



# **CHILDREN'S MINISTRY POLICIES & PROCEDURES**

Welcome to our church!

At Sovereign Grace Church of Orange (SGCO), we recognize that you are entrusting us with your children, and we take that responsibility seriously.

This handbook provides a general overview of our policies and procedures for SGCO volunteers and staff members in the Children's Ministry (CM). Our policies and procedures are intended to facilitate a safe and nurturing environment where children can learn to trust Jesus, love the church, and embrace the gospel mission.

Thank you for taking the time to familiarize yourself with this handbook. Please return to it regularly as you continue to faithfully serve our children.

After reading the handbook, please sign and return the agreement form located on the last page.

Sincerely,

*Children's Ministry Leadership Team  
Sovereign Grace Church of Orange*

# CM POLICIES & PROCEDURES

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## Philosophy & Mission

Our goal is to teach and train the next generation of disciples. To this end, SGCO partners with parents in guiding their children to trust Jesus, love the church, and embrace the gospel mission.

As Christians, we are called to make disciples (Matt 28:19-20). So, the education of our children to the glory of God is one of the most important things parents can do. The family is the primary means of a child's spiritual formation (Deut 6:5-9; Prov 22:6; Eph 6:4, etc.). But parents are not meant to go at it alone. SGCO is here to help in this high calling (Matt 19:13-15).

We aim to create a context of discipleship by creating a culture conducive to family growth. CM volunteers are not simply filling an empty spot on Sunday mornings. They are answering a call to create disciples of all ages. We faithfully teach the whole Bible, demonstrate God's love for one another, take every child's safety seriously, and equip parents with the necessary knowledge and resources to disciple their child to the glory of God.

## Overview of Application & Screening Policy

### **STEP ONE: Screening Process**

Staff members and volunteers desiring to serve with children or youth are required to complete the CM Screening Process, which requires the following:

- Attend SGCO for a minimum of six months.
- Be a member of the church (if 18 years or older) in good standing (i.e. active, biblical participation in the life of the church).
- The minimum age for a volunteer is 16 years old, but a 16 year old must be related to a church member. *A 16 year old may not be a Team Lead.*
- Complete an online or written **Children's Ministry Volunteer Application**.
- Sign the **Statement of Acknowledgement and Agreement** (see STEP TWO).
- Undergo a **Criminal Background Check & Fingerprinting** (see STEP THREE).
- Conduct an interview with a pastor or a member of the CM Leadership Team.
  - *(Note: Any affirmative answer related to child abuse, molestation, or sexual activity with minors renders a person ineligible to serve in CM or with youth. Other affirmative answers require a discussion with the applicant and consultation among the CM Leadership Team and pastors to decide the appropriate course.)*

- Complete the required online **Sexual Abuse Awareness Training** (see STEP FOUR).
- Be cleared to serve by the CM Leadership Team.

### **STEP TWO: Policies & Procedures**

All CM volunteers are *required* to (1) review the policies and procedures contained in this manual and (2) sign the **Statement of Acknowledgement and Agreement** indicating that he or she has read and understood the material and agrees to comply with policy requirements.

### **STEP THREE: Criminal Background Check & Fingerprinting**

SGCO requires that all CM volunteers undergo a criminal background check and fingerprinting. Depending upon position, different kinds or intensity of background check may be required.

Criminal background checks and fingerprinting are mandated by SGCO and California state law. These steps ensure the safety of your children by making sure CM volunteers and staff members are qualified to serve in this capacity.

### **STEP FOUR: Sexual Abuse Awareness Training**

SGCO policies and procedures require that CM volunteers and staff members avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or member of the CM Leadership Team or Pastoral Staff. Additionally, CM staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in “grooming” a child for sexual abuse.

To equip CM staff members and volunteers with the training necessary to recognize abuser characteristics and grooming behavior, *SGCO requires all CM staff members and volunteers to complete MinistrySafe sexual abuse awareness training* (live or online at [www.MinistrySafe.com](http://www.MinistrySafe.com)). This training will be renewed every two years.

