

Fusion Camp Policies Table of Contents

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POINTS OF ACCOUNTABILITY

1. **Staff members should not be alone** with an unrelated member of the opposite sex if either party is married.
This includes at **CEDARCREEKCHURCH** Campuses and in-home visits.
2. **Staff members should not go out alone** with an unrelated member of the opposite sex if either party is married.
This includes riding in vehicles, lunches, and/or private meetings in public places.
3. **Staff members should not have intimate physical contact** with an unrelated co-worker or attendee of the opposite sex if either party is married.
This includes any inappropriate displays of affection that could be questionable.
4. **Staff members should use extreme caution** when answering emails or text messages, communicating via social media, or responding to cards or letters from the opposite sex.
Staff members should strive to involve another co-worker in the response.
5. **Staff members should not counsel the opposite sex alone** at the office and should not counsel the opposite sex more than once without that person's mate being present.
Refer them to a professional and/or a co-worker of the same sex.
6. **Staff members should not discuss detailed sexual problems** with the opposite sex.
Refer them to a professional and/or a co-worker of the same sex.
7. **Staff members should not discuss their marriage problems** with the opposite sex.
Refer them to a professional and/or a co-worker of the same sex.
8. **Staff members should seek out and establish** healthy systematic guardrails and accountability relationships.
This includes accountability software and regular meetings with staff liaisons.
9. **Staff members should seek to protect other co-workers** and make their co-workers their protective ally.
Accountability is everyone's responsibility.
10. **Staff members should pray for the integrity** of other staff members.

(Adopted from Saddleback Church & LifeChurch.tv)
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STAFF CULTURE VALUES

If you've been around our organization for any period of time, odds are you've heard the phrase "You Matter." It's not something we just say or put on a t-shirt because it's catchy. The truth is, this mantra is a passion and it provides a filter for everything we do. People that thrive at CedarCreek live out the phrase "You Matter" by engaging in the following values:

We are MISSION DRIVEN.

CedarCreek exists to introduce people to Jesus and the life-changing adventure with him. We believe that the purpose of the church is to introduce people to Jesus and help everyone take their next step on their faith journey with him. We believe that every time we take a step toward knowing God, finding freedom, discovering our purpose, and making a difference, we impact people around us. As we help the people God has put around us take their next steps, we are convinced that God will use that to completely transform our community.

When we read about the history of the church, we are inspired to take new risks in helping people find their way back to God. This is why we are willing to do anything short of sin to accomplish this mission. The Bible clearly states that we should flee from personal sin. However, Jesus was often accused of getting "too close to sin" in his mission to reach people—we want to do the same.

1. Am I excited about the way we "do church" (anything short of sin to reach people)?
2. Am I using "G.U.E.S.T. eyes" in my interactions with others?
3. Who are the unchurched people I am intentionally investing in and inviting?
4. Who am I committed to helping take their next step spiritually?

Bible Passages: Matthew 22:36-40, 28:19-20; 1 John 4:7-10

Everything we do is about this mission. That's why it is at the top. However, we believe it is also important to clarify and commit to the kinds of behaviors we think will help us accomplish the mission.

We are BETTER TOGETHER.

We believe an organization is at its best when the team says, “Look what we accomplished together.” The team matters more than individual performers. This does not mean we must reach consensus or that every opinion must be heard. In order to do this, we must be open-handed and willing to learn, moving toward trust and collaborating together. We must listen to each other and share our perspective honestly. We acknowledge that at times this value might slow things down and make it more complicated than working alone. We believe, in the long run, we will accomplish more as we learn how to be better together.

1. Am I committed to being an Ideal Team Player (Humble, Hungry, Smart)?
2. Am I believing the best of those with whom I work?
3. Am I collaborating and thinking critically with others?
4. Am I communicating in a way that brings clarity to teammates?
5. Am I caring for the people with whom I work?

Bible Passages: Matthew 20:25-28; Hebrews 10:24-25; Proverbs 15:22; Ephesians 4:15-16

We TAKE GROWTH PERSONALLY.

We believe our growth is our personal responsibility, not something you wait for someone to spoon-feed you. In order to do this, we must embrace the principle that many times our growth exponentially increases when we help someone else grow. When the team is full of people who are deliberately trying to move themselves and others to the next level personally, professionally, and spiritually, we will be unstoppable. This means we take growth personally for ourselves and our organization. When you get better personally and when we get better organizationally, everyone around us wins.

1. What am I doing to take my next step personally, professionally, and spiritually?
2. Who is providing me with regular feedback? How am I receiving feedback?
3. Who am I helping take their next step?
4. Am I taking the growth of our organization personally? How can I make it better?

Bible Passages: Proverbs 18:15; 1 Timothy 4:15; 1 Corinthians 9:27

We CELEBRATE PROGRESS.

We believe that focusing on progress without celebration leads to burnout. We also know that too much celebration without progress means we are not moving anywhere. In order to celebrate and move forward, we want to celebrate progress. This is a commitment to building momentum rather than excitement. Excitement is something we experience at the start of something new. Momentum grows as we repeatedly execute a uniquely better plan together. Therefore, momentum progresses to the rhythm of these two beats: make progress, celebrate, make progress, celebrate.

