

TRIUMPH CHURCH

IMPACT Youth Ministry Manual

2011

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I. ABOUT THIS MANUAL

The purpose of this manual is to provide the organizational structure, purpose, policies and procedures of IMPACT Youth Department at Triumph Church. This manual is designed for staff and volunteers who work with IMPACT; and the parents and youth who participate in programming. As Triumph Church grows and develops, policies and procedures contained in this manual are subject to change. All staff and volunteers will receive written communication whenever policy or procedural changes occur.

II. A LETTER TO THE VOLUNTEERS

Dear Volunteer:

We thank you for your interest in the IMPACT Youth department at Triumph Church. This section will help to introduce you to the many opportunities available within our ministry. We want to help you find where you can use your God-given gifts to invest in the lives of children.

Let me stress one important fact: God does not call the equipped; He equips the called. That means no one has to be an expert. Each member of our IMPACT Youth department has one thing in common: a passion for youth. As long as you have a heart to love God and a desire to work with children, then you have the two basic ingredients necessary to play a role in ministry. You do not need a degree in early childhood development or elementary education to be a great leader or member. We will equip and train you for your ministry.

Secondly, you do not need all the time in the world. You can successfully minister to children with a minimal time commitment. Whether it is one Sunday a month, Tuesday after bible study or two hours on a Saturday, we have many ways that you can minister to children in a time frame that will work for you!

To begin your involvement, all volunteers must:

- Be at least 18 years of age to volunteer in supervisory roles of children. (With special permission from IMPACT Youth leaders, those younger than 18 may serve in limited capacities; see **(Guidelines for Volunteers Under 16)**)
- Complete an application and background check

Because kids matter to God, we try to provide excellent, age-appropriate ministry programming for the children of the church. From large group excitement to small group peer interaction to activities that showcase a child's ministry in the creative or performing arts, each child in IMPACT Youth is taught the life-changing message of Jesus Christ.

We look forward to getting to know you and to helping you find what God has shaped you to be. It will be exciting to watch God at work in you and through you as you help mold the children of Triumph. .

“Let the children come to me, and do not hinder them, for the kingdom of God belongs to such as these” (Luke 18:16)

III. VISION STATEMENT

The IMPACT Youth Ministry seeks to become the training ground with a holistic approach to spiritual growth of every young person of every ethnicity within reach of Triumph Church so that they are equipped with the resources necessary to enter young adulthood, living as disciples of Jesus Christ by realizing their full potential and make positive contributions to the Kingdom of God.

2 Timothy 3:14-15

¹⁴But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, ¹⁵and how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus

IV. MISSION STATEMENT

The purpose of IMPACT Youth is to **CONNECT** any youth with Christians and the Word of God to help them **GROW** in Christ, **SHARE** in God's word and offer themselves in **SERVICE** to the Kingdom in order to **HONOR** God.

V. BELIEFS & VALUES

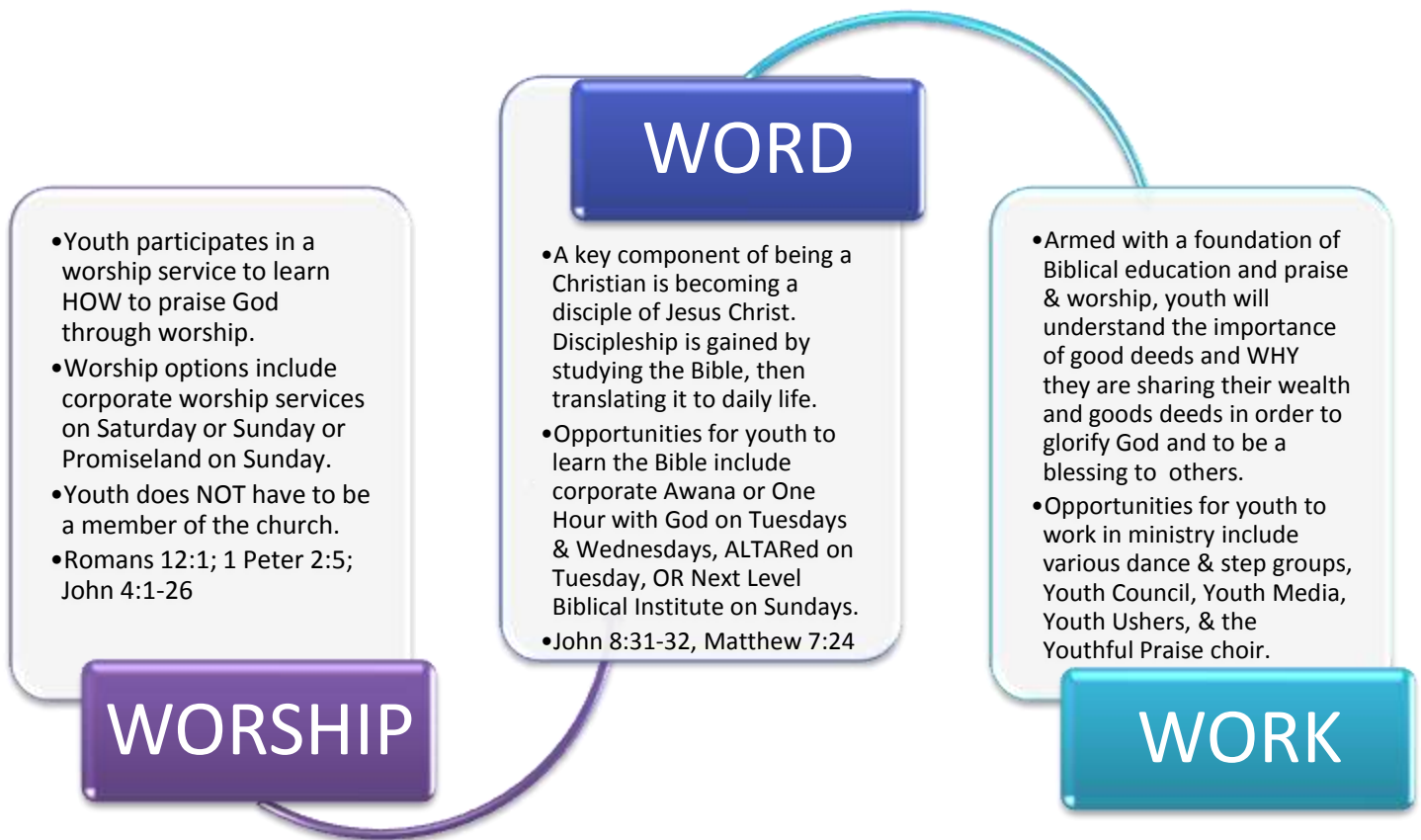
We believe the IMPACT Youth Ministry to be the ministry of the church that is conducted for, with, and by young people. As the church where, "The Word is the Word," we believe in operating in accordance with the Holy Scripture.

