



Children's  
Ministry

## **Volunteer Handbook**

# Introduction to Children's Ministry

## Our Mission Statement

*The Children's Ministry of Rosedale Bible Church exists to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may be spread among our children, families may be supported, and the church may be strengthened.*

## Our Purpose

God's glory is the ultimate purpose of all things (Rom. 11:36) and is inseparably linked to redemption (Eph. 1:12). This reality is manifested as the local church embraces its commission to evangelize the lost and its call to equip and encourage the saints, including parents. Therefore, the children's ministry of Rosedale Bible Church serves as an effective vehicle through which the church is strengthened as she glorifies God through sharing the gospel, supporting parents, and strengthening the saints.

## Our Philosophy of Ministry

### 1. Evangelizing Children

We understand that a child's greatest need is regeneration because children are dead in their sin and without hope of salvation (Rom. 3:23). Yet, children, as well as adults, can receive forgiveness of sins, a relationship with God, and purpose in life through trusting in Christ as Lord and Savior (Rom. 10:9–13). Therefore, the target of our ministry is heart preparation as we cultivate the soil of children's hearts through sowing the seed of the gospel. This includes teaching children the fear of God, humility over weakness, penitence over sin, facts about the gospel, and an appreciation for Christ. This is accomplished through teaching children the Bible and theological truth so that they might grow in their knowledge of God and His Word. Furthermore, since salvation is of the Lord, we avoid soliciting salvation professions but encourage the fruit of genuine repentance as demonstrated through a life of submission to Christ's lordship.

### 2. Encouraging Parents

Parents have a mandate to raise their children in the discipline and instruction of the Lord (Eph 6:4; Col 3:21). Thus, parents are to be the primary evangelists and spiritual trainers of their children. However, the church is called to encourage parents in their God given task of raising godly children. This is clearly implied through the household commands (Col. 3:18–21) and the church's mandate to equip, edify, and encourage believers (Eph. 4:12–16). Furthermore, the Scriptures call for strong Christian families that are growing and being molded through the ministry of the Body of Christ (Eph. 5–6). Therefore, our mission is to support parents in their God given role of raising children to love Christ. We seek to accomplish this through edifying parents with classes, Bible studies, resources, and personal shepherding geared to elevate their

effectiveness. We also provide encouragement through offering quality childcare and ministries to children so that parents can attend worship, Bible studies, or another ministry undistracted. Lastly, we seek to lovingly exhort those parents who may not have fully embraced their God given responsibility to raise their children in the Lord.

### **3. Edifying Servants**

The church has a mandate to edify and equip servants for the work of the ministry (Eph. 4:11–16). This happens as pastor-teachers provide spiritual leadership and resources provoking people to grow in Christ-likeness. Thus, this practical preparation “for ministry” is inseparably linked to actually placing saints in the ministry. Children’s Ministry is an effective link in the chain of equipping and enlisting saints into productive ministry that promotes the spiritual growth and vitality of the church. This ministry serves as an appropriate place where believers can embrace their mandate to minister while also being ministered to through continual edification. Therefore, our mission is also to provide a place of constant edification for our faithful servants who minister week after week. The desire is that they would continue to be equipped even though they are serving in a ministry of the church. In order to accomplish this, they are provided opportunities for growth and encouragement through pastoral oversight and enriching curriculum that takes them deeper into the Word.

# **Overview of Children's Ministry**

## **Summary of the Ministry**

- There is an elder who oversees the ministry. The current elder over Children's Ministry is Dick Meyer.
- Children's Ministry takes place three times a week—Sunday mornings for Sunday School and Children's Church, and on Wednesday evenings for Adventure Club.
- Parents drop children off and sign them in.
- The children will have a time of teaching, games, craft and a snack. A schedule is provided for each classroom/program.
- The curriculum taught to the children is Answers in Genesis, Generations of Grace, and Adventure Club.
- There will be teacher/volunteer trainings throughout the year. All teachers and helpers are encouraged to attend these trainings.

## **Volunteer Qualifications**

The following qualifications apply to every adult serving in Children's Ministry:

- Member of Rosedale Bible Church
- Approved Live Scan Background Check
- Agreement with Rosedale Bible Church Doctrinal Statement
- Attend weekly worship service in addition to serving
- A life that demonstrates the qualities of biblical character. (see Appendix A)
- Elder approval to serve in Children's Ministry

## **Our Expectations**

Children will act like children...

