



Kids Ministry Handbook

Letter from our pastor

Kids Ministry Volunteers,

We are delighted that you desire to serve our children, students and families at Treasuring Christ Church. Your commitment to serve children is significant, for you are ministering the gospel of the Lord Jesus to young hearts through your words and by your example. We believe that the gospel alone can change children, families, neighborhoods, and nations. It is our desire to walk alongside parents to encourage, support, and help teach their children the gospel and see them become life-long disciples of Jesus. As a community of believers in Christ, we are responsible for helping to guide the children among us. We promise to do so as a congregation every time a child is dedicated in our church.

It is also our desire to create an environment that is safe and welcoming for children to learn and grow. To that end, we have prepared our policies and procedures as guiding documents for the safety and security of those in our care. Please read over this [thoroughly](#) so you will be better equipped as a ministry volunteer.

If you have any questions please feel free to contact us. Thank you again for your willingness to serve and invest in the children and students of our church!

Grace and peace,

Michael Guyer

Lead Pastor

michael@tccannarbor.com

Mission

Mission Statement of Treasuring Christ Church

We exist to multiply disciples who delight in, declare, and display the gospel in all of life and for the good of our community.

Mission of TCC Kids Ministry

TCC Kids Ministry exists to partner with parents as we co-labor in the work of multiplying disciples who delight in, declare, and display the gospel in all of life and for the good of our community.

This looks like doing the hard work of cultivating:

- DELIGHT: Children who love Jesus and His kingdom.
- DECLARING: Children who know and speak Truth, and participate in God's mission
- DISPLAYING: Children who grow in godliness fueled by a love for God

....for His glory and our joy.

Volunteers

General Qualifications for Kids Ministry Volunteers

Relationship with Christ:

- As TCC builds a team of volunteers to minister to children, students, and their families, it is our faith in Jesus Christ that propels us to minister the gospel and genuinely care for these young souls. As a result, the first and foremost qualification for those seeking to serve would be a thriving personal relationship with Jesus Christ and demonstration of that faith in both their personal and public lives.

Membership Requirement:

- God has created and organized the church to be the embodiment of where believers would gather to worship and serve Him. The Lord has given each believer spiritual gifts to be used to serve him and others. As we consider those who will serve our children and students, we desire that they be a member in good standing of TCC. We recognize there will be exceptions to this policy and non-members will be considered for service at the discretion of the Pastor and Elders. In these unique cases, non-members will be paired alongside members for accountability and guidance. In 2021, this policy looks like all Lead Teachers will be members of Treasuring Christ Church or in the membership process. Classroom assistants may be fulfilled by those who are not yet members but are committed followers of Christ.

Criminal Background Check:

- We require that all volunteers working with children and students complete a background check.

Classroom Management

General Classroom Management Procedures

Two Adult Rule

- A minimum of two volunteers must be present in any setting or activity regarding children. In cases where an adult has a legitimate reason to be alone with a child (i.e., counseling, discipleship), volunteers should obtain the consent of the child's parent or guardian prior to being alone with the child.
- A student volunteer, or a volunteer under the age of 18, does not qualify as an adult. Therefore, two adults are still required to be present with a student volunteer.

Preparing to Teach/Serve

- Being prepared before the first child arrives allows the workers to focus himself/herself on the task ahead and welcome the child. Being prepared will set the tone for the remainder of the session.
- Please plan to arrive 15 minutes before the classroom opens to be able to check in with ministry leadership, gather supplies, and set up the room.

Discipline Policy

- TCC is committed to providing children and students with a safe and caring environment for learning to be disciples of Jesus Christ. The effective spiritual formation of all our children requires a stable environment, upholding high standards for behavior, respect, and discipline. To that end, volunteers should abide by the following guidelines:
 - Communicate clear classroom expectations.
 - Be respectful of children and students and encourage them to interact positively.
 - Well-planned, hands-on, age appropriate activities provide a positive learning experience, often avoiding conflict.
 - When a child/student behaves in an inappropriate manner, take immediate action. After the appropriate warning(s) for the same behavior, remove the child/student from the group setting for a short period of time. It can be helpful to pray with the child before rejoining the group. If unacceptable behavior persists, ask the Kids Ministry Director for assistance. If necessary, the directors will contact the parents regarding the behavior.

