

Plan to Protect



**Manor Gospel Church
Box 545
Three Hills, Alberta
T0M 2A0**

Last Updated: November 2017

Dear Volunteer,

Thank you for being willing to help with the ministry at Manor Gospel Church. We trust that you are following God's leading in making yourself available for ministry. We want you to enjoy your time in ministry and hope that it will be a profitable experience in your Christian growth.

Due to recent legislation and court cases, as well as a more transient church congregation, it has become necessary for churches to take proper precautions with their volunteer staff who work with children and youth.

We have consulted with other churches and what they have done in this area, and the church board has felt the necessity of taking steps to protect the safety of our children and to ensure that our ministry workers are protected.

Please follow the directions below. If you have any questions please contact either Bruce McCaskell (403.443.0922) or the Christian Education Director Lane Stewart (403.445.1542)

- Please **read, then sign** the *Code of Conduct for Ministry Personnel Working with Children or Youth*. (Pg. 3-4)
- Please **read, then sign** the *Statement of Faith of Manor Gospel Church*. (Pg. 5-6)
- Obtain a *Criminal Records Check*. (Pg. 7)
- Provide 2 references (Pg. 7)
- Set up an appointment with the pastor or Christian Education Director for a personal interview and hand in the completed forms. At the discretion of the Christian Education Director you may be asked for additional references and information.

Your *Plan to Protect* will stay current until you stop attending Manor Gospel Church for a period of 6 months. Any documentation will be kept on record until you notify the church board that you are attending a different church fellowship. The information will be held in confidence.

May God bless you as you serve Him!



Code of Conduct for Ministry with Children and Youth

Last Updated January 2004

- 1) Show affection in open places where you can be observed. Ministry personnel should be careful how and when they touch children; remembering however, that appropriate caring and touching is important and necessary for the healthy development of children.
- 2) If a child is hurting or feeling ill and needs to be examined, ensure that another person of the same sex as the child is present in the room while you are carrying out the examination. If possible, leave an examination of private parts to health professionals. Don't force a child to remove clothing for an examination.
- 3) If a child needs a private conversation with you, remove yourselves the necessary distance from the others but stay in view of the group or leave a door slightly ajar.
- 4) Ministry personnel should keep themselves accountable to an adult regarding any "one-on-one time" with a child or youth in unsupervised situations.
- 5) Be cautious about conversations involving sex. Understandably, children ask honest questions about sexuality; teenagers may ask your advice. Listen to them with respect but use discretion in what you share with children when discussing sensitive issues and your private life.
- 6) Respect the integrity of the child. Allow the child to back away from your well intentioned affection as he/she wishes.
- 7) Youth workers should ensure that they are not alone with a youth of the opposite sex. If due to some unforeseen circumstance there is only one youth worker, stay in a public place until more youth arrive and call for more workers.
- 8) Make every reasonable effort to avoid situations where you may be open to allegations of abuse.
- 9) If only one child is present during a Sunday School class, ask him or her to join another class.
- 10) If you must discipline a child use appropriate guidance and discipline. The purpose of guidance and discipline is to provide a safe and healthy environment in which children and youth can learn and feel secure. At Manor Gospel Church no

child shall be subject to verbal or physical abuse: shouting, degrading, shoving, hitting, shaking, spanking, being confined, or any other form of corporal punishment. If physical intervention must be used in a situation it must be as a last resort in order to protect self/others or property. If physical intervention is used, please report it to the ministry team leader.

- 11) Manor Gospel Church is a rural church and transportation is often provided to children and youth. Please gain parental permission before you transport a child. If for some reason a child is not picked up on time and the parents cannot be reached, consult the ministry team leader to make appropriate arrangements. Be sure to check with your vehicle insurance provider to see if you require any additional coverage for the transportation of children and/or youth in ministry.
- 12) We will follow a basic “Two-Adult” rule which says that two adults (individuals aged 18 years or over) are to be present during any children’s/youth ministry program. This rule reduces the risk of child molestation, and also reduces the risk of false accusations of molestation by individuals seeking a quick legal settlement.
- 13) Where more than one room is being used for a program, a minimum of one adult worker, or two youth workers aged 16+, are to be present in each room. All classrooms, offices and hallways have windows or doors with windows, allowing for easy viewing by parents and supervisors. Sight lines through these windows are to remain unobstructed at all times. All storage and utility areas are to be kept locked and made accessible only to those who have a need for access.

