



Dear Kid City Leaders,

The Lord has led us to another defining moment in the history of Lancaster Baptist Church. The opening of the Kid City building brings numerous blessings along with an even greater sense of responsibility. In Luke 12:48, we find the principle, "For unto whomsoever much is given, of him shall be much required." As we make the transition into the Kid City building, let's all rededicate ourselves to the Lord and enter together with a renewed passion for loving children and leading them into a closer walk with Him.

We've heard many times, "Buildings don't change lives, but what happens in them does." Beginning this Sunday, let's ask God to make this kid's space an epicenter of revival for the next generation. As you look into young eyes this weekend, surely full of excitement, be mindful that the eyes looking back at you belong to future missionaries, pastors, and lay leaders in our community.

I am deeply grateful to the Lord for allowing us to serve together in ministry for the benefit of the next generation. Thank you for staying faithful to Him and sharing the love of Christ with the children of the Antelope Valley. If there is anything I can do for you, please don't hesitate to reach out.

Your Friend,

A handwritten signature in black ink, appearing to read "Larry Chappell". The signature is fluid and cursive, with a large initial "L" and a long, sweeping tail.

Larry Chappell
Education Pastor

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MISSION STATEMENT

The Children's Ministry of Lancaster Baptist Church exists...

to nurture children in their relationship with Christ

by **reaching** families with the Gospel

and **equipping** them with the Word of God.

QUALITY PRIORITIES

1. Caring
2. Inviting
3. Treating
4. Yielding

INTRODUCTION TO TEAM MEMBERS

INTRODUCTION TO TEAM MEMBERS

The children's team includes the following team members:

Educational Pastor

Oversees the overall schedule of Kid City and Elementary Departments

Larry Chappell

larry.chappell@lancasterbaptist.org

Nursery/ Preschool Director

Oversees the Nursery and Preschool Departments (0-5 years)

Christine Allen

661.816.0634

christine.allen@lancasterbaptist.org

Kid City Intern

Oversees the Elementary Rallies

Davide Kim

661.903.5930

davide.kim@lancasterbaptist.org

Kid City Intern

Oversees the Kid City Media

Josiah Fies

229.886.5493

josiah.fies@lancasterbaptist.org

CLASS DESCRIPTIONS

BABIES

In the nursery, ladies are able to serve a wonderful variety of people. Ladies not only serve the babies and toddlers each week, but also their parents. They are able to build lasting relationships with the other caregivers as well. In providing first-class nurseries, we are able to see many parents accept Christ as Saviour and grow in their Christian walk. Baby nurseries are located in the West Wing of the Worship Center and in the Kid City Building.

LOCATIONS

<i>Babies</i>	<i>West Wing Nursery 1</i>
<i>Crawlers</i>	<i>West Wing Nursery 2</i>

TYPICAL BRAIN DEVELOPMENT

1. Young babies recognize human faces and prefer them to inanimate objects.
2. A baby's brain is beginning very early adaptation to the language it hears in the home.
3. Babies recognize familiar voices.
4. A baby's healthy development is largely dependent upon how much the baby can consistently trust familiar adults to care for his or her needs.
5. Music and rhythm help stimulate infant brain development.

TYPICAL PHYSICAL DEVELOPMENT

1. Babies express curiosity and often bring things to their mouths as a way of exploration.
2. Between the ages of 4 and 7 months, babies begin learning to sit, roll, and eventually crawl.
3. At just a few months old, babies begin to recognize and even respond to people's emotions.
4. Babies enjoy physical peekaboo-type play activities, especially with parents.
5. Babies enjoy seeing their image in a mirror.
6. At around 9 months, babies are able to express a wide range of emotions - and do so!

FAITH CONCEPTS

1. Babies seek and value unconditional love. Consistently demonstrating it is important to help them understand a loving God.
2. As you provide an environment where babies can develop a sense of trust in the adults around them, you lay the groundwork for them to trust an unseen God.

QUESTIONS YOU CAN ANSWER

1. Am I safe?
2. Do I matter?
3. Are my physical needs met?
4. Can I trust people to care for me?
5. Do people see me?
6. Am I loved?

EFFECTIVE WAYS TO TEACH

1. Babies need gentle, loving physical touch to feel love.
2. Babies need eye contact and a person who will smile and interact with them.
3. Babies react in the womb to music rhythms before birth. Any use of rhythm and cadence boosts development and is instantly engaging.
4. Read Scripture and Bible stories to babies. Even if they don't literally understand, they sense your tone and expressions of love for them.
5. Babies thrive on routine. Add prayer time to your ritual.

**Taken from "Faith Development through the Years" by Sheila Halaszin Children's Ministry Magazine: 2020 Special Edition.*

TODDLERS

With never a dull moment, the nursery is an exciting and rewarding place to serve. Two year olds hear a Bible story, sing songs, and pray together each week. Toddler nurseries are located in the Kid City Building.

LOCATIONS

<i>Walkers</i>	<i>KC 105 & 106</i>
<i>2 Year Olds</i>	<i>KC 104 & 107</i>

TYPICAL BRAIN DEVELOPMENT

1. A toddler's brain is developing social-emotional characteristics like making eye-contact, responding to his or her name, and gesturing.
2. Inter - and intrapersonal intelligences are developing, which can lead to large emotions and power struggles with peers.
3. Connections in the toddler's brain grow stronger through repetition, which is critical to learning.
4. Brain development is happening at the explosive rate. Toddlers are experiencing a lot of change and may be easily overwhelmed.
5. Toddlers may cling to caregivers and be fearful of strangers.
6. Toddlers experience an egocentric existence, resulting in the 2-year-old's unmistakable anthem: "Mine!"

TYPICAL PHYSICAL DEVELOPMENT

1. Toddlers can walk on their own and enjoy their beginning autonomy.
2. They're beginning to notice physical cause-and-effect relationships.
3. Toddlers begin pretend play and enjoy pulling and pushing toys.
4. Toddlers are able to mimic others and follow two-and sometimes three-step directions.
5. Toddlers are drawn to things that interest them and will quickly abandon items, only to reclaim them later.
6. Toddlers love repetition, rhythm, and routine.

7. Toddlers have a limited attention span and become restless within a few minutes.
8. Toddlers play side by side with others but not cooperatively with others.

FAITH CONCEPTS

1. Church is a special place.
2. God and Jesus are important.
3. God loves me.
4. God made me, so I am special.
5. I matter to God.
6. I can show love

QUESTIONS YOU CAN ANSWER

1. Do the people I am with like me and look happy?
2. What will happen when I push, touch, poke, or drop toys? What will happen when I do that to people?
3. Am I safe, even when I'm angry or unhappy?
4. How do I get what I want?
5. How can I be independent while still feeling safe?
6. Does God always love me?

EFFECTIVE WAYS TO TEACH

1. Toddlers need to move their bodies. Let them move while you tell or read Bible stories.
2. Encourage toddlers to experience joy in play.
3. Let toddlers be loud as they praise.
4. Toddlers won't share easily. Have duplicate items for toddlers to touch and manipulate so conflict stays to a minimum. Intentionally model concepts of sharing, cooperation, and getting along with God's people.
5. Use music and rhyme with lots of repetition for Scripture and stories.
6. Lead by example when developing character.

