

A Message from the Children's Ministry Director,

I am delighted that you have decided to become a part of the Children's Ministry Team! (Unless you are still praying about it, then I hope you will!)

Our children's ministry is very unique. In addition to providing traditional Christian educational programs such as Nursery, Preschool, Sunday School and Children's Church, we are committed to ministering to children from within the context of their culture, meaning, if it isn't fun – they may not be learning. **We strive to make Northeast Bible Church a place where children love to be!** That doesn't mean we are about 'fun'. We are about introducing kids to the Savior and helping them to lay a spiritual foundation that will last them a lifetime, but we are willing to do so in a manner that attracts kids and keeps them interested in pursuing their spiritual life.

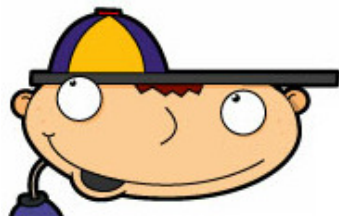
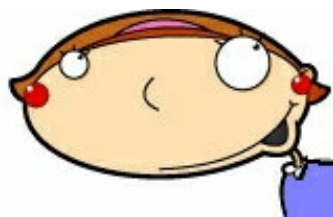
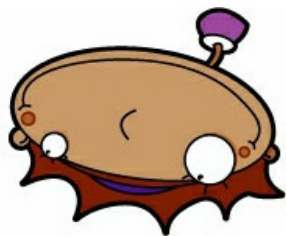
Let me challenge you as a volunteer, teacher, or parent to make every effort to connect with the kids in your family and ministry in a very relational manner. Your primary objective is not to teach them biblical "knowledge" but to introduce them to a biblical lifestyle – to help form heart attitudes, motives, actions, and dreams. Your job is to introduce them to the living personal God, not merely to a bunch of impersonal facts about God. Get to know your kids. Be *relational* not merely *informational*. Remember, they don't care how much you know, until they know how much you care. If you help them meet Jesus, then their spiritual appetites for knowledge will never be quenched. If they never meet Jesus, they will soon grow tired of empty religion. It's a high calling with profound eternal consequences, so HAVE FUN!

Summer McAuley
Children's Ministry Director
Northeast Bible Church
Garden Ridge, Texas



**Somehow, I had a feeling they'd be up here too.
The children will be in heaven!! 😊**

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MISSION / VISION / GOALS

OUR MISSION

Equipping Parents and Volunteers to Impact the World through Reaching and Teaching Children.

OUR VISION

We want an ever-growing number of children to visit our church, finding a place where they feel loved, come to know Christ, and continue to grow through fun and life-changing experiences. We want parents to find a place where their lives are impacted by what they see happening in the lives of their children. We want their experience from the moment they arrive until they leave to be one of surprise and delight.

OUR GOALS

- To provide a safe, secure and loving environment for children where parents feel comfortable leaving their child.
- To help children feel a warm sense of belonging to their church family and to ensure each child feels welcomed and wanted.
- To help each child understand that God is real and that a personal relationship with Him gives meaning to life.
- To aid each child in trusting Jesus Christ as Savior and developing a dynamic relationship with Him.
- To help each child understand that God's Word is relevant and growth in Bible knowledge results in positive life changes in attitudes, actions and life-style.
- To help each child grow in relationship to other believers and with un-churched friends.
- To provide children the opportunity to participate in worship and ministry.
- To support families in their responsibility for the spiritual nurture and growth of their child.
- To provide godly men and women who are adequately trained to serve as positive role models as they minister with children.
- To provide life changing education for our children by utilizing quality resources and continually training and encouraging our volunteers.

MINISTRY OVERVIEW

Nursery

Our nursery ministry consists of babies under the age of two on September 1st. We have an Early Two's Class for those children in the nursery who turn two after September 1st. This class starts in late winter, or early spring, depending on the number of children and their ages at the time. We request that all of our moms and dads help serve in the nursery on a rotation basis. Promotions are in February for children up through age 2.

DiscipleLand

We offer Sunday School classes for every age from two year olds through sixth grade every Sunday morning. Each class uses a creative Bible-based curriculum and is taught by a loving and trained teacher with a heart for the age they teach.

Extended Learning

After Sunday School, and during the third adult worship service, our preschoolers enjoy Extended Learning, a continuation of our ***DiscipleLand*** curriculum. Lots of puppet shows, music and "wiggle time" is incorporated into our curriculum. This is not merely childcare; each class is lead by caring parents and adults who use this fun curriculum to teach important Biblical truths to our little ones.

TRUTH TRACK

Our Children's Church program is one of a kind! Lively singing, funny skits, puppet shows, multimedia and other creative age-appropriate means are used to teach children in an environment they love.

AWANA

Our mid-week Bible club meets on Wednesday evenings during the school year. We have a Cubbies Club for children who are two years away from beginning Kindergarten and then clubs for all ages: Sparks for grades 1-2 and Boys and Girls Club for grades 3-5. J.V. Crew is our 6th Grade Service Club. For more information, contact our AWANA Commander, Brad Golden.

Special Events

We offer a variety of special events throughout the year such as Family Fall Festival, Christmas Spectacular, Spring Fling, Summer Camp, VBS and many other opportunities allow our kids and families time to learn, play and worship together.

M₂P_x – Preschool

Club 56

Club 411

Resources Available to Help

RESOURCE ROOM

The Resource Room is located in room 114 of the Early Childhood Building. Our Resource Room is stocked and ready to serve you. We have a well supplied center for nearly all your teaching needs. Please practice good stewardship by returning any borrowed supplies to their original location. If you find you are using the last of any item, please leave a note for the staff alerting them of the need to restock this item. We want to encourage you to take advantage of the many resources there by making it as easy as possible to have access to them. If there is something you need that we do not carry, let us know! To see what is available, visit the Resource Room soon!

Our Child Safety Program

The Gospel of Mark records that when people brought little children to Jesus, he took them in his arms, put his hands on them and blessed them. It is our desire to bring children to Jesus, too.

