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MINISTRIES SAFETY POLICY for Children's/Youth Ministry (CM/YM)

A. PURPOSE

All Ministries of Calvary Chapel Gwinnett must take place in an atmosphere of love, respect and security. However, the children involved in ministries (as well as their parents, the staff members and volunteers in these programs), should be especially confident that such an atmosphere is in place. This Safety Policy has been adopted to ensure an atmosphere of love, respect and security for all those who participate in the Children's Ministries/Youth Ministries (herein referred to as CM/YM) both on campus at Calvary Chapel Gwinnett (CCG), or in its sponsored activities elsewhere.

This Safety Policy sets forth the requirements that will apply to all CM/YM Ministries including Nursery, Toddler, Grade School, Middle School and Senior High School Ministries. Everyone who is involved in CM/YM Ministries must agree to act within the guidelines and policies of this Safety Policy. Special CM/YM events may impose additional requirements as appropriate (for example community VBS, etc.).

CCG pastoral staff and elders are responsible for enforcing and administering this Safety Policy.

B. STAFFING GUIDELINES

Adults may volunteer in CM/YM after successfully completing the items described in the following paragraphs.

1. **ETS Level 1 Volunteer** – A teen/adult (12 years of age and older) may be considered as a viable candidate for a Level 1 Volunteer to occasionally assist in a classroom, or be a helper or driver for CM/YM events if he/she has:
 - a. been an active participant of the church for at least six (6) months* prior to applying
 - b. successfully completed the appropriate ETS classes and homework assignments
 - c. no history of child abuse or sexual abuse that the church can reasonably determine from references and periodic good-faith background checks
 - d. been interviewed by at least one ETS staff member

- e. completed the appropriate orientation/training required for the position (see **Appendix A – CHILDREN’S MINISTRY TRAINING DVD** acknowledgement form).
2. **ETS Level 2 or 3 Volunteer** – An adult (18 years of age or older) may be considered as a viable candidate for a Level 2 or 3 (e.g., teacher, youth mentor) to work with children/youth only if he/she has:
 - a. been an active participant of the church for at least six (6) months prior to applying
 - b. successfully completed the appropriate ETS classes and homework assignments
 - c. no history of child abuse or sexual abuse that the church can reasonably determine from references and periodic good-faith background checks
 - d. been interviewed by at least one ETS staff member
 - e. completed the appropriate orientation/training required for the position (see **Appendix A – CHILDREN’S MINISTRY TRAINING DVD** acknowledgement form).
 3. **Pre-teen Volunteers** – In general, for a pre-teenager to help in Ministry, he/she must be approved by the CM Director, Staff leader(s) and/or the pastors responsible for the program or ministry. Youth programs and ministries may impose additional requirements as appropriate. Parents of prospective pre-teen helpers (ages 11 and under) will be asked to provide a signed **CONSENT TO VOLUNTEER IN CHILDREN’S MINISTRY form in Appendix B**. On approval, pre-teen helpers will receive necessary training before serving in CM/YM. Pre-teen helpers must always work under the direct supervision of an adult staff member or volunteer.
 4. **Staff Member** – For the purposes of this Safety Policy, the terms “staff member” and “staff worker” refer to a person who:
 - a. is financially compensated by CCG
 - b. Completed appropriate ETS Level
 - c. has been background-checked by CCG. Such persons, like Primary Volunteers, shall be considered fully qualified to teach, lead, facilitate, or assist in any of CCG’s Children’s or Youth Ministries.

C. SECURITY POLICIES

1. **Infant Policy** – When using the Infant Nursery/Toddler classrooms for a child infant up to age 2, the parent/guardian will:
 - a. Sign in the child on the Sign-in/Sign-out Sheet with the child(ren)’s name, parent/guardian name, and any allergies or other special instructions
 - b. Receive a badge with an individual ID number that will be noted on a child Sign-in/Sign-out Sheet in conjunction with the other information on the child(ren).

The child(ren) will only be released from the classrooms to a previously authorized adult along with the properly identified badge received when the child(ren) was signed into the classroom.

For those children age two (2) years through fourth grade, a roster of all children attending the CM will be prepared during each session by the staff members and/or volunteers running CM.

3. Diaper Changing/Bathroom Use – CCG has specially-designated areas for diaper changing for children in the Nursery. These areas are open to the classroom and must be used by volunteers for children infant through 3 years old in their care. For those children over 3 years old, diapers must be changed by a parent only.

