

**Policies and Procedures for Children’s Ministry**  
**First Baptist Church of Monterey**

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# **Policies and Procedures for Children's Ministry**

## **First Baptist Church of Monterey**

### **Introduction and Vision**

Thank you for your interest in serving in our children's ministry program! We couldn't do it without volunteers like you! It is our desire to create a safe, fun, creative and loving environment where our children can learn the truth of God's word and apply it to their lives. In order to accomplish these goals we have created a comprehensive children's program called "Kingdom Kids". Kingdom Kids is an all inclusive children's ministry program for children of every age group: from infants to fifth grade. The following manual contains our policies and procedures set in place to accomplish our goals and create a smooth and enjoyable experience. Please read this manual carefully, understanding that these guidelines are established for the benefit of both the children and the volunteers. If you have any questions regarding these policies, please see the Director of Children's Ministries.

### **Volunteer Policies**

#### **Volunteer Screening and Training Procedures**

All Kingdom Kids volunteers must fill out our Children's Volunteer Application and agree to have a background check performed. Before serving, volunteers will be required to watch a safety training video, and must read through and agree to our Policies and Procedures Manual (this document). After completing these steps, a new volunteer will be paired up with trained personnel (if one is available) in order to receive hands-on experience. This probationary/training period will last one month, or until the volunteer is fully trained and feels comfortable in their new position.

**Volunteer Qualifications:** The following are necessary qualifications for Kingdom Kid's volunteer:

- 1) The volunteer must be a Christian with a growing, personal relationship with Jesus Christ
- 2) The volunteer must have an approved background check
- 3) The volunteer must be over 18 years of age
- 4) For Nursery Work, the volunteer must be over 12 years of age and be approved by the Children's Director or His Designee
- 5) The volunteer must complete orientation and training and be approved by the Children's Director

#### **Volunteer Expectations**

1. Volunteers must be committed to loving, praying for, and teaching the children God's Holy Word.
2. Volunteers must be consistently on time to their duties. Nursery and 2's and 3's workers must be in their rooms 20 minutes before service, and Sunday School teachers must be in their rooms 10 minutes before Sunday School start time.
3. Volunteers are responsible for finding a substitute teacher if they are not able to make it to their class. If they are not able to find anyone, then they should contact the Children's Director.
4. Volunteers must attend one of the church services. This is important to your own spiritual health.

## **Volunteer Conduct**

All volunteers are expected to be above reproach in all their interactions with children and parents. This includes speech, demeanor, physical contact, and teaching topics. Please read and understand the following expectations:

- 1) No adult should ever be alone with a child. If there is only one child in the class, there should be two adults there until more children arrive. If a second adult is not available, move yourself and the child out into a visible, public area (ie: the hallway) until other children arrive or another adult shows up. This is for your protection as well as the child's.
- 2) Volunteer's speech should be gracious and seasoned with salt, uplifting and encouraging the children. Swearing, cursing, or taking the Lord's name will not be tolerated. Sarcasm / harsh comments and poking fun at children are not appropriate for volunteers.
- 3) Touching / Physical contact should be done with the utmost caution. Appropriate touching includes high fives, pats on the back, side hugs, etc. It is never appropriate to touch a child anywhere between the bellybutton and the knees (unless you are an approved nursery worker and are changing a diaper).
- 4) Teaching topics must be appropriate for children. Avoid controversial topics such as the sexual reproductive system, conspiracy theories, the tooth fairy, and any other topic that may cause confusion. Our goal is to teach the Bible and elevate the children's understanding of Christ's supremacy and extreme value.

## **Lanyards / Name Tags**

All individuals in Kingdom Kids, other than the children attending Kingdom Kids, must wear an official volunteer lanyard or nametag. Kingdom Kids lanyards are issued to all Kingdom Kids volunteers at the start of each Sunday and are found in the Awana Supplies Closet (Basement level). These should be picked up from Awana Supplies Closet before reporting to the classroom environment and returned as soon as your volunteer responsibilities end.

