



CP Kids
Christ Place Church
Policy Manual

Updated 7/5/22

Contents:

SECTION I: MISSION.....	4
SECTION I: MISSION.....	4
SECTION II: TEAM MEMBER EXPECTATIONS	4
SECTION II: TEAM MEMBER EXPECTATIONS	4
1. Ministry Application Process.....	5
1. Ministry Application Process.....	5
2. Safety and Security.....	5
2. Safety and Security.....	5
SECTION III: CODE OF CONDUCT.....	8
SECTION III: CODE OF CONDUCT.....	8
1.CP Kids Team Members Code of Conduct.....	8
1.CP Kids Team Members Code of Conduct.....	8
SECTION IV: CHURCH LEADERSHIP ROLE.....	9
SECTION IV: CHURCH LEADERSHIP ROLE.....	9
Disciplemaker's Prayer.....	10
Disciplemaker's Prayer.....	10
Heavenly Father,	10
Heavenly Father,	10
Thank you for giving me a disciplemaking way of life in Christ Jesus. As I go through every part of this day, help me to love you and love the people who cross my path-starting with my family. Don't let me miss the adventures you are sending my way to live and speak the Good News about Jesus today. Draw my heart to you and to specific people you want me to pull close for Jesus-like disciplemaking friendships. By your Word and Spirit, transform me into a follower of Jesus who loves you, loves people, and makes disciples-who make more disciples, ad infinitum.	10
Thank you for giving me a disciplemaking way of life in Christ Jesus. As I go through every part of this day, help me to love you and love the people who cross my path-starting with my family. Don't let me miss the adventures you are sending my way to live and speak the Good News about Jesus today. Draw my heart to you and to specific people you want me to pull close for Jesus-like disciplemaking friendships. By your Word and Spirit, transform me into a follower of Jesus who loves you, loves people, and makes disciples-who make more disciples, ad infinitum.	10
-In Jesus' name, amen.....	10
-In Jesus' name, amen.....	10

SECTION I: MISSION

Christ Place Mission

Souls Saved, Lives Changed

Christ Place Vision

To lead people in a life-changing relationship with Jesus Christ.

CP Kids Vision

Leading kids in a life-changing relationship with Jesus.

CP Kids Objective Statements:

1. Equipping and Empowering Families
2. Creating Relational Environments
3. Pursuing Heart Change in Kids
4. Celebrating What God is Doing

I'm so excited to serve alongside such a great team of people in CP Kids! I love the variety of talents our Team Members possess and the sincere heart of service demonstrated each week!

According to one study, 82% of people who become followers of Jesus do so between the ages of 4-14! This means that every aspect of CP Kids is either preparing for this window of opportunity or in the middle of it. What an opportunity we have each week to prepare kids to become followers of Jesus, disciple kids in Christ-likeness, and equip families to be purposeful at home! With these opportunities before us on a weekly basis, we strive to be intentional in every way. To increase our effectiveness, each Team Member should work toward modeling and promoting this intentional way of living.

Our main purpose as Team Members is to serve passionately with the love of Jesus (Philippians 2:3-5) and disciple people toward Christ-like living (Colossians 1:9-12). This includes the children we work with, Junior Team Members, and other adults who serve alongside us. As we serve, we quickly realize that this is a great way to experience life-changing community and personal spiritual growth!

CP Kids is passionately pursuing the mission and vision of Christ Place Church. As we each move forward with our Team Member roles, let's move forward together, in love and unity.

Thank you for serving and discipling the kids of Christ Place Church toward Christ-like living. Inside this manual, you will find our guidelines, structure, and what your role is in CP Kids.

Let's do this,
Pastor Paul Welch

SECTION II: TEAM MEMBER EXPECTATIONS

1. Ministry Application Process

A Team Member needs to complete the application process to serve at Christ Place Church. The Pastor and/or Staff reserve the right to review any information that may be missing, a “red-flag,” any irregularities, and/or information that raises questions or concerns about the ability to work with children.

- **Team Member Application Process:**

- “Application” phase

- 1. The Team Member Application is filled out. The application is available by filling out an interest form, attending Growth Track, etc.
 2. Checkr will send an email, allowing a background check.

- “Check It Out” Phase

- 3. Observe in the ministry area (coordinate with CP Kids Operations Director).
 4. Assigned a Team Leader to shadow in that ministry area.
 5. Discuss and define ministry roles and responsibilities with the Coach.

- “Equipping” Phase

- 6. Review CP Kids Policies and Procedures and any related ministry playbooks. Discuss any questions with the Coach or Staff.
 7. Continue shadowing a Team Leader in that ministry area (observe Team Leader, perform responsibilities with Team Leader present, perform responsibilities independently).
 8. Added to PCO services and scheduled according to their availability.