All children in second grade level and below must be accompanied to the bathroom by a volunteer or staff member. When a child requires assistance to use the bathroom, the Children's Ministry exterior bathroom door (or stall door on main church bathrooms) must remain open at all times when the staff member or volunteer is providing assistance.

4. Two-Adult Policy – Whenever possible, at least two *unrelated* (unless otherwise approved) adult staff members or volunteers should be in the classroom when children are present. Doors should be fully open whenever one of the staff members or volunteers in the classroom leaves the room temporarily and before and after classes.
5. Short Staff Policy – Staff members and volunteers who are unable to serve on a particular day must notify the Director of Children's Ministries or Pastor(s) of Youth Ministries responsible for the CM/YM in advance of the absence when at all possible.

If a staff member or volunteer is unexpectedly absent for a class or program, the staff member or volunteer who is present must promptly notify a Director of Children's Ministries or Pastor(s) of Youth Ministries, who will attempt to help monitor the class with frequent unannounced visits. The doors to "windowless" classrooms must remain fully open at all times. The Director of Children's Ministries or Pastor(s) of Youth Ministries will strive to ensure that each CM/YM is directed by two adult staff members or volunteers.

6. Monitoring of CM/YM – Church staff members responsible for CM/YM will endeavor to make periodic unannounced visits to the Nursery and church school classrooms, or other ministry settings.
7. Health Considerations – Each classroom will have posted a reference for the location of a stocked first aid kit.
8. Safety Considerations – Each classroom will have posted an emergency preparedness plan to include fire response and instructions for severe weather. Also posted will be an Emergency Evacuation Plan showing routes to the nearest exits. Drills will be held every 6 months (approximately) during Sunday services.

D. STAFFING CONSIDERATIONS

1. Guidelines for Physical Contact

a. Any physical contact between a volunteer or staff worker and a child/youth/individual that would provide (or is intended to provide) any form of sexual gratification is strictly prohibited. Limited physical contacts such as a pat on the back or on the head, or a handshake or “high five” are permissible. Hugs are permissible within the sight of others. The volunteer and staff workers must avoid any prolonged hugs and must stop a hug immediately on the request of the child/youth/individual.

b. Volunteers and employees shall not abuse children/youth/individuals including but not limited to:

- Physical abuse – e.g. strike, spank, shake, slap
- Verbal/mental abuse – e.g. humiliate, degrade, threaten
- Sexual abuse of any kind, including inappropriate touching and exposure.

c. Guidelines for healthy child/youth discipline:

- No form of punishment that involves physical pain or discomfort may be used. Children/youth may be restrained if they are in danger of hurting themselves or others. Disruptive children/youth may be removed from the group to another part of the room.
- Children/youth who are disruptive should be taken to another side of the room, or if necessary into the hallway (leaving the door fully open and within sight of other people). The volunteer and staff workers should explain to the child and/or youth that a particular behavior is unacceptable.
- If the disruptive behavior persists the parents should be asked to come and sit with the child/youth the following week and for as long as necessary until the child/youth can demonstrate he/she can control themselves. If the behavior continues, the child’s/youth’s parents may be asked to remove the child/youth from the classroom or other ministry setting.
- We are committed to working with children and/or youth to find out what they need in order to fully participate, but not to the detriment of other children/youth.

2. Overnight Policy for CCG Sponsored Events – A CCG-sponsored event is an event that has been approved by elders, pastors, a staff member, and/or a ministry team of the Fellowship. In addition to the other applicable requirements of the Safety Policy, all CCG-sponsored events off-site and/or overnight during which parents of each child will not be present must satisfy the following requirements:

- Requires the presence of at least two *unrelated* (unless otherwise approved) volunteers or staff workers, both of which have been screened and approved for service in CM/YM following the requirements in Section B.
- Written parental or guardian permission and signed **EMERGENCY CONTACT & MEDICAL INFORMATION Form (Appendix C)** must be obtained for each participant for overnight or off-site events.
- For Missions’ Trips, appropriate **MISSIONS TRIP APPLICATION** form (see **Appendix D**) completed and submitted.