1. Did I help our team/mission move forward today?
2. Did I follow through on my commitments/responsibilities?
3. Did I value progress over perfection?
4. Did I take time to celebrate progress today?

Bible Passages: 1 Corinthians 3:5-7, 15:58; Philippians 3:12-14

Commitment

We believe that Jesus is building his church. He has entrusted to us the stewardship of the church. So, in some ways the future of our church depends on our commitment to living these out together. We must also encourage those around us to do the same. Why? Because when God dreamed about reaching people in our region, CedarCreek was a part of that dream. That is why You Matter. These are some of the fundamentals that are going to guide us as we work to transform our community with Jesus.

STATEMENT OF FAITH

WHAT WE BELIEVE

The Bible

The sole basis of our beliefs is the Bible, comprised of the 66 books of the Old and New Testaments. We believe that Scripture in its entirety originated with God and that it was given through the instrumentality of chosen people. Scripture speaks with the authority of God and reflects the backgrounds, styles, and vocabularies of human authors. We hold that the Scriptures are infallible and inerrant in the original manuscripts. They are the unique, full, and final authority on all matters of faith and practice, and there are no other writings similarly inspired by God. (2 Timothy 3:16)

God

We believe that there is one true, holy God, eternally existing in three persons—Father, Son, and Holy Spirit—each of whom possesses equally all the attributes of deity and the characteristics of personality. In the beginning, God created the world and all things therein out of nothing, thus manifesting the glory of his power, wisdom, and goodness. By his providence, he is operating throughout history to fulfill his redemptive purposes. (Genesis 1:1, Isaiah 7:14 and Luke 1:34-35)

Jesus Christ

Jesus Christ is the eternal second person of the Trinity. We believe in his deity and in his miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of all by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in him alone. He rose from the dead in the same body, though glorified, in which he lived and died. He ascended into heaven and sat down at the right hand of the Father, where he, the only mediator between God and man, continually makes intercession for his own. He shall come again to earth, personally and visibly, to consummate history and the eternal plan of God. (John 1:1-5)

The Holy Spirit

As believers submit to the Holy Spirit, the third person of the Trinity, they are enabled to live a life of holiness and obedience. The Holy Spirit was sent into the world by the Father and the Son to apply to mankind the saving work of Christ. He enlightens the minds of sinners, awakens in them recognition of their need of a Savior, and regenerates them. At the point of salvation, he permanently indwells every believer to become the source of assurance, comfort, strength, and wisdom. He uniquely endows each believer with spiritual gifts for the building up of the church. The Holy Spirit guides believers in understanding and applying the Scriptures. His power and control are appropriated by faith, making it possible for the believer to lead a life of Christ-like character and to bear fruit to the glory of the Father. (John 16:5-15)

Salvation

The central purpose of God's revelation in Scripture is to call all people into fellowship with him. Originally created to have fellowship with God, man defied God, choosing to go his independent way. Thus alienated from God, mankind suffered the corruption of his nature, rendering him unable to please God. The fall took place at the beginning of human history, and all individuals since have suffered these consequences and are in need of the saving grace of God.

The Salvation of mankind is, then, wholly a work of God's free grace, not the result, in whole or in part, of human works or goodness, and must be personally appropriated by repentance and faith. Salvation is available to all, but it must be received to become a child of God (John 1:12). When God has begun a saving work in the heart of any person, he gives assurance in his Word that he will continue performing it until the day of its full consummation. (John 3:16, Romans 10:9)

Human Destiny

Death seals the eternal destiny of each person. For all mankind, there will be a resurrection of the body into the spiritual world and a judgment that will determine the fate of each individual. Unbelievers will be separated from God into condemnation. God's judgment will reveal his justice in consigning them to perpetuate in eternal retribution for their own rejection of God. Believers will be received into eternal communion with God and will be rewarded for works done in this life. (Romans 6:23)

The Church

The result of being united with Jesus Christ is that all believers become positional members of his body, the church. There is one true universal church, comprised of all those who acknowledge Jesus Christ as Savior and Lord. The Scriptures command believers to gather together to devote themselves to worship, prayer, and the teaching of the Word of God. The Scriptures also command believers to devote themselves to the observance of baptism and Communion as the sacramental ordinances established by Jesus Christ. We believe that baptism by immersion, in the name of the Father, Son, and Holy Spirit, is commanded by God. It is subsequent to conversion and is not a saving ordinance but an obedient outward expression of an inward work of the Spirit of God. (Matthew 3:13-17)

We believe that Communion is a symbol of the broken body and shed blood of our Lord Jesus Christ. It represents the death, burial, and resurrection of our Lord, and a looking forward to the second coming of Christ to receive his own (1 Corinthians 11:23-24). The Scriptures also command believers to devote themselves to fellowship, to service to the body through the development and use of talents and gifts, and to outreach to the world. Every member of Christ's body should share their Christian witness with others. (Acts 2:42)

Faith and Practice

Scripture is the final authority in all matters of faith and practice. This church recognizes that it cannot bind the conscience of individual members in areas where Scripture is silent. Rather, each believer is to be led in those areas by the Lord, to whom he or she alone is ultimately responsible.

