



STUDENT MINISTRY AT GINGHAMBURG



Everything you ever wanted
and needed to know about our ministry.

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WELCOME!

Thank you for answering God's call to serve with our students. You are an integral part of the plan as we work together with our families to effectively minister to the students God has entrusted to our care. Welcome to Ginghamburg Student Ministry!



The Calling

Written by Roger Fields

I am a minister. I minister to the largest mission field in the world.
I minister to students.

My calling is sure. My challenge is big. My vision is clear. My desire is strong. My influence is eternal. My impact is critical. My values are solid. My faith is tough. My mission is urgent. My purpose is unmistakable. My direction is forward. My heart is genuine. My strength is supernatural. My reward is promised and my God is real!

In a world of cynicism, I offer hope. In a world of confusion, I offer attention. In a world of abuse, I offer safety. In a world of ridicule, I offer affirmation. In a world of division, I offer reconciliation. In a world of bitterness, I offer forgiveness. In a world of sin, I offer salvation. In a world of hate, I offer God's love.

I refuse to be dismayed, disengaged, disgruntled, discouraged or distracted. Neither will I look back, stand back, fall back, go back or sit back. I do not need applause, flattery, adulation, prestige, stature or veneration. I do not have time for business as usual, mediocre

standards, small thinking, outdated methods, normal expectations, average results, ordinary ideas, petty disputes or low vision. I will not give up, give in, bail out, lie down, turn over, quit or surrender.

I will pray when things look bad. I will pray when things look good. I will move forward when others stand still. I will trust God when obstacles arise. I will work when the task is overwhelming. I will get up when I fall down.

My calling is to reach boys and girls for God. It is too serious to be taken lightly, too urgent to be postponed, too vital to be ignored, too relevant to be overlooked, too significant to be trivialized, too eternal to be fleeting, and too passionate to be quenched.

I know my mission. I know my challenge. I also know my limitations, my weaknesses, my fears and my problems. And I know my God. Let others get the praise. Let the church get the blessing. Let God get the glory.

I am a minister. I minister to students. This is who I am.
This is what I do.

Our Mission Statement

To partner with parents to inspire and equip students to become deeply committed followers of Jesus Christ.

Our Bible Verse

Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up.
Deuteronomy 11:19

Our Strategy

Our strategy is to combine the two primary influences that impact a student's life, the family and the church. We use the color yellow to represent the light of the church and red to represent the heart of the family. Together they make orange, which connects parents and leaders with the same end goals. We are a parent-driven, church-supported ministry.



Our Values

- Safe
- Bible Based
- Student Centered
- Life Applicable
- Relational
- Mission Minded
- Fun

Our End Goals

By the time your student transitions from Middle School to High School Ministry they will understand...

1. I will love God because he will never stop loving me.
2. I will follow Jesus because he knows me better than I know myself.
3. I will live out God's story so others can know who Jesus is.

By the time your student graduates from High School Ministry they will understand...

1. I am created to pursue an authentic relationship with my creator.
2. I belong to Jesus Christ and define who I am by what he says.
3. I exist every day to demonstrate God's love to a broken world.

The Role of Parents

Parents have many responsibilities concerning their student's intellectual, physical and emotional development. The Bible also instructs us that parents have a responsibility to raise their student's with a faith in God and an understanding of God's word, as we are told in Deuteronomy 11:19.

Because parents are the most important influencers, they need to make every moment with their teens a teachable faith moment. Everyday actions, family rituals, praying together and reading daily from the Bible all teach students about belonging to a Christ-centered family. Parents who share about their experiences through their eyes of faith also help teens to understand how they can find God through their own everyday experiences.

The Role of Our Church

Although development of a student's faith must begin with the family, it also relies on the support of our church community. Ginghamburg Student Ministry and a family should partner to influence our student's to worship together as a community, get connected to other students, and give them opportunities to serve others and change the world. We are committed to helping students identify and understand such concepts as spiritual gifts and disciplines, communion, stewardship, baptism and mission. We strive to provide safe space where students can ask questions and share life experiences with their peers. Additionally, we want to equip and empower parents to be spiritual leaders within their own homes and rely on us as a source of encouragement and guidance to fulfill God's call to lead their teens to him.

Our Statement of Faith

The Bible

We believe the scriptures of both the Old and New Testaments are the inspired word of God (2 Timothy 3:16-17). We believe the Holy Spirit guided and directed human authors to create God's written means of communication with us, which reveals God's love and plan to be in relationship with all of humanity. The Bible is God's blueprint for living the Christian life and is our source for faith and practice.

God

We believe in one God, who exists in three distinct persons...the Father, Son and Holy Spirit. Each person of the Trinity is equally the one God in being, essence, character, power and eternal qualities.

Jesus

We believe that Jesus is the Christ, the Savior who came to earth in the flesh to reveal God to humans and to restore all of fallen humanity to a personal relationship with God. We believe Jesus was conceived of the Holy Spirit and born of the Virgin Mary; he is both fully human and fully God. Jesus lived a perfect, sinless life and embodies the truth about God and the truth of God. Jesus willingly died on the cross to demonstrate God's love for sinful humans and to provide salvation for all humanity. His sacrifice in our place provides all humans the means to be reconnected with their loving Creator. We believe in the physical resurrection of Jesus from the dead. Jesus ascended into heaven, where he rules as our Lord (absolute authority) and advocate. Jesus will return to earth in the future to establish God's perfect peace and justice for all time.

The Holy Spirit

We believe in the divine personhood of the Holy Spirit as an equal part of the Trinity. The Holy Spirit is God present with each follower of Jesus today, living within each follower to empower a life that reflects the lifestyle, values and character of Jesus. The Holy Spirit is the change agent in the lives of Jesus' followers, illuminating God's word for understanding and application in the life of each. The Spirit is involved in progressively transforming each follower into the image of Christ and is actively working within the Christian community and world at large to bring about God's plan of redemption for individuals, societies and the world.

The Church

We believe the Church (also known as the Body or Bride of Christ in scripture) is a spiritual organism made up of all those in a personal relationship with God through Jesus Christ, who are called to live in fellowship and worship together. We believe in the priesthood of all believers: everyone in relationship with Christ is gifted, empowered and called to serve within God's mission to reach the world. The Church is God's vehicle on earth to bring about God's justice and mercy for all people.



Seven Star Church

Ginghamburg Church has identified itself as a "Seven Star Church." In short, this identity gives us a standard by which to measure how we carry out our mission. You are a part of our vital church ministry team, and we trust you will enjoy serving Jesus Christ with the best hours of your day. Here are the Seven Stars.

- Embodying the **SPIRIT** of Christ in all we do.
- Responding with **SPEED** to the needs of those around us.
- Providing exceptional **SERVICE** in tangible ways.
- Personalizing each experience as we grow in **SIZE**.
- Creating physical, relational and spiritual zones of **SAFETY**.
- Working **SMART** to constantly improve ministry potential.
- Ordinary **SAINTS** accomplishing the mission of an extraordinary God.

