

# **DEAR PROSPECTIVE WIN/AWANA/PRESCHOOL/ KID'S MINISTRY LEADER,**

Welcome to the various children ministries at Highland Baptist Church! We are excited you have taken the first step in becoming a leader during one of our weekly programs. It is our hope that you truly feel called to serve these children by building relationships and teaching spiritual truths that will impact their lives for eternity.

You will find that we have many opportunities for you to serve with children here at Highland. Whether you tutor at WIN, teach Bible stories in Preschool and Elementary classes, lead worship to our children or lead a small group in AWANA, our various children ministries have a place for you to use your gifts and talents to invest in the lives of children. Our ministries are based on relationships. We want children to grow in their relationship with God and His Word. We believe this occurs when they develop meaningful relationships with caring adults like you.

Through the training process for our different children's ministries, you will learn about our visions and values. Our goal is to equip you for leadership by helping you understand our expectations for you and our ministries' philosophies.

We have established this handbook, including our policies and procedures, to protect not only our children but also you, our leaders. These policies will be strictly enforced. It is, therefore, imperative that you know and observe the guidelines outlined in this handbook.

We consider it a privilege to serve alongside you. As we continue to work on new ways to equip you as leaders in our various children's ministries, please feel free to contact us with any input or questions you may have that will help us better assist and support you. We are excited to meet you and see how God is going to use your passion and gifts for children to change the landscape of eternity.

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# STATEMENT OF FAITH

**We believe** We believe that there is one true, holy God, eternally existing in three persons - Father, Son and Holy Spirit - each of whom possesses equally all the attributes of deity and the characteristics of personality. In the beginning God created the world out of nothing and all the things therein, thus manifesting the glory of His power, wisdom and goodness. (Gen. 1:1; John 1:3) By His sovereign power He continues to sustain His creation. By His providence He is operating throughout history to fulfill His redemptive purposes. (Romans 8:28; Ezk. 12:25; 2 Chron. 16:9; Heb. 13:8)

**We believe** Jesus Christ is the eternal second Person of the Trinity who was united forever with a true human nature (John 1:14) by a miraculous conception and virgin birth. (Isaiah 7:14; Matt. 1:23; Luke 1:34-35) He lived a life of perfect obedience (Heb. 4:15) to the Father and voluntarily atoned for the sins of all (Luke 22:42) by dying on the cross (Heb. 12:2; Col. 1:20) as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, (Luke 24:7, 46; Acts 10:40; 1 Cor. 15:4) in which He lived and died. He ascended into heaven, (Acts 1:11) and sat down at the right hand of the Father, (Luke 22:69; Eph. 1:20; Col.3:1) where He, the only Mediator between God and man, continually makes intercession for His own. (Heb. 7:25) He shall come again to earth, (John 14:3) personally and visibly, to consummate history and the eternal plan of God.

**We believe** that the essential accompaniment of a genuine saving relationship with Jesus Christ is a life of holiness (1 Peter 1:16) and obedience, (John 14:15) attained by believers as they submit to the Holy Spirit, the third Person of the Trinity. He was sent into the world by the Father and the Son to apply to mankind the saving work of Christ. (John 15:26, 16:13) He enlightens the minds of sinners, awakens in them recognition of their need of a Savior and regenerates them. At the point of salvation He permanently indwells every believer (Eph. 4:30) with gifts for the up building and edification (including those found in Romans 12, I Corinthians 12, and I Peter 4) of the body. All of the original gifts remain available to the church today and should be exercised in accordance with biblical guidelines. The Holy Spirit guides believers in understanding and applying the Scripture. His power and control are appropriated by faith, making it possible for the believer to lead a life of Christ-like character to bear fruit to the glory of the Father.

**We believe** that death seals the eternal destiny of each person. (Heb. 9:27) For all mankind, there will be a resurrection of the body into the spiritual world, and a judgment that will determine the fate of each individual. Unbelievers will be separated from God into condemnation. (Matt. 8:12, 13:42; Luke 13:28) God's judgment will reveal His justice in consigning them to perpetuate in eternal retribution their own rejection of God. Believers will be received into eternal communion with God and will be rewarded for works done in this life. (2 Cor. 5:10)

**We believe** that the corollary of union with Jesus Christ is that all believers become members of His body, the church. There is one true church universal, comprised of all those who acknowledge Jesus Christ as Savior and Lord. The Scripture commands believers to gather together to devote themselves to worship, prayer, teaching of the Word, (Acts 2:42) observance of baptism and communions as the ordinances established by Jesus Christ, fellowship, service to the body through the development and use of talents and gifts, and outreach to the world. (Matt. 28:19-20) Wherever God's people meet regularly in obedience to this command, there is the local expression of the church. Under the watch care of elders and other supportive leadership, its members are to work together in love and unity, intent on the one ultimate purpose of glorifying Christ. (Phil. 2:1-11)

**ABOUT OUR  
MINISTRIES  
VALUES &  
PHILOSOPHIES**



Turn the page to read about our

# OUR VISION

Give children the opportunity to explore scripture in many different ways to accomplish the goal of seeing God and knowing His purpose and plan for their lives. Help children develop a lifetime of study and applying God's Word to their lives so He becomes alive to them.

# OUR MISSION

Come alongside parents to teach children truths found in God's Word so they will recognize their need for a personal relationship with Christ. Our Children's Ministries are based on 2 Timothy 3:15

*"...that from childhood you have known the sacred writings which are able to give you the wisdom that leads to salvation through faith which is in Christ Jesus."*

# OUR CORE VALUES

## **Biblically Based Approach**

Every lesson is Biblically based and presented in a creative, meaningful way intended to help children come to the realization that they need a personal relationship with Christ. Additionally, we challenge kids with weekly Bible verse memorization through AWANA and offer a monthly scripture memory program.

## **Safety**

We provide a physically and emotionally safe environment for all children in our ministry through our rigorous screening process for every Ministry Leader.

## **Relationship Centered Environment**

Our classroom environments are designed to help children build relationships with their peers and their leaders. Our leaders are dedicated to guiding and shepherding all children in our various ministries.

# **MINISTRY LEADER REQUIREMENTS**

- ◆ Must have attended Highland Baptist Church for at least six months
- ◆ Must have a personal relationship with Jesus Christ
- ◆ Must have a lifestyle that reflects integrity and conforms to the Word of God
- ◆ Must attend one worship service per week in addition to serving in ministry
- ◆ Must fill out all paperwork and submit to a background check

# **CHILDREN'S MINISTRY OPPORTUNITIES**

AWANA story leader

AWANA game leader

AWANA secretary

AWANA small group leader

AWANA student leader

Preschool Sunday School Teacher

Kid's Connection Small Group Leader

Kid's Connection Worship Leader

Kid's Connection Bible Story Teacher

WIN Mentor

# **MINISTRY LEADER APPLICATION PROCESS**

## **Children's Ministry Training**

All potential and current Children's Ministry Leaders must complete Children's Ministry Training.

## **Paperwork**

All potential WIN, AWANA, Preschool or Kid's Ministry Leaders must complete the Statement of Acknowledgement, Summary of your Testimony and any other forms individual directors require.

