



the children's ministry of park church

Volunteer Handbook
Revised October 2009

PARK KIDS **VOLUNTEER HANDBOOK**

Park Church Doctrinal Statement	3
Volunteer Expectations	8
Policy Handbook	13
Commitment Policy	14

PARK CHURCH **DOCTRINAL STATEMENT**

We embrace a fundamentally evangelical and reformed identity and are thus in agreement with historic confessions such as the Nicene Creed, the Second London Baptist Confession, and the Heidelberg Catechism (while taking exception to the practice of infant baptism), as well as the affirmations and denials set forth by Together for the Gospel. Our confessional statement is adapted from the foundational documents of the Gospel Coalition (www.thegospelcoalition.org) For a .pdf of this document click [here](#).

(1) The Triune God

(Deuteronomy 6:4-7; Isaiah 40:26; Matthew 10:29-30; Colossians 1:16-17; Job 37:6-13; Psalm 147:15-18; Mark 4:39-41; Psalm 33:10-11; Amos 3:6; Lamentations 3:37-38; Proverbs 21:1; Proverbs 16:33)

We believe in one God, eternally existing in three equally divine Persons: the Father, the Son, and the Holy Spirit, who know, love, and glorify one another. This one true and living God is infinitely perfect both in his love and in his holiness. He is the Creator of all things, visible and invisible, and is therefore worthy to receive all glory and adoration. Immortal and eternal, he perfectly and exhaustively knows the end from the beginning, sustains and sovereignly rules over all things, and providentially brings about his eternal good purposes to redeem a people for himself and restore his fallen creation, to the praise of his glorious grace.

(2) Revelation

(Deuteronomy 6:4-7; Psalm 12:6; Psalm 119; Matthew 24:35; Matthew 22:29; 1 Corinthians 2:12-16; 2 Timothy 3:16-17; 2 Peter 1:19-21)

God has graciously disclosed his existence and power in the created order, and has supremely revealed himself to fallen human beings in the person of his Son, the incarnate Word. Moreover, this God is a speaking God who by his Spirit has graciously disclosed himself in human words: we believe that God has inspired the words preserved in the Scriptures, the sixty-six books of the Old and New Testaments, which are both record and means of his saving work in the world. These writings alone constitute the verbally inspired Word of God, which is utterly authoritative and without error in the original writings, complete in its revelation of his will for salvation, sufficient for all that God requires us to believe and do, and final in its authority over every domain of knowledge to which it speaks. We confess that both our finitude and our sinfulness preclude the possibility of knowing God's truth exhaustively, but we affirm that, enlightened by the Spirit of God, we can know God's revealed truth truly. The Bible is to be believed, as God's instruction, in all that it teaches; obeyed, as God's command, in all that it requires; and trusted, as God's pledge, in all that it promises. As God's people hear, believe, and do the Word, they are equipped as disciples of Christ and witnesses to the gospel.

(3) Creation of Humanity

(Genesis 1-3; Ephesians 5:15-33; 1 Peter 3:1-7; Ephesians 4:25-32; Colossians 3:18-4:1; 1 Thessalonians 4:9-12; 2 Thessalonians 3:10-12)

We believe that God created human beings, male and female, in his own image. Adam and Eve belonged to the created order that God himself declared to be very good, serving as God's agents to care for, manage, and govern creation, living in holy and devoted fellowship with their Maker. Men and women, equally made in the image of God, enjoy equal access to God by faith in Christ Jesus and are both called to move beyond passive self-indulgence to

significant private and public engagement in family, church, and civic life. Adam and Eve were made to complement each other in a one-flesh union that establishes the only normative pattern of sexual relations for men and women, such that marriage ultimately serves as a type of the union between Christ and his church. In God's wise purposes, men and women are not simply interchangeable, but rather they complement each other in mutually enriching ways. God ordains that they assume distinctive roles which reflect the loving relationship between Christ and the church, the husband exercising headship in a way that displays the caring, sacrificial love of Christ, and the wife submitting to her husband in a way that models the love of the church for her Lord. In the ministry of the church, both men and women are encouraged to serve Christ and to be developed to their full potential in the manifold ministries of the people of God. The distinctive leadership role within the church given to qualified men is grounded in creation, fall, and redemption and must not be sidelined by appeals to cultural developments.

