



Indiana-Kentucky Conference, United Church of Christ

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Expectations and Behavior Guidelines For Adults Sharing in Ministry with Children and Youth

Indiana-Kentucky Conference (IKC) provides ministry with youth, young adults and adults through many programs including events held at and provided through the Merom Conference Center and events held at other locations through Boards, Committees and Planning Teams. IKC events enhance our Christian community. The IKC programs create opportunities where all participants are safe, open to discussions and free from harassment. All events provided are by the grace of the IKC.

Adults need to be aware that events vary and may have additional guidelines, age requirements, training and forms.

Definition: Children and youth are defined as minors under 18 years of age.
Youth that are in high school and are 18 or over are considered 'youth'
Adults are defined as 18 years of age (and out of high school) and older.

Expectations

- Abide by and enforce the rules and boundaries set for the event. Be aware that rules and boundaries may differ between events.
- Adults are responsible to set boundaries.
- Adults are automatically in mentor positions.
- Treat all people with dignity and respect.
- Everyone has a right to be at the event.
- Participate fully and help when needed.
- Help people new to events feel welcome and comfortable within this setting.
- Adults have responsibilities to all participants.

Behavior

- Private discussions are to be handled with care and nurture. These discussions should be in a public place away from others so the conversation can be private.
- Discretion and modesty are necessities at all times especially when showering, changing clothing and preparing for the day. Allow privacy and discretion for others.
- Be sensitive to verbal and non-verbal expressions of discomfort.
- Use or possession of alcohol, controlled substances, firearms, ammunition and weapons are not permitted.
- Sexual Exploitation, Sexual Harassment, physical or verbal abuse, use of profanity, endangerment, intimidation or discrimination of children, youth, volunteers, employees or participants engaged in ministry on behalf of the IKC may be cause for immediate termination of leadership.

Driving

- Drivers should be 25 or older to transport people.
- In order to be a driver during an event driving records must be supplied and checked.
- Copies of valid driver's licenses shall be kept at the primary site (camp or conference office) for the duration of the driver's event participation. After completion of the trip, the copy shall be shredded.
- Drivers will abide by the traffic laws and are responsible to make sure all occupants wear seat belts.
- Drivers that provide their own vehicles for Conference use must have their own insurance.
- Vehicles rented for Conference use should purchase the collision/loss damage (vehicle insurance).
- During medical emergencies, these guidelines may be lifted.

Housing

- Adult chaperones are required for overnight events.
- Gathering is to be in public spaces.
- Sleeping spaces are considered sanctuaries.
 - o Only participants assigned to the room are to be in the room.
 - o Shall be determined by gender (family camp programs may differ).
- Camp housing – cabins, College Hall, retreat houses:
 - o Allows for multiple youth with a minimum of one adult sharing a room
 - o An adult must be housed in every building housed by youth
- Hotels or college dormitories where only 2 beds per room are provided – IKC Annual Meeting/National Youth Event/Regional Youth Event/Synod/other non-camp facilities:
 - o Youth and adults are to be roomed separately in the same area
 - o If rooms have internal doors adjoining rooms, both rooms must match gender and age (youth/adult)
 - o Youth that have just completed high school and are over 18 shall be housed together

Ratios Adults to Youth

- A minimum of 2 adults shall be with youth
- 1 adult per 10 youth
- Adults should match gender of youth
 - o Example: 4 boys and 3 girls requires 1 man and 1 woman
 - o Example: 24 boys and 15 girls requires 3 men and 2 women

International Programs

- A minimum of 2 adults (male and female for mixed gender groups) shall accompany an out-of-country youth trip.
- Copies of passports for all participants shall be kept at the primary site (camp or conference office) and with the chaperones for the duration of the trip. After completion of the trip, the copies shall be shredded.
- Itinerary and flight information must be kept on file at the primary site (camp or conference office).
- One of the adults must file an itinerary with the state department which is available through the passport website.
- Adults that show disrespect for the program or youth shall be sent home at their own expense. Disrespect includes, but is not limited to, use of illegal substances, sexual activity or being inebriated.

Resolution Process

- Person will be pulled aside by the leader of the event or site manager/director.
- Complaint to be discussed
- Authorities may be contacted
- Possible repercussions:
 - o Formal, written reprimand on file with appropriate committee, board or child services.
 - o Removal from the event.
 - o Probationary standing – with written outline of terms
 - o Banning from working with youth at the conference level

Background Information from Adults

The IKC requires paperwork to be completed annually for all adults participating with youth programs. The background information will include:

- IKC Background Check Self-Disclosure Form and References form
- Reference Forms for Adults Participating in Youth Programs completed as requested
- Review of the national sex offender register through the Department of Justice website www.nsopr.gov (done by IKC representative or staff)

Other Provisions

- Adults that have not completed background checks are considered 'red tagged' and must be accompanied by an adult that has completed the background check. (This is the practice for summer camps.)