

Port Community Church VOLUNTEER CODE OF CONDUCT

Children, youth and vulnerable adults are important gifts entrusted to us by God. I recognize my first obligation is to be a good example of charity, kindness, and integrity to those I serve. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer Code of Conduct as a condition of my providing services to children, youth, or vulnerable adults.

VOLUNTEERS SHALL

1. Understand that the only appropriate relationship as a volunteer is that of an adult volunteer/minister, not friend or peer to a child or youth.
2. Establish and maintain safe environments by preserving appropriate boundaries with children, youth, and vulnerable adults.
3. Witness in all relationships the chastity appropriate to one's state in life, whether married or single.
4. Treat each person with respect, charity, patience, courtesy, and dignity.
5. Immediately report any suspected abuse to the **staff person** in charge (immediate supervisor or pastor).
6. Cooperate in any investigation of suspected abuse of children, youth, or vulnerable adults.
7. Be familiar with and follow pertinent safety policies, including but not limited to PCC's Safe Church Plan.
8. Participate in appropriate training as required by supervisor.
9. Work in pairs or as part of a team when working with children, youth, and vulnerable adults.
10. Utilize a "buddy system" with children, youth, or vulnerable adults so that children, youth, and vulnerable adults are not alone with adult volunteers at church activities.
11. Maintain sleeping quarters for adults separate from children/youth/vulnerable adults when in a retreat setting. (Never share a bed with a child, youth, or vulnerable adult.)
12. Use only communications technologies that are "one-to-many" when working with children, youth, or vulnerable adults. Forbidden one-on-one contact includes, but is not limited to, cell phones, social networking sites and their internal private messaging tools (inbox), text messaging, instant messaging, chat, and email. When responding to a personal message, copy your response to your immediate supervisor.
13. Meet with children, youth, or vulnerable adults in public places or on church property.
14. Use the internet as a resource for programs, but not access, download, or share obscene or inappropriate material, chain letters, jokes, etc. with children, youth, or vulnerable adults.
15. Use positive reinforcement with children, youth, or vulnerable adults.
16. Employ appropriate conduct, speech, and dress.

VOLUNTEERS SHALL NOT

17. Use, possess, or be under the influence of alcohol and/or illegal drugs while responsible for children, youth, or vulnerable adults at any church activity or event.
18. Smoke or use tobacco products or vape in the presence of children or youth.
19. Engage in sexual harassment of a child, youth, or vulnerable adult.

- 20. Strike, spank, shake, or slap a child, youth, or vulnerable adult.
- 21. Humiliate, ridicule, or degrade a child, youth, or vulnerable adult.
- 22. Touch a child, youth, or vulnerable adult in a sexual manner.
- 23. Expose a child, youth, or vulnerable adult to pornographic or obscene material in any format.
- 24. Use profanity in the presence of a child, youth, or vulnerable adult.
- 25. Use any form of discipline that humiliates a child, youth, or vulnerable adult.
- 26. Host in their homes children, youth, or vulnerable adults whom they have met through their volunteer activities.

Name

Signature

Ministry Area

Date