

Youth and Children's

MINISTRY HANDBOOK

**Our Saviour's Lutheran Church
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GREETINGS

Welcome to Ministry with Youth & Children at Our Saviour's!

Ministry to youth & children at Our Saviour's Lutheran Church (OSLC) is a dynamic team effort. It takes the efforts and dedication of many people -- staff members, parents and volunteers -- to carry out this ministry. We are here to help our youngest members grow in faith and take their places in our congregation and world as bearers of the Good News in Jesus Christ.

This handbook contains the policies and procedures of our church, as well as many helpful suggestions for ministering to our young people.

Whether you are the parent of a child in our program or a volunteer who serves in one of our many ministries to children and youth, it is important that you read this handbook. The safety, well being, and faith development of our young people depend on our consistent and loving application of these principles.

If you have any questions regarding anything in this handbook, please feel free to give one of us a call or email.

God be with you in your ministry to the youth and children of our church!

Yours in Christ,

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OUR MISSION:

Our mission in Y&C ministry is the same as the one stated in the OSLC **Mission Statement**:

By the power of God's love we:

- **Welcome** all people into a life-giving relationship with Jesus Christ and one another.
- **Grow** together in faith and understanding of God's grace.
- **Equip** each other to **Make Christ Known** in the world.

***Our Vision** is to be a loving community where all people discover and grow an active faith in Jesus Christ that changes lives in the world.*

Everything we do, every program we offer, and each call we make in Youth and Children's Ministry strives to accomplish this mission.

We are often asked if it is "okay" to bring a friend. Yes! Absolutely. Our mission is to reach out and bring Christ to as many youth and children as possible. Please bring as many of your friends – especially those who need a church home – as you can.

Because we want to reach as many youth and children as we can, we offer financial aid for all of our activities. If you know someone who may not be able to afford the fee for one of our activities, please contact one of the Youth and Family ministry staff to confidentially discuss a scholarship.

QUALITIES FOR WORKING IN YOUTH AND CHILDREN'S MINISTRY

It is important to like children and youth, enjoy their company, and want to be with them. But at OSLC that's not enough! Here is a list of questions you should ask yourself when considering candidacy for ministry to our youth and children. NO ONE embodies all of these, but this is what each of our teachers, leaders, and helpers strive for:

1. Do you believe you are justified by God's grace through Jesus Christ and not by your own actions? Is your faith and assurance for eternal life centered in the cross of Christ, his death and resurrection? Are you able to speak of this to our youth and children?
2. Do you take the Holy Scriptures seriously as the foundation for your faith? Do you read them regularly and use them in your ministry with youth and children to teach them of God's love and faithfulness?
3. Do you understand our statements of faith as expressed in the Apostles' and Nicene creeds? Do you articulate your beliefs to youth and children?
4. Do you believe that God's grace comes to you through Word and Sacrament? Do you worship regularly to hear the Word of God, receive the sacraments, and be nurtured in the faith?
5. Do you have an understanding of Our Saviour's mission (Welcome, Grow, Equip to Make Christ Known) to youth and children? Do you strive to accomplish this mission while working with our young people?
6. Do you witness to our youth and children by giving financially to the church and its wider mission? Do you have an understanding of Our Saviour's mission and benevolent giving beyond our own doors: at the Synod and National Church level?
7. Do you understand the policies and procedures of our church as laid out in this handbook, and are you willing to uphold them in your ministry?
8. Do you model behavior we hope our young people will grow into? Do you participate in educational and service opportunities? Do you have an active prayer life? Do you find ways of living your faith every day at home and work?
9. Do you understand the nature of our ministry to youth and children – that the development and nurturing of Christ-centered relationships, and not the proliferation of fun activities – is the key to reaching our goals?

VOLUNTEER SCREENING PROCESS

We have established a screening procedure that assures us that volunteers who work with youth and children have no previous record of criminal child abuse and will abide by the procedures and policies of this handbook. This procedure includes the following steps:

1. Each person who applies to work with youth and children must have been actively involved at Our Saviour's for at least six months. (*Actively involved means: attends worship regularly, has been visited by one of our pastors, and has expressed desire for long-term commitment to OSLC.*)
2. Each potential volunteer is given this "Youth and Children's Ministry" handbook to read.
3. Each potential volunteer fills out and signs a screening form which confidentially addresses:
 - whether the worker will follow our church policies
 - whether the worker has ever been named in an indicated case of child abuse
 - whether the worker was ever abused as a minor.

