

TRINITY BAPTIST CHURCH

CFM

MINISTRY TEAM HANDBOOK



3RD ED. 2025

Dear Trinity CFM Team Member,

We're absolutely thrilled that you've chosen to be a part of our Trinity CFM team this year as we invest in the next generation and play an important part in a child's faith story. We believe that we are serving the most important ministry in the church, and when we are successful, it not only affects singular lives, but generations. With over 70% of decisions about Christ happening between the ages of 4 and 14 years old, we as children's ministry servants have a large mission field.

What you do in Trinity CFM is more than just babysitting or childcare. With your actions and words, you are showing our children that they are loved by God, created to serve God, and fully part of the community of God at Trinity Baptist Church. We can't begin to thank you enough for the time, energy, money, effort, and love you pour into our children each month.

Thank you so much for all you do to make Trinity Tots/Kids/Edge the best possible ministry for our children. As you serve, be confident that God is working in the lives of our children and be assured that you can make a difference in the life of a child. Our prayer is that your life will be changed, your mind renewed, and your heart filled through this calling as we serve together.

It is the intention of this handbook to provide all team members with the information that will help them experience success and thrive in their ministry roles. This information is intended to inform and enrich you and to safeguard the standards, vision and values of our ministry. Though this handbook strives to be comprehensive it will undoubtedly leave out some information due to the complex and flexible nature of ministry with children. It is the intention of this handbook to be a resource with the understanding that individual team members will still find it necessary to make mature decisions in their roles to the best of their ability. This handbook is not intended to override the need for communication with fellow ministry team members, parents or the children in our ministry or the leaders of this department. For information, support or resources please reach out to Pastor Ashley Winkel.

We are honored that you're on our team, and we look forward to serving with you,

Ashley Winkel
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Our Mission

**"In Trinity Tots/Kids/Edge,
We KNOW Jesus. GROW in relationship with Him and others and GO to share His love".**

We do this by providing ministry programs each week for children in different age zones where they will be given lessons, participate in worship and prayer and play games and activities that are developmentally appropriate to them. We have large group lessons to learn together and participate in small groups so that we can go deeper, build friendships and connections and we participate in multiple opportunities throughout the year to take what we've learned and share it with others in our families, friend groups, church congregation and community.

Our Ministry Teams

Trinity Tots: 4-7 people on a serving team. Teams rotate and serve 1-2X per month.

Trinity Kids: 6 people on a serving team. Teams rotate and serve 1-2X per month

Trinity Edge: 2 people per serving team. Teams rotate and serve 1-2X per month.

Our Ministry Spaces

CFM Foyer: Our foyer at the bottom of the stairs serves the purpose of being a meeting place for CFM team members prior to the morning services and the meeting place for parents and children to be reunited after the morning service ends. Important information may be posted on the bulletin boards in the foyer and there is helpful signage located in the foyer as well. We also have a designated space for family resources that can be borrowed at no cost.

Trinity Tots: Located at the north end of the CFM foyer, our Trinity Tots wing is divided into distinct ministry spaces for use throughout the morning.

Play Zone - The first room, known as the "Play Zone" is designated for gross motor play. It is also the location where our check-in desk resides as well as the pager system and walkie talkie docking station. This room is outfitted with various types of climbing and play equipment as well as ball pit and slide. This room is used for children with sensory or inclusion needs throughout the morning as needed and for gross motor play by all children at the end of the morning.

Discovery Land– This large classroom is for children from toddler age to preschoolers to use for play activities and is equipped with furniture, tables and chairs that can be used for lessons, gross motor play, sensory play and learning activities.

Gathering Room– This classroom located at the north end of the Trinity Tots wing is designated for more focused, gathered activities such as lesson time, snack and crafts. This classroom is furnished with tables and chairs for snack and crafts as well as a large, carpeted area for circle time and lesson activities. This classroom has double doors that open directly to the play zone and is outfitted with storage cupboards and a sink.

Washroom facilities and storage - are located in the hallway between the back classroom and the entrance to Trinity Tots.

Sensory Room – This room located to the left of the elevator at the entrance doors to the Trinity Tots wing. This room is equipped with storage cupboards and is furnished with a tent, carpet area, low lighting and other materials and equipment useful for co-regulating children who may have sensory needs.

Trinity Kids: Our Trinity Kids space is located in the south wing, off the foyer through the double doors that lead to the flex space we use for large group, and our small group classrooms.

Fellowship Hall – This is the name we use for the large room where we meet for large group teaching and activities. This space houses many ministries from the church throughout the week, so it is set up each week with chairs and/or rugs for children to sit during the lesson. Some items such as extra chairs, costumes and gross motor play equipment are stored behind the blue curtains around the projector screen in the Fellowship Hall. Storage rooms for housing large items such as tables, chairs and the bouncy castles are also located behind the blue curtains in the southeast corner of the Fellowship Hall.

Small Group classrooms – are located around the perimeter of the fellowship hall and labeled for each grade that uses them. One classroom is located further down the hallway past the washrooms, storage room and youth room. It is also labeled for the grade that uses it.

CFM HUB - This room is located at the south end of the Fellowship Hall and doubles as an office space for Day Camps during the months of May – August each year. This room houses storage of all our weekly used supplies and materials as well as Adventure Day Camp materials. This is the location where team members will find necessary materials as well as their lesson plans and important team information. You can find more information about the CFM Hub on page 8.

Washrooms and “Prop Room” storage – are in the hallway at the south- western end of the fellowship hall. The entrance to the hallways is clearly marked with washrooms on the left-hand side of the hallway and our CFM large item storage room (the “prop room”) located on the right.

Trinity Edge: Our Trinity Edge students use the Youth Room as their Sunday morning classroom for small group. It is in the hallway in the southwest corner of the church basement. The hallway to this classroom can be accessed by the doors at the bottom of the stairs in the CFM Foyer to the right or by going through the Fellowship Hall and using the southwest hallway past the bathrooms. This room is visibly marked as both the Youth Room and the Edge small group classroom for Grade 5-6.