THE ALL CHURCH SAFE SANCTUARY POLICY

Statement of Covenant

As a Christian community of faith and a United Methodist congregation, we pledge to engage in the ministry of the Gospel in ways that assure the safety and spiritual growth of all of our children, students and vulnerable adults as well as the servants who work with children, students and vulnerable adults. We will expect and seek the highest of standards for our safety measures in the selection and recruitment of workers and implement prudent operational procedures in all programs and events; we will educate all of our workers with children, students and vulnerable adults regarding the use of policies; we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirement of state law; and we will be prepared to respond if media inquiries concerning an incident.

Finally, we will recognize that our ultimate standard for safe behavior rests within the experience of those we are serving. We will eliminate and avoid in the future any action that makes another person feel physically, spiritually or emotionally unsafe or threatened.

Definitions

“Abuse” means harm or a threat of physical or emotional harm to a child or vulnerable adult by a parent, guardian, or other person. Abuse includes: (a) the infliction of physical or emotional injury by other than accidental means; (b) the creation of a risk, or allowing the creation of risk, to a child by other than accidental means; (c) committing or allowing to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child.

“Child” or **“children”** or **“student(s)”** means any person who has not reached his/her eighteenth birthday.

“Exploitation” means obtaining or using another person’s resources, including but not limited to funds, assets or property, by deception, intimidation, or similar means, with the intent to deprive the person of those resources.

“Sexual abuse” includes, but is not necessarily limited to, any contacts or interactions in which the parent, guardian or other person uses or allows, permits, or encourages the use of the child for the purposes of the sexual stimulation of the perpetrator or another person.

“Sexual exploitation” includes, but is not limited to, a situation in which a parent, guardian or other person allows, permits or encourages the child to engage in an act which constitutes prostitution under Ohio law; or a parent, guardian or other person having custodial control or supervision of a child or who is

responsible for his/her welfare, allows, permits or encourages the child to engage in an act of obscene or pornographic photographing, filming or depicting of a child as provided for under Ohio law.

“Supervision” means to oversee or direct a ministry or activity.

“Vulnerable Adult” means a person eighteen (18) years of age or older who, because of a mental or physical dysfunction, is unable to manage his/her own resources, carry out the activity of daily living or protect himself/herself from neglect, exploitation or a hazardous or abusive situation without assistance from others.

Screening

Careful screening is one way to prevent the abuse and exploitation of children, students and vulnerable adults.

1. All staff and volunteer servants who have regular and direct contact with children, students and vulnerable adults shall be required to fill out a Servant Application Form.

2. Background screening that must be completed prior to serving with children, youth or vulnerable adults.

3. Any person who has been convicted of abuse (sexual, physical, emotional, ritual or neglect) should not be permitted to volunteer or work directly with children, students or vulnerable adults in any church-sponsored activity.

4. Persons who have a break in volunteer or paid service of one or more years shall resubmit the Background Screening Form. Background checks must be repeated every 2 years for all staff and volunteer servants. The church will keep these records for two years beyond the date that a servant becomes inactive.

5. Persons shall demonstrate an active relationship with the local church for at least six months before being allowed to serve in small group leadership activities for children, students or vulnerable adults.

Supervision

Supervision procedures are designed to reduce the possibility of abuse or exploitation of children, students or vulnerable adults, and to protect staff persons and servant volunteers from unfounded accusations.

1. Training is a requirement for all staff and volunteer servants working with children, students and vulnerable adults. An initial educational component of the Safe Sanctuaries programs and policies is required prior to any

adult having direct supervision of children/students/vulnerable adults. Thereafter, the minimum training would include documentation of an annual review of the Safe Sanctuaries policies, procedures for supervision, CPR and First Aid (staff only) and current information on how to identify and report child or vulnerable adult abuse.

2. Minimum supervisory standards will include the “two-adult rule.” The two-adult rule requires that, regardless of the size of the group, there will always be two unrelated adults present. When transporting children or students for a church ministry event or activity, an additional adult must accompany the driver in the vehicle.

3. No child, student or vulnerable adult will be left unsupervised while attending a ministry activity/event.

4. All ministry activities should occur in open view. Each room or space where ministry activities/events occur must be open to public view. For example, enclosed spaces such as classrooms shall have a viewing window, a glass panel in the door, a 1/2 door configuration or an open door.

5. Registration materials should be collected for every ministry event.

6. Ministry events involving transportation (in a church vehicle or private vehicle) shall require written/signed permission from parents/guardians.

7. No person shall supervise an age group unless he/she is AT LEAST 18 years of age or older or is AT LEAST 5 years older than the children/students being supervised.

8. Safe Sanctuaries supervision policies also include all additional policies detailed in the Student Ministry and Children’s Ministry Servant Handbooks (i.e., restroom policy, child photos, social media, sleepovers, appropriate touch, bullying, etc.).

9. Counseling (i.e., pastoral care) must be limited to two or three sessions and conducted in a room where the door remains open for the entire session. (the two adult rule continues to apply.) Whenever a child, student or vulnerable adult seeks care or counseling, the person in charge of the ministry/activity must determine in the initial meeting if he/she is qualified to address the need effectively. If the problem has not been resolved after three sessions, the child, student or vulnerable adult must be referred to a professional counselor.

10. Ginghamburg will maintain adequate property and liability insurance coverage for the scope of its ministry.

Abuse Reporting

Safe Sanctuaries reporting is required by any staff or a volunteer servant that personally witnesses an incident of abuse or exploitation or when an allegation of such an incident is made by a child, student or vulnerable adult. It is crucial that reporting be immediate and the allegations dealt with as soon in time as possible to the incident or disclosure.

All clergy are included in mandatory reporting as required by The Book of Discipline and Ohio state law.

341.5 All clergy of The United Methodist Church are charged to maintain all confidences inviolate, including confessional confidences, except in the cases of suspected child abuse or neglect or in cases where mandatory reporting is required by civil law.

If any of the above situations occur, the following steps will be taken:

1. If the victim is in immediate need of medical attention, the appropriate medical assistance will be obtained. If the alleged perpetrator is onsite and danger is perceived, local law enforcement will be called.

2. Upon securing medical attention for the victim and ensuring the safety of the environment, the staff person or servant volunteer must report the abuse incident immediately to the person in charge of the ministry/activity using the Report of Suspected Incident of Abuse with the victim’s age, reason for suspected abuse and any other helpful information to the investigation. The written report should be accompanied by a phone call or in-person alert to the ministry leader immediately. If the victim is able to understand what is happening, the staff person or servant volunteer should inform the child/student/vulnerable adult about mandated reporting.

