



First Baptist Church of Colorado Springs

Children's Ministry Staff and Volunteer Handbook

APPROVED BY:
EXECUTIVE COUNCIL
&
CHRISTIAN EDUCATION TEAM
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First Baptist Church of Colorado Springs



Vision Statement

We seek to be a community of believers who rely on Jesus Christ, his commitment and sacrifice, and the Scriptures as a basis for our individual lives, our worship experience, and our outreach ministry.

Mission Statement

Our congregation will nurture Christians by celebrating our Lord Jesus Christ, teaching Kingdom living and serving our community near and far.

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ABOUT THIS HANDBOOK

The purpose of this handbook is to provide policies and procedures for the Children's Ministry of First Baptist Church. Changes to the policies and procedures contained in this handbook may be made without prior written or oral notice. The desire of First Baptist Church is to demonstrate our absolute commitment to create within our ministries a "safe sanctuary" that will foster healthy growth and development as we have opportunity to provide ministry.

MISSION

The Children's Ministry of First Baptist Church exists to provide *all* children with a solid spiritual foundation for their future growth and life in Christ. This ministry will focus on walking along side children as they learn to apply God's Word in their own lives, understand and accept Christ's sacrifice for them, and participate in prayer and worship to God. With guidance from the Lord and our adults, children will be prepared to go forth into the world with a solid faith base.

VISION AND VALUES

VISION:

To invite all children to know Christ in a way that transforms their daily lives and the lives of those around them.

VALUES:

Truth-Based: We believe that God's word is foundational truth. It is our heart to train every child to use it as their guide, authority and conscience in every facet of his/her life.

Relational: We believe that life-change happens best in the context of relationships. Gifted, godly and passionate adults who exhibit Christ to children, their families and each other will show children how to do the same. This modeling will impact God's Kingdom for generations to come.

Adventurous: We believe that church is FUN! Therefore, it will be our commitment to challenge children beyond the rules of the church towards a vibrant, growing relationship with Christ.

Innovative: We believe in inspiring children to greatness by pursuing excellence in our programs, risking in our attempts to be innovative and ruthlessly examining everything we do in order to remain biblical, relevant and effective.

Nurturing: We believe that spiritual growth happens best in an atmosphere of emotional safety, physical security and sanitary conditions. We are committed to exceptional standards in these areas.

SELECTION AND HIRING PROCESS

Classification of Staff and Volunteers

Staff: Includes all paid 1099 Sub-Contractors

Volunteer: Persons who occasionally interact with children and/or do so in less vulnerable circumstances (i.e., Sunday school teachers and volunteers who see children only in a group setting, on church premises).

Minimum Age

All volunteers must be 12 or older. Children under 18 may assist adults, but may not take the place of an adult. The church may employ responsible teens, at least 16 years of age, under the direct supervision of an approved adult.

Pre-Hiring Procedures

- Applicants for a paid position must complete "The First Baptist Church Employment Application Form"
- Volunteers will complete the "Children's Ministry Staff Volunteer Form".
- Paid staff applicants will be screened for Criminal History and Sexual Offender information
- Volunteers will be screened for Sexual Offender information
- Paid position applicants will be interviewed using "The FBC Hiring Procedures" document

Post Hire Procedures

- All staff and volunteers are required to review the policies contained in this manual and sign the "Acknowledgment of Receipt and Understanding" form indicating that he or she has read and understood the materials and agrees to comply with the requirements.
- All staff and volunteers are required to wear an identification badge when they are supervising children. The church will provide these badges.
- First Aid/CPR Training is required for all paid Children's Ministry Staff within 2 months of hire. Current certification in basic First Aid and CPR must be maintained. The church will pay the cost of this training for staff only. Volunteer workers are encouraged, but not required to receive this training. Children's Ministry Director will notify staff two months prior to certificate expiration date.

- Each new staff will complete a mandatory in-service training provided by the Director of Children's Ministry and the Christian Education Team to include "Child Abuse and Neglect Training"

SUPERVISION

Nursery & Pre-School Identification System

The church will have in place an identification system to identify persons authorized to pick-up and be responsible for nursery and pre-school children. The staff and/or volunteers will update the system yearly. The identification system will not be necessary for children above kindergarten unless a parent specifically provides a request in writing.

Check-In/Check-Out

- A Parent or Guardian must drop off and pick up children from their designated classroom. This applies to all children Nursery through 6th Grade.
- Upon drop off and pick up children should be signed in and out with times and initials. All children will have an "Authorization for Child Pick Up Form" on file.
- Children must be healthy and remain healthy to attend.
 1. *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; fever (over 100.4), vomiting, diarrhea, common cold/flu-like symptoms (including colored runny nose), sore throat, croup, any unexplained rash, any skin infection, pink eye or other eye infections, communicable disease or head lice will not be allowed in the child care facility. If the child develops these symptoms while in the facility a parent will be asked to take the child home.
 2. In the event of a contagious disease all parents will be notified by phone immediately.
 3. No medications will be kept in the classroom, cubbies, or diaper bags.
 4. The Children's Ministry Team, except in life threatening situations, will administer NO medications, with the exception of an EPIPEN. If a child requires an EPIPEN to be in the classroom then it must be stored safely and proper training for usage must be given to staff and volunteers.
- No child will be released from a classroom for dismissal without an adult.

- Nursery and Preschool parents should take children to the bathroom before checking them in to avoid accidents.
- Nursery and Preschool children may be asked to wear name badges while in the classroom.

Two- Adult Policy

First Baptist Church recommends that a minimum of two adults be in attendance at all times when children are being supervised during church programs, regardless of the number of participants, location or activity. If an adult needs to leave a group of children, it is preferable for another volunteer or staff member to be notified so that the two adult policies can be maintained.

When possible, it is preferred that the Director of Children's Ministry or the Chair of the Education Team be aware of exceptions to the two adult policy.

Restroom Policy

- Adults will provide assistance to children using the restroom only if the child is four years of age or younger, or has special needs requiring assistance.
- The adult will check the restroom to make sure nobody is in the facility. If the child is over four years of age he/she can enter the restroom alone. Adults should avoid being alone with a child. In the rare case where this is unavoidable, the door will be left open.

Ratio of Workers to Children

When supervising children it is required that a reasonable ratio of adults to children is maintained. The following ratio chart may be used for supervision guidelines:

- Infant's 0-12 months: 1 adult per 3 infants
- Toddler's 12-36 months: 1 adult per 5 toddlers
- Preschool 3-5 year olds: 1 adult per 8 preschoolers
- Kindergarten- 6th grade: 1 adult per 12 children

Visibility

Children's programs will be scheduled in areas visible from adjoining areas. Such visibility will be maintained by leaving doors, curtains or blinds open. The Director of Children's Ministry or Christian Education Team may make reasonable exceptions to this rule.

At no time will an adult meet alone with a child in any room where the door is closed or in an area where they cannot be seen.

Special Needs Children

- Special needs children and youth are to be a part of the whole group, not separated from the group. The child is to be included in all activities offered.
- Any child who needs assistance can be matched with a volunteer to work one-on-one with in order to give the child the best experience possible for learning about God's love.
- Children's Ministry Coordinator, parent and volunteers can meet, if necessary, to develop a plan to ensure a child with Special Needs benefits from all activities.

SAFETY OF STAFF, VOLUNTEERS & CHILDREN

It is the responsibility of all persons having contact with children participating in church programs to ensure the health, safety and well being of children, staff and volunteers. In order to keep the Children's Ministry of FBC safe and secure for both parents and children the following security measures will be followed:

Guests

- Guests attending FBC events with children participating in the Children's Ministry Nursery or Preschool Programs must check in with the Director of Children's Ministry or the Children's Ministry Assistant.
- Upon check-in the guest will receive a two-part guest badge, identifying himself or herself as a guest.
- If they pick-up or drop off a child they must be identified on the "Pick-up Authorization Form"
- Unauthorized Visitors:
 1. Weekdays: Call the front office.
 2. Sundays: Press "99" on display pad for Sanctuary Call Board
 3. Friday Evenings: Call down to the kitchen using the intercom on phone pad or private cell phone.

4. If necessary and able call 911 from personal cell phone or phone closest to your location.

Parents

- Parents are always welcome to visit our classrooms but they must abide by the Children's Ministry Policy.
- Visiting parents should check in as a guest and receive a guest badge.
- Paid staff or regular volunteers must supervise visitors at all times.
- Parents may be asked to remain in the classroom if behavioral problems or special needs exist.

Dismissal

- No child will be released from a classroom for dismissal without an adult.

Evacuation of the Building

- In the event of an emergency and the building needs to be evacuated, the Classroom Teacher or substitute will give immediate direction. The teacher will gather small groups together and follow all exit signs and exit the building through the nearest exit. Attendance clip boards and children's info cards should be taken upon exit of the classroom.
- All evacuation procedures must be posted clearly in every classroom.
- Infants should be carried outside by Classroom Teacher or by designated volunteers.
- All toddlers will be walked or carried outside by Classroom Teacher or designated volunteer.
- Upon exiting the building, every group of children should be gathered in a safe location and attendance sheets checked to ensure all children are accounted for. All children will remain with their Classroom Teacher until a parent/guardian has arrived to pick them up.
- Children infant to 6th grade should relocate from the building to the playground

Accidents/Health Conditions

- If a staff or volunteer encounters a life threatening situation (loss of consciousness, blood loss, difficulty breathing) they will immediately call 911 from a cell phone or the phone closest to their classroom, providing them the following information:
 1. Type of injury or health condition

2. Information about the injured person: age, gender, etc... (Information is located inside the attendance clip boards.)
 3. Address of FBC: 317 E. Kiowa St. Colorado Springs, CO 80903
 4. Location within building
- Another staff or volunteer should immediately notify the parents/guardians that 911 has been called.
 - Minor accidents (bumps, bites, bruises or scrapes) will be taken care of in the classroom. First-Aid kits are available in each classroom. Parents/guardians will be notified in these situations to make them aware of the minor accident.
 - All staff workers and volunteers are required to know the location of fire extinguishers; first aid kits and blood spill kits.

Physical Contact

First Baptist Church is committed to protecting children in its care and recognizes that appropriate touch is a part of a positive, nurturing environment in a healthy children's ministry. The following guidelines are to be carefully followed by staff and volunteers.

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

- An arm around the shoulder
- Walking hand in hand
- Carrying small children piggy back
- Congratulatory or greeting hugs
- A brief, assuring pat on the back or shoulder
- Handshakes, high fives, and knuckles

The following are actions that staff or volunteer 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 exception of a diaper or bathroom procedure

Verbal Interactions

Verbal interactions between staff, volunteers, and children should always be positive and uplifting. First Baptist Church staff and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of the mission of aiding parents in the spiritual growth and development of children.

Staff and volunteers should not talk to children in a way that is, or could be, construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning or humiliating. In addition, staff and volunteers are expected to refrain from swearing in the presences of children.

Parent Permission Forms

Prior to any activity away from the church, the child's parent or legal guardian must sign a "Parent Permission Form." Without the form signed and in the possession of the Director of Children's Ministry or church office, the child will not be allowed to participate in the away activity.

ACCOUNTABILITY

Awareness of Church Policy

- The Director of Children's Ministry will periodically review the definition of child abuse and neglect as defined by the State of Colorado and the church's policy concerning these crimes. These annual reviews will be done in coordination with the Christian Education Team following each change in or addition to such policies. Each staff and volunteer shall acknowledge receipt of a written copy of the policy prior to the time they begin working with children and after each change to such policy.
- The Director of Children's Ministry will coordinate with the Christian Education Team to ensure ongoing supervision of all workers. This will include regular unannounced visits into classes and other church programs where children are actively attending.
- Opportunities for growth and additional training will be provided at least once a year.
- The Director of Children's Ministry will conduct supervision and review of staff and volunteers yearly.

