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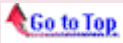
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## Letter from the Pastor

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Jesus loved children and knew how important they are. He said some important things about children: “Let the children come to me” and “unless you are like a child you cannot enter the kingdom of heaven.” There are some practical reasons why we need to form ministries for our children and youth. First, we must realize that the responsibility to train a child in the ways of the Lord fall primarily upon the family, however, in many cases this is lacking and the responsibility falls upon the church. Secondly, we need to help young families learn to train their children and youth by ministering to the entire family. Third, we must realize that the need for an effective children/youth ministry so they can learn to stand for Christ in a secular world. Fourth, children/youth are at the most impressionable ages of their lives and they need support, love, and guidance. Last, children/youth are at a time in their lives where they are most likely to accept the Gospel of Jesus Christ. May we be mindful of some Scriptures that address the importance of family, children and youth...may these words of wisdom guide our ministry to the children and youth of our church always. [Proverbs 22:6](#) says, “raise a child in the way he should go...”, [1 Timothy 4:12](#) says, “No one should despise your youth; instead...be an example to the believers...” this clearly tells us that our youth are not just the future church, but the church of today, they are to be an example to all believers. [Deuteronomy 6:5-9](#) tells us “These words that I am giving you today are to be in your heart. Repeat them to your children. Talk about them when you sit in your house and when you walk along the road, when you lie down and when you get up....Write them on the doorposts of your house and on your gates...”we need to take this to heart and finally in [Joshua 24:15](#), “...As for me and my house we will serve the Lord!”It has been said that we are only one generation away from becoming a godless society. Therefore, may we be ever mindful that the key to making the next generation greater in the Lord is to train them while they are young. — *Pastor Chris McCombs*

## Faith and Qualities for Children and Youth Ministry



Volunteers at Broadman Baptist are vital to our ministries. Many of our programs would not exist if it were not for the leaders who graciously commit their time, energy, and faith. Obviously, those who are willing to volunteer in ministries with children and youth care for young people, enjoy their company, and want to make a difference in their lives.

These persons must support the Baptist Faith and Message 2000, Support the Strategic Plan of the church, Support the ministries of the church with prayer, time, & finances, support the church leadership, support the Pastor-Church covenant, and should be persons worthy of being a role model and mentor for children and/or youth.

Persons wishing to serve in capacities dealing with children and youth must be willing to have an interview with the Children's Minister, Youth Minister and/or Minister of Discipleship, follow and yield to the supervision of these ministers and the Church Pastor, and be willing to undergo a background check.

## Policies



The following policies and principals are meant to protect and safeguard the children, youth, and volunteers of Broadman Baptist Church and to help us model safe, healthy, and appropriate behaviors in our ministries.

## ● Definitions



**Children and Youth** are those people currently attending High School or younger (generally 18 years of age or younger).

**Parent** denotes a child's legal custodial parent(s) or legal guardian(s).

**Volunteers** are those people who actively serve in ministries at Broadman Baptist. The volunteer procedures listed in this document refer to people who are assigned leadership and/or supervisory responsibilities with children and youth.

**Program Staff** refers to someone appointed to lead a particular church program.

**Ministerial Staff** can refer to paid or unpaid ministry leadership, director or pastoral positions of Broadman Baptist Church, and any interns or field education students who have been assigned to serve at Broadman Baptist Church as part of their higher education training.

**Church Pastor** refers to the Church Pastor of our church who provides the spiritual leadership or oversight to the congregation and church leadership.

## ● Inlusiveness



Broadman Baptist welcomes members, visitors, and friends to all of our ministries. We want to include youth and children, and we encourage them to invite family and friends to come to church with them.

Broadman Baptist wants to include all parents in the ministry to their children. Parents are welcomed and encouraged to attend any activity with their children.

Broadman Baptist does not intend to exclude anyone for financial reasons. If you or someone you know is unable to afford the fee for one of our activities, please contact and discuss, in confidence, with the Pastor or Ministerial Staff.

