STONEBRIDGE
KIDS MINISTRY

# Manual

# of

# Policies

# And

# Procedures

## MISSION:

The Kids Ministry (KidsMin) of Stonebridge Baptist Church exists to "teach kids to love God, love people, and follow Jesus in a safe environment."

## PURPOSE:

KidsMin's purpose is to glorify God by fulfilling the Great Commission of Christ; by evangelizing the spiritually lost and equipping and encouraging the saints, with a specific focus on families with young children. KidsMin aims to strengthen individual families and the larger church body through sharing the gospel, supporting parents, and strengthening the saints in faith and doctrine.

## PHILOSOPHY:

**1. Evangelizing Children:** KidsMin is motivated to obey God's command to evangelize the lost, which also includes children (Acts 2:39). While children in the Church are to be raised in a Christian environment and embedded in Christian behavior, beliefs, and traditions, we must not assume a child's salvation because of church attendance or being born into a Christian home. A child's greatest need is regeneration because children are dead in their sin and without hope of salvation (Rom 3:23). Children, as well as adults, can receive forgiveness of sins, a relationship with God, and purpose in life through trusting in Christ as Lord and Savior (Rom 10:9–13). This biblical truth is at the foundation of KidsMin and shows itself in our activities and curriculum focusing on the gospel as children's greatest need and bringing them to Christ as our greatest opportunity for eternal impact (Rom 10:14–16). We seek to see genuine spiritual conversion based on biblical knowledge and personal commitment to Christ that will not be questioned by children as they grow into adulthood. This means we do not push, pressure, or solicit for commitment and baptism; but rather, equip children for faith and test such faith according to the Word of God.

**2. Encouraging Parents:** Parents are mandated to raise their children in the discipline and instruction of the Lord (Eph 6:4; Col 3:21). In a biblical family, this makes parents the primary evangelists and trainers of spiritual discipline for their children. Parents fulfill this through being a godly example, giving personal exhortation, and biblical edification for the spiritual well-being of the child. The church is to encourage and support parents in their Christian duty of raising godly children (Col 3:18–21). KidsMin, and the church, seek to support and enhance the spiritual life of member's homes while never usurping the parental responsibility. We seek to accomplish this through edifying parents with classes, Bible studies, resources, and personal shepherding geared to elevate their effectiveness at drawing their children to Jesus Christ. We also provide encouragement through offering safe, quality childcare so that parents can attend worship, Bible studies, or other ministries undistracted. Lastly, we seek to lovingly exhort those parents who may not have fully embraced their God given responsibility to raise their children in the Lord.

**3. Edifying Servants:** The church has a mandate to edify and equip saints for ministry work (Eph 4:11–16). KidsMin is a significant opportunity for equipping and enlisting members into productive ministry that promotes the spiritual growth and vitality of the church. KidsMin desires to be a place where members can obey the command to sacrificially serve while also being ministered to. To accomplish this, we seek to provide opportunities for growth and encouragement through pastoral oversight, Bible studies, and enriching curriculum that takes them deeper into the Word. Also, we will provide events designed for ministry wide worship and fellowship. These servants are also edified as they communicate God's truth to children.

