

# 28 Kids

## Ministry Handbook

## **28 Kids Team Member,**

Welcome to the best team at BLDG 28! We are **so** excited you decided to serve the families of BLDG 28 Church.

Thank you for your willingness to step into such a crucial area of ministry. While only the Lord has the capacity to change hearts, we recognize the truth in "...how are they to believe in him whom they haven't heard? And how are they to hear without someone preaching?..." (Romans 10:14) Kids Ministry is serious business!

If you're interested in holding babies, telling Bible stories, singing songs, registration, or even preparing crafts or supplies, we have a place for you. Kids Ministry is serious fun!

Please familiarize yourself with this handbook in order to have a full understanding of the purpose, program and policies behind 28 Kids Ministry. Our priorities here at BLDG28 Kids are: Safety, The Gospel, Families, and Service. In that order. More on that later in the handbook. :)

We use Breeze Church Management for our scheduling and check-in process. Your volunteer sign-in is specific to you, so let me know at any time if you need your link!

For Kids Ages 3 through 5th grade, we use The Gospel Project. If you are working with these ages and do not get a link through Lifeway/Ministry Grid to access the curriculum, please let me know as soon as possible.

Note: You may get multiple emails at first, this is just for onboarding purposes.

Again, thank you for your service to our Lord and the children with which He has so graciously entrusted to our care for a time.

Please reach out to us if you have any questions about what you read here.

Let's go!

Melissa Hale  
28 Kids Ministry Coordinator  
BLDG28 Church

# Mission & Strategy

## What is our mission?

BLDG 28 Church exists to make disciples who believe biblically, love communally and disciple intentionally all to the glory of God. The mission of 28 Kids Ministry is to spread a passion for the glory of God in all things so that the next generation may know and cherish Jesus Christ as the only One who saves and satisfies the desires of the heart.

## 28 Kids Ministry

### What is our two-fold Mission?

1. Teach children about the glories of Jesus and motivate them to tell others.
2. Provide resources for parents to fulfill their primary role as disciple makers of their children.

### What is our mission strategy?

We will carry out our mission with a four-point compound strategy:

1. **Safety.** We ensure that we provide a safe and secure environment for children to receive biblical instruction and care.
2. **Gospel.** We use The Gospel Project to walk through the entire gospel over a three-year period.
3. **Families.** We provide tools to help parents disciple their families as a whole.
4. **Service.** We provide opportunities for families to love God and others by serving in their communities and beyond.

A compound strategy means that once the first point is accomplished, we can move to the second point. When we have met that goal, the third point is addressed, and then the last. While the gospel is of utmost importance, until we provide a secure environment, the gospel will not be taught. (Parents won't bring their children.) Only after we provide a safe place in which parents trust us can we share the gospel with their children, then we can offer them tools to teach at home. When parents and families are growing together in the truth of Scripture, they will be compelled to serve others in order to spread the Good News of Jesus Christ.

# Expectations of Volunteers

1. **Be Safe.** Ensure an environment that is secure and safe, allowing parents the ability to worship in confidence that their children are cared for.
2. **Be Punctual.** Teachers and Teacher Assistants are expected to be prepared to teach, checked-in, and in classrooms 20 minutes prior to students arriving.
3. **Be in Worship.** Serve one service, worship one service. We prioritize corporate worship and believe this is crucial to help us serve well.
4. **Be Dependable.** If unable to make your scheduled shift, please find your own replacement. If this is not possible, contact 28 Kids Coordinator as soon as possible. If it's within 24 hours, please text the Kids Coordinator if at all possible, in addition to removing yourself from the Breeze schedule.
5. **Be Flexible.** Kids Ministry can be unpredictable in terms of class sizes, number of volunteers, etc. Please be willing to shift last minute to accommodate the families we are serving.

# VOLUNTEER ROLES AND DESCRIPTIONS

## LEAD TEACHERS:

- This is the main teacher of the lesson from The Gospel Project. This is available for teachers of 3 years old- 5th grade through Ministry Grid via a link from the Kids Ministry Coordinator. If you don't have access to the curriculum, please contact [28kids@bldg28.com](mailto:28kids@bldg28.com) as soon as possible.
- Read and prepare the lesson in advance. This is best practice. The more familiar you are with the material, the more natural teaching it will come.
- Lead Teachers are Covenant Members of BLDG28 Church.

## TEACHER ASSISTANTS:

- The assistant teacher is responsible for assisting the teacher in a variety of ways which works best if the teachers communicate with one another ahead of time.
- Assistants may be asked to help with a craft/activity/game, or assist in bathroom breaks or anyone needing "special attention".
- This role is crucial. Again, the more familiar you are with the lesson, the more equipped and confident you will be.

