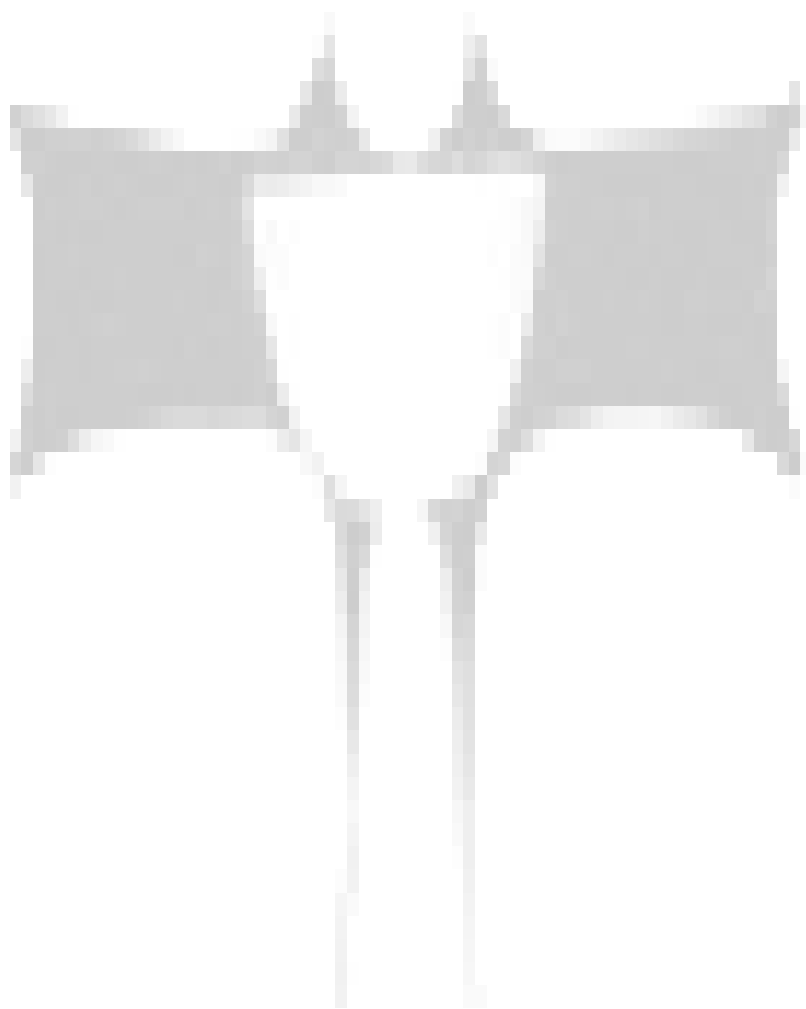


Youth and Family Ministry Policy Manual

**Our Savior Lutheran Church
13611 Laurel-Bowie Rd.
Laurel, Maryland
(301) 776-1775**

Last revised: September 14, 2010



**Our Savior Lutheran Church
Youth and Family Ministry
Policy Index**

1. Financial Reporting and Record Keeping:
 - 1a Fundraisers.
 - 1b Major Event or Trip Costs
2. Transportation/Drivers for Youth Events
3. Youth Safety and Emergency Information
4. Adult Chaperones and Adult Code of Conduct
5. Behavior Covenants
6. Youth Guides

Appendix

- A. Blanket Youth Ministry Registration and Emergency Information Form,
- B. Event Planning Form
- C. Event Reporting Forms

YOUTH MINISTRY TEAM
Policy 1a
Financial Reporting and Record Keeping: Fundraisers.