Broadman Baptist does not intend on excluding any individual child or youth from activities. However, there may be some rare occasions in which the well-being of the church and others must take precedent. This is especially true when behaviors are disruptive or threaten the spiritual, physical and emotional well-being of the people involved or in situations that potentially pose a threat to the wellness of other children and volunteers.

## ● Parental Supervision



Parents assume individual responsibility for their children when on the premises of Broadman Baptist Church. We encourage parents to escort their children to their assigned areas so children are supervised at all times. Children and youth are not allowed unsupervised in the children/youth areas during normal church service times. Arrangements for children's ministry for special services must be scheduled with the Children's Minister or the appropriate Children's Ministry leadership in advance.

## ● Supervision



Volunteers will work under a *Dual Supervision* policy in the nursery, children and youth areas during normally scheduled worship services. Whenever possible, dual supervision will also be implemented at all church wide events, classes, child-care situations, small groups, etc.

Single adult or approved older youth supervision situations may be permitted on a regular or recurring basis as approved by the Church Pastor, Minister of Discipleship, Children's minister, Minister of Ministry or by the appropriate program or ministerial staff.

When youth or children ask to meet privately with ministerial staff members or volunteers, they will offer to meet with them in open areas, or in offices with windows and/or doors open.

### **Nursery/Toddler/Young Children area**

Only ministerial staff, nursery volunteers, children, Life Impact Group leaders, and Children's Church volunteers are permitted beyond the white nursery gate without permission. This ensures the safety of all involved. Please discourage older siblings from entering the area without permission.

All of the child's belongings should be clearly marked with his/her name.

Children should be picked up promptly following all worship service by their parents/guardians. If a child is not picked up within 30 minutes after a worship service or church event, the Children's Minister, Church Pastor, or other ministerial staff will attempt to contact the parent or guardian or responsible party according to the information on file with the church. If no contact is made with any party who can accept custody of the child, the Church Pastor and the Children's Minister, and if one of these two people are not available then the appropriate program/ministerial staff leader, will make the final decision as to what authority, if any, will be contacted and how to best care for the child.

In the event that the parent/guardian wishes the child to be picked up by someone other than themselves (for example, an older sibling), the nursery staff must be informed prior to allowing the child to leave the nursery area with anyone other than the parent or guardian of the child. In the event a child comes without a parent on a regular basis, special arrangements will be made by the Church Pastor, Children's Minister or appropriate program/ministerial staff leader on how to best handle such situations.

Occasionally, snacks may be served during Children's Life Impact Groups (Sunday School), Nursery or Toddler care, Children' Church, Wednesday night discipleship training and/or Vacation Bible School etc. Please be sure to let the

nursery volunteer or teacher know if your child has any allergies or if you do not wish for them to be given a snack.

If your child requires medication while in the nursery or any of our children's ministry's, a Special Instructions for Medicines and Allergies form must be given to the Children's Minister or appropriate program/ministerial staff leader and a copy will be kept on file in the church office. Please update these forms promptly as your child's individual situation changes. It is the parents responsibility to remind the nursery worker present when you drop your child off each week. Any medications required during a normal church service will be administered by the parent or guardian.

## ● Universal Precautions



Universal precautions shall be used in any situation where exposure to bodily fluids is possible. Any time a parent, volunteer or staff person changes a diaper, treats an injury, or is exposed (or faces the possibility of exposure) to bodily fluids, he/she must follow these procedures

Use disposable gloves while dealing with the injury or diaper changes. Dispose of the diaper in a secured plastic bag.

Thoroughly wash hands with soap and water afterwards.

Place any soiled clothes in a sealed bag and give it to the parent/guardian.

Place all waste and any contaminated paper or first aid products in a sealed plastic bag for disposal.

Disinfect the affected surfaces with a bleach solution when finished.

## ● Medical Concerns



For the well being of all of our children, we request that children exhibiting symptoms of contagious diseases i.e. fever, rashes, etc... not participate in program activities. If a child begins to exhibit symptoms of any contagious disease, parents will be promptly notified and asked to take their child home. Remember the health of your child and everyone else's child is our concern.

