

**MOUNTAIN VIEW BAPTIST CHURCH**  
**CHILDREN'S MINISTRY**  
*Policy Integrated with Procedures*

**VISION FOR CHILDREN'S CHURCH**

**We at MVBC want to assist each child in gaining knowledge of the Bible and Christian faith; therefore, applying what he or she has learned into everyday life experiences. We want to help each boy and girl develop Christian attitudes and convictions in every area of life and help them to develop and use their ability to witness lost friends and/or family. MVBC will provide the foundation in each child's life for a genuine conversion experience when he or she is ready to receive it and help the child understand what it means to be Christlike.**

**STEPS IN LEADING CHILDREN TO CHRIST**

- **God loves you -John 3:16**  
Assure the children that God loved them so much that He died for their sins. Let the children acknowledge that God loves them by reading John 3:16, substituting their names in place of "the world." "For God so loved " Madison..."
- **God has a great plan for your life -John 10:10**  
Let the children know that God wants them to experience a full and abundant life right here on earth.
- **Sin separates you from God -Romans 3:23**  
Explain to the children that because of sin in their life, they are separated from God. Make sure you explain that "sin" is an attitude of rebellion against God (doing what we want instead of what God wants), and "sins" are such things as lying, cheating, etc. Explain that sin separates us from God and puts a wall between us and God. Also, explain that the price for sin is eternal separation.
- **Jesus Christ died for you -Romans 5:6-8**  
Let the children know that God showed His great love for us by sending Christ to die for us while we were yet sinners. Tell the children that Jesus did not deserve to die because He is perfect. But He did die. He died for our sins. He took our place.
- **You can be saved by faith in Jesus Christ -Acts 16:30-31**  
Explain to the children that they can be saved from eternal separation from God and that salvation is a free gift (Ephesians 2:8-9). We can't be saved by good works, coming to church, etc. Jesus Christ is the only way to be saved (John 14:6).
- **It's your choice -Romans 10:9; John 1:12**  
Explain to the children that they must decide for themselves if they are willing to turn from their sins and ask Jesus into their heart. First, we ask God to forgive our sins and to take them away. We then ask Jesus to come into our lives and to be our friend and leader. If the Holy Spirit is leading the children, ask the children if they would like to invite Christ into their life. Suggest that you pray together and have the children repeat the prayer after you, line by line:  
**Thank You, Jesus, for loving me.**  
**I know that I have sinned and I need You to forgive me.**  
**I ask You into my heart to be my Savior, Lord, and Friend.**  
**Please forgive me of my sins and give me the gift of eternal life.**  
**In Jesus' name. Amen.**
- **You can know you are saved -I John 5:10-13**  
Have the children read this verse with you and assure them that they are saved. Make sure they understand they only have to be saved once.
- **Salvation is forever -Rev. 3:20; John 10:28-29;**  
**I Peter 1:3-6; Hebrews 10:14; Hebrews 13:5**  
Close with an assurance of salvation. Have the children read Revelation 3:20, and then ask,

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"Did you invite Jesus into your life? Where is He now?"

- Follow with Hebrews 13:5, and ask if Jesus will ever leave them. The answer you get, of course, should be a resounding, "No!"
- Believer's baptism-Matthew 3:13-17  
It is vital that you explain to the children the importance, reason, and meaning of baptism. Explain two ways to obey God such as telling other people that they are a Christian (Luke 2:8-9) and being baptized.
- You will need to inform the children's parents of the children's decision and the pastor so materials and support can be provided.

