



Children and Youth VOLUNTEER GUIDELINES

Volunteer Requirements:

- Sign covenant agreement
- All Volunteers must fill out a ministry application (found in the church office) and submit it to the pastor or director of that ministry
- Must have attended WGBC for the last 6 months and attend an average of 3 Sundays a month.
- All volunteers must complete required training.
- Teachers must be church members
- No prior criminal history involving a minor; any other conviction must be reviewed by elder board before volunteering
- Statewide Criminal background check
- National FBI check to volunteers residing in Ohio for less than 5 years
- Fingerprinted

Volunteer Guidelines and Practices

- Two volunteers must be present in a classroom unless there are too few volunteers available during a function in which case a hall monitor is required.
- Volunteers are required to arrive 5-10 mins before a function starts and are required to care for children/teens until all parents or guardians arrive to pick them up.

- Appropriate physical contact changes based on the age of the child. For Nursery age children, this includes holding, sitting on lap, diapering, and assisting in bathroom. For school age children, contact of this type is not appropriate.
- Always make sure another adult is present in the room when changing the diaper of a nursery age child.
- “Safe” areas are the only places volunteers are permitted to touch and then only for a brief period of time with no rubbing or massaging. Hands, arms, shoulders, upper back, and gentle pats on the head are all areas of appropriate contact.
- Volunteers should never touch a child out of anger or frustration. Physical discipline is dependent only on the choice of the parent and should not be carried out by a volunteer.

Injury or Illness

- In the case of an injury, whether by a child or an adult, an incident report (located in the church office) *must* be

filled out stating the details of the event.

A copy will then be given to the individual involved in the incident and a copy filed by the church.

- If a child is clearly sick they must first be removed from all contact of other children by the ministry leader or teacher helper. Immediately following the parent or guardian responsible for the child must be contacted.
- First aid kits are available in every classroom and in the Annex kitchen.
- CPR is only able to be administered by a certified individual.

Notice of Child Abuse

- If a volunteer knows or suspects a child has suffered abuse, sexual, physical or emotional, they are required under law to report it. **Call 855-642-4453.**
- Document circumstances that are cause for suspicion.
- Contact a pastor or director.
- NEVER confront the parent or guardian about the abuse as it may cause additional abuse or shame harming the child or youth further.
- Woodville GBC staff and volunteers will maintain complete confidentiality and cooperate fully with all investigations.

Social Media Policy

- Being that social media is so prevalent in our culture today, the volunteer needs to be aware of the influence/effects of their public posts. If the volunteer makes a public post contradictory to Scripture they will be approached about the issue.
- If after multiple attempts the issue continues, they may be removed from their position.

Violation of Policy

- Depending on the severity of the offense, violation of a policy within the Youth and Children Volunteer Guidelines a volunteer may be removed from their position if need be.
- An investigation will be launched and if the offense is determined to be minor a warning will be issued to correct the issue.
- If multiple warnings are issued and the offense continues, removal may be required.
- In severe cases, Woodville Grace Brethren Church reserves the right to remove a volunteer without warning.

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