Because we recognize that we are a reflection of God's love to those in our care, we take seriously our responsibility to them. These guidelines are set forth to provide a safe and nurturing environment in which we can bring our children to the Savior.

We view ourselves as partners with parents, seeking to provide quality care and instruction in our children's ministries. All of our guidelines are designed to promote growth in God for each child and adult involved.

Everyone who teaches, helps, or cares for children under the sponsorship of NEBC must follow these policies and procedures. Our children are God's precious gift to us. It is our desire to provide a safe, fun, and loving environment for them to experience God and the joy of learning more about how much God loves them. That is why the leadership of NEBC "Transformation Station" set up the following guidelines to be followed during Sunday mornings, Wednesday night AWANA and all other programming.

It is our hope that these policies will serve as a guide for those of you caring for our precious children and as an encouragement for the parents leaving their children in our care.

Security Tagging System:

On your first visit to NEBC you will be directed to our Children's Registration Center. There we will ask for basic contact, allergy and health information. We will only need to collect this information once, however, until you communicate to us that you intend to make NEBC your church home you must stop at the Registration Desk each week to check in and retrieve a pager.

Pagers will only be issued to those with children ages Newborn– Kindergarten. You will then be accompanied by one of our Transformation Station Representatives to your child's classroom.

When you communicate to us that you intend to attend NEBC regularly we will put your family information into our Parent Pager system. You will then be issued a "Proximity Card".

Each time you check your child in to our Early Childhood Ministry all you will need to do is scan your "prox" card so please keep it in a safe place. "Prox" cards can be read from a wallet, diaper bag or purse. Pagers must be scanned directly over the scanning device.

Early Childhood parents are asked to stop at the check in/out station in the Early Childhood Building to re-scan their pager and retrieve a check out slip for each child that has been checked in. The system will not print a check out slip without first scanning your pager.

Children will NOT be released without the proper check out paperwork

THE 10 STANDARDS of EXCELLENCE

A CHILDREN'S WORKER SHOULD BE...

1. **A Growing CHRISTIAN**

Our ultimate goal in the Children's Ministry is to lead kids to Christ, and then help them grow in their Christian life. Therefore, our volunteers should have a personal relationship with Christ themselves! If you are unsure about where you stand in your relationship with God, do not hesitate to talk to one of the pastors here at NEBC. We would be delighted to open God's Word and share with you how you can know for sure that you are saved and a child of God!

John 3:16 For God so loved the world, that He gave His one and only Son, that whoever believes in Him will not perish, but have everlasting life.

2. **REGULAR** in church attendance and involvement.

Hebrew 10:25 Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another -- and all the more as you see the Day approaching.

3. **ENCOURAGING IN SPEECH**

Our words should be encouraging, uplifting and positive. There should be no insults, cut-downs, gossip, slander or any talk where someone may be hurt, especially in the presence of children. Humor should reflect a walk with God.

Colossians 4:6 Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.

1 Peter 4:11 If anyone speaks, he should do it as one speaking the very words of God.

Ephesians 5:4 Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.

Matthew 12:36 But I tell you that men will have to give account on the day of judgment for every careless word they have spoken.

4. **AN EXAMPLE IN CHRISTIAN CHARACTER**

Because workers in our Children's Ministry should be examples and a positive influence on the children they minister to, they should refrain from activities that do not glorify or honor God and in "gray areas" should be sensitive to the convictions of others in both their actions and conversation. In your personal life you should be committed to Bible study, prayer, and Christ-like living.

Titus 2:6-7 Similarly, encourage the young men to be self-controlled. In everything set them an example by doing what is good.

1 Corinthians 6:19, 20 Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.

5. **RESPONSIBLE IN LEADERSHIP**

This involves attending meetings and training sessions when offered. This includes not planning children's events or outings without the knowledge and clearance of the Children's Ministry Director. Give respect to church procedures by following them.

1 Peter 2:17 Show proper respect to everyone: Love the brotherhood of believers.

6. **FAITHFUL IN COMMITMENTS MADE**

When you give your word, keep it. If you say you will do something, or be somewhere, follow through on it. If something happens where you can not, then communicate so that those affected can take necessary action.

I Corinthians 4:2 Now it is required that those who have been given a trust must prove faithful.

Proverbs 28:20 A faithful [volunteer] will be richly blessed.

7. **PURE IN RELATIONSHIPS**

No teacher or volunteer is **EVER** to be alone with one child, especially in a washroom or outside of a program. **ALWAYS** have a woman assist girls in the washroom. This is for your own protection as well as the church's, and especially for the children. Men should never be alone with one girl in a room. When with girls, men should always leave the door open and sit in view of the doorway. This is not an issue of trust as much as it is common sense and respect for our young women. We are to not only avoid sin, but even the appearance of sin. Men are never to give a girl a ride home without another adult present. Hug pre-teen girls and older from the side.

I Timothy 5:1, 22 Treat younger men as brothers, older women as mothers, and younger women as sisters, with absolute purity..... Keep yourself pure.

Ephesians 5:3 But among you there must not be even a hint of sexual immorality, or of any kind of impurity... because these are improper for God's holy people.

This includes being **MODEST IN DRESS**. Without "defining" exactly what to wear, just be sure that your clothing glorifies God, not yourself. Don't allow your dress to distract others from spiritual things. Please refrain from wearing spaghetti straps, tight/see through blouses, skirts or shorts which are too revealing when bending over or squatting, tight jeans. Denim NEBC Transformation Station shirts may be worn over street clothing while you are assisting in Ministry.

I Timothy 2:9 I also want women [AND MEN] to dress modestly, with decency and propriety, ... with good deeds, appropriate for [MEN AND] women who profess to worship God.

8. **RESPECTFUL OF AUTHORITY** in word, action, and attitude.

Hebrews 13:17 Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

I Thessalonians 5:12 Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you.

9. **IN PARTNERSHIP WITH PARENTS**

The spiritual upbringing of children belongs first to the parents. The church's role is to supplement the training in the home. Always seek to work with the parents of the children whom you minister to. Seek their input, listen to their concerns. Never side with a child against a parent, or contradict a parent in front of a child. You are on the parent's team! If you have a concern about a parent, or a home situation, talk to the Children's Director immediately.

