

## **Chinese Christian Church of Baltimore**

### **Children and Youth Ministry Worker's Handbook**

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Church of Baltimore**  
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## **Chinese Christian Church of Baltimore**

We are a group of non-denominational, evangelical Christians whose goal is simply to 'Love God and People'. Regardless of age, race, background, profession or language (Mandarin, Cantonese, Taiwanese or English), we are here to administer to the spiritual needs and provide you with the truth and Christian fellowship.

### **Welcome to Children and Youth Ministry at CCCB!**

Ministry to children and youth at CCCB is a dynamic team effort. It takes the efforts and dedication of many people to carry out this ministry -- staff members, parents and volunteers! We are here to come alongside the parents in their biblical teaching and encouragement of their children. We desire to see the children of CCCB rise and take their places in our congregation and world as bearers of the Good News of Jesus Christ.

This handbook contains the policies and procedures of our church, as well as many helpful suggestions for ministering to our children and young people.

Whether you are the parent of a child in our program, a staff member, or a volunteer who serves in one of our many ministries to children and youth, it is important that you read this handbook. The safety, well-being, and faith development of our children and young people depend on our consistent and loving application of these principles.

The purpose of this handbook is to provide policies and procedures for the Children and Youth Ministry of CCCB. Changes may be made from time to time in the policies and procedures contained in this handbook without prior written or oral notice. If so, we will be sure to let you become aware of them. If you have any questions regarding anything in this handbook, please feel free to contact the Children's Ministry Coordinator in person, by phone, or email. All other issues should be directed to the overseer in the area in which you have questions or concerns.

Luke 18:16 says:

But Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.

As you reach out to these precious children, please keep in mind this verse above. May many children and youth come to know the Lord as their Savior and be in complete union with Him for their security in life. All the glory belongs to Him. Serve like He would serve. Love like He would love. Go and make disciples. Start with those whom God has brought to you and see the heavens open up in Glory.

Sincerely in Christ,

CCCB Children and Youth Ministries

## STATEMENT OF FAITH

### Statement of Faith

#### Article III (Constitution)

- 1. The entire Bible of sixty-six books is consisted of Old and New Testaments as inspired by God and is inerrant and unchangeable. It is the sole and supreme authority and standard for the Christian faith and walk. (2 Tim. 3:16-17; 2 Pet. 1:21; Ps. 119:89; Jn. 12:47-48; Rev. 22:18-19).*
- 2. God is eternal and self-existing, and is the Creator and Lord of all things in heaven and earth, including mankind. He is the Triune God of God the Father, God the Son and God the Holy Spirit. (Gen. 1; Ex. 3:14; Isa. 44:6; Matt. 28:19; 2 Cor. 13:14; Deu. 6:4.).*
- 3. Jesus Christ is the only begotten Son of God, wholly God and wholly man. He was the Word became flesh, conceived by the Holy Spirit and born of Virgin Mary. Of His own volition He died on the cross, shedding His blood for the forgiveness of sin and the redemption of mankind, was buried and resurrected after three days, ascended into heaven and now sits on the right hand of God the Father as the only intercessor between God and man (Matt. 1: 18, 22-23; Jn 1: 14; 1 Cor. 15:1-4; Acts 1:9; Heb. 10: 12; 7:22-25; Rom. 8:34; 1 Tim. 2:5).*
- 4. God the Holy Spirit is co-equal with God the Father and God the Son in divine nature, in power and in existence. He convicts man unto repentance and effects the regeneration of sinners. He indwells the hearts of believers, teaching them the truth, bestows power to them to live lives of holiness and service to God (Jn. 14:16, 26; 16:8-14; Acts 1:8; I Co.r 12:4-1 1; Jn. 3:5-6; Rom. 8:9-16, 26-27).*
- 5. Man was created by God in His own image and form. Through the fall of Adam, sin entered into the world, contaminating the human race. Because of sin, man*

*is separated from God, became corruptible and cannot save himself (Gen. 1:26-27; 3:1-24; Rom. 3:23; 5:12, 14; 6:23; Eph. 2:1-3).*

*6. Man's redemption is possible solely through the grace of God. Only by accepting and trusting the substitutionary sacrifice of Jesus Christ on the cross, His death and resurrection can sinners be declared righteous, sins forgiven, and born again through the Holy Spirit, to become the children of God and preserved by God forever (Eph. 2:8-9; Rom. 10:9-10; 3:24; 5:8, 18; 2 Cor. 5:2 1; Titus 3:5; Jn. 3:5; 1: 12-13).*

*7. The Church is the Body of Christ, the Household of God, and formed by the regenerated believers. All believers, through the baptism of the Holy Spirit, become the members of the Body of Christ, with Christ as the head of the Church. (Eph. 1:23; 5:23; Col. 1: 18; Rom. 12:5; 1 Cor. 12:12-13; 1 Tim. 3:15).*

*8. Baptism and the Holy Communion are the ordinances celebrated by the church; they are believers' testimonies before God and men (Matt. 28:18-19; Rom. 6:1-4; 1 Cor. 2: 23-29).*

*9. The hope of glory of the Church is the imminent return of Christ, the rapture of the Church, and the establishment of a glorious kingdom reigned by Christ and the believers (Titus 2:11-13; 1 Th. 4:17; 1 Cor. 15:52; Jn 14:1-3; Acts 1: 11; I Tim. 2:12; Rev. 20: 4-6).*

*10. In the last days, the dead will be resurrected, the believers will dwell with the Lord forever, the unbelievers will be separated from the Lord and receive eternal punishment (Rev. 20:1 115; Jn 5:29; Matt. 25:46; Mk. 9:48; Heb. 9:27).*

## OUR PHILOSOPHY OF CHILDREN AND YOUTH MINISTRY

### Part 1

The goal of Children and Youth Ministry at CCCB is to encourage all children and youth to be fully devoted followers of Christ. We invite them to know Christ in a way that transforms their daily lives and the lives of those around them. With that goal in mind, we anticipate the Holy Spirit's guidance and base our ministry to children and youth on these guiding principles.

#### TRUTH-BASED

We believe that God's Word as found in the Bible is foundational truth. It is our heart to train every child and youth to use God's Word with the illumination of the Holy Spirit as their guide and authority in everything.

#### RELATIONAL

We believe that life-change happens best in the context of relationships. Gifted, Godly, passionate adults/students who exhibit Christ to children/peers, their families, and each other will show kids how to do the same. This modeling will impact God's Kingdom for generations to come.

#### ADVENTUROUS

We believe that serving God is EXCITING and church should be FUN. We do not seek to simply entertain, but to give children and youth positive memorable experiences that reflect the joy of serving Jesus while learning the truth of God's Word. Therefore, it is our commitment to challenge children and youth beyond the walls of the church toward a vibrant growing relationship with Christ.

#### INNOVATIVE

We believe in inspiring children and youth to greatness in the Lord by pursuing excellence in our programs and activities by allowing the students to develop their God-given talents and spiritual gifts in creative ways. Helping them to explore new ways of expressing God's creativity in whatever ways God has gifted each one. While we will attempt to be innovative, we will also closely examine everything we do in order to remain biblical, relevant, and effective.

#### NURTURING

We believe in giving our children a sanitary, emotionally safe, and physically secure environment while growing spiritually at CCCB. We are committed to exceptional standards in these areas. We are committed to seeing:

**A**doring the Lord with personal integrity: Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind." **Matt 22:37**

**B**ible reading, prayer, and meditation: Keep this Book of the Law always on your lips; meditate on it day and night, so that you may be careful to do everything written in it. Then you will be prosperous and successful. **Joshua 1:8**

**I**nvolvement in a youth/small group: For where two or three gather in my name, there am I with them." **Matt 18:20**

**D**isciple others- teach the Word: **Go** therefore and make disciples... **Matt 28:19**

**E**vangelize others- reach to the lost! **Go** into all the world and **preach the** gospel to all creation. **Mk 16:15**

**S**erving others- love in word and deed : "For even the Son of Man did not come to be served but to serve, and to give his life a ransom for many" **Mark 10:45**

## Part II

### QUALITIES FOR WORKING IN CHILDREN & YOUTH MINISTRY

It is important to like children and youth, enjoy their company, and want to be with them. But at CCCB that's not enough! Here is a list of questions you should ask yourself when considering candidacy for ministering to our children and youth. NO ONE embodies all of these, but this is what each of our teachers, leaders, and helpers desire to attain:

Do you believe you are justified by God's grace through Jesus Christ and not by your own actions? Is your faith and assurance for eternal life centered in the cross of Christ, his death and resurrection? Are you able to speak of this to our children and youth?

