



OLIVE BRANCH
BAPTIST CHURCH

Youth Ministry Policy Manual

Olive Branch Baptist Church
5223 Blackridge Road
Blackridge, VA 23950
(434) 636-2228

MISSION

STATEMENT

Reaching out to and impacting the students in our community while leading them to a meaningful and growing relationship with Jesus Christ.

Table of Contents

I.	Philosophy of the Youth Ministry	2
	a. Purpose & Objective.....	2
	b. Youth Protection Policy Need.....	2
	c. Core Values & Expectations.....	2-4
II.	Youth Leader/Volunteer Requirements & Expectations	5-6
	a. Youth Volunteer	5
	b. Youth Leader	6
	c. Youth Council	6
III.	Youth Protection Policies	7
	a. Application	7
	b. Definitions.....	7
	1. Youth	7
	2. Inappropriate Displays of Affection.....	7
	3. Appropriate Discipline.....	7
	c. Guidelines.....	8
	1. General.....	8
	2. Transport.....	8
	3. Overnight Events	9
	4. Exceptional Situations	9
	5. Screening.....	10
	6. Training/Continuing Education.....	10
	7. Reporting.....	10
	8. Counseling.....	10-11
	9. Care of Documents.....	11
	10. Dress Code.....	11-12
	11. Injury, First Aid, Medication	12
	12. Forms/Releases	12
	13. Background Verification/Training Procedures	12
IV.	Volunteer Acknowledgement Form	13
V.	Youth Protection Program Authorization/Consent	14

For the purpose of this document, the term “Youth Ministry Direct Supervisor” (furthermore written as “YMDS”) will refer to the following positions in sequential order. If one of the positions is not filled, the term will refer to the person in the next position.

1. Youth Director/Youth Minister/Youth Pastor
2. Associate Pastor
3. Senior Pastor

All reporting and issues regarding Youth Ministry should be made aware to the following positions above in sequential order. If there are no pastors employed concurrently, the YMDS position will be filled by the Youth Council Chair until a pastor is in place. Under these circumstances, the YMDS will report to the person or group that is called upon to act as the senior church leadership during the interim time.

I. Philosophy of the Youth Ministry

a. Purpose & Objective

The Olive Branch Baptist Church Youth Ministry exists to reach our young people with the truth of the Gospel of our Lord & Savior, Jesus Christ, to help them grow in their knowledge of Christ, and to nurture a burning desire to reach out to others in love with that knowledge. The purpose for establishing a Youth Protection Policy is to demonstrate our clear commitment to the spiritual growth and physical safety of our youth. OBBC also recognizes the need to have a formal, written policy to (1) prevent the occurrence and/or appearance of abuse of our youth, (2) protect our adults from false accusations and/or suspicions, (3) protect the reputation and the financial and emotional well-being of the entire church.

b. Youth Protection Policy Need

These policies reflect the church's commitment to help protect youth from harm. They apply to all volunteers working with youth and all compensated staff. The responsibility to keep the provisions of this policy current are assigned to the Youth Council, YMDS, Associate Pastor, and Senior Pastor.

c. Core Values & Expectations

Parents will take the primary responsibility for discipleship of children (Deuteronomy 6:4-9; Ephesians 6:1-4)

- The primary minister in a young person’s life is his/her parents. While it is true that youth ministry is important, its role is not to assume the responsibility God has entrusted to the parents. Therefore, the staff and volunteers of the Youth Ministry will seek to partner with parents to support them in accomplishing the task God has given them. We will not usurp the parents’ role, but come along side to support, encourage and love them in this process.
- We recognize that some students will become involved in our ministry that may have parents that are not Christ-followers. This being the case, we will make sure they are surrounded with support from multiple “spiritual parents” in the church.

The word of God will be the foundation of all that we do (2 Tim 4:1-2; James 1:22-25; Psalm 119; 2 Timothy 3:15-17; John 17:17; Hebrews 4:12)

- The Holy Spirit uses the Bible to transform lives. Without the centrality of scripture, ministry loses its focus and, as a result, opportunities for lasting spiritual impact are diminished or lost. Therefore, from start to finish, Scripture will remain foundational and permeate all that we do.
- While it is good to have different interpretations and views of scripture as it promotes diversity among God's people, it is important to recognize that matters pertaining to Salvation are not to be handled lightly. It is also important to be consistent among the ministry so that there is unity. We are to preach and teach what is true, regardless of our personal feelings. Any biblical theology that is not salvation related and has a broad spectrum of views is good for conversation and profitable for learning, but not for dogmatic preaching/teaching.

