

A photograph of two young girls sitting at a wooden table in a brightly lit room, likely a classroom or activity room. They are both smiling and engaged in a painting activity. The girl on the left is wearing a pink and black striped shirt, and the girl on the right is wearing a colorful patterned shirt. They have paintbrushes and a cup of blue liquid on the table. The background shows a yellow wall with some colorful posters or drawings.

EKIDZ

Field Guide

Ekidz Youth Leader Field Guide

Table of Contents

- Pg 1. Prayer Journal
- Pg 2. Mission, Vision and Priorities
- Pg 3. Emmanuel Children should know that they are....
- Pg 4. Leader Requirements
- Pg 5. What Children Need
- Pg 6. Endeavor to Disciple Children
- Pg 7. Basic Procedures to Remember
- Pg 12. Frequently Asked Questions
- Pg 14. Child/Teen Protection Policy

Pastor Dan Neighbors

217.649.3359 | dneighbors@emmanuelbaptist.com

Diane Smith

419.917.8346 | dsmith@emmanuelbaptist.com

Emmanuel Baptist Church | 4207 W. Laskey Rd. Toledo, OH 43613 | 419.473.3280

Prayer Journal

Mission, Vision and Priorities

OUR MISSION

Emmanuel Baptist Church exists to glorify God by preaching the gospel to our neighbors, and by making disciples of Jesus who are submitted to his lordship, grounded in his teaching, and sincere in his love.

OUR VISION

Our Vision for Emmanuel Children's Ministries is to fulfill the mission of Emmanuel Baptist Church by Impacting Children & families for Jesus Christ with the gospel in ways that ignite a relationship with God and motivate community influence.

OUR PRIORITIES

Our priority then for every child & family is that they walk away from Emmanuel Children Ministries understanding and embracing the truths of Ephesians 1-2 which state that they are loved, rescued & given a purpose by Jesus Christ through His work on the cross.

NOTES

Emmanuel Children should know that they are....

LOVED: Children fellowship, worship, learn, and grow in a safe atmosphere where they are shown the love of Christ to remind them of the love that Jesus has for them.

RESCUED: Gospel-focused teaching, classes, and relationships that intentionally cause children to grapple with the truth that Jesus has done everything necessary to rescue them from their sin and give them a new life with him.

GIVEN A PURPOSE: A life that has been changed by Jesus Christ should translate into impacting your home & community with the gospel through how you live at home & church, being a light for Jesus at school, and taking opportunities to tell people about Jesus.

NOTES

Leader Requirements

This is what is required of you:

1. Member of Emmanuel Baptist Church.
2. Attend Sunday Services regularly. Everyone should be able to attend worship during one of our two Sunday services.
3. Actively growing in your relationship with God by being in God's Word and having an active prayer life.
4. Actively seeking to grow at Emmanuel through connection groups, Journey Groups, Gospel project, or discipleship.
5. Support and teach beliefs taught by Emmanuel Baptist Church (you can find this information at emmanuelbaptist.com) and not giving personal opinion without the biblical support for such beliefs.
6. Able to consistently attend Children's ministries on the day and time I am scheduled to serve. Consistency is key in working with children.
7. Agree to follow Emmanuel's Children Policy as laid out in this field guide. Please read the entire policy.
8. You are a healthy, encouraging, and positive member of our Children's Team.
9. If you have a problem or frustration with Emmanuel, EKidz, leadership, or of a nature that impairs your leadership, please schedule a visit and talk with a Pastor instead of discussing with others that cannot solve the problem.
10. Passionate about serving and ministering to Children. If at any time that passion and desire disappears, you're willing to talk with a pastor about future service.
11. Committed to fulfill my duties and responsibilities in Children's Ministry with excellence, doing whatever is necessary to glorify God by being an example of Jesus to children, parents, and coworkers at Emmanuel.

