



Please read the following Guideline and Procedures carefully as they contain very important information regarding the safety and operations of this ministry.

Thank you for your interest in our children at JF Kids! and Joy Fellowship Church.

Blessings!

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## Children's Ministry – Worker Responsibilities / Requirements

### Spiritual Growth

1. Your personal relationship with Jesus Christ should be the highest priority in your life and kept with utmost diligence by regular Bible reading, prayer and fellowship with the Church.
2. You are required to be regularly attending one worship service per week at Joy Fellowship.
3. You must have regularly attended Joy Fellowship Church for six months prior to working in the Children's ministry and be or become a Member and be in good standing.

### To Be Equipped / Edified

1. Please attend Children's Ministry fellowship and training opportunities that are available throughout the year.
2. You are encouraged to support, through prayer and fellowship, the children and the other Children's Ministry volunteers.
3. Communicate with your ministry team during the week to plan and pray for your class.
4. You must attend the Children's Ministry Orientation meeting to be involved in Children's Ministry or have met in person with the Director.

### To Be An Example

1. As a minister to the children, you have the responsibility of representing Christ by your example to your class. Therefore we expect that you will live out your life with the highest of Christian conduct.
2. As a minister to the children, you will be expected to abstain from all substance abuse (drugs, alcohol, etc.) (1 Timothy 3:3)
3. Your life ought to reflect the life of Christ in sexual purity. Scripture defines sexual impurity as any kind of sexual intimacy or sexual misconduct outside of the boundaries of marriage, such as premarital sex, extramarital sex (adultery), homosexuality, and pornography. (Romans 8:8,13; 1 Corinthians 6:16; Ephesians 5:3; 1 Thessalonians 4:3-7; 1 Timothy 3:2; 2 Timothy 2:21; Hebrews 13:4)
4. Be committed to your ministry. (1 Timothy 4:15-16, Colossians 3:23)

## **Teaching**

1. Be prepared to teach when you arrive. Be sure you know your material well and have all your supplies. Try to have extra activities in case the service is extended.
2. Check with the Children's Pastor when teaching on sensitive or mature subjects such as cults and occults, sexually oriented music, hell/damnation, Santa Claus, etc.
3. Be sure that all your subject matter is in complete harmony with the teachings of Joy Fellowship Church.

## **To Children and Parents**

1. Work towards building relationships with those in your class.
2. Develop a good teacher/parent relationship.
3. TWO-LEADER RULE – There must be two volunteers, one being an adult (one may be an approved youth) in each classroom at all times for the sake of safety and accountability with the exception of any classes which meet in a common area.
4. Youth must be at least 13 years of age or in the 9<sup>th</sup> grade to serve in the Children's Ministry.

## **Classroom**

1. Classrooms should be left clean and in order. The children should be included in the cleaning of the room. (If time permits. Sometimes this is not possible within the schedule time due to the diverse nature of activities.)
2. Set up your classroom with any materials and props at least 15 minutes before Worship Service begins. This allows for any changes or forgotten items to be taken care of.
3. Children **are not** to be in a classroom without a teacher and an assistant.

## **CHILDREN'S MNISTRY POLICIES**

(adapted from LifePointe Church of Fort Collins, CO)

### **Sickness and Call-Out Policy**

If you are sick, please respect others by letting us know. If you show signs of sickness (including, but not limited to: high fever, vomiting, diarrhea, severe coughing, pink eye, etc.) I will have another Volunteer take your place that week. You may still be well enough to attend the church service in the Main Sanctuary, which we encourage you to do. We do believe in and pray for divine healing as accords with the Scriptures.

If you are unable to make your shift due to sickness or emergency, please contact via cell or text Cindy Fleck as early as you can. (401)741-5932. I will find your replacement for you as I have people on standby.

\*\*Please consider your responsibility as a Volunteer a priority commitment. As a Christ-follower, you gave your word to commit to JF Kids! While we certainly understand that conflicts and unexpected event arise suddenly we expect you to make an honest effort to honor your word to serve our kids in ministry.

### **Two-Person Policy**

It is our objective to have a least two workers in each room at all times when working with children. Workers are never allowed to be completely alone with a child behind closed doors. This policy accomplishes two important objectives: first, it reduces the risk of child abuse; second, it reduces the risk of unfounded claims of abuse.