(See Appendix, Form I)

4. Each potential volunteer fills out an Application, Church History and Prior Youth Work form listing churches and other organizations in which the worker has worked with youth, and a Request for Criminal Records Check. References must be included.

(See Appendix, Form II)

5. Each potential volunteer has an interview with a member of the professional staff to discuss these forms and the kind of youth and children's ministry they would like to participate in.
6. A member of the professional staff may call all listed references and check with DCFS (Department of Children and Family Services) in any state where the potential volunteer has lived.

Persons who have been previously named as a perpetrator in an indicated case with DCFS for physical or sexual child abuse will not be allowed to work with youth and children at Our Saviour's Lutheran Church.

7. If a person checks "was abused as a minor," a member of the staff will discuss this with the potential volunteer and help arrange for counseling and support if the person has not already received it.

Adults or teens who have been victims of abuse are not automatically excluded from volunteering in our youth & children's programming; if the professional staff feels they have received (or are receiving) the appropriate counseling and care and have worked through the issues involved, then there is no reason why they should not volunteer.

Note: Forms I and II will be kept in strictest confidentiality by the professional staff of Our Saviour's. At no time will these completed forms be available for anyone outside the professional staff without the written permission of the individual.

Note: While these standard seven steps will be adhered to for all new members, steps 4-6 can be waved (at the discretion of the professional staff) for volunteers who have been long time members of OSLC. All seven steps can be waved for volunteers helping on a one time only basis in large group settings (like: serving food to children at a banquet, working in the craft center one day at VBS, etc.)



**Regarding the selection and screening of TEENS
who wish to serve in adult roles in Y&C ministry:**

One of the best things about Our Saviour's is the way we encourage our teens to get involved in service to others by volunteering in our nursery, Sunday school, and other ministries. To safeguard our teens as they fulfill these important roles, we follow these procedures:

- 1. A teen in high school who wishes to serve in the adult role of teacher or leader (rather than teen-assistant/helper) may do so as long as the teen follows the selection/screening process above and is paired with an adult partner. **Two teenagers will not be allowed to serve together in dual supervision.** It is important to pair a teen with an adult so the teen can be mentored in the teen's leadership role and fully supported and protected from being in risky situations, as well as share the responsibility of child care and learning.
- 2. A teen in middle school or high school may assist adults in any area of Youth and Children's Ministry: nursery, Sunday school, ACE, etc. A teen who is assisting in an area of ministry does not count as one of the two leaders in our dual supervision policy and does not have to follow the above screening/selection procedure.

POLICIES

Youth and Children's Policies to Know and Enforce

Inclusivity

1. Our Saviour's will not discriminate against any person based on their age, ability, race, color, sex, or sexual orientation.
2. Our Saviour's will welcome, include, and provide programming for children and youth who are carriers of bloodborne pathogens, including those infected with Hepatitis B virus and HIV.

(see related policy # 19)

Supervision

3. A "Dual Supervision" rule will apply wherever possible. Two leaders (two adults or an adult and a teen) must be present at all times in activities, classes, child care situations, small groups, etc.
4. Single adult supervision situations may be permitted on a regular or recurring basis (such as SCS classes), provided parents of youth or children involved are notified in advance and have consented to the single adult supervision for the duration of the recurrent period (e.g. the SCS year, course of study or the like).

(See Appendix, Form III)

5. Any person who is not a parent or guardian of a child in a Sunday School class will be allowed to visit that class only with the permission of the Children's Ministry Coordinator. **Form VI** is available for this purpose and must be completed and signed by the Children's Ministry Coordinator before a visitor is allowed.

Drugs and Alcohol

6. The use of any drug (including alcohol) is prohibited at all youth events. This rule applies to youth and adult chaperons. (Exceptions: Communion wine and medications listed on parental permission slips).
7. The use of any tobacco products is prohibited at all youth events. This applies to both youth and adult chaperons.

Overnight Events

8. Separate rooms or tents will be provided for male and female youth and chaperons at events. Participants will respect the time limits placed on these rooms by chaperons or individuals who desire the privacy of their rooms.
9. The in-bed curfew for all youth and chaperons at middle school events is 11:30 p.m. and the senior high curfew is midnight, unless otherwise specified by the event's planning committee with the approval of a member of the professional staff.

