



Calvary Chapel Morgantown  
Children's Ministry  
Handbook



## Children's Ministry Handbook

Thank you for your interest in serving in Children's Ministry at Calvary Chapel Morgantown. Our Children's Ministry at Calvary Chapel Morgantown is solely based on volunteers, thus your willingness to serve is vital to the ministry. We believe that the children in our fellowship are a gift from God (Psalm 127:3), and we thank you in advance for your desire to help them become devoted followers of Christ.

*But Jesus said, "Let the little children come to Me, and do not forbid them; for of such is the kingdom of heaven." Matthew 19:14*

We have established this Handbook, including our policies and procedures, to protect the children, those serving in this ministry and also the reputation of Jesus Christ by preserving the integrity of Calvary Chapel Morgantown. Individuals serving in Children's Ministry are expected to know and enforce all policies and procedures outlined in this Handbook.

After carefully reading this Handbook, please sign and date the acknowledgement page and return to the Children's Ministry Director.

All for Him,

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SECTION 1: INTRODUCTION	
Purpose	4
Mission, Vision, and Values	4
Application Process	4
SECTION 2: CHILD ABUSE AND REPORTING POLICIES	
Policy Against Child Abuse	6
Reporting Requirements	6
Imminent Danger	7
Internal Reporting	8
Conclusion of No Abuse	8
SECTION 3: INTERACTIONS WITH CHILDREN	
Two Person Policy	8
Restroom Policy	8
Physical Contact	9
Documentation of Incidents and Injuries	9
Communication	10
SECTION 4: SERVANT GUIDELINES	
Attendance	12
Training	13
Intoxicants	13
Check-in and Checkout	13
Playground	14
Minor Injuries	14
Promotion	14
Parent Involvement	15
Discipline	15
SECTION 5: MINISTRY SPECIFIC INFORMATION	
Nursery and Toddlers	16
PreK3 – PreK4	17
Kindergarten - 5 <sup>th</sup> Grade	18
Wednesday Night Nursery and Toddlers	18
Wednesday PreK-5 <sup>th</sup> Grade	19
Middle School and High School	20
Calvary Training	21
SECTION 6: SAFETY AND SECURITY	
Security	22
Emergency Procedures	22
ACKNOWLEDGEMENT FORM	24

## **SECTION 1: INTRODUCTION**

The purpose of this Handbook is to provide policies, procedures, and guidelines for the Children's Ministry of Calvary Chapel Morgantown (CCM) and those who serve in that ministry. CCM reserves the right to make changes to the policies and procedures without prior written or oral notice.

### **Mission**

To lead all children to be fully devoted followers of Christ.

### **Vision**

Inviting all children to know Christ in a way that transforms their daily lives and the lives of those around them.

### **Values**

#### **BIBLICAL**

We believe that God's Word is foundational truth, and it is our heart to train every child to use it as their guide and authority in everything.

#### **RELATIONAL**

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

#### **NURTURING**

We believe that spiritual growth happens best in an atmosphere of emotional safety, physical security, and sanitary conditions. We are committed to exceptional standards in these areas.

#### **RELEVANT**

We believe that our teaching and programs should be a Biblically based study on how to live for Christ in this age and in this society.

## **APPLICATION PROCESS**

At CCM, we seek to provide a safe and secure environment for all the children who participate in our Children's Ministry activities. By implementing the below application process, our goal is to protect the children of CCM from incidents of misconduct and/or inappropriate behavior while also protecting our staff and volunteers from false accusations. All Children's Ministry servants must have consistently attended CCM for 6 months prior to serving and commit to attending at least 3 Sunday services per month. Suitability for serving will be made on an individual basis.

High School and Middle School students interested in serving in Children's Ministry are encouraged to apply, by using a Youth Servant's Application (18 years old and younger). Their suitability will be determined utilizing information from the youth servant's application, parental feedback, and observation of personal conduct.

### **1. Application**

All Children's Ministry servants (employees and volunteers) must complete a written Servant's Application (minors should use the Youth Servant's Application). Upon reaching their 18<sup>th</sup> birthday all minors that are currently serving must complete the adult Servant's Application and background check before continuing to serve in Children's Ministry. CCM desires to utilize servants who actively follow Christ (John 12:26) and relies on truthful responses from the applicant. Personal interviews may be scheduled to discuss his/her suitability for serving in Children's Ministry.

### **2. Policies & Procedures**

Servants (employees and volunteers) are required to review the policies contained in this Handbook and sign the last page indicating that he/she has read and understands the material and agrees to comply with all policy and procedure requirements. Servants are required to complete selected Child Abuse Awareness Training before serving in Children's Ministry.

### **3. Criminal History Check**

CCM uses, subscribes, and pays for the services of a national criminal background check for all adult employees and volunteers involved with Children's Ministry. Prospective Children's Ministry servants who are 18 years or older will be asked to sign an authorization form allowing CCM to run the background check. The signed form will be securely kept on file by CCM. What constitutes a disqualifying offense that will keep an individual from working with children will be determined by CCM on a case-by-case basis in light of all the surrounding circumstances. Failure to disclose a previous criminal conviction on the application form will be a disqualifying event.

