
BACKIDS



**A LEADER HANDBOOK WITH
EVERYTHING YOU NEED
TO KNOW ABOUT SERVING
WITH BAC KIDS**

BACKIDS



UNDERSTANDING THE HEART AND PURPOSE OF BACKIDS

OUR **PURPOSE** IS TO SPARK A DEEP DESIRE WITHIN EACH CHILD TO **KNOW** JESUS
CHRIST AS THEIR LORD AND SAVIOR, TO **GROW** IN THEIR RELATIONSHIP WITH HIM,
AND TO **SHOW** HIS LOVE TO THE WORLD AROUND THEM

THE SHORT VERSION

KNOW - GROW - SHOW



LET YOUR ROOTS GROW DOWN INTO HIM, AND LET YOUR LIVES BE BUILT ON HIM. THEN YOUR FAITH WILL GROW STRONG IN THE TRUTH YOU WERE TAUGHT, AND YOU WILL OVERFLOW WITH THANKFULNESS.

COLOSSIANS 2:7

WHY KIDSMIN?

AT BAC WE BELIEVE THAT KIDS MINISTRY IS FOUNDATIONAL!

In the Bible Jesus says to His followers, "Let the little children come to me," we are reminded that children are important to Jesus and here at BAC we fully believe that this ministry matters. We believe children are important in the kingdom of God, and we value them and their role in our church. We strive to draw them closer to Jesus and give them opportunities to grow as disciples and serve Him. Did you know that by the age of 5 a child's lifelong concept of God has been formed? We are created by God and for God, He made our brain to make connections as we are growing and these connections point us to Him. We believe we are serving the most important ministry in the Church with the biggest mission field (in fact studies show that over 70% of decisions for Christ happen between the age of 4 and 14 years old). As leaders we have the awesome opportunity to make an impact in kids lives, to impart to them that the same God who created them loves them and to help them become life long disciples of Jesus.



THAT IS SO EXCITING!

In Mark 16:15, Jesus told His disciples to "Go into all the world and preach the Gospel." As a Kidmin leader, you are a disciple of Jesus, which means that you once received the Gospel message of Salvation through faith in Jesus, which forever changed your life. Now, you have the privilege to share that good news with others and to show Jesus to the world around you. That's our mission. When our service flows from a heart of "show them Jesus" it changes everything. We would love you to come join this team and get plugged into a ministry of a generation that will change the world for good. A generation that desperately needs to hear about Jesus. We need you to help pass on faith to the next generation. We don't just want anyone, we want people who are passionate about Jesus and want to help impact kids for Him. We believe that more is 'caught than taught' and when you love Jesus and love kids, that is a powerful combination. We are so thankful for every leader that is willing and committed to serving in BAC KIDS. Each one is a valuable part of the ministry team. We want our Kidmin Team to be the best for effective ministry and to God's glory, Please pray about where God would have you serve and take time to read this book and keep it handy for reference so you understand the world of BAC KIDS.

If you want to have a lasting influence upon the world, you must invest in people's lives; and if you want to maximize that investment, then you must invest in those people while they are young.

— George Barna —

WHAT IS MOST IMPORTANT?

1 Your personal walk with Jesus is the most important thing you bring to Kid's Ministry as a Leader. Kids today need strong, caring leaders. They need to see Christians who are excited about their faith and growing in it. They need someone to believe in them and to love them as Jesus does. As a Kidmin leader, you are to be a good role model and set an example of what a Christian should be. You will build into young lives the knowledge and experience that you have as a Christian. When the kids see you living an authentic Christian life, your words will carry great power and you will have great influence. We cannot begin to tell you how important this is to the strength of the Kidmin Team. We are the hands and feet of Jesus as we instill God's Word in the hearts and lives of children. So as you grow in your own relationship with Jesus, kids will hear you talking about what He is teaching you and they will know your relationship with God is alive and vibrant! Our kids need this type of leader! They are watching you. With your actions and words, you are showing our children that they are loved by God, created to serve God, and fully part of the community at BAC. We need to remember that we represent Christ to the world around us. If leaders are not close to Jesus and are not a living example for the kids, how can we expect the kids to be? Knowing He is Lord of your life, spending personal time in prayer, regular Bible reading and attending BAC Sunday services on a regular basis is expected of everyone who leads. It is also an opportunity for you to grow in your own relationship with the Lord as you minister to the kids. You may find you are asked tough questions that you do not have easy answers for, or having to deal with kids who you find hard to love. You will find yourself stretched and having to rely on God's strength but there are few ministries that are as exciting, rewarding and as important as Kid's Ministry.

2 Next to your relationship with Jesus, to be an effective leader the most important thing that you must have is a love for kids. Kids don't care how much you know until they know how much you care. If the kids know you love them you will be able to impact their lives in incredible ways.

3 Team unity is also important; we need to have the same goal of bringing kids to Jesus and helping them to grow in their faith. If we have an issue with one another, we need to bring it to the person we have the issue with and not let gossip or resentment build. ***"Do not let***

any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

Ephesians 4:29 This also goes hand in hand with confidentiality; there are times when we may talk about sensitive issues. They are not to be discussed outside of the Kidmin leaders. There is a saying that "loose lips sink ships" well here it could severely damage the Ministry and the trust we have with families.



WHAT DO WE ASK OF YOU?

WE ASK THAT YOU BE A PART OF THE



T Be on **TIME** and prepared! Arrive in THE NOOK 30 minutes before program starts (wearing your ministry t-shirt) for Team Prayer. This allows us to have time to communicate, pray, enjoy some treats and have fellowship together as a Team. It also ensures that you are ready to greet kids as they arrive. Check In upon your arrival at one of the stations using the QR code (make sure you are checked in as a volunteer). Be prepared to teach, knowing the lesson and have the supplies you will need before kids arrive. A great way to organize yourself for leading is : Personal. Pray. Prepare. Plan. It is important to give all families our best. Having all the Leaders in their Kidmin room, with the room setup lets kids and families know we care. If we are waiting for the kids when they arrive, we can greet them and immediately start to connect with them. Please also make sure to be modestly dressed for working with kids. We ask that there are no spaghetti straps, short shorts or skirts, low cut tops, or sagging pants. Keep in mind that you are interacting with kids and that could involve lots of up and down movements and floor time.

E Be **ENGAGED**! Your role is important as you lead. Leading kids involves your heart, character, motivation, awareness and energy. Please refrain from using your cell phone while you are serving, and be actively involved with the children. You only get to see them for a short time, so please give them your full attention when you serve by putting away things that may distract you. Kids need to know they are important and you will have greater influence if they see your love and attention is on them. You will also have the opportunity to engage with the parents during drop off and pick-up times. This is a great opportunity to build a relationship with them too. Introduce yourself, learn their names and look for opportunities to **COMPLIMENT** them about their children or affirm the growth you see in them.

A You are expected to **ATTEND** church regularly and be growing in your faith so that you are equipped to share the love of Jesus with kids. Good teaching comes from an overflow of your heart, and we ask that all leaders attend a Sunday services (this generally means if you lead at one service, you attend the other).

M Teach with the end in **MIND**. One hundred years from now, the only thing that will matter in a child's life is their relationship with Jesus. How did you contribute to that?

