

CBC Youth Group
Policies & Procedures
Adopted 25 May, 2010

“This is a trustworthy saying that deserves full acceptance (and for this we labor and strive), that we have put our hope in the living God, who is the Savior of all men, and especially of those who believe. Command and teach these things. Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” - 1 Timothy 4: 9-12

“Train a child in the way he should go, and when he is old he will not turn from it.”
– Proverbs 22:6

As the CBC Youth Staff, comprised of both church staff and volunteer leaders, we strive to please God while serving man. We recognize the need to base our policies and procedures on the standards and teachings set forth in the Bible, and that having clearly stated policies and procedures are important for communicating who we are and what we stand for as a church and as a youth group. Our goal is to train up our young people to be Godly and powerful adults with a strong knowledge of the Bible and a sound understanding of its application in their everyday lives.

We recognize the need to establish solid and clear policies and procedures to protect the reputation of our youth staff, both paid and volunteer, and to insure the safety of all youth staff and the students they serve. We also recognize in today’s world it is very important to have clear guidelines for the youth pastor, staff, and students to assure all interactions (staff with staff as well as staff with students) are above reproach and are pleasing to the Lord. These policies, procedures and guidelines need to be clearly communicated to all involved with the youth program as to both their intent and to their purpose.

The following is our list of Policies and Procedures. They are intended to be broad enough to allow for individual teaching styles and programming, yet based on the strong principles and teachings of the Bible and the leadership of the Elder team of CBC.

✚ **Leaders** – The quality and integrity of the CBC youth group is only as good as its leaders. The youth pastor is responsible for all that happens within the youth program, but the heart and soul of the group is its volunteer leadership. We then recognize that paid and volunteer staff join together to form an import team. Therefore, adult youth leadership, both paid and volunteer, must conform to the following:


- Leaders must be mature in their relationship with Jesus Christ, as defined and evaluated by the youth pastor and the leadership of CBC
- Leaders must have a strong reputation as to their witness and lifestyle
- Leaders must pass all screening and application procedures as set forth by the Elders of CBC
- Leaders must understand and conform to all doctrine, policies and procedures, rules, and guidelines as presented by the leadership of CBC
- Leaders must be above reproach as to their language and/or personal behavior, both at church and in their personal lives
- Leaders should attempt to uphold student confidentiality, except in the following situations:
 - The student or someone else is in danger of getting hurt
 - The leaders believes it is in the best interest of the parents and/or parent-student relationship that parents be informed
 - The student is engaging in an illegal activity (they are not covered under pastoral confidentiality privileges)
 - When meeting with a student, the student should be made aware ahead of time that there are limitations as to what confidences can and will be held
- Leaders must show proper honor, respect, and partnership with and to the parents/guardians of the students at all times
 - Our words and behavior about and to parents/guardians must show honor and respect
 - When a youth leader disagrees with a parental decision, unless it is clearly against scripture, the parental decision must be supported by youth leadership
 - Leaders must view their job as a partnership with the parents/guardians, so open and clear communication is vital
- Leaders must exercise extreme caution in their interactions with the youth:
 - Leaders are to avoid being alone with students of the opposite sex:
 - Do not drive them alone
 - Do not meet them alone, such as for lunch
 - Do not have them in your home unless other adult staff are present
 - If they must be met with alone, such as for counseling, insure against possible misunderstandings (inform others as to the meeting, be separated by a barrier (i.e. desk), keep door and/or window blinds open, sit in a public place, etc). It is preferable to have a leader of the same gender present.

- Leaders are to avoid physical contact with students that can be misinterpreted as inappropriate:
 - Prolonged or overly affectionate hugging. It is fine to hug the students, but it is best to let them initiate, as many students are uncomfortable being hugged
 - If comforting a student, it is best to let females comfort females and males comfort males
 - Avoid massaging students, especially of the opposite sex
 - No sitting on laps unless part of a game or activity
 - Use extreme caution and discretion when rough-housing with students, especially of the opposite sex, to avoid the appearance of inappropriateness
 - If it is necessary to help students dress/undress in any way, males should only help males and females should only help females and only to the extent absolutely necessary. Other adult leaders should also be present.
- Use caution when giving gifts to students, as this can be easily misinterpreted
- All Leaders, including all volunteers, are Mandatory Reporters:
 - If a leader has reasonable cause to suspect a person is being abused or neglected, whether part of CBC or the Youth Program or not, they have the legal and moral responsibility to report to the proper authorities.
 - It should be conveyed to and discussed with the Youth Pastor, but this does not constitute a report to the authorities.
 - Reports should be made to the local police department.