Do you take the Holy Scriptures seriously as the foundation for your faith? Do you read the Bible regularly and use it in your ministry with children and youth to teach them of God's love and faithfulness?

Do you participate in corporate worship regularly to hear the Word of God, be nurtured in the faith, and grow in unity with the body of Christ?

Do you have an understanding of CCCB mission (To know Christ and make Him known) to children and youth? Do you desire and do all you can to accomplish this mission while working with our young people?

Do you understand the policies and procedures of our church as defined in this handbook, and are you willing to uphold them in your ministry?

Do you model behavior into which we hope our young people will grow, including the use of appropriate attire and language? Do you participate in worship service(s) and a small group? Do you have an active prayer life? Do you find ways of living your faith every day at home and work?

Do you understand the nature of our ministry to children and youth – that the development and nurturing of Christ-centered relationships, and not the proliferation of fun activities – is the key to reaching our goals?

## Part III

### **Purpose & Objective**

CCCB Children and Youth Ministry exists to reach our young people with the truth of the Gospel of our Lord & Savior, Jesus Christ, to help them grow in their knowledge of Christ, and to nurture a burning desire to reach out to others in love with that knowledge.

### **Core Values & Expectations**

**Parents will take the primary responsibility for discipleship of children (Deuteronomy 6:4-9; Ephesians 6:1-4)**

- The primary minister in a young person's life is his/her parents. While it is true that youth ministry is important, its role is not to assume the responsibility God has entrusted to the parents. Therefore, the staff of the Youth Ministry will seek to partner with parents to support them in accomplishing the task God has given them. We will not usurp the parents' role, but come along side to support, encourage and love them in this process.

**The word of God will be the foundation of all that we do (2 Tim 4:1-2; James 1:22-24; Psalm 119; 2 Timothy 3:15-17; John 17:17; 1 Thessalonians 2:13; Hebrews 4:12)**

- The Holy Spirit uses the Bible to transform lives. Without the centrality of scripture, ministry loses its focus and, as a result, opportunities for lasting spiritual impact are diminished or lost. Therefore, from start to finish, Scripture will remain foundational and permeate all that we do.

**The gospel of Christ will be the primary message. (John 14:1-6; Acts 4:12)**

- Games, events, and craziness of all kinds is great, but only when they work to accomplish the ultimate goal- *saving faith in Christ Jesus*. For this reason, all that we do will be designed with salvation and Christ-likeness in mind. Our goal is not to entertain our young people or have the coolest, most cutting edge ministry in town, but to remain true to the gospel, trusting that God can and will change lives. We will do this by never assuming that our young people already have a sufficient understanding of the gospel and never exhorting the students to obey God's word apart from the gospel.

**The church is the body of Christ and the youth ministry will learn and submit to the overall purposes of the church. (1 Corinthians 12, Ephesians 4:1-16; Colossians 3:15; Titus 2:6-8; 1 Peter 5:1-5)**

- The youth ministry is not a separate church. Youth ministry exists under the umbrella of Christ as the head of the Church, and the elders who shepherd the local church. Accordingly, we will teach our youth what the Bible says about their responsibility to the church as a whole and encourage them to be involved in the local church.

**Every young person will be encouraged to pursue accountability relationships where they can learn and grow alongside other believers (Luke 6:12-13; Matthew 18:15-20; Phil 3:17; Hebrews 3:13)**

- There shouldn't be any "lone ranger" Christians. The Christian life is not to be lived in isolation. God has given believers the Body of Christ as a support system. For this reason we seek to connect our young people to mature believers for the purpose of discipleship and accountability.

**We will speak the truth in love while being patient with all believers in the process of spiritual growth (1 Corinthians 3:5-8; Ephesians 5:17-24; Philippians 2:12-13; Romans 6:4; 2 Ti 4:2).**

- There are differences between justification, sanctification and glorification. In justification God declares sinners righteous by crediting them with the perfect righteousness of Christ. This free gift is received by faith alone. Sanctification is the process by which the holy spirit of God works godliness into the hearts and lives of believers. Glorification comes when we see Jesus face to face and are transformed into His very image. Whereas justification and glorification are instantaneous, sanctification is an on-going process that will never be fully completed or fully realized in this life. As with all of us, no young person will ever be without sin on this earth. Therefore, we will seek to be patient with all young people in the process of spiritual growth, believing that "He who began a good work in them will carry it on to completion until the day of Christ Jesus (Phil 1:6 – paraphrased)

**There will be no semblance of favoritism within the ministry because all young people matter to God (Psalm 139:13-16; Luke 15; Luke 19:10; Romans 5:8; 1 Timothy 1:15-17; James 2:1-5; 2 Peter 3:9)**

- Each young person is fearfully and wonderfully made and unique in God's eyes. Regardless of dress, lifestyle, or personal background, God loves each young person equally. Therefore, we will seek to demonstrate that same love through fairness and impartiality. We will encourage each young person to interact freely and openly with each other, while discouraging "cliques" of any kind. We will remain equally accessible to everyone.

## Spiritual Disciplines:

**H**anging out with God— developing a dynamic & personal relationship with God  
**A**doration— worship and love the Lord with church, small group, youth group, etc.  
**B**ible reading and prayer— developing a consistent and personal daily quiet time  
**I**nvolvement in Interceding for and discipling others: The Great Commission Matt.18  
**T**alents and Spiritual Gifts: Developing them for the Lord and serving in the church  
**S**haring with unbelievers— growing in character and skill for effective witnessing

Our main goal is to be certain that when students graduate from high school that they don't graduate from their faith. That they don't just rent their parents faith, but they own their own. Our main goal is that each student understands that:

God is best glorified when we know and understand Him; loving Him and others; obeying what He has told us to do; honoring Him with our praise and thanks; always putting Him (plus nothing) first in our lives; representing Him well by being what we are meant to be, and doing what we are meant to do, finding our complete satisfaction in Him.

(See John 17)

The most important questions in life that students will face, such as...

- 1) The **conversion** question: Who are you supposed to follow?
- 2) The **character** question: What are you supposed to be like?
- 3) The **career** question: What are you supposed to do in life?
- 4) The **commitment** question: Who (if) am I supposed to marry?
- 5) The **competence** question: How am I supposed to do it? (everyday guidance)

have the clearest answers when you know the One who created you. We pray that each student will have a deep mind and heart knowledge of our loving Father God and Jesus.

Thank you for taking this ministry seriously and the giving of your time and talents for the work of the Lord, investing them into the lives of these precious children and youth. Please keep in mind this purpose:

CCCB Children and Youth Ministry exists to reach our young people with the truth of the Gospel of our Lord & Savior, Jesus Christ, to help them grow in their knowledge of Christ, and to nurture a burning desire to reach out to others in love with that knowledge.

To know God and make Him known! This is the goal. Please re-read the core values and expectations again carefully and occasionally while you serve. The LORD says, "I will guide you along the best pathway for your life. I will advise you and watch over you." Psalm 32:8

## VOLUNTEER SCREENING PROCESS

We have established a screening procedure that assures us that volunteers who regularly work with children and youth have no previous record of criminal child abuse and will abide by the procedures and policies of this handbook. This procedure includes the following steps:

### 1. Application

Each person who applies to work with youth and children must have been actively attending CCCB for at least one year. (Actively attending means: attends worship services regularly, has begun actively attending a small group Bible Study, and has expressed desire for long-term commitment to CCCB)

All children and youth ministry volunteers must complete the Screening Form, Volunteer Application, and Consent to Background Checks, as well as providing references. The required forms are included in the Appendix of this manual.

Each potential volunteer is given this "Children and Youth Worker Ministry Handbook" to read. Upon completion the volunteer must verify that he/she has read the handbook by signing the Volunteer Acknowledgement form; including signing the Statement of Faith Agreement.

### 2. Interview

Each potential volunteer has an interview with a Pastoral Staff or with a Coordinator of the Children's Ministry at CCCB to discuss these forms and the kind of children and youth ministry in which they would like to participate. They will also use this time to ask questions regarding character and biblical viewpoints. The name of the potential volunteer along with the desired volunteer position, are then submitted for approval.

