

# Children's Ministry Handbook



**First Baptist Church**

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[fbchuntingdon.com](http://fbchuntingdon.com)

## PURPOSE STATEMENT

The purpose of this FBC Huntingdon Children's Ministry Handbook is to outline guidelines for appropriate care, instruction, and security of children while involved in church activities. As Jesus admonished the disciples, "... let the little children come to me. . ." Mark 10:14

## GENERAL GUIDELINES FOR PARENTS

- **READ** the Children's Ministry Handbook carefully and become aware of the guidelines that have been adopted by the church family.
- **TAKE** the initiative to ask for clarification if there are policies that you do not understand. Any staff person, program director, or teacher will be available to answer questions.
- **FOLLOW** the arrival and pick-up procedures outlined in this handbook.
- **ENCOURAGE** your child to practice good behavior and to do his/her best to cooperate with teachers and friends at church.
- **CHILDREN** should always be under the direct supervision of an adult. When your child is not in a class with a teacher, he/she should remain under your care and watchful eye.
- **CONSIDER** it your responsibility/duty to immediately report situations that involve your child or any other child that indicate any type of unsafe or unsettling issues.
- **WE HAVE** an emergency preparedness plan in place for weather or fire emergency. Please remember to follow the guidelines as stated in this booklet.

## SUPERVISION STATEMENT:

- The responsibility to supervise children while at FBC rightfully belongs to the parents of those children. Parents are expected to know where their children are at all times and are relied upon by the church to supervise the actions of their children, especially before and after children's ministry activities (including but not limited to Sunday Bible Study, Wednesday activities, & Upward practices and games).
- Proper parental supervision is defined as parents or caregivers always having their children within their eyesight and under their control, or by properly dropping them off and picking them up from the adult leader of a supervised ministry activity (ex. Sunday School teacher, WOW leader, Upward coach).
- By doing this, parents, staff and church attendees alike can be assured that the children are not in places in the building or grounds where their play can cause injury to themselves, disrupt others who are in study or cause damage to the facilities. Proper supervision of children also significantly minimizes the risk of any child being lost, injured, or abducted.
- Anyone encountering children that are outside of proper supervision should contact a children's ministry leader or security team member.

## DROP OFF AND PICK UP PROCEDURES:

- Children through grade 6 are to **be delivered to the classroom and picked up by an adult**. They must not arrive alone or be delivered by older children.
- Please do not bring your child earlier than **15 minutes before the time** for the children's ministry activity to begin and pick him/her up immediately at the end of the activity.
- In the event an adult leader is not in the room, please remain with your child until the leader returns. **Parents should make visual and/or verbal contact with adult leader**.
- Please communicate any **custody arrangements** to the ministry leader. (Ex. grandparent picking up, non-custodial parent issues, etc.)
- To avoid congestion, please have only one parent bring and pick up the child.



## **SAFETY:**

**FIRE** – In case of fire, the children will be evacuated by the leaders following emergency procedures. Please do not come to your child's classroom, as that will crowd our evacuation routes. **Plan to meet your child at the appropriate evacuation location.**

- A. Main building: Children in the children's wing near the FLC will be evacuated to the Kennon house. Children in the upstairs classrooms will be evacuated to the Network.
- B. Kennon house: Children will be evacuated to the FLC.
- C. Network: Children will be evacuated to the multi-purpose room.

In consideration of custody concerns and the safety of all children during the confusion, parents may meet and wait with their child but may not take them until checked out with a children's ministry leader.

**TORNADO** – In case of tornado, the children will be evacuated to the basement area beneath the multi-purpose room. In consideration of custody concerns and the safety of all children during the confusion, parents may meet and wait with their child but may not take them until checked out with a children's ministry leader.

**INSTRUCTIONS FOR FIRE ESCAPE, TORNADO, ETC. ARE POSTED IN EVERY ROOM. THERE IS ALSO A MAP IN EACH ROOM TO DIRECT THE CLASS TO THE EMERGENCY EXITS.**

**THE PRESCHOOL PLAYGROUND** (next to the Kennon House) should only be used by children ages 6 and under and only with direct adult supervision.

## SECURITY

As the FBC children's ministry seeks to provide a safe and secure place for all children, **parents are expected to follow the supervision statement and drop off/pick up procedures** included in this handbook.

Only parents, children's ministry leaders/volunteers, and children are permitted in the children's ministry areas.

Every classroom will be staffed with **at least 2 volunteers**.

All adult volunteers (age 18 or older) in the Children's Ministry will complete a screening process prior to working with our children at FBC Huntingdon. The screening process for adults will include, but is not limited to:

- Actively attending First Baptist Huntingdon for a minimum of 6 months.
- Completing a Children's Ministry Volunteer Application.
- Signing a consent for a Background/Criminal History Check.
- Attending an orientation meeting with the Children's Ministry leader.

The screening process for youth volunteers (grades 7 – 12) will include, but is not limited to:

- Submitting a recommendation from the Minister to Students.
- Completing a Youth Volunteer Application.
- Attending an orientation meeting with the Children's Ministry leader.

## HEALTH/WELLNESS POLICY

To minimize the exposure of the children in our activities to contagious disease, **we request that parents keep their children at home if they exhibit any of the following symptoms:**

- Temperature of 100 degrees or higher. Temperatures should be normal for a minimum of 24 hours before attending children's ministry activities.
- Upper respiratory infection including cold, bronchitis, throat infection, etc.
- Nasal Drainage. (thick, cloudy and/or colored)
- Cough (frequent, loose, barky); wheezing or difficulty breathing
- Eye infection. Redness of the eye, white or yellowish drainage, excessive tearing and/or dried drainage on the eyelashes after sleeping.
- Vomiting and/or Diarrhea. Symptoms should be absent for a least 24 hours.
- Head lice.

Parents will be asked to pick up their child if he/she is exhibiting any of these symptoms or becomes ill during class time.



Children with open wounds or lesions will be required to keep wounds covered.

Parents are responsible for informing children's ministry leaders of any allergies or medical concerns, and for helping us develop plans to address these concerns.



Medication **will not** be administered by Children's Ministry leadership.

First aid will be administered as needed and parent will be notified.

**Universal precautions** will be used in any situation where exposure to bodily fluids is possible.

- Disposable gloves will be used and hands will be washed with soap and water.
- All contaminated paper and first aid products will be sealed in a bag for disposal.
- Surfaces will be disinfected with a bleach solution.



## HELPFUL HINTS FOR PARENTS

- Because children will be studying the Bible during Sunday morning Bible study, please encourage your **child to bring a Bible** with them.
- Children will be enrolled in an age graded Bible Study class. The public school birthday requirement is followed.
- Children should be **fed meals and/or snacks before** coming to children's ministry activities (unless the activity includes a meal). In consideration of the other children, please do not allow your child to bring food.
- **Toys should not be brought to church** unless specifically requested by a teacher.
- We do our best to make sure your child has time to go to the restroom before going to worship. Please check with your child on the way to service. **It is unwise to allow children to leave the worship center alone to go to the restroom.**
- **Parents are invited to be involved as volunteers** in Children's ministry. Contact Jayne Simpson for information about volunteering.

