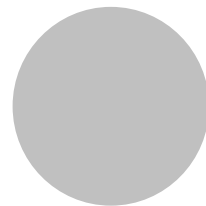
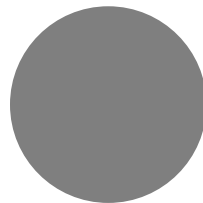
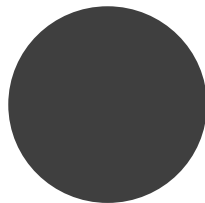
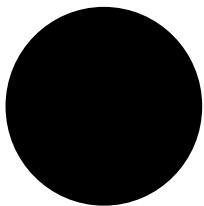




KIDS
life

ministry manual



Dear Parent or Guardian,

We are so honored that you would choose to entrust your child to not only our physical care but to our spiritual care. It is a great responsibility to be entrusted with the well-being of a little eternal human soul. We take that very seriously. As great as our responsibility is, we are convinced that it is you, the parent(s), that is/are uniquely called by God to be the primary leader(s) of your children spiritually. We want to do all we can to come alongside you in that important task. We do not see ourselves as replacements but as supplements to your discipleship at home. We commit to praying, supporting, and encouraging you in this endeavor together. I hope this manual will give you clarity and confidence in what we are doing to make the name of Jesus great among our children. Please feel free to contact a pastor with any questions, suggestions, or prayer requests.

Dear SCBC Kids Life Volunteer,

Thank you so much for your interest in ministering to children through one of the many areas of the SCBC Kids Life. We highly value you and the ministry you provide to our children. We also value our children and want to provide for them an environment that is safe and nurturing so that they can actively learn about the God who loves them.

We have established this Handbook to protect not only our children but also, you, our volunteers/staff, and the South Canyon Baptist Church's mission. There are significant legal implications to this document and because of this, we will abide strictly by the standards set forth within. It is therefore imperative that you know and observe the policies and procedures set forth in this handbook. It is absolutely critical that we work together and sacrifice our preferences and conveniences to stay within the parameters of this Handbook.

After carefully reading this manual, including the parts that are specific to the ministry you are interested in serving with, please sign and date the acknowledgment and agreement page and email, mail, or fax it back to the SCBC church office.

Vision & Overview

Mission: The SCBC Kids Life Ministry exists to create a secure, loving, fun, gospel-centered environment where kids can learn to glorify God through learning, trusting, and loving the Lord Jesus Christ.

Vision: To see each individual Kids Life ministry, program, and event, primarily equip and empower parents to effectively disciple their own children to and in Christ at home and, secondarily, to teach the supremacy of God in all things through the gospel as revealed in the Word of God.

Values: We strive to be a God-glorifying, Gospel-centered, Bible-focused, Church-loving, Spirit-empowering, Parent-driven, Life-transforming, Joy-experiencing Kids Life Ministry in all areas and aspects.

God-glorifying

Everything that God created exists to bring Him glory. Therefore we must conduct our ministry efforts always with the highest aim of glorifying Him. This means we will focus on Him above all else in our conduct and content. We will work with excellence and professionalism in all that we do so that we represent Him well. This means abiding strictly by healthy policies and doing all that we do to the best of our ability. It honors God when we give our best and seek to exalt Him in even the smallest of actions. We want parents and kids to notice that God and His esteem is our highest goal.

Gospel-centered

The gospel is this: A good, holy, and perfect God created humanity in His image to have perfect eternal fellowship with Himself. But humanity sinned against God and rebelled against His good character and good command over us. As such, all humanity has been corrupted, made enemies of God, is spiritually dead, and on a path towards God's righteous eternal judgment in a literal, unending hell. But, God, in His great mercy and grace sent His one and only Son, Jesus Christ. Perfectly God and perfectly man, without sin, who died an atoning substitutionary death on the cross. He absorbed all of the wrath of God for sin and purchased an eternal pardon for each and every person who trusts in Him alone. He did not stay dead but rose again from the dead to prove His deity and message. He will one day return and establish His eternal rule over all in a perfect Creation. All who embrace this message of the gospel are forgiven, declared righteous, filled with the Holy Spirit, and guaranteed increasing victory in this life and ultimate victory in eternity. We are convinced that this good message of the gospel is the whole point of every word in the Bible. It is therefore at the core of everything we say and do here in the Kids Life Ministry. No one ever outgrows the gospel, we grow more deeply within it for the rest of our eternal existence. It is a joy that we get to begin that magnificent exploration now with the kids of SCBC.

