

Family Ministry Handbook & Safe Guarding Policy

Everything you need to know to serve in family ministry



Vision Baptist Church

Thank You

I am absolutely thrilled to serve with a truly gifted staff and incredible LEADERS like you! With the whole of my being, I believe that we are ministering to the most important ministries in the church. When we are successful the difference isn't measured in lives, but rather in *generations*. I believe that together, we can make an impact that will change our community and world—one precious life at a time.

You have made a decision that is going to make *your* life better. That's not an understatement. By volunteering in family ministry, you have signed up to help a kid or teenager grow in their faith, but the time you spend here will also have an impact on *you*.

In other words, serving isn't giving your life away. It's enjoying your own life more because you're serving the Lord and helping others. It is a privilege to serve together!

I pray this is a valuable resource to you as you serve at Vision.



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What is Family Ministry?



Family ministry at Vision recognizes the important role of the family in shaping the spiritual development of students. We believe that both the church and home are vital to the discipleship journey of children and youth.

Our Family Ministry model is a collaborative approach, where the church's light (programs, teaching, and community) work with the heart of the family (influence of parents and caregivers). This concerted effort aims to equip and support families, acknowledging them as a primary context for nurturing faith.

Through intentional partnership and shared responsibility, our goal is to establish an environment that fosters meaningful spiritual growth for every member, spanning from the youngest to the oldest, within the context of their family and our church.



"The best thing we can do for a kid's faith is to learn how to love their parents well...no one has more potential to influence a kid than a parent."

Reggie Joiner, Founder of Orange

150
Hours of
Influence



Church

3000
Hours of
Influence



Home

Teaching & Programing For Their Level



The Preschool Phase

PRESCHOOLERS THINK LIKE AN ARTIST.

Artists experience the world through activities that stimulate the five senses. Preschoolers blend reality with imagination and learn through participation. A baby's brain has more neurons than at any other time in life, and those neurons are forming two million synapses every second. In this phase, they are mildly aware of everything in their environment, and they take it all in at an unfathomable pace.

Preschoolers learn experientially, through their senses, from someone who responds to them. In their world, there is no real distinction between what is real and what is imaginary. Like artists, they learn best when they can make it with their hands. This is why movement, music, and art are critical for learning in this phase.



The Elementary Phase

ELEMENTARY-AGE KIDS THINK LIKE A SCIENTIST.

Scientists understand the world through concrete evidence they can test repeatedly. Elementary-age kids discover how things work through repetition and clear application. Brain research suggests that during the elementary years (ages 4-10 or 11), kids learn information quickly and easily. But just because kids in this phase are eager learners doesn't mean they learn like adults.

They're still mostly concrete thinkers. They need repetition and clear application. Like a scientist, they learn best when they can observe something in their present environment. The more frequently a new concept can be connected to everyday experience, the better.





The Middle School Phase

MIDDLE SCHOOLERS THINK LIKE AN ENGINEER.

Engineers solve problems by connecting concepts so they work together. Middle schoolers personalize abstract concepts by connecting ideas. Like their physical bodies, there is a “growth spurt” in the brain of a middle schooler. The brain overproduces neurons and synapses similar to the growing brain of a toddler. This period of rapid growth accounts for a middle schooler’s ability to think more abstractly, to understand multiple perspectives, and to think critically about themselves and others.

It also means that instructions need to be simple and clear if you hope to be heard. Like an engineer, they learn best when they personalize an idea by connecting pieces of information. That’s why puzzles, patterns, and codes can be helpful for learning in this phase.



The High School Phase

HIGH SCHOOLERS THINK LIKE A PHILOSOPHER.

Philosophers seek to understand what is unseen and what cannot be measured. High schoolers want to discover meaning and learn best by processing out loud. A high schooler loses approximately one percent of the grey matter of their brain every year through a process called “pruning.” Pruning allows the brain to prioritize information to become flexible and efficient. With this new efficiency comes an increase in analytical thinking.

But, the limbic system (risk-taking) is developing at a faster rate than the prefrontal cortex (regulating behavior). So risk and personal experience still govern behavior. Like a philosopher, they learn best through open debate, multiple perspectives, and applied reasoning. That’s why self-expression and community are essential for learning in this phase.



