



# Children's Ministry Team Handbook



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# Welcome to Children's Ministry at MBIC!

We are so excited that you are choosing to partner with us in Children's Ministry at MBIC. It is our prayer that every child that goes through our Children's Ministry program will come to know and to grow in a personal relationship with Christ, which is fostered here by our loving volunteers and ministers of the gospel of Jesus.

This handbook provides you with the policies and procedures of our Children's Ministry. Thank you for taking time to familiarize yourself with this information as it is pertinent to our ministry.

Please contact me with any questions!

Blessings,

Haley Wilson  
Children's Ministry Director

# Children's Ministry Overview

## Our Mission:

We exist to engage children in a growing relationship with Christ while encouraging parents and families to do the same.

## Our Vision is to focus on:

- Learning to love God and others
- Fostering lasting friendships within our ministry
- Teaching Biblical truths and application
- Maintaining a safe, secure environment for our kids

## Curriculum overview:

### **Sundays:**

On Sundays we are using a comprehensive curriculum that gives kids a great understanding of the whole Biblical picture, and shows them how they fit into the story as well! Our program is a combination of discipleship and outreach in an environment of cognitive and experiential learning.

### **Wednesdays:**

While our Sunday curriculum gives kids an opportunity to learn about the Bible in depth, Wednesday night Quest gives kids another weekly opportunity to explore a personal relationship with Jesus through hands on activities and small group times that complement our Sunday morning curriculum.

# Children's Ministry Leader's Contract 2018-19

## 1. Scheduling:

I understand that by signing this contract, I am committing to being a regular volunteer and serving on my scheduled dates through June 9<sup>th</sup>, 2019.

- a. If you are unable to volunteer on your scheduled date, please find a sub on your ministry team in advance.
- b. If you are unable to maintain your commitment as a children's ministry volunteer, please inform the Director.

## 2. Healthy Boundaries and Physical Touch:

It is critical to always maintain careful and appropriate boundaries when working with children. Please be mindful of how you express God's love to our children and read below...

Appropriate:

- Side hugs- It's okay to place an arm around a kid, but please no big, long bear hugs.
- High-fives or fist bumps are great ways to show kids love.
- Pat on the back or pat on the head.
- Holding a child's hand to encourage.
- Bending down or sitting down next to a child to be at their eye-level.
- Sitting on laps – Nursery – 4 year olds are allowed to sit on laps. Please be aware of appropriate boundaries when children are sitting on your lap. Kindergarten – 4<sup>th</sup> graders should not be sitting on laps.

## 3. Personal Conduct outside of Children's Ministry programming:

"Be imitators of me, just as I also am of Christ." (1 Corinthians 11:1) To be a children's ministry leader is a high calling, our behaviors and reputation outside our ministry time does impact our effectiveness as a leader.

- a. MBIC Staff reserve the right to ask leaders to step out of ministry for a season when conduct outside our ministry appears to be detrimental to our witness as a Christ follower and ministry leader.
- b. MBIC Staff reserve the right to ask leaders to remove social media posts that appear to be detrimental to our witness as a Christ follower and ministry leader, or creates unhelpful division in our ministry.

**4. First-Aid & Medications:**

- a. There is first aid in each class room, the gym lobby, and the chapel.
- b. Let the person in charge know if someone has medication with them, or you helped administer any medications.
- c. Fill out an incident report if injury occurs.

**5. Family Issues:**

Becoming a great support for our students is an important part of our ministry. They have their family for life, while we only get the students for a season. Learn how to support the student while not tearing down their home situation. Let's find ways to support our students' parents & caregivers.

**6. Concealed Weapons Policy:**

As a Children's ministry volunteer at Manheim BIC Church I recognize the great responsibility of caring for the students and their safety. I also realize that while working with minors my right to carry a weapon is surrendered. This means that I cannot have a weapon on my person at any time while participating in any ministry activities on or off the church property.

Our policy at MBIC is that leaders with concealed weapon permits may keep their weapon locked in their personal vehicle during children's programming. At no point should the weapon be removed from the vehicle or put on display for anyone to see. If at any point I disregard this policy I am aware that I may be asked to step down from my volunteer position as a children's volunteer.

**7. Child Abuse – If Investigated or Convicted:**

I understand that the safety of our children and students is a priority at MBIC. Any investigation involving child abuse in which a MBIC volunteer might be named a perpetrator, will result in the volunteer being moved into a non-serving status pending completion of the county's investigation.

