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## INTRODUCTION

Welcome to the Children's Ministry at Generations Christian Church!

We are thrilled that you have decided to join our Children's Ministry Team! It is always exciting for us to welcome new crew members. Without you, our jobs would be impossible. Thank you for your interest in serving God and the children of our church and community. The experience you gain in working with children and watching them learn will only draw you closer to who God is and why He loves us. And we look forward to getting to know you better, too!

As part of working in the Children's Ministry, there are requirements to ensure the safety and security of all attendees and leaders. Please be sure to read this handbook carefully to answer any questions you may have before deciding to commit to a volunteer position. All crew members are required to take a Test Drive and complete the necessary paperwork before being approved to serve in the Children's Ministry. In addition, those in teaching or leading roles, are required to complete the GCC Leader Application and be a member in good standing at GCC.

Please complete the required forms as soon as possible (if you do not already have forms on file) and return them to the Children's Ministry office so we can get started on placing you where you are most suited to serve. Again, we look forward to becoming more acquainted with you and invite you to contact us with any questions.

Serving His kids and you,

GCC Children's Ministry Staff

GCC MISSION STATEMENT, CORE VALUES, & BELIEFS

PLEASE READ, RESPECT AND TEACH THE FOLLOWING:

**Mission Statement:** Connecting People to Christ

**Goals:** Worship, Grow, Serve

**Beliefs:**

In essential beliefs – we have unity.

*“There is one Body and one Spirit...there is one Lord, one faith, one baptism, and one God and Father of us all...” Ephesians 4:4-6*

In non-essential beliefs – we have liberty.

*“Accept him whose faith is weak, without passing judgment on disputable matters...who are you to judge someone else’s servant? To his own master he stands or falls...so then each of us will give an account of himself to God...so whatever you believe about these things keep between yourself and God.”*

*Romans 14:1,4,12,22*

In all our beliefs – we show love.

*“...If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains – but have no love, I amount to nothing at all.”*

*1 Corinthians 13:2*

The essentials we believe:

- I. We believe in one God – Father, Son and Holy Spirit (Genesis 1:2; Matthew 5:16, 45: 6:1, 4, 8, 9; John 1:1; 4:24; 14:9; 16-20; James 1:17; 2 Peter 1:21).
  - A. We believe in God the Father Almighty, Creator of all things visible and invisible (Genesis 1:1; Acts 17:24-28; Hebrews 11:3).
  - B. We believe in Jesus Christ, God’s one and only Son, our one and only Savior (John 1:14; 3:16; 1 John 4:9; 2 Peter 3:18),
    - 1. Who was born both fully human and fully divine, conceived of the Holy Spirit and the virgin Mary, and lived a sinless life (Matthew 1:18, 21:11; Luke 1:26-38; John 1:14; 19:19; Romans 5:15-17; Colossians 2:9; 1 John 1:1),
    - 2. Who suffered and was crucified (Luke 23:1-46),
    - 3. Who died and was buried, and Who rose again bodily from the dead on the third day (Luke 23:44 – 24:8; John 20:24-29; 1 Corinthians 15:3-8),
    - 4. Who ascended into Heaven and now sits at the right hand of the Father (Luke 22:69; Acts 1:1-9; Colossians 3:1), and
    - 5. Who will return to earth to judge both the living and the dead (Matthew 24:36-42; John 14:1-3; Acts 1:10-11; 10:39-42; 1 Peter 4:5).



## GCC BELIEFS CONTINUED

### C. We believe in the Holy Spirit

1. Who is a personal and active part of the triune God (John 16:5-15; Acts 1:7-8; Romans 8:26-27), and
2. Who indwells every Christian (1 Corinthians 3:16; 6:19; 2 Timothy 1:14).

### II. We believe in the Bible – God's Holy Word

A. We believe God inspired the original writings of the Scripture, and therefore, the Bible is completely trustworthy in all its parts (John 14:26; 16:12-15; Acts 1:16; 1 Corinthians 2:12-13; 2 Timothy 3:14-16; 2 Peter 1:20-21),

B. We accept the Bible as the final authority for all matters of faith and practice (Isaiah 40:8; Matthew 5:18; 24:35; Romans 15:4; Hebrews 4:12).