What Children Need

To be an effective EKidz leader you must:

1. **Share The Hard Truth** - children get plenty of honesty from their friends, but they need a leader who tells them the truth out of love. They need someone who sees God's best for them and will work with them to bring it out.
2. **Show Unconditional Love** - Love is one of the most confusing and often misunderstood words to children. Leaders need to model what it looks like to love unconditionally.
3. **Be Humble & Honest** - Children will be blessed by having a leader who shares their life story with them, not someone who only preaches at them. Tell them the redemption story of your life. Allow them to see and understand your mistakes and let them know the peace you have from forgiveness.
4. **Provide Challenge** - Paint a picture for Children of what they can do for God. Let them see how God has used children to accomplish His goals. Help them understand what God wants to do in them and through them.
5. **Be Selfless** - Children have one great love: themselves. It is a vital responsibility of the leaders to work at teaching their Children the act of selflessness. By putting others' needs first, leaders have the opportunity to consistently show Children that life is about more than just themselves.
6. **Give Value** - Children are bombarded daily from every direction about who they should be in the eyes of the world: smart, attractive, wealthy, funny, etc. A leader building intentional relationships challenges them in areas that reach deeper. Remind Children of their potential in Christ, and show them what is important by how you give your time.
7. **Be Consistent** - Empty promises are hard to forget. What if our children had a relationship with someone they knew they could always count on? Leaders who are consistent do what they say and they keep their promises.

YOU WILL BE MOST EFFECTIVE WHEN YOU POINT TO BIBLICAL TRUTH RATHER THAN POP CULTURE/OPINIONS.

Endeavor to disciple Children

THE DISCIPLER'S ENDEAVOR

THE DISCIPLE'S EXPERIENCE

PRAY REGULARLY FOR
YOUR STUDENTS

EMBODY
PRAYER

LOVE & CARE FOR STUDENT
DEVELOPED THROUGH PRAYER

DEVELOP MEANINGFUL
RELATIONSHIPS

BUILD
TRUST

LOVE & CARE SHOWN IN
LIFE DISCOVERY QUESTIONS

SHARE PERSONAL STORIES
OF GOD'S GRACE

SHOW
GRACE

SEE VULNERABILITY THROUGH
YOUR STORY OF REDEMPTION

ASK INTENTIONAL QUESTIONS
THAT LEAD TO THE NEXT LEVEL

SHARE
TRUTH

FEEL CHALLENGED BY DEEPER
RELEVANT QUESTIONS

HELP STUDENTS TO MAKE
BIBLICAL LIFE APPLICATIONS

ENCOURAGE
CHANGE

FACE STRUGGLE & TENSION
THAT LEADS TO DECISION

PUT A PLAN IN PLACE TO HOLD
STUDENTS ACCOUNTABLE

EMPOWER
OBEDIENCE

EMBRACE THE SHARPENING
NEEDED TO GROW

Basic Procedures to Remember

What are some basic procedures from the Children Policy that need the most reminders?

Approved Workers:

- Every staff member (paid or non-paid) who works with minor children, while on duty, will wear the official name tag issued to those who have been accepted for ministry service at EBC.
- Committed to fulfill my duties and responsibilities in Children's Ministry with excellence, doing whatever is necessary to glorify God by being an example of Jesus to children, parents, and coworkers at Emmanuel.
- Late – Being late is not acceptable, but in case of an emergency, if you are going to be late, please inform the Children's Director as well as your other staff members in your class.
- Absence (In Case of Emergency)
 - o During your scheduled month or quarter of service, you are expected to serve each and every week. Absence is only allowed in cases of emergency i.e. serious illness or family crisis.
 - o Since you have committed to serve, please do not schedule vacation or make other commitments during your scheduled month or quarter of service unless it does not conflict with your service times.
 - o If you must be absent due to an emergency, you are required to find your replacement. Options for replacements will be included with your service schedule. Names & phone numbers will be provided. Please contact through the list looking for a replacement before contacting the Children's Director for help. Once you have found a replacement, please call or text the Children's Director and your classroom leader to inform them of the changes.
 - o If you already know of specific dates that you will be gone, please contact the Children's Director as soon as possible to make sure you are not assigned to serve on those dates.

Check-In & Check-Out Process:

- Only parents/guardians are allowed to check in or check out their child.
- Under no circumstances will a child be returned to anyone without the pager and the parent/ guardian identification card. No one under the age of 18 will be allowed to pick up a child.
- In case of a lost or misplaced pager or name tag, the Children's Director may release the child only after the parent/guardian presents a photo I.D. or proper identity is otherwise confirmed.
- Please stay in your room with your children until the parent/guardian comes to pick up their child. Do not leave your classroom to take a child to their parents. If it is late and the parent has not arrived, please send a worker to go find that parent.

