



TRINITY BAPTIST CHURCH CFM

MINISTRY TEAM HANDBOOK



2ND ED. 2022

Trinity Children & Family Ministry

Team Member Handbook

In Children and Family Ministry we KNOW Jesus, GROW in relationship with Him and Others and GO to share His Love.

It is the intention of this Handbook to provide all Trinity Kids/ Tots ministry team members with information that will help them to experience success and thrive in their ministry roles. This information is intended to inform and enrich the members of ministry teams and to safeguard our ministry by upholding its vision statement and values. This handbook strives to be as comprehensive as possible but will undoubtedly leave some information uncommunicated due to complex and flexible nature of our ministry that depends on human factors as well as unforeseen circumstances that happen when working with fellow ministry team members and with children. It is the intention of this handbook to be a helpful resource with the understanding that individual ministry team members will still find it necessary to make mature decisions in their ministry roles to the best of their ability. This handbook is not intended to override the need for communication with fellow ministry team members, parents of the children in our ministry or the leadership of Children and Family Ministry.

For more information, support and resources please contact Pastor Ashley Winkel.

Ashley@tbcsherwoodpark.ca

780 464 4040 (ext.305)

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1. Safety Policies

At Trinity Baptist Church we believe that the spiritual, emotional, and physical wellbeing of children is vital. This policy handbook is intended to ensure that church activities involving children are consistent with the teachings and example of our Lord Jesus Christ and with the Christian tradition of nurturing vulnerable children.

The primary purpose of this policy is to promote the safety and wellbeing of children by providing clear instructions about the operation of ministry to children at Trinity Baptist Church. The council and pastoral staff of Trinity Baptist Church expect the full cooperation of Trinity Tots/Kids/Edge ministry teams to abide with the guidelines of this policy handbook.

1.1.Ministry Team Selection

Applicants for ministry teams with Trinity Kids/ Tots must have been a regular attendee of Trinity Baptist Church **for at least six months**. This time allows applicants to interact in the body of the church and understand the ethos of Trinity Baptist Church. Waiver from this policy is at the discretion of the CFM leader and/ or pastoral staff of Trinity Baptist Church.

Applicants must complete and sign an application and all initially accepted applications will be required to complete an **RCMP Record Check with vulnerable sector check** at the church's expense.

Trinity Baptist Church will exercise a high level of confidentiality for all information received in the applicant selection process. The applicant's information will be stored with limited access afforded only to church staff and others with a need to know.

All applicants must be interviewed for suitability and placement in the Trinity Kids/ Tots ministry. Informal interviews will be conducted by the CFM leader or by other persons designated and trained in the practice of this specific type of interview. Trinity Kids/ Tots policies and guidelines should be discussed during the interview and must be discussed during training/orientation.

All applicants must agree by signature that they understand and agree upon the statement of faith of Trinity Baptist Church as well as the Trinity Tots/Kids/Edge Safety Policy.

1.2.Adequate Supervision of Children

To provide adequate supervision for children, one of the following must be in place:

- 1) A minimum of two workers are present for supervision. In the event of an emergency, if only one ministry worker is present with windows they must have clear lines of visibility in place, or the door open with a designated worker, ministry lead, or staff circulating consistently from room to room.
- 2) Youth team members between the ages of 12 and 16 must be assigned to work alongside another ministry team member over the age of 16.

1.3.Occasional Observers

Occasionally parents, other pastoral ministry staff or “job shadowers” will be given a visitor status that, differentiates them from the members of a regular ministry team.

The names of the occasional observers should be recorded in ministry team feedback forms available in each classroom.

- 1) Occasional Observers will not be asked to assume responsibility for children that are not their own.
- 2) They will not be asked or allowed to take children to the washroom
- 3) They will be paired with a qualified worker who will be their host
- 4) They must sign out their child when leaving the room with him/her

1.4.Ministry Team / Child Ratios

Safety and security are primary concerns at Trinity Baptist Church. Trinity Kids/ Tots ministry team member to children ratios promote positive learning and maintain protection to the ministry team and the children. The church recognizes that in some circumstances achieving these ratios may not be feasible, such as an unexpected number of children showing up for an event.

By no means can a ministry team member be alone with a child.

Zone	Ratio
Trinity Tots Nursery (13-36 mos)	1:6
Trinity Tots Preschool (3-4 yrs)	1:8
Trinity Kids (K-1)	1:8
Trinity Kids (Gr. 2-4)	1:10

The Edge (Gr.5-6)	1:10

1.5.Drop off and Pick up Policy

1.5. A. Trinity Tots: Each child must be checked into their age-appropriate room with a printed name tag and security tag. The parent(s) who drops them off will be assigned a pager and the security tag for the child must be placed in the Trinity Tots Check-in Binder. Ministry team members must record the pager number assigned to the parent (s) and the matching security tag must be brought back to check the child out.

