



Policy Number: C0001	Ministry: Children
Children's Ministry Policy	

# Revision History

Revision	Changes	Date
A	Initial Issue	3/27/2013

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## **I. Introduction or Mission**

It is the goal of the Ridgeview Baptist Church Children's Department to provide a safe, loving and caring environment to those children entrusted to our care; to provide a place the children can learn about the character of God, discover biblical truths and learn what it means to accept and follow Jesus Christ as their personal Savior; to provide curriculum that is age appropriate, Bible based, Christ centered and doctrinally sound.

## **II. Policies**

### **1. Volunteer Teacher Selection**

- Volunteers are nominated by the nominating committee and approved by the church in a business meeting
- Volunteers must be a Christian
- Volunteers must have been a member of Ridgeview Baptist Church for at least 1 year
- Volunteers must be a minimum age of 18
- All volunteers are asked to serve for a one-year period with a review of continuing service at the end of that year

### **2. Expectations of Children's Workers**

These expectations were developed to recognize that teaching and caring for the spiritual nurturing of children is a calling and a privilege and with that comes responsibility. All teachers are expected to:

- Pray, plan and prepare teaching materials provided by children's director/church
- Prepare lesson plans with co-teacher in order to best meet the needs of the children
- Be a Christ like role model for the children
- Love the children as Christ loves them
- Minister to the children and their families
- Attend at least one teacher training event each year
- Attend scheduled teacher meetings
- Participate in children's department activities
- Contact children's director and/or co-teacher in the event of an absence
- Be faithful in attendance
- Love what you do

### **3. Background Checks**

All volunteers working with our children are required to submit to a background check per Ridgeview Baptist Church Policy Number A0001.

### III. Safety and Security

It is our desire to promote the emotional and physical safety of the children therefore:

- All children should be accompanied to the children's department by a parent and signed in at the registration desk.
- All children are to be picked up in the children's department by a parent/guardian after the Sunday School hour. If children are to be released on their own, we must have a signed statement on file stating parents approval to do so. No children will be released to the outside of building
- All children's department teachers will wear an identification badge
- The outside entrance into the children's department will be locked when Sunday School begins
- Parents need to provide a written explanation of any medical need, discipline problems or learning disabilities to the department director
- The children's department will provide a minimum of two adult leaders per class
- Discipline is handled in a loving way, verbally encouraging positive behavior – only when misbehavior becomes a distraction to others will the parents be called into the class

#### 1. Food Allergies

- Due to allergy awareness in the children's department – all food items are carefully selected
- Snacks and juices are occasionally provided in Sunday School, Kids Challenge, Bible Drill, children's activities, holidays and special celebrations
- Parents are asked to inform children's department, in writing, of any allergies or dietary restrictions their child may have and the severity level

#### 2. Sickness

- For the protection of all children, children exhibiting any symptoms of sickness should be kept at home
- If prior sickness includes fever, vomiting, diarrhea, sore throat, croup, unexplained rash, skin or eye infections, etc, child should be symptom-free for at least 48 hours before attending class.
- The teacher may use his/her discretion in accepting any child appearing ill
- If signs of illness appear during class, a potentially ill child will be removed from classroom while parents are contacted.
- If an injury of concern occurs during class, parent will be notified immediately
- No oral medication will be given to a children child except by a parent or guardian

**IV. Approvals**

Signed: Linda Chinery / Margaret Dockery 3/27/2013  
Children's Director Date

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Signed: Elmer Dockery 3/27/2013  
Trustee Date

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Signed: Dan Carter 3/27/2013  
Trustee Date

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Trustee Date

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