**SERVICES:**

1. **Sunday School:**
   - Focus
     - Help children build a Christian worldview constructed on essential biblical doctrines. This results in children that have not only memorized bible stories but think and behave as a disciple of Jesus.
     - Bible stories are interwoven to ensure children see how doctrine is derived from scripture and illustrated in history and people.
     - Create fellowship and friendship between students.
     - Foster enjoyment and fun at the church facilities.
   - Operations
     - Occurs every Sunday morning from 9:45 am to 10:45am.
     - Ministry to children 4 years old through 5th grade.
     - Children are currently in one classroom with the desire to divide into separate classrooms based on age ranges as both the student and volunteer populations grow.
   - Curriculum
     - Big Rocks Bible Truths: A custom curriculum built with a focus on teaching children essential biblical doctrines.
     - Memorization of verses, doctrine, and biblical truths is encouraged and practiced.
     - Spiritual disciplines (i.e. prayer, meditation, worship, etc.) are also utilized in the classroom each week.
     - Church History is also taught to exemplify the work of the church and the examples of saints throughout history to follow Jesus.
     - Crafts, games, and other activities are utilized to encourage an environment of fun and fellowship.
2. **Children's Church**
   - Focus
     - Lead children in worship of the Lord.
     - Grow children in biblical knowledge.
     - Create fellowship and friendship between students.
     - Foster enjoyment and fun at the church facilities.
     - Prepare children for participation in adult worship services.
       - ⇒ While 4th and 5th graders may prefer to be part of children's church, we believe they can understand a significant amount of the adult worship service content.
       - ⇒ Parents should seek the opportunity to talk to younger children that are in worship with them about the content of the worship service, any questions they may have, and the intent of the worship activities.
       - ⇒ Our hope is that by adulthood, children will have grown into fully integrated and serving members of the congregation and not see themselves as outsiders from the adult church services and activities.
   - Operations
     - Occurs every Sunday morning from 11:15 am to 12:15 pm.
     - Ministry to children 4 years old through 5th Grade.
     - Children are currently in one classroom with the desire to divide into separate classrooms based on age ranges as both the student and volunteer populations grow.
   - Curriculum
     - Schedule mimics adult worship services beginning with worship, prayer, & bible lesson.
     - The Gospel Project Videos: Lifeway produced bible story videos and worship music.
     - The Complete Illustrated Children's Bible and NIRV Bibles to read stories from.
     - Crafts, games, and other activities are utilized to encourage an environment of fun and fellowship.

3. **Children-In-Action**
    - Focus
        - Teach children the importance of the Great Commission and evangelizing the world with the Gospel of Jesus Christ by emphasizing the work of missionaries across the world.
        - Introduce children to other cultures and understand they have brothers and sisters in Christ across the world that live and look different than them.
        - Create fellowship and friendship between students.
        - Foster enjoyment and fun at the church facilities.
    - Operations
        - Occurs every Wednesday night as part of the congregations Refuel and Recharge evening activities. Students are dismissed from the larger gathering around 6:30pm and are picked up from portable 3 at 7:30 pm.
        - Ministry to children 4 years old through 5th Grade.
        - Children are currently in one classroom with the desire to divide into separate classrooms based on age ranges as both the student and volunteer populations grow.
    - Curriculum
        - Missions Journey: Kids Adventure books published by the Baptist convention's WMU.
        - Crafts and foods are also mixed into the class schedule to create hands on activities that augment the studies.
4. **Nursery**
    - Focus
        - Offering safe, quality childcare so that parents can attend worship, Bible studies, or other ministries undistracted.
    - Operations
        - Occurs every Sunday morning from 9:45 am to 12:15 pm.
        - Ministry to newborns through 3 years old.
        - Desire to expand to Saturday and Wednesday night offerings, but not currently offered.

## SAFETY:

1. **Sign-in and Sign-Out**
    - Purpose
        - One of our top priorities is the safety of the children and the sign-in and sign-out process is one of the most critical elements to that safety. Our process is designed to:
            - ⇒ Make parents feel safe leaving children in our care.
            - ⇒ Ensure children are picked up by the correct adult.
            - ⇒ Make the pick-up process more effective and efficient for workers.
            - ⇒ Help visitors feel safer in a new environment.
    - Location
        - Children attending *Sunday School* or *Children's Church* will sign-in with teacher(s) in the children's classroom, located in portable 3.
        - Children attending *Children in Action* will be signed in during the mealtime of *Refuel and Recharge* by the KidsMin Volunteers working that day. When kids depart for *Children in Action*, teacher should verify each child has a name tag with number (further explanation below). If they don't, the adult will need to sign the child in before they go to the children's building.
    - Process
        - First-Time Visitors will have the adult fill out the first-time visitor form which asks the following: child name, adult name, phone number, age, and other important notes (i.e., allergies, learning disabilities, etc.). After the first time filling this information out it will be kept on record.
        - KidsMin Volunteer will assign a number to child(ren) and record on the sign-in sheet. One number can be used for all members of the same family, or all children being dropped off by the same adult. KidsMin Volunteer will give the adult a plastic, numbered card.

        - KidsMin Volunteer will also make a name tag for the child. The name tag will include the child's first name and the tag number that was given to the adult. Children will need to wear this name tag while in class.
        - At pickup, adults are to remain outside of the building. When they ring the bell, KidsMin Volunteer should ask for the number and name of the child. Church worker will match the name and number to the child's name tag and release them to the adult. It is important to keep the adults out of the room and the kids in the room during this process, to ensure there is orderly departure, and no one sneaks out.
        - In the case, the adult has lost the number, the KidsMin Leaders (Luke & Nicole Gradeless) should be contacted (210-584-3114, 210-584-3113) to come identify the parent and child for release.
        - Members who are regular attendees may be assigned a permanent number they can use every week for their children.

