



Volunteer Handbook

For Youth and Children's Ministries

Park Road Presbyterian Church

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Wyomissing, PA 19610

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Section 1: Introduction

Welcome to the Park Road Presbyterian Church's Children and Youth Ministry. The key to any great organization is its volunteer staff. Without your hard work and dedication there would be no children or youth ministry. This fact cannot be stressed enough. **You** are the Children and Youth ministry. God has called you to more than just being a Sunday school teacher, but to be part of a coordinated team effort to see children and youth enter into a lifelong relationship with Jesus Christ. When you look at things from this perspective, you start to realize how important our roles are in shaping the young lives that have been entrusted to our care. Children and youth are very near to the heart of God. Mathew 18:1-6 uses their faith as an example of how our faith ought to be. Perhaps they have much more to teach us than we have to teach them.

As you embark on this journey it's important to remember that it is God who has called you. He has uniquely gifted and skilled you to be a productive member of this ministry. Part of your early training experience will be to help you see how God has gifted you to serve Him in this ministry to children and youth. Once God has shown you where your unique gifts lie, you will begin to see the opportunities that He has set before you. It is the leadership's role to help and support you in finding the ministry God has for you.

We want you to know that the leadership of this ministry is here to train and support you in any way that we can. You are not left alone on an island in the classroom to fend for yourself. Every effort will be made to proactively find out what you need and support you. Whether it is training, supplies, helpers, or just an encouraging word, we are here for you.

We have prepared this handbook to help get you started as a volunteer!

Section 2: Orientation

Invitation to Ministry

We at Park Road Presbyterian Church are always excited when individuals show an interest in working with the youth of our church. The youth are the next generation of our church, which is why instilling deep Biblical truths in them is so important at their early age.

Park Road Presbyterian Church generally follows these guidelines when inviting individuals to join our team of ministry volunteers:

1. Potential volunteers will attend Park Road Presbyterian Church for three months before they may serve as a leader with the children or youth. In some cases, as determined by the Children and Youth Directors, potential volunteers may serve with an approved volunteer leader.
2. Potential volunteers will be interviewed informally by the Children or Youth Director, depending on the nature of the position. With the desire of enriching the ministry experience of our volunteers, we will encourage potential volunteers to serve in areas according to their skills, experience, gifts, and talents.
3. Potential volunteers 18 and older who desire to work with children and youth are required to undergo a background check. All information regarding the background check will be kept in the strictest confidence.
4. Once the time of service has begun, volunteers are requested to attend any potential training opportunities offered by the church. Regular church attendance is also expected.

Volunteer Ministry Descriptions

o **Sunday School/Children's Church Teacher (PreK – 5th Grade)**

A Sunday School Teacher is responsible for the planning and teaching of the lesson during the Sunday School time. Although all of the lessons and materials are provided, we highly encourage teachers to be creative and go beyond the lesson in order to enhance the classroom experience for the children. The teacher is expected to arrive at least 15 minutes early and supervise their class until all of the children have been picked up by their parents. It is **an absolute must** for Sunday School Teachers to be born again Christians. It is expected that they maintain regular church attendance and live an exemplary moral lifestyle, to be a positive witness to the children they serve.

o **Sunday School/Children's Church Aide (PreK – 5th Grade)**

A Sunday School Aide is responsible for aiding the Sunday School Teacher in whatever means necessary. This includes, but is not limited to, passing out supplies/snacks, helping to maintain general classroom discipline, and assisting with clean-up at the end of class. The Sunday School Aide is expected to arrive 15 minutes early and to help the Teacher supervise the children until they have all been picked up by their parents.

o **Nursery Caregivers (Birth – 3 yrs)**

Nursery caregivers work in the nursery during the Worship Service and Sunday School hour to provide child care and a welcoming environment for the children as well as their parents. Nursery caregivers are expected to arrive 15 minutes early and wait until all of the children have been picked up by their parents at the conclusion of the hour.