1.5. B. Trinity Kids: Each child may be checked in pre-service to be dismissed from the upstairs sanctuary directly into the care of the ministry team members who will escort children to the Trinity Kids (Fellowship) Hall. Upon entering the Trinity Kids hall, those children who have not already checked in must do so at the CFM check-in station. **Children should be checked out at the end of ministry time with a Trinity Kids Team Member supervising children reuniting with parents and preferably signing them out on the tablet.**

1.5. C. The Edge (Gr.5-6): Each child may be checked in pre-service to be dismissed from the upstairs sanctuary directly into the care of the ministry team members who will escort children to their small group classroom

At no time during the program should any child be at large in the church by themselves.

2. Health and Wellbeing

2.1.Illness

A child or ministry member who is ill and could therefore expose other children and members of the ministry team to illness should not be received into the room. Important signs of illness are: unusual fatigue or irritability, coughing, sneezing, runny nose and eyes, fever, vomiting, diarrhea, inflamed mouth, eyes, or throat.

2.2. Emergencies

- 1) Ministry teams members are not permitted to give or apply any medication other than life-saving emergency medication (in the documented case of a child needing access to life-

saving medication such as an EpiPen). If a child needs medication, the parents must administer it. No medication will be left in the room or with a worker or child. In extreme cases (i.e. nut allergies, ventilators, etc.) arrangements should be made with written instructions and permission of the child's parent.

- 2) Procedures should be reviewed annually for fire emergencies. These procedures are to be posted in a visible place in each room, stating the planned route of escape to the nearest fire exit.
- 3) A first aid kit must be kept on hand and all ministry team members are to review the location and contents regularly.
- 4) CFM Pastor must be notified of any emergencies that occur.

2.3. Emergency Evacuation

The ministry team must know and adhere to the evacuation procedure of the program in which they are involved in. Evacuation Routes are posted at the entrance/ exit of every classroom and gathering space in the church building. Trinity Baptist Preschool (outbuilding) is the designated muster point for Trinity Kids/ Tots). It is best practice to do a headcount upon the start of gathered ministry time and small group ministry time. In the case of evacuation, doing a headcount and attendance is mandatory.

2.4. Lockdown

In the case of an emergency lock down, team members must:

1. Close and (if possible) lock all windows and doors.
2. Cover windows if possible.
3. Turn off all the lights.
4. Group children in area out of sight from outside view from the windows and doors and remain silent.

2.5. First Aid Kits

Full First Aid Kits are labelled and located in:

1. Trinity Kids Team Hub (Camp Office)
2. Fellowship Hall Kitchen

3. Trinity Tots Nursery

4. Trinity Tots Storage Hallway

2.6. First-Aid Training

Ministry team members who supervise children are encouraged to maintain current certification in basic first-aid and basic CPR (or their equivalent).

Trinity Tots Nursery and preschool team members may also want training in infant and toddler CPR. **Affordable online classes are available as well as Babysitting First Aid classes for youth.**

2.7. Incident reports

All incidents outside of the ordinary (including, but not limited to policy violations, physical injuries, and/or harassment), must be accounted for and must be reported to CFM leadership. Incident reports should be completed by all ministry team members directly involved and given to the CFM leader no matter the degree of the incident. Incidents may also include minor injuries such as vomiting, cuts, bruises, and scrapes, or any situation, where we may be concerned that our conduct may be under question. Parents must also be notified of all incidents and their signature obtained on the incident report. A photocopy must be made of an incident report and kept on file with the CFM pastor.

2.8. Snacks and Food

There are children in our ministry programs with allergies to foods that we must be aware of. The following guidelines are meant to eliminate/mitigate the potential of allergic reactions in our children:

1. We must maintain a nut free environment. Therefore, any snacks must be free. To reduce this risk, no homemade food is permitted.
2. Children that have severe allergies will have a note posted in their Trinity Tots classroom and/or Trinity Kids/Edge Small Group classrooms

2.9. Transportation

The preferred method of transportation for church sponsored events is bussing. If the event is approved by a Pastor, there may be an exception for children driving in vehicles,

with parental approval. The driver must be 18 or older and carry appropriate licensing and registration.

3. Safety and Well-being of Children in Ministry Care

As ambassadors of Jesus Christ, we must strive to be worthy of a very high standard of trust. For this reason, our ministry team must avoid any appearance of inappropriate behavior. Our ministry teams must diligently avoid any conduct that appears wrong to a reasonable observer, even if no actual misconduct is taking place.

