



Policies and Procedures FBC Kids

We are committed to creating an environment that is safe and welcoming for all children, families, and leaders. In every thing that we do we want to be above reproach and accurately portraying the character of God. In order to create what we feel is a welcoming and intentional Gospel Oriented Children's Ministry we are committed to adhering to the following procedures.

LEADER/CHILD PROTECTION POLICY

1. Two Leader Policy

A minimum of two leaders will be in attendance at all times when children are being supervised during a church activity regardless of the number of participants, location or activity. At least one of these must be an adult. At no time should an adult ever be in a room or an enclosed area alone with any child. If a leader needs to leave a group of children, Children's Minister must be notified so that the two leader policy can be upheld. This is for the protection of the child(ren) as well as the leader.

2. Visibility & Security

It is important that all interactions between children and leaders happen in a location where others can observe what is going on for safety and accountability purposes. At no time should a child and leader disappear behind a closed door with no visibility to outsiders.

3. Restroom Policy

Leaders should provide assistance to a child using the restroom only if the child is three years or younger or has special needs requiring extra assistance. Leaders should put on gloves when assisting the child as needed, and then help them thoroughly wash their hands. Make sure the restroom area is left clean. For elementary age kids, one leader will check the restroom before the child enters and close the door while the child goes into the stall. The leader remains outside the restroom.

4. Physical contact

We are committed to protecting children in its care and recognizes that appropriate touch is part of a positive, nurturing environment in a healthy children's ministry. The following guidelines are to be carefully followed by FBC Kids Leaders.

Using good judgment, the following are appropriate ways to touch kids:

- an arm around the shoulder
- walking hand in hand
- short congratulatory or greeting hugs
- a brief, assuring pat on the back or shoulder
- handshakes, high-fives, and knuckles

The following are actions a leader should **NEVER** take:

- never touch a child in anger or disgust
- never touch a child in any manner that may be construed as sexually suggestive
- never touch a child between the navel and the knee
- never touch a child's private parts (with the exception of diaper or bathroom procedures)

Lap Sitting:

- No lap sitting at all in elementary (Kindergarten and up)

Physical contact in any form should be above reproach. The personal behavior of leaders must foster trust at all times. Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected, except in cases where the child's safety or the safety of others is in question.

A GOSPEL CENTERED KIDS MINISTRY

We are committed to keeping the message of the Gospel at the foundation of every single activity, event, or meeting that takes place within the Children's Ministry. We will do this by:

1. Physically Opening the Bible

At every meeting, the Word of God should be opened and be the central focus of the lesson. This might mean rearranging the curriculum. As leaders we must encourage kids to physically open the Bible themselves and find the passage. Help as needed, but do not miss out on the opportunity to share with children the importance of being in the Word.

2. Scripture Memory

Take time to memorize Scripture together in classrooms. Never fail to emphasize that God's Word is absolutely true all of the time. We must hide God's Word in our hearts.

3. Looking for Jesus in what we read: All of Scripture points to Jesus. Make an effort to look for Him in what you read.

4. Encourage Quiet Times

In Children's Church this year, a special portion will be set aside for children to journal in their quiet time journals. We want children to look for God throughout their week. Share with them how you have seen God move in your life during the past week. He is always working and we should encourage children no matter the age to be on the lookout for Him!

5. Avoid Behavior Modification, instead focus on Gospel Transformation:

When teaching children make a point to avoid teaching what is considered "Good or Bad behavior" instead focus on how the Gospel transforms our lives. The Holy Spirit brings about the change not us. We desire to create a ministry full of children that are fully devoted followers of Jesus NOT little pharisees!

MISC NOTES FOR VOLUNTEERS

1. Substitutes

Should you find yourself in need of a substitute, please let Children's Minister or Preschool Coordinator know as far in advance as possible. If you have found a replacement for yourself, please inform Children's Minister/Preschool Coordinator of who will be stepping in for you.

2. Lesson Distribution

Children's Minister will provide all curriculum at the beginning of each term.

3. Lesson Scheduling

It is very important that we stay on the same curriculum schedule throughout the Children's Ministry. The goal is that every child receives the same lesson each week. This creates unity within the children's ministry and aids in family discipleship. Please do not stray from the schedule.

4. Follow-Up

If you have a child that is out for three consecutive weeks, please plan on writing them a note. Stationary is in the church office. Additionally, we can mail those letters from the church office so that you are not buying postage.

5. Discipline

My hope is that you will not have to handle discipline in your area. Should you ever find yourself needing to redirect behavior please know a few things:

- a. You ALWAYS have the option to get Children's Minister to address it before you get to or during any of the steps below!
- b. Start with a gentle touch on the shoulder
- c. Should that not get their attention, ask them to move to a different location
- d. Should that still not work, pull them aside (while remaining visible) and verbally correct the behavior. Challenge them to go deeper and not settle for the behavior that they are engaging in.
- e. Should that still not work find Children's Minister or Preschool Coordinator and she will address it with the child and parent.

6. Name-tags

All Leaders serving must wear name-tags for their entire time serving. If a leader has forgotten their name tag please see Children's Minister or Preschool Coordinator to acquire a general children's volunteer name tag. Name tags need to be left in the room that was served in at the end of the program.

7. Dismissal

Sunday Mornings: 4th Grade Sunday school and younger **must** be picked up by a parent from their assigned rooms. Parents **must** show the parent tag in order to pick up their child. **If a parent does not have a tag, they must show a DL.** Please contact Children's Minister if the parent does not have an ID. 5th/6th Grades **may** be released from their rooms to meet parents **only if the parent and student have pre-determined a set location to meet.** Those that do not have that in place **must** stay in their room until the parent arrives to pick them up.

Wednesday Nights: 1st-6th Grades **must** remain upstairs until their names have been called to come downstairs. Birth-Kindergarteners **must** be picked up from their classrooms following the same procedures as Sunday Mornings.

I have read, understand, and commit to following the FBC Hallsville Children's Leadership Handbook.

Signature

Date