



# New Life Presbyterian Children's and Youth Ministries Child Protection Policies

August 2020

Dear Children's Volunteer or Staff Member,

Welcome to New Life's Children's and Youth Ministries!

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

The pages of this handbook provide a general overview of procedures and guidelines for volunteers and staff members. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of New Life. The following procedures have been adopted by the Session of our church and will be diligently enforced.

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

Sincerely,

Beth Anne Lesshafft, Children's Ministry Director  
Dave Hopping, Pastor of Emerging Generations

# New Life Presbyterian Church Policies & Procedures for Children's and Youth Ministries

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## **Overview of New Life's Safety System**

Because we desire to protect children involved in our ministry, New Life Presyberian Church requires all staff members and volunteers working with children, youth, and other vulnerable populations to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

### **STEP ONE: Child Protection and Sexual Abuse Awareness Training**

New Life's policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a pastoral staff member. In addition, the Commonwealth of Pennsylvania views all staff members and volunteers responsible for children in their care as mandated reporters and must report violations to Childline. Staff members and volunteers should have a basic understanding of sexual and other forms of abuse. They also should understand the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, New Life requires all employed staff members to complete the state mandated child protection training (<http://www.reportabusepa.pitt.edu>). All volunteer children and youth workers and are to complete a sexual abuse awareness training. This training will be renewed every five years.

### **STEP TWO: Screening Process**

Staff members and volunteers working or serving with children and youth are required to complete New Life's Screening Process, which includes:

- an Employment or Volunteer Worker Application;
  - a Safety Application;
  - a face-to-face interview (employees and volunteers);
  - annual approval by the Session for working with children or youth and
  - references to be checked (employees and volunteers).
- \*A volunteer must attend New Life for six months before being eligible to serve in positions providing ministry services to children and youth.

### **STEP THREE: 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 FOUR: Criminal Background Check**

New Life requires that all staff members and volunteers serving in children's and youth activities undergo criminal the background checks mandated by the Commonwealth of PA. Depending upon the ministry position, differing levels or intensity of criminal background checks and training may be required.

## **Child Safety Policy**

### **ABUSE TOLERANCE**

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

In the event a staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report their observations to the Children's Ministry Director, or the Pastor of Emerging Generations.

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

New Life is committed to providing a safe, secure environment for children, youth and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy to Childline (**800-932-0313**) or the local police as required by state law.

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, policy violations, or any suspicious behaviors to an immediate supervisor, the Children's Ministry Director, or the Pastor of Emerging Generations.

### **ENFORCEMENT OF POLICIES**

New Life staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Children's and Youth Ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the New Life's Session.

## **Reporting Abuse or Suspicions of Abuse**

### **REPORTING VIOLATION OF POLICY**

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor, the Children's Ministry Director, or the Pastor of Emerging Generations.

### **CONSEQUENCES OF VIOLATION**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Children's and Youth Ministries. This suspension will continue during any investigation by law enforcement or Child Welfare agencies.

Any person found to have violated this policy may be prohibited from future participation as a staff member or volunteer in all activities and programming involving children or students at New Life. If the person is an employee, such conduct may also result in termination of employment from New Life.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or students at New Life.

### **REPORTING SUSPICIONS OF ABUSE TO CHILDLINE**

All paid and volunteer staff who work with and are responsible for the care of children and youth at New Life are considered mandated reporters by law in the Commonwealth of PA. Any mandated reporter who has reason to believe abuse may be occurring at the church or at home against a child during their assigned duties is to report their suspicions to ChildLine and file a report within 24 hours. The report may be made verbally by calling **800-932-0313**, but the state prefers an online report through Child Welfare services at <https://www.compass.state.pa.us/cwis/public/home>. It is recommended that a staff member in addition to the mandated reporter be present when a report is made. A report does not judge the guilt or innocence of the people involved in the report and a thorough response by trained investigators will take place to establish the guilt or innocence of those mentioned. Those suspected of child abuse are not to be notified as this is the responsibility of the state, and not the church.

WHEN IN DOUBT, *REPORT!*

### **RESPONSE TO REPORT OF ABUSE**

New Life Leadership will take appropriate action on behalf of the church when a report of abuse occurs and will fully cooperate with the official investigation. The church is not to perform its own investigation. Any appropriate actions in removing staff or volunteers temporarily or permanently is the responsibility of the Session.

# **New Life Child Protection Committee**

## **CHILD PROTECTION COMMITTEE**

Recognizing the importance of providing and maintaining a safe environment for children, New Life appoints and maintains a Child Protection Committee, which meets once each quarter.