GUEST VALUES

G—God’s Heart

We want every guest to know that they matter to God and they matter to us.

U—Upbeat

We create a fun and positive environment to make an amazing first impression.

E—Excellence

We pay attention to details because it shows our guests we care.

S—Seize Wow Opportunities

We are always looking for ways to make every guest’s experience something they can’t wait to share with others.

T—Take Next Steps

We want every interaction to point guests to their next step on the spiritual journey.

STAFF RATIO

MINIMUM STAFF RATIO R400.1111

<u>Camp</u>	<u>Group Leader</u>	<u>Student</u>
Fusion Camp	1	6

Summary:

The Group Leader to student ratio can never be less than one Group Leader for every six students, or camp-wide, one adult DreamTeam member for every 14 students. This ratio includes all staff and DreamTeam members except for the Ministry Director, Operations Director, and Service Program Director.

BEHAVIOR MANAGEMENT

BEHAVIOR MANAGEMENT R400.1115

The need for corrective action regarding a student is often the result of low expectations on the part of the Group Leader. Set your expectation high and you will be amazed at the results. Do not, however, expect to be a miracle worker; you will have challenges.

Many times, the need for corrective action can be averted if you are alert. If you observe a student in a potentially improper situation, redirect their attention and activity. For example, a boy who constantly fights and antagonizes others while his team is at bat can be directed to help with equipment, scoring, etc., during those times.

Please note that it is the role of a Safety Team member to intervene if imminent harm is foreseen.

On the whole, corrective action is a matter of creative effort on the part of the leader. Each student and situation is unique. We do, however, observe specific guidelines:

1. Avoid creating situations which cause temptations. For example: letting wrong behavior slip by as if unnoticed, ignoring rules yourself, leaving your students unwatched during cabin times, or keeping your valuables in the open.
2. Effective corrective action explains what the child has done wrong and offers alternative choices.
3. No child is to be physically punished or verbally abused. This includes washing out mouths, excessive restraint, abusive physical exercise, or isolation.
4. Never deprive a child of meals or any portion of a meal.
5. Be firm. Make directions clear and insist they be followed. Keep yourself under control at all times.
6. Make sure you make an honest effort to get to the bottom of an argument or fight. Talk to both parties and let each one present his side separately. It usually turns out both were wrong.
7. If a student becomes too much for you to handle, be sure to get help. Do not allow yourself to become angry. Contact the Ministry Director or

Operations Director for assistance if necessary. In all cases report unacceptable behavior to the Ministry Director.

8. The State of Michigan Department of Social Services, Rule 113 states: A student shall not be deprived of food or sleep, be placed alone without staff supervision, observation and interaction, or be subjected to ridicule, threat, or corporal punishment, hazing, or excessive physical exercise. We heartily endorse and will enforce this guideline.

Note: Any team member not following the above guidelines will be subject to immediate dismissal.

Student Discipline Procedure

When a student does not follow the Student Guidelines, the following steps will be taken:

1. Time-out from activities: The time-out will be for no more than 15 minutes for any single offense, followed by a brief discussion before the student re-enters the activity.
2. Warning: Group Leader makes the student aware of the inappropriate behavior, tells him or her, "This is your warning," and explains what will happen if the behavior persists.
3. Talk to the Ministry Director: Possible loss of cabin or activity time. Phone call to parent to make them aware of the situation.
4. Student is sent home: Student is brought to the Ministry Director, who calls the student's parents to come pick him/her up.

TEAM MEMBER POLICIES

Discrimination

No one shall be denied any of the benefits of the camp program on the grounds of race, color, religion, or national origin.

Medical Care

A Health Officer (henceforth referred to as Medical Coordinators) is employed during the summer camp and is on duty at all times during camp, and Hillsdale Hospital is available for further treatment.

Automobiles

Team members may bring vehicles and use them, with permission (during the week), if they have a valid license and are fully insured. The camp does not have a vehicle available for staff.

Telephones

Telephones may be used during time off and away from students.

Visitors

Visitors are discouraged during the camp week, and any visitors that are planning on coming up must be approved by the Operations Director, Ministry Director, or Service Program Director. Visitors must check in and out during their stay.

Conduct

Team members are expected to conduct themselves at all times, both in camp and away from camp, so that they will be a credit to themselves and to the church.