## STUDENT HELPERS:

- Student Helpers are those students ages 12-17, screened as specified above, & approved by BLDG28 Staff. Students are supervised by an adult at all times.
- Helpers may be asked to help with a craft/activity/game, or assist in bathroom breaks or anyone needing "special attention".
- Students who are not "helpful" may be asked to step away from this role.

## ADMINISTRATORS:

- The face of our Kids Ministry and assisting teachers when needed.
- Admins help families check-in and find their appropriate classrooms.
- They also help with some minor data entry at the front desk.

## FLOATERS:

- These are our helpful ones who are ready to jump in and go wherever needed.
- This may mean helping in a class, gathering supplies, restroom breaks, etc.

## SUB ON CALL:

- This is the "substitute teacher" role.
- This is for someone who maybe has already signed up for once that month, but you know you'll be at church and can jump in if we are in a bind. These are the "minutemen" of Kids Ministry.

# Sample Service Schedule

Below is a sample schedule for the flow of an ideal service in 28 Kids for ages 3 years 1st Grade. 2nd-5th grade does not utilize crafts, so is adjusted accordingly.

## **Sunday 1st Service:**

**8:50:** Volunteers have checked in, in place, classrooms open, & children drop off begins

**9:15:** Church Worship begins. Greetings & Intros.

**9:20-10:35-** Bible Study, Activity & Game

**10:35:** Parents begin to pick up at rooms

**10:40-10:45:** Clean, sanitize, prep for next service

**10:45:** Drop off for next service begins

## **Sunday 2nd Service:**

**10:50:** Volunteers checked in, in place, classrooms open, & children drop off begins. **11:15:** Church Worship begins. Greetings & Intros.

**11:20-12:35-** Bible Study, Activity & Game

**12:35:** Parents begin to pick up at rooms

**12:40-12:45:** Clean, sanitize, prep for next service

## **Thursday Night Service:**

**6:25:** Volunteers checked-in, in place, classrooms open, & children drop off begins

**6:45:** Church Worship begins. Greetings & Intros.

**6:50-8:05:** Bible Study, Activity & Game

**8:05:** Parents begin to pick up at rooms

**8:10-8:15:** Clean, sanitize, prep for next service

# Screening of Volunteers

## 1. Lead Teachers

Lead Teachers are covenant members of BLDG 28.

## 2. Lead Teachers, Teacher Assistants, Student Helpers, Administrators, Floaters, Substitute Teachers, BLDG28 Staff.

A national criminal background check is required for all employees and volunteers at BLDG28. BLDG 28 utilizes “My Ministry Mobilizer” for our background checks.

NOTE: Anyone, including parents, who have not been screened are not permitted to stay in a classroom with children.

**Please refer parents to the Kids Ministry Coordinator or any Staff Member with concerns.**

A disqualifying offense that will keep an individual from working with children will be determined by Pastoral Staff on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/ or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the BLDG 28 Church.

# Check-in/ Check-out Procedures

At 28 Kids, a security check-in/ check-out procedure must be followed.

- At check-in, the designated parent will receive a claim ticket. The parent/ guardian must present this claim ticket at check-out in order to sign the child out from our care.
- Under no circumstance should volunteers release the child to a parent without a claim ticket unless authorized by a staff member or administrator.

## Check-In

- Guests must report first to the 28 Kids Admin Desk in order to accurately check their child in.
- If a child does not have a sticker upon arrival to the room, kindly ask them to visit the admin desk first and check their child in.
- Do not allow children to enter the room without a sticker showing they have been checked-in, and subsequently have the ability to be released to the appropriate adult.

## Check-out

- Parents must present their claim ticket to pick up their child. No child is to be released without this ticket, even if you personally know the family.
- If the parent has lost their ticket, please ask the administrator to contact a staff member. The staff or administrator will be responsible for releasing the child to the parent.

Note: Tell parents at least one positive thing about their child.

# Volunteer Check-in and Name Tags

Teachers, Assistants, and Helpers must also check-in with the administrator on duty. A name tag will be given to them to wear each service. They **must** wear this tag while serving. Do not allow anyone in a classroom without a name tag. If there is a discrepancy, please check with the Administrator on duty or 28 Kids Coordinator.