7. Toddlers need to see what honesty, patience, self-control, repentance, and kindness look like before they can emulate positive character traits.
8. Prayer rituals can include children offering prayer requests and starting their own simple dialogue with God.

**Taken from "Faith Development through the Years" by Sheila Halasz in Children's Ministry Magazine: 2020 Special Edition.*

PRESCHOOL

Preschool children will be introduced to a structured class with songs, games, crafts, and lessons. Although they may have short attention spans, they are still soaking up everything they are taught! Children at this age need to experience, see, touch, smell, and taste what they are learning about.

LOCATIONS

8:15

	Boys	Girls
<i>3 Year Olds</i>	<i>KC 102</i>	<i>KC 102</i>
<i>Pre-Kindergarten</i>	<i>KC 101</i>	<i>KC 101</i>
<i>Kindergarten</i>	<i>KC 201</i>	<i>KC 201</i>

9:45

<i>3 Year Olds</i>	<i>KC 102</i>	<i>KC 109</i>
<i>Pre-Kindergarten</i>	<i>KC 101</i>	<i>KC 110</i>
<i>Kindergarten</i>	<i>KC 201</i>	<i>KC 215</i>

10:45

<i>3 Year Olds</i>	<i>KC 102</i>	<i>KC 109</i>
<i>Pre-Kindergarten</i>	<i>KC 101</i>	<i>KC 110</i>
<i>Kindergarten</i>	<i>KC 201</i>	<i>KC 215</i>

Sunday Evening

<i>3 Year Olds</i>	<i>KC 102</i>	<i>KC 102</i>
<i>Pre-Kindergarten</i>	<i>KC 101</i>	<i>KC 101</i>
<i>Kindergarten</i>	<i>KC 201</i>	<i>KC 201</i>

Wednesday Evening

<i>3 Year Olds</i>	<i>KC 102</i>	<i>KC 102</i>
<i>Pre-Kindergarten</i>	<i>KC 101</i>	<i>KC 101</i>
<i>Kindergarten</i>	<i>KC 201</i>	<i>KC 201</i>

TYPICAL BRAIN DEVELOPMENT

1. Preschoolers' interactions with those around them help shape their personalities and ways of thinking and moving.
2. Preschoolers' communication through words and actions is strong.
3. Preschoolers begin to play with others more and more rather than alongside them.
4. Preschoolers may have difficulty discerning fiction from reality but also will not believe everything they hear.
5. Preschoolers' imaginary inventions and worlds are heightened in their brains.

TYPICAL PHYSICAL DEVELOPMENT

1. Preschoolers can sing simple songs and recite short poems from memory, which is a great way to introduce first Scripture verses.
2. Preschoolers can pour and cut with supervision
3. Preschoolers are growing in creativity and enjoy tactile aspects of coloring, gluing, and painting.
4. Preschoolers enjoy projects that enhance a lesson and offer engaging experiences, but they won't maintain attention to lengthy activities.
5. Routine is key to preschoolers' sense of security.
6. Preschoolers still love repetition, and it's most effective for building brain connections.

FAITH CONCEPTS

1. Prayer is more than just "wishing" for something.
2. Jesus is my friend and helper.
3. God helps people in specific ways.
4. Everything in the Bible is true - it's not a make-believe story.
5. At church, we worship God by loving others, praying, giving, singing, reading the Bible, and learning more about Him.

QUESTIONS YOU CAN ANSWER

1. What does God look like?
2. Where does God live?
3. Why did God make people?
4. What does my grandpa do in heaven?
5. Who is God to me?

EFFECTIVE WAYS TO TEACH

1. Capitalize on a preschooler's sense of wonder, and ask questions like, "I wonder how those stars got in the sky?" Let wondering questions lead children to truth.
2. Preschoolers learn best through play. Act out stories from the Bible, use toys to re-create events, make up a game about a Bible person, and use simple, open-ended crafts that are more about the process than the result.
3. Talk about God in all circumstances. Point out God through nature, in children's positive attributes, and also when bad days happen.
4. Model simple prayers. Start with "Thank you, Jesus, for..."

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ELEMENTARY

The Elementary Department includes the first through fourth grades. These classes are specifically designed to teach Bible truths in a simple and practical way. The students are growing rapidly in mental and physical skills, and it is exciting to see them learn and grow. They enjoy learning through experience and object-based lessons.

LOCATIONS

8:15

1st-2nd Grade

3rd-4th Grade

Boys

KC 203

KC 205

Girls

KC 213

KC 211

9:45

1st-4th Grade Rally

Assembly Room

10:45

1st Grade

2nd Grade

3rd Grade

4th Grade

KC 202

KC 203

KC 204

KC 205

KC 214

KC 213

KC 212

KC 211

TYPICAL BRAIN DEVELOPMENT

1. The elementary child's brain can see things from other people's perspectives.
2. School-age kids are learning advanced vocabulary and sentence structures.
3. Elementary kids understand space and time and enjoy planning and building.
4. Elementary kids can read, write, and reason their thoughts.
5. The brain is "pruning" unused connections, so repetition and repeated experiences strengthen learning.

TYPICAL PHYSICAL DEVELOPMENT

1. School-age children most often have strong and practiced motor skills, but their coordination, endurance, and balance may be more sporadic.
2. Reading abilities vary with children. Some will read complex material with content comprehension, and others will struggle to keep up.
3. Fine motor skills vary widely at this age.
4. Kids' sense of body image is developing, and they'll become more self-conscious and self-critical.
5. Kids are sprouting! They'll be in all shapes and sizes, and that's normal. However, they'll be sensitive to comments about their physical stature—good or bad.

FAITH CONCEPTS

1. God is in control of their lives, and He's rooting for them.
2. The Bible is God's written Word, given to us because He loves us.
3. God wants us to do the right thing because we love Him. We can ask for His forgiveness when we mess up or make poor choices, and He'll still love us.
4. The church is God's family, and God wants us to help others, even those far away.
5. God knows what we need but still wants us to talk to Him through prayer.
6. God is always with us and is always ready to listen.

QUESTIONS YOU CAN ANSWER

1. Why did God create the world?
2. Why do some people die before they're old?
3. Were dinosaurs on the ark?
4. Can we hear God speak?
5. Why does God let bad things happen?
6. Does God still do miracles?
7. Is the Bible true?

EFFECTIVE WAYS TO TEACH

1. Share personal stories of faith and how Scripture impacts you.
2. Guide kids toward facts, scriptural truth, and life application.
3. Help kids see how specific passages apply to their lives rather than focusing on just memory.
4. Let kids have time to play and talk together so they can form relationships and practice what offering grace, sacrificing, and loving looks like in our world.
5. Teach kids through your personal experiences with faith and real-life issues such as doubt or loneliness. They need to hear and see real examples of faith in action.
6. Let them use their strong motor skills in games related to biblical concepts.
7. Encourage Bible reading plans based on their abilities to create lifelong practices. Resist calling on kids to read aloud; instead let willing kids volunteer.