## **CM Structure**

### **GROUPS**

Each Sunday during the sermon portion of our liturgy, we provide options for parents and their children. Each class is committed to providing a comfortable, nurturing, and safe environment for each child while preparing each child for the transition into the church body. Classes may change as needed, but this is the typical structure:

**Nursery 0-2 yrs.**

Children experience care, appropriate instruction, and Christ-like behavior modeled by our volunteers. CM volunteers spend their time playing and interacting with the children.

**Preschool 3-5 yrs.**

Children are introduced to the Gospel Story and participate in crafts, games, and play. CM volunteers spend their time teaching and leading activities.

**Elementary 6-9 yrs.**

Children participate in crafts and games and are taught by a trained teacher who instructs the children in a gospel-centered Bible lesson. CM volunteers spend their time teaching and leading activities.

At Check-In, the CM Greeter is responsible for informing parents about the different group options and placing each child in the appropriate group. SGCO recognizes that the best group fit for the child is not necessarily determined by age, and our CM Team offers flexibility between groups when appropriate.

**VOLUNTEER TO CHILD RATIOS**

SGCO is committed to providing the necessary supervision in all CM programs. Accordingly, the following volunteer to child ratios will be observed:

<b>Program</b>	<b>Volunteers</b>	<b>Children</b>
Nursery	2	8
Preschool	2	12
Elementary	2	20

If a group is 'out of ratio,' the Team Lead is responsible for finding another volunteer(s) to fill in and get the group ratio in compliance with church policy.

*\*The above ratios are SGCO's minimum requirements. Where supervision is concerned, more is generally better.*

**CHILD SUPERVISION**

All CM events and activities will adhere to the following rules:

- Each group has one Team Lead (18 years of age or older) and at least one Helper. No single volunteer will ever be alone with children.

- At least one volunteer in each group must be at least 18 years of age or older.
- Each group of volunteers must include at least one volunteer who is biologically unrelated from the other volunteer(s).
- If the Team Lead is male, the Helper must be a female.
- Team Leads and Helpers may never be alone with children in their group.
- If for any reason a Team Lead or Helper needs to leave their assigned group (e.g. to assist another group, bathroom break, etc.) and there is only one CM volunteer remaining in their group or the volunteer to child ratio is below the minimum requirement, he or she must find a replacement volunteer for the duration of his or her absence.
- If a replacement volunteer cannot be found, CM volunteers from another group must confirm visibility of the vacated group and agree to watch the group while the other volunteer is absent. CM volunteers watching the group must be in close proximity to the group.

## **CM Volunteer Roles, Responsibilities, & Expectations**

### **ROLES & RESPONSIBILITIES**

The CM consists of the Children's Ministry Leadership Team (CMLT), Team Lead, Team Helper, and Team Greeter. The responsibilities for each role are outlined below.

- **CMLT**  
The CMLT is composed of one pastor and several church members who focus primarily on ensuring the CM's functionality and faithful pursuit of its mission and philosophy. The pastor in charge ultimately assumes all responsibility for the CM by making sure all roles are filled, resources are present, volunteers and parents are cared for, and policies and procedures are enforced. Depending on their role, CMLT volunteers maintain primary responsibility for various functions within CM. If any issue or question arises in CM that requires further input apart from the volunteers, the pastor in charge is readily available to help.
- **Team Lead**  
There is one Team Lead for each CM group each Sunday. He or she assumes primary responsibility for the group. The Team Lead will provide care and safety for children in his or her assigned group, make sure all roles and responsibilities are filled (e.g., teaching, crafts, etc.) by either delegating responsibilities to Helpers or assuming personal responsibility, writing Incident Reports (when



necessary), overseeing proper set-up, and exercising group oversight. Responsibilities may vary based on situation or need.