# Child Safety Procedures

1. A minimum of two adult workers will be in attendance at all times when children are being supervised. (The exception is if one adult is accompanying a child to the restroom.)
2. We do **not** allow minors to be alone with one adult on our premise or sponsored activities unless in a counseling situation. Minors do not count as the “two adult workers” in a classroom.
3. Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room. (The “Jack and Jill” doors are to remain locked to prevent children from leaving the room, of course.)
4. Teachers/ Teacher Assistants are the gatekeepers to the children. Guard the gate well.
5. Do not leave children unattended. Period. Even if the “Jack and Jill” door is open. An adult in the room at all times.

## Child Abuse

Child abuse is any action (or lack of action) that endangers or harms a child’s physical, psychological, or emotional health and development. Child abuse occurs in different ways and includes the following:

1. Physical abuse
  - a. Any physical injury to a child that is not accidental, such as beating, shaking, burns and biting.
2. Emotional abuse
  - a. Emotional injury when a child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
3. Sexual abuse
  - a. Any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
4. Neglect
  - a. Depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Elders of BLDG28 and legal team for further action, including reporting to authorities as mandated by state law.

Refer to:

([https:// www.myflfamilies.com/programs/abuse/publications/mandatedreporters.pdf](https://www.myflfamilies.com/programs/abuse/publications/mandatedreporters.pdf))

In the event that an incident of abuse or neglect is alleged to have occurred at this church or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker or church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.
3. All allegations of abuse should be reported to the civil authorities, and the organization will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The organization will fully cooperate with the investigation of the incident by civil authorities.
4. The insurance company will be notified, and the organization will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The organization will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of the organization should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.
8. BLDG28 will always err on the side of caution when notifying Staff of any suspected abuse or neglect.

# Policies

## 1. Diaper Changing Policy

The following applies to teachers, assistants, and student helpers.

- a. Only a female leader may change a diaper.
  - i. (This includes student helpers.)
- b. You may only change a diaper in the presence of another leader.
- c. **Keep one hand on the child at all times** on the changing table.
- d. Only change children on the designated changing tables.
- e. Make sure you are wearing gloves the entire diaper change.
- f. Get a clean diaper from the child's diaper bag.
- g. Ensure the child's bottom is on the liner of the table before changing.
- h. Wrap the diaper in the glove and dispose of it in trash when finished.
- i. Disinfect your hands before and after changing.
- j. Disinfect the changing table before and after changing.
- k. Make sure the child has a clean diaper before being given to the guardian.

## 2. Sick Child Policy

- a. Children who show any visible signs of sickness are not allowed within the classroom.
- b. When addressing a parent, ensure the parent we want the child to come back as soon as possible.
- c. If a child becomes sick during the class, remove the child from the classroom as soon as possible and ask the staff member to locate the parent.
- d. Child should remain home or be removed from the classroom if any of the following conditions exist:
  - i. Fever
  - ii. Vomiting or diarrhea
  - iii. Common cold (from onset through one week)
  - iv. Sore throat
  - v. Croup
  - vi. Any unexplained rash
  - vii. Pink eye or other eye infections
  - viii. Cloudy or green runny nose
  - ix. Persistent cough
  - x. Any communicable disease

## 3. Medication Policy

- a. It is the policy that BLDG 28 should not administer either prescription or non-prescription medications to the children under our care.
- b. Medications are to be administered only by a parent at home.

- c. Exceptions to the medication policy may be granted to children with potential life threatening conditions such as asthma or severe allergic reactions.

#### **4. Hand Washing or Sanitizing**

- a. Wash hands often, but definitely:
- b. Before and after handling a diaper change.
- c. After helping a child in the bathroom.
- d. After wiping/ blowing noses.

#### **5. Toy Cleaning**

- a. Toys are to be cleaned every week before you leave (after all the children have left)
- b. Spray all toys with disinfectant.
- c. If any toys have visible dirt, wash them thoroughly before spraying with disinfectant.
- d. If toys have visible mildew or mold, please notify staff members. iv. All classroom surfaces are to be sprayed with disinfectant.
- e. Do not wipe dry the disinfectant, allow time to air dry (this kills the germs).

#### **6. Room Cleaning**

- a. Clean at the end of class before leaving the classroom
- b. After the children are gone:
- c. Pick up trash in the room.
- d. Sweep all crumbs.
- e. Stack chairs.
- f. Use disinfectant spray on all toys and hard surfaces.
- g. Be sure toys are put away and counters are clear.
- h. In case of spill or accidental potty, please notify a staff member who will ensure the area is properly cleaned and treated.