2. **Visibility**
    - Church activities for children should be scheduled and conducted in areas visible to parents and staff. Tactics used to ensure visibility are listed below:
        - Leaving blinds and applicable half doors open to allow for passersby's, staff, and parents to be able to see the activities in the classroom.
        - Use of two-way mirrors in the nursery to allow adults in the sanctuary to see activities in the classroom.
        - The placement of cameras in regularly used classrooms to ensure all audio and visual of activities are recorded and can be reviewed.
    - All efforts will be made to always have two volunteers in attendance, when children are being supervised during a church activity
        - All efforts should be made to avoid any circumstance where an adult would meet alone with a child in a room with no physical or digital visibility.
        - Children's Church and Sunday School, the two highest volume programs, will aim to have 3 volunteers present during class.
        - If we are unable to staff to the above standards, and Kids Ministry Leaders have deemed a lower volunteer volume is allowed due to circumstances, a sign will be posted showing how many workers are on staff for the activity.

3. **Bathroom & Diaper Changing**
    - When children are registered, parents will record their preference on whether they or KidsMin Volunteers will change diapers and/or provide bathroom assistance to children.
        - Volunteers need to review this preference before handling applicable situations.
        - If parents chose parental care, volunteers would text parents/guardians when the child has a dirty diaper or needs to use the restroom.
        - If parents give permission for KidsMin Volunteers to provide assistance than background checked adult volunteers should be the only ones to provide assistance or diaper changing service.
        - If a child requires help with a button, snap, belt, etc., the door to the bathroom should remain open and the adult should exit as soon as possible. If possible both volunteers should be in view to ensure no inappropriate behavior occurs.
    - Text message will be the method by which parents are contacted if they are needed for assistance.
        - If text message is not responded to promptly, a volunteer would go get the parents or the KidsMin Leader would be contacted to get the parents.
    - No matter parent preference, if any diaper change or bathroom assistance is provided, the parent/guardian needs to be informed at pickup.

4. **Observation**
    - Church staff, parents, or children's volunteers may visit classrooms at any time without prior notice.
        - At least one background checked, and ministry approved volunteer should be present for any childcare provided activity at the church.
    - KidsMin leadership will make periodic observations of classes during times when programs are being conducted.

5. **Missing Child**
    - Confirm child was checked into the room in attendance roster.
    - Identify child's name and parent's cell phone numbers. Be prepared to give a description of child.
    - Immediately inform the KidsMin Leader by text and or the security team with the walkie talkie in the room.
    - Assist KidsMin Leader and security team in whatever way necessary.

6. **Classroom Evacuation**
    - It is imperative that parents stay on the church campus while their child is in KidsMin programs Parents need to be readily available in the event of an emergency.
    - Classroom evacuations are either triggered by a call from the security team over the walkie talkie placed in the room or by KidsMin Volunteers identifying an emergency that requires evacuation of the room (i.e. fire, carbon monoxide, electrical issues, etc.).
    - In the case of an active shooter or threat of an active shooter, if the threat is not directly located in the KidsMin rooms, the preference is to stay put in the supply closet of the KidsMin portable.
        - This is to prevent losing a child in a chaotic evacuation.
        - This is subject to change based on other direct instructions from the security team coming through the walkie talkie.
        - If all else fails, the volunteers have the authority to do what they believe is best to prioritize the safety of the children.
    - When evacuating the classroom:
        - Count all the children in the room.
        - Grab the sign-in sheet which contains the attendance roster.
        - Count children again after having arrived at new, safe location.
        - Go through the attendance to ensure all children are accounted for.