## **Background Check**

All potential and current Children's Ministry Leaders must submit to a background check annually looking for possible criminal history and/or registered sex offender information.

Individuals who have been arrested for, charged with, are on deferred adjudication or regular probation for, or have been convicted of sexually oriented or sex related crimes, whether misdemeanor or felony, cannot serve in any area of our Children's Ministry.

Additionally, potential Children's Ministry Leaders must submit a signed Volunteer Waiver Consent Form authorizing HBC to conduct a thorough background check.

## **Director Interview**

All applicants will be interviewed by the WIN, AWANA, Preschool or Kid's Ministry Director to discuss placement in one of our Ministries after all of the steps listed above have been completed.

## **Policy & Procedures**

Before any ministry leader can begin volunteering, they must submit the signed and completed acknowledgement form in the back of this manual.

# LEADER EXPECTATIONS

## **Our Expectations of You:**

**A commitment to Jesus Christ that is reflected in a lifestyle that displays the following but not limited to:**

- Abstaining from: viewing pornography, having sex outside of marriage, an extra-marital relationship, or a same-sex/alternative lifestyle or relationship.
- Highland's WIN/AWANA/Preschool/Kid's employees and volunteers shall not abuse children, youths, or adults including the following behavior:
  - \* Any direct observations or evidence of sexual misconduct in the presence of or in association with a child, youth, or adult;
  - \* Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a child or youth;
  - \* Sexual advances or sexual activity of any kind between any person and a child or youth;
  - \* Infliction of physically abusive behavior or bodily injury to a child, youth, or adult;
  - \* Physical neglect of a child or youth, including failure to provide adequate supervision in relation to the activities of Highland Baptist Church;
  - \* Mental or emotional injury to a child, youth, or adult;
  - \* The presence or possession of obscene or pornographic materials at any function of Highland Baptist Church.
  - \* The presence, possession, or being under the influence of any illegal drugs;
  - \* Or the consumption of or being under the influence of alcohol while leading or participating in a function at Highland Baptist Church.
- Highland's WIN/AWANA/Preschool/Kid's employees and volunteers must treat children, youth, and adults of all races, religions, and cultures with respect and consideration.

- Highland's WIN/AWANA/Preschool/Kid's employees and volunteers shall not use or tolerate profanity in the presence of children and youths.
- Highland's WIN/AWANA/Preschool/Kid's employees and volunteers must be free of physical and psychological conditions that might adversely affect a child's, youth's or adult's health, including, but not limited to, contagious disease.
- Highland's WIN/AWANA/Preschool/Kid's employees and volunteers will portray a positive role model for youths and children by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- Highland's WIN/AWANA/Preschool/Kid's employees and volunteers will be expected to act and react with Christian love and understanding in all situations.
- Highland's WIN/AWANA/Preschool/Kid's employees and volunteers will do everything in their power to avoid being put in a situation where they are alone with a child or youth other than their own.
- Texas state law requires that all citizens report any suspected abuse or neglect of a child or a youth to age 18 to the Texas Department of Protective and Regulatory Services.

**A commitment to WIN/AWANA/Preschool/Kid's Ministry** exemplified through a minimum of a 1-year commitment and consistent attendance at weekly services. Consistent involvement in the various children's ministry programs and faithfully following the various children's ministries' policies are also expected.

**A commitment to being a contributing member of a dynamic team** exemplified through encouraging and praying for the other members of your ministry team.

**A commitment to excellence** exemplified by being in your classroom on time, prepared for service and finding a substitute when you're absent.

**A commitment to spiritual growth** exemplified by attending at least one Gathering per week.

**A commitment to being a role model of appropriate conduct and appearance** exemplified through behaving and dressing modestly.

- **Ladies, please do not wear the following:**
  - \* Clothing that shows cleavage
  - \* Tube-tops, spaghetti straps, halter tops or midriff bearing tops
  - \* Sheer clothing
  - \* Dresses and skirts right above the knee or shorts that are mid-thigh
  - \* Extremely tight or form fitting clothing
  - \* Clothing with derogatory language or scary images
  
- **Men, please do not wear the following:**
  - \* Saggy pants or shorts
  - \* Clothing with derogatory language or scary images
  - \* Additionally, all tattoos portraying nudity, sexually suggestive images, vulgar language and/or scary images must be covered.

**Our Commitments to You:**

- To seek out individuals who are committed to serving Christ by ministering to children.
- To provide adequate facilities, materials and curriculum and to keep them in good order.
- To educate every leader on our ministries' philosophy and expectations and to encourage them to grow as leaders.
- To support each leader in prayer and by providing adequate supervision and assistance.

# **MINISTRY LEADER TERMINATION POLICY**

A Children's Ministry Leader may be asked to step down from serving in the Highland's WIN/AWANA/Preschool/Kid's Ministry at Highland for any of the following reasons:

1. Conducting himself or herself in a manner that does not promote the interest of Highland's WIN/AWANA/Preschool/Kid's Ministry or HBC as a whole.
2. Conducting himself or herself in a manner that does not comply with the policies established by the Highland's WIN/AWANA/Preschool/Kid's Ministry Leadership and/or does not express Christ-like behavior and character defined by Biblical principles.

Examples of adverse behavior include, but are not limited to:

- Lack of integrity
- Actions that cause conflict and division
- Not working in harmony with others
- Violation of Statement of Faith
- Lack of commitment and faithfulness to the ministry
- Misrepresentation of ministry goals and objectives
- Failure to follow procedures and policies



**SAFETY**  
and  
**SECURITY**

Turn the page to read how we keep our  
Ministries Safe for Children & Leaders

# GENERAL SAFETY RULES

## General Safety Requirements

One of the main goals of our Highland's WIN/AWANA/Preschool/Kid's Ministry is to provide a safe and secure environment for children. In an effort to accomplish this, we have set several security measures for our children and their families. For the safety of all, the following will be strictly enforced:

1. Leaders may never be alone with a child.
2. Classrooms may not be opened until at least two adults are present. At least two adults must be present in the classroom at all times.
3. A married couple counts as one person.
4. Visitors are not permitted to wander in or around the Highland's WIN/AWANA/Preschool/Kid's Ministry classrooms during Gathering times.
5. Children 6th grade and younger are not allowed to wander around campus without an adult. Once they are checked into their classroom, they are not allowed to leave without an adult.
6. If you see a child who is out of class without an adult, please stop them and kindly ask them which class they belong to.
7. The following rules apply to parents wishing to enter a classroom for the purpose of acclimating a child:
  - Only one parent at a time.
  - There must be an adult leader in the room with the parent at all times.
  - The parent may only stay for 10 minutes.
  - After 10 minutes, kindly ask the parent to step out of the room. If a parent would like to stay for the remainder of the service, they must obtain a "Vistor" lanyard from the Ministry Director and follow the guidelines on the next page.

# **TEACHER IDENTIFICATION AND CLASSROOM VISITORS**

## **Teacher Identification:**

Adults serving in the Highland's WIN/AWANA/Preschool/Kid's Ministry are required to wear a lanyard with an identification badge or Ministry shirt at ALL times. You may not serve in any classroom without a nametag or ministry shirt. Do not allow unauthorized individuals into your classroom at any time. If you have any questions about someone coming into your room, please contact the Highland's WIN/AWANA/Preschool/Kid's Director.