III. We believe that people created by God willfully sin against God and are consequently lost and without hope apart from Jesus Christ (Acts 4:12; Romans 3:23).

IV. We believe that salvation – the forgiveness of sins – cannot be earned but is given to us by God's grace only through the blood of Jesus Christ (Matthew 26:28; Romans 5:1-11; 6:23; Ephesians 2:8-10; Hebrews 10:19-22; 1 Peter 1:18-19; 1 John 1:7).

V. We believe that we must respond to God in faith (Ephesians 2:8-9),

A. Believing and confessing the truth about Jesus (Matthew 10:32; Romans 10:9-10),

B. Turning away (repenting) from sin (Acts 2:38; 3:19; 17:30),

C. Trusting Jesus as Savior and Lord (Romans 10:11-13; Philippians 2:11),

D. Being baptized (immersed) into Christ (Acts 2:38; Romans 6:1-4), and

E. Following Christ in trust and obedience (Romans 6:11-23; 12:1-2).

VI. We believe in the church of Jesus Christ, consisting of all Christians everywhere (Matthew 16:13-18; Acts 2:14-47; Ephesians 1:22-23).

VII. We believe in the church's mission: making disciples of all nations, baptizing them and teaching them to obey all of Jesus' commands (Matthew 28:18-20).

VIII. We believe that those who have put their trust in Jesus Christ will spend eternity with Him (John 3:16; 6:39-40; 11:25-26).

## OUR MISSION STATEMENT, THEME VERSE & GOALS

### Children's Ministry Mission Statement

Connecting Kids and their Families to Christ

### Theme Verse

*"Let every detail of your lives – words, actions, whatever – be done in the name of Jesus giving thanks to God the Father every step of the way."* Colossians 3:17 (MSG)

### Lil' Xtreme Kids (birth – age 5)

Each child should discover that:

God loves me  
 God made me  
 Jesus wants to be my best friend forever

### Xtreme Kids (Kindergarten – 5<sup>th</sup> grade)

Each child should learn to:

Plug In: by learning God's Word together  
 Power Up: by connecting with God and others  
 Pass It On: by loving & serving God and others

### Why Orange?

At GCC, we believe that parents are called to lay the spiritual foundation for their children. However, we want to do all we can to partner with families and give our kids the best possible chance of having faith-filled, God-centered lives!

**Red:** Families have an unmatched **love** for their children.  
**Yellow:** God uses us, His church, to shine a penetrating, life-changing **light**.  
**Orange:** What happens when we combine these two individually powerful influences to gain the biggest **impact** in changing the world for generations!

## CHILDREN'S MINISTRY APPLICATION PROCESS

### Application Process

1. Complete volunteer information card & background check form in Kid Zone lobby (Teens must also completed the driver addendum form with a parent signature.)
2. Schedule/complete a "Test Drive" to find best area for you to use your gifts to serve
3. Head to [gccxtremekids.com/volunteers](http://gccxtremekids.com/volunteers) to read the *Staff & Volunteer Handbook for Children's Ministry* then complete the online volunteer application
4. Receive approval to serve from a Children's Ministry staff member

## STANDARDS OF EXCELLENCE

Our ultimate goal in the GCC Children's Ministry is to lead children to Christ and then to help them grow in their Christian lives. Therefore, our volunteers should have relationships with Christ themselves! If you are unsure about where you stand with God, talk to one of our church staff members who would be delighted to share God's Word with you regarding salvation in Christ.

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

For those who are sure of their faith, the following standards should be evident in our lives as Christians and as volunteers in the Children's Ministry:

### Consistent in Fellowshiping with the Body

We are a family of believers who come together for worship and edification. We cannot effectively teach and serve children if we are not fellowshiping and learning ourselves.

*Hebrews 10:25 Let us not give up meeting together ...but let us encourage one another...*

### Committed to Christ-like Character

All children's volunteers and staff must manifest Christian virtue, serving as a role model, both in and out of "church" to our kids, parents, and one another in respect and Christian living.

*1 Timothy 4:12 Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.*

- **Devoted to Spiritual Growth**

We must devote ourselves to individual personal prayer and study to develop a constantly growing relationship with Jesus Christ.

