



Highlands Presbyterian Church Youth Ministry

SUPERVISION POLICY AND PROCEDURES

<i>Program/Activity/Situation</i>	<i>Current Practice</i>	<i>Ideal Practice & Additional Practices</i>
Drivers	Drivers must be at least 21 years old.	Drivers must be at least 21 years old, a member of Highlands, and a screened volunteer.
Small Groups (REFUGE)	Volunteers must be at least 18 years old, involved in Highlands for at least 6 months, screened, and 4 years removed from the group they are working with. Groups consist of one to two leaders supervising/leading a group.	Same Groups should consist of at least two adult volunteers supervising and leading the group at all times. Recruit at least two parents to patrol and monitor building during Sunday night small group ministry at Highlands.
Large Groups (FUSION)	Directors and Coordinators manage and monitor Wednesday evening program.	Recruit at least two additional screened adult volunteers to assist in the supervision and provide crowd control for program.
Sunday School (High-Life)	Director, Coordinator, and/or teacher manage and monitor Sunday School program.	Recruit at least one additional adult volunteer to assist in the supervision and provide crowd control for program.
Supervision of Modular Youth Building	n/a	Establish supervision during regular church programs. Recruit at least two adult volunteers to monitor the building while not youth staff or regular volunteers are present (i.e. Wednesday night supper, early Sunday a.m., etc...)

Retreats/Overnight Activities	Maintain at least a 1/8 ratio for male and female supervision with at least 3 of the chaperones over the age of 25.	Chaperones must be at least 4 years removed from age group
Prayer Breakfast	Meet in a local/public setting.	Same
One-on-Ones (Counseling)	<p>Staff: must meet in a public setting (restaurant, coffee shop, etc...). If meeting with opposite sex it must be in the front office, during regular office hours – with the door of the office open and administrative staff should be notified. Should never drive alone in a vehicle with the opposite sex.</p> <p>Volunteers: should not have one-on-ones without letting the staff know. Should never meet one-on-one with the opposite sex.</p>	<p>Staff: improve upon current practice. Inform Cherita of who meeting with, where, and why.</p> <p>If meeting with the opposite sex it must be at the church.</p> <p>Volunteers: same</p>
Other Activities	Common sense supervision approached used.	Access inherent risk of the activity and decide if a consent and release of liability form is necessary.