## Policy

### CHILDREN REQUIREMENTS

#### Beginner's Children Church 2-Kindergarten (2-6)

- *Your child will need to be 2 years old by the start of the school year in August.*
- *If your child turns 7 while in a group they will not move up to Junior Church until the next school year.*
- *All children must be potty trained to attend children's church and able to sit and listen for an extended period of time.*

#### Junior Children's Church 1st-3rd grade (7-10)

- *Your child will need to be in first grade through third grade based on the school year. Age will not keep your child from attending children's church through third grade. If children are held back for any reason and they are in third grade they may attend children's church unless there is a safety issue involved.*

*\*Homeschooled children will follow the same guidelines.*

*\*Special needs will be addressed individually and if the child needs one on one assistance.*

## POLICY

### PARENTS of CHILDREN

- *Sign the guidelines of the ministry and children expectations*
- *Check labels of food for allergies and make the church aware so that it is documented*
- *One parent will check in and pick up the child from the children's church. No one under 18 may pick up the child.*

*Some behaviors that will be addressed with parents are:*

- *Aggressive behavior that may result in injury of a child*
- *Intentionally injuring a child*
- *Repeated misuse of toys and/or classroom materials*
- *Running away*
- *Repeated bullying or teasing*
- *Repeated refusal of teacher's guidance*
- *Uncontrollable disruptive behavior*

**\*\*** *If the above behaviors become a challenge the child will need to be removed for one week from the class. This will be a time to teach repentance and confession of wrongdoing with the child. All behaviors have consequences. If the Director deems the child's attendance is a danger to other children or staff members, immediate dismissal may be required.*

**GUIDELINES**

**I. Curriculum**

**Procedure for Curriculum**

- 1) Curriculum Coordinator will continue to coordinate the lessons for the Jr. and Regular Children's Church by utilizing Children's Worship Online Bulletins ...all materials must enhance the bible lesson
  - A lesson guide will be distributed, a video when available, and a song to enhance the lesson ...
  - Materials will be provided to enhance the week's lesson such as
    - mission project (something that will be mailed to our senior adults in our church family)
    - game to supplement lesson or a role play activity
    - craft activity.
    - Activity Centers that will enhance social skills for children and help them with making positive behavior choices when playing with others
  - **Videos should supplement the curriculum not teach the curriculum to children. We need interaction with each other. Movies/youtube videos must be pre approved by the Curriculum Coordinator or Director**
- 2) Materials
  - The first Sunday of the month materials for the following month will be available for pickup. All materials for the lesson will be provided for the teacher to distribute for the class. Unused materials are to be placed back in the container to prevent waste.
  - Any extra Supplies that are needed for crafts etc. will be provided in the classroom for the teacher. The teacher will need to sanitize the materials and leave as found making them ready to use upon next needed time.
  - The teacher will need to wipe down the table and chairs with the provided sanitizer before leaving the classroom.
  - The room will be sanitized with a fog machine weekly.

Teachers need to be aware this is the prayer strategy.

- We might also include that another big part of our curriculum is teaching children how to pray and talk with God. With older kids we pass out different colored post-its, and with littles we do this step by step verbally. We use the acronym...
  - P- Praise God for things that have happened
  - R- Repent for things you may have thought, spoken, or done that was not pleasing to God
  - A - Ask for others, do you know someone who needs our prayers
  - Y - Yourself LAST! Are their desires in your heart that you want to talk to God about.
- Decorating
  - Posters of Jesus Love and inviting messages. (Something that stays up for a period of time.)
  - Seasonal items can be included with the craft or activity that is provided by Curriculum and hung in a specific location.
- Snacks
  - One small snack will be provided for each child. The snacks that are available will be:
    - a. Teddy Graham
    - b. Gold Fish
    - c. Gummies for special occasions
    - d. Pretzels

- Allergies need to be included during registration and sign in prior to child attending class.