*2 Timothy 2:15 Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and correctly handles the word of truth.*

- **Pure in Relationships**

Scripture dictates the standards of sexual behavior. The unique roles of male and female are defined in scripture. Homosexuality, pornography, and sexual relations with a person other than the one to whom you are married, is sin. Children's Ministry volunteers and staff are to maintain purity in relationships and keep sex within the confines of marriage only.

*Hebrews 13:4 Give honor to marriage, and remain faithful to one another in marriage. God will surely judge people who are immoral and those who commit adultery.*

- **Modest in dress**

A Children's Ministry t-shirt is the choice of uniform. In the absence of such, a standard of no belly, no low-cut or off the shoulder tops and no "too low" or baggy pants or short shorts must be upheld.

*1 Timothy 2:9 I also want women [and men] to dress modestly, with decency and propriety...with good deeds, appropriate for those who profess to worship God.*

## STANDARDS OF EXCELLENCE CONTINUED

- **Encouraging in Speech**

Our words should be encouraging and positive. There should be no insults, cut downs, gossip, or slander by personnel or kids in our care. Always discipline with love, focusing on the behavior in need of correction.

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

- **Respectful of Authority**

In word, action, and attitude, we should be respectful both in and out of ministry. We need to uphold those in authority directly over us, our GCC staff and directors, as well as those in leadership roles in other ministries.

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

- **Teachable in Spirit**

This may be the most important trait of someone who is seeking to serve the Lord! We all have weaknesses, but if we remain teachable, we have hope. We must be willing to listen to constructive criticism and consider the path of change.

*Galatians 5:25 Since we live by the Spirit, let us keep in step with the Spirit.*

- **Regularly Giving**

As part of the body of Christ, we are to give back to the Lord a portion of what He has given us. While we are each gifted to help meet the needs of the body, we also need to be committed financially, as regular givers to His work through GCC.

*Genesis 28:22 ...And of all that You give me I will give You a tenth.*

### **Responsible in Leadership**

We must put the kids first and be here every single week. This also involves attending meetings and scheduled outings, preparing ahead of time, studying lessons and building appropriate relationships with other volunteers, children, and families. Let your love show!

*1 Peter 2:17 Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king.*

### **In Partnership with Parents**

The spiritual upbringing of a child falls first to the parents. Our role is to come along side parents and help strengthen their child's spiritual formation as we teach and lead them through loving relationships and Godly instruction. Celebrate children's achievements with them and communicate with parents what they are learning.

*Proverbs 22:6 Direct your children onto the right path, and when they are older, they will not leave it.  
Deuteronomy 6:5-7 And you must love the Lord your God with all your heart, all your soul, and all your strength. And you must commit yourselves wholeheartedly to these commands that I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up.*



## GENERAL CREW MEMBER EXPECTATIONS

### Before Becoming a Crew Member:

- Complete the Children's Ministry application process (see Application Process).
- Regularly attend GCC worship services.
- Become a GCC church member if you would like to serve in a leadership or teaching position. (Membership is a requirement to serve as a Leader in the Children's Ministry).
- Commit to at least one year of volunteer service as a Crew Member. (Please give at least a 30-day notice if you must leave your position.)
- Know, understand and be prepared to implement all policies and procedures outlined in this *Staff & Volunteer Handbook for Children's Ministry*.

