



REDEEMER FELLOWSHIP

Redeemer's Mission Statement: We exist to be a church for all generations.

Purpose of our children's ministry:

Our children's ministry, Redeemer Kids, is our church's method of teaching the Gospel to kids of all ages in our church, encouraging them to put their faith in Jesus and follow him. God gives parents and His church the task of teaching our children about Him. In church, volunteers fulfill this task by teaching the Bible stories, pointing the kids to Jesus, keeping them safe, loving each child, talking about our own relationship with Jesus, and praying for them (in and out of class).

Each week, our volunteers teach children the gospel, give kids the opportunity to hear the gospel from other adults in the church, allow kids to see that the gospel is real as it is lived out in their leaders' lives, show kids that they are loved by God and by the church, provide a welcoming environment that shows kids they are welcome in the kingdom of God, create a positive association between kids and the church, and pray for the kids.

Qualifications for Volunteers:

- Volunteers in the Children's Ministry will be members in good standing at Redeemer Fellowship Church.
- Volunteers will submit to a background check.
- Volunteers will sign the Children's Ministry Statement of Conduct.

Background Check Procedure

Background Checks will be done through Planning Center, specifically Checkr. A request for a Background Check will be submitted by a member of the Children's Ministry Team for all Children's Ministry Volunteer Applicants.

- Each applicant will receive an email from Checkr with a link to begin the background check.
- After clicking on the link, they will be prompted to fill out information, including SSN.
- They will be shown multiple screens of disclosures that applicants will need to check off acknowledging that they've been shown and read the disclosures.

- At the end, they will be prompted to type in their name which acknowledges their consent to submit to a background check.
- They can request a copy of their report to be delivered via email once it is processed.
- This can take several hours to several days to process.

Once the Background Check has been received, the Children's Ministry Team will receive a Clear Status from Planning Center or a Flag for review. Planning Center will only display those items that have been flagged.

The Background Check will look at 4 categories:

- SSN Trace
- Sex Offender Search
- Global Watchlist Search
- National Search

Check In & Out Procedures for Redeemer Kids

- Until such a time as is determined by the Children's Ministry Team, registration of children during the Sunday morning worship gathering will not be required. Once the determination is made that registration needs to occur, then this Policy and Procedure will be update to reflect current practices.
- Every Sunday morning, one of the teachers for Redeemer Kids will be present at least 15 minutes prior to the start of the service and remain upstairs to meet and greet new families with children.
- The teacher/greeter will let the family know where the classrooms are and give a tour if desired. They will also inform the family of the following
 - Children age PreK – 5th grade will remain upstairs with the family until they are dismissed prior to the preaching of God's Word. At which time the children will head downstairs to their classrooms accompanied by the teachers.
 - Children in 6th grade and over will remain with their family for the entire service.
 - Families are more than welcome to keep their kids with them during the entire service if desired.
 - At the end of the service, (during the final song or the announcements) the children will be dismissed from their classes to head back upstairs to sit with their families.

Check In & Out Procedures for the Nursery:

- Every Sunday morning, one of the teachers for Redeemer Kids will be present at least 15 minutes prior to the start of the service and remain upstairs to meet and greet new families with children. The teacher/greeter will let the family know where the classrooms are and guide families of nursery age child down to the Nursery.
- Nursery workers will arrive at least 15 minutes prior to the start of the service and remain until families have picked up their children.
- For new families, Nursery workers will have the parents/guardians fill out the Child Information Form.
- These forms will be hung up and displayed for easy access and visibility.
- Each Information Form will need to be reviewed by the child's parent/guardian every 3 months as children grow and change quickly.

General Classroom Security:

- All Redeemer Kids Teachers and Nursery workers will have completed an application submitted to the Children's Ministry Team for review and have submitted to a background check prior to working in any children's ministry position.
- Redeemer Kids Teachers and Nursery workers will wear name tags at all times.
- A team of two or more volunteers will staff all classrooms. Under no circumstances is a child to be left in a classroom unattended during the worship service.
- One adult should never be alone with a child.
- Head counts of all children should be made whenever the class or portion of the class leaves the classroom for any reason (including restroom trips and the assembly).
- Children's ministry volunteers should NEVER take photographs of children and post them online.
- In case of a fire or a fire alarm, the teachers are responsible to account for all children and lead them out the nearest door as quickly as possible. Take the class to the barn/shed that is along the gravel drive off the corner of the parking lot, and wait for parents outside in that location. A sign is posted in the nursery with a picture of this plan.

Sickness Policy:

- Parents are asked not to bring their child to children's ministry programming if one of the following conditions exists or has existed in the last twenty-four hours:
 - Temperature of 100 degrees or higher
 - Vomiting
 - Diarrhea
 - Severe Coughing
 - Colored nasal drainage
 - Pink eye
 - Head lice
 - Undiagnosed rash
 - Open skin lesions
 - Any infectious disease
- If a child shows signs of sickness including, but not limited to, all listed above, service coordinators should contact the parents and ask that the child be removed from the children's ministry area.

Food Policies:

- A snack of water and goldfish or animal crackers will be served to children one-year-old and up.
- It is the responsibility of the classroom teacher to ensure that allergy alerts for their classroom are printed and posted before feeding the snack to children.

Restroom and Diaper Policy:

- Older children should go the bathroom independently with an adult aware of their location.
- Depending on child's age/maturity, an adult may need to monitor the hallway to watch the child go to/from the bathroom.
- Younger children/toddlers should be escorted to/from the bathroom by an adult.
- The adult should remain in the outer area of the bathroom where they are visible.
- If a child asks for assistance, the adult can assist the child as needed, *however*, no adult should ever be alone with a child.
- In order to never have one-on-one situations, another adult or older child can be the 3rd person to go with the group.

- In order to keep the nursery well-staffed, nursery volunteers should ask a volunteer from the Redeemer Kids room to escort toddlers to the bathroom for them (again, with an older child/ 3rd person).
- A female should escort the children.
- Additionally, diaper changes need to occur when both teachers are in the nursery.

Sanitation & Hygiene:

- The very nature of childhood behavior can create an environment that has the potential to spread infection. Therefore, it is our commitment to try and maintain the safest, cleanest atmosphere possible to ensure the health and welfare of all children.
- A disinfectant spray will be used to sanitize all areas that are routinely in contact with children,
 - Such as diaper changing stations, toys, cribs, mattresses, walkers, etc., after each service and during the session if needed.
 - Objects to be disinfected include tables, chairs, toys, teaching pictures, blocks, cribs, shelves, walkers, swings, doorknobs and changing surfaces.
 - These items should be disinfected after each session or, if appropriate, after each use by an individual child (such as a toy that has been mouthed by a child).
- All children's areas (nursery, kids classroom, etc.) will be swept and/or vacuumed and the trash taken out of the trash cans and emptied into the larger trash cans after every session.

Planning Center:

- We utilize Planning Center for all communication for scheduling and curriculum assignments.
- You will receive a reminder email on Wednesday before your assigned volunteer Sunday. Please click accept in the email to confirm with the Children's Ministry Team that you will be there.
- If you are teaching in Redeemer Kids, you will need to log in to Planning Center during the week to see your curriculum assignment. You can download the PDFs of the curriculum and use that to plan your lesson for that week.
- If you are unable to work your assigned week, you are responsible for finding a replacement and notifying your co-teacher. If you are unable to find a replacement for yourself, please contact Christina Zolezzi.

Closing Procedures After Service is Over:

- **Redeemer Kids To Do Checklist**
 - Sweep Floor (especially under tables/around chairs)
 - Disinfect Tables using provided disinfectant
 - Throw away any trash, cups, napkins, uneaten snacks, etc.
 - Clean up and straighten all crayons, coloring sheets, etc.
 - Turn off TV and DVD player
 - Take out trash bag and empty into larger can in Fellowship Hall and replace trash bag in the small can in children's area
 - Turn off the lights
 - Ensure that door that leads to playground is closed securely
- **Nursery To Do Checklist**
 - Vacuum Floor (especially under tables/around chairs)
 - Disinfect table, toys, and changing table using provided disinfectant
 - Throw away any trash, cups, napkins, uneaten snacks, etc.
 - Clean up and straighten all toys and the changing table area
 - Take out trash bag and empty into larger can in Fellowship Hall and replace trash bag in the small can in the nursery
 - Turn off the lights
 - Close door to nursery when you leave