



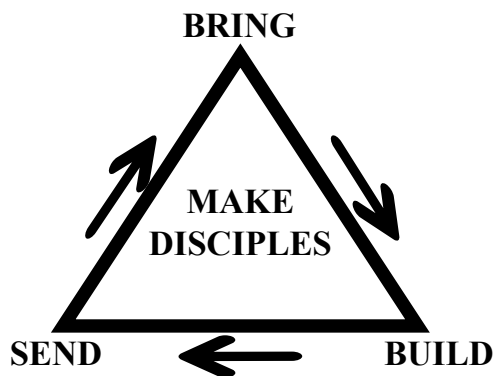
Dubbo  
Baptist Church

# Children's Ministry Leadership Manual 2020

## Our Mission

**To make disciples of Jesus Christ,  
to the glory of God.**  
*(Matthew 28:18-20)*

## Our Strategy



- 1) To **BRING** children to Christ
- 2) To **BUILD** children up in Christ
- 3) To **SEND** children out for Christ

### **Bible-Based**

Our focus is always on sharing God's word knowing that it is effective to transform lives through the power of the Holy Spirit. *(Romans 1:16)*

### **Family-Centric**

Understanding that the most effective people for bringing children to Christ are often their families. We see families as the primary faith community for many children and want to equip and encourage this. *(2 Timothy 3:14-17)*

### **Love-Driven**

We have a genuine and joyful love for those we minister to. It is a sacrificial love imitating Christ. This means it will, at times, be difficult and will impinge on our personal lives and social calendars. *(1 Thessalonians 2:8)*

## Leadership Qualities

- Has a growing committed relationship with the Lord (i.e. regular personal Bible reading and prayer, regularly attends church and a small group).
- Respects and loves children (is passionate about seeing children won for Christ; views each child as an important member of our church family). *Matthew 19:13-15*
- Is a godly model. *1 Thessalonians 1:4-6, 2:7-8*
  - Language (no offensive language, racist remarks, crude jokes, sarcasm, gossip...)
  - Behaviour (no flirting, inappropriate touching, excessive or under-aged drinking of alcohol, no smoking around children)
  - Modest dress (not low cut, tight or see through clothes, no bottoms, tummies or cleavages showing, no short shorts or skirts, no underwear showing, etc.)
- Submits to authority. *Hebrews 13:17*
- Is faithful (doesn't compromise, change or add to the Word of God)
- Is teachable (learns from mistakes, seeks and receives feedback, makes training a priority)
- Is reliable (turns up on time and is prepared, if unable to come due to illness, family crisis...organizes an appropriate person to replace them)
- Is trustworthy (is open with their actions, will not abuse or manipulate children in their care, never plans to be alone with a child, doesn't encourage secretive relationships)
- Is a team player (aims to build up and support their team, prays with team each week, makes attending team meetings a priority)
- Is servant hearted (willingly does the unpleasant, unseen jobs) *1 Thessalonians 2:7-8*

## Leadership Essentials

- **Working With Children Check:** All leaders (over 18 years) must complete a voluntary Working With Children's Check prior to commencing ministry with children. All paid staff must complete a paid Working With Children's Check prior to commencing employment.
- **Safe Ministry Training & Questionnaire:** All leaders must complete the online safe ministry training every 3 years. They must also complete the "Safe Ministry Screening Questionnaire".
- **Code of Conduct:** All leaders must sign off annually on the "Code of Conduct for Staff and Volunteers".
- **Attendance:** Everyone involved in Children's Ministry must be a regular member of a church gathering and involved in other areas within the life of the church. (Regular church attendance for at least 6 months is preferable but at the discretion of the pastor and ministry team leader.)

## Kids Church Leaders

### General Description:

- Capture and live out DBC children's ministry vision.
- Faithfully teach God's word to the children in their section, esp their discipleship group.
- Have pastoral oversight of every child in their small group
- Partner with parents in shepherding their children.