## VOLUNTEERS:

1. **Character Traits**
    - Worship:
        - Volunteers are first and foremost committed to Jesus Christ as Lord. While they are obedient in service to the Lord, they also understand the importance and joy of worshipping as part of the united church body. When not scheduled for service, it is expected that every KidsMin Volunteer will participate regularly in the congregational worship services of the church (Hebrews 10:25).
    - Humility:
        - Volunteers view others (children, parents, other volunteers) as more important than themselves and regularly put the needs of others above their own. Following Christ as the supreme example of humility, who though He was the Lord of the universe, He lowered Himself to serve the needs of others (Philippians 2:3, 4).
    - Joy:
        - Volunteers should reflect a spirit of joy in their service. While understanding the importance of their work, they still reflect to parents and children the pure joy of serving the Lord and His flock (Psalm 5:11.
    - Patience:
        - We should reflect the same patience that Christ had and still has with us when dealing with parents and children. Ephesians 4:1, 2

- Gentleness:
  - We must be gentle as Christ was gentle. He did not lash out, nor did He respond harshly when not respected or obeyed. Proverbs 15:1
- Purity:
  - God greatly cares for the purity of His church. We should too. Ephesians 4:22–24
- Unity:
  - We must work together with our leaders and fellow workers, not complaining, but supporting and upholding one another. Putting on all the character qualities listed above will be a great expression of love for one another in our ministry. Colossians 3:12–14

**2. Expectations**

- Evangelize children through the communication of God's Word, the demonstration of the love of Christ, and regular, intentional interaction.
- Try to interact with and encourage parents during drop-off/pick-up.
- Maintain the security of the children in accordance with established safety policies.
- Protect the safety of the children in case of emergency (e.g. fire, natural disaster, shooter).
- Communicate all substitute needs and/or absences to KidsMin Leader.
- Assist in the recruitment of qualified volunteer staff.
- Report all behavior issues and significant incidents to KidsMin Leader.
- Regularly pray for the salvation of the children
- Attend teacher training and other meetings.
- Arrive to class 15 minutes before it begins.
- Remain in class until every child has been picked up or the second hour teacher arrives.
- Be present and aware during service, staying off phones and focusing on interactions with kids.
- Regularly attend worship and other church activities.
- Be an example of biblical character and spiritual growth.

**3. New Volunteer Onboarding**

- Qualifications:
  - Member of the Stonebridge Baptist Church
  - Completed Background Check & Safety Training
  - Completed KidsMin Leader Interview
- Background Check
  - Anyone who has regular contact with children in any of our ministries must have a background check performed. Background checks are valid for 3 years and then will be renewed by the safety team of the church.
  - At times, additional training or refresher training maybe required at the discretion of the KidsMin Leader.
  - In addition, the initial background check, criminal background checks may be performed on workers on an ongoing basis, randomly or as deemed necessary.
  - All information from the background check will be kept strictly confidential.
  - There are no exceptions for substitutes or occasional volunteers – all workers must complete the entire process.
  - Any prospective volunteer that has prior incidents of sexual misconduct of child abuse will not be allowed to serve in any capacity where they would have contact with minors.
  - Whether disclosed voluntarily or by result of the criminal background check, the any conviction for the following items will automatically disqualify a volunteer from participating in the leadership, sponsorship or supervising of any activity or program involving minors:
    - ⇒ Sexual abuse
    - ⇒ Sexual assault (rape or statutory rape)
    - ⇒ Injury to a child
    - ⇒ Indecency with a child
    - ⇒ Inducing sexual conduct of sexual performance of a child
    - ⇒ Possession or promotion of child pornography

        - ⇒ The sale, distribution, or display of harmful material to a minor
        - ⇒ Employment harmful to children
        - ⇒ Abandonment or endangerment of a child
        - ⇒ Kidnapping or unlawful restraint
        - ⇒ Enticing a child

- Leadership Approval
    - Church members seeking to serve in the KidsMin will fill out a background check application which will be given to the safety team for processing.
    - Once the safety team has completed the background check video-based training focused on safety and prevention of child abuse will be sent to the volunteer to be completed and acknowledged that they have completed.
    - After completed background check, KidsMin Leader will interview volunteer covering the following topics:
        - ⇒ Their testimony and current place in spiritual growth.
        - ⇒ Reason for wanting to serve.
        - ⇒ Past experiences working with kids.
        - ⇒ Desired outcomes for serving in the ministry.
        - ⇒ Schedule availability.
    - Once interview is complete and the fit with the ministry is deemed appropriate the new volunteer will shadow for at least 2 weeks with already approved and scheduled volunteers. During this time greater understanding of the role and responsibilities will be gained for the volunteer and the ministry lead will be able to better assess their ability and fit. Volunteer can complete these 2 weeks in a row or spread it out over multiple months based on availability.
    - After a minimum of 2 weeks, the KidsMin Leader, and volunteer will discuss placement into a role and onto the regular schedule. The following items should be considered when scheduling:
        - ⇒ Balance between serving and participating in worship.
        - ⇒ Partner pairings and how to team up individuals who can complement each other and help each other grow.
        - ⇒ If volunteer is not ready to be scheduled, the ministry lead should discuss with the volunteer reasoning and potential actions to get ready.
    - KidsMin Leader will discuss expectations for service, absents, communications, and other important items.
    - Ministry will schedule volunteer.