1. **General Policy:** Records for separate fundraisers shall be kept separately and reported in a timely manner upon completion of the event or fundraiser to the YOUTH MINISTRY TEAM director. A final review should be given to the whole YOUTH MINISTRY TEAM as well.
2. **Background:** Fundraising events often involve the collection and tracking of large sums of monies. Detailed record keeping for collection of funds, payments due to vendors is important. Oversight and accountability in these areas goes through the Youth and Family Ministry.
3. **Policy Specifics**
 - a) Agreements and contracts with fundraising vendors should be reviewed in advance by the YOUTH MINISTRY TEAM and approved in accordance with other policies and procedures of the YOUTH MINISTRY TEAM and Our Savior Lutheran Church.
 - b) Volunteers recruited to take on the management of fundraisers shall consult with a staff member or the YOUTH MINISTRY TEAM Director in establishing good procedure and reporting in accordance with these YOUTH MINISTRY TEAM policies.
 - c) Clear record keeping during the event shall reflect product distribution to youth.
 - d) Parents and youth shall be notified in writing of their responsibilities and any deadlines involved. If a family is liable for the cost of product not returned this should be documented.
 - e) All funds collected from participants should be given to the YOUTH MINISTRY TEAM Director for deposit within one week of collection.
 - f) In regards to errors, the YOUTH MINISTRY TEAM recognizes that mistakes happen but that openness and disclosure lead to trust and resolution.
 - g) Questions or concerns about errors are to be referred to the staff person involved and/or YOUTH MINISTRY TEAM Director for resolution. If the Director deems it necessary, the YOUTH MINISTRY TEAM will review and resolve the issue. Otherwise the director and worker may work to resolve the issue and report to the YOUTH MINISTRY TEAM on its resolution in writing at the next regularly schedule meeting. .
4. Date: March 10, 2010
5. Approved Date: _____
6. Reviewed: _____

OSLC - YOUTH MINISTRY TEAM

Policy 1b

Financial Reporting and Record Keeping: Major Event or Trip Costs

1. **General Policy:** All major events, trips, servant events or youth gatherings must be approved by the Youth and Family Ministry. An advance estimate of anticipated costs shall be prepared and presented to the YOUTH MINISTRY TEAM for review before presentation to participants and their parents. Guidelines for payment shall be followed with exceptions being approved by the YOUTH MINISTRY TEAM Chairman or Director after consultation with the staff person working with the event.
2. **Background:** Larger events or trips often involve the collection and tracking of large sums of monies. Detailed record keeping for collection of funds, payments due to vendors, and dispersal of funds from individual youth accounts in a timely and accurate manner is important. Oversight and accountability in these areas goes through the Youth and Family Ministry.
3. **Policy Specifics**
 - a) An estimated breakdown of anticipated costs should be prepared in advance and submitted for review to the YOUTH MINISTRY TEAM. Included shall be deadline(s) for payment (s). This may be submitted by a staff member or planning team for the event.
 - b) The estimated breakdown of costs shall be shared with parents and participants at initial meetings to plan and prepare for the event. It is prudent to estimate on the high side initially and/or to indicate a range in which costs might fall.
 - c) Participants shall be informed that initial estimates in no way commit the YOUTH MINISTRY TEAM or staff member if later events demand revision of these estimates.
 - d) A potential cushion shall be included to cover the late withdrawal of a registrant if such withdrawal would increase other's costs.
 - e) A deadline shall be set for the payment of all deposits. If a deposit is not paid, registration cannot be guaranteed.
 - f) Participants must understand that any costs not covered by fundraising are their responsibility.
 - g) Persons with unpaid balances will not be allowed to participate in an event and "pay later". All costs must be paid in advance by announced deadlines. If financial hardship is present, arrangements can be made in advance with the youth ministry director or DCE.

5. Date: March 17, 2010

6. Approved Date: _____

7. Reviewed: _____

**OSLC
YOUTH MINISTRY TEAM
Policy #2
Transportation/Drivers for Events**

1. **General Policy** Participants and/or drivers for youth events must have approval from YOUTH MINISTRY TEAM to participate. This section is for those driving motor vehicles such as cars, vans and or buses.
2. **Background** The best way to insure good organization and discipline for youth events is to implement specific driver rules for all youth events that involve activities, travel, etc. outside Our Savior Lutheran Church.
3. **Policy Specifics**

Driver Requirements To be eligible to drive for Youth activities, drivers must conform to the following:

- a) All drivers must have a valid driver's license.
- b) All drivers must carry adequate insurance.
- c) All drivers will have a background check that includes their driving record.
- d) All drivers will be at least 25 years old, unless special permission is granted by the Director of Youth Ministries or DCE.
- e) Special permission will only apply to persons aged 21 or older, with communication with and permission from any and all parents of youth who would be in the car with the 21-24 year old driver.
- f) Drivers agree to follow and abide by all traffic laws.
- g) Drivers agree to keep in contact with other drivers by walkie-talkie or cell phone.
- h) Driving events should be canceled in cases of severe weather.
- i) The driver must agree to know and obey all driving guidelines set in this policy.
- f) No youth are to leave the vehicle while it is stopped in traffic or at a traffic signal.
- g) Passengers are not to hinder or distract the driver while the vehicle is in motion.

Driving Violations If a driver disregards any of the driving guidelines it should be reported to the YOUTH MINISTRY TEAM. It shall be the YOUTH MINISTRY TEAM's decision as to any actions taken.

4. Date: March 10, 2010

5. Approved Date: _____

6. Reviewed: _____

**OSLC
YOUTH MINISTRY TEAM
Policy #3
Youth Safety and Emergency Information**

- 1) **General Policy** Activity permission and medical information forms are required for events outside Our Savior Lutheran Church.
- 2) **Background** The best way to insure good organization and discipline for youth events is to implement specific rules and have complete emergency/medical information for all youth events that involve activities, travel, etc. outside Our Savior Lutheran Church.
- 3) **Policy Specifics**
 - a) Youth are defined as 6th through 12th grade students under the age of 18.
 - b) 18-year-old high school students will be expected to follow a separate safety policy as legal adults, but not need to apply to be a guide until graduation from high school. 18 year old high school students will be housed together (by gender) at youth events but separately from youth under the age of 18 whenever possible.
 - c) All youth will have a medical release on file, which will be kept in the church office unless the youth are traveling, in which case the medical release folder will travel with the youth. These releases will be updated annually.
 - d) Permission slips will be required for all events in which youth travel off-site, or stay overnight on the church property. In the event that a youth arrives without either a permission slip or a parent to sign it, the youth's parents will be called to come sign the slip. See "i" below for emergency exceptions.
 - e) At all other events (such as Wednesday evening activities), visiting youth who do not have medical information on file will be asked to provide an emergency phone number and other basic information on a visitor card upon arrival.
 - f) There will be behavior covenants for all events that span more than a day such as Mission trip, Youth quake, Construction Zone, 30-hour famine, and lock-ins.
 - g) Youth must have a signed Medical Information/Permission slip to participate in any activity outside the church grounds. See "h" and "i" below for emergency exceptions.
 - h) Youth without a Medical Information slip may have parent give verbal approval and provide the needed information to the YOUTH MINISTRY DIRECTOR in last minute circumstances, and only when it is absolutely impossible to gather the required permission in writing.
 - i) Youth without a Permission slip may have parent give verbal approval and provide the needed information to the YOUTH MINISTRY DIRECTOR and one other ADULT CHAPERONE in last minute circumstances, and only when it is absolutely impossible to obtain the required permission in writing.
 - j) The YOUTH MINISTRY TEAM will provide the necessary forms required for all activities. See attached copies.

