

# CHILDREN’S MINISTRY POLICY AND PROCEDURE MANUAL

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## ABOUT COMMUNITY CHRISTIAN FELLOWSHIP'S CHILDREN'S MINISTRY

**“One generation will commend Your works to another, they will tell of Your mighty acts.”**

### **Psalm 145:4**

Our ministry to the children in our church family is to show them that they are loved and to teach them how to love just as God loves us. Serving children is one of the most powerful and influential ministries a person can participate in. The first impressions a child will have about God and belonging in the church family often comes from children's ministry volunteers. Serving children can change the trajectory of their lives! That is the impact you have on children by serving as a children's ministry volunteer! That should pump you up and excite you!

Our children's ministry at CCF exists to accomplish three things. First, we will make sure that every child is growing in their faith at church. We believe every child should look forward to going to church to learn more about God and how to worship Him! Second, we will partner with parents to equip and encourage them to be the primary caregivers of their children's spiritual growth. As much as we love teaching and loving on the children, God gave that role ultimately to the parents, and that is the structure we want to support. Finally, we will do everything we can do to help them connect with the whole church family. We want to provide as many opportunities for our children to serve and be served by every generation in the church. Faith sticks when it grows and is rooted in the rich soil of relationships. Sunday morning is only the beginning of where real children's ministry starts. The real work happens after church Sunday, all the way through Saturday night. On Sundays, we make sure every lesson is fun, meaningful, and engaging for every child. When the teachers and volunteers are having fun and growing, the kids will grow and have fun, too.

In Christ,

Pastor Eric  
Children's Ministries Pastor  
Community Christian Fellowship



# VOLUNTEER STAFFING

## Volunteering Process

Volunteer positions in Children's Ministries are open to all persons 7<sup>th</sup> grade and up who have met all requirements as outlined in this policy.

To begin your partnership with the CCF Children's Ministries Team, you will need to complete an application form. Please fill it out completely on Breeze.

Included in the packet is:

- A Children's Ministries Adult Volunteer or Student Volunteer (for 17 years and younger) Application – required for all who serve in any capacity on the Children's Ministry Team.
- A Doctrinal Statement Agreement Form – required one time for all who serve in Children's Ministries.
- A Policies and Procedures Acknowledgement form.
- You will receive an email from Backgroundcheck.com. Please fill it out. CCF will pay for the background check.

We will provide training and encouragement so that you are equipped for this important ministry. When you are successful, this ministry is successful, and the children are the big winners in the Kingdom! We are eagerly looking forward to serving with you!

## Background Checks

- Every adult volunteer in Children's Ministries or anyone working directly with children will complete a Children's Ministries Volunteer Application form.
- You will receive an email from Backgroundcheck.com. Please fill it out. CCF will pay for the background check.
- We will do National Criminal Records Check periodically.
- Each volunteer will have a file with their completed application and the results of the background check. These files will be kept for the duration of the volunteer's service in the Children's Ministries, and then archived.



- A report revealing a conviction for any ‘crime against persons’ will initially disqualify an applicant from volunteering with children.
- The Children’s Ministries Pastor or delegated staff member will call the applicant explaining that a conviction suspends the recruitment process unless the applicant requests special consideration from the church leadership due to extenuating circumstances.
- After considering the circumstances, the Children’s Ministries Pastor may decide to make a recommendation to the Elders for the applicant’s placement as a volunteer.
- Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted.

## FIRST AID AND EMERGENCY

*When immediate medical attention for a serious or life-threatening injury is needed, call 911*

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### Simple First Aid

Band-Aids are available in each classroom in the labeled cupboard. A more extensive kit can be found in the Teacher Resource Room, Kitchen, and in the Church Office. **In case of injury, regardless of how minor, an Incident Report Form must be filled out by the teacher and turned into the Children’s Ministry Pastor or Children’s Ministry Assistant.**

### Minor Injuries

Minor injuries that cannot be treated in the classroom should be reported to the Children’s Ministry Pastor or Children’s Ministry Assistant who will call for medical assistance from the congregation.

### Serious Injuries

Should a child require immediate attention due to a serious or life threatening injury:

- **Call 911 immediately.**



- Give clear and complete information to the 911 operator (refer to the emergency information card posted by the door in each classroom).
- Do not move the injured child.
- Stay on the line as long as you are asked.
- Have someone wait outside the building to direct the medics to the injured child.

