

APPENDIX 4 - HOPE UCC CODE OF BEHAVIOR - YOUTH

Successful youth activities at Hope UCC are dependent upon the cooperation of and respect for all participants. Please read this list of expectations and consequences designed to ensure a good experience for all. Adult/supervisor will interpret and enforce the Youth Code of Behavior.

I will:

- **Honor** the Hope UCC Relational Covenant.
- **Cooperate** with others in group meetings and activities.
- **Respect** other members of the group and their belongings by:
 - Not putting other people down, fighting, using abusive or vulgar language, teasing, or separating myself from the group.
 - Not wearing inappropriate clothing with objectionable slogans, language, or design.
- **Abide** by Hope UCC's Social Media and Electronic Communications expectations (APPENDIX 5).
- **Respect** Hope UCC's facility, its grounds and contents, as well as any premises used for off-site activities.

Consequences of not complying with the above expectations:

- 1st Offense: Verbal warning is given by an adult supervisor.
- 2nd Offense: Parent/guardian notified and participant is asked to leave.
- 3rd Offense: Expulsion from the activity.

I will not:

- Use drugs, tobacco, alcohol, firearms, weapons, or toy weapons at Hope UCC's facility and grounds as well as any premises used for off-site activities.
- Exhibit harassing or sexually inappropriate behavior.
- Use excessive aggressive behavior against others.

Consequences of exhibiting the above behaviors:

- 1st Offense: You will be asked to leave the building immediately, once parent(s) are notified. Suspension from the church activity.
- 2nd Offense: Permanent expulsion from the activity.



I have read the information above describing expectations for behavior at Hope Church youth activities both on and off the premises. I understand that failure on my part to live up to these expectations will result in the consequences listed above.

_____ Date _____
(Participant Signature)

I/We have read the information above and reviewed it with our youth. We understand what is expected and accept my/our responsibilities.

_____ Date _____
(Parent/Legal Guardian Signature)

Each youth/family will keep the top portion of this document; youth group leaders will keep the lower portion.

APPENDIX 5 – HOPE UCC

ELECTRONIC COMMUNICATION AND SOCIAL MEDIA CODE OF BEHAVIOR

Employees, volunteers and pastor who manage public pages on behalf of church programs are responsible for monitoring communications and assuring that appropriate conduct is enforced in conversations. The employee or volunteer shall deny participation by individuals who repeatedly violate the Code of Conduct.

Each employee, volunteer, and pastor who supervises activities for youth or vulnerable adults shall:

- Encourage parents to play a role in monitoring their youth's interactions through electronic channels.
- Remind youth how to interact appropriately through social media and electronic communication.
- Notify parents/guardians of any new electronic channel of communication upon initiation, and provide parents/guardians the opportunity to participate in said electronic channel.
- Prohibit comments that are, or could be construed by any observer to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Deny participation by individuals who repeatedly violate this Code of Conduct.
- When concerns regarding safety, legal matters or inappropriate discourse arise, the parents or legal guardians of the perceived victim shall be notified.

General Electronic Communication and Social Media Use Expectations:

Appropriate Electronic Communication	Inappropriate Electronic Communication
• Follow expectations in the Hope UCC Relational Covenant • Email will be used for sharing brief information, scheduling, and appreciations • Email messages will list someone in the 'to' field if a response is expected; 'cc' if keeping them in the loop; • Consider <i>need to know</i> when using 'reply' or 'reply all' • Attendees at a virtual event shall conduct themselves in a manner befitting a church event and be attentive to their backgrounds and what is visible to others.	• Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating comments • Forwarding an email without the author's permission or knowledge • Substantive issues that require discussion; they are better handled with direct discussion • 'Bcc' in email messages for the purpose of secretive communication; use bcc judiciously • Sexually oriented conversations • Posting inappropriate pictures or inappropriate comments on pictures

Additional Electronic Communication and Social Media Use Expectations for those supervising youth, or vulnerable adults:

Appropriate Electronic Communication	Inappropriate Electronic Communication
• Communication with youth or vulnerable adults on behalf of the church using Hope UCC's electronic channels or personal channels provided the youth's parents or guardians are copied on all communications • Phone calls to youth or vulnerable adults will occur only after receiving parent or guardian permission • Limited to logistical matters, e.g., setting meeting dates, times, places, or investigating matters of pastoral concern	• Private messages between youth or vulnerable adults and adult supervisors or staff