3. The ministry leader will immediately notify the Ginghamburg Lead Team and then with the staff or servant volunteer reporter contact Child Protective Services for Ohio Health and Family Services at 1-855-OH-CHILD (1-855-642-4453) for incidents involving minors (under age 18). When making the report by telephone, it is advisable that it be conducted in the presence of an objective witness who can verify that the report has been made (and by whom) in case this is needed later for possible legalities. To report suspected abuse, neglect, self-neglect or exploitation of a vulnerable adult age 60 or over in Miami County, call 937.440.3471. (For information on additional Ohio counties, go to jfs.ohio.gov/county/County_Directory.pdf.) For incidents not covered by these two services, confer with New Creation Counseling Center for referral for non-urgent cases. For emergency or urgent cases, contact local law enforcement for referral.

4. Notify the parents of the child or student victim and take whatever steps are necessary to ensure the safety and well-being of the child or student until the parent(s) arrive. NOTE: If one or both of the parents is the alleged perpetrator, or another member of the immediate household, follow the advice of the authorities concerning notification.

5. If the alleged incident took place while the child, student or vulnerable adult was on the church’s premises or while in the church’s oversight (e.g., mission trip or offsite church event), or if the alleged perpetrator is a Ginghamburg staff or clergy member, one of the staff clergy (or Leadership Board chairperson) shall immediately call the superintendent of the district in which the church resides and report the allegations.

The district superintendent will immediately report the situation to the Assistant to the Bishop and Communications Director at the West Ohio Conference office.

Further communication or steps taken with the staff, congregation, community or media shall be taken after consultation with the district superintendent and the conference office.

6. The person in charge of the ministry/event must keep a written report of the steps taken by the church in response to the reported abuse. The report should be brief and contain only factual information relevant to the situation. It should be written in ink or typed to prevent it from being changed and kept in a secure location.

Abuse Response Plan

A quick, compassionate and unified response to a reported incident of abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse there shall be cooperation with all official investigating agencies.

1. All media requests for statements should be directed to the Ginghamburg Executive Director with oversight for church communications, who will serve as spokesperson. The spokesperson shall update the district superintendent of any media inquiries. The spokesperson will coordinate/consult with the West Ohio Communication Office as appropriate.

2. Immediately, yet with dignity and respect for the sacred worth of the accused, the ministry leader will remove the accused from further involvement with children, students or vulnerable adults and advise the accused there has been an allegation of abuse. Details of the allegations of the abuse should not be discussed with the accused at the time of removal. In any removal of a staff member or servant volunteer from any activity/ministry, care should be taken to handle the removal in

a discreet manner, recognizing that there will be an investigation by either state or church authorities or both.

3. When it has been alleged that a member of the church staff or a servant volunteer has committed an act of abuse or exploitation, the staff member or servant volunteer shall be required to refrain from all ministry activities/events with children, students and vulnerable adults until the incident has been fully resolved by the appropriate state or church authorities.

4. All allegations will be taken seriously, and as appropriate the church will reach out to the victim and the victim’s family. We will show care and support to help prevent further hurt and extend whatever pastoral resources are needed. The care and safety of the victim is the first priority.

5. The church should provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing can take place.

Menacing, Aggression or Violent Behavior

In the case of an incident involving violence, aggression or menacing toward any person on Ginghamburg campuses, the staff or servant volunteer observing the incident should report it immediately to the ministry leader and/or an available Lead Team person. Keeping safety in mind as the first priority at all times, apply the following steps as appropriate.

1. The ministry leader, in conjunction with another leader or the security team, will require the instigator to leave the premises immediately.

2. As applicable the ministry leader with the staff or servant volunteer will report the incident to local law enforcement.

3. If a person displays repetitive tendencies toward menacing, aggression or violence, the ministry leader, in consultation with the Ginghamburg Lead Team, should decide if a No Trespass Order should be obtained.

4. A copy of the No Trespass Order shall be delivered to the offender and a copy kept for church records by the Executive Director of Stewardship.

Report of Suspected Abuse Forms are located in every room in the leader closet file folder.

SAFETY & SECURITY POLICIES & PROCEDURES

At a Glance: Safe Sanctuary Policy

We are committed to providing a safe sanctuary in all of our student spaces.

- Servant leader teams are led by at least two background checked adults.
- No student should be left alone with one adult.
- Husband and wife teams require a third person to be present.
- All Student Ministry spaces are constructed with a window and/or half door for visibility.
- Check-in and check-out procedures ensure the correct student goes to the correct adult.
- Exterior restroom doors must always be propped open.
- We have a zero tolerance policy for bullying and violence.
- All ministry room doors should be locked at all times so that a leader must open the door for students to come in.

Mandated Reporter Policy

As a servant leader you are considered by Ohio law to be a mandated reporter. It is the policy of Ginghamburg Church to report suspected child abuse or neglect to your staff contact immediately. We as an organization cannot and will not discourage any servant leader from reporting; however, internal investigation and church policy/care is imperative. Every mandated reporter is required by law to report if they suspect or know that child abuse is occurring. If you suspect child abuse or neglect please call The Ohio Department of Job and Family Services at 855-O-H-CHILD (855.642.4453), an automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county. Reports can remain anonymous.

Bullying Policy

Student Ministry has a zero tolerance policy when it comes to bullying. Should you witness bullying of any kind: verbal, emotional or physical please report the incident to your staff contact immediately. You also have the authority to separate the person(s) involved if needed and instruct the offender to stop the behavior immediately. ALWAYS report any bullying incident, no matter how big or small it may seem, to your Student Ministry staff contact. We need to be knowledgeable of these situations so that we can adequately partner with parents and support you as leaders.

Threats of Violence or Self Harm

During the course of ministry, you may receive information that a person has the eminent intent to harm themselves or others. Take this information seriously and report this information to a Ginghamburg Student Ministry staff member immediately. We are required by law to notify the proper authorities.

One-On-One Meetings

It is acceptable for a small group leader or teach-

er to meet a student off campus, but only in a public place (coffee shop, restaurant, school). At no time may an adult transport a student alone. Leaders should not have students over to their house in a one-on-one situation. If a leader is invited to a student's house, they should ensure a parent is home.

Restroom Policy

Be mindful of the length of time and frequency when a student may excuse themselves from group (restroom, getting a drink, etc.). Only one student excused to the restroom at a time.

Appropriate Touch Policy

It's important to remember to respect a student's personal space, especially when you don't know the student's touch comfort. The following actions are considered unduly harsh punishment and are forbidden in our ministry setting: verbal abuse, rough handling, shoving, shaking, slapping, spanking, biting, pinching and hitting or requiring a student to do or say anything that is demeaning to their character. If anything happens that you believe may put you at risk of accusation by anyone, please do not keep this a secret! Student Ministry staff should be informed so that proper documentation can be obtained.

Student Count Responsibility

All leaders should be aware of the count of students often throughout the service time. All servants are responsible for knowing how many students are attending and specifically which students are in their care at any given time. Servants should always know how many students they have with them if they leave the room.

Photography & Transportation Releases

Our Student Ministry staff requests permission from parents annually to take and share photos of students, in addition to transporting students participating in our programs. Leaders should check with our Student Ministry staff before taking, posting or sharing photos of our students or transporting our students to ensure their release is on file if it's not indicated on your attendance sheet. NOTE: Students in the foster care system are not permitted to be photographed.

