**Hayward Wesleyan Youth**

**Code of Conduct**

This document was last amended in August 2019. The code of conduct can be added to or changed at the discretion of the church as it sees fit to do so. It must be noted that when the document is changed, the “last amended” date must be changed in response to that.

Index:

Introduction……………………………………………………………………………………..…2

List of Code of Conduct…………………………………………………………………………...2

Failure to Comply…………………………………………………………………………………4

Handling Weapons………………………………………………………………………………...6

Handling Phones and Electronic Devices…………………………………………………………7

Incident Report…………………………………………………………………………………….7

We are pleased to have you as a participant in our Youth Ministry! Whether you are a member of Hayward Wesleyan youth group or a guest, our youth group code of conduct is based on the expectation that we will conduct ourselves in a Christian manner during all activities and classroom settings (i.e. peer ministry, riding in vehicles, at restaurants, retreats, service projects, rehearsals and all church events.)

The idea behind this document is that while at youth group or youth events, the focus is on Jesus Christ, the group, and the intended purposes of the event. The rules stated below are intended to minimize or eliminate distractions or behaviors that would keep anyone from the desired outcomes of youth group. These statements are not in any way designed to tell everyone how a follower of Jesus should act or live outside of church. The code of conduct is the HWC Youth’s preferences on behavior as it sees fit.

All Youth Group Members are here to develop and explore a growing relationship with Jesus. The youth group’s mission is to connect the youth to Jesus. This is reflected in the code of conduct. The following is a statement of conduct to be read and understood and agreed upon by the youth and that of his/her parent(s)/guardian(s). By attending the youth group, the youth and parent(s)/guardian(s) are consenting to the following statements of conduct:

1. **Respect, listen to, and cooperate with the youth pastor and all adult leaders at all times.** **Respect each person.** Bullying will NOT be tolerated under any circumstances.We are committed to a safe and respectful environment for ALL students, youth group members, employees, volunteers and guests, free from harassment, intimidation or bullying. This means any intentional written (including all aspects of the social network), verbal, or physical act that:
	1. Physically harms a student or damages the student’s property; or
	2. Has the effect of substantially interfering with a student’s education, youth group meeting experience or youth ministry responsibilities
	3. Is severe, persistent, or pervasive that it creates an intimidating or threatening environment; or
	4. Has the effect of substantially disrupting the orderly operation of the ministry or event.
	5. *Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.*
2. **Respect all property.** Respect the facility that we are using for the Ministry/Event (Church, Classrooms, offsite locations, etc.). ALL Students that are involved in the act of breaking something will be expected to repair/replace the damaged item(s) at their expense.
3. **Reflect a Christian attitude in all personal relationships between teens during all youth activities, as well as the in public youth events.** Inappropriate Public Displays of Affection (PDA) such as kissing, cuddling, or any action sexual in nature, etc. are NOT permitted during any Youth Ministry activity or event.
4. **Refrain from using profanity, exhibiting improper behavior, using alcohol or illegal substances and possessing drugs and/or weapons.** (Note: If you need to take a medication, it must be brought in by a parent/guardian and given to the youth leader with a note of permission to dispense.)
5. **Wear modest, appropriate clothing at all times**.
	1. Shorts must be longer than the fingertips when hands are by the side
	2. Pants must not be too tight that we can see everything
		1. Yoga pants are only allowed if the shirt covers the whole butt
	3. Shirts must cover the whole torso and stomach
		1. Any display of the stomach will not be allowed
		2. The shoulders must be covered with at least three fingers in width
			1. No spaghetti straps or cut offs or off the shoulder or “bro tanks”
	4. Clothes cannot be so baggy or tight that people can see underwear (including bra straps), or private parts (breasts, butt, penis, or vagina).
	5. Boys must keep their shirts on
	6. Swimsuits
		1. Boys: swimming suits must apply with shorts policy
		2. Girls: modest one-piece swimming suits or tankinis or bikini with a dark colored shirt that covers the body
	7. Inappropriate words, symbols, cigarette, or alcohol advertisements should not be displayed on clothing.
6. **Will not leave the supervisory presence of the youth ministry staff without permission – i.e. leaving the youth meeting, leaving the church, leaving the group during trips, etc.** Not complying can jeopardize the safety of yourself, others, leaders, or the group. This can result in your being sent home from an activity at parent/guardian expense.
7. **Cell phones or other electronic devices will not be allowed during the time of youth group.** Cell phones and electronic devices should be left at home or in the car or locked in the church office upon arrival to youth group. Phones are not allowed to stay in pockets of the youth during this time. After youth group is complete, the youth will be able to retrieve their devices from the locked office.
	1. If there is a need to reach a youth during youth group, then the person contacting the youth may call the youth pastor at **630-631-1402.** The youth pastor will have his/her phone on him/her at all times.
	2. If a youth knows that (s)he will need to be contacted during the time of youth group, (s)he should let the youth pastor know so that (s)he can make sure to be aware of the situation.

