

# CHILDREN'S MINISTRY HANDBOOK



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# HERE WE GO!

Welcome to the exciting world of children's ministry at FBC White Hall. We are so glad that you have joined the FBC Kids team!

We believe that we're serving in one of the most important ministries in the church. When we are successful the difference isn't measured just in lives, but quite possibly in generations.

Please take some time to read this handbook and keep it handy for reference.

Understanding how everything works in the world of children's ministry will make your time with us more comfortable and will prepare you to handle different situations.

Thank you for joining us in helping FBC White Hall children become lifelong disciples of Jesus.

Jennifer Weaver, FBC Children's Minister

# **Mission**

## **Pointing Kids and Families to Jesus.**

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# **Vision**

- **We are called to ENGAGE in the community for Jesus. -Matt. 28:18-20**
- **Everything we do must CONNECT children back to Christ. (Luke 18:16)**
- **Parents are the primary discipler of their children, we wish to EQUIP families by partnering with them in disciplining their children. - Deu. 6:4-9**

# Focus as a Ministry

- Partnering with the family in its role and responsibility in the spiritual growth of their child.
- Providing a safe, secure, and age-appropriate learning environment for children to participate in and where parents feel comfortable leaving their children.
- Welcoming and loving all children at church. We will share the love of Jesus Christ with all children on a regular basis.
- Allowing children the opportunity to experience the love of God while at church.
- Helping children grow in their knowledge of God's Word.
- Providing children opportunities to participate in ministry.
- Enlisting and training Godly men and women to serve God through serving children.

# Being a Team Member

We desire for all of our children's ministry team members have the following characteristics...

- Growing Christian
- Called by God
- An approved background check performed by FBC Staff on Ministry Safe
- Ministry Safe Sexual Prevention Trainings as appropriate for area of service
- Loves children
- Willing to understand child development
- Willing to plan
- Teachable
- Timely
- Flexible
- Team player
- Cooperative



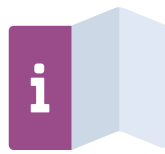
# VIP Meetings



Children's ministry volunteers are a big deal, and therefore, deserve a VIP treatment!



**VISION**



**INFORMATION**



**PRAYER**

## WHERE?

- Jam Town

## WHY?

- To be informed.
- To be encouraged.
- To be prayed up!

## WHEN?

- 9:00 AM - Sunday School and Sunday Mornings
- 6:00 PM - Wednesdays before Dig- IN

# Check In and Dismissal

- Check-In and Check-Out Process
  - Our classrooms will begin checking children in 15 minutes before the start of the service.
  - Parents are asked to make you aware of any known allergies and any important information that will make you successful at teaching and caring for their child. To ensure excellence, verify with new families or if you are unsure.
  - Kindergarten – 5th Graders are not to be released from Dig-In, Sunday School, or JAM without a parent.
  - Make sure to communicate to First Time Guests the dismissal procedures when they are dropping their child off for each activity.
  - Check-In at our Children's Ministry Check-In Desk before Sunday morning services is necessary.



# Classroom Space & Cabinets

- Do your best to keep the classrooms looking clean and new.
- Your space is used throughout the week by many different groups of people.
- Text Jennifer, if you need certain supplies, refilled at 870.613.3403
- Talk to Jennifer about any special crafts or supplies you would like.
- Label personal items you store in the cabinets or room.
- There's a vacuum cleaner and a sweeper in Jam Town (in case you need it.)

# Wellness Policy

To ensure the health of the other children and volunteers, we ask that sick children and sick volunteers not attend any children's ministry event. Please stay home when any of the following symptoms are present:

- A fever of 99 degrees or higher
- Diarrhea or vomiting— no matter what the cause (i.e. medication, teething, etc.)
- Common cold (from onset through one week)
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough
- Sore throat, constant cough, or croup
- Colored mucus (runny nose that is not clear; in the eyes)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo, or any open sores that leak fluid/blood
- Pinkeye, redness of the eyes, or any other eye infection
- Any communicable disease
- Lice— including the presence of eggs or nits

Again, this applies to all children and volunteers. If you have any of these symptoms, please stay home from your scheduled time to serve.

# Emergency Procedures

*You should make every effort to provide a welcoming, fun and safe environment for children. In the event that there is an emergency or a child is injured or injures another child, please follow these reporting procedures.*

Please remain calm in all emergency situations. Your reaction to the situation will determine the reaction of the children. In the case of an evacuation, look to the designated staff member for instruction. The FBC White Hall staff will oversee the evacuation in their area.