(4) The Fall

(Romans 5:1-19; Romans 1:18-3:20; Ephesians 2:1-3; 1 Corinthians 15:21; 1 Corinthians 2:14; Romans 8:7-8; Romans 8:20)

We believe that Adam, made in the image of God, distorted that image and forfeited his original blessedness—for himself and all his progeny—by falling into sin through Satan's temptation. As a result, all human beings are alienated from God, corrupted in every aspect of their being (e.g., physically, mentally, volitionally, emotionally, spiritually) and condemned finally and irrevocably to death—apart from God's own gracious intervention. This alienation has not been limited to the realm of humanity, but has infected the creation itself, as it too has been subjected to futility. The supreme need of all human beings is to be reconciled to the God under whose just and holy wrath we stand; the only hope of all human beings is the undeserved love of this same God, who alone can rescue us and restore us to himself.

(5) The Plan of God

(Romans 8:28-30; Ephesians 1:3-14; Isaiah 46:9-10; Romans 9:11-18; John 10:25-29; John 3:16)

We believe that from all eternity God determined in grace to save a great multitude of guilty sinners from every tribe and language and people and nation, and to this end foreknew them and chose them. We believe that God justifies and sanctifies those who by grace have faith in Jesus, and that he will one day glorify them—all to the praise of his glorious grace. It is, therefore, all of God's gracious and sovereign action to foreknow, predestine, call, justify, and glorify His people by His Spirit, even giving saving faith to those whom he has chosen. In love God commands and implores all people to repent and believe, having set his saving love on those he has chosen and having ordained Christ to be their Redeemer. And it may truly be said, that all who call upon the name of the Lord will be saved.

(6) The Gospel

(1 Corinthians 15:1-4; 1 Corinthians 2:1-5; Romans 1:15-17; Ephesians 2:3-6; Mark 1:14-15)

We believe that the gospel is the good news of Jesus Christ—God's very wisdom. Utter folly to the world, even though it is the power of God to those who are being saved, this good news is christological, centering on the cross and resurrection: the gospel is not proclaimed if Christ is not proclaimed, and the authentic Christ has not been proclaimed if his death and resurrection are not central (the message is "Christ died for our sins . . . [and] was raised"). This good news

is biblical (his death and resurrection are according to the Scriptures), theological and salvific (Christ died for our sins, to reconcile us to God), historical (if the saving events did not happen, our faith is worthless, we are still in our sins, and we are to be pitied more than all others), apostolic (the message was entrusted to and transmitted by the apostles, who were witnesses of these saving events), and intensely personal (where it is received, believed, and held firmly, individual persons are saved).

(7) The Redemption of Christ

(Isaiah 53; Romans 3:21-26; John 1:1-18; Philippians 2:5-11; 1 Peter 2:24; 1 Peter 3:18; John 1:29; Ephesians 1:3-14; 2 Corinthians 5:21; Philippians 3:9; Colossians 2:13-14; Revelation 5)

We believe that, moved by love for and in obedience to his Father, the eternal Son became human: the Word became flesh, fully God and fully human being, one Person in two natures. The man Jesus, the promised Messiah of Israel, was conceived through the miraculous agency of the Holy Spirit, and was born of the virgin Mary. He perfectly obeyed his heavenly Father, lived a sinless life, performed miraculous signs, was crucified under Pontius Pilate, arose bodily from the dead on the third day, and ascended into heaven. As the mediatorial King, he is seated at the right hand of God the Father, exercising in heaven and on earth all of God's sovereignty, and is our High Priest and righteous Advocate. We believe that by his incarnation, life, death, resurrection, and ascension, Jesus Christ acted as our representative and substitute. He did this so that in him we might become the righteousness of God: on the cross he canceled sin, propitiated God, and, by bearing the full penalty of our sins, reconciled to God all those who believe. By his resurrection Christ Jesus was vindicated by his Father, broke the power of death and defeated Satan who once had power over it, and brought everlasting life to all his people; by his ascension he has been forever exalted as Lord and has prepared a place for us to be with him. We believe that salvation is found in no one else, for there is no other name given under heaven by which we must be saved. Because God chose the lowly things of this world, the despised things, the things that are not, to nullify the things that are, no human being can ever boast before him—Christ Jesus has become for us wisdom from God—that is, our righteousness, holiness, and redemption.

