
Hello Prospective KIDS MINISTRY Leader!

I would like to welcome you to KIDS MINISTRY at Bay Farm Church. We are excited you have taken this first step in your interest to become a volunteer leader. We look forward to serving with you as we partner together in the spiritual growth of our children. It is our prayer that you truly feel called to serve these kids by building relationships and teaching spiritual truths that will impact their lives for eternity in a fun, exciting and safe environment.

Bay Farm KIDS MINISTRY has a place for you whether you like high energy worship in the 1st through 5th grade, rock a baby in the Nursery, welcome new families to Bay Farm or teach children Bible stories during a Weekend Service. Perhaps your passion is to form relationships with kids through small groups. Whatever it is that God has shaped you to do, KIDS MINISTRY has a place for you to use your gifts and abilities to invest in the lives of children.

Through the process of finding out more about KIDS MINISTRY, you will learn about our ministry vision, mission and values. This volunteer leader orientation process will also help you to understand why we do what we do through Biblical purposes and innovative programs. As we continue to work on new and creative ways to better equip you for Kids ministry, please feel free to contact us with any input or questions you may have that will help us to better assist and support you.

Our Kids ministry leadership team considers it a privilege and honor to serve alongside you. We are excited to meet you and to see how God is going to use your passion and gifts for children that will change the landscape of eternity!

Kids Ministry Leadership Team



GETTING STARTED

***ABOUT OUR
CHURCH***



Bay Farm Church - Articles of Faith

Download the complete articles of faith at <https://www.bayfarmchurch.org/ourvision>

What We Believe

In essential beliefs - we have unity.

There is one Body and one Spirit...there is one Lord, one faith, one baptism and one God and Father of us all...

Ephesians 4:4-6

BFC ARTICLES OF FAITH

The Articles of Faith will tell you what our church believes about the Scriptures, The Trinity, God the Father, God the Son- Jesus Christ, God the Holy Spirit, Angels, Satan and his Demons, Creation, Man and His Fall, The Atonement of Sin, Salvation, The New Birth, Eternal Security, and so much more.

Please take time to read them over. We don't ask you to agree with all of them, but we do ask you to not teach something different.



KIDS MINISTRY Volunteer Teacher Requirements

Teacher / Station Leader:

1. Must have a personal relationship with Jesus Christ.
2. Faithful to attend church.
3. Must attend a KIDS MINISTRY Training, fill out the Leader Application , Background Check, & meet the application requirements.

Teacher / Station Leader:

1. Seeking a relationship with Jesus Christ.
2. Encouraged to attend church.
3. Must attend a KIDS MINISTRY Training, fill out the Leader Application , Background Check, & meet the application requirements.



INTRODUCTION TO KIDS MINISTRY



Phenomenal Choice

YOU ARE:

1. Showing up for them.
2. Showing them you care.
3. Above all you are showing them Jesus.

*They might not remember everything you say, but they will remember how you made them feel!



Our Vision

**TO PARTNER WITH PARENTS,
TO INVITE KIDS TO BUILD A FOUNDATION OF FAITH,
CHOOSING JESUS AS THEIR LORD AND SAVIOR,
AND HELPING THEM TO DISCOVER
THE ONE TRUE GOD!**



Our Tools

ENGAGE WITH PARENTS AT CHECKIN AND CHECKOUT.

COMMUNICATE HOW THE KID RESPONDED TO THE BIBLE STORY.

CUE PARENTS WITH TAKE-HOMES.

MAKE YOURSELF AVAILABLE AS A RESOURCE.



Our Mission Statement

The Kids Ministry at Bay Farm Community Church is called “KIDS MINISTRY.” Our mission statement clearly defines the three purposes of Bay Farm Community Church.

Mission Statement:

BFCC’s Kids Ministry exists to help kids **know** Jesus, **grow** to be like Jesus and **show** Jesus to the world!



Our Core Values

KIDS MINISTRY VALUES

Our core values are the “guide” we use to make daily decisions and impact how we influence or interact with each other.

- 1. We provide a safe place for children to worship God.**
- 2. We are child-focused.**
- 3. We teach Bible based applicable lessons.**
- 4. We partner with parents to build their child’s faith.**
- 5. We have FUN!**



Our Team Principles

OUR TEAM PRINCIPLES

A daptability

The ability to be flexible in a changing culture or environment for the sake of the team and the big picture.

I ntentionality

The discipline of focused action.

“You’ve got to think about ‘big things’ while you’re doing ‘small things,’ so that all the ‘small things’ go in the right direction.” - Alvin Tolfer

M ission Minded

The ability to see the “big picture.”