An individual who is currently under indictment or charged with any crime, is currently on parole or probation for a felony conviction, or has been convicted or entered a plea of guilty or no contest to any of the following cannot serve in any area of Children's Ministry.

- A felony crime against a person.
- Child or adult abuse or neglect, or the exploitation of a child or an incapacitated adult.
- Domestic violence or spousal abuse.
- Felony arson.
- A felony or misdemeanor crime against a child or incapacitated adult.
- Felony conviction for Driving Under the Influence (DUI) or drug-related offenses within the last ten (10) years.
- Neglect or abuse by a caregiver.
- Pornography and sexual offense crimes

CCM reserves the right to review moving vehicle violations of employees and volunteers who are involved in transporting children. Individuals with moving vehicle violations may be disqualified from service related to transporting children. CCM may perform subsequent background checks for employees and volunteers every 3 years or as deemed necessary. Those who are currently serving in Children's Ministry are required to report any criminal arrests, charges, or indictments to the Children's Ministry Director and/or Pastor within 24 hours or prior to interaction with children, whichever comes first.

**CCM reserves the right to revoke the ability of any person to serve in Children's Ministry with or without notice at any time.**

## **SECTION 2: CHILD ABUSE AND REPORTING POLICIES**

CCM supports and maintains a zero tolerance policy against child abuse and neglect. Child abuse and neglect includes physical injury, mental or emotional injury, sexual abuse, sexual exploitation, sale or attempted sale or negligent treatment or maltreatment of a child. It is against the law and against CCM's policy (1 Corinthians 5) for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any child. CCM reserves the right to dismiss or to exclude from affiliation with CCM any volunteer or employee who is or has been convicted of child abuse or neglect of any child.

### **CCM will neither condone nor tolerate the following:**

- Infliction of bodily injury upon any child or physically or sexually abusive behavior towards a child.
- Persuasion or coercion of any child to engage in any sexually explicit conduct (or simulation of such conduct).
- Physical neglect of children, including failure to provide adequate safety measures, care, and supervision in relation to church activities.
- Emotional mistreatment of children, including verbal abuse and/or verbal attacks.

## **REPORTING POLICIES**

Child abuse and neglect is a serious crime, and CCM intends to prosecute child abuse in any form to the fullest extent of the law. The required Child Abuse Awareness Training will help prepare you for detecting any such instances. You are under these obligations as a volunteer and/or employee:

1. **Reporting Requirements:** All volunteers and employees shall immediately (not more than 24 hours) report and document any incident of abuse, neglect, sexual abuse or imminent danger to the Children's Ministry Director and/or Pastor. Reports can be submitted anonymously if so desired.

- West Virginia law (WV Code 49-6A-2) mandates that any person over the age of 18 who receives a disclosure from a credible witness or observes any sexual abuse or sexual assault of a child, shall immediately and not more than 48 hours, report the circumstances or cause a report to be made to the WV Department of Health and Human Resources and the State Police or other law-enforcement agency having jurisdiction to investigate the report. If the reporter feels that reporting the alleged sexual abuse will expose themselves, the child, the reporter's children or others to an increased threat of serious bodily injury, the individual may delay making the report while he or she undertakes measures to remove themselves or the affected children from the perceived threat of additional harm. The individual must make the report as soon as practical after the threat of harm has been reduced.
  - West Virginia law provides immunity from civil or criminal liability for persons reporting in good faith (WV Code 49-6A-6).
  - Reports can be made to the Child Abuse and Neglect Hotline (1-800-352-6513) 7 days a week, 24 hours a day. You may also report alleged sexual abuse or sexual assault, or serious physical abuse to your local law enforcement agency by calling 911.
2. **Imminent Danger:** An emergency situation in which the welfare or the life of the child is threatened. Such emergency situation exists when reasonable cause to believe that any child is or has been sexually abused or sexually exploited, or reasonable cause to believe that the following conditions threaten the health or life of any child in the home: Non-accidental trauma inflicted by a parent, guardian, custodian, sibling or a babysitter or other caretaker; A combination of physical and other signs indicating a pattern of abuse which may be medically diagnosed as battered child syndrome; Nutritional deprivation; Abandonment by the parent, guardian or custodian; Inadequate treatment of serious illness or disease; Substantial emotional injury inflicted by a parent, guardian or custodian; Sale or attempted sale of the child by the parent, guardian or custodian; or parent, guardian or custodian abuse of alcohol or drugs or other controlled substance has impaired his or her parenting skills to a degree as to pose an imminent risk to a child's health or safety.
- In all cases where an imminent danger exists, any witness shall immediately contact a CCM staff member to request that immediate steps be taken to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, the person witnessing or with knowledge of the incident of abuse shall complete a written report of the incident and submit the report to the Children's Director and/or Pastor. The forms are located in the sign-in clipboard in each classroom.