(Policies – continued on next page)

Transportation

10. Transporting youth from one place to another during a youth event is the responsibility of licensed chaperons at least 18 years of age and out of high school. With rented vehicles, drivers must be at least 21 years of age. All driving laws (especially those regarding speed limits and use of safety belts) are to be observed at all times.
11. Young people driving their own or their parents' cars to an event may drive themselves anywhere they choose, but they may not take passengers without the permission of the parents of the passenger.

Water Trips

12. Wearing life jackets is mandatory for all youth and adults participating in a middle school canoe or rafting trip.
13. It is appropriate for chaperons to insist senior high youth wear life jackets on rough white water or while swimming in currents. Each senior high youth must have a life jacket with them on all canoe or raft outings.

Movies

14. We do not show "R" rated movies to senior high youth or "PG-13" or "R" rated movies to middle school or younger children unless the movie is judged to be relevant and appropriate by a member of the professional staff and publicized as part of an event. Permission slips will be provided giving the rating, reason for the rating, and our rationale for showing it.

Firearms, Fireworks, Dangerous Materials

15. Fireworks, firecrackers, guns, mace, weapons of any kind, and any kind of explosive device shall not be brought, bought or used on any youth activity.

Medical Concerns

16. Parents shall not send their children to events, the nursery, rehearsals or classes when the child is contagious or exhibiting contagious symptoms. If a child begins to exhibit symptoms of any contagious disease during any activity, parents will be promptly notified and asked to take their child home.
17. Children with open wounds or lesions are required to keep wounds covered.
18. Only disposable diapers shall be used in the nursery.
19. Universal Precautions shall be used in any situation where exposure to body fluids is possible. (See page 17 for Universal Precautions procedures)
20. Our Saviour's will maintain confidentiality in regard to any health or medical information about a child or youth that they or their parents have shared with us. Only staff and volunteers who are directly involved with a child or youth and need to know this information to assure the health and safety of the child and his classmates will be informed.

REDUCING THE RISK OF ABUSE

Suggestions for Adults Who Work with Youth and Children

We live in a time of law suits, abuse and moral relativism. It is important for the protection of youth and children and those of us who work with youth and children to keep the highest standards possible in regard to our relationships with each other. Here are some suggestions that will help us maintain the high level of standards we have:

1. Never meet alone with a youth or child without his/her parent's permission or without another adult present.
2. If an impromptu meeting of an adult with an individual youth or child should occur, precautions should be taken. Meet in an open area, and be sure that all doors are open (e.g., the fellowship hall or an open hallway would be more appropriate than a classroom).
3. Try not to be alone with a youth or child in a car. Be sure another adult or child is in the car at all times.
4. If it is necessary to ride or drive alone with a child or teen, special care should be taken:
 - Don't sit close to one another in the car.
 - Avoid physical contact.
 - Do not stop the car to talk.
 - If you must stop, turn on the inside light of the car.
 - Be aware of and write down the time when you depart and arrive.
5. Discretion must be used in dealing with all youth and children, especially regarding physical contact. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body-to-body hug, stroking, massaging or an affectionate kiss raises questions. Any display of affection should be made in a public setting in front of others.
6. Sexual gestures or overtures to a youth worker by a youth or child should be reported to a member of the professional staff so that discussion can be held with the student.
7. Any verbal or nonverbal sexual behavior with a youth or child under the age of 18 is inappropriate. It is inappropriate for an adult leader to date a young person at any time.
8. Avoid any situation that puts you or the youth/child in a risky position. Think before acting. Ask a member of the professional staff or a fellow youth worker their opinion about any activity you are planning with a youth or child before you do it.
9. Only adults should change diapers in the nursery, and, if possible, the adult should change them in the presence of another adult or a teen helper.

PROCEDURES FOR REPORTING AND RESPONDING TO ABUSE

Should a parent, youth worker or staff person observe, suspect or hear about some behavior or activity that conflicts with the policies and suggestions of this handbook, or seems abusive or destructive to a child, youth or youth worker, the following procedures should be followed:

1. Step in and **STOP** the behavior or activity if it is immediately life threatening.
2. Contact a member of the Our Saviour's professional staff promptly for consultation.
3. In consultation with the member of the professional staff, a plan should be devised to confront the individual with his/her behavior and take steps to remedy the situation.
4. Should the behavior or activity involve a member of the professional staff, and the witness does not feel comfortable speaking with any member of the professional staff, the witness should instead contact the president of the congregation.

