

The Church
**CHILDREN'S
MINISTRY**

Volunteer Handbook



***Being Conformed to the Image of Jesus Christ
His Life, His Mind, His Mission, His Promises***

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DOCUMENT PROPERTIES

OWNER: THE CHURCH INTERNATIONAL (TCI)

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LOCATION: ALL TCI CAMPUS LOCATIONS

CREATED: JANUARY 2017

LATEST REVISION: SEPTEMBER 15, 2021

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Our Vision

The vision of Children's Ministry at The Church International is to win the hearts of children for an unchanging God in an ever-changing world. Our desire is to see children change to become like the Son who never changes. *'Jesus Christ is the same yesterday and today and forever.'* (Hebrews 13:8 NASB)

Our Children's Ministry believes the Bible is the absolute truth and instructs us to follow God's will for our lives. We strive to ignite a passion in the hearts of children for Jesus. We get children excited about God's Word and help them build their faith through fun and interactive activities, worship, and engaging Bible teachings.

Our Values

Biblically Centered Living

God's Word and spending time with Him daily, are essential to our lives. His Word and daily prayer are the foundation to the lives we live.

Relevance

Through creativity, innovation, and the Holy Spirit, our environments and teachings are engaging and age-appropriate.

Worship

Loving God through engaging worship is a regular practice in our lives. We celebrate worship corporately as well as living our lives in a way that honors God.

Safety and Security

We follow established policies and procedures to ensure safety and security of the children.

Our Mission

Become Like Christ: Conform

We teach children to be conformed to the image of Jesus Christ: His life, His mind, His mission, His promises.

'And you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength.' (Mark 12:30 NASB)

Build Character: Grow

We partner with parents/guardians to assist children in taking steps of spiritual growth through relationally-based church services and events.

'Abide in Me, and I in you. As the branch cannot bear fruit of itself unless it abides in the vine, so neither can you unless you abide in Me.' (John 15:4 NASB)

Love Others: Be Relational

Through small groups, children experience and build relationships with peers and volunteers and leaders.

'A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another.' (John 13:34 NASB)

Serve: Be the Body

We help children realize that they are instrumental to God's Kingdom, impacting the world for Christ. We serve Him, because we love Him.

'Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.' (Matthew 28:19-20 NASB)

Lead: Multiply

We help children, as they grow in their faith, to see that they can influence others for Christ.

'The things which you have heard from me in the presence of many witnesses, entrust these to faithful men who will be able to teach others also.' (2 Timothy 2:2 NASB)

Volunteer Information & Expectations

Age Requirements

- Children in 4th – 5th grades, can serve in the 2-year-old through 2nd grade areas.
- Youth in 6th – 7th grades, can serve in the 2-year-old through 4th grade areas.
- Youth in 8th – 12th grades can serve in 6 weeks through 4th grade areas.
- Adults, 18 years or older, can serve in any area of Children's Ministry.

Identification and Dress Code

Volunteers are required to wear a name tag and their Children's Ministry shirt while serving. The first shirt is given to volunteers and additional shirts are available for \$10.00. Pants, capris, shorts and skirts (no more than three inches above the knee), are appropriate.

Confidentiality

Information about children's family matters, health, behavior, disabilities, and related matters are to be kept confidential and disclosed to a leader as needed.

As a Children's Ministry Volunteer, you should:

- Love God and spend time with Him daily.
- Care about children.
- If 18 years or older, complete application and background check.
- Commit to the vision of The Church International:
 - Being Conformed to the Image of Jesus Christ: His Life, His Mind, His Mission, His Promises.
- Attend Sunday service besides your scheduled service, in person or online.
- Commit to the Children's Ministry by:
 - Being familiar with The Church International Children's Ministry policies and procedures.
 - Arriving on time for preservice meeting. (30 minutes prior to service)
 - Being prayerfully prepared.
 - Studying the lesson during the week to lead discussions and activities.
 - Communicating schedule conflicts.
 - Limiting cell phone use. (We understand situations happen that may require you to check your phone periodically.)
 - Staying in the classroom the entire service.
 - Sharing ideas and suggestions.
- Engage the children by:
 - Learning their names
 - Having conversations and interacting with them during preservice time.
 - Worshiping with them. (This shows them the importance of worship and allows you to be an example.)
 - Sitting with them during the lesson. (Volunteers shouldn't sit in the back of the room or separate from the kids.)
 - Making the activities fun and interactive.