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PRETEENS

The Preteen Department includes the fifth and sixth grade. These classes are designed to teach deeper Bible truths in a passionate and powerful way. The preteen students will learn best through questions, teacher-led class discussions, and problem solving.

LOCATIONS

8:15

5th-6th Grade

Boys

KC 207

Girls

KC 209

9:45

5th-6th Grade Rally

Assembly Room

10:45

5th Grade

KC 206

KC 210

6th Grade

KC 207

KC 209

TYPICAL BRAIN DEVELOPMENT

1. Preteens' brains don't multitask very well, and too much information or too many questions can be quickly overwhelming and frustrating.
2. Preteens are still developing traits such as empathy, which can result in insults and teasing that's hurtful to others.
3. Preteens' brains process more abstract thoughts and concepts, and they're more able to reason deductively to anticipate consequences.
4. Preteens' brains are more reactive to situations, and they may speak before they think.
5. Instead of black-and-white thinking, a whole world of grey areas is developing, and preteens begin to test and question.
6. Preteens become more aware of their "inner voice" or conscience.

TYPICAL PHYSICAL DEVELOPMENT

1. Preteens enjoy mental and physical challenges and can do well in strategy and physical games.
2. Preteens have an increased sense of depth perception, and their visual anticipation becomes more honed.
3. Physical changes associated with puberty begin to occur, resulting in sharper self-consciousness.
4. Preteens increased physical and emotional changes make it hard for them to sit still for long periods.

FAITH CONCEPTS

1. God is for me.
2. I am never alone.
3. God's love and concern for me doesn't change, no matter what my circumstances are or what I've done.
4. God's grace is there for me if I ask for it.
5. Jesus' followers can take God's Word into the world whether that's at school or across the globe.
6. God values all nationalities and cultures, and He expects us to value and respect everyone too.
7. God hears our prayers and communicates with us in accomplishing His will and not ours.
8. God may not answer prayer in the way we want or expect Him to, but He always answers.

QUESTIONS YOU CAN ANSWER

1. What do I do when I have doubts?
2. How do you know God is real?
3. What difference does faith make in my life?
4. What will heaven be like, and do we experience our own life once we get there?
5. What happens to people I care about who don't love God?
6. How can the whole Bible be true?

EFFECTIVE WAYS TO TEACH

1. Preteens are ready for deeper thoughts and questions. Connecting Bible truths to their lives will strengthen their understanding of faith.
2. Preteens will benefit from sharing their stories and hearing others' perspectives in a safe and welcoming environment.
3. Preteens' brains are pruning unneeded things at this point, so repetition with active learning and hands-on service projects are crucial for retaining what's important.
4. A preteen is also closely linked to peers, so group projects and service projects that impact the common good are beneficial. Even though preteens can be inwardly focused, doing service projects that interest them lets them help others and emulate Jesus.
5. Preteens are full of active energy you can harness to interact with them.
6. Preteens are very relational and do well with consistency and a focused environment.
7. Preteens are often insecure about physical, intellectual, and emotional differences, so ensure your space is free of teasing, put-downs, and pranks that will make a child feel singled out.

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MINISTRY RESPONSIBILITIES

NURSERY TEAM MEMBER

The nursery team member will provide proper care and nurturing for babies/toddlers during church services and special events.

Ministry Area/Department	Educational Pastor,
Accountable to	Nursery Director and Nursery Leader
Ministry Target	Babies and Their Parents
Spiritual Gifts	Helps, Encouragement
Talents or Abilities Desired	Loves and is able to care for babies and toddlers
Passion for	Showing and teaching God's love to parents and babies through providing loving care and Christian nurturing to babies

Responsibilities

1. Participate in nursery meetings and training opportunities.
2. Take on a portion of the nursery responsibilities. (changing diapers, taking out trash, wiping down toys, etc.)
3. Help children with coloring, story time, and snack time when needed.
4. Escort children to the restroom (for 2 year olds).
5. Pray for your nursery children and their families consistently.
6. Promote spiritual growth and unity among children.
7. Clean/disinfect used toys after each service.
8. Agree to the Children's Ministry Policies and Procedures.

Time Commitments

- Weekly nursery time on Sunday or Wednesday
- Training opportunities and meetings
- Weekly outreach and visitation. Maps available at Kid City Table.

NURSERY SERVICE COORDINATOR

The nursery service coordinator will provide loving care and nurturing to babies/toddlers during church services and special events by providing leadership in a specific nursery while mentoring nursery caregivers. She fosters a catalyst of Christian growth in her nursery as she serves the children, parents, and caregivers with a sweet spirit and a love for the Lord. She has a sense of ownership for her specific nursery.

Ministry Area/Department	Nursery
Accountable to	Educational Pastor, Nursery Director, and Nursery Leader
Ministry Target	Babies and Their Parents
Spiritual Gifts	Administration, Helps, Encouragement
Talents or Abilities Desired	<ul style="list-style-type: none">• Organized• Loves babies and children• Ability to provide kind, loving leadership to others
Passion for	<ul style="list-style-type: none">• Protecting, caring for and showing the love of Christ to young ones• Offering a safe environment where parents are comfortable leaving their little ones• Mentoring new Christians and young moms

Responsibilities

1. Assist in recruiting and training volunteers to serve in the nursery.
2. Make reminder phone calls to the caregivers in her service, building a relationship with them.
3. Mentor and model to the caregivers about the basics of a Christian home (talk about family devotions, creating a godly atmosphere in the home, etc.).
4. Open nursery 30 minutes prior to the service.

5. Organize the nursery and ensure its cleanliness and safety (report repair and maintenance needs, broken toys, doors, etc. to the nursery leader).
6. Encourage the caregivers in their nursery (notes, phone calls, small gifts of appreciation).
7. Communicate with the Nursery Leader.
8. Promote positive conversations and lead the caregivers in a sweet spirit in serving others.
9. Cover responsibilities in case of absence.
10. Turn in sign-in sheet to the Kid City counter each week.
11. Agree to the Children's Ministry policies and procedures.

Time Commitments

- Weekly nursery time on Sunday or Wednesday
- Training opportunities and meetings
- Weekly outreach and visitation. Maps are available at the Kid City table during the soulwinning rally.

NURSERY LEADER

The nursery leader will provide proper care and nurturing to babies/toddlers during church services and special events.

