



Handbook

Last Updated April 2026

Important Contacts

Kids Ministry Lead & Pastor: Matt Altman | matt.altman@radiuschurch.org

Kids Campus Contacts:

- Carolina | Christianna Thompson
- Centerville | Lindsay Shupe, Melanie Carter, Rebekah Hill
- Lexington | Sarah Dutton, Hannah Reeves
- Longs Pond | Cassie Bryant
- Newberry | Marcus Van Vlake
- Pelion | Caitlyn Lovette
- Saluda | Jamie Baughcome
- Southside | Elle Naylor
- White Knoll | Kaylie D'Eredita



Our Mission & Purpose

RADIUS Church exists to GLORIFY GOD by planting churches that make disciples and live generously.

For RADIUS Kids, the goal is the same. **Our ministry exists to glorify God.** We seek to do this through three primary ways: **Know God’s Story | Build Relationships | Engage with Purpose**

Know God’s Story

Kids, parents, volunteers, and staff will partner together to teach and learn the Biblical narrative through creative, fun, and age-appropriate teaching.

BABIES-TODDLERS | Where it all “BEGINS”

Goals:

- Children will begin developing their understanding of the following truths:
 - The Bible is a true story
 - God made them and loves them
 - Jesus wants to be their friend
- Children will begin developing their understanding of basic Biblical terminology.

Expectations:

- Babies will be prayed over every time they are in our care.
- Toddlers will learn Bible stories to help them discover biblical truth through intentional play.
- Bible stories will be repeated on a rotational basis to increase retention of basic truths taught.

PRESCHOOL | As we “CONTINUE”

Goals:

- Children will continue developing their understanding of the following truths:
 - The Bible is a true story
 - God made them and loves them
 - Jesus wants to be their friend
- Children will continue developing their understanding of basic Biblical terminology.

Expectations:

- Children will learn a story every week that focuses on the Biblical narrative. They will hear the story during group (can be large or small) worship time.
- Children will be encouraged and challenged to memorize appropriate Bible verses, as well as Key Truths, that correspond to the curriculum’s units.

ELEMENTARY (KINDERGARTEN-5TH GRADE | “SOLIDIFYING” a Foundation

Goals:

- Children will solidify their understanding of the following truths:
 - The Bible is a true story.
 - God made them and loves them.
 - Jesus wants to have a personal relationship with them.
- Children will learn God’s big story, how the Gospel is revealed throughout the Bible, and how they fit into it all.
- Children will solidify their Bible literacy skills. This includes continued learning of Biblical terminology and growth in their ability to navigate their Bibles with fluency.

Expectations:

- Children will learn a story every week that focuses on the Biblical narrative. They will hear the story during large group worship time with application and prayer during small group.
- Children will be encouraged and challenged to memorize appropriate Bible verses, the names of the books of the Bible for both testaments, and appropriate Bible story timelines.
- Lesson format will include each of the following elements, adjusted for each campus’ context:
 - Large Group Time (worship, teaching, Bible Story)
 - Small Group Time (Bible navigation, relationship building, prayer)

GENERAL EXPECTATIONS FOR ALL RADIUS KIDS’ CLASSES ACROSS ALL CAMPUSES

- Curriculum Alignment – All campuses and classes should be aligned, with regards to specific lessons, each Sunday (or within one Sunday) during the Fall and Spring semesters. Flexibility is allowed during the Summer semester and around Christmastime.
- Leaders are encouraged to model Christ in all situations, emphasizing the importance of the following:
 - Real Faith – Personal stories of faith and application of the Bible story are encouraged. Questions to consider as leaders lead:
 - How does this story apply to me? Can I share this with the kids in my group?
 - How does this story help me love my radius?
 - How can I encourage kids to love their own unique radius?
 - Prayer – Leaders will pray with and for the children in their ministry context, emphasizing the importance of regular prayer with God as a personal discipline.

Build Relationships

Kids, parents, volunteers, and staff will partner together to build meaningful relationships with each other that encourage love for God and love for people.