- **Team Helper**

The number of Team Helpers will vary according to group size. The Team Helper provides care and safety for the children in his or her assigned group and assists the Team Lead with all responsibilities. The Helper may transfer to another group depending on need. Responsibilities may vary based on situation or need.

- **CM Greeter**

The CM Greeter has oversight of the entire Check-In process. The Greeter assists members and guests with check-in by signing in children, registering new children, directing children to the appropriate group, and answering any questions from parents.

## **CM VOLUNTEER EXPECTATIONS**

General expectations for each volunteer include the following:

- Be available to volunteer at least once per month.
- Every parent or legal guardian who utilizes CM is expected to volunteer.
- All volunteers are required to have proper identification. Each volunteer will be given a personal SGCO lanyard with his or her first name. If the lanyard is lost, the volunteer will receive a temporary lanyard until the other can be replaced. *Volunteers cannot serve in the CM without proper identification.*
- Communicate clearly and effectively with all personnel. This means giving reasonable notice of one's availability and unavailability to serve, asking questions, communicating initiatives or ideas, etc.
- Be at your station and ready to serve in a timely fashion. The CM Greeter should be near the CM Sign-In station before announcements and ready to answer any questions from parents and able to direct parents. All CM volunteers should make their way to their stations during the Pastoral Prayer.

## **Check-In/Check-Out Procedures**

### **CHILD REGISTRATION**

Everyone who wants to participate in CM must register their child within our CM program. A **Child Registration Form** must be completed and signed for each child. Forms are available in digital and written formats. Forms will provide information regarding each child's health, dietary needs, emergency needs, and other relevant information. The Registration Form is only viewable by CM volunteers.

## **CHECK-IN**

Parents and legal guardians will make their way to the Check-in table at the entrance of the CM area. The table will have two groups: “Member Check-In” and “Guest Check-In.” Under the supervision of the CM Team Lead, the CM Greeter will assist parents and guardians with any needs or questions, manage sign-in sheets, and hand out numbered stickers.

Members will approach the “Member Check-In” and sign in by writing their child’s name and identification number on the sign in sheet.

Guests will approach the “Guest Check-In” and fill out the Check-In sheet by inputting:

1. The child’s name (First & Last) and age
2. The class the child will be attending
3. The number the child is assigned for identification (Separate ID#s for each child).
4. Mobile phone number (In case parent needs to be contacted).
5. The parent or guardian’s name (First & Last), as well as any other person designated for Check-Out.

The CM Greeter will ask guests if they can be contacted by text or call on their mobile device during the service if their child needs help or in the event of an emergency.

The CM Greeter will assist parents or guardians by selecting two matching numbered stickers. One sticker will be placed on the back of the child, and the parent will keep the other sticker for the duration of the service, to be returned at Check-out. If the child has a diaper bag or any other items (e.g., bottles, cups, etc.), an additional sticker(s) with the same name and number will be placed on the item(s). The parent will then accompany the child to their respective group and transfer them into the care of the CM volunteers. The parent then exits the CM area and rejoins the congregation.

## **CHECK-OUT**

The designated check-out person will return to the CM group, display their numbered sticker to the CM Team Lead, and retrieve his or her child. The CM Team Lead will collect the sticker from the parent and remove the sticker from the child indicating that the child has been properly checked out.

CM volunteers will only release children in their care to parents, legal guardians, or other persons designated by parents or legal guardians. It is presumed that a person who drops off a child has authority to pick up that child.

- If a parent or guardian loses his or her sticker, a CM volunteer must verify with another CM volunteer or consult registration records in order to confirm that the child belongs to that parent or guardian.
- In the event that CM volunteers are uncertain of the process of releasing a child, they should immediately locate or contact the CM Team Lead before releasing the child.

## **CM Group Safety**

All CM volunteers will be responsible for ensuring that each CM area is properly monitored during operation and all child safety policies are followed (see below).