The following policies and guidelines work to ensure the safety of children in the ministry as well as all members of Trinity Kids/ Tots ministry team members.

3.1. Diapering

Ministry team members are not permitted to diaper children in ministry care. For a diaper to be changed, the parent(s) must be paged.

3.2. Washroom

When taking child(ren) to the washroom, the ministry team member should escort the child(ren) to the washroom, ensure the room is safe, and prop the outside door open. The ministry team member should remain **outside** the washroom door and wait in public view for the child(ren) before escorting him or her back to the classroom. The ministry team member should call the child's name if they are taking longer than seems necessary.

Never be alone with a child in an unsupervised washroom and never go into a washroom cubicle with a child and shut the door.

3.3. Special Needs Washroom Policy

If children with special needs require assistance in the washroom, a ministry team member may enter the washroom cubicle to assist only under the following guidelines:

1. A second ministry team member must be within visual contact.
2. The outside washroom door must be propped open
3. Written permission of parents exists for this kind of assistance to be provided for their child.

3.4. Physical Affection and Touching

The guidelines below are to be carefully followed by every member of Trinity Kids/ Tots ministry teams:

1. Physical affection should be appropriate to the developmental age of the child.
2. Touching should be initiated by the child. Do not force affection upon a reluctant child.
3. Touching and affection should only be given when in the presence of other members of the ministry team.
4. Ministry team members are responsible to protect children under their supervision from inappropriate touching by others whether by adult, youth, or child. If such touching or other questionable behavior should occur, it must be discussed promptly with the CFM Pastor.

3.5. Appropriate Touch

Love and caring can be safely and appropriately expressed in the following ways:

1. Bending down to the child's eye level and speaking warmly; listening to him/her carefully.
2. Taking a child's hand and leading him/her to an activity.
3. Putting an arm around the shoulder of a child who needs comforting or quieting. 1)
Taking both of the child's hands as you say, "You did so well at ____" or "I'm so glad to see you". "We've missed you!" etc.
4. Patting a child on the head, shoulder or back to affirm him/ her.
5. Holding a child gently by the shoulder or hand to keep his/her attention while you redirect the child's behavior.
6. Holding an infant and/ or young child (under 4 years of age) who is crying.

3.6. Inappropriate Touch That is Unacceptable:

1. Kissing a child, coaxing a child to kiss you, extended hugging, or having older children (age 5+) sit on your lap or "cuddling" adolescents
2. Tickling of any form.
3. Touching a child in any area that would be covered by a bathing suit. *Save for guidelines pertaining to assistance of children with special needs using the washroom. (See also 3.3. Special Needs Washroom Policy).*

4. Sexual abuse of any kind, including inappropriate comments and/or exposure is unacceptable.

3.7. Special Needs Touch Policy

We must understand the specific needs of children in our ministry. All methods of caring for children with special needs that waiver from these policies must be discussed with the parents and CFM Leader, written documentation must exist and will be communicated to the appropriate ministry team member designated to the child's care.

3.8. Discipline vs. Corporal Punishment

Discipline is not something you do to a child; it is something you do for a child. The word discipline comes from the root word disciple, which means training that molds character, behavior, and values. Rather than seeking to maintain control over children's behavior, our goal is to shape children's character in such a way that we emulate the character of Jesus Christ.

Expectations of children's behavior must reflect their age and development stage. Discipline must also reflect this. Disciplining to inflict pain is a form of corporal punishment and strictly forbidden. Hitting, slapping, spanking, shaking, squeezing, or any other activity which could be considered physical, is not permitted.

No ministry team member shall:

- 1) Strike a child or use physical punishment of any kind.
3. Deprive a child of basic needs (food, shelter, or toilet).
4. Lock a child in any room.
5. Restrain a child, unless it is for their own safety or if the safety of another person is at risk.
6. Use any words or actions that would be humiliating or degrading to the child or which would undermine a child's self-respect (e.g. yelling, insults, threatening or belittling). No "corporal punishment" will be tolerated in any environment of Trinity Tots/Kids/Edge.

Children who are behaving in a disruptive manner may be asked to remove themselves from the immediate group by creating space and relocating to another part of the room. The ministry team member must explain to the child that a particular behavior is unacceptable and why. If the

disruptive behavior continues, parents will be notified. (See also 9.4. Classroom Management Concerns).

Serious concerns about a team member's response to a child's behavior should be reported to the Director of Children's Ministry. Parent(s) should be informed and asked to partner with us in resolving behaviors whenever a child's disruptive behavior in the classroom becomes a chronic issue (3 wks +), escalates over time, and if applying these measures of corrective discipline are not effective.