## **Parent Observation:**

Parents who wish to observe in a classroom, must:

- Obtain permission from the Highland's WIN/AWANA/Preschool/Kid's Director and obtain a "Vistor" lanyard.

Parents are not allowed to be alone with any children at any time and they are not allowed to take any child to the restroom, with the exception of their own child. We ask that parents only observe in the classroom twice.

## **Family Member or Friends Observation:**

You may not use your family members, children or friends as assistants or substitutes in the classroom because they are not screened.

## **Unauthorized Visitors:**

For safety purposes, we do not permit people to wander around the Highland's WIN/AWANA/Preschool/Kid's classrooms. Because of the size of our ministry and campus, we depend on you to assist us in making our Highland's WIN/AWANA/Preschool/Kid's Ministry a safe environment for all of our children. Anyone wandering around the Highland's WIN/AWANA/Preschool/Kid's Ministry classrooms should be immediately reported to any HBC Security Personnel (Gate Keepers) or Ministry staff.

# **RESTROOM SAFETY**

**Please Note: Classroom restrooms are for child use ONLY!**

## **Nursery**

- Male leaders may not change diapers.
- Male Leaders may not take children to the restroom.
- Children must be accompanied to the restroom by female teachers and the restroom door must remain open.
- Please see the Diaper Changing Policy in the Preschool section of this manual for more information on changing diapers.

## **Preschool**

- Children should receive *very* minimal or no adult assistance.
- Male Leaders may not help children in the restroom.
- Student Leaders may not help children in the restroom.
- Female leaders must prop the restroom door open if they need to enter for any reason to help a child.
- Children will need to do their own “clean-up”. NEVER touch a child in their “private” areas.
- If a child has an accident during service, alert the Director to contact the child’s parent.

## **Elementary**

- For the safety of the child, as well as your own, never enter the restroom with a child.
- The restroom on the Children’s Hall is for children only. Ask adults who wish to enter the restroom to please use the restrooms on the Adult Hall.
- Children must be accompanied by a teacher. They are not allowed to leave the classroom on their own.
- Teachers are not allowed to enter the restroom with a child.



# TOUCH AND TERRITORY

Touch	
Appropriate	Not Appropriate
<ul style="list-style-type: none"> <li>• Handshake</li> <li>• Short congratulatory hugs</li> <li>• Quick arm around the shoulders, a greeting</li> <li>• High-Five</li> </ul>	<ul style="list-style-type: none"> <li>• Piggyback rides</li> <li>• Backrubs, tickling, massages, etc.</li> <li>• Touching of private parts or any area above the knee</li> <li>• Touching a child in anger, disgust or frustration</li> <li>• Frontal hugs with the opposite sex</li> <li>• Sexual embraces</li> <li>• Lap sitting (older than 18 mos.)</li> <li>• Kissing (regardless of age or intent)</li> <li>• Intimate wrestling or tickling</li> <li>• Sustained touch</li> </ul>
Territory	
Appropriate	Not Appropriate
<ul style="list-style-type: none"> <li>• Public one-on-one interaction</li> <li>• Group or public environments</li> </ul>	<ul style="list-style-type: none"> <li>• Private one-on-one interaction</li> <li>• Being anywhere alone with a child</li> <li>• Gift-giving to a particular child</li> </ul>



# PHYSICAL CONTACT

## HUG-HIGH FIVE-HANDSHAKE-HOLD

Not only is safety and security our number one value for our children, but it is for our leaders and staff as well. Our Highland's WIN/AWANA/Preschool/Kid's Ministry has implemented the following guidelines regarding physical touch between leaders and children to promote a positive and nurturing environment while still protecting children and leaders.

Here are a few guidelines to ensure safety for our children and leaders while providing ways for our leaders to show affection to our children without compromising their integrity. Every leader must carefully and fully adhere to the following policies:

**Hug:** Hugging a child is a natural response when children seek affection.

- If a child runs to a leader for a hug, the “catch and release” method is preferred. Quickly give a hug and release from the hug gently.
- Side hugs are most appropriate. Instead of a body to body front hug, a side hug will not be misunderstood and be just as effective.

**High-Five:** High-fives are a great way to show encouragement to a child and fellow leader.

- It is a great expression to say, “Way to go!”
- Children as young as 12 months can learn how to high five.

**Handshake:** Handshaking is a friendly way to greet someone especially for the first time.

**Hold:** A child over the age of two years old should not be held unless it is an emergency for transport.

- There is a difference between picking up and holding an infant under the age of two years and hugging an older child. Infants will need more attention.
- Lap sitting for children over 18-months-old is not allowed under any circumstances. If a child seeks sitting on the lap of the leader, we ask the leader to gently place the child directly next to them and away from their lap.

# VERBAL INTERACTIONS

## **General Verbal Interaction Policy:**

Verbal interactions between Staff Members or Ministry Leaders and children should always be positive and uplifting. HBC staff and Ministry Leaders should strive to keep verbal interactions encouraging, constructive and mindful of their mission of aiding parents in the spiritual development of children.

To this end, Staff Members and Ministry Leaders should not talk to children in a way that is or could be construed by any reasonable observer as crude, harsh, threatening, intimidating, shaming, derogatory, demeaning or humiliating. In addition, Staff Members and Ministry Leaders are expected to refrain from swearing or using crude language in front of children.

## **Sexually Oriented Conversations:**

Staff Members and Ministry Leaders are prohibited from engaging in any sexually oriented conversations with children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with or in front of any child in the ministry.

Talk	
Appropriate	Not Appropriate
<ul style="list-style-type: none"><li>• Verbal praise for achievement or behavior</li><li>• Verbal encouragement</li><li>• Scripturally based teaching</li><li>• (non-sexual)</li></ul>	<ul style="list-style-type: none"><li>• Compliments or questions relating to physical features, physique or body development</li><li>• Sexual/homosexual jokes or innuendos or restroom humor</li><li>• Discussion of movies rated PG-13 or above</li><li>• Verbal harassment or abuse</li><li>• Individual secrets or special gifts</li><li>• Sexual coaching or conversation</li></ul>

# SOCIAL MEDIA INTERACTIONS

Social media interactions between Staff Members or Ministry Leaders and children are strictly prohibited. Highland's WIN/AWANA/Preschool/Kid's Ministry Leaders should never have contact or interaction with children through any social media platform. This includes, but is not limited to:

- Being friends on Facebook with children who are in our Highland's WIN/AWANA/Preschool/Kid's Ministry Programs.
- Following children on Twitter, Instagram or any other social media platform.
- Sending emails, text messages, Facebook messages or any other social media messages to children.
- Receiving text messages, emails or Facebook messages from children.

This policy is to ensure that contact is never made between leaders and children without parental knowledge. It also ensures that all leader and child interactions maintain integrity and are above reproach.

## **Social Networking Policy:**

Highland Baptist Church Highland's WIN/AWANA/Preschool/Kid's Ministry respects your individual online social networking and personal Internet use. However, your online presence may affect HBC. Your words, images, posts or comments can reflect on HBC and our Highland's WIN/AWANA/Preschool/Kid's Programs. As a result, we have established the following guidelines for leaders serving in Highland's WIN/AWANA/Preschool/Kid's Ministry:

- Leaders should not post any content or commentary that includes vulgar, foul, crude, harassing, or defamatory language.
- Leaders should not post any content, images or videos that are inappropriate, provocative or sexually explicit.
- Leaders should not post any pictures or video of themselves engaging in compromising behaviors.