Qualifications for Family Ministry Volunteers



Heart & Spiritual Health

Recognizing who we are is more important than what we do

- Have a personal, growing relationship with Jesus Christ.
- Recognize the Bible as the final authority for your life.
- Have an active prayer and devotional life.
- Be willing and desirous to share the Gospel.
- Have the time, emotional capacity, and moral & spiritual discernment to lead a group or people.

Committed Church Membership

In order to maintain volunteer health and safe spaces we believe that faithful church members should be serving.

- Be an active church member who is consistent in attending
- Meet and be willing to abide by requirements and expectations set forth by the Family Ministry Handbook, including Family Ministry Covenant & Safe Guarding Policy
- Over the age of 13
 - Any volunteer under the age of 18 must have parental consent.
 - Volunteers under 18 years old may help with any age group while accompanied by an adult.
- Must be approved by pastoral staff prior to serving in order to maintain a safe environment, uphold policies, and ensure volunteer health.

Temperament & Gifting

Ministering to children is a blessing, but also has unique challenges. We desire to ensure that all volunteers occupy a roll they can joyfully and fruitfully fulfill.

- Poses a generally patient and child-friendly temperament
- Someone who does not take themselves too seriously and can engage kids on their level
- Someone who possesses discernment in talking to students and parents
- Must enjoy the company of students, other volunteers, and parents

Qualifications for Volunteers Cont.

Ongoing Training

We believe it is of utmost importance to meet together for ongoing training, accountability, and personal growth.

- Attend the monthly church-wide volunteer meeting and communicate with ministry directors when unable to attend.
- Be willing to meet with the Families Ministries Pastor for ongoing evaluation.
- Attend an orientation class or meeting is required to help educate and create awareness of the dangers of child abuse, explain procedures, and communicate expectations.

Care Giving

In order for anything to grow it must be cared for.

- Help their pupils understand the Scripture.
- Connect with kids on a personal level to provide encouragement.
- Be willing to intervene and correct inappropriate behavior in the children they are serving in a manner harmonious with Biblical teaching, the church safe guarding policy, and the kids volunteer handbook.

Family Ministry Covenant

Introduction

Thank you for your interest to serve in our family ministry environments! There are a few things we wanted you to know about our volunteer positions in these environments. First, as a volunteer in this ministry, you're in a leadership position, and the children and students here will watch what you say and do closely. We think that's great! You should be a role model for the next generation. And as a role model, your lifestyle is important to us. We want to make sure who you are on Sunday is who you are the rest of the week.

There are several issues that are most important to us, so we'll go into more detail about them in order to ensure that we're all on the same page.

Regarding Church

- "I love my church and the people that are part of it"
- "I will help ensure that other volunteers are meeting policy"
- "I will communicate with leadership both good areas and bad areas you believe need be addressed"

Regarding Sexual Behavior

We believe that sex was created by God as an expression of intimacy within the context of marriage. Volunteers who embrace a lifestyle that contradicts this teaching will find themselves having to pretend to be something they're not and believe something they don't.

To prevent you from a potentially awkward or problematic situation, we may ask you not to serve for the following reasons:

- If you are involved in a sexual relationship and not married.
- If you are currently living with a sexual partner and not married.
- If you are married and are currently involved in a sexual relationship outside of your marriage.

Family Ministry Covenant

Regarding Substance Behavior

If you have a history of alcohol or drug abuse, this might be something God uses in a positive way to impact the future of the next generation. We'd love to talk with you further about your story and how it can impact the children and students in our ministry. We have a few guidelines that will determine your volunteer placement and a few reasons we may ask you not to serve at this time:

- If you have been arrested for or convicted of an alcohol or drug-related offense in the past 5 years.
- If you are currently being treated for alcohol or drug abuse.
- If you have used any illegal substance in the past 5 years.
- If consuming alcohol is a regular part of your lifestyle.

Regarding Social Behavior

The kids (and/or the parents of the kids) in your group will definitely visit your Facebook page. If you blog, tweet, TikTok, Instagram, or Snapchat, your few will probably follow you through those platforms. We think social media can be a great way to connect with your few outside of Sunday! However, they'll also be able to see everything you post publicly. Please leverage your social media with your group in a positive way.