## **MISSION STATEMENT**

The purpose of the Child Protection Committee is to enable New Life's Children's and Youth Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

## **COMPOSITION**

The Safety Committee on each campus will be comprised of the following members:

1. Church Administrator
2. Children's Ministry Director,
3. Pastor of Emerging Generations, and
4. Any designee of the Session.

## **MEETINGS**

The Pastor of Emerging Generations or his designee will chair the meeting of the Safety Committee on a quarterly basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a committee member or following the report of any incident or allegation.

## **RESPONSIBILITIES**

The Safety Committee will be charged with the following duties:

1. Applying existing New Life policies and procedures related to children's safety and risk management issues.
2. Monitoring all Children's and Youth Ministry programs for ongoing compliance with safety policies.
3. Making recommendations to the New Life's Session regarding safety issues.

## **Children's and Youth Staff Monitoring Plan**

1. Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interaction with children.
2. New Life's Children's Ministry Director and Pastor of Emerging Generations are to regularly observe paid and volunteer staff under their supervision for performance and safety issues.
3. Annually they conduct written performance evaluations of paid staff which includes matters of children protection.
4. In addition, they are to observe and provide regular verbal feedback to volunteers including matters regarding child protection. Any issues are to be addressed and if necessary, volunteers may be temporarily or permanently removed.
5. New Life's Children's Ministry Director and the Pastor of Emerging Generations are to meet at least once a month with the Church Administrator to address issues in their area, including any concerns regarding Child Protection. An annual written performance evaluation will address all areas of ministry including child protection, safety and training.
6. The Pastor of Emerging Generations or his designee is to conduct an unscheduled observation of a Children's ministry program at least quarterly.



## **BUILDING SAFETY**

The Children's Ministry Director will be responsible for ensuring that their places of ministry is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children in children's classrooms.

No child will ever be left unattended in the Children's wing or on the children's playground during children's ministry programming or classes. Children's Ministry staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer will take the child 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, Children's Ministry staff members and volunteers must ensure every room and restroom is checked prior to leaving.

On the children's playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas 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.

## **WORKER TO CHILD RATIOS**

New Life is committed to providing adequate supervision in all Children's Ministries programs. Accordingly, the following worker to child **minimum ratios** will be observed:

<b>Program</b>	<b>Worker</b>	<b>Children</b>
Nursery and Walkers	2	8
Preschool, 2 and 3 years old	2	12
Preschool, 4 and 5 years old	2	18
Elementary	2	20
VBS	2	20

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor or the Children's Ministry Director or her Assistant. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with Church policy.

## **DISCIPLINE**

### **Children's Ministry**

It is our 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, biting 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 a 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 parents and the Children’s Ministry Director.

### **Youth Ministry**

It is the policy of New Life that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of children or students. **No form of physical discipline is acceptable.** 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 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 Pastor of Emerging Generations.

## **BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE**

No child in the nursery and walker rooms will be taken out of their room to use the bathroom if a parent wants their child to use the bathroom and that child is in the toddler room, the parent must come and take the child.

Once a child enters our two-year old class; we will no longer change diapers; if a diaper needs to be changed a parent will be called to take the child to room 201 and change the diaper

### ***Nursery and Walker Children***

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

#### **Diapering**

No child in the nursery and walker rooms will be taken out of their room to use the bathroom if a parent wants their child to use the bathroom and that child is in the toddler room, the parent must come and take the child. Once a child enters our two-year old class; we will no longer change diapers; if a diaper needs to be changed a parent will be called to take the child to room 201 and change the diaper

- 1) Only 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.

#### **Children in the 2 year old room to 4 year olds**

- 1) No child will be forced to toilet train.
- 2) Only volunteer workers or the child's parent or legal guardian will take children to the bathroom.
- 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) It may be helpful for parents to provide a report on a 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 in the notes at check in.
- 6) Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present, when possible.

- 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 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. 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 2, parents or legal guardians will change all special needs individuals.

## **PARENTAL CONTACT**

Parents who leave a child in the care of New Life staff members and volunteers during church services or activities will be contacted if a child becomes ill, injured, or has a severe disciplinary problem while participating in Children's or Youth's Ministries programs.

## **PARENTAL INVOLVEMENT**

Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's program will be required to complete the Church's volunteer application and screening process.

## **MEDICATION**

A staff member or volunteer may not administer medication to any child while serving in Children's Ministry.

