

WNTCG Shine Ministry

179 High Road
Willesden
London NW10 2SD

Ministering to Young Girls, aged 11-16

Code of Conduct Agreement

Ministry Purpose

The Shine Ministry **is committed to nurturing** the spiritual, emotional, and social growth of young girls in a safe, respectful, and loving environment.

Guidelines on behaviour and conduct

- 1. Respect & Behaviour:** Always treat leaders and fellow members with kindness and respect. Use polite language at all times. Bullying, teasing, gossip, or disrespectful talk is strictly prohibited.
- 2. Safety & Responsibility:** Follow all instructions given by Ministry Leaders. Remain within designated areas and report any discomfort, unsafe situations, or illness to a Shine Leader immediately.
- 3. Participation:** Attend regularly, be punctual, and engage positively in all activities.
- 4. Relationships & Boundaries:** Show care and encouragement toward others. Avoid physical contact that may make someone uncomfortable; always respect personal boundaries.
- 5. Technology Use:** Mobile phones and electronic devices may only be used with a Shine Leader's permission. Sharing or viewing inappropriate photos, videos, or messages is not allowed.
- 6. Honesty & Integrity:** Be truthful in words and actions. Take responsibility for mistakes and demonstrate a willingness to learn and grow.
- 7. Christian Values:** Strive to live according to biblical principles.

Roles and Responsibilities

<p>Members (Aged 11-16 years)</p>	<ul style="list-style-type: none"> • Always try their best. • Take responsibility for their own conduct and adherence to the behaviour policy. • Upholds the church standards and commitment to the code of conduct.
<p>Shine Leaders</p>	<ul style="list-style-type: none"> ▪ Consistently apply the Shine behaviour policy, including rewards as well as sanctions. ▪ Model expectations and the Shine ethos of Respect, Knowledge, and Integrity. ▪ Strives to build positive and productive working relationships with young people. ▪ Responds calmly to any incidents. ▪ Provides purposeful feedback to parents and young people. ▪ Addresses all members of the Shine community with courtesy and respect including leaders, parents and young people. ▪ Will support all Shine members and celebrate their successes and achievements.
<p>Parents and Guardians</p>	<ul style="list-style-type: none"> ▪ Share with Shine Leaders that they consent for their child to participate in the Shine Ministry. ▪ Ensure their child attends every month, arrives on time, and informs the Leaders of any absence. ▪ Attends parent and guardian’s meetings and follow up with communication from Shine Leaders. ▪ Take responsibility for the behaviour of their child both inside and outside Shine activities/sessions. ▪ Works in partnership with the Shine Leaders to maintain high standards of behaviour. ▪ Ensure their child adheres to any sanctions that may have been imposed. This may include cancelling or postponing the child’s attendance at a Shine session.
<p>Confidentiality</p>	<ul style="list-style-type: none"> ▪ Shine Leaders respect the dignity of all young people in their care. ▪ All matters of concern will be reported to a Safeguarding Officer, WDM Director, WDM board member and Minister (optional). ▪ All issues will be dealt with sensitively and with the appropriate level of confidentiality. ▪ Shine Leaders will also contact the young person’s parents or guardian regarding any matters of concern. ▪ Shine Leaders cannot offer counselling or therapy. Issues and concerns will be reported following the formal process.

Expectations

Values	Definition	Expectations for Shine members
Respect	Exercise courtesy, tolerance and have due regard for Shine Leaders and all members of the Church community, whatever their role, and for each other, and expect to receive the same.	<ul style="list-style-type: none"> ▪ Be polite - say please and thank you. ▪ Follow instructions first time, every time. ▪ Be punctual to sessions and properly equipped. ▪ Treat any resources with care. ▪ Respect the environment (no littering).
Knowledge	Ensure everyone is given the opportunity to learn and increase their spiritual knowledge and to achieve their full potential.	<ul style="list-style-type: none"> ▪ Pay attention and contribute during Shine sessions. ▪ Complete work and participate in discussions to the best of your ability. ▪ Be willing to help other Shine members. ▪ Respond to positive feedback and apply advice.
Integrity	Being honest and doing your best to represent yourself and others in your community positively.	<ul style="list-style-type: none"> ▪ Act responsibly. ▪ Represent Shine and WNTCG positively

Acknowledgment

Dear Parent or Guardian,

Once you have read the WNTCG Shine Ministry Code of Conduct and Behaviour Policy documents, please complete and sign the acknowledgement section below. This confirms you have read, understood, and agree to support your child in adhering to the guidelines.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____