Basic Team Member Expectations

- 1) **Be prepared and on time!** I send the weekly lessons out in advance by Thursday, so you have time to review the lesson before Sunday morning. Arrive in the downstairs foyer at 10:00 AM for Team Prayer and team meeting. Also, for Trinity Tots you will be ready to greet children as they arrive. Volunteer nametags will be provided for each ministry area and should be worn each Sunday you serve.
- 2) Dress appropriately and comfortably. Don't wear anything that restricts your movements or is too precious to get a bit messy. It is advisable to wear close-toed shoes with a minimal heel and depending on the age of children you are working with, to keep your hair tied back to prevent grabbing or pulling.
- 3) Bring what you need with you! There will be hooks in each ministry space for you to hang a purse or other belongings. If you bring a water bottle or traveling cup, please ensure that it closes securely and can be stored out of reach of small children.
- 4) Plan on **staying briefly after service to tidy up the classrooms.** Volunteers are responsible for helping us clean up each classroom and re-set the rooms before leaving. Check your lesson plan for detailed instructions regarding what's expected for the end of the morning in your zone of CFM. Also, please leave any important feedback for me on the Feedback forms in each classroom. It's a great way to share any concerns or issues you had as well as highlights of the morning!
- 5) If you cannot serve on your regular week, please **find a substitute to serve in your place. Each team member will be given a contact sheet of other team members and must also let the CFM Pastor know via text. (number available upon request)**
- 6) **Always stay in groups of at least 3.** You should never be alone with a child. For more details on ratios and staffing for different zones of CFM, check your lesson plan or the detailed description in our CFM Team Handbook. (See page 22 for guidelines)
- 7) **Follow the script but be flexible.** If something isn't working, try it a different way, but please keep the biblical theme/focus as a priority in your adjustments.
- 8) **Pray** for the children you serve! The first names of children are posted in classrooms. If you have a question about a child's information or contact information, please speak directly with the child's parents or email Pastor Ashley.
- 9) **Get fed yourself!** Good teaching comes from an overflow of your heart, and we ask that all volunteers attend Sunday services when not serving in CFM. Ask Pastor Ashley about some great resources you can access for being built up and encouraged in your own discipleship with Jesus.
- 10) **Have fun!** Let the kids see your excitement and your passion for God.

How to Join the CFM Team

Steps to Joining the Trinity CFM Team:

- 1) Contact the Children's Ministry Pastor about serving.
The CFM Pastor will provide information including this manual as well as access to Trinity's Statement of Beliefs found at www.tbcsheerwoodpark.ca, the CBWC Identity Statement, Trinity's Pastoral Paper on Perspective and Practices Regarding Gender Identity and Next Generation Ministries and Trinity's Pastoral Paper on Volunteer Limitations.
- 2) Complete a volunteer packet application form and if needed (over the age of 18) have an RCMP record check done (at no cost – with the use of a volunteer letter provided to you by the CFM pastor).
- 3) The Children and Family Ministry Pastor will set you up in Planning Center Online, the online scheduling system we use to communicate with our volunteers.
- 4) Familiarize yourself with Planning Center Online and confirm online profile information.
- 5) Read all informational emails and respond with any questions or concerns as needed.
- 6) Get assigned to a serving team.
- 7) Attend CFM training/orientation or contact Pastor Ashley for training.
- 8) Get started!

How to Find a Sub

If you must miss your regularly scheduled Sunday, it is your responsibility to find a sub to fill in for you. Follow these steps and use the resources online and throughout this book to find a sub. All subs you ask should serve regularly in the same age group you are requesting a sub for. (i.e. If you need a sub for your Trinity Tots position, please recruit another Trinity Tots team member.)

- 1) Let the Pastor Ashley know that you will be out but that you are looking for a sub.
- 2) Use the Contact List available in the CFM HUB or in PDF form to reach out to volunteers in your age group who serve on other weeks.
- 3) When requesting a sub be sure to include the date and age group you need a sub for, and if there are dates you're available to switch, share that too!
- 4) Once you find a sub, notify the Pastor Ashley of the changes so I can make the appropriate scheduling changes in Planning Center Online.

Helpful Hints for Finding a Sub:

- If you can switch dates with someone and fill in for them, they are often more willing to fill in for you!
- Personal requests are often more effective.
- Find another volunteer in your age group that serves on a different week and ask them to be your go-to switch buddy throughout the year!

CFM Hub

The Trinity CFM Volunteer Hub is located in the Fellowship Hall and is the location where Trinity Kids and Trinity Edge team members can find important resources such as

lesson plans, prepped lesson bins, name tags, first aid kits and classroom supplies that may be needed. In the volunteer Hub you can also find:

- Volunteer Contact List to help you find a sub
- Roster of children so that you can pray for them by name
- Copy of this Volunteer Handbook as well as the detailed team member policy handbook
- Feedback forms
- Interesting articles from helpful ministry websites like ministriyspark.com

Supplies, Materials and Equipment

All classrooms and ministry spaces are equipped with a basic supply of materials including:

Scissors for the age of children using that space

Pencils or pens

Stapler

Coloring pencils, markers or crayons

Painters Tape

(In some classrooms other supplies for team members' use may also be available out of reach of children).

All other materials and supplies can be found in the storage facilities for that zone of CFM or in the CFM HUB/Prop Room. Each week the lesson bins for each zone will be prepped with materials needed to do the crafts and activities in small groups. Lesson plans will also be included in these lesson bins for team members to use.

Curriculum materials : At Trinity, our curriculum is chosen at the discretion of the CFM Pastor. Our lessons are created using GROW curriculum. You can learn more about GROW curriculum by visiting: www.Growcurriculum.org. Lessons are created each week by the CFM pastor and sent to team members during the week prior to their serving date with notes and helpful information to prepare them for serving and using the curriculum well.

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

Use and/or rental of supplies and equipment to third party individuals: Requests for the use of supplies and equipment outside of church activities/events must be communicated to the CFM Pastor and are subject to approval by the CFM Pastor. Approval and rental rates are dependent on the equipment/supplies in question and the circumstances/terms of use.

Maintenance of Facilities: Feedback forms that can be used for facility/equipment maintenance requests are located in each classroom. Please indicate on the form if there is something that requires maintenance in your ministry area so the property team, CFM Pastor or custodian can address the issue.