✚ **Activities** – Spending time with our students is very important, but this time should also be purposeful. Therefore, the following policies and procedures are designed to aid in the planning of activities:

- When possible, activities should be planned and promoted in advance
 - All activities must be approved by the youth pastor and appropriate church leadership
 - Insure adequate adult supervision/staff are arranged for all activities
 - All drivers must meet church guidelines
 - There must be adequate male and female leaders represented
 - If the youth pastor's wife is not involved in an activity or the youth pastor is unmarried, his partnership with female leaders must include her husband.
 - Get all activities onto the church and youth calendars via the youth pastor in as soon as possible
 - Make and distribute flyers, ideally giving the students as much notice as possible

- When possible, personally invite students individually to activities
 - Sign out vehicles, church space, and/or have the budget approved, as necessary and through proper channels
- The purpose of organized activities should be to target one or more of the following:
 - Get to know the students in the group in a positive, Godly environment (social)
 - Target a specific Biblical principle (educational)
 - Minister to others (service)
 - Challenge students spiritually, physically, and/or socially (stretching)
 - Introduce Jesus Christ and/or CBC to the community (evangelistic)
- Handle all money taken in correctly
 - Keep track of and record all money collected
 - Spend the money as intended or have it deposited in total via the youth pastor
 - Reimbursements should be for the entire amount. Do not keep cash and get reimbursed for the difference
 - Reimbursements are handled through the youth pastor
 - Collect and turn in receipts for any and all reimbursements
- Students are only allowed to drive to and from youth functions
 - If relocation is necessary, only approved adult leaders may drive
 - Students may not drive other students without parental permission
- Some activities/events may have participation limitations
 - Physical activities may limit participation eligibility
 - Some activities may have age/grade/gender requirements
 - Some activities/events may have spiritual maturity requirements
 - Some activities/events may have prior attendance requirements
 - Some activities/events may have specific and/or prior group involvement requirements

 **Teachings** – At Community Bible Church our one and only desire, when it comes to teaching, is to base all instruction on the Word of God as found in the Bible.

- Be able to support all teachings and lessons with Scripture (book, chapter, and verse)
 - Opinions need to be clearly stated as such
 - Pick commentaries and other study materials carefully
- Get approval from the youth pastor and appropriate church leadership for all units as to their content, methods and goals
- Lessons should be designed to be applicable to the students while targeting one of two main goals:
 - Evangelism
 - Christian maturity

-  **Discipline Policy** – Disciplining of the students in the youth group must be handled extremely carefully. Our goal is to encourage our students to continually grow in their relationship with Christ, not to punish or drive them from the group. Yet, the group needs to be an environment where all students feel safe from physical, emotional, social, and spiritual harm, so we must insure that the following policies are followed:
- Before an activity, make sure all rules and procedures are clearly explained to all participants (in writing, if necessary)
 - Make sure you have adequate adult leadership for all activities
 - As much as possible, be proactive in preventing problems
 - When dealing with a student on a discipline issue, do your best to insure the following:
 - Maintain your composure and protect your Godly character
 - Never physically punish or humiliate a student
 - Unless the student is in danger of harming himself/herself or someone else, do not attempt to physically restrain them. If you must physically restrain a student:
 - Use only enough force to restrain, not punish
 - Remain calm and composed
 - Attempt to have at least one witness present, preferably another leader
 - Report the incident to the youth pastor as soon as possible
 -  The youth pastor will determine if the incident needs to be taken to greater church leadership
 -  Report the incident to the student's parents/guardians as soon as possible
 - Write down what happened in your own words and include the date and the names of all witnesses. Give a copy to the youth pastor
 - Avoid, if possible, disciplining a student in front of other students
 - Be clear and direct when asking students to stop doing something when it violates a rule or procedure
 - Clearly state what rule or procedure is being violated
 - Clearly state what the student(s) need to be doing instead
 - If a student or students are repeatedly and intentionally in violation of clearly stated rules and/or procedures, the following steps may be taken:
 - Remove them from all or part of the activity
 - Ask the violators to leave the function, if possible
 - Call the youth pastor/other appropriate church leadership
 - Call the student's parents/guardians
 - If necessary, call the police
 - The offending student(s) may also be banned from other activities or further fellowship until they have shown the youth pastor and/or other appropriate church leadership they are repentant and prepared to cooperate