- Having the proper expectations diffuses frustrations, displeasure, and discontentment.
- Understand that children occasionally have bad days.
- Allow room for isolated incidents of disobedience while watching for patterns.

- Our interactions with parents will be marked by grace, patience, and humility.
  - We serve parents best by showering them with encouragement, love and extraordinary care.
  - Parents are ministered to when they see that you love their child.
  - We can demonstrate humble service through joy:
    - In our labor
    - In our interaction at check-in/pick-up (greeting child by name)
    - In our attitude
  - Get to know parents by name.
  - Say yes with a willing heart to a parent's instructions and follow as best as you can.
  - Do not parent children.
  - Do not parent parents.
  - Thank parents for the opportunity to spend time with their children (no matter their behavior).
  - Praise children in front of their parents.

## **Safety & Security**

### **Child Safety**

- The elders at Rosedale Bible Church take safety seriously, and desire to have a safe and God-honoring environment where children can learn the truths of God.
- To that end we have the following policies regarding the operation of, and the servants in, Children's Ministry to help prevent the occurrence of child abuse. These policies are for the protection of the children in our ministries, employees, volunteers, and our entire church family.

### **Members of the Church**

- All adult volunteers who work with children must be members of Rosedale Bible Church.

### **Successful Background Check**

- Anyone who has regular contact with children in any of our ministries must have a Live Scan background check performed. Anyone who refuses to have a background check will not be permitted to continue in any Children's Ministry activity or class.
- In addition, the initial background check, criminal background checks may be performed on volunteers on an ongoing basis, randomly, or as deemed necessary.

- All information from the background check will be kept strictly confidential.
- Volunteers will be notified when they have been approved to serve at church-related functions. Only approved adult or teen volunteers are allowed in classrooms with minors. Approved volunteers should avoid being in the classrooms unless they are scheduled to be working in those classrooms.
- There are no exceptions for substitutes or occasional volunteers (who are not approved) – all volunteers must complete the entire process.
- Any prospective volunteer that has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they would have contact with minors.
- Whether disclosed voluntarily or by result of the criminal background check, the following items will automatically disqualify a volunteer from participating in the leadership, sponsorship or supervising of any activity or program involving minors:

Any conviction for:

- Criminal homicide
- Aggravated assault
- Crimes related to the possession, use or sale of drugs or controlled substances
- Sexual abuse
- Sexual assault (rape or statutory rape)
- Injury to a child
- Incest
- Indecency with a child
- Inducing sexual conduct or sexual performance of a child
- Possession or promotion of child pornography
- The sale, distribution, or display of harmful material to a minor
- Employment harmful to children
- Abandonment or endangerment of a child
- Kidnapping or unlawful restraint
- Public lewdness or indecent exposure
- Enticing a child

### **Nametags**

- All volunteers who work with children are required to wear a Rosedale Bible Church Children's Ministry nametag whenever they are supervising children. These nametags are only issued to those who have successfully passed a background check.

## **Child Check-In**

- Check-in and pick-up are two of the greatest opportunities to encourage parents. Please maximize these times to get to know parents!
- Parents will check-in their child(ren) on the “Children’s Ministry Check-In” sheet before dropping them off.
- Please remind parents that they will receive a text message on their cell phone if their child needs them.
- Saying good-bye can, at times, be difficult for children. It is normal for little ones to cry when a parent leaves. This does not usually last long, and separation becomes easier as parents develop regular attendance routines. If this should happen, try to create immediate interest in a toy or activity and assure the child that their parents will return.

NOTE: It is imperative that parents not leave the church campus while their child is in our care. They need to be readily available in the event of an emergency.

## **Child Pick-up**

- The parent/guardian must give you a phone number and initial the “Children’s Ministry Check-In” sheet before releasing a child. Even if you know the parent, do not let the child leave until the number matches the sign-in sheet and it is initialed. If the person picking up the child does not know the phone number, please contact an elder immediately.
- Only people 16 or older are allowed to pick up a child. Don’t hesitate to ask if they look too young.
- Children are not permitted to release themselves.
- Parents should pick up their children within 15 minutes of the close of the service. If parents do not arrive within that time, do not hesitate to call them.
- Please make sure that children have all their personal items before they are released.