o **Welcome Center Attendant (Birth – 5th Grade)**

Welcome Center Attendants are cheerful and enthusiastic individuals who warmly greet children and parents when they first arrive on Sunday mornings. They are expected to arrive 15 minutes early. The Attendant will facilitate the checking in/out of all children, having visitors fill out information cards, and generally making arrivals feel welcome. The attendant will

always promote security for the children and will not be reluctant to question unfamiliar people entering the children and youth wing. The Attendant's first priority will always be the safety of the children.

o **Children's Ministry Team Member (Birth – 5th Grade)**

Members of the Children's Ministry Team are individuals with a heart for seeing children follow after Christ and come to know Him personally. Each member is assigned a specific department to help oversee: Nursery, PreK & K, and Elementary. Each member is expected to: attend regular monthly meetings, help plan and facilitate special events and Sunday morning activities, assist with volunteer recruiting, and manage teaching/snack supplies for their department.

o **Youth Volunteer (6th – 12th Grade)**

Youth Leader Volunteers should love hanging out with teenagers and have a personal relationship with Jesus Christ. There are a number of ways to be involved with the youth ministry at FPC. You might enjoy weekend retreats, teaching, driving to and from events, praying for the ministry, or volunteering your time for events or mission trips.

Background Checks

All volunteers eighteen and older at Park Road Presbyterian Church who work with children and youth must submit to screening procedures. The primary type of background check is a PA Criminal Background Check. There is also a Child Abuse History Clearance and a Fingerprint-based federal criminal history report that in most cases can be waived (see page 26 for the Fingerprint waiver). Each volunteer is expected to complete the background checks itemized in this booklet on pages 14 and following initially, and at prescribed intervals. The results of all screening procedures are kept in strictest confidence.

Section 3: Behavior

Phone Usage

Because children deserve our full attention, volunteers are discouraged from making personal calls or text messaging on phones while serving in the ministry. If there is an emergency that needs attention, please inform the leadership.

General Guidelines

- Look at your volunteer time of ministry as an offering—you are giving your own time and forgetting your own immediate concerns.
- Make every attempt to give your full attention to those you are serving.
- All phones should be turned off during church activities (worship service, class, VBS, children's church, etc.)
- We do realize that there may be times where family or employment circumstances require volunteers to keep their cell phones/pagers turned on. In such cases, we request that all such devices be placed on vibrate in order to minimize any disruptions.
- It is important to keep in mind that your primary goal when serving in the children/youth areas is to minister to others out of love and obedience to God.

Alcohol and Other Substances

The goal of PRC's guidelines regarding drugs and alcohol is to protect and help two groups: (1) the volunteers, and (2) the individuals the volunteer serves. All cases involving alcohol abuse, drug abuse, or related problems will be handled discretely and confidentially.

General Guidelines

- All volunteers are unequivocally prohibited from manufacturing, distributing, dispensing, possessing, or using illegal drugs. Any volunteer violating this guideline is subject to removal from volunteer ministry. This includes the abuse of other controlled substances such as inhalants, and / or prescription drugs if used in a manner other than their intended use.
- Alcohol abuse is equally serious in nature because of the danger it can pose to both the drinker and to others. Any volunteer who is convicted of driving while intoxicated / driving under the

influence (DWI / DUI) or of violating a criminal drug statute must inform the church within five days. The church may take various actions after such a conviction, depending on the nature of the volunteer's ministry, and the individual's desire to battle and overcome the problem.

- Out of a spirit of Christ-centered love for all people, including those who volunteer at the church, the church will work to help those who have a desire to combat their struggles with drug or alcohol abuse.
- Alcohol and illegal drugs are not allowed on church property.

Sexual Harassment

PRC is committed to providing an environment free of sexual harassment, as well as harassment based on factors such as race, physical or mental disability, marital status, age, and sex. We disapprove of any such harassment and will not tolerate it on the part of staff, volunteers, children or youth in any programs.

