

Keystone Church

ECHO Teen & Parent International Mission Trip Policy

Keystone church values the impact youth make in the name of Jesus Christ. It is our goal for this policy to provide a safe environment for both youth and adults.

Section I. Mission Trip Qualifications

- Teen participants must be in High School (9th grade or higher) by the time they volunteer.
- Adult participants must be 18 years of age or older.
- Each teen must be accompanied by a parent.
- Each parent will be allowed to accompany up to 1-2 of their teenage children.
- Participants must be Keystone members/attendees or invited by a Keystone member/attendee, but not to the exclusion of a Keystone member/attendee who meets the deposit deadline.
- All adult participants must give authorization to Keystone to complete a criminal background check by established deadlines and have no criminal record.
- Teens must not have a criminal record, as affirmed by their parents.
- Trip leaders must be age 25 or older.
- Adults who are Keystone members/attendees can apply for scholarship funds (generally \$300/person/fiscal year, with stipulations regarding frequent requests) through the Keystone Global Missions Committee.
- Youth who are Keystone attendees or whose parents are members/attendees can apply for scholarship funds through the Keystone Student Ministry Leadership.

Section II. Requirements

Participants must have completed and turned in the following forms or they will not be permitted to go on the trip.

1. Youth:
 - a. Youth Volunteer Release and Waiver of Liability form.
Notarization is not required since a parent will be accompanying the teen on the mission trip.
 - b. Youth Volunteer Emergency Contact and Medical Information
 - c. Copy of passport to be kept in secured location at Keystone
 - d. Parent/Teen Mission Trip Covenant

2. Adults and Trip Leaders
 - a. Criminal Background Check Authorization
 - b. Adult Volunteer Release and Waiver of Liability
 - c. Adult Volunteer Emergency Contact and Medical Information
 - d. Copy of passport to be kept in secured location at Keystone
 - e. Parent/Teen Mission Trip Covenant

3. Trip Leaders must also complete the following form:
 - a. Trip Leader Covenant

Section III. General Youth Guidelines

1. To ensure safety and legal compliance, youth in 9th grade or higher, are allowed to participate in the following activities: Light construction, cleaning and polishing equipment/vehicles, clearing lots, debris removal, waterproofing foundations, painting, landscaping and site clean-up, gift bag preparation, folding t-shirts, restocking vehicles/shelves, office clerical work and other similar tasks. Youth are permitted to work on short ladders (up to one storey buildings), and always to be accompanied by an assistant holding the ladder and with permission of a experienced trip leader. Youth are allowed to work on one story roofing projects but must be accompanied and closely supervised by an authorized Keystone Church trip leader. The use of power tools is only permitted when supervised by an experienced and Keystone Church approved adult.
2. Youth are **never** permitted to work standing on a window sill, scaffolding or similar equipment, operate motor vehicles, or be an outside helper on a motor vehicle.

3. An individual adult must never be alone with an individual youth, unless the adult is a family member or legal guardian of the youth. This applies to all volunteers, Keystone staff, host church staff, host church members, homeowners, etc.
4. Separate sleeping areas will be provided for males and females. Males are not allowed to visit in the female sleeping area and vice versa. Areas will be designated for youth groups where males and females may visit together provided an adult leader is present. "Lights Out" time in the bedrooms and other areas will be enforced
5. Whenever youth are present at a site, private individual showers will be provided, if possible. If private, individual showers are not available, a shower schedule will be provided for all volunteers at the site to follow. The schedule will have separate times for adult men, adult women, youth males and youth females. Volunteers should change clothes in bathroom stalls or shower stalls and should be fully dressed when arriving at or leaving bathrooms or shower trailers.
6. On each work site youth are to be supervised by their parent, or a Keystone Church adult who is approved by their parent, at all times provided the Keystone Church adult-to-teen ratio is never greater than 1:2. Youth should never be left alone at a work site nor be allowed to leave the site without a parent.
7. When not at the work site, youth should never be left alone and should always be accompanied by a Keystone Church approved adult.
8. Youth are expected to be present at meals and participate in devotion and share time along with other volunteers.

Section IV. Trip Leader Guidelines

1. Trip Leaders will be responsible for enforcement of this policy and all other rules and instructions of Keystone Church.

Contacts:

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