CHESAPEAKE CONFERENCE
YOUTH/CHILDREN'S MINISTRY VOLUNTEER CODE OF CONDUCT

1. Acknowledgment—Because I want our children and youth to experience the best possible environment, it is important for those working with children and youth to have guidelines for conduct in order to protect not only those under their care but themselves as well. As a ministry volunteer, I want parents and others to be comfortable with me.
2. My Commitment to Volunteer Ministry—As a Youth/Children's Ministry Volunteer:
   a. I will provide appropriate adult supervision at all times for the children for whom I am responsible.
   b. I will have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, Under No Circumstances will I allow myself to be alone with one child (the two-person rule). This protects the child as well as protecting me, the adult, from possible allegations.
   c. I will ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, I will make sure another adult works with me as care is provided.
   d. I will refrain from physical and verbal attacks and corporal punishment, which are inappropriate behaviors and should never be used as discipline. I will attempt other forms of discipline such as "time outs" or "sit-in-that-chair," which may be safer, more helpful discipline methods to use with children.
   e. I will affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me. I will be particularly careful when taking small children to the restroom; for instance, I will take another adult along, or leave the door open.
   f. I will avoid conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
   g. I will comply with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
   h. I will be aware of the evidence, signs, and symptoms of child abuse and will become educated about the legal requirements for reporting suspected cases of abuse. I commit if I become aware of any behavior by another individual, which seems abusive or inappropriate towards children, I will immediately report that behavior to the church pastor, elder, school and/or conference administration and in accordance with local child abuse reporting laws.
   i. I will cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. I understand that working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
   j. I will participate in orientation and training programs conducted by the church.
   k. I will uphold the standards of the Seventh-day Adventist Church.

I, the undersigned, have read this document and agree to abide by the Code of Conduct for Youth/Children's Ministry Volunteers as outlined above. I will retain a copy of this document and keep it for reference.

Signed: _____ Print: _____
Date: _____

Return to: Chesapeake HR Department/Lynzee Brival at lbrival@ccosda.org
Or fax to Lynzee at 443-917-2920