3. **Internal Reporting Procedure:** The person reporting an incident of abuse shall contact the Children's Ministry Director and/or Pastor and/or Assistant Pastor within 24 hours of the incident. The reporter shall provide written information regarding all relevant facts with respect to the incident of abuse. Incident information will be immediately shared with the Pastor (if not already done), who will be responsible for investigating the incident and making any appropriate reports to law enforcement agency within 48 hours of the incident. However, in all cases where the alleged wrongdoer is the person to whom a report should be made, he or she shall be considered absent for the purposes of this reporting procedure and the report should be submitted directly to the appropriate law enforcement agency.
4. **Conclusion of "No Abuse":** Following review of the incident, if the Pastor does not determine child abuse or neglect has occurred, he will document in writing his findings. All written documentation, including the initial incident information, will be kept on file for a minimum of 5 years. All records will be maintained in a secured location and remain confidential.
5. **Conclusion of "Abuse":** Following review of the incident, if the Pastor determines child abuse or neglect may have occurred, he will report the incident to appropriate law enforcement personnel. He will fully cooperate with appropriate personnel from the WV Department of Health and Human Resources for legal ramifications, including, if applicable, the prosecution of the perpetrator of such abuse or neglect.

### **SECTION 3: POLICIES AND PROCEDURES FOR INTERACTIONS WITH CHILDREN**

CCM intends to ensure the health, safety, and wellbeing of children, volunteers and employees. As a precaution and to ensure strict accountability from one adult to another, servants must follow these policies and procedures:

#### **1. Two Person Policy**

Two approved servants shall remain together with children at all times. If a servant needs to leave a group of children, another approved Children's Ministry servant or Usher must be notified so that the policy can be upheld. It is important that all interactions between children and servants occur in a location where others can observe what is going on for safety and accountability purposes. At no time should a child and servant disappear behind a closed door with no visibility to outsiders.

#### **2. Restroom Policy**

Servants should provide assistance to a child using the restroom only if the child is 3 years or younger or has special needs requiring extra

assistance. DO NOT TAKE A CHILD TO THE RESTROOM WITHOUT ANOTHER APPROVED SERVANT. You are encouraged to contact (in person or via radio) the Children's Ministry Director or an Usher for extra assistance during restroom visits. Older children may be sent alone to an unoccupied restroom that is within your field of view.

- Multi-stall Restrooms: Always maintain at least two approved person supervision, clear the restroom of any other persons, one person should stand in the doorway with the door ajar when multiple children are using the restroom. If assistance in the restroom is necessary (i.e. hand-washing, etc.) bring all the children and the other servant into the restroom, or have the other servant stand in the open doorway to maintain visual inside the restroom and outside with the other children. A third approved servant may be needed in some situations.

### 3. Physical contact

CCM is committed to protecting children in its care and recognizes that appropriate touch is part of a positive, nurturing environment in a healthy Children's Ministry. The following guidelines are to be carefully followed by CCM servants. Physical contact in any form should be above reproach. The personal behavior of servants must foster trust at all times. Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.

Using good judgment, the following are appropriate ways to touch children:

- An arm around the shoulder.
- Walking hand in hand.
- Carrying small children piggyback.
- Short congratulatory or greeting hugs.
- Handshakes, high-fives, fist-bumps and knuckles.

The following are actions a volunteer/employee should **NEVER** take:

- **Never** touch a child in anger or disgust.
- **Never** touch a child in any manner that may be construed as sexually suggestive.
- **Never** touch a child between the navel and the knee.
- **Never** touch a child's genitalia (with the exception of diaper or bathroom procedures).

### 4. Documentation of Incidents and Injuries

CCM servants should first ensure that adequate care and comfort is provided to children whom become injured during Children's Ministry activities. First Aid materials are located on the wall in the Kitchen area, Resource room and within each classroom. An AED is located on the 1<sup>st</sup> floor hallway near the stairwell. Please contact the Children's Ministry Director or an Usher for

immediate assistance in caring for injured children. Following appropriate provision of care, incidents in which a child is injured or in which abuse or neglect is suspected should be immediately documented in writing using the incident report form (located in the sign-in clipboard in each classroom). Incident reports should be personally delivered to the Children's Ministry Director and/or Pastor at the conclusion of the activity.

## 5. Communication Policy

All those serving in Children's Ministry should communicate to children in a manner that encourages them in their walk with the Lord (*Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers. Ephesians 4:29*). All adults working with minors are required to adhere to the communication policies listed below.

### General Principles:

**Accountability** – Always have two approved adult Children's Ministry servants present when interacting with minors. Allow another person to see communication that you have had with a minor, or copy another adult servant/leader into your communication with minors. This provides protection for you and the minors.

**Respect** – Everything communicated should be respectful and wholesome. To this end, volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, volunteers are expected to abstain from the use of profanity (Proverbs 10:31-32).

**Leadership** – Parents have entrusted their children to us for ministry purposes; therefore all of our communications should direct them to Jesus (Proverbs 10:2, Matthew 19:13-15).

### Specific information regarding methods of communication:

Written Communication: texting, private messaging, etc.

