
FAIRLAND CHURCH POLICY MANUAL



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OUR MISSION

The mission of the Fairland Brethren in Christ Church is to make fully committed disciples of Jesus Christ.

OUR CORE VALUES

EVANGELISM - We believe we are called to take the message of salvation to a lost world. We believe this salvation comes from God and is available only through Jesus Christ.

DISCIPLESHIP - We believe discipleship of believers is essential to growth and maturity in the Christian Faith.

LOVE FOR ONE ANOTHER - We believe that we are called to love one another as Christ has loved us.

WORSHIP - We believe worship is an expression of our supreme love for God the Father, God the Son, and God the Holy Spirit.

AUTHENTIC CHRISTIANITY - We believe authentic Christianity involves a total life transformation through daily Bible study, prayer and personal accountability.

PRAYER - We believe prayer is essential for releasing the direction and power of the Holy Spirit individually and corporately.

LOVE THROUGH SERVICE - We believe we are to be a fellowship of caring believers meeting physical, emotional, and spiritual needs both in our congregation and in our community.

FAMILY - We believe the family is the basic unit of the church, community and our nation.

BIBLE - We believe the Bible is the inspired Word of God providing the truth and authority for living daily in obedience to His Word.

SPIRITUAL GIFTS - We believe God through the Holy Spirit gifts believers for works of ministry and service to one another.

ORGANIZATIONAL STRUCTURE

Church Board

- Focus: Mission/Vision/Direction
- Key Question: Are we doing the right things?
- Function: Leadership

Ministry Team

- Focus: Implementation of Vision
- Key Question: Are we doing things right?
- Function: Management

Church Board & Ministry Team

- Focus: Communication between vision and implementation
- Key Question: Does everyone have the same sheet of music?
- Function: Collaboration

Our Mission: To make fully committed disciples of Jesus Christ.

Reorganization **without** spiritual renewal is a dead end street – leading straight to nowhere.

Reorganization **with** spiritual renewal is a narrow road– leading straight to mission accomplishment.

SECTION 1: MINISTRY DESCRIPTIONS

SENIOR PASTOR

Purpose:

The pastor will provide for the teaching and shepherding of the congregation and will provide leadership to define, articulate, and implement the mission/vision of the congregation.

Qualifications:

- Meets the qualifications of an elder (1Tim 3:8-13; Titus 1:6-9) and has a growing personal relationship with God through Jesus Christ.
- Is physically, emotionally, and mentally able to fulfill the duties assigned.
- Has experience as a spiritual leader.
- Meets the qualifications as set by the Brethren in Christ Church.
- Has a compelling desire to lead people to faith in Christ and toward spiritual maturity.

Amenability:

- In matters of ministerial credentials and pastoral assignment, the pastor is amenable to the Conference Bishop.
- In matters of pastoral function, the pastor is amenable to the Church Board.
- Ultimately, the pastor is amenable to the congregation when it takes action in a duly authorized member's meeting.
- Shall adhere to Brethren in Christ Polity, the Covenant of Leadership Conduct, and the Policy of Executive Limitations.

Appointment: (MDG, Article XVI, pgs 64-5)

- The pastor is assigned through the Conference Bishop.
- The initial term of service shall be for a period of three or five years.
- The length of each additional term of service shall not exceed five years.

Duties:

- To share collegially with the Church Board to provide oversight for all aspects of congregational life and ministry. (The goal is collegiality while preserving the pastor's authority and responsibility to lead.)
- The pastor will direct the functions and resources of the congregation similar to the way an executive director would serve to direct a not-for-profit organization.
- To be a "team builder" for each of the teams in an effort to develop a positive environment for effective ministry.
- To preach and teach God's word, administer believer's baptism and Holy Communion, and to officiate at weddings and funerals.

- To stimulate spiritual maturity in the Congregation through a well-balanced program of biblical preaching and doctrinal teaching.
- To give monthly reports to the Church Board and annual reports to the congregation.
- To cooperate with the Conference Bishop and support the ministries of the conference and denomination and to submit all required reports.
- To participate with other pastors in the community.
- To supervise the church secretary and other paid ministry staff.

Personal Growth:

- Seek opportunities to present the gospel and lead others toward maturity.
- Maintain a regular practice of personal/family worship.
- Seek to be continually growing in Christ-likeness by study and prayer.
- Participate in workshops and/or seminars annually.
- Read good books and periodicals for spiritual, personal and professional growth.

THE CHURCH BOARD

Purpose:

The Church Board exercises responsibility for the spiritual life of the congregation. The primary focus of this team is on mission, vision, servant leadership and the empowerment of the laity.

Qualifications:

We would expect a Church Board Member to:

- Be a member in good standing and practice generous giving to support the mission/vision of the local church.
- Meet the spirit of the biblical qualifications outlined for elders (1Tim. 3:8-13; Titus 1:6-9).
- Be a person committed to the spiritual growth and maturity of Christ's kingdom on earth.
- Have a proven record as a team player.
- Be able to affirm the Covenant of Conduct for Congregational Leaders
- Is able and willing to commit the required time and energy.
- Be committed to healthy relationships with the team and to maintaining unity of purpose at all times.

Amenability:

- The Church Board shall be mutually accountable to one another to maintain unity of mission and vision.
- The Church Board shall be accountable to Brethren in Christ polity and procedures, the counsel of the Conference Bishop, the Covenant of Conduct for Congregational Leaders, the Policy on Executive Limitations and the official actions of the members of Fairland Church.
- The pastor will serve as the chairperson of the Church Board unless the pastor chooses another team member to be the chair.
- The term of service of board members is three (3) years and is renewable for a maximum three (3) terms. (MDG, Article XV, Section 3, C, p. 63)

Composition:

- The pastor and five (5) individuals who meet the spirit of the qualifications for elders (1Tim 3:8-13; Titus 1:6-9).
- The board will select a secretary from within the team.

Duties:

- To become the kind of community we are trying to produce in our congregation
- To define the mission/vision of the congregation and to communicate it clearly to the department directors and congregation.

- To facilitate regular dialogue with the congregation about our mutual understanding of the mission/vision.
- To always ask, “Is Fairland doing the right things to fulfill its mission?”
- To nominate department directors for confirmation by the membership.
- To become a “team” and to serve in an advisory and support capacity for the pastor.
- To determine matters of leadership policy.
- To provide clarity, direction and resources for the Ministry Team.
- To prepare the agenda for the Congregational Council Meetings.
- To be empowered to call special Congregational Council Meetings.
- To be responsible, in consultation with the conference Bishop, for questions of membership and discipline.
- To exercise the self-discipline necessary to maintain positive relationships and to resolve any personality or other interpersonal challenge in the Church Board or Ministry Teams so that we consistently maintain unity and singleness of purpose.
- To function as the Board of Directors for the church when necessary. (When the team functions as the Board of Directors, another Church Board member will serve as chair.)
- Provide wise counsel and maintain healthy relationships as they affect the life of the congregation.
- Other duties as assigned by the church, bishop or the Manual of Doctrine and Government.

DIRECTOR OF ADMINISTRATION

Purpose:

The Director of Administration will lead a team of volunteers to implement the mission of the church in the area of administration. This team will provide coordination and supervision of the administrative functions of the congregation with special responsibility for the stewardship of the congregations' material resources.

Qualifications:

- A member in good standing and practice generous giving to support the mission/vision of the local church.
- A person committed to the spiritual growth and maturity of Christ's kingdom on earth.
- Has gifts for administration and is able to commit the required time and energy.
- Is able to affirm the Covenant of Conduct for Congregational Leaders and has a strong commitment to being a team player.
- Be committed to healthy relationships with the team and to maintaining unity of purpose at all times.

Amenability:

The Director of Administration will be amenable to the Church Board through the Senior Pastor

Appointment:

The Director of Administration will be selected by the pastor in consultation with the church board and will be appointed biannually.

Duties

- Select and supervise a team of people to implement the mission/vision of the congregation for this department.
- Organize such sub-committees as may be needed for the management of the material aspects of the congregational life.
- Delegate responsibilities so the workload is manageable for all involved.
- Supervise the work of the treasurer and finance committee on matters of financial policy, budget building, reporting to the congregation and stewardship development
- Supervise the Trustees in matters of facilities and equipment
- Supervise operational policy matters.
- Initiate regular reviews and updates of our policies and procedures manual.
- Train, nurture, and supervise volunteers in this department.
- Attend scheduled meetings of the ministry team.
- Regularly evaluate program effectiveness.

- Prepare budget projections for this department.
- Write an annual report to the congregation
- Conduct an annual open forum for dialogue with the congregation.

- *Personal Growth:*
 - Read on relevant subjects for personal growth and congregational application.
 - Attend approved seminars annually.
 - Be involved in the total church program by being available to use their spiritual gifts to build up the whole church.
 - Receive and review each issue of IN PART (The denominational magazine)
 - Seek to consistently invite people to faith and encourage them toward maturity.
 - Practice regular personal and/or family devotions.

DIRECTOR OF ADULT MINISTRIES

Purpose:

The Director of Adult Ministries will lead a team of volunteers to implement the mission of the church in the area of Adult Ministries.

Qualifications:

- A member in good standing and practice generous giving to support the mission/vision of the local church.
- A person committed to the spiritual growth and maturity of Christ's kingdom on earth.
- Has gifts for administration and is able to commit the required time and energy.
- Has a strong commitment to being a team player and building an effective team.
- Be committed to healthy relationships with the team and to maintaining unity of purpose at all times.

Amenability:

The Director of Adult Ministries will be amenable to the Pastor.

Appointment:

Appointed biannually by the Church Board and confirmed by the congregation.

Duties:

- Select and supervise a team of people to implement the mission/vision of the congregation for this department.
- Organize such sub-committees as may be needed for the responsibilities of this department.
- Delegate responsibilities so the workload is manageable for all involved.
- Train, nurture, and supervise volunteers in this department.
- Attend scheduled meetings of the ministry team
- Regularly evaluate program effectiveness.
- Prepare budget projections for this department and submit the same in a timely manner to the Finance Committee
- Write an annual report to the congregation
- Conduct an annual open forum for dialogue with the congregation.
- Keep the congregation informed about denominational initiatives and events

Personal Growth:

- Read on relevant subjects for personal and congregational application.
- Receive and review each issue of IN PART (The denominational magazine)

- Attend approved workshop or seminar annually.
- Be involved in the total church program by being available to use their spiritual gifts to build up the whole church.
- Seek opportunities to invite people to faith and encourage them toward maturity.
- Practice regular personal and/or family devotions.
- Keep informed about denominational issues.

