*The following polices are guidelines specifically for the Deliverance Center Youth Ministry and cannot be construed to apply to any other matter not relating directly to the Deliverance Center Youth Ministry and its prescribed mission. These policies are not intended to replace “common sense” or “legal responsibility”. The authority of this document is provided by the Assistant Pastor of Deliverance Center Rev. Stephen Reynolds, Sr.*

**ARTICLE 1: Chain of Command in a Crisis**

**Section 1: Definition of a “CRISIS”**. A CRISIS is defined as any extraordinary, extreme, potentially illegal, potentially dangerous scenario or any scenario where no policy has been officially established by the Deliverance Center.

**Section 2: How to Respond in the moment of a Crisis.** The authority in charge is ranked starting with number “1”. Every higher number must immediately defer to the decision of a lower number. If a higher number disagrees with a lower number of rank then they must still defer to the lower ranked number’s decision.

**Section 3: How to React after the fact of a Crisis.** If ANYONE feels an authority has made a wrong or potentially dangerous decision or a decision in conflict with the policies of Deliverance Center and Scripture they MUST immediately or at the soonest possible moment report to the correct reporting authority as explained in ARTICLE 2.

**Section 4: Names of Persons in Chain of Command.** The following list is intended to answer the question in a crisis, “Who’s decision is it make?”

1. God Almighty
2. Pastor James R. Reynolds, Sr.
3. Government & Police Authorities
4. Assistant Pastor Stephen G. Reynolds, Sr.
5. Tammy Reynolds
6. Stephen Reynolds, Jr.
7. Matthew Baker
8. Matthew Derocher
9. Jacob Mann
10. Philip Carle
11. Benjamin Carle
12. Laura
13. Marsha
14. Rachel
15. Heather

**ARTICLE 2: Reporting & Complaints**

**Section 1: Reporting Tree.** Any concerns or complaints of wrong doing of any kind MUST be reported EVERYTIME. The following diagram intends to answer the question, “To Whom do I report my written complaint or concern to of a matter relating to the Deliverance Center Youth Ministry?” It is an act of purposeful wrong to discuss any problems, concerns, complaints regarding Deliverance Center or any of its various ministries or leadership without first making written report in harmony with the following diagram. Such purposeful wrong may be disciplined by Pastor James R. Reynolds, Sr. and Assistant Pastor Stephen G. Reynolds, Sr.

GOD

Pastor James R. Reynolds, Sr.

Assistant Pastor Stephen G. Reynolds, Sr.

Stephen Reynolds, Jr.

(or)

Marsha Reynolds B. Carle M. Baker M. Derocher J. Mann P. Carle

Heather Worcester Rachel Kielas

**Section 2: If Complaint is concerning the decision of someone immediately above you in the tree.** Your report and complaint must be made directly and first to Assistant Pastor Stephen Reynolds, Sr. Your complaint or report must be submitted in writing and preferably delivered by e-mail at: *s.reynolds@gmx.us*. If Assistant Pastor Stephen Reynolds, Sr. is unavailable or apparently unapproachable for any reason at all, you may deliver your written report to Stephen Reynolds, Jr. at: *stephengreynoldsjr@gmail.com*.

**Section 3: If your report is seemingly ignored.** Give reasonable season for a response to your report from leadership. Not all reports will be responded to in writing. Reasonable season must be determined by your sincere and honest judgment relating to the urgency of your report. It is reasonable to patiently wait for a response from Deliverance Center leadership for at least two weeks before contacting legal

ARTICLE 3: Positions and Duties

**Section 1:** **Commitments and Duty**. If you commit to a task it is your Christian obligation to fulfill those commitments to best of your ability. If you feel you cannot faithfully complete what you have committed to it is best to inform the YOUTH LEADER as soon as possible. Please be respectful and faithful. A commitment may seem inconvenient to you, but consider also how inconvenient it will be for someone else on short notice or no previous notice at all to fill in your spot.

**Section 2: Discipline of Children.** All discipline of children will be coordinated by the YOUTH LEADER and any behavior issues must be immediately directed to the YOUTH LEADER. The YOUTH LEADER is bound by the polices of *Article 4: “Discipline of Children*”.

**Section 3: Youth Leader.** This is the general leader of the Deliverance Center Youth Ministry. He is the one that consults with the pastor and makes decisions concerning special events and cancelations. It is his responsibility to make decisions concerning children that are not obeying the rules. He must also make sure that there are enough workers for each event and to notify workers because of cancelation. He must make sure that there is someone scheduled to sing songs, ensure that there is a game two play, and schedule a preacher. Since birthday presents are generally given on Friday it is his job to check for birthdays and prepare presents.