## Health Concerns

A child who is not feeling well should not be received into the classroom due to the risk of exposing other children and workers to the illness.

- Some signs of illness are:
  - unusual fatigue or irritability
  - fever
  - coughing or sneezing
  - vomiting
  - colored discharge from nose or eyes
  - diarrhea
  - inflamed mouth or throat

Parents of ill or infectious children will be advised that their child(ren) may not participate in the children's program until they are well. However, children with a non-infectious disease or health impairment may be allowed to participate within reason.

Workers (teachers, helpers, volunteers) should not accept, dispense (give), or apply any medication. If a child needs medication, the parent must give it.

Medication may not be left in the classroom or with a worker or child. An exception can be made, with foreknowledge and permission, concerning a child's EpiPen (parents are responsible for training the classroom volunteers on the process and procedures of the EpiPen).

Parents or children who arrive with medication should be directed to the Children's Ministry Pastor or Children's Ministry Assistant, who will make a case-by-case determination.

## Bodily Fluids

Caution must be exercised when dealing with bodily fluids. Due to the increased risk of the spread of disease, these should be promptly and safely disposed of, and the area properly cleaned.



All workers should wear protective, disposable gloves and adequately wash after contact with bodily fluids of any kind. When blood is present, workers should routinely wear protective, disposable gloves, even when no health risk is perceived, then follow up with a thorough hand-washing. Every classroom is supplied with gloves in a labeled cupboard.

Disposable materials soiled by blood should be disposed of in the outside garbage container located on the east side of the building. Soiled clothing will be placed in a plastic bag and given to the parents.

If bodily fluids of any kind are on the carpet, please make a note of what was spilled and the location of the spill, and then leave the note in the church office so that the area can be professionally cleaned.

### **Medically or Otherwise Disruptive or Uncontrolled Person**

Child Safety Team members try to intervene as they, in their judgment, perceive necessary.

Call 911 if it is required. **Protect yourself and your students first.**

### **Outside Threat**

In event of a threat in the Ministries Building – actual or otherwise:

1. Lock all doors.
2. Close blinds and cover the windows in the doors by untying the fabric roll directly above the window.
3. Turn off lights and move children to the safest place in the room.
4. Do not leave the room until you are given the “safe” signal – a code word that only teachers know. (Safe words are given during training sessions. If you do not know the safe word, please ask the Children’s Ministry Pastor or Assistant.)

## **FIRE**

In the event of a fire, alarms will sound and all children should be evacuated along assigned routes to safe areas away from the building (routes are posted above the light switch in each room).



Teachers should **always** be aware of the number of children in their care. A count should be taken several times during the class time, especially before and after travel from one location to another.

### 3 Years through 6th Grade Evacuation Plan

1. Remain calm.
2. Pick up the notebook containing your attendance sheet, each child's information card, and your red and green "flag" cards. Carry this notebook with you when you leave the building.
3. Ask the children to line up at the door, and count them.
4. Keep them as calm and quiet as possible. Your own calm manner will help them.
5. Move quickly, but do not run or allow children to run. There should be a helper at the front of the line, leading the children towards the designated exit door.
6. You should follow at the end of the line, closing the door behind you after all the children have exited the classroom. Make sure you have your notebook.
7. PRESCHOOL and KINDERGARTEN: Use the ropes. Have children hold tightly to the ropes to help lead them out of the building quicker.

### Nursery Evacuation Plan

1. Remain calm.
2. Pick up the notebook containing your attendance sheet and your red and green "flag" cards. Carry this notebook with you when you leave the building.
3. Place the children in the designated crib – **make certain they are seated; do not allow the children to stand in the evacuation crib** – and do a head count.
4. Have one worker push the crib, another pull the crib, lifting over sidewalk cracks, and the third help keep the children calm and seated.
5. Roll the crib out the west exit, down the ramp, and across the street quickly.

Once the class arrives at the safe area away from the building, the teacher must immediately count the children present. If that number is not exactly the same as the number of children assigned to the teacher, the child safety should be notified immediately using the red/green "flag" card system.





## Rendezvous Locations

Look at the evacuation map located in each room above the light switch to know where to lead your children. Those directed east will meet in the grassy area just before the first driveway on the sidewalk. Those directed west will need walk on the sidewalk heading north to the first driveway; then, cross the street to meet in the grassy area between the ECA and the Cross water apartment building. Keep children off pavement while waiting for the “all clear” sign.