## Children's Ministry

- Meeting Locations in Emergency:
  - Main building: By playground fence
  - Activities Building: Back Parking lot or front parking lot
  - Nursery Workers: Preschool Area
    - Meeting Locations in Fire: dumpster in the back parking lot.

## Life-Threatening Situations

- These situations are those that have resulted in the loss of consciousness, significant blood loss, difficulty breathing, etc.
- Find a CPR/AED certified person in your area. All staff members have certified as well as the paid nursery childcare staff.
- Immediately call 911 and give the following information
  - Type of injury or health condition
  - Information about the injured child: age, gender, etc.
  - Address: 8708 Dollarway Road for the main building, or 8203 Dollarway Road for the activities building.

Contact someone on the FBC White Hall staff and notify them that 911 has been called. They will then locate the parents and the emergency medical plan will be followed.

# Emergency Procedures

## Non-Life Threatening Situations

- Minor accidents resulting in a bump, bite, bruise, or scrape can be handled in the classroom. A first aid kit is kept in various areas of the children's ministry.
- Report the injury to the children's minister.
- The team member to witness the incident should fill out an incident report. Give one to the parent/guardian and a signed copy to the Children's Minister.
- Be honest with the parents about the situation that occurred; reassure them of our desire to provide the best care possible. Recognize that parents may be upset. Do not let them deter you from being honest with them. **Do not offer medical advice to parents unless you are a medical professional.**



# Allergies

## HOW TO AVOID AN ALLERGIC REACTION?

- Know your student's allergies! Jennifer will alert you.
- Allergies will be listed on a child's tag or paperwork within your small group.
- Post a snack sign outside of the classroom door for additional snacks related to your lesson.
- 
- If food or snack is desired as part of your lesson, seek permission from your Children's Minister.

## WHAT TO DO IF A REACTION OCCURS?

- Allergic reactions can range from hives to lightheadedness, to life-threatening swelling.
- If mild symptoms occur, call the parents and allow them to determine the next step.
- If a severe reaction occurs, radio the Check-In Desk to put the code up for a medical emergency and call the parents.
- If the child is visibly having difficulty breathing/ experiencing anaphylaxis call 911.

# Mandated Reporting

According to AR 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

**1.800.482.5964**

2. Inform the Jennifer immediately that you have reported suspected abuse.

Any questionable conduct involving a child must be confronted immediately and investigated. Staff and volunteers will be advised to be alert if a child appears withdrawn or aloof, exhibits a marked personality change, or exhibits any signs of physical abuse or other behavior that may indicate a problem that deserves attention.

All allegations of abuse will be taken seriously at FBC White Hall. The care and safety of the alleged victim and the victim's family is the priority. Research indicates that one of the most crucial factors in emotional healing, after a traumatic event, is the responsiveness and care shown to the victim; particularly by those in authority. All staff, leadership, and volunteers will make efforts to reach out and demonstrate such concern and respond promptly to all allegations.

# Verbal Interactions

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. — Ephesians 4.29

Keep your communication positive and uplifting. ALWAYS look for ways to express praise, encouragement, kindness and respect.

NEVER speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation. DO NOT talk in a way that is or could be construed as intimidating, shaming, derogatory, or demeaning.

Think about the tone of voice you use, and pay close attention to how you can soften it when you speak to your students, even if you're correcting a behavior problem.

# Physical Interactions

## APPROPRIATE

- Brief hugs or side hugs
- Pats on the shoulder or back
- Handshakes
- High-fives, hand slapping and fist taps
- Verbal praise
- Touching hands, faces, shoulders and arms of children or youth
- Arm around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Holding hands during group prayer

Age-appropriate, positive physical contact that nurtures children and develops a sense of emotional security in their interactions with adults. It is applied to meet the needs of children and not the adults.

## INAPPROPRIATE

- lengthy embraces
- Kisses
- Holding children over three years old on the lap
- Touching bottoms, chests, or genital areas other than for appropriate diapering or toileting of infants and toddlers
- Showing affection in isolated areas
- Occupying a bed with a child
- Touching knees or legs
- Wrestling
- Tickling children
- Piggyback rides
- Any form of unwanted affection
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development
- Giving gifts or money to individual children



# Child Protection Policies

## **"THE RULE OF 2"(BUT 3 IS BETTER!)**

FBC White Hall's "Rule of 2" states that there must always be two non-related adults present when supervising one or more children. This rule is non-negotiable and is designed for the safety of children as well as adults. It is required across all ministry areas with few exceptions (see guidelines for these cases below). Planning ahead will help avoid the potential of being alone with one or more children. The purpose of "The Rule of 2" is to make sure the actions of any one leader are known to at least one other leader and to encourage leaders to support each other in ministry.