WITH EACH OTHER

Relationships are at the heart of all that we do. Each role (kid, parent, volunteer, and staff) plays a part in building relationships. The following are considerations for how we as leaders and staff can do this best:

- Hospitality – We all strive to create an environment where everyone is loved and welcomed. This can, and often does, extend beyond Sunday mornings. Some ways that we can do this are listed below:
 - Writing and sending postcards from RADIUS Kids
 - Attending events that children in our ministry are participating in
 - Connecting with families outside of Sunday mornings (playdates, invites for dinner, etc.)
 - Meaningful engagement during check-in and check-out on Sunday mornings.
 - Creating an environment where children can purposefully engage with their peers, growing in community together, and take their faith with them beyond Sunday mornings.
- Consistency – When thinking about building trust, the more we show up, the more our kids and their families benefit.
- Prayer – Spending time in prayer before Sunday mornings will help prepare our hearts to serve our families well.

WITH GOD

In each of the classroom settings listed below, leaders should seek to do the following every Sunday:

NURSERY –

- Pray for each child by name in the classroom
- Speak the key truth for that day's lesson to the child

PRESCHOOL -

- Pray out loud over the class as a group
- Encourage children to pray out loud in both large and small group settings
- Connect the Bible story to real-life examples, making it relatable to the children

ELEMENTARY -

- Invite someone (leader or child) to pray out loud for the group and the day's lesson
- Encourage children to share prayer requests with their leader and each other
- Pray in small group settings and invite children to pray for their peers in small groups
- Connect the Bible story to real-life and personal examples, making it relatable to the children

Engage with Purpose

We know that meaningful engagement with kids, parents, volunteers, and staff helps build trust and deepen relationships.

In RADIUS Kids, we strive to make every moment count. This means that we are intentional with our time and activities, ensuring that everything we do is purposeful. Below are some ways we can do this:

- Preparation – Taking time to review lesson materials and pray for our children and their families before showing up on Sunday mornings is essential to our ability to connect meaningfully.
- Follow-Through – Each component of our lesson is designed to help our kids grow in their love for God and each other. We want to be faithful to lead our lesson times with diligence, following the lesson plan.
- Presence – As leaders, we want to be fully present and attentive to the needs of our kids and their families by minimizing distractions (cellphones, side conversations, etc.). We want to actively listen and respond to the kids in our care.

General Policies

Thank you for choosing to serve in RADIUS Kids. As a Kids' leader, you are not just providing childcare for children at church; you are doing so much more than that...

- You are training up the next generation and beginning the process of discipleship in our kids.
- You are modeling Jesus to kids while setting a foundation for future growth.
- You are partnering with parents in sharing about Jesus with their children.

WELLNESS

Children must be symptom-free from the following (without medication) for at least 24 hours before entering the classroom:

- Fever of 100.4° or higher
- Vomiting or diarrhea
- Conjunctivitis (Pink eye or other infection)
- Rash
- Nasal drainage which is green or yellow
- Sore throat
- Open sores
- Cold
- Excessive coughing
- Lice

If a child develops any of these symptoms while checked in, the parent will be contacted for pick-up.

An allergy alert will be printed on the security tag of any child who has been identified as having allergies. The security tag alert will identify the type of allergy. In addition, a brightly colored sticker will be placed on the tag upon check-in to assist in identifying a child with an allergy.

Parents of children with severe allergies requiring the possible use of an EpiPen should advise the Check-In Team member who should notify the Coordinator at the time of each check-in. EpiPens must be supplied by the parents of the affected child. Only the parent, trained staff member, or emergency personnel may administer an EpiPen. An accompanying form, to be filled out by the parent, for the use of an EpiPen, should be kept on file and visible in the classroom.

INJURY & FIRST AID

We can administer ONLY band-aids and ice packs.

