



# NORTH AMERICAN DIVISION VOLUNTEER CODE OF CONDUCT

## CHILD PROTECTION PLAN RESOURCES

Seventh-day Adventist Church in North America

As leaders, we have been called by God to take care of His flock. Therefore, we have the responsibility to take the necessary measures to protect the ministries of our church and establish a sense of security for our members and their children.

# POLICIES AND PROCEDURES FOR CHILDREN AND YOUTH MINISTRIES

## NAD - FB 20 Child Protection and Volunteer Screening Policies

### ▶ 2. Volunteer Selection and Management

#### c. Orientation and Training of Volunteers

- i. Provide all volunteers with an understanding of the ministry's mission and the expectation the church has for its accomplishment in safe and abuse-free manner
- ii. Explain and provide in writing the expectations, code of conduct, and rules to be followed by volunteers in relation to supervision and interaction with children and youth...



## NAD - YOUTH/CHILDREN'S MINISTRY VOLUNTEER CODE OF CONDUCT

### Acknowledgment

Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

### My Commitment to Volunteer Ministry

As a Youth/Children's Ministry Volunteer, I will:

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.
2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.
3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by

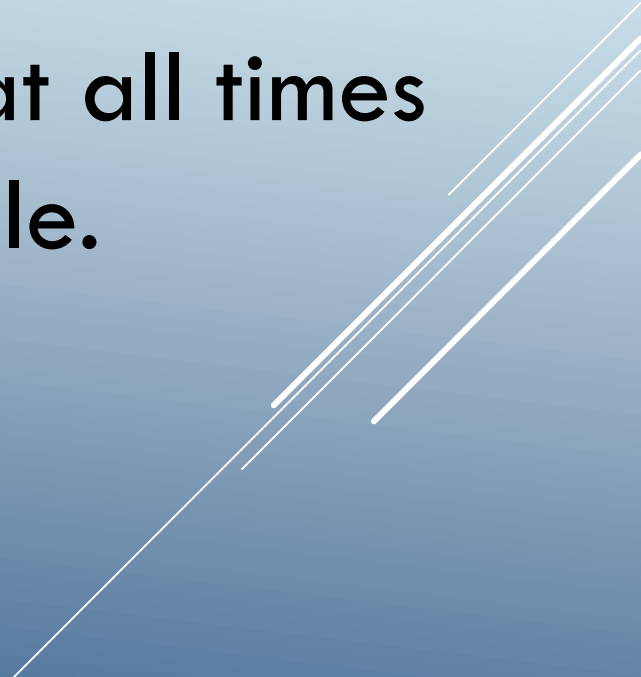
# NAD CODE OF CONDUCT

For a complete form, visit the  
[NADYouthSafety.org](https://NADYouthSafety.org)

# ACKNOWLEDGMENT

- ▶ Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

# **MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:**

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.
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- Three white diagonal lines of varying lengths and thicknesses are positioned in the bottom right corner of the slide, extending from the right edge towards the center.

**CONT...**

**MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:**

2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.

**CONT...**

**MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:**

3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.



**CONT...**

**MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:**

4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.

**CONT...**

**MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:**

- 5. Affirm children with appropriate touching by keeping hugs brief and “shoulder-to-shoulder” or “side-to-side.” I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.**


**CONT...**

**MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:**

- 6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.**
- 7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.**

**CONT...**

**MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:**

8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
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**CONT...**

**MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:**

9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by another individual which seems abusive or inappropriate towards children I am supervising, I will report that behavior to the church pastor, elder, or directly to the Conference Administration or Risk Management Director.


**CONT...**

**MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:**

**10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.**

**CONT...**

**MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:**

- 11. Participate in orientation and training programs conducted by the church.**
  - 12. Uphold the standards of the Seventh-day Adventist Church.**
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# CONTACT STAFF

## YOUTH & YOUNG ADULT MINISTRIES

### NORTH AMERICAN DIVISION



**Pastor Tracy Wood**  
Director



**Pastor Armando Miranda Jr.**  
Associate Director



**Angelina Wood**  
Safety Consultant



**Pastor Vandeon Griffin**  
Associate Director