

Guidelines for Shadowing Experiences for L.E.A.D. Students*

Purpose: The following document serves as a protocol for a leader – participant agreement as it relates to participant interaction. This form is not a legal document. It is a framework established to help L.E.A.D. participants understand the difference between shadowing and volunteering, potential learning objectives of the experience, their expected responsibilities, as well as appropriate codes of conduct. These guidelines are intended to be used by the leader to initiate the conversation of expectations related to the shadowing experience.

Shadowing Experiences for L.E.A.D. participants. Learning what it means to be a leader is essential for personal, spiritual, and church growth. Participation in a variety of activities that provide exposure to diverse teams can help achieve these goals. These activities allow participants to gauge and affirm their interest in ministry as a volunteer or as a career.

Shadowing is different from volunteering; volunteering enables a participant the unpaid opportunity to help on a City team. Depending on the team, volunteering might include filing paperwork, helping with a child, greeting, or assisting in check-in. Shadowing experiences, however, are observational in nature. The L.E.A.D. participant observes as the current leader provides assistance to City Church attendees. Observation always occurs under the appropriate supervision of an approved and assigned leader.

A shadowing experience not only provides an introduction to the area of ministry and the standard protocol or set of responsibilities of the team, but it also offers the leader the opportunity to model professionalism as well as ethical and culturally sensitive interactions with others. Since the primary purpose of shadowing is observation, the experience should focus on watching the leader as s/he performs his/her duties. The L.E.A.D. participant should not engage in any activity that is considered the responsibilities of the team leader until they are under the “training” module of Shadowing (typically the final experience).

The following learning objectives serve as guidelines for the L.E.A.D. shadowing experience:

- Determine the fit of the ministry area including aptitude, dedication, and attributes needed to pursue and excel on this team
- Enhance knowledge of how the church member's perspective impacts their church experience
- Better understand the roles and responsibilities within the particular City team
- Sign an agreement to adhere to a Code of Conduct (Appendix A).
- Sign an agreement of confidentiality (Appendix B).
- Establish how L.E.A.D. participant will be introduced to others (e.g., "this student aspires to become a Team Leader).
- Establish a protocol as to how and when a member is asked if the L.E.A.D. participant can observe the leader-member interaction (e.g., informed verbal consent - parent is asked by City Kids team member during check in; parent's response noted in ChurchTeams record)
- Establish boundaries and expectations as to when a L.E.A.D. participant's questions are to be asked and answered (e.g., before service begins or at the end of a shadowing shift).

Appendix A. Code of Conduct for Those Participating in Shadowing

When shadowing a leader, I will:

- Arrive promptly.
- Accurately represent my position and role.
- Appreciate the limits of my role as an observer by not engaging in activities assigned to team members and leaders (until Training module is activated).
- Respect members' rights to refuse to have non-team members present.
- Treat all members and staff with respect and dignity, regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
- Maintain strict confidentiality and privacy about member information (described in detail in Appendix B).
- Maintain honesty and integrity by being forthright in my interactions with members, peers, leaders, and staff.
- Ensure member safety by remaining at home if I am ill; and will notify the leader of my planned absence.
- Report concerns about member safety to the leader who is being shadowed.
- Behave in an appropriate, professional, courteous manner at all times.
- Dress and act professionally.
- Not abuse drugs or alcohol.
- Be aware of and follow the guidelines of my sponsoring team/ministry and of the setting in which I am an observer.

I agree to follow the Code of Conduct described above:

Print name _____

Signature _____

Date _____

Appendix B. Confidentiality and Privacy of Member Information

Dear L.E.A.D. participant,

Thank you for agreeing to rotate in a team setting. In doing so, you have an ethical and legal duty to keep member information confidential. Your team leader has access to personal information in ChurchTeams and will determine how much of that information you need to see. Note that allowing you (a L.E.A.D. participant) to observe an interaction between a leader and a minor requires a parent's authorization.

Some general guidelines:

- Access member information only under the direction and supervision of the leader you are shadowing.
- Share or discuss member information only when necessary and only in locations where the confidentiality of that information can be maintained.
- Member information should never be disclosed in any form of social media.
- Be familiar with and follow City Church's policies on confidentiality and privacy.
- Should you have any questions or concerns, discuss them with the leader you are shadowing.

*These guidelines were adapted from the AMA and the shadowing experience of medical students in hospital/clinical settings.

EVALUATION FORM TO BE COMPLETED BY CURRENT "LEADER"

Leader being Shadowed _____

Participant's Name _____

Team _____ Team Position _____

Date _____ Start Time _____ End Time _____

Checklist (what happened today?):

- _____ looked at/reviewed manual
- _____ discussed standard routine/procedures
- _____ showed location of supplies
- _____ discussed uniform, name tags, etc...
- _____ discussed emergency situations and what to do
- _____ described roles of different team members
- _____ signed Code of Conduct
- _____ reviewed Confidentiality Agreement
- _____ discussed how s/he will be introduced to others
- _____ determined when his/her questions should be asked
- _____ determined when his/her questions will be answered
- _____ discussed how to interact with leadership
- _____ explained the vision of the ministry (team goals/wins)
- _____ Other:

General: Does this L.E.A.D. participant seem to "fit" this team (aptitude, dedication, skill set)? Please provide a 2-3 sentence explanation, after answering "yes" or "no."

Please turn this document into Pastor Cathy at the end of each shadowing experience. If you cannot hand this document directly to her, you should leave this document in a sealed envelope (with Pastor Cathy's name on it) and place on the conference table outside of the pastoral offices on the second level of City Church. Notify Pastor Cathy that