**4. Roles**

- Children's Pastor/ KidsMin Leader
    - Leads the entirety of the Kids Ministry, under the supervision of the church leadership.
    - Approves and assigns all volunteer roles in the ministry.
    - Schedules volunteers to fill necessary roles.
    - Creates, and maintains policies of the children ministry that are in alignment with the church mission and scripture.
    - Coordinates activities with other church leaders and ministry leads as deemed necessary.
    - Selects curriculum and activities for the classes of the Kids Ministry.
    - Can create or eliminate KidsMin activities with the approval of church leadership.
    - Is responsible for the overall operations of the Kids Ministry.
    - Provides training to KidsMin volunteers.
    - Manages KidsMin volunteers' performance and behavior.
- Volunteer Teacher
    - Leader of the class serving as the teacher of the lesson, facilitator of conversation, and accountable for staying on schedule and following the curriculum.
    - Should be comfortable teaching children and prepared to answer questions that might come up from the children regarding the topic and other Christian topics.

        - Does preparation on the content.
    - Volunteer Assistant
        - Assist the teacher with keeping the class organized, behaved, and on task.
        - Assist with crafts, snacks, and other activities that enable the teacher to stay focused on the curriculum.
        - May be less comfortable with formal teaching and answering of questions.
    - Volunteer Monitor
        - Focused on observing the class and seeing any behaviors that require intervention or correction
        - Focus is specifically on classroom behavior, especially on the general welfare of the larger group when special attention is being given to other students .
        - This role does not require teaching ability.
    - Youth Volunteer
        - Must be approved by the KidsMin Leader.
        - Typical requirement is that Youth volunteers have verbally discussed/interviewed with KidsMin leader.
        - Typically, the youth are required to turn in one sermon review worksheet per month.
        - Serve in same capacity as the volunteer assistant.
    - Volunteer List
        - In the children's area a list of current volunteers with dates of last background check will be displayed for reference to all parents.

**5. Personal Contact**

- Common expressions of affection (hugs), affirmation (pats on the back), support or physical caretaking (diaper-changing, helping small children in the restroom) are appropriate in this community of caring Christians. Expressions of affection shall not be excessive or be imposed upon others.
- Employees and volunteers shall not interact with each other or children in any way that could be interpreted as inappropriate.
- Corporal punishment or verbal abuse is never permitted and is grounds for immediate dismissal. If you must discipline your own children, please do it in private.

**6. Inappropriate Behavior**

- The following acts or omissions are violations of this policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to leadership after the safety of the child, children, youth, or minor involved has been assured.
    - Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
    - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
    - Sexual advances or sexual activity of any kind between any person and a minor.
    - Physically abusive behavior or infliction of bodily injury to a minor.
    - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Stonebridge Baptist Church.
    - Mental or emotional injury to a minor.
    - The presence or possession of obscene or pornographic materials at any function
    - The presence, possession, or being under the influence of any illegal or illicit drugs.
    - The consumption of or being under the influence of illegal or illicit drugs while leading or participating in a function for minors.

**7. Reporting Suspected Abuse**

- Any time a worker sees something at a church-related activity or program that creates a concern regarding child abuse, the following procedure should be followed:
    - Intervene as necessary to halt the suspected abuse.
    - Immediately notify one of the leaders of Children's Ministry.
    - Continue involvement and cooperation as requested by the Children's Ministry leadership in any additional reporting requirements.