Bible-focused

God has revealed Himself to His creation in many ways but has done so most clearly and definitively in Jesus Christ as recorded in His perfect Bible. The Bible is our sole authority for rightly understanding God, ourselves, the world, salvation, and everything spiritual and eternal. Therefore we hold our opinions and experiences as far inferior to the truths outlined in the inerrant, inspired Word of God. We will teach kids the Bible and only the Bible as authoritative in all programs and ministries.

Church-loving

The local church is the God-ordained expression of the gospel in the world. It is described as Christ's Body and as Christ's Bride. We will always teach the beauty and essential nature of the local church to kids in our ministry. Our goal is to integrate them into the entire life of the church as much as possible while still offering specialized, age-appropriate discipleship activities and programs.

Spirit-empowering

The scripture is clear that only God can change the sinful heart of a human being, even a child. So, while we labor hard to do all we can to compel children to put their whole trust in Jesus Christ, we do so with a complete dependence on the work of the Holy Spirit to make it effective. Our labors must never be contrary to the Spirit's work and must always be submissive to and led by the Holy Spirit.

Parent-driven

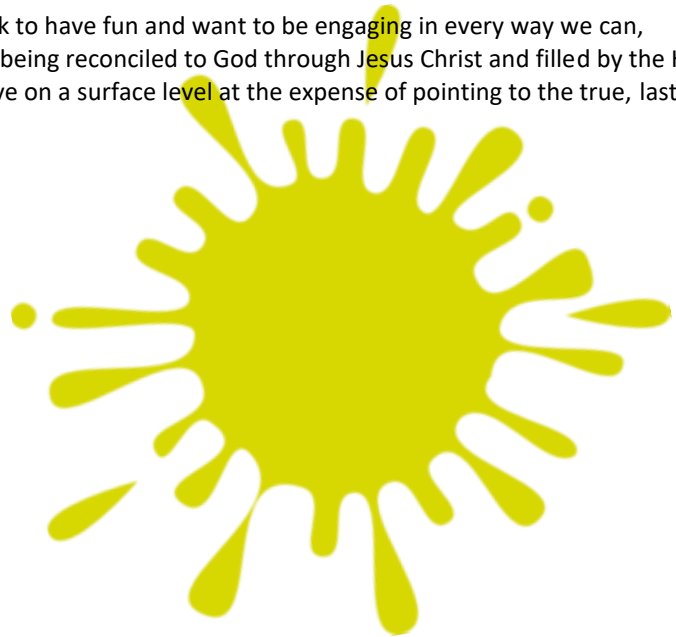
Neither the pastor nor the Kids Life worker is primarily responsible for the spiritual instruction and well-being of any child, only parents are in that position. Therefore, our ministry is first and foremost a complement and support to family evangelism and discipleship at home. Also, our ministry is staffed primarily, by intention, by parents so that that partnership is entirely seamless.

Life-transforming

We want to not merely instruct children to know things about God but we desire children to personally know Him in a transforming way. Instruction is indispensable to discipleship but it's not the end goal, a transformed life lived for God's glory is the end goal.

Joy-experiencing

There's no reason church should ever be boring. While we seek to have fun and want to be engaging in every way we can, ultimately we want to point kids to the deepest possible joy of being reconciled to God through Jesus Christ and filled by the Holy Spirit. We won't overextend ourselves to be trendy or attractive on a surface level at the expense of pointing to the true, lasting joy of knowing Christ.



Program Description

Nursery

Our Nursery area is located in the northeast corner of the building. We offer nursery care on Sunday mornings at both the 9:00 AM Life Class hour and during the entire 10:30 AM Worship Gathering. Nursery care during the 9:00 AM Life Class hour is for birth through potty-trained. Nursery care during the 10:30 AM Worship Gathering is birth through age 3 (regardless of whether potty-trained or not). There is no nursery care during the "donut time" break from 10:00-10:30 AM so we ask parents to please come pick up their children during that break.