The gospel of Christ will be the primary message. (John 14:1-6; Acts 4:12; Luke 5:29-32)

- Games, events, and craziness of all kinds is great, but only when they work to accomplish the ultimate goal- saving faith in Christ Jesus. For this reason, all that we do will be designed with salvation and Christ-likeness in mind. Our goal is not to entertain our young people or have the coolest, most cutting edge ministry in town, but to remain true to the gospel, trusting that God can and will change lives. We will do this by never assuming that our young people already have a sufficient understanding of the gospel.
- **Belong, Believe, Behave.** This is the natural order that someone becomes part of God's Church.
 - First, they must feel like they **Belong**. This means being just as Jesus was in making all people feel welcome. Jesus didn't seek out the most holy people. He took fishermen and corrupt tax collectors and turned them into his disciples. We are to do the same thing. We cannot assume that a person who has not yet decided to follow Christ will act in a way that reflects that. If we truly live out God's love, then people will want to be a part of that and belong in that love.
 - Second, once they feel like they belong, then they will start to **Believe**. Jesus didn't go around asking people to follow him and be righteous while He went off sinning. He lived a life according to what He was teaching and preaching and people wanted to belong in that. Then, when they saw that these promises of Jesus held up, they started to believe. Believing in Jesus is more than believing He exists, its understanding that He will keep His promises, that we can have salvation through Him, and our lives will be changed so much that we will follow Christ in all that we do.
 - Third, now that a person has felt a sense of belonging and now believes, then they will start to **"Behave"**. Jesus never told anyone that they had to go be good enough first before they could be saved. Sanctification is a process. While Jesus does ask that we leave everything in our old lives and follow him, there will be some habits that are hard to break. Eventually though, a person will start to look more like Christ and become more righteous each day if they truly believe.
- A person (especially a student) cannot be expected to behave first. Jesus wants us to be saved and to get the rest ready on the way.

The church is the body of Christ and the youth ministry will learn and submit to the overall purposes of the church. (1 Corinthians 12, Ephesians 4:1-16; Titus 2:6-8; 1 Peter 5:1-5)

- The youth ministry is not a separate church. Youth ministry exists under the umbrella of Christ as the head of the Church, and the elders (pastors, church leaders, etc.) who shepherd the local church. Accordingly, we will teach our youth what the Bible says about their responsibility to the church as a whole and encourage them to be involved in the local church.

Every young person will be encouraged to pursue accountability and relationships where they can learn and grow alongside other believers (Matthew 18:15-20; Phil 3:17; Hebrews 3:13)

- There shouldn't be any "lone ranger" Christians. The Christian life is not to be lived in isolation. God has given believers the Body of Christ as a support system. For this reason, we seek to connect our young people to mature believers for the purpose of discipleship and accountability.

We will speak the truth in love while being patient with all believers in the process of spiritual growth (1 Corinthians 3:5-8; Ephesians 5:17-24; Philippians 2:12-13; Romans 6:4; 2 Ti 4:2).

- There are differences between justification, sanctification and glorification. In justification God declares sinners righteous by crediting them with the perfect righteousness of Christ. This free gift is received by faith alone. Sanctification is the process by which the Holy Spirit of God works godliness into the hearts and lives of believers. Glorification comes when we see Jesus face to face and are transformed into His very image. Whereas justification and glorification are instantaneous, sanctification is an on-going process that will never be fully completed or fully realized in this life. As with all of us, no young person will ever be without sin on this earth. Therefore, we will seek to be patient with all young people in the process of spiritual growth, believing that "He who began a good work in them will carry it on to completion until the day of Christ Jesus (Phil 1:6 – paraphrased). Remember, they have to belong before they believe and believe before they behave.

There will be no semblance of favoritism within the ministry because all young people matter to God (Psalm 139:13-16; Luke 15; Romans 5:8; James 2:1-12; 2 Peter 3:9)

- Each young person is fearfully and wonderfully made and unique in God's eyes. Regardless of dress, lifestyle, or personal background, God loves each young person equally. Therefore, we will seek to demonstrate that same love through fairness and impartiality. We will encourage each young person to interact freely and openly with each other, while discouraging "cliques" of any kind. It is natural for us to connect with some people better than others, and the same applies to our relationships to students, but we will remain equally accessible to everyone. Remember that Paul, one of the greatest components of the early church, was originally an opponent of the church.