### While Serving as a Crew Member:

- Do not work if you are ill.
- Fulfill your assigned time commitment.
- Give at least one week notice of absence, if at all possible.
- **Arrive 20 minutes early.** Please be on time. When crew members are late, we cannot effectively run our programs and classrooms. Parents are uncomfortable leaving their children in rooms that appear to be improperly staffed and unprepared.
- Wear your Crew shirt so you will be easily identified as a Crew Member.
- Familiarize yourself with each weekend's lesson and be sure to read all communication from the children's ministry in order to stay up to date on events, announcements & potential changes.
- Finish all food and drinks before entering the children's area. There are serious, sometimes life threatening, food allergies in some of the children we serve. Also, we never want hot liquids to accidentally burn anyone in our care.
- Welcome those in your care (especially those you do not already know).
- Encourage children's participation in classrooms and worship sessions. Build relationships with each child. Know something about them. And commit to regularly praying for them & their families.
- Maintain safety and security at all times (see Emergency Procedures).
- Follow Drop-off and Pick-up procedures (see Check-in/out Procedures).
- Teen Crew Members - Meet the following minimum requirements: 12 years of age, in the sixth grade, and at least a 3-year age difference between crew members and the children being served. Teens may serve as Class Leaders upon staff approval but must be at least 14 years old. Those not meeting requirements may serve with serving parents.
- Keep good communication with fellow volunteers during services.
- Keep children safe. Do not allow them to climb on furniture or behave in ways that could be dangerous for themselves or other children. Get the attention of a director if you need help.
- Do not allow children to undress themselves, or remove their shoes.
- Use appropriate parts of the lesson outline to help build the children's spiritual foundation (and have fun) specific to the age group with whom you are working.
- Let parents know that their children are learning while they are in our care.
- Be a leader, to the kids in your care and fellow crew members.
- Enforce the Well-Child Policy as you are admitting kids into your classroom. Notify a director immediately if there is a problem or a child becomes ill during your care.

### After Retiring as a Crew Member:

- Return your orange Crew Member shirt to a Children's Ministry staff member.
- Complete the Volunteer Exit Survey to give us feedback on your experience.
- Let us know if you're willing to serve as a substitute in the future.



## SPECIFIC EARLY CHILDHOOD CREW MEMBER EXPECTATIONS

- Lay a foundation for the children in your care so that they'll know that church is a place where they are loved. Remind them that God loves them, God made them, and Jesus wants to be their friend forever.
- Only play worship/Godly movies during services, not movies in the rooms for childcare during the week (i.e., Cinderella). Do not play DVDs during lesson time. The DVDs may be used as a supplement if time allows.
- Keep your class tidy and follow sanitary procedures at all times.
- To prevent spread of illness, wash your hands and children's hands frequently.
- Always make sure there is someone at the door at drop off and pick up times.
- Take potty-training children to the restroom at least once during their time in care. The children's ministry at GCC *recommends* kids to be potty-trained by the time they are promoted to the 3-year-old class. It is a *requirement* for our 4-year-old kids to be potty-trained.

## SPECIFIC EXPECTATIONS OF PAID CHILDCARE WORKERS

- Background check required for all workers
- Must obtain approval to work from Childcare Director
- Must be trained prior to working at first event
- All workers should arrive 30 minutes prior to an event
- All workers must wear an orange Children's Ministry shirt
- Notify Childcare Director of any problems or concerns
- Workers must complete the "sign-in" sheet at the end of each event

## RATIO GUIDELINES FOR CHILDREN IN OUR CARE

	<u>Number of Kids</u>	<u>Number of Workers</u>
○ Infants	2	1 (must be 18 years of age)
○ Crawlers	3	1
○ Walkers/Twos	4	1
○ Threes	5	1
○ Fours/Fives	6	1
○ Elementary	12	1

## GUIDELINES FOR WORKING WITH CHILDREN

## Overall Guidelines

Provide a safe, loving environment by...

- Referring to each child by name
- Speaking in a loving, kind and gentle manner
- Bending down to the child's eye level, speak clearly and listen intently
- Patting a child on the head, hand, shoulder or back to affirm him/her
- Gently holding a child by the shoulders or hands to keep attention while redirecting behavior
- Not negatively labeling children
- Never punishing children physically (spanking, hitting, etc.)
- Calling for staff help with especially disruptive or disobedient children
- Not contacting or paging a parent without Children's Ministry staff approval
- Keeping composure and never panicking around children
- Tending to illness or injury then completing an *Incident Report* (obtained from director)
- Being open with directors about any negative situations.

## Suspicion of Abuse

Contact a Children's Ministry staff member IMMEDIATELY if...

- You notice suspicious bruises or injuries
- You notice unusual behavior
- A child says something suspicious or unusual to you
- You have an uneasy feeling about a child
- NOTE: Florida law requires the church to report suspicions of abuse – please do not take on the responsibility of calling authorities yourself but refer your suspicions to church employees. They will act within the church's legal guidelines and involve any other necessary church leadership.

