



# **Fellowship House** *of South Camden*

*Reaching the Youth and Adults of South Camden for Christ!*

## **Code of Conduct**

While Fellowship House of South Camden respects people of all faiths and backgrounds, we are a Christian ministry that seeks to follow the Word of God in all aspects of its operations. We also frequently have children in the facility. Therefore, it is essential that all staff and volunteers demonstrate the following virtues:

### 1. Integrity

- Make every effort to walk in personal integrity by keeping your commitments, showing up on time, and making yourself available to help staff at all times.
- Strive to represent Fellowship House to the community with a respectful attitude.

### 2. Respect

- Abstain from foul language or loud/angry tone towards children or adults.
- Abstain from ridicule or disrespectful language towards children or adults.
- Be a good steward of all property and resources belonging to Fellowship House.
- Report any disrespectful behavior by a child or incidents of fighting to the Children's. Program Director.
- Deal with any problems with staff/volunteers in a gentle and patient manner. Report them to the appropriate program director or the Executive Director when necessary.
- Treat staff, other volunteers, and members of the community with utmost respect.

### 3. Confidentiality

- Discuss all problems regarding staff, children, and adults with the appropriate program director.
- Obtain the program director's prior permission before counseling a child or adult.
- Report suspected or observed child abuse by our staff or others to the Children's Program Director immediately.
- Report to the Children's Program Director immediately, if a minor discusses harming him/herself or others, committing a crime, or being abused.

- Keep all personal information pertaining to staff, children, and adults strictly confidential.
4. Encouraging and safe environment
- Abstain from hitting, spanking and other forms of punishment involving physical pain (even if parents have suggested, or given permission for corporal punishment).
  - Consult the Children's Program Director if you need help maintaining discipline with misbehaving children/youth.
  - Always respect a child's preference not to be touched, even though a touch on the arm, gentle pat on the back, or a side-hug may be appropriate. All ministry workers are responsible to protect children under their supervision from inappropriate touching by others. Promptly discuss inappropriate touching or other questionable behavior by other workers with the Children's Program Director or the Executive Director.
  - Keep the door open in any room where child/youth activities are taking place, so that other workers, parents, and Fellowship House staff can easily observe.
  - Whenever possible, do not spend time alone with a child or adult from the community. When this cannot be avoided, keep the door open.

**Volunteers who cannot abide by the above code of conduct will be asked to discontinue their involvement at Fellowship House of South Camden.**

**I have read the guidelines above and agree to observe them faithfully:**

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Print Name

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Signature

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Date