

**NJBC YOUTH AND CHILDREN'S MINISTRY  
RULES, PROCEDURES & CODE OF CONDUCT  
1/1/2023**

**Youth Ministry Rules, Procedures & Expectations**

Dear Students and Parents of New Jerusalem Baptist Church:

You and your child are an important part of our Church and ministry- a team that includes advisors, parents, church members, Youth Minister and Pastor. Each team member is dedicated to supporting the educational and spiritual growth of our students.

The policies explain many of the rules and regulations that students and parents need to know including; the student code of conduct and guidelines for student discipline. Please remember you are completely responsible for adhering to the rules, procedures, and expectations identified in this guide.

**I. Procedures**

1. Parents please sign-in and sign-out your Child at the beginning and end of service: Hype, Shabach and Nursery.
2. Buddy System: Always 2 people when going on bathroom breaks outside of scheduled breaks. All students must have permission and must be accompanied by an advisor.
3. Small Group Advisor Assignments: 1 advisor per 10 students
4. Large Group Advisor Assignments (Sunday Service & Special Activities): 5 volunteers. 2 Shabach, 2 Hype, 1 floater, 1 security Guard

**II. Code of Conduct**

1. While under the supervision of Youth and Children's services, All participants are expected to remain inside the Fellowship hall, Classrooms, and/or Sanctuary (wherever meeting/service is held) at all times.
2. No child or youth is permitted to leave the quarters without permission from an advisor.
3. All participants must show respect for advisors, other participants, and themselves while actively involved in youth and children's church. This includes: speaking courteously towards others, keeping hands to oneself and exhibiting Christ-like behavior at all times.
4. Participants will be mindful of the learning environment designated to them by not being a distraction to others during worship service and instruction time.
5. Participants must report any dangerous, obscene and/or violations of rules outlined in this Code of Conduct booklet. This includes any violations by staff, volunteers and other participants.

**III. Escalation Measures & Procedures**

1. **First instance** will result in a verbal warning and internal correction between advisor and student depending on severity of said incident.
2. **Second instance** will result in written documentation regarding said incident and parent/advisor communication.
3. **Third instance** parent sit with student first if this doesn't work will result in a suspension from service and activities (age-appropriate consequence)

**Minor Offenses (warrants warnings and internal action)**

1. Using electronics during service or lesson
2. Excessive distractions of other students
3. Incidental use of profane or obscene language
4. Inappropriate dress and attire
5. Not following directions

**Major Offenses (warrants parent communication and involvement)**

1. Physical harm to another student
2. Horseplay/shoving/running
3. Inappropriate public display of affection
4. Criminal Mischief/Vandalism
5. Defiance of Authority/Disrespect
6. Disorderly Conduct
7. Unauthorized communication devices
8. False information
9. Fighting
10. Harassment or Bullying
  - a. Strikes shoves, kicks or otherwise
  - b. Directs abusive or obscene language or makes an obscene gesture towards another person
  - c. Makes a threat, verbal or non-verbal, that will cause the student who is the target of the threat to fear for his/her own safety
  - d. Using written or electronic communication to harm others
  - e. Uses speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, sexual orientation or nation of origin.
  - f. Touching another with sexual connotations or makes written or verbal propositions to engage in sexual acts.
11. Possession of obscene, pornographic, or sexually explicit material.
12. Profanity/Vulgarity
13. Prohibited objects
14. Stealing
15. Tobacco/Vaping
16. Gambling
17. Threats/Intimidation

- 18. Weapons
- 19. Sexual Battery

#### **IV. Emergency Protocols**

1. Emergency protocol with Health
  - a. Advisor notify nurse and security on duty
  - b. Contact 911 emergency services if Advisor/Nurse/Security on duty deems necessary
  - c. Complete a written incident report outlining the incident, parties involved and resolutions.
2. Emergency protocol with Security- In the event there is an active security breach, Designated advisors will now need a walkie-talkie during each youth and children service.
  - a. Security will notify the correct advisors/parties of the breach/security event or vice versa.
3. Emergency protocol with Intruder
  - a. Notify Security by radio
  - b. Secure all doors to fellowship
  - c. Secure all youth in the Kitchen and lock doors

#### **V. NJBC Prohibits Harassment and Discrimination**

NJBC does not discriminate on the basis of race, color, sex, gender or nation of origin, age, or disability. Any student or parent who believes they have been subjected to harassment or discrimination by other students or church volunteers or staff should promptly report the same to an advisor, the Youth Minister or our Pastor.

#### **VI. NJBC Prohibits Bullying**

NJBC does not tolerate bullying. Students who experience bullying are encouraged to report and share information with any advisor or volunteer. In the event you see or hear about bullying, please let someone know as soon as possible.

#### **Bullying is defined by Georgia law as follows:**

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act that a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school.

## **VII. Student With Disabilities**

NJBC strives to make an accessible and conducive learning environment for all people and youth with any kind of disability. It is our mission to equip all the saints with the word of God.

## **VIII. Allergies and Medicines**

Please be sure to submit any allergies or medicines your child may be taking in our student/parent profile form. It is important that you provide us with all known allergies because we provide food and snacks for the youth.