### 3. Criminal History Check

A member of the CCCB ministry staff or Children's Ministry Coordinator may call all listed references, request a criminal background check, and check with the Department of Children and Family Services in any state where the potential volunteer has lived.

***Persons who have been previously named as a perpetrator in an indicated case with CPS (Child Protection Services) or law enforcement agencies for physical or sexual child abuse will not be allowed to work with children and youth at CCCB. We also reserve the right to disqualify candidates based on any information that may be found on the background check that could call into question the safety of our children.***

If a person checks "was abused as a minor," a member of the CCCB ministry staff will discuss this with the potential volunteer and help arrange for counseling and support if the person has not already received it. *Adults or teens who have been victims of abuse are not automatically excluded from volunteering in our children and youth programming; if the professional staff feels they have received (or are receiving) the appropriate counseling and care and have worked through the issues involved, then there is no reason why they should not volunteer.*

**Note:** Forms I and II will be kept in strictest confidentiality by the staff and coordinators at CCCB. At no time will these completed forms be available for anyone outside the staff and coordinators without the written permission of the individual.

#### 4. **Revocation**

CCCB reserves the right to revoke any volunteer's ability to serve in Children or Youth Ministry with or without notice at any time for any or no reason at all.

### **RULES TO KNOW AND ENFORCE**

#### **Inclusivity**

CCCB will not discriminate against any person based on their age, ability, race, color, or gender.

#### **Supervision**

A dual supervision rule will apply. This is called our "Two Adult Rule". Two leaders (two adults or an adult and a teen) must be present **at all times** in activities, classes, child care situations, small groups, etc. **At no time** should there ever be one adult or teen alone with one youth or child. Except when an adult is present, older youth are not permitted to supervise younger children or youth.

Any person who is not a parent or guardian of a child involved in a CCCB class will be allowed to visit that class only with the permission of a Coordinator or staff member. Permission for such a visit is verified by a personal escort of the grantor or by a verbal confirmation between the grantor and the teacher of the class. Teachers are required to refuse admittance to anyone who does not have this permission.

#### **Drugs, Tobacco, and Alcohol**

The use of any illicit drug, tobacco, or alcohol is prohibited at all church events whether on site or off. This rule applies to youth and adult chaperons and all participating in the events. (Exceptions: Medications listed on parental permission slips).

#### **Transportation**

Transporting children and youth for any CCCB event is the responsibility of pre-approved drivers who have completed the CCCB driver requirements. All driving laws (including speed limits and use of safety belts) are to be observed at all times. Minors are not to be transported unless a written permission slip and medical form is on file with CCCB.

Young people driving their own or their parents' cars to an event may drive themselves anywhere they choose, but they may not take passengers without the written permission of the parents of the passenger. All children must ride home from an event in the same vehicle they rode to the event unless prior arrangements have been made with the supervising adult for that event.

#### **Movies**

We do not show "PG", "PG-13" or "R" rated movies.

#### **Firearms, Fireworks, Dangerous Materials**

Fireworks, firecrackers, firearms or guns, mace, weapons of any kind, and any kind of explosive device shall not be brought, bought or used on any CCCB children or youth activity.

## MEDICAL CONCERNS

Parents should not send their child and/or youth to events or classes when the child or young person is contagious or exhibiting contagious symptoms. If a child or youth begins to exhibit symptoms of any contagious disease during any activity, parents will be promptly notified and asked to take their child or youth home.

CCCB staff and volunteers are not allowed to give any medication of **any kind to a minor** unless the parent is present and gives approval. This includes Tylenol or other forms of pain reliever. During events off and on site parental permission Medical Action forms will be available so the parent can give written consent to give medications when they are not present.

CCCB will maintain confidentiality in regard to any health or medical information about a child or youth that they or their parents have shared with us. Only staff and volunteers will be informed who are directly involved with a child or youth and need to know this information to assure the health and safety of the child and his classmates.

## FIRST AID

Every classroom contains a Minor First Aid Kit with supplies for minor injuries. In addition, there is a Major First Aid Kit located at the First Response Station. Each first aid kit also has a list of trained CCCB first aid personnel. (To be established soon)

There is also an Automated External Defibrillator (AED) located in the Logos building near the entrance.

## EMERGENCY RESPONSE

In the Case that first aid needs to be administered to a minor (under age 18) please use the following plan of action:

- Ask an usher to locate the minor's parent or guardian
- Provide needed assistance
  - If a basic injury such as a minor scrape, anyone can treat as needed.
  - If life threatening condition—call 911 for medical assistance
- NO medication may be administered without **prior parental consent & signature** – just knowing the family or child is not enough!!
- Fill out First Aid Assistance Form (please sign when finished and ask parent/guardian to sign as well)

## DISCIPLINE

CCCB tries to keep children and youth fully interested and involved in activities, and therefore does not face frequent discipline problems. Occasionally, however, reoccurring negative behavior does appear. To aid our children and youth workers in maintaining good discipline, we have developed a set of rules and consequences, and a Discipline Report form. Listed below are the rules and consequences we encourage our children and youth leaders to use.

**Under no circumstances should a Children's Ministry volunteer discipline a child by physically striking the child.** Instead, the children should be reminded of the importance of good behavior regularly and then expected to follow the teacher(s) instructions and classroom rules. If a child is not following the teacher(s) instructions, rules, or showing disrespect, then the following disciplinary actions should be taken:

- Give the child a **warning** and explain to the child how to improve his or her behavior.
- If the child's actions do not change, the teacher will give a consequence\* that appropriately addresses the behavior. After the consequence is given, please remind the child of the desired behavior and pray with them that the Lord will give them the strength to make right choices. (Instruction: be sure to pick your battles wisely. If you choose to make a stance on a specific issue, then be sure to follow through on it. Consistency is crucial.)
  - \* The consequence could be sitting next to the teacher, (1 minute for every year old) taking away of a privilege.
- If the child is again having behavior problems, the teacher will give a second consequence that appropriately addresses the behavior. Remind the child again of the behavior you desire and encourage them to make the right choice
- Finally, if the child is continuing to misbehave, then the parent(s) need to be notified immediately either by the main teacher or the Children's Ministry Leadership. When speaking, the person should speak to the parent(s) about the child's behavior in love, grace, and concern for the child's improvement. However, parent notification should be the last resort because we are here to minister to both the children and the parents
- For the protection of our Children's Ministry, parents are not allowed to stay in the room with their child if they are paged to pick up their child
- The leader will fill out the discipline report and parents should read it and sign it before the child returns for the next event (See Appendix, Form IV)

**Note: Physical punishment of any kind is never appropriate or permissible.**

## MISCELLANEOUS PROCEDURES FOR CHILDREN'S MINISTRY WORKERS

### **Distractions**

Some children are more distractible than others and anything that distracts us from God's Word is not effective in fulfilling God's mission at CCCB.

- No outside items may be brought into the Children's Ministry Activities
- Any outside items that are brought in will be collected until the dismissal of the child at the end of the Children's Ministry time
  - o These items include, but are not limited to:
    - Electronics of any kind
    - Food or drinks
    - Personal security items for children four and older
  - o We are not responsible for lost, stolen, or damaged items

### **Special Needs**

If a child is in our special needs program all policies may need modified due to the specific nature of the needs. These modifications will be assessed and determined by the Special Needs Coordinator and the parent(s). Individual policies will be in written form with signed approval from the parent before enactment of these policies or procedures.

### **Love**

We at CCCB Children's Ministry will love, encourage, teach, and disciple our children! We are here to assist in the development of Godly character in the child and the introduction to our Lord and Savior Jesus Christ. We appreciate the opportunity and trust that the parents place in us to teach your child every week. We look forward to a beautiful partnership with the parents and children.

### **Room and Building Care**

The Logos building is a busy place and is almost always in use. Everyone needs to work together to keep our facilities ship-shape. Please keep in mind the following items each time you use our facilities:

- Do not tape or nail anything to the walls. Please use plasti-tack when displaying pictures on the walls.
- When you are finished in a room: clean off tables, pick up things off the floors, put away supplies, and turn off air/heat/lights.
- If you are the last person to leave the room, make sure the doors are locked. When a room is unoccupied it should be locked!
- Leave a note with your Ministry Coordinator if anything is broken, stained or in need of attention in your room.
- Vacuums and manual sweepers are available in the custodian room for those occasions when the room must be cleaned from a particularly messy or crumbly activity.