Ministry Area/Department	Nursery
Accountable to	Educational Pastor, and Nursery Director
Ministry Target	<ul style="list-style-type: none">• Babies and Their Parents• Nursery Caregivers• Service Coordinators
Spiritual Gifts	Helps, Encouragement, Administration
Talents or Abilities Desired	<ul style="list-style-type: none">• Organized• Loves babies and children
Passion for	<ul style="list-style-type: none">• Protecting, caring for, and showing the love of Christ to young ones• Offering a safe environment where parents are comfortable leaving their little ones

Responsibilities

1. Assist in recruiting and training volunteers to serve in the nursery.
2. Make reminder phone calls to the nursery service coordinators.
3. Organize visitation for their nursery. Every child should receive a visit, a card, and a phone call before promoting.
4. Open nursery 30 minutes prior to every service.
5. Organize the nursery and ensure its cleanliness and safety (report repair and maintenance needs, broken toys, doors, windows, etc. to the Nursery Director).
6. Encourage the caregivers and service coordinators in their nursery (notes, phone calls, small gifts of appreciation).
7. Communicate with the Nursery Director.
8. Open and close the Sunday evening and Wednesday evening nurseries, greeting families, and building relationships.

9. Serve as service coordinator for a weekly time slot in nursery.
10. Agree to the Children's Ministry Policies and Procedures.

Time Commitments

- Weekly nursery time on Sunday or Wednesday
- Training opportunities and meetings
- Weekly outreach and visitation. Maps are available at the Kid City table during the soulwinning rally.

ASSISTANT TEACHER

The children's assistant teacher is vital! He/She is the right arm of the teacher. He/She sees the needs of their teacher and the children and then takes the lead in meeting those needs. The assistant must be prepared to fill in for the teacher when necessary and assist with keeping watch over the flock and coordinating class functions under the direction of the teacher. He/She has a love for the Lord and a servant's heart toward the children.

Ministry Area/Department	Sunday School
Accountable to	Educational Pastor, Department Director, and Lead Teacher
Ministry Target	3 year olds through 6th grade
Spiritual Gifts	Helps, Encouragement, Teaching
Talents or Abilities Desired	<ul style="list-style-type: none">• Communicate well with children• Able to allow someone else to lead, but willing to take the lead when necessary
Passion for	<ul style="list-style-type: none">• Discipling children• Providing support for other leaders

Responsibilities

1. Participate in teacher's meetings and training opportunities.
2. Take on a portion of the class responsibilities (roll, song-leading, object lesson, crafts, and absentee contacts).
3. Assist teacher with preparing materials for class—hand outs, craft supplies, etc.
4. Distribute handouts to children; help children with crafts or activities as needed.
5. Escort children to the restroom. Each worker must take two or more children to the restroom at the same time. Men are not permitted to take children under 1st grade to the bathroom.
6. Pray for class members and visitors regularly.
7. Contact each member of the class regularly by visit or note.

8. Promote spiritual growth and unity among class members.
9. Agree to the Children's Ministry Policies and Procedures.

Time Commitments

- Weekly class time on Sunday or Wednesday
- Bi-annual training opportunities and meetings
- Weekly outreach and visitation

Divisions of Assistant Teachers

- The *Assistant* is responsible for being available to the teacher for help. They should always be ready and willing to step into an area of the class to be a blessing, including snacks, games, object lesson, substituting, greeting, etc.
- The *Greeter* is responsible for checking the students in when a family comes to the door. They should be hospitable and friendly to every family and ask if they have any questions or needs. The greeter is also responsible to stand at the door and oversee the dismissal of the students from class to the proper guardian.
- The *Game Captain* is responsible for providing an exciting game in the classroom each week. Games should not be too physical in nature. They should also keep a list of questions during the lesson for a fun review game at the end. For game ideas, please ask the children's team.

LEAD TEACHER

A children's teacher has a love for the Lord and children, and has a desire to see children saved, grow in faith, and enjoy church. The children's teacher is the shepherd of the class and is responsible to keep watch over the flock and coordinate all class leaders and functions. The teacher is expected to teach, reach, and minister to members and prospects with the help of other leaders within the class.

Ministry Area/Department	Sunday School
Accountable to	Educational Pastor, Department Director
Ministry Target	3 year olds through 6th grade
Spiritual Gifts	Helps, Encouragement, Administration
Talents or Abilities Desired	<ul style="list-style-type: none">• Communicate well with children• Lead assistant teachers
Passion for	<ul style="list-style-type: none">• Nurturing children• Teaching the Word• Leading Children to Jesus

Responsibilities

1. Study and prepare for each weekly lesson well in advance. Gather necessary materials: handouts, craft supplies, snacks, etc.
2. Teach the Bible in class. (We use only the King James Version at LBC.) Curriculum will be provided quarterly by the children's ministry office.
3. Delegate responsibilities such as taking roll, leading songs, object lessons, crafts, and a portion of the absentee contacts to the assistant teachers.
4. Pray for class members and visitors regularly.
5. Arrive before class begins to make sure classroom is prepared and to greet children as they arrive. Generally, twenty minutes early if class time is at 8:15 AM, and ten minutes early if class time is at 9:45 AM or 10:45 AM.
6. Lead each week's class time and involve children in studying and learning God's Word through various teaching methods and activities.
7. Provide mentorship and on-the-job training for assistant teachers.

8. Promote spiritual growth and unity among class members.
9. Attend a weekly soulwinning time. Use this time to follow up on visitors and absentees and to visit through your class roster.
10. Maintain contact with children and parents. Contact each class member periodically by phone, note, or visit. Keep parents informed of topics/themes being studied, special events, etc. (through notes, postcards, and calls). Call, visit or send cards to students on special occasions or when a student is sick; assistant teachers may assist with these duties also.
11. Notify the Educational Pastor of any classroom needs or behavior concerns with students.
12. If you will be absent, notify the Children's Ministry office well in advance, if possible.
13. Participate in regular teacher's meetings and seasonal training opportunities.

Time Commitments

- Weekly class time on Sunday or Wednesday
- Weekly lesson preparation throughout the week
- Quarterly teachers meetings
- Weekly outreach and visitation

KID CITY GREETER

The Kid City greeter is the first impression of the ministry of Lancaster Baptist Church. Before a new family hears the choir or meets Pastor, they meet and observe the Kid City greeter. The main purpose of the Kid City greeter is to introduce a new family to Lancaster Baptist Church effectively by exceeding expectations through genuine care and concern during their entire visit. He/She is available at the registration kiosks to assist new families in being acclimated to their new environment and escort them to their correct class.

Ministry Area/Department	Sunday School
Accountable to	Educational Pastor, Department Director
Ministry Target	Children and Their Parents
Spiritual Gifts	Helps, Mercy, Encouragement, Administration
Talents or Abilities Desired	<ul style="list-style-type: none">• Able to allow someone else to lead and learn from their experience• Knowledge of nurseries and class locations
Passion for	Welcoming families to church and providing the best experience possible

Responsibilities

1. Be active in hosting first-time guests throughout their experience in church.
2. Help check in a family at the registration kiosks and demonstrate how to use the check in system (nursery through Kindergarten).
3. Distribute gift bags to children; help children with adjusting to their new surroundings.
4. Take notes about the new family's background and interest and turn them in to the department leader.
5. Have a set time to pray for the new families throughout their time in church.
6. Escort families throughout the campus to their designated classes, ultimately ending at the Worship Center for the service (or their Connection Group) and introducing them to an usher or connection group greeter. Each worker should learn to carry a genuine conversation with the family throughout their time of hosting.