Social Media Policy

Facebook, Instagram, Twitter and a host of social networks are common among many students and adults with growing popularity. While that interaction may be just as private as email and texting, it is also a very public forum with interaction between teens and adults. The recommendation of Student Ministry interaction on social networks is as follows:

- Use your picture to clearly identify who you are.
 - Use some form of your first and last name to identify yourself.
 - Keep as much interaction as possible public.
 - Allow your site to be viewed publicly.
- The more private you are identifying yourself and your site, the less likelihood you should be hav-

ing contact with any students.

Publicity and Video Statement

To ensure the safety of all students, families, servant leaders and staff, as well as the security of our facility, Ginghamburg Church is equipped with a 24-hour video surveillance system. Security cameras are installed in some public areas in the Avenue and may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms. In that case video/security cameras are positioned in appropriate places within and around our facility and used in order to help promote the safety and security of people and property.

Our church may rely on the images obtained by the video surveillance cameras in connection with the guidance of ministry policies and other applicable law. Video images or recordings may become subject to disclosure in response to a lawfully issued subpoena or court order. The video recordings may be erased as necessary or recorded over at the discretion of the center.

Cell Phone Policy

Servant leaders should refrain from cell phone use during serving times, except in cases of emergency.

During small group time, students may be asked to surrender their phones to the group bucket to ensure a tech-free environment in addition to limiting distractions.

Electronic Communication

Student Ministry servants are asked to refrain from the exchange of phone numbers, cell phone numbers, Instant Message ID's and email addresses, and from making any electronic contact with students, with the exception of small group leaders.

Small group leaders who contact their students by phone or other form of electronic communication have the opportunity to enhance relationships with the student. Leaders are expected to contact parent(s) to begin building a relationship with parent(s) first, so that parent(s) can get to know the leader better. If the parent(s) are in agreement, **before the first contact with the student occurs**, the leader may communicate openly with the student. It is suggested that the small group leader keeps a record of establishing contact with the parent(s) with date and names for their own record. The small group leader may want to identify their email, IM, social network or phone numbers to the parent(s) and stress the importance to the parent of monitoring their student's communications. It is vital that parents know who you are in every aspect of communication.

Confidentiality

Servants may be exposed to information regarding students and families which may be sensitive

and confidential. For reasons of liability and professional ethical standards, information about students, families and others connected with our ministry must never be discussed casually or with any person outside of the Student Ministry staff. This includes discussing a student with another parent other than his or her own.

Transportation Policy

Any transportation of students in church-owned or personal vehicles must be pre-approved by use of the standard Ginghamburg Church Student Ministry permission form, and signed by a parent or legal guardian. Handwritten notes will not be accepted. Copies of permission slips should accompany the driver in each vehicle and originals are filed with Student Ministry before the trip. All Student Ministry vehicle drivers shall possess a current valid driver's license with a good record and proof of insurance. Drivers must be at least 21 years of age and have a copy of their license on file with the ministry and be approved by the church. No Student Ministry leader shall at any time provide transportation for a lone student.

Activities Off Campus

The event must be registered by Ginghamburg Student Ministry staff. If traveling, our Transportation Policies must be followed. If meeting at a destination and no traveling is provided, written information must be sent home to parents in advance and be on file with the ministry, but no permission slip is required. It is of the utmost importance that parents and Student Ministry leaders know where and what students are doing. We are accountable to the parents to know this at all times.

Adult to student ratios must be one to seven at

all times. If group is co-ed, one adult of each gender.

The adult(s) must never isolate themselves with a student. It is very important to use a three person buddy system, stay in public places and abide by safe sanctuary policies.

Sleepover Guidelines Off Campus

The sleepover must be registered through the Student Ministry staff. A Ginghamburg Student Ministry permission slip must be filled out and signed by a parent or guardian. Original forms must be filed before the event at the Avenue office. The sleepover must be one gender only, no co-ed sleepovers. There must be one adult per seven students of the same gender present and sleeping in the same area as the students. Spouses or other opposite gender family members should sleep in their own bedrooms and off limits to students. Investigate areas of potential risks and steps taken to safeguard minors from inappropriate material, including internet access, inappropriate videos, cable channels and R-rated movies. Appropriately modest sleeping attire must be worn and observe modesty in changing.

Sleepover Guidelines On Campus

Any overnight event sponsored by Ginghamburg Student Ministry must be pre-approved and use the standard Ginghamburg Student Ministry permission form, signed by a parent or legal guardian. Handwritten notes will not be accepted.

Overnight events must have separate or divided sleeping areas for each gender with supervision by an adult of the same gender. An adult of the same gender shall not share sleeping quarters with a lone student. Details of lodging arrangements are provided in the detailed description made available in the pre-trip information for the event.

- The sleepover must be sponsored by Ginghamburg Student Ministry.
- There must be one adult of the same gender per seven students. If co-ed, one adult of each gender for the first 10 students. The larger the group, the scale to adults decreases, but maintains an equal ratio of each gender to the students staying. The adult to student ratio for sleeping overnight groups shall never exceed 1 to 10.
- For non-sleeping overnight events, the ratio increases to 1 to 20 with both genders of adult servants attending.
- In the event of a coed sleepover on campus, boys and girls must sleep in separate rooms properly supervised with same gender leaders.
- Signed permission slips with emergency contacts must be obtained from a parent of each student and turned in to the staff member. Handwritten notes are not acceptable.
- Leaders should use good judgment regarding PG or PG-13 movies. No R-rated movies at any time.
- Appropriately modest sleeping attire must be worn, especially outside of the sleeping quarters (guys wear shirts).

SIGN IN & OUT POLICIES & PROCEDURES

New Student Cards

New Student Cards can be found in every small group leader's folder or at the check in counter in the Avenue lobby. Every new student should receive a First Time Student Box, which is located in every small group leader's tub or at the check in counter in the Avenue lobby.

Attendance and Check In

All small group leaders are responsible to use the provided attendance sheets to record attendance each week. Our Student Ministry staff then updates our database to ensure that all church records are current.



OPERATING POLICIES & PROCEDURES

Snacks

Snacks for students may be provided at any Student Ministry event. We rely on our student's to be aware of their own allergies and to navigate that front properly.

Students with Special Needs

Ginghamsburg Family Ministry has implemented a ministry program specially designed for students with individual special/behavioral needs to introduce them to the love of Jesus and make God's word come

alive. Students are connected with a One to One servant who will build a relationship and assist them in our ministry at a one-to-one level. Parents are asked to fill out a One to One application and schedule an appointment with a member of the Student Ministry team before attending so that a One to One servant can be matched with each student. In the event that a One to One servant is not able to attend, a parent may be requested to stay with the student until one is secured.

Lost, Stolen or Damaged Personal Items

The Ginghamsburg Student Ministry is not responsible for lost, stolen or damaged personal items. Servants and students are encouraged to label all belongings brought to the church. Parents and students are encouraged to check the Lost & Found bin in the Avenue lobby.