TEAM MEMBER GUIDELINES

1. The use of tobacco, loose language, or any non-Christian conduct will not be tolerated.
2. Students and Group Leaders are not permitted to leave the grounds without permission from the Ministry Director.
3. All students and Group Leaders are expected to be prompt to all meals and activities unless excused by the Ministry Director or Operations Director.
4. **Neither students nor Group Leaders may enter a cabin other than their own. Please note that non-Group Leaders will NOT be allowed in private group spaces.**
5. Students and Group Leaders are required to stay in their cabins each night from lights out until it is time to get up the next morning (unless given permission by the Ministry Director or Operations Director).
6. Use of cars during the event is prohibited unless permission is granted by the Operations Director.
7. No fraternization of any kind is allowed by staff to students. Violation will result in dismissal.
8. It is expected that each student and Group Leader will consider his/her responsibility in keeping the camp's grounds and cabins clean and in order. All are expected to avoid littering the grounds.
9. Footwear must be worn at all times when traversing the grounds. This includes to and from all waterfront activities.
10. Students are *not* to use mobile phones at any time unless permission is received from the Ministry Director or Operations Director.

CHILD PROTECTION LAW PLAN

CHILD PROTECTION LAW PLAN R400.11115

Definition from Michigan State Law

Child means a person less than 18 years of age. Child abuse means harm or threatened harm to a child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment. Child neglect means harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care. Department means the State Department of Social services.

Staff Procedures

1. Upon the arrival of students, the Medical Coordinator will screen all students as to their physical condition. Any bruises, cuts or marking on the child's body should be noted.
2. Group Leaders shall watch for signs of child abuse or neglect.
3. If child abuse is suspected, **report it to the Ministry Director**. *This is mandatory.*
4. If a student confides in you of having been abused or neglected, immediately report it to the **Ministry Director**. **Do not share the information with ANYONE else!**
5. Student records and applications shall be kept confidential. No one will have access to the camp or student files except the Ministry Director, Operations Director, Safety Coordinator, and Medical Coordinator (also known as the Health Officer).

Reporting Procedures (If abuse is suspected)

See the Standard Operating Procedures: Potential Abuse/Neglect section for CedarCreek Church's policy on suspected abuse and neglect.

Isolation

Any suspected perpetrator in any abuse situation will be isolated from all contact with any student until such a time when all information can be gathered and their role in the incident can be fully determined.

STUDENT RELEASE PLAN

Student Arrival

When students arrive at the event, part of the check-in process will include recording the student's arrival time and date. This check-in will serve as a record of the time the student is in CedarCreek's span of care. During check-in, each parent or guardian will be given a tag for pick-up. This tag will be required to pick up each student.

End of Camp Release

Prior to the breakfast on the final day, the students will gather their belongings and take them outside of their cabin. Following breakfast, the students will return to their assigned areas with their Group Leader or staff member. There they will wait with a staff member for their parent, guardian, or someone assigned by their guardian to check them out (written authorization is required). Each parent or guardian has been given a pick-up tag (during check-in). This pick-up tag will be required for student pick-up. CedarCreek Church staff will verify the person picking up the student has been authorized to do so. The check-in records will be on file with the church management database. In the case of a student's ride being late, no student will be left alone to wait for their ride. A CedarCreek staff member will stay with the student until they are properly checked-out.

Lost Tag

In the event that a parent has lost or misplaced their pick-up tag, a CedarCreek staff member, along with a member from the Safety Team, will explain the policy and assist in filling out a Child Release Form.

If the CedarCreek staff member or Safety Team member is not sure who dropped off the child, then another CedarCreek staff member or Safety Team member should confidentially confirm with the child to see who dropped them off or who can pick them up.

Premature Release

When a student is seriously ill, injured, or a constant behavioral problem, he/she may be prematurely released from a CedarCreek event. All decisions related to the premature release of students will be made by the Ministry Director along with the Medical Coordinator (in medical instances). If it is decided a student should be released from camp for any of the aforementioned reasons, the Ministry Director or Medical Coordinator will contact the person(s) listed on the camp registration form and make arrangements for the student to be picked up from camp.

In the event that none of the persons listed on the camp registration form can be contacted, the student will remain at camp until arrangements have been made for his/her proper release.

In all of the above scenarios, be careful a divorced parent (who does not have custody of the student) is not given an opportunity to visit or take their child off the grounds. Students can only be released to persons who have written authorization from the student's parent (with legal custody) or guardian(s). The authorized person must sign the back of the registration form at the time of release.

2-AT-ALL-TIMES & PRIVATE GROUP SPACES POLICIES

Whenever there are students present, there must always be two students of the same gender together. DreamTeam members should never be alone or isolated with a student—think rule of three. This includes cabins, meeting rooms, session spaces, and shower spaces.

Please note that the following people are the only people that should be allowed inside our private group spaces (cabins, shower spaces, and private meeting rooms):

- Ministry Director
- Operations Director
- Service Programming Director
- Group Leaders
- Group Coaches
- Groups Coordinator
- Medical Team
- Safety Team

The aforementioned team will be identified with a [GL] on their lanyard. The [GL] means this person is allowed in our private Group Leader spaces.

Some people will be marked with a [GL+] on their lanyard. This means that this role/person is allowed to escort other non-Group Leaders into a private Group Leader space.

If you have questions, please connect with a Student Ministries staff member.