Children's Church

Our Children's Church program is located in the northeast corner of the building across the hall from the nursery area. Children's Church begins at the mid-point of the 10:30 AM Worship Gathering at the conclusion of the songs and just prior to the sermon. There will be a public announcement of the dismissal from the stage. Children's Church is for children age 4 through Kindergarten. That time together includes fun and worshipful songs, an engaging Bible story pointing to Jesus, and small group reinforcement activities with crafts. Children's Church uses a teaching curriculum called Gospel Project which takes children chronologically through the whole Bible showing how all of the stories of the Bible point us to Jesus and His gospel of grace to us.

*We have several aims that we seek to accomplish in Children's Church including things like teaching kids how to worship, teaching them the essentials of the gospel, helping them gain an understanding of the Bible, and learning to relate to others in a Christ-honoring manner. A major aim is to prepare children to be able to sit, enjoy, learn, and participate with you in the 10:30 AM Worship Gathering of the church by the time they graduate out of Children's Church just before their 1st grade year. It is important that you, as parents, understand and allow us to partner with you in that endeavor to have children as fully involved in our church as possible. We promise to do our best to help you and your child prepare for that important step but ultimately it will be you that is most effective in helping your child love the worship gathering of the church. Let's pursue that together!

Kids Life Classes

These age-graded classes are offered at the same time as the 9:00 AM Student and Adult Life Classes on Sunday mornings. Kids Life Classes are located on the east side of the building, halfway down the long hallway on the right (upstairs and down). Potty-trained preschool through 3rd-grade kids all journey together a curriculum called "The Gospel Story Curriculum" at age-appropriate levels. The curriculum walks kids through each story of the Bible chronologically and shows how it all points to Jesus Christ and His glorious gospel grace toward humanity. The accompanying "Gospel Story Bible", "Long Story Short", and "Old Story New" family devotionals are available at the Kids Life Check-In Corner for families to participate in home discussions and worship together. We highly encourage you to pick up these resources and enjoy the unified family discipleship that this will provide for your family.

There a special and unique Kids Life Class offering in addition to the ones mentioned above. The first is a special customized two-year curriculum for 4th and 5th-grade students based on the Truth78 (a ministry of Desiring God) materials. This is led by a long-term, committed member of our church with a special heart and passion for grounding pre-teen children in the essentials of the Christian faith before the challenges that come in the teen years. It is intense and effective training in Godliness that we encourage you to make a priority for your pre-teen kid.

VBS

VBS stands for Vacation Bible School which is a special time of activities and teaching in the summer for kids in our church and the community. VBS is usually Tuesday through Thursday from 6:00 to 8:00 PM during the summer. VBS is a great time of special games, crafts, snacks, songs, and Bible teaching. Designed to both instruct church kids and engage non-church kids in the community with the Gospel of Jesus Christ. VBS is for Kids in Kindergarten through 5th grade.

Other

Child Dedication

As the desire arises, we take a few minutes at the beginning of our Sunday morning worship gathering to formally recognize the arrival of new babies to our church members. This includes a public affirmation by both parents and church family to cooperate in the faithful instruction of these children in the gospel. For more information about participating in the next baby dedication, contact the church office.

General Information For Parents

- Complete a one-time registration card for each child (listing allergies and special concerns).
- Please keep your child with you or at home if he/she has had a rash, fever, vomiting or cold symptoms in past 24 hours so that illnesses do not spread.
- Please notify and remind your child's teachers of any food allergies or other concerns, and refrain from sending snacks from home to the nursery. We provide a snack for nursery age children. Bringing outside food and snacks can create both allergy issues and jealousy issues with other kids.
- Follow up at home on what your child learned in Kids Life Classes, or Children's Church during the week.

- Talk to your child's teachers/care-givers if you have special concerns or would like to know more about the curriculum and programs.
- Separating from your child can be a bit stressful (for the child and/or for mom). The suggested approach is to smile, reassure your child that you will be back when class time is over, and wish them a fun time, hug/kiss/wave, and off you go. Our volunteers do their best to gently engage kids and sadness does not typically last long. If your child is still struggling after 10-15 minutes, we can contact you to discuss. Most likely you will return to a happy little person ready to tell you about their time in Children's Ministry.