- If for some reason you remove or move an item in the area you are using for your event, please return the room to the state you found it in, making sure to pick up trash, straighten chairs and equipment.

### **Health/Cleaning**

#### Diaper Changing

- The changing table should be disinfected after every diaper changing as to not spread infection
- Diarrhea is considered a contagious condition so the child may not stay in the class. If you discover a child with diarrhea, they will not be able to stay in the classroom and must be returned to their parent (disinfect thoroughly after returning the child to their parent)

### **Logos Worship Room (stage area)**

#### Classroom Teacher's/Helper's Responsibilities:

When in the worship room, we ask that classroom teachers/helpers come alongside the worship leader in a supportive role. The Worship Leader will have authority in the worship room and the teachers/helpers should support through:

- Reporting to the Worship Room prior to children being dropped off by the parents
- Be with your class group at all times during the worship time
- Worshipping with the children as an example of a true heart of worship toward the Lord
- Helping to keep order and peace within your class group and all children as needed
- Supporting the worship leader as needed or called upon
- Modeling respect and carrying out expectations the Worship Leader sets for the Worship Room
- Encourage children to participate in the worship

Teachers are asked to enforce these policies and procedures during the worship time while the students are asked to conform to the following:

- No running... use walking feet
  - No outside items allowed into the Worship Room, excluding Bibles
  - Show respect to the church building and items within the Children's Ministry
  - Show respect to all people, including:
    - Keep your body to yourself
    - Talk respectfully with your words
    - Look respectful with your body posture and facial expressions
- 1) Always speak positively to the child, giving suggestions on how to do it right instead of always criticizing the wrong behavior.
  - 2) Re-direct the wrong behavior to something positive
  - 3) Pray for them love and respect others

## **Attendance**

CCCB takes seriously the obligations to its children and youth. Attendance is one of the important obligations, and volunteers must abide by these guidelines:

### **1. Arrival**

Volunteers must arrive early for the event for which they are serving. The event leader or department head will designate the time of arrival for volunteers.

### **2. Departure**

Volunteers must remain at the children's ministry event until the last child has been picked up by parents, or until dismissed by the event leader or department head.

### **3. Notification**

Volunteers must call their coordinator to inform them of their absence and confirm that a substitute has been found.

### **4. Substitute Requirements**

If unable to teach, please contact your partner teacher to teach in your place. If that is not possible, please notify the designated coordinator to have a replacement teacher assigned at least 24 hours in advance or as soon as possible. Volunteers must make every attempt to find a substitute from the workers within their department. If he or she is unable to find a substitute, the volunteer **MUST** contact the appropriate coordinator.

### **5. Parents in the Classroom**

Parents are asked **NOT** to be in the room during the lesson unless visiting for observation. Parents will be called/notified if necessary for difficult behavior, sickness or other emergencies.

## **CHILD AND VOLUNTEER PROTECTION** *Guidelines for Adults Who Work with Children and Youth*

**Proverbs 27:23** – Be diligent to know the state of your flocks, and attend to your herds.

**1 Thessalonians 5:22** – Abstain from all appearances of evil.

The following policies and procedures are designed to keep all those involved in children's ministry, including both children and volunteers, protected and safe at all times. It is imperative that all Children's Ministry volunteers remain above reproach and avoid any appearance of evil. In recent years, claims of child abuse of all types have increased within the United States; therefore, as a responsible Children's Ministry, we must protect the children in our fellowship and ourselves from any opportunities for child abuse or false claims being filed and the likelihood for child abuse to occur at our church.

The following policies must be followed by all volunteers working with children or youth in order to avoid any false accusations and to always keep the children safe in the ministry.

- **Safety in Numbers** : No volunteers should ever be completely alone with a child at any time and in any location, including the restrooms, classrooms, church facilities, and/or properties.
  - The National Association for the Education of Young Children, states "There should never be fewer than two adults with any group of children."
  - Therefore, as a Children's Ministry, we will strive to limit a one to one environment between adults and child. To accomplish this aim, we will attempt to have two adults with every group of children. If a second adult is not available for some reason out of the ordinary, then the group of children will be in a visible, open environment with a window to see into the classroom and/or with the classroom door open.

**Restrooms** : No male volunteers should take a child to the restroom at any time. Please make sure that the child utilizes the restroom prior to class, thus decreasing trips to the bathroom.

- **Infant & Toddlers** – No male volunteers should change a child's diaper in the Children's Ministry.

Only the parents are allowed to change his/her diapers. The volunteer should notify the parent when the child needs to be changed. The diaper changing table should be in a clear visible space. The parent changing the diaper should prepare their needed materials before placing the child on the changing table. When the child is on the table they will keep their eyes and hands on the child at all times.
- **2-4 Years Old** – Young children ages two through four should be taken to the restroom by a female in small groups according to their age groups. No male volunteers should take a child into the restroom at any time.

- **Kindergarten – 6<sup>th</sup>** - Older children ages five through twelve should be escorted to the restroom.

Volunteers should allow the children to go to the restroom individually or in small groups while a volunteer stands outside the restrooms in the hallway waiting for the children to come out. A volunteer may prop the door open to be able to see what is happening in the restroom (Instruction: the children in this age group should be given a time limit in the restroom to discourage any horseplay or wasting time inside the restroom.)

- **Special Needs Ministry** – Children in the Special Needs Ministry should be escorted to the restroom with one of the following:
  - Two adult teachers in the Children's Ministry- These adults can be one female/one male or two females. The door must be propped open if someone is required to go into the restroom for assistance.
  - Page the parent/guardian to take their child to the restroom – the parent's number may be paged to take their child to the restroom and then bring them back to participate in class
  - A parent selected restroom assistant – a parent may request a particular person to aid their child in the restroom. The parent must sign a release form in order to use this option.
  - Alternative – Due to the nature of the Special Needs Ministry, the teacher reserves the right to alter Policies and Procedures of all kinds to meet the specific needs of the child. The teacher will obtain written consent from the parent when altering from the CCCB written Policies and Procedures.

**Child Protection:** CCCB strives to provide the safest and most conducive environment possible for the learning of God's Word.

- In extreme conditions, if a child becomes physically violent, causing us concern for the safety of the child, staff, or other children we may need to remove that child from the classroom and, if needed, physically restrain them in a loving, safe manner. We will page the parent when the safety of all the children is established. In many cases the child will calm down and be able to take part in the rest of the class.
- Only adults who are currently serving in the CCCB Children's Ministry or have passed through the application process may be in the classrooms during Children's Ministry hours. The parent may come into the room to meet the teacher and drop their child off, but for the safety of all our child, parents are not allowed to stay with their child during the class.
- No volunteer(s) should ever touch any area of a child's body.

## CHILD FOOD AND SNACK MANUAL

The Children's Ministry Food and Snack Policies are designed to safeguard and protect the children and volunteers of CCCB from discomfort, harm, endangerment, and life threatening situations. Food allergies in America are presenting increased concerns for ministries and schools nationwide. Because of the life-threatening nature of some of these allergies and the increasing prevalence of them, ministries and volunteers should be informed and prepared to care for children with food allergies. Please read and show understanding through signing and dating the end of this document.

### STATEMENT OF COMMITMENT

In the CCCB Consent and Waiver Form, parents are asked to sign the Permission/Consent/Release of Liability clause which states "... I agree to hold harmless CCCB or any of their agents in the event of accident, illness, injury or death." Though we may be released from liability, we understand that we are to protect and serve the children in our care. This means we desire to hold ourselves to a high standard and response to needs. When it comes to food and snacks in our ministries, we shall endeavor to educate volunteers about food allergies and their seriousness, and have an action plan provided by the child's doctor and parents/guardians.

### FOOD ALLERGY PREVALENCE

- Food allergy prevalence has increased 55% in the last five years.\*
- Food allergies affect 8% of children under age three, 6%-8% of school-age children, and 2.5% of adults.\*
- 40%-50% of those persons with a diagnosed food allergy are judged to have a high risk of anaphylaxis\* (a life- threatening allergic reaction). Every food allergy reaction has the possibility of developing into a life-threatening and potentially fatal anaphylactic reaction. This can occur within minutes of exposure to the allergen.
- Children may be allergic to more than one food.\*

\*(Sampson, HA, "Food Allergy", from *Biology Toward Therapy, Hospital Practice*, 2000: May.)