If someone is discovered in a Kingdom Kids room without a nametag, he or she will be escorted to the Awana Supplies Closet where he or she will be assigned a temporary GUEST tag and then escorted back to the room. Parents who are wearing a GUEST tag may not help lead or teach any children but their own, since they have neither been trained nor completed a background check.

**\*No one other than parents (with GUEST tags) or official volunteers are allowed to be in the Children's Wing at any time for any reason.**

## **Substitutes and Sickness**

If you are unable to work on your scheduled day, you are responsible for finding a replacement or switch with someone. Let the Children's Director know that a change has been made. In you are unable to find a replacement, then call the Children's Director. If you become sick within 24 hours of your day to serve and are unable to find a replacement, please notify the Children's Director as soon as possible who will make necessary arrangements.

## **Room Openings**

All areas must be ready to begin receiving children 20 minutes prior to the service. It is essential that all leaders must be ready to greet their children as they begin to arrive. Rooms cannot and will not be opened until necessary volunteers are in place. Please be early to your rooms!

# **Check-In and Check-Out Policies**

## **Check-In Procedures**

All parents or designated children 12 years and older are required to drop children off to their respective classes. Upon arrival volunteers should take the following actions:

- 1) Greet the parent at the door
- 2) Have the parent fill out the "sign-in sheet"
- 3) If it is their first time, have them fill out and sign the Child Registration Sheet
- 4) (For Nursery/2's and 3's/4's and 5's) Attach one half of the ID tag to their child and give the other half to the parent. Explain that in order to pick up the child, the same parent must return with their half of the ID tag
- 5) Ask them if they have any questions, and thank them for coming

**\*If the child is in the nursery, 2's and 3's, or 4's and 5's age group, their ID tag will have a number on it. Explain to the parents that if they are needed for any reason, they will see their number appear on the red LED indicator in the sanctuary.**

## **Attendance Rosters**

During check in, the Sign In Sheet will also function as an Attendance Roster. Every child in the room MUST have their name on the Attendance Roster / Sign In Sheet. The sheet should be kept by the door in your "Forms Binder" in case of an emergency. If for some reason the building must be evacuated, the Attendance Roster / Sign In Sheet will be taken out along with the children to make sure no children have been left in the building (more details can be found in the Evacuation Policies section of this document). Once you have taken attendance, write the total number of children in your classroom at the bottom of the page in large numbers. At the end of the day give your Sign-In sheets to the Children's Director who will come by to collect them.

## **Check-Out Procedures**

Parents or designated children 12 years and older must come to the room to pick-up their children. It is not permitted to release a child "to go find" their parent. The person who picks their child up must be one of the people designated on that child's registration form. The parent must bring the matching half of the ID tag in order to have their child released to them. Here are the following actions that should be taken in a typical Check-Out Procedure:

- 1) Greet the parent
- 2) Have the parent sign their child out by initialing next to the child's name on the sign-in sheet
- 3) (For Nursery/2's and 3's/4's and 5's) Ask for ID tag and verify that the tag matches the other half of the tag on the child. Take the tag off the child, clip the two halves together and hang completed pair back on the ID tag board located on the wall
- 4) Carefully hand the child off to the parent

**\*For nursery workers: make sure that all children have clean diapers before parents arrive. (More details can be found in the bathroom and diaper policies section of this document)**

**\*\*Always make sure that the person picking the child up is someone designated to do so.**

## **Late Arriving Parents for Pick-up**

If a child remains in one of the Kingdom Kids' classrooms after all of the other children have been picked up, the "Two Adult Rule" must be maintained until the child's parents arrive. If it is excessively long, use your class' phone to page the Floor Supervisor to go find the child's parents.

