

# Student Ministry



# Standards



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# Student Trip Guidelines

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## I. Pre-Trip Planning

- A. The Student Minister and parents shall have knowledge of the number of students planning to go on each trip in order to provide a sufficient number of sponsors.
- B. An itinerary complete with routes for departing and returning to the church shall be available to parents. The itinerary shall include information as to the nature of the trip, the estimated departure and return times, as well as the estimated number of vehicles and sponsors required.
- C. Drivers and sponsors shall be adults, active in the church, and supportive of the student ministry and its goals.
- D. Vehicles shall not be overloaded with more than their intended number of passengers. In keeping with state law concerning individuals 15 years of age and younger, every student shall wear an individual seat belt at any time the vehicle is in motion.
- E. Sponsors shall assist in organizing participants into groups of an appropriate size prior to departure. At no time shall any individual participant be allowed to venture away from his/her group alone.
- F. There shall be one parent (not going on the trip) who shall serve as the "base contact". This individual shall be contacted by a sponsor (at least one of which shall have a cellular phone) when the group has boarded vehicles for the return trip, giving an estimated time of return. Any changes in plans or schedule shall be reported to the "base contact" who will inform other parents as they arrive to await the group's return to the church.



# Student Trip Guidelines

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## II. The Trip Itself

- A. Ample time to reach the destination shall be allowed so that it is not deemed necessary to go at a speed in excess of the posted speed limit.
- B. When parents/sponsors volunteer to take participants in their vehicle, they are at the time certifying that their vehicle is safe and will be operated safely by a responsible adult.
- C. Any change in the itinerary, except in case of emergency, shall require notification by the sponsors to the parent(s) of each participant on the trip.
- D. Prescription and non-prescription medicines will be checked in with a designated adult sponsor prior to the trip along with written instructions on dosages and frequency of use. The youth and sponsor(s) will share responsibility to see that prescription and non-prescription medicines are used correctly and not shared with others.

## III. Overnight Stays

1. When staying locally, as for Disciple Now Weekend, these guidelines shall be followed
  1. Sponsor homes shall be only those of people who are active members of the church, and these shall have complete sponsor training as provided by the church.
  2. A reasonable time for "Lights Out" shall be established.
  3. An adequate number of sponsors shall be provided.
  4. No participant shall leave the house where they are assigned except for planned group activities (exception: Leaving with his/her own parents).
  5. Any participant who leaves his/her assigned home after curfew will be subject to losing trip privileges.



# Student Trip Guidelines

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2. On overnight trips away from the church and/or sponsor homes the following guidelines shall be followed.
  1. Above guidelines for local overnight trips shall be followed on overnight trips away from the church and/or sponsor homes.
  2. Sponsors of appropriate gender shall be assigned to rooms with participants or in adjoining rooms.
  3. On trips over 20 miles, adult-driven transportation shall be the only provision for students. Church leaders shall clarify whether or not licensed student-age drivers may take their own personal vehicles; however, under no circumstances shall other students be allowed to ride with a student-age driver without express written permission from the parents of both the driver and the rider(s). Church leaders will not be responsible for the safety of those riding in vehicles driven by students. The timely return of students to the church and the availability of a telephone are assured only to those utilizing transportation provided/sanctioned by the church. If a student does leave an event in a student-driven vehicle, sponsors shall seek to inform the parent(s) of that student as soon as possible.
  4. In the event of a serious rules violation by a student while on an overnight trip away from the church or sponsors home, that student may be sent home. This decision shall be at the discretion of sponsors. Parents will be expected to make necessary transportation arrangements for their teen should such a violation occur. If necessary, public transportation may be used at the parents' expense. **Under no circumstances shall an adult leader be alone in a vehicle with an individual student.**



# Student Trip Guidelines

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By allowing a student to go on a church trip, parents are agreeing to allow sponsors to make any decision necessary in regard to sending a student home early. On all trips, being sent home will be the normal result for violations of "class III offenses." If deemed appropriate by sponsors, and other serious failure to obey trip guidelines may result in the student being sent home early.