II. Youth Leader/Volunteer Requirements & Expectations

All Youth Leaders/Volunteers are to undergo a screening process described under Youth Protection Policies as well as abide by all the policies in this document. The following Requirements and Expectations apply to all youth leaders/volunteers. *Sunday School Teachers are included in Youth Leaders/Volunteers*. Failure to comply with the statements in this document call for disqualification from serving in the Youth Ministry at Olive Branch Baptist Church.

Those that work with Youth Ministry are broken down into three main categories: Youth Volunteers, Youth Leaders, and the Youth Council. Below are the breakdowns for each role:

a. Youth Volunteer

Requirements

- Must be at least 18 years or older
- Must have updated and valid background check on file with OBBC
- Must be a born-again, professing Christian and maintain a Christian lifestyle.
- Must adhere to the OBBC Youth Policy
- Complete Safety Training as directed by YDMS
- Must be a Member or Regular Attendee of Olive Branch Baptist Church
 - Exceptions to this requirement may be made on a case by case basis as approved by the YDMS, Associate Pastor, and Senior Pastor.

Areas of Service

- Chaperone Local Events and Day Trips
- Chaperone Overnight Events
- Drive Vehicles
- Assist with Local Events
- Help with Food for weekly activities and events

Expectations

- Be involved with youth ministry when possible.
- Attend yearly Youth planning meeting
- Attend youth volunteer training as needed.

b. Youth Leader

Requirements

- Same as Youth Volunteer

Areas of Service

- Chaperone Local Events and Day Trips
- Chaperone Overnight Events
- Drive Vehicles
- Plan and assist with Local Events
- Teach and Lead Sunday School, small groups, and other discipleship opportunities.
- Minister to students through personal and group discipleship, personal relationships, and developing connection with students' parents
- Be involved with youth missions and mission trips
- Other areas as needed.

Expectations

- Be involved with youth ministry frequently
- Attend yearly Youth planning meeting
- Attend Youth Sunday School, YC, and other Youth Services frequently
- Commit to pray for Students and youth ministry as a whole.

c. Youth Council

Requirements

- Must be at least 18 years or older
- Must have updated and valid background check on file with OBBC
- Must be a born-again, professing Christian and maintain a Christian lifestyle.
- Must adhere to the OBBC Youth Policy
- Complete Safety Training and Youth Leader Training as directed by YDMS.
- Must be a Member or Regular Attendee of Olive Branch Baptist Church

Areas of Service

- Same as Youth Leaders
- Roles:
 - Events Coordinator, Mission Coordinator, Administrative Coordinator, Boys Discipleship Coordinator, Girls Discipleship Coordinator
 - Youth Council Chair: Gives Youth Ministry report at business meetings, represents Youth Ministry if YDMS is absent.

Expectations

- Be involved with youth ministry frequently
- Attend yearly Youth planning meeting
- Attend Youth Sunday School, YC, and other Youth Services frequently
- Commit to pray for Students and youth ministry as a whole.
- Attend Monthly Youth Council Meetings to help plan and make needed decisions.
- Be advocates for youth ministry amongst overall church ministry.
- Collectively Assume duties of Youth Pastor during interim time or if YDMS is unavailable.

III. Youth Protection Policies

a. Application

This policy is applicable to all individuals having direct contact with the youth of Olive Branch Baptist Church, including but not limited to, pastors, staff, teachers, volunteers, chaperones, drivers, and other youth. These policies apply to everyone, including individuals involved that are of the same gender.

b. Definitions

1. Youth

A “Youth” or “student” is any persons under 20 years old that are currently enrolled in the grades 6th-12th. The Children move up to youth on promotion Sunday after they have completed the 5th grade. A Youth moves up to “young adult” or “college and career” age on promotion Sunday after they graduate high school or when they turn 20 years old, whichever comes first.

2. Inappropriate Displays of Affection

- Any form of sexual contact or any contact perceived as stimulating
- Intimate kissing
- Inappropriate Massages
- Lying down or sleeping beside youth
- Touching or hugging from behind
- Showing affection in isolated/inappropriate areas such as bedrooms, closets, restricted or private rooms.
- Comments that relate to physique or body development
- Touching or grabbing of a sexual nature or of an inappropriate area (bathing suit area, private parts, etc.)
- Inappropriate or lengthy embraces
- Any inappropriate language

3. Appropriate discipline

- Use praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding youth of behavior expectations by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the youth’s age and development.