This means that the ministry will strive for excellence in events and programs, however making relationships the primary focus. We believe that being a people-focused ministry will foster the personal development of the individual gifts of the youth, thus making it possible to drive young people towards spiritual maturity. This, in turn, will duly enrich the Kingdom of God with youthful, faithful servants who have the ability to minister to others and assist in the vision of bringing the "un-churched" into a personal relationship with God.

VI. CORE VALUES

There are 3 **Core Values** of **IMPACT**: Worship, Word & Work

- ❑ **WORSHIP**- Often the very first or the most frequent experience young people will have with Triumph Church is through weekend worship. We will teach them *how* to worship and *why* we worship Christ.
- ❑ **WORD**- IMPACT aims to provide a Biblical basis that helps mature young people as disciples of Jesus Christ, so that they understand how to apply Christian principles to their lives
- ❑ **WORK**- IMPACT creates an environment of fellowship and stewardship that gives young people an outlet through frequent interactions with peers and adults saints to further develop young people spiritually



VII. FOUNDATIONAL BELIEFS

- GOD:** We believe that there is one God who exists in three persons: The Father, The Son, and The Holy Spirit. (Matthew 28:19)
- JESUS:** We believe that Jesus is the second person of the Trinity, the Son of God, fully God and fully man. He was born of a virgin (Matthew 1:18-23); He lived a sinless life (Hebrews 7:26, 1 Peter 2:22, 1 John 3:4,5); He performed many miracles (Acts 10:37-38); He died for our sins on the cross (2 Corinthians 5:21, 1 Peter 2:24); His body was resurrected from the dead (Matthew 28:1-6, Corinthians 15:4); He sits at the right hand of God (Acts 2:32-36).
- CHRIST'S RETURN:** We believe that Jesus Christ will literally return to earth.
- HOLY SPIRIT:** We believe that God the Holy Spirit is active in convincing unbelievers of their need for salvation, and is the Comforter and Guide Who lived in every believer. (John 14:25-26)
- BIBLE:** We believe that the Bible is the Word of God without any error, the sole authority for life and faith. (2 Timothy 3:15-17, 2 Peter 1: 20-21).
- SALVATION:** We believe that salvation is a gift received through repentance toward God and faith in the Lord Jesus Christ. (Acts 4:12, John 14:6).
- ASSURANCE:** We believe that every person who is truly saved is eternally secure in the Lord Jesus Christ.
- ETERNITY:** We believe that those persons who die in their sins without Christ spend eternity in Hell and those persons who die with their sins forgiven through Christ spend eternity in Heaven. (Revelations 20:11-15, John 14:2-3, 2 Corinthians 5:1).
- BAPTISM:** We believe that water baptism is an act of obedience to the command of Christ and is by immersion after salvation. (Matthew 28:19).

VIII. MINISTRY PRACTICES

A. INNOVATION:

IMPACT will use the latest curriculum and methods to teach the Bible creatively while giving the proper life application for young people. Purposeful Biblical teaching is foundational for children's spiritual growth and maturity and creativity is key for long-lasting impressions of the lessons taught each week.

B. RELEVANCE:

IMPACT will create age appropriate environments and experiences that are designed to make a child's experience unique and fun. We've carefully designed child-centered classrooms, which will enhance their willingness to receive God's word.

C. SAFETY

Hundreds of parents have entrusted us with the most important thing in their life. They deserve every tool we have to keep their kids safe. From electronic check-in of every child to criminal background checks of EVERY volunteer or staff member, parents can rest easy know that our ministry is a safe place for children.

D. INTENTIONAL SHEPHERDING

We value intentional shepherding through children's small groups, adult ministry teams and parent/ministry staff relationships, where we can model an authentic relationship with Jesus Christ.

E. CONSISTENCY

Young people learn through consistency and repetition. Once something is started with the youth, we will make every attempt to be consistent in the execution of it; ensuring that it happens at the same time on the same day at the same facility.

