



WELCOME!

Thanks for joining us in Calvary Town!
This is the place for **Children's Ministries** at Calvary Church.

We recognize that you, and other volunteers who serve alongside you, are the foundation of a successful ministry to children. That is why we are intentional in putting together a process for screening, interviewing, and placing volunteers in their areas of service. No matter what your role is within our ministry, you are an integral part of the body as we minister to the children that God entrusts to our care. We believe that together we can make a difference in the kingdom of God.

We ask that you go through the information in this packet carefully. It should provide you with a clear understanding of why we do what we do as well as our policies and procedures. We expect all of our volunteers to be familiar with this information.

If you have specific questions, or find that you are experiencing problems in your area of ministry, I invite you to call me at extension 371.

Thanks again for being an important part of Calvary Town.

Serving Together,

Matt Davis
Pastor of Children's Ministries



WHAT WE BELIEVE

1. We believe the Bible is the Word of God, without error in its original autographs.
2. We believe in a personal God, who manifests Himself as Father, Son and Holy Spirit and is Creator of the universe.
3. We believe that Jesus Christ is God in human flesh, born of a virgin, sinless, the One who died on the cross for our sins, arose from the dead and is alive in Heaven right now.
4. We believe that Jesus Christ is coming again to take His believers to Heaven and to return with them to set up His Kingdom on earth.
5. We believe that all are sinners and are saved from sin, death, and hell, by personal faith in Jesus Christ as our only Lord and Savior.
6. We believe that salvation is by God's grace apart from any human effort or merit.
7. We believe that all believers in Jesus Christ are born again, indwelt and baptized by the Holy Spirit, and can never lose their salvation.
8. We believe that God wants us to reach our world with the gospel of Jesus Christ and we are committed to that task with our money, talents, time and personal involvement.



My COMMITMENT TO SERVE

"And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him." – Colossians 3:17

As a volunteer with Calvary Town, I will:

1. Give my best in the area of ministry I have accepted, and will demonstrate my faithfulness to my ministry through preparation, participation and punctuality.

"Whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ." – Colossians 3:23-24

2. Strive to lead a life which is honoring to the Lord with the awareness of the influence I will have upon the children I lead. I understand that first and foremost as a volunteer in the ministry to children, it is expected that my daily walk should please the Lord. I will strive for consistent prayer and Bible study.
3. Remember at all times that I am working with the lives of children; helping to mold them after the life of Jesus Christ, as set forth in the Word of God.
4. Dress modestly.
5. Strive to effectively minister to the children by:
 - a. Knowing the children assigned to me, being aware of their individual needs and praying regularly for them.
 - b. Having fully prepared for my ministry.
6. Support the leadership and total program of the church.

"Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account." – Hebrews 13:17

7. Strive for faithful attendance at:
 - a. The worship services of the church.
 - b. Prayer and planning meetings of my ministry area.
 - c. Special teacher training opportunities as they become available.

"Therefore, my beloved brethren, be steadfast, immovable, always abounding in the work of the Lord knowing that your labor is not in vain in the Lord." – 1 Corinthians 15:58



BENEFITS

1. *You will grow in spiritual wisdom and strength as you prepare weekly for your ministry.*
2. *You will feel the personal satisfaction of knowing you have done your best to share the love of Christ with another person.*
3. *You will experience the joy of seeing children come to faith in Christ.*
4. *You will make an eternal investment by helping your students assimilate biblical truth into their lives and grow in their relationship with Jesus Christ.*
5. *You will grow in your relationship with Jesus Christ, your teaching team and the children you serve.*

OUR COMMITMENT TO YOU

1. To support you in prayer.
2. To provide training to equip you in your ministry role.
3. To provide facilities, materials and curriculum, and keep these items in good order.
4. To provide supervision and assistance.
5. To provide a clear statement of our philosophy of ministry and job descriptions for each ministry role.

OUR PHILOSOPHY ON SEX ED

We believe that sex education should take place in the context of the family. Children develop sexual awareness and questioning at varying ages. Although many children in our ministry may initiate questions, we feel these discussions should take place in the home.

Any curriculum covering sexual material will only take place with parent permission or participation.



CHILD PROTECTION POLICIES

Purpose: To provide a safe environment for our children and to prevent allegations of child abuse.