(8) The Justification of Sinners

(Romans 4:3-8; Romans 3:26; Galatians 2:16-17; Titus 3:5-7; Philippians 3:8-9; 2 Corinthians 5:21; Romans 5:1; Psalm 51)

We believe that Christ, by his obedience and death, fully discharged the debt of all those who are justified. By his sacrifice, he bore in our stead the punishment due us for our sins, making a proper, real, and full satisfaction to God's justice on our behalf. By his perfect obedience he satisfied the just demands of God on our behalf, since by faith alone that perfect obedience is credited to all who trust in Christ alone for their acceptance with God. Inasmuch as Christ was given by the Father for us, and his obedience and punishment were accepted in place of our own, freely and not for anything in us, this justification is solely of free grace, in order that both the exact justice and the rich grace of God might be glorified in the justification of sinners. We believe that a zeal for personal and public obedience flows from this free justification.

(9) The Power of the Holy Spirit

(Galatians 3:5; Galatians 5:16-18; Ephesians 5:18-21; Ephesians 1:11-14 1 Corinthians 12-14;

John 16:4-15; Romans 12; Joel 2:28-32; Numbers 11:29)

We believe that this salvation, attested in all Scripture and secured by Jesus Christ, is applied to his people by the Holy Spirit. Sent by the Father and the Son, the Holy Spirit glorifies the Lord Jesus Christ, and, as the "other" Paraclete, is present with and in believers. He convicts the world of sin, righteousness, and judgment, and by his powerful and mysterious work regenerates spiritually dead sinners, awakening them to repentance and faith, baptizing them into union with the Lord Jesus, such that they are justified before God by grace alone through faith alone in Jesus Christ alone. By the Spirit's agency, believers are renewed, sanctified, and adopted into God's family; they participate in the divine nature and receive his sovereignly distributed gifts. The Holy Spirit is himself the down payment of the promised inheritance, and in this age indwells, guides, instructs, equips, revives, and empowers believers for Christ-like living and service.

(10) The Kingdom of God

(Isaiah 58:6-14; Mark 1:15; Matthew 18; Luke 17:20-22; Romans 14:17; 1 Corinthians 4:19-21; Revelation 12:10)

We believe that those who have been saved by the grace of God through union with Christ by faith and through regeneration by the Holy Spirit enter the kingdom of God and delight in the blessings of the new covenant: the forgiveness of sins, the inward transformation that awakens a desire to glorify, trust, and obey God, and the prospect of the glory yet to be revealed. Good works constitute indispensable evidence of saving grace. Living as salt in a world that is decaying and light in a world that is dark, believers should neither withdraw into seclusion from the world, nor become indistinguishable from it: rather, we are to do good to the city, for all the glory and honor of the nations is to be offered up to the living God. Recognizing whose created order this is, and because we are citizens of God's kingdom, we are to love our neighbors as ourselves, doing good to all, especially to those who belong to the household of God. The kingdom of God, already present but not fully realized, is the exercise of God's sovereignty in the world toward the eventual redemption of all creation. The kingdom of God is an invasive power that plunders Satan's dark kingdom and regenerates and renovates through repentance and faith the lives of individuals rescued from that kingdom. It therefore inevitably establishes a new community of human life together under God.

(11) God's New People

(Isaiah 56:1-8; Isaiah 54:1-3; Galatians 3-4; 1 Timothy 3:15; Ephesians 2:11-22; Ephesians 4:1-16; 2 Corinthians 6:16; 1 Peter 2:4-12; 1 John 3:11-24)

We believe that God's new covenant people have already come to the heavenly Jerusalem; they are already seated with Christ in the heavenlies. This universal church is manifest in local churches of which Christ is the only Head; thus each "local church" is, in fact, the church, the household of God, the assembly of the living God, and the pillar and foundation of the truth. The church is the body of Christ, the apple of his eye, graven on his hands, and he has pledged himself to her forever. The church is distinguished by her gospel message, her sacred ordinances, her discipline, her great mission, and, above all, by her love for God, and by her members' love for one another and for the world. Crucially, this gospel we cherish has both personal and corporate dimensions, neither of which may properly be overlooked. Christ Jesus is our peace: he has not only brought about peace with God, but also peace between alienated peoples. His purpose was to create in himself one new humanity, thus making peace, and in

one body to reconcile both Jew and Gentile to God through the cross, by which he put to death their hostility. The church serves as a sign of God's future new world when its members live for the service of one another and their neighbors, rather than for self-focus. The church is the corporate dwelling place of God's Spirit, and the continuing witness to God in the world.

(12) Baptism and the Eucharist

(Matthew 28:18-20; 1 Peter 3:21-22; Colossians 2:11-15; Mark 14:22-25; Luke 22:14-23; 1 Corinthians 11:23-27)

We believe that baptism and the Lord's Supper are ordained by the Lord Jesus himself. The former is connected with entrance into the new covenant community, the latter with ongoing covenant renewal. Together they are simultaneously God's pledge to us, divinely ordained means of grace, our public vows of submission to the once crucified and now resurrected Christ, and anticipations of his return and of the consummation of all things.