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide written notice to the MBIC Executive Pastor no later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database

**8. Mandated Reporter:**

I understand that as a children's ministry volunteer I'm now a mandated reporter, as defined by PA law.



Mandated reporters are required to report suspected child abuse, [www.compass.state.pa.us](http://www.compass.state.pa.us), if they have reasonable cause to suspect that a child is a victim of child abuse.

# General Guidelines

## Approved Team Members

Only approved team member may work in Children's Ministry. To become a team member you must first:

- Contact and discuss volunteer options with Children's Ministry Director.
- Obtain a criminal background check, child abuse check, and signed affidavit. An FBI fingerprinting check is required if you have lived outside PA in the past 10 years. Even if you have these documents completed, we must have a copy of them on file.
- Sign the Children's Ministry Leader's Contract and Safety Commitment.

## Classroom Staffing

People are depending on you! Your teammates, the parents, and the children are honored when you arrive as scheduled, on time, every time. God has appointed you to this vital role.

If you have been assigned to a specific classroom, you may be asked to move to an alternate room on any given day, depending on attendance. Thank you for being flexible!

### ***Scheduled Absences***

Any family vacations or other events that are not of an emergency should be planned well in advance with your fellow team members. We take your commitment seriously and hope that you do, too. Plan ahead and arrange to trade with someone and notify your coordinator. If you are a couple serving together, please keep in mind that you will need to trade with the teacher AND assistant in order to maintain our classroom ratios. Teen workers should always trade with other teen workers. Classroom schedules are given to you at the beginning of the year with all of your team members' contact information. Please keep this information handy. If you cannot find someone to trade, your coordinator will assist you in getting a substitute.

### ***Illness or Emergency Absences***

We understand that illnesses and emergencies by their very nature are sudden and unplanned. Please try to call as soon as possible. If you or your child is sick the day before or day of and

you are unable to serve, call the Children's Director immediately so that a substitute can be arranged for you.

Haley's # - 717-892-4095

### ***Caregiver Age Guidelines***

For the safety and welfare of our children we restrict the serving placement of teenage workers. Teens may serve at 14 years old by themselves, and at 12 years old if a parent is also serving with them in the room.

## **Arrival Times**

If you are serving during the 9:00 am service hour, please arrive no later than 8:40 am. Please meet at 8:40 for prayer outside the Fellowship Hall. The hallway will be open at 8:45. 10:30 am service hour volunteers should arrive by 10:10 am.

## **IDs**

You will need to wear your volunteer lanyard any time you are serving. This is necessary so that parents, other volunteers, and children know that you belong in the Children's Ministry area. Any adult not wearing a lanyard should be questioned.

## **Mandated Reporters**

According to PA state law all volunteers that work directly with children are considered mandated reporters. Here are the Instructions for Reporting Suspected Child Abuse/Neglect.

1. Make a report to Childline using the following phone number 1-800-932-0313.
2. Inform the staff person who leads the ministry in which you serve that you have reported suspected abuse.
3. Fill out the CY-47 form, giving as much information as you can. You will not have answers for all the questions.
4. Make 2 copies of the CY-47.
5. Mail or fax the original form CY-47 to the Lancaster Children and Youth Agency within 48 hours of making the phone call. Give one copy to the Children's Ministry Director and keep one for your records.

Lancaster County Children and Youth Agency

900 E. King St. Lancaster, PA 17602  
FAX: 717-299-7929

## Healthy Boundaries and Physical Touch

It is critical to always maintain careful and appropriate boundaries when working with children. Please be mindful of how you express God's love to our children and read below...

Appropriate:

- Side hugs- It's okay to place an arm around a kid, but please no big, long bear hugs.
- High-fives or fist bumps are great ways to show kids love.
- Pat on the back or pat on the head.
- Holding a child's hand to encourage.
- Bending down or sitting down next to a child to be at their eye-level.
- Sitting on laps – Nursery – 4 year olds are allowed to sit on laps. Please be aware of appropriate boundaries when children are sitting on your lap. Kindergarten – 4<sup>th</sup> graders should not be sitting on laps.

## Allergies

All of the Children's Ministry area is NOT a nut free zone. Although we do not serve food with nuts during Children's Ministry programming, children from our weekly preschool are allowed to bring in nuts.

All children's allergies are listed on a chart found on each classroom clipboard. Please check the list each time you serve food. If you have any question about a specific allergy, please contact the parents for clarification or to ask about alternate snacks for their child.