5. Date: March 10, 2010

6. Approved Date: _____

7. Reviewed: _____

**OSLC
YOUTH MINISTRY TEAM
Policy #4
Adult Chaperones and Adult Code of Conduct**

1. **General Policy** The pastors, Director of Youth Ministries and/or the DCE have the right to allow or disallow any person who is interested in working in the youth or family ministry areas based on the following information.
 - a) To work with youth or children in any capacity, all staff will be background checked at the state and national level. Background check forms will be available in the church office, returned to the office, and kept in a secure file cabinet to which only the pastors will have access.
2. **Background** This policy provides for prudent safety and youth protection measures.
3. **Policy Specifics**
 1. **Chaperones**
 - a. Chaperones are 25 years or older, and agree to work with the youth ministry team to lead and enforce applicable rules to each youth event.
 - b. Chaperones will be approved by the youth ministry team
 - c. Chaperones agree to abide by the adult code of conduct.
 - d. Chaperones may also be guides, but are not required to do so.
 2. **ADULT CODE OF CONDUCT**
 - a. We agree to the “two adult rule.” There will always be at least two adults present when youth are present, unless a specific mentoring situation arises in which the Pastor, DCE, or Director of Youth Ministries approves, AND the mentoring occurs in plain sight by a trained guide. Plain sight would include a room with a transparent window.
 - b. We understand that adults will only be roomed with either other adults or their own children at all events involving an overnight. The only exception to this would be if all same-gender youth and adults are housed in the same large room.
 - c. We agree to fill out an emergency medical form annually to be kept on file at the church.
 - d. We agree to report any abuse mentioned by a youth, whether or not we feel it is significant. We also agree to report any mention of a youth’s intention to end a life (their own or that of someone else). We will not value confidentiality over life. We will make this clear to students. This reporting should be done to the pastor or DCE.
 - e. We agree to step down from youth ministry if anything in our personal lives causes us to be unable to meet the requirements of our specific tasks. This would include any substance abuse problems, criminal activity, and change in mental health that may affect judgment and/or reliability, or significant family issues.
 - f. We agree to abide by the code of conduct and maintain a united front concerning youth and family ministry policies. If we have an issue with any part we agree to bring it up to the ministry team without “venting” to other parents/members, or youth.
 - g. We agree to set a modest example of how to dress in order to encourage the youth to do the same. We will wear clothing that does not reveal the abdomen, low back, chest or upper thighs.
 - h. We agree to partner with parents without destroying confidentiality on the part of the youth or the parent. We agree to work with the parent in guiding their youth spiritually while at the same time refraining from revealing details from either party to the other. When appropriate we will encourage youth to speak with their parents concerning confidential matters, but we will never take those matters to their parents ourselves.
 - i. We will be aware of our role, and it’s subservience to God’s role in our lives and the lives of our youth. We will seek to encourage, teach, listen, understand, and love youth as we are called to do according to our own spiritual gifts.
 - j. Every effort will be made to have both male and female sponsors for activities, overnight events or outings involving male and female youth.

5. Date: March 17, 2010

6. Approved Date: _____

6. Reviewed: _____

**OSLC
YOUTH MINISTRY TEAM
Policy #5
Behavior Covenants**

1. **General Policy** Behavior covenants will have to be signed by all youth participating in out-of-town and/or overnight events.
2. **Background** The best way to insure good behavior for out-of-town and overnight events is to prepare a behavior covenant in advance and enforce it during the event. This policy will help interpret the contents of a covenant and those bound by the covenant.
3. **Policy Specifics**
 - a) A covenant is a contract that stipulates behavior expectations and consequences for youth, parents, and adult sponsors.
 - b) A Behavior Covenant should emphasize the positive while being realistic about the potential for problems.
 - c) Anytime youth attend an out-of-town or overnight event, a behavioral covenant should be developed and signed by the youth, parents and sponsors who participate.
 - d) The YOUTH MINISTRY TEAM will review all covenants.
 - e) Covenants may also be used for lock-ins as deemed appropriate.
 - f) The most severe consequence for a major behavioral problem is to send the young person(s) home at their parent's expense. Adult(s) in charge must implement this final action.
 - g) Those youth who are not willing to sign the covenant may not participate in the planned event.
 - h) The YOUTH MINISTRY DIRECTOR will provide a sample of covenants to the necessary groups.
 - i) The YOUTH MINISTRY DIRECTOR has final approval to all covenants.

Expectation of Youth Youth are a part of the ministry of their own choosing. They are expected to:

1. Comply with the rules that have been set by the YOUTH MINISTRY TEAM.
2. Cooperate with the Staff/Youth Sponsors and their requests.
3. Treat everyone with respect.