PLEASE NOTE: We have THE NOOK that leaders have access to before and after ministry times, this area is used for our prayer time before serving, but it is there for you to go to grab a coffee and something sweet to eat. A little way to show our leaders how much they are loved and appreciated.

IF YOU SAY YES!

We are so excited that you have chosen to be obedient to God's call on your life to serve in such an awesome and important ministry. We have the privilege of working together to serve Jesus and the kids and families of our community! We're thankful that you are willing to serve and use your gifts to make a difference for God's Kingdom.

As a Kidmin leader at BAC, you have the opportunity to impact young lives for eternity, therefore you are crucial as you help to guide kids and influence them for Christ. This book is designed to clearly outline the expectations of being part of the team as well as the commitment you are making to help children in becoming lifelong disciples of Jesus. These expectations have been put in place because we love you and love those we serve. They are not limited to your time spent with the kids in ministry, but your lifestyle as a whole. I am asking you to read over these pages, pray about which area you see God using you and then sign the leader covenant at the end of this book, tear out and return to Julie. This isn't a contract, but a commitment from you that you understand that this ministry is important, and you will let your life and commitment to the ministry show that.

God has equipped you to serve in this ministry in a unique way. You are a valuable member of this Team. As we work together for one purpose, let us always remember our goal: to point kids and families to Jesus and serve Him with joyful hearts.



BAC KIDS IS A PLACE WHERE EVERY CHILD IS WELCOME AND WE ARE EXCITED TO PARTNER WITH PARENTS TO TEACH KIDS FOUNDATIONAL TRUTHS. THEREFORE, KEEP IN MIND THAT YOUR INFLUENCE NOT ONLY LIES WITH THE KIDS BUT ALSO THEIR FAMILIES AS THEY ARE ENTRUSTING THEIR KIDS TO YOU.

MY PROMISE TO YOU

I believe that you were placed here at this time in HIStory for a specific purpose and consider it an honour to serve alongside you in the work God has called us to be a part of. It is my desire that God will richly bless you for your obedience and faithfulness to His call and that together we will change lives to build up a Godly generation.

I do my best to make leading in BAC KIDS an enjoyable experience. Please know that I value you, your time, and your family. If you cannot serve on your regular week, please let me know as soon as possible. Even though you could never be replaced we need to find someone to step in. I will never ask you to serve in a way that doesn't allow you to get to church and be spiritually fed. I will also make sure you are equipped so you can serve well. To set you up for success all the curriculum and supplies are provided so you are well prepared to fulfill your role. We are a TEAM with Jesus as our leader as we faithfully serve together. Through your gifts, talents, and faithfulness, we get to partner together to make a real change in this world.

Thank you and please know that I am praying for you and am always available to assist and answer any questions you may have. I also value your feedback! If you need something for your Kidmin room or just have feedback, don't hesitate to let me know. This handbook will give you details on policies, procedures, expectations, and safety information we currently have in place at BAC KIDS. Please familiarize yourself with the information in this handbook, as it is very important that we all enforce safety policies and procedures.

So BE CONFIDENT, God is working in you, BE ASSURED, you can make a difference in the life of a child and BE BLESSED, your life will be forever changed, your mind renewed and your heart will be filled as we serve together.

May God bless you and give you wisdom as you serve Him and His kids and families.

Serving with you,

Miss Julie



the

GOSPEL

GOD'S PLAN FOR ME

gos·pel – *noun*. good news. the message about Christ, the kingdom of God, and salvation.

ASK: WHO IS IN CHARGE AT HOME?



GOD RULES.

The Bible tells us God created everything, including you and me, and He is in charge of everything. *Genesis 1:1; Revelation 4:11; Colossians 1:16-17*

ASK: HAVE YOU EVER DONE SOMETHING WRONG?



WE SINNED.

We all choose to disobey God. The Bible calls this sin. Sin separates us from God and deserves God's punishment of death. *Romans 3:23; 6:23*

EXPLAIN: GOD IS HOLY AND MUST PUNISH SIN.



GOD PROVIDED.

God sent Jesus, the perfect solution to our sin problem, to rescue us from the punishment we deserve. It's something we, as sinners, could never earn on our own. Jesus alone saves us. *John 3:16; Ephesians 2:8-9*

ASK: WHAT IS THE BEST GIFT YOU WERE EVER GIVEN?



JESUS GIVES.

He lived a perfect life, died on the cross for our sins, and rose again. Because Jesus gave up His life for us, we can be welcomed into God's family for eternity. This is the best gift ever! *Romans 5:8; 2 Corinthians 5:21; 1 Peter 3:18; Ephesians 2:8-9*

EXPLAIN: EVERYONE HAS A CHOICE TO MAKE.



WE RESPOND.

Believe in your heart that Jesus alone saves you through what He's already done on the cross. Repent, turning from self and sin to Jesus. Tell God and others that your faith is in Jesus. *John 14:6; Romans 10:9-10,13*

ASK: WILL YOU TRUST JESUS AS YOUR LORD AND SAVIOR? **A-ADMIT B-BELIEVE C-CHOOSE**

SALVATION

We believe that everyone needs to hear about God's love and make their own choice to follow Him. Believing that salvation is found through the **redemptive** work of Jesus' death on the cross alone, and out of His saving work we can have a relationship with Him. If a child is ready to receive this gift, use the **ABC** acronym to guide him/her with what to pray:

A - Admit your sins and ask for forgiveness (Admit that you are a sinner and think, say, or do things that go against God's word)

B - Believe in Jesus (To believe is to accept as truth, to trust, to have faith and believe that Jesus was fully God and fully human, died on the cross in place of us, and rose again 3 days later)

C - Choose to follow Jesus the rest of your life (Choose to follow Jesus every day as we learn more about Him and grow in our relationship with Him)

Remember, children cannot be made to accept and follow Jesus. That happens only with the help of the Holy Spirit when the child is ready. Don't try to insist on "making it happen." Ask them questions to make sure they understand. Then allow them to pray on their own or help them if needed. After a child has decided to follow Jesus, CELEBRATE! And make sure to tell Julie so she is able to follow up.

Prayer Example:

Dear God, (pause) I know that I have sinned. (pause)
I admit that I have done, thought or said things that go against you. (pause)
But I believe in Your Son Jesus. (pause)
And I believe He died on the cross for me. (pause)
I believe He paid the price for my sins. (pause)
Please forgive me of all my sins. (pause)
Today, I choose Jesus. (pause)
I choose to follow Him for the rest of my life. (pause)
Thank you for saving me and help me to grow to be more like you.
In Jesus name I pray all these things. Amen.

If you prayed that prayer right now, then you've just made the best, most important decision of your life! You are now a child of God and a follower of Jesus— You have been forgiven. The Bible tells us there's a party going on in heaven right now because of the decision that you've made.

To lead a child to Christ is the greatest privilege of all—Trust Him to give you the words and watch Him do the miracles!