If the behavior involves abuse, the following procedures will also take place:

5. A professional staff member will contact the following persons promptly:
 - ❖ the child's parents
 - ❖ the State Abuse Reporting Hot Line
 - ❖ the Northwest Child Advocacy Center
 - ❖ our insurance carrier
 - ❖ our legal counsel
 - ❖ our Synodical Bishop's office.
6. The accused person will not be confronted regarding his/her behavior until the safety of the victim is secured.
7. Only the senior pastor or president of the congregation will issue statements to the media regarding an accusation of abuse.
8. All reports, conversations, and steps taken regarding an accusation of abuse will be documented and handled forthrightly with due respect for confidentiality and privacy for both victim and accused.

All youth and children's workers at Our Saviour's should be aware of the symptoms of child sexual abuse and teen depression and suicide. (See pages 18 to 20 for these lists.)

DISCIPLINE

Our Saviour's tries to keep children and youth fully interested and involved in activities, and therefore does not face frequent discipline problems. Occasionally, however, reoccurring negative behavior does appear. To aid our youth and children's workers in maintaining good discipline, we have developed a set of rules and consequences, and a Discipline Report form. Listed below are the rules and consequences we encourage our youth and children's leaders to use.

OUR SAVIOUR'S RULES

Because I am a Christian and know that rules are meant to help me be my best self, I will follow these rules while at church:

1. I will be ready to participate when an activity begins.
2. I will listen and follow directions in a cooperative manner.
3. I will respect and be responsible for my own and other's bodies and space.
4. I will respect and be responsible for my own and other's property.
5. I will promote the health and safety of others.

NOTE: These rules will be posted in all our rooms throughout the building. Depending on the activity and the leader involved, any or all of these rules could have several subpoints listed under them that are understood by the class or group in that situation. For example, the leaders during Wednesday's mealtime might suggest some of the following rules that would fall under rule #4: I will not throw food or shake my pop. I will clean up after myself when the meal is over.

CONSEQUENCES

When a person is having trouble following the rules, the following sequence of consequences takes place:

1. When a child breaks a rule, the child is given a verbal warning by the leader, reminding the child of the rule and of the consequences that follow.
2. If this verbal warning is not heeded, the child will be given a period of time out from the activity and an opportunity to develop a plan to modify the behavior.
3. If the time out and/or behavior modifying plan does not solve the behavior problem, the leader will mail a letter to the young person's parents explaining the specific problem and letting the parents know that if it happens again, they will be contacted by phone or in person.
(See Appendix, Form IV)
4. If the behavior problem continues, the leader will call the parent so that the parent, leader and child can work out the problem together and decide what steps must be taken next.

Note: Physical punishment of any kind is never appropriate or permissible.

MISCELLANEOUS PROCEDURES

Reimbursements

Volunteers who work in Youth and Children's Ministry have been recruited because of the faith, talents and love they have to offer to our young people. Youth work can be draining as well as rewarding, but we do not expect leaders to drain their financial resources for the sake of their ministry. Our youth and children's budget provides reimbursement to leaders for the use of their vehicles, materials bought and other incidentals relating to their work at Our Saviour's. Reimbursement forms are available on the shelves across from the mailboxes near the office atrium. **(See Appendix, Form V)**

Ordering Supplies

Do you need paper or markers or craft materials for a project in your ministry? If so, please follow these procedures:

1. Check the supply room (room # 33). We have lots of materials in stock there for your use. Please feel free to take and use anything you find there. Please leave the supply coordinator a note if you take the last of an item.
2. If what you want is not there, order forms are available in the supply room. Write down what you want and put the order form in the request box next to the door. Give our supply coordinator at least a week's notice on your order.
3. If you do not have a week or if you would like to purchase your materials yourself, speak with your team or small group leader for approval and to get a copy of our tax-exempt form. *(We will reimburse you for your supplies but not for any tax paid.)*

First Aid Stations

Our Five First Aid stations are located in: the nursery; the kitchen; the narthex; the nurse's office; the kitchen at the house.

Greeting Card Ministry

Greeting cards are available for your use in the Supply Room (# 33). Please feel free to use these cards to keep in touch with your students, to express concern, or to let a student know that the class appreciates her.

