

CROSSROADS CHURCH OF GREELEY

Children's Ministry Handbook and Policy and Procedures Manual

The vision of Crossroads Church is to
"Love God, Love People, and Serve the World."

Dear Crossroads Church of Greeley Children's Volunteer,

Thanks so much for your interest in the children's program. We highly value you, our volunteers, and the ministry you provide to our children on Sundays. We also value our children and want to provide for them an environment that is safe and nurturing so that they can actively learn about the God who loves them.

We have established this Handbook, including our policies and procedures, to protect not only our children but also, you, our volunteers, and Crossroads' mission. These rules will be strictly enforced. It is therefore imperative that you know and observe the rules listed in this handbook.

After carefully reading this manual, including the parts that are specific to the ministry you are interested in serving with, please sign and date the acknowledgement page at the end of this handbook and return to Pastor Reid Olson.

Sincerely,

Crossroads Children's Ministry Team

SECTION 1: INTRODUCTION

ABOUT THIS HANDBOOK

The purpose of this handbook is to provide policies and procedures for the Children's Ministry at Crossroads Church of Greeley and the volunteers who work in that ministry. Changes may be made from time to time in the policies and procedures contained in this handbook without prior written or oral notice.

VALUES of CROSSROADS CHURCH OF GREELEY

The sole basis of our belief is the Bible, which is solely God-inspired, without error, and the final authority on all matters on which it bears

There is one true, holy God, eternally existing in three persons: Father, Son, and Holy Spirit.

The central purpose of God's revelation in Scripture is to call all people into fellowship with Him.

Jesus Christ is God's Son the second Person of the Trinity.

The Holy Spirit is the third person of the Trinity.

The church is the living Body of Christ on earth.

The Bible is the final authority in all matters of faith and practice.

CHILDREN'S MINISTRY PERSONNEL

Crossroads Church of Greeley intends to employ various full-time personnel called to minister to its children. In addition to this staff, Crossroads may employ additional Children's Ministry Personnel for various assignments. The Crossroads office will provide you with the current list of Children's Ministry employees and their basic areas of responsibility.

VOLUNTEER APPLICATION PROCESS

Because we love children and desire to protect them, Crossroads requires all volunteers working with children to complete the following volunteer application steps.

1. **Application:** All children's ministry volunteers must complete the Volunteer Application, including providing references and completing proper paperwork for background checks.
2. **Reference Check:** All references will be contacted via e-mail and asked to assess the applicant's suitability/capability for working with children.
3. **Policies & Procedures:** Volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements. If the volunteer is under the age of 18, a parent/guardian must review these policies and procedures and sign as well.
4. **Criminal History Check:** Crossroads uses, subscribes, and pays for the services of a reputable public data screening firm in order to check the background of all volunteers and employees for possible criminal history and/or registered sex offender information.

Individuals who have been arrested for, charged with, are on deferred adjudication or regular probation for, or have been convicted of sexually oriented or sex related crimes, either misdemeanor or felony, cannot serve in any area of children's ministry. Crossroads utilizes a comprehensive background check and relies upon the truthful answers of applicants and their references for this information.

All Children's Ministry volunteers must be willing to submit to an interview if requested.

Crossroads reserves the right to revoke any volunteer's ability to serve in the Children's Ministry with or without notice at any time for any reason or for no reason at all.

SECTION 2: CHILD ABUSE AND PROTECTION

POLICY AGAINST CHILD ABUSE

Crossroads supports and maintains a zero tolerance policy against child abuse and neglect. Child abuse and neglect include physical or mental injury, sexual abuse, negligent treatment, or maltreatment. Sexual abuse is defined as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

It is against the law and against Crossroads' policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any child.

Crossroads reserves the right to refuse membership, to dismiss, or to exclude from affiliation with Crossroads any volunteer or employee who is or has been convicted of child abuse or neglect of any child.

Crossroads will neither condone nor tolerate:

Infliction of bodily injury upon any child or physically or sexually abusive behavior towards a child.

Physical neglect of children, including failure to provide adequate safety measures, care, and supervision in relation to church activities.

Emotional mistreatment of children, including verbal abuse and/or verbal attacks.

Crossroads staff members have been trained to recognize behaviors intended to "groom" children for sexual abuse. These behaviors will be immediately investigated and reported to the appropriate authorities.

