

PROCEDURES FOR YOUTH AND CHILDREN AT CONFERENCE AND DISTRICT MINISTRIES

1. **Two Adult Rule:** During all conference-sponsored events one adult will not be alone with a youth. For small group activities where one adult supervises one group, two or more groups are to meet in sight and sound of each other.
2. **Four year older rule** will apply at all events. Persons supervising youth or children will be at least 4 years older than the oldest youth participant. Youth 18 years and under may serve as staff/volunteers once they have completed certification and training, provided they serve under the supervision of one or more certified adults. Some events may require that the supervising adult be 22 years of age or older, and if so, those requirements will be communicated to all adults prior to the beginning of the event. In children's camps, no one under 15 years of age may serve as a counselor.
3. An adult and youth will not share a motel room/hotel room/tent unless the adult is a parent of that youth with whom they share the room/tent.
4. There will be separate sleeping areas for males and females at all conference sponsored events. When there are several rooms/cabins of youth, there will be at least two adults in the room; or no adults where there are connecting rooms; or there will be an adult outside open doors. When using hotel/motel rooms, there will be only, interior door access.
5. In the event of open showers, separate shower times for children/youth and for adults shall be designated to prevent children/youth and adults showering together. Instances may occur where swimsuits will be needed. Adults need to be sensitive to privacy issues of children and youth.
6. The adult/youth ratio will be at least 1:6 at retreats/rallies/meetings; adult/youth ratio will be 1:4 at offsite camps and mission trips. Some events may require smaller ratios. If so, the stricter requirements will be communicated to all adults prior to the beginning of the event.
7. When a group of youth from any local church consists of both genders, the accompanying adults shall also be of both genders.
8. There will be two adults at each work site at all times on mission trips
9. All adults at conference youth /children events must be certified through the MO Conference certification process.
10. All youth/children shall have a completed medical release form and completed parental permission form.

11. For all camps and mission trips, supplemental health insurance will be secured by the conference. At retreats/rallies each local church's insurance will be the secondary insurance; the conference shall carry liability insurance.
12. No youth will be allowed to be alone with an adult from the host mission during a mission trip. This includes host pastors, congregation members, homeowners, clients of mission agencies, etc. Likewise, an adult mission team member is not allowed to be alone with a youth from the host mission.
13. District youth coordinators and adults serving on Conference Council on Youth Ministries (CCYM) shall be at least 23 years of age.
14. For travel and lodging, where there is the need for one youth and one adult to travel together, written parental permission is required.
15. When VIM teams are primarily in settings with children and youth, such as VBS, all team members shall be conference Safe Sanctuaries certified.
16. All team leaders of conference-sponsored VIM teams with youth participants shall have at least two conference Safe Sanctuaries certified adults, one being the team leader.
17. Technology
 - a. Official "Face Book" and web pages must be monitored by staff/camp event director.
 - b. Computers will be used only in public areas