Library Resource Center (LRC)

We have lots of books, several fine audio and videotapes, maps, recorded sermons, teaching aids and other materials in our Library Resource Center for you to borrow and use in your ministry. If you'd like to borrow these materials for use at home, on a retreat or in the classroom, please check them out using the method outlined and posted in the LRC. Materials may be checked out for up to four weeks. Please keep track of your loans so our coordinator does not have to track you down.

(Miscellaneous Procedures continued on next page.)

Audio-Visual Equipment Sign-out

We have several pieces of equipment available for playing back audio or video materials. Often, though, several people at once want to use the VCRs and DVDs. Therefore, if you want to show a movie or listen to a tape or record for a particular lesson or event, be sure to sign up in advance for the equipment you need. The A-V sign-up calendar is posted on the door of the A-V Storage Closet (room #35; next to the pop machine; west of Fellowship Hall).

Computers are available for use in some of the classrooms. Volunteers may add software to these computers providing that the software contains no objectionable material, the program can be used by anyone, and the purpose of the software is educational. Should you have questions about whether a program is suitable or not, please feel free to ask one of the Youth and Family ministry staff.

Scheduling Rooms and Calendar Dates

Except for a few hours between midnight and four a.m., our building is busy all the time. When you want to schedule a meeting or an activity be sure to fill out a **Calendar/Room Reservation Form**. This is the only way to guarantee your event is added to the church calendar and that you will have a particular room's use when you want it. These forms are available on the shelf across from the church mailboxes between rooms # 31 & 34. A **Room Layout** form is also available if you should require a particular arrangement of furniture. This form should be delivered to mailbox #98 when completed.

Purchase Orders

Any time you order something that is going to be delivered to the church for one of your activities, be sure to:

1. Let one of the Youth and Family ministry staff know so the billing is charged to the proper Y&C budget line.
2. Fill out and turn in to the business administrator (mailbox # 96) a pink **Purchase Order** form (available on the shelf across from the mailboxes between offices #31 & 34) so the office staff knows how to handle the delivery.

Publicity

Advertising events is important! There are four options for printed publicity available to you:

- The **Parish Memo** – our monthly church newsletter, sent to all homes of members and prospective members.
- Sunday **Bulletin Announcements** – given out to all worshippers each week at worship.
- The **OSLC Web Site** – www.oursaviours.org
- The **Daily Herald** – the local town newspaper.

If you want to put an article in any of these four publications, use the blue Publicity Form. These forms are available on the shelf across from the mailboxes between offices #31 & 34. Please submit it to mailbox #108. Mr. Valentine will determine where best to advertise your event.

The deadline for publication in the **Parish Memo** is the tenth of the month before delivery (for example, January 10th for February's MEMO). *(Misc. Procedures continued on next page.)*

Youth Bulletin Board

The Youth and Children's Ministry bulletin board is positioned under the florescent lights in the hallway outside of Room 3. Publicity and registration information for all youth and children's events and programs is available on this board. Parents and young people should check the board weekly.

Leaders who have sign-up sheets, handouts, etc., to display on the board should submit them to one of the Youth and Family ministry staff to be posted.

Room and Building Care

Everyone needs to work together to keep our facilities ship-shape (your mother doesn't live here!). Please keep in mind the following items each time you use our facilities:

1. Do not use gummy-stick materials on painted walls.
2. When you are finished in a room: clean off tables, throw out garbage, secure windows, and turn off air/heat/lights.
3. When you are finished in the kitchen be sure to clean up, remembering to dispose of leftovers. Take home and wash towels and rags you have used.
4. If it looks as if you are one of the last persons to leave the building, make sure the doors are locked and hall lights are off.
5. Leave a note for Mr. Valentine if anything is broken, stained or in need of attention in your room.
6. Vacuum cleaners are available in the maintenance closets for those occasions when the room must be cleaned from a particularly messy or crumbly activity.

UNIVERSAL (OR STANDARD) PRECAUTIONS

Any time a parent or volunteer or staff person changes a diaper, treats an injury; or there is a situation in which there is exposure (or the possibility of exposure) to body fluids they should follow these simple procedures:

1. Use latex rubber gloves while dealing with the injury or diaper change. Remove the gloves by turning them inside out. Dispose of the gloves when finished in a secured plastic bag.
2. Thoroughly wash hands with soap afterwards.
3. Place any soiled clothes in a sealed bag to be sent home.
4. Place all waste and any contaminated paper or first aid products in a sealed plastic bag for disposal.
5. Disinfect the affected surfaces with a bleach solution when finished.



NATIONAL CRISIS HOTLINE NUMBERS:

Here is a list of emergency numbers addressing some key concerns for children and youth. Most of these are toll free numbers. These organizations give counsel to young people in need.

Covenant House Teen Crisis Line:	800-999-9999
Youth Crisis Hotline:	800-448-4663
Lifeline (Pro-life Abortion Counseling):	800-238-4269
Alcoholics Anonymous:	847-359-3311
Drug Abuse Hotline:	800-662-4357
Homosexuals Anonymous:	800-253-3000
Teen Runaway Hotline:	800-621-4000
Center for Disease Control	800-227-8922
Teen STD & AIDS Hotline	800-440-8336
Teen TAP line (teaching AIDS prevention)	800-234-8336

SYMPTOMS OF CHILD SEXUAL ABUSE

If you suspect a child to be the victim of sexual abuse, please notify one of the Youth and Family Ministry Staff as soon as possible. We will assist you in filing the appropriate reports to investigate the child's situation.

Be familiar with signs and symptoms of sexual abuse, but use caution when identifying them. Other trauma in a child's life may cause similar symptoms. Not any one indicator would confirm sexual abuse, but identification of several should cause concern. Allow each indicator to raise a "red flag" in your mind.

Child sexual abuse is: any sexual activity with a child, whether in the home, a day care situation, or any other setting. The abuser may be an adult, an adolescent or another child, known or unknown to the victim.

Child sexual abuse can be violent or nonviolent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the actions.

Child sexual abuse is CRIMINAL BEHAVIOR that involves children in sexual behaviors for which they are not personally, socially and developmentally ready.

Child sexual abuse includes behaviors that include touching and non-touching aspects:

Touching

fondling
oral, genital and anal penetration
intercourse
forcible rape

Nontouching

verbal comments
exhibitionism
obscene phone calls
allowing children to witness sexual acts or pornographic material

Older children may react in these ways:

- depression
- poor self-image
- chemical abuse
- running away or aversion toward going home
- recurrent physical complaints such as infections, cramping or abdominal pains, muscle aches, dizziness, gagging, headaches
- self-mutilations such as cutting, burning, tattooing
- suicide attempts
- truancy
- change in school performance
- overtly seductive behavior/promiscuity/prostitution
- eating disorders such as anorexia, obesity, sudden weight gain and sudden weight loss
- limited social life
- attention-getting or delinquent behavior

(Symptoms of Sexual Abuse continued on next page.)

Young children may exhibit these signs:

- nightmares and other sleeping disturbances
- bed-wetting
- fecal soiling
- excessive masturbation
- clinging/whining
- regression to more infantile behavior
- explicit sexual knowledge, behavior or language unusual for the child's age
- withdrawal
- frequent genital infections
- unexplained gagging
- agitation, hyperactivity, irritability
- aggressiveness
- loss of appetite

SYMPTOMS OF TEEN DEPRESSION

What happens prior to the tragedy of a teenager who puts a gun to his head or a razor blade to his wrist? Usually, this child has been enveloped by feelings of despair – a sense of being helpless and hopeless, a belief that no way out exists other than death.

For some this attitude develops gradually over an extended period of time. For others, especially those with an impulsive personality or those involved in alcohol and/or drug abuse, the decision can be made more rapidly.

By being alert to the warning signals exhibited by distressed adolescents, parents, teachers, and friends can act quickly and knowledgeably to avert the suicidal action.

The warning signals are disguised cries for help made by confused and desperate teens.

