



## Parent/Volunteer Behavior & Conduct Standards

As you take on leadership responsibilities, you become a person of influence. It is our desire to assist you in becoming a successful part of our volunteer team. As the leader of this student ministry I will do my best to train and assist you with the tools that you'll need to be successful as a leader. Our church is not expecting you to be perfect, but as we support your leadership, it is our great desire that you become a disciple of Jesus and that your actions and attitudes reflect the God that we serve. Hopefully, these 6 points will be common sense to anyone who follows Jesus.

The **I'm C.L.E.A.R.** Agreement has not been developed as something to intimidate but provides a way for our leadership team to have a "clear" understanding of expectations.

**INTEGRITY** – is defined as "the motivation of doing the right thing, even when no one is watching." How often do you do what is right and how honest are you when others cannot observe your actions? Integrity exposes your heart.

- *Love and truth form a good leader; sound leadership is founded on loving integrity. Being honest with yourself keeps your heart right. Keeping your heart right helps you continue in the direction that God is leading you. –Proverbs 20:28 (MSG)*

**CHARACTER** – is usually defined as, "sticking to' or the adherence to a moral/ethical code, the moral value that you place on your actions, abilities and thoughts." It is God's desire for you to be a man/woman of character. Your moral character should always lead you to tell the truth and treat others as you want to be treated.

- *May you always be filled with the fruit of your salvation—the righteous character produced in your life by Jesus Christ—for this will bring much glory and praise to God. –Philippians 1:11 (NIV)*

**LEADERSHIP** – Taking on the role as a leader gives you authority over others, but it does not give you permission to simply boss others around or give you a pass to not work hard. I am not asking you to become a “manager of people” but I am asking you to lead them as God would lead them. It is vital that we remember that true leadership is about serving others at the highest level. Our students will learn how to serve others based on how you serve others.

- *But among you it will be different. Whoever wants to be a leader among you must be your servant, and whoever wants to be first among you must be the slave of everyone else. For even the Son of Man came not to be served but to serve others and to give his life as a ransom for many. –Mark 10:43-45 (NLT)*

**ETHICS** – How do you treat the people around you? Are you careful to speak positively to others, not a gossip, slow to speak, slow to become angry, quick to listen? In conflict do you tend to speak without patience? How you answer these questions says a lot about your ethics. To be a successful leader (when it comes to students) you need to interact well with them. Your personal ethics should lead you in the balance of what is right and what is wrong.

- *For the LORD God is our sun and our shield. He gives us grace and glory. The LORD will withhold no good thing from those who do what is right– Psalm 84:11 (NLT)*

**ACCOUNTABILITY** – Are you willing to give an account to someone for your actions, responsibilities and character? As a leader it is important that you put yourself in a place where you let others know who you really are—not to monitor your life, but to assist you in being a disciple of Christ and helping you fulfill your calling. We are not here to judge one another; we are to become reflections of our Father in heaven. So, before volunteering please take off all masks, unless you are a super hero.

*But if the watchman sees the sword coming and does not blow the trumpet to warn the people and the sword comes and takes the life of one of them, that man will be taken away because of his sin, but I will hold the watchman accountable for his blood. – Ezekiel 33:6 (NIV)*

**RESPONSIBILITY** – One of the most central qualities in a leader is responsibility – to not be a person that gives excuses for not being dependable. In ministry you need to be responsible for:

- 1) Your personal walk with Christ Jesus.
- 2) Duties that you have committed to.

*Putting confidence in an unreliable person in times of trouble is like chewing with a broken tooth or walking on a lame foot. –Proverbs 25:19 (NLT)*

**BY SIGING THIS AGREEMENT I'M C.L.E.A.R. ON WHAT IS EXPECTED OF ME AS A LEADER.**

I'm a part of the fellowship of the unashamed. The die has been cast. I have stepped over the line. The decision has been made. I'm a disciple of His and I won't look back, let up, slow down, back away, or be still. My past is redeemed. My present makes sense. My future is secure. I'm done and finished with low living, sight walking, small planning, smooth knees, colorless dreams, tamed visions, mundane talking, cheap living, and dwarfed goals. I no longer need preeminence, prosperity, position, promotions, plaudits, or popularity. I don't have to be right, or first, or tops, or recognized, or praised, or rewarded. I live by faith, lean on His presence, walk by patience, lift by prayer, and labor by Holy Spirit power. My face is set. My gate is fast. My goal is heaven. My road may be narrow, my way rough, my companions few, but my guide is reliable and my mission is clear.

I will not be bought, compromised, detoured, lured away, turned back, deluded or delayed.

I will not flinch in the face of sacrifice or hesitate in the presence of the adversary.

I will not negotiate at the table of the enemy, ponder at the pool of popularity, or meander in the maze of mediocrity. I won't give up, shut up, or let up until I have stayed up, stored up, prayed up, paid up, and preached up for the cause of Christ. I am a disciple of Jesus. I must give until I drop, preach until all know, and work until He comes. And when He does come for His own, He'll have no problems recognizing me. My banner will be clear.

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**Name**

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**Date**



# BASIC STEPS OF FIRST AID

*The following information is not a substitute for certified first aid training that should be required of all youth ministry staff, nor should it be regarded as a replacement for seeking immediate assistance from a trained medical professional or medical facility.*

## **WHEN AN INJURY HAS OCCURRED:**

-Assess the situation immediately for any additional possibility of injury to anyone else (including you).