- The following are inappropriate behaviors for any volunteer.
 - Emotional abuse (including, but not limited to, yelling, name calling, shaming, threatening or humiliating).
 - Corporal punishment (including, but not limited to, rough handling, ear pulling, shaking, slapping, hitting, or spanking).
 - The use of physical restraint (unless the restraint is necessary to protect others from harm).
 - If any volunteer or staff is guilty of inappropriate action toward a child, he or she may be subject to discipline by the church and law enforcement, when appropriate.

Effecting Appropriate Behavior

As we seek to create a safe and secure environment, we recognize that working with children and students will require every volunteer to provide correction and discipline. Encouraging appropriate behavior and offering corrective guidance will aid the volunteer. As the volunteer understands the children and their needs and has appropriate expectations, the volunteer can establish a loving, safe environment in which learning can take place. In guiding behavior, consider the following:

- Provide age appropriate activities and a routine (which includes active and quiet times).
- Be consistent. Set limits. Help a child know what is expected.
- Be patient. The volunteer should always be self-controlled in stressful situations.
- Avoid shaming or embarrassing a child. Identify the unacceptable behavior and demonstrate appropriate behavior.
- Be aware of potential trouble. Intervene. Redirect.
- Remember to use a quiet tone when speaking to the children.
- If timeout needs to be used to allow the child an opportunity to calm down and think about what they have done:
 - Send the child to an area set apart from classroom activity to sit quietly
 - Have the child sit for no more than one minute per year of their age (i.e. 3 years old - 3 minutes).
 - After timeout is over talk to the child, encouraging them to make a better choice. Consider praying with the child before returning to the group.
 - Timeouts should be used no more than 2 times per class.
 - If a child continues to be disruptive, his/her parent may be notified.

Aggressive Behavior (Hitting, Biting, etc.)

- A volunteer's first response should be to the child who was hurt – comforting him and treating him/her as necessary. The volunteer should then calmly explain to the aggressor that the behavior was unacceptable, and if the volunteer deems necessary, place the child in timeout for an appropriate amount of time (generally one minute for each year of age they are).
- The volunteer should then fill out an accident report and notify the Kids Ministry Director. All involved parents should be notified when aggressive behavior occurs.
- Habitual aggressive behavior by a child/student can lead to removal of that child/student from ministry events until deemed appropriate to return by ministry leadership and parent.

Reporting Concerns

- Any behavior displayed by a child which brings concern to the volunteer, whether it be overly aggressive behavior, biting, developmental concerns, or inappropriate touching between children, etc., should be reported to the Kids Ministry Director as quickly as possible.

Classroom Management for Preschool and Elementary Volunteers

Drop-Off and Pick-Up

- Drop-Off and Pick-Up times are extremely important as we minister to children and their families. It is in these moments that we will make first impressions with visitors, connect personally with children and offer words of assurance/guidance to parents. When the child arrives, please greet the child personally to make sure that the child feels loved and welcomed.
- Because safety and security of our children is of utmost importance, all preschool and early elementary children must be checked-in at the welcome desk. Parents will receive a badge with a code that matches the code on the child's name badge. At the time of pick-up, ministry volunteers must verify that the codes match before releasing a child. Parents who lose the security sticker or any person who tries to pick up a child without a security sticker must see the Kids Ministry Director.
- It is helpful if one parent drops off and picks up children. To help children adjust to the setting and to keep from overcrowding, it is helpful for the parents to remain in outside the classroom.

- Each parent should fill out an information form completely the first time they drop off their child. This information helps the volunteer to meet the needs of each child.
 - Leaders may not release children to parents/siblings without the security sticker. We do not release children to older siblings unless they are in 5th grade or above, with a security sticker. Please help us enforce this rule for the safety of our children.

