Mehrrin
Baptist Church

Children Ministry Policy

For children and youth ages 0-17

and MBC volunteers who serve them

Meherrin Baptist Church Children Ministry Policy

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Meherrin Baptist Church Children Ministry Policy

Our Vision and Mission

In Obedience to the Lord (Matthew 28:18-20) our vision is to see a new generation of young people and children pursuing godliness (II John 4). Consistent with this covenant is a life of purity and integrity among all church members, especially among those who serve our young people and children.

The MBC Children Ministry exists to glorify God by:

- Displaying Christ in all we say and do (I Cor. 10:32; 2 Cor 4:1; Col 3:17, 23).
- Maintaining a Godly, safe, and secure environment for our children (I Timothy 3:14-15; I Cor 14:40).
- Supporting and encouraging parents who are primarily responsible for teaching biblical truths to their children (Ephesians 6:4).
- Making the whole counsel of Scripture known to children with special emphasis on the Gospel (Deuteronomy 6:6-9; Romans 1:16-17).
- Praying for the children and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word (Romans 10:17; Ephesians 2:4-10).
- Living Faithfully before the children and modeling for them how Christians are called to respond to God, interact with each other, and with the world around us (Matthew 5:16; I Cor 11:1).
- Encouraging children to learn to serve and to not just be served (Mark 10:43-45).
- Maintaining the highest ethical standards such that volunteers, workers, teachers, and leaders always live and serve above reproach, protecting the reputation of the Gospel of Jesus Christ.
- Preparing children to one day walk with God as adults, which means getting them ready to be part of the public services and, Lord willing, one day fully participating adult members.

Glossary:

Nursery Child / Children – Anyone from birth (Infant) to the age of three (3) years of age (Toddler). From here forward will be referenced as Baby or Babies.

Preschooler / Team Kids – Anyone three (3) years of age to five (5) years of age, not to have reached their sixth (6) birthday.

Mission Friends, RAs & Gas – Are for children ages three (3) to eleven (11) years old. These groups meet on Wednesday nights and at other times for special events.

Child / Children – Anyone from birth to the age of eighteen (18) years of age.

Meherrin Baptist Church – From here forward will be referenced as MBC.

Director – Individual who is the Chairperson, or Leader of the following groups: Preschool Committee, Team Kids, Sunday School, Baptist Men (RAs), WMU (GAs), and Youth Committee.

Children Ministry Worker - A volunteer from the membership of MBC being over the age of eighteen (18) years of age, unless otherwise approved by a director, and that has been vetted per requirements found in the MBC Children Ministry Policy. For the remainder of this policy shall be CMW(s).

Volunteer – A member of MBC of at least six (6) months and in good standing wishing to help fill roles in the church without compensation.

Background Coordinator – Will be appointed by the Deacon Board upon recommendation of the Safety and Security Committee and will facilitate the collecting and review of background checks.

Expectations for the MBC Children Ministry Workers

Any member of MBC wishing to serve in the Children Ministry must meet the following qualifications:

To align our church's children ministry with best practices for the safety of our children, CMWs are to be **ages 18 and up,** unless otherwise approved by a director.

Be a member of the church for at least six months.

Apply to the Director of the group with which they desire to become a CMW.

Grant approval for a criminal background check prior to serving.

Focus on children entrusted in their care, refrain from anything that could cause a distraction i.e. extended conversations with others and avoid phone use.

A minimum of two adults should be present at all times, it is preferred the two CMWs be unrelated but with approval from director, husband/wife, mother/daughter etc. can work together while preforming the duties of a CMWs role.

Abide by the procedures found in this policy as well as any independent procedures applicable to the group they are working with.

Approval of MBC-CMWs

Because we desire to protect children involved in our ministry, MBC requires all volunteers wishing to work with children to complete three safety steps before placement. MBC requires that all prospective CMWs complete the following:

1. **Criminal Background Check**

A standard criminal background check will be performed by the MBC Background Coordinator. The release form will be signed by prospective CMWs when applying to become a CMW. See Appendix 6 for detailed background procedures.

   a. Reference Information: In addition to the background check, if the prospective CMW served/worked in children's ministry or with youth serving organizations prior to serving at MBC within the last five years, the volunteer will provide reference information in order for the director to reach out to the reference.