Children with open wounds or lesions will be required to keep wounds covered.

Broadman Baptist Church will maintain confidentiality in regard to any health or medical information that has been shared with us. With parental consent, we may inform the Church Pastor, program/ministerial staff and volunteers who are directly involved with a child or youth who need to know this information to ensure the health and safety of the child, themselves, or the other children or youth involved in the activity.

First Aid kits are available in the nursery, in the church office and kitchen areas.

Only disposable diapers may be used in the nursery.

Only adult volunteers, parents, or approved youth should change diapers in the nursery, and, if at all possible, in the presence of another adult or youth helper.

Any medication will be dispensed by the parent or guardian of the child(ren) during church services.

Discipline & Expectations

## ● General Guidelines



Children and youth are expected to be considerate and courteous to all adult leaders and peers. We treat others, physical property, and ourselves appropriately and respectfully.

We respect the individuality of each young person and strive to understand their environment. We desire to teach our children and youth the Word of God, how to handle life situations, and to make Godly decisions. Our children and youth are a vital part of our ministry today. Broadman's intention is to train our children and youth to know God in a relationship with Jesus Christ, to love one another in the family of God and to respect and care for the Lord's House, one another, and themselves.

Supporting and guiding all rules and expectations is the overriding concept of the 3 R's: Respect, Responsibility, and Reverence. This is based on the Great Commandment that Christ gave us in [Matthew 22](#) – "to love God and to love one another!" The 3 R's should be used as guiding principles for all ages child to adult to help form the foundation of all behavior. If you love some one you show respect at all times, if you love someone you take responsibility for yourself and the situation at all times, and if you love God and others you will show reverence during church events.

## ●Discipline/Expectations/Dress



Included in this respect for ourselves and others is our manor of dress. The following suggestions are provided as a guideline.

Each person, whether female or male, should be considerate to others about how revealing their dress style is. As a general rule no mid drifts should be visible. Skirts, dresses, shorts, bathing suits (when on special events) and tops should not be revealing of under garments or private body parts. Also, logos or statements on clothing items that are not honoring to God are not appropriate dress at church or as a witness to others for Christ.

Mid-Thigh Rule - when wearing shorts or skirts you should not be able to put your hand straight down to your side and touch your thigh.

When wearing bathing suits on special events only one-piece suits for girls and shorts style swim trunks for boys should be worn. If girls bring two-piece swim suits they will be asked to wear a t-shirt over the swim suit. If boys bring Speedo style swim trunks they will be asked to wear shorts over them. If they are unwilling to do so they will not be allowed to participate in the swimming activity.

Girls or boys should not wear tops that are revealing of body parts, including mid-drifts.

While no policy about dress can be inclusive of every style or personal choice. It is recommended to err on the side of modesty and conservative dress during church events. Remember, our bodies are the Temple of the Lord and we want to honor Him with how we clothe ourselves despite the worldly trends or clothing fashions. This is a valuable lesson we need to model and teach our children and youth.

## ●Behavior Issues



Broadman Baptist Church tries to keep children and youth fully interested and involved in activities, and therefore, discipline problems are unusual. Occasionally, however, negative behavior does occur, which we address with the following steps.

Ministerial Staff and volunteers use verbal reminders to encourage appropriate behavior. At no time is physical punishment or abusive language permitted or condoned.

If verbal warnings are not heeded, staff or volunteers separate a child briefly from an activity and offer the child an opportunity to modify his or her behavior.

If behavioral problems continue, the leaders contact the child's parent so the parent, leader and child can together discuss the behavior and make appropriate plans for further interactions.

If a child or youth cannot participate in an event or activity appropriately, a parent is contacted and asked to transport the child home.

Parents and older youth are required to sign the Children & Youth Ministry Permission & Release Form (Form V), which contains warnings prohibiting the possession or intentional misuse of controlled substances (including but not limited to tobacco and alcohol, prescription and nonprescription medications).