F. DEVELOPMENT

Our goal is not to simply entertain youth; we want to developed them as leaders and followers of Christ so that they may begin their personal walk with Christ, empowered to disciple and minister to themselves and others

G. FORMAT

The format/structure of the youth ministry will consist of regularly scheduled meetings, ministry-wide fellowshiping opportunities/activities, and several service days throughout the year. In order to promote shared ownership and responsibility, youth and adult advisors will adhere to the following practices and standards during scheduled ministry meetings:

- Each meeting or rehearsal will begin ON-TIME with prayer (led by a youth member), to ensure the presence of the Holy Spirit in every function.
- The prayer is followed by the recitation of the IMPACT Youth Ministry motto, which is done in unison by the youth members. ("I serve because I am not ashamed of the gospel, because it is the power of God for the salvation of everyone. I will IMPACT my ministry. I will IMPACT my church. I will IMPACT my community.")
- All rehearsals/meetings will end with a group wrap-up session, where youth can openly share anything they wish. This could include the "Trials & Triumphs" exercise to discuss their Trials (their challenges) and their Triumphs (their positives)
- Each function or meeting is ended prayer (led by a youth member).

IX. SECURITY AND SAFETY

General Safety Reminders:

- All individuals desiring to serve in IMPACT Youth department must complete and submit, in advance, a Ministry Application and attend orientation.
- Nametags are worn by all volunteers while serving in any secure area of IMPACT Youth department. This identifies you as a worker to parents and other ministry staff.
- Anyone visiting or touring the facility must obtain and wear a “Visitor” nametag and be escorted by an IMPACT Youth department member at all times.
- Anyone without a “Visitor” nametag or a child claim check will be asked to leave the classroom.
- No adult is to ever be alone with a child.
- All children, 2 years old through preschool, must be accompanied to the restroom by an adult leader. Make sure the restroom is clear before allowing a child to enter. (Parents are urged to take their children to the restroom prior to check-in.)
- For safety purposes we do not permit people to wander around the children’s areas unattended. Because of the size of our ministry and campuses we depend on you to assist us in helping to make it a safe environment for all our children.
- Each classroom has security measures including claim check/nametags for children. On-screen paging is available, should a child’s parent be needed during a service.
- Adult/Child Ratio Guidelines

Under 2 Years Old	3 babies per 1 adult
2 to 3 Year-Olds	5 babies per 1 adult
4 to 5 Year Olds	10 kids per 1 adult
6 to 10 Year Olds	12 kids per 1 adult
11 to 13 Year Olds	15 kids per 1 adult
14 to 17 Year Olds	20 kids per 1 adult

X. POLICY & PROCEDURES

All staff, volunteers including Team Leaders and Team Members must adhere to the following policies and procedures.

A. Volunteer & Staff Screening Procedures:

All IMPACT Youth department staff and volunteers are screened using the following procedures:

1. Application

All IMPACT Youth volunteers must complete the Volunteer Application Form and consent to a

Background Check. Volunteers must also be able to provide references upon request. To obtain the application or consent form, please contact the church front office or contact the Team Leader of the ministry in which you are interested.

2. Interview (for Team Leaders & Site Leaders only)

All leadership positions within IMPACT must submit to an interview by the Senior Pastor and/or a member of the Office of the Pastor Executive Team. Volunteers who are not serving in a leadership capacity may also be required to submit to an interview by the Senior Pastor or a member of the Office of the Pastor Executive Team.

3. Criminal Background Check

Each volunteer must submit to a Criminal Background Check. Individuals who have been convicted of sexually oriented or sex related crimes relating to children or minors, misdemeanor or felony, cannot serve in any area of the IMPACT Youth department. Triumph Church will rely on the accuracy of the Background and Criminal History Check for this information. As a body of believers we firmly believe in restoration and redemption of persons who have committed offenses. However we do not condone or create environments that are harmful to children or put them at risk for injury.

4. Revocation

IMPACT Youth department reserves the right to revoke any volunteer's ability to serve in IMPACT with or without notice at any time for any reason or for no reason at all.

B. Volunteer Attendance Policy

Attendance is one of the most important obligations and volunteers must abide by the following guidelines:

1. Arrival Time

Most IMPACT events begin receiving children one hour before the event or activity is scheduled to begin. Therefore volunteers must arrive one hour prior to the event at which they are serving. (For midweek worship services or events, arrival time is one half hour.)

2. Departure

Volunteers must remain at the event or activity until the last child in their respective area has been picked up by a parent/guardian.

3. Substitute Requirements

Volunteers must make every attempt to find a sub from the provided list of IMPACT ministry workers. If he or she is unable to find a substitute, the volunteer must then contact the ministry team leader and notify them of their inability to attend and that a substitute has not been appointed. Only persons who are trained in the area that you are working in are an adequate substitute.

4. Notification

Volunteers must call their ministry team leader to inform them of their absence and the status of locating a replacement. We request that you call as soon you are aware that you are unable to serve.

5. Attendance Issues

In the event that a volunteer is habitually late or fails to appear on the day they are scheduled to serve more than twice in any three month period, the Team Leader will have a conference with the volunteer to convey the importance of adhering to the standard of excellence and help the volunteer in achieving such standards. If the absences or tardiness continues the volunteer will be removed for the schedule and given the option of being reassigned to another ministry at Triumph Church.

C. Volunteer Uniform Policy

During any IMPACT activity or event where you are serving, please wear your IMPACT polo shirt. One IMPACT polo shirt should be purchased through your Team Leader.

D. Continuing Education

Because IMPACT staff and volunteers must have skill and passion. continuing education is an important, effective, and required step in fulfilling your responsibility as a volunteer or staff.

1. IMPACT Informational

Each new volunteer shall attend one informational meeting regarding his/her area of ministry.

2. IMPACT Training

Each volunteer shall attend at least one training session each quarter to increase his/her skills and knowledge in his/her area of ministry.

E. Volunteer & Child Protection Policy and Procedures

IMPACT Youth is committed to ensuring the health, safety and well being of volunteers and children. As a precaution and to ensure strict accountability please follow the following procedure:

1. No less than two volunteers or staff in a classroom at all times

Our child per adult ratio ensures that at least two adults will always be in a classroom at all times. No adult is to ever be alone with a child.

