



GRACE BAPTIST CHURCH CODE OF CONDUCT & PROCEDURES

Code of Conduct and Disciplinary Guidelines

Our goal at Grace Baptist Church (GBC) is to provide an environment where our children/youth are encouraged to develop a Christian character and learn to live by Biblical standards of morality. Some of these include, but are not limited to, honesty, purity, submission to authority, and showing respect for others. It is essential that children/youth are made aware of the boundaries in terms of their own behavior while participating in church activities.

Likewise, leaders working with children/youth should be extended the courtesy and respect which their roles deserve.

We want every child's experience here at GBC to be exciting and fun! We also want the children/youth to feel safe and secure when they are in our care. Therefore, a Code of Conduct and Disciplinary Guidelines are necessary for the welfare of both the children/youth and church.

CODE OF CONDUCT

1. I will be kind and treat others with respect.
2. I will respect all church property and the property of others as well as take care of my own.
3. I will follow the instructions and directions of the Awana Leaders.
4. I will not behave violently or abusively and will report such behavior to the Awana Leaders.
5. I will be fair and honest in all my dealings with others so as not to hurt others by what I say or do.
6. I will report any behavior that makes me feel uncomfortable to Awana Leaders.
7. I will actively participate in activities to the best of my ability in an age-appropriate manner.
8. I will follow the check in and check out procedures.
9. I will remain in a supervised area at all times. I will not be in a room alone with any one person. *(There will always be 2 unrelated adults in the restroom and on the playground who will intervene in any inappropriate or discourteous conduct).*
10. I will not promote or introduce ideas that are offensive to Scripture.
11. I will not have in my possession any substances or materials that may pose harm to any person and/or are in conflict with Scriptural ethics, morality and principles.
12. At Grace Baptist Church activities, no minors will take photos, record audio, make video, post on social media or distribute same.
13. I (children/youth) will place my cellphone in the designated basket at check in. It will be returned to me at checkout.
14. I will honor God and His church by dressing modestly. (NO low-cut blouses, short shorts/ skirts or tight, revealing clothing.) Water Activities will require dark shorts and dark t-shirts.
15. If I am involved in a relationship, I will conduct myself personally in a manner that is above reproach.

DISCIPLINARY GUIDELINES

Minor Misconduct

Some examples of minor misconduct include, but are not limited to:

1. Disruptive behavior during class/activities.
2. Verbal disrespect to any other person (racial slurs or vicious words are major misconduct).
3. Not following instructions and directions by Awana Leaders.
4. Not surrendering cell phone to designated area (first offense is minor; second is major misconduct).
5. Other actions that disrupt or interfere with the program, other children or adults participation.

Disciplinary Actions for Minor Misconduct

Any participant not abiding by the standards above may be subject to the following Disciplinary Guidelines.

Strike 1 - The child will be notified of their inappropriate behavior and reminded of expected behavior. They may receive one additional verbal warning.

Strike 2 - If they continue, they will be removed. Written notice will be sent to parent/guardian.

Strike 3 - Awana Leader and Commander speak to parent/guardian.

Major Misconduct - Some examples of major misconduct include, but are not limited to:

1. Not remaining in supervised area during church activity.
2. Inappropriate language.
3. Theft - physically or by electronic means.
4. Harassment – physical, verbal, written, sexual or by electronic means.
5. Violence or Threat of force or violence.
6. Continued willful disobedience or non-compliance.
7. Use, sale or possession of controlled substances.
8. Vandalism or misuse of church property.
9. Possession of any weapon or other dangerous object of no reasonable use to the child/youth at church or at a church activity.
10. Any other willful conduct or behavior, which in the opinion of the church leadership disrupts or threatens any Awana or Church attendee.

Disciplinary Actions for Major Misconduct

Depending on the severity and circumstances of the major misconduct, the Awana Leaders involved and Pastor of the church may enforce one or more of the following:

1. Arrange a conference with the student, parent and teacher/leader.
2. The child is removed from the class and sits with the Awana Secretary until their parents arrive.
3. Call the parents/guardian to come pick up the child.
4. Establish probationary terms if appropriate.

5. Depending on the level of severity, the child may be excused from attending the next Awana session. If the child returns but the misconduct continues, the parents may be advised that our program is not a good fit. Students who have been asked to leave the property are not to be on church grounds before, during, or after church activities for any reason except to attend worship but must be accompanied by a parent/guardian at all times.
6. Permanent expulsion from church property. This is our last resort, but in order to provide a positive, safe, learning atmosphere.

AWANA CHECK-IN/CHECK OUT PROCEDURE

DROPPING OFF CHILDREN PROCEDURE:

Parent/Guardian and Child/dren will check in at the Registration Desk. The Parent/Guardian or Designee will be required to ensure a completed Registration Form is on file for each child as well as a signed CODE OF CONDUCT FORM. The parent/guardian/designee will provide a Photo I.D. at the Desk and Sign-In each child. Please bring your children no later than 6:10 p.m. as our program begins promptly at 6:15 p.m. Once you have signed your children in, they must remain in the auditorium until Game Time. **No unattended children on the playground or the parking lot.** This is for their safety. If a child is checked in after the program begins, they will join in the activity in progress as soon as check in is complete.

Children will receive a name tag. This should be worn for the entire evening.

PICKING UP CHILDREN PROCEDURE:

Parent/Guardian/Designee will Sign and provide a Photo ID to Pick Up the Children. Please, those Parents/Guardians/Designees who are working at Awana, we need you to follow these same procedures. Children should be picked up by 8:20 p.m. Note: Once you have signed to pick up your child, they should remain with you. **No unattended children on the playground or the parking lot.** This is for their safety.

GUESTS

Parents, we welcome you to stay through the Opening Ceremony and Bible Council time any Awana night. However, all guests will Register at the Registration Desk, Receive and Wear a Name Tag. We encourage children to bring a friend as their guest. These guests must also be registered and wear their nametag.

PARENT OR GUARDIAN OF AWANA CLUBBER OR GUEST

Please check the blanks as an indicator of your agreement.

_____ I have received the CODE OF CONDUCT of Grace Baptist Church, understand and agree to comply with them and to be responsible to assist my child in understanding and complying with these guidelines.

Child/Children's name(s): _____

PARENT/GUARDIAN'S PRINTED NAME: _____

PARENT/GUARDIAN'S SIGNATURE:

DATE

ADULT VOLUNTEER ACKNOWLEDGEMENT

_____ I acknowledge that I have read, understand and agree to comply with the Code of Conduct for Ministry With Children and Youth. I agree to wear my name tag at all times.

_____ I understand that any action on my part inconsistent with Code of Conduct, or failure to take action mandated by them, may result in removal from my position.

_____ I also understand this Code of Conduct does not abrogate or replace any other obligations that I have under any applicable law, guideline, policy or regulation.

_____ I acknowledge that I have been given the Grace Baptist Policies and Procedures document, Security Training as well as the CODE OF CONDUCT and agree to comply with all as set forth in said documents.

Staff Member or Volunteer's Printed Name

Date of Birth

Staff Member or Volunteer's Signature

Date

This Code of Conduct and Procedures has been approved by the Pastor and Board of Grace Baptist Church August 19, 2025.