



DOUBLE OAK  
*community church*

# Double Oak Community Church

## Student Ministry Policies

Dear Student Ministry Volunteer or Staff Member,

Welcome to Double Oak Community Church!

At Double Oak Community Church, we take our responsibility to care for students very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which students can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for staff members and volunteers serving in Student Ministry to middle and high school students. Our policies are intended to create a safe environment for students, protecting students, you, and the mission of Double Oak Community Church.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

***The Child Protection Team***  
***Double Oak Community Church***

# **DOUBLE OAK COMMUNITY CHURCH**

## **Policies & Procedures for**

### **Student Ministry (Middle and High School Students)**

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## **Overview of DOUBLE OAK COMMUNITY CHURCH Child Protection Policies**

Because we desire to protect students involved in our ministry, DOUBLE OAK COMMUNITY CHURCH requires all staff members and volunteers working with children or students to complete **FOUR SAFETY STEPS** before ministry work or volunteer placement begins.

### **STEP ONE: Sexual Abuse Awareness Training**

DOUBLE OAK COMMUNITY CHURCH policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a Minister or a member of the DOUBLE OAK COMMUNITY CHURCH Child Protection Team. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ a student for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s parent or ‘gatekeeper’), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, DOUBLE OAK COMMUNITY CHURCH requires all staff members and most volunteers to complete sexual abuse awareness training. This training will be renewed every three years.

### **STEP TWO: Screening Process**

Staff members and volunteers working or serving with students are required to complete the DOUBLE OAK COMMUNITY CHURCH Screening Process, which includes:

- a Confidential Volunteer or Employment Application
- a face-to-face interview; and
- references to be checked.

\*A volunteer must be a regular attender of DOUBLE OAK COMMUNITY CHURCH before being eligible to serve in positions providing ministry services to children or students.

### **STEP THREE: Policies & Procedures**

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

### **STEP FOUR: Criminal Background Check**

DOUBLE OAK COMMUNITY CHURCH requires that all staff members and volunteers working or volunteering in children’s or student activities undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required.

## **Child Protection Policy**

### **ABUSE TOLERANCE**

DOUBLE OAK COMMUNITY CHURCH has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at DOUBLE OAK COMMUNITY CHURCH to act in the best interest of students in every program.

In the event that any staff member or volunteer observes any inappropriate behavior (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report these observations to his or her immediate supervisor, the Student Minister or the Executive Pastor.

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

DOUBLE OAK COMMUNITY CHURCH is committed to providing a safe, secure environment for students and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to Shelby County Department of Human Resources, or another appropriate agency.

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a student for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, policy violations, or any suspicious behaviors to an immediate supervisor, the Student Minister or the Executive Pastor.

### **ENFORCEMENT OF POLICIES**

DOUBLE OAK COMMUNITY CHURCH staff members and volunteers who supervise other staff or volunteers are charged with the diligent enforcement of all DOUBLE OAK COMMUNITY CHURCH policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Student Ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Executive Pastor and the Board of Elders.

## **Reporting Abuse or Suspicions of Abuse**

### **REPORTING VIOLATION OF POLICY**

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, the Student Minister, or the Executive Pastor.

### **CONSEQUENCES OF VIOLATION**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Student Ministry. This suspension will continue during any investigation by law enforcement or Shelby County Department of Human Resources.

Any person found to have violated this policy may be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children or students at DOUBLE OAK COMMUNITY CHURCH. If the person is an employee, such conduct may also result in termination of employment from DOUBLE OAK COMMUNITY CHURCH.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or students at DOUBLE OAK COMMUNITY CHURCH.

### **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

Employees and volunteers at DOUBLE OAK COMMUNITY CHURCH are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the Student Minister or the Executive Pastor.

Alabama law requires that any person having cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency.

Employees and volunteers *may* report to the Student Minister or the Executive Pastor, and allow them to make the appropriate report to law enforcement agencies. In no way does any provision in this policy discourage any employee or volunteer from reporting a suspicion of abuse or neglect to the appropriate authorities.

Employees and volunteers are required to verbally report an incident to the Student Minister or the Executive Pastor as soon as possible after the incident.

### **RESPONSE TO REPORT OF ABUSE**

DOUBLE OAK COMMUNITY CHURCH Leadership will take appropriate action on behalf of the church when a report of abuse occurs.

# **Double Oak Community Church Child Protection Team**

## **CHILD PROTECTION TEAM**

Recognizing the importance of providing and maintaining a safe environment for children and students, DOUBLE OAK COMMUNITY CHURCH will appoint and maintain a Child Protection Team, which will meet annually.