2. **Policies**
   Prospective CMWs will have an in-person orientation with the director or Safety & Security Committee designee. At that time policies and procedures will be reviewed and signed-off by the prospective CMW to indicate he or she has read and understands the material and agrees to comply with policy and procedure requirements.

3. **Safety Training**
   During orientation, safety training material and a copy of the MBC Children Ministry Policy will be provided to each CMW. The safety training will include but not limited to fire extinguisher training, emergency evacuation, and other appropriate training which would help manage and mitigate situations that could cause harm to children in their care. MBC will offer continuing education and safety training for CMWs.

Building Safety

CMW are prohibited from being alone with an individual child in any room or building. In the event a CMW is alone with a single child, that CMW will take the child to a room or building occupied by others, or to a location easily observed by others.

Discipline of Children

It is our policy that CMWs are prohibited from using physical discipline in any manner for behavioral management. No form of physical discipline is acceptable. This includes spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors.

Address with Love and Compassion

As the church, we must address children with love and compassion because they are loved by and made in the image of God. To grow your love and compassion for children remember:

1. They are children. They need to be known, loved, and understood. They will push the boundaries to test and see if your love is real.
2. Pray for them. Ask God for wisdom. Address their behavior but walk in love and forgiveness. They need to see the love and forgiveness of Jesus modeled before them.
3. For ongoing concerns, talk with the Director or Pastor and set up a plan to talk to the child's parent(s). Let the parent(s) know that we want to partner with them to love and care for their child. Ask them if they have any tips for you. What do they do at home that you can reinforce?

Restroom Supervision and Assistance Guideline

Because children may require complete assistance with their bathroom activities, all CMWs will observe the following policies:

Diapering

1. Only 16-year-old or older approved CMW or the baby's parent or legal guardian will undertake the diapering of babies. If parent(s) are onsite, if possible, text them and they can change the diaper.
2. Changing diapers should be done in plain sight of other CMW.
3. Babies will never be left unattended on changing tables.
4. Babies should be re-diapered and re-clothed immediately upon the completion of changing their soiled diapers.
5. Babies should be changed on the changing table only.

Toilet Training

1. No toddler/child should be forced to use the toilet.
2. Only approved CMWs or the toddler's/child's parent or legal guardian will participate in toilet training efforts with toddlers/children.
3. Due to the age of or ability of the toddler/child a CMW may have to remain with the toddler/child during the restroom visit the door to the restroom will be left partially open, with another CMW outside of the door if this is possible.
4. Toddlers/children will never be left unattended in restrooms. When toddlers/children are taken into the restrooms, and they can complete the visit without assistance the door will be left partially open, with a CMW standing outside of the door.

5. Parents should be consulted on each toddler/child's progress in the toilet training process before leaving the toddler/child with CMWs.
6. "Accidents" should be handled by reassuring the toddler/child and completing the changing of diapers or underwear or clothing.

Contacting Parents

Parents who leave a child in the care of CMW(s) during church services or activities should be contacted if a child becomes ill, injured, or has a severe disciplinary problem while in the care of CMW(s).

Parental Involvement

Parents have an open invitation to observe, with supervision, all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's program will be required to complete MBC's volunteer safety steps.

Physical Contact

MBC is committed to protecting children in its care. To this end, MBC has the following physical contact guidelines that promote a positive, nurturing environment while protecting children. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of CMWs must always foster trust. Personal conduct must be above reproach.

1. Appropriate physical affection between CMWs and children is important for children's development.
2. Inappropriate touching and inappropriate displays of affection are not acceptable. Any inappropriate physical contact, touching or displays of affection (including tickling, kissing on the face or lips, etc.) should be immediately addressed and reported to the Director or Pastor.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a CMW.
4. Physical contact and affection should be given only in observable places or when in the presence of other CMWs. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.

6. CMWs are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
7. Any inappropriate behavior or suspected abuse must be reported immediately to the Director or Pastor.

Verbal Interactions & Communication with Children

Verbal interactions between CMWs and children should be positive and uplifting. CMWs should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of their children.

To this end, CMWs should not talk to children in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, CMWs are expected to refrain from swearing in the presence of children.

Any communication via text/messaging between children and CMWs should never be one-on-one and shall include the child's parent/guardian(s) or at least one other CMW. Private conversations with children by CMWs via apps/messaging tools is inappropriate and shall not be engaged in. Just as physical contact with children should be visible to others, so shall phone contact.

