volunteers must use good judgment and wisdom in posting photos of minors in connection with church promotions. All registration forms, whether in print or online must contain verbiage similar to this: *By registering your child for EVENT NAME, you acknowledge and understand that photos and video will be taken during rotation sites as well as opening and closing sessions. These will be used for promotional and recap purposes during MINISTRY OR EVENT NAME, church services, our website and social media pages.* Even with permission to photograph, Next Up Ministry staff and volunteers *must not tag photos or videos* with a name on social media sites. Next Up Ministry staff and volunteers should be conscientious not to connect a minor's face with a name and/or specific location.
 - a. When in doubt as to whether to post, do not.
 - b. Facebook pages associated with Emmanuel's ministry must include privacy options that prevent others from posting videos & pictures on the page. This will help ensure nothing is posted or tagged for which we have no parental permission.
 - c. The Social Media Manager must be made an admin on Facebook pages associated with Emmanuel Baptist Church.
 - d. We encourage all leaders, staff and volunteers to refrain from posting pictures and videos on their personal Facebook, Twitter, SnapChat, Instagram, etc. without prior permission from a parent or guardian.
 7. In an effort to maintain values consistent with our goals, ministries and social media presence, ministry heads are to consult with the Social Media Manager *prior to opening any new social media accounts or pages*, including but not limited to Facebook, Twitter, Instagram, etc.

Next Up Ministry staff and volunteers who fail to adhere to these standards may be excluded from participation in ministry areas related to minors as deemed necessary by the Children's Pastor, Executive Pastors and/or Lead Pastor.

Policies and Procedures

Statement of Acknowledgement and Agreement

I have received and read a copy of Emmanuel's Next Up Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at Emmanuel.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Emmanuel.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at Emmanuel at any time (If possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and Emmanuel. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of Emmanuel's Policies and Procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page to remain attached to the Emmanuel Policies and Procedures.]

Policies and Procedures

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