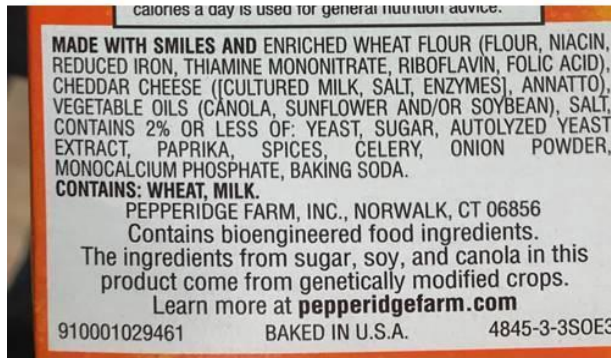
Gummies



Pretzels



Gold Fish



Graham Crackers



## II. Procedures FOR DISCIPLINE based on Biblical Standards

### Discipline Procedures based on

- Discipline will be handled in a fair, consistent, timely, and age-appropriate manner
- Redirect negative behavior and discuss appropriate choices
- Children need to understand why a certain behavior is inappropriate and how to modify it.
- Children will often be asked to help problem-solve.
- When redirection and conversations fail, our staff helps children understand consequences of behavior.
- Consequences are age appropriate and never physical.
  - Physical contact would only be used to restrain a child to prevent a child from running away or causing harm to himself/others. If that situation occurs, staff will immediately call for additional assistance as well as notify the parent.
- Children may be removed from their peers if negative behavior continues. Establish rules for the classroom and enforce and be consistent with the expectations so children will know what to expect each week.
- Children will receive positive reinforcement for following rules and expectations. Example: positive comments and redirecting are best

### RULES Based on Biblical Principles

1. Be respectful.
  - Treat others the way you want to be treated.
  - Respect the Word of God and the House of God.
2. Be responsible.

### CONSEQUENCES (Love is the foundation of all consequences/discipline.)



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Make discipline a teachable moment Children sometimes make poor behavior choices

Love must be the foundation of all discipline. Tell them you love them

1. Warning

- State the rules up front, before the incidents start or as you anticipate a child may be getting ready to have a decision to make about positive or negative behavior.
- Focus on helping children do what is right, not just stop doing what is wrong. Always have another person present when speaking with a child.
- When discipline or correction is necessary, tell them that you love and believe in them, but that their behavior is not acceptable.
- If a situation comes up that you have not addressed before, STOP! State the expected conduct and explain the consequence.

2. State the expected conduct and remove the child from his peers.

- Conference with the parent to state expected conduct and remove the child from peers to correct behavior.
- Speak with positive comments to a child as you discipline
- Always lifting their character as you discipline.

3. Go back over the expected behavior and notify the parent.

- Continued behavior will result in removal from children's church
- When a student is unruly to the point of keeping others from learning, separate him from the group and call for the parents' involvement.

\*\* If the above behaviors become a challenge the child will need to be removed from the group for one week. This will be a time to teach repentance and confession of wrongdoing with the child. The love and mercy that God shows each of us each time when we make choices there are good and bad consequences. Repentance needs to occur.

All behaviors have consequences. If the Director deems the child's attendance is a danger to other children or staff members, immediate dismissal may be required.

## POLICY

### III. CHILDREN'S WORKERS

- Qualifications
  - Must be a member of MVBC for at least 6 months
  - Submit to a national criminal and sexual abuse background check
  - Secured information will be obtained by the pastor or designee only.
  - Attend training for the area of ministry and sign as acknowledgement they are responsible for the information provided.
  - Parents will be paged when a child needs to go to the restroom. If an emergency arises the children's worker will assist until the parent arrives.
- Awareness
  - Pray for the children on your roll
  - Know your children and what is happening in their lives weekly
  - Attendance of a child is important. If a child misses two or three Sundays in a row the Director will be notified and make contact with the family to see if there is a need.
- Preparation
  - Study your lesson each week and know what your children will learn. Good lesson preparation and a burning desire to present the truth of God's Word, coupled with Bible learning activities and variety in your teaching, increase learning and decrease discipline problems.

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- Be at your designated place of ministry 20 minutes prior to children's arrival. Children may not enter the classroom until the teacher arrives.
- Substitutes and teachers will always have materials in ample time to prepare for their lesson. If a teacher calls a substitute to do a lesson the substitute will use the lesson they have and then get the lesson from the teacher for the next time they may be called. This will help us to be resourceful with supplies.
- Participation in dress code of leadership
  - Modest
  - Loose fitting clothing which includes dresses that are knee length when seated, knee length shorts, Capri's, pants, dresses and tops which shows no cleavage
  - Present yourself in such a way that the children will respect what you have to say.
- Abstinence
  - alcohol
  - illegal drug use
- Faithfulness
  - Sunday morning worship attendance
  - Scheduled meetings and events - meet with the Director to review the guidelines and discipline
  - A substitute list will be provided for teachers in emergency situations only. All other planned or known absences will need to be switched among the other teachers. Assistance in the class may switch with each other at any time. ONLY teachers should contact the SUBS.