#### **7. Restroom Breaks**

- a. Children five years of age and younger should use a class bathroom if one is available. If not available, then escort the child in a group of 2 or more to a hallway bathroom.
- b. The volunteer should remain outside the door with the door cracked in case the child needs help.
- c. In the case the child needs help, the door is to remain open the entire time the volunteer is assisting the child.
- d. Please use a door stopper in between the door and frame to ensure the door does not fully close.
- e. If the child is taking longer than normal, volunteers should open the

bathroom door and call the child's name.

- f. If only male leaders, please report to admin or another female worker to escort the child.
- g. If a younger child needs assistance with their clothing, assist them in the doorway of the bathroom.
- h. Door must remain open.
- i. Due to security policy, children ages Pre-K and up must have a parent change wet or soiled pants.
- j. Contact the administrator to call the parent.
- k. Please strongly encourage parents to have their child visit the bathroom prior to each class.

## **8. Accidental Injury to Child**

- a. In the event that a child or youth is injured while under our care, the following steps should be followed:
- b. For minor injuries, scrapes, and bruises, workers will provide First Aid (band-aids, etc) as appropriate and will notify the child's parent/ guardian of the injury at the time the child is picked up.
- c. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted, an ambulance will be called.
- d. Once a child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

## **9. Contacting Parents**

- a. Reasons for an administrator to call a parent:
  - i. If the child becomes ill.
  - ii. If the child has been injured.
  - iii. If the child has been crying for more than 10 minutes or when a parent notes. (Some parents don't want any crying.)
  - iv. Try the following things before contacting parents:
  - v. Check the child's tag for special instructions or comfort clues.
  - vi. Check the child's bag for a pacifier.
  - vii. Try to distract the child through play.
  - viii. Talk softly or sing while rocking or walking.
  - ix. Change the diaper if necessary.
  - x. Try feeding the child a bottle or snack.
  - xi. Ask another leader to try to calm the child.

## **10. Discipline Policy**

- a. It is the policy of BLDG28 Church not to touch in any way regarding discipline; grabbing, moving, forcing, etc... or administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking,

hitting, or other physical discipline of children. Workers should consult with a staff member if assistance is needed with disciplinary issues. If an issue arises, please contact a staff member immediately.

### **11. Disciplinary Tips**

- a. Redirection – In most cases, you can positively redirect a child’s attention to another activity or behavior.
- b. Positive Reinforcement – Children love to be rewarded. It is important to consistently reinforce positive behavior with smiles, encouraging words and from time to time, stickers or other rewards.
- c. If biting or a child injures another child, contact the administrator.

# Code of Conduct:

Staff and volunteers are required to adhere to the BLDG28 Church Child Protection Policy guidelines in all their interactions with children and youth including but not limited to the following:

- Being impaired by any substance, legal or illegal, while working or volunteering with children or youth is prohibited.
- Possessing or using concealed weapons or firearms while working or volunteering with children or youth is prohibited.
- Smoking or use of tobacco in the presence of children, youth, or parents while working or volunteering is prohibited.
- Staff and volunteers should not release children to any adult or family member, including older siblings, other than the child's parent/guardian . 5. Profanity, inappropriate jokes and media, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, youth, or parents are prohibited.
- Staff and volunteers will be mindful of the content on any portable electronic device, social networking pages, or other electronic media that might be accessible to any children and youth.
- Staff and volunteer adult and youth leaders shall wear appropriate dress when volunteering with children and/or youth.
- Movies used in all church settings shall meet the voluntary movie rating system guidelines established by the Motion Picture Association of America for age-appropriate content.
- Staff and volunteers may not date or be romantically involved with program participants or church members who are younger than 18 years of age.
- Staff and volunteers are required to read, sign, and adhere to all policies related to identifying, documenting, and reporting child abuse and will attend training sessions on the subject.
- Staff and volunteers are required to report any concerns or suspicions regarding their observations of any individual's interaction with a child. Including concerns related to alleged or potential abuse, which require specific immediate reports, these concerns may be reported to the individual. If the concerns are not alleviated by a change in the individual's behavior, a second report must be made to the Directors of Youth or Children's Ministry.
- If it is necessary for an adult to take a child or youth home after an event, all staff and volunteers shall abide by safe driving laws when transporting children or

youth. Driving record history shall be obtained on all youth leaders and volunteers. An effort should be made to contact the family and inform them of the situation before transporting the child or youth. It is always advisable for leaders to give parents advance notice and full information regarding the event in which their child or youth will be participating.

- In the event that a one-on-one child/youth to adult scenario arises, i.e., unexpected transportation needs, confirmation mentoring, or otherwise, parent permission should be granted in writing or by phone when possible. It is preferred to have mentors and confirmands meet in pairs or to meet in public places.