Definition

Harassment includes verbal, physical, and visual conduct that creates an offense or hostile environment.

Prohibited unlawful harassment includes, but is not limited to:

- Verbal conduct such as derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory and or sexually oriented photography, cartoons, drawings, or gestures.
- Physical conduct such as assault or unwanted touching.
- Threats and demands to submit to sexual requests.
- Retaliation for having reported or threatened to report harassment.

Process

- If at any time you feel harassed at church or at a church-sponsored event, report the incident in writing immediately to the staff member with whom you feel most comfortable—your immediate supervisor being the Children's Ministry Director or Youth Pastor followed by the Senior Pastor or the Session Board.
- Every reported complaint will be investigated thoroughly, promptly, and in a confidential manner.

Discipline

- If the investigation establishes harassment, the violator of this policy will be disciplined.

Violent Behavior

PRC has a zero tolerance policy for violence, bullying and the like when it comes to violence between individuals involved in our program.

General Guidelines

- If a volunteer threatens or displays violence, he or she will be subject to immediate disciplinary action, including verbal or written warnings, a meeting with a pastor or Session member, or termination, depending upon the circumstances.
- In addition, the volunteer may be subject to criminal proceedings, as appropriate.
- Violence generally includes physical or verbal harm to another individual. It includes pushing, shoving, coercion, and intimidation. Our words and attitudes, as well as our actions, should model the compassionate character of Jesus Christ.
- In addition, no weapons are allowed on church property or at church sponsored events. A weapon is any object that may be used to cause harm to another person.

Confidentiality

Volunteers will, to the best of their ability, ensure the confidentiality and privacy of those to whom we minister, including their history, records, and conversations.

General Guidelines

- The best advice regarding the release of information relating to people you serve is *don't release it!* This is true whether you are simply talking to a friend or family member or to a member of the news media.
- If anyone requests information from you, your wisest answer is, "Church policy doesn't allow me to give out that information."

- If someone continues to question you for information, suggest that he or she talk to your supervisor or inquire at the church office.

The only exceptions to this policy are described below; generally, these exceptions relate to legal information and fulfillment of the church's ministry and mission. Again, these exceptions are provided more for your information. Rather than determining if a valid reason exists for releasing information, you should refer the request to your supervisor who will either determine the validity of the request or seek additional advice about whether the request is legitimate.

- No information requested by an individual outside the church will be provided over the telephone or via email. Again, volunteers should reply, "Church policy does not permit me to provide that information." Refer the request to your supervisor.
- Any release of information or inspection of records must be specifically authorized by the Senior Pastor, the Clerk of Session, and PRC's legal counsel.
- Volunteers agree not to discuss any individual's circumstances or records with unauthorized individuals, whether you are in the process of serving or not.

Section 4: Safety and Security

Here at Park Road Presbyterian Church, we wish to create an environment in which children, teenagers, and parents feel safe and comfortable. It is our goal to provide a sense of security to those to whom we are ministering.

General Guidelines

- Use common sense when utilizing any and all electrical devices.
- If something looks unsafe, it probably is.
- Report any unsafe situations or acts immediately to the Children's or Youth Ministry Director.

Fire Prevention

- Turn off electrical equipment when not in use.
- Report any equipment that has cracked or exposed wiring, is causing a shock or emitting sparks, or appears to be a potential fire hazard.
- Do not use candles.

Fire Emergency

- Familiarize yourself with the locations of the fire exits, alarms, and extinguishers in the areas in which you regularly serve.
- If you see smoke or fire, pull the fire alarm to alert people in the building. If it's small enough, use the fire extinguisher. Call 911.
- When evacuating, use the closest unaffected exit. Guide the group you are working with out of the building calmly and quickly in single file.
- If you must travel through smoke to get out, stay low to the ground as you make your way out.
- Move to the designated evacuation location. Do not remain in or close to the church and be sure to allow room for emergency vehicles.
- As you leave, turn out the lights, close the doors, **but most importantly, bring with you the check in list of students in your room for that day.** It is very important to have

that list with you so we can account for all children who were in the building at the time of the fire. If applicable, make sure to check any children's bathrooms in your area for any students before leaving.