Please be mindful of these guidelines, and we may ask you not to serve for the following reasons:

- If you use inappropriate language on a regular basis.
- If you post pictures of yourself in explicit or sexually suggestive attire and poses.

Before serving at Vision Baptist Church one must be able to say and agree to the following:

- " I have read and agree to the requirements in the: handbook, covenant, and safeguarding policy. "
- "I meet the requirements stated by the: handbook, covenant, and safeguarding policy"

Family Ministry Procedures

Policies and Procedures

Check-In & Dismissal

(In Kid's Ministry & AWANA) Make sure each child in your group has gone through the check-in process through the church before participating in a group or program. Each child in our group should be wearing their label in a clean and visible way (Back, Arm, Chest) For dismissal please ensure that each child is dismissed by their parent or proper guardian using the labels provided by checking in.

Restroom Procedure

Never go into the bathroom alone with a child. If they need help, bring another adult with you. If they are old enough to go by themselves, wait outside for them.

Concerning Allergies

Be aware of the allergies of the children under your supervision—especially peanut allergies. Allergies can and should be logged on the check-in labels of kids. During group times when you are giving out food, double check with each student or their guardian to make sure they aren't allergic to anything you're giving.

Sickness Policy

If a child has had a fever within the last 24 hours, they should not be allowed in our classroom and group environments. If a child is exhibiting signs of sickness (fever, lethargy, cough, etc) please contact your respective ministry leader as soon as possible.

Photo Policy

We ask that children's ministry and nursery volunteers refrain from taking photos of their students during church functions. Only assigned volunteers and church staff are authorized to make photos or videos for marketing and promotion. Photographs and videos of children at our church may be shared at times on the church's marketing and promotion and is overseen by church staff and is done only after having obtained the expressed consent of parents and guardians.

Policies and Procedures Cont.

Discipline and Behaviour

The word discipline means “teach” and the process of discipline is to help teach children appropriate ways to meet their needs, self-regulate behavior, and to stop inappropriate behavior.

Volunteers and leaders are to NEVER physically discipline a child. Volunteers WILL teach children by:

- Setting clear limits (communicated rules).
- Redirecting inappropriate behavior(Let’s sit and play cars instead of climbing on the table).
- Offering choices (You can do sit on the carpet here, or next to me, but we’re not going to run around the room.)
- Acknowledging feelings (I can tell you are angry. What can we do to make you feel better?)
- Talking through situations (Tell me what’s going on so I can help you.)
- A brief separation from the group is acceptable when a child’s behavior puts them or other children at risk. If this occurs, the teacher may place the children in a supervised area away from the group. This time out practice will only be used for children two years or older and will not exceed one minute per year of the child’s age. Example- a separation of 3 minutes for a child 3 years old, or when the child has regained a calm state.

If after all of the above attempts have been made and the child is still having a difficult time, the parents will be called. At that time please contact the Family Ministries Pastor, AWANA Commander, or Sunday School Leader.

In all of our Kids Ministry areas and interactions our goal is to provide a safe, loving and Christ-centered learning environment.



Family Ministry
Volunteer Role
Descriptions

Nursery Leader

Your Win

Investing in the family as a whole by providing compassionate care to little ones while serving the family by allowing uninterrupted time for caregivers to hear the Word of God taught.

Who You Go To

Nursery Directory

Who You Are

- Someone who can care for and engage with children and their needs.
- Someone who exhibits patience with the developing temperaments of infants and toddlers

What You Do

BE PRESENT

- Show up *predictably*– Always at least 10 minutes early to scheduled time
- Show up *mentally*–ready to show love to little ones with tenderness and structure.

CREATE A SAFE PLACE

- Care for the group– By being attentive, focused on the safety and care of the children.
- Present the truth–yes even infants can experience Gods truth in how you interact with them. Songs, books, or even simply comforting a child are all great opportunities to display the love of God to them.

PARTNER WITH PARENTS

- Cue the parent– It is our duty to keep caregivers informed of any incidents or accidents that occur while children are in our care. It's also always nice to hear when a child has a "win" during their time in nursery (ie: " they had a GREAT day today!")
- Honor the parent– Familiarize yourself with the needs of the children at every service opportunity. This would include things like: "Will they need to eat or nap during the time they are in our care?"