Proverbs 22:6 Train up a child in the way he should go, and when he is old he will not turn from it.

10. **TEACHABLE IN SPIRIT**

This may be the most important trait of any volunteer who is seeking to serve the Lord! We all have weaknesses, but if we remain teachable, there is always hope! We must be willing to listen to constructive criticism and prayerfully consider the input of others. We do not need to always agree, but if we fail to listen we hurt only ourselves and rob ourselves of another chance to grow.

Proverbs 12:15 The way of a fool seems right to him, but a wise man listens to advice.

Proverbs 13:10 Pride only breeds quarrels, but wisdom is found in those who take advice.

IMPORTANT POLICIES

In this day and age, it should not take much to convince you that child abuse is a problem – even for the church. Our first goal is to provide a safe secure, and loving environment for children and youth where parents feel comfortable leaving their child. Therefore, we have taken steps to protect both our kids and our workers. These policies are intended to protect both the children and volunteer workers and are intended to be a helpful resource in addressing the issues of child safety. All workers are expected to adhere to the following policies, regardless of their area of ministry. ANY EXCEPTIONS TO THESE POLICIES MUST HAVE THE PRIOR PERMISSION OF THE CHILDREN'S DIRECTOR.

1. VOLUNTEER QUALIFICATIONS

- a. All volunteers should be members of the church for at least 3 months before being appointed to any leadership positions in the children's ministry.
- b. All volunteer workers must be 18 years of age or older unless working under the supervision of an adult who has met the qualifications in these policies.
- c. All volunteers in our children's ministry must have a current signed application on file with the church.

2. APPLICATION PROCEDURES

- a. A Volunteer Application is available from the church office, from the Children's Director or the back of the Children's Ministry Manual. EVERY volunteer in the children's ministry must complete and turn in a signed application.
- b. **Background Checks:** Security background checks for persons 18 years and older, including a search for criminal history, must be conducted through an agency authorized to perform a security background check. The results of the security background checks will be reviewed by the Children's Director.
- c. **Confidentiality:** All personal information voluntarily disclosed, the result of the security background check, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential. The written results of the security background check initially will be reviewed by the Children's Director. After this initial review, if the Children's Director determines that further review should be made, she may consult with the Education Pastor to conduct further inquiries, as necessary, after obtaining permission from the volunteer. Without the written permission of the volunteer, the information contained in the confidential portion of the volunteer application and the results of the security background check will be disclosed only to the Children's Director or Pastoral Staff.
- d. **Storage of confidential records:** The Children's Director will maintain a secure storage facility in the church office for all volunteer applications and results of all security background checks. Volunteer Profiles and background checks may be required to be updated from time to time, but only if the worker is still a current volunteer. Only the Children's Director will have access to these files.
- e. Volunteers are reviewed annually for re-appointment to their current or new positions.
- f. All volunteers must have the approval of the Children's Director before being placed in any position of ministry to children.
- g. Volunteers that are not approved for working with children for one reason or another will be graciously assisted in finding another place of ministry in the church.

3. VOLUNTEER IDENTIFICATION

- a. All volunteers must wear the appropriate identification whenever serving in our children's ministry. Please make this a high priority.
- b. If you forget or lose your identification, please go to the Security/Visitor Center and request a temporary identification badge.
- c. We will replace your first lost badge free of charge, but may need to charge for replacements after that.
- e. Do not allow unauthorized individuals into your classroom, or trust children to their care. Please direct them to a staff member instead.

4. ECM CLASSROOM GUIDELINES

- a. ALL visiting children must be registered upon their first visit. Nursery thru Kindergarten teachers should greet each child and parent at the door to make sure the parent signs in the child.
- b. Teacher/Student ratios: We will try to maintain the following teacher/student ratios. However, at all times there will be a minimum of two adults in a classroom.
 - Nursery (0-24 mo.) - 1:3
 - Preschool (2-4 yrs.) - 1:4
 - Kindergarten - 6th grade 1:15If the classroom exceeds these limits, it may have to be closed to ensure the safety and quality of education for each child.
- c. Classrooms and teaching areas should never be locked while in use, with the exception of the nursery. Lights should remain on at all times unless a video is being played.
- d. Each door of a classroom should have a window. If there is no window, the door should be left open. Sight lines through each window should remain unobstructed at all times.
- e. Any room usage MUST be OK'd by the Children's Director to make sure there is adequate staffing and the rooms are age appropriate.

5. DISMISSAL PROCEDURES

- a. Children through 3rd grade must remain in the classroom until picked up by a parent, unless they are being led from Sunday School to Truth Track by a Truth Track leader.
- b. 4-6th graders may be dismissed on their own. Keep in mind that some parents may ask for their child to stay in the room until they come to pick them up.
- c. AWANA clubbers must be picked up in their room by a parent. Children will not be released to a sibling or to 'go to the parking lot' alone

6. VISIBLE MINISTRY POLICIES

- a. As stated in the Standards of Excellence, no worker, especially men, are ever to be alone with a child.
- b. At least two workers should be present whenever possible.
- c. If a child arrives early, prop the door open and remain visible.
- d. Doors without windows should never be closed completely when children are inside with adults.
- e. When holding a private talk with a student, especially of the opposite sex, be sure to sit in view of an open door or window.

7. PHYSICAL TOUCH / AFFECTION GUIDELINES

Physical touch and affection is important to a child's physical and emotional development. It is an essential responsibility in nurturing lives. However, there is obvious danger with inappropriate touch or affection either intentionally or inadvertently in a children's ministry. Physical contact with children should be age and developmentally appropriate. Be aware of and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine and positive displays of God's love:

- a. ALL physical affection needs to be in the presence of other workers.
- b. Physical touch or affection should be brief in nature, and never on a child's private parts.
- c. Preteen and older girls should be hugged from the side.
- d. Kids on laps should be sitting on legs, not straddled over adult private areas.
- e. Kisses should be extremely limited and rare and never on the lips of a child.
- f. When approached by a child physically, do not reject the child, but guide their affection to an appropriate contact. Hugs are easily shifted, as are misplaced hands. When a child touches an adult in an inappropriate way unintentionally, no reference to it should be made to the child, simply redirect their hand or body. If intentional, simply correct with the same tone as any other correction and then move on. Do not make a big issue of it.