Allergies

- TCC Kids Ministry is committed to providing a safe environment for the infants through fifth grade children who attend the ministries, events, and programs at or through TCC. TCC recognizes that children may be allergic to certain foods, and that those allergies range from mild to severe. The vast majority of individuals serving at TCC are volunteer; therefore, we cannot guarantee an “allergy free” environment. However, we will make every reasonable effort to reduce the risk to children known with mild or severe allergies in accordance with the procedures listed herein. This effort requires cooperative effort among ministry staff, volunteers, parents, guardians, and children.
- Food Allergy Form Information:
 - If a child has a food allergy, his/her parent/guardian must submit a Food Allergy Form to TCC. If a child requires the use of an EpiPen®, the parent/guardian must be sure to mark accordingly on the Food Allergy Form. In addition, the parent/guardian must complete an EpiPen® Administration Permission Form.
 - Forms can be obtained at the Kids’ Check-in Desk or on the TCC website, www.tccannarbor.com
 - Forms must be updated by parent/guardian at the beginning of each school year.
 - Forms must be updated by parent/guardian any time there is a change in the child’s allergies and/or dosage or conditions under which the EpiPen® is to be given.
 - EpiPen® Administration Procedures
 - In most cases, TCC staff and volunteers are not professional medical personnel. However, basic EpiPen® administration training will be offered. Parents/guardians are also encouraged to instruct TCC staff and/or volunteers on how and when to use their child’s EpiPen®.
 - If a child requires the possible use of an EpiPen®, TCC must have the following:
 - Food Allergy Form, signed by parent/guardian.

- EpiPen® must be placed inside a zip lock bag with a completed EpiPen® Administration Permission Form. This form may be reused from week to week.
- EpiPens® must be supplied by a physician for the specified child and brought to TCC by a parent/guardian each time the child is in attendance.
- EpiPens® must be clearly and properly labeled with:
 - The child's first and last name
 - The dosage of Epinephrine
 - The expiration date (TCC cannot accept expired EpiPens®)
- Parent/guardian must bring the ziplock bag with the EpiPen®

Snack Procedure

- If a child has any food allergies, the parent/guardian must ensure the child always wears one of the provided check-in name tags, along with a red arm band placed above the elbow on the right arm. The child's allergy should be clearly stated on the name tag and arm band.
- Parent/guardian must inform the volunteer about the child's allergies each time the child is taken to class or an event.
- TCC Kids Ministry will only feed snacks provided by TCC and on the permanent snack list, not snacks sent by parents. Children may bring a water cup from home as long as it is labeled and may only contain water. In the event that another beverage is needed or preferred the child will be asked to leave his/her cup in their diaper bag or with the parent while they are at a TCC.
- Babies through fifth graders are often provided a snack. The permanent list of snacks that may be provided are posted at the kids check-in desk. If, on any special occasions, snacks other than those listed are served, the TCC Kids Ministry Director has first approved them. And, a "Food Allergy Alert" sign will be posted at the kids check-in desk notifying parent/guardian of what the snack is. Parent/guardians are responsible for watching for these alert signs.
- If the snack provided is not suitable for a food allergic child, a snack from the permanent snack list is always available.
- Snacks sent from home will not be served unless previously approved by Kids Ministry Director.

Dismissal/Clean Up

- Dismissal is a great time to engage parents during pick up and express a word of thanks or encouragement to child.
- Please stay with children until all are picked up by a parent.
- Put toys away. Toys that have been in a child's mouth should immediately be washed with hot, soapy water or wiped with a bleach wipe. Swings, walkers,

large toys, etc. should be wiped down with a soapy rag or bleach wipe after each child uses them.

- Ensure the room is left neat and orderly. Return all equipment and toys to the appropriate place. Report any damaged equipment or special cleaning request to the Kids Ministry Director.