- Do not allow children in your care to scatter. Seek other adult help and only dismiss children to their parent or guardian.
- Escape routes and emergency meeting areas are clearly labeled in all rooms of the building. Please be aware of these routes beforehand in case an emergency should arise.

Fire Evacuation Procedures

- **Nursery (Birth – 2 yrs):** Place all babies inside the emergency crib, located in the supply room. Roll the crib out the front entrance of the children's wing and proceed out the front entrance of the church. Proceed to the Inn at Reading across the street, to meet up with parents.
- **Preschool - Elementary:** Go out the front entrance of the children's wing and proceed out the front entrance of the church. Proceed to the Inn at Reading across the street, to meet up with parents.
- **Student Impact:** Students will use the emergency exit located at the back of the church. Students will exit into the parking lot and proceed to the Inn at Reading across the street to meet up with parents.
- **Welcome Desk Attendant:** Assist with the Nursery children, as they proceed to the Inn at Reading.

Power Failures

- Remain where you are. Emergency lights will activate within a minute.
- If you exit the building during a power failure, do not re-enter until the power has been restored.

First Aid

First aid kits are located in each room of the children and youth wings. Volunteers should be aware of the location of these kits. If a kit is running low or is out of any supplies, please notify the director so they can be replenished.

Keeping Children Safe and Secure

Park Road Presbyterian Church takes very seriously its responsibility to care for children and youth within our program. Any guidelines set forth are meant to provide a safe and nurturing place for the children as well as the leaders. These guidelines should be followed at all times.

Child Abuse Prevention Policy

Preciousness of Children

Children are extremely precious to God and to us. We notice in God's Word that Jesus believed that children are very important. He was very clear in His care by *stating "Let the little children come to Me, and do not forbid them (Matt. 19:14)."* Jesus used children as an example of the humility and trust that one must have in order to enter the kingdom of heaven which is through His sacrifice on the cross alone (Matt. 18:3-4; John 14:6). Finally, Jesus gave a stern warning regarding anyone who turns a child away from faith, stating *"Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea (Matt. 18:5-6)."*

Safety of Children

A church should be a safe place for any child, but tragically that is not always the case. Because Christians are saved sinners there will be those who profess Christ and stumble into sin which will include their treatment of children (1 Tim. 1:15; James 3:2). There will be those who make a false profession of faith and conduct themselves according to their sin nature which will put children at risk (Matt. 13:5-6; Gal. 5:19-21). There will even be those who consciously

and falsely present themselves as committed Christians because they specifically target churches in order to sinfully exploit children (2 Tim. 3:13).

Vigilance of the Church

The church must work hard to protect children and prevent others (whether adults or other children) from abusing them. As part of our effort to protect the children God brings our way, Park Road Presbyterian Church has established the following policies. While we may not agree with the measures state law requires, we are making every effort to be in compliance. These Child Abuse Prevention Policies will be reviewed regularly and adjusted as needed according to our biblical conviction and changes to state law (Acts 5:29; 1 Pet. 2:13).

Background Checks

In accordance with PA Act 33 and PA Act 153, which took effect December 31, 2014, there will be three required background checks. Anyone working professionally or volunteering in any program that accepts responsibility for a child is mandated by PA state law to report child abuse or suspected child abuse. This includes Sunday school and youth volunteers.

When Must You Report Abuse?