DIRECTOR OF CHILDREN'S MINISTRIES

Purpose:

The Director of Children's Ministries will lead a team of volunteers to implement the mission of the church in the area of Children's Ministries.

Qualifications:

- A member in good standing and practice generous giving to support the mission/vision of the local church.
- A person committed to the spiritual growth and maturity of Christ's kingdom on earth.
- Has gifts for administration and is able to commit the required time and energy.
- Has a strong commitment to being a team player and building an effective team.
- Be committed to healthy relationships with the team and to maintaining unity of purpose at all times.

Amenability:

The Director of Children's Ministries will be amenable to the Pastor.

Appointment:

Appointed biannually by the Church Board and confirmed by the congregation.

Duties:

- Select and supervise a team of people to implement the mission/vision of the congregation for this department.
- Organize such sub-committees as may be needed for the responsibilities of this department.
- Delegate responsibilities so the workload is manageable for all involved.
- Train, nurture, and supervise volunteers in this department.
- Attend scheduled meetings of the ministry team
- Regularly evaluate program effectiveness.
- Prepare budget projections for this department and submit the same in a timely manner to the Finance Committee
- Write an annual report to the congregation
- Conduct an annual open forum for dialogue with the congregation.
- Keep the congregation informed about denominational initiatives and events

Personal Growth:

- Read on relevant subjects for personal and congregational application.
- Receive and review each issue of IN PART (The denominational magazine)
- Attend approved workshop or seminar annually.

- Be involved in the total church program by being available to use their spiritual gifts to build up the whole church.
- Seek opportunities to invite people to faith and encourage them toward maturity.
- Practice regular personal and/or family devotions.
- Keep informed about denominational issues.

DIRECTOR OF CONGREGATIONAL LIFE

Purpose:

The Director of Congregational Life will lead a team of volunteers to implement the mission of the church in the area of congregational life.

Qualifications:

- A member in good standing and practice generous giving to support the mission/vision of the local church.
- A person committed to the spiritual growth and maturity of Christ's kingdom on earth.
- Has gifts for administration and is able to commit the required time and energy.
- Has a strong commitment to being a team player and building an effective team.
- Be committed to healthy relationships with the team and to maintaining unity of purpose at all times.

Amenability:

The Director of Congregational Life will be amenable to the Pastor

Appointment:

Appointed biannually by the Church Board and confirmed by the congregation.

Duties:

- Select and supervise a team of people to implement the mission/vision of the congregation for this department.
- Organize such sub-committees as may be needed for the responsibilities of this department.
- Delegate responsibilities so the workload is manageable for all involved.
- Train, nurture, and supervise volunteers in this department.
- Develop a plan to build and maintain healthy community life.
- Attend scheduled meetings of the ministry team
- Regularly evaluate program effectiveness.
- Prepare budget projections for this department and submit the same in a timely manner to the Finance Committee
- Write an annual report to the congregation
- Conduct an annual open forum for dialogue with the congregation.
- Keep the congregation informed about denominational initiatives and events

Personal Growth:

- Read on relevant subjects for personal and congregational application.
- Receive and review each issue of IN PART (The denominational magazine)

- Attend approved seminars annually.
- Be involved in the total church program by being available to use their spiritual gifts to build up the whole church.
- Seek opportunities to invite people to faith and encourage them toward maturity.
- Practice regular personal and/or family devotions.
- Keep informed about denominational issues.

DIRECTOR OF OUTREACH & MISSIONS

Purpose:

The Director of Missions and Outreach will lead a team of volunteers to implement the mission of the church in the area of missions and outreach and to coordinate and supervise the missions & outreach ministries of the congregation.

Qualifications:

- A member in good standing and practice generous giving to support the mission/vision of the local church.
- A person committed to the spiritual growth and maturity of Christ's kingdom on earth.
- Has gifts for administration and is able to commit the required time and energy.
- Has a strong commitment to being a team player and building an effective team.
- Be committed to healthy relationships with the team and to maintaining unity of purpose at all times.

Amenability:

The Director of Mission and Outreach will be amenable to the Pastor.

Appointment:

Appointed biannually by the Church Board and confirmed by the congregation.

Duties:

- Select and supervise a team of people to implement the mission/vision of the congregation for this department.
- Delegate responsibilities so the workload is manageable for all involved.
- Coordinate a schedule of events with the church calendar, for the expressed purpose of increasing visitor flow.
- Provide leadership, recruitment, and training in the area of witness and service.
- Encourage the congregation to seek opportunities to respond to needs in the church, community, and beyond.
- Attend scheduled meetings of the ministry team.
- Regularly evaluate program effectiveness.
- Prepare budget projections for this department and submit it in a timely manner to the Finance Committee
- Lead the congregation in education and action opportunities on national or global issues where we can demonstrate our faithfulness to the gospel of Christ.
- Write an annual report to the congregation
- Conduct an annual open forum for dialogue with the congregation.

Personal Growth:

- Read good literature on the subject of outreach initiatives.
- Receive and review each issue of IN PART (The denominational magazine)
- Attend seminars related to the area of mission and outreach.
- Be involved in the total church program by being available to use their spiritual gifts to build up the whole church.
- Seek to consistently invite people to faith and encourage them toward maturity
- Practice regular family and/or personal devotions.

DIRECTOR OF WORSHIP

Purpose:

The Director of Worship will lead a team of volunteers to implement the mission of the church in the area of worship. This department will provide coordination and supervision for all the features of public worship.

Qualifications:

- A member in good standing and practice generous giving to support the mission/vision of the local church.
- A person committed to the spiritual growth and maturity of Christ's kingdom on earth.
- Has gifts for administration and is able to commit the required time and energy.
- Has a strong commitment to being a team player and building an effective team.
- Be committed to healthy relationships with the team and to maintaining unity of purpose at all times.

Amenability:

The Director of Worship will be amenable to Pastor.

Appointment:

Appointed biannually by the Church Board and confirmed by the congregation.

Duties:

- Select and supervise a team of people to implement the mission/vision of the congregation in the area of public worship.
- Delegate responsibilities so the workload is manageable for everyone involved.
- Schedule participants for worship services. (Worship leaders, music leaders, musicians, décor, children' time, special features, audio and visual techs)
- Supervise the communication so that everyone involved in worship is aware of the order of worship and the schedule.
- Develop policies and procedures for worship leaders, music leaders, children's ministry leaders, so they know exactly what is expected.
- Exercise good discernment about who to involve in public ministry.
- Attend scheduled meetings of the ministry team.
- Schedule speakers for special events.
- Regularly evaluate program activities for effectiveness.
- Prepare budget projections for this department and submit it in a timely manner to the Finance Committee.
- Conduct an annual open forum for dialogue with the congregation.
- Write an annual report to the congregation.

Personal Growth:

- Read on the subject of worship for personal and congregational application.
- Receive and review each issue of IN PART (The denominational magazine)
- Attend approved workshop or seminar annually.
- Be involved in the total church program by being available to use their spiritual gifts to build up the whole church.
- Seek to consistently invite people to faith and encourage them toward maturity.
- Practice regular personal and/or family devotions.

DIRECTOR OF YOUTH MINISTRIES

Purpose:

The Director of Youth Ministries will lead a team of volunteers to implement the mission of the church in the area of ministry to youth. This team will provide coordination and supervision of youth education and activities.

Qualifications:

- A member in good standing and practice generous giving to support the mission/vision of the local church.
- A person committed to the spiritual growth and maturity of Christ's kingdom on earth.
- Have strong relational skills as well as gifts for administration and is able to commit the required time and energy.
- Is able to affirm the Covenant of Conduct for Congregational Leaders and has a strong commitment to being a team player.
- Be committed to healthy relationships with the team and to maintaining unity of purpose at all times.

Amenability:

The Director of Youth Ministries will be amenable to the Church Board through the Senior Pastor

Appointment:

The Director of Youth Ministries will be appointed biannually by the Church Board and confirmed by the congregation.

Duties:

- Select and supervise a team of people to implement the mission/vision of the congregation for this department.
- Organize such sub-committees as may be needed for the leadership and management of the department.
- Delegate responsibilities so the workload is manageable for all involved.
- Integrate youth activities with other aspects of congregational life.
- Design, implement and supervise a holistic program for spiritual, intellectual, and relational growth
- Train, nurture, and supervise volunteers in this department.
- Attend scheduled meetings of the ministry team.
- Regularly evaluate program effectiveness.
- Prepare budget projections for this department.
- Write an annual report to the congregation
- Conduct an annual open forum for dialogue with the congregation.
- Implement and carry out the policies and procedures approved by the Church Board.

Personal Growth:

- Read on relevant subjects for personal growth.
- Attend approved seminars annually.
- Be involved in the total church program by being available to use your spiritual gifts to build up the whole church.
- Receive and review each issue of IN PART (The denominational magazine)
- Seek to consistently invite people to faith and encourage them toward maturity.
- Practice regular personal and/or family devotions.

YOUTH MINISTRY DESCRIPTIONS

YOUTH LEADER

Purpose:

- To build relationships with the youth
- To connect with youth to help grow their faith in the Lord
- To assist with youth events

Duration: September to August of the following year

Expectations:

- Follow youth leader covenant
- Be willing to receive a background check
- Lift up youth and other leaders in prayer
- Arrive to participating events 10 minutes before start time
- Participate in youth leader meetings and training
- Attend Kick Off Picnic, first Sunday before the school year
- Attend youth events according to schedule decided on by you and youth ministry leader: Wednesday night leaders, a 2 Wednesday per month commitment is required, weekend leaders, requested for a 1 weekend per month commitment: Commitment runs from Sept-Aug of a school year
- If unable to attend during scheduled week, contact youth ministry leader as soon as possible

REACH LEADER

Purpose: To support the youth and others in the congregation in attending a Reach workcamp, a week of service in the United States.

Duration: September to August of the following year

Expectations:

- Follow youth leader covenant
- Be willing to receive a background check
- Lift up youth and other leaders in prayer
- Pick dates for annual Reach Workcamp
- Organize/hold informational and registration meeting for participants
- Communicate dates with youth ministry leader
- Communicate info to participants and congregation through bulletin, flyer and other means
- Organize a committee as needed for fundraisers or other Reach related events
- Help participants raise funds and prayer support for trip
- Organize sharing testimonies with congregation and others upon return of trip

SUNDAY SCHOOL TEACHER

Purpose: To provide youth with a time of spiritual growth and Bible study during the Sunday School hour.