All CFM team members are responsible for the general maintenance of their ministry spaces. General maintenance tasks will include but aren't limited to:

Wiping surfaces (such as tables)
Tidying up the use of materials and throwing garbage away
Sweeping the floor
Putting away toys, lesson supplies or other materials and equipment

- *Biohazard cleaning supplies are available if needed for the clean up and containment of bodily fluid messes that are rare but could occur during ministry times. These supplies are located alongside first aid kits in the CFM HUB, Church Kitchen and in the Trinity Tots back classroom.*

Trinity Tots Team Orientation

Who's on the Team:

TODDLER team 13 mos. – 35 mos.: 2-3 team members (This age group has a ratio of 1:4) Max number of toddlers in this age category we will take is 10. After this limit, parents must be asked to stay.

PRESCHOOLER team is for 3 yrs – 4 yrs: 2-3 team members (This age group has a ratio of 1:8) The maximum number of preschoolers we can take is 16. After this limit, parents must be asked to stay.

INCLUSION SUPPORT: 1-2 team members will care for children who require direct one-on-one supervision.

Where Does it Happen: The Trinity Tots wing of the basement up the short flight of stairs on the north end of the downstairs foyer.

What Happens: Trinity Tots spend the whole morning in the Trinity Tots wing with activities and lessons geared to their age group.

General schedule

10:15-10:55: Play time with FOCUS (These are play activities set out for children to play with that pertain to the theme of their lesson for the morning.)

10:55-11:05 Snack and clean-up.

11:05-11:20: Lesson Time (includes bible story, songs, memory verse, and prayer)

11:20-11:35: Learning Activities (crafts and coloring pages to reinforce the lesson)

11:35- Pick Up (Gross Motor Play)

Check In/Out: Parents check their children in at the upstairs check-in station upon arrival at the church. Check ins to the Trinity Tots wing are open starting at 10:15 AM. Every child should be wearing a printed name tag on their back.

Diapering and Restroom Procedures:

Trinity Tots team members do not change diapers. We will page parents in the event of a need for diaper changes.

For potty training toddlers, we encourage parents to take their child to the washroom before entering the Trinity Tots classrooms for the morning and we will page parents to attend to their child if they need assistance using the washroom.

Washroom Supervision:

- Adult supervises from outside the doorway but allows child independence. Provide assistance only if absolutely necessary but note we do not wipe children. If children require help with wiping, page the parents to provide assistance.
- Washroom doors must stay open.
- Groups of at least 2 at all times (2 children & 1 adult or 2 adults & 1 child. See page 22.)
- Ensure proper handwashing

Separation Anxiety: Please refer to the resources related to the Trinity Tots team members and separation anxiety. A hard copy of the resource is available in the volunteer hub, from the table of hard copy resources at each training session, or by request to the CFM Pastor.

Pager System: We use a pager system to contact parents during the service. Pagers are given out to parents of children who may require assistance with diapering or toileting, who may be experiencing separation anxiety, or at the request of a parent. Pager numbers must be written on the sticker tag that parents use at the Trinity Tots Check-In. To use the pager system, punch in the pager number for the child you are calling for and hit the call button. The pager will vibrate and beep for the parents and alert them to come downstairs. Once the parent has arrived, you and reset the system by pressing the "Back" arrow.

Stopping the spread of sickness:

The illness symptoms that preclude entry into Trinity Tots are pulled from the guidelines given to childcare providers across Alberta and include:

Fever, respiratory illness with coughing and unclear mucous, vomiting or diarrhea in the last 48 hours.

We have the responsibility to encourage parents of visibly ill children not to bring their child into Trinity Tots but instead use the Parent Zone upstairs or watch the service from the comfort of home. If a child becomes ill while they are in our care, we must page the parents to have the child picked up as soon as possible.

If you feel ill on a Sunday morning, please contact a sub to cover for you (see page 8) or if you decide to come in to Trinity Tots, consider wearing a mask and following all other guidelines for containing the spread of illness in our classrooms.

For more information on procedures and best practices required by the government for childcare facilities, please refer to the paper resources made available at this training session, and posted in the Trinity Tots Ministry area and volunteer Hub.

Ministry Goals:

- Introducing faith to babies and toddlers through play, music and movement, and simple songs
- Children learn that church is a safe and welcoming place
- Volunteers model kind, compassionate, and nurturing behavior as babies and toddlers learn and grow through their experiences and interactions

Final Reminders:

- Familiarize yourself with this CFM team member handbook as a refresher on all policies, procedures and resources for all CFM team members, including our safety policy.
- Don't forget to bring close-toed shoes to wear and if you bring a coffee cup or water bottle make sure it's the kind that closes completely. Store it up out of reach for the children.
- Wear something comfortable. You might be scooting around, sitting on the floor, or playing in our "ball pit" so make sure to wear clothes that allow you to move easily.
- Have fun and cuddle! Our babies and toddlers are some of the sweetest things you'll ever see, so enjoy them and remind them how much they are loved - by us and by God!
- Stay behind for a few extra minutes to clean up and reset the classroom.

Trinity Kids Orientation

Who's on the Team: We have teams of two small group leaders for each grade level small group and one small group leader who serves by leading the large group lesson for that morning.

Where Does it Happen: Trinity Kids happens in the Fellowship Hall which is located on the south end of the downstairs foyer through the double doors. After large group, children will be dismissed to their small group classrooms that are labeled with their grade and are located on the perimeter of the Fellowship Hall and in the west hallway behind the church kitchen.

What Happens: In Trinity Kids we have a large group, small-group format, meaning that we begin the morning as a large group with all ages together for worship and the lesson. Then, our children are split up into small groups by grade(s), and our small group leaders lead them through discussion questions, activities that reinforce the lesson, scripture memory and prayer. Children also have snacks in small group time.

Note: *Children start the morning in the sanctuary with their parents and go to Trinity Kids after being dismissed by the children's pastor following the Children's Moment in the upstairs service. Small group leaders accompany children down to the Fellowship Hall.*

General Schedule:

11:00-11:15 – Large Group Lesson

11:15-11:35 – Small Group

11:35-Pick Up – Large Group Round Up

Check In/Out: Parents check their children in upstairs at the check-in desk upon arrival. Check-ins are open upstairs starting at 10:15. Each child should have a printed name tag upon arriving in Trinity Kids for the morning.

