

# Ministry Handbook



# Table of Contents

Preface	3
Family Ministry General Policies and Procedures	4
Who can Serve with Minors	10
Infectious Diseases	11
Injuries and Incidents	
Forms	13
Preschool And Children	19
Special Needs	30

# PREFACE

Dear Church Family,

We are a church that seeks to worship and enjoy God and lead other to do the same! When we begin to apply that vision to all our various ministries and age groups, we get to see babies born and introduced to our Savior Jesus, children's faces light up the first time they comprehend the Gospel, students make Gospel decisions that will impact the world, and adults learn to live as godly men, women, parents, and missionaries. However, we will not succeed in these goals if we do not provide a safe and loving environment for families at our gatherings and an organization structure for all our ministries.

This manual intends to be a comprehensive body of information that includes vision, schedules, policies, and procedures for all ministries. It will include policies and procedures that will address protecting families from the possible spread of infectious diseases, treating injuries, protecting minors from abuse or the appearance of abuse, security, trip guidelines, behavioral standards, and information on who can serve our minors at Providence. It will also address who may serve and what we expect as a church from our leaders.

# Family Ministry General Policies and Procedures

## Guidelines

- A minimum of two leaders should always be present with minors. Never leave minors unsupervised. When counseling a minor, make sure you are visible to other leaders.
- Classrooms will be open fifteen minutes prior to Sunday morning gatherings and 5 minutes prior to Wednesday evening Train.
- Student (6th through 12th graders) may serve alongside an adult leader. Students will not serve more than once every two weeks on Sunday mornings. Students will not serve during Bible Study or Train unless approved by an elder.
- Medications may only be administered with written permission from parents or guardians. The pastor or director will be responsible for all medications. If a child uses an emergency medicine, a plan will be developed with the parent to administer this medication appropriately.
- All our family ministries are age graded. This allows us to minister to specific needs and development levels. All children, preschoolers, and students are expected to attend their assigned class based on school grade or development (preschoolers). The elders must approve any rare exceptions.
- If a guest comes with a Providence attender, the guest and their host will attend the class designed for the younger person. After 1 or 2 sessions both will then need to attend the class designed for their age.
- There will be no consumption of alcohol, tobacco, or any illegal substances during any family ministry gathering, event, or trip.
- In family ministry we are working with minors, so quest information is required for security, record keeping, and emergencies.

## Teaching

- Be a loving example of Jesus. Jesus' ministry was characterized by his love. No one could say that Jesus did not deal with problems, but he always maintained a loving spirit. "We know that we have passed out of death into life, because we love the brothers. Whoever does not love abides in death," 1 John 3:14.
- Teach Jesus through Bible guided by the organization of the approved curriculum.
- Pray before, during, and after every session.
- Prepare for the teaching session by studying the Scripture passage and teaching materials.
- Inspect your room or area for safety before every session.
- Be ready to teach fifteen minutes before your scheduled class time.
- Greet guests and introduce yourself. If you are responsible for taking role, make sure all guests or their parent/guardians record basic information about themselves.

## **Trips and Events**

- All trips and events must be scheduled with the guidance of an elder.
- All trips and events will have adult leadership. Desired ratios of adults to minors: preschool, 1:5, children, 1:6; student 1:8. Minimum ratios of adults to minors: preschool, 1:7, children, 1:10; student 1:12. If the minimum ratio cannot be achieved, the event will be canceled or postponed. Student servants may serve alongside adult leaders with children and preschoolers. In such circumstances ratios may be adjusted by an elder.
- Preschoolers will be accompanied by their adult leader at all times. Preschoolers can never be out of sight or at a distance that requires more than 5 seconds to travel at any time.
- Children will be assigned to groups and a leader will be responsible for the group at all times. Student servants may assist adults but the adult is still responsible. Children must be within visible range and a 30 second distance of adults. If in a camp or event setting, responsibility for children may be transferred to other adults for special activities but the same guidelines apply.
- Middle School Students (6<sup>th</sup>-8<sup>th</sup> graders) will be assigned an adult leader and a group of students with whom they are required to stay at all times through the event, including free time. Middle School Students must be within visible range of an adult leader. If in a camp or event setting, responsibility for middle school students may be transferred to other adults for special activities but the same guidelines apply.
- High School Students (9<sup>th</sup> -12<sup>th</sup> graders) must stay in groups of three during all event activities, including free time. They will be assigned an adult leader to whom they are accountable and must check in face to face periodically during the event for accountability. Failure to check in on time will result in the student(s) foregoing any free time and if necessary being sent home from the event at the expense of their parents.
- Trips and activities involving physical exertion require a notarized Medical Release/ Permission Form and a Discipline Contract Form (Students only).
- Transportation is one of the key roles for which our leaders will be responsible during trips. Drivers must be an adult 25 years old or older and must complete a motor vehicle record check.
- No minor is allowed to transport any other minors during events or trips, even with parental consent.
- Drivers must submit to a motor vehicle background check and be submitted to our insurance carrier before driving for any trip or event.
- Drivers must follow all posted laws regarding speed and safety. Failure to do will result in removal from service.

- Key Control must be maintained at all times by adults responsible for driving church sanctioned vehicles (ie. rental or church owned vans/buses or personal vehicles used at a church event). There should never be a time when an adult leaves a started vehicle unattended or hand a key to a minor.
- If a minor has an appointment during an in-town event or trip, a parent/legal guardian must notify a pastor/director of this engagement prior to the event.
- Participants will be sent home at the parent's expense if their behavior does not comply with ministry standards. Future participation in events will be dependent on visible signs of repentance and parents' willingness to find solutions with a pastor or director. Participants may be forced to miss an event\events as part of a discipline plan.
- Parents will be notified of any incidents involving their children as soon as possible after the incident.