- Group Texting - Be cognizant of what is being conveyed and how different individuals and genders could interpret it. Always include another approved ADULT servant on all text communications.
- Individual Texting - If a response is necessary, copy another approved ADULT servant.
- Appropriate things to text - appointment times, information pertaining to events, directions and/or responsibilities.

- Inappropriate things to text – any form of sexual activity/favors, vulgarity, gossiping, emotionally abusive phrases, and/or any form of negative peer pressure, etc.

Verbal Communication: in person and/or over the phone

- Phones - One should communicate with the parents of the minor rather than the minor via phone calls. If a minor calls you, be brief and respectfully explain that it is expected that people in the Children's Ministry not converse with minors over the phone.
- Face to Face - All one on one meetings with minors MUST occur in a public area in full view of others and be limited to the same gender (as circumstances dictate). During group or individual interactions, refrain from saying anything that could be interpreted as inappropriate including anything sexual, emotionally abusive, demeaning or contrary to scripture (Proverbs 4:24).

Social Media: Facebook, Twitter, Instagram, TikTok, Youtube, etc.

- All serving in Children's Ministry must avoid inappropriate social media posts contrary to scripture (Colossians 3:5-10).
- Adults serving in Children's Ministry should not post on a minor's social media page.
- Posting, tagging, and/or sharing digital images of children without the written consent of a parent/guardian is prohibited.

**Violations of the Policy**

If there is an allegation of inappropriate communication with a minor, the person in question will be suspended indefinitely from service in Children's Ministry. All allegations should be brought directly to the Children's Ministry Director and/or Pastor. All allegations will be documented in writing using the Children's Ministry incident form (in the check-in clipboards in each classroom) and followed up on within 24 hours. In cases where a minor brings an allegation forward, the Pastor will notify the parent/guardian of the child. All documented allegations will receive an internal review by the Pastor. CCM reserves the right to determine if the allegation has violated any Children's Ministry policies. If an individual is found to be in violation of this policy, they will be subject to disciplinary actions and may be terminated from further serving in Children's Ministry. Communications that involve child abuse or illegal activities will be reported to the appropriate law enforcement (as directed in Children's Ministry Handbook). In the event that policy violations are not found the person will be reinstated.

## SECTION 4: SERVANT GUIDELINES

### Who, What, Why?

**Who** do we serve?

We serve **Christ**.

“Whoever receives one little child like this in My name receives Me.”

Matthew 18:5

“And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.” Colossians 3:23-24

**What** is the impact?

Children, parents, guests, and the members of our fellowship see

**Christ in you.**

“Therefore be imitators of God as dear children. And walk in love, as Christ also has loved us and given Himself for us, an offering and a sacrifice to God for a sweet-smelling aroma.” Ephesians 5:1-2

**Why** serve?

God has **gifted you.**

“As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God.” 1 Peter 4:10

### ATTENDANCE

We intend for the children, parents, and this fellowship of believers to see Jesus glorified in our Children’s Ministry. When parents allow their children to participate in Children’s Ministry they are entrusting us with their precious gift(s). When servants arrive late or are unprepared, it conveys apathy and disorganization. It is important that we arrive on time and prepared to maintain an environment of love and trust while leading children to be followers of Christ.

**Remember that we are serving Christ!**

#### 1. Arrival

**Servants should be in place and completely ready to receive children at least 15 minutes prior to the start of services/event. Please plan to arrive in plenty of time to prepare yourself and the environment. You must be present for group prayer before the Children’s Ministry**

## **event or activity.**

### **2. Departure**

Servants must remain at the Children's Ministry event until the last child has been picked up by a parent/guardian or until relieved by an approved Children's Ministry servant. Please restore the classroom or area to its previous condition before leaving. This may include general cleaning, wiping toys, vacuuming, sorting toys, emptying garbage that contains food, etc.

### **3. Absences**

Servants are responsible for their assigned shift(s). Should the need arise for you to be absent it is your responsibility to secure a substitute. The servant must (1) seek out an approved substitute (a current list is available upon request from the Children's Ministry Director), (2) contact the Children's Ministry Director to inform them of their upcoming absence, replacement status, and the name of their replacement. In the event of a last-minute illness or emergency, servants should immediately call/text the Children's Ministry Director.

## **TRAINING**

Ongoing training is an important, effective, and required step in fulfilling your responsibility as a servant within Children's Ministry.

- Initial Training: Each new servant shall meet in person with the Children's Ministry Director prior to serving.
- Periodic Training: From time to time, CCM will provide training sessions to address specific needs and/or topics.

## **INTOXICANTS**

Employees and servants are prohibited from the use, possession, or being under the influence of alcohol, tobacco, or any illegal drugs while working with or supervising children at CCM. Prescribed medications that may impair your ability to comply with these guidelines must be brought to the attention of the Children's Ministry Director prior to fulfilling your duties at CCM.

## **CHECK-IN and CHECK-OUT**

In order to attend Sunday or Wednesday classes, children (infants through 5th grade) must be checked into their respective classrooms by a parent or legal guardian. Parents/guardians will be given a numbered "parent-ticket" when they sign in a child. Once checked in, the child should not leave the classroom unless directly supervised by two approved servants. Checkout should only occur when a parent or legal guardian (no siblings) returns with the associated "parent-ticket." At least one servant in each classroom should monitor both the

check-in and checkout processes and greet/dismiss parents and children.