KIDS MINISTRY PROGRAMS AT BAC

Sunday Mornings 9/10:45am



GOD is the ultimate storyteller and the Bible has the greatest story ever told. We want to help kids discover that story and experience the love of Jesus

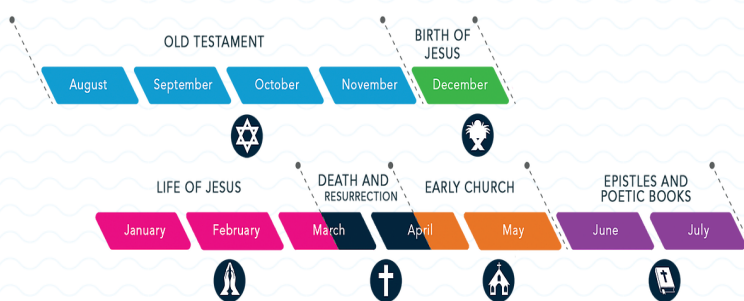
- ➔ **GOD FOCUSED** – shows kids how God is at the center of every story in scripture and helps them understand the character and nature of God
- ➔ **FAITH FORMING** – teaching Biblical truths with real life application as it encourages a personal relationship with Jesus
- ➔ **GOSPEL CENTERED**—Regularly presents the Good news of Jesus and gives kids opportunities to respond and become faith filled followers of Jesus
- ➔ **CHRONOLOGICAL** - Takes kids through the entire Bible every year and helps them to understand how they can be a part of God's story
- ➔ **FILLED WITH FUN** – Since children are active by God's design, we make active learning a core part of our morning together. Since kids are social by God's design, we make relationship a key element in every lesson.

Wednesday nights 6:45-8:15pm



The purpose of **KID CREW** is to reach and teach every kid about Jesus. CREW stands for **Christ Reaches Every**

Where. Every child is welcome because every child needs to know that Jesus loves them. Kid Crew is a fun, high energy ministry that encourages kids to build a strong foundation on Jesus. Kids have questions: Questions about God, questions about themselves, faith questions. We can't ignore their questions, but we do need to give them solid answers. Answers based on what God's Word says. **KID CREW** is a place for kids to connect as we explore these questions together using God's word to give us answers. The curriculum we are using is from **ANSWERS IN GENESIS** which presents Bible Truths so kids know the Bible is trustworthy to build a strong foundation. We use age appropriate and hands on learning experiences as well as stories, games, songs, and small groups are all apart of our time together, all answering kids questions, helping them to understand the Bible ,and to grow to be more like Jesus.



KIDS MINISTRY PROGRAMS AT BAC

Summer Camp

2 weeks in summer

Harvest Party

Halloween alternative

October 31 6:30pm-8:30pm

Family Movie Nights

Last Friday of the month @ 7pm

Lead Young

If you want to change the world, focus on leaders. But if you want to change leaders, focus on them when they're young. Lead Young is a leadership program that is specially designed to target organizational leaders not simply a kids' program emphasizing leadership. Ages 10-13

SERVE

A group of Grade 5 kids who love to serve and help in ministry. This is a great way to help kids to see beyond themselves and help others. From setting up chairs to making coffee, to getting the kids rooms ready for ministry, these kids have a passion to serve. Church shouldn't be something kids watch, it should be something they do. Encourage a lifestyle of serving by helping them find a place to serve on their own.

THERE IS LOTS GOING ON AND EXCITING WAYS YOU CAN SERVE

WELCOMING ENVIRONMENTS

Thank you for leading in BAC kids! Below you will find a few ways to provide a welcoming environment for the kids and families in our ministry.

- Ensure the environment is safe, clean and ready to accept children.
- When parents are dropping off their children to our care, they are entrusting us to be completely devoted to them. Greet the family with a smile and welcoming the child by name ensures parents that their children are in good hands, allowing full trust.
- Always speak words of encouragement, kindness and love, even in difficult situations.
- If kids have a hard time with separation, don't be afraid to take charge and tell parents we can call if they don't calm down. (A parent who wants to stay should get a visitor tag from the desk staff)
- Have materials prepared before kids arrive
- Know your schedule. "What will they be doing?" is a common question from parents
- Speak up. If you need materials or another leader in your area, we rely on your communication to make that happen
- Be creative! We love to see your personality come through as you serve. People remember 12% of what they hear, 30% of what they see, and 90% of what they do.
- Pair new kids with a friend. We really want to encourage kids to connect and make friends. You are a big part of this connection as you create space for friendships to form.
- Play with the kids, be silly, and laugh!
- Listen to the kids. Encourage them and speak God's words to them.
- Greet each parent at pickup, and say goodbye as children leave -A simple "See you next week!" is effective. Remember to be positive and encouraging when parents return to pick up their kids. Let them know how much you love having their kids!

ONE MORE WAY TO CONNECT WITH KIDS:

As a way to encourage our kids throughout the week, take just a couple minutes after each Sunday or Wednesday to write a note to a child. Grab a postcard and a pen from THE NOOK, write a quick note, then place in the "TO BE MAILED" bin. We'll mail it for you during the week, and kids will be PUMPED to get a postcard from you! Not sure what to write? Here are some ideas! Let them know you're proud of them for something! Did you notice a child share with someone else? Did you hear them encourage someone else? Did they pray out loud for the first time? Did they ask questions that showed they're really thinking about what they're learning? Did their smile and good attitude brighten your day? Did you notice they seemed sad about something and you want to let them know you're praying for them? Or look for the name of a child who wasn't at church today and write them a little note to let them know how much you missed seeing them!



WHO'S ON THE TEAM?



BELOW ARE THE DIFFERENT LEADERSHIP ROLES WITHIN KID'S MINISTRY:

SMALL GROUP LEADER

- Your role is to provide a caring, safe, secure, nurturing, clean, and efficient environment to care for our children.
- Your ministry responsibilities include passionately teaching the small group curriculum provided in fun, engaging ways as you interact with the kids, build relationships with them and point them to Jesus. Follow the script, but be flexible. If something isn't working, try it a different way, but please keep the biblical accuracy and focus as a priority in all of your adjustments.
- Pray for the kids in your group and exhibiting Christ-like patience and love as you interact with them.
- Bring the Bible to life as you make it applicable to kids. Children need to see a link between what the Bible says and how we live out our lives each day, making it relevant, not just a book of stories. Children need to see you teach from your BIBLE, not the curriculum.
- Connect relationally with children to ensure real life application of spiritual truths and celebrate spiritual growth as well as create opportunities for meaningful, relational interactions with kids and helping kids connect relationally with each other.
- Empowering kids to live missional lives
- Create a safe place for children to express their faith and offer an environment where children feel comfortable asking questions
- Allow them to ask the tough questions and investigate the answers as their faith becomes their own. If you do not know the answer, let the child know you will find out for next week. NEVER make it up– it is important that it can be backed up by Scripture.

WHY YOUR ROLE IS IMPORTANT: Small group is the time that kids really dig into scripture and learn the lesson in an age appropriate way. It is also a time to build relationships, so your role is important as you build into these kids each week, developing relationships and praying with them and for them. Connecting relationally with children will ensure real life application of spiritual truths and celebrate spiritual growth. You are expected to find ways to incorporate the kids by asking them questions and interacting with them. Remember, the best teaching comes from the overflow of the heart. When you are captivated by the beauty of the gospel that will flow out of you as you teach. You will also have the opportunity to interact with parents at drop off and pick up and so you will have the opportunity to talk with them, get to know them and form relationships with them-impacting the whole family.