Specific Ministry Information For Parents

Nursery

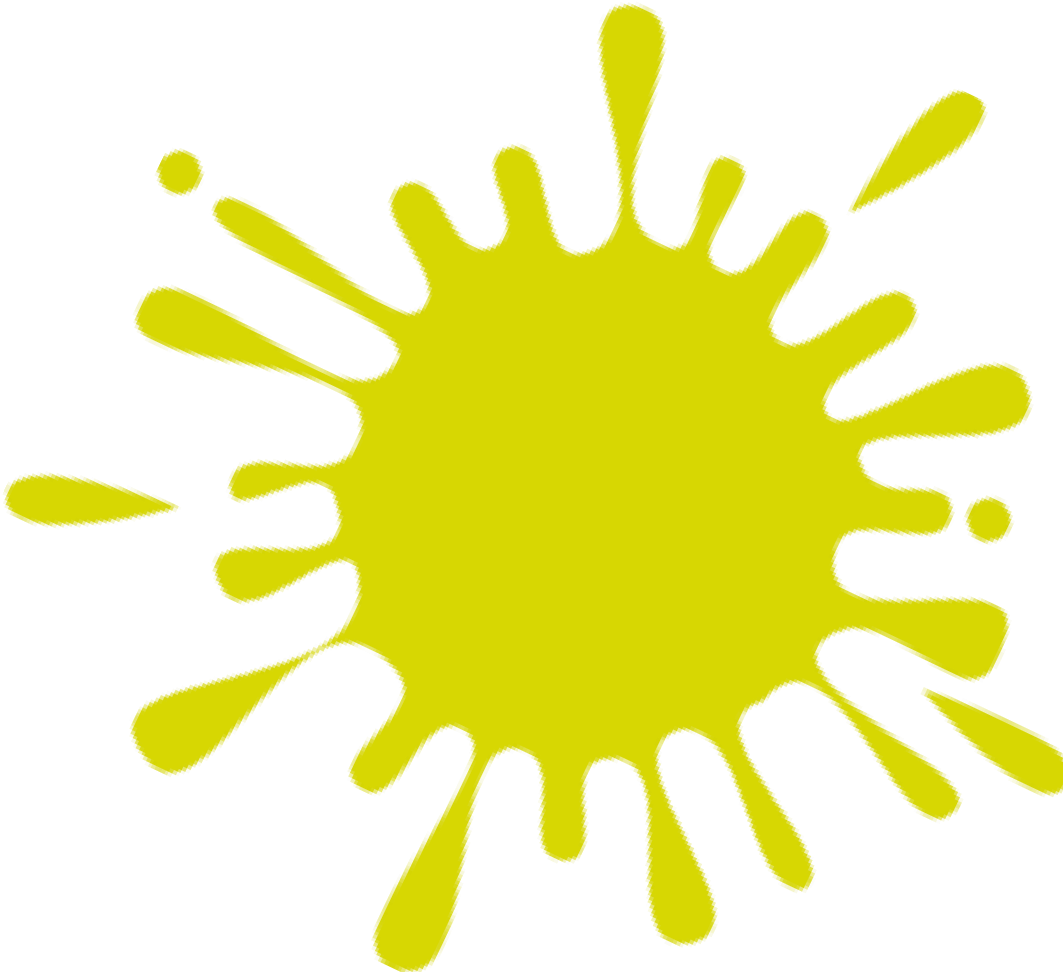
- Nursery is located at the northeast corner of the church, next to the lobby area.
- Nursery is open for the Life Class hour on Sundays from 8:50 to 10:00 am and for our Worship Gathering from 10:15 to 11:45 am.
- Please provide a fully supplied diaper bag including appropriate items such as diapers, pull-ups, and a change of clothes. However, because several children in our care have food allergies, please do not pack any snacks or bottles with milk (water & juice only) for your child. We will provide cheerios or puffs and water as a snack for the toddler-aged children.
- Parents are responsible to feed bottles to children under two years old outside of the nursery area. Cups and bottles accessible to children must contain water only (NO milk).
- Please keep the assigned pager with you at all times so we may easily contact you in the event your child needs you. Please return it to the kids' check-in desk upon picking up your child.
- Please do not bring outside toys. We do not want them to be lost or confused with the nursery's toys.
- Please label your diaper bag with your name and your child's name. Ask the person at the kids check-in counter for a permanent label and they will be happy to give you one. Also, please label all contents so we do not misplace them.
- It is important that you remember to check-in each and every time you drop your child off. This includes placing the security sticker on your child's back and keeping the parent tag with you at all times. Children from birth through kindergarten are only released to the adult who presents the child's matching tag. For your child's safety, there can be no exceptions to this rule. Please do not send anyone under the age of 12 to pick up your child.
- Because the children's safety is our first priority, in the event that a parent loses their sticker, they will be asked to visit the Kid's Desk to retrieve a new sticker.
- The nursery staff strives to work with each parent on the appropriate length of time a child is allowed to cry. If the child is inconsolable and cannot be comforted or consoled in a 10-15 minute time frame, then the volunteer staff will make the decision to page/contact the parent. Our volunteers work on rotation so this threshold can vary slightly from volunteer to volunteer and week to week. Let's all seek to be patient with one another and extend grace.

