

## Section 5: HOW Do We Communicate and Keep Order?

### Chapter 9: Communication Policies – for Time off etc.

Communication is important to us. Students are important to us. We value your time and their time. We understand that you may occasionally need to be absent from serving due to personal/family events or emergency situations. However, we ask that you communicate to use in advance and as soon as possible when you will be absent for any reason.

If you are going to miss any of the following, please follow these steps for:

#### A. Regular Meeting Times, Special Events during Youth Nights, and Summer Events

##### 1. Scheduled/Non-emergency Absences

a. Please e-mail the Student Ministries Assistant at least 2 weeks in advance.

##### 2. Emergency/Non-scheduled Absences

a. Please call the Student Ministries Pastor or Assistant as soon as you know you will not be able to serve.

#### B. Annual Events

##### 1. Scheduled/Non-emergency Absences

a. Please e-mail the Student Ministries Assistant at least 3 weeks in advance.

##### 2. Emergency/Non-scheduled Absences

a. Please call the Student Ministries Pastor or Assistant as soon as you know you will not be able to serve.

#### C. Trips

Dare2Share and Planet Wisdom Conferences

##### 1. Scheduled/Non-emergency Absences

a. Please e-mail the Student Ministries Assistant at least 4 weeks in advance.

##### 2. Emergency/Non-scheduled Absences

a. Please call the Student Ministries Pastor or Assistant as soon as you know you will not be able to serve.

Summer Trips – Missions and Conferences

##### 1. Scheduled/Non-emergency Absences

b. Please e-mail the Student Ministries Assistant at least 2 months in advance.

##### 2. Emergency/Non-scheduled Absences

c. Please call the Student Ministries Pastor or Assistant as soon as you know you will not be able to serve.

If proper procedures are not followed, the Student Ministries Staff will take steps that may include removal from your role as an Adult Leader.