



# New Life

ASSEMBLY

## **Policies & Procedures** for serving in Kids & Youth Ministries

# TABLE OF CONTENTS

POLICIES & PROCEDURES .....	3
VOLUNTEER POLICY & PROCEDURE .....	3
<b>Ministry Volunteers</b> .....	3
<b>Minor Volunteers</b> .....	3
CHURCH VAN POLICY & PROCEDURE .....	4
EMERGENCY & SAFETY .....	4
<b>General Emergency &amp; Safety</b> .....	4
<b>Walkie Talkies</b> .....	4
<b>Restroom</b> .....	4
<b>Illness</b> .....	4
CHILD ABUSE POLICY & PROCEDURE .....	5
<b>Recognizing and Reporting Abuse</b> .....	5
<b>CHILDLINE Information &amp; FAQs</b> .....	5
NURSERY POLICY & PROCEDURE .....	6
KIDS & YOUTH POLICY & PROCEDURE .....	6
DISCIPLINE POLICY & PROCEDURE .....	7
SIGNATURE PAGE.....	9

# POLICIES & PROCEDURES

Striving for a safe, secure environment for minors (any person under the age of 18) who participate in our programs, the Pastoral Staff & Board have approved the following policies and procedures for use in the Kids & Youth Ministries. These guidelines are also designed to be a safeguard to our church and all who work with minors. These guidelines will be used as a training manual for all children and youth ministries at New Life to work together in unity for the benefit of the children, the families and the workers.

The Pastoral Staff will oversee the administration of these policies and procedures. This document does not create any employment contract between those working with the church minors and the church. It will be used as a training manual, which applicants will read and then sign and date if in agreement with procedures and policies contained in it. A signed copy will be required from the volunteer as part of the training process.

## VOLUNTEER POLICY & PROCEDURE

### **Ministry Volunteers**

Each person working with minors at our church will be required to complete the following before they start serving.

- \* Complete and submit the New Life Volunteer Application.
- \* Have a personal interview with one of the Staff Pastors or Leaders.
- \* Read & sign this Policy & Procedure Manual
- \* Complete any necessary training to meet the needs of the ministry
- \* Submit to screenings as required by law, and as directed by the church Board.

### **Minor Volunteers**

Responsible minors will be considered for serving in a ministry on an individual basis and approved by the Pastoral Staff. Minor volunteers must serve in a group setting with adults present. Each minor applicant must be an attendee of New Life for the at least six months prior to beginning volunteer service, and must submit to the requirements of ministry volunteers.

- \* Our church does not approve of a worker spending time alone with a minor during any church sponsored activity. This is intended to provide protection for both the minor and the worker.
- \* All ministries to minors shall have a minimum of two approved workers. If this isn't possible, the door must remain open.
- \* All leaders and volunteers will abide by the 3-person rule (1 worker & 2 minors or 2 workers & 1 minor) for all church-sponsored events, including transportation to and from those activities.
- \* Workers may not appoint additional workers who have not been properly screened and approved to work with children and youth at New Life.
- \* All events must have Pastoral Staff approval
- \* All events require a parental consent and medical emergency release form. Completed consent forms are to be accessible to the leader during all events.
- \* Cancellation of activities will be communicated from the Pastoral Staff through our One Call phone system.
- \* Use of the facility, church van, and equipment, must be approved by corresponding coordinators.

# CHURCH VAN POLICY & PROCEDURE

- \* All drivers must be a licensed driver over the age of 24.
- \* Drivers must complete the Van Log that is located in the front of the van.
- \* Only Christian music should be played in the van. We encourage you to limit the use of individual headphones & videogames by passengers.
- \* Before returning the van to church, please fill it up with gas & submit your receipt to the Church Bookkeeper for reimbursement. This will ensure that the van is ready for the next ministry to use it.
- \* Upon Return: Remove all trash & check to make sure there is nothing left under the seats.
- \* If you borrow the van key, please return it to the Van Coordinator.

## EMERGENCY & SAFETY

### General Emergency & Safety

- \* In the event of an emergency, use discretion for placing a 911 phone call. The Copy Room has a phone available for use.
- \* When dialing 911, the caller will be asked to stay on the phone until emergency crews arrive. Send someone to the front of the church to direct the emergency team.
- \* Parents should be notified as soon as possible of any accident, illness, physical distress, or emotional trauma of their minor.
- \* Should an accident or injury take place, an incident/injury form must be completed and submitted to ministry coordinator. These are located in the classrooms and extras are located in the admin office.
- \* Become familiar with the evacuation route.
- \* Know where the nearest fire extinguisher is located.
- \* Nursery and Kids Church check-in hosts are responsible for taking the check-in sheet to serve as a resource to account for all children in the case of evacuation.
- \* First Aid Kits: Large first aid kits are located in the main & rear lobbies on top of the coat racks & a smaller kit is located at the Kids Church check-in station.