CEDARCREEK STUDENTS & LEADERS SAFETY POLICIES & GUIDELINES

Inside CedarCreek Buildings

Standards and policies:

One-on-One: Never be one-on-one in a room with a student. If meeting, meet in the public space.

Groups: Two Group Leaders must be with the group if the door is closed. If there is only one leader with a group, the door must be open and have line-of-sight to other people in the building.

Outside Buildings

Leaders Driving Students:

- Standards:
 - Driver must be 18+
 - Driver must have a valid driver's license
 - Driver must have current auto insurance
 - Don't overload vehicles
 - Follow the rules of the road
 - Every student must wear a seatbelt
 - Never drive a student of the opposite gender one-on-one
 - If transporting a student of same gender one-on-one, always have the permission of the parents
 - Or ensure there is a Consent Form on file
 - Golf Carts (offsite events): Students should only be allowed on a golf cart during medical or safety emergencies.

- Guidelines/Best Practices:
 - Avoid being one-on-one with a student of the same gender
 - Preferably have three people in the car: one leader and two students or two leaders and one student

Strongly Recommended Best Practices

Hanging-Out with Students:

- Match communication guidelines
 - Don't be one-on-one with student of opposite gender
 - Always have permission of parents when hanging out with students
(Upholds value of "Partner with Parents")
- Hang out w/ groups of students or have another leader with you
 - Don't be alone with a student because that could put you in a position to be accused of something you didn't do.
- If you are one-on-one with student of same gender ensure it is in public and with the parent's cooperation and permission

Group Outings:

- Have two leaders present
- Always ensure parents are aware and give permission to student

HIGH WIND POLICY

According to the National Weather Service, a high wind warning is issued when sustained winds of 40 mph or greater for one hour and/or frequent gusts of 58 mph or greater are expected.

If a wind warning is issued, take the following steps:

- Pay attention to local weather forecasts and bulletins issued by the National Weather Service and take shelter when it's called for. Purchase a battery powered NOAA Weather Radio to use during power outages.
- Close all interior and exterior doors, garage doors, and windows. This helps compartmentalize the pressure inside the building and reduce wind forces on the roof.
- Collapse all canopy tents.
- Bring to the deck any elevated production equipment (crank towers, rigged production).
- Shutter windows to prevent breakage and brace outside doors.
- Prior to a windstorm, make a list of unsecured outdoor objects, like lawn furniture and garbage cans, that could blow away or crash into windows. If high winds come up with little warning, staff or volunteers can use the list to locate and store these items quickly. Be sure your list includes seasonal decorations and objects from patios and balconies.
- Move ministry vehicles to concrete parking garages, if possible, or allow staff and approved volunteers to drive vehicles home, spreading the risk.

FIRST AID AND INCIDENT REPORTS

Anytime a child is injured with any sort of mark, big or small, the parent should be notified right away. The parent should also be notified if an incident occurred and no mark was left because bruises may appear after the fact. A Medical Team member (health officer) should fill out an incident report for all of these situations. The child's parent should be called immediately and the Ministry Director should have the conversation with the parent.

If one child maliciously hurts another child, the following steps should be taken:

1. The Ministry Director should immediately be called to help assess the situation.
2. Attend to the injured child. Call the parent immediately and radio the Safety or Medical Team if medical assistance is needed. When talking to the family, do not identify the child who caused the injury. If possible, keep the child who caused the injury out of the area completely.
3. The Ministry Director or Medical Team member should complete an incident report documenting the situation, even if the injured child recovers quickly and/or does not have a mark.
4. If the child who caused the injury seems likely to do it again, he/she may be removed from their rooming assignment. This decision should be made after the Ministry Director assesses the situation and answers: Was the injury violent and aggressive or is it a coachable opportunity?
 - a. If the action that caused the injury is not coachable, the child who caused the injury needs to be removed from the area immediately. The parent will need to be notified and the child may not return. Be sure to communicate to the family with care and compassion. Offer helpful suggestions if they seem open to it.
 - b. If the action that caused the injury is coachable, the child may remain in their rooming assignment. The Group Leaders should be extra vigilant to prevent future injuries.
 - c. If the child is a repeat offender, the Ministry Director should discuss options for serving that child best in the future.

FAMILY CARE PLAN

We want all kids to have a safe and fun experience at Camp. If a child has any special needs concerning behavior, medical care, allergies, etc., the family will identify this on our consent forms to help us serve them best.

If a Special Friend is required, a CedarCreek staff member will work to partner the child with a qualified DreamTeam member and help to coordinate schedules and communication.

Please Note:

- Every student matters to God and matters to us.
- A “special need” should never preclude a student from being able to attend camp as long as that student attending won’t pose a threat to:
 - Themselves
 - Other students
- We will work with the family to serve each and every student to the best of our abilities. However:
 - We may need the family to assist in helping us serve them, i.e. if a student needs one-on-one attention, the family may need to help as we can’t guarantee we can find a leader who can specifically focus on that student in the way that student needs attention
 - If a parent needs to attend camp as a leader to focus specifically on their student, that parent would need to be fully on-boarded just like all other Group Leaders.
- We may not be able to adequately serve each and every student to the level that would be needed for that student to safely attend camp.