When you reach the assigned destination, count your children to ensure all are with you. If you and the children are accounted for and safe, hold up your green “flag” card. If you are missing a child, or if you do not feel safe at your location, hold up your red “flag” card. **Red cards will receive immediate attention from a church staff member.**

A ministry staff member will notify teachers when it is safe to re-enter the building, blowing a whistle to gain attention. Should we be unable to enter the building again, teachers will need to remain with their children until parents arrive to pick them up.

## EARTHQUAKE

1. Take cover by getting under a sturdy table or other piece of furniture. Hold on until the shaking stops.
2. If there is not a sturdy table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
3. Stay away from moveable walls and items hanging overhead.
4. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures.
5. Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
6. Exit the building only when told to do so by a Ministry staff member (following fire evacuation procedures).
7. Be aware that the electricity may go out or the sprinkler system or fire alarms may sound.



## SAFE AND SECURE

*There should never be a time when an adult or teen is alone with a child.*

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The highest priority is, of course, the safety of the children in our care. At the same time, we are concerned about the safety and reputation of the adults and teens who volunteer to make this ministry possible. There may be some, however, who may come in with impure motives. We have, therefore, developed these procedures to make it very difficult, if not impossible, for abuse to occur.

Unless an extenuating situation exists, CCF:

1. Will have an adequate number of screened and trained paid staff or volunteers present at events involving minors.

### Classroom Ratio

Our goal is to provide a safe, loving classroom where the child feels comfortable and learning can take place. There will be a minimum of 2 leaders in any room with children, except in the event of an emergency situation.

Our goal for the student to teacher ratio:

Infants (0 – walking).....	3 children to 1 adult
Walkers (walking – 3).....	3 children to 1 adult
3's – 5's.....	4 to 6 children to 1 adult
K's.....	4 to 6 children to 1 adult
1 <sup>st</sup> – 2 <sup>nd</sup> .....	6 to 8 children to 1 adult
3 <sup>rd</sup> – 4 <sup>th</sup> .....	7 to 9 children to 1 adult
5 <sup>th</sup> – 6 <sup>th</sup> .....	8 to 10 children to 1 adult

2. Will monitor facilities during activities involving children.
3. Will release minors only to a parent or guardian.
4. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
5. Will use two paid staff or volunteers when transporting minors in vehicles.



6. Will require that young children be accompanied to the restroom and the paid staff or volunteer wait outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the minor.
7. Will encourage minors to use a "buddy system" whenever minors go on trips off of CCF property.
8. Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities.
9. Will not open classrooms until a screened and trained paid staff or volunteer arrives. If the second teacher has not arrived, the classroom door will remain open. If a second worker cannot be found, the class size will be limited or the classroom will not be opened during that service.

The Children's Ministry Pastor or Children's Ministry Assistant will be available before and after service time. It is their responsibility to assist the teachers in any way possible. Teachers can refer difficult situations to them or ask for specific advice. Teachers are encouraged to stay in contact with their Children's Ministry Pastor or Children's Ministry Assistant for instruction, advice, and encouragement.

### **Restrooms and Diaper Changing**

This is an area in which we need to be very sensitive to the possibility of problems. We need to go out of our way to make this a safe and private time for the child.

Restrooms need to be secure before children are allowed to enter. The worker should visually check restroom for adults, older children, or unsafe objects before sending children in.

***No one should be in a restroom alone with a child. A second adult or youth helper should accompany them or be within visual contact. (A Child Safety member in the back hall becomes the second adult when available.)***

One screened and trained paid staff or volunteer may take a child or children to the restroom only if the adult remains standing in the open doorway. There may be some emergency situations in which they must enter a restroom with a child. In that situation, please use all wisdom and caution.

Older elementary age children may be allowed to go into the restrooms unaccompanied, but usually in pairs.



Diaper changing should follow regular nursery procedure. Diapers will be changed on designated changing tables by a female 18 years or older that can be easily seen by the other workers in the room.

### **Paid Staff / Volunteer Behavior**

Every screened and trained paid staff and volunteer in Children's Ministries (teacher, helper, greeter, etc.) should always conduct himself/herself in a godly manner, being an example of obedience, respect, and honesty to young believers.

