

**Children's Ministry Worker  
Policy & Guidelines**  
Sunday School & Worship Care  
Infants - 6th Grade



**PROVIDENCE**  
Baptist Church

## **Mission Statement for Children's Ministry**

*Our mission is to come alongside our parents in the high calling of God to raise children that love the Lord with their whole heart, soul, and might (Deuteronomy 6). We seek to provide a loving environment to nurture our children helping them understand the purpose for which God created them, able to acknowledge their need for salvation, develop a personal relationship with the Lord, and to grow in maturity through ministry of the Scriptures.*

## **Policy & Guidelines**

To properly care for our children, we have set forth the following policy and guidelines to ensure that **“all things will be done decently and in order”** (1 Corinthians 14:40). This will help us to be of the same mind, to keep each other accountable, and to provide a safe loving environment that our families can take confidence in.

## **General Guidelines for All Workers in Children's Ministry**

- Our desire is to bless our families by enabling parents to participate in both Sunday school and times of worship. We offer Nursery and Sunday school classes divided according to their age (at the beginning of the school year), as well as Worship Care.
- All workers are required to affirm the policy and guidelines for the care of children, fill out a volunteer form, and complete a Reference Check Permission Form prior to working in the Children's ministry.
- When a child (kindergarten or younger) is dropped off, the parent must sign him/her in with complete written instructions.
- Only the workers serving on a given day will be allowed in the classroom, before, during, and after each service.
- There must be at least 2 workers per room at all times, and children are never to be left unattended.
- Only nursery children will be allowed in the nursery rooms. If a nursery worker has a young child that is not in the nursery, he/she should be placed under someone else's care during the time of service.
- When accompanied by an adult member of the church (21 years or older), our high school students may serve in the children's ministry. Students in the ages of 12-15 years of age may serve accompanied by one of his/her parents.
- Only adult women are permitted to assist children in the use of the bathroom.
- All workers should arrive and be ready 10 minutes prior to the scheduled start time and stay at least 10 minutes following the scheduled time for cleanup.
- After worship service, all the used linens will be placed in a separate basket for the nursery coordinator to pick up for washing.
- Parents are not to enter the room unless there is a specific need.
- All bags, cups and coats must be labeled.

### **Special Attention for our Visitors**

In order to assure visiting parents of our commitment to the safety of their children we have implemented a card pick-up system.

- The parents must fill out the card for their child with all appropriate information and they will receive a pick-up card.
- The pick-up card is to be turned in upon picking up their child.

### **Room Preparation**

- Check the room for orderliness.
- Set out labels and permanent markers for name cards and labeling juice cups, bottles, etc.
- Prepare toys or lessons for the children.
- If you have toddlers in your room, have all diaper changing materials ready for use.
- All toys and used surfaces must be cleaned with the provided non-toxic cleaning solution by one of the workers at the end of each nursery session.
- Carpet spills should be cleaned up immediately.

### **Room Departure**

Please be sure all toys, materials and pens are put away. The lights in the rooms should be turned off, and the trash bagged and ready for pick-up.

### **Sunday School Teachers and Assistants**

---

- At the close of Sunday school, teachers with children ages infant-kindergarten must remain in the classroom until the worship care volunteers arrive.
- There will be one adult teacher and one assistant at all times.
- You should arrive 10 minutes before the start of Sunday school.
- Children that need assistance in the bathroom will be helped by an adult female worker.
- Prior to leaving for worship service please instruct the worship volunteers as to any special instructions regarding the children. Please be sure to have listed any special need in the signed in sheet. Make a special note of any allergies or health conditions.

### **Specific Responsibilities of Sunday School Teachers**

- All teachers are required to have been a member of Providence Baptist Church for at least one year.
- We desire all teachers to stay centered on the gospel; explaining how the truths taught throughout all the scriptures lead us to Christ. The teacher is encouraged to use appropriate means necessary to capture the children's attention, being creative and Christ honoring, promoting participation.
- Seek to partner with parents being willing to engage parents with any concerns that may arise from the time spent with their children.

- Any communication between parents and teachers should be done outside the class hour. This will prevent any unnecessary interruption of the class and provide the teachers the time necessary to teach the children.
- The teacher should lead the class in prayer at the beginning and at the end of the class. Some of the prayer time should be used to follow up with any prayer request a child may have made during the previous class.
- The teacher is responsible for overseeing that the class is carried out in a safe, loving environment.
- The teacher must come prepared to teach the class; this includes bringing the materials that are necessary for the class. If a teacher buys any supplies under \$25.00, the expense will be reimbursed to the teacher. Please bring receipts to the church and see the church secretary or the Sunday School Director. Supplies over \$25.00 will need to be pre-approved by the Sunday School Director.