2. The use of proper names

All children must be referred to by their proper/birth names. This is necessary because we track children by the names that are listed in our database. Also we want children/student to become accustomed to being called by their proper/birth names. In an effort to create a culture of respect, it is necessary that all children refer to volunteers using the title "Mr." or "Ms." and the volunteer's first name

3. Restroom Policy

Parents are encouraged to take their children to the bathroom before they check into any IMPACT event or activity. In the event that a child needs to use the restroom volunteers should only physically help a child use the restroom if the child is three years or younger. There should always be two volunteers accompanying children ages 10 and under to the bathroom.

In the event that a child is not potty trained, we encourage parents to change their child's diaper before

dropping the child off. In the event that a child's diaper must be changed, volunteers must wear disposable gloves while changing diapers and must wear new gloves with each diaper change. Volunteers must disinfect diaper-changing area after each change. Volunteers must wash their hands after the diaper change. For safety and security purposes there should always be two volunteers assisting in a diaper change: one volunteer to monitor and one volunteer to perform the actual change.

4. Appropriate Touch

Appropriate touch is part of a healthy ministry. These are the following guidelines for when, where and how to use appropriate touch.

Using wise judgment, the following are appropriate ways to touch kids:

- An arm around the shoulder
- Walking hand in hand
- Carrying small children piggyback
- Short congratulatory or greeting hugs
- a brief, assuring pat on the back or shoulder handshake and high-fives

These are the guidelines for actions you as a volunteer should NEVER take. NEVER:

- never touch a child in anger or disgust
- Never touch a child in any manner that may be construed as sexually suggestive
- Never touch a child between the belly button and the shin
- Never touch a child's private parts

5. Taboo topics

Children will often ask questions about certain topics that may be taboo. We ask that you exercise wise judgment in responding to these questions. In the event that you are unsure how to respond to a child's question be honest with the child and tell him/her that you would like to answer their question but you are not sure how to respond at the moment. Reassure them that the question was a good one and that you will have an answer for them during the next scheduled session. Please consult your ministry Team Leader to seek the answer and perspective you need to respond to the question. Before topics such as sex are discussed in any classroom setting parents will be notified of the date and content of the material. Parents have the option of excluding their child from the session.

6. Special Needs Children

Triumph Church recognizes that all children and youth are precious in God's sight and that He is no respecter of persons. All volunteers will be encouraged to be sensitive and attentive to any "special needs" children within the IMPACT Youth department. Methods and strategies for serving such youth in a manner most beneficial to them (while maintaining the overall classroom) will be solicited from the parent or guardian upon *their* revelation of this "special needs" designation. Volunteers will NOT deride youth by publicly referring to them as such.

7. Nametags

Nametags are worn by all volunteers while serving in any secure area of IMPACT Youth department. This identifies you as a worker to parents and other ministry staff.

8. Visitors

Only parents, IMPACT volunteers, church staff, children and students who are participating in IMPACT are

allowed in the IMPACT area. All other adults (including any other church members) should be immediately escorted out of the area. Anyone visiting or touring the facility must obtain and wear a "Visitor" nametag and be escorted by an IMPACT Youth department member at all times. Anyone without a "Visitor" nametag or a child claim check will be asked to leave the classroom.

9. Room clean-up policy

Triumph Church rents many of its facilities. In order to maintain good relationships with the staff and managers at each facility, please ensure that all material and debris is removed from the classroom. Toys and other items that are repeatedly used by children must be disinfected before returning these items to storage.

F. Check In and Check Out Policy

Because safety is one of our priorities and children in different age groups have varying needs our check in and checkout policies for children and students differ by age group.

Check In and Out Policy (ages 2-10 yrs old)

- **Check In and Out Policy**
Children will be checked in at the appropriate classroom; two security badges will be given: one for the child and one for the parent. No child will be released without the parent first showing their security badge. In the event a parent or guardian has lost their badge, they must show a valid State I.D. with picture to obtain the child. The IMPACT volunteer must then compare the name on the I.D. to the name in the registration system before the child is released.
- First time visitors will be instructed or escorted by a member of the hospitality ministry to the IMPACT Check-In station. Parents would be assisted through the process of registering their child. Any child attending any IMPACT event or activity must be registered for safety and security purposes.

Check In and Out Policy (ages 11-17)

- **Check In and Out Policy**
All students must check into their appropriate classroom. Many students who attend Triumph Church come without a parent/guardian; therefore it is not necessary for parents to check students in. However each student attending must check in and out.
- First time visitors will be instructed or escorted by a member of the hospitality ministry to the IMPACT Check-In station. Students would be assisted through the process of registering their child. Any child attending any IMPACT event or activity must be registered for safety and security purposes.

G. Class Size Ratio

IMPACT Youth Department adheres to the following class size ratio ratios:

For infants & toddlers (under 2 years old):

One adult to every two infants

For the children ages 2-6:

One adult to every five children

For children ages 7-10:

One adult to every 10 children/students

For children ages 7-10:

One adult to every 15 children/students

For children ages 14-17:

One adult to every 20 children/students

H. Parent Notification Policy

Parent should be notified under the following circumstances:

1. A parent/guardian should be called by the Team Leader if the child is completely inconsolable (after ten minutes of care) or a danger to her/himself or other children.
2. A parent/guardian should be called by the Team Leader if there is an emergency situation concerning the child.
3. A parent/guardian should be called by the Team Leader in the event that a child's behavior becomes totally disruptive and the child refuses to cooperate. We do not promote inhibiting any child from participating in IMPACT activities. However, there are instances where a child's behavior is so out of control that it disrupts learning for the entire classroom. In such instances parents are welcomed to sit in class with their child as we partner with them to teach their child boundaries.
4. In the event that a parent needs to be contacted during service, a special announcement will be made

I. Discipline Policy

Our goal is to create safe learning environment for our children/students. Discipline is not hollering, jumping up and down, cussing, belittling or begging. Discipline is establishing boundaries of acceptable and unacceptable behavior. Physical discipline, such as spanking, is never permitted.