## **PHOTOGRAPHS**

Leaders are not permitted to take photographs of children without permission from Director of Highland's WIN/AWANA/Preschool/Kid's area.

If you are granted approval to take pictures of children for a special event or craft, they can only be used for the agreed purpose. The pictures are never to be sold, printed, disseminated, posted online or shared through any social media platform.

## **PHONE CALLS AND LETTERS**

Ministry Leaders are not permitted to have contact with children outside of church. Additionally, leaders should never give their phone number to children. If there is something that needs to be discussed with a child or with parents, please contact your Director.

You may send a birthday card or letter of encouragement to a child from your class or small group, but you must turn it in to your Director and they will mail it for you. Ministry Leaders may never ask a child for their phone number or address.

# **SUSPECTED CHILD ABUSE**

## **Reporting Suspicious or Inappropriate Behaviors:**

Highland Baptist Church has a **ZERO TOLERANCE** policy for abuse in ministry programs and ministry activities. It is the responsibility of every Staff Member and Ministry Leader at HBC to act in the best interest of all children in the program.

Because HBC is committed to providing a safe and secure environment for children and their families, any report of inappropriate behavior or suspicions of abuse will be taken seriously.

Any person serving in Highland's WIN/AWANA/Preschool/Kid's Ministry accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in the Ministry Program they are volunteering in.

## **Reporting Suspicions of Abuse:**

If a child should divulge alarming information or show physical signs of abuse, you should:

- Contact the Director immediately, but not in front of the child or anyone else.
- Do not further question the child unless directed by the Director.
- NEVER, NEVER, lift or remove clothing, make the child a spectacle, or question the parents.
- The Director and/or a Pastor will oversee the situation with you from this point on. You will need to report concerns to a state or local law enforcement agency within 48 hours per current state law.

### **Warning signs of physical abuse:**

- Frequent injuries such as bruises, cuts, black eyes or burns, especially when the child cannot adequately explain their causes
- Burns or bruises in an unusual pattern that may indicate the use of an instrument or a human bite, cigarette burns on any part of the body
- Frequent complaints of pain without obvious injury
- Aggressive, disruptive and destructive behavior
- Lack of reaction to pain
- Passive, withdrawn, emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after the child has not been seen for several days
- Unseasonable cloths that may hide injuries to arms or legs

### **Warning signs of neglect:**

- Obvious malnourishment
- Lack of personal cleanliness
- Torn and/or dirty clothes
- Obvious fatigue and listlessness
- A child unattended for long periods of time
- Need for glasses, dental care or other medical attention
- Stealing or begging for food
- Frequent absence or tardiness from school

### **Warning signs of sexual abuse:**

- Physical signs of sexually-transmitted diseases
- Evidence of injury to the genital area
- Difficulty in sitting or walking
- Frequent expressions of sexual activity between adults and children
- Pregnancy in a young girl
- Extreme fear of being alone with adults, especially of a particular gender
- Sexually suggestive, inappropriate or promiscuous behavior
- Knowledge about sexual relations beyond what is appropriate for the child's age
- Sexual victimization of other children

# **DISCIPLINE POLICY**

Discipline: dis ci pline 'disəplin/

1. training that is expected to produce a specified character or pattern of behavior, especially that which is expected to produce moral or mental improvement. (The American Heritage Dictionary, Houghton Mifflin)

# DISCIPLINE

## **Called to Discipline:**

We discipline children because we love them. Our Heavenly Father disciplines us for that very same reason according to Proverbs 3:11-12. The goal of all discipline is stated clearly in Hebrews 12:9-11 *“that we might respect God, share in His holiness, and partake in the peaceful fruit of righteousness.”*

## **Types of Discipline:**

**Negative:** If discipline is administered or received wrong, the negative result will be increased anger on the part of the child. This anger may drive the child to increased problems. (Ephesians 6:4)

**Positive:** If discipline is administered correctly, and/or received with a repentant heart, the result will be a change of attitude, action or speech. The goal of discipline, as mentioned before, will be seen when discipline is done according to the Lord’s guidelines. (Hebrews 12:9-11)

**NO LEADER WILL, UNDER ANY CIRCUMSTANCES, SPANK,  
YANK, PULL, BELITTLE OR YELL AT A CHILD!**

## **Purpose For Discipline:**

Discipline is important for two reasons.

1. It is important for you to be able to control your classroom. If you are not able to control the class, you will be unable to teach the children.
2. Children like order and discipline. It gives them boundaries, which in turn gives them more security and therefore allows them more freedom.



# MINISTRY DISCIPLINE POLICY

**Verbal Warning:** A verbal warning is asking the child to stop the inappropriate action and telling them the consequence should the behavior continue.

**Time Out and Verbal Warning:** A time out can be separating a child from the small group or having them sit out from an activity. Be sure to do this out of earshot of the child’s classmates. See that the child understands what he is being disciplined for. Never make a child face the wall or a corner during a time out.

**Notify your Director:** The Director will talk with the child.

**Speak to the Parent Personally:** This decision should be made with the Director. The Director should be present when you speak to the parents or the Director will talk with the parents alone.

**Notify the Minister:** If the condition continues, your Director, along with the Church pastor will decide what steps to take next.

Discipline	
Appropriate	Inappropriate
<ul style="list-style-type: none"> <li>• Remind the child of proper behavior</li> <li>• Redirect the child by moving the child on to another activity or by separating the child from other children</li> <li>• Remove the child from the group by placing them in time out</li> <li>• Request assistance from Director</li> </ul>	<ul style="list-style-type: none"> <li>• Physical punishment of any kind will NOT be tolerated</li> <li>• Verbal abuse or humiliation</li> <li>• Isolating a child in an unsupervised area</li> <li>• Making a child face the corner or wall</li> <li>• Verbal harassment or abuse</li> <li>• Punishing a child for restroom accident</li> </ul>



# WAYS TO AVOID USING THE DISCIPLINE POLICY

- Set clear, reasonable rules:** Be sure that the children know the rules. Start each week reminding them if necessary. Be sure that your rules are both reasonable and necessary.
- Be consistent:** Set your classroom rules and then be consistent every week with every child.
- Complimenting:** When you see children following directions, compliment them for it, especially in front of the entire class!
- Be on time and prepared:** Coming to class on time and prepared are the best ways to ensure your class or small group time will be beneficial to the children in your class.
- Be sure that the child understands that you love him or her:** but you disagree with their behavior. Pray with him/her as appropriate.
- Redirection:** Redirect behavior that is not following the activity being done at that time. **IGNORE** conversation that is not going in the direction you are heading and simply restate what we **ARE** going to do.
- Avoid, at all costs, embarrassing any child:** If you need to talk out the problem with the child, do it away from the other children. Don't make an example out of any child.
- Consider the situation:** Did you clearly understand what happened? Was there another child involved, perhaps pestering or encouraging the inappropriate action? Take all the facts into account before you act.
- Do not let** infractions go unnoticed.
- Demonstrate authority:** Maintaining a student-teacher relationship with the kids in your class is essential to maintaining control in your classroom. Remember that you are there to mentor and encourage the kids in your class or small group, not to be their buddy. This will help you encourage spiritual growth in the hearts and lives of the kids in your class.
- Remember Grace:** Extend to everyone the same Grace that God extends to you. In order for these children and their parents to feel a desire to be part of God's family, they must experience love and grace above all else.