## Safe Interactions

Protect yourself and each child...

- Express love and care in appropriate ways
- Never be alone in a closed room with a child or children
- Never touch a child in an area that would be covered by a bathing suit
- Do not take a child to the restroom alone
- Avoid kissing or coaxing a child to kiss you
- Avoid frequently carrying older children or having them on your lap

## WELL-CHILD POLICY

Any child who has had any of the following symptoms and/or illnesses in the past 24 hours and has not been on an antibiotic for more than 24 hours cannot be left in our care.

- Vomiting
- Fever greater than **99°** (axillary)
- Conjunctivitis (pink eye)
- Diarrhea
- Constant Coughing
- Chest Congestion/Raspy breathing
- Rash
- Head Lice
- Runny Nose (with continually thick discharge)

If you suspect any child in your care has one or more of these symptoms, inform a director immediately. If a director sees that a child is in violation of the Well Child Policy, that child will be isolated from other children. The Director will then page the child's parents and the child will be removed from our care. Please note that we do not administer any medicines.

## SANITATION PROCEDURES - EARLY CHILDHOOD AREA

Make sure your hands and children's hands are washed frequently, especially before and after diapering/potty time.

Hand sanitizer is available in each class for use on adults only.  
Do not use alcohol based hand sanitizer on children's hands.

When diapering – Wipe changing pad with disinfectant wipes and wash hands between each change (use gloves if preferred)

Place all "mouthed" toys out of reach in the mouthed toys bin until you can sanitize them.

At the end of each service time all volunteers in each classroom must use disinfectant wipes and spray to sanitize all toys, tables, surfaces, door handles and chairs used during that shift.



## EMERGENCY PROCEDURES

### Medical Incident

If a major medical incident occurs within Children's Ministry...

- Stay calm.
- One worker should stay with the injured/ill child.
- Second worker should personally contact director in charge or use the phone in the classroom to call the Kid Zone Welcome Desk or GCC Information Counter for help. The Medical Team on campus will be contacted, if necessary. They will evaluate and make the decision to call 911.
- The director from the Children's Ministry or a GCC Medical Team member will complete an incident report and contact parents.

### Security Incident

If a security incident occurs within Children's Ministry...

- Stay calm.
- Both workers should stay with the child/children.
- One worker should personally contact staff member in charge or use the phone in the classroom to call the GCC Information Counter for help. The Children's Ministry staff will be notified and contact the Security Team on campus to evaluate and offer assistance, including calling outside authorities, if necessary.
- The Children's Ministry staff or another qualified GCC staff member will contact parents.

### Campus Security Incident

If a campus incident occurs...

- Children's Ministry staff will be notified by the Security Team on campus.
- Instructions will be given to volunteers by personal or phone/intercom announcement.

### Lock Down

If you are instructed to "Lock Down" by Children's Ministry staff...

- Early Childhood – remain in classrooms
- Elementary – remain in Children's Worship Center
- Lock all doors.
- Do not respond unless "All Clear" announcement is given.

## FIRE PROCEDURES

### In Case of Fire

**Note: Infants and Crawlers rooms have fire cribs to evacuate children who are not yet walking. All other Early Childhood classes have line keeper ropes for kids to hold while evacuating.**

- Stay calm.
- Always respond to a fire alarm – do not wait to see if it is a false alarm. **There are Fire Safety Kits in each classroom and small group area to assist you.**
- Be sure to have an accurate head count of the children in your care before, during, and after evacuation of the building.
- All children and those caring for them should report to the North property line along the fence (Safe Zone C) until an “All-Clear” is given or parents have picked up their children.
- Early Childhood Classrooms/Hallway – **grab the fire safety kit hanging in your classroom**, exit the building through the east glass doors at the end of the Early Childhood hallway leading outside. If these doors are unsafe, proceed to the Elementary exit doors or another safe exit door. Head to Safe Zone C (see above).
- Elementary Worship Room– **grab the fire safety kit sitting in your small group area**, exit the building through the west doors on either side of the main stage. Use the elementary hallway if the stage doors are unsafe. From the hallway, use the glass doors to exit through the fenced area, pass through the gate and into the open field. After exiting any areas, head to Safe Zone C (see above).
- Multipurpose Room – **grab the fire safety kit sitting on the brown cabinet**, exit the building through the single glass door, travel through the fenced area, pass through the gate and into the open field. Head to Safe Zone C (see above).
- **Follow instructions in your Fire Safety Kit!** Children should be kept together with a line of volunteers and staff around them to keep the kids from “escaping” and to keep them safely secure. Early Childhood kids have guide ropes in each fire safety kit for kids to hold as they are led outside.
- No children should be released to parents until the kids have returned to their rooms or parents have been instructed to pick-up their children using their security tags. Parents will be notified that all children are in a safe place and they should follow the fire procedures for the safety and security of all involved.
- Keep close watch on the children for which you are responsible, carefully counting them as often as necessary.
- Return to your classrooms (or another specified location) once the “All-Clear” is given and dismiss the children to their parents, being careful to compare pick-up tags with name tags.