Classroom Procedures:

- Every EKidz staff member must arrive 15-20 minutes before their scheduled time begins. The purpose is to be prepared and ready to greet and welcome kids as they arrive.
- Showing up late after parents and children arrive shows parents that their children are not a priority.
- In case of an emergency, if you are going to be late, please inform the Children's Director as well as your other staff members in your class.
- Greet children and parents dropping off. Connect new children with children who are regular attenders. If possible talk with the parent and assure the parent that their child will do fine.
- Play and interact with the children. This is why you are here. Don't just simply send them away by themselves to play so that you can sit down, actually spend some time getting to know them and interacting with them at their level. Your interacting and playing with a child immediately will put the child and the parents at ease giving them a sense that we know what we are doing and are professional. We want our families to feel confident in leaving their children with us for the service.
- Be involved in every aspect of your classroom. Spending time browsing Facebook or giving your attention to anything other than the children is not acceptable. You are there to serve. When you are not connected with what is going on in the classroom, our excellence begins to decrease and our children begin to disconnect as well.

- Look to interact with children that struggle to pay attention or connect with the rest of the class. It's possible they may learn differently or need some extra attention. If you are able, give them that extra attention to get them connected and involved.
- Drink Pitchers are available in the room for snack drink. Get water from drinking fountain in hallway near the nursery for cold water. (No need to go all the way to the kitchen.)
- After each Sunday service and Wednesday night program – classroom cleanup
 - o Extra papers discarded
 - o Snacks put away in cabinet
 - o Tables and chairs wiped down
 - o Drink pitcher put under the classroom sink
 - o Put any offering collected in zippered bag and place it in the interchurch mail box located in the main foyer.

Proper Staff to Children Ratios:

- Children must never be left alone in a classroom.
- No adult shall be alone with a child. At least one other adult must always be in the area.
- When a situation arises where you are alone with a child of the other gender, quickly move that situation to a public setting. Make the meeting as brief as necessary to accomplish God's purpose.
- When family members are serving together, there shall be a third, unrelated person present (such as a Hall Monitor).
- Ideally, there should be one worker per every 5 children with no less than two workers for each classroom. In cases where there are less than 10 children, extra volunteers should check with the children's director and then head to adult classes or services. In cases, where there are more than 10 children, we must do our best to keep the 1-5 ratio depending on the age of the children.

Bathroom Policies:

- If you have a bathroom in your classroom, please use those facilities rather than marching the children down the hall.
- All children age two through grade three, must be accompanied to the restroom by an adult leader.
- Children in the fourth and fifth grades may go to the restroom without an adult leader, but must always go in groups of two.
- To maintain privacy, a restroom stall should be entered by a staff person only when the child is in need of assistance. At such times, the stall door or exterior door must remain open. Restroom door should be propped open and observe the activity of the child from the threshold.
- Every child with a diaper must be changed at least once during each teaching period. All children with diapers/pullups must be checked by 11:15am before the service is over.
- Diapers are to be changed in designated areas and in keeping with the two-person rule. At times the child may be brought to the nursery staff for diaper changing if the toddler room is staffed with only two individuals.

Showing Compassion & Love to Children:

- A key component of children's ministry is loving them like Jesus Christ. If you are not able to love children and their families by showing compassion towards them while serving, children's ministry may not be for you.
- Children's ministry that is characterized by frustration, indifference, anger, raised voices, or an inability to show compassion and care towards children and parents will not be tolerated.
- At times children will cry, scream, and cause major problems when separated from their parents. Here are some tips to help console these children, many of which are good general rules when dealing with any child.
 - o Remember that doing nothing is never a good option. If you were scared, lost, and feeling alone; you'd want someone to help care for you so that you didn't feel that way.
 - o Get on their level. Bend down, get on your knees, and talk to them at eye level instead of towering over them. Using calm and pleasant language that they understand will go a long way.

- o Reassure them that being in this classroom is going to be a great thing and that the other kids are glad to have them there.
- o Divert their attention from mom and dad leaving to all of the amazing things that they can do in the classroom. Introduce them to another child. Show them some toys that they can play with and begin to play with them.
- o Holding and giving hugs to a preschool or younger child is appropriate when they are upset. Taking time to give them some comfort and attention can go a long way in calming them down.
- o Have patience. For whatever reason a child is upset, it will take some time to calm down. Do everything in your effort to interact with them and show them compassion in order to calm them down. Paging the parent/guardian is a last resort and only after you have spent time doing your best to console and comfort the child.

