

GOSPEL GRACE

KIDS

MISSION, PROCEDURES AND SAFETY

OUR MISSION

Gospel Grace Kids exists to glorify God by supporting and encouraging parents in making the next generation into gospel-centered, grace-saturated disciples of Jesus Christ in a safe and secure environment.

We will... tell to the coming generation the glorious deeds of the LORD, and his might, and the wonders that he has done... that the next generation might know them, the children yet unborn, and arise and tell them to their children, so that they should set their hope in God and not forget the works of God, but keep his commandments. Psalm 78:4-7

PERSONNEL TERMS & DEFINITIONS

- Staff** Paid employees of the church. Required to complete a background check regardless of whether or not they have direct contact with children.
- Volunteers** Those who work with children and are not in the employment of the church. All volunteers are required to complete both the children's ministry training and screening processes before they serve.
- Adult** Anyone 18 years of age or older.
- Youth** Must be at least 12 years old. Volunteers who are 12 or 13 years old may be scheduled as a third helper along with two adults. A 14-year-old volunteer who has served for at least one year as a third helper may be scheduled as a second helper. No one under 16 years old will be scheduled in the infant room.

PARAMETERS FOR THE CHILD PROTECTION POLICY

This policy applies to children (from birth to 18 years old) who are voluntarily placed by parents under the responsibility of the church for the church's public worship services or for specific children's ministry-related, church-sponsored activities.

EXPECTATIONS FOR ALL STAFF AND VOLUNTEERS

In dependence upon the Holy Spirit and by God's grace, children's workers are expected to faithfully and dependably serve and support the parents of Gospel Grace Church by praying for the children under their care, pursuing personal spiritual growth, arriving and serving on time as they are scheduled, and knowing and following the Child Protection Policy.

Training and Screening Procedures

Volunteers must be members or active participants pursuing membership at Gospel Grace Church. Non-members may serve after regularly attending GGC for six months. They may be scheduled for one quarter while pursuing membership, but must join before being rescheduled. The minimum age to volunteer is 12 years old.

All persons—both staff and volunteer—seeking to serve are required to:

- Complete and sign the **volunteer application**
- Complete and sign the **background check authorization**
- Undergo a **background check** (re-assessed every five years)
- Complete the **Child Protection Policy training** online or in person

Any staff childcare worker, volunteer, or prospective worker who has disclosed or been convicted of sexual misconduct or child abuse will not be allowed to serve in any capacity in the children's ministry at Gospel Grace Church and/or where they would have unsupervised contact with minors.

Only the pastors and the one designated by them to serve as the background check coordinator will have access to the criminal background check report. This individual will give recommendations to the nursery coordinator regarding the qualification of applicants.

The church will make appropriate efforts through the staff to respond to any internal grievance asserted by an applicant.

Gospel Grace Church reserves the right to reject any applicant for volunteer service or dismiss an existing staff childcare worker or volunteer for any reason, including, but not limited to: refusing or failing to complete screening; failing to provide requested information; providing information that is

subsequently determined as false or misleading; any sin or suffering issues that compromise the staff childcare worker's, volunteer's, or prospective worker's ability to care for children; any criminal report or charge; or information from references or criminal record checks that suggests that the staff childcare worker, volunteer, or prospective worker is not suitable to help with children.

Any childcare worker, volunteer, helper, deacon, staff, elder, or any member of Gospel Grace Church who learns of or has knowledge of misconduct by any staff childcare worker, volunteer, or prospective worker **must** report that knowledge to the pastor who oversees children's ministry. He or she must also be **personally responsible** for any legal obligation that he or she may have to disclose such information to the appropriate governing authority.

Expectations for Classroom Settings

There must always be two adults, one of whom must be female, present in any children's classroom or nursery for Sunday morning gatherings. In the infant nursery, no one under the age of 16 is allowed to serve. This includes the children of volunteers.

We strive to maintain the following **adult-to-child ratios** as suggested by the Utah state requirements for daycares:

Infant Room – 1:4

Toddler Room – 1:7

Children's Church – 1:15

All staff and volunteers must maintain an "open door" policy in the classroom. This means that personnel and parents have a right to observe any activity if they are able to do so without disrupting. Children's and youth classrooms in the church facilities will have sufficient visibility for observation, and such visibility will remain unobstructed at all times.

Food and drinks are allowed in children's ministries according to the following:

- Volunteers may bring water, tea, or coffee to the room in a lidded container in order to minimize spills. Volunteers should not bring food to the classrooms.