Children's Church

- Children's Church occurs during the main worship gathering and is for ages 4 through Kindergarten. Children spend the first 20-30 minutes of the main worship gathering with their parent/guardian. A slide will appear from the projector to children dismiss for Children's Church and a parent/guardian must take them to the east side of the building where Children's Church is located.
- How It Works!
 - Check-In
 - Use the check-in tablets in the Kids Corner to get a security tag.
 - Guests, please fill out the information on the guest tag in the Kids Corner before checking-in. To get a permanent tag printed weekly, please fill out the info card and leave it in the basket. Bring your child into the room and a leader will help them find a seat.
 - What Happens
 - Children sing two or three fun, age-appropriate worship songs together
 - Children hear a short Bible story from one of our storytellers
 - Children break into small groups for fun, lesson reinforcement activities led by adult and student leaders
 - Check-Out
 - Bring your matching security sticker to the appropriate door for check-out
 - Enter through the first door across from the nursery and proceed down the line retrieving your child and exiting at the other end of the room.
 - Because the children's safety is our first priority, in the event that a parent loses their sticker, they will be asked to visit the Kid's Desk to retrieve a new sticker.

Kids Life Classes

- Security tags are only required for children in kindergarten and under. Please acquire them at the kids' check-in counter prior to taking them to their classroom and please present them to the teacher when picking up your child.
- Children that are in 2nd grade and up are dismissed to the gym at 10:00 AM and you can meet them there. We ask that all children be kept in the gym during donut fellowship unless accompanied by you to another location.
- Our Kids Life Class curriculum has a partnering storybook bible and family devotional material that we highly encourage you to purchase at the kid's check-in counter.



Requirements And Policies For All Kids Life Volunteers And Staff

- Must be a member in good standing of South Canyon Baptist Church for at least 3 months after the membership interview.
- Complete the SCBC Volunteer Application
- Must complete and pass a Background Check and Reference Check
- Attend a Volunteer Orientation & Training, and/or (if applicable) have a verbal interview/oral screening with a pastor & Caring Well team member.
- Read and agree to by signature the Kids Life Manual and abide by all the standards contained therein

- Act in accordance with the mission of South Canyon Baptist Kids Life Ministry.
- You are responsible to serve on your scheduled Sunday. If you are unable to fulfill your commitment on a given Sunday, it is your responsibility to make arrangement for a substitute. Please notify the Children's Ministry Coordinator of any changes. It is not the responsibility of the ministry coordinator or Family & Student Pastor to find or arrange a substitute for you. The substitute must be from our already approved list of volunteers for that ministry.
- Arrive 10 minutes early to set up and receive children.
- Welcome and assist parents and children in and out of the area as appropriate.
- Pray for the children and their families regularly.
- Please no cell phone use in any kids' ministry area. We want your focus to be on the kids!
- Please, do not kiss a baby or child. It makes some parents uncomfortable and is open to far too much misinterpretation. Please refrain from doing so even with your own children or grandchildren while working in the ministry.
- Please, do not engage in any physical contact that may be misinterpreted in any way by a parent, fellow worker, child, or another observer. This would include wrestling, tickling, etc. It is best to avoid these actions whenever possible. We need to always stay above reproach in all that we do.
- The Pastor of Family & Student ministry reserves the right to remove anyone from ministry service if necessary for the safety and integrity of the ministry.