MAKE IT PERSONAL

- Build trust–Children are a most precious gift and parents and children alike long to feel welcome and safe in our care.
- Connect – By finding ways to interact with the children and not just with the other volunteer in the room. Be intentional about engaging with the children you have the privilege of serving.

Sunday School Class Leader

Your Win

Invest in a group of kids by creating a safe place for conversations to help them develop an authentic faith.

Who You Go To

Family Ministries Pastor

Who You Are

- Someone who can greet and engage with children.
- Someone willing to build relationships with your group.
- Someone willing to collaborate with fellow servant leaders.

What You Do

BE PRESENT

- Show up predictably– 9:10am on Sundays, Pre-Class Huddle at 9:15am
- Show up mentally–like leaving your phone in your pocket so you can focus on your group.

COMMUNICATE TRUTH

- Present the truth–Using the curriculum & resources provided by the church bring a lesson that is Biblical and on level.
- Encourage conversations–Allow moments to talk life, the lesson, or answer questions they may have.

CREATE A SAFE PLACE

- Ensure that undesignated adults are not in the ministry space
- Lead the group– Cultivate a fun and safe environment to teach God's word.

PARTNER WITH PARENTS

- Cue the parent– As kids move & respond keep their parents informed
- Honor the parent–by never talking badly about them in group.
- Reinforce the family–by encouraging kids to love and care for their parents and siblings.

MAKE IT PERSONAL

- Build community–allow every kid to feel welcomed
- Set priorities–you will reap reward where you sew emphasis
- Be real–kids will know when you're pretending to be someone you're not.
- Attend training events and meetings.

Sunday School Class Leader

(Middle & High School)

Your Win

Invest in a group of kids by creating a safe place for conversations to help them develop an authentic faith.

Who You Go To

Family Ministries Pastor

Who You Are

- Someone with a sincere desire to teach the Bible to young people
- Someone who possess discernment when talking to students and adults
- Someone willing to invest time into young people and developing a relationship with them
- Someone who will not only minister to our regular students but willing to serve our newer and less established students
- Someone willing to attend events and programs for students

What You Do

BE PRESENT

- Show up *predictably*– 9:10am on Sundays,
- Show up *mentally*–like leaving your phone in your pocket so you can focus on your group.
- Show up randomly- like attending a sporting event or grabbing pizza, find ways to spend time with students

CREATE A SAFE PLACE

- Lead the group– Cultivate a fun, safe, and orderly environment to teach God’s word.
- Present the truth–Using the curriculum & resources provided by the church bring a lesson that is Biblical and on level.
- Encourage conversations–Allow moments to talk life, the lesson, or answer questions they may have.

PARTNER WITH PARENTS

- Cue the parent– As students move & respond keep their parents informed
- Honor the parent–by never talking badly about them in group.
- Reinforce the family–by encouraging students to love and care for their parents and siblings.

MAKE IT PERSONAL

- Build community–allow every student to feel welcomed
- Set priorities– you will reap reward where you sew emphasis
- Be real–because students will know when you’re pretending to be someone you’re not.
- Attend training events and meetings.

Children's Church Leader

Your Win

Engage kids in the large group environment by setting an energetic tone, helping set an orderly class room, and being available for questions and counseling needs of kids

Who You Go To

Family Ministries Pastor

Who You Are

- Be willing to greet and engage in conversation with kids
- Someone who can share the Gospel with kids
- Someone who can create a fun environment

What You Do

SHOW UP

- Commit to showing up consistently and staying for the whole service
- Come early to attend the 9:15am huddle and help with transition at 10:25am.
- Be prepared.

CREATE AN ENGAGING EXPERIENCE

- Bring energy and enthusiasm to the games, activities, or Bible story presentations.
- Follow the big ideas and themes provided– but improvise as needed to keep kids engaged.
- Inspire and motivate kids and students to make their time fun and meaningful.

CREATE A SAFE ENVIRONMENT

- Stay until all kids in group are picked up
- Ensure that unapproved adults are not present in the room

KEEP IMPROVING

- Know your audience. (And keep re-learning new things about them!)
- Attend training events and meetings.