Parents will complete the name tag label and place it on their child's shirt in a visible location. Parents will keep the matching numbered stub for checkout time. For checkout, an experienced small group leader or the large group leader for the

morning will supervise children being dismissed to their parents in the downstairs foyer, one at a time.

Bathroom Procedures:

- Do not allow a child to go to restroom alone
- Do not assist a child unless there is an emergency. *In the case of an emergency, seek assistance from other CFM team members in adjoining classrooms.*
- A group of at least 3 at all times (2 children & 1 adult or 2 adults & 1 child. See page 22) Team members will supervise the washrooms from outside the washroom entrance in the hallway. This location is visible to other team members and does not constitute being alone with a child.
- Inform parents of emergency accidents/need for assistance with an incident report form.

Ministry Goals:

- Bring the Bible to life through imaginative/creative story-telling and interactive learning activities
- Create a safe place for children to express their faith and offer an environment where children feel comfortable asking questions
- Provide opportunities for children to serve their church, their community, and their world
- Foster encouraging friendships and relationships

Final Reminders:

- Familiarize yourself with the comprehensive CFM team member handbook for a refresher on all policies, procedures and resources for all CFM team members.
- Don't forget to bring close-toed shoes to wear and if you bring a coffee cup or water bottle make sure it's the kind that closes completely. Store it up out of reach of the children.
- Wear something comfortable. You might be scooting around, sitting on the floor, leading song actions or getting messy otherwise, wear clothes appropriate to the activities of the morning.
- Encourage participation and respectful behavior during worship and the lesson; this may mean reminding a child about SLLRP (details on page 17).
- Be sure to look over SLLRP and our discipline procedures on page 18 -19.
- Plan to stay behind to help clean up and reset the classrooms.

Trinity Edge (Grade 5-6) Orientation

Who's on the Team: There are three teams of 2 adults (or older teens) that serve in Trinity Edge.

Where Does it Happen: The Trinity Edge students meet for small group in the Youth Room which is located in the hallway behind the church kitchen just off the Fellowship Hall.

What Happens: 5th and 6th graders meet with their small group leaders for Bible study, activities, discussion and life application of the Biblical themes they are learning. They

meet in the youth room separate from the other elementary schoolers. The lessons that the preteen students go through are tailored to their developmental level and questions.

General Schedule: Grade 5/6 students start the morning in the sanctuary and come downstairs to small group with their leaders after the “Children’s Moment”. They meet in the youth room in the west hallway behind the church kitchen.

Check In/Out: Preteen students check in at the upstairs check-in desk in the foyer before the service, although many of them no longer want to wear their sticker name tags. We have name tags in the youth room that students are welcome to write on and decorate if there are new students joining for the first time. Students who are new or visiting must still provide information for Planning Center Check-Ins or new child information forms that includes their full name, parent contact information and their birthdate as well as grade.

Bathroom Procedures:

- Children at this age/grade level are allowed to go to the hallway washrooms alone one at a time.
- Do not assist a child unless there is an emergency. *In the case of an emergency, seek assistance from other CFM team members in adjoining classrooms.*
- Inform parents of any emergency accidents/ needs for assistance by filling out an incident report and informing the CFM pastor.

Ministry Goals: The Preteen Ministry has a specific set of goals that we focus on in order to help our 5th/6th graders transition out of the children’s ministry and into Trinity Youth.

- Give the preteens their own ministry where they can go deeper and be a little more “grown up” than in Trinity Kids.
- Help the group form bonds of friendship (kids in grade 7 who have been a part of the EDGE as friends tend to have an easier time transitioning into youth group than students who feel disconnected). We also do this through monthly events for students in grade 5/6 where they can invite their friends as well.
- Allow them to ask the tough questions and investigate the answers as their faith becomes their own
- Begin teaching them what it means to be a servant leader by giving them opportunities to serve and lead in roles in the main worship service upstairs throughout the year.

Final Reminders:

- Don’t be afraid to be goofy and love having fun. You’ll be the cool leader if you show an appropriate sense of humor and have fun with them. However, it’s okay to be serious when talking about serious things and showing the importance and gravitas of God’s word and His work in our lives.
- Help the students learn the difference between silly time and learning time and how they should behave in both situations.
- Plan to stay behind to help clean up and reset the classrooms.

TEAM DYNAMICS

Team Training:

The time that CFM team members dedicate to ministry is valuable and will be respected at all scheduled meetings. Regular attendance to any scheduled meetings is greatly appreciated and will be a benefit to the attendee. Attending team meetings or participating in training and resources strengthens not only the skills of the team members but also the culture of our ministry team and allows for fulfilling relationships to develop with one another outside of our ministry morning settings. Training is important for making sure each team member stays informed and is properly equipped for ministry to grow in their skills and giftings.

Meetings and resources are designed to be accessible to team members to take in a manageable amount of time. Resources for ongoing support, training and enrichment will also be available through the CFM HUB team bulletin board or upon request to the CFM Pastor.

Team Communication:

Healthy communication is a very important part of our team culture and making sure our ministry runs smoothly. Communicating with the CFM Pastor as well as the other members of your team is very important. Some of the best ways to have direct communication is through using Planning Center software to be aware of your scheduled dates and using that tool to block out dates or confirm your serving dates whenever possible. Please also read the lesson plans that are sent to you ahead of your serving dates and read the emails that are sent along with the lesson plans. These emails are often color coded to help you find and retain the most pertinent information. There are also contact forms and other communication resources for fellow team members able to be accessed via email to the CFM Pastor or at the communication bulletin board in the CFM Hub.

The CFM pastor maintains an open-door policy to be available for one-on-one meeting with any CFM team member when needed. Contact the CFM Pastor through email or by phone to schedule a time to meet during the weekly business hours of Trinity Baptist Church.

When you serve on a Sunday morning, please fill out feedback form available in each classroom and every ministry space. There is room on the form to share highlights or concerns from the morning and the CFM Pastor will follow up with those forms that filled out.

If you have a need for communication with other leadership about the CFM Pastor, you are encouraged to reach out to any of the other pastors on staff and may request contact information for any representative of the Pastoral Liaison Committee for confidential consultation with them.