Assistants/Helpers

- All assistants/helpers must be approved prior to serving by either a ministry coordinator or children's pastor.
- Support the teacher in the presentation of the lesson and management of the class.
- Pray for the children and families.
- Assist the teacher in organizing materials for the lessons.
- Arrive at least 10 minutes early to meet with the teacher, prepare the room, and receive children.
- Stay to clean the room after the children have gone.
- Follow all policies and procedures outlined in the Kids Life Handbook.
- Youth over the age of 12 may request permission to serve as a Kids Life Assistant (see section 2-Care giver rule below)

Safety And Security

- First-aid kits are available in the Nursery, Kitchen, and Youth Room.
- Teachers are encouraged to pursue CPR/emergency first aid training.
- All Kids Life Volunteers must complete a Background Check prior to serving.
- Kids Life Volunteers must participate in assigned training sessions.
- All Kids Life Volunteers will check in at the Kids Check-In Desk to receive a personalized lanyard that communicates you are a member of SCBC and that you have taken all necessary steps in being background checked, trained, interviewed, and approved to serve in our Children's Ministry.
- All SCBC Kids' rooms will be equipped with radios to reach out to members of the Security Team should the need for care occur that is outside of normal accidents and injuries. In such an instance, an Incident/Accident Report form will be filled out.
- If, at any time, South Canyon Baptist Church leadership has any reason to believe that a Kids Life Ministry volunteer's actions might put a child in danger in any way, they will be removed from service in the Kids Life Ministry
- Any issues or concerns need to be addressed directly with the Family & Student Pastor and/or the Children's Ministry Coordinator.

2-Caregiver Rule

- For the safety of our children, it is important that there be at least two Kids Life Volunteers in the room with any child at all times.
- At least two caregivers must be over the age of 18 and successfully complete background checks and appropriate screening before serving.
- The third caregiver may be under the age of 18 but must be over age 12 for nursery, preschool, and elementary-age children.
- Volunteers may not serve in any children's ministry exclusively with a spouse or close relative. When there are only two workers in a class, they may not be husband-wife pairs, or other family relations (father, daughter, etc). For more information on this policy, please do not hesitate to reach out to an elder or the Pastor of Family & Student Ministry for our decision about this.
- This applies to any and all childcare at the South Canyon Baptist campus for children in 5th grade and younger. This includes Life Classes, Bible Studies, and fellowship activities held on the SCBC campus. Outside groups such as BSF and LifeINC are exempt from these necessary standards but are strongly encouraged to operate by them or something similar.

Restroom Policy

- Female volunteers/caregivers only should assist with bathroom needs and changing of diapers.
- When assisting preschool children, adults should stand outside the restroom. If a child asks for help, begin by giving instructions on how to tend to themselves. If help is still needed, before going inside, make sure another volunteer is nearby to witness your help.
- At no time may one adult be alone with a child. The adult should wait outside unless the child requires assistance.
- Pairs of preschool-age children may be escorted by an adult of the same gender to the restroom. The adult will wait outside the closed door.
- Same-gender pairs of children in the class (K-5th) may go together to the restroom.
- All adults and children should wash their hands thoroughly after each restroom trip.

Child-to-adult ratios (Recommended by the US Dept. of Health and Human Services)

- Make all efforts to stay within the recommended ratios. These ratios are required for any and all functions requiring childcare at the church campus. This includes Life Classes, Bible Studies, and fellowship activities that may happen on the SCBC campus.
- Babies 2:1 (must be at least one caregiver for every two babies)
- Toddlers 3:1 (must be at least one caregiver for every three toddlers)
- Preschool 5:1
- K+ 10:1
- All classrooms must always have a minimum of two workers as stated above regardless of the number of children in the room.

Appropriate Discipline Policy

- All Kids Life Volunteers are responsible for providing a loving, respectful and orderly atmosphere in which children can learn, play, worship and interact with each other. This atmosphere should be maintained by preparing beforehand, proactively directing children toward acceptable activities, verbally encouraging positive behavior and when necessary, correcting or redirecting inappropriate behavior.
- Acceptable means of correction are:
 - Verbal correction in appropriate tone of voice.
 - Withholding a privilege for a brief time.
 - Separation from an activity for a brief time.
 - Calling parents, if a child does not respond to other efforts.
- Unacceptable means of discipline include:
 - Spanking, hitting or any other display of physical force.
 - Yelling, using threatening language or any other form of disrespectful speech.
- Important tips for classroom management
 - An ounce of prevention is worth a pound of cure. Therefore, make every effort to express all expectations positively and clarify what is inappropriate behavior.
 - Consistency is important—don't say anything unless you intend to follow through 100%.