## PLAYGROUND

The playground is a blessing and we should use it when possible; however, children should not be on the playground when there is lightening, rain, snow/ice, or below freezing temperatures. Additionally, EVERY child in the class should have adequate clothing and footwear for the playground. Safety on the playground is very important. A staff member does a visual safety inspection of the playground and field prior to events; however, conditions can quickly change.

- Perform a quick visual inspection of the area before you let the children enter the playground - look for things like animals, bees, etc. If a danger arises when you are already on the playground, you should quickly and calmly move the children inside and alert the Children's Ministry Director and/or Usher as soon as possible.
- No child, at any time, should climb over the fence or enter the parking lot area. Get an adult to retrieve items, if necessary.
- Slides are for sliding DOWN only.
- Ushers make every effort to be nearby when classes are on the playground. Please utilize them for all safety and security issues.

## MINOR INJURIES

Children who sustain minor injuries or illnesses while at CCM should be treated with the appropriate care and first aid. Basic First Aid supplies are located in the Resource room, Kitchen area and in each classroom. Ice bags can be acquired by contacting an Usher or Children's Ministry Director. Do not leave children without two approved person supervision to get supplies. Call an Usher or the Children's Ministry Director if assistance is needed and in all cases of serious injury or illness. Fill out a Children's Ministry Incident Report in cases of injury or illness that require First Aid. Parents should be notified of all injuries and/or illnesses.

## PROMOTION

CCM promotes children (PK4 through 5<sup>th</sup> grade) to the next class level after Vacation Bible School (the date may vary as it will be coincided with the start of the third quarter teacher rotation). Younger children may be promoted to the next class level based on class specific criteria. Children should remain in their class level until the next promotion date unless given specific permission by the Children's Ministry Director.

## PARENT INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their child is involved; however, parents who desire to participate in or have continuous, ongoing contact with their children's programs at CCM will be required to complete the CCM servant's application process.

The Children's Ministry Director (and/or Head Usher) may determine that it is necessary to contact the parent/guardian in the event that the child is ill or injured, has a severe disciplinary problem, and/or is a danger to himself/herself or other children. Please do not initiate the discussion of any sensitive issues (i.e. behavioral issues, learning disabilities, etc.) directly with the parent/guardian. Instead, please allow the Children's Ministry Director and/or Pastor to address these matters, as necessary.

## DISCIPLINE

Physical discipline, such as spanking, is never permitted. Using physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary. Affirmation and encouragement are always preferred. Please contact the Children's Ministry Director for assistance in significant disciplinary issues or in cases in which you feel the parent/guardian should be notified.

Follow these rules for discipline:

1. Consistency

Discipline must be consistent to be effective. Do not threaten a consequence without the intention to follow through.

2. Response

Make a prompt and individualized response to inappropriate behavior. Correct a behavior the first time and every time.

3. Resolution

Seek to both resolve the conflict and reconcile relationships.

4. Reward

Acknowledge and reward positive behavior. Encourage children who are behaving well and following the rules.

5. Preparation

Read the lesson before you arrive at your classroom. Often the best deterrent to discipline problems is a confident, prepared teacher.

6. Prayer

Pray for your kids and your patience consistently. Ask the Lord to guide you throughout the class.

*"Rejoice always, pray without ceasing, in everything give thanks; for this is*

*the will of God in Christ Jesus for you.” 1 Thessalonians 5:16-18*

## 7. Discipline Steps

Children are to be disciplined using non-physical methods of behavior management. In employing this procedure, servants should observe the following guidelines:

- Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
- Remove the child from the activity or interaction with others for a short period of time. The child should never be out of sight, absent of direct supervision, or placed in an unsafe or unsecured environment.
- If the behavior continues, servants should contact the Children’s Ministry Director for assistance. The Children’s Ministry Director will determine what further action is most appropriate.
- Inappropriate behavior and repeated disobedience should always be reported to the parents by the Children’s Ministry Director or the Lead Teacher in the class at the request of the Children’s Ministry Director, but in a manner that conveys that our love and care for the children is not dependent upon their behavior. As we relay info about behavior, it is important that we tell the truth in gentleness and love.

## SECTION 5: MINISTRY SPECIFIC INFORMATION

### ***Nursery and Toddlers:***

- You **must** have two approved servants in the classroom before you can receive children. No exceptions. If you do not have two, find the Children’s Ministry Director immediately. **You are never to be alone with any child.**
- Servant to infant (6 weeks – 12 months) ratio should be no more than 1:3. Servant to toddler (1 year – 2 years) ratio is 1:4. With two workers we cannot accept more than 6 infants, 8 toddlers, or a combination of 3 infants and 4 toddlers. If additional children arrive, please notify the Children’s Ministry Director before the parents are allowed to check-in the children. The safety of the children is paramount; therefore, please immediately inform the Children’s Ministry Director if you feel that additional supervision or help is needed regardless of the ratios listed.
- Make sure each child has everything he/she needs to make them feel secure (i.e. favorite blanket, pacifier, bottle, etc.). Place personal items in the cubby with the corresponding tag number.
- Supervise children’s cups and bottles so that other children are not sharing them. Do not let the child walk around with them.
- If a child brings a snack, it is not to be shared with the other children.