- Parents will be notified of the event, the address and telephone number of the place to which the children will be going (if possible), and the anticipated departure and return times.
 - Male and female children will be separated into different rooms for sleeping arrangements, with two adult leaders present in the room at all times.
 - Church staff members planning overnight trips or overnight programs will be especially diligent in selecting volunteers, maintaining the two-adult policy to the extent possible, and maintaining appropriate adult supervision to the number of children/youth involved.
 - **YOUTH OVERNIGHT STAY CHECKLIST (Appendix E)** and **YOUTH OFF-SITE/OVERNIGHT HOST HOME CHECKLIST (Appendix F)** forms must be completed prior to the event.
3. Special Guidelines for Youth Ministries (6th-12th Grade) – It is the desire of the CCG Youth ministries to provide opportunities where approved volunteer and staff workers serve alongside families with teens to promote progress in each youth’s faith journey. Volunteer and staff workers in the Youth ministry must follow all the requirements established by this Policy, including the following guidelines specifically applicable to the Youth ministry:
- a. General Guidelines
- One-on-one contact. One-on-one contact (meetings, etc.) with youth must only be in public settings and with the knowledge of the parent/guardian or approved staff member. When emergencies arise (student needs counseling, place to stay, etc.), pre-approved written permission (form provided in **Appendix G – YOUTH EMERGENCY OVERNIGHT STAY**) must be obtained from the parent(s). If parent approval is not possible, Youth Pastor will contact other senior-level pastors to notify them of the emergency and seek guidance for what action to take, including whether or not legal authorities should be contacted.
 - Host Homes. All homes offered up for youth to stay during overnight events must be sponsored by those who have successfully completed ETS Level 2, including a recent and active Background Check.
 - Driving. When a volunteer or staff worker is driving with youth, he or she should avoid being alone with them without the parent’s or guardian’s knowledge. Whenever there is a possibility that a volunteer or staff worker will be transporting students *without* a second unrelated adult present at all times, the Pastor(s) of Youth Ministries must receive verbal/written permission (see **TRAVEL PERMISSION SLIP – Appendix H**) from a parent or guardian or each youth and must make specific arrangements for the transportation. The Pastor(s) of Youth Ministries must let the parents know when he or she and the student will be leaving, how they will be traveling, when they expect to arrive at their destination, and when they will return. Three or more individuals should be in the vehicle whenever possible. Additionally, the driver must have a valid driver’s license and current automobile insurance, in accordance with State Law. No one under the age of 21 shall drive any CCG-sponsored transportation.

- Dating. At no time shall the Pastor(s) of Youth Ministries, Volunteers, or assistants working with youth, pursue a dating relationship with a youth. Volunteer and staff workers should always be sensitive to youths with “crushes.”
- b. Age-appropriate Classes
Occasionally special “age-appropriate” classes (sexual purity, etc.) may be offered that must adhere to the following guidelines:
- Students must have completed 6th grade
 - Parental approval for a son/daughter to participate in the class must be obtained via class registration/sign-up
 - Class must take place in a “group” setting (no one-on-one)
 - Male teachers will lead boy’s classes and female teachers will lead girl’s classes (not vice-versa).
4. Emergency Situations - In the event of a medical, disciplinary, or any other situation that would require a student to leave the classroom or other ministry setting, the student will be accompanied to the appropriate destination e.g. the restroom, church office, etc. Attempts will be made to promptly notify the parent.
5. Reporting Procedure - Any violations of this Policy should be reported to the Director of Children’s Ministries or Pastor(s) of Youth Ministries. Additionally, any volunteer or staff worker that has reason to be concerned about the safety or welfare of a student must bring his or her concerns to the Director of Children’s Ministries or Pastor(s) of Youth Ministries. The Senior Pastor and Director of Children’s Ministries or Pastor(s) of Youth Ministries shall review any incidents or violations of this Policy. Violations of this Policy shall be evaluated to determine if the volunteer and staff workers should be removed from continued service in CM.
6. Response Procedures - Georgia State law requires reporting any suspected child abuse to the branch of Child Protective Services in the county in which the child resides or to the Police Department. This reporting is required whether the abuse occurred during sponsored activities, or it occurred completely separate from any Church involvement. For example, if a child/youth communicates that he/she is being abused by a parent or other individual at home, volunteers and staff members are required by law to report the incident to the proper authorities. With discovery of any concern of any alleged or suspected child abuse, follow these guidelines:
- a. Take appropriate steps to attend to the safety of the student
 - b. The parents of any student involved shall be notified immediately of an event that occurred at the Fellowship or at a CCG-sponsored CM/YM
 - c. Persons accused or suspected of child abuse or serious inappropriate behavior shall be suspended, with pay, from employment or removed from CM/YM while the incident is being investigated