STAFF AND LEADER APPEARANCE

All staff and DreamTeam members should model a clean and family-friendly appearance. All clothing should be modest and appropriate. Please remember, we spend a lot of time in outdoor, athletic, and waterfront environments. If there is a concern, a staff member will address the situation in a private conversation.

BED BUG POLICY

If Bed Bugs are encountered at camp:

1. Inspect:

Medical team will do a thorough inspection of each cabin prior to students arriving to camp.

2. Notify

Group Leader will inform the Medical staff immediately upon finding evidence of an infestation.

3. Record

- a. The medical team will inform the Ministry/camp and Operations Directors.
- b. The medical team will document all students of the infested cabin and notify parents.

4. Respond

- a. The medical team will keep the infested cabins' contents from being moved into any other cabins.
- b. Any students from infested cabin will receive treatment and treatment will be documented by medical team.
- c. If a call is received from a parent blaming the camp for sending bed bugs home with a student, the recipient will take the caller's information, then deliver it to the Operations or Ministry Director.
- d. The Ministry Director will be honest but careful to not openly admit fault. Be empathetic and listen. He or she will communicate the camp's commitment to keep pests at bay without getting into details.
- e. The church attorney can help prepare a written procedure for how to deal with these kind of phone calls

SUICIDE IDEATIONS POLICY & PROCEDURE

Non-Imminent Suicidal Ideation

i.e. During group or personal conversation, student brings up having had thoughts about suicide or is currently considering it as an option to handle what they are facing.

1. Tell Student Director at your campus
2. Together ask, "Have you told your parents?"
 - a. If no, "Tell them today or I will, or I will go with you to tell them"
Either way, Student Director follows up with Parents
 - b. If yes, reference Orange training Document
3. Group Leader: Fill out Care Card
4. Student Director: Add Care Note to Rock
5. Pray with them

Serious Imminent Threat

i.e. Student tells or messages Group Leader that they are going to commit suicide, has a plan, time, method, etc.

Leader:

1. Call parent
2. If parent doesn't answer, call authorities
3. Call Student Director of your campus

Student Director:

1. Fill out the incident report on CreekHelp
 - a. [CreekHelp.com/ministry-services/incident-forms/minor-incident-form-for-kids-ministry/](https://creekhelp.com/ministry-services/incident-forms/minor-incident-form-for-kids-ministry/)
2. Contact Campus Pastor and Senior Director
3. Put Care Note in Rock

In Every Conversation

Provide the suicide hotline number to student and parents.
Suicide Hotline: 1-800-273-8255

STAFF AND LEADER COMMUNICATION

We ask that all staff and Leaders use wisdom and discretion when communicating with DreamTeam members of the opposite gender, especially those who are minors. When possible, text or message those of the opposite gender in groups. Email is more professional. Utilize public communication tools like Slack and Teamwork. The overall recommendation is not to engage in ongoing, regular communication with someone of the opposite gender.

UNATTENDED CHILDREN GUIDELINES

A child 11 years of age or younger should be with their parent/guardian (or a sibling/friend 14 years of age or older) or checked into the appropriate program.

Parents/guardians (or a sibling/friend 14 years of age or older) should not leave the premise without their child.

If a child 11 years of age or younger arrives without a parent/guardian (or a sibling/friend 14 years of age or older), they will be checked into the appropriate program. The Kids Director, or their designee (in communication with their Campus Pastor), is responsible for leading the following process regarding an unattended child:

1. Gather information from the unattended child and try to contact the parent/guardian immediately.
2. Notify the Campus Safety Team Lead of the situation.
3. The unattended child can only be checked out of the program by the Kids Director, their parent/guardian, or their parent/guardian's designee.
4. The unattended child is not permitted to leave the premises by themselves. If the parent/guardian, or their designee, does not pick up the unattended child, the situation will be handed over to the police.
5. An incident report will be completed and a Family Care Note added.

*Unique situations may be handled at the discretion of the Campus staff and the Senior Director of Kids. All situation must be documented.

SCHOLARSHIP AWARD PROCEDURES

CedarCreek Student Ministries awards scholarships based on financial needs of families within the ministry in order to assist students in attending camps/retreats.

Scholarship Award Procedure

1. Receive scholarship request
 - a. A scholarship **cannot** be awarded without a scholarship request
2. Respond to parent with the amount you can award them (see email below)
 - a. You do **not** have to award exactly what they ask for
 - b. Contact them via email or phone
 - c. Note the resulting award in their benevolence request in Rock
 - i. Follow the Student Financial Assistance Instructions to navigate the form
3. Place the family on a payment plan (if applicable)
 - a. Make a note in their benevolence request in Rock
4. Mark the benevolence result type as Student Financial Assistance Awarded
 - a. Project Manager of Ministries will receive this and file accordingly
5. Follow up with the family regularly if they are on a payment plan

Important Items to Consider When Awarding Scholarships

- Typically, parents can pay more than they actually put down if they understand the “Why”.
 - Example: If the current price is \$290 and a parent currently says they can only pay \$150, explain the why and perhaps respond that you can only scholarship them \$100, so they’re responsible for \$190 (\$100 of that due by Dec. 31).
- If it’s early in the school year, attempt to put them on a payment plan.
- Check their attendance in Rock before awarding a scholarship so you know how involved the student/family is.
- The amount in the campus scholarship fund (see the finance doc) is the Campus Director of Students’ to allocate.
- The campus scholarship amount goes toward Winter Retreat AND Fusion Camp. The larger the scholarships you give, the less of them you’ll be able to award.