## **Open Door**

- Church activities for children should be scheduled and conducted in areas visible from adjoining areas. Such visibility will be maintained by leaving blinds open and, wherever possible, by leaving the door to the room open.
- Under no circumstances will an adult meet alone with a child in any room where the door is closed or in an area where they cannot be seen.

## **Two Adults**

- A minimum of two adult workers will be in attendance at all times when children are being supervised during a church activity regardless of the number of participants, location, or activity. For the purpose of this policy two adults related to each other, whether by marriage or by birth, shall count as one adult.

## **Bathroom**

- Trips to the bathroom must be overseen by at least two adults. Therefore, if you do not have enough adults in the room, you may take the entire class.
- If a child requires help with a button, snap, belt, etc., an adult **female** should assist the child, regardless of the child's gender.
- Check the bathroom and ensure that no one is in the bathroom before allowing children to enter.
- Adults remain outside the bathroom. You may prop the bathroom door open if needed.
- The bathrooms in the preschool/nursery building are reserved for children only on Sunday mornings and Wednesday evening or when children are present in the building. No adult should use these bathrooms.

## **Discipline**

- RBC's goal for discipline is not only to change behavior, but also to change hearts. All discipline will be done in a positive, encouraging manner, and never be demeaning.
- Behavior issues will be handled with gentleness and grace. Do not punish (physically, verbally, or emotionally) children for disobedience. Correction is only permitted to maintain safety and order. If a child is out of control or his actions are threatening the safety of other children, please separate the child and contact the parents. You may also contact an elder if needed. If you have an issue where a parent is notified, please notify an elder after the service/event.
- Please watch for repeated patterns of disobedience. Most behavior problems are sporadic and inconsistent and, therefore, are to be expected and can be overlooked. Repeated and regular disobedience, however, should be noted and communicated to an elder. Please communicate all behavior issues with an elder before talking with parents.

## **Personal Contact**

- Common expressions of affection (hugs), affirmation (pats on the back), support or physical caretaking (diaper-changing, helping small children in the restroom) are appropriate in this community of caring Christians. Expressions of affection shall not be excessive or be imposed upon others.
- Please consider (men especially) giving children a "high five" or fist bump instead of a hug. This is a great way to respond to the excitement of children in a way that will not be as easily misinterpreted.
- Volunteers shall not interact with each other or children in any way that could be interpreted as inappropriate.
- Corporal punishment or verbal abuse is never permitted and is grounds for immediate dismissal. If you must discipline your own children, please do so in private.
- Additional policies for men serving:



- Men will not carry/hold children.
- Men will not allow children to sit on their laps but will have children sit next to them on the floor.
- Men will not provide piggyback rides, place children on their shoulders, or be involved in wrestling/roughhousing.
- Men will not assist with buckles, belts, zippers, underwear, pull-ups, pants, or any other clothing item during bathroom time. Only adult female leaders may assist children in these ways.
- Men must be especially careful with their interactions and contact with children so that their conduct could not be construed in any way as inappropriate. Behavior that could be interpreted as inappropriate would be acts such as hugs, holding hands, hovering over a child, concentrating on one child for a prolonged period of time, and other like actions.
- Men can positively defend against seemingly inappropriate behavior by proactively engaging children who affectionately approach them through high-fives, fist bumps, and handshakes. This will allow the servant to engage the child, before the child embraces them.

### **Displays of Affection**

- Hugging a child is a natural response when children seek affection. We discourage any contact with a child that could be seen as possibly inappropriate.
- If a child runs to a leader for a hug, the “catch and release” method is preferred. Quickly give a hug and release from the hug gently.
  - Side hugs are most appropriate. Instead of a body to body front hug, try a side-to-side hug.
  - A child over the age of two years should not be held unless it is an emergency; piggyback rides are not permitted.
  - There is a difference between holding an infant under the age of two years and hugging an older child. Infants will need more attention. If holding a baby is necessary for their comfort and safety, we require the leader to be an adult (18 years or older).
  - If a child wants to sit on the lap of the leader; we require the leader to gently place the child next to them and away from their lap.

### **Child Safety Reminders**

- The following acts or omissions are violations of this policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to leadership after the safety of the child, children, youth, or minor involved has been assured.
- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Physically abusive behavior or infliction of bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Rosedale Bible Church.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any function of Rosedale Bible Church.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at Rosedale Bible Church.