8. RESTROOM PROCEDURES

- a. When a child needs to go to the restroom, take at least one other child along.
- b. When helping a preschooler in the restroom, always leave the door open far enough that other workers can see in. NEVER SHUT THE RESTROOM DOOR.
- c. Do not allow the children to "watch" while another child is using the restroom.
- d. Do not send very young children into the restroom with older children. Take them in age appropriate groups.
- e. Children in grades 1st and above may be sent by themselves to the restroom without adult supervision. Teachers should monitor this situation closely.
- f. In bathroom emergencies - Use disposable gloves when handling soiled clothing. Soiled clothing should be placed (un-rinsed) in a plastic bag and labeled with the child's name.
- g. **DIAPERS:** We DO NOT PERMIT VOLUNTEERS TO CHANGE CHILDREN'S (3YRS AND OLDER) DIAPERS. Diapers must be changed by a parent. Parents will be located when the need arises.

9. ILLNESS

- a. We have a well-baby policy. We do not provide care for sick children, our facilities and staff are too limited. If a child is sick, they should not be accepted into the program. If they get sick, or are discovered to be sick, during the program, go get the parents. A CHILD WILL NOT BE ADMITTED WITH ANY OF THESE SYMPTOMS: MATTER IN THE EYES, FREQUENT COUGHING, RUNNY NOSE (ANYTHING BUT CLEAR DISCHARGE). If you suspect a child is ill, please call the staff member in charge.
- b. Do not give children medicine of any kind. If a parent requests you give a child medication, refer the parent to the staff member in charge.
- c. We ask you not to volunteer in any ministry if you are sick. Please notify your leaders and request a replacement. (Your help with this is greatly appreciated if you are able.)
- d. Bodily Fluid Accidents: All caregivers should wear disposable gloves when there is a possibility of contact with blood or blood-containing fluids. Blood on surfaces should be cleaned with bleach and water disinfectant solution (1/4-cup bleach, 1-gallon water). Use disposable towels and gloves for clean up. Discard all items into covered container. Vomit areas should be cleaned up, and then covered. Special powder for this and gloves are available in the Resource Room. Again, report the incident.

10. MINOR ACCIDENTS

- a. FIRST AID kits are available in the ECM Building and Room 107 of the Ed building. Ice packs are also available in the freezers of the kitchens in the ECM and Ed Buildings.
- b. Report any hazardous situations to the leadership immediately and correct if safe and / or possible.
- c. If a child is injured in any way, please notify the staff member and fill out an Injury Report. All injuries, no matter how small, must be reported to the parents. All HEAD INJURIES must be reported! When filling out the parent notification section of the Injury Report, please do not use any other child's name.
- d. Deal with it lovingly right away. Do not get the parent unless absolutely necessary. However, DO tell the parent about the injury when they pick up their child, regardless of how minor the injury. If a parent reacts negatively, it is wise to inform the Children's Director so that she is prepared for a call, having heard your side of the story already.

11. MAJOR MEDICAL EMERGENCIES

In case of a serious emergency involving broken bones, convulsions, fainting, unconsciousness, or other serious injury, follow these procedures:

- a. Keep calm and keep children and the injured as calm as possible.
- b. DON'T MOVE THE INJURED CHILD.
- c. Speak calmly, reassuring the child.
- d. Send a fellow teacher for help. NEVER LEAVE THE INJURED CHILD.
- e. The person in charge will call 911 after assessing the situation and give the information and directions as needed.
- f. As soon as the leadership is notified, the co-worker should return to help in removing other children in the department from the scene of the accident.
- g. The person in charge (staff member) will locate the parents and advise them of the condition of the child and procedure suggested by medical personnel.
- h. Leaders will refer to the child's parents for details of preference of hospital and doctor.
- i. In case the child is transported to the hospital, a leader will accompany the child, especially if the parents cannot be located in a timely fashion.
- j. As soon as possible, the teacher needs to return to his/her class to see that the other children remain calm and reassured.
- k. An incident/accident form should be written as soon as possible with specifics of medical personnel recommendations and name of hospital where the child was taken.

12. CHILD CARE

When occasions arise that baby-sitting is required for church sponsored events other than Sunday mornings the following standards must be met:

- a. The person in charge of childcare for that ministry event will have gone through the application/approval process, understand safety procedures AND must be present at the childcare site.
- b. Strict adherence to the minimum of 1 adult per room staffing policy is necessary. At least one of the attending adults in each room must be part of our paid staff. All staff/leader personnel must be 18 years old or older to be counted as "adults."
- c. High school & Junior High students are allowed to be helpers ONLY, and are not considered part of the 2 leaders required.
- d. Any childcare activity MUST have a sign-in/out sheet for attendees. The sheet must be returned to the Children's Director at the end of the activity.
- e. ALL ROOMS USED must be pre-approved ahead of time, AND returned to a ready condition for the next ministry. Everything put away and cleaned up.

13. CORPORAL PUNISHMENT

Volunteers in the Children's Ministry are to **NEVER** physically discipline a child at church. (If your own child needs such discipline, it is to be done at home, never within a program. Observers may not know it is *your* child.) See Guiding Behavior Guidelines next....