Duration: September to August of the following year

Expectations:

- Follow youth leader covenant
- Be willing to receive a background check
- Lift up youth and other leaders in prayer
- Arrive to Sunday School 10 minutes before start time
- Lead/prepare Biblically based lessons appropriate to grade level
- Adhere to bi-monthly schedule decided upon by you and youth ministry leader
- If unable to lead during scheduled week, call other Sunday School teacher first, then youth ministry leader to replace you
- Participate in youth leader meetings and training

CHILDREN'S MINISTRY DESCRIPTIONS

KIDS' CLUB KITCHEN KREW COORDINATOR

Purpose: To coordinate the snacks served at the Midweek Kids' Club Program.

Duration: September to August of the following year

Responsible to: Kids' Club Director

Expectations:

- Plan and purchase snack for weekly Kids' Club;
- Submit all receipts to Kids' Club Director in a timely manner;
- Arrive 15-20 minutes before the program begins to prepare and gather supplies;
- Prepare snacks and drinks for the Kids' Club snack station;
- Oversee additional Kids' Kitchen Krew staff serving with you;
- Arrange for removal of all left-over snacks/supplies at the end of the program;
- Return the kitchen to its previous appearance at the end of the program as others will be using it;
- Attend staff orientation and training meetings as offered;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

KIDS' CLUB OUTREACH AND SPECIAL EVENT COORDINATOR

Purpose: To coordinate all outreach/mission projects and special events involved with the Midweek Kids' Club Program.

Duration: September to August of the following year

Responsible to: Kids' Club Director

Expectations:

- Serve on Kids' Club Committee, making every effort to attend all scheduled meetings;
- Work with Committee to design yearly program format and to set dates;
- Assemble and oversee any special events teams necessary for the special events scheduled by the Committee to take place;
- Schedule and run all special event team meetings;
- Act as spokesperson to relay Kids' Club, special events and outreach information to the church congregation;
- Design and organize outreach activities (1 per session) for Kids' Club;
- Purchase annual Christmas gifts and prizes for Kids' Club;
- Attend staff orientation and training meetings as offered;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

KIDS' CLUB VOLUNTEER COORDINATOR

Purpose: To coordinate staffing issues involved in an efficient and effective Midweek Kids' Club Program.

Duration: September to August of the following year

Responsible to: Kids' Club Director

Expectations:

- Serve on Kids' Club Committee, making every effort to attend all scheduled meetings;
- Work with Committee to design yearly program format and to set dates;
- Oversee recruitment of all necessary volunteers;
- Assign volunteers to Kids' Club positions;
- Act as liaison between Committee and volunteers;
- Design and run all volunteer orientation and training meetings as needed;
- Forward all completed background clearance forms and ID picture badges needed to the church office;
- Purchase all supplies needed by Station Leaders;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

KIDS' CLUB DRAMA COORDINATOR

Purpose: To coordinate all aspects of the drama portion of the Midweek Kids' Club Program.

Duration: September to August of the following year

Responsible to: Kids' Club Director

Expectations:

- Serve on Kids' Club Committee, making every effort to attend all scheduled meetings;
- Assemble decorating team, scheduling all necessary meetings;
- Work with Committee to design yearly program format and to set dates;
- Recruit volunteers to perform in weekly skits;
- Coordinate and carry out rehearsals for skits;
- Obtain all props, costumes and scenery needed for skits;
- Oversee Audio/Visual volunteers;
- Direct weekly skits;
- Plan for Kids' Clubs nightly set-up and tear down;
- Make arrangements for long-term and weekly storage of all decorations;
- Attend volunteer orientation and training meetings as offered;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

KIDS' CLUB DIRECTOR

Purpose: To oversee our midweek children's program, giving Fairland a wonderful opportunity to reach out to the children of our community with the love of Jesus.

Duration: September to August of the following year

Responsible to: Children's Ministry Director

Expectations:

- Serve on Children's Ministry Team, making every effort to attend all scheduled meetings;
- Oversee all Kids' Club Coordinators;
- Schedule and run all Kids' Club Committee meetings;
- Review curriculum choices and present choices to committee for decision;
- Work with Committee to design yearly program format and to set dates;
- Communicate budgets to departments and sign off on receipts submitted by staff;
- Relay information to church secretary for bulletins, handouts and clipboard materials;
- Copy all reproducible curriculum materials for clubs program;
- Assign pre-registered children to crews;
- Set up attendance and sign in/out sheets and prepare name tags;
- Troubleshoot each evening during Kids' Club;
- Submit yearly budget request to CMT at appropriate time and track budget spending throughout the year;
- Attend volunteer orientation and training meetings as offered;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S ELEMENTARY SUNDAY SCHOOL COORDINATOR

Purpose: To coordinate a program for kids from K-6th grade to take place during our Sunday School hour that will teach them about God and lead them toward following Jesus.

Duration: September to August of the following year

Responsible to: Children's Ministry Director

Expectations:

- Serve on Children's Ministry Team, making every effort to attend all scheduled meetings;
- Work with CMT to choose any new curriculum;
- Acquire and distribute all curriculum & supplies needed by your staff;
- Recruit teachers and communicate schedules and responsibilities to them clearly;
- Submit any materials that need copying or program publicity needed to church secretary in timely manner with explicit instructions and due dates;
- Plan any special events or prizes within your program;
- Prepare sign in/out sheets for S.S. and Children's Church;
- Arrange for an opening time to begin, the ringing of signal bells, the proper recording and depositing of attendance and offering and the set-up for Children's Church each week;
- Schedule and arrange for directing of yearly mission projects and Children's Christmas Program;
- Be sure that all children attending program are properly registered;
- Keep supply cupboard and all classrooms supplied with all necessary materials;
- Submit all receipts to church treasurer in timely fashion;
- Be aware and notify necessary staff of any allergies or special needs that the elementary children may have;
- Communicate any facility issues to the Children's Ministry Director;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Schedule and assist in yearly volunteer orientation and training meetings;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

TODDLER ROOM COORDINATOR

Purpose: To arrange for a sufficiently-staffed toddler room where children aged 18months-3years will be cared for in a safe, nurturing Christian manner during our church programs.

Duration: September to August of the following year

Responsible to: Early Childhood Director

Expectations:

- Select volunteers to serve in the toddler room for the S.S. and church hours;
- Prepare and post a schedule of personnel and duties;
- Be available to cover for an absent volunteer in an emergency and at short notice;
- Give instructions to caregivers as needed;
- Be sure there are attendance sheets available and that your supply cabinet is stocked;
- Order or prepare curriculum that has been approved by the Early Childhood Director and distribute to staff;
- Submit receipts to treasurer for reimbursement of any supplies that you purchase;
- Be responsible to see that all children being cared for in the toddler room are registered and have ID badges for their bags;
- Receive completed background clearance forms from all volunteers and forward to church office;
- Consult with Early Childhood Director about any modifications needed in the toddler area or any curriculum changes;
- Coordinate with Preschool Room Coordinator when children are eligible to be promoted to Preschool Room;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

PRESCHOOL CHURCH HOUR TEACHER

Purpose: To offer childcare during church hour for children from age 3 through their entry into Kindergarten while teaching them about God and following Jesus.

Duration: September to August of the following year

Responsible to: Preschool Room Coordinator

Expectations:

- Be available to cover your assigned week;
- Arrive at least 10 minutes prior to service to relieve S.S. hour staff;
- Be aware of any allergies or special needs that your children may have;
- NOTIFY PARNTS OF THE SNACK BEING PROVIDED PRIOR TO SERVING;
- Teach the curriculum that is provided to you (centers are suggested);
- Have children wash hands and sit at the table when offering food or drink (for safety purposes);
- Potty children as necessary (an usher can locate parent if diapering is necessary);
- Pray regularly for each child, your care-giving ministry, and other volunteers on your team;
- Enforce the security system through the use of sign in/out procedures;
- Keep the preschool room tidy, trying to return things to where you found them and placing our toys, books, puzzles, etc, back in the church cabinet so that they do not get mixed in with the daycare's materials;
- Make a note of any supplies needed on supply sheet inside the church cabinet door;
- Arrange for another preschool teacher to switch with you if you are unable to serve on your assigned Sunday or contact the Preschool Room Coordinator to secure a substitute;
- Attend Early Childhood orientation or training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

TODDLER CAREGIVER

Purpose: To offer childcare during church services/events for toddlers 18 months up to age 3 in a loving and nurturing Christian environment.

Duration: September to August of the following year

Responsible to: Toddler Room Coordinator

Expectations:

- Be available to cover your assigned week/event;
- Arrive at least 10 minutes prior to service/event to greet children;
- Be aware of any allergies or special needs that your children may have;
- NOTIFY PARENTS OF THE SNACK BEING PROVIDED PRIOR TO SERVING;
- Follow any procedures posted in toddler room or communicated to you by toddler room coordinator;
- Offer some guided activities (songs/stories/fingerplays/dramatic play) as provided to you;
- Have children wash hands and sit at the table when offering food or drink (for safety purposes);
- Diaper/potty children as necessary;
- Pray regularly for each child, your care-giving ministry, and other volunteers on your team;
- Enforce the security system through the use of ID tags and sign in/out procedures;
- Keep the toddler room tidy, trying to return things to where you found them and keeping materials in appropriate rooms as they are sorted according to age and ability;
- Inform Toddler Room Coordinator when a child will be eligible to be promoted to the preschool room (turning 3 by 1st Sun. of Jan, March, June or Sept);
- Arrange for another toddler caregiver to switch with you if you are unable to serve on your assigned Sunday or contact the Toddler Room Coordinator to secure a substitute;
- Attend Early Childhood orientation or training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

NURSERY CAREGIVER

Purpose: To offer childcare during church services/events for infants up to 18 months of age in a loving and nurturing Christian environment.

Duration: September to August of the following year

Responsible to: Nursery Coordinator

Expectations:

- Be available to cover your assigned week/event;
- Arrive at least 10 minutes prior to service/event to greet children;
- Be aware of any allergies or special needs that your children may have;
- Follow any procedures posted in nursery or communicated to you by nursery coordinator;
- Offer only foods/drinks provided by parents and according to their instructions;
- Hold child or place in highchair when giving food or drink (for safety purposes and depending on age);
- Complete a daily log for each child;
- Pray regularly for each child, your care-giving ministry, and other volunteers on your team;
- Enforce the security system through the use of ID tags and sign in/out procedures;
- Keep the nursery tidy, trying to return things to where you found them;
- Arrange for another nursery caregiver to switch with you if you are unable to serve on your assigned Sunday or contact the Nursery Coordinator to secure a substitute;
- Attend Early Childhood orientation or training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S CHURCH COORDINATOR

Purpose: To coordinate a program for kids from K-5th grade to take place during our church hour that will teach them about God and lead them toward following Jesus.