- ✚ **Clothing** - Recognizing that dress styles and fads change, a clothing policy needs to be broad and Biblical based. Therefore, we must enforce the following:
 - No inappropriate messages/images displayed
 - Modesty in style of dress, therefore avoid styles such as the following:
 - Bare midriffs
 - Low-cut tops
 - Mini-skirts
 - High-cut dresses
 - Extremely tight fitting clothes
 - Exposed undergarments
 - Inappropriately cut, ripped or torn clothing
 - Wear semi-formal, respectful clothing when representing Christ and/or CBC in service, on trips, or other events, as necessary
 - The Youth Pastor or his representative will be the judge as to appropriateness of dress style
 - The Youth Pastor or his representative will require clothing to be changed or covered if necessary and opportunity allows

- ✚ **Swimwear** –When the Youth Group is hosting a function requiring swimwear, the intent is to swim or otherwise get wet, therefore, swimwear must conform to the following:
 - Must be modest to the standards of the Youth Pastor or his representative
 - Must be functional for the purpose of the activity
 - Must conform to the appropriate policies stated previously for clothing

- ✚ **Male/Female Interactions** - Recognizing that our youth are maturing in their emotional and physical development; we must address and enforce appropriate interpersonal interaction between our young men and women. This includes all the youth, not just couples. Therefore, we will enforce the following policies and procedures:
- No sitting on laps or laying together unless a lesson or activity temporarily requires
 - No inappropriate public displays of affection (PDA), such as kissing, inappropriate hugging, etc.
 - When in darkness, such as movies or nighttime bus rides, avoid having males and females sitting together for prolonged periods of time out of sight of a youth leader
 - Males and females are not to go off alone as couples or potentially inappropriate small groups
 - When males and females are sitting together (in vehicles, on couches, etc) they are not allowed to rest on each other or to hold each other
 - In grey areas, such as hugging, massages, and horse-play, leaders will err on the side of discretion when determining the appropriateness of physical contact
 - Any function that is deemed an overnight activity will have clearly defined and separated male and female sleeping areas, whether sleeping is planned in or not
 - The appropriateness of any contact is determined by the youth pastor and/or youth staff. Again, err on the side of caution to protect the reputation and integrity of the youth program and CBC at large

✚ **Movies** – We recognize that watching television shows, movies, videos, and DVD’s provide a wonderful opportunity for leaders and students to enjoy time together in a more relaxed setting. We also understand the choice of what is to be watched is very important, in terms of content, delivery, and message. Therefore, programming must conform to the following policies and procedures:

- All movies will be previewed and approved by the Youth Pastor or other appropriate church leadership before being shown to the youth group
- When opportunity allows, titles of what is to be watched will be made public in advance, allowing for parental notification/approval
- Recognizing the movie industry is not our moral evaluator, their rating system will only be a rough guide for suitability, not the system by which we rate the appropriateness of television shows, movies, or videos
- When opportunity allows, we will employ the use of a television filtering device that edits out bad language from shows with subtitles, even if they are hidden. Note: this does not work well with live television broadcasts.

✚ **Music** – Many functions allow for singing of and/or listening to music, either individually or corporately. During these times, music choices are important to our overall witness and group integrity. Since there is such a wide variety of musical styles and genres, we must guard carefully our choices of music in regards to lyrical content, musical message, and artist reputation. Therefore, music choices on youth functions must conform to the following standards:

- Personal Music (personal music players, etc.)
 - Must be recognized as “Christian music”
 - Must be approved of by the youth pastor or his representative, either by permission or past acceptance
- Group singing:
 - Must be approved by the youth pastor or his representative, either by permission, by inclusion in the youth worship repertoire, or by past acceptance
 - Must strive to honor and glorify the Lord
 - If other than worship songs, such as game or activity songs, they must not be offensive or disrespectful

- ✚ **Language** – Perhaps the one area of our witness that can allow us to stand apart from the rest of the world is our language. The Bible is clear as to what our standard for language should be: it needs to honor and glorify the Lord. Yet it also recognizes the ease in which tremendous damage can be done with the same mouth. Therefore, we have put forth the following policies:
- Recognized profanity will not be tolerated
 - “Grey words” or words that some deem as offensive while others do not should be discouraged. Err on the side of purity. Often, the intent of the word will determine as to its acceptability
 - Profane or coarse joking must be avoided. Again, err on the side of purity
 - Understanding that teasing between friends is natural and can even be beneficial, it must conform to the following standards:
 - Must be mutual
 - Must be clear by the receiver as to its intent
 - Must not be publicly humiliating
 - Must not become harassment
 - Harassment, in any form, will not be tolerated. Harassment is defined as follows:
 - Unwelcome jesting (not mutual)
 - Must be made clear that it is unwelcome
 - Jestng or insults that are embarrassingly personal in nature
 - Teasing that is cruel or harsh in nature and/or ongoing
 - Teasing that is publicly humiliating
 - Any form of communication, including written and electronic forms, that is in any way threatening