- d. Any investigation of alleged or suspected child abuse shall be referred to the appropriate civil authorities. Staff members or volunteers shall report any suspected incidents of abuse to the Director of Children's Ministries or Pastor(s) of Youth ministries in person or anonymously. Church officials shall not attempt to investigate alleged or suspected child abuse on their own.
 - e. The Moderator or in the Moderator's absence, the Moderator-elect shall designate a spokesperson to deal with questions directed to CCG from the media and congregation concerning an alleged incident of child abuse.
 - f. All efforts at handling the incident should be documented. An **INCIDENT/ ACCIDENT REPORT FORM-CHILDREN & YOUTH MINISTRY (Appendix I)** shall be completed and placed in a confidential file in the CCG records. A single file shall be established and maintained in the CCG Record's office documenting all communications and steps taken to respond to allegations of abuse.
 - g. Information about alleged or suspected incidents and the individuals involved shall be kept confidential. Information may only be shared with persons who either have been authorized or are required by law to receive such information.
 - h. Commission of child abuse, inappropriate conduct towards children and/or youth and inappropriate relationships between adults and children or youth are grounds for dismissal from employment or removal from CM/YM.
 - i. In instances where CCG Leadership is unsure as to the appropriate action to be taken in the event that a suspected child abuse incident occurs which is covered by this Policy, specialized legal counsel shall be consulted for further guidance. A list of approved legal counsel to contact for such guidance shall be prepared, maintained and, from time-to-time, reviewed by the Moderator subject to approval by the CCG elders/pastors. The CCG Leadership may choose from among the counsel named on such list or such other competent and experienced legal counsel that they may at the time deem more appropriate taking into consideration all of the facts and circumstances of the suspected incident.
 - j. In the event that a suspected child abuse incident occurs which is covered by this Safety Policy, CCG Leadership shall promptly notify the CCG's insurance carrier as and in the manner required by the applicable insurance contract.
7. Approval Process – This Safety Policy shall be reviewed and approved by the elders/pastors.

8. Periodic Policy Review – This Safety Policy shall be reviewed at least every three years or earlier if the Director of Children’s Ministries or Pastor(s) of Youth Ministries determines a need for revision or update. Revisions to the Safety Policy require review and approval by the elders/pastors at least 30 days prior to implementation.

I have read and fully understand this Safety Policy, and will to the best of my ability and with God’s help, adhere to all stated herein.

Name

Date



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APPENDIX A CHILDREN'S MINISTRY TRAINING DVD

I acknowledge that I have received and watched the **Children's Ministry Training** DVD.

DATE _____

SIGNATURE _____

(Intentionally Blank)



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APPENDIX B

CONSENT TO VOLUNTEER IN CHILDREN'S MINISTRY

I, _____, give my child, _____,
permission to volunteer in the Children's Ministry. I believe that my child is mature
enough to volunteer in this ministry.

Signature of Parent

(Intentionally Blank)



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APPENDIX C

STUDENT EMERGENCY CONTACT & MEDICAL INFORMATION

Emergency Contact and Medical Information for a Child

<hr/> Child's Name	<hr/> Date of Birth	M F Sex	
<hr/> Parent's/Guardian's Name	<hr/> Parent's/Guardian's Name		
() <hr/> Home Phone	() <hr/> Work Phone	() <hr/> Home Phone	() <hr/> Work Phone
<hr/> Address	<hr/> Address		
<hr/> City, ST ZIP Code	<hr/> City, ST ZIP Code		

Alternative Emergency Contacts

<hr/> Primary Emergency Contact	<hr/> Secondary Emergency Contact
() <hr/> Home Phone	() <hr/> Home Phone
() <hr/> Work Phone	() <hr/> Work Phone
<hr/> Address	<hr/> Address
<hr/> City, ST ZIP Code	<hr/> City, ST ZIP Code

Medical Information

Hospital/Clinic Preference

<hr/> Physician's Name	<hr/> Phone Number
<hr/> Insurance Company	<hr/> Policy Number

Allergies/Special Health Considerations

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

<hr/> Parent's/Guardian's Signature	<hr/> Date
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I give permission for my child to go on field trips. I release Calvary Chapel Gwinnett and individuals from liability in case of accident during activities related to Calvary Chapel Gwinnett, as long as normal safety procedures have been taken.