Appropriate Touch:

- Appropriate touching includes holding a child's hand while listening to him or her or when walking to an activity, putting your arm around the shoulder when comforting, gently patting the head or shoulders, and holding a preschool child who is crying.
- Appropriate touching is always "above reproach" and has the child's best interest and welfare at heart, as well as the personal testimony of the staff person.

Dealing with Injuries:

- Minor injuries can often be handled with a bit of loving care, a cool cloth and a Band-Aid. (First Aid Kits are located in the Sunday School office and in children's classrooms.)
- The child's parents and the Children's Director shall be informed immediately of any accidents, injuries, or illnesses suffered by the child while under our care.
- An incident report must be filled out for each injury a child receives while under our care.

Required to Report:

- All suspicions of child or sexual abuse must be reported to the ministry director who shall report it to the mandated reporter in the organization. That person will notify the appropriate agency.

Frequently Asked Questions:

Where are basic supplies?

-There are basic supplies stocked in your drawers and cabinets. If you need any additional supplies, check in the new Resource Room located in the south hall of the EKIDZ wing.

Do we have a roster?

-YES! Two copies of the roster are hanging in the far left cupboard in your room. Please keep it there so all workers will have access to it.

How do I know if a child has an allergy?

-The word "allergy" is printed on their name tag. To find out the specific allergy, refer to the roster (located in the far left cupboard). Allergies are highlighted in yellow.

Where is our offering bag and what do I do with it after we take the offering?

-The offering bag is also located in the same far left cabinet as the roster. Return it there after you collect the offering.

How do I make copies?

-There is a copier located in the EKIDZ wing! It is in the Resource Room located in the south hall of the wing. You will need to use the copier code 10026 to operate the machine.

How do I hang things on the wall?

-ONLY sticky tack is to be used on the walls. There is at least one package of sticky tack located in one of your drawers. NOT tape, tacks, staples or anything OTHER THAN STICKY TACK.

Did I hear right?! The blackboard paint is magnetic?!

-YES! You heard right! A supply of magnets is available in one of the drawers in your room. Use it to attach to flannelgraph or other teaching aids you wish to hang up.

Which hall will the children be entering from?

- Birth through Kindergarten ages are being directed to go down the north hallway. Coat racks are available in their rooms.
- 1st - 5th grade is being directed down the south hallway and should hang their coats up in that hall.

Why do we have a phone in our room?

- Phones are located in every room in case of an emergency. If you need to call out, you first need to dial 9, then the number.

How do I page a parent?

- If you are located in a nursery with the paging transmitter, use the transmitter to page the appropriate number.
- If you do not have a transmitter in your room (Twos & Threes), call the nursery and ask them to page the parent for you. Dial 181 OR 182 (no 9 in front of it) and press the "Dial" key at the top left. This will dial one of the nurseries that has the transmitter. Someone should answer, give the appropriate pager number and ask them to page it.

How do I play music?

- You can do this right on the TV! Turn on the TV via the Insignia remote (located on the dvd shelf). Place CD in DVD player. On the TV remote, hit input then select "Component/AV". Then hit Play on the DVD player (or use Sony remote). That's it!

Can I use my computer with the TV?

- Yes. All TV's are equipped with VGA & HDMI connections.

Why are there TVs in the nurseries?

- Video of the service is available on these TVs. The TVs can also be used for playing music for the children. (see how to play music above)

Child/Teen Protection Policy

Emmanuel Baptist Church

Adopted March 1, 2011

I. Introduction

The safety of the children and teens who participate in ministries and meetings of Emmanuel Baptist Church is to be protected at all times from all forms of abuse. The good name of the godly men and women who serve in children and teen ministries is, as well, to be protected from false accusations. Above all, the name and testimony of our Lord and Savior is to be protected from any hint of inappropriate behavior and false accusation.

With these desired protections in mind, Emmanuel Baptist Church has established the following Child/Teen Protection Policy. This policy is to be applied to all ministries* of Emmanuel Baptist Church involving minor children.