### CHARACTERISTICS OF FOOD ALLERGY REACTION IN CHILDREN

- Allergic reactions to foods vary among children and can range from mild to severe life-threatening anaphylactic reactions. Some students, who are very sensitive, may react to just touching or inhaling the allergen. For other children, consumption of as little as one five-thousandth of a teaspoon of an allergenic food can cause death. \*
- Eight foods (peanut, tree nut, milk, egg, soy, wheat, fish and shellfish) account for 90% of total food allergies, although any food has the potential to cause an allergic reaction. \*
- Most, but not all childhood allergies to milk, egg, soy and wheat are outgrown by age 5. \*
- Peanut and tree nuts account for 92% of severe and fatal reactions, and along with fish and shellfish, are often considered to be lifelong allergies and life threatening allergens. \*

\* (Driscoll, David P. "Managing Life Threatening Food Allergies in School," from *The Commonwealth of*

*Massachusetts*, Massachusetts Department of Education,  
2002: Fall)

As a responsible Children's Ministry, we desire to serve and minister to the children of our fellowship and community through establishing and implementing policies to safeguard the children with allergies. To accomplish this aim, the following policies and procedures should be followed by all volunteers and staff:

- **Sunday School/Children's Ministry:**
  - Children's Ministry volunteers are NOT permitted to serve, feed, or have within the area of the children any food that is not provided by the Children's Ministry.
  - CCCB Children's Ministry has chosen to serve healthy snacks only (no milk) for example:
    - Cookies – free of gluten, peanuts, tree nuts, fish, shellfish, and soy.
    - Fruit
    - Gluten Free Pretzels – free of gluten, peanuts, tree nuts, fish, shellfish but **contains traces of soy**
  - Before providing a snack to the children it is important that children and volunteers wash their hands thoroughly or use hand sanitizer. Volunteers must supervise the use of hand sanitizer, and make sure the children do not eat or swallow the hand sanitizer.
  - A child who has allergies or a special diet may bring their own snack to class if our snacks contain offending allergens or dietary restrictions. However, the child's snack must NOT contain any peanuts, tree nuts, fish, shellfish or other offending allergens.
  - Any exception to this rule must be approved by the Children's Director.
  - Exceptions are large children's ministry events
- **Vacation Bible School (VBS):**
  - During VBS, no food should be served to or consumed by children at any time, except that which is served by snack volunteers assigned by the Children's Director.
    - Snack volunteers should be aware of children in attendance with food allergies.
    - Children should be served snacks approved by the snack coordinator, especially those children with food allergies.
- **All Volunteers:**
  - Get to know the children in your care group who have food allergies. Remember, you are their servant and teacher. Educate yourself on allergy/allergies from the information in the appendix of this procedure located in the resource room.
  - Volunteers should look out for and support other volunteers as well. Assist each other. If an incident occurs, take action by watching the remaining children of the affected volunteer. You can also help that volunteer by providing a clear mind and support.
  - Parents will be asked to complete and sign the Food Allergy Action Plan form for children who have food allergies.
  - Parents will be asked to provide or have on hand the correct allergy-specific Epipen® or antihistamine prescribed by the child's physician. The child's first aid medicine should be clearly marked with his or her name and attached with their action plan form at their Check-In/Check-Out Desk.
- **Allergy First-Response Location:**
  - Centralized location (unlocked allergy first aid cabinet) at the Check-in/Check-out Desk.

## KEYPOINTS

- Educate, Educate, Educate. This is an ongoing process that changes with children's needs and as the staff changes.
- Today, processed foods contain trace amounts of food items that are not always identified on the food label. The best plan is to educate about children with life threatening allergies.
- The greatest risk for a life threatening allergic reaction exists when the normal routine is broken.
- Be Prepared. Always have the Medical Action Plan (MAP) available and think ahead to prevent possible exposures to a food allergen.
- Be safe, not sorry! Take all complaints from children with food allergies very seriously. Contact the Children's Director and parents as soon as possible if a child is having a mild to severe reaction of any kind.
- Symptoms vary greatly. Contact the parents as soon as possible if a child is having a mild to severe reaction of any kind. If Children's Director or Children's Ministry leadership cannot get a hold of the parents, then use emergency medication (ie. Epinephrine or Inhaler) if needed and follow the MAP. Then if parents are not accessible call 911 when uncontrolled anaphylactic symptoms occur or if ingestion is strongly suspected.
- When in doubt, use the child's EpiPen®; it will not harm the child.

## **CHILD ABUSE PREVENTION POLICIES AND PROCEDURES MANUAL**

### **Purpose**

To help CCCB provide a caring, safe, and secure environment for children and youth in all phases of ministry life.

To help CCCB reduce its legal risk and liability exposure.

### **Biblical Foundation**

CCCB seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form to our children and youth and to minister to victims of abuse and their families. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

"And they brought young children to Him, that He should touch them; and His disciples rebuked those that brought them. But when Jesus saw it, He was much displeased, and said unto them, Suffer the little children to come unto me, and forbid them not; for of such is the kingdom of God. Verily I say unto you, Whosoever shall not receive the kingdom of God as a little child, he shall not enter therein. And He took them up in His arms, put His hands upon them, and blessed them." – Mark 10:13-16

"And whoso shall receive one such little child in my name receiveth me. But whoso shall offend one of these little ones which believe in me, it were better for him that a millstone were hanged about his neck, and that he were drowned in the depth of the sea. Woe unto the world because of offenses! For it must needs be that offenses come; but woe to that man by whom the offense cometh!" - Matthew 18:5-7

Our goal in response to these Biblical mandates is to maintain a safe, secure, and loving place where children may grow; a place where caregivers, teachers, and leaders (both paid and volunteer) minister appropriately to their needs.

### **Child Abuse Prevention Policy**

CCCB desires to be a safe place for all children, youth and adults who attend any activity. Individuals they know and trust sometimes victimize children. The ministry is not immune to such abuse, either by its members or by those in leadership positions. Incidents of child abuse or neglect cut across racial, social, economic and religious boundaries. Although no organization or individual can assure complete protection, this Child Abuse Prevention Policies and Procedures Manual reflects CCCB's commitment to help protect children from harm. This manual applies to all volunteer and compensated workers of CCCB.

CCCB will not tolerate child abuse or neglect. Your cooperation in this commitment not only reflects your concern about children's safety in this society, but also your willingness to take steps toward halting child abuse and its detrimental effects.

For the safety and protection of our children and workers, all people who participate in ministry-sponsored activities with children and youth are required to comply with the guidelines provided in this manual.

## Definitions

In this manual the following definitions apply:

- Adult – Any person age 18 or older
  
- Child or Youth – Any person under the age of 18
  
- Child Abuse – An act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The following definitions and explanations apply in determining whether abuse of a child has occurred:
  - Physical Abuse – a physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot, and stabbing wounds;
  
  - Physical Neglect – The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food, and malnutrition;
  
  - Sexual Abuse – Abuse that consists of sexual contact or interactions with a child, including physical contact (fondling, sexual intercourse) and nonphysical contact (exhibitionism, child prostitution, pornography);
  
  - Medical Neglect – Refusal or failure by caregiver to obtain and/or follow through with a complete regimen of medical; mental; or dental care for a condition, which if untreated, could result in illness or developmental delays;
  
  - Failure to Thrive – A syndrome of infancy or early childhood that is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors;
  
  - Mental Abuse/Neglect – A pattern of acts or omissions by the caregiver that result in harms to a child's psychological or emotional health or development;
  
  - Educational Neglect – The child's caregiver is directly responsible for the failure of the child to attend school or an approved alternative program of study; and
  
  - Bizarre Discipline – Any actions in which the caregiver uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the child's behavior.

- Compensated Worker – Hourly, salaried, part-time or full-time employee who works with children at any ministry-sponsored activity;
- Volunteer Worker – Any non-compensated individual who works with children at any ministry-sponsored activity;
- Caregiver – Any compensated or volunteer worker, sixth grade or older;
- Mandate Reporter – Any persons with the responsibility for the care of children is a mandated reporter. **Maryland State law** provides that if a caregiver has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, that person shall **immediately report** or cause a report to be made to the Senior Pastor and Children's Ministry Deacon/Director; and
- Corporal Punishment – Any punishment applied to the body including, but not limited to slapping, spanking, pinching, pulling, or squeezing.