## **Parents in the Room**

A parent may choose to stay with his or her child during the service to observe the environment or comfort the child, but must first obtain a GUEST nametag / sticker. Since guests are not trained, they are not allowed to be alone with, lead children in activities, or care for any other child except their own.

## **If Stranger Is Sighted or Disruptive Parent Encountered**

If a stranger is sighted, volunteers should use the phone found next to the door to contact the floor supervisor. After the floor supervisor has been notified, the volunteer should then approach the stranger and ask what he or she is looking for. If a parent is being disruptive or abusive, also use the phone to contact the Floor Supervisor.

# **Medical and Health Policies**

## **General Wellness Guidelines**

To ensure the health of children and volunteers, we ask that sick children do not attend Kingdom Kids. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends that a child should not leave home when any of the following symptoms exist:

1. Fever (over 100.4 degrees).
2. Vomiting or diarrhea within the last 24 hours.
3. Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox or whooping cough.
4. Common cold, including colored runny nose.
5. Sore throat.
6. Croup.
7. Any unexplained rash.
8. Any skin infection – boils, ringworm or impetigo.
9. Untreated pink eye or other eye infection.
10. Any communicable disease.
11. Lice, including the presence of eggs or nits.

These are the guidelines that we follow and we expect that a child or volunteer be free of fever for 24 hours before coming back to the Kingdom Kids program.

## **Medication**

Kingdom Kids staff and volunteers WILL NOT administer any medication except in life threatening situations when there is not enough time for a parent to come to the room and give it.

In a situation where a child has a potentially life-threatening condition and medication may need to be given, a Medication Authorization form should be completed and signed by the parent.

## **Accidents / Health Conditions**

If a volunteer encounters a life-threatening situation (loss of consciousness, significant blood loss, difficulty breathing, seizure, etc), they should immediately call 911 from a cell phone or the phone in the lobby, and give the following information:

- Type of injury or health condition
- Information about the injured person: age, gender, location, etc.

After you have reported to 911, notify the floor supervisor, children's director and head deacon.

Minor accidents (bumps, bites, bruises, scrapes, etc.) can be handled in the room. Band-aids are kept in each room's first aid kit; ice can be found in the kitchen. Volunteers should contact the parent in these situations to make them aware of the minor accident.

The person who witnessed the accident needs to fill out an Incident Report before leaving for the day and turn it in to floor supervisor who will in turn give it to Children's Ministry Director. It is important to be honest with the parents about the situation that occurred; and to reassure them of our desire to provide the best care possible. Volunteers should not offer medical advice to parents.

## **Disabled Children**

Special needs children are to be a part of the whole, not separated from the group. The child is to be included in all activities offered. Any child who needs assistance in being able to fully participate within Kingdom Kids needs someone to oversee their care; this can be their parent or a trained volunteer staff member.

## **Disciplinary Policies**

### **Positive Interactions with Children**

The steps below outline a process to help all volunteers maintain positive interactions with children during Kids Kingdom. **There must always be two non-related adults present when supervising one or more children.**

**\*It is NEVER acceptable to spank a child**

## **Ways to Avoid Problem Behaviors**

1. Come prepared by praying and reading through the lesson beforehand.
2. Be sensitive to the moods of the children in the group.
3. Provide enough space for each child.
4. Set clear and age appropriate expectations with the children.
5. Arrive early or on time

## **When Kids Require Discipline or Guidance**

1. Use a firm but gentle voice to address the behavior.
2. Remove the child from the activity.
3. Focus your remarks on the behavior you want to see.
4. Do not use words or a tone of voice that shames or frightens a child.
5. Do not use sarcasm or scream at a child.
6. Never make remarks that put down the individual as a person or make negative references about appearance, race or gender.
7. After three attempts at disciplining the child, if he or she continues to be disobedient, then notify the lead deacon via phone who will then page the parents. After class is finished you should fill out "A Note From Sunday School" form detailing the behavior of the child and the corrective measures attempted by you. This note will be given to the Floor Supervisor who will then give it to the parents of the disruptive child.
8. Use touch in affirming ways
  - a. Appropriate examples: high fives, pat on the back or shoulders, etc.
  - b. Inappropriate examples: demanding/expecting hugs, slapping on the buttocks, kissing, etc.
9. If assistance is needed, contact the Children's Director or any other staff member.

