



Dear Applicant,

Thank you for your interest in employment with Mission 1:27! For your information, the steps in the application process are below:

- Complete employment application
- Agree to Mission 1:27's Statement of Faith, Qualifications for Leadership, and the Child Safety Policy
- Participate in an interview with Mission 1:27 staff. (Sometimes a second interview is also needed)
- Complete online background check
- References and employers will be contacted
- Complete Ministry Safe child abuse prevention training
- Spend some time volunteering in one of our programs

Feel free to either complete the application digitally with Adobe Reader or print and complete by hand. Then, return pages 2 – 6 and 8 via email to hmcguire@mission127.ngo.

I look forward to hearing from you,

Heidi McGuire

Heidi McGuire
Chief Operating Officer



Employment Application

Applicant Information

Full Name: _____

Date: _____

Phone: _____

Email: _____

How did you hear about us: _____

Date Available: _____

Position Applying for: _____

Full Address: _____

Provide any additional addresses for the past seven years:

List other names you have been known by (nicknames, maiden name, aliases):

Emergency contact name: _____ Phone: _____

Education

High school: _____

Dates attended: _____

Location: _____

Did you graduate? _____

College: _____

Dates attended: _____

Location: _____

Year completed: _____

Degree: _____

Other: _____

Dates attended: _____

Location: _____

Did you graduate? _____

Degree: _____

References

PLEASE INCLUDE AT LEAST ONE MINISTRY REFERENCE, ONE SCHOOL PROFESSIONAL OR SUBORDINATE, IF APPLICABLE AND ONE PERSONAL REFERENCE OR PEER. PLEASE, NO FAMILY MEMBERS.

Full name: _____

Phone: _____

Relationship type/length: _____

Organization: _____

Email: _____

Full name: _____

Phone: _____

Relationship type/length: _____

Organization: _____

Email: _____

Full name: _____

Phone: _____

Relationship type/length: _____

Organization: _____

Email: _____

Previous Employment/Volunteer Experiences

PLEASE INCLUDE ALL OF YOUR EMPLOYMENT AND/OR VOLUNTEER EXPERIENCES FOR THE PAST 7 YEARS, STARTING WITH YOUR CURRENT EMPLOYER AND WORKING BACKWARDS.

Company: _____

Job title: _____

Location: _____

Dates worked: _____

Salary: _____

Reason for leaving: _____

Supervisor: _____

May we contact your supervisor? _____

Phone: _____

Email: _____

Responsibilities:

Company: _____

Job title: _____

Location: _____

Dates worked: _____

Salary: _____

Reason for leaving: _____

Supervisor: _____

May we contact your supervisor? _____

Phone: _____

Email: _____

Responsibilities:

Company: _____

Job title: _____

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Job title: _____

Location: _____

Dates worked: _____

Salary: _____

Reason for leaving: _____

Supervisor: _____

May we contact your supervisor? _____

Phone: _____

Email: _____

Responsibilities:

Company: _____

Job title: _____

Location: _____

Dates worked: _____

Salary: _____

Reason for leaving: _____

Supervisor: _____

May we contact your supervisor? _____

Phone: _____

Email: _____

Responsibilities:

Within the past three years, what job or volunteer responsibilities have given you the most personal satisfaction and Why?

Legal History and Personal Questions

ANSWER EACH QUESTION WITH "YES" OR "NO". FOR ANY "YES" ANSWERS, PLEASE PROVIDE A DETAILED EXPLANATION IN WRITING.

_____ Are you a citizen of the United States? _____ If no, are you authorized to work in the U.S.?

_____ Have you ever worked for this company?

_____ Have you ever been convicted of a criminal offense (felony or misdemeanor)? (Answer "yes" if you have entered a plea agreement including a deferred sentence or deferred judgment arrangement in connection with a criminal case.

_____ Have you ever been charged with a sexual offense, any offense relating to children or vulnerable adults, or crime of violence?

_____ Have you ever been reported to any organization or registry for abuse or misconduct involving children or vulnerable adults?

_____ Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children or vulnerable adults?

_____ Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?

_____ Have you ever been reprimanded, or asked to leave or end your membership in a church?

_____ Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?

_____ Do you now or have you ever sought out or intentionally viewed child pornography?

_____ Do you regularly attend church?

If yes, where and for how long? _____

Briefly describe your Christian testimony:

Briefly describe why you might feel God has called you to serve in the ministry of Mission 1:27:

When you are unhappy, angry or emotional about a person or circumstance, what do you do?

Have you ever abused a child or vulnerable adult? _____

Has anyone ever accused you of abusing a child or vulnerable adult? _____

For Adventure Center and Adventure Teen candidates only:

Do you have a preference concerning the age group or gender of children or students with whom you would like to work? Why?

What is your philosophy concerning re-direction or discipline of children?

Disclaimer, Release and Signature

INITIAL NEXT TO EACH STATEMENT AND SIGN AT THE BOTTOM.

_____ I authorize Mission 1:27 to contact all individuals, organizations and references listed on this application in order to verify the information I have provided. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references, as well as contact persons from my previous employment and volunteer experiences, listed on this application.

_____ I specifically authorize Mission 1:27 to undertake a criminal background check concerning my past.

_____ I understand and agree that any information received from the background check and application verification will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

_____ I acknowledge that I have received and understand the Mission 1:27 Statement of Faith and that my beliefs are in agreement with those of Mission 1:27.

_____ I acknowledge that I have received, understand, and agree to the Child Safety Policy for Mission 1:27.

_____ I have thoroughly read and understand Mission 1:27's Qualifications for Leadership. I agree to conduct myself in a way that is in line with these guidelines and to speak to a supervisor right away about any concern or questions with my own conduct or that of a co-worker.

_____ I agree and understand that my electronic signature is the legal equivalent of my manual/handwritten signature.

_____ Finally, by signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects. Furthermore, if this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____



Statement of Faith

1. We believe the Bible is the inspired, infallible Word of God, inerrant in the original writings and is the supreme and final authority in all matters of faith, life and doctrine.

2 Tim 3:16-17, 2 Peter 1:21, Ps 19:7, 1 Thess 2:13

2. We believe there is one God, eternally existing in three distinct personalities as Father, Son and Holy Spirit.

Gen 1:26, Matt 28:19, John 1:1-14, John 14:16

3. We believe that Jesus Christ is deity and was conceived by the Holy Spirit, born of a virgin and is true God and true Man.

Isa 7:14, Matt 1:18-25

4. We believe that man was created in the image of God; that because of sin, he not only experiences physical death but also spiritual death, which is the separation from God; and according to the scriptures is in need of salvation.

John 3:16, Gen 1:26,27, Rom 3:10,23

5. We believe that Jesus Christ died for our sins according to the scriptures and that we are redeemed by His atoning death through His shed blood, that He bodily resurrected and ascended into heaven, and that He will come again in power and glory.

1Cor 15:3, Rom 5:1, Heb 3:1, Heb 7:25, 1 Thess 4:16-18

6. We believe that all who by faith, receive the Lord Jesus Christ as Savior are born again and believe in the continuous ministry of the Holy Spirit, by whom Christ indwells each believer, enabling him or her to live a godly life of obedience as he or she reaches for maturity.

Eph 2:8-9, John 1:12, Rom 5:1-5

7. We believe that God created man and that He created them male and female. As such, He created them different so as to complement and complete each other. God instituted monogamous marriage between one male and one female as the foundation of the family and the basic structure of human society.

Gen 2:24, Lev. 18:22, Matt 19:4-6, John 4:16-18, Rom. 1:26-27, Rom 1:18-32,

1 Cor 5:11, 6:9-11, 18-20, 7:1-3, 8-9, Gal 5:19-21, Eph 5:3-7, 1 Tim 1:9-11

8. We believe the Holy Spirit unites the Body of Christ in the Lord Jesus and together they form the church.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Mission 1:27's faith, doctrine, practice, policy, and discipline, the Board of Directors are the final interpretive authority on the Bible's meaning and application.

Qualifications for Leadership of Board Members and Staff Members of Mission 1:27

Our desire is for Jesus Christ to be glorified in everything we do. Therefore, we stand firm on His Word and His life's example. We expect our staff and board to portray a Christ-like lifestyle both in and out of activities with Mission 1:27. We expect all staff and board to walk in a way that is in line with God's Word and pleasing to the Lord throughout the year.

Spiritual – All board members & employees of Mission 1:27 have received salvation in Christ through faith and have assurance of salvation and a personal relationship with Christ. Agreement with the Mission 1:27 Statement of Faith is essential. Employees & board members are actively growing in their faith which is evidenced in their daily lives, including active membership in a church body.

Character – We will demonstrate the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control – Galatians 5:22-23) in relationships with all in whom we come in contact. Additionally, living by the Mission 1:27 Basics is important. Employees and board members are expected to demonstrate a teachable spirit, an ability to share love for and to others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principles when an issue arises with fellow employees, board members, volunteers, clients, or management.

Lifestyle – The Qualifications for Leadership has been developed and implemented to uphold Christian standards of moral conduct. Moral misconduct, which violates bona fide occupational qualifications for employees to be Christian role models, includes, but is not limited to the following:

- Acts of immorality (e.g., promiscuity, extra-marital sexual relations, or any other violation of the unique roles of male and female – Romans 1:21-27; 1 Corinthians 6:9-20; Hebrews 13:4)
- Any illegal, unethical, or immoral act that would bring disgrace to fellow workers, embarrassment to the ministry, or reproach to the name of the Lord Jesus Christ
- Acts of profanity or obscenity, either in word or deed (Matthew 15:18-19)
- Activities, either as an individual, or as a member of a group, which might be viewed as divisive, professionally or ethically questionable, or harmful to the ministry of Mission 1:27, including participation in any groups or organizations whose beliefs are contrary to the Mission Statement and Statement of Faith.

Violations of any of these provisions of the Qualifications for Leadership will jeopardize the employment or volunteer relationship with Mission 1:27 and will result in a warning, written reprimand, or dismissal, depending upon the severity of the violation, the determination of which will be made by the executive director and/or chair of the board.

I have thoroughly read and understand Mission 1:27's Qualifications for Leadership. I agree to conduct myself in a way that is in line with these guidelines and to speak to a supervisor right away about any concern or questions with my own conduct or that of a co-worker.

Signature: _____ Date: _____

SECTION 6 – Child Safety and Protection Policy

A. Overview

Four Step Safety System

Because we love children and desire to protect them, we require staff members and volunteers working with our children and students to complete **4 SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Child Abuse Awareness and Prevention Training

Mission 1:27 requires that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ a child 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 the information necessary to recognize abuser characteristics and grooming behavior, we require all paid staff to complete MinistrySafe sexual abuse awareness training online at www.MinistrySafe.com. Furthermore, all staff members receive ongoing child safety and abuse prevention training.

STEP TWO: Screening Process

Staff members and volunteers are required to complete the Mission 1:27 Screening Process, which requires a staff member or volunteer to:

- complete an employment or volunteer application
- complete at least one face-to-face interview
- provide references to be checked

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

We require that all staff members and volunteers to undergo a criminal background check.

DEFINITION OF CHILD ABUSE

The State of Georgia has defined child abuse as physical injury or death inflicted upon a child by a parent or caretaker by other than accidental means, neglect or exploitation of a child, sexual abuse or sexual exploitation of a child. Further, child abuse may occur in the home by a caretaker, in a day-care situation, in an organized ministry, whether at the main facility or away, or in any other setting, including on the street by a person unknown to the child.

Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children in sexual behavior. Child sexual abuse can involve fondling; penetration of the oral, genital, and anal areas; intercourse; and forcible rape. Other forms of abuse can include verbal comments, any exposure to pornographic materials, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

DEFINITION OF A MINOR

In Georgia a minor is any individual under the age of 18 years.

ABUSE TOLERANCE

Mission 1:27 has a **zero tolerance for abuse** in ministry programs and activities. It is the responsibility of every staff and volunteer at Mission 1:27 to act in the best interest of all children in every program.

In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to the Program Director or the Executive Director.

B. ENFORCEMENT OF POLICIES

Mission 1:27 staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment. Final decisions related to policy violations will be the responsibility of the Executive Director.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Mission 1:27 is committed to providing a safe, secure environment for children 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 law enforcement and Child Protective Services.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor immediately.

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our children, Mission 1:27 staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to a Program Director or the Executive Director.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the organization to be harmful to a child will be immediately suspended from participation in all activities. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act will be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children and students. If the person is a staff member or employee, such conduct may also result in termination of employment.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member. Volunteers who fail to report a prohibited act may be restricted from participation in Mission 1:27 activities.

REPORTING SUSPICIONS OF ABUSE

Staff members and volunteers at Mission 1:27 are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the Program Director or the Executive Director.

Georgia 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 within 24 hours. The phone number for reporting is 855-422-4453.

RESPONSE TO ALLEGATIONS

All allegations will be taken seriously. Mission 1:27 staff will take appropriate action to report allegations in accordance with the reporting requirements of the state of Georgia, insurance policy requirements, and advice of legal counsel.

Only the official spokesperson for Mission 1:27 or its appointee is to speak to media officials. No other staff members shall speak to the media regarding such matters.

Mission 1:27 staff will thoroughly document all efforts in handling any incident.

Mission 1:27 staff will not deny, minimize, or blame any individual involved in allegations. Mission 1:27 will minister to all involved, as well as cooperate with authorities.

C. Supervision and Interactions

Staff members and volunteers are expected to provide adequate supervision at all times for children in their care.

STAFF TO STUDENT CONDUCT

We will always be above reproach when interacting with students. Our actions and intentions will always be pure and honoring to Christ. We will treat others with respect in all verbal and physical interaction. The subject of conduct with students is fragile and should be handled with the utmost concern and seriousness by every employee.

BUILDING SAFETY

The Program Director will be responsible for ensuring that the Adventure Center, or other area of programming, is well-monitored during program hours. This will include monitoring of staff members, volunteers and children in classrooms, on the playground, on the bus or anywhere else programming takes place.

No child will ever be left unattended. Staff members and volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

At the end of every day or event, staff members and volunteers must ensure every room and restroom is checked prior to leaving.

On the playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas which are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

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

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children. Another adult who has completed the Mission 1:27 application and screening process should always be present.

Interaction with children must be visible. Appropriate environments include public one-on-one interaction and group or public environments. Inappropriate environments include being alone in the bathroom and rooms without windows with closed doors. Unmonitored one-on-one interaction with kids is never allowed – whether inside or outside the center.

TRANSPORTATION

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

1. Children should be transported directly to their destination. Unauthorized stops to a non-public place will be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
2. Staff members and volunteers must avoid physical contact with children while in vehicles.
3. No cell phones may be utilized by the driver while driving for Mission 1:27.
4. No drivers under age 25 may drive owned or rented vehicles.
5. The use of personal vehicles to transport children and students will be avoided.
6. State requirements regarding the use of car seats and seatbelt usage must be followed.

PARENTAL INVOLVEMENT

Parents are encouraged to visit any and all programs in which their child is involved and have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs will be required to complete the volunteer application and screening process.

DISCIPLINE

We believe in redemptive discipline. Redemptive discipline takes on a gospel-centered, scripturally-based, positionally-focused, and grace-oriented nature. Teachers deal with their students in the same manner God deals with his people. Thus, the purpose is not just for students to conform behaviorally, but rather for them to become conformed to the image of Christ. Achieving this goal is more than simply regulating behavior. It involves leading students to the point of self-discipline where they can recognize, admit, and repent of their wrongdoings (sins). Redemptive discipline aims to produce students who follow rules, but just following the rules never overshadows the needs and circumstances of the students.

The purpose of discipline is two-fold: The need for group order and the need for individual self-control. For these two purposes to be accomplished there must be “rewards” for following the rules and showing self-control and “consequences” for not doing so. The most effective “rewards” and “consequences” are natural outcomes and logical consequences. Natural outcomes are the loss or gain of privileges associated with the behaviors, and logical consequences are the loss or gain of specific results that were decided at the beginning of an activity. This style of discipline that recognizes making good choices and corrects making poor choices is recommended for everyday instruction and classroom management.

Discipline is generally the responsibility of staff member, not volunteers. Should a volunteer require assistance with a difficult student, they should ask a staff member for help.

When students do not keep order and are not showing self-control, the following logical consequences may be used:

- Time Out / Time Away
- Loss of a privilege(s)
- Scripture Writing Assignments
- Work-related assignment at the Center
- Warning from Coach
- Conference with the Director
- Parental contact

Once determined that the use of logical consequences is not effective, staff members follow the following plan of action:

1. If behavior persists, complete the discipline form and send student to Director. Director conferences with student and sends student back to class.
2. If behavior persists, student goes back to Director and parent is contacted.
3. Coaches and Directors do their best to record all major or repeated disruptive behavior, daily.
4. If behavior still persists and the student does not respond to correction, communicate via phone call or in person with parent, asking for parent support regarding the continued discipline issues.
Communicate with Property Manager and Operations Manager about situation
5. If behavior persists, discipline warning letter is sent to parent about continued behavior issues and next steps (see attached for example). Be sure to get letter with signature returned.
6. If behavior persists, assign 1 week suspension. Parent must come for conference with Director and Operations Manager and/or Property Manager before student’s return.
7. If behavior persists, repeat steps - record, call, letter.
8. If behavior still persists, student may receive a long suspension - to the start of next semester, or whatever time period fits.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and children should be positive and uplifting. 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 children. Appropriate examples include, but are not limited to, verbal praise and encouragement, and scripturally based teaching.

Staff members and volunteers should never talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Inappropriate examples include but are not limited to: sexual jokes, homosexual innuendos, bathroom humor, swearing or vulgar language, verbal harassment or abuse, individual secrets, sexual coaching or conversation.

ELECTRONIC COMMUNICATIONS

All digital, online, and social media communications with youth shall uphold the principle of transparency. All individuals communicating with youth will do so in an appropriate and professional manner to ensure compliance with the principles and procedures outlined in Mission 1:27's Child Safety Policy and Employee Handbook.

As ministers to young people, it is incumbent upon us to leverage these new mediums in our efforts to communicate, evangelize, and share the Gospel with the next generation. However, new mediums involve challenges for both youth and those who minister to them. Thus, transparency, prudence and professionalism must guide our digital communication and online interactions with young people. In this way, we can improve ministry effectiveness while ensuring the privacy and safety of everyone involved. The primary purpose of all communications with youth shall be to provide information related to a ministry, event or for evangelization efforts.

It is vital that all communications with youth be as transparent as possible. Communication shall be open and accessible to multiple parties always taking care to avoid personal, private, one-on-one communications between team members and individual young people unrelated to ministry. To this end:

1. Parents and guardians shall be made aware of mediums used to communicate with youth for ministerial purposes.
2. All communication with students must be above reproach and indicative of healthy boundaries. As with any communication, the content of any electronic communication should be readily available to share with the student ministry leader or a parent.
3. Team members using a private, personal device to communicate with youth for ministry-related purposes must agree to make the contents of their device available upon request should there be suspicion of inappropriate communication. The continued employment of team members using a private, personal device is contingent upon cooperation with this request.
4. No user has any ownership interest or expectation of privacy in such communications.
5. If at any time a team member receives personal communication in any form from a young person deemed inappropriate, or from other individuals participating in or overseeing a program, they must consult with their supervisor immediately to determine appropriate action.

All Mission 1:27 team members are mandated reporters and must report any suspected or direct revelation of physical or sexual abuse of a youth, or if a youth is a safety risk to themselves or others, to the Department of Child Protective Services and to the personnel's direct supervisor.