***Emmanuel Baptist Christian School (including the Pre-School)
has established child protection policies unique to its situation.**

A. Examples of Appropriate Touch

Appropriate touching includes holding a child's hand while listening to him or her or when walking to an activity, putting your arm around the shoulder when comforting, gently patting the head or shoulders, and holding a preschool child who is crying. Appropriate touching is always "above reproach" and has the child's best interest and welfare at heart, as well as the personal testimony of the staff person.

B. Forms of Abuse that Will Not be Tolerated

Inappropriate touching such as fondling, oral, genital, or anal penetration, intercourse, forcible rape, and the like will not be tolerated.

Inappropriate non-touching verbal comments, pornographic pictures of any type, obscene phone calls, exhibitionism, allowing children to witness sexual activity, and the like will not be tolerated.

C. Educating the Congregation on Child Protection

The congregation of Emmanuel Baptist Church shall be made aware of the high regard given to the protection of children and teens through the following activities:

Bulletin Inserts

Posting of Child/Teen Protection Policies in appropriate places

Identifying eligible staff through the wearing of name tags

Pulpit comments and support regarding the protection of children

Training of staff regarding the Child/Teen Protection Policy

II. Screening Process

A. Establishing Ministry Eligibility

Every staff member (paid or non-paid) who works with minor children or teens must successfully complete the established screening process. This process will be conducted with appropriate considerations for record keeping, time, and confidentiality.

The process will include six steps:

1) Written Application asking for the following information and permissions:

Personal Information

Testimony of faith in Christ as personal Savior, brief summary of personal Christian growth, and agreement with the Articles of Faith of EBC

List of references and permission to conduct a background check

2) Reference/Background Check

Reference and background checks will be conducted by the Pastor assigned to Christian Education and handled with appropriate record keeping and confidentiality.

3) Personal Interview

Personal interview will be handled by the appropriate Pastor or his designee.

4) Decision Regarding Application

The decision regarding an application for ministry with minor children will be communicated to the individual.

5) Appropriate Training for the Assigned Ministry. This training shall include:

Orientation to the Child/Teen Protection Policy of EBC

Orientation to the particular ministry assigned.

6) Annual Review

On or about September 1 of each year all staff will reapply for ministry as a means of updating needed and pertinent information.

B. Maintaining Confidentiality

The Personal Information, References, Character Affirmation, and Applicant's Statement portions of the APPLICATION FOR PAID/NON-PAID STAFF submitted for ministry with children and teens and related information (including references and background check replies) will be marked as STRICTLY CONFIDENTIAL and kept secure with password protection and, when printed, under lock and key. The Pastor assigned to Christian Education will gather, review, assess, and maintain the security of this information. He will be the only person privileged to this confidential information and will be duty bound to keep this information strictly confidential. The Church Membership and Ministry Experience portion of the application is considered NON-CONFIDENTIAL and may be shared with appropriate individuals involved in selecting staff for ministry positions.

C. Identifying Ministry Eligibility

Every staff member (paid or non-paid) who works with minor children, while on duty, will wear the official name tag issued to those who have been accepted for ministry service at EBC.

III. Child Protection Procedures

A. Identifying the Practices of Protection

The following practices shall be adhered to during any official ministry or meeting of Emmanuel Baptist Church.

I. Specific Practices for Babies in the Nurseries

General Practices

Eligible and assigned staff will wear identifying name tags at all times while on duty in the Nursery.

Never leave any baby alone in the Nursery.

At least two adults must be in the Nursery area at all times. When family members are serving together, there shall be a third, unrelated person present (such as a Hall Monitor).

Corporal punishment is not permitted.

The baby's parents and the Nursery Ministry Coordinator shall be informed of any accidents, injuries, or illnesses suffered by the baby while in the Nursery.

In serious situations contact the head usher who will obtain help from the First Responder Team to assist with medical situations.

In the event of an accident, an Incident Report form must be filled out completely and quickly and submitted to the business office.

No over the counter or prescription medication shall be administered by any Nursery worker to any baby or child under his/her watch care.

No children under age thirteen will be permitted to serve in the Nursery at any time. This includes children of Nursery workers. Approved teens thirteen to eighteen may serve under the supervision of an adult Nursery worker.

Parents and guardians are always welcome in the Nursery. However, they should be encouraged to attend the worship service or Bible study group of their choosing.

Nursing mothers will be encouraged to take their baby to the privacy room provided for nursing mothers.

Check in / Check Out Procedures:

A pager and a name tag will be given to the parent/guardian of each child. A corresponding name tag will be placed on the baby.

