



Word of Life Baptist Church
1900 N Bagley
Alpena, MI 49707
989-354-8019

Staff manual for those working with infants through 5th graders.

INFORMATION - POLICIES - HELPFUL RESOURCES – FORMS

Note: In the absence of a Deacon Ministry Leader wherever there is a reference to that person in this manual, please contact the Administrative Director.

Approved by Deacon Team: August 2003, September 2007
Revised: April 2008, February 2009, June 2009,
July 2009, September 2009, August 2010, December 2010,
January 2011, February 2011, March 2012, August 2012

TABLE OF CONTENTS

A Letter from Word of Life	3
Our Mission/Vision/Goals	4
Leading a Child to Christ	5
Ministry Structure	6
Ministry Overview	7-8
• Sunday Programs	7
• Wednesday Programs	7
• Initial Classroom Placement and Promotions	8
• Cancellations	8
• Special Events	8
Resources Available to Help You	9
Standards for Child Care Volunteers	10
Volunteer Policies	11
• Volunteer Qualifications	11
• Volunteer Training	11
• Volunteer Responsibilities	11
Classroom Policies	12-14
• Registration	12
• Check In/Sign In	12
• Name Tags and Security Tags	12
• Check Out	13
• Illness	13
• Discipline	13-14
• Reporting Misbehavior to Parents	14
• Classroom Care	14
• Leaving the Classroom and Permission Slips	14
Child Protection Policies	15-16
• The Two Adult Rule	15
• Restroom and Diaper Procedures	15
• Physical Contact	16
• Understanding Child Sexual Abuse	16
• Reporting Procedures for Suspected Abuse	16
• When to Report Suspected Child Abuse	16
Medical Information	17
Special Events	18
Summary of Appropriate/Inappropriate Contact with Minors	18
Volunteer Application Form	19-21

Dear staff,



We are delighted that you have chosen to become part of the Children's Ministry Team! (Unless you are still praying about it, then we hope you will!) **We strive to make Word of Life Baptist Church a place where children love to be!**

We are about introducing kids to the Savior in creative ways and helping them lay a spiritual foundation that will last a lifetime. It is our joy to help children enter into a saving relationship with Jesus Christ.

Let us challenge you to make every effort to connect with the kids in a relational manner. It has been said, "They don't care how much you know, until they know how much you care."

Your job is to introduce them to the living personal God, not simply to impart facts about Him. Along the way you will be teaching them biblical "knowledge," but also showing them a biblical lifestyle; helping them form Christ like attitudes, motives, actions, and dreams.

If you help kids meet Jesus, then their spiritual lives will flourish. If they never meet Jesus, they will soon grow tired of empty religion.

Because we recognize that our staff is a reflection of God's love to those in our care, we take seriously our responsibility to them. Everyone who teaches, helps, or cares for children under the sponsorship of Word of Life Baptist Church, must follow these policies and procedures. These guidelines are set forth to provide a safe and nurturing environment in which we can bring our children to the Savior.

With love from,

A family of people who want you to succeed

MISSION / VISION / GOALS

OUR MISSION

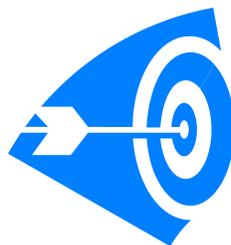
Equipping Parents and Volunteers to reach children with the Gospel of Jesus Christ, connect them with our church family, and prepare them for service.

OUR VISION

We want a growing number of children to visit our church, find a place where they feel loved, come to know Christ, and continue to grow through life-changing experiences. We want parents to find a place where their lives are impacted by what they see happening in the lives of their children. From the moment the children arrive until they leave we want their experience to be one of surprise and delight.

OUR GOALS

- To provide a safe, secure and loving environment for children where parents feel comfortable leaving their children.
- To help children feel a warm sense of belonging to their church family and to ensure each child knows they are welcomed and wanted.
- To help each child understand that God is real and that a personal relationship with Him gives meaning to life.
- To aid each child in accepting Jesus Christ and developing a dynamic relationship with Him.
- To help each child understand that God's Word is relevant and growth in Bible knowledge results in positive life changes in attitudes, actions and life-style.
- To help each child grow in relationship to other believers and with un-churched friends.
- To provide children the opportunity to participate in worship and ministry.
- To support families in their responsibility for the spiritual nurture and growth of their child.
- To provide godly men and women who are adequately trained to serve as positive role models as they minister with children.



LEADING A CHILD TO CHRIST

The ultimate thrill of any children's volunteer is to have the opportunity to lead a child to Christ! Children are the ripest field for the harvest of the Gospel! Over 75% of Christians received Christ as a child. So what are you waiting for?! Here are some tips that will help you as you seek to usher young children into the Kingdom of God:

1. PRAY FOR THE CHILD

You cannot save a child, only God can. But God can use you in the life of a child to bring him or her to God. Pray for open doors to share the Gospel. (Col. 4:2-4) Realize Jesus is praying too and seek His power! (John 17:20-21)

2. FIND OUT WHERE THEY ARE

Ask questions. Get to know them so that you will be able to communicate effectively.

3. PRESENT THE GOSPEL

Tell them the Bad News vs. Good News. They can't be found until they know they are lost! Use a WORDLESS BOOK or other kid-friendly Gospel presentation!

4. HAVE THEM READ SCRIPTURE

God's Word will not return void! (Isaiah 55:10-11)
God's Word is a hammer and fire! (Jeremiah 23:29)
God's Word is a sword! (Hebrews 4:12)

5. ASK PROBING QUESTIONS

Find out if they understand the Gospel. "If you were to die tonight, do you know if you would go to heaven?" and then, "Why should God let you in?" Their answers to these questions will not only tell you if they are saved, but will also help guide you in how to present the Gospel, or what misunderstandings you need to clarify. Avoid confusing "religious" and "churchy" terms. Keep it simple!

6. LEAD THEM IN A PRAYER OF SALVATION

They can simply repeat after you. There is no "perfect" prayer, but these are the key ingredients of a salvation Prayer: *Admission of sin, belief in Jesus' death and resurrection, a request for salvation, an offering of thanks for salvation, and a request for help from God to live a righteous life.*

7. REJOICE, REVIEW, REAFFIRM!

REJOICE Luke 15:10 tells us the angels in heaven celebrate when a lost sinner comes to the Shepherd! We should celebrate too! Let the child see by your facial expression, words, and attitude that you are rejoicing with them. If you act like it is no big deal, it won't be a big deal to them! They have just crossed from death to LIFE!

REVIEW with them what they have just done. Make sure they understand the importance of this decision. Only use the past tense! This is now a done deal!

REAFFIRM to them that not only are they now saved, but also they can never lose this salvation! They are now a child of God! No one can snatch them out of the Father's hand! And nothing, not even sin, can separate them from the love of God! Encourage them to get into the Word, to pray, and to start attending church regularly if they don't already.

MINISTRY OVERVIEW

*SUNDAY PROGRAMS during both services

- **Infant Nursery** – babies who are not yet crawling
- **Toddler Nursery** - crawlers through about 2 years

Biblically sound curriculums are taught in these programs:

- **2-3 Year Old Children, 1st and 2nd service**
- **4 Year Old – Kindergarten Children, 1st and 2nd service**
- **1st - 5TH Grade, 1st service, “Life Classes”**
- **1st - 5TH Grade, 2nd service, “KW2” (Kids Worship Too), during school year**
- **1st - 5TH Grade, 2nd service, “VBS” (Vacation Bible School), during summer**

*WEDNESDAY EVENING PROGRAMS

From September through April, these **AWANA (Approved Workmen Are Not Ashamed)** programs meet:

- **Cubbies: 3-4 years old**
 - Designed for the AWANA volunteers' children.
 - Openings for about 10 children. Priority given to last year's Cubbies and then volunteer's children. After that, if there are openings, other children are welcome.
- **Sparks: Kindergarten – 2nd grade**
- **Kids Clubs: 3rd-5th grade** “Life Connect” electives which may include:
 - Center Shot Archery Program
 - Triple “B” Fly Fishers for Christ
 - sewing and cross stitch
 - cooking
 - art, crafts, wood working and moreCheck our web page (www.wolbc.org) and the church bulletin for current classes.
- **Child care: Infants through 3 year old children** is provided in the Toddler Nursery.

*Parents (or their representatives) of infants through kindergarten children are expected to remain on the church premise while their children are in our care.

INITIAL CLASSROOM PLACEMENT AND PROMOTIONS

First Time Placement:

- For children from birth through 5 years old, their age determines which class they will attend.
- For the older children, the grade they are in at school determines which church class they will join.

Promotion:

- Once infants begin to crawl, they move to the Toddler Nursery.
- Toddlers to 2-3's: When the child has a birthday and is of the appropriate age, and if the parent and Ministry Team Leader thinks they are ready for the next level, the child may be promoted.
- 2-3's to 4-Kindergarten: When the child has a birthday and is of the appropriate age, and if the parent and Ministry Team Leader thinks they are ready for the next level, the child may be promoted.
- 4-Kindergarten to First Grade: When the child starts First Grade at school, they may move on the Fall start up Sunday.

Should an exception be desired, please follow these steps:

- Parent discusses their desire with the child's current teacher.
- If there is agreement on the child's readiness to transition, the current teacher will inform the Ministry Team Leader and the Ministry Team Leader will initiate the process.
- In some cases a short meeting between the parent and teacher may take place to discuss expectations and promote understanding about what takes place in the next level program.

CANCELLATIONS

- If the Alpena Public Schools are unexpectedly closed due to weather or some other problem, there will not be AWANA, Kids Clubs or Nursery on Wednesday evenings.
- If the Alpena Public Schools are closed for scheduled vacation days, there will not be AWANA or Nursery on Wednesday evenings.
- If the schools have scheduled half days (i.e. during conferences), there will be AWANA and Nursery.

SPECIAL EVENTS

We offer a variety of special events throughout the year such as:

- visit our website: www.wolbc.org for more up to date information.



RESOURCE AVAILABLE TO HELP



RESOURCE ROOM

Located downstairs near the stairwell (below the secretary's office on the 1st floor) is our Resource Room. This room has miscellaneous supplies that can be used by anyone.

Purpose:

- To have a supply of many different items available to all ministries.
- To have supplies that you might use periodically but not weekly.
- To have supplies which are shared by many different ministries.
- To have supplies that are meant to be returned (paint, colored pencils, etc.) and supplies that are not meant to be returned (colored paper, craft items, etc.).

Resources available:

- Each Life Lesson Class has been supplied with the basic resources needed that are kept in their classrooms. If these items need to be replaced or added to, please contact the Resource Room Team.

KW2, AWANA, Kids Club and VBS are asked to supply their areas out of their budget if items cannot be used from the Resource Room.

WWW.WOLBC.ORG

At our Word of Life Baptist Church website you will find information such as: volunteer schedules, details on upcoming events, the church calendar, the latest bulletin, prayer requests, and even listen to Sunday sermons!

GUIDANCE

We want our volunteers to feel confident in their chosen positions. Before being asked to take a lead position, new volunteers are given orientation, paired with experienced people where they work together and are shown the procedures. Ministry Team Leaders also rotate to the various classrooms providing help and direction.

STANDARDS FOR CHILD CARE VOLUNTEERS

A CHILDREN'S VOLUNTEER IS A CHRIST FOLLOWER

Our volunteers should have a personal relationship with Christ in order to lead children to Him. If you are unsure about where you stand with God, please talk to us. We would be delighted to open God's Word and share with you how you can know for sure that you are saved and a child of God!

John 3:16 For God so loved the world, that He gave His one and only Son, that whoever believes in Him will not perish, but have everlasting life.

CHILDREN'S VOLUNTEERS STRIVE TO BE ENCOURAGING IN SPEECH

We want our words to be encouraging and positive. There should be no insults, mockery, cut-downs, gossip, or slander, especially in the presence of children. Humor should reflect a walk with God.

Colossians 4:6 Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.

Ephesians 5:4 Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.

AN EXAMPLE IN CHRISTIAN CHARACTER

Because volunteers in our Children's Ministry should be examples to the children, we refrain from activities that do not honor God. In "gray areas" we are sensitive to the convictions of others. In our personal life we are committed to Bible study, prayer, church attendance and Christ-like living.

Titus 2:6-7 Encourage the young men to be self-controlled. In everything set them an example by doing what is good. In your teaching, show integrity and seriousness.

RESPECTFUL TO CO VOLUNTEERS

In interacting with each other, it is important that our speech and actions show the bible lessons we are trying to teach the kids. We extend grace and resist the temptation to criticize, manipulate or argue. We want the children to see examples of what it looks and sounds like when Jesus works through us.

Matthew 18:6 But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.

RESPONSIBLE IN LEADERSHIP

This involves responding to communications in a timely manner, knowing your work schedule and being on time, attending meetings, . Give respect to church procedures by following them.

1 Peter 2:17 Show proper respect to everyone: Love the brotherhood of believers.

FAITHFUL IN COMMITMENTS MADE

When we give our word, we keep it. If we say we will do something, or be somewhere, we follow through on it. If something happens where we cannot, then we communicate so that those affected can take necessary action.

1 Corinthians 4:2 Now it is required that those who have been given a trust must prove faithful.

Proverbs 28:20 A faithful [volunteer] will be richly blessed.

RESPECTFUL OF AUTHORITY in word, action, and attitude.

Hebrews 13:17 Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

PARTNERS WITH PARENTS

The responsibility of spiritual upbringing of children belongs first to the parents. The church's role is to add to the training in the home. We seek to work with the children's parents, asking for their input and listening to their concerns. It is unwise to side with a child against a parent, or contradict a parent in front of a child. If you have a concern about a parent, or a home situation, talk to the Children's Ministry Director immediately.

Proverbs 22:6 Train up a child in the way he should go, and when he is old he will not turn from it.

TEACHABLE IN SPIRIT

This may be the most important trait of any volunteer who is seeking to serve the Lord! We all have weaknesses, but if we remain teachable, there is always hope! We must be willing to listen to constructive criticism and prayerfully consider the input of others. We do not need to always agree, but if we fail to listen we hurt only ourselves and rob ourselves of another chance to grow.

Proverbs 12:15 The way of a fool seems right to him, but a wise man listens to advice.

Proverbs 13:10 Pride only brings quarrels, but wisdom is found in those who take advice.

Proverbs 19:20 Listen to advice and accept instruction, and in the end you will be wise.

VOLUNTEER POLICIES

QUALIFICATIONS

- Before beginning to work volunteers in our Kidville Children's Ministry must have an approved application on file with the church. (See pages 19-21)
- All volunteers must participate in a Kidville Orientation. (See page 10-14) and attend Child Protection Training. (See page 15-18)
- Any non-member volunteer should be regular attendees of the church for at least three months before being appointed to any service in the children's ministry.
- Volunteers must be 18 years of age or older unless working under the supervision of an approved adult volunteer.
- Boys and girls in 6th grade may apply with written approval from their parents and the Youth and Family Elder.
- After being approved, all volunteers must attend Sunday Worship Services at least three times a month unless away or ill.

VOLUNTEER TRAINING

- **Kidville Interview/Orientation**
 - The Ministry Team Leader, or team leader, of each program provides the interview/orientation.
 - It is done via email, phone call, personally or combinations of any/all.
- **Child Protection Training**
 - Our Deacon Ministry Leader will provide Child Protection Training.
 - This is done with a face to face meeting.

VOLUNTEER RESPONSIBILITIES

- Non-members always work with an adult member. If you need to find a replacement for yourself, please remember this.
- All volunteers wear their name tags near collar area whenever serving in our children's ministry. This distinguishes you from unauthorized individuals. If you forget or lose your identification, please make a temporary identification badge and notify your Ministry Team Leader.
- Volunteers should arrive 10-15 minutes before a scheduled activity in preparation for their ministry time. Use this time to prepare lessons and get the room ready.
- Only people with an approved application are allowed in your classroom. Exceptions require the Ministry Team Leader's approval.
- One staff person should be at the door to greet each child and parent and to make sure the proper check-in procedures are followed.
- Classroom doors should never be locked while in use. Lights should remain on at all times unless related to the teacher's lesson plan (i.e. a video is being played).
- If a classroom does not have a window, the door should be left open. Sight lines through each window should remain unobstructed at all times.

CLASSROOM POLICIES

REGISTRATION FOR ALL KIDVILLE CHILDREN

Once a year, parents fill out a new Registration/Medical Release (RMR) form.

If Kindergarten through 5th grade children who have registered for 1st service also attends the 2nd service, or if more than one child is listed on the form, the worker gives their RMR form to the lead worker of the next class.

Completed RMR forms are placed in the Administrative Director's mailbox. The Administrative Director makes copies of the RMR form. One complete copy is placed in the lower level Fellowship Hall notebook. A data base file will be created from the RMR's with the Medical Release information omitted. A copy of the data base file will be emailed to each leader of the program(s) the child will be attending.

The Administrative Director is responsible for updating the notebook and date base file yearly and as new children enter, plus making sure the notebook is locked in a secure facility.

CHECK-IN/SIGN-IN FOR ALL KIDVILLE CHILDREN

The parents or responsible adult must sign in their children each time they come.

NAME TAGS and SECURITY TAGS

For regular attendees, a worker will give the child their name tag and give the parent their security tag, which is their child's name written on a laminated card.

Visitors and first time attendees will be given a "sticky name tag." Parents are given a visitor's security number. Worker writes parent's security number on child's "sticky name tag" and writes down allergies, if there are any.

After children have attended a few times, the ministry leader fills out a Name Tag Request form and gives it to the church secretary. The secretary will make a permanent name tag for the child and security tag for the parent.

Sample:

Name Tag and Security Tag Request Form	
(Check all applicable boxes)	
<input type="checkbox"/> Name Tag <input type="checkbox"/> Security Tag <input type="checkbox"/> Blue Tag	
Child's first and last name (printed): _____	
Special Allergy Tag? <input type="checkbox"/> Yes Identify: _____ <input type="checkbox"/> No	
Name tag destination, check one: <input type="checkbox"/> Nursery through Kindergarten <input type="checkbox"/> 1 st through 5 th Grade, <input type="checkbox"/> AWANA Cubbies & Sparkies <input type="checkbox"/> Kid's Clubs	
Requester's Name: _____	
Place in Church Secretaries Mail Box	Date
WOL Form #F-132 12-6-10	

Name tags for children, with allergies will be printed in a different color with the type of allergy written on the front of the tag.

Parents of Infants and Toddlers are offered a pager. They are also available for other ages if requested.

CHECK-OUT

- Before the child is released to the parent or responsible adult, the worker must have the parent's security tag that matches the child's name. The security tag is stored with child's name tag for the following week.
- If a security tag has been lost, the parents will be asked to wait until positive identification can be made or until all the other children have been picked up.
- Teacher will make out a request tag form to secure a new tag for the next ministry date.

ILLNESS & INFECTION CONTROL

- Children with these symptoms will not be allowed into our programs until they are healthy: fevers, green mucus in their nose, have vomited in the past 24 hours or any noticeable infection. If a child becomes sick during the program, the parent will be notified immediately and asked to take them.
- Volunteers never give children medicine of any kind.
- We ask that you do not volunteer if you are sick. Please find someone to switch with you and notify your Ministry Team Leader.

DISCIPLINE

Discipline is not meant to be punishment. Instead, it is a time for teaching, the very kind of teaching Jesus does with us. Teaching of this kind is two-fold: first to immediately stop the inappropriate behavior and second to help the child find a more appropriate way to behave. Remember, children begin each Sunday with a clean slate.

A Few Tips to Keep in Mind:

- Acknowledge a child's good behavior.
- Establish clear boundaries. Even though they may show it in unexpected ways, kids are happier when they know the rules will be followed.
- Talk about the action and not the child's personality.
- Remember that 70% of communication is non-verbal.
- Realize that a child's behavior may simply be a cry for your attention.
- Pray!

Physical Discipline:

- Volunteers are never allowed to physically discipline a child.
- We do not spank or physically strike a child.
- Forced restraint is only used when a child is out of control and in danger of harming himself/herself or another. It should be done in the presence of another volunteer.

Recommended procedures for correcting behavior:

- The best way to avoid trouble is to stop it before it happens. Redirect behavior. Try offering the child another activity.
- Offer a choice. When you say, "You may play with the truck or the car. Which one do you want?" You are giving the child a choice between two appropriate toys. Poor choices will result in consequences.
- Talk through the problem. For example: "Ryan wants the truck. Timmy wants the truck. What can we do? Here is another truck. Which one would you like Ryan?"

Possible Suggestions if misbehavior Continues (**One, Two, Three...**)

- **First verbal warning** such as, "That's your first warning." Explain what was wrong with the behavior. Older children may be asked to state the offense and the desired behavior.
- **Second verbal warning** such as, "That's two." Explain that was the last warning and tell what will happen next.

- **Third offense:** Take child to time out such as: removal from activity or sit in chair away from group.
- **Severe offense:** Immediate removal from activity. A child will not be permitted to disrupt a class continually. Notify Ministry Team Leader and possibly parents.

If physical injury occurred, please fill out an "Incident Report."

Reporting Misbehavior to Parents:

- The best option is to notify the Ministry Team Leader and he/she will tell the parents about the incident.
- If the Ministry Team Leader is not available and the information needs to be relayed to the parent right away, the lead teacher may privately tell the parents what happened.
- Even if the Ministry Team Leader or lead teacher tells the parents about the misbehavior, decisions as to how to handle future misbehaviors should be discussed with the Deacon Ministry Leader.

Possible Solutions for Misbehaving Children:

- Give the parent a pager so they can come to the child's classroom and offer a consequence at home if misbehavior continues.
- The parents can sit with the child in the classroom.
- Remove the child from the classroom for the remainder of that day.

CLASSROOM CARE

- If you see anything that is broken, malfunctioning and could cause harm, report it to your Ministry Team Leader immediately. If you are able, please correct the problem.
- Remove out-dated materials lying around or on the walls.
- Put away anything on the tables, desks, or tops of cabinets. They may disappear!
- Leave the room with all the chairs and tables neat and in their proper place with toys and materials put away.
- The janitor will vacuum and empty trash.
- Glance around and ask yourself, "Does the appearance of this room look as good as or better than I found it?"

LEAVING THE CLASSROOM and PERMISSION SLIPS

- If you and the children leave the regular classroom, do a head count upon departure and arrival to make sure you can account for every child. Please take the sign-in sheet or attendance book with you and let a head usher know where you will be taking the children.
- If children leave the church ground a permission slip must be completed for each event (Form F-137). These are located at the registration desks.



CHILD PROTECTION POLICIES/PROCEDURES

WHY VOLUNTEERS ARE SCREENED

A single incident of child molestation can devastate a child and potentially do serious harm to our church. The good news is that we, at Word of Life Baptist Church, can take relatively simple, yet effective, steps that significantly reduce the likelihood of child sexual abuse. Therefore, Word of Life Baptist Church requires that all who are involved or wish to be involved in the oversight of children must meet our Volunteer Qualifications, (See Page 11.)

THE "TWO ADULT RULE"

In Infants through Kindergarten

- Two approved workers must always be present during any children's activity for the infant/toddler nursery. Three approved workers must always be present during any children's activity for the 2/3's and/or the 4-K. One worker must be an adult member.
- One adult is never allowed to be alone with the children.
- If three workers are not available and a child needs to use the restroom the 4-K classes will plan restroom breaks to be taken at scheduled times as a whole class.
- Or if three workers are not available and a child needs to use the restroom an usher or designated person will be paged to stand in the classroom while the worker takes the child to the restroom to assure there are two workers in the classroom at all times.

In 1st through 5th grade.

- A minimum of "one adult member" must always be present during any activity.
- One child is never alone with one adult. EXCEPTION: When taking a child to the bathroom one adult female is allowed.

RESTROOM and DIAPER PROCEDURES (Infant through Pre-Kindergarten)

- When changing a diaper or assisting a child in the bathroom hands should be washed first or disposable gloves worn. Gloves should be changed each time.
- In all programs, and for all age groups, only female volunteers change diapers and assist children in the bathroom.
- When helping preschoolers in the restroom workers may enter the bathroom but leave the door open far enough that other volunteers can see in.
- Bathrooms should be checked first to see that it is unoccupied before children go inside. It is recommended that the adult volunteer stand in the outer doorway leaving the door open a bit until the children are finished. If this is an adult bathroom, do not allow any other adults in the bathroom while children are inside. Direct adults to a main restroom or ask them to wait outside until the children are finished.
- Do not allow children to "watch" while another child is using the restroom.
- If children soil their clothing, use disposable gloves when handling soiled clothing. It should be placed (un-rinsed) in a plastic bag and labeled with the child's name.

PHYSICAL CONTACT

Physical touch and affection are important to a child's physical and emotional development; however it should be appropriate. When a child unintentionally touches an adult in an inappropriate way, no reference to it should be made to the child, simply redirect their hand or body. If intentional, simply correct with the same tone as any other correction and then move on. Do not make a big issue of it.

UNDERSTANDING CHILD SEXUAL ABUSE

- Child means a person under 18 years of age.
- Child sexual abuse is: any sexual activity with a child whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child provided the child is four years older than the victim (National Resource Center on Child Sexual Abuse, 1992).
- Child sexual abuse may be violent or nonviolent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the actions. Child sexual abuse is a criminal behavior that involves children in sexual behavior for which they are not personally, socially and developmentally ready.
- Church volunteers and staff should be alert to the physical signs of abuse and molestation, as well as to behavioral and verbal signs that a victim may exhibit. Some of the more common signs:
 - Physical signs may include:** lacerations, bruises, irritation, pain or injury to the genital area, difficulty with urination, discomfort when sitting, torn or bloody underclothing
 - Behavioral signs may include:** anxiety when approaching church or nursery area, nervous or hostile behavior toward adults, nightmares, sexual self-consciousness, acting out of sexual behavior, withdrawal from church activities and friends
 - Verbal signs may include the following statements:** I don't like ____, ____ does things to me when we're alone, I don't like to be alone with ____, ____fooled around with me

REPORTING PROCEDURES FOR SUSPECTED ABUSE

- When a child alleges/admits to being sexually abused, or when there are sufficient physical behavioral or verbal signs of such possible abuse, all volunteers must report this information to the Deacon Ministry Leader immediately.
- When a child alleges/admits to receiving any other form of physical abuse, or when there are sufficient physical, behavioral, or verbal signs of such possible abuse, all volunteers must report this information to their respective Ministry Team Leader immediately.
- Any violation of Word of Life's policies of child protection by a volunteer must be reported to the respective Ministry Team Leader immediately.

WHEN TO REPORT SUSPECTED CHILD ABUSE

Any claims of abuse by children must be taken seriously and reported immediately, within the first 24 hours, to the Deacon Ministry Team Leader.

- Verbally complains about, or mentions in passing, specific acts of abuse or neglect.
- Verbally complains about, or mentions in passing, vague reference to having to do bad things or having bad/secret things done to him/her.
- Alludes to abuse or neglect in writing, in prayer requests or in drawings.
- Has an injury (e.g. a patch of missing hair, a burn or a bruise) that cannot be adequately explained or which the child attempts to hide or deny.
- Has an inordinate number of unexplained injuries.
- Has an age-inappropriate interest in or knowledge of sexual matters.
- Is frequently dirty, smelly or inadequately dressed, bad teeth, or hair falling out, is undernourished, does not receive appropriate medical care for injuries.

MEDICAL INFORMATION



FIRST AID

Bodily Fluid Accidents: All caregivers should wear disposable gloves when there is a possibility of contact with blood or blood-containing fluids. Blood on surfaces should be cleaned with bleach and water disinfectant solution (1/4-cup bleach, 1-gallon water). Use disposable towels and gloves for clean up. Discard all items into covered container. Vomit areas should be cleaned up, and then covered. Special powder and gloves are available in each Emergency Kit. Report the incident to your Ministry Team Leader. First Aid kits are available in classrooms Infant through Kindergarten. Additional kits are available at the Kidville Registration Desk, the Fellowship Hall Kitchen and Gymnasium Kitchen. Ice packs are in the kitchen freezer.

MINOR ACCIDENTS

- If a child is injured in any way, please notify the staff member and fill out an Incident/Accident Report. All injuries, no matter how small, must be reported to the parents. All HEAD INJURIES must be reported! When filling out the report, please do not use any other child's name except the one whom the report is about.
- Deal with the accident lovingly and right away. Do not get the parent unless absolutely necessary. However, DO tell the parent about the injury when they pick up their child, regardless of how minor the injury.

MEDICAL EMERGENCIES

- In case of a serious emergency such as: broken bones, convulsions, fainting, and unconsciousness follow these procedures: Keep yourself calm.
- DON'T MOVE THE INJURED CHILD.
- Speak calmly, reassuring the child.
- Send a fellow volunteer for help and to find parents if they are there.
- NEVER LEAVE THE INJURED CHILD. After assessing the situation, the person in charge will call 911.
- Leaders will refer to the child's parents for preference of hospital and doctor.
- In case the child is transported to the hospital, a leader will accompany the child, especially if the parents cannot be located in a timely fashion.
- An Incident/Accident form should be filled out as soon as possible with specifics of medical personnel recommendations and name of hospital where the child was taken.

IN CASE OF FIRE OR OTHER EMERGENCY

- Line up students by the door and take a head count.
- Close windows and doors as you leave and take your class attendance or sign-in sheet with you.
- Know your exit route (visibly posted in rooms) and quietly and calmly lead students out by proper exit - be familiar with the floor plan.
- Proceed to an area away from the building.
- Once you have gotten clear of the building, take attendance.
- Return to building only after the "All Clear" has been sounded.
- Please do not dismiss any students from outside.
- For the safety of the children, parents may NOT get their child/children before the class has left the building.

SPECIAL EVENTS

EVENT PLANNING / APPROVED ACTIVITIES, CHURCH CAMP etc.

- All usage of children’s ministry rooms should be approved by Deacon Ministry Leader.
- Volunteers are NEVER to take a child home without another approved volunteer accompanying them.
- A minimum of two approved adult volunteers is required for any trip or out-of-class activity.
- When an activity requires travel, all drivers must have a valid driver's license and current automobile insurance. The number of persons per car should not exceed the number of seatbelts. Each driver should have a copy of the activity permission slip for those students riding in his/her car. Emergency contact phone numbers are of primary concern and shall be available to the volunteers. (All drivers must be over 21, out of high school, and on file with the church office as an approved driver.)
- When an activity is a local one, it is best if parents arrange their own transportation to and from the activity site. At least 2 approved unrelated adult volunteers must stay until the last child is picked up.
- Overnight Policies:
 - All overnight events must be accompanied by at least 2 approved, unrelated volunteers.
 - All overnight events should be pre-approved by the appropriate staff member (Deacon Ministry Leader in most cases).
 - There will not be overnight events for children younger than 3rd grade unless it is specifically a parent/child outing.
 - Supervising volunteers are never to sleep in a closed room alone with any children attending the event.
 - If both male and female students are attending the overnight activity, there must be at least two approved male and two approved female adult volunteers present. All overnight activities must provide for separate sleeping accommodations for the male and female participants.

SUMMARY OF APPROPRIATE AND INAPPROPRIATE CONTACT WITH MINORS

Appropriate Supervision: 1. In Infants - Kindergarten a minimum of two volunteers must be present at all times 2. Any one-on-one time should always be in view of another volunteer. 3. Release of a child only to the person with proper security tag.	Inappropriate Supervision: 1. One volunteer alone with one child. 2. One adult working alone because their partner didn't come. 3. Sustained time with the same or opposite sex while alone. 4. Allowing parent or responsible adult to take their child because they forgot their security tag.
Appropriate Discipline: 1. Describing the child’s good behavior to them. 2. Using a firm, gentle voice while addressing the “offense.” 3. Looking for a positive or alternate activity for the child to succeed. 4. Confidential parental discussion when necessary.	Inappropriate Discipline: 1. Spanking or harsh physical contact. 2. Any words or tone that would cause a child to think he/she is the problem rather than a specific behavior being the problem. 3. Using words or gestures that could cause feelings of condemnation or shame in a child (e.g. “crybaby.”) 4. Loudly telling a parent about their child’s misbehavior, in front of other parents.
Appropriate Physical Contact: Non-demanding physical contact such as: gentle touch of shoulders, hands, arms, head and back.	Inappropriate Physical Contact: Physical contact such as: kissing, demanding hugs, touching: chest, genital region, upper legs, buttocks, waist, stomach.
Appropriate Bathroom and Diapering Procedures: Infants and Toddlers Diapering is done at the diaper station and in close proximity to other care providers. Bathroom door is partially open. Only female workers change diapers. 2’s-Kindergarten Only female workers take children to the bathroom. Bathroom door is partially open. 1st -5th Grade Only female workers take children to the bathroom. Bathrooms should be checked for adults before allowing the children to enter. The worker remains in the doorway to assure order and safety.	Inappropriate Bathroom and Diapering Procedures: Infants and Toddlers Being alone with a child, especially in the bathroom with the door shut. Males changing a diaper. 2’s-Kindergarten Males taking children to the bathroom. 1st -5th Grade Sending two or more children to the bathroom alone. Allowing other adult to use the bathroom at the same time as the children.

Volunteer Application

Word of Life Baptist Church

Alpena MI 49707

(989) 354-8019



Thank you for expressing an interest in the Children's Ministry of Word of Life Baptist Church! Our goal is to surround the children with a creative, loving and fun learning environment that leads them to a better relationship with the awesome God that created them.

GENERAL INFORMATION:

This information will remain confidential and only be used by Word of Life administrative staff for the purpose of carrying out their responsibilities, or as required by law.

Your Name: _____ Spouse's: _____
 First Middle Last

Address: _____ Birthdate: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

BACKGROUND INFORMATION:

1. Do you regularly attend Sunday worship at Word of Life Baptist Church? __yes __no
If yes, since when? _____

2. Are you a member of Word of Life? __yes __no __in the process
(Membership is encouraged but not required for all positions.)

3. Have you committed to trust and follow Jesus as your personal Lord and Savior? _____

4. In what area(s) do you want to serve? [] 1st service [] 2nd service [] Either service [] Other
[] Infants [] Toddlers [] 2-3's [] 4's-Kindergarten
[] 1st- 5th grade Life Lessons [] KW2 [] AWANA
[] Kids Club [] VBS [] Gym Supervisor [] Registration Desk [] Greeter

5. Please describe why you want to serve. Please include any talents, training or interests that you would like to use.

REFERENCES:

Please list two people, **unrelated to you**, who have known you for at least one year, and who would be able to attest to your character and to your ability to work with children.

1. Name: _____ Length of time known: _____
 Nature of association: _____ Occupation: _____
 Address: _____ Phone: _____
2. Name: _____ Length of time known: _____
 Nature of association: _____ Occupation: _____
 Address: _____ Phone: _____

REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

Important! This section must be completed by every applicant regardless of criminal record.

I hereby request and authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state or national. I hereby release local, state and national law enforcement agencies from any and all liability resulting from such disclosures. I further acknowledge that if a criminal background check is conducted as may be required under the federal Child Abuse Prevention and Treatment Act, I may be denied access to children while the application is pending. I further understand that in accordance with this law, if I am denied a position because of a conviction that appears as a result of such search, I may challenge such information.

- I hereby give Word of Life Baptist Church permission to complete background checks annually upon the month of my birthday.
- The information contained in this application is correct to the best of my knowledge.

Your Signature: _____ Today's Date: _____

Parent's Signature: _____ Today's Date: _____
 (For those under 18 years – By signing, parents are giving their child permission to work in the children's ministries along with WOL doing a background check)

Youth Pastor's Signature: _____ Today's Date: _____
 (For those under 18 years)

Print name: _____ Print Maiden name (If applicable): _____

Print all aliases: _____

NOTE: Word of Life Baptist Church will only be conducting a Michigan State Police background check and the National Registered Sexual Offenders Public Database. Other state criminal background checks may be done if the applicant moved to Michigan from another state. We will not be conducting a check of any of the following: financial records, credit check, driving record, or employment history without gaining your prior written permission.

Child Protection Plan

I understand:

1. the bathroom policies and the "Two Adult Rule."
2. that ministry leaders need to know if I am going to be absent or unable to serve. I will find someone to switch with me or notify the Ministry Team Leader beforehand.
3. that I am expected to treat others as Jesus would treat them if He were in my place. We never spank or physically strike a student and we never speak harshly or shamefully.
4. that I am responsible for attending a worship service at least three times a month unless away or ill. My commitment to serving at WOL will not replace my own worship and learning time.
5. I must attend ministry specific orientations and trainings.

Any sexual contact or sexualized behavior with a minor is a betrayal of sacred trust and is an exploitation of power which violates those who are vulnerable and absolutely will not be tolerated. WOL is committed to investigate any and all allegations of misconduct either independently or in cooperation with a formal investigation that may include legal authorities. The alleged perpetrator will be asked to stop all ministry involvement throughout the time of the investigation until a decision is made.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE RULES, POLICIES AND GUIDELINES CONTAINED HEREIN. FURTHER, I GIVE WORD OF LIFE BAPTIST CHURCH PERMISSION TO REQUEST CRIMINAL RECORDS AS NECESSARY.

Print Full Name: _____ Date Signed: _____
(include maiden name if applicable)

Signature: _____ Date Signed: _____

=====

For office use only:

Criminal background check completed on: _____ (date)

Status: (circle one) approved not approved pending

Verification of Membership: _____ (date)

Notes:
