

**MOUNTAIN VIEW BAPTIST CHURCH
CHILDREN'S MINISTRY
Volunteer Procedures**

I. POLICY

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 trained volunteer will assist until the parent arrives.
- Awareness
 - Pray for the children
 - 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.
 - Be at your designated place of ministry 20 minutes prior to children's arrival. Children may not enter the classroom until the teacher arrives.
 - Children will be dismissed from Worship Service each Sunday by the Pastor. Children's Church will have regular lessons made available the first, second, and third Sunday. Fourth Sunday the children will sing their song and then go back to their parents/guardian and remain in service. Fifth Sunday, two designated teachers will work on the song and have a special lesson/time.
 - Inclement Weather. If there is NO Sunday School due to inclement weather then there will be NO Children's Church.
 - Substitutes and teachers will always have materials in ample time to prepare for their lesson.
 - If a teacher is scheduled to teach and unable to that morning, contact your partner to cover that Sunday morning. The lesson will be in the bottom drawer of the filing cabinet. This applies to the person scheduled to prepare the craft. A coloring sheet will be provided. When finished, return to the bottom drawer.
 - Swapping dates - advanced notice - in order to keep with the schedule try to swap with someone who is in your group, ie: Beginners/Junior Children's Church. This ensures everyone has the opportunity to teach and prepare the craft.
 - REMEMBER you can always page your Helping Hands if needed!

Revised May 21, 2023

Effective June 4, 2023

- 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.

GUIDELINES

I. Curriculum

Procedure for Curriculum

- Curriculum Coordinator will continue to coordinate the lessons for the Beginners and Junior 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

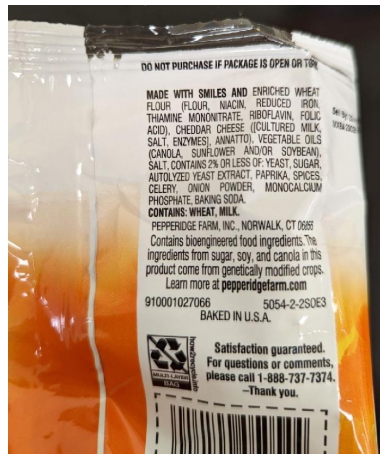
craft activity.

Activity Centers that will enhance social skills for children and help them with making positive behavior choices when playing with others

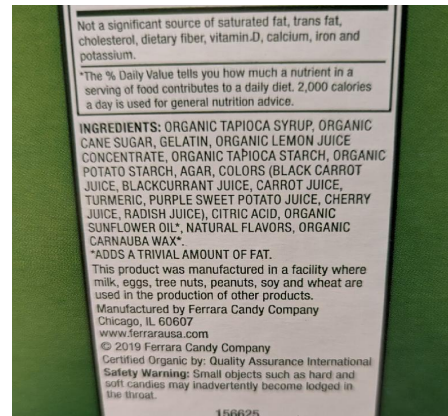
- **Videos should supplement the curriculum NOT teach the curriculum to children. We need interaction with each other. Movies/youtube videos must be pre approved by the Curriculum Coordinator or Director**
- Materials
 - The first Sunday of the month materials for the following month will be available 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.
 - If you notice supplies are out or running low please indicate what supplies are needed by writing them down on the sheet attached to the supply closet.
 - 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.

- 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. 1st Sunday - Goldfish
 - b. 2nd Sunday - Animal Crackers
 - c. 3rd Sunday - Gummies
 - d. 5th Sunday - Pretzels
 - Allergies need to be included during registration and sign in prior to child attending class.

Peppridge farms goldfish



Black Forest gummies



Stauffers animal crackers



Rold Gold Pretzels



II. POLICY 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

III. POLICY 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.
- Windows in doors - extra layer of protection - only time to cover is an Active shooter situation. A cover will be available in the classroom to hang over the window.
- In the closet of each classroom in a "Pull for Police". This is to be used in emergencies which require immediate police response.
- Each classroom door is equipped with a safe lock slide. Sliding the plate down will cause the door to lock preventing entry. In addition, each classroom has a walkie talkie that is to be used to contact safety if you require emergency assistance.
- Fire - Take a headcount of the children, evacuate to the nearest exit and proceed to the dumpster located on the far side of the gravel parking lot. Verify your head count. Stay with the children until the emergency is resolved or parents pick up their children.
- Report any type of abuse/neglect - Teacher will report the suspicion to the Director immediately and he/she will report to the proper authorities.
- 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 **FRONT** 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.

IV. POLICY
CHECK IN

- One parent or guardian will check the child in with the assistance of a trained volunteer. The parent/guardian will sign their child in and receive a pager that corresponds with the child's number.
- 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.
- Visitors - one parent or guardian must review, complete and sign and date the policy information sheet. Director/Trained Volunteer is to do the same, sign and date. Trained volunteers will then assign a visitor number, have the parent/guardian sign the child in and receive a pager that corresponds with the number assigned.
- 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 will be entered to check their child in each week. If Realm is not working, use the GREEN labels, write the assigned family number on the child's and parent/guardian label.
- A badge will be issued for the child to wear on the **FRONT** 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 classroom. No parents will enter the classroom at dismissal. The trained volunteer will call the child's name while taking the badge from the parent along with the corresponding pager and the one on the child's clothing to make sure they match for safety.

V. POLICY
ILLNESS

Children should NOT attend Children's Church if

- You have a fever of 100 degrees or higher.
- You have any respiratory infections, or have had a cough, sneezing regularly, had shortness of breath, vomiting or diarrhea within the last 24 hours.
- Have/had the flu or COVID symptoms in the previous 14 days, or have had any contact with someone with a confirmed diagnosis.
- 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.
- Please pick up your children immediately following the end of service so there is time to clean and sanitize the materials used.
- No diaper bags/tote bags of any sort should be sent with your child to class.
- We ask that toys of any kind be left with the parent and not brought to the classroom.

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

Volunteer Signature _____

Date _____