Some children may have an Epi pen to use in the event of an allergic reaction. If one is needed, the parent will bring it and inform you of it. When you receive an Epi pen, make sure it is in a sealed plastic bag and labeled with the child's name. If the child has a severe allergic reaction, one class leader should administer the Epi pen, and another leader should contact the Children's Director and the parents of the child to tell them you have an emergency. Parents' phone numbers are located on the classroom clipboard.

## Sickness

Our goal is to keep all of our kids and volunteers as healthy as possible!

If you are a concerned about a child showing the following symptoms, please notify the Children's Director:

- Green discharge from nose, eyes, or mouth
- Fever in the last 24 hrs
- Coughing or sneezing for extended periods of time
- Fatigue or irritability
- Vomiting or diarrhea

If a child is being treated with antibiotics, he/she should be on the medicine for at least 24 hours before coming to any of the Children's Ministries classrooms.

If any of these symptoms are noticed in a child, please promptly locate the parents and ask them to remove their child from class.

### **Lice:**

If you discover, either through the parent or through conversation with other adults, that a child has been exposed to or is being treated for lice, please make sure that the Children's Ministry Director is informed. Depending on the timing and situation (the incubation period for nits is three to ten days), a letter may need to be sent home by the director to ask the parents of the other children to check their children for two weeks.

Please do not talk with others about the matter. We do not want to cause any harm to the family that has been dealing with lice or cause other people to panic. A child may return to the classroom after having been treated with lice shampoo and being clear of lice.

***Thank you for helping us to provide a safe and healthy environment for each of our children and every worker. We appreciate your cooperation and courtesy.***

## Cleaning

While we do have fabulous custodians, it is not his/her responsibility to clean up after your class. Please honor them and be considerate by putting all of your supplies away in the appropriate places. Wipe any obvious spills or messes off tables and vacuum any obvious messes. Mess kits (for throw-up, etc.) are located in the marked Fellowship Hall closet.

## Safety & Security

We want to provide the safest environment possible for our children.

### Children in Hallways

All children (Nursery – 4<sup>th</sup> grade) must be accompanied to and from the classroom by a parent. Any exceptions to this rule must be approved by the Director.

Please insist that children walk in the hallways, not because they are in church, but because they are in a public place and should be considerate and honoring to others who are using the hallways as well.

### Pick-up Procedures

For security purposes, please check the parent receipt to make sure the name matches the child's name tag. This should be done until you are able to confidently identify the parent with the child.


### First Aid & Incident Reports

There are first aid kits in every classroom, and there is an AED (Automated External Defibrillator) located in the Children's Ministry hallway across from the Fellowship Hall as well as in the main worship lobby if a situation arises. Please inform parents of any injuries, however minor, when they pick up their child. An incident report should be filled out and can be found in the Emergency Folder.

### Incident Reports

An Incident Report documents an incident or injury and is a means of communication between the team member, the parent, and the director. In addition, it provides proper documentation to the insurance company in the event a claim is filed.

- This form is to be a record for any incident or injury which occurs during any Children’s Ministry event.
- The form should disclose only the name of the child for whom the incident is being reported. If the incident involves two children, then two separate forms will need to be filled out, with the other child being referred to as “another child.” i.e. “Billy bumped his head with the head of another child while playing.”
- Teachers should inform parents of any incidents, and a copy of the form should be offered.
- All incident reports must be turned in to the director on the day it occurs.
- **Blank incident reports can be found on each classroom clipboard.**

	<small>MANHEIM BRETHREN IN CHRIST CHURCH</small> <small>To initiate and nurture a growing relationship with Christ</small>
<small>54 NORTH PENRYN ROAD MANHEIM PA 17545</small>  <small>Phone: 717.665.2133 Fax: 717.665.4979 Email: info@manheimbic.org Website: www.manheimbic.org</small>	<h3>Accident/Incident Report</h3>
	<p><b>Name of person involved in accident/incident:</b></p> <p><b>Age:</b></p> <p><b>Date and time of accident/incident:</b></p> <p><b>Place of accident/incident:</b></p> <p><b>Describe accident/incident:</b></p> <p><b>Describe nature of injury:</b></p> <p><b>Witness(es) to accident/incident (Please include witness contact info):</b></p> <p><b>What immediate action was taken?</b></p> <p><b>Describe medical treatment/first aid:</b></p> <p><b>Was parent/guardian contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No</b></p> <p><b>How/when contacted:</b></p> <p><b>Accident/incident reported to MBIC staff? <input type="checkbox"/> Yes <input type="checkbox"/> No</b></p> <p><b>To whom reported?</b></p> <p>_____  <b>Signature of person completing this report</b>      <b>Date/Time</b></p> <p>_____  <b>Signature of MBIC staff receiving this report</b>      <b>Date/Time</b></p> <p><i>Please forward report to either Senior Pastor or Executive Pastor.</i></p>