Health and Safety

Supervision Procedures

- To properly care for children and students during ministry events, it is necessary to ensure appropriate adult supervision. All classrooms will maintain age specific volunteer/child ratios to ensure adequate supervision for all children present. Suggested volunteer/child ratios:
 - 0-12 months: 2 to 4
 - 1 & 2 year olds: 2 to 5
 - 3, 4, & 5 year olds: 2 to 10
 - Kindergarten – 12th grade: 2 to 15
- There must be at least one leader of the same gender when a group, including both boys and girls, are involved in the following situations:
 - Any church-sponsored event/activity on TCC premises.
 - Any event/activity where children or students stay overnight at the church.
 - Any event/activity where children or students leave the premises for day and /or overnight activities.
 - Overnight activities when adults share a room with children/students, the adult must have his/her own bed unless they are sharing a bed with their own child.
 - During events/activities that occur overnight and/or offsite, it is advisable to volunteers to avoid showering in the same facility/at the same time.
 - The Medical Release and Permission Form must be signed for each child/student participating in any offsite activities (field trips, retreats, camps, mission trips, etc.)
- Should a volunteer need to leave for any reason, please inform another volunteer and the Kids Ministry Director.
- Parents may not leave their children at the church strictly for childcare while they participate in non-church related activities.

General Safety Procedures

Please use wisdom and discretion when opening a door to someone unfamiliar. It is reasonable to ask that person to identify themselves before entering into a children area. Please contact the Kids Ministry Director or a Pastor/Elder immediately if you have concerns. Because we value our children's safety, it is appropriate to use caution and respectfully isolate an unknown person from our children.

Emergencies

- In the event of an emergency, it is the responsibility of the volunteers to work alongside ministry staff, elders, pastors to get children and students to safety and reunited with their parents. It is imperative that you become familiar with the following procedures to ensure order, escort children and students to a safe location, and to protect the young lives until rescue personnel arrive.
- These procedures are not designed to cover every conceivable situation; please call 911 for an emergency and notify ministry leadership.

Fire or Bomb Threat

- Evacuate the building through the nearest exit. Stay together as a class.
- Bring the emergency bag with the class roster to verify that all children are accounted for.
- Stay with children until parents pick up.

Severe Weather

- Go directly to the lobby by the Movie Theater Concession stand (the one nearest our church's meeting space, not the large concession stand at the main theater entrance). Church leadership will meet you there, along with Cinemark staff to direct your next steps.
- Bring the emergency bag with class rolls to verify that all children are accounted for.
- Instruct children to sit against the wall with knees up. Stay clear of windows and doors.
- Stay with children and wait for instruction.

Intruder

- Stay in the room and lock doors and windows, if possible.
- Turn off lights.

- Seat children in the corners away from doors and windows, keeping them quiet.
- Stay with children until directed by church leadership or emergency personnel.

Injury Procedure

- Any time you have a group of children together for an extended period of time, injuries may happen. Most injuries are not serious but can become serious if not handled correctly. Reviewing the following procedures will help you handle situations appropriately.
- The most common injuries are bites, rug burns, and small bumps from falls. No matter how insignificant an injury may appear to be, it must always be reported to the Kids Ministry Director, and an Incident Report must be filled out. The form must be signed by the volunteer, parent and director. Completed forms should be given to the Kids Ministry Director. Parents may have a copy upon request.
- All injuries should be reported to the parent when they pick up their child. Tell them calmly what happened and what you did to treat the injury. If another child caused the injury, avoid giving the child's name.
- Small first aid kits are located in each classroom. Do not treat injuries with anything other than what is available in the first-aid kits.
- Review the child's allergy list/name badge prior to applying any ointments or cream. Oral medications in any kit are for parents to administer to their own children as the need arises. Disinfect and wash thoroughly after use.
- For injuries requiring more than minor first aid (i.e. washing a small scrape or applying a band aid), you must contact the parents and director immediately.