REPORTING & INVESTIGATIONS

Child abuse is a serious crime, and Crossroads intends to prosecute child abuse in any form to the fullest extent of the law. You are under these obligations as a volunteer:

1. Reporting requirements

All volunteers and employees shall immediately report and document any incident of abuse or violation of the two-adult policy of which they have knowledge or which they have observed. Any person making such a report shall keep the information strictly confidential.

2. Incident of abuse defined

An “incident of abuse” means any occurrence in which any person:

Has threatened to inflict or has inflicted physical injury upon a child, youth worker, or vulnerable adult, other than by accidental means, or is reasonably suspected to have done so.

Commits or allows to be committed any sexual offense against a child, youth, or vulnerable adult, or is reasonably suspected to have done so.

With respect to a child, youth, or vulnerable adult makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact, or is reasonably suspected to have done so.

Exposes a child, youth, or vulnerable adult to verbal, visual, or physical conduct of a sexual nature, or is reasonably suspected to have done so.

In all cases where an imminent threat of continued or actual abuse exists, any witness shall immediately contact a Crossroads staff member to request that immediate steps be taken to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, the person witnessing or with knowledge of the incident of abuse shall complete a written report of the incident of abuse and submit the report to the Lead Pastor (or in his/her absence other appropriate staff or member of the Leadership Team) and Crossroads legal counsel.

4. Obligation to report to Law Enforcement

In all cases where any volunteer or staff member has reasonable cause to believe that a child or youth, known to the volunteer or staff member in a professional capacity, has been or may be abused or neglected by either known or unknown persons inside or outside of Crossroads, the worker shall make a report to the local law enforcement agency’s child abuse investigators within 24 hours of the determination of reasonable cause. If the volunteer or staff member is in doubt regarding whether a report should be made, he or she shall telephone the agency anonymously and discuss the situation with an investigator to determine whether the report should be made. The volunteer or staff member shall make a written record of the name and the title of the investigator with whom he or she spoke and the recommendation made by the investigator, then submits a copy of the written record to the Lead Pastor. This report can be submitted anonymously if so desired.

5. Internal Reporting Procedure

The person reporting an incident of abuse shall contact the Lead Pastor (or in his/her absence, other appropriate staff or any member of the Leadership Team). The reporter shall provide information regarding all relevant facts with respect to the incident of abuse. Upon receiving a report of an incident of abuse, the person receiving the report, together with the reporter, shall complete a written report of the incident and submit a copy of the report to Crossroads' legal counsel. However, in all cases where the alleged wrongdoer is the person to whom a report should be made, he or she shall be considered absent for the purposes of this reporting procedure and the report should be submitted to another appropriate Crossroads representative and to Crossroads' legal counsel.

6. Responding to the report

When someone receives a report of an incident of abuse, he or she shall immediately take steps to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, and after the report has been appropriately documented, the person receiving the report shall:

Immediately contact the Lead Pastor or any member of the Leadership Team who will then contact the parents or guardian of the alleged victim to inform them of the incident.

Immediately contact the Lead Pastor or any member of the Leadership Team who will contact the Crossroads Church of Greeley's legal counsel. The legal counsel shall -- within 72 hours of the report -- conduct an investigation and determine (along with the Lead Pastor) whether there is reasonable cause to believe that the abuse may have occurred.

Take all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged victim pending investigation.

Take all steps necessary to ensure that the alleged wrongdoer is barred from further work with children, youth, or vulnerable adults pending the investigation.

Conclusion of no abuse

If Crossroads' legal counsel concludes that there is not reasonable cause to believe the abuse may have occurred, Crossroads' legal counsel shall provide a written report to the Leadership Team documenting the conclusions reached and the basis for those conclusions. The contents of the report presented by legal counsel where no abuse was found shall be confidential unless requested by law enforcement officials.

Conclusion of abuse

If Crossroads' legal counsel concludes that there is reasonable cause to believe that abuse may have occurred, Crossroads' legal counsel shall provide a written account to the Leadership Team.

The written report shall:

Identify the alleged victim, the alleged wrongdoer, and all witnesses identified and contacted.

Set forth the allegations and the steps taken to investigate the allegations.

Set forth the facts revealed by each significant witness.

Set forth the temporary actions to be taken by the Leadership Team as well as a recommendation of additional actions to be taken by the Leadership Team.

In addition, Crossroads' legal counsel shall:

Report the incident of abuse to any other appropriate authorities.