### Time Commitment:

- Sundays (School Terms): 9:00-11:15am (*generally a maximum of two terms out of four - unless attending evening service*).
- Online Safe Ministry Training ('Awareness' & 'Leader' Modules) - revised every 3 years

### Key Pre-Requisites:

- Christian
- Above Reproach in personal life
- Approved by Children's pastor and Ministry Team
- Six months or more at DBC
- WWCC (over 18) and Safe Ministry trained.

### Key Responsibilities:

- Committed to praying with their team every week while serving.
- Committed to praying for the children in their group.
- Set aside time early in the week to read the passage, clarify the big idea, pray about what's
- being taught, prepare material/activities, practice things out loud, memorise where needed.
- Come prepared and liaise with Equipment Officer beforehand regarding needed technology and sporting equipment.
- Come on time and leave only when everything is packed away and clean
- Careful to discipline the children in their care.
- Communicate with their Team Leaders or Children's pastor when difficulties arise.
- Communicate firstly with Team Leaders/Pastor not parents any negative feedback about a child.
- Adhere to all health and safety policies set out in this document and our "Safe Church Policy"
- Expect and welcome observation and support by Team Leader/Pastor.
- Offer suggestions for where the Children's Ministry Budget is to be spent.
- Ensure equipment is clean, safe (broken equipment thrown away) and in correct tub/cupboard
- Organize a replacement when absent (Team Leaders/Pastor can assist with this)

## Preschool Leaders

### General Description:

- Capture and live out DBC children's ministry vision.
- Faithfully teach God's word to the children.
- Have pastoral oversight of every child in their small group
- Partner with parents in shepherding their children.

### Time Commitment:

- Sundays (School Terms): 9:00-11:15am (*roster basis - usually 2 or 3 lessons a term*).
- Online Safe Ministry Training ('Awareness' & 'Leader' Modules) - revised every 3 years

### Key Pre-Requisites:

- Christian
- Above Reproach in personal life
- Approved by Children's pastor and Ministry Team
- Six months or more at DBC
- WWCC (over 18) and Safe Ministry trained.

### Key Responsibilities:

- Committed to praying with their team every week while serving.
- Committed to praying for the children in their group.
- Set aside time early in the week to read the passage, clarify the big idea, pray about what's
- being taught, prepare material/activities, practice things out loud, memorise where needed.
- Come prepared
- Come on time and leave only when everything is packed away and clean
- Careful to discipline the children in their care.
- Communicate with their Team Leaders or Children's pastor when difficulties arise.
- Communicate firstly with Team Leaders/Pastor not parents any negative feedback about a child.
- Adhere to all health and safety policies set out in this document and our "Safe Church Policy" Expect and welcome observation and support by Team Leader/Pastor.
- Offer suggestions for where the Children's Ministry Budget is to be spent.
- Ensure equipment is clean, safe (broken equipment thrown away) and in correct tub/cupboard
- Organize a replacement when absent (Team Leaders/Pastor can assist with this)

## Creche Leaders

### General Description:

- Capture and live out DBC children's ministry vision.
- Faithfully teach God's word to the children..
- Have pastoral oversight of every child in creche.
- Partner with parents in shepherding their children.

### Time Commitment:

- Sundays (School Terms): 9:00-11:15am (*roster basis - usually 2 or 3 lessons a term*).
- Online safe Ministry Training ('Awareness' & 'Leader' Modules) - revised every 3 years

### Key Pre-Requisites:

- Christian
- Above Reproach in personal life
- Approved by Children's pastor and Ministry Team
- Six months or more at DBC
- WWCC (over 18) and Safe Ministry trained.

### Key Responsibilities:

- Committed to praying with their team every week while serving.
- Committed to praying for the children in their group.
- Come prepared
- Coming on time to prepare activities, song and short lesson/story in line with the Creche curriculum.
- Leave only when everything is packed away and clean
- Careful to discipline the children in their care.
- Communicate with their Team Leaders or Children's pastor when difficulties arise.
- Communicate firstly with Team Leaders/Pastor not parents any negative feedback about a child.
- Adhere to all health and safety policies set out in this document and our "Safe Church Policy"
- Expect and welcome observation and support by Team Leader/Pastor.
- Offer suggestions for where the Children's Ministry Budget is to be spent.
- Ensure equipment is clean, safe (broken equipment thrown away) and in correct tub/cupboard
- Organize a replacement when absent (Team Leaders/Pastor can assist with this)

## Equipment & Technology Officer

### General Description:

- Capture and live out DBC children's ministry vision.
- Ensure equipment & technology is accessible and organised for leaders at the appropriate time.