- Background checks are required for all adults working with children. All background checks are held by strict confidence and seen by the Pastoral Staff and the screening coordinator. A background check may exclude someone from working with children if they have been convicted of any felonies or misdemeanors tied to abuse, injury, placing a child or student at risk, or any other “red flags” that come up during this process. Background checks will be renewed every two years.
- References listed by applicants will be contacted and questioned about the applicant’s ability to work with children. This document is seen by the Pastor and/or Staff and kept confidential.
- Once the application process has been completed, the CP Kids Operations Director will inform the Coach that they can shadow/check out a service area.
- Those who serve at special events (for example - Camp Workers, Non-Weekend Kids Programming, etc) must complete the CP Kids Team Member Application form.
- Junior Team Members will complete the Team Member Application Form and will also need to provide two references. They will always work under the direct supervision of approved adult Team Members.

2. Safety and Security

Registration

- Registration is necessary for all children from birth through 5th grade. They must be registered to ensure that children are safe in the classroom appropriate for their age level and provide information such as email address, phone number, birth date, and allergies.
- Children will be registered through Planning Center at the New Family Check-In Computer located at the K-5 Guest Service desk.

Check-in/Check-out

- Computer check-in begins 30 minutes before the start of service or event, and ministry areas will be open to kids 15 minutes before the service or event.
 - o Kids: A Name Tag with the child's name, assigned room, and any noted allergies will be placed on the child.
 - If a child's name tag is lost, the Team Member in charge of that child must request a reprint from Guest Services as soon as possible.
 - o Parent: Parents will receive a check-out tag with the same code listed on their child's name tag. There are no reprints of the parents' tag.
- A parent/guardian or sibling 6th grade or above can check-in and pick up the child from their room.
- Room rosters will be printed after the beginning of each service and placed on the clipboard at each door.

Walkie-Talkies

- Each Coach is equipped with a walkie-talkie during their assigned service. In the event of a safety or security issue, Coaches are to use the walkie-talkies to alert Security to come and assist the Coach as needed.
- At the beginning of each service, coaches should radio security and do a "{Area} Com Check" to be sure their walkie is working.
- At the end of services for that day, coaches should radio security when they are 'clear' - when all children have been picked up.

Incident Reports

- Incident Reports will be filled out in the event of any injury to a child, Team Member, Junior Team Member, or any serious behavioral issue/altercation. In such an event, immediately obtain an incident report from your coach and fill out the form as completely as possible. "If in doubt, fill it out!"
- At pick up (or before, depending on the severity of the incident), please go over the incident report with the parent and have them sign the incident report. Please turn Incident Reports into your coach, who will then turn it into a staff member or Pastor.
- If the parent has further questions or concerns, please notify them that they may contact the church office during office hours.

First Aid/Emergency Procedures

- Each room is equipped with a basic first aid kit. Team Members are to let the Coach know if they notice supplies getting low.
- Team Members should not directly clean or wash a child's body if an accident occurs. The adult should give verbal instructions for the child to follow. The child should be given privacy. The Team Members should feel free to call a parent for assistance. This does not apply to Team Members in the nursery.
- Please refer to the section on incident reports and follow the instructions upon an emergency.
- Team Members are not to administer medication. This is to be done by the parent/guardian. If a child needs medication at an overnight event, the parent must give written consent permitting their child to take medicine. The medication must be brought in its original container that is clearly labeled and kept in a team member's care. The following information must be written on the medication 1) child's name 2) name of prescribing physician, 3) prescription number (if applicable,) 4) date prescribed, 5) name of the medication, 6) directions for use. It's the responsibility of the student to go to the Team Member for medications at prescribed times.
- Fire & Tornado Evacuation – See evacuation routes posted in each room.
 - o Each room in Pre-K and the 2's room in Nursery has a walking rope with handles and a flashlight for evacuations.
 - o Coaches, Security, and Guest Services volunteers will assist in the evacuation of Infants and Movers.
- Other emergencies – Any other warnings, weather-related or otherwise, will be communicated by a Pastor/Staff Member, Coach, or Security.

Guidelines for contact between adults and children

Christ Place Church directs all staff, Team Members and Junior Team Members to avoid any situation that would potentially place them in a compromising situation.

“Avoid the appearance of evil.” 1 Thessalonians 5:22

- Two-person rule whenever possible. At least two Team Members must be in the room when children are present. Doors will be left fully open if one worker needs to leave the room temporarily and during the class arrival time before both Team Members are present.
- All Team Members must do their best to keep an appropriate form of respect and authority. All Team Members should avoid kissing and holding children on their laps. Hugs for children/students should be a side-hug” if done at all and needs to be in the sight of others. A Team Member must stop any physical contact immediately upon the child's request. Limited physical contact such as a pat on the back, handshake or “high five” is permissible. This does not apply to Team Members in the nursery.
- Anyone working with children/youth, in any way, should not abuse children, including but not limited to:
 - A. Physical abuse – strike, spank, shake, slap
 - B. Verbal /Mental abuse – humiliate, degrade, threaten
 - C. Sexual abuse – including inappropriate touching and exposure

- All Team Members should avoid being alone in a classroom with one student or child. Team Members are to never give a child a ride home alone. Team Members are never to be alone with students of the opposite sex.
- All Team Members are never to meet or counsel with students of the opposite sex. If this needs to happen, an adult of the same sex as the child or parent of that child must be present. This includes prayer times or altar times (males pray with males – females pray with females).
- At no time should anyone working with children pursue a dating relationship with a student.
- Small groups should have adequate adult supervision. They will not meet in remote or isolated parts of the building.