Our Opportunities

A CLASS FOR EVERY AGE:

Nursery - Birth to Crawling

Crawlers— Crawling to Age 2

Classroom for Age 2

Classroom for Ages 3 - 5

Classroom for Grades K - 3rd

Classroom for Grades 4th - 5th



Our Leaders

Adult Leader (18 years and above)

- May serve in any area

Student Leader (Grade 6 through age 17)

- May serve without a parent
- May serve with children no closer than four years (grades) their age and no younger than 2's
- May sit on the floor and play with the children, but may not pick up or hold children.
- May not serve in the Nursery.



Our Encouragement

- **Weekly PRE-Game (30 minutes before serving)**

A weekly devotion from our team to encourage and lead you.

- **Out of the Box**

What's an ***“out of the box”***?

It's where your team leaders take you away from the ordinary, boring meetings - **and do something special for you!**

- **Team Building**

1. Motivation - Encouragement! Looking for ways to motivate and encourage you by pointing out ways we see you using your spiritual gifts.
2. Communication - Develop ways or systems of communicating to keep you in the loop - knowing what is going on.
3. Empowerment - Jesus' style of leadership requires promoting other people into places where they shine. We want to clearly delegate. Always encourage spiritual growth by providing daily devotional suggestions, articles, etc. Giving you insight into your ministry so you will want to provide ideas and improvements in your classroom.
4. Accountability - Give feed back to you.
5. Celebration: Shine a light on all the good things that are happening. Help you see that you are making a difference in kids' lives.
6. Support - Pray for you and do life with you!



KIDS MINISTRY SAYINGS

- *When values are determined, decisions are easy.*
- Things are caught not taught.
- All of us are smarter than one of us.
- Fake joy is better than genuine discouragement.
- Kids come for the program, but stay because of relationships.
- Discouragement is like gum. Chew on it a while and then spit it out.
- It is all about relationships, not crowd management



SAFETY AND SECURITY



Lanyards

Once you have finished the KIDS MINISTRY general training and you are placed in a classroom. **You must wear your lanyard on your day of service.** All lanyards are kept in a plastic bin in your classroom. This shows they are authorized to be in the classroom. The lanyards will be available at your classroom.

Volunteer Schedule: Serve once a month.



Check-In Procedures Overview

LOCATED AT THE COURTYARD

Beginning on Sunday, June 5, 2022 - everyone will be required to register their family and kids. Once the kid(s) have been registered the next Sunday they will go to the Check-In table per their grade. Each child and parent will receive a matching name tag.

If a family does not pre-register they will get a hand written label. The Kids Ministry staff will manually add them into the Breeze system for the next weeks Check-In.



Leader / Child Ratios

Nursery (0 - crawling)

1 Adult Leader per 3 babies
Max 9 in room

Rotation Schedule: Once every 4 weeks

Crawlers (crawling - 23 months)

1 Adult Leader per 3 babies
Max 9 in room

Rotation Schedule: Once every 4 weeks

2 year olds

5 Children per 1 leader
1 Teacher, 1 Adult Station Leader, One Student Leader per 15 kids

Rotation Schedule: Once every 4 weeks

3, 4 & 5 Year Olds

8 Children per leader
1 Teacher; 1 Adult Station/Small Group Leader; 1 Student or Youth or Junior Leader per 24 kids

Rotation Schedule: Once every 4 weeks

Elementary

1. K-3rd

15 Children per Leader
1 MC; 4 Small Group Leaders (Leader may be a High School Leader) per 50 kids

2. 4th & 5th Grades

15 Children per Leader/Small Group Leader

Rotation Schedule: Once every 4 weeks

Leader Safety Reminders

General Safety Reminders:

1. Never be alone with a child.
2. Classrooms may not be opened until at least two adults are checked in.
3. The following rules apply to parents who wish to enter a classroom for the purpose of acclimating their child to the environment:
 - Only one parent at a time.
 - There must be an adult leader in the room with the parent at all time.
 - The parent may be in the room for a maximum of ten minutes.
 - After ten minutes kindly ask the parent to step out of the room.
4. Do not give ANY medication, Epi-Pen, or topical cream to any child at any time.
5. If possible carry a cell phone (on vibrate) with you at all times.