- Water will be provided for the children to drink in the toddler room. Toddlers should not bring other beverages to the room.
- The following snacks may be provided by Gospel Grace Church for children:

Infants: Cheerios **Toddlers:** Chex Cereal

- Staff and volunteers will feed infants according to parent/guardian directions with bottles or formula provided by the parent or guardian.

The parent or guardian of a child with food allergies must indicate the allergies and necessary steps for staff/volunteers to follow to ensure safety on the sign-in sheet each time the child is given into the children's ministry care.

Maintaining Order

If a child misbehaves, staff or volunteers are to first give a warning in a manner that should not cause embarrassment. If the misbehavior continues, staff and volunteers are to address the child directly pointing out the inappropriate behavior, provide instruction to correct behavior, and direct him or her to a new activity.

Examples of misbehavior and appropriate time out procedure can be found in the behavior expectations appendix on page 10.

If a child is out of control, likely to harm other children or themselves, or unresponsive to the directions above for correction of misbehavior, the staff and/or volunteer will contact the parent to come remove the child.

Time-outs are permitted for nursery-age children under the following guidelines:

- One minute per year of age of the child up to a total of five minutes, without belittling the child or causing undue distress.
- If a child will not cooperate with the time-out restriction, or behavior does not improve, the parents should be contacted to come remove the child.

Staff and volunteers are prohibited from using corporal punishment with children.

PROTECTIVE RULES AND SAFETY GUIDELINES

Sickness and Wellness

Staff and volunteers are to sanitize hands at the beginning of service.

Staff and volunteers should not serve their scheduled shift if they are suffering from any contagious illness. Please find a substitute for your shift.

Parents should not bring children to nursery if they have a contagious illness or if they have had fever, diarrhea, or vomiting within the prior 24 hours. Children should be free of these symptoms for 24 hours before attending childcare.

Staff and volunteers are to be aware of the following at check-in:

- Fever
- Nausea and/or vomiting
- Diarrhea
- Severe runny nose
- Contagious or unexplainable rash or condition (including pinkeye/conjunctivitis, chicken pox, scabies, head lice, etc.)

A child with any of the above symptoms should not participate in any classrooms. If symptoms are noticed during a service, parents should be contacted immediately to remove the child.

Staff and volunteers are to wash hands and use provided hand sanitizer before and after assisting with wiping noses, changing diapers, and or handling blood spills. Gloves are provided and are to be used when changing diapers and or handling blood spills.

Lysol wipes should be used to wipe mouthed toys, play mats, and any other surfaces as necessary.

Toys and equipment are to be sprayed and or wiped down with disinfectant after each use by volunteers and staff. Lysol spray should not be used in the presence of the children but should be used after all children have been picked up.

Nursery linens are to be collected and washed after each use by the nursery coordinator.

Check-in and Checkout Process

Children's ministry check-in and checkout applies to children from birth to age four. A parent or designated guardian must be in the church building at all times while their children are checked-in.

In order to protect the children in our care, each child must be signed into his/her class by a parent or guardian.

- The parent/guardian will receive a numbered bracelet.
- The child will receive a label with a corresponding number to the parent/guardian's bracelet. The intent is for the number to be used to match the parent with child.
- Only the parent/guardian who signed the child into the class is authorized to pick up the child unless otherwise noted in the check-in notebook.
- Parents must notify volunteers of any allergies the child has that would affect their care at check-in and provide necessary instruction. A red star will be drawn on the label placed on the child's back to signify an allergy.

When the parent/guardian comes to pick up the child:

- The children's ministry volunteer will bring the child to the door and remove the child's label before releasing the child to the parent. Parents must sign child out before taking the child out of the classroom.
- Volunteers must check the parent/guardian's bracelet and the child's label to ensure that the numbers match. If a parent/guardian does not have their bracelet, volunteers must ask to see the parent/guardian's driver's license or state ID and verify the name matches the check-in sheet.

Restroom & Diaper Changing Procedures

Volunteers will check and change (as needed) children in diapers at least once during each session. Volunteers should indicate the change time on the sign-in sheet. Only female volunteers may change diapers. The changing pad should be thoroughly wiped with Lysol wipes and allowed to dry between diaper changes.

A child needing any assistance to use the restroom will need to be taken by their parent/guardian. Potty-trained children should be taken to the restroom by parents before arriving at the classroom.

A designated female volunteer will escort fully potty-trained children to the restroom. The volunteer should check the bathroom for any other people, prop open the door, and wait for the children to use the bathroom. The volunteer should assist children only in washing and drying hands. If children need further assistance to use the restroom their parents will be contacted to come assist.

PHYSICAL CONTACT

Physical contact should not give even the appearance of wrongdoing. Staff and volunteers must not allow or engage in inappropriate touching of any form or make sexually suggestive comments about or to a child.