4. Child Abuse

We live in an age where child abuse is a sad reality in our society. As Christians, we are called to be vigilant in protecting the children in our midst and in preventing any form of child abuse in the community of faith.

Any violations of this Safety Policy must be reported to the CFM Leader. Violations of this policy will be dealt with strictly and will be investigated to determine if the ministry team member should be removed from their service role in Trinity Kids/ Tots/Edge.

4.1. Alberta Law and Reporting Procedure:

Alberta Law mandates the reporting of any suspected child abuse to Children and Family Protective Services. This reporting involves whether the abuse occurred at Trinity Baptist Church, during a (TBC) sponsored activity/ event or if it occurred completely separate from any church involvement.

If inappropriate behavior is suspected by a ministry team member or staff that occurred at TBC or at a TBC sponsored activity/ event, the following steps shall be followed:

1. Disclose the information to the CFM Pastor
2. Document the time, date and what happened.
3. Notify the parents/ guardians
4. At the discretion of the senior pastor/ CFM Pastor, steps will be taken to ensure safety of the children, removal/re-training of the ministry team member or if necessary, the RCMP will be notified.

Information about alleged or suspected incidents and the individuals involved shall be kept confidential. Information may only be shared with persons who either have been authorized by

the Church Council Chair or are required by law to receive such information. Commissions of children abuse, inappropriate conduct towards children and inappropriate relationships between adults and children are grounds for dismissal from employment or removal from ministry team member activities. There will be a policy review after an incident

4.2. Child Disclosure of Abuse:

If a child discloses an abuse at home, the following steps shall be followed:

- The ministry team member/ staff will listen quietly with a non-judgmental attitude, and assure the child that they are believed. Never promise to keep a secret, but tell them that you will tell someone who will help them.
- Once the abuse has been disclosed, the ministry team member must go directly to the CFM Leadership/Trinity Baptist Church Senior Pastor.
- Document the time, date and information shared.
- At the discretion of the CFM Leader/ Senior Pastor the CFM Leader/ Senior Pastor may speak with the child again
- The CFM Leader/ Senior Pastor will call Children and Family Services and will take direction from them.

Other important things to remember after a disclosure:

Church officials shall not attempt to investigate alleged or suspected child abuse on their own. The church council chair shall designate a spokesperson to deal with questions directed to the church from the media and congregation concerning the alleged incident of child abuse

5. Safe Communication

5.1. Internet, Social Media and Phones

Ministry team members within Trinity Kids/ Tots are representative of the ministry both on and off-line. Responsible use of the internet and social media includes:

- 1) No written reference to your involvement with the ministry.
- 2) No written reference to any particular child(ren) involved in the ministry.
- 3) No pictures or videos of ministry children with identifying features of children.

Contacting any child(ren) within the ministry in any on-line form is not permitted. The one exception to this is email. If an email is sent to a child's email address, the parent(s) (or guardians) or a ministry lead must be copied (cc'd).

Please do not accept any requests from children to be ‘friends’ or to communicate with them via social media. We encourage leaders to understand and connect with children outside of program’s time slots. Nevertheless, some precautions must be taken.

Children should only be contacted via their family land-line or parent’s cell phone. Despite the increasing number of children with their own cell phones, preference should be made to either email children under the conditions above, or to use a family phone. **Texting a child on their phone by a ministry team member is not permitted.**

5.2. Use of Photography and Videos

Photographs and video cameras can be considered an invasion of privacy, and can easily place children in a vulnerable position. There are many risks where the image itself could be used inappropriately by others, especially on the Internet. Any photographs and videos of the children may not be distributed, publicly displayed, or posted on the Internet without proper consent of the CFM Pastor and the parent(s) of the children. Use of cameras in the vicinity of children, must have permission from the ministry staff before use. At events or activities in which a gathering of ministry children is involved, restrictions on the use of cameras may be in place and should be observed.

5.3. Protection of Information

Any personal information about other individuals you receive as part of the children’s ministry team must be protected. These may include:

- 1) Name
- 2) Address
- 3) Email address
- 4) Phone number
- 5) Medical conditions
- 6) Family situations
- 7) Financial information including banking or insurance information

To protect such information, these guidelines must be followed:

- 1) Do not disclose information to a third party who is not a part of the Trinity Kids/ Tots ministry team or a staff member of Trinity Baptist Church.

