



New Life Lutheran Church

4380 Wakonda Dr
Norwalk, IA

Volunteer Guidelines

New Life Lutheran Church is committed to providing a safe and nurturing environment for children and youth participating in ministry activities. In order to do all that we can to protect the children and youth in our care, we place a high priority on the careful recruitment, screening, placement, and ongoing supervision/training of all of our staff and child/youth serving volunteers.

Please read the guidelines and sign the following page confirming you've read and understand all guidelines. Contact Stephanie Ferner or Laura Kimball with any questions and to turn in completed forms.

Supervision of Children

The Children's Ministry staff and volunteers are responsible for the supervision of children during ministry activities, including observing the environment and equipment for unsafe situations, removing children from potentially dangerous conditions, and reporting problems immediately.

Parents are responsible for their children up until the time the activity is scheduled to begin and after the activity's scheduled ending time. When children arrive to any church program, they are expected to remain in that program until it ends and supervision is transferred back to parents. Children may not leave the program early without a parent's permission.

Room Guidelines

- Inside and outside windows should be clear of obstructions.
- Doors without windows will remain open unless there is a window next to the door.
- Activities and conversations with children should occur in non-private areas.
- Activities should be observable and able to be easily interrupted.

The Two-Adult Rule

- There must always be two volunteer approved adults present when supervising one or more children.
- The adults should be in sight of each other at all times.
- We encourage older children (age 14 or older) to serve as leaders for children in younger grades and may count as an adult under the two-adult rule.