14. GUIDING BEHAVIOR

Discipline is not meant to be punishment. Instead, it is a time for teaching--the very kind of teaching Jesus did with His disciples. Teaching of this kind is two-fold: first, to immediately stop inappropriate behavior; second, to help the child find another, more appropriate way to behave. Here are some procedures for correcting behavior:

- a. Prevent Problems Before They Occur. The best way to avoid trouble is to stop it before it happens!
- b. Set Clear Limits. Use the word "no" as little as possible because it does not teach the child appropriate behavior. Instead, give the child information. For example, "We don't bite Timmy." Save the word "no" for dangerous situations.
- c. Redirect Behavior. Try offering the child another activity.
- d. Offer A Choice. When you say, "You may play with the truck or the car. Which one do you want?" you are giving the child a choice.
- e. Acknowledge Feelings. Use the words "I see." often. Show the child that you understand.
- f. Talk Through Problems. Here is a good example: "Ryan wants the truck. Timmy wants the truck. What can we do? Here is another truck. Which one would you like Ryan?"
- g. If you have tried redirection and talking through the problem without success, then it is time to call in the supervisor. It is the supervisor's responsibility to talk with the parents about behavioral issues.

A Few Tips to Keep in Mind:

1. Acknowledge a child's good behavior.
2. Talk about the action and not the child's personality.
3. Remember that seventy percent of communication is non-verbal.
4. When addressing a child's behavior, always lower your voice.
5. Realize that a child's behavior may simply be a cry for your attention.
6. Avoid hurrying a child. A hurried child is usually a frustrated child.
7. Pray!

IF MISBEHAVIOR CONTINUES:

- a. If the misbehavior continues, the teacher should seek the assistance of a supervisor. The student should be taken just outside the classroom and asked to state the offense and the desired behavior. A warning should be given that if the misbehavior continues, parents or church leadership will be contacted.
- b. If after returning to class the student continues to misbehave, every effort should be made to locate a parent and request that they come deal with the misbehavior. It may be appropriate to ask the parent to sit with their child in class to ensure corrected behavior. If a parent is not available, a church leader (pastor, elder, etc.) may be asked to come in and work directly with the child. If a phone call is to be made, it should ideally be done by the teacher observing the behavior. However, in some instances, it may be more appropriate for the supervisor or Children's Director to make the phone call.
- c. Because children have short memories from week to week, it may be necessary to repeat the steps outlined above. Always give the child a 'clean slate' when they return after discipline. Don't hold a grudge; take just as long as last time to discipline.
- d. Ultimately a child will not be permitted to disrupt a class continually. In time, and after much positive effort, a child may be removed from a classroom due to misbehavior, but only after the Children's Director approves this measure. It is a last resort, but it will be used when absolutely necessary.

15. SUSPICIOUS ACTIVITY / REPORTING VIOLATIONS or SUSPECTED ABUSE

Individual Responsibility. In order to maintain a safe environment for all children and youth, all persons must be aware of their individual responsibility to report any questionable circumstance, observation, admission, or situation which endangers or threatens children. All questions or concerns of suspected activity of abuse or harassment by a volunteer should be reported to the Children's Director only. Should the activity of concern involve a paid church employee, the matter shall be reported to the Pastor of Education. Pending the outcome of an investigation, all information pertaining to the alleged incident should be kept confidential. A mere allegation of improper behavior by a volunteer will not be treated as an actual occurrence pending the completion of the investigation, and the church will take steps necessary to protect the integrity of the volunteer involved.

- a. During services, children are not allowed to wander around the campus. If you see a child who is not in an appropriate place, please approach them or contact a staff member. We will take the child to their class or to their parent.
- b. If you see an adult wandering around the building, please ask if you can help them find their way. Otherwise, for security purposes, we do not permit people to wander around the children's classes.
- c. Hall monitors will be available in the hallways to assist teachers, parents, visitors or workers as needs arise.
- d. Reporting Abuse:
 - A. In the event anyone personally witnesses an occurrence in violation of this policy, that person will be asked to complete an Incident Report (form available in Resource Center). All efforts at handling the incident should be documented. Anyone witnessing such an occurrence should consider the following recommendations as to how such a situation should be handled to insure the security of the child and to protect against physical, emotional, or psychological injury to all persons involved:
 1. All incidents shall be reported immediately to the Children's Director, if available, or to the adult leader in charge of the event or activity. The incident must be reported by the staff member to the Pastor of Education within 24 hours of the staff member being made aware of the incident.
 2. The parents must be notified by the Children's Director and/or staff member within 24 hours of the staff member being made aware of the incident.
 3. The Children's Director and/or the Church Administrator must immediately report the incident to the church insurance company, church attorney, and denominational officials.
 4. The Children's Director and/or the Church Administrator will notify the proper civil authorities, as directed by the insurance company & church attorney.
 5. The accused should not be confronted until the safety of the child or youth is secured, and only upon advisement by the church attorney.
 6. A prepared statement to the press and to the congregation should only be made by the Senior Pastor as advised by the church attorney.
 7. Personally secure the safety of child, children, or youth. Do not leave the child while reporting the incident.
 8. Do not personally confront the alleged or accused violator of the policy unless imminent injury or damage is present.
 9. The Children's Director or a pastor/elder will report the incident to the parents or guardians of the victim(s).
 10. A duly authorized representative of NEBC will be responsible for all communication on behalf of the church.
 - B. In the event a child or youth reports alleged abusive conduct, regardless of where the conduct occurred, (at church, offsite church event, or non-church event.) the person initially contacted by the child must complete a written Incident Report which should include, as much as possible, the precise wording of the child or youth.
 - C. In the event a child makes an accusation of abuse or neglect occurring in the child's home, the person initially contacted will report to the Children's Director for disposition of the matter.
- e. Response to the Accuser
 - A. Allegations should be taken seriously, and emotional support given to the accuser. The care and safety of the accuser is the first priority.
 - B. All efforts should be made to reach out to the accuser and the accuser's family, extending whatever pastoral and professional resources may be needed.
- f. Response to the Accused
 - A. Treat the accused with dignity and support. He/she will be relieved of his/her duties until the investigation is finished.
 - B. Pastoral and/or professional resources should likewise be extended to the accused.