Duration: September to August of the following year

Responsible to: Children's Ministry Director

Expectations:

- Serve on Children's Ministry Team, making every effort to attend all scheduled meetings;
- Acquire and distribute all curriculum & supplies needed for children's church;
- Recruit teachers and communicate schedules and responsibilities to them clearly;
- Submit any materials that need copying to church secretary in timely manner with explicit instructions and due dates;
- Plan any special events or prizes within your program;
- Arrange for children's church set-up each week with S.S. Coordinator;
- Be sure that all children attending program are properly registered;
- Be aware and notify necessary staff of any allergies or special needs that the elementary children may have;
- Communicate any facility issues to the Children's Ministry Director;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Schedule and assist in yearly volunteer orientation and training meetings;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S CHURCH ASSISTANT

Purpose: To help instruct children about God during the Church hour while leading them toward following Jesus.

Duration: September to August of the following year

Responsible to: Children's Church Teacher and Children's Church Coordinator

Expectations:

- Be available to assist your assigned teacher one Sunday per month;
- Receive instruction and direction from teacher as to how he/she needs your help;
- Be aware of any allergies or special needs that your children may have;
- Greet all children in back of the church as they are dismissed to children's church from the service and escort them to the children's dept.;
- Pray regularly for each child, your teaching ministry, and other volunteers on your team;
- Be responsible for making sure all parents sign their children out of your room;
- Keep your rooms tidy, returning supplies to their proper storage areas and placing all trash in cans provided every week;
- Notify Children's Church Coordinator when you are in need of any supplies or materials ASAP;
- Arrange for another children's church assistant to switch with you if you are unable to teach or contact the Children's Church Coordinator to secure a substitute;
- Attend teacher orientation or training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S CHURCH TEACHER

Purpose: To instruct children about God during the Church hour while leading them toward following Jesus.

Duration: September to August of the following year

Responsible to: Children's Church Coordinator

Expectations:

- Be available to teach one Sunday per month with your teaching partner;
- Use curriculum provided to you by the Children's Church Coordinator;
- Prayerfully prepare lessons in advance and come to teach thoroughly prepared with an extra activity planned in case church runs long;
- Be aware of any allergies or special needs that your children may have;
- Stop by the children's dept. before church to be sure that all supplies are in place;
- Greet all children in back of the church as they are dismissed to children's church from the service and escort them to the children's dept.;
- Record each child's name on the appropriate sign-out sheet;
- Teach your lesson in the time allotted;
- Pray regularly for each child, your teaching ministry, and other volunteers on your team;
- Be responsible for making sure all parents sign their children out of your room;
- Keep your rooms tidy, returning supplies to their proper storage areas and placing all trash in cans provided every week;
- Notify Children's Church Coordinator when you are in need of any supplies or materials ASAP;
- Arrange for another children's church teacher to switch with you if you are unable to teach or contact the Children's Church Coordinator to secure a substitute;
- Attend teacher orientation or training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

EARLY CHILDHOOD DIRECTOR

Purpose: To supervise all ministries involving children from birth until entry into Kindergarten assuring the highest quality care and best facilities possible and to serve as liaison between church leadership, volunteers and parents.

Duration: September to August of the following year

Responsible to: Children's Ministry Director

Expectations:

- Serve on the Children's Ministry Team, making every effort to attend all scheduled meetings;
- Work with Trustees or Administration Director to see that any necessary facility repairs or upgrades are scheduled;
- Recruit, support and supervise Nursery, Toddler Room and Preschool Room Coordinators;
- Work with coordinators to choose and acquire curriculum and other necessary resources;
- Periodically check in on Early Childhood rooms to see that all policies and procedures are being implemented properly and give any needed instruction or encouragement to staff;
- Sign off on church reimbursements to staff and monitor spending of the EC department;
- Submit yearly budget request to CMT at appropriate time;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend and assist with volunteer trainings as needed;
- Follow and help to implement the policies and procedures contained in the KidNet handbook

CHILDREN'S AUDIO/VISUAL VOLUNTEER

Purpose: To enhance our children's events through the use of audio/visual equipment.

Duration: September to August of the following year

Responsible to: VBS Director -OR- Kids' Club Drama Coordinator

Expectations:

- Arrive in a timely manner in order to set up equipment and receive any last minute instructions;
- Operate computer/sound board/video equipment in order to facilitate the program as planned by the supervising leaders;
- Shut down and return all audio/visual equipment to its proper storage place at the end of program;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Contact your supervising leader ASAP to secure a substitute if you are unable to attend;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S HALLWAY FLOATER

Purpose: To assist in the safe transit of children in the hallways during a large event.

Duration: VBS: 3 months (April-June), Kids' Club: 7 months (October-April)

Responsible to: VBS Director -OR- Kids' Club Director

Expectations:

- Arrive 15 to 20 minutes before your program begins to receive last minute instructions;
- Patrol your assigned area;
- Monitor children's safe and secure transit to and from bathrooms or stations, assisting with any needs that may arise;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Contact your supervising leader ASAP to secure a substitute if you are unable to attend;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S REGISTRATION VOLUNTEER

Purpose: To facilitate our receiving of all necessary information regarding the children attending our events.

Duration: VBS: 3 months (April-June), Kids' Club: 7 months (October-April)

Responsible to: VBS Director -OR- Kids' Club Director

Expectations:

- Arrive 15 to 20 minutes before your program begins to receive last minute instructions and greet children;
- Check in pre-registered children and/or register new children in accordance to your program's procedures;
- Direct children to their designated areas to begin the program;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Contact your supervising leader ASAP to secure a substitute if you are unable to attend;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S STATION LEADER

Purpose: To prepare a lesson and activities for children that will teach them more about God and lead them toward following Jesus

Duration: VBS: 3 months (April-June), Kids' Club: 7 months (October-April)

Responsible to: VBS Preschool Coordinator, VBS Elementary Coordinator -OR-

Kids' Club Volunteer Coordinator

Expectations:

- Use curriculum provided to you by your supervising leader;
- Forward a list of supplies that you will need for your station to the Volunteer Coordinator (Kids' Club) or Supply Coordinator (VBS) in a timely manner;
- Prayerfully prepare lessons/activities in advance and come to teach thoroughly prepared;
- Arrive 15 to 20 minutes before your program begins to prepare area and gather all needed supplies;
- Teach your lesson/activity to each group of children as they rotate through your area;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Return all supplies to their proper storage areas at the end of your program;
- Return your area to its previous appearance at the end of your program as others will be using it;
- Contact your supervising leader ASAP to secure a substitute if you are unable to attend;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S SMALL GROUP LEADER (A.K.A. CREW LEADER)

Purpose: To minister to a small group of children, building relationships and showing them the love of Jesus while participating in a variety of preplanned activities.

Duration: VBS: 3 months (April-June), Kids' Club: 7 months (October-April)

Responsible to: VBS Preschool Coordinator, VBS Elementary Coordinator -OR-

Kids' Club Volunteer Coordinator

Expectations:

- Shepherd a group of 5-7 children through the various stations throughout the program;
- Arrive 15 to 20 minutes before the program begins to greet students and their parents;
- Participate in the planned activities and discussions with your children;
- Pray regularly for each child, our children's ministry, and other volunteers on your team;
- Take attendance in accordance with your program's policy;
- Be aware of any allergies/special needs within your group of children;
- Be sure that each child is signed out before being released to their parent/guardian;
- Contact your supervising leader/Volunteer Coordinator ASAP to secure a substitute if you are unable to attend;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

KIDS' KITCHEN KREW

Purpose: To prepare for and assist with snack time for a children's program.

Duration: VBS: 3 months (April-June), Kids' Club: 7 months (October-April)

Responsible to: VBS Director, VBS snack station leader -OR-

Kids' Kitchen Krew Coordinator, Kids' Club Director

Expectations:

- Prepare snacks and drinks for a children's program as designated by supervising/station leader;
- Arrive 15 to 20 minutes before your program begins to prepare area and gather all needed supplies;
- Assist in serving snacks to all children or helping children if needed;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Return all supplies to their proper storage areas at the end of your program;
- Arrange for the dispersal or disposal of all left-over food at the end of your program;
- Return the kitchen to its previous appearance at the end of your program as others will be using it;
- Contact your supervising leader ASAP to secure a substitute if you are unable to attend;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

VBS DIRECTOR

Purpose: To oversee Vacation Bible School, giving Fairland a wonderful opportunity to reach out to the children of our community with the love of Jesus.

Duration: September to August of the following year

Responsible to: Children's Ministry Director

Expectations:

- Oversee all VBS Coordinators;
- Schedule and run all VBS Committee meetings;
- See that the VBS Committee is represented each year on the Children's Ministry Team;
- Work with Committee to set dates and choose curriculum and theme;
- Communicate budgets to departments and sign off on receipts submitted by staff;
- Promote program to congregation;
- See that all curriculum and supplies obtained from outside companies are ordered in a timely fashion and distributed to appropriate committee members;
- Arrange for outside & in-house publicity including Annville parade float if desired;
- Assist in recruiting staff;
- Solicit local businesses for their assistance financially;
- Put together pre-registration prize;
- Arrange for distribution of all needed program-wide information papers and take-home materials to children;
- Choose and facilitate preparation of perfect attendance awards;
- Troubleshoot each evening during VBS;
- Coordinate with Opening/Closing station leader to plan for closing program;
- Inventory supplies for following year;
- Submit yearly budget request to CMT at appropriate time;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Coordinate staff training and/or devotional meetings;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

PRESCHOOL ROOM COORDINATOR

Purpose: To arrange for a sufficiently-staffed preschool room where children aged 3-5 years will be cared for in a safe, nurturing Christian manner during our church programs.

Duration: September to August of the following year

Responsible to: Early Childhood Director

Expectations:

- Select volunteers to serve in the preschool room for the S.S. and church hours;
- Prepare and post a schedule of personnel and duties;
- Be available to cover for an absent volunteer in an emergency and at short notice;
- Give instructions to caregivers as needed;
- Be sure there are sign in/out sheets available and that your supply cabinet is stocked;
- Copy & distribute church hour curriculum to appropriate staff (S.S. hour curriculum is distributed by Children's S.S. coordinator);
- Submit receipts to treasurer for reimbursement of any supplies that you purchase;
- Be responsible to see that all children being cared for in the preschool room are registered;
- Receive completed background clearance forms from all volunteers and forward to the church office;
- Consult with Early Childhood Director about any modifications needed in the preschool area or any curriculum changes;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

INFANT ROOM COORDINATOR

Purpose: To arrange for a sufficiently-staffed nursery room where infants will be cared for in a safe, nurturing Christian manner during our church programs.

Duration: September to August of the following year

Responsible to: Early Childhood Director

Expectations:

- Select volunteers to serve in the infant nursery for the S.S. and church hours;
- Prepare and post a schedule of personnel and duties;
- Be available to cover for an absent volunteer in an emergency and at short notice;
- Give instructions to caregivers as needed;
- Be sure there are attendance sheets and daily reports available and that your supply cabinet is stocked;
- Submit receipts to treasurer for reimbursement of any supplies that you purchase;
- Be responsible to see that all children being cared for in the nursery are registered and have ID badges for their bags;
- Receive completed background clearance forms from all volunteers and forward to church office;
- Consult with Early Childhood Director about any modifications needed in the nursery area;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S PRESCHOOL SUNDAY SCHOOL TEACHER

Purpose: To instruct children age 3-5 about God during the Sunday School hour while leading them toward following Jesus.

Duration: September to August of the following year

Responsible to: Preschool Room Coordinator and Early Childhood Director

Expectations:

- Be available to teach on your appointed Sundays, coordinating with your weekly teaching partner on how to divide up the teaching responsibilities;
- Use curriculum provided to you by the Preschool Room Coordinator;
- Prayerfully prepare lessons in advance and come to teach thoroughly prepared;
- Be aware of any allergies or special needs that your children may have;
- Arrive 10 minutes before S.S. begins to prepare classroom, gather all needed supplies and greet students;
- Be available during the Opening time to help with crowd control;
- Teach your Sunday school class in the time allotted;
- Pray regularly for each child, your teaching ministry, and other volunteers on your team;
- Take attendance at beginning of class and return to supervising leader under classroom door;
- Be responsible for making sure all parents sign their children in and out of your class;
- Keep your room tidy, returning unused supplies to supply cupboard and placing all trash in cans provided every week;
- Coordinate with your teaching partners to decorate and periodically reorganize your room;
- Arrange for the teacher who alternates with you to substitute for you if you are unable to teach or contact the Preschool Room Coordinator to secure a substitute;
- Attend teacher training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S SUNDAY SCHOOL TEACHER

Purpose: To instruct children about God during the Sunday School hour while leading them toward following Jesus.

Duration: September to August of the following year

Responsible to: Children's Sunday School Coordinator(s)

Expectations:

- Be available to teach every other month alternating with your teaching partner;
- Use curriculum provided to you by the S.S. Coordinator;
- Prayerfully prepare lessons in advance and come to teach thoroughly prepared;
- Be aware of any allergies or special needs that your children may have;
- Arrive 10 minutes before S.S. begins to prepare classroom, gather all needed supplies and greet students;
- Be available during the Opening time to help with crowd control;
- Teach your Sunday school class in the time allotted;
- Pray regularly for each child, your teaching ministry, and other volunteers on your team;
- Take attendance at beginning of class and return to supervising leader under classroom door;
- Be responsible for making sure all parents sign their children in and out of your class;
- Keep your room tidy, returning unused supplies to supply cupboard and placing all trash in cans provided every week;
- Coordinate with your teaching partner to decorate and periodically reorganize your room;
- Arrange for your teaching partner to substitute for you if you are unable to teach or contact the S.S. Coordinator to secure a substitute;
- Attend teacher training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

VBS STAFF SUPPORT COORDINATOR

Purpose: To coordinate and oversee all activities within VBS that support and encourage our staff.

Duration: 6 months (February-July)

Responsible to: VBS Director

Expectations:

- Serve on VBS committee, making every effort to attend all scheduled meetings;
- Assist Director as needed;
- Communicate to Director all supplies needed for your activities;
- Arrange to staff nursery/toddler room during VBS week as needed;
- Coordinate assembly & delivery of staff appreciation gifts;
- Plan sample snacks for staff-training meeting;
- Work with Director to plan staff-devotional meeting;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

VBS PRESCHOOL COORDINATOR

Purpose: To coordinate all organized activities for and supervise all staff working with children from age 3 through Pre-K throughout VBS.

Duration: 6 months (February-July)

Responsible to: VBS Director

Expectations:

- Serve on VBS committee, making every effort to attend all scheduled meetings;
- Communicate to Director all preschool curriculum and supplies needed for the program;
- Staff all preschool stations making sure that all leaders have the appropriate curriculum and needed supplies;
- Train crew and station leaders in preparation for VBS week;
- Coordinate plans with Director, Jr. High staff and Elementary Coordinator for nightly student take-homes before VBS week;
- Work with preschool station leaders to decorate areas utilized by this department;
- Assign pre-registered preschool children to crews prior to VBS week, setting up attendance and sign-in sheets and preparing nametags;
- See that crew signs, attendance sheets, sign-in clipboards, nightly take-homes and student bags are in place for each evening;
- Prepare and present activities for early arrivers and opening on Day 1;
- Oversee newly registered children's assignments to crews during VBS week;
- Be aware and notify necessary staff of allergies and special needs that the preschool children may have;
- Facilitate distribution of all take-home materials to preschool children each evening;
- Return unused curriculum to director and supplies to proper storage areas at the end of VBS;
- Assist VBS Director as needed;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

VBS ELEMENTARY COORDINATOR

Purpose: To coordinate all organized activities for and supervise all staff working with children who have finished grades K-5 throughout VBS.

Duration: 6 months (February-July)

Responsible to: VBS Director

Expectations:

- Serve on VBS committee, making every effort to attend all scheduled meetings;
- Communicate to Director all elementary curriculum & supplies needed for the program;
- Staff all elementary stations making sure that all leaders have the appropriate curriculum and needed supplies;
- Train crew and station leaders in preparation for VBS week;
- Coordinate plans with Director, Jr. High staff and Preschool Coordinator for nightly student take-homes before VBS week;
- Assign pre-registered elementary children to crews prior to VBS week, setting up attendance & sign-in sheets and preparing name tags;
- Arrange for crew bags to be stocked with all needed supplies;
- See that crew signs, bags, nightly take-homes, attendance sheets and sign-in clipboards are in place for each evening;
- Be aware and notify necessary staff of any allergies or special needs that the elementary children may have;
- Oversee newly registered children's assignments to crews during VBS week;
- Assist Director as needed;
- Return unused curriculum to Director and supplies to proper storage areas at the end of VBS;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

VBS SUPPLIES COORDINATOR

Purpose: To maintain an orderly and efficient process of supply collection and distribution for all areas of VBS.

Duration: 6 months (February-July)

Responsible to: VBS Director

Expectations:

- Serve on VBS committee, making every effort to attend all scheduled meetings;
- Be available to accept supply requests from staff;
- Design bulletin board to facilitate supply donations from congregation, being very specific and assigning due dates;
- Place any announcements pertaining to supply donations into church bulletin;
- Submit list to Director of all supplies needed through Oriental Trading or curriculum publishing company;
- Purchase any supplies that were not donated and submit receipts to treasurer;
- Sort all supplies and deliver to appropriate areas;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Return all supplies to their proper storage areas or owners at the end of your program;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

CHILDREN'S REGISTRATION SECRETARY

Purpose: To oversee registration team and maintain accurate records of attendance and attendees for your program.

Duration: VBS: 3 months (April-June), Kids' Club: 7 months (October-April)

Responsible to: VBS Director -OR- Kids' Club Director

Expectations:

- Arrive 15 to 20 minutes before your program begins to receive last minute instructions and greet children;
- Check in pre-registered children and/or register new children in accordance to your program's procedures;
- Direct children to their designated areas to begin the program;
- Maintain appropriate registration card box and/or lists according to your program's procedures;
- Gather attendance sheets, tally numbers and record in pre-determined manner;
- Report attendance information or any registration concerns to supervising leader;
- Keep registration/attendance supplies organized for their next use;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Contact your supervising leader ASAP to secure a substitute if you are unable to attend;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

VBS MISSION PROJECT COORDINATOR

Purpose: To give the church and the children an opportunity to serve God and others through a well-organized mission project leading up to and during VBS week.

Duration: 6 months (February-July)

Responsible to: VBS Director

Expectations:

- Serve on VBS committee, making every effort to attend all scheduled meetings;
- Promote mission project to congregation by verbal sponsorship and any announcements needed in church bulletin;
- Arrange for sign-up sheets to be passed during Sunday morning service;
- Total up orders and submit request to Director or supply coordinator;
- Facilitate payments, tally and deliver to church treasurer;
- Distribute projects to congregation and station leader;
- Arrange for special congregational offering to benefit mission project and transfer to church treasurer for deposit.
- Pack projects and ship to final destination, submitting shipping receipts to church treasurer;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

VBS DECORATING COORDINATOR

Purpose: To coordinate church-wide decorating for VBS week

Duration: 6 months (February-July)

Responsible to: VBS Director

Expectations:

- Serve on VBS committee, making every effort to attend all scheduled meetings;
- Assemble a decorating team (volunteers and recruits), scheduling meetings and work times;
- Research theme decorating ideas and put together plans for all areas to be decorated and parade float;
- Submit any supply requests with due dates to VBS Supply Coordinator;
- Delegate projects within team, scheduling due dates for work to be completed;
- Pray regularly for the children, our children's ministry and other volunteers on your team;
- Make arrangements for all decorations to be removed and properly stored for future use at the end of VBS week. All areas should be returned to their original condition as others will be using them for other ministries;
- Attend volunteer orientation and training meetings as offered;
- Attend training on and follow the policies and procedures contained in the KidNet handbook

SECTION 2: POLICIES

POLICY OF EXECUTIVE LIMITATION

The idea of executive limitations comes from the Carver model of policy governance and is detailed in Boards that Make a Difference, John Carver, Jossey-Bass 1997, p. 82-94.

To serve as a pastor or officer of a congregation of God's people is a sacred trust. In an effort to add clarity to the expectations that Fairland Brethren in Christ Church has for its staff we state certain boundaries we call executive limitations. Executive limitations are actions or activities that we consider inappropriate to the practice of leadership at Fairland Church. Stated and accepted policies of the Brethren in Christ Church are a companion to this policy statement.

By definition, executive limitations constrain or limit the latitude of the church's executive officers. At Fairland Church, that means pastor(s), Church Board and department directors. Carver argues the "necessity of saying what seems unnecessary to say, even at the broadest and most obvious level, in a negative or limiting fashion" (p. 82). These policies, if designed well, produce a "fabric of values" that "effectively blankets all possibilities" (p. 84). It is for that reason that we list in the right column the values we seek to support.