Safety

It is our goal that Children's Ministry is a warm, welcoming, and friendly place. We greatly value the safety of our children.

- Never be alone with a child.
- If you see an inappropriate behavior from a volunteer report it to your leader.
- The Church International is a **mandatory** reporter of child abuse. **SEE APPENDIX A FOR DETAILED INFORMATION.**
- Do not allow unauthorized individuals in Children's Ministry areas.
 - If you are unsure if an individual is a part of Children's Ministry and they are not wearing a Children's Ministry shirt, do not allow them in the area and contact a leader to assist you.
 - Volunteers, who are not scheduled, are not allowed to serve unless approved by a leader.
 - Parents that are not volunteers in Children's Ministry cannot enter Children's Ministry areas. Kindly tell them, for the protection of the children, only adults who have filled out an application and have a completed background check can enter the Children's Ministry areas.
 - If you see someone wandering around the Children's Ministry areas, contact a leader so they can address the person.
- There are specific instructions for emergency situations. **SEE APPENDIX B FOR DETAILED INFORMATION.**

Physical Contact Policy

Physical contact should be age and developmentally appropriate. Our Physical Contact Policy is for the protection of the children and volunteers. When serving as a volunteer, you must adhere to this policy even with your own children. Observers may not know that you are the parent/guardian.

Appropriate Affection

- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- High fives.
- Verbal Praise.
- Holding hands while walking with small children.
- Holding children in nursery.
- Holding children 24 months to four years old for a brief time if seeking attention or needing to be consoled.
- Sitting beside children.

Inappropriate Affection

- Kissing children.
- Holding children over two years old on your lap.
- Touching knees or legs of children.
- Extended hugging, tickling, or prolonged physical contact of any kind.
- Piggyback rides.
- Massage given to child by adult or adult by child.
- Comments or compliments that relate to physique or body development.
- Any form of unwanted affection.
- Holding the hand of a child in second grade or older.
- Allowing a child to touch you in a way that is inappropriate.
- Grabbing a child aggressively.

Injuries & Incidents

Injuries

In the case of an injury, regardless of child or adult, inform a leader right away. If necessary, locate the first aid kit in the Children's Ministry area. If any item is used in the first aid kit or an injury occurs, an Accident/Incident Report is necessary and must be signed by the volunteer that witnessed the injury. The Accident/Incident Report also requires signatures of a parent/guardian and a Children's Ministry Leader.

- We are not authorized to administer any over the counter or prescription medications. In the event a child needs more attention than we can provide, the parent/guardian will be notified.
- Serious injuries involving broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be handled as follows:
 - Remain calm and keep the children and the injured child as calm as possible.
 - Speak calmly to the child.
 - Do not move or leave the injured child alone.
 - Contact a leader for assistance.
 - The leader will call 911 if necessary.
 - The leader will contact the parent/guardian.
 - If the child is to be transported to a hospital and the parent/guardian cannot be located, a leader or pastor will accompany the child to the hospital.
 - The leader or pastor will follow up with the parent/guardian as needed.
 - An Accident/Incident Report will be written and signed immediately following the emergency.

Incidents

In the case of any non-accident or non-injury incident that is a cause for concern, please inform a leader right away. This may include behavior that indicates possible abuse, inappropriate talk or physical contact from one child to another, or any other incident that a parent/guardian or Children's Ministry Leader needs to know about. An Accident/Incident Report is necessary and must be signed by the volunteer that witnessed the accident or incident. The Accident/Incident Report also requires the signature of a leader or pastor.

Discipline Policy

At The Church International, we want children to demonstrate Biblical principles and grow in their personal relationship with God. We believe when children know what is expected of them, we can create an environment where they can grow and exercise their faith.

Expectations of Children

Be respectful of yourself and others.

'Honor all people, love the brotherhood, fear God, honor the king.' (1 Peter 2:17 NASB)

'This is My commandment, that you love one another, just as I have loved you.'
(John 15:12 NASB)

Treat others the way you want to be treated.

'In everything, therefore, treat people the same way you want them to treat you, for this is the Law and the Prophets.' (Matthew 7:12 NASB)

Use kind words.