**EVACUATION  
INJURIES &  
ILLNESSES**

# EVACUATION POLICIES

Protection of our children is of great concern during all ministry activities, and we continually pray that these emergencies will not be an issue. However, preparedness may make a difference between life and death in a disaster.

## **Fire:**

- Evacuate immediately according to the evacuation plan posted next to the exit.
- If the alarm is not yet sounding, activate the pull station as you exit your room.
- Infants and toddlers will be evacuated using the evacuation cribs.
- Take the attendance sheets/check-in cards/computer with you and take roll outside to account for any missing children.
- Try to discourage parents from picking up children while you are evacuating. Instead, encourage them to wait until all children are accounted for in the designated evacuation location.

## **Tornado:**

- Go to the lowest level of the building into a center room.
- Stay away from the windows and heavy objects that may fall down or open during the tornado.
- When the tornado has passed, evaluate the condition of the building. If the building is in sound structurally, return to your classrooms, if the building is unsafe, evacuate according to evacuation plan posted next to the exit.
- Infants and toddlers will be evacuated using the evacuation cribs.
- Take the attendance sheets/check-in cards/computer with you and take roll outside to account for any missing children.
- Try to discourage parents from picking up children while you are evacuating. Instead, encourage them to wait until all children are accounted for in the designated evacuation location.

## **Lock Down:**

If a director indicates there is a lock down in the building, lock your classroom down, turn out the light and move all children to the corner of the room which cannot be seen from the door. Preschool classrooms will put all children in the bathroom between classrooms. Remain there until the Director lets you know the lock down has been lifted.

# INJURIES

## **Minor Injuries:**

- A small First Aid kit is available in each classroom or backpack.
- If you don't find what you need, a full size First Aid kit is located in the Preschool and Children's Resource Room on the 2<sup>nd</sup> and 3<sup>rd</sup> floors.
- If on the playground, escort the child to a bench and send another adult to get the first aid kit located in the shed.
- If in the LifeCenter, have the child sit on the side lines and send another adult to get the first aid kit from the laundry room.
- If the child is bleeding, **ALWAYS** use a pair of gloves.
- If the injury is a busted lip or goose-egg to the head, immediately get ice or pop ice from the kitchen and apply to the bruise in 20 minute intervals until bleeding stops or a parent can be reached.
- We are not authorized to dispense any over the counter or prescription medications of any kind.
- In the event a child needs more attention than you can provide, notify your Director so they can call the parent, or move the child to the Resource rooms, if appropriate.
- In the Preschool department, please treat the child and fill out an "Incident Report." Please give the parent one copy and give the other to the Director. Please make sure that you let the parent know how the injury happened.

## **Serious Injuries (Broken bones, convulsions, fainting, unconsciousness or other bodily injury):**

- Keep calm and keep children and the injured person as calm as possible.
- Do not move the injured child and do not leave them.
- **DO NOT** attempt to set the bone or brace the injury.
- Notify church staff that you need a First Responder in your classroom.
- If needed, a First Responder will call 911. The staff will notify the parents and advise them of the child's situation and procedure being followed.
- If the child needs to be transported to the hospital and the parents cannot be located, a Staff Member will accompany the child to the hospital.
- ***If it is life-threatening***, call 911 immediately from any phone, then dial the Director's cell phone to notify the Director.



# FOOD ALLERGIES and SNACKS

We do not give snacks in our Elementary classes except on special occasions. Many children have allergies to different types of food and it is in the best interest for our ministry to avoid this potential danger. This “No Snack” policy will be strictly enforced in all of our classrooms.

Any food that is approved by your Director will also need a sign for parents to see at check-in.

## EPI-PEN PROCEDURES FOR ALLERGY EMERGENCIES

Please follow the procedures below in the event a child, required to carry an *Epi-Pen*, checks into a classroom:

- Every child requiring an *Epi-Pen* must have this information, along with their specific allergy, recorded on the check in sheet or on the Information Card. Please encourage each parent to update this information regularly.
- When a child checks into a classroom with their *Epi-Pen*, the parent must sign a “Release and Waiver” form. These forms can be gotten from the Director.
- After check-in, the child must wear the nametag stating such allergies and that an *Epi-Pen* is necessary.
- The *Epi-Pen* will be stored by the Ministry Leader in a designated area and returned to the parent upon check out.
- In the event the child has an allergic reaction and it is necessary to administer an *Epi-Pen*, the Director or a Staff Member or will immediately call 911 and then find a First Responder or Healthcare Provider to come to your classroom.
- A First Responder or licensed Healthcare Provider will administer the *Epi-Pen*.
- If, based on the information available to Highland Baptist Church at the time, **it appears there is insufficient time to wait for emergency services** or a trained Healthcare Provider, then the Release and Waiver form signed by the parent or guardian would authorize church Staff Members or Ministry Leaders to administer the *Epi-Pen* to the child.

# **HEALTHY CLASSROOM CHECKLIST**

Children with symptoms common to contagious illnesses will not be admitted to church functions as long as such symptoms persist. Such symptoms could include, but are not limited to:

- ◇ continuous runny nose
- ◇ congested cough
- ◇ skin rashes
- ◇ vomiting
- ◇ fever
- ◇ diarrhea
- ◇ lice

- ⇒ Do not accept sick children into the classroom.
- ⇒ If symptoms are discovered once a child has been admitted, please isolate the child and contact your Director. The Director will then contact the parents if necessary.
- ⇒ In the event children are exposed to serious viruses (chicken pox, measles, mumps, etc.), an effort will be undertaken to contact the parents of those who were exposed.
- ⇒ Never give medication of any kind to any child. This includes, but is not limited to pain relievers, throat lozenges, antacids, etc.

# **RECOGNIZING ILLNESSES**

**ALLERGIES:** (not contagious) Red, swollen, watery eyes, sneezing, headaches, spasmodic coughing, hives, rash, gas pains, vomiting, diarrhea, eczema, nose rubbing.

**CHICKEN POX:** (extremely contagious) Fever may appear one day prior to observance of skin lesion. Lesions are small, clear blisters about the size of a match head. Usually starts in warm, dark places like the underarms and, often, behind ears and neck. Blisters are easily broken and quickly form itchy crusts or scabs. Contagious until all lesions no longer ooze and are crusted over.

**COLDS:** (contagious) Sneezing, running or stuffy nose, flushed cheeks, dull looking eyes, little appetite, may have slight fever or cough.

**CONJUNCTIVITIS (Pink Eye):** (Contagious) Sore, red eyes, with yellow discharge.

**DIAPER RASH:** (some are contagious) Small, red pimples or patches of rough, shiny, itchy red skin. Pimples may develop white heads or become raw. Diapers have ammonia smell.

