



GraceKids

Philosophy of Ministry  
& Policies

## Grace Kids Philosophy of Ministry

*"...from childhood you have known the sacred writings which are able to give you the wisdom that leads to salvation through faith which is in Christ Jesus. All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work."*

*2 Timothy 3:15-17*

*"Train up a child in the way he should go, even when he is old he will not depart from it."*

*Proverbs 22:6*

### **Support Biblical Family Relationships**

Who is ultimately responsible for the training of children? Several key scriptures point to parents as the primary custodians in the training process. Although pastors and other leaders of the church are responsible to train adults, it is parents who are ultimately responsible to train their own children in spiritual things. However, the church body ought to be a great resource to parents in this process. The following verses give insight into the parent's role and the principles through which the church body can assist the parents.

- Deuteronomy 6:4-9; Proverbs 1:8, 6:20; Ephesians 6:1-4; Colossians 3:20-21

### **Teach Scripture for a Child's Salvation and Spiritual Growth**

A child's greatest need is for the Savior. A changed heart is the goal of teaching God's Word to children, rather than changed behavior alone. It is important to work with a child to help them to understand what pleases God, but the goal is always to point them to the Savior as the answer to their sin problem. The Gospel will be primary in the study of the Word of God. God's Word is central in children surrendering their lives to Christ and growing in Him.

- 2 Timothy 3:15; 2 Peter 3:18

### **Present Spiritual Truth Through a Godly Example**

Recruiting leaders for a children's program is often a difficult task. However, recruiting quality teachers and leaders is crucial to the effectiveness of the ministry. Leaders who simply have warm feelings for children or are attracted to them because some personal need is met, are not necessarily qualified to work with children. Therefore, qualified leadership will be sought and trained.

- 1 Corinthians 11:1; 2 Timothy 1:5, 2:2, 3:10, 14-17

### **Provide a Safe, Nurturing Environment for Children**

Our Lord has given parents that wonderful and awesome responsibility of raising children. Although the Bible gives repeated instruction concerning the spiritual dimension of this task, there is also a great deal said about providing for and protecting children. God places a high value on human life. It can also be noted that our Father is very concerned about the helpless state of children.

- Exodus 22:22-24; Matthew 18:1-5

## Our Standard for Grace Kids Ministries...

- A God-honoring, Christ-exalting ministry
- Curriculum that is doctrinally sound and age appropriate
- Teachers that are fully committed to and abiding in Jesus Christ
- Faithfully praying for children, parents, and teachers
- Having a heart for what God is doing around the world
- Classrooms that are orderly, disciplined, and well-behaved
- Ministering to and with parents and/or family members
- Showing excellence in everything that is done
- Open communication with leadership, teachers, helpers, and parents
- The personal safety of every child

## BASIC DESCRIPTION

## QUALIFICATIONS

### LEAD TEACHER

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| <ol style="list-style-type: none"><li>1. Prepares a weekly lesson and agenda with the curriculum provided</li><li>2. Models Christian character before, during, and after class</li><li>3. Maintains an orderly learning environment during class</li><li>4. Remains in the class the entire session</li><li>5. Arrives early enough to the class to be prepared for the class before the children begin to show up, for the purpose of greeting each child</li><li>6. Attends teacher training days in order to refine the skills of teaching and helping children</li></ol> | <ol style="list-style-type: none"><li>1. A regular attendee of Grace Bible Church</li><li>2. Faithful, above reproach, and abiding in Christ as His Word abides in him/her</li><li>3. Shows evidence of the gift of teaching and encouragement</li><li>4. Demonstrates a deep love for children and desire to see them grow in Christ</li><li>5. Must be at least 18 years of age or out of high school</li><li>6. Has a completed children's ministry application and teacher application on file with the church office</li></ol> |
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### HELPERS

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| <ol style="list-style-type: none"><li>1. Available to assist in one or more of the following: teaching, songs, crafts, games, snacks, supervision of class</li><li>2. Models Christian character before, during, and after class</li><li>3. Maintains classroom order by kindly enforcing class rules and freeing the teacher up to teach</li><li>4. Assists with the drop-off and pick-up of children where applicable</li><li>5. Arrive 15 minutes before the class is to begin to assist with set-up and greeting of each child</li></ol> | <ol style="list-style-type: none"><li>1. Demonstrates a desire to be flexible and faithful in duties</li><li>2. Faithful, above reproach, and abiding in Christ as His Word abides in him/her.</li><li>3. Has a completed Children's Ministry Application or a completed Junior Caregiver Application on file with the church office</li></ol> |
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*Our desire in children's ministry at Grace Bible Church is to create a place where children and adults can participate in ministry in a safe and secure environment.*

### Caregiver Arrival, Tardiness or Absence

Caregivers should arrive 15 minutes prior to their event's start time.