When an adult has reasonable cause to believe a child is a victim of child abuse (physical, emotional, neglect, or sexual abuse including exploitation) when learned through:

1. Direct contact with a child in the course of activity
2. Affiliation with an institution or program that has direct responsibility for a child
3. Disclosure from someone else that a child is a victim of child abuse
4. Someone over 14 years of age admits to committing abuse

This will apply to all church employees, as they would be individuals that children would come to on a regular basis for help or direction during the course of ministry. This will also apply to all church volunteers who have direct contact with children as part of a children or youth ministry. This will include all volunteers who come into contact with children in Sunday School, Nursery, Children's Church, Vacation Bible School, Youth Group Meetings, events and activities as well as any outreach which is geared toward children or youth. **Before** anyone can serve in

this ministry they need to first get these clearances.. All clearances must be renewed every 60 months or 5 years.

The FBI Fingerprinting can be waived for volunteers if they can attest to and sign the appropriate affidavit which states they have been living in PA consecutively for the past 10 years without interruption, the position is unpaid and they have not committed a disqualifying offense in any other state or jurisdiction.

1. Report of criminal history form the PA State Police (PATCH)

(<https://epatch.state.pa.us/Home.jsp>)

2. Child Abuse History Clearance from the PA Department of Human Services (Child

Abuse) (<https://www.compass.state.pa.us/CWIS>)

3. Fingerprint based federal criminal history report from the FBI (www.pa.cogentid.com)

We have a biblical conviction regarding the regeneration of the soul and someone being a new creature in Christ (2 Cor. 5:17). We have a biblical conviction regarding the changed life of those who have accepted Jesus Christ as Savior (1 Cor. 6:9-11). But, in order to hold to the requirements of state law, we will choose to deny employment or participation in all youth or children's programs and activities who do not pass the above clearances or refuse to comply with the above clearances.

It is further acknowledged that anyone who has been convicted or pleaded guilty to any sexual child abuse or exploitation may never work with children or be a part of any children/youth ministries at Park Road Presbyterian Church. There will be other places they may be allowed to serve under the direction of the Pastor(s) and Session in order to protect our children and not create a situation for our brother/sister to stumble (Rom. 14:13).

Review & Record Keeping

In an effort to protect confidentiality, keep objectivity and have some accountability the following procedure will be in place. The Pastors will be the ones to receive and review the background checks. In the event of a found record, the Pastor **must** give the record to an attorney licensed in the state of PA for review and approval. The Session will be notified of offenses committed as needed under the direction of the attorney.

All records will be kept confidential in the main office ready to be audited by a state agency upon request. A current list of approved workers will be given to ministries who need them. Only those on the approved list may serve in children's and youth ministries.

Architectural Precautions (for your protection)

- **Keep doors/window shades open.** It is highly recommended that all volunteers avoid being alone with children in enclosed rooms.
- **Age of volunteers.** You must be at least 15 years old to be considered volunteer staff although younger helpers are welcome to assist.
- **Number of volunteers.** It is recommended that two unrelated adult volunteers be with any group of children at all times. In the nursery there must be two volunteers (at least one adult) in the room, even if there is only one baby/toddler.
- **Position of changing tables.** It is recommended that the nursery changing tables be in view of the main nursery doors.

Child Security Policies

- **Drop-off Policy.** Children must be dropped off by a parent, older sibling or another approved guardian who must then also sign the child in.
- **Registration Policy.** Parents, grandparents and guardians of regular attendees and visitors are asked to fill out a registration card for each child, particularly noting any allergies or health issues. These cards are kept on file in the Children's Ministry Office.
- **Pick-up Policy.** Children may only be picked up by the parent/older sibling/guardian or grandparent who dropped them off unless otherwise permitted.
- **Restroom Policy.** It is recommended that children who require bathroom assistance be accompanied by one volunteer, while leaving the bathroom door slightly opened.

Child Discipline Policy

- If any child is being physically or verbally hurtful, out of control, or disrespectful to the other children or adults in the session, the parent or guardian will be contacted to come to the classroom to calm and/or discipline their child.

- The parent or guardian may be asked to stay with their child or remove their child from the classroom.

Ratios

Age Group	Number of Children	Number of Workers
Nursery	3	1*
Toddlers	4	1*
Preschool	7	1*
Elementary	10	1*
Youth	12	1*

* a minimum of two workers must be present in any room where children or youth are present.