'Let the words of my mouth and the meditation of my heart be acceptable in Your sight, O LORD, my rock and my Redeemer.' (Psalm 19:14 NASB)

'But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.' (Galatians 5:22-23 NASB)

Ministry Area Rules

- Obey God.
- Treat others the way you want to be treated.
- Keep hands, feet, and objects to yourself.
- Raise your hand to speak.

Behavior Management

The Church International Children's Ministry uses positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction. Volunteers should never use words or a tone of voice that shames or frightens a child.

Preventative Actions

- Establish and communicate realistic expectations.
- Praise and encourage good behavior.
- Create a loving, caring atmosphere.
- Focus on positive actions.
- Be fair and consistent.

Unacceptable Attitudes and Behaviors

- Any action that disrupts the service or lessons.
- Any action that would possibly cause physical or emotional harm to others.
- Any action of willful disrespect toward others.
- Any use of language that is profane, blasphemous, and/or unduly crude.

Steps in Administering Discipline

If a child's behavior is disruptive, use the following disciplinary steps:

- A warning is given. The child will be reminded of classroom expectations and asked to correct their behavior. The child will then be redirected to an appropriate activity.
- If the behavior continues after the warning, the disruptive child will be handed a blank Tough Time Card (if age appropriate). Explain the consequences of unacceptable behavior and describe the correct way to behave.
- If the behavior occurs again, a Tough Time Card will be filled out, and appropriate marks made on the card. Guide the child to a quiet place separate from the other children for a short, but designated period of time. Set a timer for 1 minute per year of age. (e.g., 5 years old = 5 minutes).
 - If the behavior continues after a Tough Time Card is given, text the parent/guardian to pick up their child.
- Give the Tough Time Card to the parent/guardian at the end of service. Conversation regarding a child's behavior should be done privately.

If a child's behavior is extreme or dangerous, the above steps may be skipped and the child removed from the service or lesson immediately.

If disruptive behavior continues in consecutive services, a meeting is necessary between the leader and the child's parent/guardian. During this time, they will discuss how to resolve the issue. Such behavior can result in the child missing two Children's Ministry services.

For the safety of the children, they must be under adult supervision, at all times. Any children unsupervised during services, must be brought to their parent/guardian. Report these incidents to a leader.

Contacting Parents/Guardians Procedure

If you need a parent/guardian at any time during a service, text the parent/guardian.

If for some reason a parent/guardian has not come within a reasonable amount of time, contact your leader, so that the parent/guardian may be located.

Drop-off / Pick-up Procedure

Drop-off

- Only adult volunteers can accept children.
- Children must attend the class that is for their age or grade.
- Children must have a security tag from check-in to enter the Children's Ministry area.
- Children can be dropped off no earlier than 15 minutes before service begins. Greet the child and the parent/guardian at the door.
- The nursery does not accept diaper bags or car seats. A labeled diaper, pacifier, and bottle can be left for the child.
- The only items necessary for 2-year-olds – 4th grade children to bring to church services are their Bibles and devotionals.
- If a child is resistant about entering the Children's Ministry area, encourage them. Volunteers cannot force a child to enter an area.

Pick-up

- Only adult volunteers can dismiss children.
- Only people in high school or older can pick up children.
- When a parent/guardian arrives, ask for the child's security tag before releasing them. You cannot release a child without verifying the matching security tag.
- A picture of a security tag on a phone is not acceptable to check out the child.
- Regardless of who the child or parent/guardian is, a security tag is required.
- If a child remains in a Children's Ministry area after all of the other children have departed, two volunteers should remain with the child. Find a volunteer or Children's Ministry Leader to assist in locating the parent/guardian.

Lost Tag Procedure

Parents/Guardians are given a tag with the child's security code during the check-in procedure. If a parent/guardian comes to check the child out and has lost his/her tag, contact a leader. Your initial response can be something like:

"We have security processes in place to protect your children. I am not authorized to release children to a parent/guardian without a security tag. I will find my leader and they will be able to help you."

- If a parent/guardian becomes agitated, apologize for the inconvenience and restate we are not allowed to release child without a security tag and reassure them the leader will be here shortly.

Crying Children Procedure

Crying children need care and compassion. When a child is crying, please tend to their immediate needs.

- If age appropriate, check their diaper and need for a bottle or snack.
- If age appropriate, hold the child.
- Console the child.
- Assure the child that their parent/guardian will return.
- If the child has cried consistently for 10 minutes, contact the parent/guardian.