16. EVENT PLANNING / APPROVED ACTIVITIES

- a. ALL events or outings involving children from NEBC must be cleared through the Children's Director even if you do not consider it a "church event." If it involves church children who you work with as a church worker, the leadership MUST be aware for liability reasons.
- b. ALL usage of children's ministry rooms should be approved by Children's Director and the Executive Pastor in advance through a "facilities use" form.
- c. Whenever moving children from the classroom, do a head count upon departure and arrival to make sure every child is accounted for.
- d. Workers are NEVER to take a child home (the child's or workers' home) without another adult accompanying them.
- e. Never take a child or children outside of the church building or program room without prior consent of the leadership and, in some cases, written permission from the parents. Permission slips are available in the Resource Room for your use.
- f. A minimum of two approved adult leaders is required for any trip or out-of-class activity.
- g. When an activity requires travel, all drivers must have a valid driver's license and current automobile insurance. The number of persons per car should not exceed the number of seatbelts. Seatbelts must be worn at all times. Each driver should have a copy of the activity permission slip for those students riding in his/her car. Emergency contact phone numbers are of primary concern and shall be available to the leaders. (All drivers must be over 18 and out of high school.)
- h. When an activity is a local one, it is best if parents arrange their own transportation to and from the activity site. At least 2 adults must stay until the last child is picked up.
- i. Overnight Policies
 - All overnight events must be accompanied by at least 2 approved, unrelated staff.
 - All overnight events should be pre-approved by the appropriate paid staff member (Children's Director)
 - There will not be overnight events for children younger than 3rd grade unless it is specifically a parent/child outing (3rd-6th grade).
 - At least two supervising adults attending the overnight need to have a ministry application and approval on file.
 - Supervising adults are never to sleep in a closed room alone with any children attending the event.
 - If both male and female students are attending the overnight activity, there must be at least two male and two female-screened adults present. All overnight activities must provide for separate sleeping accommodations for the male and female participants.

17. IN CASE OF FIRE OR OTHER EMERGENCY

1. Line up students by the door and take a head count.
2. Close windows and doors as you leave and take you class attendance or sign-in sheet with you.
3. Know your exit route and quietly and calmly lead students out by proper exit.
4. Proceed to a grassy area away from the building.
5. Once you have gotten clear of the building, take a head count and attendance.
6. Return to building only after the "All Clear" has been sounded.
7. Please do not dismiss any students from outside.
8. For the safety of the children, parents may NOT get their child/children before the class has left the building.

18. EXCEPTIONS

It is understood that circumstances may arise that necessitate the need for deviating from this policy. For such infrequent and unusual situations that are not easily classified elsewhere in this policy, the standards and spirit of this policy shall be recognized as being in force. Exceptions should be cleared with the Children's Director in advance. (or) As soon as an unavoidable or uncorrectable deviation is observed, please notify the Children's Director as soon as possible for your own protection.

Child Abuse Definitions & Symptoms, Indicators of Abuse

DEFINITIONS

Child Abuse	Any mistreatment or neglect of a child that results in harm or injury
Physical	Purposely injuring a child by hitting, biting, shaking, kicking, burning or throwing objects
Emotional	Consistent and/or extreme crushing of a child's spirit with verbal attacks, threats or humiliation
Sexual	Any sexual activity with a child- whether in the home or by a caretaker, including on the street by a person unknown to the child. The abuser may be an adult, adolescent, or another child, provided the child is four years older than the victim.
Neglect	Willingly failing to provide for a child's emotional or physical needs: failing to offer guidance and supervision.

SYMPTOMS, INDICATORS OF ABUSE

The following signs and symptoms do not always mean abuse. **Repeated incidents of injury combined with behavioral problems, inconsistent stories, etc. are typical indicators a family may need assistance.** Fears of a teacher, adult worker or relative, may indicate something unhealthy in the relationship.

Physical	<ul style="list-style-type: none"> unexplained bruises, welts, broken bones cuts or scrapes, burns, missing hair injuries or redness around the genitals injuries at different stages of healing injury or medical condition that hasn't been properly treated bodily complaints related to stress-stomach aches, headaches, vomiting without cause suicidal gestures or self mutilation substance abuse or eating disorders appearance may be one of poor grooming and dirty, clothing may be in poor condition or not suited to the weather
Child's Behavior	<ul style="list-style-type: none"> aggressive or withdrawn behavior- especially as a shift in personality unusual fears (of certain people, going home, etc.) craving for attention running away fatigue without physical cause and/or depression lack of concentration, school problems- misbehavior hunger, begging for food, stealing frequent tardiness or absence from school unusual knowledge of sex, explicit language, inappropriate behavior with peers, knowledge beyond developmental age regression to earlier behaviors such as thumb sucking, bed-wetting, etc. afraid to be alone with certain people or "clingy" with other people pseudo-mature behavior
Adult's behavior	<ul style="list-style-type: none"> harsh punishment of child in public refer to the child as "difficult", "different" or "bad" seem unconcerned about the child give conflicting stories about injuries become defensive when asked about the child's health presence of family stressors - loss of job, financial difficulties, marital problems family history of violence or substance abuse parents who were physically or sexually abused as children families in which children or women are seen as possessions; male authoritarian and rigid households; also strongly religious homes in combination with these factors

Children may talk about being abused. Take what they say and any suspicions you have, seriously.

Room Stewardship

Our facilities are a sacred trust from the Lord for the purpose of ministry. The way in which we treat the Lord's House is often a reflection of our attitude toward Him. If truly everything we do should glorify God, the same is true of the rooms we minister in!

Therefore, the following guidelines are being established to help keep our ministry rooms in a state that brings glory to God and demonstrates that He is worthy of our best!

A FEW GUIDELINES TO KEEP IN MIND!

1. Always attempt to leave the room better than you found it.
2. Put things back where you found them.
3. Do not leave out-dated materials lying around or on the walls.
4. Do not leave anything on the tables, desks, or tops of cabinets. They may disappear! ☺
5. The room should look neat when you leave. Items left out will be at the discretion of the leadership to determine what to do with them.
6. Vacuum and empty trash, but please try to leave the room with all the chairs and tables neat and in their proper place.
7. When you leave look over the room and ask yourself, "Is there anything I can do to make it look a bit sharper?" Also, it is wise to ask, "Does the appearance of this room speak well of the ministry to visitors?"