Events off-site

- All overnight and group activities must be pre-approved by the Pastor. Children must have parental permission to participate and the necessary paperwork completed.
- Any off-site event will require the presence of at least two unrelated Team Members.
- Written parental consent and a medical release must be obtained for each participant for overnight events or when group transportation is provided.
- Parents will be given the agenda of the event, the address of the place the students will be going to, a contact phone number, and information of departure and arrival times.

Driving

- All drivers must have a valid driver's license current automobile insurance and complete two (2) driver forms through Planning Center. These forms will be sent by CP Staff when needed.
- When going off of church premises for an event, the parent/guardian must fill out a permission slip. The parent/guardian must be informed when they will be leaving, how they will be traveling, when they expect to arrive at their destination, and when they will return.
- All Team Members should avoid being alone in a vehicle with only one child.

SECTION III: CODE OF CONDUCT

We as Team Members are a reflection of Christ to the children that are in our care. As Team Members, our conduct should help create a safe and nurturing environment for children to experience Christ. Your signature is a testimony that you agree to adhere to the provisions of the code. We take this responsibility very seriously. Please read the details of the code of conduct below.

1. CP Kids Team Members Code of Conduct

As CP Kids Team Members we recognize that we are a reflection of Christ's love to

others. I understand that by signing this Code of Conduct, I agree to abide by the following guidelines both inside and outside of Christ Place Church.

I will:

- Be teachable.
- Recognize that everyone is a part of the body of Christ and treat everyone with respect, consideration, and help them feel welcome.
- Recognize that I am a representative of Christ at church, home, and in the community. I will be conscious of honoring Christ in my actions, attitude, and speech in all areas of my life. I am responsible for my behavior.
- Encourage and equip Junior Team Members to serve in the classroom, and to mentor them toward Christ-like living.
- Respect the physical and emotional well-being of our children and adults by “doing unto them as I would have them do unto me.” (including refraining from harsh play, violence, harmful jokes, profanity, etc)
- I will not abuse children in any way, including but not limited to:
 1. Physical abuse – strike, spank, shake, slap
 2. Verbal /Mental abuse – humiliate, degrade, threaten
 3. Sexual abuse – inappropriate touching and exposure
- Respect the health of my own body.
 - All CP Kids Team members must refrain from tobacco, alcohol, and illegal drugs immediately prior to and during their scheduled assignment in CP Kids.
 - When not scheduled, we ask that you prayerfully consider your consumption/use of tobacco, alcohol, and illegal drugs. Also, consider the example you are setting for our children and families.
- Dress in a clean and neat manner, paying attention to your personal hygiene. Leaders are to set an example of modesty in dress and action.
- Consistently attend weekend services at Christ Place Church, at least 2 – 4 times a month.

Failure to abide by this Code of Conduct may result in a Team Member being dismissed from the CP Kids Team.

SECTION IV: CHURCH LEADERSHIP ROLE

The pastors and leadership of Christ Place desire to see each person and ministry succeed. Here is what we commit to doing to see that happen:

- Consistent prayer – We commit to praying for our CP Kids Team Members during our staff prayer time and our personal prayer time.
- Availability – We are available via email, phone, or face-to-face to talk, pray for specific needs, answer questions, discuss ideas, etc.
- Communication – We commit to timely response of emails and phone calls. We will communicate any relevant changes to you in timely fashion. We also want to know how things are going, and see how you are doing personally.
- Equipped for Success – We commit to providing relevant in-house trainings,

district trainings, regional conferences, etc. to help you grow in your ministry area.

- Vision – we commit to giving the clear direction of the church and CP Kids' mission, purposes, values, and implementation ideas for your ministry area.

Disciplemaker's Prayer

Deut. 6:1-9, Mark3:13-14; 12:30-31 Matt. 28:18-20, John 17:20,. Acts 1:8, 1 Cor. 4:16-17

Heavenly Father,

Thank you for giving me a disciplmaking way of life in Christ Jesus. As I go through every part of this day, help me to love you and love the people who cross my path-starting with my family. Don't let me miss the adventures you are sending my way to live and speak the Good News about Jesus today. Draw my heart to you and to specific people you want me to pull close for Jesus-like disciplmaking friendships. By your Word and Spirit, transform me into a follower of Jesus who loves you, loves people, and makes disciples-who make more disciples, ad infinitum.

-In Jesus' name, amen.

(Courtesy <http://www.cadremissionaries.com/>)