## **MISSION STATEMENT**

The purpose of the Child Protection Team is to enable DOUBLE OAK COMMUNITY CHURCH Children's and Student Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

## **COMPOSITION**

The Child Protection Team will be comprised of the following members:

1. Executive Pastor
2. Preschool Minister
3. Children's Minister
4. Student Minister
5. Missions Team Representative
6. Elder

## **MEETINGS**

The Executive Pastor will chair the meeting of the Child Protection Team on an annual basis to discuss risk management practices and updates. The Child Protection Team will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

## **RESPONSIBILITIES**

The Child Protection Team will be charged with the following duties:

1. Applying existing DOUBLE OAK COMMUNITY CHURCH policies and procedures related to student safety and risk management issues.
2. Monitoring all Student Ministry programs for ongoing compliance with safety policies.
3. Making recommendations to the DOUBLE OAK COMMUNITY CHURCH Board of Elders regarding safety issues.

## **Student Ministry Staff Monitoring Plan**

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interactions with students.

1. **The Student Minister** conducts an unscheduled observation at least once each month for programs that occur weekly.
2. **The Student Minister** conducts regular performance evaluations for individuals in paid staff positions.
3. **Executive Pastor** conducts an unscheduled observation of a Student Ministry program at least once each quarter.
4. **The Executive Pastor** meets with the Student Minister at least twice a year to discuss Student Ministry, including safety training and procedures.
5. **The Child Protection Team** meet once each year to discuss safety training and procedures.

### **BUILDING SAFETY**

The Student Minister will be responsible for ensuring that the Student Ministry area is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and students in student classrooms or meetings.

No student will ever be left unattended or unsupervised during Student Ministry programs or meetings. Student Ministry staff members or volunteers are prohibited from being alone with an individual student in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single student, that staff member or volunteer will take the student to a room or building occupied by others, or to a location easily observed by others.

(Example: If a student desires additional conversation or counsel with a staff member or volunteer after regular programming has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.)

After every programming event, staff members and volunteers must ensure every room and restroom is checked prior to leaving.

Any two students together in an unseen or less easily viewed area should be redirected to another (more open) area.

### **STAFF TO STUDENT RATIO**

DOUBLE OAK COMMUNITY CHURCH is committed to providing adequate supervision in all Student Ministry activities and programs. Accordingly, the following ratios will be observed for Student Ministry activities and programs:

For groups up to and including 10 students, there will be at least 1 staff member or volunteer supervising. For groups ranging from 11 to 29 students, there will be at

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least 2 staff members or volunteers supervising. For groups larger than 30 students, there will be at least 3 staff members or volunteers supervising.

If a worker is out of ratio it is his or her responsibility to immediately notify the program supervisor or the Student Minister. Supervisors will make diligent efforts to immediately bring staff member/volunteer to student ratios into compliance with this policy.

## **DISCIPLINE**

It is our policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavior management of children or students. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by students. If a student is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff members will make every effort to verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Student Minister.

## **INTOXICANTS**

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any church facility, while traveling with students, or while working with or supervising students during any DOUBLE OAK COMMUNITY CHURCH program or activity.

## **NUDITY**

Staff members and volunteers serving in Student Ministry should never be nude in the presence of students in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will communicate a plan to the Student Minister concerning arrangements for showering or changing clothes.

## **ONE-TO-ONE INTERACTIONS WITH STUDENTS**

DOUBLE OAK COMMUNITY CHURCH recognizes that meeting the emotional needs of students may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with students.

### **Individual Meetings**

Staff members and volunteers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the Student Minister.

If a closed-door meeting must occur, the student staff member must inform another staff member BEFORE the meeting occurs, and the door remains unlocked.

## **TRANSPORTATION**

Staff members and volunteers may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when workers are involved in the transportation of students:

1. Students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Volunteers should avoid transportation circumstances that leave only one student in transport. Staff members may transport a single student of the same gender when a parent requests they do so for the sake of participation in student activities or one-on-one discipleship.
2. Staff members and volunteers should avoid physical contact with students while in vehicles.
3. No cell phones may be utilized by the driver while driving Church vans, or vehicles owned or rented by DOUBLE OAK COMMUNITY CHURCH, unless in an emergency. This also applies to drivers operating their own vehicle to transport students at any church activities.
4. No volunteer under the age of 25 can drive church vehicles. However, an employee of the church that might be under 25 can act as a driver.

## **PARENTAL CONTACT**

Parents whose student is participating in DOUBLE OAK COMMUNITY CHURCH Student Ministry activities and programs will be contacted if their child becomes severely ill, injured, or has a severe disciplinary problem while participating in Student Ministry programs.

## **PARENTAL INVOLVEMENT**

Parents have an open invitation to observe all programs and activities in which their student is involved. When the activity is dependent on gender (e.g., an all guys community group or a girls ministry event) the observing parent should be the same gender as the students participating. Parents who desire to participate in or have continuous, ongoing contact with Student Ministry programs will be required to complete the Church's volunteer application and screening process.