(13) The Restoration of All Things

(Isaiah 65:17-25; Isaiah 66:18-24; Revelation 21; Romans 8:18-25; Matthew 10:28; 2 Peter 2:4-22; Hebrews 10:26-31)

We believe in the personal, glorious, and bodily return of our Lord Jesus Christ with his holy angels, when he will exercise his role as final Judge, and his kingdom will be consummated. We believe in the bodily resurrection of both the just and the unjust—the unjust to judgment and eternal conscious punishment in hell, as our Lord himself taught, and the just to eternal blessedness in the presence of him who sits on the throne and of the Lamb, in the new heaven and the new earth, the home of righteousness. On that day the church will be presented faultless before God by the obedience, suffering and triumph of Christ, all sin purged and its wretched effects forever banished. God will be all in all and his people will be enthralled by the immediacy of his ineffable holiness, and everything will be to the praise of his glorious grace.

PARK CHURCH

PARK KIDS VOLUNTEER EXPECTATIONS

We exist to bring glory to God through lives changed by the gospel of Jesus Christ.

The leadership of Park Church is committed to providing a safe environment for minors who attend our church or any church-sponsored activities and to taking the necessary precautions to protect church leaders from accusations or suspicions.

The leadership of Park Church recognizes the need to have formal, written policies and guidelines to help prevent the opportunity for, or the appearance of, inappropriate conduct toward or abuse of a minor. The following policies and expectations are effective for volunteers working in the preschool, children's and/or student ministries of Park Church. They are put in place, not based on a lack of trust, but based on the need to protect our children, youth, employees, volunteers and the mission of Park Church.

VOLUNTEER ENLISTMENT AND SCREENING

All Park Kids volunteers are expected to:

01. Complete the Park Kids Volunteer Application and Background Check Application. All documents containing sensitive information are shredded after being processed.

02. Read and be familiar with Park Kids Expectations, specific ministry policies, as well as Park Church's statement of faith and membership covenant.

03. Be Covenant Members of Park Church if holding the position of teacher, classroom helper or childcare provider. Covenant Membership includes completion of the Covenant Membership Class, signing of the covenant, active participation in a home group and an honoring of the covenant by upholding the core values of Park Church: Gospel, Transformation, Worship, Beauty, and City.

Possible exceptions to membership rule may only occur in the instance of volunteer need, and then only along with active participation by volunteer applicant in a home group as well as a commitment by volunteer applicant, made by signing the "In Pursuit of Covenant Membership" document, to attend and complete the next CMC. This document may be obtained through the ministry leader. Failure to honor this commitment can result in immediate removal of Park Kids Volunteer status.

04. Attend annual Park Kids training. Possible exception may occur in instance of volunteer need, when the individual Ministry Head may choose to interview and train the applicant apart from Park Kids formal training. The volunteer applicant must still complete the necessary forms and attend the next available Park Kids training.

05. To forthrightly inform Park Kids Ministry Head about prior criminal behavior. Individuals who have been arrested for, charged with, under probation for, or convicted of either, sexual or physical abuse cannot serve in Park Kids ministries, nor will they be employed for any church-sponsored activity or program dedicated to minors.

06. To submit information for a Criminal Background Check that will be run on volunteers annually as long as they continue to serve in the ministry.

TEACHER AND HELPER ROLES

All volunteers are recruited and trained as either a teacher or a helper. Teachers are trained and held accountable to the elders of Park Church for the content/theology that they teach to the children. They are also asked to prayerfully and diligently prepare for the lesson.

Helpers are members of Park Church who are volunteering as helpers to the teachers or caretakers for infants. Helpers are asked to pray for the children and participate with the teacher in proclaiming truth to them, but are asked to allow the teacher to do the teaching in the classroom.