Mission 1:27 team members are not trained therapists or certified counselors and must learn to recognize the difference between a circumstance that requires patient listening and proper ministerial care, and a

circumstance that requires professional help. Team members serve as a bridge to resources and encourage youth to seek the help they need. Digital platforms should never become personal therapy sessions.

If a young person discloses sensitive, “safety at risk” information (i.e. drug or alcohol abuse, struggles with promiscuity, cutting, depression, bullying/harassment, etc.) and has requested confidentiality:

- Reassure the youth that you are a trusted source to share with, but cannot promise confidentiality. While you will try your best to protect the youth’s privacy and trust, you must share this information with another adult to get the youth aid and assistance.
- Maintain transparency by bringing this information to the attention of another supervising adult so that someone else is aware that you are engaging in trusted communication with a young person in a sensitive situation.
- Encourage and accompany the youth to seek assistance from and share their situation with their parent/guardian and help connect them to appropriate resources and/or professional counseling.

Video Calling, Chat Rooms, Hangouts, and online video game forums

At no time shall one-on-one communication take place between team members and youth in chat rooms, private online hangouts, online video gaming forums, or through video calls. If team members want to establish an online group hangout or conduct a live group video call for purposes of ministry, parents shall be notified and permission shall be granted for those to participate (if not already done so). These mediums shall always be done in a group with more than one adult helping to administer the communication.

Texting and Direct Messaging

Texting and direct messaging between team members and youth is permissible only as outlined below:

1. In general, messages should occur in ‘group’ form, whenever possible. Though students will often reply individually, make effort to text in group form and encourage replies to the group. When possible, team members should send and receive texts using a ministry-provided device/account.
2. Prudent judgment must be used in the timing and content of messages. **Do not text before 8:00 am or after 9:00 pm** unless the texting occurs as part of a programmed ministry activity. Communication outside of acceptable hours may be warranted to communicate important information during a ministry-related event whose hours extend beyond those hours (i.e. an overnight retreat, mission trip, youth conference, etc).
3. Do not share photos and/or videos of a sexual or suggestive nature. Avoid discussion of ANY sexual topic.
4. Do not post inappropriate or off-color content, or comment on inappropriate or off-color posts. When in doubt, treat a post as inappropriate.
5. The use of Snapchat and any applications that allow anonymous messaging with students are not permitted.
6. Social media and texting communications with a student of the opposite gender is strongly discouraged.

RELEASE OF CHILDREN

At any time that a child has been entrusted to our care, we incur responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Staff members are responsible to release children in the manner prescribed by the parent or guardian on the registration document.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should contact the Program Director before releasing the child. The file and pick-up person's identification must be examined.

PHYSICAL CONTACT

Mission 1:27 is committed to protecting children in its care. To this end, we have implemented a 'physical contact policy' which promotes a positive, nurturing environment for our programs while protecting children. The following guidelines are to be carefully followed by anyone working in Mission 1:27:

1. Handshakes, high-fives, walking hand in hand, short hugs, walking with arm around the shoulders, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally acceptable.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to the Program Director or the Executive Director. Inappropriate examples include but are not limited to: private back rubs, tickling, massages, touching of private parts, touching a child in anger, disgust or frustration, frontal hugs with opposite sex, sexual embraces, lap sitting, wrestling and kissing.
3. Physical contact should be for the benefit of the child, 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 children, staff members and volunteers.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Mission 1:27 must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others, adults and children.
8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to the Program Director or the Executive Director.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in our programs.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on the premises of Mission 1:27 programs and activities or in the presence of children.

TOBACCO USE

Mission 1:27 requires staff members and volunteers to abstain from the use or possession of tobacco products in its facilities, while in the presence of children or their parents, or during ministry activities or programs.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while on the premises of Mission 1:27 programs and activities, while in the presence of children or their parents, or during ministry activities or programs off-site.

NUDITY

Staff members and volunteers of Mission 1:27 should never be nude in the presence of children 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.), staff member/volunteer will communicate a plan to the Program Director concerning arrangements for showering or changing clothes.