Harsh, cruel or unusual treatment under the guise of discipline is unacceptable and will not be tolerated. Corporal discipline is never allowed.

c. Guidelines

1. General

Adults involved in Olive Branch Baptist Church youth activities must assume the full burden for setting and maintaining clear and appropriate physical and emotional boundaries in all youth ministry relationships.

- **Two Adult Rule** – Two or more adults are to be present during any Olive Branch Baptist Church sponsored youth activity. If one-on-one interactions between adults and youth are unavoidable or absolutely necessary, the interaction should occur in an area that is visible to others and with the knowledge of another adult. No youth assistants will have sole responsibility for, or be alone with, any youth. Where application of this rule is not possible or practical (e.g. emergencies) a “roaming adult” should be utilized. Youth activities that cannot meet requirements of the two adult rule will be cancelled.
- **Open Door Environment** - All classroom doors will have windows.
- **Proportional Adult Coverage/Supervision** It is recommended that there be a minimum of 1 adult per 10 youth for high school level activities, 1 Adult per 7 youth for middle school age activities. Per the two-adult rule, no activity will have less than two adults, preferably one male and one female if mixed gender youth are participating.
- **Off-site Activities** It is preferable that one or more of the accompanying adults be parents/guardians of participants. The Senior Pastor or the Associate Pastor must approve any youth activities that are held off-site. Parental permission must be secured for off-site activities and there will be a minimum of two adults present.

2. Transport

All youth must ride in vehicles driven by authorized adults which must:

- Be at least 18 years old
- Have a valid Virginia driver’s license, qualified for the vehicle being operated.
- Have no record of convictions for the past five years for DUI, driving with a suspended or revoked drivers license or reckless endangerment.
- Have proof of insurance
- Never be alone in a vehicle with a youth other than his/her own child. Therefore, no fewer than three persons, one of them an adult, should occupy a vehicle traveling to/from an activity.
- Ensure vehicles are not filled beyond capacity for their use, that seat belts are always secured and that occupants behave.
- Must understand emergency contact procedures and maintain contact with the person in charge (e.g. cell phone)
- Meet the church requirements for operating church vehicles if operating a church vehicle.
- When students are transported by the Church vans, all Virginia Department of Transportation/Vehicle Laws must be adhered too.
- A church liability release-emergency medical-trip authorization form must be completed by parents or guardians of all minor persons being transported on the church vans. The van driver will maintain a copy of this form.

3. Overnight Events

- Care needs to be taken to ensure that there is a clean, safe environment provided for sleeping, showering, bathing, dressing and all other aspects of being away for a period of time. Adults must always respect the privacy of youth and each other. Likewise, youth must respect the privacy of adults and each other.
- When the youth group includes both males and females, and stays overnight, both male and female adults must be present. (This also applies to overnight stays at Olive Branch Baptist Church)
- Only Olive Branch Baptist Church and associated congregational group, youth and adults participating in the trip are allowed to stay in the same accommodations.
- Sleeping areas and access to bathroom facilities should be segregated between males and females. Every sleeping unit (hotel room, dorm room, cabin, tent, etc) should have either two adults of the same gender as the youth, or no adults assigned to it. In the rarest of cases when only one adult is available, the sleeping unit must have at least two youth of the same gender as the adult. Adults are not allowed to share a bed with a youth unless it is their own child. If absolutely necessary, beds may be shared by youth of the same gender. If separate bathroom facilities are not available, times for male and female and youth/adults use should be scheduled and posted prominently.
- When one room is used for sleeping, youth and adults of the opposite gender will sleep an appropriate distance apart as determined by the adult in charge.
- Both youth and adults shall wear appropriate sleeping apparel.
- In booking hotel rooms, reservations should be made, if possible, with all rooms on the same floor or location in the hotel. Adjacent rooms allow for enhanced supervision and safety.
- No youth(s) should be allowed to leave the premises without authorized and appropriate adult supervision.
- Curfews must be established and adhered to by all participants.
- Overnight trips with volunteers and/or staff taking youth on overnight trips are to be carefully planned. Only known, proven volunteers and staff will be permitted to chaperone the trips. New volunteers may be used as additional sponsors, but shall not be left alone with students in a situation where there is no other staff or volunteer to observe. In no circumstance will one adult be allowed to take youth on an overnight trip.