Snacks should not be provided in the nursery unless you have received specific instructions from the parent/guardian.

- Do not change a baby's diaper unless necessary. Dirty diapers should be placed in a plastic bag before placing in trashcan. We do not provide diapers.
- Do not accept a child who is noticeably ill or may have a contagious/infectious condition (i.e. colored nasal secretions, fever, open skin wounds, etc.).
- After all children have been checked out, please clean your room, vacuum, and wipe down tables and toys with disinfecting wipes. Vacuum cleaners are located in the Janitors closet and will be brought to your classroom at the end of the service.
- Make sure all lights, air conditioners, and electronic devices are turned off and the trash bag is removed when you leave the room. Trash can be placed in the receptacle by the Children's Ministry main entrance.
- In an effort to keep the rugs and walls clean, please do not bring play-dough, paints, glitter, or markers into the nursery.
- Holidays: No secular holiday toys, snacks and/or gifts are to be given out (i.e. Easter, Halloween, Christmas, etc.).
- Please do not take or share any photos or videos of a child without parent/guardian prior written consent.

### **PreK3-PreK4:**

(must be potty trained for this class)

- You **must** have two servants in the classroom before you can receive children. No exceptions. If you do not have two, find the Children's Ministry Director immediately. **You are never to be alone with any child.**
- The ratio of servant to children in this age range is 1:10. We feel that no more than 15 children can be safely accommodated in this classroom space. If additional children arrive, please notify the Children's Ministry Director before the parents are allowed to check-in the children. The safety of the children is paramount; therefore, please immediately inform the Children's Ministry Director if you feel that additional supervision or help is needed regardless of the ratios listed.
- Please encourage parents to take their child to the bathroom before check-in.
- If a child brings in a personal toy, ask the parents to hold onto it for the child or place it on the shelf.
- Do not accept a child who is noticeably ill or may have a contagious/infectious condition (i.e. colored nasal secretions, fever, open skin wounds, etc.).
- After all children have been checked out, please clean your room, vacuum, and wipe down tables and toys with disinfecting wipes. Vacuum cleaners are located in the Janitors closet and will be brought to your classroom at the end of the service.
- Make sure all lights, air conditioners, and electronic devices are turned off and the trash bag is removed when you leave the room. Trash can be placed in the receptacle by the Children's Ministry main entrance.

- Holidays: No secular holiday toys, snacks or gifts are to be given out (i.e. Easter, Halloween, Christmas, etc.).
- Please do not take or share any photos or videos of a child without parent/guardian prior written consent.

### ***Kindergarten-5th grade:***

- You **must** have two servants in the classroom before you can receive children. No exceptions. If you do not have two, find the Children's Ministry Director immediately. **You are never to be alone with any child.**
- While the ratio of servant to children in this age range is 1:12, we feel that no more than 20 children can be safely accommodated in this classroom space. If additional children arrive, please notify the Children's Ministry Director before the parents are allowed to check-in the children. The safety of the children is paramount; therefore, please immediately inform the Children's Ministry Director if you feel that additional supervision or help is needed regardless of the ratios listed.
- Please encourage parents to take their child to the bathroom before check-in.
- Check-in and Check-out for all classes will be located in the individual classrooms.
- If a child brings in a personal toy, ask the parents to hold onto it for the child.
- Rewards: We do not give out prizes and/or candy to children for bringing their Bible or for reading their bible. Bringing a Bible from home should be encouraged.
- Do not accept a child who is noticeably ill or may have a contagious/infectious condition (i.e. colored nasal secretions, fever, open skin wounds, etc.).
- After all children have been checked out, please clean your room, vacuum, and wipe down tables and toys with disinfecting wipes. Vacuum cleaners are located in the Janitors closet and will be brought to your classroom at the end of the service.
- Make sure all lights, air conditioners, and electronic devices are turned off and the trash bag is removed when you leave the room. Trash can be placed in the receptacle by the Children's Ministry main entrance.
- Holidays: No secular holiday toys, snacks and/or gifts are to be given out (i.e. Easter, Halloween, Christmas, etc.).
- Please do not take or share any photos or videos of a child without parent/guardian prior written consent.