## **PHYSICAL CONTACT**

DOUBLE OAK COMMUNITY CHURCH is committed to protecting students in its care. To this end, DOUBLE OAK COMMUNITY CHURCH has implemented a 'physical contact policy' that promotes a positive, nurturing environment for our Student Ministry programs. The following guidelines are to be carefully followed by anyone working in Student Ministry programs:

1. High-fives, fist bumps, brief hugs, pats on the back and other forms of appropriate physical affection between staff members or volunteers and students are important for student's development and are generally suitable in the church setting.

2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Student Minister or the Executive Pastor.
3. Physical contact should be for the benefit of the student, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other students or student staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in the Student Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force any physical contact, touch or affection upon a reluctant student. A student's preference not to be touched must be respected.
7. Student staff and volunteers are responsible for protecting students under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Student Minister or the Executive Pastor.

### **Consolation**

It may be appropriate to console an emotionally distressed student. Appropriate consolation includes, publicly:

1. Embracing a crying student - in a public place or circumstance;
2. Putting an arm around a student while verbally engaging them in an effort to calm them down (“side hugs”);
3. Lifting a fallen or injured student off the ground during a recreational activity to encourage them to continue participation.

### **Prohibited Physical Contact**

Prohibited forms of physical contact include, without limitation:

1. Asking or having a student sit in the lap of a staff member or volunteer;
2. Lingering or repeated embrace of a student that goes beyond the criteria set forth for acceptable physical contact;
3. Slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from a student;

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4. “Cuddling” or maintaining prolonged physical contact of a student during any student ministry activities, travel or overnight stay;

5. Playful, yet inappropriate contact (e.g., butt-pats, tickling or wrestling-type “horseplay” are all prohibited);

6. Continued physical contact that makes a student obviously uncomfortable, whether expressed or not;

7. Any contact that is contrary to a previously expressed personal desire by the student for decreased or no physical contact.

The above physical contact is prohibited between adults and students AND between students. Staff members and volunteers must model the behavior expected from students. The above forms of Prohibited Physical Contact must be immediately reported to a Student Minister or the Executive Pastor.

### **PEER-TO-PEER SEXUAL ABUSE**

Approximately 1/3 of all reported sexual abuse occurs at the hands of other children or minors. Staff members and volunteers have an obligation to report peer-to-peer sexual abuse in accord with state mandatory reporting requirements. Whether sexual interaction between students constitutes ‘sexual abuse’ depends on the existence of an aggressor and whether there is an imbalance of power between the parties (e.g., an age difference between the students, disparity in size or the existence of a physical or intellectual disability). If you have concern that an interaction between students may constitute sexual abuse, report the interaction to the Student Minister or Executive Pastor immediately.

Peer-to-peer sexual abuse risk is highest:

1. Any location that is less easily seen; or
2. Any time students are unclothed or changing clothes, for any reason.

Due to this risk, staff members and volunteers will be aware of locations and facilities that are less easily seen or supervised. These locations and facilities vary per activity, and can include retreat locations, restrooms, changing areas, dorms, and hotels. These areas will be supervised regularly by staff members and volunteers, where possible and appropriate.

### **SEXUALLY ORIENTED CONVERSATIONS**

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any student in the program. However, it is expected that from time to time Student ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings, and will convey the church’s views on these topics.

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## **SEXUALLY ORIENTED MATERIALS**

Staff members and volunteers of are prohibited from possessing (or transmitting to any student) any sexually oriented materials (magazines, cards, images, videos, pictures, films, etc.) on church property or in the presence of students, including those in electronic form.

## **SLEEPING ARRANGEMENTS**

It is anticipated that certain Student Ministry activities may occasionally require that overnight sleeping arrangements be made for students and staff members and volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The 2-adult rule must be followed; a single student should not be alone with a staff member or volunteer.
2. All adult leaders must have previously completed the Church's screening and training process.
3. Overnight sleeping arrangements must be submitted in writing to and approved by the Student Minister prior to the activity.
4. Staff members or volunteers should not share a bed with a student under any circumstance.
5. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted.
6. Appropriately modest sleeping attire must be worn; both tops and bottoms.
7. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by student leaders of the same gender.
8. Staff members and volunteers will monitor sleeping students by periodically conducting hall or room checks to ensure that students remain in designated sleeping places. During room checks, staff members and volunteers should never physically touch a student.
9. Whenever possible, at least one staff member or volunteer will sleep in the same room (but not same bed) as students, or in an adjoining room with the door between the rooms kept open.
10. In the event that overnight arrangements do not include standard beds (i.e. sleeping on the floor), each staff member, volunteer, and student will use single sleeping bags or blankets. In these instances a "one-person-to-one bag or blanket" rule will be observed.