Please see below for a list of disciplinary standards:

1. Consistency

Maintain consistency in handling discipline problems. Discipline must be consistent to be effective. Do not threaten a consequence unless you intend to follow through.

2. Response

Always be responsive and address inappropriate behavior by promptly responding and following through

on the consequences of poor behavior. Consistently correct poor behavior.

3. Resolution

We are partnering with parents in developing successful children. In every circumstance we love children with the love of Jesus Christ. Always seek to resolve an issue as soon as possible and reintegrate the child back into the group so that learning can take place. This may mean having a conference with the parent to discuss the child's disciplinary issues and creating an action plan to resolve those issues.

4. Reward

Acknowledge and reward positive behavior. Encourage children who are behaving and following the rules.

5. Plan

Order is one of the best ways to establish boundaries. All IMPACT activities have a detailed lesson plan or order of service. Be sure to follow those outlines they provide the structure the class needs to run successfully.

6. Pray

How awesome is it that God is accessible and available to us. Pray for all the young people in IMPACT, the staff and volunteers. We are simply representing Jesus to our young people and we desperately need to communicate with Him. Ask the Lord for the patience, wisdom, creativity grace and mercy to lead His young people into a growing relationship with Him.

7. Discipline Steps

If discipline is warranted, a designated classroom assistant will engage the child in question one on one away from the center of the classroom. The child will be encouraged and helped to re-engage with the classroom. The site leader will be contacted if further intervention is needed.

A. Policy against Child Abuse

Triumph Church supports and maintains an environment free of child abuse and neglect. Child abuse and neglect include physical or mental injury, sexual abuse, negligent treatment, or maltreatment. Sexual abuse is defined as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

It is against the law and against Triumph Church's policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any child.

Triumph Church will neither condone nor tolerate:

- Infliction of bodily injury upon any child or physically abusive behavior towards a child.
- Physical neglect of children, including failure to provide adequate safety measures, care and supervision in relation to any IMPACT activities or event.
- Emotional mistreatment of children, including verbal abuse and/or verbal attacks.

POLICY & PROCEDURES FOR REPORTING ACTUAL OR SUSPECTED ABUSE/NEGLECT OF A CHILD AND ABANDONMENT

POLICY

It is the policy of Triumph Church that all staff and volunteers are prohibited from abusing and/or neglecting children. In addition, all staff shall safeguard children from abuse and/or neglect and act obtain treatment for injuries and to prevent additional harm.

Any Triumph Church staff or volunteer who has reasonable cause to suspect that abuse and/or neglect has occurred, (via witnessing an incident or receiving a complaint or report from someone else), must immediately report such abuse or neglect to your Team Leader. The Team Leader will contact the EXEC at Triumph Church.

DEFINITIONS

- **EXEC** (Executive Team Member (within the Office of the Pastor)
- **CPS** (Child Protective Services, a department within the Department of Human Services)
- **DHS** (Department of Human Services formally Family Independence Agency)
- **DHS-3200** (This report is completed by clinicians/clinical probation officers.)
- **Team Leader** (An individual who is the onsite leader for a particular meeting. This individual has the responsibility of ensuring that all policy and procedures are followed.)
- **Volunteer** (An individual who, without compensation, other than reimbursement for expense, performs activities for Triumph Church, or an entity under contract to the Agency or subcontractor under specific conditions.

PROCEDURES

A. Staff and/or volunteers requirements regarding the reporting of abuse/neglect as well as their part in investigations:

1. Reporting Suspected or Actual Abuse/Neglect of a child where alleged perpetrator is the child's parent and/or guardian.

In the event of Imminent Harm

a. The Team Leader shall immediately seek church Security in an effort to secure safety for the child(ren).

b. The Team Leader shall immediately contact the EXEC and notify him/her of the allegation. He/she will advise of plans to contact the local and/or state police agency regarding suspected criminal abuse. For Detroit, contact the Child Abuse Unit of the Detroit City Police Department at 313-898-6747.

c. If there is **not** imminent harm, within 24 hours of receiving information related to actual or suspected child abuse or neglect the EXEC makes a telephone report to the Department of Human Services Child Protective Services Department, 800-716-2234.

d. Within 72 hours, the EXEC files a written report (DHS-3200) describing the incident. The EXEC will note the name of the DHS staff person who took the telephone information on the written report (DHS-3200). The written report must contain the name of the victim, description of the abuse/neglect, and any other pertinent information. (DHS-3200s may be printed from the following web site:

www.michigan.gov/documents/FIA3200_11924_7.pdf).

B. The Church Administrator makes two copies of the DHS-3200 and distributes as follows:

- Original to appropriate DHS Office (CPS will provide an address when incident is reported over the phone.)
- One copy of the DHS-3200 is forwarded to the EXEC, who will determine if information should be forward to Triumph Church Counsel (one copy).

2. Reporting Criminal Abuse where the alleged perpetrator is a staff or volunteer of Triumph Church.

a. The Team Leader will immediately notify the EXEC and he/she will advise of plans to contact the local and/or state police agency regarding suspected criminal abuse. For Detroit, contact the Child Abuse Unit of the Detroit City Police Department at 313-898-6747. A written follow up must be completed within 72 hours, which contains the name of the child(ren) and description of the criminal abuse and other information available to the reporting individual.

REFERENCES

Child Protection Law, Act 238 of 1975

B. Emergency Procedures

Emergencies are always high stress situations where decisions need to be made quickly. As a result it is imperative that you familiarize yourself with the emergency procedures below.

1. Medical Concerns

Immediately report any urgent or emergency medical needs or concerns to the Team Leader. The team leader will decide if 911 should be called. For obvious emergencies such as any airway, breathing or circulation issues, someone should notify the team leader as 911 is being called. All volunteers should remain calm and divert the attention of the other children. At any IMPACT activity or event there will always be volunteers who are trained in Cardiac Pulmonary Resuscitation (CPR), in the event that CPR is needed it should be initiated immediately.

If a medical issue arises that is not urgent but requires First Aid. The IMPACT Registration Desk has First Aid Kits available. Any and all medical concerns require an incident form to be completed. Please see the IMPACT Registration Desk to obtain a form.

Under no circumstances should any IMPACT volunteer administer medication to any child or student.

Sick Children

Because the health of ALL children is of tantamount importance, IMPACT Youth staff reserve the right to ask a parent or guardian to keep a child with them during service who is noticeably sick and/or unable to curb the spread of germs to other youth by covering his or her mouth and nose during coughing or sneezing.

2. Weather Alert

If there is a fear of dangerous weather, volunteers should wait for the Team Leader to provide them with instructions. In no way should a volunteer act in such a way as to incite panic among children, students or other volunteers.

3. Fire

The first priority in any case of a fire is that all children and volunteers' safety is maintained. Any attempt by volunteers to put out a fire is absolutely forbidden unless judgment to do so is unquestionable and presents no possible danger to anyone present. In the event of a fire, an alarm will sound. IMPACT staff and volunteers are asked to lead children from the building through the nearest marked exit.

Please stress the following rules:

- Absolutely no talking.
- Absolutely no running.
- Follow the Team Leader's instructions

4. Missing Child Procedure

All children on arrival at worship services must be checked in by the parent/guardian and on departure the child must be checked out. See Check In and Check Out policy for IMPACT's policy and procedure. In the event of a child going missing, all other children will be gathered in a secured room(s). They will be monitored by half of the IMPACT Children and Student's ministry team and a count of the remaining children will be conducted. The remaining staff and church security personnel will begin a thorough search of the facility and outside area. This includes all rooms, cabinets, corners, etc.; large enough to hide a child will be inspected. All exits will be secured; no one will be allowed to leave or enter.

If the child is not found in the building or grounds, a search of the surrounding area will ensue. The EXEC will inform the parents and local police agency.

5. Media Response

In the event of an unfortunate severe accident or death, it is likely that the media will be on site to cover the incident. It is important that all volunteers not say anything to any person of the media. The Senior Pastor or his designee shall be the only person to make any statement. If asked by the media for a statement, please direct them to contact the front office at Triumph Church to request a statement or interview.

C. Suicide Crisis Invention

POLICY

At times, IMPACT staff and volunteers may minister to a child who is in a crisis state. It is IMPACT's policy to work with the child/student, their parent/guardian and healthcare agencies to restore the child/student.

DEFINITIONS

See Child Abuse Policy and Procedure for definitions

PROCEDURE

A. In the event that there is concern that a child or student is a harm to him/herself, immediately contact the Team Leader and he/she will contact their parent/guardian. The Team Leader will also contact the EXEC to notify him/her of the situation. The parents/guardian, Team Leader and EXEC will have a conference immediately to ensure the child receives appropriate care. If hospitalization is warranted or the appropriate course of care cannot be agreed upon, the EXEC will request that the child go to Children's Hospital for a psychiatric evaluation to receive authorization for hospitalization. Depending on the circumstances the EXEC may accompany the family/child to Children's Hospital.

B. If the situation escalates and the child/student is in immediate danger of hurting themselves or others, Triumph security should be called immediately. The Triumph security Team will call 911 if warranted.

ATTACHMENTS

Crisis /Emergency Contact Information (See Appendix A)

D. UNUSUAL INCIDENT POLICY

INCIDENT REPORT POLICY

All unusual incidents shall be recorded on an unusual incident report (Attachment B) and forwarded on to the appropriate persons.

DEFINITIONS

See Child Abuse Policy and Procedure for definition

PROCEDURES

Any time there is an unusual incident involving a child, parent, staff or volunteer, such as breakage or theft of Church, school or personal Property, injury, death, etc., an unusual incident report shall be completed explaining what occurred and any actions taken. A copy of this report will immediately be provided to the EXEC. The EXEC will complete the response to complaint section and forward on to all parties listed on the form.

ATTACHMENT

Unusual Incident Report Form (See Appendix B)

II. MINISTRIES

A. ALTARed

In 2009, the *National Study of Youth and Religion* reported that 85% of those 18-23 who have ever made a commitment to God did so before age 14. That makes middle school and high school students (pre-teens and teenagers) critical to the future of the church and the Kingdom.

ALTARed will serve as the mid-week component that helps build spiritual movements so every teenager has the opportunity to know and follow Christ.

B. Ascension

After high school, as youth enter young adulthood during their late teens and early twenties, they often encounter a period of great questioning and searching. Most are living for the first time without daily parental supervision. When you include outside influences, a youth that is weak in faith and knowledge can become easily overwhelmed academically and personally.

But Romans 12:2 says “Don’t copy the behavior and customs of this world, but let God transform you into a new person by changing the way you think. Then you will learn to know God’s will for you, which is good and pleasing and perfect.”

Ascension will serve to help college students and 20-somethings minimize the influences of the world by providing programs and support that help them grow in spiritual maturity, build lasting relationships with one another, and evangelize their peers.