Staff and volunteers should always remain in open sight of other adults.

Appropriate contact:

- Appropriate touch is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults.
- Appropriate touch is applied to meet the needs of children and not the adults. Children should only be touched in “safe” areas and for a brief time. Safe areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head.

Inappropriate contact:

- Inappropriate touch involves, but is not limited to, coercion or other forms of physical contact which exploits the child’s lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, or attempts to modify child behavior with physical force.
- Volunteers should refrain from rough-housing, wrestling, shoulder or piggy-back rides, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.
- Never touch a child on or near any region that is private or personal, unless when necessary while assisting in a diaper change or restroom visit.
- Never touch a child out of frustration or anger.
- Children are not to physically interact with children other children by hitting, pushing, biting, grabbing, kicking, spitting, or the like.

BEHAVIOR EXPECTATIONS

We seek to lovingly nurture a healthy and safe environment for the children and volunteers involved in Gospel Grace Kids, and our main tools in accomplishing that are love, affection, and encouragement through fun, individual attention, patience, positive reinforcement, and a reward system.

Each worker that serves in Gospel Grace Kids has an up-to-date background check on file and has been trained in proper safety policies and procedures.

Our children’s programs are held in public areas with other non-GGC activities happening nearby, therefore control and safety are priorities to the program. For those times when a child’s behavior becomes out of control or unsafe for themselves or others, the following guidelines are in place.

- When a child exhibits distracting, disturbing, disrespectful or defiant behaviors, a warning is given.

Distraction: Children blatantly distracting from the program and its leaders.

Disturbance: Children blatantly disturbing leaders or other children verbally or physically.

Disrespect: Children blatantly disrespecting leaders in their words or attitudes.

Defiance: Children blatantly defying direction given to them by a leader or established in the program.

- If three warnings are accumulated, the child will be separated from the program and given individual attention or a time-out appropriate to their age.
- Time-outs are permitted for nursery-age children under the following guidelines: one minute per year of age of the child up to a total of five minutes, without belittling the child or causing undue distress.
- If another warning is given during individual attention or a time-out, the child’s parent will be contacted and will need to come pick them up before the event is over.

INCIDENT AND INJURY REPORT

Name of child _____ Date of injury _____

Time of injury _____

Injury description _____

Action taken _____

Name of parent/guardian notified _____

Person(s) who observed the accident _____

General comments _____

AGES INFANT - 4

CHILD CARE

PREPARING CHILDREN TO HEAR AND OBEY GOD'S WORD BY CARING FOR THEM IN A SAFE LOVING ENVIRONMENT.

AGES 4-6TH GRADE

GOSPEL GROWTH

HELPING CHILDREN GROW IN CHRIST-FOCUSED BIBLICAL LITERACY

AGES 4-3RD GRADE

KID'S CHURCH

TRAINING CHILDREN TO PARTICIPATE IN WORSHIP

AGES 4TH GRADE +

WORSHIP SERVICE PACKETS

GROWING IN HEARING AND UNDERSTANDING PREACHING

GOSPEL GRACE

KIDS

AGES 3 - 4TH GRADE

TRUTH TRACKERS

DISCIPLING CHILDREN SYSTEMATICALLY AND PURPOSEFULLY IN THE BASICS OF THE CHRISTIAN FAITH.

AGES 5TH - 8TH GRADE

MSM:412

TO TAKE OWNERSHIP OF DOCTRINE AND USE THEIR GIFTS TO SERVE OTHERS

ALL GGC COUPLES

PARENT TRAINING WORKSHOPS

EQUIPPING PARENTS TO DISCIPLE THEIR CHILDREN

CHILD CARE NURSERY

PREPARING CHILDREN TO HEAR AND OBEY GOD'S WORD BY CARING FOR THEM IN A LOVING, SAFE ENVIRONMENT

At Gospel Grace Church, we treasure children! The Psalmist says that "children a reward from [God]" (Ps. 127:3). Jesus himself said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these" (Mt 19:14).

Time: Any worship service

Age: Infant - 4 years old

Philosophy/Goals:

Parents are able to hear God's word without distraction.

A safe, trusted environment is provided for members and visitors.

Children can interact, play, learn and grow.

Have a toy time where the kids are free to play.

Have a game time

Duck-duck-goose, Red light – Green light, Mother May I, Ring around the Rosie, I Spy.

Have a coloring time

Have a story time

Read a story book or tell a Bible story in an exciting way.

Seat the children in an orderly way and begin training them to sit still in a service and listen.