## **VIII. Special Needs**

Please inform us of any special needs or special attention your child may require. Please include this on the parent/advisor conduct form.

## **X. Our Mission, Vision and Goals**

**Mission:** To engage our community's youth in a relationship with God through an innovative worship experience and an interactive learning environment; equipping them to grow in their faith through Fellowship with others and Jesus Christ.

Our four focus areas are: **Education, Ministry, Mission/Outreach, and Fellowship/Recreation**

**Vision:** Equipping, Training and Mobilizing the future leaders and ambassadors of Christ (ETM)

**Motto:** To reach up, To reach out, To reach in (Reaching up to Christ, Reaching out to Minister and Outreach, reaching in for personal growth and maturity in Christ)

**OUR CORE VALUES** How We Believe God Would Have Us Accomplish the Mission In order to accomplish the "vision" God has given us, the "mission" will be guided by the following core values:

### **INVEST**

1. Time— We commit to investing in our youth by spending both quality and quantity time with them.
2. Love— We commit to investing in our youth by loving them unconditionally, cheerfully, and faithfully, and expressing that love in appropriate ways.
3. Prayer— We commit to investing in our youth by praying for and with them faithfully.
4. Mentoring—We commit to investing in our youth by mentoring them through their questions of faith and daily experiences in "one-on-one" or small group settings.

**INSTRUCT**

5. Teaching— We commit to instructing our youth in the core doctrines of the Christian faith in ways that creatively engage their hearts and minds.
6. Equipping— We commit to instructing our youth by equipping them with the tools needed to grow spiritually and to lead healthy, wise, and productive lives.

**INSPIRE**

7. Modeling— We commit that in order to inspire our youth, we must be passionate followers of Jesus Christ and consistently living healthy, wise, and productive lives.
8. Challenging—We commit that in order to inspire our youth, we must challenge them to live for Christ with all of their hearts and to join us in taking “faith-filled risks” for Christ.

**IGNITE**

9. Mobilizing— We commit that in order to ignite our youth with a passion for Christ and others we must regularly create opportunities for them to worship, serve the Church, minister to the needy, and evangelize.
10. Launching—We commit that in order to ignite our youth and properly “launch” them into their future, we must prepare them for service to God, life’s challenges, for healthy relationships, and for **leadership**.

**XI. Youth Advisor Contact List:**

|                           |                     |                                       |                     |
|---------------------------|---------------------|---------------------------------------|---------------------|
| <b>Rev. Brandon Green</b> | <b>386.383.3193</b> | <b>bkgmediagroup@gmail.com</b>        | <b>Hype</b>         |
| <b>Malisha Warbington</b> | <b>678.387.9035</b> | <b>malisha.warbington65@gmail.com</b> | <b>Hype</b>         |
| <b>Letavis Thurmond</b>   | <b>678.368.5972</b> | <b>thurmondlet@gmail.com</b>          | <b>Hype/Shabach</b> |
| <b>Tadric Robinson</b>    | <b>989.714.3758</b> | <b>Tadric.Robinson@gmail.com</b>      | <b>Hype</b>         |
| <b>Tamika Brown</b>       | <b>404.547.7564</b> | <b>tfears77@yahoo.com</b>             | <b>Shabach</b>      |
| <b>Pam Cason</b>          | <b>678.614.9151</b> | <b>mrscason@yahoo.com</b>             | <b>Shabach</b>      |
| <b>Laurel Green</b>       | <b>404.509.0646</b> | <b>laurelgreen33@yahoo.com</b>        | <b>Shabach/Hype</b> |
| <b>Deslyn Olunuga</b>     | <b>770-356-6634</b> | <b>abbahope2000@icloud.com</b>        | <b>Shabach/Hype</b> |
| <b>Virshone Sproles</b>   | <b>678-334-5457</b> | <b>shobrlink@gmail.com</b>            | <b>Shabach/Hype</b> |
| <b>Karla Shepard</b>      | <b>205.522.4017</b> | <b>akabelle2k2@yahoo.com</b>          | <b>Shabach/Hype</b> |
| <b>Melissa Warbington</b> | <b>205.522.1102</b> | <b>melissawarbington@gmail.com</b>    | <b>hype/shabach</b> |
| <b>Denise Roland</b>      | <b>404.200.5392</b> | <b>kidteacher77@gmail.com</b>         | <b>shabach</b>      |
| <b>Madia</b>              | <b>914.806.8554</b> | <b>madiajc@icloud.com</b>             | <b>shabach</b>      |
| <b>Danielle Cotten</b>    | <b>860.338.5351</b> | <b>mrs.daniellecotten@gmail.com</b>   | <b>Jubilee</b>      |
| <b>Diane Green</b>        | <b>678.531.7504</b> | <b>ddgreen495@gmail.com</b>           | <b>Nursery</b>      |

**By signing below, you acknowledge that you have received, read and will adhere to the rules and procedures listed in the NJBC Youth Ministry Rules, Procedures & Expectations Guidebook.**

**Parent Name (print)**\_\_\_\_\_

**Parent Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Student Name (print)**\_\_\_\_\_

**Student Signature**\_\_\_\_\_ **Date**\_\_\_\_\_