If a child is injured while in the care of the children's ministry, the teacher/leader will immediately notify a Coordinator. The Coordinator will be responsible for advising the child's parent. All injuries must be reported no matter how minor they may seem. Notation of injuries should be made under the "Notes" section of the RADIUS Kids check-in sheet, and an incident form should be filled out as a record of the injury.

Every RADIUS Kids team member must use caution when exposed to children's blood or bodily fluids. Whenever possible, gloves must be used in these situations. Hands must be washed with disinfectant soap immediately after changing diapers, assisting children with the toilet, or handling clothes or other materials containing blood or bodily fluids.

Gloves must be changed after every diaper change, or after handling blood or bodily fluids.

SAFETY & SECURITY

It is of utmost importance that our kids be taught and nurtured in a responsible and safe environment. We also desire that our leaders be protected from any false allegations of misconduct.

- Each person desiring to serve in RADIUS Kids is required to complete an onboarding process, which includes an application with references and meeting with the coordinator, criminal background check, completion of training, an apprenticeship / shadowing experience, and a placement on the serve schedule rotation.
- Each leader in our ministry is required to read and abide by the policies and procedures outlined in this manual.
- We have a detailed check-in and pick-up procedure facilitated by our trained check-in team and supported by our safety team.
- There is a "two adult" rule that is in place for all classrooms. There must be two adults (one of whom must be a woman) present while children are present. This is to protect the children from possible abuse and the leaders from false accusations. If a situation arises where only one adult is present, an unobstructed view of the entire classroom **must** be maintained. At no point, regardless of volunteer counts, should the observation window of a classroom be covered to prevent visual sightlines into the classroom.
- In the event that there is a need for last minute leaders (who have not been screened according to policy), the individuals responding will be cleared for temporary duty by either a Coordinator or Pastor and placed with an experienced leader who has completed the onboarding process and been cleared for service.

PHOTOGRAPHY GUIDELINES / MEDIA RELEASE

Media containing images of children may not be posted to internal or external sources without expressed consent from a parent/guardian. A media release document is available for use on the RADIUS Kids Coordinator Hub. Consent should be obtained in writing, but if needed, can be obtained verbally first and then followed up with written consent to be kept on file. Parents/Guardians have the right to withdraw consent at any time. Language from the consent form is below for preview purposes:

“I give permission for my child(ren) to be photographed and videotaped during church activities. My child(ren)’s image may appear in print or online promoting the church’s activities. I understand that my child(ren)’s name will not be used to identify my child(ren). This permission form will be kept on file in the church office. If I would like to withdraw permission, I may do so at any time.”

Group photos require consent from all families included in the photo in order to be used. Volunteers should not take photos of children in RADIUS Kids without permission from a coordinator or pastor.

RESTROOM GUIDELINES

Never allow yourself to be in a bathroom alone with a child. It is our strict policy that only adult women may assist or escort children to the bathrooms. Men are not permitted to take children to the restroom.

- Only allow one child in the bathroom/stall at a time.
- If a child can go on their own, let them (just stand by the door ready to help if needed)
- If your assistance is required, ask another leader to stand at the door to watch you as you assist the child. Use clean gloves for each child you assist.
- You must have another adult female leader with you.
- Make sure you and the child wash your hands before returning to the class.
- Children who are "potty training" may need to be taken to the restroom more frequently.

DIAPERING GUIDELINES

Diapers must be checked and changed, when appropriate, before the end of each service. Parent(s) should be notified of any necessary diaper care. When changing a diaper:

- Make sure you have all supplies within reach. Always make sure you have the child's diaper in hand before placing the child on the changing pad
- Put on gloves (a new pair every time.)
- Pull out wax paper/liner and place child on top (a new sheet per child). **NEVER LEAVE A CHILD UNATTENDED ON THE CHANGING TABLE.**
- Place dirty diapers and liners in trash. Dirty diapers are wrapped in gloves as they are taken off.
- Wipe the diaper changing pad with a Clorox wipe.
- Wash hands thoroughly or use hand sanitizer after each changing
- **NOTE: Men are not permitted to change diapers.**

CRYING CHILD

Separation anxiety is a normal emotion in young children. If a child is upset about leaving their parents, ask that the parent drop their child off and leave them for 10 minutes. If the child does not adjust to their new surroundings a leader must contact the parent to come and pick up the child from their classroom. Ask the parent to try again the following week. Our team is committed to honoring the wishes and comfort level of parents who entrust their child to us. It is our responsibility to know how we can best serve parents in this way.