- All allegations of reasonably suspected child abuse will be reported to the proper authorities in accordance with the mandatory reporting laws.
- Stonebridge Baptist Church doesn't choose to create any self-written definitions of abuse, assault, or other legal terms covered by state law. Rather we reference Texas Penal Codes for the purposes of definitions. Below are the main Texas State Penal Codes that would be referenced by law:
    - ¬ß 22.011 - Sexual Assault.
    - ¬ß 22.021 - Aggravated Sexual Assault.
    - ¬ß 22.04 - Injury to a Child, Elderly Individual, or Disabled Individual
    - ¬ß 21.02 - Continuous Sexual Abuse of Young Child or Disabled Individual.
    - ¬ß 21.11 - Indecency with a Child. Sexual contact or exposure involving a child.
    - ¬ß 21.12 - Improper Relationship between Educator and Student.
    - ¬ß 15.032 - Child Grooming.
    - ¬ß 43.25 - Sexual Performance by a Child.
    - ¬ß 43.26 - Possession or Promotion of Child Pornography.
    - ¬ß 20A.02 - Trafficking of Persons (including children) for sexual conduct, labor, etc.
    - ¬ß 20A.03 - Continuous Trafficking of Persons: multiple instances over time.
    - Chapter 25 - Offenses Against the Family (Title 6).
    - ¬ß 38.17 - Failure to Stop or Report Aggravated Sexual Assault of Child.
    - Texas Penal Code ¬ß 8.07 - Age Affecting Criminal Responsibility
    - Texas Family Code ¬ß 54.02, a person may not be prosecuted for or convicted of an offense committed before reaching 17 years of age, with exceptions.
    - Texas Family Code ¬ß 51.02 - Definitions under Juvenile Justice Code
    - Texas Family Code ¬ß 53.045 - Offenses Eligible for Determinate Sentence
    - Texas Code of Criminal Procedure Art. 45.057 - Offenses Committed by Juveniles
- From these you can extract definitions of physical abuse, sexual abuse, and emotional (mental) abuse:
    - Physical abuse (within the "abuse" definition) means causing physical injury that results in substantial harm, or the threat thereof, etc.
    - Emotional abuse (often called "mental or emotional injury") means causing or permitting a mental/emotional injury that results in observable and material impairment in the child's growth, development or psychological functioning.
    - Sexual abuse is defined as the harmful sexual conduct described - sexual conduct harmful to a child's mental, emotional or physical welfare; failure to prevent such conduct.
    - Additionally, for facilities and other special contexts there are more detailed regulatory definitions. For example:
        - ⇒ Under Texas Administrative Code ¬ß 707.791, "sexual abuse" is defined as a subset of abuse for children, including specific acts like continuous sexual abuse of a young child, indecency with a child, sexual assault, etc.
        - ⇒ Under ¬ß 351.501, "emotional harm" is defined as an injury evidenced by an observable physical, mental or emotional impairment in the child's psychological growth, development or functioning.

## CHILDREN'S BEHAVIOR

**1. Expectations**

- Children will act like children and occasional misbehavior and lack of self-control are expected in this environment.
- Understand that children occasionally have bad days, and Sunday can be a long day for children that attend all available programs.
- Allow room for isolated incidents of disobedience while watching for patterns.
- When children err, our response is grace.
- For class management we utilize structure, rewards, and guidelines.

2. **Parent Interactions**
    - Our interactions with parents will be marked by grace, patience, and humility.
    - We serve parents best by showering them with encouragement, love, and extraordinary care.
    - Parents are ministered to when they see that you love their child.
    - Attempt to know parents by name.
    - Lean towards saying "yes" with a willing heart to a parent's instructions unless at conflict with our policies.
    - Thank parents for the opportunity to spend time with their children (no matter their behavior).
    - Please remind parents that if their child needs them during the service that they will receive a text message on their cell phone.
    - Saying good-bye can, at times, be difficult for children. It is normal for little ones to cry when a parent leaves. This does not usually last long, and separation becomes easier as parents develop regular attendance routines. If this should happen, try to create immediate interest in a toy or activity and assurance the child that their parents will return after the worship service. If you cannot console the child after 10-15 minutes, please contact the KidsMin leader or the child's parent.
    - It is imperative that parents not leave the church campus while their child is in our care. They need to be readily available in the event of an emergency.