### Time Commitment:

- Sundays (School Terms): 8:30-11:15am
- Online safe Ministry Training ('Awareness' & 'Leader' Modules) - revised annually

### Key Pre-Requisites:

- Christian
- Above Reproach in personal life
- Approved by Children's pastor and Ministry Team
- Six months or more at DBC
- WWCC (over 18) and Safe Ministry trained.

### Key Responsibilities:

- Committed to praying with their team every week while serving..
- Liaise with Leaders concerning what equipment/technology is needed (*Kids Church only*)
- Leave only when everything is packed away and clean. Ensure building is locked, lights off etc.
- Adhere to all health and safety policies set out in this document and our "Safe Church Policy"
- Expect and welcome observation and support by Team Leader/Pastor.
- Offer suggestions for where the Children's Ministry Budget is to be spent.
- Ensure equipment is clean, safe (broken equipment thrown away) and in correct tub/cupboard
- Organize a replacement when absent (Team Leaders/Pastor can assist with this)

## Playtime Leaders

### General Description:

- Capture and live out DBC children's ministry vision.
- Faithfully teach God's word to the children..
- Have pastoral oversight of every child in creche.
- Partner with parents in shepherding their children.

### Time Commitment:

- Fridays (School Terms): 9:00-11:15am
- Online safe Ministry Training ('Awareness' & 'Leader' Modules) - revised every 2 years

### Key Pre-Requisites:

- Christian
- Above Reproach in personal life
- Approved by Children's pastor and Ministry Team
- Six months or more at DBC
- WWCC (over 18) and Safe Ministry trained.

### Key Responsibilities:

- Committed to praying with their team every week while serving.
- Committed to praying for the children in their group.
- Come prepared
- Coming on time to prepare activities, song and short lesson/story in line with the Creche curriculum.
- Leave only when everything is packed away and clean
- Careful to discipline the children in their care.
- Communicate with their Team Leaders or Children's pastor when difficulties arise.
- Communicate firstly with Team Leaders/Pastor not parents any negative feedback about a child.
- Adhere to all health and safety policies set out in this document and our "Safe Church Policy"
- Expect and welcome observation and support by Team Leader/Pastor.
- Offer suggestions for where the Children's Ministry Budget is to be spent.
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- Organize a replacement when absent (Team Leaders/Pastor can assist with this)

## Group Management

### Leadership

- Leaders need to be firm and clear in their expectations.
- Leaders should not physically discipline any child (no corporal punishment).
- Establish one rule: respect (respect leaders, respect other children, respect property...).
- Leaders must not show favouritism.

### Group Management: Creche, Playtime & Preschool

- Keep your instructions and expectations clear and simple (Don't grab toys off others. These toys are for everyone to share.)
- Redirect their attention when upset or frustrated (e.g. leader reads a book, give them another toy, completes a puzzle with them, plays playdough with them...).
- Preschool age group: warn once, if behaviour persists act:
  - remove the equipment from the child
  - remove the child from the activity (e.g. take the child to an area of the room not being used and tell them to remain there no more than three or four minutes)
  - remove the privilege of a future activity (sit out of next game, miss out on craft...)
- If tantrums occur, move furniture/equipment away from the child so they don't hurt themselves and move other children away from the child. Don't talk to the child, simply keep an eye on them (for safety reasons) but ignore their behaviour until the tantrum subsides.