Paid staff and volunteers should not be involved in any of the following activity with older children: extended hugging, kissing, inappropriate touching, or being alone with a child.

## **CHILD AND YOUTH ABUSE PREVENTION**

To help protect children, CCF has adopted the following Child and Youth Abuse Prevention Program. It is important that all CCF paid staff and volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an acknowledgement to be signed by those working with children.

### **Purpose**

These procedures are designed to reduce the risk of child sexual abuse in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
2. Assist CCF in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.



## Definitions

The following terms used herein and are defined as follows:

1. *Paid Staff*: Any pastor, minister, preacher, director, or employee who is paid.
2. *Children/Youth/Minor*: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
3. *Adult*: Any person who has reached his/her 18th birthday or as defined by state law.
4. *Volunteer*: Means any unpaid person engaged in, or involved in, activities, and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults
5. *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
6. *Child Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

### Protection and Prevention – Volunteer and Employee Screening Procedures

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

1. *Employment Application and Volunteer Application*: Any paid staff and volunteers who will work with a minor must complete the Employment Application and/or the



Volunteer Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service.

Our Employment Application includes questions regarding:

- Current and previous residence addresses.
- Current and previous employment, including addresses, dates, duties, titles, and reasons for leaving.
- Names and addresses of schools attended and degree(s) earned.
- References from previous employers and organizations that serve children.
- Pending criminal charges.
- Criminal history information.

Our Volunteer Application includes questions regarding:

- Current address.
  - Volunteer experience.
  - Criminal history information.
  - Personal references.
2. Applications include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes CCF to contact any individual or organization listed in the application.
  3. Review all statements made in the application, paying specific attention to any gaps in time and irregular employment patterns or unexplained absence. Pursue these gaps with employers listed and in a subsequent interview.
  4. Conduct interviews with qualified applicants.



If detrimental information is uncovered but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information.

5. Whenever possible, CCF will have an additional staff member participate in the interview.
6. *Contact all listed references for volunteers.* Contact each of the volunteer applicant's references and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes in the volunteer's secured file.
7. *Contact all listed references and employers for paid staff.* Inquire as to the reason the applicant left and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes in the staff's secured file.
8. *Criminal Background Check:* CCF will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically.

### Confidentiality

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted. These materials will be archived.



## Behavioral Guidelines

All volunteers and paid staff will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, CCF events that are co-educational will have both male and female chaperones.
3. Whenever possible, at least two unrelated, screened and trained paid staff or volunteers will be in the room when minors are present. Doors will be left fully open if one needs to leave the room temporarily and, during arrival to the class or event, before either is present. Speaking to a minor or minors one-on-one should be done in public settings where paid staff or volunteers are in sight of other people.
4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including, but not limited to, physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. If you recognize an inappropriate relationship developing between a minor and a screened paid staff or volunteer, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
7. If one-on-one care is necessary, avoid meeting in isolated environments.
8. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of CCF for handling.

### Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a





determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
3. A prior criminal history of an offense against minors.

## Response to Sexual Abuse

CCF will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. The Director of Children's Ministries (having alerted the Board of Elders) or an appointed person will begin investigating the allegations and may use the assistance of legal counsel or other consultants. If Director of Children's Ministries is the individual accused of sexual abuse, then the Board of Elders, either as a whole or individual(s) appointed, will conduct the investigation. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
2. Report the matter to CCF's insurance carrier.
3. Cooperate with authorities and the insurance carrier. CCF may suspend (with pay for paid staff) the alleged offender while a confidential investigation is being conducted.



4. An official of CCF (and legal counsel or other consultants) will then meet with the governing body of CCF and present a report on their investigation, which will include findings and recommendations of actions.
5. An official of CCF will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
6. An official of CCF will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.
7. During the investigation, an official of CCF shall maintain contact with the alleged victim and his/her parents or legal guardian, and inform them of the actions taken and assist them in their process of healing.
8. An official of CCF (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
9. Communicate with criminal and civil legal counsel of CCF.
10. Communicate with those affected by the ministry of the alleged perpetrator
11. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of CCF's attorney.

### **Symptoms to Watch For**

If you observe anything in a child's appearance or behavior that may suggest they have been abused, please follow the procedure for Reporting Child Abuse. One or more of these symptoms does not necessarily mean that child abuse is occurring.