## **Biting, Hitting, Etc.**

If a child is hitting, biting or scratching, or being violent in any other way, first isolate the child by putting them in a crib or in a time out chair. Comfort the one who has been hurt. Notify the Floor Supervisor immediately. The Floor Supervisor will discuss the issue with both sets of parents. Do not discuss the situation with anyone else. Do not tell the parent of the child who was bitten which child was the biter, and vice versa. Talk to parents separately.

## **Reporting Potential Abuse**

1. Report your suspicions of child abuse/neglect to the Children's Director.
2. Report any suspicions that a child or teen reports to you about potential abuse to the staff.
3. Report any inappropriate behavior of a co-worker to the staff.
4. Do not wait or second-guess your observations.

## **Crying Children**

Crying children obviously need care and compassion. When crying is not due to obvious concerns (children hurt or sick), please tend to their immediate needs. Depending on their age, this will vary. Beyond diaper changing, hunger needs and being picked up, trying to engage a child in some activity often stops a child from crying. Quiet reading, music or art are often the activities that soothe crying children most frequently, but offer all activities to comfort crying children. Whatever the activity is that soothes the child, it is important the "Two Adult Rule" is followed. Reassure children that they are in a fun and safe place. And, if asked, reassure them that their parents will come back for them. If appropriate, tell them the schedule so

they know what is going to happen next and when their parents will come. Sometimes they need to know what lies ahead. Ask other team members to help engage a child, too.

If after tending to immediate needs, and trying to engage in activities the child is still crying, talk to the Volunteer Leader. **If the child has been crying consistently for 20 minutes, it is time to call his/her parent.** To do so, use the phone found by the door to notify the Floor Supervisor. Report the child's name and the name(s) of that child's parents. For volunteers in the nursery and 2's and 3's classroom, there is a paging system in place. Simply type the number found on the infant or toddler's ID tag into the transmitter found by the door in the nursery. This will send a signal to display that number in the sanctuary where the parents are worshiping.

## **Teachers' Children**

Volunteers who have their own children in the room with them are allowed to teach their own children along with the rest of the students as long as they understand that they have a commitment to the other children in the room. If a volunteer is unable to do their job in their child's room due to distraction or lack of attention for other children, they will be replaced with another worker.

The volunteer's child will follow all the rules of the other children in Kid's Kingdom and is not to receive any sort of special treatment. Volunteers should explain all the rules to their child so they are aware of all expectations. If a volunteer's child is misbehaving, the volunteer should discipline their child just as they would any other child in the classroom (ie: do not be excessively harsh with your own children, thus frightening the other children in the classroom).

## **Bathroom and Diaper Policies**

### **Bathroom Procedures**

Please follow these procedures while taking children to the bathroom:

1. Children must be escorted to the bathroom. Men shall not escort female students to the bathroom. The "two adult rule" is applicable if attending to a child who needs assistance while in the bathroom stall. The stall door must remain open while child is being helped.
2. Always wash your hands and the child's hands with soap and water after the child has used the toilet.
3. An adult should enter the bathroom to check to see if any adults are already in the bathroom. Ask child to wait outside while checking. There should be no adults in the bathroom while the child uses the toilet.
4. Once bathroom is clear, the adult volunteer should wait outside the bathroom door in the hallway with bathroom door slightly open unless a child needs assistance in the stall. In this case, please follow the two adult rule.
5. If special help is required (young child or medical conditions that require help) another same gender adult should be a witness.
6. If a preschooler needs to use the bathroom, stand with one leg in the door and your body outside the bathroom. If a young child needs help with zippers and snaps, help them in the open doorway of the bathroom. Be *very* cautious! Never wipe a child (above nursery age). If the child needs help wiping, notify the Floor Supervisor who will page/retrieve the child's parents.