Team Conflict

Sometimes communication fails or struggles and even the best teams will experience conflict. What is most important is how we engage in conflict and the communication we choose to use when we are experiencing conflict with other team members. We will commit to following the guidelines for conflict resolution that Jesus communicated to his followers 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).

In CFM this means:

1. First approach the other party in private to have a gracious and humble conversation with them.
2. If the conflict cannot be resolved in this initial conversation, it is wise to bring alongside one or two 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 the CFM pastor or other pastoral staff to invite them into the arbitration/reconciliation 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.

Complaints, concerns and feedback

If you have concerns or complaints about cleanliness, facilities or equipment, please share that information on a feedback form or reach out to the main office at 780.464. 4040. You can also contact the CFM Pastor via email at

Ashley@tbcsherwoodpark.ca

If you have are experiencing ongoing difficulties with classroom management or behaviors during Sunday morning ministry or other ministry events, please call or email the CFM Pastor. You may also record the information in incident forms if necessary or by including the information on a feedback form. The CFM Pastor will work with ministry team members to communicate with parents and children to resolve behavior management issues.

Any serious concerns about the response to a child's behavior should be reported to the CFM Pastor. Parents must be informed and involved when there have been behavior issues that require more than minor correction using the strategies outlined on page 18 or if the pattern of misbehavior escalates over time.

In the event of a serious concern or complaint about the conduct of a fellow ministry team member, such concerns must be reported to the CFM pastor as soon as possible through phone, email or scheduled confidential meeting (See also the Alberta Law Reporting Procedure on page 21). Concerns over the safety of any person in Trinity CFM must be reported as soon as possible to the CFM Pastor by phone, email or scheduled confidential meeting.

Resources for support:

If you require support in or outside of your CFM role, please contact the CFM Pastor by phone, email or scheduled confidential meeting. It is very important that you feel supported in your role and whatever possible resources can to be used will be utilized to provide for you.

Supervision, coaching and feedback:

Supervision of team members in their ministry roles will be done by the CFM Pastor or mature, experienced team members whose character commend them to be delegated in such a role at the behest of the CFM Pastor. Observations will be made for the purpose of coaching and providing helpful feedback. The aim of any supervision is to provide the best support possible to encourage the growth of the individuals in their ministry roles and enrichment or advancement for those desiring greater challenge or responsibilities. Any coaching or feedback will be confidential and communicated with grace, respect.

The CFM Pastor will also seek feedback from CFM team members whenever possible to help the ministry grow in health and sustainability. Self-evaluation of ministry team members is also strongly encouraged, and all feedback communication will seek to edify rather than criticize.

Discipline & Safety

Expectations: Stay safe, listen, learn, respect, participate

SLLRP (pronounced "slurp") Statements allow our kids to take ownership of their time at (ministry name) each week and empower them to CHOOSE to do the right thing. Rather than describe all that the kids CAN'T do, these statements describe everything the kids CAN do and they clearly set out the behavior expectations we have at Trinity CFM.

I Can Stay Safe – This statement covers everything from "keep your hands to yourself" to "don't climb on that table" and allows kids to take responsibility for their choices and actions.

I Can Listen – With our "I Can Listen" statement, kids know they are expected to listen to whomever is speaking, whether it is a leader up front or a friend in small group.

I Can Learn – We want kids to know that (ministry name) is a place where they can learn more about Jesus, His story in the Bible, and how it applies to their lives today. This "I Can" Statement goes closely with listening and reminds kids that they will see, hear, experience, and sometimes even smell new things. Knowing this expectation of learning from the beginning helps kids prepare their hearts and minds for what God has to teach them each week.

I Can Respect – We all know kids need reminders about what respect looks like. Respect is not talking when the teacher is talking. Respect is not talking to your friend during the lesson because then they can't hear. Respect is not making fun of someone. With our "I Can Respect" statement, kids are given a friendly reminder to be respectful in a positive way.

I Can Participate – Participation looks different based on the different activities we are doing, but it basically means going with the flow and doing whatever we are doing at the time. If we are worshipping, participation looks like standing and singing praises to God. If we are playing a game, participation looks like joining in and supporting your team. If we are having a lesson, participation looks like sitting quietly and listening to what the teacher has to say. The most important aspect of this "I Can" Statement is having FUN! When kids participate, they have more opportunities to have fun. Yes, it is a place of learning, but it is also a place of joy and excitement!

Discipline in Trinity CFM

- Use positive words
- Establish rules and expectations
 - Involve parents
- Involve church staff when necessary

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 to training that molds character, behavior and values. Rather than seeking to maintain control over a child’s behavior, our goal is to shape children’s character in such a way that we emulate the character of Christ and inspire them to do the same. Expectations for children’s behavior must reflect their age and stage of development and strategies for discipline must also reflect the same.

Any manner of corporal discipline is strictly forbidden and no ministry team member shall:

- Strike a child or use physical punishment of any kind
- Deprive a child of basic needs
- Lock or restrain a child in a room or space
- Restrain a child unless it is the last option possible for their own safety or the safety of another person at risk
- Use words or actions that could be humiliating, degrading or would undermine a child’s sense of self-respect
-

It is important to remember that behavior is a means of communication and children may use behavior to communicate an underlying issue of discomfort or dysregulation. Asking questions and being sensitive to children’s needs in our ministry time is important and using proactive strategies to help kids regulate and engage is wise and effective.

For more information & resources on co-regulating strategies, handling big emotions, effectively engaging kids and managing problem behaviors, please reach out to the CFM Pastor.

Children who behave in a disruptive manner may be asked to remove themselves from proximity to the group by relocating to another part of the room.

The ministry team member must explain to the child that the behavior is unacceptable and why.

If disruptive behavior persists, parents must be notified, and further action may be needed in the form of filling out an incident report or feedback form. Any serious concerns about a team members’ response to a child’s behavior should be reported to the pastor of Children and Family 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 (spanning more than 3 consecutive instances), escalates over time and if applying these measures or the suggestions below are not effective.

Undesirable Behavior: Try these suggestions:

- **1st offense:** 1 to 2 verbal warnings; remind children of the points in SLLRP. Distracting children away from offending behavior is often helpful as is giving them some kind of job to do or offering them another choice or optional behavior instead of the behavior you want them to stop. DO NOT spend a lot of time giving attention to undesirable or offending behaviors; this only causes the behavior to intensify. Often children will stop the behavior if you just continue with the lesson activity.