SMALL GROUP ASSISTANT LEADER-STUDENT LEADER

- Your role is to provide a caring, safe, secure, nurturing, clean, and efficient environment to care for our children.
- Your ministry responsibilities include assisting the small group leader to passionately teach the small group curriculum provided in fun, engaging ways as you interact with the kids, build relationships with them and point them to Jesus. You can make a difference in kids' lives and show them what it means to follow Jesus.
- If leading a lesson, make sure to follow the script, but be flexible. If something isn't working, try it a different way, but please keep the biblical accuracy and focus as a priority in all of your adjustments.
- Bring the Bible to life as you make it applicable to kids. Children need to see a link between what the Bible says and how we live out our lives each day, making it relevant, not just a book of stories. Children need to see you teach from your BIBLE, not the curriculum.
- Pray for the kids in your group and exhibiting Christ-like patience and love as you interact with them.
- Connect relationally with children to ensure real life application of spiritual truths and celebrate spiritual growth as well as create opportunities for meaningful, relational interactions with kids. Also helping kids connect relationally with each other.
- Create a safe place for children to express their faith and offer an environment where children feel comfortable asking questions
- Allow them to ask the tough questions and investigate the answers as their faith becomes their own. If you do not know the answer, let the child know you will find out for next week. NEVER make it up– it is important that it can be backed up by Scripture.
- You will learn many great things from your small group leader that will help you grow as the leader God created you to be, so make sure to stay engaged and help out where needed.

WHY YOUR ROLE IS IMPORTANT: Small group is the time that kids really dig into scripture and learn the lesson in an age appropriate way. Small group time helps make the Bible applicable to our kids. It is also a time to build relationships, so your role is important as you build into these kids each week, developing relationships and praying with them and for them. You are important and so are your ideas. Please feel free to share them, help where needed and use your growing leadership skills to serve Jesus. Remember the best teaching comes from the overflow of the heart. When you are captivated by the beauty of the gospel, it will flow out of you as you teach.



LARGE GROUP LEADER

- Your role is to provide a caring, safe, secure, nurturing, clean and efficient environment to care for our children.
- Your ministry responsibilities include passionately teaching the large group curriculum provided in fun, engaging ways as you interact with the kids, build relationships with them and point them to Jesus. Follow the script, but be flexible. If something isn't working, try it a different way, but please keep the biblical accuracy and focus as a priority in all of your adjustments.
- Bring the Bible to life as you make applicable to kids. Children need to see link between what the Bible says and how we live out our lives each day, making it relevant, not just a book of stories. Children need to see you teach from your BIBLE, not the curriculum.
- Praying for the kids and exhibiting Christ-like patience and love as you interact with them.
- Lead the large group time in a fun and engaging way that helps kids connect with God and love His Word. Lead with high energy and excitement.
- Keep the attention of the kids and practice techniques for drawing them back in if they get disruptive.
- Be willing to help out in other areas where needed.



WHY YOUR ROLE IS IMPORTANT: Large group is the time during the morning that all the kids and leaders gather together to worship and learn the story as they interact with you as the leader. Predictability translates often to boredom for kids. You are to find ways to involve the kids, ask them questions and interact with them. The kids will look up to you and feed off your energy. You set the tone for the services—make it fun so kids are engaged and excited about learning! Continually take a step back and keep the “big picture” in mind as you teach because each lesson builds on the previous lessons to complete the singular narrative of the gospel. Remember that the best teaching comes from the overflow of the heart. When you are captivated by the beauty of the gospel, it will flow out of you as you teach.

DESK TEAM MEMBER

- Your role is to provide a caring, safe, secure, nurturing, clean and efficient environment to care for our children.
- Your ministry responsibilities include welcoming families and children as they enter the Kid's Ministry area. Greeting kids by name and letting them know we are glad they came
- Assist families when they come to register, check in and check out.
- Assist new families in checking in on tablets and filling out forms. (Families who are new to our church will make their decision in the first 10 minutes about whether or not they will return to our church. You are the first face families see, your smiling and welcoming first impression helps make each person—and especially first time visitors—feel loved and want to come back).
- Take new parents and children to their Kidmin Rooms, introducing them to leaders and answering their questions.
- Make sure children are checked into proper room/age/grade level and appropriate labels are printed.
- You are expected to exhibit Christ-like patience and love as you interact with parents and children.
- Make sure that all children get checked out safely.
- Create attendance report divided by grades, print and give to small group leaders 15 minutes into program
- In the case of an emergency, you are to confirm everyone downstairs is safe and has exited the Church before leaving.
- If medical help is needed, please put 99 into the call system for Medical/Fire/Elders from congregation to respond. If Julie is needed please put number 1 into the system.
- REMOVE the child's nametag before they leave and place on sticker ball. Even if you know the parent and the child, you should still ask to see their Parent Tag. This will help the other parents who are not familiar to you to see that we have a secure process in place. We need to be diligent in this with all families.
- Once all kids have been picked up, put tablets in Resource Room and plug them in.
- Check in desk and items on top of desk to be put in resource room.

WHY YOUR ROLE IS IMPORTANT: We want parents to feel comfortable entrusting their children to our care. You are a first contact for parents entering the Kids Ministry area and so by making them feel welcome you set the tone. You are instrumental in creating a Christ-centered "first impression" with young families. By ensuring you and the environment is ready to go is instrumental in our desire to establish trust with parents. Together we provide safe and loving care for each child.



SECURITY TEAM MEMBER



- Your role is to provide a caring, safe, secure, nurturing, clean, and efficient environment to care for our children.
- You are expected to exhibit Christ-like patience and love as you interact with parents and children.
- Your ministry responsibilities include welcoming families and children as they enter the Children's Ministry area and assist where needed.
- During the program walk around and make sure that no one is in an area they should not be.
- Keep a close eye on people as they use the washroom, making sure they go back upstairs and do not enter into the kid's area.
- Make sure all kids leave the Children's Ministry area with their parent.
- Once all kids have been picked up, please assist desk staff in cleaning up the area.
- In the case of an emergency, you are to confirm everyone downstairs is safe and has exited the Church before leaving.
- If medical help is needed, please put 99 into the call system for Medical/Fire/Elders from congregation to respond. If Julie is needed please put number 1 into the system.

WHY YOUR ROLE IS IMPORTANT: You are instrumental in creating a Christ-centered "first impression" with young families at BAC. We want parents to feel comfortable entrusting their children to our care. You are a first contact for families entering the Kids Ministry area. By making them feel welcome and safe, you set the tone for the time they are with us. Your role is to be aware of all safety policies and procedures and enforce them to keep kids and leaders safe at all times.

GYM TEAM MEMBER

- Your role is to provide a caring, safe, secure, nurturing, clean, and efficient environment to care for our children.
- You are expected to exhibit Christ-like patience and love as you interact with children.
- Your ministry responsibilities include that the gym is open and ready to go each week as well as being prepared with activities for the kids to keep them engaged, taking from the Church any supplies needed.
- Before leaving the gym, make sure nothing is left behind and return supplies brought from Church.

WHY YOUR ROLE IS IMPORTANT: Kids love to be active and run around. Your role is important as we want kids to have fun and be included, while being safe. The types of activities need to be inclusive to all kids so everyone can participate and belong.

