

Sullivan Baptist Church



Children's Ministry Handbook

Sharon Arredondo
Children's Ministry Director

Our Beliefs About Children

- ♥ We believe that children are a gift from God and should be handled with love and care.
- ♥ We believe children are important in the kingdom of God and that Jesus died to redeem children from their sin.
- ♥ We believe Jesus has called children to follow Him and children can be equipped to serve Jesus and others.
- ♥ We believe children deserve a safe, positive, nurturing, and age-appropriate learning environment that is free of fear, pressure to “grow up” or prejudice.
- ♥ We believe that ministry is not just “to” children but “with” children. We learn from children as we teach them.
- ♥ We believe God has appointed parents as the primary spiritual instructors of their children and the church’s role is to assist in the cooperative effort of that responsibility.
- ♥ We believe successful ministry is the shared responsibility of children, ministry staff, and volunteers, parents and the church body.
- ♥ We believe ministry should be creative, innovative, and in touch with the children and families of our community.
- ♥ We believe that except for the Holy Spirit, effective teachers are the most important component of our ministry.
- ♥ We believe relational ministry is best served with adults who serve as positive role models to the child.

CHILDREN'S MINISTRY PHILOSOPHY

The Children's Ministry is a dynamic integral part of Sullivan Baptist Church. It is a cooperative effort between the church and the home, utilizing the efforts of both parents and the church body to effectively reach the children of our community with the message of the love of Jesus.

The **AIM** of our ministry is Christ-centered. We desire to help parents in building a strong spiritual foundation in the lives of children which will lead them into a personal dynamic relationship with Jesus.

The **PROGRAM** of our ministry is centered on the child. Our ministry focuses on the spiritual, relational, physical, and mental needs of the child. All programming is designed to encourage growth in these areas. Our focus is not on program but on people.

Our **METHODOLOGY** is experienced-based. Our ministry is not based on passive learning. Our ministry is active as children are involved in the learning process: questioning, discovering, and evaluating. God's Word (the Bible) is central in our teaching and its' importance emphasized. (2 Timothy 3:15)

Our **FACILITIES** must provide an environment that stimulates learning. Our classroom design, furnishings, and educational equipment keep in mind the appropriate age-group characteristics for the children in that particular room.

Our **STAFF & VOLUNTEERS** are comprised of men and women who have trusted Jesus as their personal Savior and desire to share the love of Jesus with our children. They are members of SBC and have completed background checks. We provide the materials, curriculum, facilities, and proper training to equip our staff and volunteers to successfully accomplish their goals.

"Let the little children come to me and do not hinder them."

(Matthew 19:14)

"You have been taught the holy scriptures from infancy, and they have given you wisdom to receive the salvation that comes by trusting in Jesus."

(2 Timothy 3:15)

"Love the Lord your God with all of your heart and with all of your mind
and with all of your strength."

(Mark 12:30)

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SULLIVAN BAPTIST CHURCH MISSION STATEMENT



At Sullivan Baptist Church our mission is...

To bring people to Jesus,
to teach and equip them for
Christian Maturity, Ministry, and Missions
resulting in the glory of His Name and
the growth of His Church.

Senior Pastor.....Jeff Strong
Fellowship Pastor.....Robert York
Minister of Music.....Andy Coffman
Minister of Students.....To Be Named
Children's Ministry Director.....Sharon Arredondo

SULLIVAN BAPTIST CHURCH CHILDREN'S MINISTRY



Children's Ministry Mission Statement

Sullivan Baptist Church Elementary Ministry exists to partner with parents as we together lay the spiritual foundation where real transformation takes place in the lives of Kindergarteners to 5th Graders.

Purpose

To provide a safe, healthy, and loving environment for God's children, giving them opportunities to learn about God and His Word, and grow in their relationship with Him.

Welcome!

We have a simple goal: to provide a safe, healthy and loving environment for God's children, and to disciple them to grow into a saving knowledge of Christ.

In order for us to operate in a safe, efficient, and consistent manner, we have developed a Children's Ministry Handbook that lists our policies and procedures.

Please take the time to read and understand the guidelines we have established. If you have any questions, please feel free to discuss them with me.

Because Jesus loves children,

Sharon Arredondo

Children's Ministry Director

BASICS FOR PARENTS

1. Parents of children who are in Kindergarten through 4th grade are required to check-in their child at the Welcome Desk and also sign-in their child(ren) at the classroom door.
2. Children who are in 5th grade may check-in, sign-in, and sign-out themselves. Parents are not required to escort them to class or pick them up.
3. Parents must pick-up their child(ren) and sign them out at the end of class. Children will not be released without securing the parent's matching security badge. Parents who are teaching a class may designate another adult to pick-up their child and bring their child to them. The child will still need to be signed-out and the security badge shown to the teacher at the classroom. The teacher may walk the child of another teacher to their classroom for pick-up.
4. Siblings must be 14 years old in order to pick up a younger child from their classroom and must they have the matching security badge to show the Teacher.
5. Children are not allowed to roam the campus. They must be in a classroom or attending the worship service with an adult.
6. Children should not bring toys, gum, candy, etc., from home to the classroom. If these items are brought, they will be taken up and returned at the end of class. We do not want any unnecessary distractions in the classroom.
7. Children with an elevated temperature, fresh cold, persistent cough, rash, contagious disease, or any other contagious symptom, should not be brought into the classroom. Please keep them at home until they are well.
8. Teachers or their assistants must accompany children (K-4th) to the restroom. Children are not allowed to go to the restroom alone.
9. Medication will not be dispensed to any child by a Teacher or Volunteer. Over the counter medications may be available with the Desk Operator or Director, but for parental distribution only.
10. Parents are asked to notify Teachers or the Director of any allergies or special needs of their child(ren).

HEALTH & SAFETY POLICIES

The Health & Safety policies of Sullivan Baptist Church are based on the recommendations taken from the report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics. For the health and safety of all children we ask that you do not bring your child to the classroom if s/he exhibits any of the following symptoms:

1. Fever within the previous 24 hours;
2. Vomiting and/or diarrhea (for any reason) within the previous 24 hours;
3. Any symptom of the usual childhood diseases—scarlet fever, measles, mumps, chicken pox, or whooping cough;
4. Common Cold—The child should be free of all symptoms (including runny nose with any colored discharge) of the common cold and/or allergies. If a child has chronic allergies, and is under the care of his/her physician, a written statement from the physician must be presented specifically stating the nature of the child's condition and that the condition is not contagious;
5. Sore throat;
6. Croup;
7. Any unexplained rash;
8. Thrush;
9. Pink eye or other eye infections;
10. Any skin infection—boils, ringworm, impetigo;
11. Presence of head lice or eggs.

If our Teachers or Volunteers note any of these symptoms after the child has been brought to class, a parent will be called to pick-up their child.

Your cooperation is essential to the well being of all our children. We are sure God will bless you for your unselfish love when you choose to stay home because your child does not seem 100% well.

Children who become ill during a church activity will be isolated and the parents will be contacted to pick-up the child immediately. Teachers will not dispense medication to any child without the presence of at least one parent.

CHILD PROTECTION POLICY

1. Adults who have been convicted of either child sexual or physical abuse will not serve as a teach or volunteer in any church sponsored activity or program regarding children.
2. Adult survivors of childhood sexual or physical abuse need love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with children with one of the church staff prior to engaging in any acts of service relating to children.
3. Teachers and Volunteers should observe the **"two adult" rule**. This requires that adults are ***never*** alone with children without an adult partner.
4. Teachers and Volunteers should accompany same sex children to the bathroom when needed.
5. Teachers and Volunteers should keep the door ajar at all times while protecting the privacy of the child as well.

SECURITY AND MEDICAL ALERT STICKERS

A security situation denotes that there are specific instructions that need to be followed for the drop-off or pick-up of a child due to very unusual or extreme circumstances, (i.e., custody matters).

A medical condition denotes that there is an allergy, chronic condition or temporary condition that workers need to be aware of.

The parent or guardian should request an ALERT STICKER from the Teacher. The Teacher will note the need on the sticker and place it on the child's clothing. A sticker should be requested by the parent or guardian each week.

DISCIPLINE POLICY

The Discipline Policy of Sullivan Baptist Church Children's Ministry does not consist of punishment for bad behavior but rather teaching. Discipline is a door of opportunity to teach children appropriate ways to meet their needs.

Our discipline teaching will be twofold:

1. To immediately stop inappropriate behavior (that which might hurt a child, destroy materials or disrupt the group).
2. To help the child find another, more appropriate way to behave.

Discipline for Non-Aggressive Misbehavior

Non-aggressive misbehavior is any behavior exhibited which does not involve physical harm to another, but instead needs correction for the child to learn and for the Preschool to be productive. Some examples are tantrums, running, out of control behavior, not listening, etc.

First Offense: Verbally correct the child and if age appropriate, pray together.

Second Offense: Place the child in time out. Explain to them how to correct their behavior and pray together.

Third Offense: Notify the Children's Director.

Discipline for Aggressive Behavior

Aggressive behavior is any behavior exhibited by a child to cause harm to another child. Some examples are hitting, biting, slapping, kicking, throwing objects that strike another child, etc.

First Offense: Remove child from the situation and place child in time out. Explain the child's behavior to the child and how to correct it and if age appropriate, pray together. Notify the parent(s) when they pick up the child.

Second Offense: Notify the Children's Director. Remove the child from the situation. Retrieve the parent(s) from the service.

Explain to both the parent(s) and the child what has occurred and pray together. The parent needs to stay in the room and help the child socially interact with love, or remove their child from the room for the remainder of the service.

Remember that when correcting any child or notifying the parent(s), they are a gift and a blessing from God. Be sensitive to the needs of both the child and the parent and reinforce your love for each of them.

Discipline of children by Volunteers should never include any sort of negative physical touching (spanking, slapping, swatting, tapping, shaking, pulling, biting back). Nor should it ever include ridicule, sarcasm, threats, or withholding any sort of care from a child.

Teachers/Volunteers should be sensitive to parents' feelings with regard to their comments to them about their children. Teachers/Volunteers should first talk to the Children's Director about any specific issues with a child's behavior before notifying parents to come to the classroom to deal with their child.

We should never talk negatively about any child but rather should lovingly and in a positive manner, interact with a child to correct any behavioral issue(s) they may be having.

CHILD ABUSE

Definitions of Child Abuse

As defined by The National Committee for Prevention of Child Abuse:

Physical Abuse

Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage or death.

Neglect

The failure to provide a child with basic needs including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.

Sexual Abuse

The sexual exploitation of a child by an older person as in rape, incest, fondling of the genitals, exhibitionism or pornography. It may be done for the sexual gratification of the older person, out of a need for power or for economic reasons.

Emotional Maltreatment

A pattern of behavior that attacks a child's emotional development and a sense of self worth, such as constant criticizing, belittling, insulting, manipulation; also, providing no love, support, or guidance.

Reporting Suspected Child Abuse

1. Familiarize yourself with the definitions and descriptions of child abuse listed above.
2. If you suspect that a child involved in any of the programs of Sullivan Baptist Church has been abused, the following steps are to be followed:
 - Report your concerns to the Children's Director
 - Do not interview the child regarding the suspected abuse.
 - Do not discuss the suspected abuse with the other workers, parents, etc. All information regarding the child should be kept strictly confidential with the Children's Director and the proper authorities.
3. Be prepared to document your concerns on a provided Suspected Child Abuse Form. This form is to be completed within twenty-four (24) hours and given to the Children's Director.

BUILDING EVACUATION POLICY

1. Teachers working with school age children should have children line-up at the door. Instruct them where they are to go and then count the children. Lead them to the nearest outside door and into the parking lot.
2. The "Sign-In" sheet clipboard should be taken out with the children. A count should be taken once the children are in the parking lot. If a child is missing, quickly notify the Director.
3. **DO NOT WONDER WHAT TO DO. IF THE ALARM SOUNDS---LEAVE!!!**
4. Parents should find their children in the parking lot. Parents will not be allowed to take their child until everybody is safely out of the building and in the parking lot and a count has been taken.

GOSPEL PRESENTATION

Should the occasion arise when Teachers or VIPS have the opportunity to present the Gospel to children in our care, whether through a presentation planned by the leadership, or through a natural course of conversation with a child, the Director asks each Teacher or VIP to abide by the following guidelines:

DO NOT SHY AWAY FROM SHARING THE GOSPEL!

DO:

- A presentation of the Gospel for the purpose of sharing information only.
- Inform the parent that a Gospel presentation was done and how it was done.
- Encourage the child to talk to their parent(s) further.
- Inform parents that Children's Ministry staff are available to counsel if needed.
- Always consider and respect the role of the parent.

The Director feels very strongly that the Gospel can be presented to preschool and elementary age children. Yes, they have limited understanding of substitution and Christ dying in our place we will not share the gruesome events of the crucifixion. We will simply mention that Jesus died, but he rose again to life. We lay the foundation in Preschool and Children's Ministry -- give them little snapshots of God that they piece together in the future, so that in the pre-teen years, we can take the opportunity to talk about the substitution element—and give them a more complete picture of who God is.

DO NOT:

- Offer any type of invitation
- Lead a group prayer
- Pray with a child individually without parental consent.
- Use any wording that could be considered as coaxing a child to make a decision.

However, it is important to note that in a classroom setting, Teachers and VIPS may not see the entire picture of the child's understanding of salvation. Therefore, these guidelines have been established. Should a circumstance arrive that is not covered by these guidelines, it is the responsibility of the Teacher or VIP to contact the Director for guidance.



Sullivan Baptist Church Incident Report

Date and Time: _____

Name of child injured/involved: _____

Where incident occurred: _____

Description of incident: _____

Action taken by staff: _____

Name of witness to incident if any: _____

Were medical personnel involved? If so, how? _____

Comments: _____

Submitted by: _____ Date: _____

Parent Signature: _____ Date: _____

Please make a copy of this report, give one copy to the parents and place original in our files.