NOTE: All allegations of reasonably suspected child abuse will be reported to the proper authorities in accordance with the mandatory reporting laws.

### **Reporting Suspected Abuse**

- Any time a worker sees something at a church-related activity or program that creates a concern regarding child abuse, the following procedure should be followed:
  1. Intervene as necessary to halt the suspected abuse.
  2. Do not interview the child regarding the suspected abuse; this will be conducted by a trained professional.
  3. Immediately notify one of the elders at Rosedale Bible Church. The elders will handle all communication with the proper guardians/authorities.
  4. Do not discuss the suspected abuse with the other workers, parents, etc. All information regarding the child is confidential between the reporter and the proper authorities.
  5. Continue involvement and cooperation as requested by the elders in any additional reporting requirements.

NOTE: All allegations of reasonably suspected child abuse will be reported to the proper authorities in accordance with the mandatory reporting laws.

### **Minor Physical Injuries**

- Most injuries can be treated with a little loving attention, a cool cloth or ice, and/or a Band-aid.
- First aid kits are available in buildings where children regularly meet.
- All injuries require a written report. Take appropriate care of the child first and then complete an “Injury Report” (see Appendix B). Leave a copy in the binder of the classroom where the child was located during the injury and give a copy to the parent.

- Notify the parents when they arrive, letting them know what happened and how the “injury” was handled.
- Do not provide medication! RBC personnel/volunteers are not authorized to dispense any over-the-counter ointments, lotions, medications, or prescription medications. If these are needed, notify the parents/guardians as soon as possible. Diaper rash cream can be applied if provided and instructed by the parents.

### **Major Physical Injuries**

- Broken bones, convulsions, fainting, unconsciousness, or other serious injury will be handled as follows:
  - **Keep calm** and try to keep others in the room calm as well.
  - **Speak calmly** and reassuringly to the injured child.
  - **Do not move** or leave the injured child.
  - **Send a fellow volunteer** to contact an elder or appropriate personnel and/or call 911 if necessary. Any medical personnel available on campus will be contacted.
  - If the child is to be transported to the hospital, and the parents cannot be reached in a timely manner, a children’s ministry volunteer will accompany the child to the hospital.
  - An incident report must be completed by those who witnessed the injury.
  - The children’s ministry volunteer most closely connected with the incident and/or pastoral staff will follow up with the parents as needed.

### **Epi-Pen**

Steps to follow should a child experience an allergic reaction:

1. Identify...
  - a. Child’s first and last name.
  - b. Parent’s cell phone numbers.
  - c. If child carries an Epi-Pen for allergic reactions.
2. Call the parents and notify them of the child’s condition.
3. Have someone stay with child to ensure that the child does not stop breathing and need CPR.
4. Call 911 if notified of doing so by the child’s parent or an elder.
5. Locate the child’s Epi-Pen and Epi-Pen Medical Release Form. Have it ready for the nurse.
6. Stay with the child until the nurse arrives.
7. The nurse on duty will administer the Epi-Pen. The child’s parent may also administer the Epi-Pen.

8. Children's Ministry volunteers should **not** administer Epi-Pens. Only nurses or parents should administer the Epi-Pen.

NOTE: If you are unable to reach both a nurse or parents, and the child's life is in danger, you may administer the Epi-Pen.

### **Snacks in the Classroom**

- Any teacher who would like to bring in a snack for a special occasion may do so. However, the teacher must notify the parents at check-in what the snack is so that the parent can approve of their child eating the snack.
- One of the most common allergies in children today is peanuts. Therefore, in an effort to prevent an allergic reaction in the classroom, we will not provide snacks with peanuts. The classroom is to be **peanut free**. Please refrain from bringing snacks with peanuts into any children's ministry classrooms.

### **Sick Child**

Steps to take if a child should suddenly become ill:

1. Isolate the child.
2. Contact the parents and nurse.
3. Keep one adult with the child.

### **Visitors**

- Parents may visit classrooms upon elder approval.
- No other visitors may visit classrooms unless otherwise approved by an elder.

### **Missing Child**

Steps to take if a child is missing:

1. Confirm child was checked in on the roster.
2. Identify child's name and parent's cell phone numbers. Be prepared to give a description of child.
3. Immediately inform an elder.
4. Assist elder/authorities in whatever way necessary.