**EAR INFECTION:** (not contagious) Infants become irritable, fussy, sleep short intervals, awake crying, act hungry, may pull at ears.

**RINGWORM:** (very contagious) Circular lesions, outer part slightly raised, intense itching and smarting. Lesions may ooze, become secondarily infected.

**ROSEOLA (baby measles):** (contagious) Onset is abrupt—usually high fever for 3 days, restlessness, fretfulness, irritability, poor appetite. Does not appear contagious or seriously ill and may be playful. On the fourth day, the fever drops to normal. Blotchy red rash appears on head and trunk. Lasts 3 days.

**SCARLET FEVER:** (contagious) Sore throat, fever, lethargy, loss of appetite, possible vomiting, and fine pinpoint rash appears within 24 to 48 hours. Most noticeable under arms, abdomen and thighs, face usually flushed, pale around mouth and tongue has strawberry-like appearance.

**THRUSH:** (contagious) Small white sores in mouth or on bottom.



**PRESCHOOL**

## CHECK-IN

1. The child will be checked into our CHECK-IN system at one of the three check-in stations on the 2<sup>nd</sup> floor.
2. Two tags will be printed when the child is checked in. Child's tag is placed on the child's back and the other will be used as a claim check required for pick-up.
3. Parents are asked to give their child's belongings to the teacher inside.
4. Parents must have the claim check when picking up the child.
5. Parents will receive a text message during the service if their child becomes ill, injured or is crying inconsolably.
6. Text messages sent to parents will be sent by the teacher or Preschool Director.
7. If there is a **Security Alert** or **Medical Alert/Food Allergy** it will be noted on the check-in tag placed on the child's back.
8. If a parent is dropping off an *Epi-Pen* for their child, send them to the Preschool director to fill out an *Epi-Pen* release form. Write EP in the bottom corner of the child's name tag.

## CHECK-OUT

1. Only a parent or adult with a claim check may pick up a child from the Nursery.
2. A child **CANNOT** be released without a claim check.
3. Should the claim check become lost, call the Preschool Director and give them the name of the child.
4. The director will verify the parents' names, whether or not there is a Security Alert, and the Preschool Director will come to check the parent's photo ID.
5. If a child has a Security Alert, they may only be picked up by the same person who dropped them off, with a claim check.

# CRYING CHILDREN

It is normal for a small child to feel anxious about being separated from their parents or being in a new place. Teachers are to work with children to try to comfort them and direct their attention to activities in the room.

Please keep in mind the following:

1. If you have a child who is crying inconsolably for 20 minutes, notify the Preschool Director
2. The Preschool Director will determine whether or not the parents need to be called if the child is unable to be consoled.
3. Calling a parent should be the last resort and will only be handled by the Preschool Director.

# BITING

Not all children demonstrate this behavior, but it is inevitable that some children will choose to bite other children while in our care. If biting occurs, please follow these guidelines:

- ◆ **First Offense:** Verbally address the child who bites and attend to the other child's injuries. Fill out an "Incident Report" and alert the Preschool Director. The Preschool Director will talk to the parents of both children at pick-up.
- ◆ **Second Offense:** If the second biting offense occurs within 90 days, alert the Preschool Director and fill out an "Incident Report." The child will be removed from the classroom and will remain with their parents for a period of several weeks until they outgrow the biting stage. The Preschool Director will follow up with the parents at pick-up and will determine when the child will be able to return.

## **DIAPERING**

1. Only female nursery leaders or the child's parent or legal guardian will undertake the diapering of children of either sex.
2. Female leaders must always wear gloves when changing diapers.
3. Changing of diapers should only be done at one of the designated diaper changing stations in plain sight of other nursery leaders.
4. Children are never to be left unattended on the diapering stations.
5. Any special instructions given by parents will be recorded on the portion of the name tag that goes on the child's back.
6. Ointments, creams or powders should never be applied unless requested by parents.
7. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
8. All children should be changed near the end of service.

## **TOILET TRAINING**

1. No child will be forced to toilet train.
2. Only female nursery leaders or the child's parent or legal guardian will participate in toilet training efforts with the children of either sex.
3. When children are taken to the restroom, the door will be left partially open.
4. Young children are never to be left unattended in the restroom.
5. Ask the parents about the child's toilet training progress before leaving the child with any Ministry Leaders. Any special instructions given by parents leaving children in the nursery will be recorded on the registration sheet.
6. Children should be assisted in straightening their clothing before returning to the room with other children.
7. "Accidents" should be handled by reassuring the child and the changing of diapers, underwear and clothing. Extra clothing and diapers are available in the clothes closet in the Preschool resource room if the parent has not provided extra clothes.
8. See the Preschool Director if you need additional assistance.

## **NURSERY BUGGY**

1. **NEVER** leave children unattended in the Buggy.
2. The Buggy can only be used by screened Children's Ministry leaders.
3. Always secure every child with the 5 point harness.
4. Always stay on HBC property when using the buggy.

## **CURRICULUM**

Weekly lessons are assigned for the 18 months old through 4-year-old class from the Gospel Project curriculum. Leaders are expected to strictly follow the curriculum and schedule. Curriculum will be distributed every semester by the Preschool Director

## **ADDRESSING LEADERS**

1. All Children's Ministry Leaders should be addressed by the children with their "title," Mr. or Miss. and their first name.
2. This will help to maintain a learning environment in the classroom and a proper relationship with the kids in your class.
3. It will help the children if you address fellow leaders with their "title" in front of children.

**KID'S CONNECTION**

**K - 4<sup>TH</sup> GRADE**

**&**

**CONNECT 56**

## CHECK-IN

1. Children K – 6th grade must be checked in by a parent each week. Two tags will be printed when the child is checked in. Child's tag is placed on the child and the other will be used as a claim check required for pick-up.
2. If it is a child's first time at HBC, have their parents fill out an Information Card. Give the child a first-time visitor welcome packet.
3. If a child brings a friend, the friend may be in the same small group with the regular attendee as long as they are in the same classroom.
4. Please note if a child has a **Security Alert** or **Medical Alert/Food Allergy** noted on the Check-In card.
5. If a parent is dropping off an *Epi-Pen* for their child, send them to the Director to fill out an *Epi-Pen* release form.

## CHECK-OUT

1. K-6th graders can only be picked up by a parent or sibling. NO child will be allowed to leave the classroom with a parent claim tag. If the parent does not have this tag, they must go retrieve it or send them to the Kid's Ministry Director.
2. On Wednesday nights, K – 6th graders must be picked up by a parent or older sibling at 8:00 pm.
3. A child with a Security Alert in any grade, at any service, can **only** be picked up by a parent. They will not be dismissed from class and siblings will not be able to pick up these children.

# **TOYS, ELECTRONIC DEVICES & CELL PHONES**

Children are not allowed to bring toys, electronic devices, video games, iPods or cell phones into the classroom with them. If a child brings one of these items with them, they must keep it put away throughout the entire duration of service.

Additionally:

- Children may not use cell phones or other electronic devices for taking notes, looking up verses or for any other purpose during Kid's Ministry events.
- Leaders should not use cell phones to look up verses during teaching or small group times.
- Children are not permitted to use leaders' cell phones to look at pictures, play games, make calls or send text messages.
- Leaders should never show pictures or videos to children from cell phones or electronic devices.