## **Dress**

- Dress should be modest and a model of Christ-likeness. Low cut or revealing tops, midriff revealing tops, muscle shirts, and clothing with questionable logos are inappropriate. Modest shorts, skirts, and dresses may be worn if appropriate for the circumstance.
- When on trips involving water activities leaders and participants will wear modest swim attire and cover-ups on the way to the trip. (Ladies' swim attire should not reveal any midriff)
- When serving preschoolers, avoid wearing items that may endanger preschoolers such as dangling earrings, large shiny buttons, and things that they can grab.
- Use discretion when wearing irreplaceable jewelry or clothing. Most of the time it is inadvisable.

## **Physical Contact**

- Physical contact with minors should always be positive at any church event or gathering. Corporal punishment is never appropriate.
- Avoid any physical contact that may appear sexual in nature; a side-to-side hug is ideal.

## **Resources**

- The materials in the Resource Room are for your use. Be a good steward of our supplies.
- Please return unused items to their proper place. If you cannot find what you need, contact a pastor or director. Never take the entire bin containing a certain supply

item. Remove what is necessary for your event and leave the rest for others or the empty bin which can be refilled.

- A elder must approve any media or teaching materials aside from the supplied curriculum.
- Do not use materials that detract from sharing the Gospel. Specifically please refrain from any material with Halloween themes, Santas, and Easter bunnies.

## **Evacuation/Emergency Situations**

- If you observe an emergency, call 911.
- In the event of an emergency grab the Emergency Bag and carry it with you everywhere.
- In the event of severe weather or security emergency, lead all minors to the restrooms or other rooms as directed by director of the event based on class sizes. Preschooler may use the wagons, walking ropes, and evacuation cribs. Secure the doors with the metal bolts.
- In the event of fire or other need to evacuate, follow sign in rooms to nearest exit. Those exiting to the front will meet in the main parking lot. Those exiting to the rear will meet by the office. Pastor Joe and Pastor Chad will make their way to the front and Pastor John will make his way to the office and coordinate a check to make sure all individuals are out of the building. Should a normal exit be impossible, use supplies in the Emergency Bag to exit through the windows.
- Only Pastor John or his representative will dismiss children and preschoolers to parents so that we maintain security. A list will be kept of all who are dismissed so that everyone is accounted for.
- Only Pastor Chad or his representative will dismiss students. A list will be kept of all who are dismissed so that everyone is accounted for. Student who can leave on their own are expected to inform Pastor Chad.
- A elder or director will make the decision whether evacuation or an emergency situation exists if there is no alarm.
- During a security emergency, all preschoolers will be taken to the restrooms. Wait there until instructed by an Elder or the police.
- If you see something or someone that concerns you, contact the director or safety team.

## **Inclement Weather**

- If there is inclement weather near an event or gathering, please check the web site, your email, or the church Facebook page.
- Parents will be asked to serve in the place of those leaders who are not able to serve during difficult travel circumstances.

## **Supervision of Adult/Minor Relationships**

- At no time will any staff or servant be alone with a minor.
- Doors shall remain open if an adult is one-on-one with a minor such as in counseling or taking a minor to the restroom. The adult must be in view of another adult.
- One-on-one time shall be in sight of others.
- At no time shall a leader be alone with a student who is member of the opposite sex. This includes church activities and non-church activities. Incidents will result in appropriate disciplinary action including removal from service roles and/or reporting to authorities.
- One-on-one relationships between adults and minors must be held accountable. Parents must be notified and have given permission for a special meeting. In addition, the pastor/director must be notified of reasoning, times, and places of a special meeting. Failure to do will result in appropriate disciplinary action including removal from service roles. Pastors or directors will notify another pastor or director of times and meetings for accountability.

## **Procedures for Reporting Alleged Abuse**

In order to protect families and any individual involved, Providence will respond to all alleged or suspected incidents of child abuse. We are not legally required to prove whether or not the allegations are true in reporting incidents. The proper authorities will conduct investigations.

### **Upon suspecting or learning of an alleged abuse at and event, trip, or gathering:**

1. Report the situation to the person in charge of the event.
2. The person in charge of the event should remove the suspected individual from the event immediately
3. The elders should be immediately informed of the situation.
4. The staff person in charge will obtain necessary information such as name of alleged victim, address, and family contact information, nature of allegation, and name of alleged perpetrator.
5. The person in charge will report and consult with a task force including at least 2 elders.
6. The person in charge of the event and the elders will implement a response plan formulated in the consultation. If the allegations fall within the list of child abuse offenses found in the Tennessee code 19-7-5, which requires mandatory reporting, the person shall make the report to the proper authorities. Providence will cooperate fully with the investigation.



7. The parents of the child shall be contacted and informed of the alleged incident and appropriately assisted by the staff persons and/or elders.
8. The person suspected of abuse will be removed from further contact with minors until an appropriate investigation had taken place. In the event that the respondent is the person in charge of the activity, the report should be made to the elders. The Elders may place the person on a leave of absence during the investigation or will at least restrict their contact with minors.
9. All matters concerning the alleged incident will be kept in the strictest of confidence and will only be discussed with authorities, elders, and parents of the alleged victim.

**Upon suspicion or learning of abuse at a home or family function**

1. Report the alleged abuse to an elder.
2. If the allegations fall within the list of child abuse offenses found in the Tennessee code 19-7-5, which requires mandatory reporting, the elder or person shall make the report to the proper authorities. The individuals involved will cooperate fully with the investigation.
3. If applicable, reasonable, and desired, the elder or a pastor shall council and offer available assistance to the family.