** Only Gospel Grace members may teach Bible stories.*

Snack time – prayer before the snack

Clean up time – make a game out of picking up

Quiet time – play a whisper game or a slow motion game to calm the kids down.

Policies and procedures

Only healthy workers may serve.

Only healthy children are admitted.

Offer the back row in the chapel for sick babies.

Only women may change diapers and take toddlers to the bathroom.

There must be no exceptions to this rule.

We advise you to wear gloves when you change diapers or deal with any body fluids.

A safe and clean environment is maintained.

Only those that belong in the nursery are permitted inside.

Required

Background check completed. See Mary Buhr for necessary form.

Training read and signed off.

Refer to children's ministry guidelines sheet for more information.

GOSPEL GROWTH KIDS

HELPING CHILDREN GROW IN CHRIST-FOCUSED BIBLICAL LITERACY

Paul tells us that the stories recorded in the Bible “happened to them as an example, but they were written down for our instruction, on whom the end of the ages has come.” (1 Cor. 10:11) And Jesus said of what had been written before, “everything written about me in the Law of Moses and the Prophets and the Psalms must be fulfilled.” (Luke 24:44)

Time: 9:45-10:20am

Age: 5yrs - 6th grade

Philosophy/Goals:

Kids see that God is big and exciting.

Dynamic story-telling with application and questions.

God is not boring.

Give kids a big picture of God’s plan throughout history to call a people for Himself.

Kids learn the stories of the Bible.

Comprehensive curriculum focuses on walking through Bible stories.

Stories are not rushed through. Time is taken to explain details and establish teaching.

Biblical literacy is emphasized with questions and answers on the facts of Bible stories.

Kids learn God’s working through His people to reveal Jesus.

Stories are attached to God’s big purpose in offering Jesus for man’s need.

Reminders of God’s care and work in His people.

Teachers point out the connections of each Bible story to Jesus and His coming.

Kids discuss and retain what they learn

Leaders ask questions that review previous weeks material.

Leaders ask application questions that allow kids to discuss the Bible.

Teachers learn to teach God’s word and love children.

Unique opportunity to teach and love children in an obtainable time and prep requirement.

Opportunity for influence from teachers to children.

8 week rotation enables multiple teaching opportunities in a year.

CHILDREN'S CHURCH

TRAINING CHILDREN HOW TO PARTICIPATE IN WORSHIP

"Out of the mouth of babies and infants, you have established strength because of your foes, to still the enemy and the avenger." (Psalm 8:2) Children must learn to praise and worship God alongside the rest of the church! "Young men and maidens together, old men and children! Let them praise the name of the Lord, for his name alone is exalted; his majesty is above earth and heaven." and Psalm 71:5 reads, 'For you have been my hope, O Sovereign LORD, my confidence since my youth.'

Time: 11:10-12pm (45-50 minutes)

Age: 4yrs - 3rd grade

Philosophy/Goals:

Kids see that God is big and exciting.

Dynamic preaching with stories and examples for illustration

God is not boring.

Give kids a big picture of the glory of God.

Kids learn to listen, apply and obey God's word

Kids are taught to sit still, listen and comprehend preaching

A worship service (for kids) is modeled and explained.

Listening and attention is honored and rewarded.

Opportunities for response are given.

Kids learn to listen to and obey God's word

Kids learn to apply God's word and pray for grace. (Invitation, silent prayer, etc)

Teachers use series-based teaching for retention.

Kids are taught grace-enabled obedience.

Practical teaching on obedience...but grace empowered.

Application is not morality or character alone. It is attached to the gospel.

Kids discuss and retain what they learn

ask questions that review previous weeks material.

Ask questions that allow kids to discuss the Bible

Kids memorize a large passage of scripture.

Work through small sections and review each week

Men learn and practice preaching

Men don't just teach. Messages are prepared with clear illustration and application.

Give men opportunities to preach and teach God's word clearly

Instant feedback available from children.

Energetic communication is stressed.

WORSHIP SERVICE PACKETS

GROWING IN HEARING AND UNDERSTANDING PREACHING

In 1 Samuel 3, Eli teaches Samuel how to listen and respond to God's word. "And the Lord came and stood, calling as at other times, "Samuel! Samuel!" And Samuel said, "Speak, for your servant hears." (1 Samuel 3:10) Our children must learn to hear instruction. "Cease to hear instruction, my son, and you will stray from the words of knowledge." (Proverbs 19:27)

Time: Sundays 10:30-12pm

Age: 4th grade

Philosophy/Goals:

Children receive packets to help them follow the morning sermon.

A rough outline on each sheet promotes active listening.

Key word checkboxes help to follow the big ideas of a sermon.

A themed coloring page encourages thought and application.