RELATIONSHIP AND INTERACTION WITH MINORS

Discretion in workers' personal lives is fundamental to both spiritual integrity and ministry among children and youth and their families (Ephesians 5:1-12, 15-16). In regard to relationships with minors, Park Kids Volunteers are expected to:

01. Behave toward a minor in the same way you would if their parent or guardian were present. Live wisely, without any hint of misconduct.
02. Never engage in any verbal or nonverbal sexual interaction with any minor. Any such interaction is inappropriate and prohibited.
03. Never engage in any verbal or nonverbal sexual interaction with any adult in the presence of a minor. Any such interaction is inappropriate and prohibited.
04. Be mindful of being alone with any minor. If you find yourself in a situation where you are alone with a minor, especially one of the opposite gender, quickly move to a public setting.
05. Report any and all suspicions of physical or sexual abuse of a minor to a Park Kids Ministry Head who will then report the suspected abuse to the mandated reporter in the organization. That person will then notify the appropriate agency within 72 hours.
06. Promptly report any knowledge or suspicion of any staff or volunteer having an inappropriate relationship with a minor to the appropriate Ministry Head. If the person in question is the Ministry Head, the report should be made to the supervisor of that person**.
07. Not engage in wrestling or physical horseplay with workers or minors of the opposite sex.
08. Not use ministry games or activities as a venue for excessive competition that leads to inappropriate behavior.
09. Not spend time with any minor outside of church-related or church-sponsored activities with out the

knowledge and consent of that minor's parent or guardian.

10. Avoid prolonged or consistent private communication with minors of the opposite sex (ie, phone call, email, IM, text messaging, MySpace, Facebook)

**A contact list of Ministry Heads and Supervisors can be found at the end of this document.

DATING

Acknowledging that one of the most fulfilling relationships in Scripture and life is the one that a man and a woman share, we recognize that a staff member or worker may establish a relationship with another staff member or worker of the other gender. We also recognize that one of the greatest visible destroyers of ministry is moral impurity. Therefore, Park Kids Volunteers are expected to:

01. Abstain from premarital sex, extramarital sex, homosexual incident, and sexual impurity**. Immediate suspension from staff or worker status will result, followed by appropriate counsel.

02. Not date a middle school or high school student. Romantic or sexual attraction for a student by an adult leader should be brought up and discussed with the Student Pastor for prayer and guidance.

03. Model appropriate behavior if workers are involved in a dating or courting relationship. Workers' behavior should be an example to minors within the ministry. Particularly during church functions, your focus is to be on the Lord as well as serving our children and students. If the relationship or relationship aftermath become a distraction to or threatens the integrity of the ministry, appropriate action will be taken by the Ministry Head.

04. To remember that as you date another member of the church, that if the relationship ends, that person will still be around to testify to your behavior and character.

**It should be noted that Galatians 5:19-21 lists the deeds of the flesh beginning with sexual immorality, impurity, sensuality (NASB), etc. The apostle Paul makes a clear distinction between sexual immorality (intercourse outside of marriage or adultery) and impurity/sensuality. These can include but are not limited to pornography in any form, impure physical contact, sexual innuendos and sexual flirting. Park Kids Volunteers (and all believers) are expected to live a life of purity in all forms.

APPEARANCE

As ministers of the gospel, our appearance should protect the reputation and image of the Holy Spirit (1Timothy 2:9, 1Corinthians 8:27, 1Thessalonians 4:6) and should reflect inner qualities (1Peter 3:1-8). Therefore, Park Kids Volunteers are expected to:

01. Dress appropriately according to the nature of the event or activity.

02. Dress modestly at all times. Modesty means more than just appropriate clothing. It also means appropriate attitude toward others, especially the opposite sex.

CHARACTER EXPECTATIONS

Outward actions and attitudes are evidence of inward conditions. As believers in Jesus, we are reflections of God's glory, and as such, Park Kids Volunteers are expected to hold to the following:

Walk in Integrity

01. Faithfulness in time. Fulfilling ministry commitment by showing up when scheduled, arriving on time (as set by individual ministry policy), notifying Ministry Head of inability to fulfill ministry commitment according to individual ministry policy.

02. Faithfulness in preparation. Administering the Word of God is a weighty thing. Whether you are caring for infants or teaching 2 year olds, the word of God is living and active, and there is great responsibility that goes with handling it. You are expected to be prepared to execute your ministry commitment with excellence and sincerity.

03. Faithfulness in stewardship. Treat all church property, equipment, resources and supplies with respect. Be responsible for event cash, petty cash, and receipts that must be turned in for reimbursement.

04. Faithfulness in small things. Keep your word, fulfill requests on time, follow through with commitments to students or ministry leaders, respond to voicemail or email.

Be Teachable

None of us has arrived; we are all on the journey. We are striving toward greater affections for Jesus, deeper satisfaction in Jesus, more passion for the glory of God, increased knowledge of God, which becomes fuel for the greater affections we seek. We must be active in our spiritual growth and seek opportunities to foster such growth through regular attendance of weekend services, home group meetings, Bible studies, and conferences. We must read and observe with a teachable, humble spirit. Park Church is a safe place to not be okay, to be honest about brokenness and struggle. But it is not a safe place to be complacent about sin or abuse grace. Park Kids Volunteers are expected to be open to accountability and correction. Park Kids Volunteers are expected to pursue godliness, wise living and to fight sin according to the scriptures.