7. Understand that every detail of a guest's experience speaks to them about the ministry of LBC and ultimately about the Lord. Strive to exceed a guest's expectations while hosting them.
8. Promote spiritual growth and unity among the Kid City team.
9. Agree to the Children's Ministry Policies and Procedures.

Time Commitments

- Weekly greeting on Sunday or Wednesday
- Weekly soulwinning time
- Greeter/Registration meetings

WCBC NURSERY TEAM MEMBER

The WCBC student nursery team member is in the nursery to learn and grow with practical, hands-on ministry experience. She is a valuable addition to the Lancaster Baptist Church nursery and should have a humble and helpful spirit. The WCBC student nursery caregiver should learn from the many experienced staff and teachers in the area of real, relationship-building ministry. They will provide proper care and nurturing to babies/toddlers during church services and special events.

Ministry Area/Department	Nursery
Accountable to	Educational Pastor, Nursery Director, and Nursery Leader
Ministry Target	Babies and Their Parents
Spiritual Gifts	Helps, Encouragement
Talents or Abilities Desired	<ul style="list-style-type: none">• Loves and is able to care for babies and toddlers• Able to allow someone else to lead and learn from their experience
Passion for	<ul style="list-style-type: none">• Learning about practical ministry• Showing God's love to parents and babies through providing loving care and Christian nurturing to babies

Prerequisites

1. Salvation and Baptism
2. Enrollment in West Coast Baptist College
3. Signed Interview Forms
4. Completed Christian Service Registration

Responsibilities

1. Be active in helping and learning from the nursery leader and church nursery caregivers.
2. Assist nursery leader with preparing materials for class.
3. Distribute handouts to children; help children with crafts or activities as needed.
4. Escort children to the restroom. Keep half-doors open for accountability.
5. Pray for class members and visitors regularly.
6. Promote spiritual growth and unity among class members.
7. Clean the toys and equipment that are used in your assigned room during each service.
8. Be aware of your surroundings and vigilant concerning the safety and security of the children and co-workers at all times.
9. Wear socks provided in every nursery during service.
10. Agree to the Children's Ministry Policies and Procedures.

Expectations

In addition to the WCBC Handbook and the Children's Ministry policies, there are certain expectations for the WCBC student nursery caregiver:

1. A respect and consideration for the church members with whom you come in contact.
2. Being an example of sanctified Christian living to the children of Lancaster Baptist Church. This would include being appropriate in conversation, in conduct, etc.
3. Full participation in actively engaging and helping the church ladies and children in the nursery. This would include coming 30 minutes before the service starts and having a proactive spirit in serving.
4. Being a help and not a hinderance to the Lord's working before, during, and after the class. (Example: *There should be no cell phone usage at any time during ministry.* This would include texting, taking pictures of children, posting pictures on social media sites, etc.)
5. Faithfulness in attending the class, communicating to the children's ministry and finding a replacement in case of absence.

6. Communicating with the leader if there is a discipline problem. At no time, should a WCBC student worker communicate negativity to a parent/guardian about a child. The teacher in your nursery will handle any discipline issues that need to be communicated to a parent/guardian.

Time Commitments

- Weekly class time on Sunday or Wednesday
- Weekly soulwinning time
- Special event childcare when assigned

WCBC STUDENT ASSISTANT

The WCBC student assistant is in the classroom to learn and grow with practical, hands-on ministry experience. He/She is a valuable addition to the Lancaster Baptist Church Sunday school classroom and should have a humble and helpful spirit. The main purpose of the WCBC student assistant being in the classroom is to learn from the many experienced staff and teachers in the area of authentic, relationship-building ministry.

Ministry Area/Department	Sunday School
Accountable to	Educational Pastor, Department Director, and Lead Teacher
Ministry Target	3 year olds through 6th grade
Spiritual Gifts	Helps, Encouragement, Teaching
Talents or Abilities Desired	<ul style="list-style-type: none">• Communicate well with children• Able to allow someone else to lead, and learn from their experience
Passion for	<ul style="list-style-type: none">• Learning about practical ministry• Providing support for other leaders

Prerequisites

1. Salvation and Baptism
2. Enrollment in West Coast Baptist College
3. Signed Interview Forms
4. Completed Christian Service Registration

Responsibilities

1. Be active in helping and learning from the teacher.
2. Take on a portion of the class responsibilities (roll, song-leading, object lesson, crafts, absentee contacts.) Assist teacher with preparing materials for class: handouts, craft supplies, etc.
3. Distribute handouts to children; help children with crafts or activities as needed.

4. Escort children to the restroom. Each worker must take two or more children to the restroom at the same time.
5. Men are not permitted to take children under 1st grade to the bathroom.
6. Pray for class members and visitors regularly.
7. Promote spiritual growth and unity among class members.
8. Be aware of your surroundings and vigilant concerning the safety and security of the children and co-workers at all times.
9. Agree to the Children's Ministry Policies and Procedures.

Expectations

In addition to the WCBC Handbook and the Children's Ministry policies, there are certain expectations for the WCBC student assistant:

1. A respect and consideration for the church members with whom you come in contact.
2. Being an example of sanctified Christian living to the children of Lancaster Baptist Church. This would include being appropriate in conversation, in conduct, etc.
3. Full participation in actively engaging and helping the church volunteers and children in the class. This would include coming 30 minutes before the service starts and having a proactive spirit in serving.
4. Being a help and not a hindrance to the Lord's working before, during, and after the class. (Example: *There should be no cell phone usage at any time during ministry.* This would include texting, taking pictures of children, posting pictures on social media sites, etc.)
5. Faithfulness in attending the class, communicating to the children's ministry and finding a replacement in case of absence.
6. Communicating with the leader if there is a discipline problem. At no time, should a WCBC student assistant communicate negativity to a parent/guardian about a child. The teacher in your class will handle any discipline issues that need to be communicated to a parent/guardian.

Time Commitments

- Weekly class time on Sunday or Wednesday
- Weekly soulwinning time
- Special event childcare when assigned

Divisions of WCBC Student Assistants

- The *Assistant* is responsible for being available to the teacher. He/She should always be ready and willing to step into an area of the class to be a blessing, including snacks, games, object lesson, substituting, greeting, etc.
- The *Greeter* is responsible for checking the students in when a family comes to the door. He/She should be hospitable and friendly to every family and ask if they have any questions or needs. The Greeter is also responsible to stand at the door and oversee the dismissal of the students from class to the proper guardian.
- The *Game Captain* is responsible for providing an exciting game in the classroom each week. Games should not be too physical in nature. He/She should also keep a list of questions during the lesson for a fun review game at the end.