YEAR AT A GLANCE

1 FALL

Start up of Kidzone (Sunday mornings) and Kid Crew (Wednesday nights)

2 SPRING

We finish up Kidzone on the long weekend in May as we go to one service for the summer

Kid Crew finishes up at the end of May with a camp weekend



4 DECISION TIME

We miss you and would love to keep you forever. I will be connecting with you over the summer to know if you will be leading in the fall

3 SUMMER

Kidzone-Summer Sundays run from Long weekend in May to Labor day weekend. Parents are given the opportunity to serve over the summer and give the leaders get a well deserved rest

CHECKING KIDS IN AND OUT:



church center

Check In Process:

For the safety of the kids, parents, and leaders we ask that you closely follow this procedure. Check in and Check out allows us to monitor who is in our ministry area at all times and provides a way to ensure kids are being released to the appropriate people. Every child's safety is



priority while attending BAC KIDS. An important way we ensure this is our Check in process. We use the Church center app for a touchless and easy check in. Please download the app and check in the weeks you are leading (make sure you are checked in as a volunteer). You will get a QR code which you scan on a tablet when you arrive at Church. Parents will follow same procedure to check in their kids and all kids will receive an adhesive nametag that displays child's name and any allergies or special needs they have. Parents place nametag on child and take them directly to their Kidmin room.



Check Out Process:

A Leaders do not need to check out. Children must remain in their Kidmin room until parent arrives. Each child's nametag has a random family code that matches the bar code parents receive once checked in. Parents will scan their bar code to check out their children. If an alternate parent is checking out, they will need the bar code. It can be sent from one parent to another as a screen shot. You can also ask to see the bar code and match to child's nametag. Parent can proceed to child's Kidmin room where leader will release them to parent.

This is a great time to connect briefly with parents and let them know how their child did, expressing positive encouragement and letting them know you look forward to seeing them next week. REMOVE the child's nametag before they leave and place on sticker ball. Even if you know the parent and the child, you should still ask to see their Parent Tag. This will help the other parents who are not familiar to you to see that we have a secure process in place. We need to be diligent in this with all families.

BYE! HAVE A GREAT WEEK!



CHECKING ATTENDANCE

THE DESK STAFF WILL BRING A ROSTER TO YOU APPROXIMATELY
15 MINUTES AFTER PROGRAM START TIME

VERIFY THAT ALL STUDENTS ARE PRESENT

NOTIFY DESK STAFF IMMEDIATELY WITH ANY
DISCREPANCIES

WRITE IN NAMES OF ANY LATE ARRIVALS

EACH KIDMIN ROOM ALSO HAS AN ATTENDANCE BOARD FOR EACH GRADE. EACH WEEK LEADERS PUT STICKERS ON FOR ATTENDANCE, BRINGING BIBLE, BOOK AND BAG, PARTICIPATING IN A THEME NIGHT, LEARNING THE MEMORY VERSE, COMPLETING THE ACTIVITY PAGE AND BRINGING A FRIEND. FOR EVERY 20 STICKERS - KIDS GET REWARDED WITH A TREAT—FOUND IN RESOURCE ROOM.

EMERGENCY MANUAL:

There is an emergency manual flip book located in each room and should be reviewed upon entering the room so that Leaders are aware of the emergency procedures.



In case of an emergency:

1. Dial 911.
2. Say the following: **“We have a medical emergency at Bramalea Alliance Church located at 905 Central Park Drive in Brampton. This person is [state injury or illness]. The closest entrance are the doors facing the parking lot. We will have someone there to meet you.**
3. Put up the number “99” on the screen. This will alert any medically trained individuals in the congregation to go to the lobby. Send one of your Team Members to meet them.
4. Call or Text Julie (416) 801-5398.
5. Use First Aid kit (located on all 3 levels of Church building) if needed.
6. If a child’s injury does not need hospital care, move child away from area and treat.
7. If child has to go to hospital. Do not call parents until you know what hospital they will take child to, leader or designated staff will go in ambulance

LOCK DOWN PROCEDURES:



1. A lockdown would occur in the event of a firearm being discharged in the Church or surrounding neighborhood (or a hostage taking situation, criminal on the loose, weather related or a hazardous material spill).
2. Once a designated person (Miss Julie, designated leader or police officer) announces that it is a “Lockdown Alert,” leaders will be alerted of “Emergency Code Red” and the Church would go into lockdown”.
3. Immediately call 911 if police are not already present.
4. Once a lockdown is announced, the classroom door should be locked, windows covered and lights turned off.
5. Tables should be turned on their sides and positioned away from the door and windows. All children and personnel should take refuge behind them.
6. Miss Julie or designated leader will check washrooms and remove any individuals to a safe location.
7. Persons in the auditorium will be instructed to get under the chairs or lay down on the floor in the event of a firearm being discharged. Otherwise, ushers will close the doors until they receive additional instructions from the designated person.
8. Do not evacuate the building until the instructed designated person tells you it is safe to leave. Leave quickly and silently.

FIRE EVACUATION



In the event of any emergency, do not allow parents to pick up their kids until all procedures have been followed and kids are checked out using proper check-out procedures. This is to ensure the safety of all kids in the event of what might be a chaotic scenario. The Kidmin leaders are in place to keep everything calm and smooth and ensure that all procedures are followed.

- Each room has a fire evacuation plan. Always familiarize yourself with where your closest exit is in case of an emergency.
- Remain calm
- Alert any persons nearby
- Go to the nearest Fire Alarm pull station and activate it by pulling the handle down sharply
- **Phone 911** for Brampton Fire Department (we are located at 905 Central Park Drive, Brampton)
- Line up children, grab your attendance sheet and group sign and check that you have everyone in your group
- Leave the building using the nearest exit (use emergency exit as indicated in each room)
- Do not use elevator
- Offer assistance as needed
- First person to the door holds it open until everyone is through
- Close doors behind you
- Proceed to the hill at the back of the church, line your kids up and count to make sure everyone is accounted for /hold up group sign so visible as you wait for parents to pick up their child
- If you are in the nursery, evacuation cribs can be used for babies to be placed in and transported outside (they have both wheels and handles for easy movement)
- For Toddlers and JKSK please use the grab and go walking rope to line up and keep kids together. This is found above the cubbies in Toddler room and in the red cupboard in the JK/SK room.
- Miss Julie or designate will confirm all are evacuated. Doors should be closed after each room has been checked.
- Extra caution should be used once parents arrive to pick up their children. Miss Julie or designate will begin sign-out process with parents. Do not let parents take children until they have been checked out

WELLNESS POLICY

To ensure the health of the other children and leaders, we ask that sick children and sick leaders not attend any children's ministry event. Please stay home when any of the following symptoms are present:

- A fever of 99 degrees or higher
- Diarrhea or vomiting— no matter what the cause (i.e. medication , teething, etc.)
- Common cold (from onset through one week)
- Any symptoms related to COVID-19
- Sore throat, constant cough, or croup
- Colored mucus (runny nose that is not clear; in the eyes)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo, or any open sores that leak fluid/blood
- Pinkeye, redness of the eyes, or any other eye infection
- Any communicable disease
- Lice— including the presence of eggs or nits

A child who is ill and could therefore expose others to illness is not to be permitted in any Kidmin room



If you suspect a child is sick during class, please contact a staff member and they will contact the family if needed.

ALLERGIES

- Allergies will be listed on a child's nametag and also posted inside each Kidmin room

HOW TO AVOID AN ALLERGIC REACTION?

