Community Corner Specific Guidelines and Policies (in addition to General Guidelines)

1. A youth must be at least 8 years old to attend.

2. All youth from 8-17 years old must have written consent. Due to the consistent nature of the programing of Community Corner, parents may sign a permission form that is good for the September through June season. Information in the form includes: Activities included in Community Corner, days and times, volunteer leaders, what to do in emergency situations.

3. Volunteer leaders also require knowledge of name, age, grade, AB health care number, parent phone number, address, and other information they might need to best care for the youth (mental challenges or allergies, etc.).

4. Youth may invite their friends to come. They will be told they may come one time, but the next time they must have a permission form filled out.

5. Any off-site activities (ex. Skating) require program leaders follow off-site policy.

I have read and understood the above Community Corner Specific Guideline and Policies and will act in accordance with these policies. I understand that my failure to do so may result in termination of my duties.

Signature or Volunteer/Staff/Leader: _____

(Please print you name): _____

Date: _____

Position in Child/Youth Program: _____

Program Leader: _____

Nursery Specific Guidelines and Policies (in addition to General Guidelines)

1. Minors (under 16 years of age but over the age of 11) may volunteer for service in the nursery, provided that an adult is present. Because they are not volunteering kids unsupervised, they do not need to go through the Screening, Compliance, and Education requirements.
2. Supervision of the nursery must involve a minimum of two adult persons (18 years of age or older) during morning services, and a minimum of one adult person during evening services.
3. Attendants should not take children from the nursery unless an approved reason exists (i.e. to use the bathroom or in a case of illness) and the immediate supervisor should receive advance notification.
4. Diapering of an infant or toddler must take place in the nursery in the presence of another volunteer.
5. An adult or minor who is not scheduled as a nursery attendant for that particular service may only help out at the discretion of the scheduled adult attendant but only if such adult or minor has met the requirements of this policy as regards Screening and Training. Aside from such authorized personnel and/or parents assisting with their own children, all other adults and/or minors may not remain in the nursery during the church service.
6. Nursery attendants must release children to the child's parents or guardians only unless written authorization has been received from those parents or guardians specifying otherwise.
7. Children may only be released to approved persons, aged 16 years of age or older.
8. If they nursery attendant does not recognize the person picking up the child, they may ask for ID.
9. An information sheet should be maintained for each child that attends the Nursery denoting the child's name, age, parent's name, and any special concerns (i.e. allergies or the requirement that parents be called for bathroom visits). This record (paper or digital) should also contain columns for signing the child "Out" and "In" for instances where bathroom visits are necessary. Visitors to Trinity Christian Reformed Church and who wish to make use of the nursery should fill in such a sheet as well prior to use of the nursery.
10. Nursery doors are to remain locked when not in use (i.e. immediately after services).

I have read and understood the above Nursery Specific Guideline and Policies and will act in accordance with these policies. I understand that my failure to do so may result in termination of my duties.

Signature or Volunteer/Staff/Leader: _____

(Please print you name): _____

Date: _____

Position in Child/Youth Program: _____

Program Leader: _____

Pastoral Ministry Specific Guidelines and Policies (in addition to General Guidelines)

1. The elders, deacons and pastor(s) should exercise good judgment when visiting alone with persons of the opposite sex in the privacy of their own homes.
   a. Notifying a third party (i.e. (other elder, pastor or spouse) in advance of the visit with details of the time and location of the visit, expected length of stay, etc. would be helpful. Unless meeting in a home is necessary due to a person's health, or other similar reason, meeting in public places such as restaurants is strongly recommended for such meetings.
   b. Be cautious with touch, particularly in one-on-one visiting situations. Hugs can be misconstrued as meaning something more than the giver intended. For some, hugs are an invasion of personal space and are unwelcome.
   c. Consider asking that an elder or deacon of the same gender (if possible) be assigned to someone who needs frequent visits.

2. Elders, deacons, and pastors need to report all pastoral visits to their respective coordinating bodies. Written notes of the visit should be maintained by the elder and pastor and any unusual situations, comments or reactions should be relayed to the respective coordinating body or, if such is of an extremely personal nature, to the chair of the respective body.

I have read and understood the above Pastoral Ministry Specific Guideline and Policies and will act in accordance with these policies. I understand that my failure to do so may result in termination of my duties.

Signature or Volunteer/Staff/Leader: _____

(Please print you name): _____

Date: _____

Position in Child/Youth Program: _____

Program Leader: _____

Projection and Online Worship Specific Guidelines and Policies (in addition to General Guidelines)

1. All videos that are submitted to be played for our streamed worship service that have children in them need parental permission. In addition, any youth or children participating in the live stream need parental permission. A virtual permission form will be sent to parents to fill out. A hard copy can also be signed if that is preferred. Exceptions:
   a. Our church may use recordings that have already been made public.
   b. When children are with their parents during a live stream service (leading worship, reading, baptism, etc.), no form is needed. Permission is assumed.