Compliance to "The Rule of 2" includes the following:

- There must always be two approved volunteer adults present when supervising one or more children.
- The adults must not be related family members (a married couple would be considered "related"). If two related adults are teaching together, a third cleared person must be present.
- The adults should be in sight of each other at all times.
- If an adult needs to step out of the room at any time please ask Jennifer to step in your classroom.

# Child Protection Policy

## VISIBILITY & SECURITY

All interactions between children and leaders must 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 be behind a closed door with no visibility to outsiders.

## RESTROOM POLICY

Leaders should assist a child using the restroom only if the child is three years or younger or has special needs requiring extra assistance.

If for some reason adults need to enter the children's only bathroom, the 2 person rule applies. Men should never enter the girl's restroom for any reason. If the bathroom is inside the classroom, it is designated as a children's only restroom.

All diapers need to be changed by our nursery staff or by the guardian.

**ONE ADULT SHOULD**

**NEVER**

**BE ALONE WITH A CHILD**

**OTHER THAN THEIR OWN**

# Discipline Policy

It is the heart of our children's ministry to make **every effort possible** to ensure the safety and well-being of every child and volunteer that is in our area.

There can be occasions where some children have a difficult time adjusting to a classroom environment. **We ask that you be proactive in letting Jennifer know of any cases in which our standards are being compromised by a child.**

Please avoid using words or tones of voice that may frighten a child or may make them feel shameful.

While in our care, we will never send a child to the corner, place them in time-out, or physically discipline — spanking or hand popping, etc.

If children continue to disobey, separate them.

If they continue to disrupt the service, let staff know. They will decide when to contact the parents.



**Any instances of “foul language” or physical altercations with other children or leaders, will result in immediately contacting parents to pick up the child.**

Parents will be contacted **immediately** when a child exhibits the following behaviors:

- Temper tantrums or loud outbursts of crying
- Utter defiance and repeated refusal to cooperate
- Use of foul language
- Hitting, biting, kicking, or other violent behavior

If the inappropriate behavior choices require the children's ministry staff to intervene on **two consecutive Sundays or Wednesdays**, the following week a parent will need to stay with the children for the duration of the class to provide direction and assistance to the volunteer and demonstrate appropriate behavior to the child.

**CHILDREN NEED LOVE THE MOST  
WHEN THEY DESERVE IT THE LEAST**

# Ministering to Kiddos with Special Needs

Here at FBC White Hall, we have various families in our church with children with disabilities. We strive to be inclusive in all we do. We as a church have a program where we gather all volunteers who work with a child with special needs and work with the family to develop a **Ministry Education Plan** for our ministry to help a child in faith development.

How to Minister to Families affected by health conditions or impairments

- Spend time with their caregivers: get to know them, and learn what motivates them to grow in their relationship with Christ.
- Get to know your people: understand their disabilities.
  - Time without worrying about their child's health conditions or impairments is golden!
  - God didn't make mistakes when he made people with disabilities.
- Parents with kids need God too!
  - The need to worship
  - Show them Jesus and tell them that you love them.
- You can't fake caring. People need to know that they matter.
- Never assume that no one wants them there participating.
  - Sometimes parents don't want to burden anyone.
- Never expect someone to change unless you show them how to change.

# Finding a Sub

If for any reason you are unable to be in the classroom on your scheduled day, **finding a substitute is your responsibility**. Don't worry though—it's easier than you think!

## 1 YOUR TEAM

Call other leaders in the grade/age level where you serve and attempt to coordinate a switch.

## 2 SUBSTITUTE POOL

Check the substitute list that was provided to you in print and email form in the beginning of the school year. There you will find names and contact information of the people eligible (and willing) to serve in children's ministry.

## 3 YOUR CHILDREN'S MINISTER

If steps 1 and 2 didn't produce desired results, please call Jennifer.