HEALTH POLICIES & PROCEDURES

First Aid Kits

First aid kits are located in the Student Ministry office area. The supplies of a complete first aid kit include but are not limited to: rounded-end scissors, tweezers, digital thermometer, assorted sterile adhesive bandages, assorted sterile gauze squares, first aid tape, gauze rolled bandage, instant cold packs, disposable gloves, pocket mask or face shield for administration of CPR, working flashlight, plastic bags for soiled items and triangular bandages.

Medication Dispersion During Ministry

We are unable to administer medications to students. Parents must return to the room to give any needed medications. This includes all prescription and over-the-counter medications, e.g., Tylenol, cough syrups.

Mission Trip Medication

All medication on mission trips will be dispensed by an adult leader. Parents must turn in medications for their student to an adult leader. Medication should be in its original container, with written instructions and sealed in a plastic bag labeled with student's name.

EMERGENCY POLICIES & PROCEDURES

Missing Child Procedure

The Missing Child Procedure is used during the weekend and evening programming to alert the Student Ministry Team, Facilities Team and Security Team that a child is missing. The missing child should be called over the radio by a staff member once a parent or servant has identified a child as missing. The following procedures are to be followed once a missing child is announced.

1. A Student Ministry staff member will locate the parent, take him or her to the main office area located on the downstairs level and wait with him or her until the child is found.
2. A Student Ministry staff member will get the following information from the parent and announce it over the radio: name, age and description of the child, what the child is wearing, where last seen.
3. Facilities/Security Team will secure all doors. No one will exit our building until the missing child search is called off.
4. Our Family Ministry Team and additional security and facility team members will search all rooms and hallways for the child and report to the Student Ministry staff member.

5. The radio channels are to remain clear and used only to report on the status of the child.

6. The Student Ministry staff member will announce an All Clear once the child has been found and reunited with the parent.

7. Incident report is written by a Student Ministry staff member, signed by the parent and filed in the Student Ministry office.

Emergency Evacuation Procedure

If there is a reason to evacuate the building, please remain calm and follow the routes listed on the wall of your room. If possible, the Student Ministry staff will send additional adults to each room to help with the evacuation process. Please familiarize yourself with the posted routes so that you are prepared if an emergency evacuation is needed.

You must always know the number of students in your space so that if an emergency evacuation is needed, you can account for all students. Please keep one servant at the front and one servant at the back of your line as you exit.

Calling 911

In the case of a life-threatening emergency, dial 911 on your personal cell phone and notify Student Ministry staff as soon as possible. Make sure to specify the building where you located. The church's address is 6759 South County Rd. 25A, Tipp City.

Ministry Emergencies

Notify staff of an emergency situation by calling your ministry leader on their personal cell phone. You may also use wall phones in rooms to contact your staff leader.

Injury/Incident Documentation

All servants are required to complete an Injury/Incident Report Form if a student incurs an injury while in our ministry. The servant should complete the form completely and request that the parent sign and date the form when the student is released back into their care. The servant will give a copy of the accident report form to the parent, and the original will be kept on file in the Student Ministry office. Incident forms are located in the Student Ministry office area and in every small group tub.



SERVANT LEADERS POLICIES & PROCEDURES

Application Process

Any servant who works with students must complete a Family Ministry Leader Application. This form includes your general personal contact information, authorization to complete a background investigation (if you are over the age of 18), three references and our servant covenant. Once the application is completed, it should be returned to a Student Ministry staff member or mailed to the church to the attention of Student Ministry.

Student Ministry Handbook

Every leader completing the application process will receive a Student Ministry Handbook. The purpose of this handbook is to provide leaders and parents with detailed safety and protection policies to ensure students have a safe environment and experience while attending our events and ministries. These policies are upheld by the Student Ministry staff and are strictly enforced.

Servant Leader Training

We believe in training and equipping every servant by pairing them with an experienced servant/staff person for their training process. Initially every leader will complete the following training process as a new servant:

- Servant Leader Check List
- Annual Big Leader Training
- Servant leaders also receive ongoing training monthly through our servant leader letters and may have the opportunity to attend the Orange Tour. We also host a few additional and optional trainings throughout the year.

Leader Information Changes

To ensure that all servant information is current, it is the responsibility of each servant leader to notify the Student Ministry Team promptly of any changes in personal information including name changes, mailing address, telephone numbers (cell or home) and email address.

Substitutes

Our goal is to ensure that every group of students has the appropriate number of leaders so every student's needs are met. If you know in advance of a schedule conflict that will prohibit you from serving, we ask that you secure a substitute. You may start with other leaders in our ministry, move to the substitute list and then the Facebook page. Please ensure a member of the Student Ministry staff is notified of any changes. We thank you in advance for your assistance. If you are unable to come in due to an emergency or illness, please contact Student Ministry staff as soon as possible. Include in your message the age group and hour in which you serve.

Dress Code

First impressions do matter. Leaders represent Ginghamburg to all of our families. A leader's dress and personal hygiene should not distract from the learning/educational environment of our students. In addition, name tags should be worn while serving in Student Ministry. Student Ministry t-shirts are available for purchase for \$5 or \$10 from your Student Ministry staff leader.

Bring Others Along

Parent involvement is a critical component in the success of the Student Ministry.

Research has shown that parents are the most important spiritual teachers for their child. We rely on parents as our most powerful influences on student's faith development. Parents' time and talents are needed to serve within the ministry their teens attend. Prayerfully consider inviting parents to join our ministry. NOTE: We do not encourage parent's to serve as their OWN student's small group leaders as to provide a safe space for every teen to express themselves openly. Getting others connected helps us fulfill our parent-driven and church-supported ministry value.

Servant Preparation

All servants must arrive 30 minutes before the hour they are to serve and stay through the transition period in between services until the next crew of leaders arrive. Servant leader should be familiarized with the guide upon arrival (lead small app). Servant leader should be familiar with his/her Student Ministry Staff Coordinator - Erica Sharp (937.308.7335).

Additional Guidelines For The Care Of Teens

- Planning ahead helps avoid potential of being alone with a student.
- Do not allow adults who do not meet the screening criteria to have access to students while in life group or other ministry events.
- Adult supervision is required at the end of an event until all students have been secured by legal guardian or parent.

HOW TO INVITE A STUDENT TO CHRIST

As a parent or leader, how do you know when a student is ready to receive Christ? Parents and servants need to be ready to present the gospel to students and not be afraid to repeat the message often. Leading a student to Christ may not happen all in one day. As parents and servants, we may have the privilege of introducing the discovery together. We need to be thoughtful, patient and provide guidance so that their student can come to know Christ personally and continue to grow in him.

It is not necessary for students to fully understand the meaning of salvation, but as parents and leaders we need to be clear about what a student needs to know about the importance of Christ's death and resurrection. It must be simple yet complete. Students need to know that God loves them. They also need to admit that they have done wrong things (sinned) and that God says sin must be punished. Students also need to know that God sent Jesus to take the punishment for those sins.