Note: As already mentioned, it is important to match your expectations for behavior with the reality of the kids you are working with to make sure your expectations are reasonable. For instance, having the expectation that children must sit still or silently for more than a very short time is not reasonable – especially when they are 5 years old! Children today often have very short attention spans, so it is important to keep the lesson moving and engage the children as much as possible by asking them questions and giving them tangible ways to participate. (i.e. Get everyone to stand up and do actions with the memory verse or take a break to do jumping jacks if the discussion time is getting too long. I like to hand out stickers silently as I walk around the small group room responding to children and asking them questions).

- **2nd offense:** If they keep being disobedient, they will have to sit out of an activity. (At this point let the CFM Pastor know this action had to be taken). An incident report may need to be filled so parents can be informed of the issue. Be prepared to have a meaningful conversation with parents when the child is picked up at the end of the morning. If you require assistance to have a conversation with parents, please ask the CFM Pastor who will be happy to assist and support you.

Note: When talking to parents it is helpful to share something positive, then share what your concern is and ask them for help or support and then follow up with a positive outlook on how things can move forward.

Incident/Accident Forms

If a serious injury, physical altercation, or other disciplinary issue occurs, an Incident/Accident Form will be filled out by the witness volunteer and a (ministry name) staff member, and the parent will be notified and followed up with. Follow the directions on the form for specific instructions and be sure to complete the form in its entirety. These forms are in supply bins in each classroom and should be turned into a (ministry name) staff member.

Medical Release/New Kid Information

All parents who leave a child in the care of Trinity CFM MUST have a Trinity CFM Medical form (if needed). All new/visiting families leaving their children with Trinity must provide basic Information including the child's name, birth date and parent contact information **before** leaving their child in our care. This information is input into Planning Center Check-Ins or printed on forms located at the upstairs check-in station and should be turned into a the CFM Pastor.

Confidentiality

All information about the children in our program and their families shall remain confidential unless it is determined that harm may come to the child. In that event, the pastor of Children and Family Ministry should be notified immediately, and actions will be taken in line with Trinity Baptist Church's' procedures.

Safety Policies & Procedures Overview

Why do we need a Safety Policy?

- We want to provide our children and youth in our care a safe and secure environment.
- We have a biblical command to keep our children and youth safe. (Matthew 18:5-6)
- We need to protect volunteers against false allegations of abuse.

Church Policy Statement of Covenant

- Trinity Baptist Church will screen all paid and volunteer workers
- Trinity Baptist Church will establish operating procedures
- Trinity Baptist Church will train all workers (see training details below)
- Trinity Baptist Church will have a reporting system

Volunteer Requirements

- Current RCMP background check (if you are over the age of 18)
- Pass the background check with no red flags
- Attend in-person or online Training of CFM safety policy and procedures
- Attend Trinity Baptist Church consistently for at least 6 months
- Encouraged to join Trinity Baptist Church as an active member

Church Staff Responsibilities

- Provide background check authorization forms to all volunteers that require it
- Make sure resulting information is kept confidential
- Conduct training, instructing volunteers on policy and procedures
- Spot check / supervise volunteers to see procedures are being followed
- Review policy and procedures annually at the beginning of each school year with all current and new volunteers
- Collect and maintain updated medical and media release forms for students and children on an annual basis

Staff and Volunteer Training Components

- Child Abuse – It does happen.
 1. 1 in 16 children suffer from sexual abuse.
 2. Over 25% of abused children are under the age of three while over 45% of abused children are under the age of five.
 3. 90% of child sexual abuse victims know the perpetrator in some way. 68% are abused by a family member.
- Types of Abuse

1. Physical - the use of physical force that may result in bodily injury, physical pain, or impairment
 2. Sexual - any sexual act with a child performed by an adult or an older child
 3. Emotional - any act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of a child's identity, dignity, and self-worth
 4. Neglect - a type of maltreatment that refers to the failure by the caregiver to provide needed, age-appropriate care although financially able to do so or offered financial or other means to do so
 5. Ritual – abuse of children as part of rituals associated with occult or religious practices
- Profile of a Child Molester
 - Known by child 80% of the time
 - Takes place in ongoing relationship
 - Between 20 – 30 years old
 - 20% abuse sexually before age 18
 - Child abusers are often married with children of their own

Reporting System Overview

How a Report is made when questionable behavior occurs:

1. Accident – Witness gives written report to a staff member, who takes appropriate action, giving the parents a copy of the form
2. Incident – Witness writes report. Staff speak with parties involved, offering training or counseling if appropriate.
3. Suspected Abuse –
 - Report is filed with the Department of Family and Children's Services (DFACS), the agency responsible for investigation alleged incident
 - Police are called if immediate danger is suspected
 - the CFM Pastor (or the Senior Pastor) and council are informed
 - Council notifies Church Attorney and Insurance Company
 - Only pre-designated person only will speak with the media
 - All information should be kept confidential to protect involved people
 - Pastoral support will be offered to both the victim and the accused
 - Procedures to protect children and those who work with them (see below)
 - Each volunteer will read and sign a statement of agreement with the above information and the signed document will be kept on file

Alberta Law and Reporting Procedure: Alberta Law mandates the reporting of any suspected child abuse to Children and Family Protective Services. The reporting involves whether the abuse occurred at Trinity Baptist Church, during a Trinity sponsored activity/event or it occurred separately from any church involvement.

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

1. Disclose the information to the CFM Pastor

2. Document the time and date that the abuse happened
3. Notify parents/guardians
4. A report will be filed with child protective services, and we will take our instructions from them.
5. If necessary, a report will be filed with the RCMP and we will take our instruction from them.

Information about the 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 child abuse, inappropriate conduct toward children and/or inappropriate relationships between adults and children are grounds for church discipline, dismissal from employment, removal from ministry teams and/or criminal prosecution. There will be a policy review after an incident.

