



LIVING WORD KIDS CHURCH

CODE OF CONDUCT

At Living Word Church, our children are the most important gifts God has entrusted to us. All staff members, volunteers, and youth helpers must follow the rules and guidelines in this Pastoral Code of Conduct as a condition of providing services to children.

The following Code of Conduct is a standard expectation for all to follow. All volunteers must:

1. Treat children with respect and fairness at all times, regardless of the child's race, sex, age, or religion.
2. Respond with Christian love and understanding in all situations.
3. Act as a positive role model for children by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
4. Dress appropriately and avoid wearing provocative and/or revealing clothing.
5. Arrive on time on their scheduled days to serve and be prepared for the children's service/ activities.
6. Refrain from inappropriate physical interactions or touching with others.
7. Refrain from using inappropriate corrective measures in any situation.
8. Refrain from swearing or telling offensive or vulgar jokes.
9. Avoid involving children in inappropriately burdensome or disturbing problems or issues.
10. Refrain from sharing or keeping secrets with children.
11. Do not abuse alcohol or drugs.
12. Refrain from discussing inappropriate conversations in the presence of children.
13. Do not have or view sexually explicit or other inappropriate materials.
14. Refrain from staring at or commenting on a child's body.
15. Refrain from perpetrating any kind of abuse upon any child; this includes, but is not limited to, the following:
 - a. Verbal abuse: degrading, threatening, cursing
 - b. Physical abuse: hitting, shaking, slapping, unnecessary restraint
 - c. Sexual abuse: inappropriate touching, exposing oneself, sexually-oriented conversation
 - d. Emotional abuse: shaming, humiliating, cruelty
 - e. Neglect: withholding or denying food, water, clothing, shelter, medical care, freedom of movement, or failure to protect
16. Immediately report concerns or complaints, including suspicions of abuse, about a church staff member, volunteer, or child to the immediate director of the program and to a member of the ministerial staff. All medical emergencies are also to be immediately reported as well as appropriate action including seeking medical attention.
17. Respect all church property and the property of others. This includes refraining from breaking or abusing property as well as keeping property clean and in its appropriate place.
18. Not engage in bullying of any kind.



- 19. Refrain from gossip or discussing personal situations about children to others.
- 20. Not bring any weapons or anything that may cause harm to others.
- 21. Keep mobile phones on silent and used only for ministry or emergency purposes during service.
- 22. Refrain from using computers for personal / non-ministry purposes including social media scrolling. Kids church computers are to be used solely for church purposes.
- 23. Let the Ministry leader know as soon as possible if you are unable to serve on a particular day you are scheduled.
- 24. Ask permission from the Ministry Leader before doing or saying anything in the classroom that is not authorized or in the lesson plan.
- 25. Refrain from being in the children’s church room or use church property without permission.
- 26. Bathroom Policy: Female children needing to use the bathroom should be accompanied by an adult female. Adults should wait outside the door while the child goes inside the bathroom. If for any reason you are unable to escort the child to the bathroom, you must text the director or other adult volunteer to assist.

Youth Helpers are volunteers grades 6th-12th and serve as assistants to our adult leaders/volunteers. Youth helpers are to follow all volunteer rules along with any additional rules that their leader has set into place. They are expected to engage with kids, be involved with activities, and act as role models for the kids they lead. Youth helpers will also be trained, instructed, and corrected as they grow into their adult volunteer role. They are to follow the instructions and obey directions of the activity leader at times of serving.

ACKNOWLEDGMENT:

I acknowledge that I have read and agree to comply with the Living Word Kid’s Ministry Code of Conduct.

I understand that any action on my part inconsistent with Code of Conduct, or failure to take action mandated by them, may result in removal from my position.

I also understand this Code of Conduct does not abrogate or replace any other obligations that I have under any applicable law, guideline, policy or regulation.

I acknowledge that this Code of Conduct can be altered or changed at any time by Church Directors or Pastoral Staff.

Volunteer Name & Signature

Date

Name & Signature of Guardian of minor (if applicable)

Date

Ministry Director Name & Signature

Date