## Who Can Serve With Minors

- Providence will perform a background check on all prospective preschool, children, and student servants every 2 years. The information will be confidential, and will only be viewed by the appropriate pastor. All background check information will be stored in a secure location.
- A list will be maintained for all approved servants. Only the elders will know of individuals not approved.
- Individuals will not be approved who have committed violent crimes, sexual crimes, or crimes against minors.
- Those who are willing to drive for trips or events will also have to submit to a motor vehicle background check. Individuals with clear trends of reckless or careless driving will not be approved.
- All weekly leaders will need to provide a certificate of completion for Stewards of Children Child Abuse Prevention course by Darkness to Light. (The church will reimburse you for the \$10 fee if desired). [www.d2l.org](http://www.d2l.org)
- Servants should commit to the moral (Church Covenant) and doctrinal (Statement of Faith) expectations of the church and be members of the church.
- All leaders in a weekly role will be provided a leadership covenant for their role which they will be asked to sign yearly.
- Members who are parents of preschoolers are expected to serve on a rotation for Worship Care unless they already serve in a weekly role during the worship gathering.
- Children and preschoolers will not help lead preschool or children's classes or events. Children may accompany their parents during service in Worship Care. No one under the age of 16 will serve with babies or carry preschoolers.

## Individuals with Criminal Histories

- At Providence, we believe that God can change anyone! This includes individuals who have committed acts against minors and sexual or violent crimes. However, in order to protect our minors and individuals against false accusations, we expect that all individuals on sex offender registries and anyone with a conviction of violent or sexual crimes inform an elder.
- Individuals with histories of acts against minors and sexual or violent crimes will not serve with minors.
- The elders will work with the individual to insure minors' safety but also to minister to the individual. At the elders discretion, an elder or deacon will be required to accompany the individual anytime that individual is on campus. Violation of such a request will result in the individual being informed they are not to return to campus and future removal from campus.

## Infectious Disease

An infectious disease is any disease that spreads from one person to another person. The disease may spread through air, body fluids, or contact with similar physical objects. Servants will follow these procedures to prevent the spread of infectious diseases.

- Wash your hands using soap and water before and after entering the events and gatherings.
- Wipe preschoolers' runny noses when needed using a new tissue for each child each time. Wash hands immediately. You may wear disposable gloves if desired, but throw them away after each use.
- All surfaces used during preschooler gatherings must be disinfected with BASIC G<sup>®</sup> before another child can come in contact with it. All surfaces used in children's and student gatherings will be disinfected regularly. If exposure to an infectious disease is found, all surfaces will be disinfected immediately after first care to the individual.
- All open wounds or sores should be covered. Servants who may come in contact with others' bodily fluids such as urine, stool, blood, or saliva should use disposable gloves.
- If you suspect a minor is sick, notify the minor's parents and describe his symptoms.
- If a preschooler's clothes are soaked in any body fluid, remove them and place them in a plastic bag and returned to the parent unrinsed. Not rinsing them will help keep our sink areas as sanitary as possible.
- Any bodily fluids (vomit, saliva, mucous, etc.) should be treated with the same caution as blood spills.
- A minor or servant who is exhibiting illness or symptoms such as fever, vomiting, diarrhea, any symptoms of childhood diseases, such as scarlet fever, German measles, mumps, chicken pox, whooping cough, common cold (from onset through one week), sore throat, cough, any unexplained rash, any skin infection, boils, ringworm, impetigo, pink eye or other eye infections, lice, any communicable disease should not be brought to any event. If symptoms are present, a pastor or director will ask a parent to take the minor home or the servant to leave.
- At the discretion of an elder or director, a nurse or doctor may be called to review individual cases of infectious disease.
- The director, an elder, and the staff have authority to: (a) review specific cases of disease or illness referred to them, (b) make recommendations for additional precautions or worker requirements, (c) conduct periodic reviews of the status of the minor and other minors involved.
- The minor's parent is expected to inform an elder or director of developments in the minor's condition.
- Leaders who work with a minor will be informed of procedures decided upon by the pastor or director related to a minor's health and will be expected to follow them.

- Leaders will not care for minors while they are ill. They should find a replacement or contact the director or pastor.
- Parents will be informed if a monitored infectious disease is reported and their child was exposed (examples include: chicken pox, lice, ringworm, and pinworms).

## **Injuries & Medical Emergencies**

- Be calm, speak softly, and comfort a minor when hurt. They need your love and reassurance.
- If there is an emergency, first call 911 first. Notify an elder or director next.
- Never use CPR or the AED unless you have Red Cross certification.
- Always use disposable gloves if there is any chance of body fluid exchange.
- Cover wounds with an adhesive bandage.
- Report head injuries to a pastor or director and they will notify minor's parents. Also, fill out an Incident Report Form.
- If there is a possibility of bruising, a scrape, or blood flow, fill out an Incident Report Form. An elder or director will inform the parents.
- Contact an elder or director if you are not sure what to do or need help.
- Wash your hands thoroughly with soap and water after administering first aid.
- Do not give medication of any kind without written permission from parents. Pastors, elders, and directors will be responsible for all medications.
- If caring for a minor requires you to leave your group, notify an elder or director immediately.
- Immediately call 911 if a child has a seizure.

## **Body Fluids Precautions**

- Control the bleeding immediately with a compress or direct pressure. Only apply a tourniquet with a doctor, nurse, or emergency responders guidance or in the case of massive blood loss.
- Always wear disposable gloves when dealing with body fluids.
- Use caution no matter how minor the body fluid spill may appear.
- Clean blood spills as soon as possible and soak contaminated surfaces including the carpet with Basic G.
- Put clean clothing on the minor as needed. Place the dirty clothing in a plastic bag for the minor's parents/guardians.
- Wash hands thoroughly with soap and water.
- Record the incident on Incident Report Form.
- Call 911 if there is an emergency and alert the director, elders, or safety team.