### **Discipline Policy**

The effective spiritual formation of all our children requires a stable environment. The role of JF Kids! is to support and supplement parental training by upholding high standards for behavior, respect and discipline. Some of the expectations we have for the children include:

- Every child participates with a willing heart, eager to learn and obey. The attitude should be respectful to authority.
- The child is to avoid being disruptive or distracting to the mission and purpose of the children's ministry.
- Disrespect (whether verbally, by gesture, in attitude, or by action) is unacceptable.
- Misbehavior (including, but not limited to, persistent talking, distracting others, not following instructions, directions, or interacting inappropriately with others in the class) is unacceptable.

If a child becomes disruptive or unruly, a Volunteer may give the child verbal warnings and if necessary place the child in "time out." If these measures do not resolve the issue, a parent will be notified. "Time out" will consist of a separate seat next to the teacher for a period of time.

Since our goal is to assist the parents in the effective training and instruction of their child, Volunteers and Children's Ministry leaders will talk with parents about any consistent behavioral problems we are experiencing with the child. Sometimes kids will be kids, and we're okay with that! But Scripture does teach that proper

training and expectations are crucial to raising godly children (Proverbs 22:6). A major goal during all disciplinary situations is to help children see that they have sinned against God and their neighbor and to encourage asking for and extending forgiveness.

No child within JF Kids! will be subject to: corporal punishment (including, but not limited to, rough handling, ear pulling, shaking, slapping, hitting, and spanking); emotional abuse (including but not limited to, name calling, shaming, threatening, humiliation, or yelling); or the use of physical restraint (unless restraint is necessary to protect others from harm.)

If any Volunteer is guilty of inappropriate action toward a child, he or she may be subject to criminal and/or civil assault charges under the laws of the state of Rhode Island.

**Discipline/Punishment Note** – Hitting or spanking and other forms of punishment involving physical pain are never appropriate for use by children’s workers involved in JF Kids! activities. This rule holds true even if parents have suggested or given permission to use corporal punishment. Workers must consult the ministry leader or pastor (Cindy Fleck or Pastor Mark) if they need help with misbehaving children or discipline techniques.

## **Physical Affection**

Hugging and other forms of physical affection between workers and children are important for a child’s development, and generally are suitable in our church setting.

Touching, in response to the child’s need for comfort, encouragement or affection should be initiated by the child. It should not be based upon the adult’s emotional need. A child’s preference not to be touched should be respected. Do not force affection on a reluctant child.

Physical affection should also be appropriate to the age of the child. (For example, it may be appropriate for a five-year-old to sit on a teacher’s lap and give the adult a kiss on the cheek, but it is not appropriate for a 5<sup>th</sup> grader and adult leader to behave this way.)

Touching and affection should only be given when in the presence of other adult workers. It is much less likely that a touch will be inappropriate or misconstrued as such, when two adult workers are present and the touching is open to observation.

Touching behavior should not give the perception or appearance of being inappropriate. As ministry workers, our behavior must foster trust at all times; it should be above reproach.

Church workers are responsible to protect children under their care from inappropriate touching by others.

Church workers must promptly discuss touching or other questionable behavior by other workers with their ministry leader or pastor.

**Workers MUST report suspected or observed child abuse IMMEDIATELY** to a pastor. Violation of these guidelines or questionable behavior by other workers must be reported in the same manner.

Workers must avoid even the perception or appearance of misconduct.

Workers who disobey these guidelines may be released from Children's Ministry duties at the discretion of church leaders.

### **Restroom Policy**

Adult staff volunteers may accompany children to the restroom and stand outside while the child uses the restroom. If children need assistance or supervision while in the restroom, more than one adult must always be present. No adult will ever be alone with a child. Facilities must also be used one child at a time.

### **Suspicion of Abuse or Neglect**

In the case of suspected parental abuse, Volunteers will report concerns to the Children's Pastor (Cindy Fleck) or Senior Pastor (Mark Benson). It is not the responsibility of the reporting person to substantiate any allegations or suspicions. Rather, we are responsible as a church comply with the Child Abuse Prevention and Treatment Act and cooperate fully with the Child Protection Services and law enforcement officials in our community. At all times in such a process confidentiality will be upheld.