1. Volunteers must complete the screening process, including application, background and reference checks, and an interview before being placed to work with children.
 - a. During the application process, applicants may observe but not participate in children's activities.
 - b. Exceptions will be made:
 - when the applicant is well-known to a Calvary staff member or elder who will take responsibility for him or her until the application process is complete.
 - for parents who may be asked to help for a specific situation or substitute on a given Sunday under staff supervision.
 - for members of an Adult Bible Fellowship group that may serve in the Nursery or Preschool area on Sunday mornings, with the approval and supervision of a Calvary staff member or elder.
2. At least two volunteers must be present with every group of children.
 - a. At least one volunteer must be an adult.
 - b. An exception is made in Elementary small group sessions where one teacher may be alone with a small class if at least three children are present.
3. Volunteers may never take one child alone to the restroom.
 - a. 2nd graders and under must be accompanied to the restroom by a volunteer.
 - Take at least 2 children and wait by the restroom door.
 - b. 3rd-6th graders may be sent to the restroom in pairs without an adult on Sunday mornings.
 - c. In any evening activity, all children must be accompanied by a volunteer.
 - d. Men are not permitted to take girls to the restroom.
 - e. When anyone (male or female) is taking a child to the restroom, provide as much privacy as possible.
 - f. Workers should only enter a restroom stall when absolutely necessary to assist a child.
 - g. Keep the restroom door ajar.
4. Diapers are to be changed only in designated areas and in the presence of other workers.
 - a. Men are not permitted to change diapers.
5. Use proper judgment when having physical contact with a child.
 - a. Touching and/or hugging should be done in the presence of another adult in an open classroom.
 - b. No tickling.
6. Classroom doors must always remain unlocked when activities are occurring.
7. Parents are welcome to observe their child in any ministry time with the approval of Calvary staff.
 - a. If parents desire to serve on a regular basis in their child's class, they must complete the screening process.
 - b. All visitors to classes must sign in before entering a classroom.
8. Volunteers must be aware of Emergency Procedures.
9. Volunteers must know what to do if child abuse is suspected.



10. All children must be signed out on the sign-in sheet or roster by an adult or teen (14 years of age or above).
 - a. During daytime activities this applies to children through 4th grade.
 - b. During evening activities this applies to children through 6th grade.
 - c. The security claim-check system for Nursery and Preschool classes must be used.
11. All volunteers and children must wear identification name tags including first and last names.
12. All volunteers must sign in on volunteer sign-in sheet in their appropriate areas.

Out of Class Activities

1. At no time may a volunteer take a child or children on any activity alone.
 - A volunteer may not be alone in a car with any fewer than two children.
2. For all out of class activities the following forms are required:
 - a. An **Activity Approval Form** must be completed and returned to the Children's Ministries Office. The activity and volunteers involved must be approved **prior to publicizing** the activity.
 - b. **Permission Slips** must be used for all out of class activities (includes special events on our campus).
 - c. Out of class activities must have a minimum of at least 2 approved volunteers at all times.
3. All forms are located in the Calvary Town office.

CHILDREN'S MINISTRIES CHILD-TO-VOLUNTEER RATIOS

AGE OF CHILDREN	NUMBER OF CHILDREN	NUMBER OF VOLUNTEERS
0-12 months	2	1
13-19 months	3	1
20-36 months	4	1
3 years-Kindergarten	6	1
1 st -6 th Grade	10	1



OFF CAMPUS EMERGENCY PROCEDURES

What should I do if a child becomes injured or ill?

1. If a child becomes seriously injured or ill, send a worker immediately to the nearest phone and call 911. Notify the child's parents and the Calvary Town office (714.973.4800 ext. 348) as soon as possible. First aid or CPR should be administered only by someone who is trained.
2. If the child suffers a minor injury (scrapes, bruises, bumps, bites, etc.) clean the wound with water and apply a bandage and/or ice for swelling. We are not permitted to administer medication of any kind. Medications may be given by medically trained personnel at camps and retreats with parent's permission.
3. If any injury or illness occurs, please complete the Calvary Town "Injury Report Form." Please give the yellow copy to the parent and the white copy to the Calvary Town office.

Remember to carry the permission slips in case of an emergency.



HOW TO REPORT SUSPECTED CHILD ABUSE

1. All volunteers are to be familiar with the definitions and descriptions of child abuse on the following page.
2. If a volunteer suspects child abuse of a child involved in any Calvary Town program, the following steps are to be followed:
 - a. Report the suspected abuse immediately to the Pastor of Children's Ministries or the Coordinator responsible for your area of ministry.
 - b. **Do Not** interview the child regarding the suspected abuse. The interview process will be handled by trained personnel.
 - c. **Do Not** discuss the suspected abuse. It is important that all information of the suspected child abuse be kept confidential.
3. Volunteers reporting suspected child abuse will be asked to complete a Suspected Child Abuse Form (see next page). Confidentiality will be maintained where possible. This report is to be completed within 24 hours and given to the Pastor of Children's Ministries or the Coordinator responsible for your area of ministry.
4. Once a suspected child abuse case has been reported by a worker, steps will be taken immediately to report it to the designated reporting agency.