Be an appropriate role model

Be mindful that our students will emulate you – from the kind of music you like to the movies you see to the jokes you tell to the way you speak about others. Live beyond reproach in accordance with the standards of godliness set forth in scripture. When interacting with children or youth, whether during planned or unplanned activities, use careful discretion in your conversations and actions. Park Kids Volunteers are expected to refrain from gossip and slander. Substances used by workers also model behavior to minors. Workers will abstain from the consumption of alcoholic beverages, tobacco products or any illegal substance in the presence of minors. All workers are asked to refrain from sharing jokes or stories that would encourage substance abuse, in any form, among minors.

Develop a servant's heart

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude

should be the same as that of Christ Jesus...who made Himself nothing, taking the very nature of a servant...He humbled Himself, and became obedient to death, even to death on a cross" Philippians 2:3-8.

We are not concerned with rank or position. As we faithfully serve one another within the ministry, the Lord expands our outreach and provides opportunities to serve those outside of the ministry. In homes, at church, and in the community, others should remember us by our willingness to serve them.

Respect Spiritual Authority

"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you" Hebrews 13:17. Park Kids Volunteers must recognize their place within the overall ministry. Workers are asked to refrain from unauthorized acts of spiritual authority on behalf of Park Church and its ministers and pastors.

DISCIPLINE

"From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked". Luke 12:48

Disciplinary action may be taken, at the Ministry Heads' discretion, for failure to uphold the Statement of Faith of Park Church, to honor the covenant and core values of Park Church, to uphold the Park Kids Volunteers Expectations or the policies set by individual ministries. The disciplinary procedure is as follows:

- verbal warning and correction
- written warning and correction
- meeting with Ministry Head to reevaluate ministry commitment and pray about future involvement

All Park Kids Volunteers are expected to address conflict according to the Biblical process appointed by Jesus in Matthew 18. Rumors, gossip and "venting" are not profitable or edifying, and are therefore unacceptable. Workers are given and should feel freedom to express frustrations and concerns to the Ministry Head.

Park Kids Ministry Heads:

Jason Jones – Park Kids Ministry Head
303-887-4825
coloradian@gmail.com

Elizabeth Jones – Park Kids Administrator
303-217-3457
elizabethcjones@gmail.com

PARK KIDS VOLUNTEER **POLICY HANDBOOK**

CHILDCARE POLICIES

Preschool classrooms are used by several groups throughout the week for service times, evening activities, as well as childcare for other church activities. Please review the following policies for the protection of all these groups sharing the same space, at differing times.

AVAILABILITY

- Park Kids is made up of children from birth through 5 years old. Childcare is available during all regularly scheduled activities of the church.
- Parents must be attending a church function in order to leave their child in a Park Kids childcare room.
- The following ratio needs to be maintained for the safety of children and volunteers
 - Infants 1 Volunteer to 4 babies
 - 1's/2's 1 Volunteer to 6 children
 - 3's-7's 1 Volunteer to 7 children
- For childcare during other church activities when parents will be off campus, an emergency release form must be filled out.
- Childcare will be provided for special church functions. Requests must be made at least 2 weeks in advance to both Park Kids Ministry Head. In order to provide adequate staffing, a complete list of names and ages needing childcare must be submitted at least 5 days in advance.
- We ask that childcare only be requested when there is a minimum of five children.
- Childcare is provided by approved paid workers at \$10 an hour for a minimum of 2 hours. The church group using the nursery will be charged for the salaries used for the event.
- The preschool facilities will close when each child has been picked up by his or her parent. Parents are requested to pick their child up no later than fifteen minutes after the scheduled event ends.

BEFORE THE SERVICE

RECEIVING/DISMISSING SECURITY SYSTEM

Remember ~ the family you meet may not have a relationship with Christ, and you will have a direct impact as one of the first people they will encounter at church!!

Covenant members: All covenant members will sign in their children by filling out a security sticker then adding that sticker number to the Covenant Member roster.

Regular Attenders: All guests will sign in their children by filling out a security sticker. A greeter will assist them in adding their child's security number to the appropriate roster.