4. Date: March 17, 2010

5. Approved Date: _____

6. Reviewed: _____

**OSLC
YOUTH MINISTRY TEAM
Policy #6
Youth Guides**

1. **General Policy:** Some youth ministry is done exceptionally well by young adults who are not yet ready to assume the responsibility of an adult chaperone.
2. **Background:** These young adults need the latitude to accomplish ministry without the burden of the young people they serve being placed solely on their shoulders.
3. **Policy Specifics**
 - i. Guides are either 18 or high school graduates who are interested in serving as mentors and helping the youth grow spiritually.
 - ii. The pastors and the Youth Ministry Team will approve guides.
 - iii. Guides will attend training sessions offered during the summer before the year in which they intend to serve.
 - iv. Guides will abide by the adult code of conduct.
 - v. Guides will only serve as mentors to same-sex youth.
 - vi. Only guides over the age of 25 can serve as chaperones.
 - vii. Guides agree to participate in the youth events fully and to seek to be a leader to the youth at all times by setting a good example and interacting specifically with the same gender youth they are serving.
4. Date: March 17, 2010
5. Approved Date: _____
6. Reviewed: _____

Our Savior Lutheran Church - Youth Ministry Registration Form 2010-2011

The forms are kept on file for all youth. And should be updated yearly. Even if you think you will only attend one or two events, please help us provide this important safety information. Non-members should complete before participating in an off site event.

Full Name of Youth _____ __ Middle School __ High School

Mother's Name _____ Daytime phone _____ home _____

Father's Name _____ Daytime phone _____ home _____

(Emergency Contact other than above)

Name _____ Daytime phone _____ home _____

Mailing address _____ Non Custodial Parent Name and Address (If applicable): _____

Students' Birth Date _____ City, State _____

Blanket permission and release for Our Savior Youth Ministry

My child may participate in Our Savior youth events including such events as camping, servant events, lock-ins, and game nights sponsored by Our Savior Lutheran Church under the guidelines and policies of the Board of Youth Ministry

Parent Signature _____ Date _____

Emergency Information

Health Care Provider _____ Member Number _____

Physician of Choice _____ Phone _____

Hospital of Choice _____ Phone _____

Dentist of Choice _____ Phone _____

Special Health Conditions, Learning Disabilities, or Medications _____

If you and the physician of choice on this card cannot be reached in an emergency, and if in the judgment of the adult in charge of this event immediate medical attention is indicated, do you authorize sending your child (properly accompanied) to an available hospital or physician? Yes ____ no ____

Parent Signature _____ Date _____

Event Planning Worksheet

Person Responsible for Planning Event _____

Event Date _____ Times _____ Place _____

- Event is on school and/or church calendars
- Space has been reserved
- Publicized in monthly newsletter prior to event
- Event publicized in Sounds, and Grapevine at least twice prior to event
 - How are those who do not attend Wednesdays, or Sunday school, going to be informed?
 - Plan to involve and inform HS youth not active in Wednesday or Sunday School
- Christian flavor or witness is obvious
- Community Building/Connecting is intentional
- Plan to involve parents

Event description: _____

Others on planning team: _____

Estimated total budget: (attachments as needed) _____

Cost to Participants _____

Event details / suggested attachments:

Copies of PR fliers	Newsletter announcements
Schedules	Meeting minutes
Shopping/supply lists	Responsibility Assignments

Copies of letters etc
Contact names and phone numbers
Game or mixer directions

YOUTH MINISTRY TEAM Event Reporting Worksheet

Person completing report: _____

Event name _____

Group (Circle): Wind walkers MS Sunday school HS Sunday School
 Confirmation Parents High School
Other: _____

Event date _____ Time: _____

Event Description: Please attach PR fliers, event schedule, Event Planning etc.

Event Leader(s): Please list planning team members

Other adult helpers: Please list adults who stayed to help and to assist with supervision.

Total number of adults participating _____

Total number of youth participating _____ (Please attach original attendance sheet or roster)

Budget Information:

Total receipts: _____

Total expenditures: _____(Please attach copies of receipts submitted for reimbursement)

Evaluative Comments: (Attach formal evaluation(s) by participants if used)