If your student expresses interest in knowing Jesus personally, then it is appropriate to ask if he is ready to be saved. Keep in mind that the response needs to be a genuine response to God – not because the student wants to please you as their parent or leader. Be willing to allow the Holy Spirit to work within the student.

The gospel message can be presented in a variety of ways, and there are a large number of appropriate verses from the gospel to support the teaching. For students, we recommend using "the ABCs of Salvation" as a guide for what to say when presenting the message of salvation to your own children.

The Invitation

Once a student makes the decision to commit their life to Jesus, you may use the Commitment Books located in every room closet to assist you in praying with the student. Ensure that this book is sent home with the student and explain to the parents that they should discuss this commitment together and return the book with the parent's signature. Upon receiving the book back, refer to a staff member so that we can ensure their hand print goes up on our Commitment Wall.

ABC Salvation

A-Admit that you're a sinner.

If we ADMIT that we have sinned, he will forgive our sins (John 1:9a).

B-Believe that Jesus is God's Son.

Yet to all who received him, to those who BELIEVED in his name, he gave the right to become children of God (John 1:12).

C-Choose to give your whole life to him.

Say with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved (Roman 10:9).

If your student says he is ready to be saved, you can help him ask this of God. If possible, the student should say a prayer in his own words. As a parent, you can help your student by whispering reminders if he forgets what he wants to say, such as:

"What do you want to tell God about your sin?"

"What do you believe Jesus did for you?"

"What do you want Jesus to do right now?"

As soon as a student accepts Jesus Christ as his Savior, he is saved. God is at work in that student's life, even if we can't always see it. Give your student opportunities to share the joy of his/her decision with family members and Christian friends. To help your student later look back on his decision, help him write the date down in a Bible belonging to him or the family.

It may be necessary to provide additional assurance in coming days. Look for teachable moments to say, "When we come to Jesus, we belong to him forever. Nothing can separate us from God's love." John 10:28-29 does a good job of explaining this: "I give them eternal life, and they shall never perish; no one can snatch them out of my hand. My Father, who has given them to me, is greater than all; no one can snatch them out of my Father's hand." Take time to explain that even after we have been saved, we still make mistakes.

Your job is not yet done! Our goal as Christian parents and leaders is to lead students into a personal relationship with the Lord and then spend the rest of their childhood and youth years discipling them. First we are born into God's family, then the lifelong process of discipleship begins.

Key Words to Explain

SIN – doing wrong things or disobeying God's rules

SAVED – to become part of God's family

FORGIVE – to take away the punishment of doing wrong

EVERLASTING LIFE – to live now and forever with Jesus



FAMILY MAP

PARTNERING WITH FAMILIES TO LIVE A STORY WORTH TELLING.

This map is designed to help you navigate the developmental stages and milestones of your child's spiritual journey from birth to graduation. We believe this happens most often at the 5 stages presented below. We measure milestones with marbles. Picture a jar with 936 marbles in it, which is the estimated number of weeks between a child's birth through high school graduation.

As soon as our children are born we begin to lose our marbles, in more than one way. So we've got to play for keeps!



Our Student Ministry follows the Orange curriculum during all weekend celebrations and our mid-week programs. Orange is built around a strategy that partners parents and the church together for a greater impact and supports the End Goals (page 2).

We want every Middle School student to attend Middle School worship, mid-week small group, serve regularly in ministry and go on at least one mission trip a year. We want every High School student to attend weekend worship with their family, mid-week small group, serve regularly in ministry and go on at least one mission trip a year.

Thinking Orange
FUELS PASSION in the heart of a teenager.



**MIDDLE SCHOOL
MINISTRY**
GRADE 6-8

Middle School Ministry is designed for students in grade 6-8, so it's relevant and cool. At Middle School Ministry, teens join in community with other students to worship and dig deeper into God's word and purpose for our lives in small groups. As leaders we will strive to AFFIRM who they are in Christ and walk with our students on their faith journey.



**HIGH SCHOOL
MINISTRY**
GRADE 9-12

High School Ministry is designed for students in grade 9-12, so it's even more relevant and cooler than Middle School Ministry. High school students will gather in community and get connected to their peers in a small group to do life together. We will strive to MOBILIZE our student's faith by giving them opportunities to serve in our church, community and world. In addition, we are committed to preparing our students to navigate their own faith as young adults as they near graduation.

FROM BIRTH TO GRADUATION

NURSERY: INFANTS - AGE 2

- Welcome Baby to Ginghamburg Kids and Invest in a Legacy Marble App or Jar
- Weekly Worship
- Baby Dedication/Baptism
- Monthly Parent Cue

PRESCHOOL: AGE 3-5

- Weekly Worship & Small Group
- Vacation Bible School
- FX: Family Worship Experience
- Weekly Parent Cue
- Invest in a Preschool Bible for your Child