Leader Safety Reminders

Restroom Safety Reminders:

1. Male leaders may not change diapers.
2. Male leaders may not take any child to the restroom.
3. The restroom must be clear before allowing a child to enter. Ask adults who wish to enter the restroom to please wait until all children have exited the restroom.
4. Female leaders must leave the stall door open if it is necessary to enter to help a child.
5. **Age 2:** One child at a time in classroom restrooms. Minimal or no adult assistance.
6. **Ages 3-5 :** Children must be accompanied to the restroom by a female adult leader. The leader must take no less than two and no more than four children to the restroom at one time.
7. **Grades K - 3:** Children must be accompanied to the restroom by a female adult leader. The leader must take no less than two and no more than four children to the restroom at one time.
8. **Grades 4 and 5:** Children may go to the restroom without an adult leader; however, they must always go in groups of two.



H4 Hug ▪ High Five ▪ Handshake ▪ Hold

Not only is safety and security our number one value for our children, but it is for our leaders and staff as well! Here are a few guidelines to ensure safety for our children and leaders while providing ways for our leaders to show affection to our children without compromising their integrity:

Hug - Hugging a child is a natural response when children seek affection.

- If a child runs to a leader for a hug, the “catch and release” method is preferred. Quickly give a hug and release from the hug gently.
- Side hugs are most appropriate. Instead of a body to body front hug, a side to side hug will not be misunderstood and be just as effective.

High Five - High fives are a great way to show encouragement to a child and a fellow leader.

- It’s a great expression to say, “Way to go!”
- Children as young as 12 months can learn how to high five.

Handshake - Handshaking is a friendly way to greet someone, especially for the first time.

- A handshake with the right hand and cupped with the left is a more personable greeting.
- Any child older than second grade should politely be discouraged from holding their leader’s hand. A child who is just learning to walk and toddling around may need the help of their leader’s hand for stability. This is perfectly acceptable. A child as old as second grade may desire to hold the hand of their leader. We would ask that it be a female adult leader only.

Hold - Some children seek to be held by a leader as a form of security or affection.

- A child over the age of two years should not be held unless it is an emergency for their transport. Piggy back rides are not permitted
- There is a difference between holding an infant under the age of two years and hugging an older child. Infants will need more attention. If holding a baby is necessary for their comfort and safety, we require the leader to be an adult of 18 years and older.
- If a child seeks sitting on the lap of the leader, we ask the leader to gently place the child directly next to them and away from their lap.

Medical Procedures

Minor Injuries can be treated with a little tender loving care, a cool cloth and a Band-Aid. Small First Aid kits are available in each classroom. There is also a well-stocked First Aid kit in the Janitor's Closet for the downstairs classrooms and in the Office Resource Closet for the upstairs classrooms. When a child is treated, please complete an "Ouch Report" and have your coordinator or Kids leadership team sign the report (a copy of an Ouch Report is on the following page). Please have the parent sign the Ouch Report and put the Ouch Report in your designated in-room box. When the parent arrives, please let them know what happened. A leadership team member will follow up with the parent, if necessary, the following week.

It is important to remember that we are not authorized to dispense any over the counter or prescription medications, Epi-Pens, or topical cream. In the event a child needs more attention than we can provide, please notify your coordinator or Kids leadership team member and the parent. Notifications can be done through texting and the parent's number put on screen in the auditorium.

Serious Injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

1. Do not move the injured child. A adult leader must remain with the child.
2. Stay calm and speak assuring to the child while another leader cares for the other children in your class.
3. Have another leader (text) or find a coordinator, Kids leadership team member or staff member for assistance.
4. Immediately text the parent. Please word your text to the parent with care.

We are in the process of forming a Medical Health Care Team.



Ouch Report

KIDS MINISTRY - Ouch Report

Date: _____ Time: _____

Child's Name: _____

Classroom: _____

Description of incident: _____

Care provided for your child: _____

- We feel your child is OK
- Further medical attention is advised

Leader's Name _____

Parent's Name: _____

Phone #: _____

Staff Signature: _____

Well Child Policy

Here at KIDS MINISTRY we are doing our best to keep your kids and our Kids ministry staff healthy! With that in mind, we will not accept children who show signs of illness. We do our very best to prevent the spread of illness by asking all parents to be considerate in this regard. We are asking parents to keep children home if they are showing any of the following symptoms:

- No fever over 100°, currently or for the last twenty-four hours.
- No vomiting or diarrhea, currently or for the last twenty-four hours.
- No runny nose, from onset through one week.
- No persistent coughs.
- No unexplained rashes.
- No skin infections.
- No eye infections.
- No childhood diseases such chickenpox, mumps, measles, rubella, pertussis, scarlet fever etc.

If a child does have any of the above symptoms the leaders will ask you to keep your child with you, rather than bringing them to the Kids classroom.

If a child develops any of the above symptoms while in our care, we will contact the child's parents as soon as possible so that they might tend to the child's illness.

Our Kids ministry staff will not administer any type of medication to the children or accept any baby food for the child placed in our care.