Tobacco Use And Vaping

MBC is a tobacco and vape free facility. MBC prohibits the use or possession of tobacco and vaping products in church facilities, while in the presence of children or their parents, or during MBC activities or programs.

Intoxicants

CMWs are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility or while working with or supervising children during any MBC program or activity.

Medication

CMWs may not administer medication to any child. Exceptions will be made as it relates to an EpiPen since the medication must be administered in emergency situations. Parents/guardians must provide written instructions to the Director or Pastor regarding the method and timing of the administration of an EpiPen.

Willfully Tolerating Misconduct

It is a violation of this policy if a CMWs knows of misconduct but takes no action to intervene on behalf of the child. All forms of misconduct should be reported to the Director or Pastor.

Reports of Misconduct

Reports of misconduct will be investigated for validity. At a minimum the person lodging the complaint shall provide written statement and present any evidence to the Director or Pastor. A determination should be made as to the severity of the allegations and if the complaint should be turned over to law enforcement.

Discipline of the Children Ministry Worker

A CMW found to be in violation of this policy will be removed from their position until such time as the complaint or report of misconduct is determined to be false or having no value. If it is determined to be true the CMW will be removed from serving within the Children Ministry.

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APPENDIX 1 Nursery Procedures

Procedure Scope & Definitions

The scope of this procedure is for the Meherrin Baptist Church Nursery. The nursery is available for babies from birth until their third birthday (as stated in the church constitution) on Sundays during the Sunday School and Worship Hours. The scope of this policy is *not* intended for children three years of age and up.

Babies – Anyone from birth (infant) to the age of three (3) years of age (toddler). From here forward will be referenced as Baby or Babies.

Meherrin Baptist Church – From here forward will be referenced as MBC.

Children's Ministry Worker - A volunteer from the membership of MBC being over the age of sixteen (16) years of age, and that has been vetted per requirements found in the MBC Children's Ministry Policy. For the remainder of this policy shall be MBC-CMW.

Guardian - An individual over the age of eighteen (18) years of age, responsible for the drop off and pick up of the baby.

Expectations of the MBC-CMW

MBC-CMWs must meet the following qualifications in order to serve in the church nursery.

1. Contact the Preschool Director or a member of the Preschool Committee with a desire to become a MBC-CMW for Nursery.
2. Must complete all approval steps outlined in the MBC Children's Ministry Policy satisfactorily.
3. MBC-CMWs are to be **ages 16 and up.**
4. Children/Grandchildren of MBC-CMWs that are **12 years of age or older** are permitted to attend, but should not provide hands-on care (i.e. diaper changing, lifting or taking to the bathroom). MBC-CMWs are responsible for ensuring their children/grandchildren do not participate in the hands-on care. Children/Grandchildren should only attend nursery when their family member is present.

a. If concerns arise regarding children/grandchildren actions/behavior in the nursery, please contact the Preschool Director or a member of the Preschool Committee to discuss the concerns.

5. Be a member of the church for at least **six months**.
6. Focus on the babies, refraining from extended conversations with others and avoid phone use.

Check-In Procedures

At any time that a baby has been entrusted to MBC-CMWs, MBC incurs responsibility for the safety and welfare of the baby. MBC-CMWs must act to ensure the appropriate supervision and safety of babies in their charge.

1. Arrive **15 minutes early**, to ensure classroom coverage prior to the first baby arriving and to allow time for the Sunday School MBC-CMWs and guardians to go to the worship service.