Child disclosure of Abuse: If a child discloses abuse that happened to them outside of our ministry context, the following steps should be followed:

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

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

General Operating Procedures

- Two Person Rule – No adult may be alone with a child at any time; two adults must serve on teams together. And if necessary, we will follow the rule of three where two adults may accompany a child alone or one adult may accompany two or more children at a time for circumstances that require flexible supervision. (Such as taking children to the bathroom from the playground and leaving the other small group leader to supervise the playground).
- Windowed Doors or Open Doors – Doors to classrooms and restrooms must always remain open. If a door must be closed, there should be windows that allow visibility into the room.
- Volunteers and staff will wear nametags – Volunteers will wear easily-identifiable nametags or lanyards that denote their role as a volunteer with the children's ministry.
- Appropriate touch policies that are reviewed annually (see page 26)

- Release child (under grade 5) to appropriate adults only (or youth over 14 years old) – only a parent or legal guardian may pick up a sibling; youth under 14 will not be allowed to pick up or drop off a child

Why is all this necessary?

- We MUST protect our children and youth from a lifetime of pain and injury causing loss of spirit, trust and faith.
- We MUST make sure our staff, volunteers and council are supported in case of frivolous lawsuit.
- We MUST prevent loss of millions of dollars in legal fees and damages to victims.
- We MUST not cause one child or one adult to become a victim!

Acknowledgement of this safety policy is located at the back of the manual and must be returned to Pastor Ashley in person or by email to Ashley@tbcsherwoodpark.ca.

Health and well-being of the children in our care

As ambassadors of Jesus Christ to the children in our ministry, we must strive for the highest standard of trust and behavior above reproach. For this reason, our ministry team must avoid any appearance of inappropriate behavior. Our ministry teams must diligently avoid any conduct that appears to be wrong to any reasonable observer even if no actual misconduct has taken place. The following policies and guidelines are in place to help ensure the physical, emotional and spiritual safety of children in our ministry as well as the members of our ministry teams.

Illness:

A ministry team member who is ill and could therefore expose others to communicable illness should exercise caution in determining the suitability for being present in our ministry programming. A team member who is experiencing symptoms of fever (in the last 24 hours), vomiting (in the last 24 hours), cough or pink eye should not consider themselves fit to serve in their ministry role and should seek another team member to fill in for them. Please see page 8.

Children who are exhibiting symptoms of communicable illness may be prohibited from joining ministry events or Sunday morning programs. Symptoms such as fever or vomiting (in the last 24 hours), diarrhea, inflamed mouth, eyes, throat or cough may be asked not to enter Trinity CFM spaces.

Emergencies:

Medication

Ministry team members are not permitted to administer 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 EpiPen). If a child needs medication, the parents must administer it. No medication will be left in a room or with a team member or child. In extreme cases such as nut allergies or ventilators for asthma, arrangements must be made with written instructions and permission of the child's parents for the medication to be used if needed.

Fire

All procedures must be reviewed annually for fire emergencies. Fire inspections are carried out yearly and the Trinity Baptist Church building must comply with Fire Marshall directives. Fire extinguishers must be present and available in ministry spaces as per Fire Marshal directives.

Evacuation

Evacuation routes are posted at the entrance/exit of every classroom and ministry space in the Trinity Baptist Church building. The grove of trees in the circular driveway by Trinity's front entrance is the designated muster point and if this location is unfit, the secondary designated muster point is the sheds by the community garden on the southwest edge of the church property.

Lockdown

In the case of a need for emergency lockdown, team members must:

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

Lockdown locations

- Trinity Tots – Sensory Room
- Trinity Kids/Edge - CFM Hub, large classroom next to the Hub, Prop Room Storage Room, Property Team storage room (must be accessed by code lock)

First Aid

First Aid kits are labelled and located in:

1. CFM HUB
2. Fellowship Hall Kitchen
3. Trinity Tots (Green Cupboards)

4. Trinity Tots (Gathering Room Cupboards)

First Aid Training

Ministry team members who supervise children are encouraged (but not required) to maintain current certification in basic first aid. Trinity Tots team members may wish to be trained and certified in infant/toddler CPR. Babysitting safety and first aid classes are also encouraged for teens in our CFM team. Attending First Aid Training is not mandatory nor is it compensated by Trinity Baptist Church; however, if you have certification, please let the CFM Pastor know as this information is useful.

The CFM Pastor always maintains current First Aid Certification.

Food Safety

Though it is not mandatory, day camp staff or team members who are preparing food for children in our ministry to consume are encouraged to participate in basic food safety training. Free online courses exist that can provide this training. The CFM Pastor always maintains current Food Safety Handling certification.

There are children in our ministry programs with allergies to foods that we must be aware of. Posters regarding anaphylaxis are posted in the Trinity Tots Gathering Room and CFM Hub to help team members be able to ascertain when a possible allergic reaction is happening and to help a child respond quickly. We follow these guidelines to protect the children in our care:

- We maintain a nut-free environment. All snacks consumed in our ministry programming must be nut free. No homemade food is permitted.
- Any children who have known severe allergies must have notes posted in their profile on Planning Center Check-Ins and must let CFM team members know.

Transportation

The method of transportation used during CFM programs or events of any kind is hiring a bus and driver. If the ministry event is approved by the CFM Pastor, there may be an exception granted for children to ride in vehicles of parents with parental approval. The driver must be 18 years or older and carry appropriate licensing and registration.

Provisions for the Care of Children with Disabilities

Trinity CFM is an inclusive place for all children and families. Sometimes children in our care during ministry programs and events may have special needs that require various support or considerations to participate in ministry in a way that is meaningful for them. We are committed as a ministry to offer whatever supports for inclusion that we can. We are committed to working with parents and our volunteer teams to incorporate strategies and practices for inclusion; however, we recognize that there are limitations within our volunteer capacity to provide specialized care or services. We will work with parents to determine what the appropriate level of assisted care or inclusion services

are that their child requires and what the church is able to provide as a volunteer ministry. All unique strategies for inclusive support or assisted care for children must be documented with written approval by parents and the CFM Pastor.

Physical Affection/Appropriate Touch and Speech.

Children feel safe and cared for when we as adults model boundaries and appropriate physical touch and speech in all our interactions. It is our responsibility as a ministry to be examples to the children in our ministry in our actions and speech of mutual love, honor, humility and respect.

This means that even as team members in the way we interact with one another we are conscience of the way we speak and interact with one another that it be wholesome, edifying and above reproach.