3. **Incident Policy**
    - An incident is a situation where a child must be removed from the larger classroom setting due to the following behaviors:
        - Continual classroom disruption to the point that the teacher cannot conduct class according to the curriculum/plan.
        - Continual distraction of another student to the point the other student cannot participate in class.
        - Violent verbal or physical behavior/outbursts that are directed at students or teachers.
        - Discussing inappropriate topics (i.e., sexual activity, violence, bullying of classmates, or sharing of teachings that are counter to church doctrine) that are not in line with our church values and refusing to refrain from discussing after teacher requests.
    - If 4 incidents occur within a 3-month period, it would become a requirement that the child's parent/guardian or other agreed upon adult would have to sit in class with the child and be fully dedicated to keeping them on task and directing them away from another incident. If this requirement can't be met the child would not be allowed to attend class and would stay with the parent.
    - The adult would be required to attend with the student until KidsMin Leader agrees that child's behavior has improved enough to try independent attendance.
    - If after enacting this requirement the incidents continue after a month the child would no longer be eligible to attend the children's program.
    - If child is removed from the Kids ministry, re-entry would be decided by the KidsMin Leader. Parent/guardian would need to share what steps have been taken to address behavior issues and correct.
    - In situations of severe behavior, where a child is deemed to be a risk to the physical or emotional well-being of other students, the KidsMin Leader with collaboration of the Elders can deem a child be removed from the classroom for any duration of time the Leader and Elders deem appropriate. These incidents will be handled in a one-by-one manner with prayer and discernment to find the best outcomes. Examples of such behavior would be violence, sexual assault/threats, extreme verbal threats. This is not a comprehensive list, but rather serves as a set of possible examples. If a teacher believes any activity is even possibly in this category, the KidsMin Leader should be consulted immediately.
    - When dealing with incidents such as these, it is important to not only consider the behavior but additional factors such as:
        - motive of the involved parties, if discernible
        - age of the involved parties
        - difference in age of the involved parties
        - child response to discipline for the incident
        - parent response to discipline for the incident
        - parent explanation or possible explanation for behavior
        - child explanation for behavior

        - the apparent planning involved in the execution of the action
        - the learning abilities/cognitive disabilities of the involved parties
    - Circumstances like these and others need to be considered, as they can have significant impact on the context of the incident, severity of the behavior, impact, and thus the proper response. Consideration of such factors can lead to actions being recategorized, as deemed appropriate by the KidsMin Leader.
    - Incident Behavior Chart: The following chart outlines categories of behavior with examples and possible responses. The above listed factors will also be considered to ensure each situation is handled properly:

| Category | Examples | Response |
|---|---|---|
| Developmentally expected behavior | Occasional curiosity about bodies, same-age play, private self-touching | 1. Education and supervision<br><br>2. Parental guidance.<br><br>3. If repeated, regularly, possible temporary removal from the classroom. |
| Boundary-testing or inappropriate | Poking or touching others' private areas over clothing, imitating sexual acts seen in media with no understanding of intent or gratification. | 1. Parental guidance, counseling<br><br>2. If repeated, temporary removal from the classroom.<br><br>3. Possible assignment of personal attendant until behavior is corrected and no longer present. |
| Problematic sexual behavior (PSB) | Repeated, intrusive, coercive, or age-inappropriate touching | 1. Removal from class for an extended time with possible permanent removal. Return based on response, counseling and treatment.<br><br>2. Required personal attendant until behavior is corrected and no longer present.<br><br>3. If unrepentant, and parents unable to control, may result in removal from children's program and possible removal from church membership. |
| Sexually aggressive behavior or Sexual assault | Coercion, threats, or forceful contact, Penetration or clear sexual intent with lack of consent | 1. Juvenile justice, outside government or law enforcement involvement<br><br>2. Removal from class for an extended time with possible permanent removal. Return based on response, counseling and treatment.<br><br>3. Required personal attendant until behavior is corrected and no longer present.<br><br>4. If unrepentant, and parents unable to control, may result in removal from children's program and possible removal from church membership. |