<hr/> Parent's/Guardian's Signature	<hr/> Date
<hr/> Witness Signature	<hr/> Date



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APPENDIX D MISSIONS TRIP APPLICATION

I wish to be a part of the Missions Trip team going to: _____
Date of Trip: _____

INSTRUCTIONS:

Please complete and return this application *as soon as possible*, no later than _____

Please **PRINT** clearly in ink.

Full Name

(EXACTLY as it appears on your passport or driver's license)

Street Address _____ City _____

State _____ Zip _____ E-mail Address _____

Date of Birth _____ Marital Status _____

Home Phone _____ Work Phone _____ Cell/Pager _____

Driver's License no. _____ Issuing State _____ Age _____

Passport Number _____ Expiration Date _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. How long have you been a Christian? _____

2. How long have you attended Calvary Chapel Gwinnett? _____

3. Please list the ministries you are currently serving. _____

4. Is this your first mission trip? _____ If NO, please describe your missions' experience. _____

5. How did you find out about this trip and why do you want to be part of this team? _____

6. What are your expectations concerning this trip? _____

7. What confirmation has the Lord given you about this trip? _____

8. As part of this team, what can you contribute (skill, talent, gift, ability, etc.) and how do you think God will use you on this trip? _____

9. How will you spiritually prepare for this trip? _____

10. What are your spiritual gifts? _____

WORK EXPERIENCE/ TALENTS:

1. Please list any specific talents that you have (drama, singing, instrument, construction, medical, teaching, etc.). _____

2. Where are you employed? Position? How long? _____

3. Do you speak any foreign languages fluently? If YES, please list. _____

4. What do you see as your strongest character quality and why? _____

5. What do you see as your weakest character quality and why? _____

PAYMENT:

I need to solicit sponsorship for this trip.
I do not need to solicit sponsorship for this trip.

BY INITIALING THE FOLLOWING I AGREE THAT I WILL:

- 1. Set aside time for training and attend ALL team meetings _____
- 2. Submit to, and cooperate with, team leaders without complaining _____

On a separate sheet of paper, please summarize your testimony and tell us how you have grown as a Christian since committing your life to Christ. Discuss some challenges you have faced. Share some events that have significantly impacted your relationship with God.

Please limit your response to no more than two pages.

Calvary Chapel Gwinnett (CCG) requires strict compliance with rules and regulations, including the rules concerning conduct, dress, and Christian lifestyle. These are explained in the Team Covenant, which will be provided to accepted team members. Failure by team members, leaders, and staff to comply with these policies is grounds for dismissal, without refund or reimbursement. Team members, leaders, and staff serve at their own risk, and CCG is not liable in the event of sickness, accident, death, or terrorist acts for transportation and any other expense beyond normal involvement. Application fees and all sponsor funds received by CCG are contributions and are not refundable. To receive a tax deduction, the IRS stipulates that the donor must release control of all funds donated to a non-profit organization. For this reason, contributions from sponsors cannot be refunded, nor can they be designated to any specific person. The individual will be a fundraiser and will receive credit for raising funds equal to the price of his/her trip. We require all participants to be in good physical condition, and we may require a doctor's reference and exam.

I have read and understand the above information. The information I have given CCG is accurate and true to the best of my knowledge. My signature signifies my approval of all limitations listed above.

Signed: _____ Date: _____

**SUBMIT COMPLETED APPLICATION WITH PHOTO AND TESTIMONY
ATTACHED TO THE CHURCH OFFICE**

Team Covenant

SHORT-TERM MISSION TRIP TEAM COVENANT

The most common reason that short-term mission teams experience difficulty is interpersonal conflict within the team. In order to function as a unified team, it is important to agree on a policy of acceptable attitude and behavior prior to going to the mission field. The following Team Covenant is an agreement between each team member, one to another, and the team leaders:

PURPOSE STATEMENT:

Our purpose is to allow God to work through us as a team to glorify Himself, and demonstrate His love to others.

FLEXIBILITY:

I Corinthians 9:9 states, *“For though I am free from all men, I have made myself a slave to all, that I might win the more.”* We agree as a team to be flexible in our attitudes, actions and circumstances as we allow Christ’s purposes to be carried out through us. *‘To the weak I am weak; I have become all things to all men, that I may by all means save some.’* I Corinthians 9:22.