Well-Child Policy

To promote health and wellness in all children if a child has any of the following, they are not permitted into the Children's Ministry area.

- Any degree of fever
- Vomiting
- Diarrhea
- Unexplained or contagious skin rash
- Chronic cough
- Runny nose (yellow/green discharge)
- Eye infection
- Parasites (nits, lice, mites, ringworm, etc.)

If symptoms for one of the above are found, contact the parent/guardian.

Allergy Policy

- During the check-in and drop-off process, ask the parent/guardian about food allergies.
- Always check the current allergy list before giving snacks.
- If an allergy is known and the child is not on the list, add them.
- Learn and become familiar with the names on the list and their allergies.
- Text the parent/guardian and your leader immediately, if there is an accidental exposure to an allergen or if a child appears to be having an allergic reaction (e.g., sudden onset of itching, swelling, coughing, difficulty breathing).

Food Policy

- Children's hands must be washed or sanitized before eating snacks.
- Children must be seated when eating and drinking.

- Cups are to be collected as soon as each child finishes.

Bathroom Policy

- Children need to go to the bathroom before service. Do not take a child in K-4th grades to the restroom during worship or the lesson. If they insist that it is an emergency, make a leader aware.
- Children's Ministry volunteers are not allowed in a bathroom alone with children.
- If your ministry area does not have a restroom, you must have two volunteers bring children to the restroom.
- If a child has a bathroom accident, text the parent/guardian. The parent/guardian is required to handle the bathroom accident. The child may return to the Children's Ministry area if it is a non-illness related accident.
- If a child 2 to 4 years old needs assistance, leave the door partially ajar and have another volunteer wait at the door (2 volunteers must be present if this child needs assistance).
- Volunteers cannot assist a child 4 years or older in wiping themselves.
- Volunteers should remind a child not to lock the door.
- Check the bathroom for cleanliness after each use.

Diaper Changing Policy

- Never leave a child unattended while on the changing station.
- Only female adult volunteers may change diapers.
- Diapers are only changed in ministry areas with children 2 years old or under.
- Diapers are only to be changed on the changing stations.
- Always wear disposable gloves when changing wet or soiled diapers.
- If the changing station is in the bathroom, the door must remain open.
- If a child's clothes are wet / soiled, remove the clothes and place them in a plastic bag. Ask another volunteer to assist if needed.
- If there are no extra clothes, page the parent/guardian.
- Diaper Rash
 - If you notice oozing, bleeding or a severely irritated area, page parents/guardians immediately.
 - Volunteers are not allowed to apply any ointments, powders, or creams.

Steps to Changing a Diaper

- Locate the diaper and place at the changing station.
- Apply disposable gloves and pull out the sanitation paper.
- Place the child on the changing station and remove the diaper.
- Wet diapers should be placed directly into the trash can. Soiled diapers should be placed in the diaper genie.
- Wipe all wet/soiled areas of the child's skin with wipes.
- Place a clean diaper on the child.
- Remove the child from the changing station.
- Throw the sanitation paper away and thoroughly wipe down the changing pad with sanitizing wipes.
- New gloves must be applied before each diaper change.

Area Clean-Up Procedure

- Area clean-up is a very important part of your ministry. Before you leave, prepare the room for the next service.
- Take the trash to the dumpster and place a new bag in the trash can.
- Sanitize toys and items that have been used.
- Wipe surfaces down.
- Put materials in the designated area.
- Sweep and/or vacuum the floors.

Appendix A: Suspected Child Abuse Reporting

Guidelines and Procedures

We are mandatory reporters. The following is to provide guidance for identifying and reporting suspected abuse involving any child between the ages of birth to 18 years of age. The Church International complies with state and federal laws requiring mandatory reporting of actual and reasonably suspected cases of child abuse. Such reporting is confidential information and not for disclosure.

- Any volunteer that becomes aware of any form of suspected child abuse must report the abuse to the leader they serve under. If a leader becomes aware of suspected child abuse, either through a report from a volunteer or through his/her own observations, he/she will complete a Child Abuse Report within 24 hours.
- The leader will provide the report to the Senior Pastor.
- The leader will work with the Senior Pastor to determine whether a suspected child abuse report is required to be filed with the proper authorities.
- If it is determined that an abuse report is required to be filed with local authorities, the leader and the Senior Pastor will work together and have the person that reported the suspected abuse fill out the Child Abuse Report with the proper authorities.
- If child abuse is suspected to be by a parent/caregiver the report must be made to The Department of Children and Family Services. If it is a non-caregiver, then the report is made to the police.
- A follow up written report is required to whomever the report was made, the police or The Department of Children and Family Services within five days.
- The child abuse report hotline is 1-855-452-5437.