- 2) Return or destroy any confidential information upon leaving a posting as a member of Trinity Kids/ Tots ministry.
- 3) Be mindful of giving out private/confidential information that should not be seen or published in the public domain.
- 4) Beware of who may be around you, seeing, or having access to information. Names, contact information including email, should never be left visible or quickly stolen by people who may be passing by. This includes registration forms, Check-in/out sheets, attendance forms, health forms, etc.
- 5) If you are uncertain about the nature of the information, please verify with the CFM leader or member of the pastoral staff of Trinity Baptist Church.

6. Ministry Facilities

6.1. CFM foyer

Located at the bottom of the stairs, the CFM foyer is intended to serve the purpose of parent (s) and children being warmly greeted and directed to their appropriate ministry areas as well as the location for secure check-in/ out procedures. Important information is also shared in this area through the use of signage and bulletin boards. Located in the CFM we also have a breakout space that children and ministry team members may use (following safety guidelines outlined in this manual See also 3.1-3.8 Safety and Wellbeing of Children in Ministry)

6.2. Trinity Tots

6.2. A. Nursery: Located at the north end of the CFM Foyer in the Trinity Tots Wing, the Trinity Tots wing is split into three distinct spaces. The first space is designated for gross motor play, storage of parent's diaper bags and children's items as well as the security attendance check-in desk (for both Preschool and Nursery) as well as the pager system. The main classroom space is located to the right of the check in desk beyond the cubbies and includes carpeted areas for floor play as well as a low table and chairs for snacks and table activities. This large classroom is used for both Nursery and Preschool age children throughout the morning. The second space is the Ball pit room located directly behind the check in desk.

6.2.B. Preschool: The third space is the classroom located behind the ball pit room. This classroom is used for Preschool lesson time. To the west end of the second space there is a bank of cupboards for supplies and materials (including cleaning supplies), a sink for water (non-drinking water) and a counter for lesson plans and supplies to be laid out. Please make note of all exits and access doors located in this ministry area as well as where doors adjoin the Nursery and Preschool ministry areas. Evacuation routes and emergency exits are posted in each ministry area at entrance/exits

6.2. C. Storage Hallway: Located on the far west side of the Trinity Tots Wing there is a storage hallway with cupboards that house miscellaneous materials and supplies including, but not limited to, Family Service Activity Boxes, extra craft supplies, Christmas decorations, toys out of rotation etc. These cupboards should not need to be accessed during regular Sunday morning programming but may be accessed if necessary. Hooks are also available in this hallway for ministry team members to hang their coats but it is advisable not to leave personal possessions or valuables in this location because it is not patrolled securely.

6.2. D. Washrooms: Washrooms equipped with toilets and diapering stations (in the girl's washroom) are located at the far west side of the Trinity Tots wing directly across from the storage cupboards. The doors to these washrooms must remain open at all times if being used by a child. Ministry team members are welcome to use these washrooms and are free to close the doors if they are in the washroom alone. Parents are welcome to use the washrooms to attend to their children's needs or for their own use as well.

6.3. Trinity Kids

6.3. A. Trinity Kids Fellowship Hall: Located to the south of the CFM foyer, this large hall is where large group ministry is held for ministry children from Kindergarten to gr. 4.

The space is set up with small chairs and rugs on the floor for flexible seating arrangements during large group lesson times.

6.3.B. Trinity Kids Small group classrooms: Small group classrooms are adjoining to the Trinity Kids Fellowship Hall as well as located in the far west hallway behind the church kitchen. Each classroom is labelled and designed with a clear glass window as well as tables for activities and carpeted areas for small group conversation. Evacuation routes and emergency exits are posted in each ministry area at entrance/exits

6.3. C. Trinity Kids Team Hub: This room is located to the south end of the Trinity Kids Fellowship Hall and doubles as an office space during the months of May-August for Day Camp Ministry staff. This room houses supplies and materials for Trinity Kids ministry as well as Adventure Day Camp Ministry. This room is the place where lesson plans and prepped materials can be picked up on a Sunday morning.

6.3. D. Trinity Kids Washrooms: Washrooms with stalls are located in hallway the behind the Trinity Kids Fellowship Hall and Church Kitchen.

6.3. E. Trinity Kids Prop Room: This storage space is located in the hallway the behind the Trinity Kids Fellowship Hall and Church Kitchen, directly across from the washrooms. This storage room houses large equipment, and props for the use of Trinity Kids ministry as well as Adventure Day Camp ministry. This storage room is typically kept locked but can be accessed upon request to the CFM Leader.