Our speech must also be appropriate; lewd jokes, excessive sarcasm, mocking or threatening language that could be misunderstood or interpreted in a way that hurts or confuses children or makes them uncomfortable is prohibited in Trinity CFM.

Physical assistance/ affection or touch to the children must be appropriate to the developmental age of the child. (Ex. It is appropriate to pick up a 13-month-old child that is crying. It is no longer appropriate to pick up children past the age of 36 months).

Appropriate affection can be expressed safely by:

- Bending down to the child's eye level and speaking warmly, listening to children carefully and expressing interest by asking questions
- Taking a child's hand to lead them to an activity
- Holding hands with a child under the age of 72 months
- Putting a hand on their shoulder or back to direct them when needed
- Putting an arm around a child in an open hug
- Offering a child an open hug, fist bump or high five

Inappropriate touch that is unacceptable:

- Kissing, coaxing a child to kiss you, extended closed hugs or having children over 56 months sit on your lap. Instead encourage children to sit beside you for story time.
- Cuddling or carrying children over the age of 36 months (including piggyback rides)
- Tickling of any form
- Touching any child in any area that would be covered by a bathing suit

Sexual abuse/interference of any kind including inappropriate comments or exposure is unacceptable and subject to criminal prosecution under the laws of Alberta.

Safe Communication

(protecting children from online exposure)

It is the responsibility of Trinity CFM to protect children from infancy to Grade 7 from any online exposure by obscuring their identities if posting any photos on social media and not including names or personal information with any social media posts as it pertains to the identities of children or families.

Children will participate in worship services at Trinity where they may have roles on the stage platform and will be recorded and livestreamed via social media. Their participation and involvement must be at the discretion of parents and livestreamed or recorded content must never be used to promote the individual identities of children or be used for any social media purposes outside of the church's worship service context.

When children come to the church platform during "children's moments" they are encouraged to sit facing the platform so as not be recorded via livestream (only the backs of their heads) and only their first names will be used in any conversation during a children's moment.

Any photographs taken during ministry programs or events will be shared in-house with our church community on printed materials such as the downstairs bulletin boards or classrooms in Trinity CFM.

Internet, social media and phones

CFM ministry team members are representatives of our church and ministry both on and off-line. Responsible use of the internet and social media includes:

1. No written reference to your involvement with the CFM ministry
2. No written reference to any particular children in the ministry
3. No pictures or video of children in the ministry identifying names or features
4. No contacting children in the ministry through online platforms. The one exception to this may be email. If sending an email to a child in Trinity CFM, the parents must be cc'd on the email. Failure to do so is a breach of our child-safety policy.
5. No accepting "friend" or "follower" requests from children in Trinity CFM under grade 7. We encourage team members to connect with children in safe ways outside of Sunday morning programming by contacting parents via their family email, land line or parent cell phone number. Texting a child directly by a ministry team member is not permitted.

Gender Considerations

Perspectives and Best Practices concerning gender identity in the context of Trinity CFM can be found in our pastoral paper, "Trinity's Perspective and Practices Regarding Gender Identity and Next Generation Ministries".

Please refer to this pastoral paper for a clear understanding of how our Safety Policies as outlined in this manual, are upheld for the use of washrooms or changerooms in respect to biological sex, and how we seek to protect all children spiritually, emotionally and physically from ideological communication about gender or any bullying speech or behavior.

Best Ways to Connect with Children and Families at Trinity

Crew Cards

C - Congratulate... Let them know you're proud of them for something! Did you notice a child share with someone else? Did you hear them encourage someone else? Did they pray out loud for the first time? Did they ask questions that showed they're really thinking about what they're learning?

R - Remind... Remind kids what we learned about today. Ask them if they've thought about the lesson since Sunday. Share your favorite part of the Bible story or the morning.

E - Encourage... Did their smile and good attitude brighten your day? Did you notice they seemed sad about something, and you want to let them know you're praying for them? You were a great listener when... I loved that you showed a servant's attitude when... You are so good at...

W - We missed you... Look for the name of a child who wasn't at church today and write them a little note to let them know how much you missed seeing them!

Edge Events

Volunteering to chaperone an Edge event with our Grade 5/6 students is a great way to connect with them in a safe and healthy way. If you are interested in getting to connect with Trinity Tots families outside of Sunday mornings, consider asking the family if they'd like a new babysitting contact or a parents' helper.

Giving gifts is not generally considered an appropriate way to connect with children in CFM and should be done only when carefully considered within the context of the gift, occasion for the gift and involvement of the parents.

Protection of Personal Information

Any personal information about other individuals you receive as part of CFM team must be protected. These may include:

Name	Address
Email Address	Phone Numbers
Medical conditions	Family Situations
Pastoral Care Concerns	

Financial information including banking or insurance information

Such information may not be disclosed to any third party outside of Trinity Baptist Church Sherwood Park Society. Any personal information is not to be used for the purposes of soliciting, non-ministry recruitment or sales.

SINCERE THANKS:

Sincere thanks to you for reading this handbook and familiarizing yourself with all the moving parts and standards we hold ourselves to in order to make our ministry a safe, thriving and edifying experience for all involved. We answer to a high calling when we engage in ministry to children and families and by God's grace we are equipped to minister well. Thank you for your participation in our goal to KNOW Jesus, GROW in relationship with Him and others and GO to share His love.

This ministry only happens because we take on this mission together as the united body of Christ. For Him and through Him,

Pastor Ashley Winkel

Please complete and return to Pastor Ashley in person or email
Ashley@tbcsherwoodpark.ca

Safety Policy Acknowledgment

I, (Print Name) _____, sign and affirm
I read the above **Policy for Protection of Children at Trinity Baptist Church Sherwood Park.** in its entirety, and that I will faithfully follow and abide by all policies, procedures and guidelines pertaining to ministry leadership of children, youth and/or special needs individuals and the ministry role I am assigned.

Signed

First name / Last name

Date

Statement of Beliefs Acknowledgment

I, (Print Name) _____, sign and affirm
I read and agree with the believe and identity statements of **Trinity Baptist Church Sherwood Park and CBWC.** I will faithfully follow these statements of belief and not teach anything contrary to them in all aspects of my ministry role in Trinity Baptist Church Children and Family Ministry.

Signed

First name / Last name

Date