C. AWANA

The acronym **AWANA** comes from 2 Timothy 2:15: **A**pproved **W**orkmen **A**re **N**ot **A**shamed. **AWANA** will serve as Triumph's weekday training sessions for adolescents to help parents raise their children with a Biblical foundation to understand, love and serve Christ.

Youth are separated into three (3) age-appropriate clubs: 3-4 year olds, 5-7 year olds (i.e. kindergarteners-2nd graders), and 8-10 year olds (i.e. 3rd -5th graders)

D. EQUIP

"Equip you with everything good that you may do his will, working in us that which is pleasing in his sight, through Jesus Christ, to whom be glory forever and ever. Amen (Hebrews 13:21)

This is a belief that within the Body of Christ, there is a direct correlation between academic success and the Spirit of Excellence being exemplified in ministry. Triumph Church seeks to educate the whole child to live the Gospel values as they strive for academic success.

EQUIP will exist to encourage academic success and to provide education enhancement and instruction related to the scriptures, academics, computers skills and other developmental disciplines.

E. Hallel

Dance has long existed as an expression of worship. The Bible says, "David danced before the Lord with all his might" (2 Samuel 6:14).

Hallel exists as a means to minister and reach teens/young adults over the age of 18 for Christ by merging the Biblical traditions of dance with hip-hop dance skills and up-tempo gospel music.

F. Mentoring

Jesus was the master mentor and He has called us to do the same. It is demonstrated throughout the Bible as each protégé would eventually become a mentor themselves to another person. Jethro mentored Moses; Moses mentored Joshua and the elders of Israel; Joshua mentored the other army leaders.

As Disciples of Christ, **Mentoring** will partner adult saints with youth to make a spiritual deposit in the life of a child for the sake of the Kingdom. This will not only facilitate their growth in Christ, but also should also improve their relationships with the peers and family and promote their positive growth into adulthood.

G. Mime

While many are ushered into the Holy Spirit through song, some respond to the Word of God when it is brought forth through silence or visuals. **Mime** will provide illustrations to help bring scripture passages, songs & contemporary parables to life.

H. Next Level Biblical Institute for Kids

Held before Sunday worship services, **Next Level Biblical Institute for Youth** is Triumph's version of Sunday School. Through the systematic study and/or discussion of God's Word, youth will learn and retain the fundamental stories of faith in the Bible, which will remain with them for a lifetime.

I. Nursery

The **Nursery** at Triumph Church seeks to lovingly introduce children to our amazing God while allowing parents an opportunity to focus on worship, rather than worrying about their children. Infants through preschoolers play and interact in a loving and nurturing environment.

The nursery will feature a safe, computerized check-in for parental safety and security. Additionally the nursery will be teaching infants to 2-year-old children mentally stimulating & spiritually stimulating principles.

J. Outreach

By nature, the ministry of Jesus Christ is an outreach ministry. "For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me, naked and you clothed me, I was sick and you visited me, I was in prison and you came to me." (Matthew 25:35-36)

As each Christ gives us a commission to carry the Gospel message outside of the church, the Outreach ministry will exist to reach youth outside of the Body of Christ that are emotionally, physically or spiritually impoverished. Outreach activities are held at least once a quarter. The events and activities have an outward evangelistic focus to children and students in surrounding communities.

K. Praise in Motion

Praise in Motion exists not to perform but, to teach youth 11 through 17 to minister through dance; so that they may spread the Gospel of Jesus Christ to the unsaved as well as the saved.

L. Promiseland

Promiseland is the Sunday worship experience for children that allows them to experience God's love for them through relevant Bible teaching, drama, music, discussion, and age-appropriate activities. Following a large

group teaching time, children ages two to ten gather in their small groups, where their trained leader helps foster relational and spiritual growth through age-appropriate games, conversations, and interaction with one another. Youth are separated into three (3) age-appropriate clubs: 2-4 year olds, 5-7 year olds and 8-10 year olds.

M. Recreation

Using the casual setting of sports as a backdrop, Recreation will help the church reach the un-churched while providing youth an opportunity to strengthen spiritually by fellowshiping with other believers.

“Do you not know that your body is a temple of the Holy Spirit within you, whom you have from God. You are not your own, for you were bought with a price. So glorify God in your body.” (1 Corinthians 6:19-20)

Recreation is committed to minister to the whole person by promoting spiritual, physical and mental growth.

N. Sacred Praise

Youth ages 2 to 10 will learn that a way of praise can be obtained by giving their body as a sacrificial instrument to God, for Him to use for His glory and edification so that they and others can be saved, healed, delivered and set free by the power of the Holy Spirit.

O. S.T.E.P.

S.T.E.P. (Stepping Teens Elevating Praise) will exist to teach youth scripture and unity through their choreography, while serving to minister to those inside and outside of the church.

Stepping, which dates back to early South African gumboot dancing, is a form of percussive dance where the entire body is used as an instrument to produce complex rhythms and sounds through a mixture of footsteps, spoken word, and hand claps.

P. IMPACT Youth Council

IMPACT Youth Council serves to empower & provide leadership opportunities to youth by assisting the Youth Director with planning and organizing events & programs.

Q. Youth Media

This is a youth group that showcases their talents in writing, photography, graphic design and videography to produce content to be printed or displayed on website.

R. Youthful Praise

This is the children's choir of Triumph Church provides a medium for the youth to provide the praise soundtrack for the Sunday worship services.

S. Youth Ushers

Youth Ushers seek to maintain order and provide assistance during every worship service.

