

Christ Community Church

Children's Ministry Policy Manual

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Mission and Purpose Statement

A. Our Mission

Our mission is to serve the parents of Christ Community Church in teaching their children about who God is and what he has done in redeeming a people for himself.

While it is God alone who saves by grace through faith we understand through Romans 10:14 that we are called to actively preach the gospel and teach our children about God who has made himself known through the scriptures.

Because of this, we desire, as Ephesians 6:4 says, to train and instruct our children in the Lord and we want to take this command seriously knowing that one day we will place this church in the next generations hands and they will have the responsibility to proclaim the gospel message.

In order to accomplish our God given mission, we have based our ministry on the following philosophical convictions.

1. **Biblically Founded**- It is critical for the spiritual health of our children that they be well grounded in the Word of God. We desire to labor with the parents to always hold the scriptures before our children (Deut 6:7-9). Therefore our curriculum will be based on the authority of scripture and will show the children what God's very word says about who he is and what we are to be like. We desire that the children of our church will be able to know much scripture so they can store it up in their heart as Psalm 119 says.

2. **Gospel Centered**- We desire that our children recognize God's primary position in their lives as creator and their position as sinners in need of salvation through Jesus Christ alone. We want to ensure all of our teaching, whether in the Old or New Testament, is pointing towards Christ and his sacrificial death on the cross. Our desire is that every child completing 6th grade understand the fallenness of man and the saving work of the cross as the only means by which we may be saved. It is our goal to ensure they are both well founded in sound doctrine and know what is meant when we are referring to the gospel of Christ.

3. **Character Based**- We want our children to understand the character of God as the basis for their own character development. Character training is both an explicit and implicit part of our curriculum. Our teachers can provide an extra set of eyes for parents and to aid them in addressing the children's character strengths and weaknesses. To accomplish this goal parents are encouraged to ask their children's teachers questions regard their behavior. Our desire is that every child completing children's ministry would be exhibiting growth in Godly character.

4. **Parent Driven**- Our children's ministry, while overseen pastorally, is run and managed by parents. All church members enrolling children are strongly encouraged to serve in some role in children's ministry. It is also parent driven in that the parent plays the primary role in instructing and training their children and the church is called to serve and equip parents in this role.

Christ Community Church
Children's Ministry Organization

Children's Ministry Director- Ben Ross (Pastor)

Oversees and carries responsibility for all aspects of the ministry. This includes administration and development of all ministry personnel and activities, equipping all teachers and choice and implementation of curriculum.

Children's Ministry Coordinator- Joel Madison

The coordinator is responsible for the Sunday to Sunday administration of Children's ministry. The coordinator is available to assist in Children's Ministry, making decisions and handling difficulties encountered by teachers. In effect, the Children's Ministry Coordinator acts as a liaison between the director and the teachers, effectively dealing with problems as necessary.

Children's Ministry Teachers

The teacher is responsible to plan, oversee, evaluate and teach the Sunday morning class time as scheduled, using the assigned curriculum.

Qualifications for Workers

To qualify as a worker in Christ Community Church Children's Ministry, you must have successfully completed the following:

- Exploring Christ Community Church membership class
- Pastoral Interview with acceptance into membership
- Children's Ministry background check

Christ Community Church reserves the right to conduct an appropriate background check of present and prospective members who are involved in or seek to participate in oversight of children. If such a background check or any other information obtained by the church reveals that an individual, in the church's sole discretion, should not work with children, we reserve the right to exclude that individual from participating in Children's ministry and other childcare situations.

Our children's safety must supersede all other concerns.

Child Protection Policy

In Order to protect our children, which we see as gifts given by the Lord, all persons having oversight of children are required to read and complete the attached application which is at the end of the policy manual. It is our desire that our children be protected from any potential harm to the best of our ability.

Child abuse is against the law as well as a violation of human conscience and dignity. Every state in the United States of America has laws against the abuse of children. Moreover, because the identification of child abuse in every form is vital to its prevention and its treatment, each state has enacted mandated reporting statues. Child abuse cases must be reported. Even when there is reasonable suspicion, meaning that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that are observed, a report must be made. This requirement is part of the penal code of most states.