### ***Wednesday Night Nursery and Toddlers:***

- You **must** have two approved servants in the classroom before you can receive children. No exceptions. If you do not have two, find the Children's Ministry Director immediately. **You are never to be alone with any child.**

- Servant to infant (6 weeks – 12 months) ratio should be no more than 1:3. Servant to toddler (1 year – 2 years) ratio is 1:4. With the wider range of ages in this class, the ratios will need to be monitored closely to ensure that we have the staff in place to adequately handle the children that show up. If more children arrive than the current staff can support, please notify the Children's Ministry Director before the parents are allowed to check-in the children. The safety of the children is paramount; therefore, please immediately inform the Children's Ministry Director if you feel that additional supervision or help is needed regardless of the ratios listed.
- Make sure each child has everything he/she needs to make them feel secure (i.e. favorite blanket, pacifier, bottle, etc.).
- Supervise children's cups and bottles so that other children are not sharing them. Do not let the child walk around with them.
- If a child brings a snack, it is not to be shared with the other children. Snacks should not be provided in the nursery unless you have received specific instructions from the parent/guardian.
- Do not change a baby's diaper unless necessary. Dirty diapers should be placed in a plastic bag before placing in trashcan. We do not provide diapers.
- Do not accept a child who is noticeably ill or may have a contagious/infectious condition (i.e. colored nasal secretions, fever, open skin wounds, etc.).
- After all children have been checked out, please clean your room, vacuum, and wipe down tables and toys with disinfecting wipes. Vacuum cleaners are located in the Janitors closet and will be brought to your classroom at the end of the service.
- Make sure all lights, air conditioners, and electronic devices are turned off and the trash bag is removed when you leave the room. Trash can be placed in the receptacle by the Children's Ministry main entrance.
- In an effort to keep the rugs and walls clean, please do not bring play-dough, paints, glitter, or markers into the nursery.
- Holidays: No secular holiday toys, snacks or gifts are to be given out (i.e. Easter, Halloween, Christmas, etc.).
- Please do not take or share any photos or videos of a child without parent/guardian prior written consent.

### ***Wednesday (PreK-5th grade):***

- You **must** have two servants in the classrooms before you can receive children. No exceptions. If you do not have two, find the Children's Ministry Director immediately. **You are never to be alone with any child.**
- While the ratio of servant to children in this age range is 1:12, we feel that no more than 20 children can be safely accommodated in these classroom spaces. If additional children arrive, please notify the Children's Ministry Director before the parents are allowed to check-in the children. The safety of the children is paramount, therefore please immediately inform the

Children's Ministry Director if you feel that additional supervision or help is needed regardless of the ratios listed.

- Please encourage parents to take their child to the bathroom before check-in.
- Check-in and Check-out for all classes will be located in the individual classrooms.
- If a child brings in a personal toy, ask the parents to hold onto it for the child.
- Rewards: We do not give out prizes and/or candy to children for bringing their Bible or reading their Bible. Bringing a Bible from home should be encouraged.
- Do not accept a child who is noticeably ill or may have a contagious/infectious condition (i.e. colored nasal secretions, fever, open skin wounds, etc.).
- After all children have been checked out, please clean your room, vacuum, and wipe down tables and toys with disinfecting wipes. Vacuum cleaners are located in the Janitors closet and will be brought to your classroom at the end of the service.
- Make sure all lights, air conditioners, and electronic devices are turned off and the trash bag is removed when you leave the room. Trash can be placed in the receptacle by the Children's Ministry main entrance.
- Holidays: No secular holiday toys, snacks or gifts are to be given out (i.e. Easter, Halloween, Christmas, etc.).
- Please do not take or share any photos or videos of a child without parent/guardian prior written consent.

### ***Middle School and High School:***

- Middle School only:
  - **Sunday** Participate in the adult worship service located in the sanctuary, at the end of the worship service Middle School will be dismissed with their teachers to their classroom on the ground floor. Middle schoolers must be picked up from their classroom by their parent or a legal guardian.
  - **Wednesday** Check-in and check-out will be located in the classroom on the ground floor, and must be by a parent or legal guardian.
- High school students do not need to be checked-in or out by parents/guardians. The High School classroom is located on the ground floor.
- You **must** have two servants before you can receive children. No exceptions. If you do not have two, find the Children's Ministry Director immediately. **You are never to be alone with any child.**
- Do not accept a child who is noticeably ill or may have a contagious/infectious condition (i.e. colored nasal secretions, fever, open skin wounds, etc.).
- Please clean your room after use.
- Make sure all lights, air conditioners, and electronic devices are turned off and the trash bag is removed when you leave the room. Trash can be placed in

the receptacle by the Children's Ministry main entrance or in the dumpster outside.

- Holidays: No secular holiday toys, snacks or gifts are to be given out (i.e. Easter, Halloween, Christmas, etc.).
- Please do not take or share any photos or videos of a child without parent/guardian prior written consent.