First-time Visitors: If the child is a first-time visitor, the parent must fill out a registration card for each child at the check-in window. They will then fill out a security sticker and follow the rest of the check in procedures as follows:

- The name tag portion of the security sticker will be placed on the child.
- The parent will retain the smaller portion of the sticker.
- The parent will take their child to the appropriate room.

- In the baby rooms, the parent will write down on the white board any instructions pertaining to the baby's need.

Occasionally, due to heavy or light attendance, a child may be moved so that better care can be given. No child will be moved without permission from a Coordinator or Park Kids Ministry Head, and parents will be informed upon their arrival.

ROOM ASSIGNMENTS

The children are assigned a classroom based on their birth date. However, it is important that all children in the class are capable of handling similar tasks and understanding similar information. Taking a child to the wrong classroom can hinder that child's learning experience as well as the experience of others in the class.

Exceptions:

An exception will be made for children visiting our church for the first time who would like to stay with their sibling. If the children want to be together in class, they should both attend the younger child's class.

If a parent wants their child to attend a class other than the one assigned to them, they must submit their request in writing (email is fine) to the Park Kids Ministry Head. The child should continue in their assigned class until the request is approved.

DURING THE SERVICE

SAFETY

The security number on the child's sticker is our paging system. The parent should be paged if any of the following occur:

- Child is crying inconsolably for more than 10 minutes.
- Child is injured (blood or obvious pain).
- Child's behavior is disruptive to the class setting and the child is not responding to the teacher's instructions.

If a parent needs to be paged, tell the coordinator on duty and they will page the parent.

NO LOITERING DURING CHURCH EVENTS: If you notice someone who is in the hallways that is not part of the preschool staff or church staff, alert the church greeting team, coordinator, or ministry head, who will promptly escort the person to an appropriate waiting area.

FEEDING

- Infants will be fed formula, milk, or water, as provided. To avoid mistakes, formulas and juice should already be prepared by the parent. Please label all children's bottles and juice cups. Time and circumstances do not allow for spoon feeding.
- Older toddlers will be served a snack of some sort, such as crackers and water. Parents should indicate any allergies.
- Except as specified times, no food may be taken into any preschool or nursery room. This creates a major problem with those children not getting food.

- All children eating snacks must be seated at the tables. Children should not be allowed to walk around the room while eating.
- Due to high allergies, peanuts, peanut butter, and snacks that contain red dye are not allowed in Park Kids classes. Please do not feed sugary snacks without prior approval by the Park Kids Ministry Head.

DISCIPLINE

- Definite boundaries should be set in your classroom from the beginning. Most discipline problems can be avoided by establishing orderly classroom routines and interesting activities. Let the children know what you expect in a positive way with the utmost respect for them.
- Any form of physical punishment, ridicule, and threats are not permitted. The best means to manage discipline problems is to offer an alternative behavior choice in each situation.
- If the more acceptable behavior is not chosen, a short period of Time Out may be used for children 2 and older. This Time Out must be in a safe, non-threatening environment and used on a limited basis only.
- Children hurting other children or more severe problems must be reported immediately to the Coordinator on duty and/or the Park Kids Ministry Head.

WELL CHILD POLICY

In order to insure a safe, healthy environment for our children and to prevent the spread of illness, we request that parents take the responsibility for making sure their children are well before coming to church.

Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exist:

- a. Fever: oral temperature of 99 degrees or higher. Child must be free of fever for 24 hours
- b. Vomiting and/or Diarrhea: child must be free of both for at least 24 hours
- c. Pink Eye
- d. Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, strep throat, mononucleosis flu, whooping cough, etc., or any infectious diseases
- e. Chicken Pox: all sores must be completely scabbed over and dry underneath
- f. Common cold: from onset through one week
- g. Sore throat
- h. Croup
- i. Any unexplained rash or skin infection: boils, ringworm, impetigo, thrush, or hand-foot-mouth disease
- j. Eye/Nose Drainage: thick, green, or pus-like drainage from eye or nose
- k. Lice
- l. Children who appear ill during a church activity will be isolated and parent will be notified immediately.
- m. Volunteers may not give any medication to any child under any circumstances.
- n. If a child contracts a disease following a session in Park Church Kids, please notify the Park Kids Ministry Head so that other parents can be informed to take preventive measures.
- o. If a child has special needs, please see the Park Kids Ministry Head.