- ALWAYS respond with care and in a way that leaves the parent knowing that they matter to us and we are extremely excited that their student wants to attend Camp/Retreat!

Example Response (to a parent requesting financial aid)

Hi _____ (parent's first name),

We would love to have _____ (student's name) join us at Fusion Camp this summer! We are attempting to get as many students signed up as possible, so that includes us spreading out the scholarships to allow as many students to attend as possible.

Due to the wide number of students needing scholarships, we won't be able to scholarship \$_____ to _____ (student's name). The most I can scholarship _____ (student's name) currently is \$_____. That would leave you a balance of \$_____ to be paid by ____ (Dec. 31st or March 31st).

If that scholarship will work, just let me know and I'll lock it in.

Thank you!

Signature Line

Photography & Recording Guidelines

Including photos, videos, and testimonials online (on our website, blog, and social media sites) of guests and events at CedarCreek Church is a privilege for us, and we intend to respect and honor it. Therefore, the following guidelines will be considered by staff/DreamTeam members when capturing photos or videos in an official CedarCreek capacity:

- Photos/videos of people in public spaces and/or at public events will generally be acceptable with no restrictions. Photos/videos of people in secure ministry areas (including, but not limited to CedarVille and Fusion rooms and hallways) is forbidden without expressed written permission from a CedarCreek Church Senior Executive Team member.
- Only staff and DreamTeam members with expressed permission given by a CedarCreek Church Senior Executive Team member will be allowed to photograph/video in an official capacity for CedarCreek Church. Permission will be given on an event-by-event basis.
- On weekends when there will be taping in CedarVille and/or Fusion areas, a sign will be posted at the check-in kiosks and outside of rooms. Any parent who does not wish to have their child photographed can let a Campus staff member know.
- CedarCreek Church staff and DreamTeam members are encouraged to send any photos taken to Social Media Managers of the designated ministry area for posting on official channels. Staff and DreamTeam members are then encouraged to share/retweet content from an official ministry account, rather than posting photos directly to personal accounts.
- CedarCreek Church staff and DreamTeam members will not knowingly post anything that would be embarrassing, objectionable, or hurtful to anyone in the photo/video.
- CedarCreek Church staff and DreamTeam members will not identify minor children by name (including the posting of check-in name tags) in the photos/videos we post online without consent from the child's parent/guardian. Adults may be identified only if prior permission is given.
- If copyright for a photo/video is held by someone other than CedarCreek Church, we will receive permission to post it and gladly provide credit if desired.

- Any photo/video can be removed upon request. If any guest identified a photo/video that they would like removed containing their name/likeness, or the name/likeness of their child, they can contact communications@CedarCreek.tv.
- If a photo or video is played before, during, or after a weekend service on the screens in the auditorium, it may be considered acceptable for public viewing and therefore may be posted on CedarCreek Church websites and/or social media outlet.

Unless otherwise indicated, photographs and videos on CedarCreek Church websites, blogsites, social media accounts (Facebook, Twitter, Instagram) are the property of CedarCreek Church and may not be used for any purpose (including but not limited to: downloading, printing, distributing, or linking) without permission from CedarCreek Church.

STANDARD OPERATING PROCEDURES: POTENTIAL ABUSE/NEGLECT

To be completed by a staff member of CedarCreek Church with the cooperation of the person reporting the incident.

Vision

To ensure the appropriate conversations and documentation occur when a report must be made on behalf of CedarCreek Church to the authorities regarding the potential abuse and/or neglect of a minor or a mentally handicapped guest under the age of 21.

We only need to suspect that abuse or neglect is occurring; physical proof or other forms of validation are not required. It is the responsibility of the children's service agency to determine if abuse or neglect is in fact occurring.

All mandated reporters have the legal obligation to report any suspicion of abuse or neglect. A list of state mandated reports can be found below. This standard was developed with Campus Staff in mind; however, all CedarCreek Church Staff are asked to follow this process.

Win

The potential harm of a minor or mentally handicapped guest under the age of 21 is reported to the appropriate authorities who can help and our organization has documented the details of the situation.

Standards

If abuse or neglect is suspected, talk with your Direct Report immediately. Send an email to your Direct Report, Campus Pastor, Ministry Director, HR Director, and the respective Executive Directors to notify all parties of the situation. This working thread will ensure all communication and documentation has occurred.