Parents can discuss what the children worked on during the sermon.

Enables conversation about God's word.

Which word did he say the most?

What was the sermon about?

What were the main points of today's message?

What do you need to do because of what you heard?

What was the best thing to draw a picture about from the sermon today?

Children have ownership in getting their packets and following along in the service.

A small snack helps them sit through a 45-50 minute sermon.

TRUTH TRACKERS

SYSTEMATICALLY AND PURPOSEFULLY DISCIPLING IN THE BASICS OF THE CHRISTIAN FAITH

He established a testimony...to teach to their children, that the next generation might know them, the children yet unborn, and arise and tell them to their children, so that they should set their hope in God and not forget the works of God, but keep his commandments; (Psalm 78:5-7)

Time: Wednesdays, 7-8:15pm

Ages: 3-6th grade

Philosophy/Goals:

To help children LOCK-IN God's truth with organized, responsive Bible memory.

To teach children to LIVE-OUT God's truth through practical daily devotions and weekly Bible lessons that are creative, Biblically illuminating, and easy to understand.

Children are disciplined in the basics of the Christian faith.

Leaders clearly, effectively teach children the core doctrines of the faith.

Straightforward, focused teacher lesson with Creative and Biblical teaching of doctrinal truth

Clear aim in each lesson

Practical applications of each doctrinal topic

Completely integrated with the weekly memory verse and devotions

Children memorize the Bible and daily spend time with God.

A systematic, responsive memory program.

Memory is designed for long-term retention.

Qualitative, repetitive verse memory

Memory verse is tied to a doctrinal truth in catechism-format

Children memorize doctrinal truth by memorizing scripture

Corresponds to the doctrinal topic their daily devotions and weekly lesson teach

Age appropriate expectations

A devotional book to help children spend time with God

Is simple for children to understand and complete

Children study the Bible and spend time with God in prayer

Teaches children doctrinal truth

Includes practical and fun application sections

Corresponds to the weekly doctrinal theme.

Is age-appropriate

The family is incorporated into activities and Bible memory.

Structured so the whole family can memorize together.

Opportunities for strategic evangelism.

The Forgiven Tract is the entrance tract the children go through to enter the program

Friend Nights are special nights set aside to evangelize the children's friends and neighbors

MSM: MIDDLE SCHOOL MINISTRY

DISCIPLING MIDDLE SCHOOLERS TO TAKE OWNERSHIP OF DOCTRINE AND USE THEIR GIFTS TO SERVE OTHERS

Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity. (1 Timothy 4:12 ESV)

Time: Wednesdays, 7-8:15pm

Ages: 5-9th grade

Philosophy/Goals:

Experience and participate in authentic worship.

Testimony times for expressing personal work of God

Thoughtful song times with well-chosen songs.

Include times to praise God for aspects of his character.

Open up for confessional prayer and testimony during worship and in small groups.

Teach them how to interact with GGC Sunday worship time.

Introduce Gospel Grace Community Life

Help students discover giftedness and give them attainable goals in employing those gifts outside the gathering

Encourage and disciple students to fulfill the "one another" NT passages within the group

Continue doctrinal instruction and give opportunities for application and defense

Equip, explain and interact with a robust systematic theology

Encourage ownership and application via questions and application case studies

Memorize and apply verses in context of their daily lives

Encourage daily devotions, memorization and journaling

Give opportunities for MSM to write systematic doctrine in own words

Interact with last week's daily devotions as part of teaching time

Offer service projects and outreach opportunities

Wednesdays: A fun, interactive and fast-paced evening opens up opportunities for invitation of friends

Events: Produce simple events to introduce unchurched friends into friendships with group and leaders

Service: Organize physical ministry opportunities for the group both to cross age demographics at GGC and to reach out to the needy.

Bridge the gap between children's ministry and adult ministries.

Include familiar elements from past kid's ministry, but introduce more personal ownership (team competition games, consistent curriculum, reward systems, inviting friends, owning their faith, etc)

PARENT TRAINING WORKSHOPS

EQUIPPING PARENTS TO DISCIPLE THEIR CHILDREN

And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates. (Deuteronomy 6:6-9)

Time: various times through the year

Philosophy/Goals:

Focused Biblical Teaching

Periodic classes and workshops offered on specific parenting issues

Involvement, Goals, Discipline, Prayer

Community grows around dependence on God for His work in children's lives.

Plenty in twenty breakouts for different life stages

Dad specific and Mom specific training

Question and Answer Panels

Seasoned parents offer experience and wisdom to younger parents

Older teach the younger to navigate difficult times

Book suggestions and reviews

Suggest resources via periodic annotated lists to hone parenting skills