AWANA Leader

Your Win

Engage kids in the AWANA ministries our our church by one or all of the following: Bible teaching, Bible memorization, Games, and helping facilitate groups.

Who You Go To

AWANA Commander

Who You Are

- Someone who can exhibit patience while kids learn and practice verses
- Someone who can work well in a large group setting

What You Do

SHOW UP

- Commit to showing up consistently and staying for the whole service
- Come early (6:15pm) to help welcome kids into their room and ensure space is set up.
- Be prepared.
- Participate in pre-club and opening ceremony activities.
- Actively participate in club programming
- Stay until group members are picked up
- Accurately mark leader binders

CREATE AN ENGAGING EXPERIENCE

- Bring energy and enthusiasm to the games, activities, or Bible story presentations.
- Follow the big ideas and themes provided– but improvise as needed to keep kids engaged.
- Inspire and motivate kids and students to make their time fun and meaningful.
- Take part in weekly theme nights

KEEP IMPROVING

- Know your audience. (And keep re-learning new things about them!)
- Attend training events and meetings.



CHILD SAFE GUARDING POLICY

Contents

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What is a Child safe guarding policy?

A child safeguarding policy is a document that outlines a set of procedures and guidelines that an organization or community has put in place to protect children and young people from harm, abuse, and exploitation. It should clearly describe the steps that the organization will take to prevent harm and to protect children and young people, and should set out the roles and responsibilities of staff, volunteers, and other stakeholders in relation to child safeguarding.

Why?



To protect children and young people from harm: A child safeguarding policy helps to create a safe and welcoming environment for children and young people, and to prevent them from being exposed to harm, abuse, or exploitation.

Our Commitment To Protecting Children

Our church is committed to the safety and well-being of children and young people, and to preventing harm, abuse, and exploitation. We recognize that children and young people have a right to be treated with respect and dignity, and to be protected from harm. To this end, we will take all reasonable steps to prevent harm and to protect children and young people from abuse, including implementing safe recruitment practices, providing supervision for activities, and having clear procedures in place for managing allegations of abuse.

Requirements for our Volunteers

In order to maintain a safe and effective children's ministry we must hold our adult volunteers to the following requirements prior to involvement in children's ministry

- A professing believer
- A baptized member
- Must attend for Six Months
- Must be a Member in Right Standing
- Must have a completed Background Check
- Will have completed Mobilize My Ministry Training
- Not to miss more than one preaching service due to serving
- Volunteers approved by pastoral staff

Mandatory Reporting Policy

In Georgia, mandatory reporting laws require certain individuals, known as mandatory reporters, to report suspected cases of child abuse or neglect. In accordance with Georgia law, mandatory reporters include professionals such as healthcare practitioners, teachers, social workers, law enforcement personnel, and clergy members, among others.

When aforementioned individuals have reasonable cause to believe that a child is being abused or neglected, they are obligated to report these suspicions to the appropriate authorities, typically the Division of Family and Children Services (DFCS) or law enforcement.

Reports of suspected child abuse or neglect must be made immediately, usually within 24 hours of becoming aware of the situation. Failure to report as required by law can result in legal consequences for the individual who failed to report.

Guidelines for our Volunteers

It is important to clearly communicate these rules to volunteers and ensure that they understand the importance of following them in order to protect children and young people from harm.

- ✔ Treat all children and young people with respect and dignity.
- ✔ Never engage in physical punishment or any other form of abuse.
- ✔ Respect the personal space and boundaries of everyone.
- ✔ Be aware of the potential for situations that may be misinterpreted or misunderstood, and avoid being alone with children or young people wherever possible.
- ✔ Report any concerns or incidents to the appropriate people
- ✔ Participate in children's ministry training and stay up to date with the church's child safeguarding policies and procedures.
- ✔ Background checks must be completed prior to engaging in any ministry with minors
- ✔ Volunteers must be approved by a staff member prior to engaging in ministry with minors