Recognizing Child Abuse

Types of Abuse

The following are some signs often associated with particular types of child abuse and neglect: physical abuse, neglect, sexual abuse, and emotional abuse. It is important to note that these types of abuse are more typically found in combination than alone.

Signs of Physical Abuse

- Consider the possibility of physical abuse when the child:
 - Has unexplained burns, bites, bruises, broken bones, or black eyes.
 - Has fading bruises or other marks noticeable after an absence from school.
 - Seems frightened of the parents/guardians and protests or cries when it is time to go home.
 - Shrinks at the approach of adults.
 - Reports injury by a parent/guardian or another adult caregiver.
- Consider the possibility of physical abuse when the parent/guardian or other adult caregiver:
 - Offers conflicting, unconvincing, or no explanation for the child's injury.
 - Describes the child as "evil," or in some other very negative way.
 - Uses harsh physical discipline with the child.
 - Experienced abuse as a child.

Signs of Neglect

- Consider the possibility of neglect when the child:
 - Begs or steals food or money.
 - Lacks needed medical or dental care.
 - Is consistently dirty and has severe body odor.
 - Lacks sufficient clothing for the weather.
 - States that there is no one at home to provide care.
- Consider the possibility of neglect when the parent/guardian or other adult caregiver:
 - Appears to be indifferent to the child.
 - Seems apathetic or depressed.
 - Behaves irrationally or in a bizarre manner.
 - Is abusing alcohol or other drugs.

Signs of Sexual Abuse

- Consider the possibility of sexual abuse when the child:
 - Has difficulty walking or sitting.
 - Suddenly refuses to change for gym or to participate in physical activities.
 - Reports nightmares or bedwetting.
 - Experiences a sudden change in appetite.
 - Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior.
 - Becomes pregnant or contracts a venereal disease, particularly if under age 14.
 - Runs away.
 - Reports sexual abuse by a parent/guardian or another adult caregiver.
- Consider the possibility of sexual abuse when the parent/guardian or other adult caregiver:
 - Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex.
 - Is secretive and isolated.
 - Is jealous or controlling with family members.

Signs of Emotional Maltreatment

- Consider the possibility of emotional maltreatment when the child:
 - Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression.
 - Is either inappropriately adult (e.g., parenting other children) or inappropriately infantile (e.g., frequently rocking or head-banging).
 - Is delayed in physical or emotional development.
 - Has attempted suicide.
 - Reports a lack of attachment to the parent/guardian.
- Consider the possibility of emotional maltreatment when the parent/guardian or other adult caregiver:
 - Constantly blames, belittles, or berates the child.
 - Is unconcerned about the child and refuses to consider offers of help for the child's problems.
 - Overtly rejects the child.

Appendix B: Emergency Procedures

While acknowledging that safety is ultimately of the Lord, The Church International recognizes the possibility of a disaster or crisis and is committed to providing the safest environment possible for the children and volunteers *'The horse is prepared for the day of battle, but victory belongs to the Lord.'* (Proverbs 21:31 NASB). The following plans and procedures provide a framework from which volunteers and children can function quickly, safely, and in an organized fashion during a disaster or crisis.

Classroom Evacuation

- Use the posted evacuation route.
- Before evacuating, count the number of children in your class. Take your roster or service count with you and call roll or recount children when you arrive safely in the evacuation zone.
- Once evacuated, please wait for further instructions from a leader or pastor.
- Please stay with your class at all times. Do not leave to get your own children, to obtain first aid, or for any other reason. First aid will be brought to the evacuation zone.

Do not let any child go on their own. Do not allow parents/guardians to take their child from your care during the process of your evacuation. Inform the parent/guardian that they can walk with you. Release children to their parents/guardians after you have been given the okay by a leader or a pastor. Do not dismiss any children if the parent/guardian does not have a security tag.