Illness and Infectious Disease Among Children

The following guidelines have been set in place to protect individuals from any kind of contagious disease. These apply to any event or program involving children or youth.

Policy and Procedure

Children who show any of the following symptoms will not be permitted into the nursery or any other children's programs:

- Fever
- Excessive coughing
- Vomiting
- Diarrhea
- Sore throat
- Earache
- Excessive runny nose
- Red or discharging eyes
- Skin rash

This policy will be in effect for children as well as the adult volunteers and teachers. We do not wish to put anyone in a position where they are liable to come in contact with a contagious disease. These policies will be clearly posted at the check-in station for both

the nursery and children's church. If a child is admitted to the nursery or children's programs, and is later determined to be ill, the child will immediately be separated from the other children and the parent will be asked to take the child out of the nursery or children's program until the child is well.

Control Methods

- Diapers should only be changed by volunteers aged 12 and up.
- Vinyl gloves (provided) should be worn when changing a diaper.
- Volunteers should wash their hands thoroughly (using soap provided) before and after changing a diaper or providing any type of personal care to a child.
- Dirty diapers and used wipes are to be placed in the assigned trashcan. At the end of the session, the volunteers should empty the trashcan by taking the bag to the trash in the janitor's office, and place a new trash bag in the can.
- Toys and surfaces should be sprayed down with disinfectant (provided) after each classroom use.
- Only washable toys are to be used in the nursery. If a child needs his/her personal security object (which they have brought with them), it is not to be shared with the other children.
- All linens, including blankets, are to be placed in a sanctioned container to be removed at the end of the session and laundered.
- Setting up the room for childcare: Place clean sheets/changing pads on crib mattresses/changing tables as needed.

Section 5: Ministry Environment

Ministry Environment

This section of the Children and youth ministry handbook is going to deal with the ministry environment. In short, this is the part of the hand book that deals with policies and responsibilities that directly affect you as a volunteer worker. The policies in this section are meant to clarify roles, procedures and responsibilities so that everyone who is involved has a clear understanding of what is expected of him or her.

Worker Background Checks

Perhaps one of the more difficult things we have to ask of our volunteer staff is to undergo state and federal background checks. Sometimes this can be misconstrued as invasive or insulting. We must assure you that this requirement is in no way an indictment of your character. The reason we require these checks is simply child safety. Child safety has to be the top priority in this ministry. Parents entrust their children and youth to our care and we must show them that we have done our due diligence to protect them. Because of this, volunteer background checks must be received by the church before any volunteer may begin working with children or youth. Existing staff, for whom we do not have a current background check on file, will have to be reassigned until background checks are received. Background checks must be updated every five years. Once again, none of this has been done to be offensive in any way and we thank you for your patience and cooperation in this delicate but necessary measure.

Volunteer Attire

We as volunteer Christian workers have a responsibility to the children and youth that are in our care, to model a Godly lifestyle to them. One way that we can do this is by our dress. We don't want to micromanage this point but inappropriate dress by a person in spiritual leadership can be detrimental to the spiritual development of a child or youth. Because of this we would ask you to dress appropriately for the event you are attending. Avoid clothing with inappropriate messages or language on it. Also, we would ask you to refrain from any clothing that could be construed as sexually explicit. The final decision as to whether something is inappropriate will reside with the leading staff person. We realize that this can be subjective; but remember we are here to lead young people to Christ and everything that we do should be heading them toward that goal. If an article of clothing is deemed to be inappropriate, the staff person reserves the right to ask you to change or possibly not participate in the event.

Volunteer Worker Identification

In certain instances you may be required to wear some type of volunteer identification. In such cases the identification will be provided for you. The purpose of the identification once again is to promote the safety and security of the children and youth in our care. The use of

identification, especially in the case of small children, helps them know who to go to for help or guidance. The identification also helps parents and other workers understand who should or should not be in the children's area. Working with children is a sacred trust and their safety and security is our top priority.