**Failure to comply with our Statement of Conduct:**

STEP ONE:

When behavior is contrary to our statement of conduct first occurs, the youth leader observing the behavior, or to whom the behavior is reported, shall address the person(s) responsible with a clear request that the behavior be stopped, changed, or avoided. The youth leader must use judgment as to whether or not the individual(s) knowingly behaved in a manner inconsistent with our youth group statement of conduct. The severity of the problem behavior may require that this step be bypassed, and the next step be applied.

STEP TWO:

If another or the same behavior contrary to our statement occurs involving the same person(s) above, especially when it is considered to be occurring in a destructive, attention-getting or belligerent fashion, then a second warning will be given and the parent(s)/guardian(s) will be notified by the youth leader and advised of the situation regarding their child. The youth pastor will bring the individual(s) name(s) to the attention of the Hayward Wesleyan Church staff through the HWC Youth Incident Report. Parent(s)/guardian(s) will be notified by phone/email/mail if deemed appropriate at that time.

NOTE: even if the youth(s) agrees to change the behavior at this point, the youth(s) may be given a cooling off period from youth activities for up to two weeks. The youth pastor has the discretion as to whether to proceed in this way or to move to the third step of action immediately.

STEP THREE:

Should there be a third problem behavior contrary to our Statement of Conduct identified, the parent(s)/guardian(s) will be called immediately and asked to come and get their youth and the youth suspended from all Youth Ministry activities for at least one month. An HWC Youth Incident Report will be filled out. A conference will be scheduled for the youth pastor, co-leader(s), a Pastoral Staff member, parent(s)/guardian(s), and the youth(s) involved, to resolve the conflict. The church leadership reserves the right to send home person(s) who are intentionally oppositional or repeatedly refuse to follow the Statement of Conduct policy mentioned above for any church or youth event.

WEAPONS:

If a weapon (knives, guns, switch blades, blades of any kind, mace, etc.) is found with a youth(s), the weapon must be immediately confiscated and taken to a secure location (a locked room). The youth pastor must be notified immediately, and with the youth leader and youth pastor’s discretion the local police should be called, if needed. The parent(s)/guardian(s) of the youth(s) with a weapon should be called, and it will be the parent(s)’/guardian(s)’ responsibility to retrieve the weapon from the church. All this information will be shared with the Hayward Wesleyan Church staff through HWC Youth Incident Report, and it will be up to the youth pastor and lead pastor’s discretion if further actions should be taken such as a suspension from the youth group activities for an extended time.

PHONE or ELECTRONIC DEVICE:

If a youth is found with a phone or an electronic device, then the youth leader or youth pastor must immediately take the device and place the device in the locked office along with the other devices. If the youth will not hand over their device, they will be asked to leave. Either the parent(s)/guardian(s) will pick him/her up or the youth will drive him/herself home.

HWC Youth Incident Report

(Reporter(s)) (Date of Incident) (Date Reported)

|  |  |  |
| --- | --- | --- |
| Parties Involved: | Contact Information: | Grade: |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Details of Incident: |
|  |

|  |
| --- |
| Any Need for Follow Up: |
|  |

Confirmation of Youth Pastor:

 (Name) (Signature)