

## **CSM: Staff Conduct Guidelines**

As a representative of CSM and an ambassador for Jesus Christ, you are in a position to influence many people. It is therefore important to stay well grounded in the Bible, prayer and fellowship of believers. Please use your City Director(s) as resources for support. Also, you may find it helpful to communicate with your Mentor. Most important is to uphold your fellow staff members, building them up with prayer and actions. These guidelines are offered to give you clear expectations of the conduct we expect of you.

### **Personal Guidelines**

- Staff will endeavor to maintain a regular personal devotional life.
- When possible, staff will attend weekly worship services at the church of his or her choice (or else, will attend as directed escorting a group).
- Staff will maintain open communication with his or her supervisor(s) and fellow staff members, endeavoring to deal with conflict in a positive, proactive manner.
- Staff will observe any specific guidelines established by his or her City Director(s), including evening curfews, cleaning and maintenance assignments at the CSM housing (staff and group).
- Staff will refrain from use of illegal drugs entirely.
- Staff will refrain from alcohol use entirely.
- If under 18 years of age, staff will refrain from tobacco use entirely. If over 18, staff will not use tobacco while on duty.
- Staff will not use nor keep any alcohol, tobacco or illegal drugs on the CSM premises.
- In order to maintain your ministry focus in this environment, we ask that during the summer, staff refrain from becoming romantically involved with fellow staff members, group members and/or ministry site personnel.
- Study and adhere to the attached Policy on Sexual, Physical and Emotional Abuse.

### **Conduct with Group members, Ministry Site Persons**

- CSM staff will refrain from any inappropriate physical touching of participants, clients, etc. This includes back rubs, wrestling, excessive full-body embracing, kissing, etc.
- CSM staff will not place themselves in or remain in a room alone with a member of the opposite sex who is a participant or leader in a CSM serving group.
- CSM staff will immediately report to the appropriate authorities any inappropriate physical and/or sexual advance they witness between any student or leader in a CSM incoming group and any child (boy or girl under 18 years of age).
- I have read CSM's e-mail usage statement and agree to abide by it as consideration for my continued employment by CSM. I understand that violation of any above policies may result in my termination. (See next page for more signature lines)

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