VOLUNTEER REQUIREMENTS

MINISTRY REQUIREMENTS

1. Church membership (salvation and baptism)
2. Signed covenant
3. Interview with pastoral staff to cover ministry-specific requirements and legal requirements.
4. A daily walk with the Lord through personal Bible study and prayer (John 15:1-5).
5. Leading a sanctified life that may serve as an example for other believers (1 Timothy 4:12). This would include abstinence from activities that may hinder the testimony of Christ or cause a weaker brother to stumble (Romans 12, Romans 14, 1 Thessalonians 5:22), including alcohol consumption, tobacco use, gambling (Proverbs 20:1, 1 Corinthians 6:19, Hebrews 13:5).
6. An appropriate appearance when serving. This would include traditional church attire and a neatly kept appearance (coat and ties for men and modest skirts or dresses for the ladies) (1 Peter 3:4, 1 Timothy 2:9).
7. Faithful participation in the weekly church services and special services such as revival meetings and annual conferences (Hebrews 10:25).
8. Maintaining purity of heart and mind by abstaining from entertainment/media (regardless of venue) that contradicts biblical values of holiness (Psalm 101:3).
9. Faithfulness in tithes and offerings (Malachi 3:10; 1 Corinthians 16:2).
10. Faithfulness in weekly soul winning and outreach (Matthew 28:19-20).
11. Follow ministry-specific requirements.
12. All teaching at Lancaster Baptist Church will be from the King James Version of the Bible.
13. All teachers are expected to be loyal to God's Word, the Pastor, and the church.
14. All teachers must be a discipleship graduate and have demonstrated at least six months of faithfulness within Lancaster Baptist Church (with the exception of ministry staff or WCBC students).
15. Faithfulness to ministry-specific training opportunities.

NURSERY TEAM MEMBERS

Kid City Appreciation Banquet in January
August Volunteer Appreciation Event and Training

NURSERY LEADERS

Kid City Appreciation Banquet in January
August Volunteer Appreciation Event and Training
Nursery Leader's Dinner

ASSISTANT TEACHERS

Kid City Appreciation Banquet in January
August Volunteer Appreciation Event and Training
Filling in for a Lead Teacher for a Monthly Meeting
Previously Announced Training Meeting

PRESCHOOL TEACHERS

Quarterly Meeting on Wednesday Nights
Kid City Appreciation Banquet in January
August Volunteer Appreciation Event and Training

ELEMENTARY TEACHERS

Quarterly Meeting on Wednesday Nights
Kid City Appreciation Banquet in January
August Volunteer Appreciation Event and Training

LEGAL REQUIREMENTS

These requirements can be completed at lancasterbaptist.org/volunteer

1. Volunteer Questionnaire
2. Approved Background Check
3. Signed Volunteer Requirement Form

POLICIES AND PRODECURES

SECTION ONE: General Policies and Procedures

1. **Policy Application.** These policies apply to all church-oriented work with children ages birth through sixth grade. These policies apply to but are not limited to Sunday school, bus ministry, Sunday evening childcare, Cactus Kids Club, special event childcare, soulwinning childcare, clubs, and athletic leagues.
2. **Additional Policies and Procedures.** Additional policies and procedures may be in effect for other ministries, such as the bus ministry. Those policies and procedures must be followed in addition to those contained in this document.
3. **Policy Exceptions.** No changes or exceptions may be made to these ministry policies and procedures without the approval of the Educational Pastor or Senior Pastor.

SECTION TWO: Staffing Policies and Procedures

1. **Steps to serving:**
 - a. Please note, volunteers who have ever committed or been accused of any lewd act or any form of violence will not be able to serve with children.
 - b. New members or returning members of Lancaster Baptist Church will wait six months after their date of membership to serve in the Children's Ministry unless approved by the Senior Pastor or Leadership Team.
 - c. All members volunteering for the Children's Ministry will need to be approved by their Connection Group Leader and/or Leadership Team.
 - d. All members volunteering for the Children's Ministry will be required to fill out a background consent form and Lancaster Baptist Church will run a background check through Protect My Ministry.
 - e. All members must agree to the Leadership Requirements of Lancaster Baptist Church.
 - f. All members will be interviewed by a Children's Ministry staff member.
 - g. Members will begin serving after the approved background check has been completed.

- h. Female minors will only be interviewed by a lady Kid City team member.
2. **Teacher-to-Student Ratios.** Staffing in the nurseries and classes will be planned according to the following ratios:

Infants: 1:3
Toddlers: 1:5
Preschoolers: 1:7
Elementary: 1:9.

Every nursery or classroom must always have at least two volunteers present at all times.

3. **Absenteeism.** If volunteers know they are going to be absent from their ministry position, they must submit the date in an email or Planning Center to their department director, who will, in turn, inform the church staff. If volunteers must be absent in an emergency situation, they should seek to contact the ministry hotline at (661) 524-4704 or a co-laborer. No-call, no-show absenteeism is not acceptable.
4. **Ministry Difficulty or Resignation.** Any volunteer who is having difficulty in his/her ministry position or must resign his/her ministry position, an appointment should be scheduled with the Educational Pastor.
5. **Teen Workers.** Teens are not to function as Children's Ministry teachers or caregivers without express approval from the Educational Pastor. Teens should not be asked to fill in at random, in a nursery or classroom.
- a. 7th-8th Grade - may only serve with their parent in nursery, but may serve by themselves in preschool through 1st grade.
 - b. 9th-12th Grade - may serve with nursery age through elementary.
 - c. Teens may not take children to the restroom without an adult.
 - d. If a worker has a child under the age of 12 that has no one else to sit with during their time of service, please:
 - i. Find a replacement,
 - ii. Have the child sit in the lobby of the nursery, or
 - iii. In a nursery where children are walking age, have the child sit in the nursery and inform the Kid City Counter. At no time should the child pick up the children in the nursery.

SECTION THREE: Safety Policies and Procedures

1. **Injuries and/or Medical Emergencies.** If a child is injured in a classroom, or if a medical emergency occurs:
 - a. If the injury is serious or life threatening, first dial 911 from the nearest ministry phone, and then contact the Kid City Counter.
 - b. Send a volunteer to the Kid City Counter who will contact a nurse or other medical professional who is present at the service.
 - c. Use a first aid kit, as necessary, that is provided at each class, the Kid City Counter, the Security Office, or the CE Room.
2. **Fire Safety Procedures**
 - a. When the fire alarm sounds, respond until you hear otherwise. Line up your class at the door of your classroom. All workers should be spread throughout the line to keep kids in place. Nurseries should place children in their evacuation cribs and head to the designated area.
 - b. Before leaving the room, grab your packet and roll.
 - c. Take your class to your assigned area. Fully use your workers to watch and keep track of the kids.
 - d. Call 9-1-1.
 - e. Vacate to the designated locations:
 - i. KCB classes will go to the locker area in between Modulares A-B
 - ii. Modular P go to the sidewalk in front of Modulares A-C
 - iii. North Aud goes to the sidewalk in front of Modulares A-C
 - iv. West Wing go to the Promenade Area
 - f. After your class is lined up, use your roll/sign-in sheet to make sure you have all the kids. Parents will be directed to the assigned areas. Only release children to their parents or legal guardian.
3. **Lockdown (Code L) Procedures.**
 - a. An announcement will be made over the intercom that "Code L" for Lockdown is in effect.
 - b. Immediately after receiving this announcement, the teacher should keep control of the class, and the workers should calmly and quickly do the following:
 - i. Call 9-1-1
 - ii. Lock the windows and the doors and turn off lights.
 - iii. Close the blinds.

