



**CHILDREN'S MINISTRY  
AT FIRSTNAZ**

**Ministry Handbook.**

**Guidelines and Procedures**

Revised 2016

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Welcome to Mount Vernon First Church of the Nazarene  
Children's Ministry.

The Children's Ministry seeks to transform the lives of children and their families into spiritual champions through a holistic approach. We strive to provide physical, mental, emotional, and above all spiritual support. We look to discover God's full purpose in our lives, create intentional relationships with God and others, and lay Biblical foundations so that children and their families can develop healthy lifestyles and characteristics. The objective is that all persons be aware of God through all the ways He makes himself known, especially through His redeeming love as revealed in Christ Jesus. We strive that all of these qualities, but not limited to them, are deeply rooted into the children.

“...And I pray that your love will have Deep Roots...”

- Eph. 3:16-18



# Get Connected

- Church webpage: [www.firstnaz.net](http://www.firstnaz.net)
- Church phone: 1 (740) 392-8466
- Pastor Trevor's email: [pastortrevorlanz@gmail.com](mailto:pastortrevorlanz@gmail.com)
- Pastor Trevor's cell: 1 (740)- 552-1050
- *Connect with us on Facebook at:*

## *Children's Ministries at FirstNaz*

### Possibilities for Ministry:

- Sunday Morning Children's Church
- Sunday Morning Nursery/ Toddler worker
- Wednesday Night Small Groups
- Sunday School Teachers
- Children's Quizzing
- Children's Ministry Event Teams
- Children's Ministry Vision Team



## Components of a Spiritually Transforming Children's Ministry

- Operating as Spiritual Educators who are consistently being intentional about everything we do.
- Building foundational Biblical themes for children to be able to grow and create a relationship with Christ.
- Building a dependable secure base to develop trust.
- Connecting not only with children, but also with their families.

Invest

Transform

Intentional

Secure

# Is it a “Job” or a “Ministry”?

- If you do it just because no one else will... it's a **Job!**
- If you do it to serve God... it's a **Ministry!**
- If you quit because someone criticized you... it's a **Job!**
- If you kept serving... it's a **Ministry!**
- If you'll do it only so long as it doesn't interfere with other things... it's a **Job**
- If you're committed to staying with it, even when it means letting other things go... it's a **Ministry!**
- If you quit because no one ever praised or thanked you... it's a **Job!**
- If you stayed even though no one noticed your efforts... it's a **Ministry!**
- If you do it because someone else said it needs to be done... it's a **Job!**
- If you do it because God said it needs to be done... it's a **Ministry!**
- It's hard to get excited about a **Job**, it's almost impossible not to get excited about **Ministry!**
- An average church is filled with people doing a **Job!**
- A great and growing church is filled with people involved in **Ministry!**

Some people have a job in the church...Others involve themselves in ministry...

# A Role Model

What it means to be a role model

1. There needs to be frequent, long term contact with the model.
2. There needs to be a warm, loving relationship with the model.
3. There needs to be authenticity.
4. The model needs to be observed in a variety of life settings and situations.
5. The model needs to exhibit consistency and clarity in behaviors, values, etc.
6. There needs to be a correspondence between the behavior of the model and the beliefs of the community.
7. There needs to be explanation of the lifestyle of the model conceptually, with instruction accompanying shared experiences

# **Incarnational Affirmations of Children**

- . Jesus values Children.**
- . Jesus took personal moments with Children.**
- . Jesus saw Children as examples from whom adults should learn.**
- . Jesus used Children as metaphors for picturing a relationship with God.**
- . Jesus cautioned about being a hindrance to Children receiving Him.**
- . Jesus identifies himself with Children.**
- . Jesus places Children in the center.**
- . Jesus links Children to our future.**

## Ministry Description

### General Expectations:

- Regularly attends Sunday Morning Services and is an active member of FirstNaz
- Daily cultivates a personal relationship with Christ through prayer and Bible reading
- Attends meetings/ training pertaining to the ministry.
- Promotes a Christ-like atmosphere and unity with the Church Body and Children's Ministry leaders. Enforces a holistic approach of ministry in providing physical, emotional, mental, and spiritual assistance to children and their families.
- Be intentional in establishing a secure based with children and their families and a transformative atmosphere that creates strong spiritual champions in the lives of children.

### Position Specific Expectations:

- Provide safe, clean, and fun environments for the children and other team members.
- Conduct a Christ-like attitude with the Children, their families, and your team members
- *You are the hands and feet of Christ's love to those that you are serving and serving with. Pray for the children and your team members.*
- Be on time to serve.  
*It is essential that you arrive on time. Make sure that you are prepared and ready for the children to arrive.*
- Assist with entry and exit process  
*Make this a time that you can connect with families and the children.*
- Assist with Crowd Control
- Appropriately handle discipline issues
- Notify in advance either the ministry head or the Children's Pastor is you are unable to make it to a scheduled time.
- Remember that the children and families look forward to seeing you every Sunday/ Wednesday- Children like the consistency.
- Be enthusiastic and have a positive attitude while with the children. Your attitude will reflect how they will see you.
- Remember to PRAY for the kids in the group.
- Connect with the kids on a personal level. Get to know them.
- Communicate any needs that you see: concerning leaders, the children, or logistics to the Children's Pastor.

## **Who and Why?**

Why are we doing this? The goal and drive of being a part of Children's ministry should be to see children's lives transformed into spiritual champions in a holistic manner: physically, mentally, emotionally, and spiritually. We are the designated people to connect with children to help and support them as they grow into adulthood. Our focus is not completely limited to the children themselves, but also transcends outward on to the family unit as a whole. We are the core group that will be a resource and outlet for families.

## **What?**

What is this ministry? First of all we must identify and understand that this ministry is not yours, not mine, but completely God's. It is His ministry, His design, His transformation. It should be completely attached to who God is and His will. So with that said, we should strive to prayerfully adhere to God's will concerning anything we do. We will intentionally and purposefully seek out God's will for His ministry, so that we can be humble instruments and vessels for it. Without God in the ministry, all this becomes is a program.

## **Where?**

Our church is not a building confined into its walls. It is a living breathing body that reaches beyond its comfort zone into its contexts. The Children's Ministry is connected to the church that works in relation to the rest of the church body. We are not a separate entity that is fueled by itself. With that connection, we are all called and mandated to go beyond the walls of the "church" and BE the church to the lost. The Children's Ministry is also focused on what happens inside the church, for we have to create a strong foundation before we can reach out to others. This is why the Children's ministry is focused on bringing up disciples in Christ. We seek to establish a strong relationship in Christ in the child's heart. That then is resonated through a firm understanding for who Christ is in their mind. That then is translated to acts of service and living out a Christ-like lifestyle.

## **When?**

Children's Ministry involves commitment. Being a consistent model of Christ is what we are seeking to be. When it comes to "when we do Children's Ministry" it should be viewed as an intentional commitment to bring about an atmosphere of Christlikeness, always. This is a concept that we cannot become complacent about.

# Age Level Insights- Infants

## Infants are like this...

1. Infants need a sense of safety and security. Crying is a response to discomfort.
2. They respond to touch. They know different adults by the way they hold the child.
3. They have a growing ability to follow moving objects in front of them.
4. Rolling and waddling are needs of the baby at six months.
5. Separation anxiety arises at six months when family members are absent.
6. Learning to pick up large objects.
7. At 7-9 months, the first tooth will appear and our infant is now fussy with the new tooth pain.
8. At 7-9 months, a "Stranger" anxiety is displayed in the life of the child. The Stranger Anxiety is a fear of unknown people.
9. The baby of 10-12 months loves books with simple pictures and toys to hold.
10. The need for a clean and safe environment.

## So we Teach them like this...

1. Be there to comfort, to supply needs as they arise
2. Holding, touching, talking and communication with infants will give them a sense of security.
3. To provide colorful things for them to look at. To hold objects in front of them in order to help them to focus.
4. Never leave them alone and make sure they are safe at all times.
5. To understand, to comfort and to be the surrogate parent for every baby.
6. To provide large plastic toys or books for the child to hold.
7. To use their teething toys to help ease that tooth pain.
8. Talk slowly and quietly to allow a get-to-know-you time with each infant.
9. Provide materials and actually play with the child using simple toys and books.
10. Sanitary conditions using antiseptic spray on changing areas, gloves, and washing hands often.

# Age Level Insights- Toddlers

## Toddlers are like this...

1. Large muscles developing. Like to walk, run, climb, stand up, sit down, jump, and turn in a circle.
2. May be unsteady on feet.
3. Learn through physical action and their senses.
4. Respond better to positive than to negative directions.
5. Age of "parallel play". Children enjoy being near one another, but do not play together.
6. May treat other children as objects; do not understand that others have feelings.
7. Fear separation from parents; find security in familiar people, procedures, and surrounding.
8. Need to develop a sense of autonomy (Independent personhood).
9. Understand spiritual concepts only as they experience them firsthand through relationships with parents and teachers.

## So we teach them like this...

1. Provide push-pull toys and many large-muscle activities. Alternate active play with quieter activities.
2. Provide safe environment where children can move about freely, but cannot easily hurt themselves.
3. Provide many direct, firsthand, and sensory experiences.
4. Say "yes" more than "no". Tell children what they may do more often than what they may not do.
5. Provide individual activities and group activities where children can do the same thing at the same time.
6. Be patient. This is normal behavior. Kindly explain how the child's actions affect others.
7. Respond to children with warmth, understanding, patience, and unconditional love.
8. Encourage children to do as many things as possible for themselves. Allow choices, within guidelines.
9. Model the truths you teach. Provide happy experiences for the children at church.

# Age Level Insights- Pre-School Children

## Pre-School Children are like this...

1. Active, but easily tired or over stimulated. Have a short attention span for “sit still and listen” activities.
2. Inquisitive. Ask many questions, particularly how and why questions.
3. Learn more through doing than through hearing. Learn through their senses.
4. Forget easily. 4 year olds may not be able to remember instructions for a long period.
5. Still egocentric and self-centered, but growing in social awareness. Learning to respect the rights of others, to share, and to take turns.
6. Function best in small groups
7. Friendly and talkative. Want adult approval and peer approval.
8. Emotions close to the surface.
9. Thinks literally and concretely.

## So we teach them like this...

1. Change activities every 8 to 10 minutes. Alternate quiet activities with vigorous play. Provide time for rest.
2. Answer questions truthfully, but do not overwhelm the children with more information than they really want.
3. Involve pupils in direct, firsthand experiences that use touch, taste, and smell as well as seeing and hearing.
4. Use repetition. Retell favorite stories. Repeat instructions. Use visuals to make ideas easier to remember.
5. Provide some games and activities that require cooperation. Praise unselfish, cooperative actions.
6. Alternate small-group and large-group activities. Work in groups of four or five whenever possible.
7. Be warm and friendly; show love and interest. Use sincere praise to build children’s esteem with their peers.
8. Provide calm, unhurried atmosphere.
9. Teach Bible concepts that have literal, concrete meaning. Avoid symbolism. Visualize ideas when possible.

# Age Level Insights- Early Elementary

## Early Elementary are like this...

1. Very active. They love to jump, skip, twist, wiggle, and hop.
2. Large and fine muscle coordination improving. Skills in cutting, coloring, pasting, and folding increasing.
3. Can reason mentally, but only about concrete objects or previous experiences.
4. They learn better by doing than by watching.
5. Can memorize words more easily than they understand thought.
6. Many fears and worries.
7. They set high standards for themselves. Age 7 often called the "eraser age".
8. Peer group is becoming increasingly important, but primaries still want approval of adults.
9. They value fairness and do not understand "bending of rules."
10. Growing in understanding of right and wrong.

## So we teach them like this...

1. Provide physical activities and frequent changes of pace.
2. Use children's developing skills, but do not do detailed work for long periods.
3. Use pictures, story illustrations, and many examples to help make abstract ideas concrete.
4. When possible, involve pupils in direct, firsthand experiences or stimulated experiences.
5. Discuss the meaning of Bible verses before memorizing them.
6. Use contemporary stories to stimulate discussion about fears. Reassure children Jesus is with them in every situation.
7. Set realistic standards. Do not redo the children's work. Let them know you accepted for who they are.
8. Provide plenty of love, attention, and sincere praise. This will give them security they need to venture into peer relationships.
9. Provide enough supervision to insure each child receives fair treatment.
10. Use stories that clearly define right and wrong. Be consistent.

# Age Level Insights- Middle Elementary

## Middle Elementary are like this...

1. High-level activity. Interested in games and organized activities.
2. Large motor skills are somewhat developed and small motors are still developing.
3. Moving from concrete to abstract thinking however, using concrete examples to underscore an abstract concept is advisable
4. They want to be involved in the doing of any project.
5. They are starting a very unpredictable emotional stage; however, the emotions are short-lived.
6. Social- they still want to have many friends and may have several "best friends." Separating boys and girls may prove to be advantageous.
7. Peers are very important and the social pressures that accompany this are present.
8. They love challenging work but may need encouragement to finish.
9. Understanding of abstract idea in scripture.

## So we teach like this...

1. Need breaks. Learn through games and activities.
2. Activities and crafts that require fine motor skills are welcomed.
3. Stories, object lessons and spiritual concepts using the abstract are now understood and should be used.
4. Short times of instructions are needed, and then let them do it.
5. You will see emotional outbursts but will see them end quickly. Time out for a break will help.
6. Use their friendships to teach sharing, giving, and helping.
7. Feel free to speak of peer pressure and how God can help in those times of stress.
8. They will need that "well done" repeatedly throughout the task.
9. They can understand things of God and you will be able to build on the knowledge of the past.

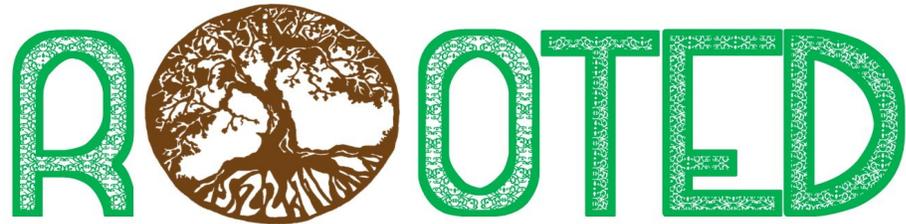
# Age Level Insights- Upper Elementary

## Upper Elementary are like this...

1. Full of energy. They like games and activities that require coordination.
2. Pre-Teen boys are noisy. They like to tease, scuffle, and sometimes fight.
3. Curious and eager to learn. They want reasons.
4. Increasingly able to take and follow through with responsibility.
5. Spiritual awareness is growing. They are often ready for salvation.
6. They have the skills needed to develop Christian habits.
7. Loyal to peers and like to belong to clubs.
8. They enjoy competition.
9. They are enthusiastic about projects and activities- if they interest them.  
However, Pre-Teens can be easily bored.
10. Pre-Teens enjoy humor. Their sense of humor may overflow at inappropriate times.

## So we teach like this...

1. Use methods that permit active involvement. Let the children show their physical prowess.
2. Plan activities that allow the Pre-Teens to be comparatively "noisy" without disturbing others.
3. Use thought-provoking questions to challenge them to think.
4. Let students help plan and carry out learning activities, service projects, and displays.
5. Provide evangelistic opportunities.
6. Encourage regular Bible reading, prayer, and other lifestyle disciplines.
7. Build strong sense of group identity. If possible, provide some activities outside the classroom.
8. Use games and other competitive activities to motivate learning.
9. Learn what interests your pupils. Use service projects to challenge them to broaden their interests.
10. Use humor in your teaching when appropriate. Laugh with, not at, your pupils.



CHILDREN'S MINISTRY

AT FIRSTNAZ

# Nursery & Toddler

## Guidelines

### Our mission

We love and serve babies and children in the name of Jesus. We are committed to providing a safe and nurturing environment, allowing us to teach them to love the Lord with all their hearts, souls, mind, and strength as they sit, walk, lie down, and get up (Deut. 6). Through that love, we pray that our children will come to know and rely upon God throughout their lives, discover and develop their talents, and thereby find a place of ministry within the church and serve our King forever.

## While in the Nursery:

Use the name tags, fill out nursery cards, make sure all cups, bottles, and supplies are clearly identified.

Maintain a safe childcare ratio (one adult for every 2-3 children) with two adults being present at all times.

Wash and disinfect changing tables after each diaper change. Follow diaper changing procedure.

Wash your hands after diapering each child or assisting a child in the bathroom.

## Before Leaving the Nursery:

Place all used toys in “germ bucket”

Put clean sheets on any cribs used by children.

Place any used laundry in the laundry basket.

Wash and disinfect all equipment that was used.



# General Guidelines

1. Serve in the nursery as scheduled. Please do your best to be faithful. If you are unable to work as scheduled please report to Pastor Trevor,
2. Please be present and ready to work *at least* 15 minutes before the service begins. Use this time to ready the room as needed. There must always be two adults.
3. Greet each child and parent warmly and friendly. Remember to be intentional in establishing a secure environment for both the child and the families.
4. Keep infants and toddlers separated. All infants and crawling babies are to remain in the crib nursery room. Toddlers should be walking confidently before moving on to the toddler room.
5. Put diaper bags and other supplies in the designated storage areas. Label personal items as needed.
6. When a visitor or someone new arrives, label their diaper bag and put a name tag on the child and their belongings. Please, ask every parent/ guardian to fill out an information card and keep them on file.
7. Check and change diapers (Try to send babies home dry). Wipe runny noses. *Teens should not change diapers.* Please use gloves provided and wash hands following each changing. Disinfect changing table after each use.
8. When taking a child to the bathroom (Toddlers)- Please only one child in the bathroom at a time. Keep one foot in the door. Let the child do all they can. Only assist if needed. If you do assist, wash your hands and be sure the child does.

9. Devote your total time to the care and attention of the children. As time permits, rock them, sing to them, talk to them, play with them, and use every opportunity to communicate love to them. Be constantly aware of their needs and wants. Be creative and enthusiastic. Assist with planned activities.
10. Maintain order and safety while children play.
11. Instruct siblings and parents to remain in the hallway. Only parents or those designated may secure a child from the nursery. Please do not allow other children to enter the room- even if siblings.
12. Tidy and straighten the room. Put all used toys into "germ bucket."
13. Give nursing mothers privacy.
14. Check to be sure no small or dangerous objects have been brought into the room.
15. Make sure ALL electrical outlets are covered and all cords are out of reach of the children.
16. Remove any broken or worn toys.
17. Do NOT admit babies or toddlers with symptoms of illness. If child becomes ill while here- remove from room immediately until parent can be located
18. Please do not work in the Nurseries if you are ill or sick.
19. Discipline in the nursery should be constructive and nurturing. Please refrain from using threatening or foul language. We do not spank, shake, or use any kind of force as discipline methods. Please reference the discipline policy in the policy guidelines.
20. In case of an accident: 1. Take appropriate first aid procedures. 2. Notify parent or guardian of the child. 3. Notify Pastor Trevor 4. Fill out an incident report.
21. Never administer medicine to a child only a parent should be distributing medication.

22. The nursery is provided for the convenience of parents with young children and is not to be used as a play room for older kids. There should be no older children or teens in the nursery before, during, or after the church services. Only those who are assigned to serve with proper background checks are to be in the nursery.
23. Please check all diaper bags and use the drinks the parents have brought for their children. \* Watch for allergies. We encourage you to use water when no other drink is provided.
24. Volunteers should immediately report any behaviors which seem abusive or inappropriate to Pastor Trevor.
25. One must be 18 years of age to work in the crib Nursery. 6th- 12th grade teens may serve in the Toddler rooms as assistants, but must be trained, and background checked.
26. No electronic or handheld games or devices are allowed in rooms. \*Unless you are using them for educational purposes or in emergency situations.
27. Stay in designated room until service is over and children are checked out by their guardian.
28. *If you must leave early*, please inform the Children's Pastor so they may make adjustments.
30. Visitor protocol: If someone comes to your room and asks to "look around" please direct them to the Children's Pastor. Do not let anyone in your room except those designated to be there. Please remember to be polite and explain the situation. Many visitors are hesitant to leave their children in a facility that they do not know. This is where the Children's Pastor and the Nursery Check In Person can show them the facility and create a secure base with the parent.



# Diaper Changing Procedure

1. Changing diapers should be done in plain sight
2. Use a changing table.
3. Please, teens should not change diapers
4. Never leave a child on a changing table unattended.
5. Please use provided gloves
6. Use individual wipes/supplies to clean child
7. Remove gloves and dispose in appropriate bin
8. Clean/disinfect area
9. Replace paper on changing table
10. Wash hands thoroughly
11. Diaper pails must be emptied after each service.

# Biting Protocol

In the case that a child has bitten another please follow this procedure:

- Remove biter and firmly state that biting is not allowed. Follow disciplinary procedure.
- Take child who received the bite and comfort and wash immediately with cold water and soap.
- Inform both sets of parents kindly. Use good judgment- if bite is severe get parent of child.

# Sickness/Illness Policy

Please do not bring your child if he/she has any of the following symptoms in the last 24hrs:

- Fever of 100 or above
- Diarrhea
- Vomiting
- Cold/Flu
- Throat or ear infection
- Body rash
- Any contagious conditions

\* If your child has a continually non-contagious condition please let us know. We realize that some symptoms hang on long after the child is no longer contagious.



# Elementary

## Age

# Guidelines

*In order to provide a safe and secure environment for our ministry participants and to minimize the ministry's vulnerability to unwarranted accusation, the following procedures have been adopted and will be strictly enforced.*

# General Guidelines

1. Pray for the children
2. Greet each child warmly and intentionally make them feel welcomed and loved.
3. Please be present and ready to work at least 15 minutes before the service/ event begins.
4. When a visitor or someone new arrives ask them to fill out an information card.
5. Devote your time to the care and attention of the children. Be aware of their needs and activities. Be creative and enthusiastic with them. Assist with planned activities.
6. Remain engaged in what is happening in the room: whether that be a craft, the lesson, a game, etc.
7. Maintain order and safety while the children play.
8. Only those volunteers approved by the Children's Pastor shall be allowed in the Children's Church area.
9. Check in and out each child that comes into the Children's area. No child is allowed to leave without first being checked out by their guardian. (Special cases allow older siblings to check out, but must have permission from the parent).
10. Straighten up the Children's area after services and activities.
11. For misbehaving children please refer to the *discipline policy*.
12. Do not administer medicine to the children.
13. All workers should observe the two adult rule. This requires that workers are never alone with children in any area of the church.
14. Volunteers should immediately report any behaviors which seem abusive or inappropriate to the Children's Pastor.
15. No electronic devices are allowed unless they are being used educationally or in an emergency.

16. Remain in the children's area until service is over and the children have been checked out
17. *If you have to leave early, Please inform the Children's Pastor*
18. Visitor Protocol: If a visitor comes to you and asks to "look around" please direct them to the Children's Pastor. Do not let anyone enter the children's area that is not approved and designated to be there.
19. Activities and outings outside the regularly scheduled service areas must be pre-approved by the Children's Pastor. At least two adults must be present at all times.
20. Be respectful to the children and other adult volunteers.
21. Be assured that the children see your conduct and how you interact with them and other adults you serve with. Remember that we are to model Christ to them with our words and actions so let us show Christ to them.



# Bathroom Procedure

*Please use caution when assisting in helping children use the rest room*

## Toddler age children

- Please monitor and be aware of children using the restroom.
- When children are taken into bathrooms the door will be left partially open
- Young children will never be left unattended in bathrooms
- No child will be forced to toilet train
- Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents will be recorded on the registration cards.
- Children should be assisted in straightening their clothing before returning to the room with other children
- "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing.
- Wash Hands

## School age children

- May be accompanied to the restroom for supervision and assistance when needed. However, children should receive the minimum amount of assistance needed based upon their individual capabilities.
- Never take a lone child to the restroom.
- If you need to go into the restroom to check on a child, seek out another volunteer to assist you. If volunteer is unavailable: Knock on the exterior bathroom door and ask if the child needs assistance. If the child needs assistance, the volunteer should leave the bathroom door open when entering and try to verbally assist in completing their activities.
- Any assistance of straightening or fastening of garments should be done in the presence of another volunteer.
- Wash Hands

# Hand Washing

Wash and wipe your hands together, live in health forever!

Take time to wash:

- When you first arrive
- Before handling food or bottles
- After using the restroom
- After changing each child's diaper
- After any contact with body fluids
- After cleaning up

Everything you wanted to know about washing hands:

- Wash with running water and antibacterial soap
- Wash front to back of hands
- Wash for 15-30 seconds
- Dry hands with disposable towel
- Turn off faucet with disposable towel



# Discipline Procedure

It is Mount Vernon First Church of the Nazarene Children's Ministry Policy and Procedure that all staff and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes: spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary.
2. If the behavior does not cease, remove or direct the child away from the group to a corner of the room.
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanations of your expectations and rules. State that when these rules are broken and crossed what the consequences and results are for their actions.
4. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old- 3 minutes).
5. Monitor the child throughout the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task.
6. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out.
7. If behavior is uncontrollable or unusual, remove the child from the group and take them to their parent/guardian.

# Policy of Physical Contact

Mount Vernon First Church of the Nazarene Children's Ministry is committed to protecting children in its care. To this end, we have implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's Ministries while protecting children and out volunteers. The following guidelines are to be carefully followed by anyone working in Children's Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor: the Children's Pastor or Senior Pastor
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or other volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of the staff members or volunteers in Children's Ministries must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.

# Parental Policy

## Parental Contact:

Parents who leave a child in the care of FirstNaz Kids or the Nursery during church services or functions will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Children's Ministries programs.

## Parental involvement:

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



# Verbal Interactions

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

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

Sexually oriented conversations are prohibited with children. All explicit information about the volunteer's own personal relationships, dating, or sexual activities with any child in the program is prohibited.



# Abuse Policy and Guidelines

- Mount Vernon First Church of the Nazarene Children's Ministry has a zero tolerance for abuse in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer to act in the best interest of all children in every program.
- In the event that staff or volunteers observe any inappropriate behaviors (policy violations, neglectful supervision, poor-role modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to the Children's Pastor and or the Senior Pastor.
- We are committed in providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law.
- An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to the Children's Pastor or Senior Pastor. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to the Children's Pastor or Senior Pastor.
- Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Children's Ministry's positions.

# Volunteer Policy

- All Volunteers working within FirstNaz must have filled out a *Children's Ministry Volunteer Application* and go through the background checking process. *Background check needs to be renewed every two years.*
- It is encouraged that all volunteers attend all training workshops and be current with policies and procedures.
- Volunteers should be actively engaged in the larger church attending Sunday morning services regularly.
- Volunteers should follow *all* guidelines put into effect by the Children's Ministry Policy and Guideline Booklet.
- Volunteers should strive to live out a Biblical lifestyle while they are at church functions, at home, and everywhere they go. Consistency is important.
- Volunteers need to be authentic, vulnerable and real in the idea that we should show the children Christ's love with not only our words, but with our lifestyle as well.
- Volunteers should strive at every chance to share the Gospel of Jesus Christ to children through various methods and learning styles. This is our goal to transform children and their families into spiritual champions.

*"God loves us not because of what we do or accomplish, but because God has created and redeemed us in love and has chosen us to proclaim that love as the true source of all human life" - Henri Nouwen.*

## Injury Reaction Procedure

- Keep calm and keep children and injured person as calm as possible. Speak calmly and detailed to assure the child.
- In case of serious injury- Do not move the child.
- Send another volunteer to get the Children's Pastor and or assistance.
- If needed call 911 and stay with the child.
- A staff member will notify parents and advise them of the situation.
- If the child is to be transported to the hospital, a staff member will refer to parents for details and logistics.
- All volunteers and staff members involved in the emergency shall write out a report of what happened immediately following the emergency.

### Minor injuries:

- Remove the child from the rest of the group
- Seek First Aid and apply appropriate and necessary action
- Remember, do NOT give children medicine without parental consent.
- Fill out an injury report form.
- Notify Parent of the injury and details around it.
- Notify the Children's Pastor.

# Emergency Procedures

## Fire:

In case of a fire emergency, gather all children and proceed quickly to the nearest exit. Taking them across the parking lot. Before leaving your area, if capable, shut doors behind you.

## Power Outage:

In the case of a power outage, reassure the children. There should be emergency lights that automatically turn on. Acquire the room's emergency flashlight. Parents will be instructed to go and pick up their children. Stay in the room until all children have been safely returned to their guardians.

## Tornado:

In the event of a Tornado emergency, please reach the basement floor as quickly as possible, assuring all children.

# Building Safety

The Children's Pastor will be responsible for ensuring that the Children's areas are monitored during Sunday school. This will include unobserved monitoring of teachers, volunteers, and children.

No child will ever be left unattended in the building during children's ministry programming or classes. Children's Ministries volunteers are prohibited from being alone with an individual child in any room or building. In the event that a volunteer finds themselves alone with a single child, that person will take the child to a room or building occupied by others, or to a location easily observed by others.

After every programming event, Children's Ministries volunteers must ensure every room and restroom is checked prior to leaving. Please turn off all lights and secure the room.

# Notice of Injury

**Organization**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Time and Place of  
injury**

Date of injury: \_\_\_\_\_ Time \_\_\_\_\_ am pm

Where did the injury occur? \_\_\_\_\_

**Person Injured**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Parents \_\_\_\_\_

Injuries sustained \_\_\_\_\_

Where was injured taken? \_\_\_\_\_

Relationship to organization:  Member  Visitor  Volunteer  Employee

Student

Who was responsible for supervision at the time of injury? \_\_\_\_\_

**Full Description of  
Incident**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witnesses of incident**

Name: \_\_\_\_\_ phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ date of report \_\_\_\_\_

# Nazarene Safe System Defined Terms

- **Adult:** any person 18 years of age or older
- **Minor:** any person birth up to 18 years of age
- **Child:** any person birth through 6th grade
- **Adolescent/Youth:** any person in grades 7-12 and under 18 years of age
- **Vulnerable Adult:** any adult with developmental disabilities, physical impairments, or learning disabilities
- **Church leader:** a pastor or member of the church board
- **Staff member:** any pastor or layperson employed by the church in any capacity, full or part time, and persons performing regular, compensable work for which they choose to receive nominal or no monetary compensation.
- **Volunteer Worker:** any person involved in programs or activities serving children or youth who is not monetarily compensated for services.
- **Sexual Grooming:** behavior that increases a minor's susceptibility to sexual misconduct or reduces the likelihood of reporting. It includes anything that weakens a person's resistance to exploitation or manipulation, or interferes with ability to say "no".