### Group Management: Kids Church

- Never take a child back to their parents without consulting the Pastor or Team Leader.
- Keep your instructions/expectations clear and simple (Don't push in line or you'll miss out).
- Warn once, if behaviour persists act:
  - remove the equipment from the child (e.g. confiscate toy...)
  - remove the child from the activity (e.g. sit out of activity for 5 minutes...)
  - remove the privilege of a future activity from the child (e.g. sit out of next game, miss out on craft...)
- If behaviour persists, call either Team Leader or Pastor to deal with child.
- Give appropriate consequence for varying degrees of misbehaviour (i.e. appropriate action must be taken):
  - **Minor behaviour = minor consequence** (Behaviour: whispering to child beside them, Action: leader stops and looks at child, when behaviour stops, continue with lesson)
  - **Medium behaviour = medium consequence** (Behaviour: constantly calling out or disrupting activity, Action: told to sit to one side, if persists, told to sit at back of group, if persists, supervised to different group for five minutes, asked to apologise before coming back into group).



- **Major behaviour = major consequence** (Behaviour: violently attack another child or adult,

Action: removed from group immediately, Team Leader or Pastor sent for, parents called, child sent back to church or excluded from program for one session).

## Supervision

### Child To Leader Ratios

#### Creche

1:3 ratio for 1 year olds

OR

1:4 ratio for 2-3 year olds

#### Preschool

1:5 ratio for 3 and 4 year olds.

#### School Aged

1:8 ratio for 5 to 12 year olds.

- If the number of children exceeds the ratio, leaders need to contact the appropriate Children's Ministry Team Member or the Children's Pastor. The Children's Pastor and Ministry Team are then responsible for finding suitable leaders to step in.
- Teenage leaders can only be included in this ratio if there are two or more adult leaders in the
- room (this ensures that no teenage helper is ever left alone with children).
- Children are to be supervised at all times when in programs.

### Supervision

- Children can talk one-on-one to a leader as long as another leader or children are in sight.
- Children are never to be left alone with equipment.
- Never leave children alone with water (no matter the depth). This includes water trays (for the
- very young child). If using a water tray with children, empty the tray as soon as the activity is completed.
- If children bring their own balls/play equipment from home, leaders or parents need to supervise them while using the equipment. Leaders take no responsibility for equipment that has been brought from home to be used after the program has finished.
- Children who bring personal items may have their equipment confiscated and returned to them at the end of the program. If the item they brought is dangerous, the leader will hand it back to the parent/guardian and ask the parent/guardian to retain possession of it while on church property.

- All equipment needs to be collected and locked away at the conclusion of every program.

### **Out Of Bounds**

- Adults and children need to know the out of bounds areas for children. The Children's Ministry Team will formally communicate this to parents at least twice a year (via bulletin, announcement or e-mail).
- Out of bounds areas include: store rooms/sheds, car park, stage, music equipment, kitchen, sound desk and generally outside of fenced areas.

### **Outdoor Precautions**

- Outdoor areas need to be inspected for glass, syringes, broken bottles, etc. before moving children to these areas.
- Keep children in sight at all times, defining the limits as to where the children are allowed to spread to.

### **Toileting**

#### **Creche**

Parents are encouraged to change nappies or take their child to the toilet prior to signing-in or checking-in their child into a program.

No nappies are to be changed by Leaders. Parents are to be called to change nappies.

#### **Preschool**

escorted to the toilets by a female adult leaders unless male leader is father of that child.  
female leaders may need to accompany children into the toilets and provide appropriate assistance (i.e. undoing belts/zippers/buttons, lifting onto toilet, wiping bottoms...) always ask child's permission before assisting them (some will be capable of doing it all themselves).

#### **School Age Children**

escorted in groups to the toilets by one female adult leader

minimum two children, maximum eight children

ensure no adults are present in the toilets and then send the children in

stand guard at the door

if someone goes to enter, smile and say, 'There are children in there at present, they won't be long...'

enter toilet only if children are misbehaving

Junior Leaders (i.e. teenagers) and male leaders are never to supervise children to the toilets. Leaders are encouraged to use toilets before and after programs.

## Appropriate Touch

### Initiating Touch

- Leaders aim to minimise touching children.
- Always ask permission from a child before touching them (e.g. hold hand up and ask, High five?).
- Children are the ones to initiate touch.

### Appropriate Touch 0-2 Years

- Hugging, patting, sitting on lap, rocking, holding hands are all appropriate forms of touch for this age group.
- When a child is upset, re-direct or distract the child with an activity, game or craft.