- iv. Move the teacher's desk in front of the door.
 - v. Help the teacher move the children to the back corner of the wall behind the window, as opposed to the door. If a group is outside, find the nearest classroom or building and follow lockdown procedures.
 - c. Keep children low, quiet, and calm until a law enforcement officer or pastoral staff member announces that all is clear. Keep children in the classroom until their parents arrive.
 - d. In the case of an active shooter, the best option is to HIDE. If you are unable to hide, RUN. If you are unable to run, FIGHT.
4. **Line of Sight.** No student should ever be out of view of at least one worker at any time.
5. **Restroom Breaks.** The following guidelines must be followed:
- a. Children of any age may not leave the classroom to go to the restroom unaccompanied by a volunteer.
 - b. Children ages 2-5 years should be accompanied inside the restroom, while children 6 years and up should have a volunteer just outside the restroom.
 - c. No volunteer should ever take a single child to the restroom. Restroom breaks must always be done with at least two children and one adult.
 - d. Children ages 5 and below, regardless of gender, should be escorted to the ladies restroom by one of our lady volunteers only.
 - e. The ratio for bathroom breaks may not exceed one volunteer to three children.
6. **Physical Contact.** The ministry of LBC has a no touch policy. Male volunteers may not allow children to sit on their laps, shoulders, etc.
7. **Class/Group Activities.** All off-campus class or group activities must be cleared in advance through the Educational Pastor. The office will provide a permission slip which must be used and signed by parents of those children participating. Sleepover activities will not be allowed.
8. **Playgrounds.** The outdoor playgrounds, except for Modular P, are intended for the use of Lancaster Baptist School, and should not be used by the Children's Ministries without permission from the Educational Pastor. When permission is given, they should not be used after dark.

9. **Threats of Physical Harm.** If a child threatens to harm himself, the parents are to be notified immediately. The witness of the threat is the volunteer responsible for notifying the parents. An incident report must be submitted within 24 hours. If a child threatens to harm someone else, the parents are also to be notified, an incident report filled out, and the Educational Pastor consulted about a possible suspension.
10. **Cell Phone Usage.** Ministry volunteers are not to use their cell phone while serving in any Kid City ministry unless there is an emergency. No picture should be taken of any child and/or posted on social media.
11. **Dismissal.** Children should not be dismissed from the classroom unless a parent, legal guardian, or other authorized individual is physically present to receive the child back into their custody. Any other uthorized individual must be in 7th grade or older. No child is allowed to leave the classroom without an approved worker or parent/legal guardian. If a child is staying for the next hour of children’s classes, a worker needs to stay with the child until they are in the care of another approved worker or teacher.
12. Only approved volunteers are permitted inside of the nurseries or preschool classrooms. No parents are allowed to be in the nurseries or preschool classrooms for the protection of the children.

SECTION FOUR: Security Policies and Procedures

1. **Volunteer ID Badges.** Volunteers who serve in the nurseries will wear a printed Shelby Arena Staff ID. If you need a four-digit code to check in, please see the Kid City Counter. All preschool volunteers must check in before entering the classroom, and may wear their printed nametag or a plastic ID badge. All volunteers who serve in the elementary classrooms will wear a plastic Kid City ID Badge provided by the Educational Pastor.
2. **Shelby Arena Check In.** Shelby Arena Check In and Check Out forms are used for children’s security. Parents dropping off or picking up children from nurseries or classrooms (birth-4th grade) on Sunday mornings, Sunday evenings, or Wednesday evenings, must check their child(ren) in using the check in kiosks located in the Kid City Building, and the West Wing. Only the parents and authorized individuals listed in Shelby Arena are allowed to drop off and pick up the children. At check out, parents must bring the check out slip that was printed when they checked in their child for the service. All first time guests will need to be

registered at the Kid City Counter in the Kid City Building. No paper, no child, no kidding. If a guardian does not have a check out slip, please send them to the Kid City Counter.

3. **Loitering.** If individuals are loitering in the Kid City Building or West Wing nurseries, please contact the Educational Pastor, Kid City Counter, an usher, or a security team member.

SECTION FIVE: Records Policies and Procedures

1. **Roll Distribution, Completion, and Collection.** Rolls are distributed to the designated classroom before class time. Rolls are to be completed carefully and accurately. Rolls are to be dropped off in the Kid City Office immediately after the last class period ends. Rolls may not leave the church campus.
2. **Weekly Accountability Card.** The weekly teacher's communication card should be filled out completely, including information regarding soulwinning. The report should be turned in at the Sunday school roll pick-up/drop-off location each week.
3. **Visitors.** First-time visitors' name and birthdate must be recorded on the visitor sheet that is attached to each class roll. Parents should be taken to the Kid City Counter if they have not registered.
4. **Decision Cards.** When someone receives Christ as Saviour, or is baptized, the volunteer must turn in a completely filled out decision card at Guest Services or with the completed class roll.
5. **Correction of Student Information.** To add a student, drop a student who has moved, or correct a student's information, please make any necessary notes on the visitor sheet that is attached to the weekly roll.
6. **Confidentiality of Student Information.** Names, phone numbers, and addresses should not be shared with other members or individuals who are not serving in a student's class.
7. **Class Rosters.** To request a copy of a class roster, for visitation purposes, email or call your department director, and a new roster will be emailed to you by Sunday of the following week.
8. **Incident Reports.** When accidents or incidents occur (e.g. biting in the nursery, slip-and-fall, fistfight, verbal confrontation, came in with marks, etc.), an Incident Report must be filled out with the following information and turned in at the Kid City Counter or with your class roll:

- a. The first and last names of those involved.
- b. The name of the volunteer reporting the incident.
- c. The actions taken to resolve the incident.
- d. The names of other adult witnesses.
- e. The age group of children involved.
- f. A detailed description of the incident, bruises, etc. This is a legal document that will be filed.
- g. Children's Ministry staff & Educational Pastor's signature.

If you do not have an incident report in your nursery or classroom, please see the Kid City Counter.

SECTION SIX: Classroom Discipline Policies and Procedures

1. **No Physical Discipline.** No form of physical discipline is acceptable for any age child. Do not use physical contact to force a child to follow instructions. The only physical contact ever acceptable is in the case of preventing a child from injuring himself or endangering others.
2. **Tone of Voice.** Always use a controlled tone of voice when correcting children. Never demean a child.
3. **Discipline Procedure.** If a child is disrupting class beyond the point of the teacher's ability to conduct class, the following procedure should be followed:
 - a. Have an assistant-teacher sit next to the student.
 - b. Have an assistant-teacher speak to the child just outside the classroom, and attempt a second effort of classroom cooperation in the back.
 - c. Stay with the child at the classroom, and send a volunteer to the Kid City Counter who will contact your department director or the Educational Pastor, who can come to the classroom, speak to, and remain with the child if necessary.
 - d. In the case of a child harming himself or others, the department director or Educational Pastor will remove the child from the classroom with the accountability of another worker. The child will be isolated and the parent's notified immediately. At no time should a child be alone with an adult.