GROUPS AND RATIOS

RADIUS Kids offers classes for the following ages, adjusted for campus context when needed:

- Nursery: Infants through Toddlers
- Preschool: 2K – 4K
- Elementary: Grades Kindergarten through 5th

RADIUS Kids opens 15 minutes before each Sunday morning service.

In an effort to provide the best possible care and learning experience for children, we closely monitor the adult-child ratio in each group and make every effort to achieve an optimum environment. Should a group go over the appropriate ratio, the coordinator or team leader will ask parents to volunteer. On occasion, a classroom may be closed.

Generally, we promote children the first Sunday before school begins in August, with the exception of infant, movers, and toddlers' classes who move up at developmental milestones.

Group	Ratio	Promotional Marker
Infants	1:5	Developmental
Movers (Crawling)	1:6	Developmental
Toddlers (Walking)	1:6	Developmental
2's	1:6	Must be 2 by September 1 of current school year
3's	1:12	Must be 3 by September 1 of current school year
4's	1:12	Must be 4 by September 1 of current school year
5K - 5th Grade	1:20	Current School Grade

Leader Procedures & Responsibilities

LEADER REQUIREMENTS

- Follower of Jesus Christ
- Humble and Teachable
- Invested in Biblical Community
- Onboarding Process Completed:
 - *Application with references* (required, especially if attending RADIUS for less than six months) *and meeting with Coordinator / Staff Member*
 - *Criminal Background Check*
 - *Completion of Training*
 - *Apprenticeship / Shadowing Experience*
 - *Schedule Serve Rotation*
- Generous with time and money
- RADIUS Church partnership strongly encouraged or considering partnership (if in a direct Bible-teaching role)
- All leaders serving in RADIUS Kids will have attended a RADIUS campus for at least six months before completing a background check and starting the onboarding process to serve in RADIUS Kids unless approved by a campus pastor after references have been checked from the application.
- Once completed, all RADIUS Kids Leaders will sign an acknowledgment form that they have read and will abide by all policies and procedures outlined in the RADIUS Kids Ministry Handbook.

Adults | Requirements to Serve:

- Each applicant desiring to serve in RADIUS Kids is required to complete an onboarding process, which includes an application with references and meeting with the coordinator, criminal background check, completion of training, an apprenticeship / shadowing experience, and a placement on the serve rotation schedule.
- Each leader in our ministry is required to read and abide by the policies and procedures outlined in this manual.
- We have a detailed check-in and pick-up procedure facilitated by our trained check-in leaders and supported by our safety team.

Students | Requirements to Serve:

- Each student desiring to serve in RADIUS Kids is required to complete an onboarding process, which includes an application with references and meeting with the coordinator, completion of training, an apprenticeship / shadowing experience and a placement on the serve rotation schedule.

- Students should not serve in place of attending a worship gathering. Students are also expected to attend a student ministry regularly.
- Students should only serve when at RADIUS for more than one hour if there are multiple services, or on a rotation that allows them to attend worship regularly.
- Should a change in schedule become necessary, student will contact the appropriate coordinator.
- Best practice to communicate with a student is to include another adult, preferably a parent, on any correspondence.
- While serving, student will offer help as directed by adult leaders. Failure to do so will result in dismissal.
- The use of cell phones is not permitted while you are serving.
- Students may not change diapers or accompany kids to the bathroom.
- Students should not remain in the pre-school/elementary areas when not serving.