Only parents/guardians are allowed to check in or check out their child. Under no circumstances will a child be returned to anyone without the pager and the parent/ guardian identification card. In case of a lost or misplaced pager or name tag, the Nursery Ministry Coordinator may release the child only after the parent/guardian presents a photo I.D. or proper identity is otherwise confirmed.

2. Practices for Children Ages Two Through Grade Five

General Practices

Eligible and assigned staff will wear identifying name tags at all times while on duty.

Children must never be left alone in a classroom.

Corporal punishment is not permitted.

No adult shall be alone with a child. At least one other adult or another child must always be in the area.

Married couples may serve together when another adult (such as a Hall Monitor) is in the area.

When needed and feasible, an eligible adult may act as a Hall Monitor to be available to assist where needed.

All classroom doors will have windows. These windows shall not be blocked by any material or obstacle.

All children ages two through kindergarten must be given a name tag to wear while under the care of ministry team members. The parent/guardian will be given a corresponding tag to take. This name tag must be presented in order for the child to be released. No child will be released to an individual twelve or under.

No one under the age of 13 is allowed to work alone with minor children.

Middle School students (sixth and seventh grades) may serve in selected ministries. Such service is restricted to specific duties or tasks and shall be closely supervised by approved adults assigned to the ministry.

Teens thirteen to eighteen, when approved for ministry, may serve under the supervision of an adult. This ministry is to be on a limited basis and with children no

closer than four years of their own age and with children no younger than two years old.

No activities are to take place in private rooms, offices, or isolated areas of the building.

No activities shall take place outside the classroom unless an Outside Activity Request has been completed and approved by the Children's Ministry Coordinator or a Pastor at least one week prior to the activity. Outside Activity Request forms are available in the Sunday School Office.

Restroom Practices

All children age two through grade three, must be accompanied to the restroom by an adult leader. Children in the fourth and fifth grades may go to the restroom without an adult leader, but must always go in groups of two.

To maintain privacy, a restroom stall should be entered by a staff person only when the child is in need of assistance. At such times, the stall door or exterior door must remain open.

Restroom visits for children ages two and three should have a maximum of four children accompanied by two adults and always use the closest appropriate restroom.

Restroom visits for children ages four through kindergarten should be taken in groups by gender.

In times of emergency when an adult or teen must escort a child to the restroom solo, the restroom door should be propped open and observe the activity of the student from the threshold. Alert the Leaper Nursery staff of the situation so that one of their staff can keep watch from the counter area to keep the two-person rule in check.

Diapers are to be changed in designated areas and in keeping with the two-person rule. At times the child may be brought to the nursery staff for diaper changing if the toddler room is staffed with only two individuals.

3. Practices for Minor Teens

Any verbal or nonverbal sexual interaction with any student is inappropriate and forbidden.

Dating or going out with any junior or senior high student is forbidden.

Discretion must be used in physical contact with any students. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body-to-body hug, stroking, massaging, or affectionate kissing raises questions. Any overt display of affection, appropriate hugging, for example, should be made in a public setting in front of other group members.

Sexual gestures or overtures to a staff member by a student should be reported to one of the ministry directors or the student ministries Pastor so that discussion can be held with the student.

Staff should form male/female ministry teams whenever possible.

One-on-one counseling with a student should always occur in a public place, never alone in a car or a private place. When counseling a member of the other gender, a member of the same gender as the counselee shall be present in the area during the counseling session.

When a situation arises where you are alone with a student of the other gender, quickly move that situation to a public setting. Make the meeting as brief as necessary to accomplish God's purpose.

Driving alone with a student of the other gender is strictly prohibited.

Romantic or sexual attraction for a student by an adult leader should be brought up and discussed with the ministry director for prayer and guidance.

All suspicions of child or sexual abuse must be reported to the ministry director who shall report it to the mandated reporter in the organization. That person will notify the appropriate agency.

Any knowledge or suspicion of any youth ministry staff having an inappropriate relationship with a student must be reported promptly to the youth ministry leader. If the person in question is the leader, the report shall be made to the supervisor of that person.

No wrestling or physical horseplay should ever occur between staff and students of the opposite sex.

B. Managing Compliance Practices and Deviations

I. Insufficient eligible staff

When sufficient eligible staff is not available for a ministry or meeting, the following procedure shall take place.