# Emergency Response Policy

MBIC's Emergency Response Policy is located by the first aid kit in every classroom. All volunteers should read and understand these procedures in order to be prepared for the following:

1. Fire emergencies
2. Severe weather emergencies
3. Building evacuations



- Info for 9-1-1 Caller
- Church Address:  
**54 N Penryn Rd.  
Penn Township**
- Type of emergency?
- Where are you? i.e. main assembly, parking lot, classroom...
- Include room number
- Locate & identify closest exit (i.e. A1, B3, D1)
- Send someone to meet the emergency unit to direct them to incident location

911



- All Evacuations
- Evacuate to the nearest exit
- Move away from driveways and parking lots, emergency vehicles will be coming
- Do not return to an evacuated building until an "all-clear" announcement
- **Children Ministries (CM)**
- Take class roster and first aid kit with you
- CM will evacuate to the MBIC Gym
- Use your roster to account for all your students
- Upon MBIC Staff permission, students may be released to their parents according to CM "sign-out" procedures.
- Adults
- Assembly & Adult classrooms evacuate to the Warehouse Cafe
- Sunday Youth evacuate the 56ers area
- Activity Center Evacuation
- Sunday mornings - Evacuate to the Chapel
- All other times - Evacuate to Assembly or church lobby

## Evacuation

# Hygiene

## Nursery

### *Glove Use*

To help keep yourself, the children, and your teammates healthy, please wear gloves when:

- Dressing a wound.
- Changing a diaper or toileting.
- If the child is vomiting.

Always remember to wash your hands after removing the gloves.

### *Hand washing*

**It is important to wash your hands...**

- When you enter the nursery.
- Before you serve food or drink, including bottles and cups.
- Before and after you change a diaper or help a child in the bathroom.
- Before you dress a wound.
- After using the restroom.
- After coughing or sneezing.
- After wiping a child's nose (gloves should be worn for this job as well).



- Before leaving the Nursery.

### ***Diapering Procedures***

All children should have their diaper checked before they leave the nursery. Only team members that are 18 years old or older may change diapers. Diaper changing procedures are also posted over each changing table.

Proper Steps to Changing a Diaper:

1. Gather all supplies.
  - Diaper
  - Wipes
  - Gloves
  - Plastic Bag
  - Sticker
2. Wash hands.
3. Before you bring the child to the changing table tell the child what you are about to do ahead of time to ease the transition away from their toy. Place child on clean changing table.
4. Put on gloves.
5. Always keep one hand on the child when you are changing a diaper.
6. Remove wet or soiled diaper and place in the plastic bag. Wipe child from front to back with a wipe.
7. Put a clean diaper on the child, place the sticker with the time on the front of the diaper, wash the child's hands, and remove the child from the changing area.
8. Wipe the changing table with a disinfecting wipe and allow it to air dry.
9. Wash hands thoroughly.

### ***Other Important Diapering Information:***

- Be sure the table is completely dry before placing another child on it.
- Only gather the items you need for one diaper change at a time.
- Use a diaper from the child's bag. Use Nursery supply for all other items, unless parents specify otherwise. (For example, some parents may want you to use their own wipes.) You should not need to bring the child's bag to the changing table.
- Always completely close the lid on the wipes and disinfecting wipes so that they do not dry out.

### ***Bathroom Procedures***

Only team members that are 18 years old or older may assist children in the bathroom. Always keep the bathroom door open while assisting a child. When possible, men should help boys and women should help girls. Please wear a glove when you are assisting a child in wiping his or her self. Extra diapers can be found under the changing table in each room.

# Early Childhood

## *Diapering Procedures*

Only team members that are 18 years old or older may change diapers. Diaper changing procedures are also posted over each changing table.

Proper Steps to Changing a Diaper:

1. Gather all supplies.
  - Diaper
  - Wipes
  - Gloves
  - Plastic Bag
  - Sticker
2. Wash hands.
3. Before you bring the child to the changing table tell the child what you are about to do ahead of time to ease the transition away from their toy. Place child on clean changing table.
4. Put on gloves.
5. Always keep one hand on the child when you are changing a diaper.
6. Remove wet or soiled diaper and place in the plastic bag. Wipe child from front to back with a wipe.
7. Put a clean diaper on the child, place the sticker with the time on the front of the diaper, wash the child's hands, and remove the child from the changing area.
8. Wipe the changing table with a disinfecting wipe and allow it to air dry.