7. Ministry on Sunday Morning

7.1. Supplies and Materials

Each classroom is equipped with a basic supply of materials including:

1. Scissors
2. Pencils/ pens
3. Paper
4. Stapler
5. Coloring pencils and markers
6. Painters Tape

All other necessary supplies and materials are located in the Trinity Kids Volunteer Hub. All needed supplies and materials will be prepped prior to Sunday morning ministry time and can be picked up on Sunday morning for small group team leads or assistant in the Trinity Kids Volunteer Hub.

If small group team leads or assistants wish to have special supplies or materials used for their small group on a Sunday morning, they are welcome to bring in safe/ appropriate items to use. If supplies or materials are desired that require purchase, please bring it to the attention of the CFM leader so that approved purchases can be made on behalf of the small group team lead.

(Such requests should be made with a lead time of 2 weeks to allow for purchasing time or delivery)

If supplies and materials are desired that will incur costs to the team lead, consent for purchase must be made with the CFM leader in order to be eligible for recompense. Check requisition forms must be submitted to the CFM leader for approval before being processed.

7.2. Use and/or Rental of Supplies and Equipment by Individuals and Third Parties:

Requests for the use of supplies and equipment outside of church sponsored activities/ events and Sunday morning ministry must be communicated with the CFM Pastor and are subject to the discretion of CFM Leadership. Approval and potential rental rates are dependent on the equipment, supplies in question and the circumstances/ terms of use.

7.3.Maintenance of Facilities

Feedback forms for facility/ equipment maintenance requests are located in each small group classroom/ ministry area. Please indicate on forms what maintenance is required so appropriate action can be taken by the CFM leader and requests can be made to the church custodian and/ or property team.

All members of Trinity Kids/ Tots ministry teams (including LIT youth) are responsible for general maintenance tasks in each ministry space. General maintenance tasks include but are not limited to:

- 1.Wiping surfaces
- 2.Tidying up the use of supplies and materials
- 3.Sweeping the floor
- 4.Putting away toys and lesson supplies/ materials and equipment
- 5.Picking up garbage and placing it in proper receptacles
- 6.Biohazard cleaning supplies are available in Trinity Tots Nursery, Preschool and Trinity Kids Volunteer Hub for the cleanup and containment of bodily fluid messes that could occur during ministry times.

We want to be wise stewards of the facilities and resources we have for ministry and to that end we seek to maintain the ministry spaces we use and leave them as we found them if not better than we found them!

Cleaning supplies to be used for general maintenance and biohazard cleanup of each ministry space are located in:

Trinity Tots

Trinity Kids Team Hub

Fellowship Hall (Church Kitchen)

7.4. Class Descriptions

The Trinity Tots ministry, located downstairs in the north end of the CFM foyer, is for the youngest members of our congregation, and is divided into two separate areas: Nursery for infants and young children (13-35months) and the Preschool for children aged 3&4. Check in for Trinity Tots is open at 10:15 on Sunday mornings at the downstairs check-in station in the CFM Foyer.

Trinity Kids ministry/Trinity Edge is for kids in Kindergarten to grade 4 (Kids) and Gr.5-6 (Trinity Edge). They will begin their morning upstairs in the main sanctuary for the musical worship portion of the service with the opportunity for families to check in their children prior to the service starting at the downstairs check-in (See 1. 5 Check-in/ Check-out Policy). Kids will typically be dismissed during the Sunday morning Service upstairs after the “Children’s Moment” to head downstairs to either their small group class) or to the Trinity Kids Fellowship Hall for Large Group ministry time, followed by Small Group ministry time.

For more detailed descriptions of classes in each ministry area, please refer to the job description available from CFM leadership.

7.5. Curriculum Access

The Curriculum used in Trinity Tots and Kids changes at the discretion of CFM Leadership. Lessons are scheduled through disciplr.com and are available for those leading in large and small groups as well as Trinity Tots classes digitally through disciplr.com as well as by hard copy that can be picked up in the Trinity Kids Hub. For more information on accessing lesson plans through disciplr.com please contact CFM leadership.

Reproduction of curriculum lesson plans for personal use or distribution is prohibited

7.6. A Typical Morning In Trinity Tots

10:15 a.m. – Head to your designated Trinity Tots room and be prepared for little ones to be dropped off and checked in. Parents will be issued a pager so they can be contacted if their little ones require tending during the service.

10:30-11:40 a.m. – Volunteers, as a team, will have the opportunity to engage in age-appropriate play, activities and lessons that reinforce Biblical truths and values with the children.

7.7.A Typical Morning In Trinity Kids

10:15 a.m. – Head to the Volunteer HUB to get a run-through of the morning and for prayer with other CFM volunteer team members.