# **CURRICULUM**

Weekly lessons are assigned from curriculum during our Sunday morning programs. Leaders are expected to strictly follow the curriculum for both large group and small group. Any suggested modifications to a lesson should be discussed with the Director at least one week prior to the date the lesson is scheduled.



## **ADDRESSING LEADERS**

1. All Kid's Ministry Leaders should be addressed by the children with their "title," Mr., Mrs., or Miss and their first or last name.
2. This will help to maintain a learning environment in the classroom and a proper relationship with the kids in your class.
3. It will help the children if you address fellow leaders with their "title" in front of children.



## **SWORD BIBLE MEMORY**

The Sword Bible Memory Program is our monthly Bible Memory Program for Elementary aged children. Children are encouraged to memorize Bible passages along with their parents to earn a prize at the end of the school year.

Elementary leaders are expected to promote the Sword Bible Memory Program during Kid's Connection time and encourage children to participate.



**awana**  
**PROGRAM**

# **WHAT IS AWANA?**

AWANA is part of an international, Bible-centered youth organization that assists local churches to provide weekly clubs for students aged three-year-olds through high school. The acronym AWANA stands for Approved Workman Are Not Ashamed taken from 2 Timothy 2:15.

“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.”

AWANA emphasizes Bible memorization to share the message of God’s love for each of us. Club time also includes fast paced games and a brief devotional. The ministry is made of individual age grouped clubs for children aged 3 years through high school.

## **LEADERSHIP ROLES**

### **Club Directors**

Oversees one age-specific [AWANA club](#) or [youth program](#). Responsibilities include communicating vision, shepherding leaders, managing administrative duties and communicating to church leadership, parents, children and leaders.

### **Council Time Leader**

Teaches children or youth age-appropriate Bible lessons in a large group setting.

### **Game Director**

Plans and leads age-appropriate games during Game Time. May direct Game Time in one or more clubs on the same night.

### **Secretary**

Provides administrative support by maintaining attendance and achievement records. May support one or more clubs.

### **Handbook Leader**

Builds relationships with a small group of children or youth to help them learn and understand handbook sections and Bible lessons. Actively participates in all club segments.

### **LIT (Leader-in-Training)**

Teenager or pre-teen who serves as an Awana leader’s assistant in a younger club.

# CLUB NIGHT SEGMENTS

Each club night involves three distinct segments: handbook time, council time, and game time.

## **Handbook Time**

During this segment clubbers work on individual handbooks by reciting sections of Bible verses. We encourage parents to help their child memorize verses during the week. As a volunteer, your responsibility is to disciple clubbers and make sure they fully understand the verse they recited that week.

The first milestone each clubber completes is the Entrance booklet. Each child will receive a free copy on the first night they attend club. Upon completion of the Entrance booklet, the child will receive his/her handbook and uniform.

## **Council Time**

During this segment, we have a devotional message geared to the age of each club. Important announcements are also made about upcoming events and awards are presented to clubbers for their handbook achievements. Your responsibility as a volunteer is to encourage clubbers to listen carefully and participate fully.

## **Game Time**

Game Time is the club segment where clubbers are involved in fun games on the AWANA game circle. Game Time features four teams: red, blue, green, and yellow. The games encourage Christian sportsmanship, fellowship, cooperation, team spirit and friendship. As a volunteer, you assist clubbers participating in games, help those waiting for their turn to encourage their team mates, and keep all clubbers in the room where games are being held.

# OUR CLUBS

## **Cubbies (3 & 4 years old):**

Cubbies meet on the 2<sup>nd</sup> floor of the Education building. Upon completion of their entrance booklet, children are given a handbook to read with their parents and use to memorize Bible verses.

## **Sparks (K – 2nd Grade):**

Spark clubbers begin by completing the Flight 3:16 Entrance Booklet, and then move on to the HangGlider handbook at which time they also receive their Sparks vest. In each handbook, clubbers complete Rank Path, Red Jewel and Green Jewel sections. Throughout the three year program a clubber may also complete the WingRunner and SkyStormer handbooks. Extra credit workbooks are also available.

## **Truth and Training (3rd – 6th Grade):**

Third or fourth grade clubbers begin working in the Ultimate Adventure books. Fifth and sixth grade clubbers work in the Ultimate Challenge book.

## **TREK (7th – 8th Grade):**

The Trek club helps students apply Biblical truth to their everyday life. The program is designed to build upon the previous years of study to equip clubbers for service. Clubbers complete two handbooks during these years and lessons entitled Compass Points. Each year Trek clubbers are required to complete 30 hours of service to a missions focused activity.

## **Journey 24-7 (9th – 12th Grade):**

As the name implies, this club helps High School students Apply Biblical truth to their lives 24-7 with personal discipleship and service projects. Each year clubbers complete a Main Study from a particular book of the Bible and works through a study of issues relevant to their lives. Students also complete 30 plus hours of missions focused service.

# HANDBOOK LEADERS

As a small group leader, you will be required to view our training video which can be found at [www.hbcwaco.org>childrensministry>awana](http://www.hbcwaco.org>childrensministry>awana)> This video covers all aspects of club and your responsibilities as a volunteer. After viewing the video, you will find a quiz at the end of the Awana section of this handbook. Complete the quiz and return it to your director or the Awana Commander.

Your primary responsibility will be to listen to the assigned verse for that week and disciple clubbers to make sure they fully understand the verse they learned. Each handbook is divided into sections that contain one or more verses. These sections will be talked about, recited and reviewed during Handbook Time. The goal is for each child to leave fully understanding how the verse they learned for that week applies to their lives. You will also make sure your group gets from room to room and actively participates in each Club Segment.

Handbook Time:

After passing the Entrance Booklet, clubbers begin work in the first handbook of their club. Focused time for that work is done during Handbook Time each club night. Handbooks should always be brought to club by the child.

Handbook leaders will listen to each clubber recite the assigned verse for that week and disciple their group for the remaining time. Special events may cause handbook time to be shortened.

## awana 3 COUNT RULE

Along with the other discipline actions in this manual, AWANA uses a three-count discipline method.

1. A disorderly clubber may be warned with a “1” count by any leader.
2. A “2” count requires the clubber to talk with their director.
3. At the “3” count, the clubber will see the Commander or Children’s Director.

# **GUIDELINES FOR HANDBOOK TIME**

- Sections must be passed in their entirety in one sitting.
- Sections must be passed off in order. Optional extra credit sections may be done in any order.
- If a clubber is having trouble with a verse, come up with a creative way for the clubber to say the verse to you.
- All clubbers, except 3 year old Cubbies, must recite both the reference and verse
- Sparks who complete the review of a handbook must recite the section with no helps
- A quick learner may be challenged to live up to his/her potential by you challenging them to recite with no help.
- No leader should sign or initial any sections they did not listen to personally.
- Sections that require written answers should be carefully checked. If there is a question about the answer, be sure to consult the director.
- Make sure you ask the clubbers to explain what the verse means to them after they recite it to you. We want to make sure they are learning the meaning of the Word of God, not just memorizing it.