General Classroom Evacuations

1. Read and understand the evacuation route for your classroom, which are posted at the exit door of each room.
2. Before evacuating count the number of children in your class. Call roll again when you arrive safely in the area you are to evacuate to. Take your attendance sheet or book with you.
Babies/Crawlers: Place in evacuation cribs.
Toddlers-5-year-olds: Provide ropes to hold on to. Divide ropes among the leaders with four to five kids on each rope..
Elementary: Stay as group and exit the building from staircase that is best accessible.
3. Once evacuated, please wait for further instructions from a member of the KIDZ WORLD team. Evacuate to the edge of the parking lot.
4. Please stay with your group at all times. Do not leave to go get your own children, to obtain first aid or for any other reason. First aid will be brought to you if needed.
5. Release children only to their parents (for ALL ages) and only after you have been given the okay to dismiss by a member of the KIDS MINISTRY team. Early childhood parents must have their child's pager or number card. Do not dismiss any children, including elementary age, to go on their own. Do not allow parents to take their child from your care during the "process" of your evacuation. Remind the parents they can walk with you but you can not release a child until you have arrived at your designated location.

Earthquakes

1. Direct students to "drop and cover" until earthquake stops.
2. Do not evacuate unless given instruction to do so by a member of the KIDS MINISTRY team.
3. For babies, crawlers and toddlers:
At the first signs of an earthquake quickly cover the babies/crawlers/toddlers with either cribs or your body ensuring that the children have room to breathe but are protected from any falling debris. If there is little or no damage to your room please remain in the room until you receive instruction from a team member. If instructed to evacuate, place them in the evacuation cribs and quickly leave the room following the evacuation route located near your door. Wait outside with the babies/crawlers/toddlers until they are picked up by a parent.

STUFF YOU NEED TO KNOW



F.Y.I.

Everyone must fill out a Kids Ministry Volunteer Application.

Go to <https://www.bayfarmchurch.org/kids>

Scroll down and click the "Volunteer" button.

Scroll down and click the "Volunteer Application". Included in this Application is Background Check for everyone 18 and over.

If you filled out an Application, but missed the background check - you can scroll down to the bottom of the church website and click on "background check".

Schedule and Rotation:

The goal is for you to work one Sunday a month. You will be scheduled on the same Sunday each month. 1st, 2nd, 3rd, 4th or 5th.

Some of you have volunteered to work more than one Sunday while we are restarting our Kids Ministry.

F.Y.I.

You can't serve on your scheduled Sunday and you need to switch with someone:

Please be sure to look over the new schedules. As we restart, the schedule is continually changing. The long term goal is for you to learn to switch with another team member. Be sure when you switch with someone, you switch with the same "Role". A teacher much switch with a teacher. Tech needs to switch with tech. Station leader with a station leader, etc.

When you switch, be sure to let the Kids Ministry Team Leader (Joleen Willoughby) know you did a switch. Everyone must know how to look at your volunteer schedule, block out dates, and switch schedules with another volunteer. *Let's watch this video.*

- It's easier to see your schedule and make changes on a PC. The Breeze App on your iPhone is not supported and can be annoying.
- If you have kids that will be attending Kids Ministry starting June 5th, be sure to register them ahead. All kids have been removed from tags so we can start fresh.
- Don't forget on the morning you are serving in Kids Ministry you must arrive at 9:30a sharp for Pre-Game in the Event Center.
- We will be filming all our classroom trainings for this Summer.
- We will do our best to get these videos out before Sunday, June 5th.
- Please know we are restarting our Kids Ministry and this summer will be a learning time for all of us.
- So don't get frustrated if things go wrong, or your not exactly sure what to do.
- This summer is all about applying GRACE to our serving opportunity.

If you have never received a Kids Ministry T-Shirt. Please go to the tubs and pick out a t-shirt. I am limited on sizes. We will be ordering brand new t-shirts in the fall, once we get our volunteer roster more solid. **PLEASE WEAR YOUR T-SHIRT ON YOUR SCHEDULED SUNDAY!**

Let's take a minute and make sure you are all signed up on Breeze.

Wrap Up

1. Attend KIDS MINISTRY training.
2. Fill out and submit Volunteer Application.
3. 18 years and older must submit a background check. If you would like to help with payment (\$25) you will see that option. Or you can scroll to the bottom of the website - and click on background check donation.
4. Get a Kids Ministry T-shirt, or wear a light blue t-shirt.
5. Create a Breeze Account.
6. Attend CLASSROOM VIDEO training.
7. Begin Serving. Show up on your scheduled Sunday at 9:30a for Pre-Game.