10:30 a.m. – Join the rest of the Trinity congregation in the Sanctuary for the singing portion of the service

10:50 a.m. – Kids gr. K-6 will be encouraged to join the CFM leader at the front of the Sanctuary for the Children's Moment. At this point, you can head downstairs for Trinity Kids' ministry time.

10:55 a.m. – Be ready to greet kids in the Trinity Kids' Hall and assist kids get checked-in if they have not previously done so.

11:00 a.m. – Large group lesson starts

11:10 a.m. – Engage with the kids in a large group game that reinforces the large group lesson and let's have a ton of fun!

11:15 a.m. – Kids and leaders will break out into their small groups where they will have a chance to engage in conversation about the large group lesson, do an activity and pray together.

11:35 a.m. – Everyone comes together in the Trinity Kids' Hall again as a large group to run through a review of the Large Group lesson and to pray as a group before being dismissed and check out by their parents and guardians.

11:40 a.m. – Post service - stick around to socialize and help with any clean-up or tidying of classrooms or Trinity Kids / Fellowship Hall.

7.8. Trinity Kids/ Tots Order of Service:

The basic layout for a ministry morning order of service for Trinity Kids/ Tots can be found by accessing Planning Center software. For more information or assistance with www.Planningcenter.com please contact CFM Leadership: Ashley@tbcsherwoodpark.ca 780 464 4040 (ext. 305). See also Appendix 1. Hard copies of the order of service can also be picked up in the Trinity Tots Nursery on a given Sunday along with the lesson plan and in the Trinity Kids Volunteer Hub.

7.9. Consumption of Food and Beverage in Classrooms

Ministry team members may consume foods or beverages that are designated for them in classrooms provided that open hot foods are not consumed and all beverages are in lidded beverage cups that seal and

are kept at the countertop in Trinity Tots Nursery/ Preschool and in the Volunteer Hub or Church Kitchen counter in the Trinity Kids Fellowship Hall. All snacks or beverages must be nut free.

8. Trinity Kids/ Tots Ministry Teams

8.1. Structure

8.1. A. Trinity Tots Teams of two people (2 for Nursery & 2 for Preschool) will rotate on a weekly basis with members of those teams serving 1-2X a month.

Trinity Tots Teams will be supported by a team of substitutes who are trained and available for serving in the absence of regular ministry team members.

8.1. B. Trinity Kids Teams of 6 people and Trinity Edge Teams of 2 people will rotate on a -weekly basis. Team members of those teams will be scheduled 1-2X a month. No ministry teams will serve in Trinity Kids on Sundays that have a Family Service.

Trinity Kids Teams will be supported by a team of substitutes who are trained and available for serving in the absence of regular ministry team members.

8.2. Training

The time that Trinity Kids/ Tots team members dedicate to the ministry is valuable and will be respected at all scheduled meetings. Regular attendance at as many scheduled meetings as possible is expected. Regularly attending Trinity Kids/ Tots team meetings for ministry team training, enrichment and team building strengthens the culture of our ministry and allows team members to develop fulfilling relationships with one another outside of the classroom. This time is also important for making sure each team member is properly equipped for ministry and growing in our skills and giftings.

Meetings are scheduled to comfortably fit before regular morning services from 9:15-10:00 throughout the ministry year. Meetings are designed to share important information with ministry team members in manageable amounts as well as sharing team-building fellowship, prayer time together and volunteer recognition.

Information covered at Ministry Team Training/ Enrichment meetings will also be available for those unable to attend a scheduled upon request to the CFM leader.

8.3. Team Culture

The culture we create as ministry team members is important and must uphold the values and vision of Children and Family Ministry at Trinity Baptist Church.

Leadership will commit to ensuring a culture that is

1. Fun

2. Fair
3. Forgiving
4. Faithful

8.4. Dress Code

Serving in Trinity Kids/ Tots requires that our clothing choices be practical, comfortable, and presentable.

To this end:

1. Choose close-toed shoes
2. Bear in mind that being neat and presentable communicates authority to the children we serve as well as respectability to the parents of the children we serve.
3. Choose clothes that do not distract from ministry with logos or graphics that may be offensive
4. Choose clothes that allow you to move in such a way that you remain modestly covered while being unconstrained in your ability to jump, run, lift, bend, crouch or kneel
5. Choose clothing that is not precious and cannot withstand the possibility of spills or messes that occur in the ministry to children.