4. Exceptional Situations

- Only under the rarest and most unusual circumstances should an adult be alone in a car, room, or other accommodation with a youth. This might include a case where a youth is ill or in a bona fide medical emergency. In this case, the adult should make every effort to enlist the help of another youth or adult to be present and assist. Note, however, the health and welfare of the youth takes precedence and whatever action is necessary and appropriate must be taken.
- If there is a unique need for an adult to talk with a youth in private, the adult should choose a quiet place that is in plain, public view. Examples of this may include open areas around the church (courtyards or hotel lobbies if on a trip), short walks down a sidewalk, a restaurant or other location where people are present in the area.
- Adults need to acknowledge that there is potential for sexual abuse and/or harassment accusations by outside and all parties present and must take reasonable and appropriate steps to ensure the safety and well-being of all youth.

5. Screening

- Each volunteer is required to complete a personal interview by the YMDS and consent to have a sex offense and criminal background check on file as well as a formal sexual abuse prevention training as described under the section “Background Verification/Training Procedures”.
- Each volunteer must be an active member or attender of Olive Branch Baptist Church and be at least 18 years of age. Interns must undergo the same screening process.
- Each volunteer must acknowledge and agree with Olive Branch Baptist Church’s Youth Protection Policy.

6. Training/Continuing Education

- Before Volunteering with the Youth Ministry, a person must first receive training from the YMDS and/or other Volunteers. This required training may come in the form of personal teaching from the YMDS, or courses designed for learning the methodology and practical application of Youth Ministry Principles.
- While it is not required, it is heavily recommended that the Youth Volunteers attend leadership conferences, training sessions, book studies, or other methods of training and leadership growth as directed by the YMDS.

7. Reporting

- Any person, adult or youth, must be ready to safeguard and protect the trust and safety of children and youth. Anyone who has “reason to believe” or evidence that a child/youth is a victim of abuse or neglect has a duty to report. This duty to report is not limited to events or activities at Olive Branch Baptist Church or under our supervision. A failure to report can be considered a criminal offense and potentially subject to civil liability.
- Olive Branch Baptist Church understands that appropriate government agencies must respond and investigate reports of abuse/neglect of a child/youth to the Virginia Department of Social Services (VDSS). Olive Branch Baptist Church will at all times fully cooperate with such governmental agencies, and in no way attempt to interfere in or obstruct such agencies or their investigations. All Volunteers and Leaders are Designated Reporters and any instances that fall under these categories are to be reported as is the legal obligation of each volunteer.
- If anyone is unsure whether an incident or condition should be reported, they should feel free to discuss the circumstances with the YMDS. Additionally, Olive Branch Baptist Church asks that if an incident or condition is reported to the VDSS, that The YMDS and the Senior Pastor be notified of the situation immediately.

8. Counseling

Bear in mind, Youth Ministry volunteers are not professional counselors. Consequently, this occasionally poses a significant boundary issue when working with young people. As they begin to trust the Youth Ministry personnel, they will begin to confide in them. Problems arise when a young person confides in a volunteer, expecting them to maintain confidentiality. Unfortunately, not all counseling issues can remain confidential.

Youth Ministry volunteers are required to report immediately to the YMDS if:

- A young person is being abused physically, sexually, or mentally.
- A young person is threatening to hurt him/herself (suicide, cutting, etc)
- A young person is threatening to hurt someone else (homicide, revenge, etc)
- A young person reveals a personal crisis/endangerment (pregnancy, drug abuse addictions, criminal activity, etc).

If any of these situations arise, the YMDS will take the appropriate course of action, including the consulting of authorities and/or parents or pursuing professional counseling options. The YMDS is available to give counsel and guidance on any issues or concerns that arise. Because we are dealing with minors, we will use the utmost discretion as to who to involve in various issues. We desire to build trust with our young people, but not to the extent of keeping parents excluded from their child's life.

It is recognized that certain counseling and ministerial situations may preclude the presence of two adults when situations where individual counsel and guidance is necessary. However, such counseling should only take place in a room where interior windows allow a clear view of the activities in the room or in a public place as described under "**Exceptional Situations**".

9. Care of Documents

All information will be treated in a confidential manner, except as required by legal reporting requirements or legal process. Documents will be kept in secure storage available only to those charged in the church policies and bylaws with the responsibilities requiring direct access to information within their purview. This secure storage will house all Screening Forms, Applications, Volunteer Acknowledgement Forms and any other sensitive information related to youth protection.