Thank you
for your cooperation in the
stewardship of our rooms.

☑ Relational Ministry Contact Sheet

☑ Relational Ministry Contact Sheet

YOUR CLASS / MINISTRY: _____ YOUR NAME: _____
 DATED BEGUN [_____] DATE COMPLETED [_____]

CHILD'S NAME:	NOTES / COMMENTS						
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
GRAND TOTAL:	TOTAL YOUR CONTACTS to right, then total them all in left box.						

= Phone Call = E-mail = Note in the Mail
 = Event Contact = In Home Visit = Flagged

EXPLANATION FOR USING EFFECTIVELY

This is a tool to help you make sure that you minister to *every* child in your class or ministry on a regular basis.

THIS IS NOT A REQUIREMENT! IT IS OPTIONAL!

However, it is a GREAT tool to give you a way to better touch the lives of every child in your area of ministry. Often we can overlook the quiet ones, or the good ones, or those who come every other week, etc.

Here is how it works: Look on the white roster - it is the list of ALL the kids in your grade,

whether they are regular or not.

Example:

CHILD'S NAME:	NOTES / COMMENTS						
1 Gus	Is struggling with self image as he is always goofing up the lessons in Kid's Church	✓		✓			
2 Molly	Is struggling with depression because Gus will not return her love.. he still thinks girls are gross.		✓				✓

Then, throughout the semester, try to contact every child in some way and put a check mark in that column.

= Phone Call

= E-mail

= Note in the Mail

= Event Contact
need/attention)

= In Home Visit







= Flagged (special




Some will get more than one contact. But try to get at least ONE check for every kid each quarter / month. (Depending on the size of your class or group.) As you learn more about them, take notes in the NOTES/COMMENT section. (Prayer requests, family situation, hobbies, etc.) You do not need to turn these in, but I would love to see them if they can help me better minister to the kids in our church. If you learn things that will help me as the Children's Director- please let me know. I can visit the home if necessary. Try to contact every child on the roster - whether they attend regularly or not.

If you learn that they need to be 'dropped' or there is a change in address, etc. PLEASE let me know! Teachers who have used this faithfully have seen amazing results!

Relational Ministry Contact Sheet

YOUR CLASS / MINISTRY: _____ YOUR NAME: _____
 DATED BEGUN [_____] DATE COMPLETED [_____]

CHILD'S NAME:	NOTES / COMMENTS						
1							
2							
3							
4							
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18							
GRAND TOTAL:	TOTAL YOUR CONTACTS to right, then total them all in left box.						

 = Phone Call
  = E-mail
  = Note in the Mail
 = Event Contact
  = In Home Visit
  = Flagged

Volunteer Orientation & Training

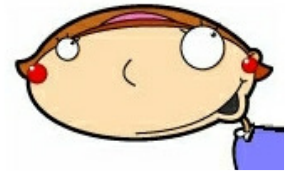
ORIENTATION

It is our desire to make sure that our volunteers have adequate orientation and training so that they can be as effective as possible in their ministry to children. Orientation is offered on a regular basis throughout the year. However, orientation is always available by appointment with either the Children's Director or the appropriate ministry leader.

TRAINING

We also strive to provide quality training opportunities for our volunteers to help them gain new skills and sharpen old skills so that they can be their best as they serve the Lord!

In addition to these training events, take advantage of one on one training and consultation with our Children's Director! Got a lesson that needs a creative idea... call me!
I love to brainstorm teaching ideas.



The Calling

I am a minister. I minister to the largest mission field in the world. I minister to children.

My calling is sure. My challenge is big. My vision is clear. My desire is strong. My influence is eternal. My impact is critical. My values are solid. My faith is tough. My mission is urgent. My purpose is unmistakable. My direction is forward. My heart is genuine. My strength is supernatural. My reward is promised. And my God is real.

In a world of cynicism, I offer hope. In a world of confusion, I offer truth. In a world of immorality, I offer values. In a world of neglect, I offer attention. In a world of abuse, I offer safety. In a world of ridicule, I offer affirmation. In a world of division, I offer reconciliation. In a world of bitterness, I offer forgiveness. In a world of sin, I offer salvation. In a world of hate, I offer God's love.

I refuse to be dismayed, disengaged, disgruntled, discouraged, or distracted. Neither will I look back, stand back, fall back, go back, or sit back. I do not need applause, flattery, adulation, prestige, stature, or veneration. I do not have time for business as usual, mediocre standards, small thinking, outdated methods, normal expectations, average results, ordinary ideas, petty disputes, or low vision. I will not give up, give in, bail out, lie down, turn over, quit or surrender.

I will pray when things look bad. I will pray when things look good. I will move forward when others stand still. I will trust God when obstacles arise. I will work when the task is overwhelming. I will get up when I fall down.

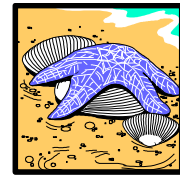
My calling is to reach boys and girls for God. It is too serious to be taken lightly, too urgent to be postponed, too vital to be ignored, too relevant to be overlooked, too significant to be trivialized, too eternal to be fleeting, and too passionate to be quenched.

I know my mission. I know my challenge. I also know my limitations, my weaknesses, my fears, and my problems. And I know my God. Let others get the praise. Let the church get the blessing. Let God get the glory.

I am a minister. I minister to children. This is who I am. This is what I do.

by Roger Fields

ONE AT A TIME.



Once upon a time a wise old man and a young boy were walking along the beach. The old man was imparting wisdom to the boy as they enjoyed the morning breeze. As they walked along the tide began to go out. As it did so, it left hundreds of thousands of starfish stranded in the sand. The old man pointed to the star fish and said, "Boy, do you see those star fish? Everyday when the tide goes out hundreds of star fish get stranded on the sand only to bake in the afternoon sun and die." Immediately the young boy ran down to the shore and began to pick up star fish and throw them out into the water. He continued to do this as the old man came down to meet him. When the old man finally got down to the water the boy had just picked up another star fish. He was about to throw it out into the water when the old man cried out, "STOP! My foolish boy," he said, "do you honestly think you can save all these star fish? There are too many!" The boy completed his throw and sent the star fish flying out over the water. After the little splash, the boy answered. "No, I can't save them all, but I just made a difference in that one's life."