- Due to the risk of allergies, we do not allow outside foods in the kidmin rooms, therefore do not give any food other than what is supplied.
- If a child or parent brings a snack it must be eaten outside of room unless otherwise approved by BAC staff.

ALLERGIC REACTIONS

THINK "FAST"



Face

itching, redness, swelling



Stomach

pain, vomiting, diarrhea, nausea



Airway

trouble breathing, coughing, wheezing, trouble swallowing and speaking



Total body

hives, rash, weakness, paleness, sense of doom, loss of consciousness

Other: dizziness, pale/blue colour

WHAT TO DO IF A REACTION OCCURS?

- Allergic reactions can range from hives, to light headedness, to life threatening swelling.
- If mild symptoms occur, call the parents and allow them to determine the next step.
- For kids with severe allergic reactions that require an epi pen, you must notify a staff member, parents and 911 called. Ideally 2 leaders must agree on the decision to use but we also understand that in a life or death situation this is not always realistic. (This prevents an epi pen being administered out of panic).
- Do not call parents until you know what hospital child will be taken to.
- Any allergic reaction needs to be documented on an injury report

MEDICATIONS:

In the extreme case where Epi-pens and puffers are needed, Leaders will have been informed on how to administer. All medications must be labelled with child's name and put out of reach.

KIDS WITH SPECIAL NEEDS:

We welcome all kids to participate in our ministry. If a child has special needs, we will work together with the child's parents to come up with a plan to support the child and provide the best care we are able to provide for the child and family. As parents know their child the best, we ask them to provide us with information that will help us minister to their children in the best possible way for them to feel loved, included and learn best.


INJURED CHILDREN

If a child is hurt in our care, please take the following steps:

**Please contact a BAC Staff Member if a child is injured in any way.
An Incident Report must be completed on all injuries by the leader**

(found in each Kidmin room inside Emergency Manual)

1. Assess the situation; does the child need immediate medical attention.
2. Notify or send another leader to get a staff member if immediate care is needed.
3. If the child's injury requires any form of first aid- kits are available on all levels of building
4. For kids with severe allergic reactions that require an epi pen, you must notify a staff member, parents and 911 called. Ideally 2 leaders must agree on the decision to use but we also understand that in a life or death situation this is not always realistic. (This prevents an epi pen being administered out of panic).
5. If kids fall and no first aid is needed, please tell parents of incident. Bruises can show up later and it is better to have informed them ahead of time.

INCIDENT REPORT
BAC KIDS


The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible.

Student Name _____ Phone # _____

Address _____

Nature of Injury/Incident _____

Incident Date _____ Incident Time _____

Incident Location _____ Event Title _____

All Leaders Present _____

.....

What happened? _____

Why did it happen? _____

What action was taken? _____

.....

Contacted Parents Parents' Response _____

.....

Leader's Name _____ Signature _____

Witness Name _____ Signature _____

SUSPECTED ABUSE:

1. If you observe behaviors and/or signs that may indicate a child being maltreated physically, emotionally and/or sexually, notify Julie immediately.
2. If you have reasonable cause to believe that any person who has contact with children during their time within BAC KIDS has impure motives and/or shows signs that they have the capacity to harm children in any way, report your suspicions to Julie immediately.
3. If you suspect that any adult is attempting to build a relationship with a child for an impure purpose or for the purpose of harming them, notify Julie immediately.



RESPECT GOD:

- I will not be a distraction in my group
- I will not use rude language

RESPECT OTHERS:

- I will not fight with others
- I will listen when my leader is talking
- I will keep my hands to myself
- I will not call anyone names
- I will not bully anyone

RESPECT CHURCH:

- I will not take what doesn't belong to me
- I will not damage Church property
- I will not wander away from my group

VERBAL INTERACTIONS

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. — Ephesians 4.29

Keep your communication positive and uplifting. ALWAYS look for ways to express praise, encouragement, kindness and respect.

NEVER speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation. DO NOT talk in a way that is or could be construed as intimidating, shaming, derogatory, or demeaning.

Think about the tone of voice you use, and pay close attention to how you can soften it when you speak to your students, even if you're correcting a behavior problem.

S



STAY
SAFE

I Can Stay Safe – This statement covers everything from “keep your hands to yourself” to “don’t climb on that table” and allows kids to take responsibility for their choices and actions. We discuss unsafe behaviors for our area and agree together to stay safe at church.

L



LISTEN

I Can Listen – Listening is extremely important, and with our “I Can Listen” statement, kids know they are expected to listen to whoever is speaking, whether it is a leader up front or a friend in small group.

L



LEARN

I Can Learn – We want kids to know that church is a place where they can learn. This “I Can” Statement reminds kids that they will see, hear, experience, and sometimes even smell new things. Knowing this expectation helps kids prepare their hearts and minds for what God has to teach them each week.

R



RESPECT

I Can Respect – Kids need reminders about what respect looks like. Respect is not talking when the teacher is talking. Respect is not talking to your friend during the lesson because then they can’t hear. Respect is not making fun of someone. With our “I Can Respect” statement, kids are given a friendly reminder in a positive way.

P



PARTICIPATE

I Can Participate – Participation looks different based on the different activities we are doing, but it basically means going with the flow and joining in on whatever is happening. If we are worshiping, participation looks like standing and singing praises to God. If we are playing a game, participation looks like joining in and supporting your team. If we are having a lesson, participation looks like sitting quietly and listening to what the teacher has to say. The most important aspect of this “I Can” Statement is having FUN! When kids participate, they have more opportunities to have fun. We want kids to know that a) they will have fun at church and b) it is OK to have fun at church. Yes, it is a place of learning, but it is also a place of joy and excitement!

DISCIPLINE POLICY

It is the heart of our Kid's ministry to make **every effort possible** to ensure the safety and well-being of every child and leader that is in our area. It is important that every child feels safe and loved and that discipline should always be done in a positive, patient, and grace-filled way that focuses on helping the kids instead of enforcing punishments. There can be occasions where a child will act out or have a difficult time adjusting. Please avoid using words or tones of voice that may frighten a child or may make them feel shameful. While in our care, we will never send a child to the corner, place them in time-out, or physically discipline them.

When discipline is necessary to keep a safe and effective environment for everyone, here are three steps to take:

1. Rules

Establish rules and expectations early, and communicate them often. Kids need to know their boundaries-using SLLRP to reinforce positive behavior. Be proactive by ensuring that proper ratios are met to maintain order. Look for kids who need extra help, and provide it before they disrupt the class.

2. Redirect

Get on the child's level and give a verbal warning, explaining why the behavior is not acceptable. **Give a suggestion** for the right way to act or behave, and help them do it. The Bible says, "A gentle answer turns away wrath, but harsh words stir up anger." With that in mind, if there is a discipline problem with a child, meet the child at eye level and lovingly redirect them to a different spot or a different activity.

3. Refer

If the child is still not obeying, and is disrupting the group, refer the child to Desk staff or Julie for assistance. It may be necessary to remove them from the situation or activity so they can calm down and prepare to rejoin. In some cases a parent will need to be called. When talking to parents about discipline issues, always be positive and encouraging, and ask for ways you can help their child. Tell parents the good, the bad, the good (Sandwich Rule)



Be sure to approach the issue with genuine concern. Be concise, direct, and above all, caring. Remember that your encounter with these kids may be the only encouraging and positive moment in their week. Focus on the child, not the behavior.