Age Requirements:

- Nursery leaders must be 9th grade or older unless serving with a parent and approved by the Coordinator. Only female students can serve in this area.
- Toddlers (up to Age 2) and Pre-School (Ages 2-4) leaders must be in 6th grade or older and be approved by the Coordinator. Both male and female students can serve in this area.
- Elementary leaders must be in 9th grade or older unless serving with a parent and approved by the Coordinator. Both male and female students can serve in this area.
- ***Coordinator approval will take into consideration the student's judgment, character, and prior experience working with children.***

LEADER EXPECTATIONS

1. **Be dependable** – All leaders are expected to attend huddle time 30 minutes prior to the stated service time and be in the rooms, ready to serve, at least 15 minutes before the service begins. When you are unable to serve, check the schedule and trade Sundays with another leader or utilize the substitute list. Once you have found a replacement, the leader should contact the coordinator in charge of your area. If you become ill or cannot make it on short notice, CONTACT the Preschool/Kids Coordinator directly. Leaders should not interact with the kids if they have had a fever in the 24 hours prior to Sunday morning.
2. **Be positive** – We desire that all leaders who are working with our kids be enthusiastic about serving the kids and their families. Leaders should arrive on Sundays with a servant's heart that is thankful to be sharing their time and energy with RADIUS Kids.
3. **Be prepared** – It is important that all preschool and elementary leaders are prepared to implement the weekly lessons that are given in advance. By being prepared, leaders can effectively communicate the big idea from the lesson.

- 4. Be prayerful** – We hope that RADIUS Kids’ leaders seek the Lord’s guidance on where and how they can best serve Him and His church. We ask that you are prayerful in your decision to serve in RADIUS Kids and that you continue to pray for each child, family, other leaders, and our ministry as a whole.

SCHEDULING

Leaders will work with their coordinator concerning leader schedules. Generally, our leaders serve weekly or every other week.

Once a schedule is made, any changes should be made by switching with a team member or utilizing the substitute list. **It is the leader’s responsibility to find a replacement if they are unable to work as scheduled and to notify the Coordinator as soon as possible.** Team member contact information will be provided by the appropriate coordinator.

In the event of an emergency causing the leader to be late or absent, it is imperative the leader CONTACT the Coordinator as soon as possible.

GENERAL

- Personal belongings should be kept out of reach of children.
- Leaders are asked to keep their cell phones on vibrate and refrain from use unless it is an emergency.
- Special treats or activities involving food outside the scheduled curriculum must be approved by the coordinator.

ARRIVAL AND SET-UP

- Per your campus’s Kids’ Coordinator, arrive a minimum of 30 minutes beforehand in order to attend the huddle time before the service begins (or sooner if you need additional preparation time). PLEASE BE ON TIME! Keep in mind that tardiness is often contagious and adversely affects everyone.
 - Team Huddle is a time before each Sunday service where RADIUS Kids staff and leaders gather to pray and prepare for the ministry time ahead.
- Upon arrival pick up your name tag / lanyard.
- Set out any materials needed for class.

WHILE SERVING

- No one is allowed in your classroom unless they are wearing an approved name tag / lanyard / parent security tag.
- One leader should welcome the children and take attendance while the other leader engages / entertains the children.
- Take note of any children wearing security tags reflecting an allergy alert.

- Leaders are encouraged to sit on the floor while interacting with the children. Being at “eye level” often aids in gaining and maintaining the children’s attention.
- Leaders and children will remain in the designated kids’ area at all times. Supervised restroom and play breaks are the only exceptions.
- Enjoy the children and the opportunity to minister to them.

CHECK-IN / CHECK-OUT PROCEDURES

Check-in is located at the entrance of each kids’ area. Families are greeted and checked in through a systematic check-in process. Here all families are given uniquely numbered security tags. Numbers change each week so that old tags cannot be reused.