### Appropriate Touch 3-4 Years

- Open hugs, sitting on lap or beside leader, holding hands are all appropriate forms of touch for this age group.
- When a child is upset, re-direct or distract the child with an activity, game or craft.

### Appropriate Touch School Age

- Touch should always be on the bony parts of the body (shoulders, hands, arms, though not the head).
- Touch should always be open not closed (i.e. a side on hug, not a face to face hug).
- Touch should always be brief not lingering (i.e. a quick pat not a long lingering rub, a quick handshake not a long lingering hand rub).
- No school age child is to sit on a leader's lap (even if injured or upset). Tips to avoid this:
  1. Invite children to sit beside you (pat ground and indicate where you'd like them to sit).
  2. Leaders sit down after children are all seated.
  3. Leaders sit with their knees bent (children are less likely to sit on leader if the leader's legs are bent and their knees are up).

### Separation Anxiety (primarily Creche and Preschool)

- Assure parents that it is normal for children to cry when being separated from their parent.
- Ask the parent if they'd like you to pick up their child (Toddler) or hold their hand (3 years and up) and comfort them as the parent says goodbye.
- If parents want to stay and settle their child, explain they can only stay for five minutes. After that the parent must leave, either taking their child with them or allowing you to try and settle their child. No parent is allowed to stay for extended periods of time unless permission has been given by the pastor or a Children's ministry Team Member.
- If a child is distressed, try and settle the child (Creche/Preschool only) by sitting them on your lap with a puzzle, toy or playdough in front. Comfort the child only once, then interact with the children around while subtly playing with the equipment in front of the

child, handing the upset child equipment at various intervals. Do not take them out of sight of others by yourself.

- If the child does not begin to settle within 5 minutes call parent to come and collect the child. Encourage the parent to take the child and try again the following week.

## **Child Protection Concerns**

**For more information about Child Protection including how to respond to indicators and disclosures of abuse please refer to “Safe Church Policy - Procedure for Responding to Child Protection Concerns”**

## **Enrolment & Check-in/out**

### **Enrolment**

- Parents/Guardians will fill out the online information form for themselves and/or their children which details relevant personal and medical information for their child/ren. Annually, parents will be send an online request to update their information.
- Information collected is stored in lockable filing cabinets, or on password-protected computers/server.
- Information will remain confidential and will only be made available to appropriate leaders (e.g allergies, medical conditions)

### **Check in / Check out**

- Parents and/or leaders will check children in using the online check in system
- For new children/visitors attendance will be recorded on paper including parents name and contact details to be then entered into the online database by the office.

### **Leader Identification**

- All Leaders at church based ministries are to wear a DBC Kids leader nametags.
- All Leaders need to check in every time they are on.

## **Risk Assessment**

- Risk assessments need to be completed by teams on a regular basis (new game, new equipment, new environment).
- Templates and guidelines for assessing risk can be found in the office.
- A risk assessment takes into consideration the type of equipment being used, the location of the activity, its proximity to other activities and who will be using the equipment.
- The aim is to identify any possible risks and to minimise or remove the risk altogether.

**For more information please see *Risk Management Policy & Procedure***

## Use of Media

### Appropriate Ratings

- When showing DVDs or YouTube clips to children the following ratings need to be followed:
  - children under 7 years - G rated films only
  - children 8 and over - G rating is recommended but PG can be considered (approval from the Pastor or Ministry Team Leader needs to be sought before showing a PG film).

## Safety - Cars, Transportation, Off Site Activities

### Car Park

- No child is to be left unsupervised in the car park, before, during or after programs.
- No supervised games are to be played in the car park unless the car park is satisfactorily blocked off.
- Children must be walked back from Kids Church in case a car comes through the church grounds. All gates must be firmly shut to engage the child lock also.

### Transportation

- Children, unable to travel with their own parents/guardians during an event, may only be transported by an approved adult. Approved adults have the same requirements as those of a Children's Leader (have a Working With Children Check and up-to date Safe Ministry Training).
- Approved adults must have their "Green P" plates or a full driver's license, a zero alcohol reading and not have any other impairment that would affect their ability to drive safely (e.g. poor eye sight).
- Children are to sit in the back seat and in appropriate car seats when being transported.
- No adult is ever to be alone while driving with a child (who is not their own child or sibling).
- Approved adults must obtain written permission from the child's parent/guardian before driving them.
- Vehicles used for transport must be suitable (i.e. registered, regularly serviced and safe).

