



**Paradise Valley
United Methodist Church**

Children and Youth Volunteer Procedures

These guidelines will help provide a safe environment for our children/youth and the adults who work with them. Care, custody and supervision of minors involved with PVUMC will be done only by those individuals who have completed a Volunteer Information form and signed a Volunteer Procedures form. All volunteers working with children must adhere to these guidelines.

- Volunteers should have six months regular attendance, be a member of Paradise Valley United Methodist Church, or be able to demonstrate their active participation in their former church.
- Regular attendance can be defined as participation in worship, other programs and activities (Adult Education Classes, employee of PVUMC, Seasonal Visitor).
- All information obtained from the information and consent form will be marked "Confidential" and will be treated as such.
- Records will be maintained in a lockable filing cabinet and office.
- Access to these records will be limited to the Director of Children's Ministry, the Director of Youth Ministries, the support staff of the DCM/DYM, and, if need be for interview purposes, the Pastor-Staff-Parish Relations Committee.
- No adult who has been previously convicted of child abuse, neglect, endangerment or sexual misconduct will be deemed acceptable for the care, custody, or supervision of minors at PVUMC or its activities. These individuals may volunteer in the church in a capacity or area that does not involve care, custody, or supervision of minors.
- Adults who have had an order of protection issued against them would not necessarily be excluded from being volunteers, but their situation would necessitate a personal confidential interview with the DCM/DYM and a member of the PSPRC.
- If any individual is found unsuitable to work with minors the DCM/DYM and a representative from PSPRC will contact the individual and give him/her the opportunity to withdraw from volunteering with children and youth. This is to uphold the confidentiality of the situation.
- Those volunteers going on special trips, such as overnight trips, with children and youth may be asked for additional information.
- We recognize touch is important in human relationships and will use safe, appropriate touch that is not intimate in nature.
- We will not embarrass youth or children in their environment.
- If a volunteer will be transporting children in a church vehicle to a church-related activity your name must appear on the *Approved Drivers* list that is maintained by the responsible person (P.V.U.M.C. Administrator). When transporting youth we will drive vehicles containing mixed-gender or only those of the same sex as the driver.

PVUMC Children's/Youth Volunteer Procedures continued . . .

- Two adult supervisors must be present during church activities with minors. Transportation may necessitate only one supervisor.
- We will seek pastoral/staff/other Adult Youth/Children's Workers' support in our conversations with youth/children as needed.
- One-on-one interaction between an adult and child/youth is discouraged; however if the situation warrants, such contact should be in a public space or with the awareness and consent of that individual's parents or legal guardians.
- When spending time with youth outside a youth group event, we will take care to notify their parents that our time together will end prior to 11:00 p.m.
- We will be engaged in organizing youth and children's events that are inclusive.
- We will seek to actively listen rather than tell youth what to think.
- We will abide by the PVUMC anti-triangulation policy.
- Sunday School children in Kindergarten classes and below must be signed in and out to assist in orderly and safe release. Parents will be briefed on this policy. Your help informing visitors and new families is imperative.
- When a child/youth reports an incident of child abuse to a volunteer, the volunteer must do the following. Notify the DCM or the DYM immediately. Together, the volunteer and the DCM/DYM will follow the procedure recommended by the Conference. Copies of the multi-page procedure are available from the DCM and the DYM.
- We will value our own personal space and time by using the following guidelines:
 - While encouraging reasonable after-event fellowship, we will be mindful of our own personal time by honoring the ending time of a youth-group event.
 - We will keep our home life sacred by ending phone calls, emails, and Internet chats with youth by 10:00 p.m.
 - We may choose to share our personal experiences when appropriate, but we are not obligated to divulge any aspect of our personal life.
- Volunteers will be asked to update their information forms annually.

The CAP Task Force has set measures in place to guard the safety and security of the children and youth placed in the care of PVUMC and its volunteers. Your good efforts make these measures work and we thank you!

Your signature below indicates that you have read these procedures and understand them and agree to make every good effort to comply in all areas of your responsibility, be it with youth or children.

Signature

Date



**Paradise Valley
United Methodist Church**

CONFIDENTIAL

Children and Youth Volunteer Information Form

Name _____ Date _____

All information on this page is confidential. This page of the information form will be kept in a lockable filing cabinet. Access to this information is limited to the Director of Children's Ministry, Director of Youth Ministry, and the assistant(s) of the Directors.

Have you ever been convicted or pled guilty to a crime, either a misdemeanor or a felony, involving drug-related charges, child abuse, other crimes of violence?

_____ Yes _____ No

If yes, briefly explain:

Have you ever had an order of protection issued *against* you? _____ Yes _____ No

Are you currently list on the *Approved Drivers* list maintained by the responsible person?
_____ Yes _____ No

Please list two individuals you've known for at least five years (other than family members).

Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Relationship of individual: _____

Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Relationship of individual: _____

I, _____ hereby certify that the information I have provided on this application is true and correct. I understand that the information I have provided is confidential and will be treated as such.

Signature

Date

Fax (602-840-8767) or return these forms to the church office at 4455 E. Lincoln Drive, Paradise Valley. Thank you.