4. **Parental Notification Policy** *(For Incidents Involving Minors in Church Programs)*
    - The church is committed to protecting all children and maintaining open, truthful communication with parents while also safeguarding privacy and complying with state law.
        - All communication will reflect the church's commitment to integrity, confidentiality, and care for every child and family involved.
        - No information will be shared that could compromise an investigation or expose identifying details about any minor other than the family's own child.
    - Notification Procedure:
        - Volunteers must secure the safety of all children and notify the ministry leader as soon as possible.
        - A written Incident Report shall be completed promptly by the ministry leader.
        - Parents or guardians of the directly involved child(ren) will be notified as soon as possible, ideally on the same day the incident occurs.
            - ⇒ Notification will be made in person or by phone by ministry leader, pastor, or designated staff member.
        - Parents of uninvolved children will only be informed if necessary for safety reasons or to address community concern, and only with approval from the Elders.
            - ⇒ Any communication will omit identifying details and focus on reassurance of safety measures taken.
        - If the incident involves potential abuse, neglect, or assault, the church will immediately report to law enforcement or other appropriate protection services as required by law before contacting parents, to avoid interfering with an active investigation.
            - ⇒ Abuse will be defined by Texas State Penal Codes. The applicable codes are referenced below:
            - ⇒ If the incident is not deemed to meet any of the definitions provided by Texas State Penal Codes the church would not report, unless parents of involved parties claim that the incident does match those definitions.
            - ⇒ Once authorities have been notified, parents will be informed of the church's compliance and cooperation with the process.
        - All notifications, including the date, time, and method of contact, shall be documented and filed with the corresponding Incident Report.
        - Only authorized staff or pastors may communicate about an incident to parents or the congregation.
            - ⇒ Details shared will be limited to what is necessary to ensure transparency, safety, and trust.
        - All communication shall be truthful, factual, and free of speculation or personal opinions.
        - No communication to any uninvolved parties (verbal, written, email, or social media) should identify minors other than one's own child.
        - If improper information is shared with the wrong parties, it could violate FERPA, lead to defamation, invade privacy, create obstruction of an investigation, or lead to loss of trust with families and members. Thus, it is critical that information shared is well-thought out and communicated with Elders.
        - Follow-up conversation may be scheduled with parents to provide updates permitted by authorities, review safety steps, and offer pastoral care.
    - The church may also hold a general parent meeting to review child-safety policies, without discussing details of the specific case.
    - All records related to incidents or parental communication are confidential and maintained in secure files accessible only to senior leadership and, if required, legal authorities.
        - These records will be retained in accordance with the church's record retention policy and state requirements.
    - Only the Senior Pastor or their designee may release official statements to parents, media, or the congregation about any sensitive incident involving minors.

**HEALTH:**

1. **Sick Child**
   - Steps to take if a child should suddenly become ill:
     - Isolate the child.
     - Inform the KidsMin Leader
     - KidsMin Leader will contact parents or guardians.
     - Clean with disinfectant any areas the child may have contaminated.
     - If bodily fluids were involved in the incident, inform parents of other students when they come to pick up children.

2. **Severe Allergies/Epi-Pen Policy**
   - **a.** Do not give food to children with identified allergies (unless otherwise instructed by parents). These conditions will appear on the classroom sign-in sheet.
   - **b.** If child has an allergic reaction, immediately contact KidsMin Leader and parents.
   - **c.** Parents will administer any Epi-pen or other medication as needed.

## KIDS MINISTRY MANUAL SERVICE AGREEMENT

- I will serve ultimately for the glory of God (1Cor 10:31)
- I will serve in a manner that reflects the character of Christ (Phil 2:4-7)
- I will serve with gratefulness understanding that ministry is a mercy from God (2Cor 4:1)
- I will serve in such a way that children are properly evangelized (Mt 28:18-19)
- I will serve with a weekly goal of personally encouraging parents (1Thess 5:11)
- I will serve in a manner that edifies and supports my fellow servants (Gal 5:13-15)
- I will serve with an attitude that sees the needs of others greater then my own (Phil 2:3-4)
- I will serve with the safety and security of our children as a main priority (Ps 127:3-5)
- I will serve with humility, integrity, and purity as my hallmarks (Gal 5:22-24)
- I will serve with a submissive, loving, and teachable spirit (Eph 5:19-21)
- I will serve as a steward knowing I will give an account to God for my life (2Cor 5:10)
- I will serve so that I seek to fulfill my responsibilities set forth in this handbook (Heb 13:17)

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Cut off this portion and turn it in to your KidsMin Leader

I acknowledge that I received and read a copy of the Stonebridge Baptist Church Kids Ministry Manual. I fully understand and agree to abide by all the policies and procedures explained throughout the manual while serving in this ministry. I acknowledge that a failure on my part to follow the guidelines set forth in this handbook could result in my removal from Kids Ministry.

Signature:_____ Date:_____

Printed Name:_____