ELEMENTARY: GRADE K-5

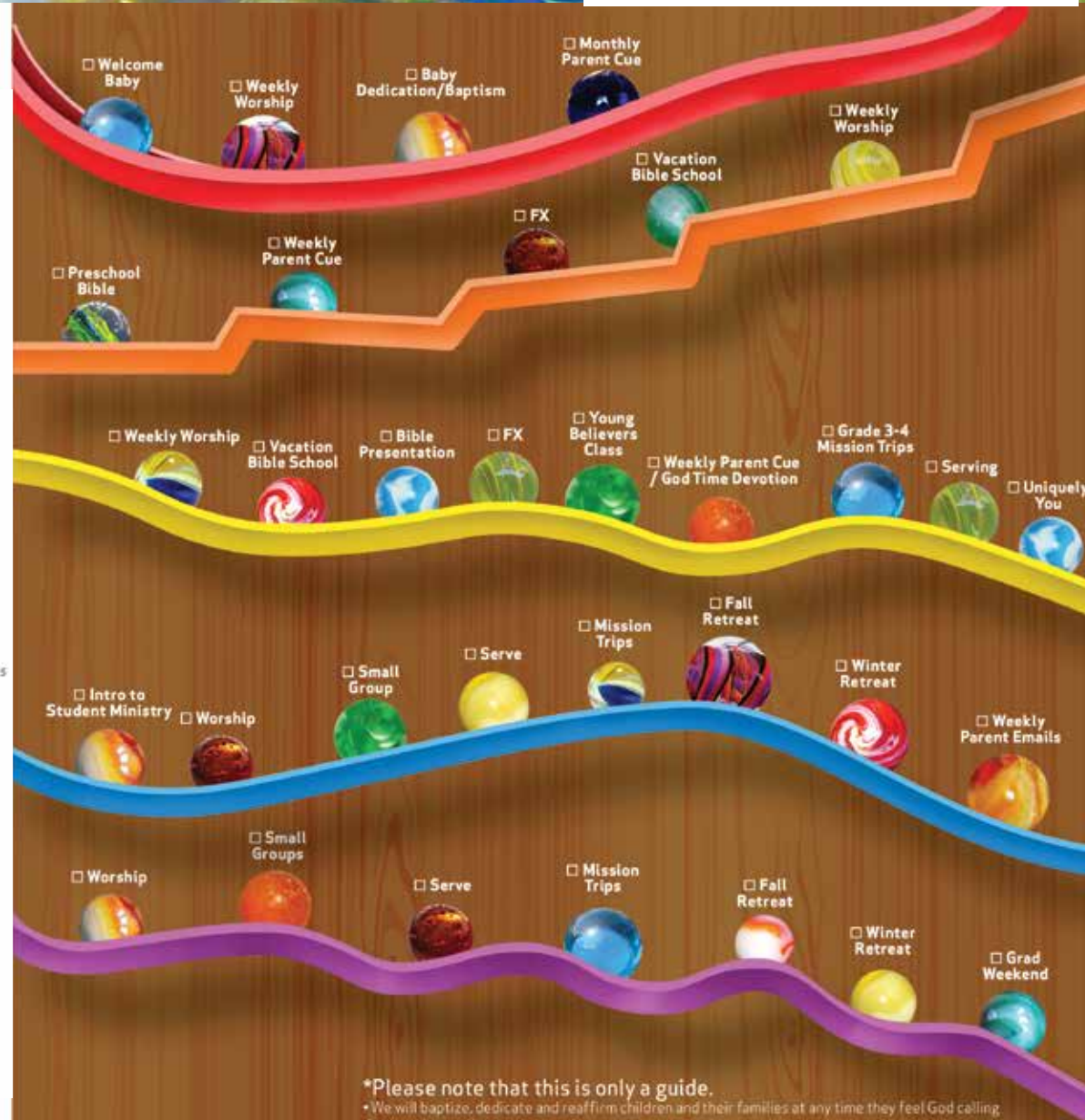
- Weekly Worship & Small Group
- Vacation Bible School
- Bible Presentation (Grade 1)
- FX: Family Worship Experience
- Young Believers Parent/Child Class (Grade 1-5) only offered on odd years
- Weekly Parent Cue and God Time Devotion Pages
- Mission Trips (Fall/Spring, Grade 3-5)
- Kids may Serve in Kindergarten with a Parent or Independently in Grade 3
- Uniquely You (Grade 1-5) only offered on even years

MIDDLE SCHOOL: GRADE 6-8

- Introduction to Student Ministry
- Weekly Middle School Worship
- Small Group Wednesday Nights
- Serve
- Mission Trips
- Fall Retreat
- Winter Retreat
- Weekly Parent Emails

HIGH SCHOOL: GRADE 9-12

- Weekly High School Worship
- Weekly Small Groups
- Serve
- Mission Trips
- Fall Retreat
- Winter Retreat
- Grad Weekend



*Please note that this is only a guide.

• We will baptize, dedicate and reaffirm children and their families at any time they feel God calling them to these milestones.

• When a child in grade 4 or under makes a commitment to live for Jesus we will celebrate this milestone by placing their hand print on our "Commitment Wall" in the Ginghamburg Kids area.



BEHAVIOR GUIDANCE

Guidance Policies

Student Ministry strives for a consistent method of guidance with expectations and consequences that are used with all students throughout our ministry. We have three simple rules that should be respected at all times. In circumstances where guidance is a continuous challenge, servant leaders are encouraged to work with the Student Ministry staff and parents to confer as to what may be the best type of guidance for their student.

1. Respect others
2. Respect God
3. Respect myself

Five Steps to Behavior Modification

Even with the best set of rules, there will be students that will want to challenge them. There are several levels of behavior modification to try when you are presented with a student that is having trouble following the rules.

1. Redirection – try to engage the student in another activity. For instance, if a student is constantly getting off topic purposefully, ask them to read the discussion questions to the rest of the group.
2. Proximity control – placing yourself close to students who are not listening or being disruptive, this may discourage them from continuing the behavior.
3. Call students by name – using a student's name positively can make a difference. Include them in your explanation, discussion or even point out when they are doing what you'd like the rest of the group to do. Positive reinforcement is a good thing.
4. Rearranging students – prevent students from sitting with someone who will encourage misbehavior.
5. Talking to parents – if you have tried several different behavior management tactics in the room without success,

make your Student Ministry staff leader aware of the behaviors and let them work towards partnership with the student, parent(s), servant leader and staff team towards a solution.

Sometimes the best strategies are not always successful. Talk to the Pastor of Family Ministry about setting up a management plan with the student if the challenging behavior continues.

Behavior Plan

Discipline = Love. The root of the word discipline is disciple. Our goal is to create spaces where all students are safe to learn and free to connect with God so they can become disciples. In order to service the needs of our students and create consistency, everyone should use the same discipline plan as well as consequences.

Before beginning ministry, be aware of the possible reasons for misbehavior (hungry, sleep deprived, needing attention, etc.). Approach those students and ask them what is bothering them and causing their misbehavior and then use the Respect Rules above in partnership with the consequences below. Sometimes they just need to be heard.

1. Warning (state the behavior that needs changing)
2. Removed from an activity (explore with further discussion why this behavior is reoccurring)
3. Removed from room (see a Student Ministry staff member)
4. Parents called (Student Ministry staff will proceed)

NOTE: We have a zero tolerance policy for violence and/or bullying in Family Ministry, either offense is grounds for immediate removal.

COMMUNICATION

Monthly Leader Letter

Every month, a leader letter is written for Family Ministry (Children/Students) servant leaders. Tipp City Campus, Fort McKinley and The Point servants will receive a servant letter as well as the monthly schedules so everyone is aware and reminded of the times they are committed to serve. The servant letter includes:

- Monthly Schedule
- Substitute List
- Updates and Reflections
- Training Components

Staff Contacts

There may be times when our Student Ministry staff needs to be contacted. Staff are available at the Tipp City Campus on the weekends by calling 937.667.1069 ext. 200. Ask the receptionist to contact a member of the Student Ministry team. As always, we want to be available at all times, so please feel free to contact us.

Weekly Parent Email

Each week parents will receive an email packed with faith teaching tips, upcoming events and ministry reminders. To subscribe to our email list just be sure to mark the box on your blue family card.



Like our Facebook page at:
facebook.com/GinghamsburgStudentMinistry



Follow us on Instagram and Twitter at:
Gumstudentmin



ginghamsburg

Check out our Student Ministry web page at:
ginghamsburg.org/grow/ministries/students

STUDENTS ON MISSION

Ginghamsburg Student Ministry is committed to empowering each and every one of our students to change the world. We encourage the family serve together as a part of their regular spiritual disciplines. We pour into their mission hearts by...