### **Specific Responsibilities for Sunday School Assistants**

- The assistant's role is to support the teacher in their responsibilities.
- The assistant is to gently encourage students to pay attention to the teacher at all times.
- The assistant will receive the children arriving late, and help them assimilate to the class as quietly as possible so the rest of the class is not interrupted.
- The assistant will help the teacher with the distribution of material as deemed necessary.
- The assistant will be responsible to follow up with the memorization of catechism questions and bible verses. A chart will be kept in the classroom stating the questions each child has memorized.
- Assist the teacher with any activity during class.

### **Worship Care Coordinator**

---

- The Worship Care Coordinator is responsible for all the nursery rooms during the worship hour. This person is responsible for the overall planning, for the care of the rooms and supplies, screening, recruiting and scheduling workers.
- Securing the volunteers for Worship service. If a volunteer is unable to cover his/her scheduled shift, it is their responsibility to find a substitute from the approved list to fill in for them. Please notify the Coordinator by phone or email about any changes in the schedule.
- Communicating any issues with parents; this includes notifying parents of any illnesses or incidents that occur while their child is in our care.
- Overseeing all nursery volunteers when the nursery is in use.
- Requesting that the nursery be open additional hours for special church events such as team meetings, Bible studies, special services and other church wide events. This will be done as the need arises.
- Is responsible to make sure the worship care rooms have all the supplies they need. They are to notify the church secretary of supplies that need to be purchased.

## **Health Policy**

---

- Strict hand washing procedures in between the handling of infants and toddlers is a priority.
- The church will have smocks or aprons available to protect the personnel's clothing for volunteers to wear them.
- For the protection of your child and the other children, parents are requested not to bring a child who appears to be ill. A child should not be placed in the nursery when any of the following exists:
  - Fever - Temperature of 100 degrees or more currently or within previous 24 hours,
  - Vomiting or diarrhea
  - Significant, persistent nasal drainage which is green or yellow in color
  - Any symptom of an infectious childhood disease, such as scarlet fever, German measles, mumps or chicken pox
  - Common cold or sore throat
  - Any unexplained rash or skin infection
  - Pink eye or other eye infection.
  - Severe coughing
  - Body or head lice
- Volunteers will not administer any medication either over the counter or prescription unless it is for a life-threatening condition and the volunteer has been given permission by the parent to do so. An example of this is a prescribed EpiPen for a severe allergy.
- If the child develops a fever or other symptoms of illness while in the nursery, he/she will be separated from other children and the parents will be contacted to take the child home.
- If a child is known to have an infectious disease (chicken pox, etc.) after he/she has been in the nursery, the parent is asked to contact the, Children's Sunday School Leader or Worship Care Coordinator so we may notify other parents of their child's exposure.
- Toys used by the children will be sprayed with disinfectant at the end of each nursery time, washed quarterly, and cleaned at other times that are deemed necessary.
- Children should not share snacks due to the possibility of allergies.
- Children with allergies must be clearly identified on the information board next to the door of each classroom. Some examples of common allergies are nuts, milk, wheat and oats.

## **Safety**

---

- There should be no more than eight children at a time in any of the nursery rooms. We also require that at least two adult workers or an adult with a minor (following our guidelines) be on duty at all times.
- Children above nursery age should not enter the nursery rooms at any time.
- If a situation requires immediate attention, the volunteer and/or assistant must contact the WCC or the person in charge and the parents.

## **Necessary Nursery Supplies**

---

The following is a list of necessary nursery supplies to be made available by Providence Baptist Church. If any of the supplies are low, please notify the Sunday School Director or the Worship Care Coordinator as soon as possible so that they may be replenished.

- Disposable diapers, and diaper changing pad covers
- Pre-moistened wipes
- Tissues
- Antibacterial soap
- Paper towels
- Antibacterial hand gel
- Cotton balls
- First-aid kit with thermometer, alcohol, bandages, and cold pack
- Name cards and markers
- Plastic bags for soiled clothes
- Disinfectants and non-toxic cleaning solutions
- Electric outlet covers
- Posted fire exit plans/maps
- Children's books and toys
- Nursery cards
- Rocking chairs
- Smoke and carbon monoxide detectors
- Child size table and chairs
- Bed linens
- Changing tables
- Cabinet for supplies
- Hooks for hanging coats and diaper bags
- Baby swings and walkers/saucers