- e. Do not send a student away from the classroom vicinity. Do not ask ushers to retrieve parents; do not ask ushers to sit with students; do not have children wait in the church lobby; do not have students stand or sit at the Kid City counter; do not send children to another classroom, etc. Children should not be walked around the hallways or campus to be calmed down.
4. **Communication with Parents.** Do not inform parents of their child's misbehavior without discussing it with your department director or ministry leader in advance, unless a parent specifically asks you to do so. On the other hand, do not allow continued misbehavior to go unreported for longer than a reasonable period of time and be honest (with discretion) to a parent who is genuinely asking about their child's behavior. Praise children to their parents regularly!

SECTION SEVEN: Legal Reporting Policies and Procedures

1. **California Law.** California law states that church volunteers and church staff are required to report "reasonable suspicion" of physical abuse, sexual abuse, or neglect taking place in the life of a child. Lancaster Baptist Church practices mandatory reporting according to the California state law. Any accusation against a church worker made by a child will be reported to the authorities.
2. **Reporting Procedure.** If a child makes an accusation of abuse or neglect against a parent or other adult, the following procedures should be followed. If abuse or neglect is suspected based on what a volunteer sees or hears, this procedure should be followed.
 - a. The volunteer immediately reports the accusation or suspicion to the Educational Pastor.
 - b. A written report is submitted by the volunteer to the Educational Pastor.
 - c. The Educational Pastor will fill out the Suspected Child Abuse Report forms supplied by the Los Angeles Children's Protective Services.
 - d. The Educational Pastor will immediately contact the Los Angeles County Children's Protective services at 800-540-4000.
 - e. The Educational Pastor will attach a copy of the Incident Report supplied by the volunteer to the completed Suspected Child Abuse Report supplied by the Los Angeles Children's Protective Services.

- f. The incident report and Suspected Child Abuse Report form will be mailed to the following address:

CPS
425 Shatto Place
Los Angeles CA 90020

- g. The volunteer will be notified by the office of the Educational Pastor within 24 hours of the notification to the Los Angeles Children's Protective Services. The date and time of contact will be recorded on the original incident report.

SECTION EIGHT: Facilities Policies and Procedures

1. **Room Security.** Security of rooms is of utmost importance. Careful following of guidelines is key to the welfare of the students as well as of the buildings and property. Room security guidelines are as follows:
 - a. Lock doors whenever you vacate a room.
 - b. Do not allow students to be in any room unattended. Be sure that room is vacant and locked when you leave.
 - c. Money or valuable personal items should not be left overnight in rooms.
2. **Nursery Cleaning.**
 - a. Policies.
 - i. No donations will be accepted of used toys or furniture for any reason. Brand new toys and furniture may be donated or funds can be given for the purchase of such items
 - ii. Toys that are used at church must remain at the church.
 - b. Procedures.
 - i. Multiple hand sanitizers will be available for each Kid City room
 - ii. All toys, play equipment, and tables that were used must be cleaned before the end of each nursery or class time.
 - iii. Wipe down the items that were used during your class. Teachers may want to use selective toys and play equipment.
 - iv. Use the cleaning wipes provided to wipe down doorknobs, counters, and places that are touched often by multiple hands.
 - v. Be observant to any children that you think have pink eye, fever,

or any other noticeable illnesses. These children will not be allowed entrance to the nursery or preschool for that day. This would exclude the common cold. Please ask the Educational Pastor or department director if you have any questions.

- vi. All rooms will provide gloves, cleaning wipes, and disinfectant spray.
- vii. Those serving in nursery rooms should vacuum and take out the trash after each nursery service time.
- viii. All nursery and preschool workers should wear latex gloves to administer snacks. If a worker has an allergy to latex, they must use sanitizer or wash their hands before administering snack.
- ix. All workers should sanitize their hands before and after changing each diaper. Latex gloves are also provided in each nursery.

3. **Elementary Classroom Cleaning.** Teachers and assistants should be conscientious of Blue Crew by doing the following before they leave the room:

- a. Picking up trash and papers
- b. Erasing the board
- c. Leaving the room as they found it.

4. **Room Use Guidelines.**

- a. Do not tape on floors for room decorations, room management, or other reasons.
- b. No staples or pushpins are to be used in the walls other than vinyl covered walls.
- c. Do not tape items on windows or tabletops.
- d. Do not use: straw or hay, dried flowers, glitter, confetti, etc.
- e. Only water & pre-packaged food is allowed in classrooms. Colored drinks and icing are not allowed in the elementary rooms, but can be eaten outside. No outside food is allowed in the nurseries or preschool rooms.

5. **Offering Guidelines.**

- a. Only transfer the offering when 2 ushers are present.
- b. The transfer of the offering must take place inside the classroom.
- c. Do not set the offering outside the classroom to be picked up by the ushers.

- d. Ushers should be identified by their usher's coats and badges.
- e. If an offering does not get picked up, two workers must go to the Worship Center lobby and hand it off to the ushers there.

SECTION NINE: Miscellaneous Policies and Procedures

1. **Children's Baptism.** A signed parental permission slip is required for the baptism of any child (ages 4-17), if the parents are not present in the church service. Children should not be baptized without first a discussion with a teacher, deacon, or ministry leader. The permission slip must be attached to the decision card and turned in at the time of baptism.
2. **Non-members' Children.** Adults who are caring for or babysitting children whose parents are not members of Lancaster Baptist Church may not place them in the nursery or children's ministries without a written permission slip and registration form from their parents.
3. **Supply Requests.** Any volunteer in need of equipment or supplies should submit those requests in writing to the Educational Pastor.
4. **We are a "Nut Free" Zone.** No nuts of any kind may be brought into the classrooms.
5. **Nursery Outside Food.** Due to the rise in allergies, no outside food will be allowed in the nurseries. The church will provide the snacks for these children. Children with allergies to our provided snacks may bring in an approved snack from home. Bottles are permitted. If a child has an allergy a green wristband (located in each nursery and preschool room) should be on the child's wrist.
6. **Preschool Outside Food.** No food brought in by parents will be given to the children. Teachers and workers may bring snacks in for the children, however, no nut products are allowed. Please keep in mind that most generic snacks are processed where peanuts are handled. The box will tell you if it was processed in a place that handles peanuts.
7. **Diaper Changing.**
 - a. All workers should sanitize their hands before and after changing each diaper. Latex gloves are also provided in each nursery.
 - b. Cloth diapers may be changed if an airtight container is provided which prevents the escape of fluids and odors and is portable enough to give to the parent/guardian.

- c. Diaper rash cream may be applied during a diaper change if a parent has written it down in the instructions on the sign-in sheet, but only by an adult.
8. In the event that a parent expresses frustration, the worker in their presence should notify a Kid City team member. An apology letter will be sent that week from the church.