Sick Child Policy

- For the protection of the other children and volunteers, please notify the Kids Ministry Director to contact parents if the child displays any of the following symptoms:
 - Diarrhea or vomiting
 - Croupy cough
 - Discolored nasal drainage
 - Fever of 100 or higher for the past 24 hours
 - Runny eyes (pink eye)
 - Skin infections (boils, ringworm, impetigo, staph, unexplained rash)
 - Symptoms of childhood diseases (scarlet fever, mumps, chicken pox, measles)
 - Head lice

- No medication is to be administered to a child by anyone other than the child's parent/guardian. In an emergency situation, a trained coordinator of the program or staff may administer medication with the parent's prior written consent (i.e. Epi Pen).

COVID-19 Specific Policies, Updated 9/16/2021

Mask requirement for volunteers

- All adults must wear a well-fitting mask covering their nose and mouth for the duration of their time serving in Kids Ministry at TCC.

COVID-19 Sick Policy

- Children and volunteers should stay home if they are exhibiting any signs of illness.
 - For children, this includes siblings of children exhibiting signs of illness.
- Any child or volunteer exhibiting signs of illness such as cough, runny nose, sore throat, shortness of breath, fast breathing, loss of taste or smell should be tested for COVID and needs a negative test to return.
- Any child or volunteer with a temperature of 100.4 or greater will not be permitted to enter the building and must stay home until fever-free for 48 hours without the use of fever-reducing medications (e.g. Advil, Motrin, Tylenol, etc.).
- Children and volunteers who reside in a home with anyone exhibiting flu-like symptoms or symptoms of COVID-19 should stay at home and should seek guidance and documentation from a physician prior to returning.
- Children and volunteers who have been in contact with someone with COVID-19 in the last 14 days should remain at home, returning only after consulting with a physician.
- If a child is sent home due to illness while in care, siblings will also be sent home and held to the same health policies as the child who is ill.

Hygiene Practices

- Regular handwashing, particularly before and after certain activities, is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others.
- If a volunteer has an open wound, they should cover the open wound with a bandage.

- A mouthed toy should be gathered when a child seems finished with it and before another child decides to mouth the toy. Toys can be sanitized with the hot, soapy water.
- Please encourage parents to provide names on their child's cup(s). Be sure that bottles, cups, etc. are used only by the child to whom they belong. If an item is used by another child, it should be put in a zipper bag and marked "soiled" before returning it to the child's bag. Explain to the parent what happened.
- Assist children in washing their hands after they use the restroom.

Bathroom Procedures

- A volunteer is never allowed in a closed bathroom alone with a child; male helpers may NOT accompany children to the restroom.
 - If a child requires assistance with clothing, perform this task in the open doorway before they enter the restroom. Encourage them to do as much as possible by themselves.
 - Stand with your foot in the door to monitor the needs of the child.
 - In the event a child becomes ill or requires assistance, prop the door open, and let the other volunteers know that you are assisting a child.
 - Boys and girls are never allowed to be in the restroom together.

Diaper Changing

- Each child's diaper should be checked at least once during each service and changed when wet or dirty, unless the parents specifically request otherwise.
- Some parents choose to use cloth diapers; ask parent for instructions for their child.
- Gloves should be worn and then thrown away with each diaper change.
- Place a piece of wax paper between the child's bottom and the changing table. Dispose of the wax paper after the change and disinfect the surface before changing the next child.
- Keep one hand on child at all times.
- At no time should a child's diaper be changed on the floor.
- Diaper changing will be conducted by FEMALE helpers ONLY.

General Policies

Dress Code

- Skirts, dresses, or pants are acceptable for working with children and students. Please be careful about wearing very short skirts and low tops. They keep you from moving freely about the room as you care for little ones. Also, you are seen as a representative of the church, so please dress accordingly.

How and When to Call for Assistance

If you need to call a parent of a child during the worship hours, call the Kids Ministry Director to alert parents in the Worship Center.