- a.** The person in charge of the ministry or meeting may seek additional staff from other eligible individuals or, under certain circumstances, from a parent of one of the children.

Note: Parents are always welcome to attend any ministry or meeting where their child is present.

Note: Parents who are members of EBC may help in limited ways when sufficient eligible staff are not available. Under no circumstances are these parents to work alone with children. Parents who serve in such temporary capacity shall be made aware of the protection policies. These policies shall be posted in each classroom.

- b.** If no or insufficient eligible staff are available the ministry shall be cancelled and the children returned to their parents or guardians.

2. Suspicious behavior

Emmanuel Baptist Church shall appropriately respond to all suspicious behavior and allegations of abuse. Therefore, when suspicious behavior is observed the following reporting procedure shall take place:

The Suspicion of Abuse form must be used for this report. These forms will be available in the Sunday School office.

The individual suspecting inappropriate behavior on the part of another staff worker or other individual shall initiate the reporting procedures listed below.

Note: The protection of a minor child is to be maintained at all times, but the protection of good and godly men and women from false accusations is equally vital.

- a.** Clearly identify the suspicious behavior. Write down what was seen or heard.
- b.** Speak with the individual suspected about what was seen or heard.
- c.** Together go to the person in charge of the ministry and discuss the concern. Write a brief report of the concern, the response, and what should be done next.

All involved individuals should sign the report. This report should be given to the appropriate Pastor.

- d. The appropriate Pastor should meet with the individuals to discuss the incident and decide an appropriate response.
- e. The appropriate Pastor shall report his finding to the pastoral staff for any further actions or recommendations needed.

C. Responding to a Crisis

In the event an accusation of abuse moves into the public arena, the following guidelines shall be followed.

- a. The pastoral staff and deacons shall assume responsibility and oversight for an appropriate fulfillment of the crisis guidelines.
- b. An appropriate spokesperson shall be named by the Pastors or, if need be, the deacons.
- c. This spokesperson shall review the Child/Teen Protection Policy and consult with appropriate council to prepare a clear position stating Emmanuel Baptist Church's position regarding abuse of minor children and teens and the established safeguards set in place.
- d. Appropriate legal representation shall be retained.
- e. The spokesperson shall use only prepared public statements to inform the congregation and the media. Legal council shall be present during all briefings.
- f. At all times, the privacy and confidentiality of all those involved will be strictly maintained.

D. Handling Medical Needs

Minor injuries can often be handled with a bit of loving care, a cool cloth and a Band-Aid. (First Aid Kits are located in the Sunday School office and in children's classrooms.)

No over-the-counter or prescription medication is to be given to any child.

Parents or guardians shall be notified in case of a serious injury or other medical need. In such cases an Incident Report is to be completed by those present and turned in to the church office. Incident Report forms can be found in the Sunday School office.

E. Handling Evacuations

In the event of an emergency evacuation for fire or other event, staff should follow these instructions.

- I. Read and understand the evacuation route for your classroom.

2. Count the number of children present before leaving the classroom. Call roll again when you have reached the designated area.
3. Wait at the designated area for further instructions from an authorized person.
4. Stay with your children. Do not leave them alone or move them from the designated area.
5. Release the younger children only to their parents or guardians with the proper exchange of the pager and identification and only when an authorized person grants permission to do so.

F. Handling Suspected Off-Site Abuse

If you suspect a child is being abused at home or somewhere else contact an appropriate Pastor. Do not “interview” the child. (Ohio law requires certain individuals to notify the appropriate governmental authorities; there may be civil penalties for not reporting.)

IV. Summary

Creating a safe place for children and teens to worship God and learn about Him is crucial to the care of minor children who come to the ministries and meetings of Emmanuel Baptist Church. Furthermore, a safe place for children and teens is essential to fulfilling EBC’s mission of “transforming unbelievers into passionate followers of Christ.” Providing eligible and trained staff who demonstrate loving ministry to those under their care is but to honor Christ’s calling to serve Him.

A group of five children, three boys and two girls, are huddled together in a circle, smiling broadly. They are wearing colorful t-shirts: blue, green, yellow, orange, and red. The background is a bright blue sky with light clouds. The image has a semi-transparent dark blue overlay.

 **Emmanuel**
baptist church
loved, rescued, & given a purpose