The purpose of this Code of Conduct is to reduce the risk of abuse, and to protect ministry personnel from false accusations.

I have read, understand and will adhere to Manor Gospel Church’s Code of Conduct for Children and Youth Workers.

.....
(Signature)

.....
(Print name)

.....
(Date)



Manor Gospel Church Statement of Faith

- 1) We believe in the complete plenary and verbal inspiration and the supreme and the final authority of the Old and New Testament Scriptures. (2 Peter 1:21; 2 Timothy 3:16-17)
- 2) We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit. (Deuteronomy 6:4; Luke 3:21-22; John 1:1; 1 John 5:7)
- 3) We believe that Jesus Christ was begotten of the Holy Ghost and was born of the virgin Mary, and is true God and true man. (Matthew 1:20-23; Luke 1:35; John 1:14)
- 4) We believe in the personality of Satan and other evil spirit beings as the enemies of God, the saints, and the holy angels. (2 Corinthians 11:14-15; Job 1:6-12; James 4:7)
- 5) We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death but also spiritual death; and that all human beings are born with a sinful nature, and are incapable of pleasing God, and in the case of those who reach moral responsibility, become capable sinners, utterly lost, and that only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. (Romans 5:12; Romans 8:5-8; Ephesians 2:2-3)
- 6) We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as the representative and substitutionary sacrifice, and that no other manner of redemption is possible, and that all who believe in Him are justified on the ground of His shed blood. (1 Corinthians 15:1-4; Romans 5; 2 Corinthians 5:14-21; Acts 4:12)
- 7) We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His personal bodily presence there for us a forerunner, High Priest, and Advocate. (John 20:19-28; Acts 1; Luke 24; Hebrews 2:14-18)
- 8) We believe in that blessed hope, the personal, bodily, visible, pre-millennial, and imminent return of our glorified Lord and Savior Jesus Christ. (Acts 1:11; Titus 2:11-14; John 14:1-3)

- 9) We believe that the church's sole business, with no worldly alliances, is to shed the light of the glorious Gospel of Jesus Christ continuously in all the world, looking for her Lord's return. (Matthew 28:18-19; Luke 19:15; Mark 16:14-20; 2 Corinthians 10:13-16)
- 10) We believe that all who by faith receive the Lord Jesus Christ as personal Savior are born again of the Holy Spirit and thereby become children of God. (John 1:12-13; 1 Peter 1:18-23; John 5:24)
- 11) We believe that the fullness of the Holy Spirit is received by faith and obedience, and that sanctification is progressive as well as instantaneous, producing daily growth in grace following the one experience of the new birth. (Luke 11:11-13; 2 Corinthians 6:12-7:1; Jude 20-22)
- 12) We believe that at death, all men continue in conscious existence, awaiting the bodily resurrection of the just and unjust; the saved to everlasting blessedness and the lost to everlasting conscious torment. (Luke 16:14-31; John 5:28-29; Revelation 20:12-15)
- 13) We believe that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are thus united together in the body of Christ, of which He is the head. (Ephesians 4:1-16; 1 Corinthians 12:12-27)
- 14) We believe that the Lord's Supper and water baptism are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation. (1 Corinthians 11:25-26; 1 Peter 3:21)

I have read, understand and agree to abide by this Statement of Faith in my teaching ministry at Manor Gospel Church

.....
(Signature)

.....
(Print name)

.....
(Date)

Criminal Record Check:

As part of our *Plan to Protect*, we require a recently completed criminal record check. This document can be obtained at your local law enforcement agency. In Three Hills it can be obtained at no cost if it is required for a volunteer position. In order to acquire this document you will need one piece of photo ID and Manor's mailing address.

Manor Gospel Church
Box 545, Three Hills, AB
T0M 2A0
Attn: Pastor Sweis Ubels

References:

To complete the *Plan to Protect*, please provide 2 references. If you are 'new' to Manor Gospel Church, one of these references should be your previous pastor or youth pastor/leader, or church leader. The other reference should be a non-family member. Please provide a name and phone number for each reference.

Reference #1

Reference #2