## POLICY

### IV. INCIDENTS

- All incidents need to be documented. Parents will be notified and documentation will be given to parents to sign and a copy for the church office to go on file.
- If your child is involved in an accident the following steps will be taken:
  - Standard first aid will be administered immediately. Depending upon the type and severity of the accident.
  - If the injury is to the head or face, the parent will be contacted immediately by pager.
  - If a severe accident occurs (i.e. broken bones, cuts that require multiple stitches, concussion, allergic reaction, etc.), the director will call 911 if a breathing problem is evident with the child, and then contact the parents.
  - If the child is transported to receive emergency care, the Director or acting Director will follow up with the parent.
  - An Accident Report will be filled out for all types of injuries. Two copies will be made; one copy for the parent, and one to be signed by the parent and the teacher who witnessed the incident. This copy will be given to the director.

Compliant with Insurance

## POLICY

### V. SAFETY/SECURITY

- Background checks need to be completed by anyone that works with the children - and be a church member at least 6 months to work in our Children's Church Ministry
- All volunteers will attend meeting and sign the policy and procedures for the ministry
- Two Adults not related will be with the children at all times. If more than 10 children a third person may be needed. A teenager could assist. If workers are not available and had the training the class would not meet for the week. All volunteers need to have attended and signed so they understand the policy and procedures before working in the classroom.

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- Windows in doors - extra layer of protection - only time to cover is an Active shooter situation
- Report any type of abuse/neglect - Teacher will report the suspicion to the Director immediately and he/she will report to the proper authorities.
- Fire and Tornados - reconvene - where will you shelter if issues and how will parents connect with their child/children - active shooter, tornado, etc.
- Director, Pastor, Deacon on Duty, Security will check on the class as a level of safety and accountability.
- Check in will be done through our Realm database which provides a label for the child to wear in class on the back of his/her shirt and one for the parent/guardian to show when picking up the child. The two should be put together as a safety check.

VI. **CHECK IN**

- One parent or guardian will check the child in with the assistance of a staff member. The information will need to be updated with allergies, address, phone, and any other information that the parent needs to provide for the safety of the child.
- Parents will make sure that the child has gone to the restroom prior to Children's Church.
- Each family will be assigned a specific number from Realm that they will enter to check in the child each week. (or if there is a problem use the last four of phone number)
- A badge will be issued for the child to wear on the back of his/her clothing and one for the parent to show when picking up the child.
- The parent will pick up their child at the desk in the same way they registered. No parents will enter the classroom at dismissal. The staff member will call the child's name while taking the badge from the parent and then check the one on the child's clothing to make sure they match for safety
- You should NOT come into the building if
  1. You have a fever of 100 degrees or higher.
  2. You have any respiratory infections, or have had a cough, sneezing regularly, had shortness of breath, vomiting or diarrhea within the last 24 hours.
  3. In the previous 14 days, you have had any contact with someone with a confirmed diagnosis of COVID -19 or is under the investigation for COVID -19 or is ill experiencing a respiratory illness.
  4. All staff, adults, and children will have their temperatures taken upon arrival (touchless thermometer) and will be screened. If your child has a temp of 100.5 or higher upon arrival, your child will not be allowed to stay. If a fever develops during their time in the classroom, the child will be removed and you will be paged to pick up your child.
  5. Please pick up your children immediately following the end of service so there is time to clean and sanitize the materials used.
  6. No diaper bags/tote bags of any sort should be sent with your child to class..

I have received and met/spoken with the Children's Director/Directors and agree to encourage my child and work with MVBC volunteers to help all children have a meaningful and safe learning experience.

Parent/Guardian/Volunteer Signature \_\_\_\_\_

Director spoken with \_\_\_\_\_

Date \_\_\_\_\_