- ❑ First service caregivers should arrive no later than 8:30 am.
- ❑ Second service caregivers should arrive directly after the first service.
- ❑ Sunday evening caregivers should arrive no later than 5:45 pm.
- ❑ Wednesday evening caregivers should arrive no later than 6:30 pm.
- ❑ If a caregiver will be late in arriving, please contact the Team Leader.
- ❑ If a caregiver will be absent, the caregiver is responsible for finding an approved, eligible caregiver to serve in their place and for notifying the Team Leader of the change.

### Drop-Off/Pick-up Procedure

- ❑ Children will be received 15 minutes prior to the scheduled event.
- ❑ Children should not be dropped off unless someone is present to receive them.
- ❑ Parents/Guardians will check in their children using our CCB check-in process
  - At a manned check-in station:
    - Ministry Team will:
      - Attach one label to child's back
      - Attach one label to child's diaper bag or belongings, if needed
      - Give the parent label to the parent/guardian
  - At a self-check station:
    - Parent/guardian will:
      - Attach one label to child's back
      - Attach one label to child's diaper bag or belongings, if needed
      - Keep the parent label
- ❑ If the child is a visitor, they should check in at a manned station, where the ministry team will set them up in CCB so they can be checked in properly.
- ❑ When checking in a visitor or first-time attender, be sure to ask the parents if the child has any special needs or allergies and include when inputting information for the child's label.
- ❑ A child may be picked up only by his/her parent/guardian. This person must have the parent label to pick up the child. If someone other than the parent or guardian will be picking up the child, it is the parent's responsibility to let the leader know this when they drop off the child. The ministry team will record this information at check-in. Any alternate pickup person must be an adult and must have the correct label.

### Basic Procedures For Safe Ministries

- ❑ Every person working with our children must have an approved Children's Ministry Application on file and be trained to work in their assigned area.
  - Adults age 18 and up will complete the Children's Ministry Application.
  - Young adults age 13 through 17 will complete the Junior Caregiver Application.
- ❑ At least two adult (age 18 and up) caregivers will be present at all times during any church-sponsored ministry involving children 12 years of age or younger.
- ❑ Ministry team members will monitor children's ministry activities taking place during church functions.
- ❑ Gloves are required for any contact with a child's bodily fluids.

### Tiny Tots Policy Notes

- ❑ Nursing mothers may accompany their own children ages 0 – 2 into Tiny Tots, but may not care for other children while in the nursery.
- ❑ Only female adults (age 18 and up) will serve in Wee Tots and Tumble Tots (except in the case of a female junior caregiver serving with her parent/guardian; approval by the ministry team is required before a junior caregiver can serve in Wee Tots or Tumble Tots).
- ❑ Junior caregivers (age 14 and up) may be approved to serve in Teeter Tots and Mighty Tots, at the discretion of the ministry team. They will not serve in Wee Tots or Tumble Tots, unless they are serving with their parent/guardian who has an approved caregiver application on file.
- ❑ Only 1 junior caregiver will be assigned to each Tiny Tots room per service.

### 3 – 5/K Policy Notes

- ❑ Only approved caregivers and age-appropriate children will be allowed in the 3 year old, 4 year old and 5 year old/kindergarten classrooms.
- ❑ From time to time, a parent without an approved children's ministry application may be asked to remain with their child in the classroom, for a short time. If this needs to occur beyond two occurrences, the parent will be asked to complete a children's ministry application before accompanying their child again.
- ❑ Junior caregivers (age 13 and up) may serve alongside adult caregivers, at the discretion and assignment of the ministry team.

### Precautions for Handling Blood-borne Pathogen Exposure

Some children and adults may unknowingly be infected with Hepatitis B, HIV, or other infectious agents. These agents may be present in blood or bodily fluids. Therefore, ALL blood and bodily fluids will be treated as potentially infectious.

- ❑ Surfaces that may come in contact with potentially infectious body fluids must be either disposable or be material that can be sanitized (example: diaper changing pad).
- ❑ Spills of bodily fluids, feces, nasal and eye discharges, saliva, urine, and vomit should be cleaned up immediately.
  - Reduce contact with contaminated material by using gloves, hand brooms, or other techniques to avoid touching the spill directly.
  - Be careful not to splash contaminated material into eyes, nose and/or mouth.
  - Blood contaminated material and diapers shall be disposed of in a plastic bag with a secure tie.
  - Clean any visible fluid from surface with spray disinfectant (supplied).
  - Remove gloves carefully and wash hands thoroughly with soap and warm water.
- ❑ Floors, rugs and carpeting that have been contaminated by body fluids shall be cleaned by blotting to remove the fluid as quickly as possible, then sanitize by spot cleaning with soap and/or disinfectant.