### ***Calvary Training:***

- Sign-in/ Sign-out: There **must** be two servants in the sign-in/warm-up area before you can receive children. No exceptions. If you do not have two, find the Calvary Training Director immediately. **You are never to be alone with any child.**
- All children must be signed in to participate in the program. We cannot take responsibility for children in the program until they have been signed in by their parent or legal guardian. Parents that bring their children early to play on the playground are responsible for their child until they bring the child in and sign them in.
- Bathroom:
  - Please encourage parents to take their child to the bathroom before sign-in. Bathroom breaks can also be encouraged between workout time and the lesson. If a child needs to use the bathroom during other activities, there must always be two approved servant accountability.
  - During outdoor activities you must leave at least two approved servants with the group while two approved servants enter the building with the children.
  - During indoor activities located in the fellowship hall, boys can use the men's restroom located down the hallway from the Resource Room. A coach needs to clear the restroom before allowing children to enter and then remain within sight of the other coaches while maintaining a visual on the restroom door. Girls can use the single stall restroom located adjacent to the weight room. A coach (preferably a female coach) needs to clear the restroom and then return to the doorway between the hallway and the resource room hallway so that they can maintain visibility to the other coaches and a sightline to the restroom door.
  - During lesson time, all children should only use the single stall restroom located adjacent to the weight room. A coach should clear the restroom and then remain in the doorway of the classroom in order to maintain a sightline to the restroom. The restroom door should remain open when not in use in case there are only two coaches in the classroom.
  - Coaches should only ever enter a restroom that they know has

- children in it except in cases of emergency. Children must be completely potty trained to participate in Calvary Training.
- If a child brings in a personal toy, ask the parents to hold onto it for the child.
  - Rewards: We do not give out prizes or candy to children for bringing their Bible or reading their Bible. Bringing a Bible from home should be encouraged.
  - Do not accept a child who is noticeably ill or may have a contagious/infectious condition (i.e. colored nasal secretions, fever, open skin wounds, etc.).
  - Make sure all lights, air conditioners, and electronic devices are turned off and the trash bag is removed when you leave the room. Trash should be placed in the dumpster.
  - Holidays: No secular holiday toys, snacks or gifts are to be given out (i.e. Easter, Halloween, Christmas, etc.).
  - Please do not take or share any photos or videos of a child without parent/guardian prior written consent.

## **SECTION 6: SAFETY & SECURITY**

### **1. Stranger in the Building**

Only parents/guardians, approved servants, employees, ushers and children are allowed in the Children's Ministry area. All other adults (including any other church members) should be asked for identification and immediately escorted out of the Children's Ministry area. If there are any questions or concerns associated with a stranger in the area, an Usher should be notified immediately to question the stranger.

### **2. Child Custody Issue**

Due to the nature of child custody laws, servants must act diligently in making sure the correct people are picking up their children. Please be aware that only adults with the associated "parent-ticket" may pick up the child. If there are any questions regarding this procedure, please notify the Children's Ministry Director immediately for clarification.

## **EMERGENCY PROCEDURES**

### **1. Medical Concerns**

Immediately report any medical needs or concerns (including serious and life threatening injuries) to an Usher and/or Children's Ministry Director. One approved servant should remain with the child while the other servant contacts an Usher or the Children's Ministry Director. CCM personnel will determine if emergency medical services should be alerted and inform the

parents/guardians of the situation. All servants should remain calm and divert the attention of the other children. The victim should be kept quiet and still. Do not attempt to move a severely injured person unless in imminent danger.

- First Aid supplies and basic wound care kits are available in the Resource, Kitchen area, and in each individual classroom.
- The AED (and child specific pads) is located on the 1<sup>st</sup> floor near the stairwell.
- An emergency medical bag containing equipment for trained medical personal is located in a marked cabinet in the Resource Room.

## **2. Fire**

The first priority in any fire is that safety is maintained. Stay calm! Any attempt by servants to put out a fire is absolutely forbidden unless judgment to do so is unquestionable and presents no possible danger to anyone present.

- Get your class check-in roster as well as a communication device (i.e. phone, walkie-talkie, etc.).
- If you are a servant who is not assigned to a classroom, report to the nearest classroom to provide assistance or report to a staff person for further instruction.
- Parents may stay with you and assist, but they MAY NOT take their child and leave during an evacuation.

## **3. Missing Child**

Time is critical if a child is reported missing. Servants should contact the Children's Ministry Director or an Usher as soon as possible with the following information:

- Name/age/sex
- Color of hair, shirt, and skin
- Last known location

The person reporting the lost child should remain until the Children's Ministry Director and/or Pastor provide further direction.

## **4. Media response**

In the event of a severe accident, sexual abuse, and/or death, it is likely that the media will be on site to cover the incident. The Pastor shall be the only person to make any statement. If asked by a media member for a statement, please graciously decline and direct them to the CCM Pastor or designated representative.



**POLICIES AND PROCEDURES  
STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT**

I have received and read a copy of Calvary Chapel Morgantown's Children's Ministry Handbook and understand the importance of the material in the manual. I agree to abide by these policies, procedures, and guidelines while serving at CCM. I understand the Handbook may be modified, and that any policy, procedure, or guideline may be amended, revised, or eliminated by CCM at anytime.

I acknowledge and understand that the materials and guidelines contained in this Handbook in no way express or imply a contractual employment relationship between CCM and me. If applying as a servant, I acknowledge and agree that I will receive no monetary compensation for hours worked. I understand it is my responsibility to review new Handbooks that may be created and distributed.

I acknowledge that I have received, read, and understand the CCM Children's Ministry Handbook (revised October 2021).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Children's Ministry Director \_\_\_\_\_ Date \_\_\_\_\_