**Medical Release/Permission Form**  
**Providence Baptist Church**  
**P.O. Box 35\*Nolensville, TN 37135**

This consent form gives permission to seek whatever medical attention is deemed necessary, and releases the Church and its staff of any liability against personal losses of named child.

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Birth date: \_\_\_\_\_

Phone: Mother \_\_\_\_\_ Father \_\_\_\_\_

Emergency Contact:  
\_\_\_\_\_  
(Name, Phone, Relationship)

Name of Physician: \_\_\_\_\_

Phone: \_\_\_\_\_

Insurance Company or Group: \_\_\_\_\_

Policy #: \_\_\_\_\_

List any food/medical/insect allergies and the reaction, or any other medical needs of which we need to be aware. (Use the back of this page if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We the undersigned have legal custody of the student named above, a minor, and have given our consent for him/her to attend events being organized by Providence Baptist Fellowship. I/We understand that there are inherent risks involved in any ministry or athletic event, and I/we hereby release the Church, its ministers, pastors, employees, agents, and volunteer workers from any and all liability for any injury, loss, or damage to person or property that may occur

during the course of my/our child's involvement. In the event that he/she is injured and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or hospital personnel designated by the Church, I/we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent. I/We also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. Further, I/we affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be enforce for the student named above.

Parent/guardian signature:

\_\_\_\_\_

NOTARIZATION

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument, and acknowledged that he or she executed the 2009 Annual Medical Permission & Release Form.

Notary Public Seal \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Incident Report Form  
Providence Baptist Church  
P.O. Box 35  
Nolensville, Rd. 37135**

Date \_\_\_\_\_

Your Name \_\_\_\_\_

Date of incident \_\_\_\_\_

Time of incident \_\_\_\_\_

Location of incident \_\_\_\_\_

Persons involved in the Incident \_\_\_\_\_

\_\_\_\_\_

Persons who witnessed the incident

\_\_\_\_\_

\_\_\_\_\_

Description of the incident

Actions you took to resolve the incident

\_\_\_\_\_

Signature



# Providence Baptist Fellowship

## National Background Screening Consent Form

Applicant's **Legal** Name (printed)

\_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Driver's License Number** \_\_\_\_\_ **State of Issuance** \_\_\_\_\_

Applicant's Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Local & National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification
- MVR

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

By signing this document, I am providing the above named Organization my consent for an initial background check as well as any subsequent background checks deemed necessary.

Print Name:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**SSCI – America's #1 Choice in Background Screening for Parks and Recreation**

Phone: 1-866-996-7412 Website: [www.ssci2000.com](http://www.ssci2000.com) Fax: 1-866-996-1292





# Providence Baptist Fellowship 4355 National Background Screening Consent Form(Minor)

Applicant's **Legal** Name (printed)

\_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Local & National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

By signing this document, I am providing the above named Organization my consent for an initial background check as well as any subsequent background checks deemed necessary.

Print Name:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**SSCI – America's #1 Choice in Background Screening for Parks and Recreation**

Phone: 1-866-996-7412 Website: [www.ssci2000.com](http://www.ssci2000.com) Fax: 1-866-996-1292

# **Providence Baptist Church**

## **Parent/Guardian Authorization for Student Background Check**

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding my child, \_\_\_\_\_. This includes the following:

- Local & National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

By signing this document, I am providing the above named Organization my consent for an initial background check as well as any subsequent background checks deemed necessary on my child.

Child's Name: \_\_\_\_\_

Print Parent/Guardian's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Children and Preschool Ministries

## Vision

- We believe that children are a gift from God to parents who are called to raise them in the manner taught by the Scriptures, to teach them the Scriptures, and to show them Jesus as the point of every Scripture.
- We seek to help each child and parent understand and embrace the Gospel in faith and repentance.
- We seek to build a concept of Biblical manhood and womanhood in each child as they grow.
- We hope to disciple men and women so that they can be the parents God calls them to be.
- We seek to then equip parents to lead their families well.
- We desire to provide children with corporate discipleship, community, worship gatherings, and events.
- We will host attractive events and gatherings to give guests easy access to our church and the Gospel.
- We want to engage the children and families in our town who do not attend church.
- We seek to integrate children with special needs with the assistance of buddies or other help when needed. (See Special Needs Policies)
- We desire to help new and expectant parents make a healthy transition to a new stage of life.
- We will help children see and embrace their role to share the Gospel with their neighbors around the world.
- We will help children see and embrace their role to serve others because of the love and service Jesus has given us.
- We desire to purposefully use fun to further the Kingdom.

## Schedule

We know that children are busier than ever with education, activities, and sports. We have intentionally chosen two weekly times to help parents raise their children in the Gospel of Jesus.

The most important thing we do as a church every week, is Gather for Worship at 10:30 on Sundays. We believe that this time of worship around the Word of God is essential for our church to fulfill its mission to worship and enjoy God and lead others to do the same. We also believe that every person possible should be part of this service. Therefore, we encourage families to bring their children as soon as they feel it is age appropriate. We provide Worship Care for babies through Kindergarteners and for 1st

and 2nd graders during the sermon. We expect all of our parents with preschoolers to serve on the Worship Care Rotation. The Worship Care schedule is team based and the team dates are scheduled a year in advance. We seek individuals to volunteer for additional service on Easter and Christmas weekends.

Sunday Morning Bible Study at 9:00 is the most important age graded time for children as we move chronologically through the Scripture over a three-year period. Children are placed in age graded classes with consistent teachers who can get to know them, love them, and invest in them spiritually.

We utilize Wednesday Night Train at 6:30 during the school year to focus on music, Bible verse memory, and group fun to further train our children to follow Christ. We are currently using "The Ology" and the music album of the same title during Kids Train.

Our primary event is Vacation Bible School. We seek to have the best VBS in town and place a great deal of emphasis on teaching the Bible during this event. VBS is the Monday through Thursday from 8:30 till noon immediately following Father's Day in June. We have a family night on Thursday evening and a worship celebration on Sunday where the kids lead us in worship as we complete the 5th day of VBS.

## **General Policies**

- Never release a child without following the security procedure. If you are uncertain, contact the director or an elder.
- Children will be released only to parents, guardians, or their designee.
- Always wash your hands before serving.
- Toys or furniture should be cleaned with BASIC G® after a child has used them.
- Inform directors and then parents of any incidents with the child (i.e. irregular stools, vomiting, etc.).
- Make sure all diaper bags and other possessions are labeled with the child's name.
- Never use balloons with younger preschoolers because of the choking hazard they present.
- Be careful to follow parents' feeding instructions for their child.
- Never leave children unattended.
- Contact a director or an elder if you have a problem with which you need help or you need more leaders.
- All belongings (coats, sweaters, bottles, extra clothing, etc) should be labeled with a child's name.
- Please discourage your children to bring items such as toys, gum, or candy from home.
- All preschool parents who are members are expected to serve during Worship Care.

## Diaper Change Policy

- Never leave a child unattended on the changing table.
- Check children's diapers every hour to see if they are wet or soiled. To determine if the diaper needs to be changed, check visually by opening the diaper. Never stick your finger into a child's diaper to check it.
- Before changing a diaper, be sure that all needed supplies are in the diaper changing area. Use the child's own supplies as needed. Do not borrow supplies from another diaper bag. Do not use ointments or creams that parents did not send.
- Always wear disposable gloves when changing diapers. Use a clean pair for each diaper change.
- Place a paper liner on the changing table before laying the child on the table.
- Place the soiled diaper and disposable gloves in a plastic bag, tie it, and throw it away.
- Empty any trash can that contains dirty diapers immediately after a gathering.
- If urine, stool, or blood comes in contact with the child's clothing, place the (unrinsed) clothing in a plastic bag for the parents. Check the bed and play area for any soiled items. Clean if needed and disinfect with BASIC G®.
- Disinfect the changing pad with BASIC G® after each use.
- Inform parents of any abnormal stools or urine.
- Check children's diapers near the end of the session so that they can go home dry.

## Child Security Policy

Every effort will be made to establish a safe learning environment where parents are assured of their child's safety.

- Parents will be asked to give contact information when checking in their child for the first time. Parents will be asked about allergies or special care instructions.
- Parents will receive 2 stickers. One will be placed on their child's back or worn as a name tag based on the age of the child. The parents keep the second sticker.
- Parents must show their matching sticker to be able to pick up their child in preschool rooms. Should a sticker be lost, an elder will oversee the dismissal of the child after seeking to insure there are no security risks to releasing the child.
- Place the child's sticker on the doorframe and allow the parent to retain their copy if they have other children to pick up.

## Discipline

The use of positive redirection is always the first step when guiding a child who is behaving inappropriately. Discipline must always be done appropriately and in love. Be

sure to get control of yourself before attempting to manage a child's behavior. If you need help, contact an elder or director.

- Use the following discipline plan:
  1. Warning: Remind the child of the rules or explain the appropriate behavior in the situation.
  2. Consequence: Remind the child of the rule or explain the appropriate behavior and provide a natural consequence for the child's behavior.
  3. Parental Contact: If the inappropriate behavior persists or in an extreme case, remove the child from the classroom and take him to a director or a pastor. They will contact the child's parents.
- If a child is endangering themselves or others immediately call for an elder or an individual who can safely restrain a child. John Whitenack IV, Keith Elliot, Chad Hunter, or Joseph Stegall are often near our children and should be the first people to whom you turn.
- Sarcasm is inappropriate with children.

## **Snacks and Food**

- Children and preschoolers will regularly be given goldfish, pretzels, butter crackers, graham crackers, Chex Mix gluten free cereals, raisins, and apple juice unless parents inform us of allergies or preferences to the contrary.
- Check with parents before serving any snacks to ensure children are not allergic to it. An "Allergy Alert" sign must be posted at the drop off location for all events involving special food.
- We normally avoid peanut products.
- The Green Room is currently gluten free due to an allergy. Do not bring outside snacks or normal play dough into the room. Only use snack, toys, and play dough (Crayola Model Magic) in the room. Everyone must wash their hands when they enter the room. A fresh bottle of apple juice from the snack area may be used.

# VBS Coordinator

## Job Description:

Lead our VBS preparation, planning, execution and follow up. This person should feel like they own VBS as their responsibility for the year.

## Supervision:

John Whitenack

## Requirements and Duties:

- Church member in agreement with our Church Covenant and Statement of Faith
- Background check every 2 years
- Read and abide by the policy manual.
- Attend or watch the video version of Providence Kids Care and Security Basics.
- Work with John to set up a vision for VBS in the fall and winter.
- Recruit Directors to lead aspects of VBS.
- Oversee recruiting and leadership of Directors.
- Set deadlines for all actions to be taken by Directors.
- Plan training for all leaders.
- Oversee supplies, curriculum, background checks, practices, setup, tear down, and execution of VBS. Directors should be leading this work but the Coordinator is responsible for coordinating their actions, and keeping their work in focus with the vision and standards of Providence. This will include directing, focusing, accountability, and redirecting our leaders.
- Communicate ad nauseam with John, Staff, Directors, Volunteers, and parents.
- Read the Bible and pray daily.

I have read and commit to serve to the best of my abilities for VBS 2017

---

Name

---

Date

# VBS Director Of \_\_\_\_\_

## **Job Description:**

Lead one aspect of our VBS preparation, planning, execution and follow up. This person should feel like they own their responsibility for the year.