### Preschool Diaper Changing and Restroom Guidelines

We desire to provide a safe and healthy environment for our children which requires us to have specific policies in this area.

- ❑ Men will not change diapers.
- ❑ Disposable gloves must be used at all times when changing a diaper.
- ❑ Place new disposable diaper changing pad on changing table before changing a diaper.
- ❑ Only female adults (age 18 and up) will change diapers.  
(Females age 16 and up may be allowed to change diapers in the event that an adult female is unavailable.)
- ❑ When possible, 2 adults will accompany children to the restroom.
- ❑ If 2 adults are not available, the restroom door should be propped open and the adult will wait outside. The adult may enter the restroom stall or bathroom only at the request of the child or in case of an emergency/accident, after encouraging the child to handle as much of the process as he/she can. That adult will then make known to another adult that she helped the child in the restroom.

### Health Policy

We desire to maintain as healthy an environment as possible for all the children we serve. For the protection of the child and the other children, parents are requested not to bring a child that appears to be ill.

A child should not be brought to Tiny Tots or to class when any of the following exists currently or *within 24 hours*:

- ❑ Fever (over 99.9)
- ❑ Nausea, Vomiting or Diarrhea
- ❑ Significant, persistent nasal drainage (green/yellow in color)
- ❑ Excessive cough, sneezing
- ❑ Rash (except diaper rash) or open sores due to sickness
- ❑ Pink eye or eye infection (redness, puffiness, continuous drainage)

If a child develops any of these symptoms while in our care, the child will be separated from the other children and the parent/guardian will be notified to remove the child.

### Incident/Accident Policy

- ❑ Minor incidents will be handled as deemed appropriate by caregiver/ministry team.
- ❑ If a child receives any kind of mark that would surprise or concern the parent/guardian (bump, bruise, cut, etc.), caregiver will notify the team leader/ministry team. The caregiver will explain what happened and the team leader/ministry team will contact the parent/guardian. If necessary, the caregiver and team leader/ministry team will fill out an Incident/Accident Form.
- ❑ Basic first aid kits are located in each elementary classroom and in Tiny Tots.
- ❑ NOTE: Any excessively aggressive behaviors not described in this document will be addressed using the biting policy guidelines.

### Hitting Policy

- ❑ If a child hits another child with an object during our care, the following guidelines will be followed:
  - Parents/guardians of both children involved will be notified that their child was involved in the incident (without naming the other child involved).
  - If the hit leaves a mark, the hitter will be removed.
  - If the hit does not leave a mark, the hitter will be given a warning.
- ❑ If the child hits with an object again during the same event/time of care, he/she will be removed from the classroom.
- ❑ The caregiver and team leader/ministry team present will fill out an Incident/Accident Form.

## Biting Policy

- If a child bites another child during our care, the following guidelines will be followed:
  - Parents/guardians of both children involved will be notified that their child was involved in the incident (without naming the children involved).
  - The caregiver and team leader/ministry team will fill out an Incident/Accident Form.
- If a child bites but does not break the skin of another child, he/she will be asked to leave the room for the duration of the event\*.
  - \*Exception to immediate removal MAY be allowed in Tumble Tots, where an unintentional bite may occur; this is at the discretion of the ministry team present during the incident.
    - If a child bites any other child 2 times within a 2 month period, the child will be suspended for 1 month, and the parent/guardian will be asked to meet with the ministry team director.
      - At the end of 1 month and after meeting with the ministry team director, the child will be permitted to return to the classroom.
- If a child bites AND breaks the skin of another child, he/she will be asked to leave the room for the duration of the event.
  - If a child bites AND breaks the skin of any other child 2 times within a 30 day period, or 3 times a year, the child will be suspended for 1 month, and the parent/guardian will be asked to meet with the ministry team director.
    - At the end of 1 month and after meeting with the ministry team director, the child will be permitted to return to the classroom.

## Class Promotion

Promotion of children in Mighty Tots nursery, 3 year old and 4 year old classes takes place two times per year, in January and in June. Children who turn 3, 4 or 5 prior to either Promotion Sunday will automatically be promoted.

Other children might have the opportunity to promote early, at the discretion of the ministry team, if the following criteria have been met:

- Child turns 3 prior to December 31 of the promotion year
- Parents/Guardians request early promotion
- Child is potty trained
- Child demonstrates self-control and can sit quietly/listen to a lesson

Promotion from Kindergarten through 6<sup>th</sup> grade takes place 1 time per year, in June. Children moving from their current grade to the next will automatically be promoted.