2. Please place your items on the hooks and shelf on the left-hand side of the nursery (on the wall). This will ensure the cubbies (on the right-hand side of the room) are available for the baby's items.
3. Only babies from birth through their third birthday should be permitted in nursery.
    a. **Children aged 3 years old and up are expected to sit with a guardian in the sanctuary until Team Kid's (Age 3-5) is dismissed from the worship service.** They should not stay in the nursery.
4. If the baby is a regular attendee, ensure their bag and belongings are placed in their cubby with their name on it.
5. Utilize the stickers provided to **write the baby's first name on the sticker** and place it on the baby's belongings (bookbag, diaper bag, etc.). Give the remainder of the sticker to the guardian.
    a. Both stickers have the same number listed and these numbers will be matched when the guardian returns to pick up the baby. This ensures the guardian that dropped off the baby is the guardian that picks up the baby.
6. If the baby is a visitor, utilize the welcome sheets in the nursery binder and ask the guardian to complete it. This sheet asks for the guardian's contact information, as well as any allergies. Any special instructions given by guardians leaving the baby in the nursery will be recorded on the welcome sheet ("Seth Adams has a peanut allergy"). Ask the guardian if they have snacks or drinks in their diaper bag.
    a. Let the guardian know that we do offer a limited number of snacks at times during nursery and ensure they are comfortable with this. **Ensure you are aware of any allergies.**
7. There are disposable changing table covers in the cabinet. Place a cover on the changing table prior to babies arriving.
8. Try to keep opening and closing the door to a minimum, this triggers many babies to cry.
9. Discourage visitors from entering the nursery (as they have not gone through the safety and security steps for approved MBC-CMWs).
10. Feel free to utilize the nursery room as well as the room next to the nursery room for playing with the babies, as long as two adults are present.
11. When babies bring cups, ensure they are labeled with their name or use a sticker to label the cup. Ensure the babies do not drink out of another baby's cup.

Check-Out Procedures

1. 10 minutes prior to the end of the worship service, begin checking diapers to determine if they need to be changed. Guardians typically pack the baby's diapers in their diaper bag, if not, extra diapers can be found in the bathroom attached to the nursery.
2. Utilize the cleaning wipes to wipe down all toys that have been touched or mouthed, turn them off (to extend the battery life) and return them to the toy bin. This helps ensure germs are not spread and keeps our toys clean and working properly.
3. Return cups and any other belongings to the baby's bag.
4. When the guardians arrive ask them for the sticker with the number on it that was given to them when they dropped off the baby. **Match the number on the sticker given to you to the sticker on the baby's belongings.**
5. Only adults may pick up babies (do not allow a sibling or another child to pick up a baby). When the guardians arrive, always thank the guardian for bringing their baby. It is our privilege to serve them. Inform them of diaper change or snacks/feeding.

6. After babies have been picked up, remove dirty crib sheets and place them in the 'used linens' basket and replace with a clean sheet (located in the cabinet). The Preschool Committee will wash the dirty sheets periodically and place them back into the cabinet.
7. Throw away the disposable changing table cover.
8. You do not need to discard the trash - an individual is employed by the church to collect trash each week.
9. MBC-CMWs are responsible for releasing babies in their care only to guardians, or other persons designated by guardians (listed on the welcome sheets in the nursery binder) at the close of services or activities.
    a. In the event that MBC-CMWs are uncertain of the propriety of releasing a baby, they should immediately locate or contact the Preschool Director, Pastor or a Deacon.
    b. **A Deacon contact list is posted in the nursery.**

Diapering

1. Only 16 year old or older approved MBC-CMW or the baby's guardian will undertake the diapering of babies.
2. Changing of diapers should be done in plain sight of other MBC-CMW.
3. Babies will never be left unattended on changing tables.
4. Babies should be re-diapered and re-clothed immediately upon the completion of changing their soiled diapers.
5. Babies should be changed on the changing table only. The exception to this rule is if a MBC-CMW is unable to lift a child to the changing table or the child is resisting the diaper change but a change is needed, the diapering should be done safely on the floor. Do not attempt to lift a child, if they are too heavy or ask another MBC-CMW to change the diaper.

Nursery Schedule

The Preschool Director or a member of the Preschool Committee will create a schedule for every 6 months (September-February & March-August) for the Worship Hour only. The Sunday School hour schedule is the responsibility of the Sunday School Director. The schedule will be posted in the nursery as well as shared with the Church Secretary to post in the church bulletin/monthly newsletter.