The application to children's ministry should be obvious: one at a time!

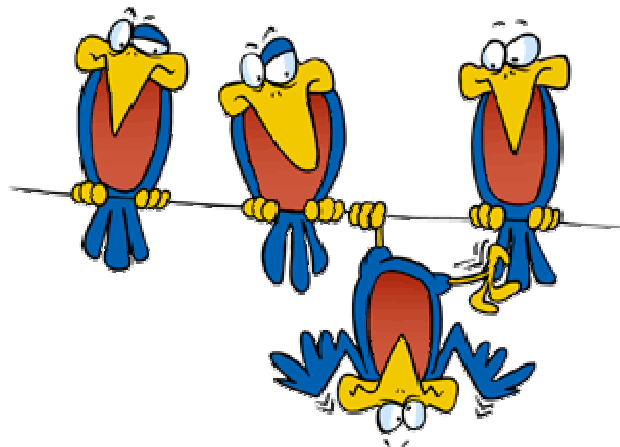
How to join the Children's Ministry Team!

We believe that God has uniquely blessed everyone with gifts and talents to serve Him! Some of these gifts will be obvious; others will be discovered as God's people step out of their comfort zone to respond to needs in the church's ministries. If you love kids, we are confident that we can find a place of service for you that both matches your skills and heart for ministry.

STEPS TO JOINING THE TEAM!

- #1 PRAY ABOUT IT!** Ask God to show you where he might be leading you to serve. Sometimes God makes a specific area of ministry clear, and other times He calls you to step out on faith and make yourself available where there are needs. So not only pray for a specific calling, but also pray that God would let you know if He is simply telling you to "GO!" and accept a challenge! Some of the most fulfilling ministries are those that force us to trust God in a new way. You can respond as Isaiah, "Here I am, send me!"
- #2 Fill out a Volunteer Application.** You can find one of these at the Children's Ministry Information Station in the church lobby, outside the Resource Center, or by requesting one from the church office. Every volunteer must have one of these on file prior to serving.
- #3 Submit the Volunteer Application and make an appointment** to meet with the Children's Ministry Director, or with the appropriate ministry leader.

If you have any questions or would like any additional information on opportunities to serve, contact the Children's Ministry Director or the church office.





Please attach a recent photo of yourself here. ☺

Volunteer Application

Thank you so much for expressing interest in serving at the North East Bible Church in our Children's Ministry. Every week, we surround many kids with a creative and fun learning environment so that they can get to know the awesome God that created them. To maintain our commitment to excellence, we set high standards in the areas of safety and security. This is a lengthy application for you to fill out, but it is necessary for preserving our safe environment and complying with the federal Child Abuse Protection and Treatment Act as well as the state Child Care Act. We hope that you will not be offended by this application and realize the value of your investment in the protection of our children. We thank you for understanding and look forward to ministering together.

You must fully and accurately complete this Volunteer Application.

GENERAL INFORMATION

Information contained within will remain confidential and will be disclosed only to those individuals needing to know in order to carry out their responsibilities for North East Bible Church, or as required by law.

Name: _____ Spouse's name: _____
Last First Middle

Children's names and ages: _____

Address: _____

Prior Address: _____

Home phone: () _____ Work phone: () _____ E-Mail: _____

BACKGROUND INFORMATION

1. Do you regularly attend a North East Bible Church Sunday service?
 ___yes ___no If yes, since when? _____
2. How long have you been attending NEBC? _____
3. Are you a member? [] no [] yes [] in process (Membership encouraged but not required for all positions)
4. In what capacities are you presently serving? _____

5. Please list your previous church affiliations, including length of time attended.

6. Please describe your previous ministry experience or pertinent training (Prior experience and/or training are not prerequisites to volunteer participation at NEBC).

7. Please describe why you decided to serve at NEBC.

8. Have you committed to trust Jesus as your personal Lord and Savior?

____yes ____no

9. Please describe your personal testimony to date:

10. Our desire is that each of us be growing in Christ. Please describe your daily walk with God:

REFERENCES

Please list three people who have known you for at least one year who would be able to attest to your character and to your ability to work with children.

1. Name: _____ Length of time known: _____

Nature of association: _____ Occupation: _____

Address: _____

Home phone: () _____ Work phone: () _____

2. Name: _____ Length of time known: _____

Nature of association: _____ Occupation: _____

Address: _____

Home phone: () _____ Work phone: () _____

3. Name: _____ Length of time known: _____

Nature of association: _____ Occupation: _____

Address: _____

Home phone: () _____ Work phone: () _____

AUTHENTICITY AND AUTHORIZATION

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information (including opinions) that they have regarding my character and ability to work with children. I authorize the release of the information contained in this application to any ministry at Northeast Bible Church in which I seek a position. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I have carefully read and understand the criminal records release (on following page) and sign this release as my own free act.

Applicant's signature: _____ Date: _____

Parent signature (if applicant is a minor): _____ Date: _____

REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

Important: This section must be completed by every applicant regardless of criminal record.

I hereby request and authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state or national. I hereby release local, state and national law enforcement agencies from any and all liability resulting from such disclosure. I further acknowledge that if a criminal background check is conducted as may be required under the federal Child Abuse Prevention and Treatment Act, I may be denied access to children while the application is pending. I further understand that in accordance with this law, if I am denied a position because of a conviction which appears as a result of such search, I may challenge such information.

Signature: _____ Today's date: _____

Print name: _____

Print maiden name (if applicable) _____

Print all aliases: _____

Date of birth: _____ Place of birth: _____

Driver's license number and state: _____ state: _____

Social security number: _____