Prior to a student going on a church trip, local or otherwise, parents or guardians must read and sign a copy of these guidelines. The signed copy shall be kept on file at the church office.

None of these guidelines is intended to enable church leaders and/or sponsors to "catch" a teen misbehaving and so deal with him/her in a harsh manner. The intent is solely to insure that policies and procedures are established which will make all student activities as safe and orderly as possible.



# Student: Dress Code Guidelines

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Apparel should not display obscene prints or symbols. Lewd, vulgar, obscene, or suggestive language/design on clothing is prohibited. Advertisements or symbols that can be interpreted as promoting, depicting, or insinuating the use of drugs, alcohol, tobacco products, demonism, or violence are prohibited on all apparel, jewelry, and accessories.

All pants or shorts will be worn at the waist. Walking shorts which meet all criteria herein are permitted. The bottoms of all shorts, skirts, or dresses must be modest and decent.

See-through or excessively tight-fitting garments are prohibited. Halters, bare midriffs, tank tops and bare backs are prohibited.

## Swimming Garments

Boys and girls should wear cover-ups to and from the pool. No Speedos, two piece swimming suits, thong swimming suits or high-cut swimming suits are permitted. If you do not have a one piece swim suit you must wear a dark colored shirt at ALL times while wearing your swim suit – this includes while swimming or participating in water activities.

If the clothing/swimming suit is viewed by sponsors as needing to be changed or covered, the student will be asked to change.



# Student: Disciplinary Guidelines

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In keeping with our stated intention to provide a safe and orderly environment for Northside Baptist Church Students during student meetings and on trips, these guidelines are offered. The following guidelines should be administered with love and applied with the welfare of the individual participant in mind, as well as the protection of the larger group.

Sunday school and worship are irrevocable rights unless banishment or restriction is deemed necessary. All other youth activities are seen as privileges and may be revoked in matters of discipline.

## **CLASS I VIOLATIONS:**

1. Excessive talking and misbehavior
2. Minor foul language
3. Ignoring or disobeying leaders
4. Violations of dress code (see Dress Code)
5. Excessive display of affection
6. Minor destruction of property
7. Violation of minor trip rules

## **APPROPRIATE CORRECTION TECHNIQUES**

1. Verbal reprimand
2. Assignment to specific sponsor for a specified duration
3. Contact parents
4. Must change their clothing – pertains to #4 above.





# Student: Disciplinary Guidelines

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## **CLASS II VIOLATIONS:**

1. Continual violation of Class I offense
2. Blatant disrespect for authority
3. Harsh or foul language
4. Use of tobacco products
5. Display of sexual affection
6. Destruction of property
7. Abusive language, or violence

## **APPROPRIATE CORRECTION TECHNIQUES**

1. Any or all of Class I correction techniques
2. Revocation of trip privileges
3. Revocation of student ministry participation
4. Parent conference with student minister, pastor, or both

## **CLASS III VIOLATIONS**

1. Violations of state or local law
2. Weapon carrying
3. Continual violence
4. Sexual misconduct

## **APPROPRIATE CORRECTION TECHNIQUES**

1. Any or all of Class II correction techniques
2. Immediately sent home at parents' expense
3. Suspension from student activities
4. Notification of appropriate legal authorities



# Student: Disciplinary Guidelines

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## **EXPLANATION**

Student leaders have the authority to begin the correctional process. You are urged to use the correctional techniques listed for Class I offenses. If the student in question does not respond or is in violation of a Class II offense, the matter goes to the student minister or event disciplinarian (sponsor in the room or home or on a trip). Class II and III correction techniques are to be used only after prayer, consultation with affected parties and consideration of directly affected sponsors and staff.

A weapon is defined as any knife more than 3.5 inches long when closed, a firearm, an open knife or martial arts item, or explosive device. Possession of any of these items at any church meeting or student event or trip is strictly prohibited. The possession of any weapon at church or a student event may result in an immediate call to 911 and full cooperation with the law enforcement personnel who respond. While waiting for police response, the sponsor(s) in charge will coordinate a plan with other leaders to best protect the safety of the other students. Actual confrontation of a student with a gun or explosive device will be left to the proper authorities.