1. When creating the schedule, the Preschool Director will ensure three unrelated adults are scheduled each Sunday.
    a. Two MBC-CMWs and one Backup MBC-CMW will be scheduled each week.
        i. If a decision is made that the backup MBC-CMW is not needed, the backup MBC-CMW can be removed from the schedule and only two adults can be listed on the schedule. This decision is up to the discretion of the Preschool Committee.
    b. The backup MBC-CMW will check in with the nursery to see how many babies are in attendance and ask if their help is needed.
        i. If the two MBC-CMWs feel the backup MBC-CMW is not needed, the backup MBC-CMW can then attend the worship service.
        ii. If the two MBC-CMWs believe more help is needed, the backup MBC-CMW will serve in the nursery.
2. If the MBC-CMWs or the backup is unable to serve on a given Sunday, **they should reach out to the other MBC-CMWs listed on the Nursery Contact Listing to find a replacement** and then notify the

Preschool Director of the change. Contact the Preschool Director if a Nursery Contact Listing is needed.

   a. **Only those listed on the Nursery Contact Listing should serve as replacements** as they have gone through the approval steps to be an approved MBC-CMW. Please do not ask someone who is not on the listing to serve as a replacement.

3. If a replacement cannot be found, please contact the Preschool Director or a member of the Preschool Committee and the Preschool Director or a member of the Preschool Committee will fill in for you or find a replacement.

Nursery Supplies

1. If nursery supplies are running low and need to be replaced, a sheet will be posted in the nursery.
2. Please list the item that needs replacing and the Preschool Director or a member of the Preschool Committee will order it. The supplies can be reimbursed by the church, as nursery expenses are included in the church preschool budget.
3. Supplies include: Snacks, disposable changing pads, batteries, bottled water, Clorox wipes, diapers, tissues, baby wipes, etc.

Illness Prevention

If any MBC-CMW has a communicable illness (cold, cough, fever, etc.), he or she needs to find a substitute within the Nursery Contact Listing with whom to switch and inform the Preschool Director.
If a baby is found to be sick (fever, cough, runny nose, diarrhea, etc.), the guardian should be notified and asked to remove the baby (unless the guardian is certain it's allergy-related).

Guardian Contact

Guardians who leave a baby in the care of MBC-CMWs should be contacted (text or call) if a baby becomes ill, injured, or has a severe disciplinary problem. The guardian contact information can be found above the cubbies for those babies that attend on a regular basis or in the binder for babies who are newer to the church.

Emergency Situations

In the case of a fire:

1. Each MBC-CMW will seek to remain calm, listen, and remove the babies from the nursery area. The MBC-CMWs will take all the babies out the exit door (closest to the playground).
2. Once each baby is outside, the MBC-CMWs will move to the "meeting area" at the gate to the playground fence. Guardians should meet their babies at this fence.
3. Guardians, siblings, etc. are NOT to come to the Nursery, as this may endanger more lives and impede the process of safely getting all babies and MBC-CMWs outside as soon as possible. Guardians are encouraged to meet their babies outside.

In the case of a threat or dangerous person:

1. The MBC-CMWs will close and lock all nursery doors, if possible. If not, place a heavy object in front of the door (such as a glider chair).
2. The MBC-CMWs will lower and close all blinds.
3. The MBC-CMWs will rally the babies into the corner of the nursery farthest from the threat or dangerous person and stand in front of the babies, facing out, and pray.

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Administrative Items

1. **Procedure Amendments**: If amendments are needed to this procedure, the Preschool Director will follow the church constitution guidelines.

Nursery Budget: If changes are needed to the nursery budget, budget requests are due to the Finance Committee typically around the end of September. The budget year is the calendar year. Whereas the church year begins in September and ends in August. Contact the Church Secretary regarding budget questions.

APPENDIX 2 Team Kids Procedures

1. Security and Safety

1.1 Team Kids Requirements

In order to serve as a Team Kids Worker, each individual must be a member of MBC, approved by and follow the requirements set forth by the Meherrin Baptist Church Children Ministry Policy.

Anyone younger than 18, must serve with his or her parent (same time slot) and must be at least 10 years old. The parent must supervise/guide his or her child in caring for the children.

Team Kids Workers are to work in pairs (or more than two) whenever possible.

It will be the women's responsibility to take a preschooler to the bathroom, unless a dad chooses to take his child. When preschoolers are taken to the bathroom, the bathroom in the basement may be used.

1.2 Team Kids Process

Team Kids is designed for children from three (3) years old to five (5) years old. After the offering is received and before the sermon begins an announcement will be made and the Team Kids Workers will exit the sanctuary and proceed downstairs to the Team Kids room. Parents are encouraged to begin to transition their child into the worship services by age five (5).