## **Diapering Policies**

Only authorized females may change children's diapers. To provide the best care for the children, please check the diapers of all infants and toddlers during each service. If a child is attending more than one service, he or she should be checked each time. ***Children should always be returned to parents in a clean diaper.***

When changing diapers, please do the following:

1. Diapering should be performed in diaper stations.
2. Diapering should be performed within eyesight of other care providers.
3. Cover changing pad with fresh diaper pad.
4. Have all supplies ready before placing the child on the changing table.
5. Once the child is placed on the table, put on surgical gloves.
6. Always be attentive, keeping one hand on the child.
7. Place the child back with the group when finished
8. Dirty diapers are to be immediately thrown away.
9. Also throw away the used diaper pad and gloves.

## **Classroom Procedures**

### **Tear Down and Clean Up Procedures**

1. Use Clorox wipes to wipe down any toys that have come in direct contact with children.
2. Wipe down tables with disinfectant wipes or spray.
3. Put supplies and/or toys back in their proper place. Notify the Children's Director of any broken toys.
4. Periodically check the room supplies and make sure your room is adequately supplied. If you need anything, please notify the Floor Monitor who will in turn notify the Children's Director.
5. Copy and Replace any forms that may be in low supply using the office copy machine.
6. Make sure the trash is taken out.

### **Promotion**

First Baptist Church of Monterey promotes children to the next class level once each year at the beginning of the school year. Children remain in their class level until the next promotion date unless given specific permission by the Children's Ministry Director.

## Evacuation Policies

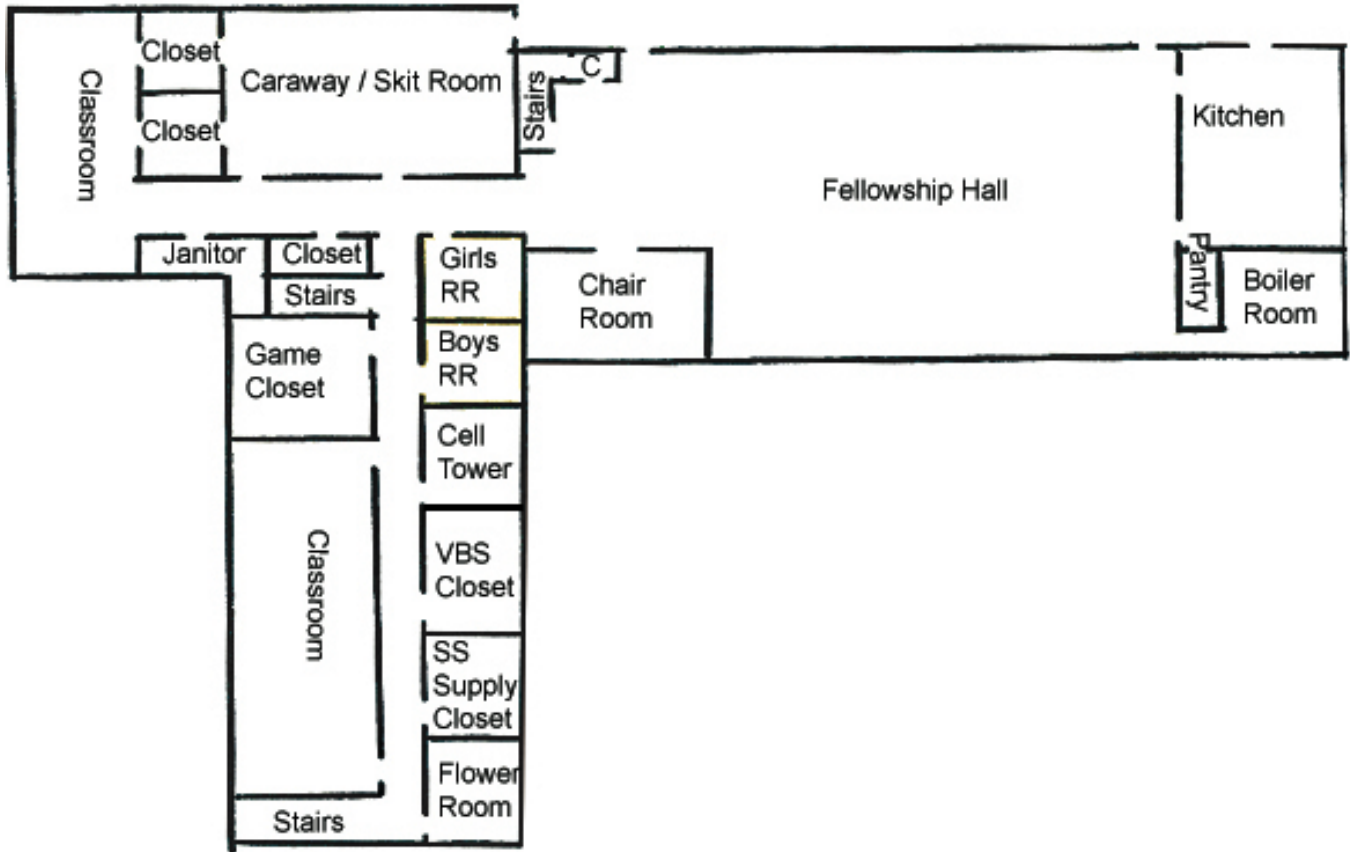
If for any reason the building needs to be evacuated, you will hear the alarm, see emergency exit lights, and/or be notified by a deacon or other staff member. Please take the following actions:

- 1) Remain calm.
- 2) Assure children that everything is going to be fine.
- 3) Grab the Attendance Roster / Sign-In Sheet and the phone located by the door.
- 4) Direct your kids to form a single file line by the door.
- 5) Count your kids and make sure that the number you count matches the number on the bottom of your attendance roster.
- 6) Double check the room to make sure no kids are left behind. Once your sure that all the kids are in line (ie: the number matches your attendance roster) quickly lead your kids out of the room to the nearest exit door. (An evacuation plan is posted by the door of the classroom with the quickest exit route marked in red).
- 7) Once you are out of the building and a safe distance from any sort of danger, do a re-count to make sure all of your kids are with you.
- 8) Head to the large parking lot, making sure that all of your kids stay with you.
- 9) Assemble in the corner of the large parking lot that is closest to Pastor Derek's house. Line your kids up protruding from and facing away from the fence and stand at the front of the line as they face toward you.
- 10) Recount and make sure the number of children in line matches the number at the bottom of the Attendance Roster/Sign-In Sheet. Next bring out the binder and do a role call by name.
- 11) Report your findings (all there, one missing, two missing, etc) to Children Director as he comes around to each group. If Children's Director is missing/injured, report to Head Deacon/Elder on site.
- 12) If a child is missing notify the Children's Director or head deacon (or emergency personnel if they have arrived) via phone. Tell them the child's name, location last seen, and shirt color of child that day.
- 13) **DO NOT allow parents to take their children from the group!**
- 14) Stay with your kids and keep them in a single file line until situation is completely resolved.
- 15) Wait and pray.
- 16) After the "OK" from the Children's Director or Emergency personnel, you may release your kids to their parents, one by one, crossing their name off the Attendance Roster as they are picked-up.

**Parents may stay and assist, but they MAY NOT take their child and leave during an evacuation!**



# Basement Level



**Forms**

# VOLUNTEER APPLICATION

This application is to be completed by all applicants for any position involving the supervision or custody of minors. It will help our church family provide a safe and secure environment for children and youth.