ACCOUNTABILITY:

Philippians 2:3 states, *“Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself.”* In all our actions on this mission trip, we are individually accountable to God first of all. We agree to be accountable to the team leaders, supervisors and other members of our team. We also agree to encourage each other to be faithful servants of God. Hebrews 10:24 states, *“But encourage one another day after day, as long as it is still called ‘today’ lest any one of you be hardened by the deceitfulness of sin.”*

RESPONSIBILITY:

Philippians 2:4 states, *“Do not merely look out for your personal interests, but also for the interests of others.”* As team members, we pledge to carry out our tasks in a responsible and timely manner. We will handle all ministry equipment and assignments as tools and gifts which God has entrusted to us, *“And whatever you do, do it heartily, as to the Lord, and not unto men~”* Colossians 3:23.

TIME/PUNCTUALITY:

Philippians 2:3 states, *“Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself.”* We agree to exhibit respect to team members and others by arriving on time and carrying out tasks on time. If a situation arises which causes one to be late we agree to inform leaders and/or team members right away. We agree that time is given to us for God to accomplish His purposes and being punctual is an outward display of using God-given time wisely.

CULTURE:

As a team, we realize that we are entering other cultures as guests. We will, to the best of our ability, refrain from passing judgment on customs that are foreign to us because they are simply different. We realize that we answer first and foremost to God. Therefore, we will refrain from any activities that violate God’s Word. If this occurs, we will be sensitive as to how we approach this, explaining to the best of our ability the reason for our inability to participate in whatever activity is presenting itself. As a team, we will strive to show respect to those who are native to the country we are ministering by learning their customs and culture as well as living as they do. We hope that we may gain credibility as people with a genuine love for them as we labor to present the news of Christ to them.

ALCOHOL AND TOBACCO:

I Corinthians 9:22 states, *“I have become all things to all men so that by all possible means I might save some.”* In order to express the best image for Christ as possible, and in light of the alcohol-related problems so rampant in many countries, we will abstain from drinking alcoholic beverages and using narcotics. It is also recommended that everyone abstain from using tobacco products, allowing God the opportunity to work in this area of someone’s life. If someone needs to smoke, he or she will be extremely sensitive to other teammates and those who are watching our Christian witness by not smoking in hotel rooms, the bus or with the group.

TRAVEL:

Before planning any trips outside of our pre-scheduled group itinerary, we will discuss it with the team leader. We will not travel anywhere without another team member. We agree to stay together in a group wherever we may go, unless given permission to be apart from the group.

CONFLICT RESOLUTION:

As a team, we agree that when we have conflicts and differences among ourselves, we will, first through prayer and time in the Word, examine ourselves for selfish motives and unrealistic expectations of the other person. We will take responsibility to approach or confront the other person if it is appropriate. We will do this in love, for the purpose of restoring unity. We will forgive one another and pray together. We will not discuss the matter with other members of the

team, causing them to become involved in the conflict. *“In your anger, do not sin. Do not let the sun go down while you are still angry, and do not give the devil a foothold”* Ephesians 4:26-27. If a conflict cannot be settled between the two parties, they will then seek council from the group leader.

TEAM UNITY:

We agree that being united as a team means that as in Philippians 2:1-2, we must be *“like minded, having the same love, being one in spirit and purpose.”* We will accomplish this as outlined in Philippians 2:3-8: *We will do nothing out of selfish ambition or vain conceit, but in humility, consider others better than ourselves. We will look not only to our own interests, but also to the interest of others.*

We realize that each team member is vital and has something unique to contribute; he or she should be encouraged and given opportunity to develop and utilize his/her spiritual gifts. Romans 12:4-6 states, *“For just as we have many members in one body and all the members do not have the same function, so we, who are many are one body in Christ, and individually members one of another. And since we have gifts that differ, according to the grace given to us, let each exercise them accordingly.”*

GOSSIP:

As a team we agree to speak only words to and about each other that will serve to build up and encourage. We will refrain from remarks that would hurt or tear down.

“With the tongue we will praise our Lord and Father, and with it we curse men, who have been made in God’s likeness. Out of the same mouth come praise and cursing. My brothers, this should not be. Can both fresh water and salt water flow from the same spring?” James 3:9-11.