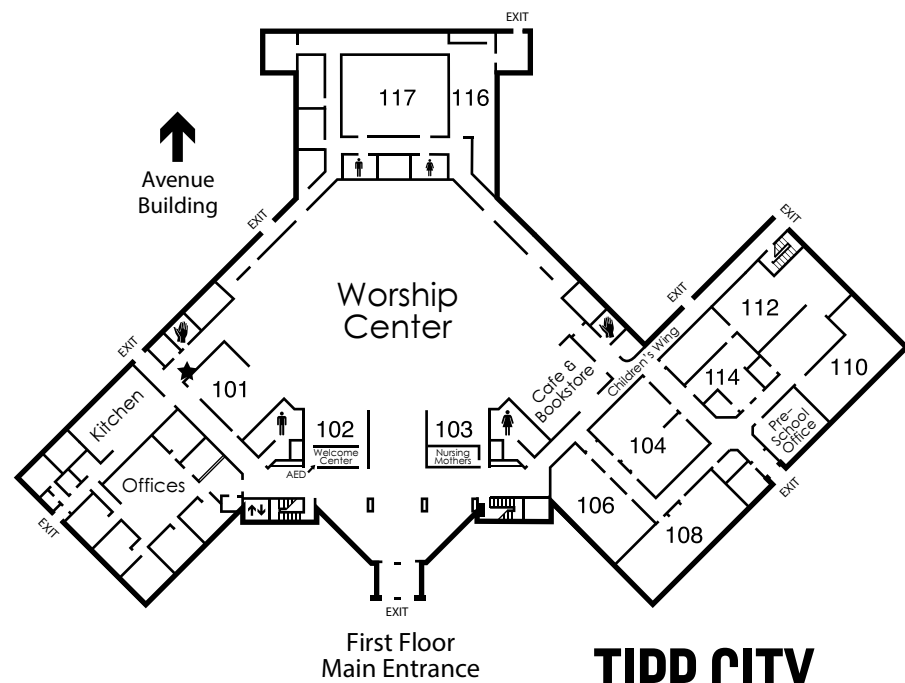
•**Monthly Service Saturdays:** We introduce the mission Saturday focus to our students every month during their worship and invite them to sign up to serve. These focus' may include: Clubhouse, Ginghamsburg Kids, Media Team, community and church projects.

•**Middle School Mission Trips:** at least two mission trip opportunities are available each year.

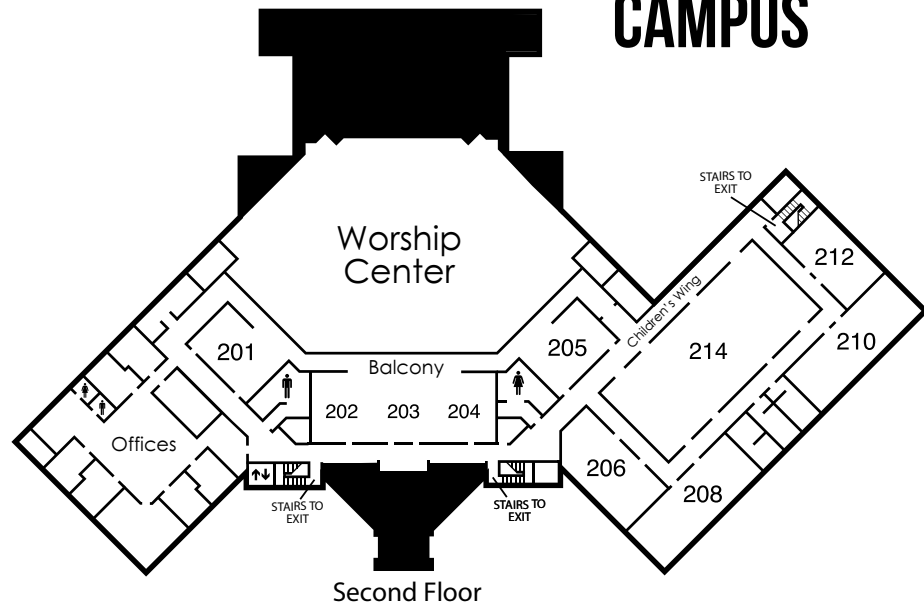
•**High School Mission Trips:** at least two mission trip opportunities are available each year.

•**Annual Sudan Christmas Bazaar:** Each December we host a bazaar for students and families to sell items they've created, perform their talents and donate silent auction items to raise funds for our own Sudan Project.

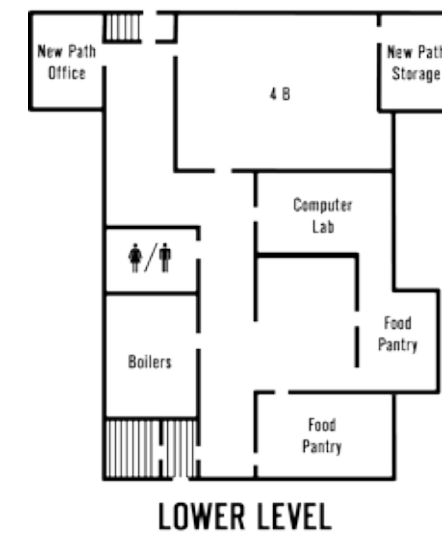
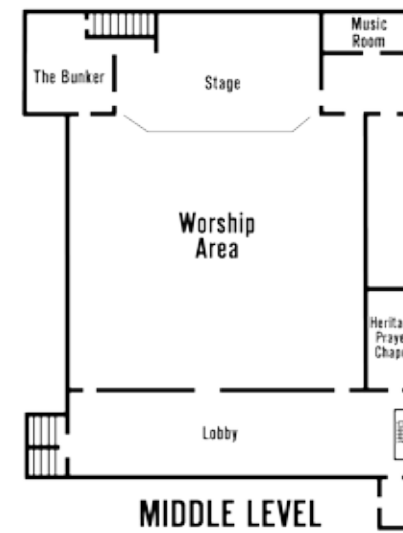
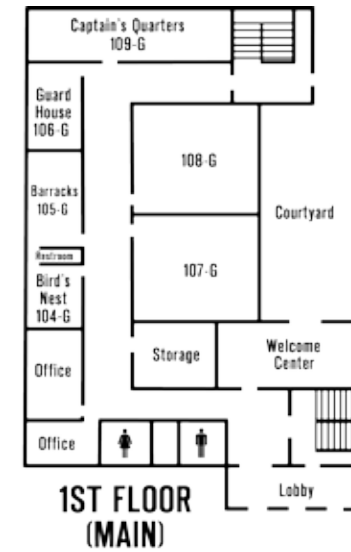




TIPP CITY CAMPUS



FORT MCKINLEY

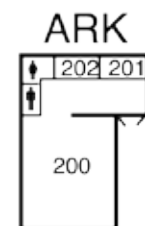


THE POINT - TROTWOOD

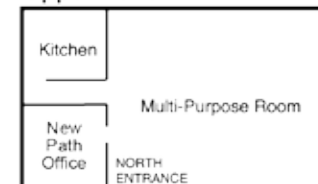


THE AVENUE

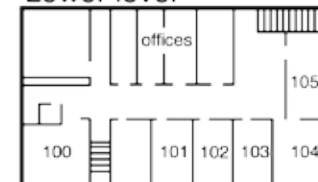
SOUTH CAMPUS



Discipleship Center Upper Level



Lower level





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