The Pastor(s), Members of the Church Board and Department Directors:	The values we desire to uphold:
1) May not engage in activities or actions that are unlawful or unethical.	Respect for authority
2) May not incur financial obligations for the church without prior approval.	Accountability
3) May not make unilateral decisions on matters of personnel appointments.	Shared decision-making
4) May not use coercive pressure in carrying out his/her normal duties.	Respect for others
5) May not knowingly place the church's assets, equipment, or property at unnecessary risk of damage or loss.	Stewardship of our resources
6) May not knowingly expose the church to liability on matters of safety.	Safe space
7) May not engage in decision-making on issues that involve a conflict of interest.	Fair process

8) May not bring damage to the reputation of Fairland Church except in such cases where the gospel is an offense to the world.	Positive witness
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CHILDREN'S MINISTRY

PARENT & CHILD GUIDELINES

- In order to avoid detaining our volunteers any longer than need be, children should be dropped off/picked up on time (no more than 15 min. before or 10 min. after). Children are never to be dropped off in a classroom without the teachers present. Each individual children's program/event will have sign in/out procedures in place. In order to assure the safety of the children, we ask that you sign your child in **and** out using the appropriate sheet available with their teacher/leader.
- A parent/guardian should complete all appropriate registration forms. The Sunday Morning card needs to be updated annually. Let their teacher/leader know if there are any changes to that information throughout the year especially in regards to allergy/special need info.
- Sick and/or contagious children should not attend a children's program/event. (no vomiting or fever over 99 in the past 24 hours). If they would not be permitted in school, they should be kept home from church as well.
- In order to assure the safety of all, we ask that no children **up through 5th grade** be allowed to roam the building unattended.
- Any electronic devices (phones, handheld games, mp3 players, etc.) brought by a child must be kept concealed and **turned off** during any organized children's activity. Fairland Church will not be responsible for the loss of any electronic devices brought to our children's programs.
- It is inappropriate to permit children to bring any weapon to any ministry function. If this situation occurs, the item will be removed from the child's possession and a parent/guardian will be called to pick up the child. Please be advised that pocket knives, any devices that deliver a shock and metal nail files will also be considered as weapons.

STANDARD RULES FOR CHILDREN BEHAVIOUR

THE KIDNET CODE

EARS: Pay Attention!

HEAD: Follow Directions!

MOUTH: Use Kind Words!

HANDS: Keep Them To Yourself!

FEET: Walk! Don't Run!

HEART: Love Like Jesus!

STAFF GUIDELINES

The following guidelines are designed to assist our church in providing a safe and nurturing environment in which we can bring our children to Christ. At Fairland we believe it is our responsibility to:

- Protect the children to whom we minister from being physically or sexually abused while they are under our care.
- Guard our workers from being suspected or falsely accused of wrongful behavior toward children.
- Be good stewards, not only of those entrusted to our care, but also of our assets by protecting our church against lawsuits.

As we strive to guarantee the safety of our children and workers, these guidelines are designed for their protection. Everyone who teaches, helps or cares for children under the sponsorship of the Fairland Brethren in Christ Church should follow these policies and procedures. When church facilities are used for an event not specifically defined as a children's ministry but organized children activities are involved (i.e. childcare for meetings or family events), provisions should be made for upholding the spirit of these policies and procedures. If a situation arises where any of the policy goals cannot be reasonably met due to unavoidable circumstances, the adults involved should accommodate the policy as far as they are able, act in accordance with the spirit of the policy and report the situation to their supervising leader as soon as possible.

SCREENING PROCEDURES

Anyone working with children at Fairland must be approved by the appropriate supervising leader and should be 18 years of age or older. Volunteers that are 12-17 years of age may serve as assistants as long as the children that they are ministering to are at least 2 years younger than the assistant.. Approved workers will have completed a screening process which includes regular attendance at the Fairland BIC Church for **at least six months**. The screening process will include the following steps:

- Completing Volunteer Profile**
- Background Checks**
- Meeting with supervising leader
- Signing Children's Worker covenant and relevant job description (yearly)

- Attending orientation & training session

**All personal information will be stored in a locked file only to be accessed by supervising leaders and/or pastoral staff. Background checks will need to be redone if the volunteer leaves Fairland Church, returns and again wants to serve in children's ministry.

SUPERVISION

Two-deep leadership is ideal. (In early childhood rooms, one worker must be female.) When this is not possible, an approved adult will check the room periodically. The supervising leader should make regular visits to the classrooms to insure that classrooms are properly supervised.

Staffing ratios (children per leader) as listed below should be followed for all children's programs.

Nursery.....1 adult to 4 children

Toddler Room...1 adult to 5 children

Preschool Room..1 adult to 10 children

Elementary1 adult to 12 children

There are situations where a children's worker has legitimate reasons to meet privately with a child. The leader should:

- Do one of the following prior to the meeting
 - receive consent from the child's parent/guardian or
 - notify the supervising leader
- Secure the presence of another approved leader on the premises.
- Meet with child in well-lit, open areas or rooms: and
- Keep doors open. If this is not possible for reasons of confidentiality, meet in room with windowed doors.

All volunteers working with children will be expected to wear a picture ID anytime they are on duty. ID cards will be provided by the church and can be stored in their designated area.

FIELD TRIPS

Some special occasions may arise that could lead to taking a field trip off of the Fairland Church property. If a trip is within walking distance, written permission must be obtained by a

parent/guardian of each child involved. No child under the age of 8 should be transported in a motor vehicle by any Fairland staff member. If an activity is proposed that requires Fairland staff to transport children over the age of 8 off property, a plan should be submitted to and approved by the Children's Ministry Director prior to being implemented.

STAFF TRAINING

All individual children's programs should hold at least 1 orientation meeting per year in order to keep staff well-informed. If a children's worker cannot attend their respective meeting, they are expected to meet with their supervising leader so that they are able to receive the information presented at that meeting.

The Children's Ministry Team will schedule several training sessions throughout the year for the express purpose of constantly improving the quality of our programs and assisting our staff with their responsibilities.

DISCIPLINE & CLASSROOM MANAGEMENT

Consider a child's dignity and self-esteem when giving discipline. Discipline will be carried out through instruction, training and correction. Physical punishment will never be used. Physical restraint may only be used when a child's behavior may harm himself or another individual. The general rules that children should follow should be communicated regularly and posted in areas that are visible to the children. When a discipline problem does occur, the teacher should use the following steps.

SUGGESTED SOLUTIONS:

- Make eye contact to be sure you have their attention.
- Use the 1-2-3 Approach:
 1. First failure to follow rules: Warning 1
 2. Second failure to follow rules: Warning 2
 3. Third failure to follow rules: Take a Break (5 min.)

Warnings should be simple statements of rule broken. Too much discussion will be a distraction for the rest of class and reduce the effectiveness of the system. Different negative behaviors can be "counted". Some behaviors, such as physical fighting and deliberately destroying church property, warrant an immediate Break and no warning is necessary. Parents/guardians should be contacted by the supervising leader in these situations. The purpose of the Break is to provide an immediate consequence by removing a child from the activity & denying them the privilege of participating. The child should spend his/her Break either outside the classroom with an assistant or the supervising leader or in the classroom removed from the group. If a child receives a Break and

continues to be disruptive, they may be dismissed from activities for that day and escorted to their parent/guardian, or parents are called. That decision should be made by the supervising leader.

In all circumstances, the leader/teacher should dialogue with the child about the behavior and ways to improve.

If you are experiencing challenges with the same child week after week, it is probably time to try a new approach. If you are in a ministry where teachers change each week or month, check in with other teachers to see if they're experiencing the same problems. Discuss the issues with the appropriate supervising leader for other ideas. They could also observe and give feedback. A conference with the child's parents could also be planned if necessary.

FACILITY USE & CARE

Please keep in mind that our facilities are used for many ministry and special events. After a class or event, all staff should plan time to look around their area to be sure that everything is returned to its place and all garbage is thrown out. Cluttered disorganized spaces give visitors the impression that we don't place importance in our facilities and that stewardship of our resources is not a priority. In order to keep clutter to a minimum, supplies from other ministry areas within the church should not be stored in the children's areas.

Take time to explore the supply cupboard outside the treasurer's office. The contents of this cupboard are available for the use of anyone working with children at Fairland. Please keep the cupboard organized and in good order for others to use. If ever you notice that more or different supplies are needed, please contact the Children's Ministry Director.

HEALTH & SAFETY

MEDICATIONS

The Fairland BIC Church and its staff will not be responsible for storing or dispensing any medications (prescription or over-the-counter to children in our care. Children who require medications during ministry times may have a parent/legal guardian administer the medication. No medication will be left in the classroom, with a worker or with a child. In the case of severe allergies/special needs, teachers/leaders should be trained on the emergency plans. In these cases (i.e. epi-pen, inhaler, etc.) with prior training, emergency medications may be held and administered by a teacher/leader.

FIRST AID KITS

Well-stocked first aid kits should be maintained in all the early childhood rooms, the children's ministry supply cupboard and in all game stations located outside during special children's events.

CONTAGIOUS & INFECTIOUS DISEASES

It is essential that all children's staff understand that use of proper hygiene and cleaning procedures are important to the health and safety of all involved. The following infection control guidelines are designed to protect everyone involved from exposure to diseases spread by bodily fluids.

1. **Gloves:** Our staff is encouraged to wear vinyl gloves anytime there is potential for contact with bodily fluids. This includes diaper changes, skin/wound care, etc. Use gloves only for the care of one child, then discard.
2. **Handwashing:** Wash hands after doing any of the following: removing gloves, using the toilet, diapering a baby or helping a child with toileting, wiping a runny nose, preparing to assist with eating or feeding, after accidental contact with blood or blood-tinged fluids.

ACCIDENTS

If a child requires first aid of any kind, an "ouch report" paper should be filled out by the adult who administered the aid and placed in the supervising leader's mailbox. "Ouch Report" papers can be found in all classrooms. The supervising leader should then follow-up with a phone call to the child's home within 48 hours to check on the child's condition.

An accident may occur during a children's program that may lead to a child needing emergency medical treatment. The decision to seek that treatment will be made by the Children's Ministry Director if he/she is on the premises at time. If not, the decision will fall to the supervising leader or a nurse who is serving on the staff at the time.

INFANT/TODDLER DIAPERING/TOILETING

Diaper changing should only be done by approved workers in the room in which they are serving and only on a diaper changing table. There are specific diaper-changing procedures posted in the infant & toddler rooms by the changing tables. There should always be a second worker present in the room during a diaper change.

When toileting toddlers, keep the bathroom door at least partially open. Please be sure to clean and sanitize potty chairs when used. Only approved workers should assist the children in the room in which they are serving.

BATHROOM POLICIES

Parents are strongly encouraged to take their children to the bathroom before each class.