### **Reducing the Risk of Child Abuse**

In an effort to create the safest possible environment within CCCB, several abuse prevention measures will be used. These measures include: screening of paid and volunteer workers for past child abuse convictions, provision for regular training on child abuse issues to paid and volunteer staff members, use of the "two adult rule", standards for appropriate classroom discipline and open classrooms.

When possible, children will be encouraged to take care of their own bathroom needs. Should assistance be required, the outer bathroom door must remain ajar while the teacher assists the child. There should always be two adults in the restroom with the children at all times. This requires the entire class to use the restroom at the same time, or if there are enough adult volunteers, two can stay in the room with some and two can take the others to the restroom.

If children are taken out of the classroom to go outside and play or do an activity in another room in the building, teachers must take a count of the children to insure all are present with the group.

The pastor, or one delegated to do so by him, must approve any children and youth activities that are held off-site. Parental permission will be secured for all off-site activities and there will be a minimum of two adults present at all times during the activity. All activities involving taking children and youth off the church premises must be scheduled on the official church calendar.

Organized events on or off the church premises will be staffed with a minimum of two adult per ten students for Kindergarten through 12<sup>th</sup> grade, and two adult per six toddlers through age 4, and one adult per four infants.

### **One Year Rule**

Volunteer workers must be regular attendees of CCCB for at least one year prior to the time they begin serving with children in ministry-sponsored activities.

There is an exception to the one year guideline. If a volunteer worker:

- 1) Has served in ministry with children for at least six months in the ministry he or she attended prior to coming to CCCB; and
- 2) Can provide a copy of his or her volunteer application form on file at the former ministry; and
- 3) Can provide a reference from the staff person with whom they worked at that ministry, they may be considered for service prior to one year of regular attendance at CCCB; and
- 4) Receives pastoral and Coordinator approval.

### **Staff Screening**

The following procedures reflect CCCB's commitment to provide protective care for all children and workers who participate in ministry sponsored activities.

All volunteer and compensated workers must complete the following procedures before participating in any ministry-sponsored children or youth activities:

- 1) Complete an application form. References will be checked.
- 2) Be interviewed by the staff person responsible for the area of ministry.
- 3) Attend orientation/training activities appropriate to the level of the volunteer or compensated worker's involvement.
- 4) Applicants must sign written acknowledgement stating they have received and reviewed a copy of the Child Abuse Prevention Policies and Procedures Manual of CCCB.

No adult individual, whether serving as a volunteer or a compensated worker, who has been convicted of a crime against a child or a violent crime against another adult, will provide services in any ministry-sponsored activity or program for children or youth at CCCB.

All volunteer and compensated workers are subject to background checks for the purpose of obtaining information regarding criminal history or child abuse findings.

Applications and the results of any screening will be kept confidential by authorized ministry staff.

### **Two Adult Rule**

Teachers will be assigned in teams of two or more adults per nursery, classroom, or church sponsored activity where children and youth are present. Concerted effort will be made to recruit sufficient numbers of volunteer teachers to permit such team teaching. Other ministry-sponsored groups of children or youth, whether they meet at the ministry or elsewhere, must have two or more adult sponsors present.

When a ministry-sponsored children's event or youth event has both male and female participants, both male and female adult sponsors must also be present.

At times when individual ministry is necessary for any child or youth the Two Adult Rule must also be followed. Meetings should never take place behind closed doors, but should be in open areas in the building, such as the foyer, the sanctuary-where all parties can be viewed from the windows at the doors, a pastor's office with the doors open. These meetings should be scheduled during regular office hours or service times when others are in the building.

A minimum of two adult female volunteers must be present in each nursery regardless of how few children are in attendance.

A minimum of two adult volunteers must be present in each child and youth class regardless of how few children are in attendance.

Only assigned workers are allowed to stay in the nursery or classrooms or youth rooms without a visitor form filled out. The exception to this rule is the parent or guardian of the child. They may attend class anytime their child is in the classroom, but may not be counted as one of the responsible adult volunteers unless they have been approved by pastoral staff.

### **Check-In/Check-Out Procedure**

All children in nurseries and K-5-6 classrooms must be signed in by their parent or guardian, or a parentally assigned adult, upon arrival to class each time. The same adult must pick the child up from class that dropped the child off, unless prior written permission and arrangements have been made with the nursery or classroom adult volunteer in charge of the classroom or nursery at that time.

### **Classroom Discipline**

All teachers and workers will use the discipline measures spelled out in the Children and Youth Ministry Worker's Handbook (see page 14). **No corporal discipline or verbal abuse, ie. ridicule, are to be used at any time.**

### **Open Classrooms**

Classrooms or childcare rooms will be visited without prior notice by ministry staff, parents, or other volunteer ministry workers. The Children's Ministry Leadership or Pastoral Staff will conduct brief observations of childcare rooms and classrooms of children or youth during class times and other meeting times.

### **Vehicle Driving Policies**

The designated leader of the event must know each person designated to provide automobile or van transportation to or from the ministry. The driver must:

- 1) Be at least 21 years old; and
- 2) Have a valid state driver's license, qualified for the vehicle being operated; and
- 3) Have no record of convictions for the past five years for drunken driving, driving under the influence, driving with a suspended or revoked license or reckless endangerment; and
- 4) Have proof of insurance; and
- 5) Complete a CCCB driver information form and receive authorization to drive; and
- 6) Never be alone in a vehicle with a child not his own.
- 7) All passengers must wear seat belts at all times. Children 8 and under must be in an approved car seat or booster seat, whichever is appropriate for their age.

### **Gifts**

No staff, either compensated or volunteer, are to give gifts to individual children or youth without the prior knowledge of the parent (s) or responsible leadership. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate, but should be modest and appropriate to the occasion.

### **Overnight Trips**

Situations where staff members are taking children or youth out of the area for long periods of time, or for overnight outings, are to be carefully planned. Only known, proven staff will be permitted to sponsor/chaperone the trips. New staff or volunteers may be used as additional sponsors, but shall not be left alone with the children or youth in a situation where there are no other staff members to observe. In no circumstance will one adult be allowed to take children or youth on an overnight outing.

Overnight events that are attended by students of both genders must also be chaperoned by adults of both genders. Two adults must be present in each sleeping area; males only in male sleeping areas and females only in female sleeping areas. Each gender must have separate sleeping areas.

## **PROCEDURES FOR REPORTING AND RESPONDING TO ABUSE**

If CCCB receives an allegation of child abuse it will respond with the utmost concern to the victim, parent, or other party making such an allegation. The accused will be treated with dignity and support. Without clear and convincing evidence to the contrary, CCCB's personnel will assume that such complaints are made in good faith. Persons making such complaints should have no doubt that CCCB takes them seriously and will take appropriate action.

When it becomes necessary to report suspected child abuse or neglect, the protection of the child or youth must be the most important concern. It is the legal responsibility of any person with responsibility for the care of children/youth to report all cases of child abuse they observe, and further, to report visible signs of alleged abuse. Failure to report could lead to liability on the part of the ministry, the observer, or both. CCCB has determined that it is the responsibility of the volunteer servants to report all cases of suspected child abuse to the proper legal authorities. While the confidentiality of the pastor/parishioner relationship is very important, reporting reasonable suspicion of child abuse has the potential for helping individuals receive help for a previous problem and may prevent further harm to a child, that person or others.

### **What is Reasonable Suspicion?**

Reasonable suspicion means that there is credible evidence or a discrepant or inconsistent history in explaining a child's suspected abuse.

A report based on reasonable suspicion does not require proof that abuse or neglect has actually occurred or that the reporter witnessed the incident in question. Reporting is not a determination that child abuse or neglect has actually occurred; rather, it is a request for an assessment of the condition of a child.

## Guidelines for Reporting Child Abuse

Because we believe children and youth are our most important concern, CCCB has adopted the following guidelines for reporting:

- 1) Treat each allegation of child abuse seriously.
- 2) Do not confront the accused until the safety of the child or youth is secured.
- 3) Attempt to assure the safety and protection of persons who have been harmed.
- 4) Pray for the ministry and all persons affected by the allegation.
- 5) Immediately begin documenting all procedures observed in handling the allegation.
- 6) Immediately notify the Senior Pastor, who will initiate an internal investigation of the allegations within 24 hours of notice, and immediately notify the appropriate state office of the allegation, and the parents of the child or youth, if it is not known that they have previous knowledge of the allegations. They will also notify the ministry's insurance company. If the abuse allegation does not implicate a ministry staff member or ministry volunteer, this step may be omitted.

- 7) Treat the accused with dignity and support. If the accused has assigned duties, volunteer or compensated within the church, that person must be temporarily relieved of their duties until the investigation is concluded.

- 8) The Senior Pastor should extend whatever care and resources necessary. In providing care to the alleged victim and the accused and their families, the Senior Pastor should under no circumstances be drawn into a discussion of the truth or falsity or the allegation which could contaminate an official investigation. Do not assign blame or take any steps that involve establishing or negating the allegation.

- 9) It is appropriate to show care and comfort for the alleged victim. This should be the pastoral objective from the moment the allegation is received or otherwise made known.

- 10) Observe confidentiality for both the alleged victim and the accused until advised to the contrary by the Senior Pastor.

- 11) Do not prejudge the situation, but take the allegations seriously and reach out to the alleged victim and his or her family. Showing care and support help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the alleged victim is the first priority. In some situations, ministries have responded in a negative or non-supportive manner to the alleged victim. This can increase the anger and pain of the alleged victim and his or her family. Further reconciliation can then be more difficult and the possibility of damaging litigation increases.

- 12) If the media or other parties contact a ministry official about a pending allegation of child abuse, **DO NOT MAKE ANY COMMENTS**, they should be referred to the Senior Pastor. Only the Senior Pastor or their designee should make comments about the allegations. The Senior Pastor will use the text of a prepared public statement to answer the press and to convey news to the congregation. The prepared statement shall be made only after consultation with the ministry's attorney and will include the steps the ministry has taken to protect children, such as the development and implementation of this manual, and the care and concern the ministry has for all parties involved. The privacy and confidentiality of all involved shall continue to be of primary concern.

- 13) First contact the Children's Director should you have reasonable suspicion of child abuse. After doing so, you may be referred to the following important phone number:

**National Child Abuse Hotline 1-800-4-A-CHILD**

***All children and youth workers at CCCB should be aware of the symptoms of child sexual abuse and teen depression and suicide.***

## **SYMPTOMS OF CHILD SEXUAL ABUSE**

If you suspect a child or youth to be the victim of sexual abuse, please notify one of the department heads or pastors as soon as possible. They will assist you in filing the appropriate reports to investigate the child's situation.

Be familiar with signs and symptoms of sexual abuse, but use caution when identifying them. Other trauma in a child's life may cause similar symptoms. Not any one indicator would confirm sexual abuse, but identification of several should cause concern. Allow each indicator to raise a "red flag" in your mind.

**Child sexual abuse is:** any sexual activity with a child (anyone under the age of 18), whether in the home, a day care situation, or any other setting. The abuser may be an adult, an adolescent or another child, known or unknown to the victim.

Child sexual abuse can be violent or nonviolent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the actions.

Child sexual abuse is **CRIMINAL BEHAVIOR** that involves children in sexual behaviors for which they are not personally, socially and developmentally ready.

Child sexual abuse includes behaviors that include touching and non-touching aspects:

### **Nontouching**

verbal  
comments  
exhibitionism  
obscene phone-calls  
allowing children to witness sexual acts  
allowing children to witness or view  
pornographic material

### **Touching**

fondling  
intercourse  
rape

Physical signs may include lacerations and bruises.

Older children may react in these ways:

depression  
poor self-image  
chemical abuse  
suicide attempts

change in school  
performance  
running away or aversion toward  
going home

self-mutilations such as cutting, burning, tattooing overtly seductive

behavior/promiscuity/prostitution  
attention-getting or delinquent behavior

recurrent infections, cramping or abdominal pains, muscle aches, dizziness, gagging, headaches eating disorders such as anorexia, obesity, sudden weight gain and sudden weight loss

Young children may exhibit these signs:

bed-wetting  
fecal soiling  
clinging/whining  
regression to more infantile behavior withdrawal

unexplained gagging  
agitation, hyperactivity, irritability  
aggressiveness  
loss of appetite  
nightmares and other sleeping disturbances

explicit sexual knowledge, behavior or language unusual for the child's age

Verbal signs may include statements similar to these:

- I don't like [a particular person]
- [A particular person] does things to me when we are alone

- I don't like to be alone with [a particular person]
- [A particular person] fooled around with me

## SYMPTOMS OF TEEN DEPRESSION

What happens prior to the tragedy of a teenager who puts a gun to his head or a razor blade to his wrist? Usually, this child has been enveloped by feelings of despair – a sense of being helpless and hopeless, a belief that no way out exists other than death.

For some this attitude develops gradually over an extended period of time. For others, especially those with an impulsive personality or those involved in alcohol and/or drug abuse, the decision can be made more rapidly.

By being alert to the warning signals exhibited by distressed adolescents, parents, teachers, and friends can act quickly and knowledgeably to avert the suicidal action. Be familiar with signs and symptoms of teen depression, but use caution when identifying them. Other trauma in a child's life may cause similar symptoms. Not any one indicator would confirm teen depression or suicidal behavior, but identification of several should cause concern. Allow each indicator to raise a "red flag" in your mind.

The warning signals are disguised cries for help made by confused and desperate teens.

If someone is considering suicide, you may be able to identify several of the following behaviors:

- Is the person suffering a severe depression that seems to be continuing and that may have been caused by a serious loss of some sort (loss of a parents or friend, breakup of a romance, academic or social failure, etc.)?
- Is the person suddenly backing off from people and formerly enjoyable activities -- becoming increasingly isolated and unwilling to participate or talk things over?
- Is the person giving away prized possessions?
- Is the person suddenly doing poorly in school?
- Is the person writing or making statements that suggest a wish to die, or to escape, or that suggest a final departure ("I wish I were dead" . . . "Who needs this world" . . . "Soon it'll be all over" . . . "I can't take any more of this" . . . "You won't have to worry about me much longer").
- Does the person seem unusually hostile and aggressive, getting into physical fights and uncharacteristically defying those in authority?
- Has the person threatened to commit suicide?
- Has the person attempted suicide in the past?
- Is the person acting in a strange manner, behaving illogically and seemingly out of touch with reality?
- Is the person suddenly very happy after a prolonged episode of depression and despair? (Sometimes the reason the depression has lifted is the person has decided to go ahead with the suicide attempt.)
- Is there deterioration in the person's personal appearance and grooming?
- Are there changes in eating and sleeping habits?
- Are there abrupt mood swings or problems with concentration?
- Is there substance abuse (alcohol and/or drug)?
- Does the person exhibit hopelessness or impulsiveness, or have an obsession with death -- wishing death, or drawing up a will?

**FORM I                    SCREENING FORM FOR CHILDREN AND YOUTH WORKERS**

Note: Background checks required on all applicants 16 years old and older.

This form is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It is being used to help CCCB provide a safe and secure environment for the children and youth who participate in our programs and use our facilities. All of the pastors on staff at CCCB and designated department heads hold strict confidentiality; however, they hold the option to confer with the Senior or Assistant Pastor if any question over fitness of service arises. If therefore, a pastor or director needs to discuss this application and disclaimer with a pastor other than the Senior or Assistant Pastor, he will ask your permission before doing so. The Senior or Assistant Pastor will also opt to discuss such issues with another pastor if necessary. This application will be reviewed and references may be called.

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and our society. The following policies reflect CCCB's commitment to providing care of all children, youth, volunteers, and staff who participate in church sponsored activities.

- A. Persons who have been convicted of either child sexual or physical abuse should not serve in any church sponsored activity or program for children or youth.
- B. Survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss this with a pastor before engaging in any youth or children's ministry.
- C. Volunteers working with children or youth must have been actively involved at CCCB for a minimum of one year.
- D. Persons who work with children or youth should observe our "Two Adult Rule" Leaders should not be alone with children or youth without another adult present.
- E. Anyone witnessing or suspecting any behavior that seems abusive or inappropriate should promptly report it to a children's ministry coordinator or a church pastor.

Please answer each question below. Your responses will be kept confidential.