## Personal

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Present Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Marital Status \_\_\_\_\_

Home Phone(\_\_\_\_\_) \_\_\_\_\_ Work Phone(\_\_\_\_\_) \_\_\_\_\_

Occupation \_\_\_\_\_  
\_\_\_\_\_

Drivers License number \_\_\_\_\_ State \_\_\_\_\_

Social Security Number \_\_\_\_\_

(This information will be kept confidential and will be used to obtain a background check)

## Spiritual Journey

Describe how you became a Christian (If you have not accepted Christ as your Savior, please state your journey thus far.)

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Have you been baptized? \_\_\_\_\_ If so, when? \_\_\_\_\_

What are your gifts, callings, training, education, or other factors that have prepared you for teaching/serving. \_\_\_\_\_

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Are you a member of this church?  No  Yes If yes how long have you been a member? \_\_\_\_\_

Please list other churches that you have attended regularly during the past five years. Include the type of work involving children/youth that you performed.

Church Name \_\_\_\_\_

Church Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Church Phone Number \_\_\_\_\_

Type of work involving children/ youth \_\_\_\_\_

Dates of Service \_\_\_\_\_

Church Name \_\_\_\_\_  
Church Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Church Phone Number \_\_\_\_\_  
Type of work involving children/ youth \_\_\_\_\_  
Dates of Service \_\_\_\_\_

**Personal References (not former employers or relatives)**

Name	Zip	Phone
_____		
_____		
_____		
_____		
_____		

List all previous non-church work involving children. Attach additional sheet if necessary.

Organization	Zip	Phone
_____		
_____		
_____		
_____		

Have you ever been charged with, indicted for, or pled guilty to an offense involving a minor?  
 No  Yes

If yes, please describe all convictions for the past five years. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Statement (Please read and initial each statement.)**

\_\_\_\_ The information contained in this application is correct to the best of my knowledge.

\_\_\_\_ I authorize references or churches listed in this application to provide information (including opinions) they may have regarding my character and fitness for working with children.

\_\_\_\_ I authorize LexisNexis (background checks), LLC, or any other corporation, law enforcement agency, city, state, county or federal agency, military service to release my personal information to First Baptist Church of Monterey.

\_\_\_\_ I release all such references from any liability for furnishing such evaluations, provided they do so in good faith and without malice.

\_\_\_\_ Should my application be accepted, I agree to be bound by the policies of this church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

\_\_\_\_ I further state that I have carefully read the forgoing release and know the content there of and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

If you are under the age of 18, you must have your parent/guardian sign:

Parent/ Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Child Registration Sheet

Child's Name \_\_\_\_\_ Child's Age \_\_\_\_\_

Child's Grade \_\_\_\_\_

Parents' Names \_\_\_\_\_

Cell Phone Numbers \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_

(Name)

(Phone #)

Does your child have any allergies?

Does your child take any medication?

Are there any custody issues we should know about?

Please list people who are authorized to pick up your child:

Special Instructions for our staff:

# Sign-In Sheet / Attendance Roster

Teacher On Duty \_\_\_\_\_ Date \_\_\_\_\_

**Child's Name**

**Parent's Name**

**Cell**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

# Medical Authorization Form

Child's Full Name \_\_\_\_\_

Parent's Full Name

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

## **Instructions:**

I authorize a Kingdom Kids adult volunteer to administer medication in case of emergency as described above.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Kingdom Kids Incident Report

## General Information

Child's Name: \_\_\_\_\_ Parents Names: \_\_\_\_\_

Supervising Adults: \_\_\_\_\_

## Information on Incident

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Parents Notified by: \_\_\_\_\_ Time: \_\_\_\_\_

Describe the incident:

Describe the extent of the injury:

Describe the first aid and course of treatment:

Signature of person completing report: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Lead Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

# A Note From Sunday School

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

A description of the child's behavior:

Course of disciplinary action taken by teacher:

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Name of teacher)