

# Children's Ministry Volunteer Contract

*By signing your name on the back of this paper, you indicate you understand and agree to the following policies, procedures, guidelines and beliefs. This is only a summary. For the full Policies and Procedures, please contact the Director of Children's Ministry.*

## Vision, Mission, and Values

- Our Vision is to cultivate a loving community of parents and volunteers that changes children's lives through Christ so that Grace Children are set on a path to wholeheartedly follow Christ in *all of life* and *for a lifetime*.
- Our Mission is *Making Disciples for life*. "For life" means "for all of life" and "for a lifetime."
- We value children and family ministry that is Biblical, safe, fun, creative, relational, welcoming, relevant, prayerful, and family-supportive.

## Policies, Procedures, and Guidelines

- A minimum of two workers must be in the room any time children are present, regardless of how few children there are.
- The following ratios are staffing *minimums* (workers: children)
  - Infants = 2:4
  - Toddlers = 2:6
  - Twos = 2:8
  - Threes to Pre-K Fives = 2:12
  - Kindergarten – 6<sup>th</sup> Grade = 2:16
- Children should not be allowed to enter a classroom without proper supervision, as outlined above. Contact a Superintendent or the Director if these requirements are not met.
- Volunteers should arrive a minimum of 15 minutes prior to the start of their ministry hour, to allow time to prepare the room and greet children as they arrive.
- All children must be checked in before entering the classroom.
  - Children must be wearing a nametag before entering a classroom. In addition to the child's name, the nametag includes allergy information, classroom name, and an alpha-numeric code.
  - Another nametag should be placed on the Attendance Paper for security reasons.
- The Security Code Tag must be shown and matched to the nametag the child is wearing before releasing the child. If there is a problem, contact the Superintendent or Director.
- All Children's Ministry Volunteers must wear a green Name Tag, which they will receive after checking in electronically.
- Do not allow anyone to enter the classroom unless they have a green Volunteer Tag or a Parent Security Code Tag. If there is a problem, see the Superintendent or the Director.
- Only Team Leaders should change diapers at Changing Stations located in the classrooms. The Team Leader should always have at least one hand on the child at all times. Hands must be washed and the changing pad must be sanitized after each use.
- If a child needs assistance using the restroom, a Volunteer may enter to assist the child, but the door must be left open either fully or partially. Otherwise, the Volunteer should wait outside the door for the child to finish.

- Physical contact should always be age and developmentally appropriate. Hugs should be child-initiated side hugs. Never prolong physical contact longer than a child wants. Casual encouraging touch, such as back pats and fist bumps are encouraged. Avoid swinging a child, wrestling, or other activities that require body to body contact. Unless it is necessary for the care of the child, such as diaper changes, never reach under clothing for any reason.
- All on-site injuries need to be reported to the Superintendent or Director when they occur.
- Evacuation Procedures are located in the classrooms. Understand the procedures before children arrive.
- Discipline should be administered with gentleness, respect, and understanding. Harsh words, profane language, and physical discipline must never be used. If physical contact is necessary to protect a child from harming himself, someone else, or church property, use the minimum amount of contact necessary to ensure safety.
- Sick children should not be allowed to enter the classrooms. If a child becomes ill while in your care, contact the superintendent or Director immediately.
- Toys and equipment should be disinfected with Clorox Wipes as necessary. Tissues, hand sanitizer, hand wipes, and soap can be used for children and volunteers. Frequent hand washing is encouraged.
- Equipment should only be used per the manufacturers' instructions. All straps should be properly buckled when a child is in the equipment.
- No peanut or nut products are allowed in the Children's Ministry Classrooms. This includes items processed in the same plant as peanuts or nuts.
- Volunteers serving in the Children's Ministry Classrooms must refrain from bringing firearms into the classrooms when children are present, regardless of their status as a concealed carry license holder in the state of Illinois.
- Volunteers should not take pictures and post them on facebook or other social media outlets.

### **Affirmation of Beliefs and Commitment to a Christ-honoring Lifestyle**

- I believe the Bible is the written Word of God, inspired by the Holy Spirit, without error in the original manuscripts, and authoritative in all matters of faith and practice.
- I believe there is one God who eternally exists in three persons: the Father, the Son, and the Holy Spirit.
- I believe that all people are sinners and unable to save themselves from God's displeasure except by His mercy.
- I believe that Jesus Christ is the eternal Son of God, who became a man, lived a perfect life, died a sacrificial death, rose from the dead, and ascended into Heaven.
- I believe that salvation is by grace, through faith, in Christ, for the glory of God.
- I am trusting in Jesus Christ alone for forgiveness of sins and eternal life.
- I will seek, relying on God's grace for the power to do so, to lead a Christ-honoring lifestyle and to do nothing to bring disgrace to the name of the Lord Jesus Christ, Grace Presbyterian Church, or the Children's Ministries.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_