10. Dress Code

Modesty is of supreme importance and all youth participants should consider their outfits prior to attending any event. While it is understood that not all new students will know the policy beforehand and mercy can be expended for the first-time visitors, it is imperative that we make the dress code known so that issues do not continue to rise. Conversations about dress code are to be gender specific. This means that only male volunteers should confront male students and female volunteers should confront female students. The YMDS or person in charge is to be notified before any confrontation is to happen. Under certain circumstances, youth may be asked to change. Any Refusal of the dress code could result in dismissal from the event or activity. The dress code is as follows:

- **Clothes** with inappropriate messages or images are not permitted
- **Tops** must completely cover the abdomen and back. No midriff, halters, tube-tops, spaghetti straps, low-cut shirts, backless shirts, etc.
- **Shorts/Skirts** should be long enough to be considered "fingertip" length (middle or ring fingers) while standing up.
- **Pants** must be pulled up. Please don't show us your underwear (or anything else for that matter).
- **Hemlines and necklines** should be modest. No low cut tops (avoid visual cleavage).

- **Bathing Suits**
 - Guys are to wear trunks or board shorts and a shirt (preferably a “rash guard” or “water shirt”). Speedo style suits can only be worn UNDER the trunks or board shorts.
 - Ladies are to wear one piece bathing suits or “Tankinis”. Bikini suits are allowed ONLY UNDER a dark colored shirt (preferably a “rash guard” or “water shirt”). Swim shorts are encouraged.
- When in doubt (if it’s questionable), don’t wear it.

11. Injury, First Aid, and Medication

Unless a volunteer is otherwise certified in the medical situation required, volunteers are only allowed to do the following pertaining an instant of injury:

- Can administer ONLY band-aids and ice packs
- Medication can only be administered with a documented condition as well as permission and instructions from the parent/guardian of a youth.
- If a youth participant is injured while under our supervision, the volunteer in charge will immediately notify the YMDS or person in charge. They will be responsible for notifying the youth’s parents. All injuries must be reported no matter how insignificant or minor they may seem. The volunteer in charge will complete an injury report as soon as possible.

12. Forms/Releases

Medical Forms, Activity Participation Agreement Forms, Insurance Forms, Parental Consent/Permission Slips, Waivers & Releases, Power of Attorney Forms, background checks, etc. will be filed, maintained and secured in the church office.

13. Background Verification/Training Procedures

As a church with a large number of youth who are entrusted to us, we should have background information on all employees, volunteers and independent contractors, as well as a training program provided.

Churches can have a wide range of high-risk exposure levels with the many types of services we provide to our congregation and community, and with the large number of volunteers that serve. Volunteers may be working closely with students with only limited supervision. The nature of the relationship in a church is that of respect and trust, and we must protect our students.

A formal sexual abuse and molestation prevention training will be required of all employees, volunteers, and independent contractors with any involvement with our children/youth and our Authorization/Consent Form must be completed and signed. Background checks will be conducted confidentially. The secretary of Olive Branch Baptist Church will be responsible for submitting and receiving the individual background checks and keeping these in a secure, locked file. If any concerns are reported, the report will be given to the Senior Pastor, who will initial, date, and return to the file if a minor violation. If more than a minor violation, the Senior Pastor will consult with the other Pastors, YMDS, Chairman of Deacons, and the Personnel Officer for decision of action to be taken.

This page was intentionally left blank.

IV. Volunteer Acknowledgement Form

Volunteer Acknowledgement

The Youth Ministry Policy Manual contains important information about the Olive Branch Baptist Church Youth Ministry. I understand that I should consult the Youth Ministry Direct Supervisor if I have any questions that are not answered in this handbook.

I also acknowledge that revisions to this policy manual may occur at any time and changes will be announced to the youth Leaders/volunteers.

My signature below acknowledges that I have received and read this entire policy manual. My signature also indicates that I agree to serve faithfully and to comply with and adhere to the policies and procedures outlined in this policy manual.

Signature

Date

Printed Name

Youth Ministry Direct Supervisor Signature

Date

*A copy of this page will be made and filed with the Youth Leader/Volunteer information.

**V. Olive Branch Baptist Church
Child/Youth Protection Program
Authorization/Consent**

At any time during the tenure of my employment service and/or volunteer service with Olive Branch Baptist Church, I hereby authorize a background check be performed, references checked, and/or character references, which I understand may include information regarding my character, general reputation, or personal characteristics. A report may be compiled with information from court record repositories, departments of motor vehicles, past or present employees and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required.

Signature

Date

*Social Security Number

*Date of Birth

*For identification purposes only

Please Print

Full Name (First/Middle/Maiden/Last)

Street Address

City/State/Zip

RETURN THIS FORM TO THE SECRETARY OF
OLIVE BRANCH BAPTIST CHURCH