Conduct all further investigations as directed by the Leadership Team.

VOLUNTEER/CHILD PROTECTION

Crossroads intends to ensure the health, safety, and well-being of volunteers and children. As a precaution and to ensure strict accountability from one adult to another, volunteers must follow these rules:

1. Two Volunteer Policy

Two volunteers should remain together with children at all times.

Volunteers should provide assistance to a child using the restroom only if the child is three years or younger or has special needs requiring extra assistance. Only female volunteers should provide this assistance.

Restrooms located between classrooms: One volunteer may provide assistance for a child three years or younger in one of these restrooms, as long as restroom door remains partially open and one or more volunteers are present in the room adjoining the restroom.

Multi-stall restrooms: One volunteer should check the restroom before the child enters and then hold the door of the restroom open while the child(ren) goes(go) into a stall. The volunteer remains outside the restroom until the child exits. For young children who need assistance, one adult may be in the restroom, with a second adult outside of the restroom with the door open.

Single-stall restrooms: One volunteer should check the restroom before the child enters. Volunteer should remain outside the restroom to wait for the child.

APPROPRIATE TOUCH

Crossroads is committed to protecting children in its care and recognizes that appropriate touch is part of a positive, nurturing environment in a healthy children's ministry. The following guidelines are to be carefully followed by Crossroads volunteers.

Using good judgment, the following are appropriate ways to touch kids:

- an arm around the shoulder
- walking hand in hand
- carrying small children piggy-back
- short congratulatory or greeting hugs
- a brief, assuring pat on the back or shoulder
- handshakes, high-fives, and knuckles

The following are actions a volunteer should NEVER take:

- never touch a child in anger or disgust
- never touch a child in any manner that may be construed as sexually suggestive
- never touch a child between the navel and the knee
- never touch a child's private parts (with the exception of diaper or bathroom procedures)

Physical contact in any form should be above reproach. The personal behavior of staff members and volunteers must foster trust at all times.

Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.

Certain topics of discussion are best left for parents and their children. If you have a question about the appropriateness of a topic, please speak with the Lead Pastor. Discussions should center on the provided curriculum. If a child approaches with a subject off topic, please refer their question back to their parent. It is not the responsibility of the volunteer to impose their personal values and thoughts onto the children in their care. (for example: homosexuality, denominations, etc).

5. Verbal interactions

Verbal interactions between volunteers and children should be positive and uplifting. Crossroads volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, volunteers are expected to refrain from swearing in the presence of children.

6. Visibility & Security

It is important that all interaction between children and volunteers happens in a location where others can observe what is going on for safety and accountability purposes. At no time should a child and volunteer disappear behind a closed door with no visibility to outsiders.

SECTION 3: VOLUNTEER GUIDELINES

VOLUNTEER ATTENDANCE

Crossroads takes seriously the obligations to its children and asks volunteers to abide by the following guidelines.

Volunteers must arrive prior to the event at which they are serving as instructed by leadership.

Volunteers must remain at the children's ministry event until the last child has been picked up by a parent or until relieved by another volunteer.

Volunteers are responsible for their assigned shifts. Should the need arise for a volunteer to be absent it is the volunteers' responsibility to secure a substitute. The volunteer must (1) seek out an approved substitute (from a list provided by their team leader), (2) contact their team leader to inform them of their upcoming absence, replacement status, and the name of their replacement.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol, tobacco, or any illegal drugs while working with or supervising children at Crossroads.

CHECK-IN

In order to attend Sunday classes, children (infants through 5th grade) must be checked-in at the appropriate classroom area. For children from infants through 5th grade two labels will be provided for parents to complete - one to be affixed to the child and one for the parent to keep for pick-up. Children beyond the 5th grade are not required to check-in using this system.

Crossroads promotes children to the next class level once each year at the beginning of the school year. Children remain in their class level until the next promotion date unless given specific permission by the Lead Pastor. Children birth through preschool are moved to the next class near their birthday, or when both parents and workers see it as appropriate.

PARENT INVOLVEMENT

Parents are encouraged to visit any and all services and programs in which their child is involved at Crossroads. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at Crossroads will be required to complete the Crossroads volunteer application and screening process.

DISCIPLINE

A parent will be called from the Worship area by a volunteer in the event that the child is completely inconsolable (after at least ten minutes of care), is ill or injured, has a severe disciplinary problem, or is a danger to himself/herself or other children.

Physical discipline, such as spanking, is never permitted. Using physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary. Affirmation and encouragement is always preferred.

Follow these rules for discipline:

Discipline must be consistent to be effective. Do not threaten a consequence without the intention to follow through.

Make a prompt and individualized response to inappropriate behavior. Correct a behavior the first time and every time.

Seek to both resolve the conflict and reconcile relationships.

Acknowledge and reward positive behavior. Encourage children who are behaving well and following the rules.

Read the lesson before you arrive at your classroom on Sunday. Often the best deterrent to discipline problems is a confident, prepared teacher.

Pray for your kids and your patience consistently. Ask the Lord to guide you throughout the class.

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, volunteers should observe the following guidelines:

a) Approach the child and verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).

b) If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).

c) Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. (“Jamie, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.”) In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.

d) Follow the general guideline that a time-out is ineffective if it lasts longer than one minute for every year of the child’s life (3 years old, 3 minutes).

e) Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (“Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.”)

f) Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

If the behavior continues, volunteers should contact the Lead Pastor for assistance. The Lead Pastor will determine what further action should be taken (paging the parent, discussion with parent, etc.)

VOLUNTEER TRAINING

Ongoing training is an important, effective, and required step in fulfilling your responsibility as a volunteer.

1. New Volunteer Training: Each new volunteer shall attend one informational meeting regarding his/her area of ministry.

2. Ongoing Training: Volunteers are required to attend any ongoing training sessions as designated by the Children’s Ministry Team.

3. Periodic Training: From time to time, Crossroads will provide training sessions to address specific needs and/or topics of interest for volunteers.

SECTION 4: MINISTRY SPECIFIC INFORMATION

Crossroads Children's Ministry

Children's Ministry includes all Sunday children's classes for children from infants through kindergarten. Classes are designated as follows:

Infants

1-2 year olds

PreK Zoo – 3 & 4 Year olds

Power House – Kindergarten through 5th grade

Class ages are based on children's age at the date of promotion.

Infant Area

In the Infant class, volunteers must follow these guidelines:

1. Check-in policy

Children must have a handwritten security nametag to be admitted into a classroom. Parents or Volunteers must write down the child's name and any special instructions on the classroom roster. Remind the parent that their security tag is necessary for pick-up. Make sure all of the infant's belongings are clearly marked with their name.

2. Age requirement

Unless express permission is granted by the Lead Pastor, volunteers must be at least 14 years of age to volunteer in the Infant class without a parent present.

3. Diaper procedure

Never move away from or turn your back on the changing table while changing a diaper.

Wear disposable gloves while changing diapers and use new gloves with each change.

Place a clean disposable changing pad under each child before changing a diaper.

Dispose of diaper, gloves, and changing pad in provided trash can.

Disinfect your hands after changing diapers.

Disinfect diaper changing area at the end of each service.

Only female volunteers are to change diapers. Male volunteers should care for other children in the room while a female volunteer changes diapers.

5. Room clean-up policy

It is the responsibility of the volunteers to put away all toys and equipment used in the children's area after each service.

6. Check-out policy

A child may not be released unless a parent has the security tag which corresponds to the name tag on that child. If an adult attempts to pick up a child without the corresponding security tag, the volunteer on duty must ask to see the adult's driver license. A verification form will be completed and kept on file. If the adult's relationship to the child can be validated, then the volunteer may release the child.

7. Child to volunteer ratio & room capacity limits

Crossroads will adhere to its established limits for volunteer-to-child ratios and room capacities in order to protect the safety of the children and ensure the best experience for both children and volunteers. Classrooms will be closed and additional families directed elsewhere when these limits are reached. Once all classrooms in a child's age group are closed, parents will need to keep their child with them as they attend the service.

In Infants (ages 6 weeks to 12 months) the volunteer-to-child ratio is 1 to 5. Room capacities are clearly posted outside of each classroom. Exceptions to these limits can be made on behalf of first-time guests, as Crossroads' heart is to never turn away a first-time guest from a classroom.

1 year old and 2 year olds

In the 1-2 Year old area, volunteers must meet these expectations:

1. Check-in policy

Children must have a handwritten security nametag to be admitted into a classroom. Parents or Volunteers must write down the child's name and any special instructions on the classroom roster. Remind the parent that their security tag is necessary for pick-up.

2. Age requirement

Unless express permission is granted by the Lead Pastor, volunteers must be at least 12 years of age to volunteer in the 1-2 Year old classroom without a parent present.

3. Check-out policy

A child may not be released unless a parent has the security tag which corresponds to the name tag on that child. If an adult attempts to pick up a child without the corresponding security tag, the volunteer on duty must ask to see the adult's driver's license. A verification form will be completed and kept on file. If the adult's relationship to the child can be validated, then the volunteer may release the child.

3. Diaper procedure

Children still in diapers in the 1-2 Year old class should have their diapers changed on an as-needed basis. Diapers can be changed on the provided changing tables in the infant room.

Volunteers must adhere to the following procedure when changing diapers:
Never move away from or turn your back on the changing table while changing a diaper.
Wear disposable gloves while changing diapers, and use new gloves with each change.
Place a clean disposable changing pad under each child before changing a diaper.
Dispose of diaper, gloves, and changing pad in provided trash can.
Disinfect your hands after changing diapers.
Disinfect diaper changing area at the end of each service.

Only female volunteers are to change diapers. Male volunteers should care for other children in the room while a female volunteer changes diapers.

3. Bathroom policy

Many children begin potty training during the time they are in the 1-2 Year old classroom. Parents should encourage their children to go to the restroom prior to class. If a child needs to go to the restroom during class, a female volunteer may assist the child as needed. The restroom door should remain open any time a volunteer and child occupy the restroom at the same time.

4. Transfer of children

Children should be taken to another program or classroom or outside in an orderly fashion with one teacher monitoring the front of the line and another monitoring the back of the line.

Children should be counted prior to leaving the classroom as well as upon arrival at the new classroom.

5. Volunteer-to-child ratio & room capacity limits

Crossroads will adhere to its established limits for volunteer-to-child ratios and room capacities in order to protect the safety of the children and ensure the best experience for both children and volunteers. Classrooms will be closed and additional families directed elsewhere when these limits are reached. Once all classrooms in a child's age group are closed, parents will need to keep their child with them as they attend the service.

In the 1-2 Year old classes (ages 12 months to 35 months) the volunteer-to-child ratio is 1 to 5. Room capacities are clearly posted outside of each classroom. Exceptions to these limits can be made on behalf of first-time guests, as Crossroads' heart is to never turn away a first-time guest from a classroom.

PreK Zoo Area

In the PreK Zoo area, volunteers must follow these guidelines:

1. Check-in policy

Children must have a handwritten security nametag to be admitted into a classroom. Volunteers must write down the child's name and any special instructions on the classroom roster. Remind the parent that their security tag is necessary for pick-up.

2. Age requirement

Unless express permission is granted by the Lead Pastor, volunteers must be at least 12 years of age to volunteer in the PreK Zoo classes without a parent present.

3. Check-out policy

A child may not be released unless a parent has the security tag which corresponds to the name tag on that child. If an adult attempts to pick up a child without the corresponding security tag, the volunteer on duty must ask to see the adult's driver's license. If the adult's relationship to the child can be validated then the volunteer may release the child.

3. Bathroom policy

A child who is able may use the restroom on their own. A volunteer should check the restroom before a child is allowed to enter. If a child needs assistance, the restroom door should be propped open slightly if a child and volunteer are in the restroom at the same time.

4. Transfer of kids

Children should be taken to another program or classroom or outside in an orderly fashion with one teacher monitoring the front of the line and another monitoring the back of the line. Children should be counted prior to leaving one area as well as upon arrival at the new area.

Any time the class leaves the classroom the lead teacher should take their handwritten class roster.

5. Volunteer-to-child ratio & room capacity limits

Crossroads will adhere to its established limits for volunteer-to-child ratios and room capacities in order to protect the safety of the children and ensure the best experience for both children and volunteers. Classrooms will be closed and additional families directed elsewhere when these limits are reached. Once all classrooms in a child's age group are closed, parents will need to keep their child with them as they attend the service.

In PreK Zoo classes (ages 3-4) the volunteer-to-child ratio is 1 to 10. Room capacities are clearly posted outside of each classroom. Exceptions to these limits can be made on behalf of first-time guests, as Crossroads' heart is to never turn away a first-time guest from a classroom.

POWERHOUSE AREAS

Powerhouse consists of students in Kindergarten through 5th grade.

In the Elementary areas, volunteers must meet these expectations:

1. Check-in policy

Children must have a handwritten security nametag to be admitted into Powerhouse. Parents or Volunteers must write down the child's name and any special instructions on the classroom roster. Remind the parent that their security tag is necessary for pick-up.

2. Check out policy

A child may not be released unless a parent has the security tag which corresponds to the name tag on that child. If an adult attempts to pick up a child without the corresponding security tag, the volunteer on duty must ask to see the adult's driver's license. A verification form will be completed and kept on file. If the adult's relationship to the child can be validated then the volunteer may release the child.

2. Bathroom policy

One child at a time can be released to go to the restroom. An adult must check the restroom prior to the child using the facility. While the child is using the facility, the adult must wait outside the restroom for children in Kindergarten and first grade. Second through 5th grade may use the restroom without an adult waiting outside.

3. Transfer of kids

Children should be taken to another program or classroom or outside in an orderly fashion with one teacher monitoring the front of the line and another monitoring the back of the line. Children should be counted prior to leaving one area as well as upon arrival at the new area.

SECTION 5: SAFETY & SECURITY

Please follow these rules to make sure our children are safe:

Only parents, children's ministry volunteers, church staff, and children are allowed in the Children's Ministry area. All other adults (including any other church members) should be discouraged from entering the Children's areas unless they have valid reason to be because of storage and multi-use areas.

Due to the nature of child custody laws, volunteers must act diligently in making sure the correct people are picking up their children. Please be aware that only parents with custody of their child may pick up the child. If there are any questions regarding this procedure, please notify the Lead Pastor for clarification.

EMERGENCY PROCEDURES

In case of an emergency, do the following:

Immediately call 911 if deemed appropriate.

The volunteer should remain calm and divert the attention of the other children. The victim should be kept quiet and still. Do not attempt to move a severely injured person unless in imminent danger.

Severe Weather

In the event of dangerous weather volunteers should follow the guidelines:

Stay calm.

Move your classroom in a quiet and orderly manner to a bathroom or interior room.

Take your paper roster, and cell phone.

Await further instructions from a member of the Leadership Team or Children's Ministry Team.

Fire

The first priority in any fire is that all children and volunteers' safety is maintained. Any attempt by volunteers to put out a fire is absolutely forbidden unless judgment to do so is unquestionable and presents no possible danger to anyone present.

Volunteers should follow the directions below in the event of a fire:

Stay calm

Get your paper roster and cell phone

If you are a volunteer who is not assigned to a classroom, report to the nearest classroom to provide assistance or report to a staff person for further instructions

If safe, please exit the classrooms and walk to the grassy area/amphitheatre in an orderly fashion.

Parents may stay with you and assist, but they MAY NOT take their child and leave during an evacuation! Once the "all clear" is given, parents may then sign out their child on the clipboard and go home.

Missing Child

Time is critical if a child is reported missing. Volunteers should contact the Lead Pastor as soon as possible with the following information:

- a. Name/age/sex
- b. Color of hair, shirt, and skin
- c. Room where child was checked-in

The person reporting the lost child should remain with the Lead Pastor until further direction is given by a member of Crossroads' security team.

POLICIES AND PROCEDURES
STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

I have received and read a copy of Crossroads Church of Greeley’s Children’s Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving at Crossroads.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by the Church.

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and Crossroads. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of the Crossroads policies and procedures manual.

Printed Name

Signature and Date

Signature of Parent if volunteer is under age 18

Children's Ministry Work Application
Volunteers and Employees

Name: _____ Daytime telephone: _____

Maiden name: _____ States you have lived in: _____

Address: _____

If under 18, parent contact information _____

Date you began attending Crossroads Greeley: _____

In which children's program(s) are you seeking to become involved? _____

What skills would you bring to the children's program? _____

Have you at any time ever:

Been arrested for any reason? _____

Been engaged in, or been accused of, any child molestation, exploitation, or abuse? _____

Are you aware of:

Having any traits or tendencies that could pose any threat to children or others? _____

Any reason why you should not work with children or others? _____

If the answer to any of these questions is "yes," please explain in detail: _____

References (Other than relatives)

| Name | E-Mail address | Phone |
|------|----------------|-------|
|------|----------------|-------|

| Name | E-Mail Address | Phone |
|------|----------------|-------|
|------|----------------|-------|

| Name | E-Mail Address | Phone |
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