## ● **Drugs and Alcohol**



The use of any illegal or controlled substance (including alcohol, illegal substances and all tobacco products), and the misuse of any prescription or over-the-counter medication is prohibited during all church services or special events pertaining to children and youth. This rule applies to children, youth, and adult chaperones. All medications will be listed on parental permission slips and dispensed by the adult chaperone for each specific activity. We have a zero-tolerance rule and if these items are found, the Church Pastor and parents will be notified as soon as possible. In the event the Church Pastor cannot be contacted, the Chairman of Deacons, Any Deacon, Minister of Discipleship, Minister of Ministries, or any Church Trustee should be contacted. The Church authorities will determine whether or not authorities outside of the church should be contacted.

## ● **Overnight Events**



Separate rooms or tents will be provided for male and female children, youth, and adult chaperones at events. Participants will respect the time limits placed on these rooms by chaperones or individuals who desire the privacy of their rooms.

Sleeping accommodations may not always permit an adult chaperone in every room, cabin, or tent. Adult supervision from outside the room or tent may be permitted.

## ●Transportation



Transporting children and youth from one place to another during a church sponsored event is the responsibility of adults at least 25 years of age.

All drivers must possess a current and valid driver license.

All driving laws are to be observed at all times.

All drivers/vehicles must be fully insured per state law as defined by City/County/State and/or Federal Regulations.

Youth transporting themselves or others to or from off-site special events must have written permission of their parents and the parents of any of their passengers. A copy of this written permission must be provided to the appropriate adult chaperone for the activity.

Parents are expected to notify adult leaders if their child(ren) or youth will be leaving an event at a time other than the event's designated ending time.

Any motor vehicle incident/accident will become the responsibility of the driver's insurance policy. Fines for any traffic violation, including parking violations, are the sole responsibility of the driver. The church will not reimburse drivers for those fines.

Should an accident or incident occur with children or youth on board the vehicle, the church leadership will be made aware of the situation as soon as is practicable.

## ●Movies and Media



We do not show "R" rated movies to senior high youth, or "PG-13" rated movies to junior high youth or younger children unless the movie is judged to be relevant and appropriate by the Church Pastor or the appropriate ministerial staff, and publicized as part of an event so that parents can decide if the content is appropriate for their child or youth. Music and video games with parental

warnings describing violent or offensive content are inappropriate for use during church-sponsored events.

## ●Water Trips



Wearing life jackets is mandatory for all children, youth, and adults participating in all boating activities.

Chaperones may insist children and youth wear life jackets while swimming when deemed necessary.

## ●Fireworks and Weapons



Fireworks, explosive devices, guns, knives or any other weapon shall not be permitted or used on church grounds or at any church sponsored activity. If these items are found, the items will be confiscated and local law enforcement authorities will be immediately notified. The ministerial staff leaders, or other church personnel, volunteer or otherwise, will then make immediate notification (in the following order) to the Church Pastor, Minister of Discipleship, Chairman of the Deacons, or Head Trustee. The notified church authority will then contact the parent or guardian of the child or youth involved.

## ●Procedures for Reporting and Responding to Abuse



Should a parent, volunteer or staff person observe, suspect or receive a report of any behavior or activity that conflicts with the policies of this handbook, or that seems abusive or destructive to a child, youth or volunteer the following procedures shall be followed:

Step in and STOP the behavior or activity.

Contact a member of the Broadman Baptist ministerial staff or Deacon body promptly for consultation. Notification is to be follows.

Leader of the activity If this person is not immediately available, contact the nearest staff or volunteer for that specific activity.

The Church Pastor, after the immediate danger has been alleviated and the first practicable time becomes available.

If necessary, police or other authorities may be contacted.

The Individual Ministry Leader

The Children's Minister, appropriate program/ministerial staff leader in charge of the children's ministry activity will serve as the first line supervisor for all personnel, including volunteers and chaperons, for all activities that have children.

The Youth Minister(s) or appropriate program/ministerial staff leader in charge of the youth activity are to be considered the first line supervisors for all personnel, including volunteers and chaperones, for all activities that have Youth involved.