1. Do you agree to observe all church policies and procedures (as outlined above and in the "Children and Youth Ministry Worker's Handbook" and the "Child Abuse Prevention and Procedures Manual") regarding working with children or youth?  
\_\_\_\_\_ YES                    \_\_\_\_\_ NO
2. Have you ever been accused, convicted of, or pleaded guilty to a crime of abuse?  
\_\_\_\_\_ YES                    \_\_\_\_\_ NO
3. Have you ever been accused, convicted of, or pleaded guilty to any sexually related crimes?  
  
\_\_\_\_\_ YES                    \_\_\_\_\_ NO

4. Are there any circumstances involving your lifestyle or your background that would call into question your ability to work with children or youth?  
\_\_\_\_\_ YES      \_\_\_\_\_ NO
5. Were you a victim of abuse or molestation while a minor?  
\_\_\_\_\_ YES      \_\_\_\_\_ NO

If you prefer, you may refuse to answer questions #4 and #5 and may discuss your answer in confidence with a member of CCCB's pastoral staff rather than answering it on the form. Answering yes, or leaving questions #4 and #5 unanswered, will not disqualify you for ministry to children or youth at CCCB.

I have read the above policy and agree to observe the safeguards listed.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)



FORM II Page 2

3. Explanation of why applicant desires to work with children in the church?

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4. Because you are a role model, the following questions are important to consider: Based on the pace of your life and all its priorities, what are some of the possible conflicts you may need to consider because of the responsibility of serving in this ministry?

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5. Is your desire for godliness in your own life an example for children to follow? Yes\_\_\_\_\_ No\_\_\_\_\_

6. List dates of salvation and baptism experiences. Give a brief description of your relationship with the Lord.  
Salvation\_\_\_\_\_Water Baptism\_\_\_\_\_

7. To be most effective in ministry, one needs a strong spiritual life. Describe your spiritual walk with the Lord (prayer life, Bible reading habits, church attendance, etc)

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8. How long have you been attending CCCB? Please list the services you regularly attend.

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Length of Attendance	Services Regularly Attended
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9. What ministries are you currently involved in at CCCB?

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10. List all previous church and non-church work involving children and/or youth in which you have participated.

Experience	Organization	Dates	Supervisor
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11. Church leadership experience, prior church volunteer experience. Where, when, and what position?

Position	Church Name	Dates	Supervisor
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12. List all churches attended in the past 10 years with reason for leaving.

Church Name	City, State	Reason for leaving	Dates attended
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FORM II Page 3

13. Previous Pastor's Name, Church Name, and Phone Number, if applicable.

Pastor's Name  
Phone #

Address

14. Spiritual gifts, training, education or other factors that have prepared you to work with children or youth.

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15. Do you have medical training, first aid, or CPR training? Yes \_\_\_\_\_ No \_\_\_\_\_

Training and date received: \_\_\_\_\_

16. Three personal references (not relatives or employers). Name, address and phone.

Name Address, City, and State Phone with area code

\_\_\_\_\_ ( ) \_\_\_\_\_

\_\_\_\_\_ ( ) \_\_\_\_\_

\_\_\_\_\_ ( ) \_\_\_\_\_

17. Do you use or have you ever been convicted for use or sale of illegal drugs? (Circle) YES or NO?

18. Have you ever been hospitalized or treated for alcohol or substance abuse?

(Circle) YES or NO? If yes, dates and substance: \_\_\_\_\_

19. Do you have any physical, mental or emotional handicaps or limitations that would prevent you from performing certain types of activities? (Circle) YES or NO? If yes, please explain.

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20. Have you ever been arrested for a criminal offense excluding minor traffic violations?

(Circle) YES or NO? If yes, please explain including dates.

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21. Previous place of employment if less than 5 years on current job. Include name of employer, address, and phone number.

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Employer

Address

Phone Number

**APPLICANT'S STATEMENT**

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, employers or other organizations or individuals listed in this application to give you information and opinions they may have regarding my character and fitness for children/youth work and I release all such references from furnishing such evaluations to you. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Bylaws, Statement of Faith and practice and policies of this church and to refrain from any unscriptural conduct in the performance of my services on behalf of the church.

I understand that the church does not provide any insurance or legal representation to me in the event that I am personally accused of any sexual abuse or misconduct.

Please initial all that apply:

- I have received and read the "Children and Youth Ministry Worker's Handbook". \_\_\_\_\_
- I have received, read and understand this church's sexual abuse prevention plan as defined in the pages entitled "*Child Abuse Prevention and Procedures Manual*" included in the "Children and Youth Ministry Worker's Handbook". \_\_\_\_\_
- As a volunteer worker in the children/youth program, I agree to observe and abide by the policies and safeguard measures of the church. \_\_\_\_\_

This statement should be signed and dated by the applicant.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by:

\_\_\_\_\_  
Date

FORM  
III

## REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

### NOTICE TO VOLUNTEERS REGARDING BACKGROUND INVESTIGATION

I understand that a consumer report (background screening report) and/or an investigative consumer report (reference checks and/or interviews) that may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualifications and experience, work habits, and/or other information relevant to my volunteer service may be obtained in connection with my application as a volunteer.

I understand that, if I am approved for volunteer service by CCCB, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of CCCB, such may be necessary.

I hereby release and discharge to the extent permitted by law, CCCB, its employees, any individual or agency obtaining information for CCCB, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of CCCB.

By signing below, I, \_\_\_\_\_, have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

I understand that I have specific prescribed rights as a consumer under the Fair Credit Reporting Act and may have additional rights under relevant state laws. I hereby certify that I have read the Summary of Rights under the Fair Credit Reporting Act located at <http://www.safehiringsolutions.com/pdfs/FCRAsummary.pdf>

\_\_\_\_\_  
Print Name (last, first, middle)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
Drivers License Number

Drivers License State

**(For ID Purposes Only)**

Any other names I have been known by: \_\_\_\_\_

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

Previous Addresses (Last 10 Years) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Form VI**

**DISCIPLINE REPORT**

As you know, to facilitate the growth of our young people into mature Christians, we use the Rules and Consequences listed in our "Children and Youth Ministry Handbook" in all of our activities here at church. If a young person has repeatedly broken a rule in one of our activities, this form is sent home to the parents so they are aware of their child's behavior and know what actions we have taken to resolve the problem.

I have listed below the specific nature of the problem and the disciplinary action I have taken so far in this situation. **Please sign and return** this form to the church office so I know you are aware of your child's behavior. Please feel free to call me if you have questions. Phone # \_\_\_\_\_

Your child may return to class the next class time after this form is signed and returned. However, if the problem continues after this course of action, there will be a need to discuss the extent of their involvement in classes and other activities with the department supervisor.

Sincerely yours,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

Student's Name \_\_\_\_\_

Nature of problem:

Disciplinary action taken to this point:

Parents' comments:

\_\_\_\_\_  
(Parent's/guardian's signature)

\_\_\_\_\_  
(Date)

FORM V

**VISITOR'S REQUEST TO VISIT  
A CHILDREN'S OR YOUTH MINISTRY CLASSROOM OR EVENT**

Date:

Class or Event:

**Thank you for taking the time to fill out this form.**

In an effort to keep our children and youth safe, we require that visits to classrooms and events be limited to the parents who have a child or youth in that particular class. Any visits by individuals not involved in the class or event other than a parent or guardian must be approved by the Supervisor of the Children or Youth Department prior to the visit. Teachers are required to refuse admittance to anyone who does not have this permission. Thank you for understanding and complying with our request to fill out this form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Cell Phone #

\_\_\_\_\_  
Reason for Visiting:

\_\_\_\_\_

I understand that I will be observing the class or event in progress. I also understand that I am not to disrupt the class environment by my presence, and I agree to respect the person in charge of the class or event and comply with their requests while visiting.

\_\_\_\_\_  
Signature of Visitor

\_\_\_\_\_  
Date

**Return this completed form to the Children's Ministry Coordinator.  
Upon approval you will be escorted to the classroom or event.**

FORM  
VI

**Medical Action Plan**

Child's Name: \_\_\_\_\_

Allergy/Allergies: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Actions Parent/Doctor request we take if your child is experiencing medical difficulty with the condition stated above:

\_\_\_\_\_

\_\_\_\_\_

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Parent/Doctor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Doctor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