### Off Site Events

- Any leader organising an off-site event must notify the Children's Pastor before advertising it and the Children's Pastor must approve the permission note prior to it being handed out.
- All permission notes need to be handed to the appropriate Children's Pastor post the event.
- The following must be done prior to an outing: permission notes issued/collected, appropriate risk assessments complete (including equipment, activities and location).
- A minimum of two approved adults is required for every event, though more may be required (consideration needs to take into account appropriate adult child ratios).

## **Social Contact (outside Church programs)**

Fruitful Christian ministry with children and young people involves healthy, appropriate relationships. This can at times involve contacting them outside of Church programs and can include meeting in person. However, it is important that relationships between staff/volunteers and children/young people are transparent, and that parents, families and program leaders are appropriately informed and have given permission for this contact.

When meeting with a child or young person, leaders should:

- have parental or guardian consent, where practicable;
- meet with them in a public place (for example, a café) in line of sight of other people;
- not have children or young people alone in your home, or visit children or young people alone in their home when no other adult is present; and
- make a record of the time, location, duration and circumstances of any face to face meetings with any child or young person.

### **Telephone and online communication outside Church programs**

Telephone and online communication are useful tools for building community and pastoral care and support. However, telephone and online communication may be used by those seeking to harm children, young people and vulnerable people. Therefore we need to be mindful of the positional power dynamic that exists between leaders and the children and young people under their care.

#### **Contact with all children and young people**

- where possible and practical, parents will be informed of any possible telephone or online communication with children and young people;
- leaders must not engage in any telephone or online communication that:
  - constitutes unlawful discrimination;
  - is harassing, threatening or derogatory;
  - is obscene, sexually explicit or pornographic;
  - is inappropriately personal or intimate;
  - attempts to hide the identity of the sender or represent the sender as someone else; or
  - is defamatory.

#### **Contact with primary-aged children**

- *Telephone contact*: leaders should first contact parents and then, if appropriate, speak with the child. If the child answers the phone the staff member or volunteer should ask to speak to the parent first and explain to the parent why they are calling. Leaders should never call a primary-aged child on their mobile phone (unless there is a serious emergency relating to the safety and wellbeing of the child).
- *SMS (or other messaging service) contact*: must be limited to conveying information about Church programs.

- *Online contact*: must be limited to conveying information about Church programs. Staff and volunteers should never communicate directly (privately or one-or-one) with primary-aged children on a social networking site.
- *Email contact*: must be limited to conveying information about Church programs. More significant conversations should be held in person.
- *In-person contact outside of programs*: It is never appropriate to meet primary-aged children socially without written or verbal permission from their parents or carer. It is also important to ensure that a leader is never alone with a child (see the principles above).

## Photography/Filming

### Photographing Or Filming Children

- All enrolment forms will have a place where parents can indicate if they are happy for their child's photo to be taken or images of their child taken for use in a film.
- Before any filming of children or recording of children's voices takes place, where the film or recording is being used outside the stipulations stated on the enrolment form, parents/guardians are to be approached individually for written permission. (Please use the "*Photo Release Form*").
- Leaders are not to take photographs of children on their phones or personal cameras unless permission is given by the Pastor or Ministry Team Leader and only then, for the purpose of the program (e.g. kids retelling a story). Photographs/videos are to be removed from the phones at the conclusion of the activity or use in church etc.
- Generally, photographs are only to be taken by people appointed by the Youth Pastor.

## **Child Protection Concerns**

**Please refer to the “Safe Church Policy - Procedure for Responding to Child Protection Concerns”.**

## **Emergency Procedures**

**Please refer to the “Emergency Response Procedure”.**

## **Kitchen Safety/Procedures**

**Please refer to the “Managing Hazards Policy & Procedure”.**

## **First Aid**

**Please refer to the “Accident & Incident Management Policy & Procedure”.**