Preschoolers attending Team Kids may require an older sibling to stay with them during Team Kids. As long as the older sibling does not create a distraction and participates in the activities they will be allowed to stay.

Team Kids Workers will prepare a craft or activity with a biblical message lasting the duration of the worship service.

1.3 Sign-in and Pick-up Process

Team Kids Name Tags will be provided for each child by the ushers to the parents before worship service. Parents would write the child's name and parent's name and cell phone number on the tag and place it on the child prior to departing the sanctuary. Parents will keep the other half of the tag and present it when picking up. An older sibling can pick up as long as they have the tag.

At pick-up, parents/sibling will come to the doorway, and the Team Kids Workers will release the child. After matching the number on the sticker given to you to the sticker on the child.

1.4 Emergency Situations

In the case of a fire:

• Team Kids Workers will seek to remain calm and remove the children. The Team Kids Workers will take all the children out the exit door on the southwest corner of the church building. The exit door on the northwest corner of the church building may be used as an alternate if the nearest exit door is not able to be used. If for some reason neither door is accessible, one of the Workers will open the window, climb out, and the other Worker will help each child outside.

• Once the children are outside, the Workers will move to the "meeting area" at the gate to the playground fence. Parents should meet their children at this fence--the left side. Team Kids children will be on the left side of the gate, where they will be released to a parent at that time.

• Parents, grandparents, siblings, etc. are NOT to come to the Team Kids room, as this may endanger more lives and impede the process of safely getting all children and Team Kids Workers outside as soon as possible. Parents are encouraged to meet their babies and children outside.

In the case of a threat or dangerous person:

• The Team Kids Workers will close and lock the door to the Team Kids room.

• The Team Kids Workers will rally the children into the corner of the room farthest from doors/windows and stand in front of the children, facing out, and pray.

1.5 Behavioral Issues

Hitting, biting, spitting, screaming, temper tantrums and repeated disobedience are unacceptable and will require a parent's immediate attention. Team Kids Workers are to notify the parent immediately if a child's conduct becomes a problem. The responsibility for discipline rests with the parents; however, there are some steps a worker can take before getting a parent. Separating the child from the other children and verbal warnings are acceptable. Give strong instruction, but do not discipline. Stay cool; do not raise your voice or become angry. The parents should be told of their child's misconduct when the child is picked up. Open communication between workers and parents is vital.

1.6 Training of Team Kids Workers

Each Team Kids Worker will attend periodic mandatory meetings where not only the guidelines, goals, and safety procedures will be addressed, but also a brief training session of how to structure the time they are with the children.

APPENDIX 3 Sunday School Procedures

1. Security and Safety

1.1 Sunday School Teacher Requirements

In order to serve as a Sunday School Teacher, each individual must be a member of MBC, approved by and follow the requirements set forth by the Meherrin Baptist Church Children Ministry Policy.

Anyone younger than 18, must serve with his or her parent (same time slot) and must be at least 10 years old. The parent must supervise/guide his or her child in caring for the children.

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APPENDIX 4 Mission Friends, RAs and GAs

1. Security and Safety

1.1 Mission Friends, RAs and GAs Leader Requirements

In order to serve as a Mission Friends, RAs and GAs Leader, each individual must be a member of MBC, approved by follow the requirements set forth by the Meherrin Baptist Church Children Ministry Policy.

Anyone younger than 18, must serve with his or her parents, and must be at least 10 years old.

Playground, before 7 pm children may engage in free time on the playground with adult supervision. After being dismissed children may have free time on the playground as long as there is adult supervision. Once the parent or guardian picks up the child it then becomes the parent or guardian responsibility to monitor their child/children on the playground.

1.2 Mission Friends, RAs and GAs Process

Mission Friends, RAs and GAs are for children ages three (3) to eleven (11) years old. These groups meet on Wednesday nights and at other times for special events. Children are dropped off by parent or guardian before 7 pm and will be picked up at 8 pm.

Information sheets will be filled out by a parent or guardian containing the child and parent information; address, phone number(s), and allergy information. Alternative pick-up information should also be given.

The attendance sheet posted in the classroom shall be filled out weekly.

Two CMW are to work in pairs (or more than two) whenever possible.

Only one child at a time should be taken to the bathroom, the bathroom in the basement may be used.