No child will ever be left unattended in CM programs. CM volunteers are prohibited from being alone with children in any room or building. In the event a CM volunteer finds himself or herself alone with a child or children, that CM volunteer will either take the child or children to a group occupied by other volunteers or immediately request another volunteer(s) temporarily accompany the group.

CM volunteers should be aware of and attempt to remove any area or object that hinders one's ability to see children (e.g., corners, closets, standing structures, etc.). Children must remain visible and accompanied while in the CM area.

After every event, CM volunteers must check every area and restroom to ensure no child is left behind.

## **Child Safety Policy**

### **ABUSE TOLERANCE**

SGCO has a zero tolerance policy for abuse in all ministry programs and ministry activities. It is the responsibility of every CM volunteer to act in the best interest of all children in every group.

In the event that a CM volunteer observes any inappropriate behaviors (i.e., policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (i.e., physical, emotional, or sexual), it is his or her responsibility to immediately report these observations to the Team Lead or one of the pastors.

## **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

SGCO is committed to providing a safe and secure environment for children and their families. All CM volunteers are trained to identify and report relevant information to their supervisors. This includes, but is not limited to, any policy violations, suspicious behavior and activity, and any behavior intended to groom a child for sexual abuse.

To this end, any account of inappropriate behaviors or suspicions of abuse will be taken seriously. In accordance with CA state law and SGCO policy, each instance will be reported to SGCO's Pastoral Team along with the Police Department, Child Protective Services, or other appropriate agency.

## **REPORTING SUSPICIONS OF ABUSE**

CM volunteers are required to report (1) suspicions of child abuse or neglect and (2) any inappropriate behavior. *SGCO policy and CA state law requires that any person having cause to believe a child's physical or mental health and well-being has been or may be adversely affected by abuse or neglect must report to the appropriate law enforcement agency.*

SGCO requires CM volunteers to verbally report such accounts to their immediate supervisor or Pastoral Team as soon as possible after the incident. Subsequently, the supervisor or pastor will speak with the CM volunteer who reported the incident in order to get detailed information about the situation. If a pastor is not initially involved, a pastor should be notified as soon as reasonably possible.

*If appropriate, the CM Team Lead or a pastor will inform Orange County Child Protective Services at 714-940-1000 or 800-207-4464 (24-hour hotline, 7 days a week). Everyone is encouraged to call Child Protective Services if you would like to discuss or report child abuse.*

## **PHYSICAL CONTACT**

SGCO is committed to protecting children in its care. Accordingly, SGCO has a "physical contact policy" in order to promote a positive, nurturing environment. The following guidelines should be carefully followed by all those volunteering in CM programs:

- Hugging, pats on the back and other forms of appropriate physical affection between CM volunteers and children are important for children's development and are generally suitable in the church setting.

- Inappropriate touching (e.g., any contact with chest, bottom, or genital areas, massages, etc.) and inappropriate displays of affection (e.g., sitting on one's lap, kisses, any unwanted physical contact, etc.) are forbidden. Any inappropriate physical contact or displays of affection should be immediately reported to one's supervisor.
- Physical contact should be for the benefit of the child and never based upon the emotional needs of a CM volunteer.
- Physical contact and affection should be given only in observable places or in the presence of other children or CM volunteers.
- Physical contact in any form should not even give the appearance of wrongdoing. The personal behavior of CM volunteers must be above reproach and foster trust at all times.
- Do not force physical contact or affection on any child. A child's preference not to be touched must be respected.
- CM volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
- Any inappropriate behavior or suspected abuse by a CM volunteer must be reported immediately to one's supervisor or the Pastoral Team.

### **SEXUALLY-ORIENTED CONVERSATIONS**

CM volunteers are prohibited from engaging in any sexually oriented conversations with children. CM volunteers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child in the program.

### **SEXUALLY-ORIENTED MATERIALS**

CM volunteers are prohibited from possessing any sexually-oriented materials (e.g., magazines, images, videos, etc.) on church property or in the presence of children.