9. Wash hands thoroughly.

### ***Bathroom Procedures***

Never close the bathroom door while assisting a child. Children who wish to use the bathroom alone may close the door, but an adult should knock on the door and check on them in a minute or two. When possible, men should help boys and women should help girls. If a child asks for or needs assistance with wiping themselves, please wear a glove.

Teens may assist with bathroom if necessary. At no time should teens be alone with the children, for any reason. Place any soiled clothing in a plastic bag for the parents and be sure to let them know! Handle any accidents as discreetly as possible. Parents should be asked to wash and return any borrowed clothing items the following week.

## **Elementary**

### ***Bathroom Procedures***

Children should be strongly discouraged from using the restrooms during class time unless it is an emergency. Make this clear on the first day of class. Once you give permission for kids to leave, it will become an easy habit. If it is an emergency, please adhere to the following:

- Kindergarten, 1st and 2nd graders must be accompanied to the restrooms. Never allow yourself to be the only adult in the restroom with a child. If you need extra adult assistance, please ask for help from the floater, the check-in volunteer, or another teacher.
- 3rd and 4th graders may go to the restrooms unattended. Send only 1 child at a time. Please be aware of the time they leave your room, and follow up if they do not return in just a couple of minutes.

# Relationships & Classroom Management

## Building Strong Relationships

Ministry is about PEOPLE! Relationships matter! Please be aware of how you communicate with:

### ***Parents***

- Be purposeful in trying to introduce yourself to the children's parents.
- Wear your lanyard so that they can call you by name.
- Have an open door policy that welcomes parents into the classroom to help their child adjust.
- If you have an on-going or a serious issue with a child, don't wait to communicate with and involve the parents!
- If a child is having a separation issue, kindly explain to the parent that it is best if they do not linger in the classroom.

## ***Kids***

- Arrive on time and be ready to greet the first child who arrives. That confirms that they are special and that you value your time with them.
- Greet each child in your class by name. This makes them feel important!
- Always sit with your children while doing activities or during the Bible Story time. Your proximity and availability communicate that you are there for them and will lead and guide them even when someone else is teaching up front.
- Be FUN!
- Set clear boundaries, and stick to them.
- Follow up on their prayer requests.
- Communicate important information about your children to other team members who serve on different weeks than you do.

## ***Teammates***

- Arrive on time to set up and pray.
- Look for ways to encourage and help each other. Remember everyone in the classroom is a key part of the team!
- Pass along important information so that you can be most effective.

## ***Guests***

- Stand and approach them. Introduce yourself to them.
- Give them the royal treatment!
- Ask if they have any questions that you can help answer. Make sure they know where to go and how to get there.

# **Managing Your Classroom**

“God is interested in hearts because that’s where real and lasting change takes place.”

More than simply obeying a set of rules, God desires that we live and behave in such a way that others are drawn to Him. The children need to be encouraged and challenged to think of their words and behavior in terms of honoring God, His Word, their leaders, others, and property. Our desire is to use every teachable moment to help build the inner character the children need to follow the Lord in every area of their lives. Those moments happen not only during Bible lessons but also as we help them to make honoring choices in their words and actions.

- Review the classroom guidelines regularly.
- When giving instructions, always expect the children to be quiet and looking at you. Make sure you are close to the children and looking at them.
- Give directions in regular speaking tones. Never shout over the children.
- Ask them to repeat instructions, if able, to ensure that they understood the instructions given.

When children make choices that are dishonoring, we will address both the behavior and the heart issue. “Trying to change behavior will be fruitless without also rewriting what the child believes and says in his/her heart.”

Respond with a 5-step approach, moving from one to the next as needed:

1. Look at the child. Often just catching their eye is all the reminder needed.
2. Silently, move closer to the child. Gently touch them on the arm if needed.
3. Very briefly address the student, without disrupting others if possible. Remind them of a better choice and clarify expectations.
4. Ask them to take a “break” - a short, quiet time removed from the group to think about **what** they did wrong, **why** it is wrong and **what** they will do differently.
  - Any time you have to address a student or give them a “break”, be sure to follow up with a positive conclusion by asking:
    1. What did you do that was wrong / dishonoring?
    2. Why was it wrong / dishonoring?
    3. What will you do differently?
5. If the behavior continues, seek help by informing the CM director of the ongoing issue. The director will contact the parent as necessary.

*Quotes are from Scott Turansky and Joanne Miller of the National Center for Biblical Parenting.*