Definition of Child Abuse

The State of Pennsylvania defines child abuse as:

1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under 18 years of age.
2. An act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
3. Any recent act, failure to act or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

Reporting Procedure

1. All accusations and suspicions of child abuse are to be reported immediately to one of the pastors or appropriate Children's Ministry leaders or coordinators.
2. The person reporting should write up the following
 - The name and addresses of the child and parents responsible for the child, if known
 - Where the suspected abuse occurred
 - The age and gender of the subjects of the report
 - The nature and extent of the suspected child abuse

 - The name and relationship of the person or persons responsible for causing the suspected abuse
 - The person making the report and where that person can be reached
 - Any actions taken by the reporting source

Our child protection policy requires that there should always be two Children's Ministry volunteers with the children at all times.

Illness/Injury Policy

If a child shows up for class showing signs of illness, please, graciously, make parents aware that the policy of Christ Community Church states that “If your child has been sick within the last 24 hours (runny nose, cough, or fever) we ask that they remain with you during the meeting.” Please thank them for understanding and to direct them to Ben Ross or Joel Madison if they have any further questions.

If a child becomes ill during class time, please contact the family contact coordinator (FCC) and have them call for the parent with their security number listed on the child’s sticker. If necessary, the child can be quarantined in the hallway or restroom until the parent arrives.

If a child is injured during class time, **even if the injury seems minor**, please notify Joel Madison, the Children’s Ministry Coordinator by having the FCC call for #99 on the video screen. If the CMC is not available, ask for the head usher. If necessary, a medical injury form will be completed.

Checking In Procedure

A. Registration

To gain access to the classroom wing, all parents and workers are required to present their Christ Community Security ID card when they enter.

1. Regularly Attending Children

a. The parent/guardian shall receive a laminated Parent ID card printed with the family name and identification number.

If a parent ID card is lost a new one which be issued with a new family number. Replacement cards will be issued at the beginning of each month.

b. All Children regularly attending CCC children's ministry will receive a nametag at their assigned classroom on Sunday morning.

1. The parent shall escort each child to their classroom and ensure that the child's presence is recorded on the attendance sheet.

2. The parent shall ensure the child's nametag is applied in a visible location on the child. In the Walkers and Toddlers classroom the nametag should be placed on the back of the child's dress or shirt. In the Preschool and the School Age classroom, the nametag should be placed on the front of the child's dress or shirt.

3. Whoever picks up the child must have the security ID card to show to the Children's Ministry workers.

2. Visiting Children

a. Visiting children to CCC Children's Ministry will register at the Information table in the classroom wing hallway.

1. The parent/guardian shall ensure each child attending Children's Ministry receive a nametag with the appropriate information written on it. It shall have their name, what class they should attend, a temporary family number and any allergies that exist.

2. The parent/guardian shall receive a temporary security ID card with a visiting number for their family.

3. The parent/guardian shall escort each child to their classroom and ensure that the child's presence is recorded on the attendance sheet.

4. Whoever picks up the child must have the security ID card to show to the Children's Ministry workers.

3. Classroom Check-in of Visitors: For Teachers

a. When a visitor comes to your classroom, first greet them warmly, and welcome them to our church. If a visiting family does not have a temporary ID, ask if they have registered at the Information Table, located in the classroom wing hallway.

S.W.A.T.

We want CCC Children's Ministry to be an enjoyable experience for all of our families and their children, especially our guests.

Our care starts with a warm greeting towards folks dropping off their children. Let's position ourselves to serve when on duty and look for opportunities to demonstrate God's love.

S.mile as you greet parents, especially our guests

W.elcome families to Children's Ministry

A.ssist our guests with directions and assume our guests need help and position yourself to serve

T.hank everyone for joining us and for the opportunity to serve

b. If the guests have registered at the table, their child should have a hand printed nametag and their parents should have a temporary ID card. Check to see if they have been added to the roster as a visitor during a previous week that month and check off their attendance accordingly. If they have not been added to the roster, add the child's first and last name and check off their attendance for the appropriate week.

c. If they have not registered at the information table, then please direct them to the table. Simply explain that the information table has all that they need to register their children for the class.

Dismissal Security

1. The parent/guardian shall retrieve each child from the appropriate classrooms.
2. The parent/guardian shall present the family ID card to the Children's Ministry worker
3. The Children's Ministry worker shall ensure the family number on the card matches the family number on the child's nametag.

4. All children will be released from the classroom only to the parents/guardians displaying proper ID. Any exceptions to the above policy must be approved by the Children's Ministry Coordinator or Pastor.

Christ Community Church General Security and Procedures

1. Only church members will be considered for service with children and youth, unless special approval is granted by the Christ Community Church pastor.

2. All children attending Children's Ministry must be registered

3. Coordinators are assigned to supervise Children's Ministry workers and will come to observe classes from time to time.