If someone is considering suicide, you may be able to identify several of the following behaviors:

- Is the person suffering a severe depression that seems to be continuing and that may have been caused by a serious loss of some sort (loss of a parent or friend, breakup of a romance, academic or social failure, etc.)?
- Is the person suddenly backing off from people and formerly enjoyable activities -- becoming increasingly isolated and unwilling to participate or talk things over?
- Is the person giving away prized possessions?
- Is the person suddenly doing poorly in school?
- Is the person writing or making statements that suggest a wish to die, or to escape, or that suggest a final departure ("I wish I were dead" . . . "Who needs this world" . . . "Soon it'll be all over" . . . "I can't take any more of this" . . . "You won't have to worry about me much longer").
- Does the person seem unusually hostile and aggressive, getting into physical fights and uncharacteristically defying those in authority?
- Has the person threatened to commit suicide?
- Has the person attempted suicide in the past?
- Is the person acting in a strange manner, behaving illogically and seemingly out of touch with reality?
- Is the person suddenly very happy after a prolonged episode of depression and despair? (Sometimes the reason the depression has lifted is if the person has decided to go ahead with the suicide attempt.)
- Is there deterioration in the person's personal appearance and grooming?
- Are there changes in eating and sleeping habits?
- Are there abrupt mood swings or problems with concentration?
- Is there substance abuse (alcohol and/or drug?)
- Does the person exhibit hopelessness or impulsiveness, or have an obsession with death -- wishing death, or drawing up a will?

***A PRAYER FOR GOD'S BLESSING
ON OUR MINISTRY***

Most caring God,
I have nothing to give my students
that you have not first given me.
Help me hear your Word
and live in its light each day.
Help me experience your grace
and extend it to all I meet.
Help me be a reflection of your Son, Jesus Christ,
so that others may find his love in their lives.
In all I say,
in all I do,
in all I am,
let me glorify you.
In Jesus' name I pray.
Amen

***A PRAYER FOR THOSE
PASSING ON FAITH
AND THOSE RECEIVING IT***

Grant to the children of the world, O Lord, this gift above all, that as they grow in strength and knowledge they may also grow in grace and enter into their heritage of faith in you. Grant to all who seek to pass on faith a lively sense of your love and a willingness to impart it. So may we all, young and older, walk with Jesus as children of our Heavenly Father. Amen

FORM I

**OUR SAVIOUR'S LUTHERAN CHURCH
SCREENING FORM FOR YOUTH AND CHILDREN WORKERS**

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and our society. The following policies reflect Our Saviour's Lutheran Church's commitment to providing care of all children, youth, volunteers, and staff who participate in church sponsored activities.

1. Persons who have been convicted of either child sexual or physical abuse should not serve in any church sponsored activity or program for children or youth.
2. Survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss this with a member of the professional staff before engaging in any youth or children's ministry.
3. Volunteers working with youth or children must have been actively involved at Our Saviour's Lutheran Church for a minimum of six months.
4. Persons who work with youth or children should observe our "dual supervision" procedures. Leaders should not be alone with youth or children without a partner.
5. Anyone witnessing or suspecting any behavior that seems abusive or inappropriate should promptly report it to a member of the professional staff.

Please answer each question below. Your responses will be kept confidential.

1. Do you agree to observe all church policies and procedures (as outlined above and in the "Youth and Children's Ministry Handbook") regarding working with youth or children?
_____ YES _____ NO
2. Have you ever been convicted of or pleaded guilty to a crime of abuse?
_____ YES _____ NO
3. Were you a victim of abuse or molestation while a minor?
_____ YES _____ NO

If you prefer, you may refuse to answer question 3, or you may discuss your answer in confidence with a member of Our Saviour's professional staff rather than answering it on the form.

Answering yes, or leaving question #3 unanswered, will not disqualify you for ministry to children or youth at Our Saviour's.

I have read the above policy and agree to observe the safeguards listed.

(signature)

(printed name)

(date)

(address) _____
(phone)

FORM II

**OUR SAVIOUR'S LUTHERAN CHURCH
1234 NORTH ARLINGTON HEIGHTS ROAD
ARLINGTON HEIGHTS, ILLINOIS 6004-4741**

**APPLICATION, CHURCH HISTORY, PRIOR YOUTH WORK, AND
REQUEST FOR CRIMINAL RECORDS CHECK FORM**

List names, addresses, and dates of membership of the last three churches you have attended or all churches you have attended in the last five years:

List previous church work (as a volunteer or staff person) involving youth or children (list Church name, type of work performed and dates):

List previous nonchurch work (as a volunteer or staff person) involving youth or children (list organization name and address, type of work performed and dates):

List gifts, callings, training, education or other factors that have prepared you for work with youth or children:

List names and phone numbers of three personal or youth work references:

(continued on back)

PLEASE READ AND SIGN THE FOLLOWING STATEMENT:

The information contained on this form is correct to the best of my knowledge. I authorize any references, churches or organizations listed above to give you any information (including opinions) they may have regarding my character and fitness for work with youth and children.