In order to avoid any perception of impropriety, all staff/volunteers should follow these guidelines:

- Avoid being alone with a child in a bathroom.
- Never go into a bathroom stall with a child and shut the door.
- Only females should escort/assist children of preschool age to the bathroom.

FOR PRESCHOOLERS & SPECIAL NEEDS CHILDREN

A volunteer should escort a group of children to the ladies bathroom. It should be the aim to always go as a group. If, for some reason, this is not possible and just one child must go and the child needs assistance, the volunteer must prop the bathroom door open.

FOR CHILDREN KINDERGARTEN TO GRADE 6

A volunteer should escort two or more children to the bathroom or send children to the bathroom in pairs. Transit to and from bathrooms can be overseen by supervising leaders or hallway floaters.

HALLWAY FLOATERS

During high attendance activities, such as VBS or Kids' Club, there should be assigned floaters in the hallways. A "floater" is an **approved** volunteer whose job is to assist with any needs that may arise and supervise children while traveling between classes. When at all possible the floater will assist the children with bathroom needs.

RESPONDING TO SUSPECTED ABUSE

All volunteer and paid staff involved with children shall immediately report any items of obvious concern relating to child abuse or neglect of which they have knowledge or observe within the scope of their duties to their supervising leader and then to Fairland's Lead Pastor. Concerns of suspected abuse or neglect should not be discussed with anyone else.

In the case of suspected abuse, these guidelines should be followed:

1. If the incident occurred at church, make sure the child involved is safe.
2. Take what the child says seriously. Respond with care and compassion and avoid implying blame or disbelief. It is very important that the hurt of abuse is not compounded by the way we respond. Keep in mind that denial, minimization and blame are common, almost automatic, responses to abuse situations. Take care to avoid responding in these ways.
3. Do not promise to keep what the child tells you a secret.

4. Report immediately to supervising leader and Lead Pastor.
5. Carefully document everything that occurred.
6. Do not attempt to further investigate the situation. It is not the responsibility of the reporting person to substantiate any allegations or suspicions.

If Fairland is ever in the position of having to deal with an allegation of abuse within our church setting, any news media inquiries should be referred to the designated spokesperson for the church. Do not respond individually to any news media inquiries. Differing information from different sources could be damaging and seriously compromise any investigations or legal proceedings.

EMERGENCY EVACUATION PLANS

In order to be prepared for emergency situations, each year the children's department will have 2 evacuation drills. The seriousness of this procedure and the importance of their cooperation should be communicated to the students. Leaders and teachers should always be well-acquainted with all building exits.

PROCEDURE

1. Teachers/leaders should always take attendance as soon as possible at the start of each class/event.
2. When a drill is announced or initiated, teachers/leaders should take their completed attendance sheet with them so that they can ascertain that all their children are accounted for throughout the evacuation. Supervising leaders should also take all sign-in sheets and registration information.
3. Participants should exit their rooms quietly and as quickly as possible leaving their doors open and turning lights off.
4. Participants should exit the building using the closest available exit being aware that during drills an exit may be blocked to simulate conditions during an actual emergency.
5. After exiting the building, participants should proceed to the fenced-in play yards near the youth house. (Elementary to the bigger yard to the west, Early Childhood to smaller yard behind youth house)
6. Ushers or assigned staff will check each room (including storage rooms & bathrooms) turning on all lights to signal that area has been checked.
7. No one is to return to the building until notified that the emergency drill is over. Participants should re-enter the building quietly and orderly.

Our main goal for these drills is to practice these procedures. In the event of an actual evacuation, ONLY after ALL children have been relocated to the play yards and accounted for, may they be released to their parent/guardian using the usual sign-out procedures.

CHILDREN & YOUTH PROTECTION POLICIES

Fairland Brethren in Christ Church (FBIC) realizes the seriousness and sinfulness of sexual and physical abuse. This type of behavior violates the very image of God. It causes serious damage to the mind, body and spirit of the one abused. It also causes harm to the mind and soul of the abuser.

We seek to make our church environment a safe place for all who desire to worship and fellowship with us. We attempt to prevent abuse by adopting safeguards, and will address charges of abuse seriously. Where abuse does occur, we will seek and support healing measures for the abused and the abuser.

We seek to follow the above in the manner of our Lord who addressed evil clearly with the ultimate goal of bringing wholeness and healing to all involved.

What is Sexual and Physical Abuse?

Any sexual contact or sexual interaction (touch or non-touch) between a child/youth and an adult or teenager is abusive. Force, threats, bribery, misrepresenting right and wrong are some of the ways this abuse is conducted. Even if a child/youth out of ignorance, innocence or fear does not resist, it is still abuse.

Spanking and applying any physical pain is considered inappropriate discipline for children and youth ministry workers ministering to children.

Background Checks:

Every individual involved with ministry responsibilities will receive a background check. This information will be processed for the protection and safety of the whole congregation and be held in strict confidence.

OUTREACH PROJECT POLICY

It is the policy of Fairland BIC Church, that any Fairland member or attendee wishing to organize an Outreach Project adhere to the following procedure.

Plans/Outline, including cost projections are to be submitted in writing to the Outreach Director prior to scheduling the activity for approval.

Any money collected through the event/activity must be submitted to the Fairland church treasurer within 7 days following the event/activity for proper recording and disbursement to appropriate persons/organizations.

SECTION 3: OPERATIONAL POLICIES

SUNDAY MORNING CHURCH OFFERING

Issue: The Sunday morning church offering is the vehicle by which congregants give their tithes and offerings for special designations or for the operating expenses of Fairland Brethren in Christ Church.

Purpose: The purpose of the Sunday Morning Church Offering policy is to describe the process whereby the offering and/or love offering is counted and deposited at Fulton Bank or dispersed to other treasurers.

Guidelines: The deposit will be locked in the double classroom closet for the remainder of the service once the offering is taken.

- A. Each Sunday the deposit team of two shall include at least one member of the finance committee. The deposit team may not include spouse, child, or parent, or in-law of other team member.
- B. Sorting the Offering
 1. Watch all checks and envelopes for indication of designations to something other than General Fund.
 2. Open envelopes, making sure amount is written on outside.
 3. Watch checks for an envelope set # if they were not given in an envelope. Ensure that financial assistant gets that number and amount with blue envelopes packet for that Sunday.
 4. Deposit only General Fund gifts. Other designations should be placed in envelopes and distributed to Benevolence Fund treasurer, Youth Account treasurer, or general treasurer for all other designations.
- C. Deposit Slips
 1. Remember to date deposit slip(s).
 2. Arrange checks in ALPHABETICAL order by last name.
 3. Record checks on deposit slip(s), clarifying first name for duplicate last names in congregation (ie, Ebersole, Hess, Reist, Wagner)
 4. Record amounts of cash by denomination of currency and coins on first page in the left margin and place those totals on page one of deposit slip in marked boxes at top.
 5. Run two tapes of deposit for verification purposes. Run one that matches individual amounts written on deposit slip(s). Run second tape by entering amounts written on actual checks plus any currency and cash. Make corrections to deposit as needed so that both tapes show correct amount.
 6. Place total of checks at bottom of last page. Place total of deposit in square boxes of last page while holding slip horizontally.
 7. Coins go in coin envelope for deposit.
- D. Closing Up Process
 1. Place small zippered bag inside large zippered bag and close.
 2. Prepare offering summary report for all amounts and place in mailbox of church secretary.
 3. Return offering plate(s) to shelf in foyer.

4. Place blue offering envelopes, in order by number, in mailbox of financial assistant. If that person is involved in process that day, he/she will take envelopes at that time.
5. Take closed bag to Cleona branch of Fulton Bank and place it in drop box.

VISITING MISSIONS OR MINISTRY POLICY

It is the policy of Fairland BIC Church, to establish the following for any visiting Ministry or Missions group/person.

You may be asked to present a 10-15 minute, or a 30 minute service length presentation. Presentation length will be determined at the time of scheduling your visit.

Fairland Church will ask for a description or outline of your presentation, to be reviewed by the Outreach and Missions Director and/or the Pastor prior to your visit.

Any love/special offering taken during this presentation will be collected by Fairland and issued to you/your organization in the form of a check from Fairland church for accounting purposes.

We ask that you do not solicit for money/donations during your presentation. Presenting positive outcomes and reports from previous gifts would be appropriate.

You are welcome to sell items which support your mission/ministry, or provide information about ways to support your ministry following the service in an area designated by the Pastor or Outreach and Missions Director.

CHURCH VANS

Issue: The church vans are an important asset to the ministry for Fairland Brethren in Christ Church, but they also expose the church to a high level of liability. Keeping accurate records is an important piece of our church's responsibility.

Purpose: The purpose of the Church Vans policy is to describe the process whereby the church vans are used for ministry purposes.

Guidelines:

- Reservations and use of the vans will be handled through the church office.
- All drivers of the vans must be 25 years of age or older.
- A usage report, located in the van, will be completed each time the van is used.
- The van(s) will be filled with fuel when the van is returned.
- The usage report, keys and receipts for the fuel expense will be turned into the office secretary when the van is returned.
- The office secretary will pass the receipts, accompanied by a reimbursement request form, on to the church treasurer for reimbursement. (No reimbursements will be authorized until the usage report is submitted.)
- Any concerns about the physical condition or operating condition shall be reported directly to the trustees.

FACILITY USE POLICY

FAIRLAND BRETHREN IN CHRIST CHURCH
529 West Penn Ave.
Cleona, PA 17042
272-4276

FACILITIES USE POLICY
EFFECTIVE (January 1, 2012)

I. PURPOSE OF THIS DOCUMENT

- a) This document shall set the policy which the Fairland Brethren in Christ Church Trustees shall use as a guideline for the use of the Fellowship Hall, Kitchen, Sanctuary, and Auxiliary Building.
- b) Changes or exceptions must be approved by the Board of Trustees.

II. DATE APPROVAL PROCEDURE

- a) Every group or individual to use any of the above facilities, must be cleared through the Church Office, where the Church calendar is maintained. All activities shall be recorded on the Church calendar at least 2 months in advance. Internal activities take priority over external requests.
- b) All rental fees are required to secure the building at the time the reservation is made.
- c) The reservation date is not firm until fees are paid.

III. BUILDING RENTAL FEES AND POLICIES

- a) **General use**
Fellowship Hall – There shall be a rental charge of \$50.00 for the use of the Fellowship Hall. If a regular attender of the Fairland Brethren in Christ Church rents the Fellowship Hall, there shall be a rental fee of \$25.00.

Kitchen – There shall be a rental fee of \$50.00 for use of the Kitchen. If a regular attender of Fairland Brethren in Christ Church rents the Kitchen, there shall be a rental fee of \$25.00.