The following are instances you may contact a parent.

- When you are concerned about safety in your room.
- When a child becomes ill.
- When a child has been injured (includes all instances of biting).
- When there has been an accident.
- When someone tries to pick up a child without proper identification.

Sexual Misconduct Policy

Standard of Conduct

- To establish preventative measures to protect individuals against sexual misconduct, as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct, all workers (volunteer, paid, full-time, and part-time) of Treasuring Christ Church are expected to comply with the established policy on sexual misconduct. Any actions contrary to church policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.
- In the case of suspected abuse, staff and volunteers must report concerns to the Pastor/Elders or Kids Ministry Director. It is not the responsibility of the reporting person or the staff to substantiate any allegations or suspicions. Rather, the church is responsible to comply with the Child Abuse Prevention and Treatment Act and cooperate fully with the Child Protective Services and the law enforcement officials in our community.

Definitions

- Child Sexual Abuse: Any sexual activity with a child, whether in the home by a parent/caretaker, in a daycare situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim. (National Resource Center on Child Sexual Abuse, 1992)
- Sexual Activity: May be violent or non-violent, touching or non-touching, and is an exploitation of a child's vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, or developmentally ready.
- Sexual Misconduct: Inappropriate behavior relating to or involving a sexual nature.

Pre-Screening of Workers

- All workers (volunteer, paid, full-time, and part-time) will sign a release for a Background Check (and/or drug test at church's discretion), meet with the Pastor/elder through their church membership interview, and read and sign this policy before beginning their duties at TCC.
- No volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.
- All ministry volunteers must participate in child protection training offered by TCC.

Common Supervisory Policies and Procedures

- Two Adult Rule: A minimum of two workers must be present in any setting or activity regarding children. In cases where an adult has a legitimate reason to be alone with a child (i.e., counseling, discipleship), volunteers should obtain the consent of the child's parent or guardian prior to being alone with the child.
- Volunteers and the Kids Ministry Directors are responsible for addressing suspicious behavior, or any behavior, that may be contrary to church policy by documenting and reporting such occurrences to the ministerial staff.

Reporting Procedures

- All allegations will be taken seriously. All allegations will be reported to the Kids Ministry Director, who will inform the ministerial staff and/or proper authorities as immediately as possible.
- All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
- The pastors/elders will address parents of the alleged victim as immediately as possible.
- Full cooperation will be given to authorities.
- No accused person will be addressed by anyone other than the ministerial staff until the safety of the child or victim is secured.
- No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

Investigation of an Allegation

- All allegations will be investigated expeditiously by the ministerial staff and/or proper authorities.
- Any accused worker will be relieved temporarily of his or her duties until the investigation is completed.
- All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
- No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.

Reports of abuse and neglect of children under 18 are investigated with the goal of protecting children from physical, mental, sexual, emotional, and medical neglect as well as from abuse and exploitation. Services are also developed to prevent and alleviate family dysfunction and child abuse/neglect. Michigan Child Protective Service complaints may be made by calling (855) 444-3911 day or night. After-hours emergency complaints should be made to the local police department by calling (734)794-6920.

Policies and Procedures Acknowledgement Form

I, _____ (print name), as a volunteer of Treasuring Christ Church, serving children and students acknowledge and agree to the following statements (please initial and sign):

____ I have received a copy of the Treasuring Christ Church's Policies and Procedures for Children and their Families.

____ I agree to nurture and protect children and never engage in behavior that may harm them.

____ I agree to do my best to prevent abuse and neglect among children involved in church services and activities.

____ In the event that I observe or hear of any inappropriate behaviors involving children or possible violations of the policies and procedures, I agree to immediately report my observations.

____ I acknowledge my obligation and responsibility to protect children and agree to report known or suspected abuse of children to appropriate church leaders and city/state authorities in accordance with the policy.

____ I understand that the church will not tolerate abuse or other harm of children and I agree to comply in spirit and action with this position.

Signature

____/____/____

Date