## **ONE-TO-ONE INTERACTIONS WITH CHILDREN**

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Children's or Youth Ministries activities or programs. Another trained, screened adult should always be present.

## **ONE-TO-ONE INTERACTIONS WITH YOUTH**

New Life recognizes that meeting the emotional needs of students may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with students.

### **Individual Meetings**

Staff members and volunteers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the Student Minister.

If a closed-door meeting must occur, the student staff member must inform another staff member BEFORE the meeting occurs, and the door remains unlocked.

## **PHYSICAL CONTACT**

New Life is committed to protecting children in its care. To this end, New Life has implemented a 'physical contact policy' that promotes a positive, nurturing environment while protecting children. The following guidelines are to be carefully followed by those working in Children's Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children'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 Children's Ministry Director or a member of the Pastoral staff.
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 Children and Youth Ministry 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 Children's Youth Ministries 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. A child's preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Children's Ministry Director or members of the Pastoral Staff.

## **ELECTRONIC MEDIA AND SOCIAL NETWORKING**

Staff members and volunteers need to be wise in the use of electronic media and social networking. Parents of youth (sixth grade through twelfth grade) will be asked to sign a permission slip allowing youth staff and official volunteers to text, message and email youth. Parents will be encouraged to come forward with any concerns about a staff member or volunteer and their use of electronic communication.

No staff member or volunteer working with children from fifth grade or younger should be emailing, texting or messaging with a child. They should communicate through their parents and with the knowledge of staff leadership. A staff member or volunteer who ignores this protocol will be warned, and if repeated, could be removed from their position.

## **TRANSPORTATION**

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

1. Children and youth 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 in transport.
2. Staff members and volunteers should avoid physical contact with children while in vehicles.
3. No cell phones may be utilized by the driver while driving for a church sponsored event, unless in an emergency.
4. No drivers under age 21 may drive youth or children to, from or during a church sponsored event. Only drivers over 25 are permitted to drive a rented van.

## **SLEEPING ARRANGEMENTS**

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 Children's Ministry Director or the Pastor of Emerging Generations 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 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.

### **SEXUALLY ORIENTED CONVERSATIONS**

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and youth except in cases of public biblical instruction about sexual matters. Parents will be notified before this happens. Staff and volunteers 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 MATERIALS**

Staff members and volunteers are prohibited from possessing (or transmitting to a child) any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children in their care, or at any other time and doing so can lead to dismissal.

### **NUDITY**

Staff members and volunteers serving in Children’s 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.), the staff member or volunteer leading the event will submit a plan to the Children’s Ministry Director or the Pastor of Emerging Generations concerning arrangements for showering or changing clothes.

### **INTOXICANTS**

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children, or while working with or supervising children during any New Life program or activity.

### **TOBACCO USE**

New Life 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 their parents, or during New Life activities or programs. New Life does not permit the use of tobacco inside it’s building.

### **VERBAL INTERACTIONS**

Verbal interactions between staff members or volunteers and children should be positive and uplifting. 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 youth.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by a 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 and youth.

### **RELEASE OF CHILDREN**

At any time that a child has been entrusted to Children's or Youth Ministry staff members or volunteers, the Church incurs responsibility for the safety and welfare of the child or youth.

Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children under sixth grade will be required to check in when children arrive for Sunday morning and Sunday evening activities. Other programs require prior registration. 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. On Sunday morning, this includes a check out system using unique stickers for parents and guardians. Only those who have the proper sticker can receive a child into their care.

It is presumed a person who drops off a child has authority to pick up that child. Our check-in system and registrations permit someone other than the one who dropped them off to pick up a child or youth if this is arranged ahead of time. Unauthorized adults can only pick up a child if a parent is contacted and gives permission.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact the Children's Ministry Director or the Pastor of Emerging Generations before releasing the child or youth.

### **SUPERVISION**

Staff members and volunteers in Children's and Youth Ministries are expected to provide adequate supervision for children and youth in their care while working in church programs.

## Policies and Procedures

### Statement of Acknowledgment and Agreement

I have received and read a copy of New Life's Children's and Youth Ministries Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at New Life.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by New Life.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for an academic year at a time, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

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

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of New Life policies and procedures manual.

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**Go [here](#), to acknowledge your receipt of New Life Policies and procedures online.**

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

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

[This page is to remain attached to MY Church Children's Ministry Policies.]

## **Policies and Procedures**

### **Statement of Acknowledgment and Agreement**

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***Go [here](#), to acknowledge your receipt of New Life Policies and procedures online.***

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

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

[This page is to be signed, detached and delivered to the Church Administrator.]