4.5 Ministry Team Member Standards and Expectations:

Serving with Children and Family Ministry at Trinity Baptist Church means committing to:

- Praying for our ministry and for the kids and families we serve.
- Serving in a role with Trinity CFM **Once to twice a month**. It is important to this ministry that we serve the children with consistency while still protecting the health and sustainability of our CFM ministry volunteers. Please see job descriptions for commitment and time requirements.
- Know the dates and times that you are scheduled and be faithful and dependable to confirm dates, to arrive on time and to be prepared for your scheduled role.
- Communicating with fellow team members and CFM leadership through Planning Center and other avenues of communication regarding needs, concerns, scheduling conflicts or absences.

- Follow-up on communication from CFM leadership in regard to scheduling, training, enrichment etc.
- Being part of a team. This means working together with others to minister in a way that is gracious, creative, and solution-oriented
- Build each other up with our positive attitudes, wholesome actions and encouraging words.
- Being spiritually fed. Fed people have something to feed to others. It is important to make sure you are growing in your personal walk with Jesus to minister to others. If you need help or ideas to accomplish this, please speak to CFM leadership.
- Participate in team meetings as often as possible. This is an important opportunity for us to grow as a family of volunteers, to be trained, mentored and fed as a group.
- Smile and have fun! Psalm 127:3 tells us that “Children are a gift from the Lord” (NLT). Indeed, children are a gift to our church and they sure can remind us to have fun. Commit to enjoying the time you spend with the kids; the blessing will be yours!

9. Chain of Communication: Registering Complaints and Concerns

9.1. Communication with Leadership

Communication is an important aspect of being on a team. Planning Center, the online ministry planning tool used by Trinity Baptist Church, is an important channel for communication for volunteers and leaders in CFM. Planning Center is where you can always access your schedule and where you can block off any dates you are unable to serve with CFM. It is imperative that you be familiar with Planning Center so you can stay up to date and informed about where you are serving with CFM. If you are unsure how to use Planning Center, or are new to CFM, you will be contacted by the CFM leader to get you started.

9.2. In the event of conflict with fellow ministry team members: We shall seek to follow the guidelines for conflict resolution communicated by Jesus in Matthew 18: 15-17 *“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector” (ESV).*

1. First, approach the other party in private to have a gracious conversation with them
2. If the conflict cannot be resolved in this initial conversation, it is wise to bring alongside one or two other trusted and mature individuals who can be impartial to the situation to approach the other party a second time for the purpose of reaching reconciliation.
3. If the conflict still cannot be resolved, it is appropriate to reach out to CFM leadership to bring them into the arbitration/ resolution process. It is possible to send an email, phone call or schedule a confidential meeting with the CFM Pastor during the weekly business hours of Trinity Baptist Church.

9.3. In the event of concerns or complaints regarding facilities or equipment: Ministry team members may use the feedback forms available in each classroom to record what maintenance is needed. It is also possible to send an email or make a phone call to the CFM leader during the office hours of Trinity Baptist Church to make them aware of the maintenance issue so it can be followed up with.

9.4. In the event of classroom management concerns or difficulties: Ministry team members may use the feedback forms available in each classroom to record the incident(s) (ongoing or isolated) to bring it to the attention of the CFM Leader. It is also possible to send an email or make a phone call to the CFM leader during the weekly business hours of Trinity Baptist Church. The CFM leader will work with ministry team members to communicate with parents of children and to work with children in classrooms to resolve behavior management situations.

Serious concerns about the response to a child's behavior should be reported to the CFM Leader.

Parent(s) are to be informed and involved whenever a child misbehaves beyond minor correction or if a pattern of misbehavior increases.

9.5 In the event of serious concerns over inappropriate conduct of a fellow ministry team member:

Such concerns must be reported to the CFM Leader as soon as possible through email, phone or scheduled confidential meeting. (See also 4.1. Alberta Law and Reporting Procedure).

Concerns over the safety of children in Trinity Kids/ Tots must be reported as soon as possible to the CFM Leader through email, phone or scheduled confidential meeting.

9.6. Supervision, Coaching and Feedback:

Supervision of ministry team roles will be the responsibility of the CFM Leader who will make observations for the purpose of coaching and providing helpful feedback. The aim of this supervision is to provide the best support possible to encourage growth of individuals in their ministry roles and enrichment and advancement for those desiring greater responsibility and challenge. Supervision,

coaching and feedback will be confidential and communicated with grace and respect. Feedback on the quality of their experience is also expected and will be graciously received by the CFM Leader to help the ministry continue to grow in health and sustainability. Self-evaluation of ministry team members is also strongly encouraged and all feedback communications will seek to edify rather than criticize.

9.7. Advancement:

Those ministry team members who would seek to increase their responsibilities will be contacted by the CFM Leader to discuss what additional roles they might be well suited for both in skills and ability to commit to new requirements. All advancement placements must follow an interview with the CFM leader.