

Virginia Beach Beacon Baptist Church



Children's  
Ministry  
Volunteers

# Guidebook

August 2018

## Ministry Leaders Information

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# Child & Youth Protection Policy

## To all who work with children or youth:

Thank you for helping us to make Virginia Beach Beacon Baptist Church a safer place for our children and youth. We have developed a Child & Youth Protection Policy to reinforce our vision for our Children's and Youth Ministries, to ensure the safety and well-being of our children and youth as well as the peace of mind to their parents. We want to provide sound biblical principles in an enjoyable environment, and do so in a safe environment for those God has entrusted into our care.

Our Child & Youth Protection Policy includes a written application for ministry positions to ensure this is the best ministry fit for you. We also ask that each person - paid or unpaid- give us written permission to conduct a background check. All volunteers under the age of 18 do not require a background check; however we do ask that they fill out the application and have a parent/guardian sign verifying a clear criminal record. You will also be provided a ministry job description, training and encouragement to ensure that you are fully equipped to succeed in this ministry partnership.

We assure you that we have only the best intentions for both our volunteers and our children. We understand that some might have concerns about the background checks we are asking your permission to conduct. We have partnered with an organization that completely understands your concerns and our desire for a safe environment. Therefore, the highest security measures have been taken to secure any data that is required. We also want to assure you that our background checks are completely confidential and are done to uncover criminal/sexual misconduct only. If you feel that you cannot comply with this request, we understand and will assist you in finding another ministry where your gifts, passions and experience can be fully engaged.

As always, our door is always open to answer any questions you may have.

VBBBC Children's & Youth Ministry Team

## Extended Care

### Schedule & Substitute Procedures:

- Every Extended Care Teacher & Assistant will receive a schedule before the beginning of each month via email.
- Volunteers will also be hand delivered their lesson outline on Sunday the week prior to their scheduled serving date. **Prior to hand delivery, lessons are labeled with Shepherd name and date and are available for pickup in the church foyer.**
- Lessons are mailed via USPS only to those without an email address, were not present the Sunday before their scheduled date or to those who have requested a paper copy.
- Monthly schedules are posted in each classroom.
- Reminder emails will be made via email or phone call (for those without an email address) during the week prior to their scheduled time.
- It is the volunteer's responsibility to find a replacement if they are unable to work their scheduled time.
  - In addition, the Children's Director must be notified and approve that the substitute has filled out an application and undergone a background check.

## Sunday School

### Schedule & Substitute Procedure:

- Each quarter, the Sunday School volunteers will receive the new curriculum material and tools.
- There will be no monthly or weekly reminders for this ministry.
- Please contact the Children's Director immediately of any schedule changes in the foreseeable future.
- It is the volunteer's responsibility to find a replacement if they are unable to work their scheduled time.
  - In addition, the Children's Director must be notified and approve that the substitute has filled out an application and undergone a background check.

Please contact Christi Hibbert with any schedule changes or requests via phone, text or email.

**Christi Hibbert**

**757-915-7639**

**[children@vbbbc.org](mailto:children@vbbbc.org)**

### **Child Check-in/Check-Out:**

- Assist parents in filling out registration card. Making sure it is filled out in its entirety.
- Parents/Guardians must complete a registration card for each of their children before they leave them in a classroom.
- Babies through Preschool - Make sure security band is on child and give parent/guardian matching band to keep for check-out.
- Ensure all allergies or special concerns are noted on registration card and child security band and communicated to all volunteers.
- Label all bags, bottles, Sippy cups, etc. to avoid cross-contamination.
- Cross check child's security band and parent security band during check-out.
- Only a parent or guardian may pick up a child - NO siblings.
- Dismiss children in an orderly manner.
  - Parents are not to come into the rooms unless necessary. This avoids chaos and overcrowding during dismissal.
- Children's Ministry Volunteers need to be familiar with the information on their students' registration cards.
- EVERY child (including visitors) should have a Registration Card on file.

### **Attendance:**

- Fill out attendance sheet.
- Follow-up with absentees by postcards, calls, or visits to families.
- Keep black box up to date.
- If a child attends 3 consecutive times, make sure you note that on attendance sheet.

### **Snack:**

- Check for allergies on child's security band and/or registration card.
- Store snacks in airtight container provided and ensure food is handled correctly.
- The only foods served in our nursery room are Cheerios, water, and whatever drink or snack is provided in a bottle or Sippy cup from home.
- Extended Church ONLY - Toddlers, Preschool and Elementary classes often have snack as a part of their lesson. Children's Ministry volunteers will always check children's registration cards and labels for allergies before serving food in the classroom. **Please do not provide snack in Sunday School.**
- Children are not allowed to bring snacks or drinks into preschool or elementary classes unless there is a medical reason to. Please have parents take any said items with them when they drop off their child.

### **Communication:**

- Will communicate with the Children's Director if there needs to be a schedule change by calling (757) 915-7639 or emailing [children@vbbsbc.org](mailto:children@vbbsbc.org).
- Will communicate to Director or ministry leader of any special needs or visits for the Faith Team.
- Will communicate any classroom needs via Ministry Notes (available in class binder)
- Will maintain communication with children & their parents via post cards and/or phone call.

## **Support for Children's Ministry Volunteers:**

- There will be 4 training/child safety meeting sessions offered per year.
  - All volunteers are asked to attend-all meetings can be scheduled to accommodate volunteer availability.
  - Please see the Children's Director for any special training requests if needed.
- Each classroom has a binder that includes:
  - All Children's Ministry Job Descriptions
  - All Classroom Lesson Plan Outlines
  - Ministry Notes for communicating classroom supply needs
  - Incident Reports
  - Lesson Plans for the quarter, to include extra copies of activity sheets and resources for the curriculum.
- Some helpful websites:
  - [www.childrensministry.com](http://www.childrensministry.com)
  - [www.lifeway.com/kidsministry](http://www.lifeway.com/kidsministry)
  - [www.kidsministryideas.org](http://www.kidsministryideas.org)
  - [www.ministry-to-children.com](http://www.ministry-to-children.com)
  - [www.kidssundayschool.com](http://www.kidssundayschool.com)
  - [www.mintools.com](http://www.mintools.com)
  - [www.relevantchildrensministry.com](http://www.relevantchildrensministry.com)
  - [www.sundayschoolzone.com](http://www.sundayschoolzone.com)
  - <https://www.childrens-ministry-deals.com>
  - <https://www.futureflyingsaucers.com>
- Children's Ministry Volunteers should feel free to ask the Children's Director any time they need support.
  - Christi Hibbert, [children@vbbsc.org](mailto:children@vbbsc.org) / 757-430-0798

## **Incident Reports:**

- Blank incident report cards are in each class binder and should be completely filled out and the parent notified any time a child is injured or ill.
- Incident reports are also used to document behavioral incidents that cause (or have potential to cause) injury or danger to another child or Children's Ministry Volunteer.
- These forms must be signed by the adult who witnessed the incident and the parent/guardian. A copy must be given to the parent's/guardians and the Children's Director or Youth Pastor.

## **Biting Procedure:**

1. Unbroken skin: apply cool compress (paper towel & cool water) for 5-10 minutes.  
Broken Skin: Wash with antibacterial soap & water. Dry. Apply antibiotic ointment & cover with band aid. Apply cool compress on top of band aid.
2. Contact Children's Director
3. Director will take the biter to his or her parent.
4. The parent will be asked to hold the child out for 15 minutes or until the end of service; whichever comes first.
5. Director will also notify parent of the child who was bitten.
6. Teacher who witnessed the biting will fill out an Incident Report.