## **Supervision:**

VBS Coordinator

## **Requirements and Duties:**

- Church member in agreement with our Church Covenant and Statement of Faith
- Background check every 2 years
- Read and abide by the policy manual.
- Attend or watch the video version of Providence Kids Care and Security Basics.
- Recruit a team to accomplish your assignment.
- Oversee your team to accomplish the assignment.
- Set deadlines for all actions to be taken your team.
- Ensure your team attends training, rehearsals, and work days as is appropriate.
- Distribute necessary supplies, curriculum, etc.
- Directing, focusing, accountability, and redirecting your team.
- Communicate ad nauseam with John, Staff, VBS Coordinator, other Directors, Volunteers, and parents.
- Read the Bible and pray daily.

I have read and commit to serve to the best of my abilities for VBS 2017

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



# Worship Care Lead

## Job Description

Coordinate and Supervise a team of Worship Care Servants on a rotation once a month. Check In children who arrive before worship. Assist guests to fill out a Connect Card, provide them security stickers, and walk them to their child's class.

## Supervision:

John Whitenack and the Worship Care Coordinator

## Requirements and Duties:

- Church member in agreement with our Church Covenant and Statement of Faith
- Background check every 2 years
- Read and abide by the policy manual.
- Attend or watch the video version of Providence Kids Care and Security Basics.
- Arrive in time to be in the Check In Desk by 10:10.
- Contact John via phone, text, or email by Thursday of each week if you know you will be out. If you get sick (or a family member), contact John as soon as you know you will not be at Bible Study. Please do not try to be a hero and see if you can make it.
- Love and engage kids.
- Recruit team members and coordinate with the Worship Care Coordinator if you have extra folks or need additional servants. You will be assigned parents to place on your team.
- Call or text each member of your team the week of your service to make sure everyone will be present. Find a substitute if a team member will be out.
- Tangibly encourage each member of your team once a quarter
- Read the Bible and pray daily.

I have read and commit to serve to the best of my abilities for 2017.

---

Name

---

Date

# Worship Care Servant

## Job Description:

Love and serve our preschoolers and 1st-2nd graders during the 10:30 Worship time.

## Supervision:

Worship Care Lead

## Requirements and Duties:

- Church member
- Background check every 2 years
- Read and abide by the policy manual.
- Attend or watch the video version of Providence Kids Care and Security Basics.
- Arrive in your class by 10:15.
- Contact your Worship Care Lead via phone, text, or email by Thursday of each week if you know you will be out. If you get sick (or a family member), contact your Worship Care Lead as soon as you know you will not be at Bible Study. Please do not try to be a hero and see if you can make it.
- Love and engage kids.
- Lead any activities the Bible Study Teachers did not complete (they will have them prepared).
- Read the Bible Story for the morning to the kids.
- Follow the Security Policy for kids' dismissal. If someone does not have a sticker, please alert your Worship Care Lead.

I have read and commit to serve to the best of my abilities for 2017.

---

Name

---

Date

# Preschool or Elementary Bible Study Teacher

## Job Description

Share Jesus with our children and preschoolers on a weekly basis during out 9:00 hour. Prepare to teach using the Gospel Project as a guide. Share each story with Jesus as the hero and application of the gospel as the aim. Build relationships with children and their parents using the love of God.

## Requirements and Duties:

- Church member in agreement with our Church Covenant and Statement of Faith
- Background check every 2 years
- Read and abide by the policy manual.
- Attend or watch the video version of Providence Kids Care and Security Basics.
- Prepare to teach before Sunday (preferably spreading preparation over the full week)
- Arrive in time to be in your room ready to receive children at 8:45 sharp.
- Contact John via phone, text, or email by Thursday of each week if you know you will be out. If you get sick (or a family member requires your care), contact John as soon as you know you will not be at Bible Study. Please do not try to be a hero and see if you can make it. Substitutes cannot prepare properly if they can even be found with short notice.
- Love and engage kids with the Scriptures
- Apply the Scripture to yourself in daily Bible readings paying particular attention to apply the Scripture you will be teaching each week to yourself.

I have read and commit to serve to the best of my abilities for the remainder of the 2017 school year.

---

Name

---

Date

# Train Lead

## Job Description

Recruit, coordinate, and supervise a team to lead kids and preschool train.

## Supervision:

John Whitenack

## Requirements and Duties:

- Church member in agreement with our Church Covenant and Statement of Faith
- Background check every 2 years
- Read and abide by the policy manual.
- Attend or watch the video version of Providence Kids Care and Security Basics.
- Arrive in time to be in the kids hallway by 6:15.
- Contact John via phone, text, or email by Tuesday of each week if you know you will be out. If you get sick (or a family member), contact John as soon as you know you will not be at Bible Study. Please do not try to be a hero and see if you can make it.
- Love and engage kids.
- Coordinate music, crafts/activities, and teaching the Pastor John.

Stamp parents and preschool children as they come in and check for matches as they leave.

- Call or text each member of your team the week of your service to make sure everyone will be present. Find a substitute if a team member will be out.
- Memorize the Scriptures we ask the children to memorize.
- Tangibly encourage each member of your team once a quarter
- Read the Bible and pray daily.

I have read and commit to serve to the best of my abilities for the remaining school year.

---

Name

---

Date

# Train Teacher

## Job Description

Co-lead a class of children during Wednesday night Train.

## Supervision:

Train Lead

## Requirements and Duties:

- Church member in agreement with our Church Covenant and Statement of Faith
- Background check every 2 years
- Read and abide by the policy manual.
- Attend or watch the video version of Providence Kids Care and Security Basics.
- Arrive in time to be in your classroom by 6:20.
- Contact the Train Lead via phone, text, or email by Tuesday of each week if you know you will be out. If you get sick (or a family member), contact John as soon as you know you will not be at Bible Study. Please do not try to be a hero and see if you can make it.
- Love and engage kids.
- Prepare your lesson or activity before class.
- Memorize the Scriptures we ask the children to memorize.
- Tangibly encourage each member of your team once a quarter
- Read the Bible and pray daily.