EMERGENCY OR CONTINGENCY PLAN:

If an emergency or crisis develops, the team will follow the following principles:

1. Whatever action is taken, the TEAM STAYS TOGETHER. There is no room for individual action. If a team member is away from the group at the time of the event, he or she will immediately return to the group and contact the group leader.
2. Once the team leader is contacted, he will assess the situation and make further contingency plans. If necessary, he will contact a supervisor from Calvary Chapel Gwinnett, who will be a communication link to our families.
3. A decision to leave an area will be made in conjunction with the team leader, the Calvary Chapel Gwinnett supervisor and national leaders in country. The team leader or team members will not seek to make a decision without consultation with local national leaders. They know the situation best and know the best way to leave the area.

RELATIONSHIP WITH GOD:

Luke 10:27 states *“Love the Lord your God with all your heart and soul and love your neighbor as yourself.”* As team members, we agree to seek out an ever-increasing dependence and deepening relationship with God through Christ by setting personal devotions as a priority and humility before God in all communication and circumstances.

RELATIONSHIPS WITH OTHERS:

God opposes the proud and gives grace to the humble. Proverbs 3:34 states, *“Though He scoffs at the scoffers, yet He gives grace to the afflicted.”* We also seek to place other team members needs ahead of our own and seek out understanding in all relationships. We will respect each other by submitting to one another out of reverence to Christ. Ephesians 5:21 states, *“...and be subject to one another in the fear of Christ.”* This Includes listening to each other’s opinions, ideas and needs, and respecting time, property, and sleep.

RELATIONSHIPS WITH NATIONALS:

In our relationships with nationals we will be obedient to the absolute truth of God and be women and men of integrity in our behaviors and motives. We will respect any cultural differences we may encounter. In all circumstances, we will seek to glorify God. We will demonstrate our love for God and others to the community, educational leaders and interpreters by respecting their opinions and differences. We will support their endeavors by coming alongside of them with servant hearts and teachable spirits. I Peter 4:8-10 states, *“Above all, keep fervent in your love for one another, because love covers a multitude of sins.”* Be hospitable to one another without complaint. As each one has received a special gift, employ it in serving one another, as good stewards of the manifold grace of God.

RELATIONSHIPS WITH THE OPPOSITE SEX:

We will uphold the directives of Calvary Chapel Gwinnett by maintaining relationships with other team members as brothers and sisters in Christ and friendship. We will not engage in dating relationships with each other or nationals. We will also respect other cultural values of relationships with the opposite sex.

RELATIONSHIPS WITH TEAM LEADERS:

In light of Romans 13:1, *“Let every person be in subjection to the governing authorities,”* we will respect our God-given leadership by understanding their responsibility, accepting their decisions, and praying before we approach them with our disagreements. While submitting to and obeying their authority, we will treat them as friends and give them privacy at the proper times.

CALVARY CHAPEL GWINNETT SHORT TERM POLICIES:

As a short-term missionary participating with Calvary Chapel short-term missions, we are reminded that we are ambassadors of the Lord Jesus Christ. As we go to minister, we do not only represent Him but the United States and Calvary Chapel Gwinnett. This is a tremendous responsibility; consequently we confess our dependence on the Holy Spirit that we will be above reproach in our actions and attitudes as stated in the above Team Covenant.

Team Covenant

QUESTIONS TO CONSIDER:

1. Why do you think it is important that each member of the team agree to the Team Covenant?
2. Was there anything in the Covenant that you would not be able to agree to?
3. What area(s) do you think will be the most challenging for you during this trip?
4. What area(s) do you think will be the easiest to follow during this trip?

AGREEMENT TO TEAM COVENANT

I, _____ as a team member of a short-term mission trip with Calvary Chapel Gwinnett have read this Team Covenant and promise before God and this team to abide by all of the policies and statements contained therein by the grace of God.

If at any time in my service on this short-term mission, my behavior constitutes a problem, Calvary Chapel Gwinnett reserves the right and authority to return me home. Any additional costs incurred as a result of this action will be at my expense.

Signature: _____

If Minor, Parental Signature: _____

Today's Date: _____

Please sign, date and return this form to _____

Calvary Chapel Missions - Raising Funds

Four Basic Steps - “Name-storm”

List as many people as you can that you know personally and could possibly contact for support. Don't eliminate any names that come to mind. After allowing adequate time to come up with names (1 hour or more), prioritize your list by dividing into three categories: Top priority; medium priority; and, low priority. These designations refer to your evaluation of how likely they are to lend support.

Only consider those contacts that you know personally and have a relationship with. It is inappropriate and may adversely affect our total missions effort to blanket the congregation with solicitations or solicit from individuals you do not know.

