

POLICIES AND

PROCEDURES

MANUAL

2019 EDITION

Approved by Annual Conference Vote on June 12, 2019

**Dear Volunteer or Staff Member,**

At our church, we take our responsibility to care for children, youth, and vulnerable adults very seriously. These policies are intended to facilitate a safe and nurturing environment in which children, youth, and vulnerable adults can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for our volunteers and staff members. Our policies are intended to create a safe environment for children, youth, and vulnerable adults, protecting them, you, and the mission of this church. 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,

**MinistrySafe Key Staff/Volunteers**

Indicated below are the names of people who hold key areas of leadership (whether staff or volunteer) and their contact information. This list will be updated on an annual basis or when changes occur and provided to all active volunteers. It will be maintained with the official policy document.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Name** | **Phone #** | **Email** |
| MinistrySafe Lead Pastor |  |  |  |
| Children’s Pastor/Director |  |  |  |
| Student Pastor/Director |  |  |  |
| MinistrySafe Trustee Rep. |  |  |  |
| MinistrySafe SPRC Rep. |  |  |  |
|  |  |  |  |
| *Other Supervisors in Children/Youth Ministries:* | |  |  |
| Preschool Director |  |  |  |
| Children's Choir Director |  |  |  |
| Student Choir Coordinator |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |