



Policies and Procedures

Vision

It is the vision of the FBC Diana Childrens Ministry to see every child develop a solid and authentic relationship with the Lord Jesus Christ.

We are committed to work with families in raising their children to live in a daily relationship with Christ while maturing into spiritually strong teens and adults.

Mission

The mission of First Baptist Church is to lead ordinary people to extraordinary life in Christ. Because of this mission statement as a church body, the mission of the childrens ministry walks hand in hand by *leading ordinary kids to extraordinary life in Christ*.

This is accomplished through the following values:

Values Statement of FBC Diana

We are devoted to empower people to serve God. (Matt. 20:28, John 15:5, John 12:26, 1 Cor. 13:13, 2 Cor. 6:4, James 2:17) (Ministry, Serving, Giving)

We believe that God has called every Christian to a life of service. Service includes giving of time and resources to build the kingdom of God and helping fellow man. Jesus is our greatest example of one who is truly a minister. Our devotion is to serve selflessly and empower others to do likewise.

We are devoted to the spiritual development of people of all ages. (Isaiah 55:11, Matt. 28:18-20, Phil. 4:9, Eph. 4: 10-14, Hebrews 6:1-3, James 1:22) (Discipleship)

The first calling of the church is to make disciples. The second calling of the church is to use our gifts and talents to help mature other disciples. Our devotion is to provide resources and an environment where all people are encouraged and equipped in spiritual development.

We are devoted to God honoring relationships where no one has to stand alone. (Mat. 22:35-39, Acts 2:42-46, 1 John 1:6) (Fellowship)

Biblical fellowship includes a sense of community. With a devotion to love our neighbor and have fellowship with others in the body of Christ, we are committed to walk together in times of victory and in times of difficulty.

We are devoted to celebrate the worth and glory of God. (John 4:23-24, Romans 12:1-2) (Worship)

Man was made to worship God. We are devoted to a walk with Jesus Christ that includes daily personal worship and regular congregational worship. Through worship we attribute worth to God and celebrate His Glory.

We are devoted to the authority and the truth of God's Word. (Psalms 119:105, 2 Timothy 3:16-17, 2 Tim. 4:2) (Scripture)

The Bible is the basis and substance of all that we teach. It is the source of preaching and the tool



used to make disciples, understand God, understand ourselves, and find our way in this world as well as the world to come.

We are devoted to the necessity and purpose of prayer. (Acts 1:14; Matthew 21:22; Philippians 4:6; John 15:7; Colossians 4:2, 1 Thessalonians 5:17) (Prayer)

Because God is all-powerful, all knowing, and in all places, His knowledge is far beyond our knowledge. His ways are right and just. Prayer allows us to seek His wisdom and knowledge and therefore the primary means of seeking direction. Our purpose in prayer is to fellowship with God and it is necessary to make correct decisions and enjoy God and His creation.

We believe that lost people matter to God and ought to matter to us. (John 3:16-17; Luke 16:15; Romans 1:16) (Evangelism)

Jesus commanded His disciples to go into the entire world. Jesus bankrupted heaven in His pursuit of lost people. Because Jesus loves and reaches out to lost people, we also love and reach out to lost people.

We believe in God's unconditional acceptance and forgiveness. (Romans 5:20; Ephesians 2:8) (Grace)

God's grace is truly amazing. Through Jesus Christ every person can be accepted into the kingdom. God does not shame people into service nor judge them for their appearance. Jesus demonstrated an environment of grace in His incarnation and we are commanded to do the same.

We believe in forms of worship and ministry that will best capture and express what God is doing in our generation and culture. (Genesis 1:1, Col. 3:23-24) (Creativity)

God's mercies are new each morning and His creative nature is continually expressed. We are therefore devoted to using forms of ministry and worship that reflect and express God's current activity in this world. These forms include ways of conducting worship, ministry, and evangelism.

Every program and activity in the FBC Diana Childrens Ministry is filtered through these value statements. It is our desire that on a child's level, kids will be taught through this ministry to:

- Be empowered to serve God
- Be developed spiritually
- Develop God-honoring relationships
- Celebrate the worth and glory of God
- Be devoted to the authority and truth of God's Word
- Be devoted to the necessity and purpose of prayer
- Believe that lost people matter to God and should matter to us
- Believe in God's unconditional acceptance and forgiveness
- Believe in forms of worship and ministry that will best capture and express what God is doing in our generation and culture.

Kids For Christ -- Discipline Procedures

It is our desire for children to be involved in the programs and activities at FBC Diana in an atmosphere of love, acceptance, and complete safety. Every precaution is taken to insure a child is supervised at all times, and is never placed in a harmful situation or atmosphere where he/she might feel frightened.

In order to maintain safety for all children, disciplinary procedures must be established for everyone involved. The rules during Kids For Christ are very simple:

1. Respect others (adults and classmates)
2. Respect things (all furnishings being used during K4C)

Discipline guidelines for Kids For Christ are as follows:

If a child exhibits inappropriate behavior:

Step 1: The children's volunteer supervising the child will give the child a verbal warning. The volunteer will explain to the child what he/she has done and why the behavior is unacceptable. It is never to be stated that the *child* is bad, but rather the *behavior* is inappropriate.

Step 2: The children's volunteer supervising the child will get down on the child's level and explain in a calm voice that their behavior is unacceptable and show them what they are doing that is either showing disrespect to others, or disrespect to things. Because this is a second warning, the child is to sit in time out for the amount of minutes that is equivalent to their age. (example: 5 year old would sit out for 5 minutes; 12 year old will sit out for 12 minutes)

When the time out is complete, the volunteer is to return to the child and ask if they would like to rejoin the group and act in a respectful manner. The volunteer is to give the child an appropriate hug and let him/her know they are loved. Praise the child for their *good* behavior.

Step 3: If steps 1 and 2 do not alleviate the problem, the volunteer is to tell the children's minister and the two adults are to talk with the parents when they come to pick up the child. Let the parents know the good behavior the child exhibits, but also state the concerns of the child's unacceptable behavior. Inform the parents that if the behavior continues the following Sunday, the parents will be asked to either accompany the child in K4C, or keep the child in the worship center with them.

Step 4: If discipline problems continue to occur with the same child, a volunteer and the children's minister will talk to the parents a second time and as a last resort be asked to keep the child with them during worship.

For the protection of all parties involved, children's workers should always talk with parents with the children's minister present. Compassion and discernment should always be used when ministering to parents – keeping what is best for the child and all children involved in mind. Children should never be spoken of in a negative way or tone, whether in their presence or not. Children are a blessing from the Lord and should be treated with respect, dignity, and love.

Kids For Christ – Guidelines for Discipline

Preventive Measures

1. Pray for the children before you leave home.
2. Begin K4C with prayer.
3. Purpose in your heart to love the children. (I Peter 4:8)
4. Make classroom rules clear – and reinforce with weekly reminders.
5. Arrive early in the classroom to set up everything before the first child arrives.
6. Greet every child with a smile and warm welcome.
7. Do not play favorites. Each child should feel they are important and accepted.
8. Learn each child's name and use it often. Children respond more positively to adults who know their name.
9. Do not talk down to a child. When conversing, lean over or bend down to his/her eye level and talk in a pleasant, calm tone.
10. Avoid inconsistencies – be as consistent as possible. Say what you mean, and mean what you say. Discipline should be consistent from week to week and child to child.

Keep in mind that if a child is busy, secure in your authority and love, sure of the classroom rules, and interested, you will have fewer discipline problems.

11. Get to know each child on a more personal level than just one hour a week
 - a. pray for them by name during the week
 - b. find out their hobbies / sports interests and encourage them
 - c. send appropriate cards, letters, or make phone calls during the week for special occasions, or just to say hi!
12. Encourage each parent
 - a. thank them for their faithfulness in bringing their child
 - b. tell them how much you enjoy having their child in worship
 - c. write a periodic note to a parent giving a little of your (the teacher) spiritual background and the vision the Lord has given you for this particular service
 - d. encourage them to review the take-home material with their children
 - e. encourage them to help their child learn how to look up verses in the Bible
 - f. encourage them to help their child memorize the Bible verses

Kids For Christ – Discipline vs. Punishment

No FBC Diana teacher, volunteer, or leader will, under any circumstance, spank a child.

Although it may be a personal disciplinary action in one's home, this form of correction will not be used during an FBC Diana sponsored program or activity.

	Punishment	Discipline
Purpose	To inflict penalty for a wrong deed	To train for correction or wrong deed
Focus	Past -- deeds which have already been done	Future -- to correct future behavior
Attitude	Anger and frustration on the part of the teacher	Love and concern on the part of the teacher
Resulting Emotion	Fear, guilt, and anger from the child	Security for the child

Rules/Expectations

1. Respect Others (adults and classmates)
2. Respect Things (all furnishings being used during K4C)

Consequences

1. Verbal warning
2. Time out
3. Talk to parent
4. One Sunday out of Kids For Christ (or parents' attendance with child)

Rewards

1. Praise, praise, and more praise
2. Compliments to parents for good behavior
3. Periodic privileges in helping the leadership (leading songs, serving as usher, helping serve snacks, extra play time in stations, etc.)

Kids For Christ – Guidelines for Discipline

Corrective Measures

1. Pray and ask the Lord for discernment and direction.
2. Discipline the action, not the child.
3. Try to be aware of as much as possible. (It is easy to miss the cause and see the effect.) Give the child/children equal time to tell the whole story. Know all the facts by gathering all the relevant information. Listen to the child and do not jump to conclusions.
4. Reinforce love after discipline – the child will have a certain amount of fear that you do not love them anymore. It is necessary to reassure the child that they are loved throughout the whole discipline process, and especially after the discipline measure is complete.
5. Discipline privately – compliment publicly. Do not let the discipline ever publicly embarrass the child. Always deal with the child privately. Do not make an example out of the child unless is to be praised. (for example – encourage discipline in the entire classroom by saying, “Thank you Dillon for sitting quietly in your seat waiting on the music to start. I appreciate you doing that so much!”) You will be amazed how quickly other children will follow Dillon’s pattern.
6. Never yell at a child.
7. Do not overreact. Stay calm.
8. Minimize class disruptions.
 - a. continue to talk and conduct teaching while moving among the students
 - b. pause at the table or place a hand lightly on the shoulder of a disruptive student
 - c. remove the object of disruption (a pencil tapping, toy, etc.) silently while continuing to teach
 - d. ask the student to put the disruptive object away while you are teaching so that others are not distracted. If the child does not, volunteer to hold onto it until the class has ended.
 - e. try a pause from talking or a gentle “shhhh” during class
 - f. separate the child to another desk/table
 - g. ask the child to sit in a chair in the back
 - h. when speaking to the child about the disruptive behavior, assure him/her that they are loved, but that the disruptive behavior is not fair to the other students or to the teacher
 - i. assure the child that you (the leader) enjoy having him/her in class, but you need his/her cooperation

Kids For Christ --- Sick Policy

1. No child will be allowed to participate in Kids For Christ if they have or have had a fever in the past 24 hours.
2. No child will be allowed to participate in Kids For Christ if they have any discolored (yellow, green, etc) discharge coming from their nose or eyes.
3. No child will be allowed to participate in Kids For Christ if they have experienced vomiting or diarrhea in the past 24 hours.
4. No child will be allowed to participate in Kids For Christ if they have been to the doctor and have an illness which is contagious. This would include poison ivy, chicken pocks, strep throat, measles, etc. (this is not an exhaustive list)
5. Kids For Christ will not be responsible for administering medication or medical procedures to any child. If a child needs medicine, or a routine medical procedure, the parent must be present to administer this need. K4C will not give prescription or over the counter medication.
6. A first aid kit will be accessible at all times during K4C. Should a child need a Band-Aid for a minor scrape or cut a volunteer will take care of that need and inform the parent when the child is picked up.

This policy is to help prevent the spread of disease and sickness among all the children and volunteers in K4C. Parents are asked to please follow this policy as a courtesy to others.

Kids For Christ --- Security Policy

In an ever-changing culture of uncertainty and violence, it is the upmost desire of FBC Diana Childrens Ministry to provide a wholesome environment for all children – a place of safety, acceptance, and over all well-being. We also desire this to be a place where parents feel confident their children are being cared for and loved, are safe from harm, and will continue to want to come week after week.

In order to achieve this, we ask that all parents follow the K4C security policy each week. Whether a first time visitor, or a long term member, security and safety remains the same. It is through the cooperation of everyone involved that makes the safety of your child a success.

1. All children participating in K4C must have a Child Information Form completed by a parent or legal guardian.
2. All children must check in at the registration table each week and receive a hand stamp and/or name tag before participating in K4C.
3. All children will be given an individual security tag with their name and any known allergies on one side and the names of the parent/legal guardian who will be picking them up that day on the other side. This security tag will be displayed inside the room until pick up time. The parent or legal guardian will be given a duplicate security tag which must be presented at pick up time to claim a child.

When it is time for pick up, the student will take their security tag from the display location and present it to the security volunteer at the door. Once the security volunteer receives the duplicate tag from the parent/guardian, the child is free to go.

4. Children WILL NOT be allowed to leave K4C with a sibling or friend. A child will only be allowed to leave with a parent/legal guardian, or an approved, designated person who registered them that same morning.

All Child Information Forms will be reviewed frequently and updated as needed. If a person is legally prohibited to have contact with a child, all volunteer workers will be informed and cautioned.

5. Security ushers will make frequent checks on the Kids For Christ activities. The head usher will be given a pager and notified in case of emergency, or if a parent is needed for any reason during K4C worship.
6. All personal items (i.e. backpacks, Bibles, coats) should be clearly labeled with the child's name. Any items left will be placed in the lost and found.

Snacks / Allergies

A snack/allergy alert sign will be posted weekly to inform parents and students. Allergies listed on the Child Information Form will be strictly avoided when giving children snacks; however, parents are strongly encouraged to review the snack sign weekly and alert the registration clerk with any allergy concerns. Alternate snacks will always be available to children with allergies.

For the fair treatment of all children, we ask parents not to send snacks with their child. All children will receive the same snack (unless allergies prohibit). If a child has a medical condition which requires a designated food, the parent is to give the snack (labeled with the child's name) to the registration clerk at the time of check in.

Kids For Christ – Volunteer Ministry Descriptions

All volunteers

Arrive approximately 30 minutes before Life Group starts, (8:30am) to set up area for K4C. It will be the responsibility of each week's team to set up and tear down the area every Sunday morning.

Attendance / Registration Clerk

Arrive 30 minutes before Life Group begins, (8:30 am) to help set up areas. After Life Group, arrive approximately 10 minutes before K4C begins. (9:50 am) Always wear your name tag. This position is crucial to the K4C program not only for accurate record keeping, but also because this person is the first to see parents and students as they arrive for worship. This person needs to be serious about the task at hand and taking the necessary information for security purposes, but also needs to be friendly and personable to all who arrive.

Before students arrive, make certain the snack allergy alert sign is on the registration table. The Attendance Clerk is responsible for signing in every child and volunteer worker in K4C each Sunday. Each student's name will be checked off the attendance roster and the parent is to be given the child's security tag for later pick up. The student is given a duplicate tag which is to be placed inside the worship room in a designated spot. (wall pocket chart, tag holder, etc.)

If a student is a first time guest, the attendance clerk is to have the parents fill out the Child Information Sheet on the student. Two security tags are filled out by hand; one is given to the parent and one to the student. The attendance clerk is to explain pick up procedures to the guest parents and assured their child will be well cared for. A K4C packet is to be given to first time guest parents.

The Attendance Clerk is to make a copy of the attendance sheet, (making certain the current date is at the top) put the original in the folder for the church office and put a copy in the K4C attendance notebook.

Because the Attendance Clerk makes contact with each parent at check in time, his/her help at pick up time is very helpful.

Media Tech Volunteer

Arrive 30 minutes before Life Group (8:30 am) and do a sound/video check on all equipment. After Life Group, arrive approximately 10 minutes (9:50 am) before K4C begins. Always wear your name tag. This position is vital to the flow and over all smoothness of the worship experience.

The Media Tech will do a sound and video check prior to the arrival of the students. This position will be responsible for working with the children's ministry leader to coordinate music and video which will be used during the worship time. The children's ministry leader will provide the Media Tech with an order of worship prior to the worship time.

Up-beat and inviting music should be playing as the children arrive. A transition song will be played (the same song each week) to signal the students to move from activity stations to their seats to get ready for worship.

Worship songs will typically be played from CD or DVD formats. Approximately every other week a video will be played for the Bible lesson. Occasionally a song will be played for the offering or prayer time. Music will be played during pick up and clean up time.

Small Group and Other Volunteer Workers

Arrive 30 minutes before Life Group begins, (8:30 am) to help set up areas. After Life Group, arrive approximately 10 minutes before K4C begins. (9:50 am)

Before you arrive:

Pray the Lord will use you to minister to each and every student and parent that you come in contact with that day.

When you arrive:

Always wear your name tag.

Help get stations set up, games out, chairs and tables arranged, etc.

As students arrive:

Greet each child with a smile.

A high five, knuckle punch, or side hug is an appropriate greeting.

Make sure each student has checked in and placed their security tag in the appropriate location.

Quickly get students engaged, introduce them to others if they are visitors, and get them involved in a game or activity.

During large group worship time:

Help students stay focused. This is best achieved by you being engaged in the activity, lesson, music, etc. If a child is not paying attention, quietly redirect them.

During music, encourage students to sing by setting the example. This is not a time for leaders to be spectators or visiting among themselves. This is *your* worship time too! The Lord has as much for you during this time as He does for the students.

Because you are the adult, you are the leader; you are the authority; you set the tone of the room. If you seemed bored and uninterested, so will the students. If you are upbeat and excited about worship, it will be contagious.

If a student needs to go to the restroom, encourage them to wait until small group time. If they cannot wait, an adult K4C volunteer MUST accompany them. Ask another child (of the same sex) to go to the bathroom with the student. No student should go to the restroom by themselves. The adult does NOT enter the restroom with the students, but does stand outside in the hallway to make sure they get to the restroom and back to worship safely. No K4C volunteer should ever be in a restroom alone with a child with the doors closed.

Students are expected to behave during K4C, and the attitude of the volunteer is expected to be positive and encouraging. Discipline is given by redirection and giving verbal warnings. The Guidelines to Discipline (pg. 3-6) should be followed as consistently as possible each week.

During small group time:

After the Bible lesson, a worksheet, craft, or activity will follow for life application and a time of small group intimacy. Volunteers are to facilitate their small group by guiding them through completion of the worksheet, craft, or activity. Small groups are to be kept focused and the main part of the Bible lesson reviewed by the leader.

Also during this time, the students are encouraged to share prayer requests and pray for each other. The volunteer is to share with the children's ministry leader any requests that they believe should be followed up or the family to be contacted and ministered to during the week.

Small groups are to take a restroom break. This should be done in a group. Take your whole group to the hallway and send the students in 2-3 at a time. Have students sit or stand along the wall of the hallway until all students are finished. Engage conversation while waiting by talking about the main points of the lesson, trivia questions, Bible books, etc. If a problem occurs in the restroom, a K4C volunteer of the same sex can go in and handle the problem, but make certain to leave the door open at all times. If a volunteer needs an opposite sex K4C worker, get one to help you.

If a student wants to talk to you alone, do so where you and the student are still visible to all in a room with other workers and students. Do not take the child off by themselves where you are alone with them. A volunteer worker should never go outside alone with a student.

Once a student is checked into Kids For Christ, they will not be allowed to leave without a parent or legal guardian. At the discretion of the children's ministry leader, a parent can be pulled from worship should a need arise. Ushers from the worship center will be notified and the parent will be contacted by an usher.

Parent Pick-Up Time

Stand at the door and check security tags.

Help students gather all their personal belongings, tell them goodbye, encourage them to come again next week.

Give students their take-home pages (if available).

After worship is over

Help pick up trash.

Help clean up all station materials and put in appropriate containers.

Help fold up the walls, set up tables, set chairs and arrange area for Sunday evening activities.

Attendance/Dependability

In order to achieve excellence and press toward the mark of the higher calling in this ministry, every position in K4C is considered important and absolutely necessary. If one member is absent, the quality of leadership will suffer, and ultimately the students suffer. There are no

levels of leadership, as we are all on the same team, racing toward the same goal --- it is all about teaching kids how to love Jesus.

Your attendance and dependability is vital to the health of this ministry. Please pray and guard your calendar. You have a part in making an eternal kingdom difference.

Criminal Background Check Policy

First Baptist Church of Diana

Purpose

These policies and procedures are designed to reduce the risk of child sexual abuse in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
2. Assist **First Baptist Church of Diana** in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.

Criminal Background Check Procedures

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

1. *Employment Application and Volunteer Application:* Any paid staff and volunteers who will work with a minor must complete the Employment Application and/or the Volunteer Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service.
2. *Criminal Background Check:* **First Baptist Church of Diana** will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically.
3. Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above referenced means will be kept in a secure location and access to it will be restricted to the parties responsible as listed below.

All information received in regards to volunteer workers remains under the authority of the Minister of Youth and the Children's Ministry Coordinator. They shall serve as Chief Compliance officers in their respective areas of responsibility. They shall have access and make determinations on approval of workers. Should one of these positions be vacant, the pastor will serve as the Chief Compliance Officer. The chairperson of the personnel committee will review the Minister of Youth and Children's Ministry Coordinator's information. All information received in regards to employees of First Baptist Church of Diana will be maintained in their permanent, confidential personnel file.

Background checks will be conducted at the expense of First Baptist Church of Diana by a third party organization selected by the Chief Compliance Officer.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, kidnapping or unlawful restraint, possession or promoting child pornography, enticing a minor, bigamy, incest, or family violence.
3. A prior criminal history of an offense against minors.

Background check reports shall be reviewed by the Chief Compliance Officer. The Chief Compliance Officer will disqualify any applicant according to the previous descriptions and may exercise further discretion to disqualify if other offenses are revealed in the background check.

An individual may review his or her own background check in the presence of the Chief Compliance Officer and may request a copy of his or her own information. The original documents shall under no circumstance be removed from the premises.

It is the intent of First Baptist Church of Diana, Texas to enlist teachers and workers who are maturing Christians of high moral character and who will provide positive role models for the children involved in ministry programs. FBC therefore at her own discretion, reserves the right to disqualify and exclude any worker or prospective worker for any reason from service positions relating to any ministry programming involving children.

Kids For Christ -- Policies and Procedures Acknowledgement

I _____ have received, read, and
(printed name of volunteer)
understand the policies and procedures of First Baptist Church of Diana Kids For Christ.

By the indication of my signature below, I will abide by these policies and procedures as a volunteer of Kids For Christ. I understand that this document will be placed in my personal file which is kept in the office of the Records Custodian.

Signature: K4C Volunteer

Date

Signed and returned to Children's Ministry Coordinator: _____
Date

Signature: Children's Ministry Coordinator