### Appropriate Discipline Policy:

- All Children's Ministry volunteers are responsible for providing a loving, respectful and orderly atmosphere in which children can learn, play, worship and interact with each other. This atmosphere should be maintained by preparing beforehand, proactively directing children toward acceptable activities, verbally encouraging positive behavior and, when necessary correcting or redirecting inappropriate behavior.
- Acceptable means of correction are:
  - Verbal correction
  - Withholding a privilege for a brief time
  - Separation from activity for a brief time
  - Calling parents, if a child does not respond to other efforts.
- Unacceptable means of discipline include:
  - Spanking, hitting or any other display of physical force.
  - Yelling, using threatening language or any other form of disrespectful speech.
- Consistency is important—don't say anything unless you intend to follow through 100%.
- **NO toys, dolls or other items from home should be brought into the classrooms. Please have parents take said items with them when they drop off their child.**

### Security (Child Protection):

- First-aid kits are available in each classroom.
- Teachers are encouraged to pursue CPR/emergency first aid training.
- All Children's Ministry Volunteers must complete VBBBC application for Children's Ministry and a Background Check authorization.
- All Children's Ministry Volunteers must attend offered training sessions per year - all meetings can be scheduled to accommodate volunteer availability.
- If, at any time, VBBBC has any reason to believe that a Children's Ministry volunteer's actions have put a child in danger in any way, they will be asked to resign from working with the Children's Ministry.
- Please obtain a parent/guardians permission before taking a photo or posting a photo of a child.
- 2-Caregiver Rule - For the safety of our children and volunteers, it is imperative that there be at least two Children's Ministry Volunteers in the room with them at all times.
- Below is a table of child to staff ratios: for the state of VA and the National Association for the Education of Young Children.

<u>Ages</u>	<u>Class Designation</u>	<u>Virginia Ratio</u>	<u>NAEYC Ratio</u>	<u>VBBBC Ratio</u>
Birth - 18 Months	Babies Class	4:1	4:1	2:1
18 - 27 Months	Toddler Class	5:1	4:1	4:1
27- 36 Months	Toddler Class	8:1	6:1	4:1
3 Years	Preschool	10:1	9:1	9:1
4 Years	Preschool	10:1	10:1	10:1
5 Years	Preschool/K-1	18:1	10:1	10:1
5-7 Years	K-1	No Standard	No Standard	18:1
7 - 9 Years	2 <sup>nd</sup> & 3 <sup>rd</sup>	No Standard	No Standard	18:1
9-12 Years	4 <sup>th</sup> & 5 <sup>th</sup>	No Standard	No Standard	20:1

### **Off-Campus Activities:**

- Abide by VBBBC child: staff ratio
- Use buddy system when applicable
- Drivers will have an application & background check on file.
- Drivers will have a driver declaration form on file.

### **Restroom Policy:**

- Only female volunteers may take a child to the restroom.
- When assisting preschoolers, adults should stand outside the restroom and leave the door open. If a child asks for help with buttoning or zipping, before going inside, make sure another adult is nearby to witness your help.
- At no time may one adult be alone with a child or group of children. The adult should wait outside unless the child requires assistance.
- All adults and children should wash their hands with soap and water.

### **Diaper Changing Policy:**

- Only adult female volunteers are allowed to change diapers.
- Have all supplies assembled & ready to go before you start: Child's diaper, wipes, cleaning spray, etc.
- Wash or sanitize hands before & after changing the diaper.
- Clean girls front to back.
- DO NOT apply any ointment, salve or powder to the child's diaper area unless specifically directed by parent or guardian in writing at the time of check-in.
- Place soiled diapers in individual plastic bag, tie and discard.
- Disinfect changing mat after diaper change.
- Only change diapers in designated area - DO NOT change diapers anywhere else in the room or on the floor.

### **Hand-Washing Policy:**

Leaders must set the example for children in hand washing. Hands should be washed or sanitized:

- Before handling food or snack.
- Before & after changing diapers.
- After helping a child in the bathroom.
- After wiping or blowing noses.
- After coming in from outside.