HYGIENE POLICY

General Information:

- All workers **MUST** wash hands upon entering a Park Kids event.
- Disposable gloves are available in each room and **MUST** be used when in contact with urine, stool, blood, or any other body fluids. This is for the safety of you and your family, as well as for the child.
- Please wipe a runny nose regularly with a fresh tissue. Wash hands afterwards.
- Plastic bags are provided in each room for the use of dirty diapers and soiled clothes. When necessary to rinse soiled clothes, use cold water, gloves, and caution.
- Always remember to **WASH HANDS!!!!!!**

Diaper Changing:

- In the baby and 1's room, diapers are to be changed on the changing stations.
- Use new paper liner for each diaper change.
- Check each child hourly to see if the diaper is wet or soiled. Please change diapers as needed before service ends. Please do not send a child home with a wet or dirty diaper.
- Wipe down the changing station pad with the bleach solution when finished.
- Older children need to be asked regularly if they need to use the restroom to prevent accidents. If an accident occurs, there are supplies to change the child in the cabinets near the sink.
- Extra wipes, paper liners, and bags are in the cabinets beneath the changing station.
- Wash hands before and after a diaper change. Children should wash their hands after using the toilet.
- Never leave a child unattended on the changing station, **EVER**.
- Men are not to change diapers.

Children's Bathroom Breaks

- Older children need to be asked regularly if they need to use the restroom. If an accident occurs, notify the coordinator on duty.
- No worker should ever be alone in the bathroom with a child, **EVER**.
- Children should wash their hands after using the toilet.

AFTER THE SERVICE

CHILD PICK UP

To pick up their child, the parent will present the parent portion of the security sticker. Place the child's nametag and parents portion of the sticker on the back of your classroom's sign in sheet.

CHILDREN WILL NOT BE RELEASED WITHOUT THE PARENT'S PORTION OF THE SECURITY TAG!

In the event a sticker is lost the coordinator must be contacted. The parent must show a picture ID in order for the child to be released. The parent may come into the room, but the child may not be released until the coordinator has released the child.

When the parents pick up their children, always remain positive and friendly. Many parents make their decision about whether or not to attend a church based on their child's experience at church. Talk to each parent briefly, and tell each child goodbye.

CLEANING

- Any toy that ends up in a child's mouth needs to be placed in the "to be cleaned" tub when the child is finished playing with it. Please pay attention to ensure that another child does not pick up that same toy and put it in his or her mouth.
- Any cups that are property of Park Kids also need to be washed.
- Please wipe down all tables, changing pads, larger toys, swings, and saucers with cleaning agent.
- Please return any toys to the supply closet at the end of your lesson.

HOLIDAY POLICY

Preschoolers are beginning to learn the difference between fantasy and reality. Because we teach Biblical truth at Park Kids, we have to be careful not to mix fantasy with reality and thus confuse the child that Jesus and the Biblical stories are the same as the cartoons they watch. Therefore, we ask that certain concepts not be brought into the preschool church setting because they are contradictory to our Christian theology or are not the true meaning of a holiday. These concepts include:

Halloween: no witches, ghosts, black cats, jack-o-lanterns, or anything scary. Christmas: no secular items, such as reindeer, Santa Clause, elves, or over emphasis on getting presents.

Easter: no secular items, such as Easter baskets, chickens, bunnies, or gifts.

This is not intended to be critical of anything done outside of the church setting. We only have a few hours each week to plant the seeds of the truth of these holidays and if they do not hear it from us at Park Kids, then we have missed an opportunity for the Kingdom.

PARK KIDS VOLUNTEER **COMMITMENT POLICY**

Thank you so much for your commitment to the Park Kids ministry. We have written this policy to remind you of the commitment you are making when you agree to serve with Park Kids. Our foremost concerns are the little lives that are entrusted to us each weekend, and we have written this policy with them in mind. We pray you read it with the spirit that it was intended. Thank you for your service to our body.

When you plan your weekends around serving, please remember the information below:

LATE is defined as arriving less than 20 minutes before your scheduled service begins. For example, if you are scheduled to volunteer during the 6pm service, you need to plan to arrive at 5:40 in order to be in your classroom, preparing for the children at 5:45pm.

NO-SHOW is defined as notifying your Park Kids Ministry Head after Wednesday at 5pm of the week that you will be absent or not showing up without any notification.

EMERGENCY ABSENCE: We realize that emergencies and other last-minute things happen in everyone's life. If you have an emergency and find out you are not able to serve after Wednesday afternoon, please **email and call** the Park Kids Ministry Head.

CONTACT INFORMATION: If you have conflict with the schedule or an emergency please contact the Park Kids Ministry Head

Park Kids Ministry Heads

Jason Jones	303-887-4825	coloradian@gmail.com
Elizabeth Jones	303-217-3457	elizabethcjones@gmail.com