Be patient, give grace, and show love!

PLAN TO PR♥TECT

At BAC we also have a Plan to Protect program that ensures each child and leaders safety by following a five step process:

1. Application form 2. References 3. Criminal check 4. Training and 5. Interview. As part of this process Kidmin leaders are to be regular at attendee's of BAC for at least 6 months before they are able to serve.

ONE ADULT SHOULD

NEVER

BE ALONE WITH A CHILD

PLAN TO PROTECT

Understanding the churches responsibility

- CHILDREN ARE VULNERABLE AND ARE EASY TARGETS
- CHURCHES CAN BE VULNERABLE PLACES BECAUSE THEY ARE NATURALLY PLACES OF TRUST
- WE WILL BE HELD ACCOUNTABLE FOR WHAT HAPPENS
- NOT JUST A GOOD IDEA TO PROTECT, BUT THE MORAL RESPONSIBILITY OF THE CHURCH AS IT REPRESENTS JESUS TO THE WORLD
- LEGAL REQUIREMENT FOR CHURCH INSURANCE
- SAFETY CANNOT BE LEFT TO LUCK. WHEN PARENTS ARRIVE IN OUR MINISTRY, THEY EXPECT THAT WE HAVE DONE OUR HOMEWORK

- WE ARE IN A POSITION TO CHANGE PEOPLES LIVES AND IT BEGINS WITH TRUST
- BAC HAS BEEN GIVEN A WONDERFUL OPPORTUNITY TO SHOW CHRISTS LOVE TO THE WORLD THROUGH CHILDRENS PROGRAMS
- IF PARENTS KNOW WE CARE ENOUGH TO MAKE IT TOP PRIORITY TO PROTECT THEIR KIDS, THEY TO WILL BE MORE OPEN TO THE MESSAGE WE BRING
- IF WE WANT KIDS TO TRUST THE MESSAGE THEY HAVE TO TRUST THE MESSANGER
- TAKES YEARS TO BUILD TRUST BUT IT ONLY TAKES 1 ACCUSATION TO DESTROY IT
- PLAN TO PROTECT WAS DESIGNED TO ASSIST CHURCHES IN DEVELOPING CLEAR POLICIES AND PROCEDURES THAT WILL HELP PROTECT OUR KIDS, OUR YOUTH AND OUR LEADERS AS WELL AS OUR CHURCH

SO WE NEED TO TAKE THIS SERIOUSLY

WHAT ARE WE DOING AT BAC?

MUST BE ATTENDING BAC FOR AT LEAST 6 MONTHS

COMPLETE APPLICATION/INTERVIEW AND CRIMINAL CHECK (EVERY 5 YEARS)

ATTEND YEARLY PLAN TO PROTECT TRAINING

LEADERS CLEARLY IDENTIFIED

SIGN IN AND OUT OF LEADERS AND KIDS

ATTENDANCE KEPT ON FILE

INFORMATION ON EACH CHILD

2 LEADERS IF POSSIBLE

DOOR HAS WINDOWS

SECURITY TEAM

SCREENING ALL LEADERS

ONLY ADULT FEMALES TO CHANGE DIAPERS

DOORS TO WASHROOMS STAY OPEN/THIS INCLUDES WHEN CHANGING BABIES

DO NOT SEND CHILD ALONE TO WASHROOM/RULE OF 3

LEADER STAY IN HALL

NEVER GO INTO STALL WITH KID AND CLOSE DOOR

NEVER BE ALONE WITH A CHILD IN A CLOSED ROOM

NUMBER CALL SYSTEM ON SUNDAY MORNINGS IF PARENTS ARE NEEDED

PARENTS AND VISITORS TO WEAR VISITOR TAGS

NEVER PUT A VISITOR IN A POSITION OF TRUST

RECOGNIZING AND REPORTING ABUSE

Our church policy is to report any signs or suspicions of child abuse or neglect such as depression, sudden changes in behavior, paranoia, fear of their caregivers or others, aggressive behavior, anxiety, accidents in their underwear, imitating or talking about sexual behaviors, wounds or pain, unexplained bruises, untreated illnesses.

Contact a staff member immediately if you suspect a child is the victim of abuse or neglect. Do not attempt to gather information from the child or speak with the parents about your concerns. Do not talk with other leaders about your concerns. If a child reports being abused- REMAIN CALM, report to Julie and write down exactly what the child said

LEADER-TO-KID RATIOS

Children's ministry is dedicated to maintaining safe and relationally appropriate leader-to-child ratios to provide the most effective learning experience for children. The following are approved leader-to-kid ratio guidelines.

Infants	1 leader for every 3 babies
Toddlers/JKSK	1 leader for every 5 toddlers
Elementary	1 leader for every 10 kids

VISITORS

No one other than staff, approved leaders, or kids is permitted in the Kidmin areas during ministry times without pre-approval and clearly marked as a visitor. No unapproved people should be in the Kidmin area at any time during ministry programming.

GOOD TOUCH VS BAD TOUCH

Then people brought little children to Jesus for Him to place His hands on them and pray for them. — Matthew 19.13



APPROPRIATE

KIDS NEED TO KNOW THEY ARE LOVED

"THEY DON'T CARE HOW MUCH YOU KNOW UNTIL THEY KNOW HOW MUCH YOU CARE"

- BRIEF HUGS OR SIDE HUGS
- PATS ON THE SHOULDER OR BACK
- HANDSHAKES
- HIGH-FIVES, HAND SLAPPING AND FIST TAPS
- VERBAL PRAISE/ENCOURAGEMENT
- ARM AROUND SHOULDERS
- HOLDING HANDS WHILE WALKING WITH SMALL CHILDREN
- SITTING BESIDE SMALL CHILDREN
- KNEELING OR BENDING DOWN FOR HUGS WITH SMALL CHILDREN
- HOLDING HANDS DURING GROUP PRAYER

AGE APPROPRIATE, POSITIVE PHYSICAL CONTACT TO MEET THE NEEDS OF THE CHILDREN AND NOT THE ADULTS

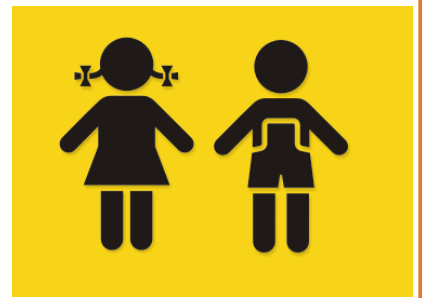
INAPPROPRIATE ✘

- LENGTHY EMBRACES
- KISSES
- HOLDING CHILDREN OVER THREE YEARS OLD ON THE LAP
- TOUCHING BOTTOMS, CHESTS OR GENITAL AREAS OTHER THAN FOR APPROPRIATE DIAPERING OR TOILETING OF INFANTS AND TODDLERS
- SHOWING AFFECTION IN ISOLATED AREAS
- OCCUPYING A BED WITH A CHILD
- WRESTLING
- TICKLING CHILDREN
- PIGGYBACK RIDES
- HOLDING A CHILD'S FACE WHEN TALKING TO THEM
- DISCIPLINING USING HARSH WORDS OR LOUD VOICE

ALL TOUCH SHOULD BE DONE IN VIEW OF OTHERS

WASHROOM GUIDELINES:

Following is the age breakdown and appropriate BAC KIDS procedures:



DIAPERING:

- Done by the Nursery Leader on change tables only, making sure leader is visible to others/door open
- Checked periodically to make sure that infants are comfortable and clean
- All infants should be changed before pick up
- Wipe down change table before and after each use
- Nursery Leader will always wear gloves and gather supplies before placing infant on table
- At no time is an infant to be left on a table without a leader standing at the table
- When changing diaper, baby's area should be cleaned with a wipe and powder or lotion applied only if parents provided
- Old diaper will be folded and covered with a glove and discarded into a diaper pail kept in the changing room. Other glove will be discarded at this time.
- A fresh diaper will be applied and the child will be redressed.
- Inform parent that child has been changed.