## **awana UNIFORMS**

Uniforms are an integral part of the AWANA clubs. Leaders may earn their uniform by completing the required training, memorizing the verses to present the Gospel Circle and completing the required paperwork. Verses may be said to any AWANA leader to complete this requirement.

## **awana PLEDGE**

I pledge allegiance to the AWANA flag,  
which stands for the AWANA clubs,  
whose goal is to reach boys and girls with the Gospel of Christ,  
and train them to serve Him.



# **WIN DIRECTOR & ASSISTANT EXPECTATIONS**

- To lead all Teams and Select Volunteers by example
- To set the schedule for **WiN**
- To coordinate activities for Volunteers and Tribe Leaders
- To train Volunteers and Tribe Leaders
- To use the Bible to teach Gospel stories
- To delegate responsibilities to all volunteers
- To ensure everyone understands and follows **WiN's** rules: Volunteers, Tribe leaders and Tribe members
- To communicate with parents of our **WiN's** children
- To LISTEN to and PRAY with and for **WiN's** children, volunteers, and parents
- To implement discipline when necessary (See Discipline Policy: page 27)

# **VOLUNTEER EXPECTATIONS**

- To do all training that is provided whether it is video, reading or a class
- To dress appropriately for a **WiN** day
- To show up on time
- To be prepared to SHARE the good news of the GOSPEL
- To follow all **WiN** rules, guidelines and expectations and encourage other volunteers and children to do so as well
- To LISTEN to and PRAY with and for our **WiN** children
- To lead Tribe leaders and members by example

# **TRIBE LEADER EXPECTATIONS**

- To follow **WiN** rules, guidelines and expectations; and to encourage others to do so as well
- To ensure their Tribe members understand and follow **WiN** rules
- To LISTEN to and PRAY with and for each other



All the volunteers, helpers, and students ... all will abide by these values:

## LOVE GOD

[Matthew 22:37-28] We love God because He first loved us, and gave His life for us so we . . .

- ◇ **Listen & Obey** [Romans 13:7/John 14:15] [*Therefore we do not do whatever we want to do but instead we **listen** to our leaders*]
- ◇ **Are Thankful** [Philippians 2:12-16/1 Thessalonians 5:16-18] in and for Everything, [*Therefore we don't argue or complain*]
- ◇ **Do Our Best** [Colossians 3:23-24] [*Therefore we eagerly work hard doing our homework, reading, and clean up*]

## LOVE OTHERS

[Matthew 22:39-40] We love others because God said so *and* that's another way to show how much we love God, so we . . .

- ◇ **Are Kind** [Ephesians 4:32/Luke 6:31] Treat each other the way we want to be treated ourselves [*Therefore we look for ways to help each other and DO NOT punch, hit, bite, pull, hurt others, etc., . . . ever!*]
- ◇ **Speak the Truth** [Ephesians 4:29] [*Therefore we DO NOT lie . . . ever!*]
- ◇ **Use Respectful, Encouraging Words** [Ephesians 4:29] [*Therefore we do not say mean, spiteful, ugly things to each other . . . ever!*]

## HAVE FUN!

## A WiN Day

Time	Activity	Description
2:40	Prayer & Instruction t	<ul style="list-style-type: none"> <li>Volunteers meet for prayer and receive any pertinent information for that day</li> </ul>
2:45	<p style="text-align: center;">Pick-Up</p> <p style="text-align: center;"><i>[7-10 minutes]</i></p>	<ul style="list-style-type: none"> <li>Line up at school for walk to HBC</li> <li>Pass out name tags &amp; Sign into <b>WiN</b></li> <li>Divide into groups</li> <li>Walk to HBC</li> </ul>
3:15	<p style="text-align: center;">Play / Snack</p> <p style="text-align: center;"><i>[40-45 minutes]</i></p>	<ul style="list-style-type: none"> <li>Free play in playground and/or in the Life Center [gym]</li> <li>Bathroom / Water Break / Snack</li> </ul>
4:00	<p>Bible - 25-30 minutes</p> <p>Skills - 25-30 minutes</p> <p>Tutoring - 25-30 minutes</p>	<p>Bible Stories / Memory verses / Songs</p> <ul style="list-style-type: none"> <li>5 minutes – Read them a book</li> <li>30 minutes – Homework</li> <li>Extra time – Math/Word Games / Reading</li> </ul>
5:30	<p style="text-align: center;">Parent Pick-Up</p> <p style="text-align: center;"><i>[10 minutes]</i></p>	<ul style="list-style-type: none"> <li>Make sure children have their backpacks, etc</li> <li>Make sure parents Sign their child out of <b>WiN</b></li> <li>Please straighten and clean up immediately the way you would want it done for you if someone else were doing it.</li> </ul>

**Be sure to say goodbye to the children by blessing them with a**

# WIN RECORDS

All WiN's children's records will be kept in the WiN office. Each child's folder has their parent/guardian's contact information, permission slips for transportation to and from school and field trips, and authorization for emergency medical care and transportation to emergency medical treatment.

All WiN volunteers' records are also kept in the WiN office.

- Date of background check
- Date of WiN training

### IF driving for WiN

- A copy of a current driver's license
- A copy of proof of insurance for possible WiN van/bus drivers

# WIN RULES FOR KITCHEN USE

All food and drinks must be of safe quality and must be stored, prepared, distributed, and served under sanitary and safe conditions.

1. You must sanitize food service equipment, dishes, and utensils after each use
2. You must throw away single-service napkins, dishes, and utensils after use
3. Caregivers with OPEN WOUNDS AND/OR ANY INJURY that inhibits hand washing, such as casts, bandages, or braces, **MUST NOT PREPARE FOOD**
4. You must serve children's food on plates provided by WiN
5. You must cover all food stored in the refrigerator

# TEXAS FAMILY CODE

## SUBTITLE E. PROTECTION OF THE CHILD

### CHAPTER 261. INVESTIGATION OF REPORT OF CHILD ABUSE & NEGLECT

#### §261.001. DEFINITIONS. In this chapter:

1. "Abuse includes the following acts or omissions by a person:

(C) physical injury that results in substantial harm to a child

(E) sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of indecency with a child

#### §261.101 PERSONS REQUIRED TO REPORT; TIME TO REPORT.

(a) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.

(c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged....

#### §261.102 MATTERS TO BE REPORTED.

A report should reflect the reporter's belief that a child has been or may be abused or neglected ... .

#### § 261.103 REPORT MADE TO APPROPRIATE AGENCY.

(a) A report shall be made to:

(1) any local or state law enforcement agency;

...

(4) the agency designated by the court to be responsible for the protection of children.

*Texas Department of Family and Protective Services (1-800-252-5400)  
Child Protective Services (817-321-8680).*

#### § 261.104 CONTENTS OF REPORT.

The person making a report shall identify, if known:

(1) the name and address of the child;

(2) the name and address of the person responsible for the care, custody, or welfare of the child; and

(3) any other pertinent information concerning the alleged or suspected abuse or neglect.

#### § 261.106 IMMUNITIES.

(a) A person acting in good faith who reports ... a report of alleged child abuse or neglect ... is immune from civil or criminal liability that might otherwise be incurred or imposed.

#### 261.109 FAILURE TO REPORT; PENALTY.