The Minister of Discipleship may be contacted for any matter related to children and youth or with teachers or teaching, regardless of age group.

The Minister of Ministries may be contacted for matters relating to any ministry worker, paid or volunteer.

The Church Pastor will be contacted if the people involved and listed above deem it necessary or if this situation is in violation of any part of this handbook.

After the safety of the youth or child is secured, and in consultation with the member of the pastoral or ministerial/program staff, a plan will be discussed to confront the individual with his/her behavior and take steps to remedy the situation. If deemed necessary, we will include legal counsel and/or law enforcement personnel in our plans. Any harmful threats or illegal activity will be reported to law enforcement agencies.

Should the behavior or activity involve a member of the pastoral or ministerial/program staff, and the individual does not feel comfortable speaking with any member of the pastoral or ministerial/program staff, he/she should instead contact the Chairman of the Deacons, Any Deacon, Ministry Leader, or other member of the Church Council.

All reports, conversations, and steps taken regarding an allegation of abuse will be documented and handled forthrightly with due respect for confidentiality and privacy for both victim and accused.

If the behavior involves physical or criminal abuse, the ministerial or program staff member will contact the following persons or entities promptly:

911 if necessary

The child's parents (unless to do so would put the child in greater danger)

If deemed necessary by church leadership the Church Pastor or ministerial staff leader will contact Midwest Children's Resource Center of Children's Hospital (651) 220-6750 to determine whether or not we need to report the potential abuse case.

The Church Pastor or a Trustee should contact our insurance carrier and possibly contact legal counsel if this is deemed necessary by church leadership.

The Chairman of the Deacon's or member of the Deacon body.

Only the Church Pastor, Chairman of the Deacon body, or a church appointed spokes person will issue statements to the media regarding an accusation of abuse. All youth and children's ministry staff and volunteers should be aware of the symptoms of child sexual abuse and teen depression and suicide.

## Administration



## ●Children's Minister



The Children's Minister has responsibility for the nursery and the activities for children.

These responsibilities include special activities and off-church activities, their associated staff and volunteers, chaperones, organization, notification, transportation, and any emergencies that may arise.

The Children's Minister will also have responsibilities for (WB) Wednesdays at Broadman for children.

In the event we do not have a current Children's Minister. Volunteers may be assigned to oversee the various areas of our children's ministry. In such situations these leaders will function as program/ministerial staff over their assigned areas and will provide guidance to the ministry volunteers and overall ministry program.

## ●Youth Minister(s)



The Youth Minister(s) have responsibility for Youth activities, including WB, and off-church activities.

These responsibilities include the associated staff and volunteers, chaperones, organization, notification, transportation, and any emergencies that may arise.

In the event we do not have a current Youth Minister. Volunteers may be assigned to oversee the various areas of our youth ministry. In such situations these leaders will function as program/ministerial staff over their assigned areas and will provide guidance to the ministry volunteers and overall ministry program.

### ●Minister of Discipleship



The Minister of Discipleship has overall responsibility for all teachers and teaching done at any activity associated with Broadman Baptist Church; regardless of age group.

The Children's Minister and Youth Minister(s) are required to consult with the Minister of Discipleship on all teaching and curricular presentations regardless of the activity or age group.

The Minister of Discipleship is the intermediate supervisor of the Children's Minister and Youth Minister(s). The Minister of Discipleship should work to help these ministries succeed and limit the involvement of the Church Pastor.

In the event we do not have a Minister of Discipleship these responsibilities fall upon the Church Pastor.

### ●Minister of Ministries



With respect to children and youth, the Minister of Ministries is responsible for recruiting and equipping for these ministries in cooperation with the Minister of Discipleship. The Minister of Ministries is responsible for working with the Children's Minister and Youth Minister(s) to place qualified volunteers into ministry positions.

In the event we do not have a Minister of Ministries these responsibilities fall upon the Church Pastor.

## ● Youth Council



There will be a council established through normal church procedures that will act as an advisory/planning body for the Youth. The Youth Council should consist of the Youth Minister(s), parents, youth and anyone who feels called to minister to the youth.