1.3 Emergency Situations

In the case of a fire:

• Mission Friends, RAs and GAs Leaders will seek to remain calm and remove the children. The Mission Friends, RAs and GAs Leaders will take all the children out the exit door on the southwest corner of the church building. The exit door on the northwest corner of the church building may be used as an alternate if the nearest exit door is not able to be used. If for some reason neither door is accessible, one of the Leaders will open the window, climb out, and the other Leader will help each child outside.

• Once the children are outside, the Leaders will move to the "meeting area" at the gate to the playground fence. Parents should meet their children at this fence--the left side. Team Kids children will be on the left side of the gate, where they will be released to a parent at that time.

In the case of a threat or dangerous person:

• Mission Friends, RAs and GAs Leaders will close and lock the door to the classroom.

• The Mission Friends, RAs and GAs Leaders will rally the children into the corner of the room farthest from doors/windows and stand in front of the children, facing out, and pray.

1.5 Behavioral Issues

Hitting, biting, spitting, screaming, temper tantrums and repeated disobedience are unacceptable and will require a parent's immediate attention. Mission Friends, RAs and GAs Leaders are to notify the parent immediately if a child's conduct becomes a problem. The responsibility for discipline rests with the parents; however, there are some steps a worker can take before getting a parent. Separating the child from the other children and verbal warnings are acceptable. Give strong instruction, but do not discipline. Stay cool; do not raise your voice or become angry. The parents should be told of their child's misconduct when the child is picked up. Open communication between workers and parents is vital.

1.6 Training of Mission Friends, RAs and GAs Leaders

Each Mission Friends, RAs and GAs Leader will attend periodic mandatory meetings where not only the guidelines, goals, and safety procedures will be addressed, but also a brief training session of how to structure the time they are with the children.

APPENDIX 5 Youth

1. Security and Safety

1.1 Youth Leader Requirements

In order to serve as a Wednesday night leader, each individual must be a member of MBC, approved by and follow the requirements set forth by the Meherrin Baptist Church Children Ministry Policy.

1.2 Youth Process

For the purposes of this section the term “youth” shall refer to a minor child that has completed the 6th grade and not yet graduated high school.

Youth Leaders shall follow all MBC Children Ministry Policy and Procedures.

During all youth activities, on MBC grounds or otherwise, no youth shall be permitted to go anywhere by themselves. As much as possible, all youth shall be accompanied by a youth leader. If not accompanied by a youth leader, all youth shall be with at least one other person of the same gender, to the extent possible.

No two youths of different genders shall be permitted anywhere by themselves without at least one other person with them, regardless of whether those are related.

Any disciplinary issues concerning a youth will be reported to the parent or guardian of said youth.

APPENDIX 6 Background Checks

1. Background checks will be obtained for all volunteersseeking to serve as Children's Ministry Workers (CMWs). Every CMW must have a background check conducted every three years.
2. All background checks shall be conducted using a third-party company certified in conducting background checks that has been approved by the church body. Checks are to be submitted and reviewed by the Background Coordinator.
3. Prior to or at the beginning of every church year the head of each children's miinistry shall provide a list of all volunteers to the Background Coordinator. Background Coordinator will then determine which, if any, are require a background check.
4. Background Coordinator shall keep a working list of CMWs to determine compliance with these policies and procedures. This list shall be readily available for inspection upon the request of the Pastor or the Board of Deacons.
5. Prior to the background check being conducted, all volunteers must complete an authorization form and provide the necessary information for the background check to the Background Coordinator.
6. The Background Coordinator will review the completed background for any potential issues that may prevent a volunteer from working with the children of the church.
7. If no issues are found, Background Coordinator will notify the head of the ministry for which the volunteer is seeking to serve.
8. If issues are identified with a background check, Background Coordinator shall notify the Pastor to determine if the volunteer should be allowed to volunteer with the children of the church.
9. If the decision is made that the individual will not be allowed to volunteer, the Diroctor of the ministry will be notified after the Pastor has notified the volunteer of that decision.
10. All background checks shall be maintained in a secure location only accessible by the Background Coordinator.

Meherrin Baptist Church Children Ministry Policy

By signing below, I am indicating that I have read and understand the policy and agree to comply with policy requirements.

Meherrin Baptist Church Children Ministry Worker Name:

_____

Meherrin Baptist Church Children Ministry Worker Signature:

_____

Date: _____