Food/Snacks

- South Canyon Baptist Church desires that the children in our care remain safe and healthy in all ways. For that reason, the only foods served in our nursery and toddler room are Cheerios/Puffs & water. Because of allergy concerns, we ask that parents not send snacks, bottles, or cups that are not water or juice to the nursery.
- Parents should notify and remind teachers of any food allergies or concerns.

Universal Precautions

- Wash hands before and after any contact with any body fluids, including runny noses.
- Always wear disposable gloves when dealing with any body fluids like when changing a diaper.
- Treat all soiled linens and clothing as potentially infectious agents.
- Remove all toys that children have mouthed from the play area. Disinfect them before leaving the nursery.
- Before leaving the nursery, disinfect all hard surfaces with the sanitizing solution provided (Clorox "Anywhere" Hard Surface spray)

Support for Parents and Guardians

- Parents/Guardians should feel free to contact their child's Life Class or Children's Church teacher with any questions about the curriculum or support that they may need in raising their child to love and fear the Lord.
- Parents may also feel free to contact any of the ministry coordinators or the Pastors.

Incident Reports

- Blank incident report cards are available in the Kids Corner and should be filled out completely and the parent notified any time a child is injured.
- Incident reports are also used to document behavioral incidents that cause (or have potential to cause) injury or danger to another child or Kids Life Volunteer.
- These forms must be signed by the Kids Life Volunteer, a witness, the parent/guardian and the Children's Pastor or nursery coordinator.
- Minor incidents/accidents
 - Fill out incident report
 - Notify appropriate parents of the incident upon their arrival to pick up the child.
 - Turn in incident form to a pastor or appropriate coordinator.
- Sexual or physical abuse incidents
 - Protocol for child to child
 - Bring a pastor into situation immediately.
 - Determine urgency of situation (are they in imminent danger that requires immediate action?).
 - Record in detail everything that is said in writing on an incident report. Avoid leading questions or anything that may create issues for professional investigators. Just listen to them.
 - Notify parents of both parties (if possible and appropriate) privately to the details of the situation and need to report to authorities.
 - As soon as possible, together with a pastor, make a phone call from a private office to Child Protective Services (605 394 2525)
 - Protocol for adult to child
 - Bring a pastor into situation immediately
 - Determine urgency of situation (are they in imminent danger that requires immediate action?)
 - Record in detail everything that is said in writing on an incident report. Avoid leading questions or anything that may create issues for professional investigators. Just listen to them.
 - Notify parents of both parties (if possible and appropriate) privately to the details of the situation and need to report to authorities. The only exception to this rule is when the one accused is the adult who is picking them up.
 - As soon as possible, together with a pastor, make a phone call from a private office to Child Protective Services (605 394 2525)
 - Protocol for church volunteer/staff to child
 - Bring a pastor into situation immediately.
 - Record in detail everything that is said in writing on an incident report. Avoid leading questions or anything that may create issues for professional investigators. Just listen to them.
 - Notify parents of child privately to the details of the situation and need to report to authorities.
 - As soon as possible, together with a pastor, make a phone call from a private office to Child Protective Services (605 394 2525)
 - The church volunteer/staff will be excused from direct ministry to minors until the investigation is complete.
- The most common incidents will be some sort of minor injury from one child to another. In this case, the form should be filled out and both sets of parents should be notified individually and privately of the incident when picking up their child. One of the pastoral staff must also be notified as soon as possible.



Incident / Accident Info Form

Circle the correct word above and then give a description of what happened.

Date: _____

Name(s) of children: _____

Teacher/Leader Name: _____ Report Filed By: _____

Time of incident: _____ Room: _____

Incident / Accident description:

Action Taken:

Teacher's Signature: _____ Date: _____

Leaders/Staff members Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

I have received and read a copy of South Canyon Baptist Church Kids Life Manual and understand the importance of the material in the manual. I agree to abide by these guidelines while serving at South Canyon Baptist Church. I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by South Canyon Baptist Church. I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and South Canyon Baptist Church. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked. If applying as paid staff, I acknowledge and agree to abide by all of the above requirements. I understand it is my responsibility to review new guidelines that may be created and distributed.

Signature

Date

Printed Name