- The child portion of the security label will be placed on each child’s back; the parent will keep the other portion to pick their child up.
- After receiving security tags, parents (or their designee with appropriate security tag) enter kid’s hallway.
- Each room is labeled according to age group. Once parents arrive, they are to hand their child off to one of the leaders in the room. Have the parent say goodbye to the child at the door if possible. Explain that the parent can check in later if they would like.
- Clipboards are located in each room for the leaders to write the kids’ FIRST and LAST names and security tag numbers as they enter the room. This creates your class roster and is to be with you at all times. In case of evacuation, take the clipboard with you.
- At dismissal, parents (or their designee) must present their kids’ security tag to enter the kids’ hallway. Parents (or their designee) must again present their security tags to the leader in their child’s class. **Leaders will make sure the security tags match before releasing the child.**

Please note: A child WILL NOT be released to anyone who does not have a matching sticker. Only parents or a designee (must be 6th grade or older) are allowed to pick up children. If there is a problem, please contact the Kids Coordinator.

ROOM PREPARATION

- Be sure the toys are clean. If they aren’t, please wipe them down with Clorox wipes. You may also spray toys with non-toxic anti-bacterial spray if it is available.
- If applicable, make sure that your snack is in the room and ready to be served.
- Make sure that you have all lesson materials for that day.

ROOM CLEAN UP

- All toys should be sanitized with the provided sanitizing spray or Clorox wipes.
- Wipe down counters, surfaces, and floor mats with Lysol or Clorox wipes.
- Put the toys in the designated areas or bins.
- Snacks items need to be returned to the snack cabinets in each room or to the bins at a portable site. Empty water pitchers need to be returned to the kitchen or placed in the “yucky bucket.”

- After final service, empty all trashcans and place trash bags in the hallway. Reline the trash cans.
- Sweep up or vacuum any crumbs or dirt on the floor.
- Make sure the rooms look the way you found them and are ready for the following week.
- Portable sites, follow any extra tear down instructions from your site coordinator. Placing all bins in the hallway or taking them to storage after all children have been picked up is encouraged.

DISCIPLINE

Aggressive behavior needs to be dealt with in a delicate manner. Many times, this type of behavior occurs because of the child’s inability to communicate their needs and desires effectively.

- If a child hits, bites, or hurts another child in any way, call the parents in to take the child out of the class for the remainder of the service. The child may return the following week.
- For less serious issues, make sure you lovingly but firmly tell the child not to do what they are doing. They should apologize (if able) to the other child.
- If the same situation happens for a second time, the child should be redirected to another area to play with other children / toys.
- If the same situation happens for a third time, the parent should be contacted. A leader must explain to the parent what has happened, and the parent must then take the child out of the class for the remainder of the service. The child may return the following week.
- The Coordinator will contact the family through a personal phone call in each situation.
- When possible, have a 1-on-1 conversation in another part of the room with the child.

REPORTING PROCEEDURES FOR SUSPECTED ABUSE

When a child alleges/admits to being sexually abused, or when there are sufficient physical behavioral or verbal signs of such possible abuse, all leaders must report this information to a staff member immediately.

When a child alleges/admits to receiving any other form of physical abuse, or when there are sufficient physical, behavioral, or verbal signs of such possible abuse, all leaders must report this information to a staff member immediately.

Any violation of RADIUS Church’s policies of child protection by a leader must be reported to a staff member immediately.

When to Report Suspected Child Abuse

Any claims of abuse by children must be taken seriously and reported immediately, within the first 24 hours, to a RADIUS Church staff member, if the child:

- Verbally complains about, or mentions in passing, specific acts of abuse or neglect.
- Verbally complains about, or mentions in passing, vague reference to having to do bad things or having bad / secret things done to him/her.
- Alludes to abuse or neglect in writing, in prayer requests, or in drawings.

- Has an injury (e.g. a patch of missing hair, a burn or a bruise) that cannot be adequately explained or which the child attempts to hide or deny.
- Has an inordinate number of unexplained injuries.
- Has an age-inappropriate interest in or knowledge of sexual matters.
- Is frequently dirty, smelly, or inadequately dressed, bad teeth, or hair falling out, is undernourished, does not receive appropriate medical care for injuries.