2. The camera shall always either be on the preacher or on the worship team during the worship service. Exceptions for in-person worship:
   a. The camera may show the backs of people's heads at the discretion of the pastors and the operators. However, the congregation is never to be on camera during the offering or celebration of the Lord's Supper.
   b. During any live children's message, the camera shall remain only on the leader for the entirety of the message.

3. Only the first and last names and contact information of the church and staff can be written down on slides prior to, during, or after worship. Any other first and last names must have written consent on an email or text message.

4. Only first names of members of the congregation will be used by the pastors/speakers.

5. The only recordings being done are by the operators in the sound booth. Services will be public and be made available after the end of the live stream.

I have read and understood the above Projection and Online Worship Specific Guideline and Policies and will act in accordance with these policies. I understand that my failure to do so may result in termination of my duties.

Signature or Volunteer/Staff/Leader: _____

(Please print you name): _____

Date: _____

Position in Child/Youth Program: _____

Program Leader: _____

Sunday School / Wee Worship Specific Guidelines and Policies (in addition to General Guidelines)

1. Minors (under 16 years of age but over the age of 11) may volunteer for service in the nursery, provided that an adult is present. Because they are not volunteering kids unsupervised, they do not need to go through the Screening, Compliance, and Education requirements.
2. Children may only leave the classroom for illness, bathroom assistance or other compelling reasons and, in such instances, the teacher should be aware of the reason.
3. An information record should be maintained for each child that participates in Sunday School (Wee Worship) denoting the child's name, age, parent's name and phone number, names of those allowed to pick child up, and any special concerns (i.e., allergies, behavioural/learning concerns, a requirement that the parents be called for bathroom visits.) This record (paper or digital) should also provide space for signing the child "Out" and "In" for instances where bathroom visits are necessary. Visitors to Trinity Christian Reformed Church and who wish to make use of the Sunday School should provide required information prior to use of the Sunday School.
4. Once in the classroom, children are in the care of their teacher until picked up by a parent/guardian. Attendance must be taken at the beginning of class time, and teachers must keep track of when the children are picked up at the end of the service. Children may leave the classroom for bathroom use if accompanied by a volunteer or classmate.
5. If a child is ill, a volunteer will help return them to their parent/guardian.
6. Children will be kept in the care of their teacher or classroom volunteer at the end of the service until a parent-approved, responsible person comes to sign the child out – such approval to be given by parent/guardian in writing. Parents can sign a waiver to allow for children ages 6 and up to be released from the classroom without being signed out.
7. Children ages 5 and under MUST be released to their parents'/guardians' care.

I have read and understood the above Sunday School / Wee Worship Specific Guideline and Policies and will act in accordance with these policies. I understand that my failure to do so may result in termination of my duties.

Signature or Volunteer/Staff/Leader: _____

(Please print you name): _____

Date: _____

Position in Child/Youth Program: _____

Program Leader: _____

Vacation Bible School (VBS) Specific Guidelines and Policies (in addition to General Guidelines)

1. Youth must be at least 3 years old to attend.

2. Youth who attend must be registered with the following information: name, age, grade, AB health care number, parent phone number, address, and other information they might need to best care for the youth (mental challenges or allergies, etc.).

3. Parents will receive the following information: Due to the consistent programing of VBS, parents may sign a permission form that is good for the entire week of VBS. Activities included in Community Corner, days and times, volunteer leaders, what to do in emergency situations.

I have read and understood the above Vacation Bible School (VBS) Specific Guideline and Policies and will act in accordance with these policies. I understand that my failure to do so may result in termination of my duties.

Signature or Volunteer/Staff/Leader: _____

(Please print you name): _____

Date: _____

Position in Child/Youth Program: _____

Program Leader: _____

Youth Program Specific Guidelines and Policies (in addition to General Guidelines)

1. Youth leaders may meet privately with a youth group member, but such meetings should occur in a public place. The Youth leader requires verbal parental consent or informal written consent (Ex. Text or email).

2. Youth leaders may NOT be alone in the vehicle with a youth member unless it is a medical emergency.

3. Regardless of their relative ages, it is never appropriate for a youth program volunteer (who is an adult) and a youth group member to date each other. Similarly, a youth program adult leader should not date the close friend of a member of the youth group.

4. Youth group leaders may be single or married, although only one spouse may be appointed as youth group leader.

5. A minimum of two youth group leaders should be present at all youth group functions.

6. No gifts, phone calls, or communications of a personal nature should be directed to a youth group member by a youth group leader or vice versa. They shall all be directly or indirectly work related (relationship-building).

I have read and understood the above Youth Programs Specific Guideline and Policies and will act in accordance with these policies. I understand that my failure to do so may result in termination of my duties.

Signature or Volunteer/Staff/Leader: _____

(Please print you name): _____

Date: _____

Position in Child/Youth Program: _____

Program Leader: _____