Letter

Here are some simple guidelines for writing an effective letter to raise support:

- Be yourself and let your personality and feelings about your commitment to the outreach shine through.
- Be concise. Limit your letter to one page.
- Be personal. Write individual letter or personalize with a handwritten note and signature.
- Give the full amount needed. Suggest an amount to contribute (many people would rather know what amount is appropriate than have to come up with a figure). Let them know any gift is appreciated.
- Stress dates. Let them know your deadlines.
- Instruct them on how to give. Checks should be made payable to Calvary Chapel Gwinnett and designated as “missions” on the “for” line. To receive a tax deduction, the IRS stipulates that the donor must release control of all funds donated to a non-profit organization. For this reason, contributions from sponsors cannot be refunded, nor can they be designated to a specific person.

Important Note: All money donated goes to the specific cost of the trip and cannot be used for personal expenses. “Spending money” and money for personal expenses must be donated directly to the individual and cannot be routed through the church. Each individual will be considered a fundraiser for the total outreach effort. Your name should be attached or enclosed with each donation on a separate sheet of paper to insure you are credited as a fundraiser.

Follow-Up

The experts say often people who don't respond to support letters haven't decided not to support you. Rather, they simply haven't gotten around to mailing the check, or have misplaced or forgotten about your letter. Calling or writing a note is both appropriate; more important is asking for a definite response and reemphasizing your deadlines. If they say “yes”, offer to pick the check up as a convenience to them.

Thanks

Send a personal, handwritten thank-you note the day you get the sponsor's investment check, or even the day you get a verbal commitment. And, keep good records so you'll know whom you've thanked and who you haven't.

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4715 Spout Springs Road
Buford, GA 30043
(770) 932-5531
FAX: (770) 932-5551
www.ccgwinnett.org

APPENDIX E YOUTH OVERNIGHT EVENT CHECKLIST

EVENT _____

VOLUNTEER WHO WILL BE STAYING IN THE SAME ROOM WITH YOUTH

Name _____

Completed ETS Level 2? _____

Background check completed & approved? _____

(Intentionally Blank)



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APPENDIX F YOUTH OFF-SITE/OVERNIGHT EVENT HOST HOME CHECKLIST

EVENT _____

HOST HOME

Name _____

Name _____

Address _____

Telephone # _____

Completed ETS Level 2? _____

Background check completed & approved? _____

(Intentionally Blank)



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APPENDIX G YOUTH EMERGENCY OVERNIGHT STAY

I, _____, give my child, _____
permission to stay overnight at the youth pastor's home.

Date _____

Parent Home Phone No. _____

Parent Cell No. _____

(Intentionally Blank)



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APPENDIX H TRAVEL PERMISSION SLIP

Location Destination _____
Date _____
Time _____
Fee _____
Transportation _____

I give permission for my child _____ to go on the above field trip under the supervision of Calvary Chapel Gwinnett and staff. I understand that the children will be well supervised, and that they will travel in private automobiles which are covered by private insurance. I hereby release Calvary Chapel Gwinnett and the chaperones of any responsibility for accidents that might occur, except for negligent acts. I also give my permission for Calvary Chapel and the chaperones to seek medical care for my child if necessary.

I give permission for my child to participate in these additional activities:

Yes _____ No _____

IN CASE OF EMERGENCY NOTIFY

DATE

PARENT/GUARDIAN SIGNATURE

(Intentionally Blank)



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APPENDIX I

INCIDENT/ACCIDENT REPORT FORM

CHILDREN & YOUTH MINISTRY

Incident/Accident Report Form-Children & Youth Ministry
Calvary Chapel Gwinnet

Please fill out this form for any incident or accident that occurs while you are serving in Children or Youth Ministry, whether or not the incident resulted in injury. Provide as much detail as possible and turn in this report as soon as possible after the event.

Today's date _____

Date and time of incident/accident _____

Name of affected party (1) _____ Age _____ Male _____ Female _____

Parent/legal guardian (1) _____ Phone _____

Name of affected party (2) _____ Age _____ Male _____ Female _____

Parent/legal guardian (2) _____ Phone _____

Witness 1 _____ Phone _____

Witness 2 _____ Phone _____

Place of incident _____

Description of incident: *Relate as much detail as possible, including quotations if possible. Explain action taken and by whom. Draw a diagram on the back of this sheet, if useful.*

Cause of incident (in your opinion): _____

Print name of person completing report _____

Address _____

Phone _____ Signature _____