TODDLERS AND PRESCHOOLERS:

- Leader supervises, but allows child independence.
- If help is needed -Open door/open stall.
- Ensure proper handwashing.

GRADES 1-5

- Never take a child into the washroom alone or let them go alone/rule of 3 at all times (2 children/1 leader or 2 leaders/1 child)
- Walk child to the washroom, and then wait outside the door while they go in
- Do not assist a child unless there is an emergency/open door/open stall
- Make sure kids wash hands after each time they use the washroom
- Older children (Grades 4 and 5) are permitted to go alone

KIDSMIN ROOMS AND CABINETS

- Do your best to keep the classrooms looking clean and new.
- Your space is used throughout the week by many different groups of people.
- Wipe up any messes off tables and vacuum if needed
- Please lightly spray all toys, tables, chairs, light switches and play surfaces with spray sanitizer and wipe down before you leave
- Lock grey cabinet in room and shut/lock door (each cabinet has a template for supplies)

THIS IS A SELF-CLEANING
CLASSROOM.

CLEAN UP AFTER
YOURSELF!



HYGIENE

Please help us prevent the spread of illnesses by washing or sanitizing your hands:

- When you first arrive in a room
- After a diaper change
- After accompanying a child to the restroom
- After contact with body fluid (wiping a child's nose, etc.)
- Before handling food
- Whenever else is needed

Please instruct children to wash their hands:

- After using the restroom
- Wiping their nose
- Before eating



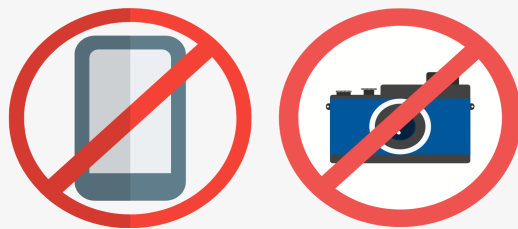
HAPPINESS IS



...accidentally making a soap bubble
while washing your hands.

CELL PHONE AND PHOTO POLICY

- Out of respect and protection for our children and families, it is important to **put away anything that may cause a distraction** while in the classroom; this includes cell phones, iPods, cameras, and any other similar devices.
- It is also important that you refrain from taking pictures of children. **No pictures should be taken, stored on devices, or posted to any website or social media outlet.** This is to protect our children and our families.



SOCIAL MEDIA



- Remember Social media isn't private and it is permanent
- Please don't share personal contact info with any of our BAC kids
- Leaders are not permitted to be “friends” with or interact with kids on social media, text, or any other private means of communication outside of church.

CURRICULUM:

The curriculum we use is structured to teach the Bible and the truth of Jesus at age appropriate levels. God's word is the absolute authority in all matters so clear teaching of scripture is foundational. You will have access to the curriculum digitally and in print so you have all you need to make your lesson planning easy.

Responding to Scheduling Emails

Kid Crew and Kidzone have regular leaders who teach every week. But for those leaders who are on a rotation (Kidzone-Toddlers, JK/SK and Security), you will receive an email the Thursday before you serve. When you receive your email, click **Accept** or **Decline**. If you are declining the requested service date, it will give you the option to send a reason. If you do not want to give a reason, you still

have to click 'decline and send reason' or 'OK' in order for this response to go through.

planning center
Services

SCHEDULING

Hi Julie,

You have been placed on the schedule for the following dates. To respond or simply view this schedule, click the appropriate button below.

Thanks
Julie Crawford
Children's Pastor
BAC KIDS

August 9, 2015
BAC KIDS [view plan](#)

Elementary

Services		
08/09 at 10:00A		

Accept **Decline**

What do I do if I need to switch with someone on the schedule?

You are welcome to change with another leader (make sure they are currently serving and are up to date on Plan to protect). Please let Julie know of any changes.

What do I do if I am unable to lead at the last minute?

Emergencies do happen. Please do not email or call Church office. Please call Julie at **416-801-5398**

Being a leader means that we agree to certain guidelines. The guidelines for being a leader at **BAC KIDS** are meant to help you follow God faithfully and be a good example to the kids we serve.



I WILL SERVE

- I will faithfully serve at BAC KIDS when I am scheduled and I will inform Julie if I am unable to attend a program as soon as I know.
- I will be on time for this ministry recognizing that it speaks value to the children I am serving and the commitment I am making.
- I will not be alone with a child. I will always stay in public areas of the church building with children and only enter the restroom with a child when another ministry leader is present.
- I will serve with enthusiasm and excitement.
- I will teach from God's word as the absolute authority in all matters, understanding that clear teaching of Scripture is foundational.
- I will do my best to make all welcomed and accepted as well as to build up and promote unity within the Kidmin team.
- I will love kids and point them to Jesus.
- I will follow the curriculum as laid out for leaders in Kidmin.

I WILL GROW

- I will deepen my own personal relationship with Christ through personal spiritual disciplines recognizing I cannot lead where I have not been myself.
- I will be a regular attendee of BAC, understanding that being a committed part of the body is an important part of serving.
- I will attend leadership meetings as scheduled
- I will prepare adequately for any commitments I have made and activities I am responsible for.
- I will regularly update my Plan to Protect Training and Criminal Record Check form as needed.

I WILL SHINE

- I will interact with children and families like Jesus would: with love, grace and positivity.
- I will speak positively of the ministry I am a part of - recognizing that my words have power. If an issue arises within the ministry, I will speak directly to Julie.
- *I will be an example and maintain a consistent witness to the kid's of a man/woman of God, as well as an example to those around me of what it means to be a follower of Christ in my day to day life.*

LEADER COVENANT (please sign, tear out and return to Julie)

I, (Print Name) _____, sign and affirm I read the **BAC Kidmin Leader Handbook** in its entirety, and that I will faithfully follow and abide by all policies, procedures and guidelines pertaining to ministry leadership of children and the ministry role I am assigned.

TIME COMMITMENT:

1.5 hours on scheduled Sunday morning or Wednesday night as well as preparations throughout the week

TRAINING COMMITMENT:

Plan to Protect papers up to date/September Training/Winter Tune Up-February

The ministry area I am interested in is: _____

I understand my ministry role and what is expected of me:

Printed name: _____

Signature: _____ **Date:** _____

There is also a Ministry Application and a Criminal Check that will need to be done.

Once you have committed to a role you will be given these.