The Minister's of Discipleship and Ministry should provide this council assistance and guidance as needed.

The Youth Council will submit youth plans to the Church Pastor and Church Council for final approval.

Members of the Youth Council must be approved by the Church Pastor, Minister of Discipleship and Youth Minister.

## ● Church Council



With respect to the Children and Youth Ministry, the Church Council is an advisory body to the Church Pastor and will not otherwise be involved unless the Church Pastor deems it necessary.

The Church Pastor and Church Council should be informed and allowed to give guidance during the normally scheduled Church Council meetings pertaining to all upcoming youth activities.

In the event that a youth activity needs to be planned prior to the next Church Council meeting the Church Pastor or the Minister of Discipleship in his absence need to approve the event.

## ● Pastor



As with all ministries, the Church Pastor should be kept informed of all activities. With respect to the Children and Youth Ministry, the Church Pastor is the final line of authority in our church to oversee these ministries and activities.

## Life Impact Classes (Sunday School)



The Minister of Discipleship and the Church Pastor will determine what Life Impact Groups are in session. There will generally be age group classifications, however, the group leaders and the ministers/pastor, will determine the most appropriate placement for each child or group of children.

## Volunteer Process



The following includes policies and procedures to help limit the risk of harm to our children, youth, and volunteers involved in ministries of this congregation.

Volunteers assigned to leadership and/or supervisory responsibilities with children and youth refers, for example, to Life Impact Group teachers, small group and retreat leaders, nursery volunteers, choir directors, and others involved in ongoing, active ministry programs. Also included are those who volunteer in high-risk one-time events, such as overnight chaperones.

### **Six Month Involvement**

Each person who offers to volunteer in a supervisory role with youth and children is asked to have been actively involved at Broadman Baptist Church for at least six months.

Actively involved means: attending worship services and participating regularly in the ministries of the congregation, and, has had contact with a member of the ministerial or program staff.

Exceptions to this rule will be made only in consultation with the Church Pastor, and at least one of the following: Minister of Ministries, Minister of Discipleship, or Chairman of the Deacons.

### **Meeting with Staff Members**

Each potential volunteer meets with a member of the ministerial or program staff to discuss the areas of ministry in which he/she would like to serve.

Staff will provide a copy of the Youth and Children's Ministry Handbook and will review related procedures.

## **Volunteer Forms**

All ongoing, regular volunteers are required to read and sign Forms I, II, & III.

One copy of each form is necessary for each volunteer, regardless of how many ministry programs he/she serves. Form II must be completed annually.

## **Background and Reference Checks**

A member of the ministerial or program staff may call all listed references and check with police departments where the potential volunteer has lived.

Results and information received through background and reference checks may be used to determine one's eligibility to volunteer in ministries with youth and children.

## **Youth Volunteers**

Broadman Baptist encourages young people to serve in our congregation as a means of living out their faith. A youth who is assisting in an area of ministry may count as part of the dual supervision requirement so long as it is approved by the church pastor, children's minister, or minister of ministries. In the event these people are not available then the program/ministerial staff leader may make this decision. Youth volunteers are not subject to the above screening/selection procedure, unless approved as part of our dual supervision policy.

Youth are required to follow the policies and procedures described in this handbook along with all other volunteers.

## **Classroom Visitors**

Parents or guest are encouraged to visit any ministry at Broadman Baptist and to offer support or assistance to the leaders as would be helpful.

A classroom visitor who has not completed Forms I, II, and III, is not counted as one of the two leaders in our dual supervision policy, and will not be assigned leadership or supervisory roles of children.

**ALL THE FOLLOWING FORMS ARE *DOWNLOADABLE* USING ADOBE ACROBAT READER.**



[FORM I](#) Application Form for Children and Youth Volunteers

[FORM II](#) Church History, Prior Youth Work and Reference Request

[FORM III](#) Broadman Baptist Child Protection Act Background Check

[FORM IV](#) Release of Information

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[FORM VIII](#) Medical Release Form

[FORM IX](#) Parent / Youth Signature Form