**Section 4: Sunday School Superintendent.** This is the general manager of Sunday School. He is the one that teachers notify if they are going to miss class and they find a replacement for the teachers. They are also responsible to gather attendance from the teachers and enter it into the computer database.

**Section 5: Musicians**. Though they may or may not directly interact with the children they are required to follow all the rules of workers for DC Youth Ministry.

**Section 6:** **Preacher**. During Friday Night Youth Meeting he shares a lesson with the children. The message should be clear and the length of it should be between eight to ten minutes. He should keep in mind that he is speaking to an audience of children that vary greatly in age and understanding and should mold the message to be as inclusive as possible. The use of illustrations both verbal and physical is greatly encouraged.

**Section 7: Bus Driver**. It is the bus driver's responsibility to be at Deliverance Center in time to perform the regular road test and be ready to drive the bus at the prescribed time. It is also his responsibility to find a replacement if he cannot make it to drive the bus and communicate with the YOUTH LEADER what the arrangements are.

**Section 8: Sunday School Teacher**-They must be in their classrooms at 9:55 am to be ready to receive the children when they come into the classroom. When all the children are in the classroom, the teacher should take attendance using a 003ATN form. The overall proceedings of the class is left up to the discretion of the individual teacher, but it should include a lesson on the Bible that teaches principles that will help the children in their lives. The teacher may choose to play a game with the children or administer snack to them to break up the class time so as not to loose the attention of the children. When a child misses several weeks of class, it is encouraged to give them a call or send them a note.

**Section 9: Bus Captain**. He must make phone calls approximately half an hour before the scheduled time to pick up the children with the bus to find out which children are coming and to ensure that they are ready when the bus arrives at their house. He is responsible to knock on doors of the children and escort them to the bus. He must have a treat prepared to give the children as they depart by the bus on the return trip home.

**Section 10: Bus Monitors**. It is their responsibility to help the bus captain knock on doors and pick up children when needed. They are to maintain order as much as possible while on the bus. They are to keep the children seated while the bus is in motion, refrain them from yelling and throwing things out the window, and try to keep the children at a reasonable level of volume. They are to break up fights among the children and try to help them settle their differences.

**Section 11: Room Monitors**. It is their responsibility to make sure that the children follow the rules. They are to try to maintain order as much as possible. They are to grant permission to children if they need to use the restroom and escort them to the landing on the stairs above the restrooms and wait there while the children use the facilities. They also must administer to minor needs of the children such as administering glasses of water and minor medical attention such as applying band-aids; for more serious medical problems the room monitor should inform the Youth Leader. For more on what to do in these situations, refer to*ARTICLE 1: Chain of Command in a Crisis.*

**Section 12:** **Assignments of Positions.** All absolute positions are by the Assistant Pastor and the static positions are appointed by the YOUTH LEADER.

* ABSOLUTE POSITIONS (CONSISTENTLY THE SAME PERSON)
  + Youth Leader. - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Sunday School Superintendent. - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Bus Driver. - Philip Carle
  + Sunday School Teachers - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Nursery Class—Ages 1 to 4 years - Marsha Reynolds
    - Primary Class—Ages 5 to 8 years - Shiela Sanborn
    - Pre-teen Class—Ages 9 to 12 years - Matthew Baker
    - Teen Class—Ages 13 to 19 years - Stephen Reynolds, Jr.
    - Adult Class—Ages 20 and up - Stephen Reynolds, Sr./Jerome Wadsworth
  + Bus Captain. - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* STATIC POSITIONS (DUTIES ARE REGULARLY PEFORMED BY DIFFERENT PEOPLE)
  + Musicians. - Must be Delegated by the YOUTH LEADER
  + Preacher. - Must be Delegated by the YOUTH LEADER
  + Bus Monitors. - Must be Delegated by the YOUTH LEADER
  + Room Monitors. - Must be Delegated by the YOUTH LEADER

ARTICLE 4: Discipline of Children

Discipline must never be administered in a physical manner.

Children may be orally corrected but this should not be name-calling, prejudice remarks, or other verbal slander.

If an individual child repeatedly disobeys any one or several of the rules during a single event, then their regular treat may be with held from them when they are dropped off.

If the Youth Leader feels that the whole group of children overall has been disrespectful or disobedient to the rules, then the decision can be made to with hold treats from all children.

If a child shows excessive amounts of anger, attitude, or disrespect to a worker or to another child permission to return to our functions may be either temporarily or permanently forbidden them by the Youth Leader. The child's parents should be notified of the problem and the decision made by the Youth Leader.