### If an alarm sounds when children are spread around the campus:

- **Grab the fire safety kit** in your area then evacuate from nearest exit door and walk directly to the back North property line along the fence (Safe Zone C).
- If it is too dangerous to exit through the nearest exit door, do not hesitate to find another way out.
- Count everyone in your class as they are leaving and in your care.
- The class leader should be the last one to leave, confirming all children have left the room.
- An area director will sweep the area to be sure of a full evacuation.
- After you are outside, count each person and make sure all are present. Wait until prompted to go inside.

### If an alarm sounds when children are gathered together in a general area:

- **Grab the fire safety kit** in your area then take the children nearest you and make sure they are led out of the buildings, through the nearest exit doors, marked with lighted “Exit” signs.
- Count those kids in your care as they are walking out of the building.
- Church staff will make sure all people have left the buildings and no children were left behind.
- Proceed to the North property line along the fence (Safe Zone C).
- Count each child in your care and make sure all are present. Wait until prompted to go back inside.



## REGISTRATION PROCEDURES

### Registered Children

1. Proceed to the check-in computers with their parents
2. Input the last four (4) digits of their telephone number, or their last name, on the computer
3. Select their name(s) and click on the "Check-in" box
4. Collect the two (2) identical tags (per child) after they print
5. Affix one tag to the child's back or front
6. If child will attend more than 1 service, adhere a "dot" (2 services) or "star dot" (3 services) to child's sticker (instructions are posted at the check-in computer kiosks)
7. Keep second tag for parents to pick-up kids after service
8. Report to classroom or worship room to be dropped off.

### New Visitors

1. Proceed to the Kid Zone Welcome Desk
2. Complete yellow Children's Ministry Registration Card fully
3. Receive highlighted temporary name sticker and parent pick-up tag
4. Report to classroom or worship room to be dropped off.

### Child Registered but Can't Check-in

The only children not in our computerized check-in system are those who are visiting for the first time, or those whose database records have been inactivated after several months of no attendance. (Records will be reactivated when a white update card has been received.)

1. Proceed to the Kid Zone Welcome Desk
2. Complete white Children's Ministry Information Card with name and any other necessary information
3. Receive temporary name sticker and parent pick-up tag
4. Report to classroom or worship room to be dropped off.



## DROP-OFF PROCEDURES

### Drop-off Procedures

- Every child in our care must wear a computerized name tag.
- If a child is assigned to the wrong class, changes must be made on the child's and parent's pick-up tags, and a white Children's Ministry Information Card must be completed at the Kid Zone Welcome Desk.
- Any child who will be in our care for more than one service must have a "dot" affixed to their tag (dots are at each check-in station).
- If a child has a highlighted line on their sticker, it means it is the child's 1<sup>st</sup> visit. These children and parents should be given special attention and introductions.
- If any child appears to be ill, do not hesitate to ask the parent if their child has been sick. If you are concerned that a child may be ill after a parent has left the Kid Zone area, please inform a director immediately.
- Every child must be greeted upon arrival.
- Make sure that any child who is potty training age or younger has a clearly labeled diaper bag with necessary items (i.e., diapers, wipes, change of clothes, light blanket, pacifier, etc.). Bag tags and clear labels are provided for the parents.
- In Early Childhood, write down the names of all children in your care on the white board as they arrive and make sure to put any notes that are communicated to you by the parent. Continue to update the board during care (i.e., diaper change, bottle, etc.).
- In Elementary, greet each child by name, looking at name tags if needed.
- Any infant or crawler may be fed a bottle or baby food. These items must be prepared and labeled by the parent with the child's name. Do not prepare formula or feed a child with a bottle that is not labeled. Also make sure to keep food and drinks out of reach of other children.
- No child (or volunteer) is permitted to bring food or drink into the class. Exception: children in walker's room are permitted to bring a sippy cup with water only.