I have read and commit to serve to the best of my abilities for the remaining school year.

---

Name

---

Date

# Special Needs

## Vision

At Providence we believe that persons of all abilities are created in the image of God (Genesis 1:27) and are loved by God which makes all people worthy or respect and infinite value. We believe that as a church we are called to honor those whom might seem less to others and that we actually need every part of the body of Christ God bring to us (1 Corinthians 12:12-31). Therefore, we seek to create a welcoming, loving, and safe place for all people so that we might better reflect the nature of the church.

- We know that it is difficult to attend and be connected at church (or anywhere) if you have a child who has special needs. We want to help you come to call Providence your home and family, and provide encouragement and restoration to you spiritually, emotionally, and physically.
- We also have seen that parents are experts in helping their children grow in all ways including spiritually. Therefore, we see parents of children who have special needs as the expert in understanding their child.
- We seek to develop an Individualized Spiritual Plan (ISP) for every individual who needs one. This begins with the completion of the "All About Me" booklet and a meeting with an elder. The plan will have to be updated as your child matures or needs change.
- We primarily seek to use inclusion as a model but recognize that every person is an individual and has specific needs that will guide the best plan for a child or adult with special needs.
- While we seek to be completely accessible, we know that there will be elements of our facilities, gatherings, and schedule that may be more difficult for some individuals. We desire to work with you in finding a great solution for your child.
- In most cases, we will ask parents to assist children who have special needs with using the restroom as they enter upper elementary or middle school. This is be planned as part of the child's ISP.
- We believe that God loves and understands the hearts of children. We believe that in His grace and the provision of Christ on the cross, there is a provision for children and adults who cannot express faith in Christ in a typical manner. Providence will work with parents to help people with special needs be baptized or become members in exception to some of our typical practices after discussion and planning with parents.



# ALL ABOUT ME

## This is me!

I am \_\_\_\_\_ years old.

My birthday is \_\_\_\_\_

My eyes are \_\_\_\_\_

My vision is \_\_\_\_\_

My hearing is \_\_\_\_\_

My hair color is \_\_\_\_\_

I am \_\_\_\_\_ tall. I weigh about \_\_\_\_\_

I have some awesome features:

\_\_\_\_\_



## This is my family

My Mom is \_\_\_\_\_

My Dad is \_\_\_\_\_

I have \_\_\_\_\_ brothers named \_\_\_\_\_

I have \_\_\_\_\_ sisters named \_\_\_\_\_

Other people who live at my house are \_\_\_\_\_

My Phone Number is: \_\_\_\_\_

Dad works at: \_\_\_\_\_

His work phone number is: \_\_\_\_\_

Mom works at: \_\_\_\_\_

Her work phone number is: \_\_\_\_\_

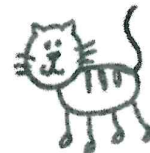
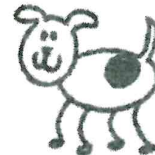
I have a pet. ? Yes No

My pet is a: \_\_\_\_\_

My pet's name is: \_\_\_\_\_

We like to: \_\_\_\_\_

\_\_\_\_\_





## MY FAVORITE THINGS

MY FAVORITE TOY IS: \_\_\_\_\_

MY FAVORITE BOOK IS: \_\_\_\_\_

MY FAVORITE TV PROGRAM IS: \_\_\_\_\_

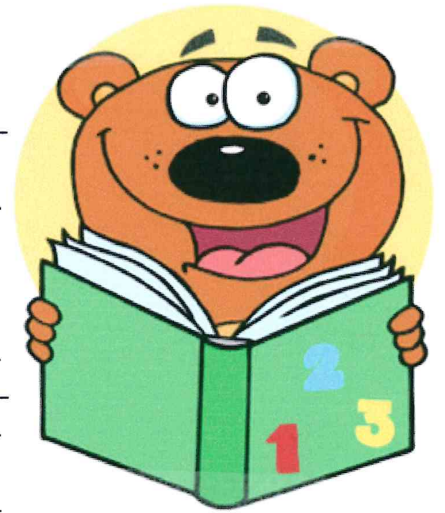
GAMES I LIKE TO PLAY: \_\_\_\_\_

THINGS I LIKE TO DO BY MYSELF: \_\_\_\_\_

MY FRIENDS ARE: \_\_\_\_\_

THINGS I LIKE TO DO WITH MY FRIENDS: \_\_\_\_\_

PEOPLE LIKE TO BE WITH ME BECAUSE: \_\_\_\_\_



## My Life

I let others know when I need something by:

- Talking
- Gestures
- Sign language
- Pictures
- Symbols
- Equipment
- Other

It will help me to understand what you are saying if:

- You get my attention
- You let me see your face
- You speak slowly
- You speak clearly
- You \_\_\_\_\_

If you do not understand me, please: \_\_\_\_\_

---



If I need to go to the bathroom, I will:

- Go by myself
- Let you know by: \_\_\_\_\_

I need your help with: \_\_\_\_\_

---

I am still wearing diapers: yes no

When it is time to get washed and cleaned up, I am:

- Totally independent:
- I need some help: \_\_\_\_\_



My favorite food is: \_\_\_\_\_

I am on a special diet: yes no

My diet is: \_\_\_\_\_



I need assistance to eat or drink: yes no

Equipment I use to eat or drink: \_\_\_\_\_

When I am at home I like to: \_\_\_\_\_

When I play outside I like to: \_\_\_\_\_

When I play inside I like to: \_\_\_\_\_



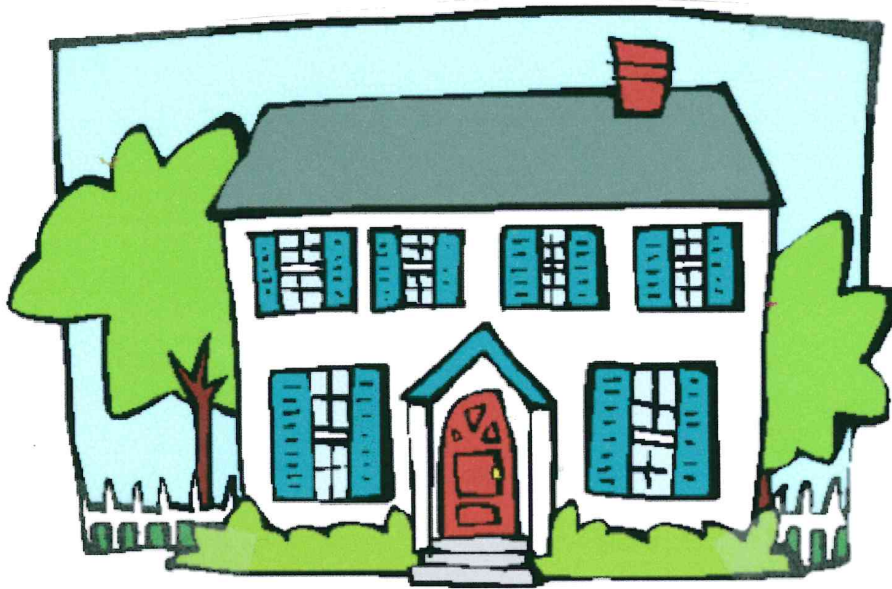
When I feel happy I like to: \_\_\_\_\_

When I feel sad I like to: \_\_\_\_\_



When I feel angry I sometimes: \_\_\_\_\_

When I am upset I sometimes: \_\_\_\_\_



These are some of the other things I am learning to do:

\_\_\_\_\_  
\_\_\_\_\_

## Me and God

I think God is \_\_\_\_\_

I think Jesus is \_\_\_\_\_

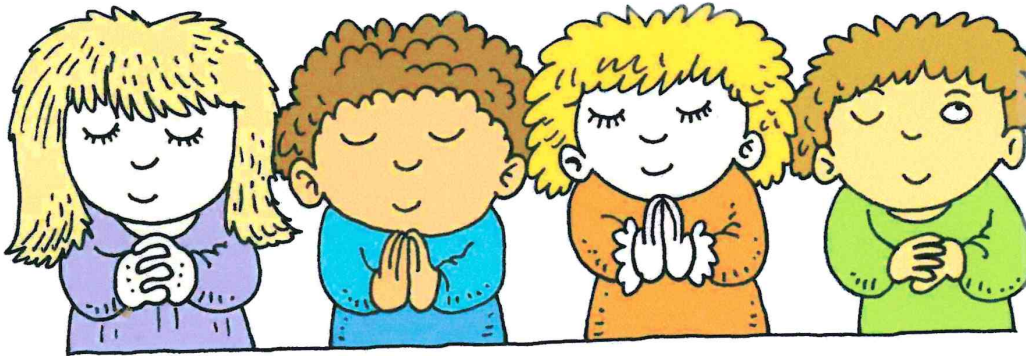
My favorite Bible story is: \_\_\_\_\_

I have been baptized: yes no

My favorite song at church gatherings is \_\_\_\_\_

Places or things at Providence that are hard for me  
are \_\_\_\_\_

My favorite part about church gatherings is \_\_\_\_\_



# Boring Information From Parents

Child's Name \_\_\_\_\_

Prefers to be called \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Type of Disability or special need \_\_\_\_\_

Parent \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Parent \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

## Medical/Physical Information

1. What do you consider your child's strengths?

2. What assistance does your children receive in School/Early intervention/therapy?

3. Does your child have food allergies or restrictions? \_\_\_\_\_

What is your children allergic to?

What are foods/ingredients your child cannot eat?

How does your child react?

Does your child bring an inhaler, Epi-pen, or other emergency medication for allergy?

What are some good foods to offer your child?

4. Does your child have environmental allergies? \_\_\_\_\_

What are they?

How does your child react?

Does your child bring an inhaler, Epi-pen, or other emergency medication for allergy?

5. Health Care Information

Name of Physician: \_\_\_\_\_

Phone: \_\_\_\_\_

Insurance Company or Group: \_\_\_\_\_

Policy #: \_\_\_\_\_

6. What is your child working on in therapy?

Is there a way we can help reinforce what you are working on?

7. Does your child use/need any equipment when they come to church gatherings?

Do they need assistance with this equipment?

8. Is there any other medical/physical information we need to care for your child?

9. Are there any barriers to you attending a Community Group in a member's home with which we can assist?

# Buddy

## Job Description:

Work 1 on 1 with a child or adult with special needs or disabilities. Most Buddies will serve on a rotating basis.

## Supervision:

Worship Care Lead, Bible Study Lead, or Train Lead

## Requirements and Duties:

- Church member
- Background check every 2 years
- Read and abide by the policy manual.
- Attend or watch the video version of Providence Kids Care and Security Basics.
- Meet your Buddy by the check in area or classroom as appropriate to the situation.
- Contact your Lead via phone, text, or email if you know you will be out. If you get sick (or a family member), contact your Lead as soon as you know you will not be at your assigned gathering. Please do not try to be a hero and see if you can make it.
- Love and engage your Buddy and their parents. Seek to learn how to care best for them.
- Lead any activities the Bible Study Teachers did not complete (they will have them prepared).
- Read the Bible Story for the morning to the kids.
- Follow the Security Policy for kids' dismissal. If someone does not have a sticker, please alert your Worship Care Lead.

I have read and commit to serve to the best of my abilities for 2017.

---

Name

---

Date