CHILD ABUSE AND REPORTING

Definition:

Child abuse and neglect include physical, mental injury, sexual abuse, negligent treatment and maltreatment. Sexual abuse is defined as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct for the purpose of producing visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

It is against the law and First Baptist Church policy for any staff or volunteer, male or female, to physically, sexually, or mentally abuse or neglect any child. Any person who has been convicted of child abuse or neglect is not allowed to work with children.

First Baptist Church will neither condone nor tolerate:

- Infliction of bodily injury upon any child
- Physically or sexually abusive behavior towards a child
- Physical neglect of children, including failure to provide adequate safety measures, care and supervision in relation to church activities
- Emotional mistreatment of children, including verbal abuse and/or verbal attacks

Reporting Policy

It is the policy of First Baptist Church to report any incident of child abuse or neglect toward any child in the church. First Baptist Church supports and maintains a zero tolerance policy against child abuse and neglect.

Reporting Requirements (Include State of Colorado)

- All staff and volunteers who have reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report the incident to the Director of Children's Ministry or Ministerial Staff Person.
- The Director of Children's Ministry or Ministerial Staff Person will then report or cause a report to be made to El Paso County Department of Child and Adult Protective Services and the local police department. (Colorado Law mandates that all clergy members and church officials are mandated reporters). A report must be made within 72 hours of the first notification.

- Any person making such a report shall keep the information strictly confidential.
- The reporter along with the person receiving the report together shall promptly follow up with a written report to include all relevant facts detailing the incident of abuse. This report shall be filed in the church office.
- Take all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged child pending an appropriate investigation.

Conflict Resolution Plan

Every child in the care of First Baptist Church will be treated with the utmost kindness, respect, and Christ-like love we can provide. Our priorities include sharing the love of Christ in a safe, caring and nurturing environments. Conflicts will be handled according to the *Agreeing and Disagreeing in Love: A Covenant for Christian Behavioral Communication* adopted by the congregation April 2013 and the application addendum. (Both attached)

Acknowledgment of Receipt and Understanding

I, _____, have received and read a copy of the First Baptist Church Children's Ministry Staff and Volunteer Handbook and understand the importance of the material in this handbook. I agree to abide by these guidelines while serving at First Baptist Church.

I understand that the handbook may be modified, and that any guideline may be amended, revised, or eliminated by the Director of Children's Ministry and Christian Education Team.

I understand that it is my responsibility to review new guidelines, which may be created and distributed.

I acknowledge receipt of the First Baptist Church Children's Ministry Staff and Volunteer Handbook.

Signature

Date

Printed Name

Director of Children's Ministry

Date



Children's Ministry Staff and Volunteer Form

Date: _____ Full Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Driver's License #: _____ State: _____ Expiration: _____

Date of Birth: _____

When did you make your profession of faith in Christ? _____

When and where were you baptized? _____

Are you a member of this church? Yes _____ No _____

Please list the names and location of other church that you have attended regularly within the last 10 years.

Because we care for our children and desire to protect them, we ask you to please answer the following questions. We understand they are personal and we will protect your privacy.

Have you ever been known by another name?

Yes _____ No _____ If yes, please explain: _____

During your lifetime, have you ever been arrested for molesting or abusing a child, accused of physical assault or a sexual offense of any nature?

Yes _____ No _____ If yes, please explain: _____

Have you ever been prosecuted for child abuse or molestation?

Yes _____ No _____ If yes, please explain: _____

Are you willing to wear a photo identification name tag whenever you are supervising children?

Yes _____ No _____ If yes, please explain: _____

I hereby certify that I have read and completed the above profile. My answers are true and correct to the best of my knowledge. I give permission to First Baptist Church to maintain my photograph on file and to conduct a background check on me now and at regular intervals. If allowed to work with children I agree to be bound by the policies of the First Baptist Church Children's Ministry Staff Worker and Volunteer Handbook.

Signature

Date

Printed Name

Director of Children's Ministry

Date