### Crew Members Dropping off Children

- Volunteers must adhere a "dot" or "star dot" to their child's tag if their child will attend more than one service.
- Volunteers must inform the person in care of their child/children of where they will be during each service.



## PICK-UP PROCEDURES

### Pick-up Procedures

- The computerized name tags and pick-up tags are key to the security system for our Children's Ministry – please use them precisely, even for those who you may recognize.
- Parents must have the matching pick-up tag to their child's name tag before picking-up their child from services.
- Take the name tag and parent pick-up tag, match them together, rip both in half and throw them away – we don't want these tags floating around campus.
- Parents who have misplaced their pick-up tag may present a Driver's License or another photo ID to compare to their child's name tag. Their name must match the Parent's Name line on the child's name tag.
- Kids who have lost their name tags must be quizzed on who is picking them up and the information on the parent tag should match what the child says.
- If there is any question as to who may pick up a child, please find a Children's Ministry director or staff member.
- Once parents have picked up their child, that child is the parents' responsibility.
- If there are questions or concerns from parents, please direct them to a Children's Ministry director.
- As children are picked up, remind them to take personal belongings with them.
- Encourage parents and kids by sharing something positive you noticed that day.
- After most children have been picked up at the end of each service, be sure to tidy up your areas and sanitize all surfaces (including toys) with provided cleaning supplies. Inform Children's Ministry director if you need any more supplies.



TEAM COVENANT

GCC Children's Ministry
Team Covenant

I acknowledge that I have received my copy of the Staff & Volunteer Handbook for the Children's Ministry. I have read and become familiar with its complete contents including the "Standards of Excellence" for the Children's Ministry of Generations Christian Church. I accept my responsibility to uphold all expectations and implement all policies and procedures that have been set forth.

I certify that the facts contained in my Children's Ministry Volunteer Application are true and complete to the best of my knowledge. I understand and agree that the church may change, rescind, or add to any procedures or practices described in the Staff & Volunteer Handbook for the Children's Ministry from time to time. I also understand it is my responsibility to attend meetings and read updates to keep abreast of policies and procedures.

I will faithfully serve as a member of the Children's Ministry volunteer/staff personnel at Generations Christian Church for at least 1 year. I will do my best to fulfill my volunteer duties, knowing that the staff of Generations Christian Church will support me with curriculum, supplies, training and encouragement. I will partner with my fellow volunteers and the church staff to reach every child and his/her family for Christ. If any problems, questions or concerns arise, I will inform a Children's Ministry church staff member as soon as possible and not act on my own.

I promise to daily keep my personal relationship with God a reality through prayer and regular Bible study. I will prayerfully and humbly allow God to use me. I will strive to grow in Christ and learn more of Him as I am responsible to help children do the same.

It is our intent as a ministry serving God's children, to provide spiritual role models for His kids. All Generations Christian Church Children's Ministry volunteers and staff must be growing spiritually and be willing to follow the subsequent guidelines and all scripture regarding Christ-like behavior. If at any time during your service an issue arises causing inability to follow the set standards, or you become involved in unrepentant sin, please contact one of the children's ministers to determine steps needed for repentance, counseling and restoration. It may be necessary to remove yourself from service for a time so that you may focus on your own spiritual life, repair your relationship with Christ, and deepen your walk with the Lord.

I willingly sign this Team Covenant and promise to do my best to fulfill it.

Do Not Sign -this is For Your Records

Signature \_\_\_\_\_ Date \_\_\_\_\_
Printed Name \_\_\_\_\_

A copy of this team covenant will be available for you to read when you complete your Children's Ministry volunteer application. This copy is for your reference only.