

FIRST BAPTIST CHURCH RICHMOND HILL
STUDENT MINISTRY POLICIES AND PURPOSE



Approved July 2014
Effective through August 2014-July 2015

PURPOSE OF THE STUDENT MINISTRY AT FIRST BAPTIST CHURCH, RICHMOND HILL

Purpose Statement

The student ministry at FBC Richmond Hill exists to point students towards a relationship with the One True God. The theme of our student ministry comes from John 14:6, "Jesus said to him, 'I am the way, and the truth, and the life. No one comes to the Father except through me.'" Our desire is that the student ministry would be centered on Christ and not on games or cultural relevancy.

In Acts 9 and 11, early Christians were described as "followers of the Way." They were called this not by themselves but by those who surrounded them and lived daily lives with them. Our hope is that our students would be like those earlier believers. We desire that our students live a life that people see as unique and different from the culture around them. This is accomplished by living the Word of God on a day by day basis. Whether it is through small group Bible study, local/foreign missions, or just waking up and going to school.

The following pages of this document express some of the ways that we intend to accomplish the purpose that God has set before us. These have been discussed and approved by the staff and parent committee.

Action Plan

Weekly Events

Sunday School- 10:15 AM every Sunday morning.

Student Praise Band Practice- 6:00 PM every Tuesday night and 5:15 PM every Wednesday night.

The Way Worship- 6:30 PM every Wednesday night.

Direction Groups- Immediately following Wednesday night worship during the school year.

Life Groups- Day and time determined by group leader.

Other Events

Regularly scheduled fellowships

Regularly scheduled mission/service events

DiscipleNow

30 Hour Famine

Move Conference

Summer camp

Mission Trip

Seasonal Retreats

POLICIES WITHIN THE STUDENT MINISTRY AT FIRST BAPTIST CHURCH, RICHMOND HILL

I. Security

- A. Due to the nature of the world we live in we will make every effort to protect students as they come on our campus. During all youth events there will be 4 assigned security personnel located in strategic positions to guide students to the proper locations. This is a safeguard for parents as they drop their student off and place them into our protective hands and serves as protection for the students against any unwanted outside stimulus.
- B. There will also be security people located within the youth service to provide proper protection during the worship service. These individuals will be clearly marked.

II. Check-In

- A. To keep things in order there will be an established check-in desk for each Wednesday night worship. The desk will be run by an adult who will use an electronic check in device to verify each student's attendance.
- B. At the beginning of each semester students will be asked to fill out a student information card verifying their personal information such as: name, phone number, address, church relationship, and parent information (name & phone number). This information will be gathered and entered into our student ministry database and only used for church purposes.
- C. Visitors will be asked to complete cards on their first visit.

III. Dress Code

- A. As the church we are to set standards for the rest of the world that fall in line with Biblical principles. It is our desire that students would present a model of modesty in all occasions whether at church, in the community, or at home.
- B. While on church campus or at church events students will adhere to this dress code:
 - No two-piece bathing suits. All bathing suits are to be one-piece. If a female student does not own a one-piece we do not ask that she purchase one, but that instead she wear a t-shirt and shorts.
 - Males must wear appropriate swimming trunks or shorts.
 - No muscle shirts.
 - Shorts must extend to the length of one's fingertips when arms placed down one's side.
 - No shorts with words written on the rear end.
 - No offensive logos or sayings.

- Wear appropriate clothing on all overnight trips.
- No low cut blouses or tops.
- No tube tops.
- Males must wear shirts at co-ed events, except for swimming events.

- C. The purpose of this dress code is not to embarrass or to form legalistic requirements for church attendance, but to set standards of modesty. Young men and young women are easily swayed.
- D. If a visitor is dressed inappropriately the situation is to be handled in love.
- E. If someone is addressed about inappropriate clothing they are to be confronted by an individual of the same sex. Clothing can be provided for those dressed inappropriately, but will be handled in the most discreet way.
- F. Dress codes may change based on youth event or location. For example summer camps or mission trips may have dress codes that are more stringent.

IV. Public Display of Affection

- A. There is no need for students to be engaging in public displays of affection while involved in a church function. This action can be distracting to others and can lead non-believers to be misled about our purpose.
- B. During traveling on church trips couples will be limited in their interaction by being placed on separate rows of vehicles.

V. Transportation

A. Group Transportation

- i. In order for someone to drive the church's 15 passenger van they must be covered under the church insurance. To be properly covered by the insurance an individual must be an active member of First Baptist Church and have presented a valid driver's license to the church office.
- ii. During night time travel we will enact "night time travel rules" where we will separate boys and girls into different vehicles (when possible).
- iii. In order to be transported from the church an individual must have a parent/guardian release form that states they have permission to leave campus with an entrusted adult.

B. Private Transportation

- i. Anyone that transports students must be 21 years or older with a valid driver's license and current insurance.
 - a. Students 17 or older may transport students with proper permission forms filled out by a parent/guardian stating that they may transport others in their vehicle.

- b. All individuals that ride with a driver that is under that age of 21 must present the parent permission form that states they are allowed to ride with an underage individual.
- ii Drivers will obey traffic laws and will be accountable for their actions.

VI. Chaperones

- A. Qualifications to chaperon over night student ministry events.
 - i. Must be over the age of 21.
 - ii. Must be in good standing as a member of First Baptist Church, Richmond Hill, Georgia.
 - iii. Must be able to pass criminal background check ran by church.
 - iv. Not allowed to be in dating relationship with any of the students attending the trip.
 - v. Must live a life that models that of Christ with a desire to mentor and disciple students.
- B. Chaperones will be responsible for a portion of the cost for the event they participate when materials must be purchased for them to specifically participate.
- C. Parents that offer to be chaperones will be given first opportunity to fill those spaces.
- D. Chaperon-in-training positions will be available for individuals that meet the previous qualifications but have no reached the age of 21. Those individuals must be at least one year removed from high school and/or received some sort of professional degree.

VII. Small Groups

- A. Qualifications to teach
 - i. Active church member of at least 1 year.
 - ii. At least 21 years of age. (Exceptions made for substitute small group teachers.)
 - iii. All teachers must complete the training prepared by the Student Pastor.
 - iv. All teachers must submit and pass a criminal background check.
 - v. All teachers must love teaching students.
- B. Sunday Morning Bible Study/Life Groups/Direction Groups
 - i. Each group will be under the authority of the Student Pastor.
 - ii. Each small group will teach the material provided for them by the Student Pastor.

- iii. A record of attendance must be turned in after the meeting in order to provide accountability and to provide an accurate picture of the groups make-up.
- iv. Sunday Morning Bible Study
 - a. Class begins at 10:15AM and ends promptly at 11:05AM.
 - b. Sunday morning Bible study is designed to be a time of in-depth Bible study and fellowship.
- v. Life Groups
 - a. Life groups are based upon age and sex. This will strictly moderated. Every Life Group leader will attempt to offer the class to each individual that is eligible.
 - b. Life group dates and times are determined by the teacher and reported back to the Student Pastor.
 - c. Life groups are designed to times of more intimate Bible study and groups should be no larger than 12-15.
 - If groups grow beyond 12-15 exceptions can be made with valid reasoning.
 - d. Life group teachers will report weekly to the Student Pastor.
- vi. Direction Groups
 - a. Direction Groups are based upon age and sex. Exemptions are made for visiting students.
 - b. Direction Groups are osted Wednesday nights after The Way student worship service.
 - c. Adult leaders will lead groups based upon the weekly material provided by the Student Pastor.
 - d. Classrooms are pre-assigned to the groups to provide a safe and comfortable atmosphere for discussion.

VIII. Child Protection

- A. The Student ministry will fall under the Child/Youth Protection plan previously accepted and adopted by the membership of First Baptist Church, Richmond Hill, Georgia as listed below:

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors should have glass in them or the classroom door should remain open. We do not allow minors to be alone

with one adult on our premises or in any sponsored activity unless in a counseling situation.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action), which endangers or harms a child’s physical, psychological or emotional health and Child abuse occurs in different ways and includes the following:

- Physical abuse – any physical injury to a child, which is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- Sexual abuse – any sexual activity between a child and an adult or between a child and another child including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at First Baptist Church Richmond Hill becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Pastor or Ministry Director in charge for further action including reporting to authorities as may be mandated by state law.

Procedures to Allegations of Child Abuse

In the event that an incident of abuse or neglect is alleged to have occurred at First Baptist Church Richmond Hill or during a sponsored programs or activities of First Baptist Church Richmond Hill, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
3. We will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists.
4. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the

incident by state or local authorities, a team will be formed to investigate the circumstances of the incident.

5. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children or youth.
6. The church Administrator or Senior Pastor will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers will refrain from speaking to the media.
7. A pastoral visit will be arranged for those who desire it.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

IX. Social Media/SMS Messaging

- A. Social media (Facebook, Twitter, Instagram, and others that may apply) are fast growing ways of communicating with students, but just as anything can be used for good it can also be used for evil. While we encourage our leaders to have social media connections with our student we also ask that all communication with students through social media be made as part of the public forum. These dialogues do not need to be private messages.
- B. Text messaging or SMS is a useful resource, but again can be damaging if not controlled. Here are some guidelines for leaders that text students.
 - i. No texting after 9PM unless responding to a students message.
 - ii. All contact with students through SMS must pertain to ministry.

X. Conflict

- A. Any and all conflict will be handled according to the Matthew 18 principle.
- B. All conflict will remain private and confidential. When conflict becomes public it becomes toxic.

XI. Counseling

- A. We are not professional counselors but we will provide Christo-centric counseling when possible.
- B. When counseling with a student the situation should always be handled under the student pastor's knowledge.

- C. Students should only be counseled by an individual of the same sex in a room with a window.
- D. In sensitive situations when an adult feels uncomfortable then the Student Pastor, if available, should be requested.
- E. In counseling our first goal is protection of the student. If a student is in an abusive situation the proper legal steps will be followed. In the state of Georgia, it is a legal mandate that any adult report any type of abuse on a minor.
- F. Never promise a student that what they share with you will remain private. Our proper response should be, "I will do what is best for you."
- G. Any and all counseling will demand trust that is built through privacy. Refrain from posting issues on social media that could be part of a situation that you are currently or have previously counseled.

XII. Authority

- A. Each adult and student falls under the ultimate authority of God and His Word.
- B. Adults fall under the authority of the Student Pastor and will show respect to the decisions made by said Student Pastor. In response the Student Pastor will show respect to the adults and honor their opinions.
- C. All students will respect the authority of each adult within the ministry.

FORMS

The following sections of this contain forms that must be returned in order for students to leave campus or to participate in events. Please return these forms as soon as possible. These forms are effective for up to one year from the original signing.

Parental Consent and Medical / Liability Release Form for 2014

Child's Name: _____ Age: _____ Birthdate: _____

Address: _____ Phone: _____ Grade: _____

City: _____ State: _____ Zip: _____

Father/Guardian: _____ Address: _____ Phone: _____

Mother/Guardian: _____ Address: _____ Phone: _____

In case of emergency, notify: _____ Phone: _____

Health History (Please explain any condition we should be aware of):

Allergies (insect stings, drugs, food, etc.): _____

Normal treatment of allergic reaction: _____

Detail and explain any other conditions (heart conditions, diabetes, asthma, epilepsy, etc.):

Medication(s) currently taking: _____

Insurance Information for Emergencies:

Your insurance company: _____ Policy number: _____

Physician's name: _____ Phone: _____

Medical Authorization

We (I) authorize the adult leader in whose care the minor has been entrusted to consent to any X-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment, and hospital care, to be rendered to the minor under the general or specific supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

Should it be necessary for our (my) child to return home due to medical reasons or otherwise, the undersigned shall assume all transportation costs.

Liability and Medical Release

The undersigned does also hereby give permission for our (my) child to ride in any vehicle designated by the adult leader in whose care the minor has been entrusted while attending and participating in activities sponsored by First Baptist Church Richmond Hill.

By signing this form you agree to assume and accept all risks and hazards inherent in church-related social and sport activities including transportation to and from activities. You also agree that you will not hold First Baptist Church Richmond Hill or its employees or volunteer assistants liable for damages, losses or injuries to the person named on the form. You understand that this form and your signature are for both medical and liability release.

Minor Liability Release (Required for those 17 & younger)

I give permission for my child, _____, to participate in all activities as part of the ministry of First Baptist Church Richmond Hill for the year 2013. As parent or legal guardian of said minor, I release First Baptist Church Richmond Hill from any liability.

It is understood that my child will obey all regulations and follow instructions of the leaders. I agree to pay any expenses including the cost of my son/daughter being sent home if discipline is deemed necessary.

Parent/Legal Guardian Signature (Required for those 17 & younger): _____ Date: _____

Please provide a current copy of your all medical / dental insurance cards with this release form. It is the parent's responsibility to let the church know if there are any changes with your insurance or any of the above information.

Driver Permission Form

Name: _____ Age: _____

Driver's License Number: _____ Exp: _____

Auto Insurance Company: _____

Policy # _____

Does driver mentioned above have a clean driving record?

() Yes () No

If answer is no please explain: _____

Does this driver have permission to transport other passengers? () Yes () No

If under 18 Guardian's signature: _____

Guardian's contact number: _____

Driver's Signature: _____

Driver's contact number: _____

By signing above you recognize the responsibility of transporting other people is one that we do not take lightly and that each life in the vehicle is of great importance. By signing above you affirm that you will obey all traffic laws while transporting your passengers.

Without this form students will not be allowed to drive their own vehicles to off campus church events and they will not be allowed to transport individuals beyond family members unless permissions has been granted by a guardian.

Passenger Release Form

Name: _____ Age: _____

Parent name: _____

Parent contact number: _____

This form states that your student has your permission to ride with another student or individual under the age of 18 to a student ministry event that is off of the church campus. A parent will be contact each time before a student is allowed to travel with anyone under the age of 18. Drivers of underage students will be of the same sex as your student.

My child/student has permission to ride in a vehicle with an under 18 driver: () Yes () No

Is there any driver that your child is not allowed to ride with?
Please list name of unapproved driver(s):