#### **Physical Abuse**

- Bruises or welts that are unexplained or at unusual places on the body
- Unexplained burns
- Unexplained fractures, abrasions or lacerations
- Human bite marks

#### **Neglect**

- Severe malnourishment
- Grossly inadequate hygiene care



- Lack of supervision

#### **Emotional Abuse**

- Apathy or depression
- Antisocial behavior
- Hostile behavior

#### **Sexual Abuse**

- Child expresses or implies involvement in sexual activity with parent or adult
- Child reports itching, pain, bruises or bleeding in genital or anal areas
- Child reports severe emotional conflict at home
- Child's clothing appears stained, torn or bloody
- An unwanted pregnancy
- A young child demonstrates an exaggerated knowledge of or interest in an adult sexual behavior evidenced by either seductive actions or conversations, or fear of intimate contact with others
- Child is known to be the victim of other forms of abuse by parent(s) or others

## **TEACHER INFORMATION**

### **Ministry Times**

During the school year there are Kids' Classes for all ages during services, except on Communion.

Sundays (the 1<sup>st</sup> Sunday of each month) when K – 6<sup>th</sup> graders stay with their parents in the main service.

The Worship Service starts at 10:30 a.m. Please arrive early and be ready to receive children 15 minutes prior to the start of ministry time.

### **Teacher Curriculum**

Age-appropriate curriculum, including all necessary materials, will be provided to each teacher. Curriculum is reviewed every year to determine whether it is meeting the needs of the students and teacher.

### **Children's Ministry Resource Room**



Common supplies are available in the Resource Room. Please remove only what you will need or use from the supply containers, leaving the container with the remaining supplies available for others.

The room is extremely well-organized, and supply containers, cupboards and shelves are alphabetically labeled. If there are items you need that are not supplied, please put your request on the clipboard provided.

### **Snacks/Allergies**

We have a “No Nut Products” policy in the classrooms. Please serve only approved snacks that do not contain any nut products. Nut allergies as well as all other known allergies are listed on the class rosters under each child’s name. When in doubt, leave the snack out.

### **Clean-up**

Please straighten the classroom, put supplies away and clean off tables before you leave – children can help. Classroom cupboards are well-labeled. If supplies were borrowed from the Resource Room, they should be returned to their proper place. Please make sure all dry erase supplies are stored back in their “designated spot” in the cupboard, not left on the board.

### **Schedules**

Schedule conflicts are inevitable. If, for some reason, you are unable to lead or help during one of your scheduled team rotations, please try to find a replacement from the list of substitutes found on your team rotation schedule and inform your Coordinator of the change at least 1 to 2 days in advance. If no one from the list is available, your Coordinator will help find someone.



## CHECK-IN AND CHECK-OUT

### Check-In

We use an electronic registration system for children who regularly attend. Each registered child should have their name on the class attendance roster found in the teacher binder. If a child's name is missing or incorrect, hand write it in. All children must be checked in by parents/guardians (not children) prior to entering the classroom.

Children who enter the classroom must have a name tag with their name and ID number.

### Kiosk Stations

Every Sunday a designated Kiosk Expert will be available to help check in children. Families receive a unique number each week. Each child will have that number on their name badge – please make sure the children wear their badges – that matches the number the parent/guardian carries.

### Check-Out and Dismissal

- Nursery: Infants and Walkers will only be released to the parent/guardian, or person authorized by the parent/guardian. See the Nursery Guidelines Form for more detailed procedures.
- Preschool: Children will remain with their teachers until parents/guardians arrive to pick them up. Parents should not arrive later than 10-15 minutes after ministry time is over; if parents have not shown within 15 minutes, a Children's Ministry Pastor or Children's Ministry Assistant will find the parents for you. **Parents/Guardians must have the label with the matching ID number in order to pick up a child. Teachers check the numbers before releasing a child.**
- K-4<sup>th</sup> Grade: Children will remain with their teachers until parents/guardians arrive to pick them up. Parents should not arrive later than 10-15 minutes after ministry time is over; if parents have not shown within 15 minutes, a Children's Ministry Pastor or Children's Ministry Assistant will find the parents for you. **Parents/Guardians must have the label with the matching ID number in order to pick up a child. Teachers check the numbers before releasing a child.**
- 5<sup>th</sup> and 6<sup>th</sup> Grade: Children worship with parents during the beginning of the service at the ECA. They are released just before Corporate Prayer to meet their teachers in the



lobby and walk to their classes in the Ministry building. Parents should not arrive later than 10-15 minutes after ministry time is over; if parents have not shown within 15 minutes, find a Coordinator who will find the parents for you. **Parents/Guardians must have the label with the matching ID number in order to pick up a child. Teachers check the numbers before releasing a child.**