III. FORMS & APPENDIX



Impact Youth Department

Policies & Procedures Manual Volunteer & Ministry Leader Acknowledgment Verification

I _____ verify that I have received, read, understand, and agree to adhere to the policies and procedures outlined within the Impact Youth manual, especially the following areas:

- Child Abuse
- Security
- Emergency Procedures
- Discipline
- Appropriate/Inappropriate Touch

I also attest that I understand that failure to adhere to the policies and procedures can result in my temporary or permanent removal from service within the Impact Youth Ministry.

Printed Name

Signature

Date

APPENDIX A

CRISIS/EMERGENCY INFORMATION
ALL NUMBERS ARE 24-HOURS UNLESS OTHERWISE NOTED

ALL WAYNE COUNTY RESIDENTS

Suicide Prevention/Shelter/Referral Emergency Telephone Service ·888-711-5465 or 313-224-7000	Runaway Assistance Program ·800-292-4517
Medical/Fire/Threat of Harm ·911 or local precinct	AIDS Hotline ·800-872-2437
Child Protective Services Report suspected or actual abuse/neglect of children ·800-716-2234	Homeless Hotline Southeast Michigan Emergency Shelters ·800-274-3583
Adult Protective Services Report suspected or actual abuse/neglect/ exploitation of vulnerable adults	Poison Control ·800-222-1222
Crisis Pregnancy Center - Lincoln Park ·Mon, Tues, Fri 10am-1pm ~ ·Mon-Thurs 7pm-9pm ·313-386-4005	Disaster Relief SOUTHEAST MICHIGAN AMERICAN RED CROSS Emergency assistance for disaster victims, including house and apartment fires.
Surrendering Parental Rights or Newborn Safe Delivery Hotline ·866-733-7733	Referral Service (including Food Banks/Pantries) United Way 211 ·211 from land line or Cingular wireless ·800-552-1183

DETROIT RESIDENTS

Suicide/Mental Health Emergencies Children's Hospital ER ·313-745-0113	Domestic Violence YWCA Interim House ·313-861-5300
Rape Counseling Center Detroit Police Department ·8:30 am-12:30 am 313-222-1660	Emergency Housing Travelers Aid Society of Detroit ·Mon-Thurs 8:30 am-5:00 pm ·Fri 8:30 am-4:30 pm 313-262-6740

WESTERN WAYNE AND DOWN RIVER RESIDENTS

Suicide/Mental Health Emergencies Psychiatric Intervention Center Wayne ·734-721-0200	Domestic Violence and Rape Counseling First Step ·888-453-5900 or 734-459-5900
Counterpoint Shelter and Crisis Center Inkster ·866-672-4357	

APPENDIX B

Unusual Incident Report Completed by Staff/Volunteer

Staff Name:		Date:
Team Leader:		Ministry:
Date of Incident:	Time of Incident:	Location:
Persons Involved Name:		Age:
		Gender:
Others Involved:		Witnesses:
Description of Incident:		
Action Taken by Staff:		
Signature:	Print Name:	Date & Time:
Completed by Team Leader		
Steps Taken to Prevent Reoccurrence:		

Guidelines for IMPACT Youth Volunteers

Under 16 Years Old

As stated in the Policies and Procedures Manual, all volunteers must be 16 years of age OR be supervised by a parent or guardian, in order to serve in the IMPACT Youth Department. This is the case for all minors unless otherwise approved by an Executive Team member.

In addition to the Policies and Procedures outlined in the IMPACT Youth Manual, volunteers who are under 16 years of age need to adhere to the following guidelines:

1. Check in with the Room Leader 30 minutes prior to service.
2. Be respectful and obedient to adult leaders in the classroom.
3. No carrying of children is allowed unless instructed to do so.
4. No food or drink is allowed in the room during service (other than the snacks for children).
5. Stay in the classroom until service is over AND most of the children have been checked out.
6. Let the Room Leader know when you are leaving.
7. No electronic or handheld games or devices are allowed in the classroom.
8. You must always attend weekend service.
9. You must have parental supervision unless approved by the IMPACT Youth Director.
10. Under 16 year-old minors may serve in the Nursery, 2-Year-Olds or Preschool rooms with parental supervision.
11. All 16 year-old minors may serve in the Nursery through 2nd Grade, without parental supervision.

Failure to abide by any of these guidelines may result in the staff asking the minor not to serve with or without parent supervision any longer.

MINOR'S FULL NAME (please print)

Signature and Date

PARENT/GUARDIAN'S FULL NAME (please print)

Signature and Date



BACKGROUND CHECK

NOTICE/AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF AN INVESTIGATIVE REPORT

This application is to be completed by all applicants for positions involving the supervising or custody of children. It will assist the church in providing a safe and secure environment for all preschoolers, children and youth. The term "child" or "children" includes all persons under the age of eighteen (18) years.

I, _____ (please print), hereby authorize Triumph Church to have the following background check screening reports processed through the agency contacted by the church and/or its agent or representative for employment or volunteer purposes: Application Verification, National Criminal Report, Sexual Abuse Registry and County Court Report.

I am aware that this background check is only a screening tool and I may be asked to provide additional information or my fingerprints to resolve issues discovered during the screening.

I am aware that the background check screening report I consent to have prepared may include information obtained from a variety of sources, including but not limited to government agencies, and others. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to Triumph Church within a reasonable time after I execute this authorization.

I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original.

FULL NAME:		
OTHER NAMES USED/MAIDEN NAMES:		
ADDRESS:	CITY:	STATE:
MOBILE PHONE:	ALTERNATE PHONE:	
DRIVERS LICENSE # AND STATE:		
SOCIAL SECURITY NUMBER:	AGE:	DATE OF BIRTH:
SIGNATURE:		

There is a \$12.50 processing fee. Please make check out to TRIUMPH CHURCH and submit it to the appropriate business office personnel.