DEFINITIONS OF CHILD ABUSE

"As defined by the "National Committee for Prevention of Child Abuse"

***Physical Abuse**

Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.

***Neglect**

The failure to provide for a child with basic needs, including food, clothing, education, shelter and medical care; also abandonment and inadequate supervision.

***Sexual Abuse**

The sexual exploitation of a child by an older person, as in rape, incest, fondling of the genitals, exhibitionism, or pornography. It may be done for the sexual gratification of the older person, out of need for power, or for economic reasons.

***Emotional Maltreatment**

A pattern of behavior that attacks a child's emotional development and sense of self-worth, such as constant criticizing, belittling, insulting, manipulation; also providing no love, support, or guidance.¹

¹ Paula Juadees and Leslie Mitchel, Physical Child Abuse, National Committee for the Prevention of Child Abuse. 1992, p.3



SUSPECTED CHILD ABUSE REPORTING FORM

(Please fill in only what you know as fact)

Name of Child _____

Address of Child _____

Name of Parent(s) or Guardian _____

Class or activity involved in _____

Type of abuse suspected: **Physical** _____ **Sexual** _____ **Emotional** _____ **Neglect** _____

Please give a description of suspected abuse. Include related facts and course of events where necessary.

Person Reporting Abuse

Name _____ Date of Report _____

Address _____

How long have you known this child? _____

What is your relationship to this child? (Teacher, Team Leader, etc.) _____

Signature of Reporting Party _____ Date _____

CONFIDENTIAL



CHILDREN'S MINISTRIES DISCIPLINE POLICY

If during an activity or event, a child is behaving in such a manner that they are being disruptive, putting themselves or anyone else in danger, the following steps should be put into action immediately:

1. The child will receive a verbal warning specifically telling the child what it is that they are doing wrong. At this point they have an opportunity to correct their behavior.
2. If a verbal warning does not work, the child should be separated from the group and sit out in a visible area for an appropriate period of time with a leader to discuss their actions and given a final opportunity to correct their behavior. Once an understanding has been reached, the child may once again participate in the activity.
3. If the behavior continues, the leader needs to call the parents to have the child picked up from the activity.
4. If a child is putting themselves or anyone else in danger, stop the behavior and remove that child from the dangerous situation immediately. Then consult your Coordinator or the Children's Ministries Pastor.

REMINDER!!!

It is never appropriate to use corporal punishment in the discipline of a child. Physical contact of any kind to discipline the child is specifically prohibited. **Children must never be spanked or hit, even on their hands!** It is also important to note that using a stern voice is acceptable, but never to the point of screaming. The goal of any discipline should have the growth of the child in mind. Discipline should be done in the context of loving the child.

My son, do not despise the LORD's discipline and do not resent His rebuke,
because the LORD disciplines those He loves, as a father the son he delights in.

- Proverbs 3:11-12



EMERGENCIES: FIRE AND EARTHQUAKE

Classroom Evacuations

1. Acquaint yourself with the evacuation route for your classroom. It is posted near the exit door of your classroom.
2. Acquaint yourself with the evacuation route for adjoining classrooms should your primary exit be blocked and you need to evacuate through an adjoining room.
3. Before evacuating count the number of children in your class and take class roster with you.
4. Evacuate to the area designated on your evacuation route chart. Upon arrival take a head count to insure all your children are with you.
5. Await further instructions from a member of the Calvary Town Staff.
6. First aid will be brought to you as needed. Do not leave your group to obtain first aid.
7. Remain calm which will help keep your students calm. Keep them informed as you have information to share with them.
8. Release children only to their parents and only when all kids are assembled in a safe place and accounted for. Nursery and Preschool parents must have their child's claim check. Do not dismiss any children, including elementary age, to go on their own.

Earthquakes – DO NOT USE ELEVATORS

1. Direct students to “drop and cover” (climb under desks, etc.) until earthquake stops.
2. Do not evacuate unless given instruction to do so by a member of the Calvary Town Staff.
3. For babies, crawlers and toddlers:

Babies/Crawlers/Toddlers

At the first signs of an earthquake quickly cover the babies/crawlers/toddlers with either cribs or your body ensuring that the children have room to breathe but are protected from any falling debris. If there is little or no damage to your room please remain in the room until you receive instruction from a staff member. If instructed to evacuate, follow the evacuation route located near your primary exit door. Wait outside with the babies/crawlers until they are picked up by a parent. Parents must have their child's claim check.