### Walkie Talkies

- \* Walkie Talkies will be distributed to ministry teams during the designated ministry time to allow workers to contact each other and their ministry leader.
- \* If a teacher is in need of a parent, they will use the Walkie Talkie to contact their respective leader. Designated leader will utilize the call/number system in place to alert the parent and connect the parent to the child.

### Restroom

- \* Teacher or ministry leader will clear adults out of the restrooms located in the rear lobby for the child(ren) to use.
- \* Once all adults have cleared the restroom, the restroom door must be propped open & teachers will remain outside of the restroom. If necessary to assist a child, the same sex teacher will enter and the cubicle door will remain open at all times.
- \* Once children are done in the bathroom, the restroom door will be closed indicating that the bathroom is available for use by adults.

### Illness

- \* In order to keep our children and workers as healthy as possible, sick children should not be brought to the Nursery or any classes. Children should not be admitted if they

are experiencing any of the following:

- \* Fever greater than 100 degrees within the last 24 hours
- \* Vomiting/Diarrhea
- \* Green or yellow runny nose
- \* Questionable rash
- \* Contagious diseases such as pinkeye, impetigo, chicken pox, influenza etc.
- \* If the child is being treated with an antibiotic, they should have received treatment for at least 24 hours before entering the Nursery or children's classroom.
- \* Should a child show signs of sickness while present, parents will be asked to remove the child from the room to care for the needs and to prevent others from falling ill.

# CHILD ABUSE POLICY & PROCEDURE

## Recognizing and Reporting Abuse

It is the intent of our church to follow state regulations in reporting child abuse. If a worker suspects that a child is being physically abused, harmfully neglected, or sexually abused, it is that worker's responsibility to contact CHILDLINE directly. Immediately following that report, you must inform the Pastoral Staff. The desire of our church is to provide protection for the minor and support for the family.

## CHILDLINE Information & FAQs

*What is child abuse?*

Child abuse, according to the Child Protective Services Law (CPSL), includes: serious recent physical injury which is non-accidental; mental injury which is non-accidental; sexual abuse; or serious physical neglect of children under age 18 caused by the acts or omissions of a perpetrator. "Recent" is defined as an abusive act within two years from the date CHILDLINE is called. Sexual abuse has no time limit.

Child abuse also includes any recent act, failure to act, or series of acts or failures to act by a perpetrator that creates an imminent risk of serious physical injury to or sexual abuse or exploitation of a child under 18 years of age.

*Who can be a perpetrator?*

A perpetrator of child abuse can be a child's parent, the person responsible for the welfare of a child such as a babysitter or daycare staff person, an individual residing in the same home as the child, or a person having an intimate relationship with the child's parent.

*How do I report?*

CHILDLINE is the 24-hour toll free telephone reporting system operated by the Department of Public Welfare to receive reports of suspected child abuse. Go to: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) or call 1.800.932.0313.

*What should I do when I suspect a child has been abused?*

The law says that mandated reporters must immediately make a report of suspected child abuse immediately to CHILDLINE at 1-800-932-0313 or go to [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).

*Do I have to know for sure that a child was abused?*

Your responsibility is to make the report when you suspect a child is abused. The caseworker of the county's children and youth agency will investigate and determine whether the child was, in fact, abused.

*Do I have to report?*

If you are considered a mandated reporter, by law, you must report suspected abuse when

you come into contact with children in the course of your ministry. You must report when you have reason to suspect, on the basis of your training and experience, that a child coming before you in your professional or official capacity is an abused child.

*Am I a mandated reporter?*

You are a mandated reporter if you are: a clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization. An individual paid or unpaid who (on the basis of the individual's role as an integral part of a regularly scheduled program, activity, or service) accepts responsibility for a child.

## NURSERY POLICY & PROCEDURE

Your faithful service in the Infant & Toddler Nursery serve as both a ministry to our church family and as an outreach to visitors. The objective of the Nursery is to gain the confidence of parents by ensuring a safe, clean, positive, loving, Christ-centered environment for each child so parents can worship freely in other areas of the church.