*In all our ministries with children, Grace Bible Church is committed to demonstrating the love of Jesus Christ by providing a safe and secure environment, surrounded by trained and trustworthy leaders who desire to teach the true gospel of Jesus Christ.*

### Discipline in GBC's Classrooms

When a child is disruptive, all the children suffer. Therefore, we must handle disruptions and behavioral problems promptly, consistently, and graciously.

#### WHAT IS DISCIPLINE?

- ❑ Discipline is simply the careful, loving, and firm training that is given to move the heart and actions of a person toward Christ and Christ-like behavior.

#### WHY WE NEED DISCIPLINE

- ❑ To expose the wickedness of the human heart (Proverbs 19:18)
- ❑ Discipline is associated with love (Hebrews 12:5-11)
- ❑ It is commanded by God (Proverbs 22:6)
- ❑ To prevent others from learning ungodly habits (Galatians 5:9)
- ❑ To provide a safe and effective learning environment

#### HOW TO BE PROACTIVE, AVOIDING THE NEED TO DISCIPLINE

- ❑ Arrive early to set up and greet each child at the door.
- ❑ Establish short and simple classroom rules, making the consequences of breaking those rules verbally and visually known to your students.
- ❑ Tell the children what you expect them to do. Be positive and concise. Set limits.
- ❑ Be prepared for your lesson, accounting for all the class time with a detailed lesson plan.
- ❑ Plan transitions from one activity to another. Keep the children interested, motivated, and challenged using a variety of activities and learning styles geared to their age level.
- ❑ Never leave your class unattended.
- ❑ Set an example for proper behavior by your own actions.

#### WHAT TO REMEMBER WHEN DISCIPLINING

- ❑ Always keep eye contact with the child, face to face and not in front of the other children when possible.

- ❑ Continually pray, asking the Holy Spirit to guide your attitudes and actions. Never discipline in the flesh.
- ❑ When correcting, state what should be done positively.
- ❑ Always seek to disclose the sin issue in the heart versus merely the external circumstances.
- ❑ Confront sinful behavior immediately. Correction becomes more difficult when the behavior becomes a habit.
- ❑ Treat the child with dignity. Never use ridicule, sarcasm, or embarrassment.
- ❑ Be fair, firm, and consistent with all your discipline.
- ❑ Keep the parents involved and informed in the process.
- ❑ Make the child feel accountable to God and His standard, not man's standard.

*\* Please remember that it is never the role of leadership to discipline with physical contact.*

## WHAT ACTIONS REQUIRE DISCIPLINE

- ❑ Direct disobedience to a request from a teacher or aggressive defiance
- ❑ Disruption by noise, actions, or attitudes that interfere with the learning process
- ❑ Disrespectful responses to teachers or unkindness toward peers, such as name calling, teasing, saying 'no' to the teacher, lying, etc.
- ❑ Any actions that are contrary to the standard of conduct presented in the Word of God
- ❑ Damage to Grace Bible Church or another's property

## HOW TO CARRY OUT DISCIPLINE

### 1. WARNING

- ❑ Immediately walk to the child, looking them eye to eye and discuss the following in private if possible.
- ❑ Make sure the child understands what they did incorrectly and why it is displeasing to God.
- ❑ Ask them to state what they should do to correct the misbehavior. If they do not know, tell them.
- ❑ Warn them of the consequences should misbehavior occur again (restrictions, isolation, loss of privileges, etc...).
- ❑ Give only one warning per offense. In the case of physical safety issues, go immediately to step 3.

### 2. ALONE TIME

- ❑ Have the child state the offense and desired behavior.
- ❑ Have the child sit alone, in sight of the teacher or helpers (regardless of their response above).

- ❑ Welcome the child to return when either you or the child believes they are ready.
- ❑ Inform the parent (in private) as soon as possible of why a time out was needed. This should be done by the teacher who observed the misbehavior.
- ❑ Make the student's misbehavior a matter of prayer.
- ❑ Steps 1 & 2 may need to be repeated week to week.

### 3. REMOVE FROM CLASS

- ❑ If the child continues in disobedience or acts up in an extreme manner, remove them from the class.
- ❑ If the child has no intentions of changing his/her behavior, a conference will be called between the parents and teacher. This will be done under the direction of the pastor over children's ministries. The teacher should be the primary spokesperson at the meeting. A plan of action should be formulated including the Scriptures to insure the situation is being viewed from God's point of view. The plan should also include the consequences the child will receive if the misbehavior continues either at the home or in the classroom.
- ❑ If a plan cannot be agreed upon or the problem continues over a period of time, the child will not be allowed in class without the direct supervision of his/her parent.

*Remember: We are ministering to both the children of Grace Bible Church and to their parents/guardians. Our goal is not to simply see an external moral change in their lives, but rather a true change of heart. There is much joy in seeing a heart of stone change into a soft teachable heart.*