Reporting Procedure

- All allegations of abuse or misconduct must be taken seriously and reported immediately to the designated officer responsible for handling such reports.
- The designated officer will take a written statement from the person making the allegation, including as much detail as possible about the alleged incident(s).
- The designated staff member will inform the appropriate authorities, such as the police, child protective services, and the church's legal representative.
- The designated staff member will conduct an initial investigation, which may include interviewing the person making the allegations, the alleged perpetrator, and any witnesses.
- The designated staff member will also take steps to protect the child involved and any other children who may be at risk. This may include removing the alleged perpetrator from their role, or arranging for counseling or other support for the child.
- The designated staff member will keep detailed records of the investigation and will provide regular updates to the church's leadership and the appropriate authorities.
- If the investigation finds evidence of abuse or misconduct, the church's leadership will take appropriate action, which may include dismissing the staff member or volunteer, or taking legal action against them.
- The church will also support any children who have been affected by the abuse or misconduct, and will ensure that they receive appropriate counseling or other support services.

Our church takes all allegations of abuse seriously and has a zero tolerance policy towards any form of abuse. If you have a concern about a child or young person's safety or well-being, or if you witness or experience any form of abuse, you should report it immediately to a staff member, deacon, designated child safeguarding leader, or another appropriate person within the church. You can also report your concerns via email at secretary@visionbaptist.com.

If you make an allegation of abuse, you will be treated with respect and sensitivity, and your concerns will be taken seriously. The safety and well-being of the child or young person involved is our top priority. We will take all necessary steps to protect them and to ensure that they receive any necessary support and counseling.

Reporting Procedure cont.

We will follow the relevant laws and regulations regarding the reporting of allegations of abuse, and will inform the relevant authorities, such as the police and child protection services, if necessary. We will keep accurate records of the allegations and the actions taken in response to them.

Incident Reports

The purpose of this policy is to ensure that incidents that occur within our organization are reported, documented, and investigated in a timely and effective manner. This policy applies to all staff, volunteers, and visitors to our organization.

Our organization takes the safety and well-being of all individuals seriously, and has a zero tolerance policy towards any form of abuse or neglect. To ensure that incidents are promptly reported, documented, and investigated, we have established an incident report policy.

Incident Reports cont.

What is an incident? An incident is any event or situation that occurs within our organization that has the potential to cause harm, injury, or damage, or that affects the safety, well-being, or dignity of individuals. This includes, but is not limited to, accidents, injuries, abuse or neglect, property damage, and disruptive or inappropriate behavior.

Who is responsible for reporting incidents? All staff and volunteers are responsible for promptly reporting any incidents that they witness or are made aware of.

How should incidents be reported? Incidents should be reported as soon as possible to the an appropriate person within the organization. Incidents should be reported using the standardized incident report form, which can be obtained from the incident report officer or online.

What happens after an incident is reported? The incident report officer will review the incident report and determine the appropriate course of action. This may include conducting an investigation, involving relevant stakeholders, and implementing corrective actions as needed.

How are incidents documented? All incidents will be documented in a timely and accurate manner using the standardized incident report form. The form should be completed as fully as possible, including details of the incident, the individuals involved, and any actions taken in response to the incident.

How is confidentiality maintained? All incidents will be treated with confidentiality and the privacy of individuals involved will be protected in accordance with relevant laws and regulations.

How is the incident report policy reviewed and updated? The incident report policy will be reviewed and updated on a regular basis to ensure that it remains effective and relevant.

Procedures

- All staff and volunteers who work with children and young people are required to undergo criminal record checks
- We have clear guidelines for appropriate behavior towards children and young people, and for reporting any concerns or incidents.
- We have a process in place for responding to and reporting any incidents or concerns, including a clear chain of command and the involvement of outside agencies if necessary.
- We provide training and support for staff and volunteers on child safeguarding issues and how to implement this policy.
- We will continue to review and update this policy on a regular basis to ensure it remains effective and relevant.

Implementation: This policy will be communicated to all staff, volunteers, and will be available to visitors at our church, and will be reviewed and updated on a regular basis. Any concerns or incidents will be dealt with in accordance with this policy and relevant laws and regulations. This policy applies to all staff, volunteers, and visitors to our church who have contact with children and young people.

Reporting Leaders



Zach Elrod
Incident Report Leader



Josh Criss
Abuse Report Leader



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