
SECTION 2

Children's Ministry Policies and Procedures

Classroom Volunteer Qualifications

The following are required of all classroom volunteers in Children's Ministry:

- ♥ All classroom volunteers must have met with the overseeing minister and be in good standing with no minimal membership required.
- ♥ All volunteers must strive to live a life of integrity and be of good character.

The following are required of all lead teachers in Children's Ministry:

- ♥ A lead teacher must be a baptized believer.
- ♥ A lead teacher must be a Downtown member in good standing for a minimum of three months.

See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven.
Matthew 18:10

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Volunteer Guidelines

The following are required of all adult classroom volunteers:

- ♥ Take the commitment to volunteer seriously. Pray and prepare.
- ♥ Arrive at least 15 minutes before the start of class. Remember! "If you are 10 minutes early, you are still 5 minutes late!"
- ♥ Give at least 48 hours notice to the Children's Ministers when a substitute is needed for your class. In cases of sudden illness or last minute emergencies, make sure to call the appropriate minister on their cell phone.
- ♥ Guard your mouth. Do not use any language which could be considered offensive.
- ♥ Make sure to take note of allergies for each student in your classroom as provided in each room or on nursery and preschool children's name tags. All teachers must receive prior approval for serving any snack/food that is not already provided in the classroom.
- ♥ Make sure to record attendance at each class time including visitor information. Attendance tablets are available for each area. Attendance records are important for follow-up contacts.

Each volunteer should observe the following:

- ♥ You may wear comfortable but modest attire; no short shorts, short skirts, low-neck blouses, crop tops or other revealing clothing.
- ♥ Any visible tattoos and or body piercings other than pierced earrings, must be discussed and approved by the minister in charge.

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Classroom Procedures

Policies and procedures have been incorporated to help protect our children as well as our teachers. All Downtown Church volunteers and staff are expected to support the rules with a positive attitude and compliance.

- ♥ Under no circumstances is a volunteer to be alone in a private room, bathroom, vehicle, etc. with a child. (Please note restroom procedures on page 22.)
- ♥ All classrooms designated for children's activities should have a door with a window. Doors with windows are in all classrooms or offices in which meetings may take place to promote safety and accountability.
- ♥ **TWO ADULT RULE** - It is the goal of the church that two screened adults be present with children at all times. In those circumstances where an adult must be alone with children, they may only do so when observation is possible at all times, such as through an open door or a door with a window.

He took a little child and had him stand among them. Taking him in His arms, He said to them, "Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me."

Mark 9:36 - 37

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Restroom Procedures

Male volunteers are **NOT** allowed to change diapers or to assist children inside the restroom.

In classrooms where there is an adjoining restroom (nursery and pre-school):

- ♥ Allow only one child in the restroom at a time .
- ♥ Keep door open slightly.
- ♥ Stand outside the door, so you can hear if the child needs help.
- ♥ If a child needs help, female volunteers should alert another volunteer on the need, leave the door ajar, and assist the child.
- ♥ Both adult and child should wash hands.

In classrooms where there is **NOT** an adjoining restroom (pre-k - 6 grade):

- ♥ Preschool and kindergarten students should be supervised by a teacher from **OUTSIDE** the restroom door. Leave the door ajar if necessary.
- ♥ Students in grades 1—6 may go to the restroom individually or in same-sex pairs. Adult volunteers will observe from their classroom door.
- ♥ If a child needs help, female volunteers or the overseeing minister should prop open the restroom door and have another adult stand at the entrance of the restroom where they can see you and the child.
- ♥ Adults and children should wash their hands.

Worship Nursery Caregiver Procedures

General Policy

- ♥ Two (2) adults will be present in each room.
- ♥ No medication will be given by church staff.
- ♥ If a child becomes ill while in our care, parents should be texted immediately.
- ♥ Male caregivers are NOT allowed to change diapers or to help in the restroom.

Arrival and Check In

- ♥ Arrive 15 minutes before your assigned volunteer time.
- ♥ The Worship Nursery Coordinator will be available to answer your questions or to provide direction as needed.
- ♥ Children are cared for in room 144.
- ♥ Wash hands thoroughly with soap to avoid spreading germs.
- ♥ Greet children by name and with a smile.
- ♥ Distract crying children with toy, bubbles, or a soothing song.
- ♥ Clean up nursery as needed. (All counters and tables should be wiped down. Toys should be put away into baskets.)
- ♥ Collect trash and place in the silver trash can by the main check-in counter.
- ♥ Try to keep the ratio of one adult to three children. (If you find that you have too many children, ask a parent to stay or send someone to get additional help.)

Worship Nursery Caregiver Procedures Cont...

Drop Off Procedure

- ♥ Each parent must leave their cell number.
- ♥ Permanent name tags are provided for children who are members at Downtown.
- ♥ Temporary name tags are available for visitors.
- ♥ Make sure the parent's cell number is written on the tag and placed on the child's back.
- ♥ Make note on the name tag of any allergies or medical conditions.
- ♥ Verify that all bags, bottles, cups, pacifiers and blankets are labeled with the child's name. (Stickers are available for labeling.)
- ♥ Ask the parent? Last diaper change, nap time, snacks okay, etc.?

Release Procedure

- ♥ Only the parent/guardian with the name tag can pick up the child. No exceptions.
- ♥ Only children 12 years and older with the tag will be allowed to pick up younger children.
- ♥ Make every effort to get to know your parents!

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Worship Nursery Caregiver Procedures Cont...

During Worship Nursery, Class & Care Times

- ♥ All children should be checked for wet or soiled diapers at least once while in the care of Downtown's Children's Ministry. Place stickers on the baby's back when checked or changed.
- ♥ Place a new changing cover down prior to each diaper change. Changing area should be sprayed with disinfectant after each child is changed.
- ♥ Supplies from the child's diaper bag should always be used when available. Additional supplies are provided under the sink in each room if needed.
- ♥ Caregivers should disinfect hands after each diaper change.
- ♥ Conversations should be directed to interaction with children.
- ♥ Volunteers should not focus on other adult volunteers, on the worship service video feed, on their phones or other technology devices.

Before You Leave

- ♥ Clean and pick up before leaving.
- ♥ Disinfect all toys that are touched using the provided supplies.
- ♥ Wipe counters and tables clean.
- ♥ Leave the dirty trash in the silver trash can at the main check-in counter.

Our Nursery Philosophy

To instill within the child a feeling of love, security and pleasantness in a Bible-centered learning environment.

To enable parents to participate in Bible Class and in worship service with confidence for their child's wellbeing.

To encourage and stimulate spiritual growth for all, especially for the child and their parents.

Care and service to child and parent.