In consideration of the receipt and evaluation of this application by Our Saviour's Lutheran Church, I hereby release any individual, church, youth organization, charity, employer reference or any other person or organization, including record custodians, both collectively and individually, from any liability for damages of whatever kind or nature which may at any time result from me, my heirs or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me on this form.

Should my application for children or youth ministry be accepted, I agree to be bound by the Constitution, Bylaws and policies of Our Saviour's Lutheran Church, and to perform my services in accordance with the Holy Scriptures and the Confessions of the Lutheran Church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ Date _____

Witness's Signature _____ Date _____

REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

I hereby request _____ (state) Department of Children and Family Services (DCFS) to release to Our Saviour's Lutheran Church any information which pertains to any record of convictions in its files or in any criminal file maintained on me whether local, state or national. I hereby release said DCFS Department from any and all liability resulting from such disclosure.

Signature _____

Print Name _____

Print Maiden Name (if applicable) _____

Print Aliases _____

Date of Birth _____

Place of Birth _____

Social Security Number _____

Driver's License Number _____

Today's Date _____

**OUR SAVIOUR'S LUTHERAN CHURCH
ARLINGTON HEIGHTS, ILLINOIS**

CONSENT FOR SINGLE SUPERVISION

I am aware that as a part of the Child Sexual Abuse Prevention policy, Our Saviour's Lutheran Church strives to provide "dual supervision" for children and youth participating in classes and programming wherever possible. I am also aware, however, that single supervision as to such events may be permitted with written consent of parents or guardians of the children involved in the activity.

With these policies in mind, I hereby consent to the single supervision of my child(ren):

by Mr./Ms _____

for the purpose of the activity known as _____

for the period of _____ through _____.

(signature of parent/guardian)

(date)

FORM IV

**OUR SAVIOUR'S LUTHERAN CHURCH
DISCIPLINE REPORT**

Dear Parent(s)/Guardian(s),

As you know, to facilitate the growth of our young people into mature Christians, we use the Rules and Consequences listed in our Youth and Children's Ministry Handbook in all of our activities here at church. If a young person has repeatedly broken a rule in one of our activities, this form is sent home to the parents so they are aware of their child's behavior and know what actions we have taken to resolve the problem.

I have listed below the specific nature of the problem and the disciplinary action I have taken so far in this situation. Please sign and return this form to the church office so I know you are aware of your child's behavior. Please feel free to call me if you have questions.

Sincerely yours,

Name

Title

Phone

Date

Student's name _____

Nature of problem: _____

Disciplinary action taken to this point:

Parents' comments:

(parent's/guardian's signature)

(date)

OUR SAVIOUR'S LUTHERAN CHURCH

**YOUTH AND CHILDREN'S MINISTRY
REIMBURSEMENT FORM**

This form is to be used by parents, chaperons and leaders of youth and children's events to claim reimbursement for items purchased, travel, parking, meals and other expenses incurred. Please fill out the information below as it pertains to you and give this form to Mr. Valentine so they can process your reimbursement. Remember, we have not recruited you to work with our young people to take advantage of you financially. We have a budget to cover our expenses, so please take advantage of it.

Name _____ Date _____

Items purchased (list item and amount; attach receipts):

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Mileage traveled _____ x \$.375/mile = \$ _____

Tolls and parking \$ _____

Number of meals _____ x \$5.00/meal = \$ _____

Other (please be specific):

_____ \$ _____

Total \$ _____

FORM VI

Visitor's Request to
visit a Classroom

Date: _____
Class: _____

Thank you for taking the time to fill out this form.

In an effort to keep our children safe, we require that visits to classrooms are limited to the parents who have a child in that particular class. Any visits by individuals not involved in the class as a parent or guardian must be approved by the Children's Ministry Coordinator prior to the visit. **Teacher's are required** to refuse admittance to anyone who does not have this permission. We thank you in advance for your understanding.

Name _____

Address _____

City _____

Phone _____

Reason for visiting: _____

I understand that I will be observing the class in progress. I also understand that I am not to disrupt the class environment by my presence.

(Signature)

Return this completed form to Denise Parrello, Children's Ministry Coordinator, who will escort you into the classroom.

(Approval Signature)