-Make sure no one else will be hurt

-Will you be in danger if you try to approach the victim to administer first aid?

-*DO NOT* move the injured person unless he/she is in an immediate life-threatening situation. Moving an injured person always risks additional injury that could cause permanent damage or death. IF you have to move the victim, do it as quickly as possible. Avoid twisting or bending anyone who might have a neck or spine injury.

If the person has any of the following signs, call 911 immediately!

(If possible 1 person should stay with the victim while another person makes the call)

## **CALL 911 IF THE PERSON:**

- is unconscious

-is vomiting or passing blood

- has trouble breathing

- has seizures, severe headaches, or slurred speech

- has chest pain/pressure

- appears to have been poisoned

- is bleeding severely

- has injuries to the head, neck, or back

- has pain or pressure in the abdomen

- has possible broken bones

that won't go away

## **WHEN CALLING 911, BE SURE TO TELL THE DISPATCHER:**

- the exact location or address of the emergency
  - how many people are involved
  - your name
  - the condition of the victim(s)
  - what happened to the victim(s)
  - what first aid is being administered
- The caller** should not hang up until the dispatcher hangs up. He or she may need more information or may want to instruct you about how to care for the victim. After making the call return to care for the victim until the ambulance arrives.

### **-IF THE VICTIM IS UNCONSCIOUS, CHECK 3 SIGNS:**

#### **(1) Is the victim breathing?**

- If not, you have a *life threatening* situation.
  - Check by putting your face close to the person's mouth and nose.
  - Watch to see if his/her chest rises or falls.
  - Check the airways for blockage.
  - If the victim doesn't appear to be breathing, you must begin rescue breathing immediately.

#### **(2) Does the victim have a pulse?**

- Place your finger on the front of the person's neck in the groove next to the Adam's apple.
- If you feel a pulse but the person is not breathing, you will have to do rescue breathing.
- If you DO NOT feel a pulse, you will have to do cardiopulmonary resuscitation (CPR).

#### **(3) Is the victim bleeding severely?**

- Check the victim's body from head to toe for signs of bleeding. Bleeding is severe when it spurts out of a wound. Control the bleeding by placing a clean dressing over the wound and applying pressure. A dressing can be any clean cloth or absorbent material [clothing, bandana, or sanitary napkin]. Add additional dressings to the wound while maintaining constant pressure until the bleeding is controlled.

### **-IF THE VICTIM IS CONSCIOUS:**

- Ask him/her what happened. A verbal response confirms the victim's breathing and pulse.
- Look for any other life-threatening conditions.
- Talk to the victim and/or witnesses to determine what care you need to give.
- Check the person for any problems.
- Don't move the victim or ask him/her to move.
- Watch for changes in breathing and consciousness.
- Look for a medical alert tag on the person's neck or wrist.
- If the injury or illness is related to the person's condition, call the number listed for help.

### **FRACTURES or DISLOCATIONS:**

-Stabilize any fractures or dislocations to prevent further discomfort or harm. If the fracture or dislocation needs to be set, this must be done by a trained medical professional.

### **ALWAYS TREAT FOR SHOCK**

-Shock is a life threatening condition even if the injury is not. Shock can be brought on by injury, poisoning, illness, allergic reaction, or even by seeing someone else injured. The signs and symptoms of shock are:

- weakness
- cool and clammy skin
- nausea
- shivering
- pale color
- irregular breathing
- dizziness

### **--If someone IS IN SHOCK:**

-First maintain the person's body temperature. If the outside temperature is cold, wrap him/her in an emergency blanket, sleeping bag, or extra clothing. If the temperature is hot, keep the person cool by creating shade. Always try to keep the victim insulated from the ground. The general rule is to keep the injured person lying down, comfortable, and resting with the feet raised (*except in cases of head-neck-back injury OR possibly broken bones*). Control any external bleeding. Calm and reassure the victim. Although the person is likely to be thirsty, don't give him or her anything to eat or drink. If the injured person feels like moving or sitting up, don't restrain him or her.

### **If person has a PARTIALLY BLOCKED AIRWAY and is COUGHING FORCEFULLY:**

-Let him or her try to cough up the object. A person who can cough is getting enough air to breathe. Stay with the victim and encourage him or her to keep coughing. If the victim can't dislodge the object, call an ambulance immediately.

A person whose airway is completely blocked will not be able to speak, cough forcefully, or breathe. The victim may cough weakly or make high-pitched noises. In that case have a bystander call an ambulance while you begin to care. To open the airway quickly, stand behind the victim, wrap your arms around him or her, and squeeze tightly to give a series of quick hard thrusts to the victim's abdomen. Acquaint yourself thoroughly with the Heimlich maneuver.

# Accident-Injury Report Form

Date of injury: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Phone #: \_\_\_\_\_

Where Accident Occurred: \_\_\_\_\_

Copy of Parental Release and Medical Information (attached)

Witnesses of the Accident:

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Description of How the Accident Happened:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Description of Injury: \_\_\_\_\_

\_\_\_\_\_

How Were Injuries Treated at the Scene and by Whom? \_\_\_\_\_

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Additional Medical Assistance sought? \_\_\_\_\_

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Name of Hospital/Clinic: \_\_\_\_\_

[attach any paperwork stating diagnosis, treatment, billing]

Who Contacted the Parents: \_\_\_\_\_

Victim's Present Condition: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_ Date: \_\_\_\_\_