4. Children's Ministry workers are not permitted to take children from the premises.

5. There should be two Children's Ministry workers with the children at all times.

6. Diapers are to be changed in the open classroom.

7. Workers helping children in the bathroom are not to go alone. Workers of grade school children should remain outside the bathroom unless called in for sickness or emergency assistance by the children.

8. If a teacher is unable to serve on a particular Sunday, be sure to trade with another worker in your age group preferable one week in advance.

9. Due to safety and sanitation concerns, children are not permitted to bring personal toys into the classroom.

10. If a child persists in bad behavior a teacher should immediately contact the FCC and have them notify the appropriate parent.

11. If at any time a Teacher is need of assistance they should feel free to contact the FCC and have them notify the Children's Ministry Coordinator. (98#)

Fire Safety and Church Evacuation

Goal: To safely evacuate all children attending the Children's Ministry classrooms from the building in the event of an emergency. To provide the parents with the assurance that their children are being safely taken from the building, without having them rush to their children's assistance.

1. Use the roster to keep an accurate record of children coming and going from the classroom.
2. When someone lets you know that an emergency drill has started or the alarm rings, begin to prepare the children to exit the classroom. A head count should be taken before leaving the room. Remind the children to remain quiet, stay together, and move quickly to exit.
 - a. The Walkers area will have ushers come to the classrooms to help evacuate the children. The teacher will hand children to the ushers and will follow the evacuation map to the rally point outside.
3. All teachers need to take their attendance binder for their classroom. Once at the rally point, a head count should be taken for all of the classrooms. The Children's Ministry Coordinator will come to each class and ask if all children are accounted for.
4. The Coordinator will check the bathroom and classrooms to make sure that everyone has evacuated the building.
5. Once all the children are accounted for;
 - a. Emergency Drills - The Coordinator will let the teachers know when they can take their children back into their classroom. When in the classroom, the teacher will take a final head count, to account for the children.
 - b. Emergencies - The Coordinator will release children to their parents. All workers are to help keep the children calm and together.
 1. The parent should present the family ID card to a coordinator or teacher to get their child.
 2. If they do not have a card, and the coordinator does not know the family, a pastor will need to identify them and release the child to the parent.
6. If there are any problems, please inform the coordinators.

Children's Ministry Worker's Application

This form is to be completed by all adults who will be serving Christ Community Church in any position involving the supervision or custody of minors, including, but not limited to Sunday Morning Children's Ministry. This form is being used to help Christ Community Church provide a safe and secure environment for those children and youth who participate in our programs.

Applicant's Full Legal Name: _____ Date of Application: _____

Have you ever been known by a different name? _____ If yes, please state all such names:

Current Address: _____

Telephone Number: _____

Email Address: _____

Background Information

It is our goal at Christ Community Church to provide for our children and young people a Christian education and safe environment which will supplement the teaching they already have at home. In order to ensure all teachers and helpers are informed towards this goal, we ask all of our workers to answer the following questions.

<p>Have you ever been convicted of or plead guilty to, or are charges pending concerning, any crime or misdemeanor involving actual or attempted child abuse or neglect or sexual molestation in the state of PA or in any other state, country or jurisdiction? If yes, please explain (attach separate page, if necessary):</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Yes _____</p> <p>No _____</p>
<p>Have you ever been convicted of or plead guilty to, or are charges pending concerning, any other felony? If yes, please explain (attach a separate page, if necessary):</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Yes _____</p> <p>No _____</p>

<p>Have you ever abused a minor or engaged in any conduct that could be regarded as child abuse or neglect, including but not limited to murder, abduction for immoral purposes, sexual assault, taking indecent liberties with children, neglect of children, obscenity offenses or similar moral impropriety involving children. If yes, please explain (attach a separate page, if necessary):</p> <hr/> <hr/> <hr/>	<p>Yes _____</p> <p>No _____</p>
<p>Because we take very seriously our responsibility to protect the children who participate in our programs as part of our background check on applicants, we reserve the right to consult the National Crime Index Service, Central Criminal Records Index and national child abuse databases, as well as local law enforcement officials and child protective services. Do you have any reason to believe that such a background check on you would disclose any negative information? If yes, please explain, (attach a separate page, if necessary):</p> <hr/> <hr/> <hr/>	<p>Yes _____</p> <p>No _____</p>
<p>Is there any other information that might be relevant to assessing your fitness for working with children and youth? If yes, please explain (attach a separate page, if necessary)</p> <hr/> <hr/> <hr/>	<p>Yes _____</p> <p>No _____</p>