Shelter-in-Place

- An alert will be given.
- Quickly scan hallways for any children.
- Close and lock all doors and windows.
- Cover windows, if necessary.
- Keep children away from windows and doors.
- Remain in place until a leader or pastor issues an all-clear.

Fire

- When the fire alarm sounds, quickly and quietly leave the building in an orderly manner following the posted evacuation route.
- Take the roster and/or service count with you as you exit.
- Leave everything as-is in the room/building.
- Once at the appointed meeting location, take roll or recount to ensure all children are present.
- Missing children should be reported to a leader immediately.
- Remain in place until a leader or pastor issues an all-clear.

Severe Weather

- All children and volunteers will remain inside when possible severe weather is approaching.
- Interior rooms and hallways are the safest areas.
- If instructed by a leader or pastor, relocate to a safer location. Form a single file line, quickly and quietly leave the Children's Ministry area in an orderly fashion.
- Take your roster or service count with you as you exit.
- Once at the appointed meeting location, take roll or recount to ensure all children are present.
- Missing children should be reported to a leader immediately.
- Assume the severe weather position, duck and tuck, by sitting facing the wall and covering your head with your hands.
- Remain in place until the Ministry Overseer or a pastor issues an all-clear.

Power Failure (Relocation)

- Report immediately to a leader.
- Unplug all equipment to avoid damage in a potential power surge.
- Await instruction from a leader.

Water Main Break (Relocation)

- Report any breakage immediately to a leader.
- Follow relocation instructions from a leader.

Gas Leak (Evacuation)

- Report any leak to a leader immediately.
- Do not activate the fire alarm system or any other electrical equipment.
- Evacuate the building following the posted evacuation route.
- A leader or pastor will give instructions.

Chemical/Hazardous Waste Spill (Shelter-in-Place or Evacuation)

- An alert will be given.
- The alert will specify whether children and volunteers should remain in the Children's Ministry areas or evacuate the building following the posted evacuation route.
- If instructed to remain in your area, turn off all air conditioners and heaters. Close all doors, windows, and vents.
- Anyone contaminated by the spill should avoid contact with others, remain in the vicinity and await first aid.
- Follow the shelter-in-place or evacuation procedures.

Bomb Threat

- An alert will be given.
- The alert will specify whether children and volunteers should remain in the locked Children's Ministry areas or evacuate the building following the posted evacuation route.
- If the threat is low level, security will sweep the building for suspicious packages or situations. All Children's Ministry areas should be locked down.
- Do not open/close cabinets or turn on/off lights. Leave everything as-is. Do not use electronic devices, including cell phones and two-way radios.
- Remain in place until a leader or a pastor has issued an all-clear.
- If the threat is high level and evacuation is needed, quickly and quietly leave the building in an orderly manner using the posted evacuation route.
- Take your roster or service count with you as you exit.
- Once at the appointed meeting location, take roll or recount to ensure all children are present.
- Missing children should be reported to a leader immediately.
- Remain in place until the Ministry Overseer or a pastor issues an all-clear.

Intruder

- An alert will be given.
- Quickly scan hallways for any children.
- Close and lock all doors and windows.
- Cover windows, if necessary.
- If possible, barricade the door.
- Turn off the lights.
- Move all children and volunteers away from doors and windows so they are not visible to the intruder.
- All children should stay close to the floor. Younger children should crowd together. Older children may hide in various locations unseen from the room entrance.
- Any children outside their regular Children's Ministry area should go to the nearest Children's Ministry area.
- Quietly take roll or recount to ensure all children are present.
- If a child is outside the room (i.e., the restroom), attempt to notify your leader without drawing attention to yourself or your Children's Ministry area. Texting is recommended, but ensure that the light from the phone is not visible.
- Everyone should remain quiet and still until instructed to do otherwise.
- If children are outside and an armed intruder approaches, volunteers and children should lie flat on the ground and not move until instructed to do so by the Ministry Overseer or a pastor.
- If the situation includes hostages, instructions given by the person holding the hostages should be followed to ensure the safety of the victims. Remain calm and cooperative.

The Church International Children's Ministry Volunteer Handbook Agreement

This is to acknowledge that I have received, read, and understand The Church International Children's Ministry Volunteer Handbook. I agree to adhere to this Volunteer Handbook and understand not adhering to these policies and procedures are grounds for dismissal.

Signature

Date

Printed Name

Date

Please sign, date, and return to your leader.