### **Toy & Classroom Cleaning:**

- Remove all toys that children have mouthed from the play area. Disinfect them before leaving the room.
- Allow disinfected toys to air-dry.
- Disinfect all hard surfaces with sanitizing solution provided.
- Return all materials used from the supply closets to the proper place as labeled.
  - Inform Children's Director of any supply needs.
- Remove all trash to the dumpster.
- Vacuum or sweep floor.
- Make sure room is neat & ready for its next use.



## AWANA:

### Safety:

- No child will be permitted to leave any part of the club meeting without leader supervision and/or permission. This includes bathroom breaks, trips to the water fountain, etc.
- Drop Off:
  - ALL Clubbers **MUST CHECK-IN** every week at their specific Check-in tables.
  - Cubbies in the Cubbies room.
  - Sparks, T&Ts & Trek in the Sanctuary
- Pick Up:
  - ALL Clubbers **MUST CHECK-OUT** every week at their specific Check-in tables.
  - Cubbies in the Cubbies room.
  - Sparks, T&Ts & Trek in the Sanctuary
  - Pick-up must be done, IN PERSON - by a PARENT/GUARDIAN or PRE-AUTHORIZED PERSON ONLY! NO SIBLINGS PLEASE! No child will be released to an older sibling.
  - Pick-up **MUST** be from **INSIDE THE BUILDING ONLY!** There will be no exceptions! Not even for AWANA Leaders!
  - Early Dismissal - Any child that must leave early **MUST** be picked up by a parent or a guardian and it **MUST** be witnessed by an AWANA worker.
  - Children will not be permitted to go to the parking lot unescorted.

### Behavior:

- Five-count:
  - This method is used to control a group's behavior. To bring order to the group a leader will raise his/her hand and begin counting to five. When the group hears the count begin they should become quiet and await further instructions.
- Three-Count:
  - This method is used to correct an individual's behavior. If a child misbehaves the leader will warn the child to stop whatever he/she is doing. If the child continues with the behavior the leader will give a "1" count. The leader will discuss the problem with the child to ensure that he/she understands why the behavior is inappropriate. If the child continues to misbehave the leader will give him/her a "2" count and take them to their club director to discuss the situation. If the child still continues to misbehave a "3" count will be given, the child will be taken to the Commander and the parent/guardian will be notified. Depending on the nature of the behavior the child may be required to sit out during game time, or in extreme cases may be asked not to return to AWANA.

# 5 ways to Pray For Your Class

1. Pray for a teachable spirit. Ask God to make you teachable.
2. Pray for the teaching ministry of the Holy Spirit in your class.
3. Pray for guidance in lesson preparation. Ask God's blessings upon His word when you sit down to study.
4. Pray for those in your class; conviction of sin, impact of scripture, and for the moving of the Holy Spirit in each student's life.
5. Pray for your students' growth. We are commanded to reach people. Classes grow when teachers are busy visiting, phoning, mailing and praying all week.

**The most effective ministry of a Sunday school teacher is accomplished on their hands and knees.**

Information from What Every Sunday School Teacher Should Know

By Elmer L. Towns

# Important requirement for all Children's Ministry Shepherds:

Hebrews 10:25

"not giving up meeting together, as some are in the habit of doing, but encouraging one another - and all the more as you see the Day approaching."

Our church exists to fulfill the 5 spiritual purposes for life:

- To love God with all our hearts (WORSHIP)
- To love our neighbors as ourselves (MINISTRY)
- To go and make disciples (EVANGELISM)
- To baptize (INCORPORATE INTO THE FELLOWSHIP)
- To teach them all things (DISCIPLESHIP)

When you work in the Children's Ministry, or in any area of service for Him, you pour out your spirit into what you are doing! If you don't replenish what you pour out, soon you will feel empty! We need to ENSURE that we are being fed from the infinite spirit of God by regularly attending worship services.

Every Sunday, there are worship services at 8:15am and 11:00am. All Children's Ministry volunteers have the opportunity to be fed, thus obeying God's command and enriching their walk with the Lord.