Volunteer Attendance Policy

Finding the appropriate balance in life is something with which we all struggle. So many things require our daily attention that there may be times when you may feel like you just can't do it all. With work and family commitments, as well as friends and the need for some personal free time, balance is perhaps the most difficult thing to master.

By far the two most important things in your life should be your relationship with God and your relationship with your family. It is very hard to minister when you are doing it on an empty tank. Showing the love of Christ is not something that originates in your own heart, but rather it flows from Christ Himself into our hearts and from our hearts into others. Without being connected to Christ and experiencing His love for us on a daily basis, our ability to love with Christ's love is seriously diminished. Finding personal time with God is the best thing you can do to prepare yourself to be a productive part of this ministry.

While we understand the difficulties of a balanced life, we also know that we have committed ourselves together to the work of ministry. Like all ministries, it involves some sacrifice, but in the end the rewards far outweigh the sacrifices.

One of these sacrifices is a consistent on-time attendance. All volunteers are required to be at their positions at least 15 minutes before any given activity begins. While this seems like a small thing, in reality it is one of the most important things you can do. When parents (especially those new to our church) come to drop off their children, the staff person is the first person they look for. No parent is going to leave their child in a room where there is no responsible adult supervision. Being on time creates a positive first impression of our church and the type of care we give children. We want parents to see a program they can completely

trust so that they may be able to enjoy the adult ministries that we offer.

Consistent attendance is also a very important aspect of our ministry. Parents who consistently see the same volunteer build a relationship of trust with that volunteer. We encourage volunteers to get to know our families. We are a ministry, not only to the children and youth of our church, but to whole families.

We do realize however that there are those times when you are not going to be able to attend. In these times it is your responsibility to contact your department head ahead of time to work out other arrangements. It would be greatly appreciated if you could work out an arrangement with another volunteer prior to contacting your given department head. Even if a switch is arranged with another volunteer, it is still your responsibility to notify your department head.

Grievance Procedures

As with all human relationships, we realize that from time to time there may be grievances between adult volunteers. Our first line of prevention in such situations must be prayer. We must be in daily prayer for God to protect us from such situations and to help us through smaller situations that may occur.

In the event that such situations do occur, we encourage volunteers to talk and pray together to resolve small situations before they become big ones. Remember large fires are usually started by one small spark. In the event that a solution cannot be worked out between the volunteers a meeting should be scheduled with the Youth or Children's Ministry department head. In the event that a solution cannot be reached in that forum, a meeting with the Session is in order.

Section 6: Forms

Volunteer's Handbook Acknowledgement

I have received a copy of Park Road Presbyterian Church's volunteer handbook and understand the importance of the matters set forth within the handbook. I agree to follow and abide by these guidelines during my service at the church.

Further, I understand that the volunteer handbook may be modified at any time, and that any guideline may be amended, revised, or eliminated at any time by the church.

I also acknowledge that during the discussion of handbook guidelines, I have reviewed and agree to fulfill the duties listed in my ministry position description. While, ideally, I will serve in this ministry for the full term specified in the position description, I understand that my service is voluntary and that I can choose to end this relationship at any time (if possible, by providing two weeks' notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply an employment relationship between the church and me. Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as handbook guidelines that are changed or deleted.

I hereby acknowledge receipt of the volunteer handbook and agree to follow the volunteer guidelines.

Volunteer's name (please print) _____

Contact phone number _____

Volunteer's signature _____ Date _____

FBI Fingerprinting Waiver

The FBI Fingerprinting requirement can be waived for volunteers if they can meet the following stipulations:

- Applicant has been living in PA consecutively for the past 10 years without interruption
- Applicant's applied for position is unpaid
- Applicant has not committed a disqualifying offense in any other state or jurisdiction

I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration, or that discovery of such information at a later date may result in my removal.

Signature _____ Date _____