## **Classroom Evacuation**

- It is imperative that parents stay on the church grounds while their child is in Children's Ministry at Rosedale Bible Church. Parents need to be readily available in the event of an emergency.
- When evacuating the classroom:
  1. Count children in your classroom.
  2. Line up children.
  3. Grab the Children's Check-in roster and binder.
  4. Move as a group to the **softball field** at the back of the property.
  5. Count children again after having arrived at the designated location.
  6. Go through the roster to ensure all children are accounted for.
  7. Hold up the yellow sign in the back of your binder to let parents know where you are located.
  8. Do not release children to parents until told to do so by elders/authorities.

## **Earthquake**

- In the event of an earthquake:
  - Direct students to "drop and cover" (climb under tables, etc.) until the earthquake stops.
  - Do not evacuate the classroom until deemed safe to do so.
  - If it becomes necessary to evacuate, follow the "Classroom Evacuation" procedures above.

## Appendix A: Qualities of Biblical Character

- **Service** - We are here to provide a service of care to parents and families. We will this best by being sacrificial and accommodating to parents. (Romans 15: 1-3)
- **Worship** - Our primary commitment is to the Lord Jesus Christ and His church. It is expected that every RBC servant will participate in the corporate gathering of believers on Sunday morning. (Hebrews 10:25)
- **Humility** - We are to view others as more important than ourselves and put their needs above our own. Christ is our supreme example. Being Lord of the universe, He lowered Himself to serve the needs of others. (Philippians 2:3-4)
- **Teachability** - God has graciously provided elders for the leadership of His church and we are to lovingly submit to their rule. (Titus 1:5; Hebrews 13:17)
- **Joy** - Our life should reflect the joy of the Lord because of all that he has done. (Psalm 5:11)
- **Graciousness** - With all of the grace we've received in Christ, we ought to extend grace to the body of Christ and to others who have never yet experienced His loving-kindness. (Colossians 4:6)
- **Enthusiasm** - We should be excited when we consider that God has chosen us, sinful man, to play a role in the extension of His kingdom. (Matthew 28: 18-20)
- **Patience** - We should reflect the same patience that Christ had and still has with us when dealing with parents and children. (Ephesians 4: 1-2)
- **Gentleness** - We must be gentle as Christ was gentle. He did not lash out, nor did He respond harshly when not respected or obeyed. (Proverbs 15:1; 1 Peter 2:23)
- **Purity** - God greatly cares for the purity of His church and we should too. (Ephesians 4:22-24)
- **Unity** - We must work together with our leaders and fellow workers, not complaining, but supporting and upholding one another. Putting on all the character qualities listed above which will be a great expression of love for one another in our ministry. (Romans 15:5-6; Colossians 3: 12-14)

## Appendix B

### Children's Ministry Injury Report Form

*Fill in all blanks and boxes that apply.*

**Child's Name:** \_\_\_\_\_ **Sex:** M F

**Incident Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time of Incident:** \_\_\_\_:\_\_\_\_ am/pm

**Witnesses:** \_\_\_\_\_

**Name of Legal Guardian/Parent Notified:** \_\_\_\_\_ **Notified by:** \_\_\_\_\_

**Time Notified:** \_\_\_\_:\_\_\_\_ am/pm

**EMS (911) or other medical professional** ☐ Not notified ☐ Notified Time Notified: \_\_\_\_:\_\_\_\_ am/pm

**Location where incident occurred:** ☐ playground ☐ classroom ☐ bathroom ☐ courtyard

☐ other (specify) \_\_\_\_\_

**Parts of body injured:** ☐ eye ☐ ear ☐ nose ☐ mouth ☐ tooth ☐ other part of face ☐ other part of head ☐ neck ☐ arm/wrist/hand ☐ leg/ankle/foot ☐ trunk ☐ other: \_\_\_\_\_

**Type of injury:** ☐ cut ☐ bruise or swelling ☐ puncture ☐ scrape ☐ broken bone or dislocation ☐ sprain ☐ crushing injury ☐ burn ☐ loss of consciousness ☐ unknown ☐ other (specify): \_\_\_\_\_

**First aid given:** (e.g., comfort, pressure, elevation, cold pack, washing, bandage, etc.): \_\_\_\_\_

**Treatment provided by:** \_\_\_\_\_

**Description of incident:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Report written by:** \_\_\_\_\_

(print)

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(sign)

*Make a photocopy and give copy to parent.*