## CLASSROOM LEADERSHIP

“...a leader is involved in a process of growth and development. Leadership is distinct from management. We manage things, we lead people. Leading people is a process accomplished over a stretch of time... there is no leadership without a group of people to influence and develop, and the size of the group is immaterial. Effective leadership occurs when those served feel loved, admired, appreciated, and accepted by the leader...Unless the leader takes time to invest in the people, there will be no true leadership. Leadership is a gift that's earned over time, granted out of trustworthy acclaim by the people being served.” (Macchia, *Leadership Defined*, 2007)

**Discipline is training** that expects to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement. Discipline includes instruction *and* correction. Please apply the following disciplines in your service with the Children’s Ministries at Community Christian Fellowship.

Please protect the dignity of each child when applying discipline. Avoid scolding publicly or informing a parent of inappropriate behavior in front of other parents or children. Avoid yelling, belittling, or using abusive language when giving instructions or correcting behavior.

**Never apply corporal punishment** such as spanking, pinching, shaking, or any other form of physical punishment when restricting or correcting behavior.

**Classroom Rules** are created through teacher and student collaboration and are typically posted in each classroom. Following are some ideas to help refocus children:

1. **Don’t ask.** When giving directions, always use simple, direct requests. Instead of phrasing your request as a question, say, “Please join the group now,” conveying it’s not an optional activity. If a child doesn’t respond immediately, repeat the instruction and add the child’s name.



2. **Let them choose.** You can give kids a sense of control by allowing them choices. Provide two acceptable options in these instances, such as, “We’re ready to start — would you rather sit up front with me or with your friends?” Be serious about your requests — making exceptions for some kids will gradually erode your authority in your classroom.
3. **Be on the move.** Today’s children are used to having their eyes flooded with moving objects. A teacher glued to a chair inadvertently gives permission for every student’s mind to wander. Circle your students. Walk beside them. Walk behind them, all the time presenting the lesson without interrupting your flow of thought.
4. **Help kids self-regulate.** A marble jar is a great way to encourage collective self-monitoring from your kids, and it produces positive peer pressure. Put the jar of marbles in front of your class, and add marbles when kids are attentive and on-task. You’ll find kids self-regulating if they know that marbles could get taken away. You’ll be surprised the first time you hear someone say, “Zach, stop! We’ll get a marble taken away!”

The behaviors that require correction are any that do not respect others or the leadership authority of each Ministry. Please correct any inappropriate behavior you observe. Ask your Coordinator if you have questions about a specific behavior.

Always be positive and loving in your correction. We represent Jesus to the kids, and their view of God is often a reflection of their church leaders! Remember how God has loved you, and be a model of our loving, heavenly Father to them.

*“But God demonstrates his own love for us in this:  
While we were still sinners, Christ died for us.”  
~Romans 5:8*



# Community Christian Fellowship's Children's Ministries Acknowledgment

Each person serving in the Children's Ministry at Community Christian Fellowship is asked to familiarize themselves with the Policies and Procedures Manual. After reading the manual, please ask any question you might have, or talk to the CCF CM Director if you need clarification about anything. Once you understand the policies and procedures, please read and initial by the statements below and sign at the bottom.

\_\_\_\_\_ I have read and agree to uphold the doctrinal statement of CCF.

\_\_\_\_\_ I have read and understand the policies and procedures that are in place at Community Christian Fellowship, agreeing that I will exercise them for the protection and safety of the children under our care.

\_\_\_\_\_ I agree to support the Pastor and staff of the Children's Ministry with prayer and a willingness to serve.

\_\_\_\_\_ I have read in the policy and procedure manual about CCF's Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein.

These guidelines have been designed to guide and assist approved volunteers and staff when working with minors. Community Christian Fellowship (CCF) reserves the right to make changes in the content or application of this program and to implement those changes with or without notice. These policies are the property of CCF.

The terms defined herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with the CCF or any related or associated entity and instead are to be used with this document.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