- Whenever abuse or neglect is suspected, a report must be made to local law enforcement and/or the State Public Children's Service Agencies within 24 hours.
- If the guest seems to be in immediate danger, a staff member will notify local law enforcement immediately, in addition to the leadership staff above.

Once the report is made, a staff member will complete the Suspected Abuse/Neglect Form and submit to HR. (See suggestions below.)

The Campus Pastor will work with the staff member involved to create a Care Note including details of the situation and confirming a report was made.

If the church's involvement in a report or investigation is questioned by a family member, the staff member should listen and refer them back to the person's original point of contact (the agency that contacted them) in a professional and honest manner. Please use compassion and discretion:

- "Who did you say contacted you again? I'm sorry that I don't have any additional information for you, but I'm sure the (caseworker/agency they mentioned) will be able to give you all the information you need.
- The church should not reveal any information pertinent to the report made to local law enforcement and/or the State Public Children's Service Agencies.
- The church should avoid prying into family matters and should never betray a minor's confidence to the parents. (Ex. "Your child said...")

If there are concerns other than potential abuse or neglect, guardians may be contacted by the Campus Pastor, Ministry Director, or their designee. For example, the presence of a mark/bruise, or any other concern, does not mean that abuse or neglect is suspected. Sometimes a clarifying conversation will reveal an explanation. Depending on the circumstance, a Care Note may be necessary to document the situation.

Systems/Resources

Suspected Abuse/Neglect Reporting Form

Database

Below are links to helpful information about how to recognize potential abuse or neglect:

- Physical Abuse
<http://ship.oh.networkofcare.org/ph/library/article.aspx?hwid=tm4936#tm4936-sec>
- Sexual Abuse
<http://ship.oh.networkofcare.org/ph/library/article.aspx?hwid=tm5007#tm5007-sec>
- Emotional Abuse
<http://ship.oh.networkofcare.org/ph/library/article.aspx?hwid=tm5075#tm5075-sec>
- Neglect
<http://ship.oh.networkofcare.org/ph/library/article.aspx?hwid=tm5032#tm5032-sec>

Suggestions

Helpful reminders:

- If you're not sure if abuse or neglect may be occurring, that's a sign that you should report. We don't want to be in a situation where we suspected, but didn't help.
- Our report can help authorities have a more complete picture of a family situation, contributing to past or future reports.
- If a family is healthy, they will eventually be grateful for the attention. If a family is unhealthy, we may not be in a position to meet their primary needs or this could provide a catalyst for a healthy next step.

It is helpful to gather information about the family and the situation before making a report. Use the Abuse/Neglect Reporting Form to document all conversations. Consider the following:

- You may request to be an anonymous reporter. You can share your identity for the purpose of follow-up with the investigation, but we recommend asking that your name not be shared beyond that.
- The name, age, gender, and address of the guest you suspect is being abused or neglected
- The current location of the guest or where the minor might be during the week (Ex. daycare or school)
- The name and address of the parent/guardian/caretaker
- Any immediate risk to the guest or caseworker going out to ensure the guest's safety, such as whether or not there are dogs and/or weapons in the home, if any residents have criminal histories, and if anyone has any mental health concerns
- The name of the person you suspect is abusing or neglecting the guest and the address if available
- The reason you suspect the guest is being abused and/or neglected; a description of the injury, neglect, or threatened harm to the guest
- Any other information which may be helpful to the investigation

A mandated reporter is someone required by law to report if they suspect or know that child abuse and/or neglect is occurring. If the mandated reporter fails to report, it is considered a misdemeanor. Ohio's mandated reporters include:

- Attorneys
- Audiologists
- Child care workers
- Children Services personnel
- **Clergy: A leader designated by any church acting in an official capacity, other than a volunteer (CedarCreek Church Staff)**
- Coroners
- Day care personnel
- Dentists
- Nurses
- Physicians including hospital interns and residents
- Podiatrists
- Psychiatrists
- School authorities, employees, and teachers
- Social Workers
- Speech Pathologists
- Animal Control Officers/Agents

References and Language for the Standard provided by:

Ohio Job and Family Services:

<https://jfs.ohio.gov/ocf/reportchildabuseandneglect.stm>

Ohio Revised Code: 2151.421

Ohio Revised Code: 2151.99

HOURS AND REIMBURSEMENT FOR CEDARCREEK STAFF

Fusion Camp Hours

How do I handle logging staff hours for Fusion Camp?

- All staff members are allowed to log hours for attending or volunteering at events.
- If you're an hourly employee, make sure you are managing your hours accordingly to avoid logging extra hours.

- Please speak with and get approval from your direct report on how these events may affect your hours and job responsibilities.

Fusion Camp Mileage

How do I handle mileage reimbursement?

- Mileage reimbursement will be handled in accordance with the staff handbook.
- Mileage reimbursement will only be paid out to staff members who are serving at Fusion Camp in the same role that they are employed during their ideal work week.
- Please speak with your direct report if you have any questions.
- All mileage reimbursements should be approved by the Operations Director (at camp) before submitting.