Parents have not assigned to church leaders the right to physically discipline students. Therefore, leaders only make physical contact with a student in order to prevent a greater harm, such as during a fight or an attempt by the student to do harm to him/herself.

Church leaders can only be responsible for students that are actually in an area designated for a student activity. Parents have no way of knowing whether students are where they should be, and consequently, whether adult supervision is being provided. The policy of our student ministry is to ask all students on church property or on trips to be in the actual area where the announced activity is taking place. The only options open to students are to be in the designated class or activity, in the immediate presence of parents or to leave the church property.

When a student is dismissed from an activity or asked to leave church property because of a violation, parents or responsible adults should be notified immediately. Reasons for the dismissal should be given.



## Northside Student Ministry Code of Conduct:

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Northside Baptist Church commits to encouraging a safe, supportive and productive learning environment. This can only happen when everyone cooperates and agrees to suitable standards of conduct.

The following are acts which Northside Student Ministry considers unacceptable.

Any student found engaging in these acts will be subject to disciplinary action. (following the guidelines set forth in the Northside Student Ministry Standards)

### **BEHAVIOR:**

1. Willfully damaging, destroying or stealing property belonging to other individuals or the property owner.
2. Fighting or engaging in horseplay or disorderly conduct.
3. Sexual immorality, Nudity, or P.D.A.
4. Harmful or destructive pranking of another student/sponsor.
5. Refusing to follow or failing to carry out the reasonable instructions of a sponsor.
6. Being under the influence of alcohol or any drug, or bringing alcoholic beverages or drugs on to church property and/or church trips/events.
7. Possessing fire arms or weapons of any kind on church property and/or church trips/events.

### **RESPECTFUL:**

1. Using threatening or abusive language towards any other students/sponsors.
2. Showing disrespect to authority/sponsors.

### **DRESS:**

1. Failing to follow the Student Ministry Dress Code.

**Signatures:** (We have read the Northside Student Ministry Code of Conduct and will agree to abide by the guidelines set forth by Northside Student Ministry.)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Approved Student Sponsor Requirements

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- I.** A Student Ministry sponsor is an adult (who has completed college or the age of 21) who agrees to take partial responsibility for the safety, appropriate discipline, and Christian actions of a youth group under the direction of the student ministerial staff, and/or other staff of the church. While involved in a scheduled student event, a sponsor is also responsible for maintaining a high level of Christian conduct.

## **II. Sponsor Requirements**

- A. Student sponsors shall be members of Northside Baptist Church, Victoria, who are actively involved in its ministries/activities. Student sponsors shall be regular in their attendance and shall provide appropriate and regular financial support for the church and its ministries, and shall exhibit positive support for the church, its staff, and its mission.
- B. A background check for past criminal behavior shall be conducted for all student ministerial staff and potential sponsors. A criminal record of violence, drug and alcohol abuse, or sexual misconduct shall automatically disqualify one from service as a sponsor of student events.
- C. Driving records of those who will provide transportation for student events shall also be checked, and patterns deemed dangerous or unfit for drivers of student shall be cause for disqualification.
- D. Potential sponsors shall meet with the student ministry. The minister and/or other personnel shall provide the "student ministry standards" for study. Questions may be asked about individual situations, including those thought not to be addressed in the standards. Potential sponsors will then be asked to sign a statement indicating that they have studied the student ministry standards and are in agreement with its intended aims. A copy of the manual shall be given to each potential sponsor, and their signed statement shall be kept on file in the church office. Upon completion of the sponsor training (including the signed statement referenced above) and pending the completion of the criminal background check, the adult may then be added to the approved sponsor list from which sponsors for specific events will be enlisted.
- E. Under circumstances of extreme scheduling difficulty, a potential sponsor may engage in "self study" of the student ministry standards, sign the statement of agreement, undergo the criminal background check, and then be placed on the approved sponsor list.