PLEASE NOTE: Rental of the Fellowship Hall and/or Kitchen does not include use of things that are disposable such as napkins, table coverings, plates, etc. These must be supplied by the person renting.

Sanctuary – There shall be a rental charge of \$100.00 for the use of the Sanctuary. If a regular attender of the Fairland Brethren in Christ Church rents the Sanctuary, there shall be a rental fee of \$25.00.

Auxiliary Building – There shall be a rental charge of \$75.00 for the use of the Auxiliary Building. If a regular attender of the Fairland Brethren in

Christ Church rents the Auxiliary Building, there shall be a rental charge of \$25.00.

b) **Wedding rental charges**

Sanctuary – There shall be a rental charge of \$150.00 for the use of the Sanctuary for a wedding. If a regular attender of the Fairland Brethren in Christ Church rents the Sanctuary for a wedding there shall be a rental fee of \$25.00. If the wedding rental is to include the basement and kitchen, the rental fee shall be \$225.00. If a regular attender of the Fairland Brethren in Christ Church wishes to rent the Sanctuary, Fellowship Hall and Kitchen for a wedding, the rental fee shall be \$50.00.

IV. CUSTODIAL FEES AND POLICIES

Custodian – The Custodian charge for any event is included in the rental fee. However, if there is evidence of misuse or excessive custodial duties, an additional charge can be assessed against the renter to cover the additional custodial hours.

Application – Rental fees and custodial fees will apply for any and all non-Church functions. A non-Church function is defined as any event which is not planned or sponsored by a Church committee, board, or class group, i.e. Wedding, Family Reunion, Baby Shower, etc. No rental fees will apply for any Church-related function.

V. SPONSORSHIP

A person, who does not attend the Fairland Brethren in Christ Church regularly, must gain a sponsor for the rental of the facilities. A sponsor is defined as a regular attender of the Fairland Brethren in Christ Church. That sponsor must be available for the scheduled event for unlocking and locking the doors. The sponsor is also required to serve as the contact person for the group.

VI. RULES FOR USE OF THE FAIRLAND BROTHERS IN CHRIST CHURCH

1. There will be no misuse or abuse of the facilities.
2. Turn off all lights, including rest rooms.
3. Return all equipment (chairs, tables, sporting) to proper place.
4. Kitchen is unavailable unless the Kitchen fee has been paid and approved by the Kitchen Committee.
5. No alcoholic beverages are permitted anywhere on Church property.
6. No smoking inside building, including rest rooms.
7. Gambling is prohibited.
8. Use of the building is restricted to the area agreed upon in application form.
9. The person in charge is asked to walk through the hall, kitchen, rest rooms, and storage areas and check lights and doors before leaving.
10. The user group is responsible for all real and personal damages.

FORMS

PARENTAL CONSENT AND LIABILITY RELEASE FORM

PARTICIPANT'S NAME _____ AGE _____ BIRTH DATE _____
ADDRESS _____
PHONE _____ SCHOOL _____ GRADE _____
PARENT(S)/GUARDIAN NAME(S) _____
WORK PHONE(S)/ CELL PHONE(S) _____/_____

TO WHOM IT MAY CONCERN:

The undersigned do(es) hereby give permission for our (my) child(ren):

_____ (“Participant”), to attend and participate in **YOUTH MINISTRY EVENTS** sponsored by the Fairland Brethren in Christ Church during the 2009 and 2010 school year.

LIABILITY RELEASE: In consideration of **Fairland BIC Church** allowing the Participant to participate in children or youth ministry activities, we (I), the undersigned, do hereby release, forever discharge and agree to hold harmless **Fairland BIC Church**, its directors, employees, volunteers and agents (collectively herein the “Church”) from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the Participant while involved in the children/youth activities. We (I) the parent(s) or legal guardian(s) of this Participant hereby grant our (my) permission for the Participant to participate fully in youth ministry activities, including trips away from the church premises.

Furthermore, we (I) [and on behalf of our (my) minor Participant(s)] hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of participation in recreation and work activities involved therein.

Further, authorization and permission is hereby given to said Church to furnish any necessary transportation (within the limitations of church insurance and the law), food and lodging for this Participant. The undersigned further hereby agree to hold harmless and indemnify said Church for any liability sustained by said Church as the result of the negligent, willful or intentional acts of said Participant, including expenses incurred attendant thereto.

MEDICAL TREATMENT PERMISSION: We (I) authorize an adult, in whose care the minor has been entrusted, to consent to any emergency x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital or emergency care facility. The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child or youth pursuant to this authorization.

EARLY RETURN HOME POLICY: Should it be necessary for our (my) youth to return home due to medical reasons, disciplinary action or otherwise, the undersigned shall assume all transportation costs and responsibility.

TRANSPORTATION PERMISSION: The undersigned does also hereby give permission for our (my) youth to ride in any vehicle driven by an approved ADULT chaperone while attending and participating in activities sponsored by Fairland BIC Church. My child/youth and I understand that SEAT BELTS SHALL BE WORN AT ALL TIMES during transportation.

Medical Insurance: YES _____ NO _____ Insurance Company: _____

Policy/Group ID#: _____ Emergency Phone #s in case parent/guardian cannot be reached:

Allergies or Medical Conditions: _____

Parent/Guardian Signatures _____/_____ Date _____

YOUTH COVENANT OF CONDUCT

During the meetings and events under the sponsorship and guidance of **Fairland Brethren in Christ Church**, I recognize that I am a representative of the Christian Community and I am responsible for my actions. I understand that by signing this Covenant, I agree to abide by the following guidelines:

I Shall:

- ☺ Recognize that everyone in the group is a part of the body of Christ. I will embrace inclusiveness by making sure that everyone feels welcome and important.
- ☺ Respect the physical and emotional well-being of others by "doing unto them as I would have them do unto me." (This includes refraining from harsh play or violence, refraining from harmful jokes, respecting the need for sleep, etc.)
- ☺ Respect the health of my own body by refraining from the use of tobacco, alcohol, and illegal drugs. I understand that the use of these substances is absolutely prohibited.
- ☺ Respect the things I use and the property of places I visit. The areas used for all events, including transportation, shall be left clean.
- ☺ Participate fully in ALL scheduled group activities and abide by additional group guidelines made during overnight trips.
- ☺ Act appropriately with members of the opposite sex.
- ☺ Follow all instructions given by group leaders and chaperones without protest.
- ☺ Stay within the group or assigned sub-group at all times. I will not wander off alone or leave the activity site unless granted permission by an adult, and I will report for all designated check-in times.
- ☺ Hold safety in the highest regard and refrain from compromising my own safety or another's safety.
- ☺ Provide a trusting environment for my peers. When others share something about themselves in a group discussion, I will not repeat that information to other friends outside of the group.

Guidelines for Consequences:

Consequences will focus on restoring peace with reconciliation among the parties involved. Any problems encountered will be handled within the group and by the adult leaders to the extent that this is possible. However, should a situation persist or become uncontrollable, the parent/guardian will be contacted and informed of the problem. Should the situation be urgent, the parent/guardian will be contacted immediately and will be responsible for picking up the youth from an event or providing for his/her transportation home.

Youth and Parent/Guardian Signature:

In signing this covenant, I vow that I have read and understand these guidelines. I recognize that a covenant is a binding promise, and my signature is testimony that I agree to adhere to the provisions of this covenant.

Signature of Youth _____ **Date** _____

Signature of Parent/Guardian _____ **Date** _____

YOUTH LEADER COMMITMENT

(Rev. Jan 2010)

At Fairland Church we desire for each of our leaders to live a healthy spiritual life centered around Christ and being an example of Christ for the youth God has entrusted us with. The following points will be used to clearly state the expectations of Fairland for its youth leaders. We are asking each leader to commit to a year of service. This can be extended for years to come by signing new commitments on a yearly basis.

~As leaders within a church it is vitally important to live a life that brings glory and honor to Christ Jesus. It is the expectation that the words you choose to use will be glorifying to God.

~Actions! At times our actions speak louder than our words. The things you choose to participate in say much about your commitment to Christ. Make sure your actions line up with the teachings of scripture.

~Parental Support! As a youth leader you must be supportive of a healthy family life for our youth. You need to encourage healthy parent/teen relationships with your words and actions.

~Alcohol use. At no times should alcohol be consumed by a person under the age of 21. No leader should purchase for, or give alcohol to a person under the age of 21. The use of alcohol is discouraged among our youth leaders and should not happen in a public setting.

~Public media is available and used by a huge majority of our youth leaders and youth. What you say in writing, pictures, applications et cetera is viewed by many. Once again, we ask that you use this form of media (Facebook, Myspace, etc.) with great caution. The world is watching, let this be a tool for Christ not a stumbling block for others!

~Church attendance is expected! If you are serving the Fairland youth the expectation is that you attend Fairland Church. Spiritual growth in your own life will only occur if you set yourself up to be fed. Many of our youth check us out on Sunday mornings from time to time and they need to see their leaders making church a priority.

~A personal relationship with Christ is a must! Our youth ministry has been created because of a desire to see others enter the kingdom. As followers of Christ we have the responsibility to share Christ with others. In order to maintain the kingdom direction of the ministry it must be led by leaders who are committed to seeking and following Gods direction.

~As a leader you must be committed to the health of the overall program. This means keeping open doors of communication with all other leaders. Showing respect, compassion, and love to every other leader that invests in the youth ministry.

~Healthy relationships. You are a leader in the youth program. At no time is it acceptable to be dating one of the youth. Friendships are encouraged but be careful not to come across as "interested." One-on-one time with the opposite sex is not acceptable!

~Fairland asks that the leaders be committed to faithfully pray for the church and its ministries. Regular prayer for leaders of the church and youth ministry will create an atmosphere that will grow a healthy church.

~ Times of training/teaching/brainstorming etc. for our youth leadership team will occur throughout the year. It is expected that you will attend these meetings.

I commit to the above listed expectations

Signed _____ Date_____

APPLICATION FOR USE OF FACILITIES

Group or individual name:

Address:

City, State Zip:

Phone:

Purpose of the group:

What type of activity will be held?

How many anticipated participants?

What area of the building is requested?

Sanctuary

Kitchen

Fellowship Hall

Auxiliary building

Date facility is needed?

Time of activity: (Begin) (End)

What (if any) pre-arrangements are needed?

Signature of Fairland BIC sponsor (needed if the group is an external group):

Name, address, and phone of individual completing this form:

Please return this completed form, along with your payment, to the Church Office.

Please review the Facilities Use Policy located on the Church website.

I would like a receipt.

My canceled check will serve as my receipt.