***In the event of sickness or an emergency late Saturday night or early Sunday, please DO NOT email or call the church office. Text or call Jennifer @ 870.613.3403***

# Nursery Info

- Nursery is available after your child receives their first shots around eight weeks.
  - We do recommend that your child have their first round of shots (RV, DTap, Hib, PCV13, Hep A, Hep B, and IPV) before attending the nursery the first time.
- We are open for most services and some special events. We open our nursery at the following times.
  - We open the Nursery at 9:00 am on Sunday Morning.
  - When they turn 2, your child will start attending Sunday School with their class that fall.
  - Nursery is available up till age 4 during the worship service.
  - Sunday Nights we open at 4:45 pm for evening services. We ask you to stay on campus for our nursery babies.
  - On Wednesdays, we open at 6:00 pm to serve families who are attending the services or volunteering in the church in our various ministries. You must stay on campus for your child to attend Nursery on Wednesday Nights.
- We are blessed to have the same nursery workers for most services in our church. Marti Holland and Janet Guyer serve as paid workers. They are trained in CPR and First Aid. There may be some weeks where you see a different worker but do know all have passed a background check and have been trained to serve in our church.



# Parent Policy

A parent may choose to stay with their child to see what they experience each week or because their child may be hesitant in being dropped off for the first time. The parent's presence may provide reassurance until the child is comfortable being left alone. This is okay, under the following conditions...

- A parent/guardian must abide by the same guidelines as a team member.
- Because the parent/guardian has not completed a background check, they are not allowed to be alone with the children, lead children in an activity, or care for any child except their own.

In the nursery, we strongly discourage parents to come and check on their children. This is due to children becoming agitated once they see their parent which may also agitate all the other children in the nursery.



# Social Media Cellphones and Photography

## **PHOTOGRAPHY/SOCIAL MEDIA**

- Volunteers may not post any picture of a child on any social media format. This includes, (but is not limited to) Twitter, Facebook, Instagram, SnapChat, or any other social forum.
- It is against the law to take photographs of the children in your care with your personal devices. If photos need to be taken, the church will provide the device, and photos will be for church use only.
- By law, we have to have written permission to post about a child on social media. Therefore, we ask that nothing is posted on social media. FBC White Hall intends to ensure the health, safety, and well-being of leaders and children. As a precaution and to ensure strict accountability from one adult to another, leaders must follow these rules:

# Youth Volunteers

We love having youth serve in our kids' ministry because it helps our ministry and also helps pour into the next generation. Here are our rules for youth volunteers for the safety and security of our ministries:

- Be an active attender of FBC White Hall.
- Be a servant and an example to others you are leading.
- Devote yourself to the tasks/activities assigned to you by your adult leader.
- Assist in set-up and clean-up.
- Remain in your designated service area until you are dismissed by your adult leader
- Be faithful in attendance and adhere to the service schedule set by the leaders or Children's Minister.
- Abide by all rules outlined in this handbook.
- Please remain off of cell phones during volunteering.

To be present with the children and invest during your time of service.

# Volunteer Covenant

We are so thankful for each and every volunteer that is willing and committed to serving the children in FBC Kids! Each of you is a valuable part of our ministry, and we wouldn't be able to serve children without you. With that in mind, we ask that you take the time to read & sign this Volunteer Covenant. This isn't a contract, but a commitment from you that you understand this ministry is important, and you will let your life and commitment to the ministry show that. This covenant is designed to inform you about the commitment you are making and to clearly outline the expectations of being part of the team.

## 1. I will SERVE.

- I will faithfully serve at FBC Kids when I am scheduled and I will inform Mrs. Jennifer if I am unable to attend a program as soon as I know.
- I will be on time for this ministry recognizing that it speaks value to the children I am serving and the commitment I am making.
- I will not be alone with a child. I will always stay in public areas of the church building with children and only enter the restroom with a child when another ministry volunteer is present.
- I will serve with enthusiasm and excitement.

## 2. I will GROW.

- I will attend volunteer/leadership meetings on a regular basis.
- I will prepare adequately for any commitments I have made and activities I'm responsible for.
- I will regularly update my Plan to Protect Training and Criminal Record Check forms as needed.
- I will deepen my own personal relationship with Christ through personal spiritual disciplines. I cannot lead where I have not been myself.
- I will be a regular attendee of the local church. I understand that being a committed part of the body is an important part of serving.

## 3. I will SHINE.

- When I interact with children and families, I will do so like Jesus would: with love, grace and positivity.
- I will maintain a consistent witness, reflecting Jesus at church and in our town.
- I will speak positively of the ministry I am a part of - recognizing that my words have power. If issues arise within the ministry, I will speak directly to one of our ministers or a designated ministry leader.
- I will not speak negatively about or to children, parents or families in our ministry during, prior to or after our FBC KIDS. Any genuine concerns will be directed to a Ministry Leader.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pointing

*Kids and Families*

# to Jesus