## **TOBACCO**

DOUBLE OAK COMMUNITY CHURCH requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of students or their parents, and during church activities or programs. DOUBLE OAK COMMUNITY CHURCH is a tobacco-free facility.

## **VERBAL INTERACTIONS**

Verbal interactions between staff members or volunteers and students should be positive and uplifting. DOUBLE OAK COMMUNITY CHURCH staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of students.

To this end, staff members and volunteers should not talk to students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff and volunteers are expected to refrain from swearing in the presence of students.

## **ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA**

As with any communication, the content of any electronic communication should be appropriate in nature and readily available to share with the student's family. All posts or messages shared between staff members or volunteers and students must be appropriate in nature and for the purpose of communicating information about student ministry activities or encouragement purposes. Staff members and volunteers are not permitted to post inappropriate off-color content or comment on inappropriate off-color posts. If there is doubt, treat the content as inappropriate.

### **Facebook, Twitter, Instagram, GroupMe and Similar Applications**

Staff members or volunteers and students may "like" or "follow" each other on social media platforms. Staff members or volunteers can communicate with students through sites like Facebook but all one-to-one communication needs to be public in nature (commenting on a post, posting to a student's wall, etc). Staff members or volunteers are only allowed to use the private communication forms on these apps (e.g, private messaging, direct messaging) with students if communicating in a group format involving at least three individuals or more.

Staff members may privately communicate one-to-one (direct message, private message) with students through social media ONLY from official Double Oak Student Ministry accounts where access is shared and accessible by all members of Student Ministry staff.

Communication on social media platforms that are secretive in nature, such as Snapchat, is prohibited between staff members or volunteers and students.

### **Email, Texting, Phone Calls and Similar Electronic Communications**

Texting, phone calls, and email are allowed between staff members or volunteers and students for the purpose of communicating information about student ministry activities or for encouragement purposes. When possible these forms of communication should be used in a group format involving three individuals or more. All texts or emails between a staff member or volunteer and student should be recorded and not deleted. Texts, emails, and phone calls between staff members or volunteers and students are prohibited from the hours of 10PM to 7AM. In the case that a student reaches out to a staff member or

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volunteer in distress during these hours the staff member or volunteer may respond in an effort to console the distressed student.

### **Electronic Imagery**

From time to time, digital photos, videos, and other publicly obtainable images of students - individually or in groups - may be taken. These photos and/or videos may be used for promotion, student ministry highlight videos, student ministry websites, or offered to the students' families. The use of photos/videos is permissible as long as the student or students are in public view and such imagery is both appropriate and in the best interest of the student and the student ministry. Photo or video imagery must not be contrary to any rules or guidance outlined in this Code of Conduct.

### **Request to Discontinue**

The parent or guardian of a student may request in writing that their student not be contacted by staff members or volunteers through any electronic communication; that request must be honored. Additionally, a parent or guardian of a student may request in writing that photographs or videography of their student not be posted on student ministry websites or social media accounts, understanding that group photography or videography may render this impracticable; to the extent this request is practicable, it should be honored.

### **Misconduct**

Social media and electronic communication can be used inappropriately (e.g., emotional abuse, sexual abuse, bullying, harassment, and hazing). Such communication by staff members, volunteers, or students will not be tolerated.

Electronic communication should not contain or relate to any of the following:

1. Drugs or alcohol use;
2. Sexually oriented conversation, sexually explicit language or sexual activity;
3. Inappropriate or sexually explicit pictures.

Any communication concerning a student's personal life, social activities, relationships, family issues or personal problems must be transparent, accessible, and appropriate.

**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

I have received and read a copy of DOUBLE OAK COMMUNITY CHURCH's Student Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at DOUBLE OAK COMMUNITY CHURCH.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by DOUBLE OAK COMMUNITY CHURCH.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between DOUBLE OAK COMMUNITY CHURCH and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of DOUBLE OAK COMMUNITY CHURCH Student Ministry policies and procedures manual.

\_\_\_\_\_  
Staff Member or Volunteer's name (please print)

\_\_\_\_\_  
Staff Member or Volunteer's signature

Date: \_\_\_\_\_

\*Applicant should keep this copy.

**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

I have received and read a copy of DOUBLE OAK COMMUNITY CHURCH's Student Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at DOUBLE OAK COMMUNITY CHURCH.

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I hereby acknowledge receipt of DOUBLE OAK COMMUNITY CHURCH Student Ministry policies and procedures manual.

\_\_\_\_\_  
Staff Member or Volunteer's name (please print)

\_\_\_\_\_  
Staff Member or Volunteer's signature

Date: \_\_\_\_\_

\*Please return this copy to the Student Minister.