- \* Nursery is for children from birth to 3 years of age.
- \* Above all, communicate love to each child in the Nursery.
- \* It is important for all Nursery staff to establish a good working relationship with one another. Maintain a spirit of unity. You represent the church to our parents. Infants are forming first impressions of church, God, and Christian love through your words and actions – exhibiting a proper attitude is required.
- \* Dress neatly, but comfortably, in modest clothing, which will allow you to be on the floor with the children. No short shorts or short skirts.
- \* Do not bring your own older children to the Nursery without approval by Ministry Coordinator.
- \* Please call the Nursery Coordinator if you cannot work in the Nursery at your scheduled time.
- \* Nursery staff must be in place 15 minutes before each service.
- \* All children must be checked in and any special instructions taken. Parents are given a number that will need to be presented at check out time. This number will appear on the screen in the sanctuary to alert the parent that they are needed.
- \* Except in an emergency, do not take any child out of the Nursery.
- \* Be flexible and sensitive to the parents' needs and requests.
- \* All Nursery team members are asked to change diapers.
- \* Nursery team members are not allowed to bring any outside food into the Nursery. Closed beverages are allowed for the workers. Snacks for the children are provided by the Nursery Coordinator.
- \* Maintain an organized Nursery by picking up extra toys and keeping countertop neat and clean.
- \* Kindly but firmly encourage parents and guardians to leave their child with trained staff in the Nursery. The Nursery is for scheduled staff and children only.
- \* Diaper changing stations are available in the main lobby restrooms for parents' convenience. Parents should not use the Nursery changings stations to change their child's diaper during the service.

## KIDS & YOUTH POLICY & PROCEDURE

Your faithful service in the Kids & Youth Ministry Departments serve as a ministry to our church and as an outreach to visitors. We strive to partner along with the parents and support

them as the spiritual leader of their household. The objective is to provide a safe, clean, positive, loving, Christ-centered environment for each child. Together, we will know Him and make Him known.

- \* Above all, communicate love for each child in the class.
- \* Teachers and helpers need to be in the classroom 15 minutes before their class starts.
- \* Please contact Ministry Coordinator if you are not able to teach at your scheduled time.
- \* Teachers are asked to be prepared and teach from their curriculum keeping in the mind the Assemblies of God doctrines.
- \* Become familiar with the other classes (& their locations) that are offered at New Life so you can assist any visitor that may stop by your room.
- \* Dress neatly, but comfortably, in modest clothing that will allow you to minister on the floor with children. No short shorts or short skirts.
- \* Each classroom is supplied with basic items. Maintain an inventory of these supplies & contact the Ministry Coordinator when the inventory is running low or to obtain any special supplies needed for lessons.
- \* Snacks can be given at the teacher's discretion. Please make yourself aware of allergies or special instructions regarding snacks with the child.
- \* Never leave your classroom unattended. Utilize the Walkie Talkies to contact fellow workers or Ministry Coordinator in other areas of the church if you need assistance. We are a team in ministering to these children.
- \* At the end of class: clean up the classroom, shut and lock all windows, turn lights out, check to ensure room is unoccupied, and close doors.

## DISCIPLINE POLICY & PROCEDURE

Proper discipline includes preventative care as well as corrective action and helps to create a healthy learning environment. All discipline should be done in love and with the correct attitude. No physical discipline is allowed. Physical discipline is the responsibility of the parent/guardian only. These steps are followed in all classrooms for the benefit of the children and the workers.

- \* Good behavior is rewarded. Immediate praise & recognition for positive actions are effective ways to encourage more of the same behavior.
- \* If inappropriate or disruptive behavior occurs, the child is reminded of classroom rules and the proper behavior that is expected.
- \* The child is redirected by moving him/her to a different situation or area. The child is separated from others when he/she is having difficulty behaving.
- \* The child is removed from the group using a timeout chair within the classroom and in view of the teacher. After an appropriate explanation of the child's behavior, he/she is given several minutes (one minute for each year of age) to sit alone. When the child is settled, he/she is invited to rejoin the group.
- \* If above steps fail to change the behavior, the child is returned to a parent for the remainder of class.
- \* The teacher/leader will ask to speak briefly with the parent at the end of class to explain the problem and reassure the child that they are welcome to join the class next time. The problem is also reported to the ministry leader.





# SIGNATURE PAGE

Please sign, and return a copy of this page to the Pastoral Staff or Training Leader.

I have read the *Policy & Procedure Manual for serving with any Kids and Youth Ministries* at New Life Assembly of God. I agree to abide by & uphold the guidelines therein and submit to training as required.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date\_\_\_\_\_