### **VERBAL INTERACTIONS**

Verbal interactions between CM volunteers and children should be positive and encouraging. CM volunteers should strive to keep verbal interactions constructive while keeping in mind their mission of aiding parents in the spiritual growth of their children.

Accordingly, CM volunteers should not talk to children in a way that is or could be negatively construed by any reasonable observer (i.e., as harsh, threatening, intimidating, shaming, derogatory, or humiliating). CM volunteers should not swear or use profane language in the presence of children.

## **INTOXICATION**

CM volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any SGO facility, while traveling with children, or while working with or supervising children.

## **NUDITY**

CM volunteers should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (e.g., changing clothes during a pool party, weekend or overnight retreat, etc.), CM volunteers will submit a plan to the Pastoral Team or the CM Leadership Team concerning arrangements for showering or changing clothes.

## **ONE-ON-ONE INTERACTIONS WITH CHILDREN**

CM volunteers should never conduct one-to-one, unobserved meetings or interactions with children while participating in any CM programming. Another adult who has completed the SGO application and screening process should always be present.

# **Diapering and Restroom Assistance Guidelines**

## **DIAPERING**

A child's parent or legal guardian must give consent to allow a female volunteer to change a child's diaper. Only a female volunteer may change a child's diaper.

Changing of diapers must be done in plain sight of other CM volunteers or with the assistance of at least one other female CM volunteer. Children will never be left unattended. Any special instructions given by the parents will be recorded on the Registration Form (e.g., "Seth Adams has medicine in his bag for a rash."). Children should be re-diapered and re-clothed immediately upon completion of changing his or her diaper. At the Team Lead's discretion, a parent or legal guardian may be asked to change their child's diaper.

## **RESTROOM ASSISTANCE**

Only a child's parent or legal guardian may take his or her child to the restroom. If a child indicates that he or she needs to use the restroom, a volunteer will text the parent and ask the parent to come to CM in order to take his or her child to the restroom.

If the parent cannot be reached within 5-10 minutes of initial contact, the Team Lead may find the parent in the service and inform him or her of the child's need. If the Team Lead is unable to do this for whatever reason, a volunteer will contact the Team Greeter

in the service, and the Team Greeter will locate and inform the parent of the child's need.

In the instance a child has an "accident," it is the parent's responsibility to have a change of clothes for their child (this will not be provided by SGCO). CM volunteers will notify the parents of a child who has an "accident."

## **Transportation Procedures**

CM volunteers may occasionally be in a position to provide transportation for children. The following guidelines must be observed when volunteers are involved in the transportation of children:

- CM volunteers must avoid transportation circumstances that leave only one child in transport or alone with another individual apart from that child's legal guardian(s).
- Children should be transported directly to their destination. Unauthorized stops to a non-public place are prohibited.
- CM volunteers must avoid physical contact with children while in vehicles.
- No driver under age 25 may drive SGCO owned or rented vehicles.

## **Medication Policy**

*\*See "Health and Illness Policy" below.*

## **Food Restrictions**

Food is regularly offered to the children during CM. During registration, parents must provide all necessary information pertaining to each child's health, dietary or emergency needs on the Child Registration Form. This information is viewable by all CM volunteers (see Check-In/Check-Out Procedures and Health and Illness Policy). Additionally, parents must notify the CM workers each week if their child has dietary restrictions or they want their child to refrain from the provided food.

*In the event of any medical emergency, all precaution and quick responses will be taken to care for the child, return them to parents immediately, and in more serious cases, calling 911.*

## **Health & Illness Policy**

Children who have experienced fever, vomiting, diarrhea, or runny nose within 24 hours prior to CM are not allowed to participate. Further specifics are outlined below:

- Medication: If a parent or guardian wishes for medication to be administered to his or her child during CM, he or she must complete and sign the **Authorization to Administer Prescription and Non-Prescription Medication Form**. All prescription medication must be prescribed by a doctor specifically for your child. All medication must be in its original unexpired container. All medication must be accompanied by a written schedule of when and how much medication to give your child. Only designated staff or volunteers will dispense medication when directed by the child's parent or legal guardian.
- Antibiotics: A child with a contagious condition for which antibiotics have been prescribed may NOT attend Children Ministry if he/she shows any of the signs of illnesses outlined below. This policy is for the benefit and protection of all children and CM volunteers.
- Diarrhea: A child with diarrhea must stay (or go) home until the diarrhea has stopped and normal bowel movements have resumed.
- Fever: When a child has a fever above 100 degrees orally, he or she will not be able to participate in CM. The child must be fever-free for 24 hours before joining CM. If a fever develops in CM, a CM volunteer will immediately contact the parent or guardian who will be required to pick up the child.
- Head Lice: A child with head lice must stay home until specific treatment is completed and lice and nits in hair and clothing are absent.
- Impetigo and Conjunctivitis: These are very contagious conditions and must be treated with antibiotics before the child may attend CM. If a child has red, runny eyes or scabby sores, the parent or guardian must be notified. A child with these conditions will not be allowed in CM until he or she has been seen by a doctor and been on medication for at least 48 hours.
- Runny Nose: Generally, a clear discharge is permissible while a thick, yellow-greenish discharge is a sign of a more serious infection. This is more of a concern for younger children rather than older children. The CM Team will use its discretion before allowing the child to participate in CM.
- Vomiting: A vomiting child cannot participate in CM until vomiting has stopped for at least 24 hours.



## **Discipline Procedures**

CM volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children.

CM volunteers are to deal with behavioral concerns calmly and clearly, never raising one's voice. Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, CM volunteers should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (e.g., removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, remove or direct the child away from the group to a corner of the group (avoid being alone with the child).
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. (e.g., "Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
4. Provide the child with a chair to sit in or a "spot" to sit on (i.e., a pillow, blanket, carpet square, etc.) until their time-out is complete.
5. Follow the rule of thumb that a timeout is ineffective if it lasts longer than one minute for every year of the child's life (e.g., 3 years old, 3 minutes).
6. Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (e.g., "Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
7. Affirm the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with affirmation.
8. If the child does not respond to the discipline or refuses to cooperate, his or her parent or guardian will be contacted.

If any disciplinary action is taken, the Team Lead will discuss all behavioral concerns with parents during pick-up, and when necessary, complete an **Incident Report**.

*Uncontrollable or unusual behavior should be reported immediately to the parents and the Team Lead. The Team Lead will complete an Incident Report.*

## **Distressed Child Policy**

Children who have experienced distressed behavior (e.g., crying, sudden changes in mood, other behaviors that appear out of the ordinary) may need to have their parents contacted. If a CM volunteer is unable to resolve the situation within 7 minutes from when the change in behavior began, the CM volunteer will contact the parent or legal guardian via text message and ask them to retrieve the child.

## **Parental Contact**

Parents who leave a child in the care of CM volunteers during church services or activities will be contacted via text message if their child becomes ill, injured, distressed, or has a severe disciplinary problem. In the event the parent does not respond to the text message or does not have a phone, the parent will be contacted by a member of the Sunday Team or another volunteer.

## **Parental Involvement**

Parents are encouraged to visit any and all SGO services and programs in which their child is involved. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs will be required to complete the SGO volunteer application and screening process.

## **Inclement Weather Policy**

In the event that inclement weather occurs during regularly scheduled CM functions, it will be the discretion of the Sunday Team Lead Usher to resort to the relocation plan. Weather that consists of a steady rain for more than 10 minutes, temperature below 50°F, or intense gusts of wind will be considered appropriate reasons to relocate.

Prior to the service, the Sunday Team will arrange for CM Set-Up to be moved from the garden to the kitchen (Nursery and Preschool) and the bridal room (Elementary).

## **Emergency Evacuation**

In the event of an accident or injury to a child, a CM volunteer will contact the parents immediately. If parents are not available and medical attention is needed, a Sunday Team member will contact any designated medical personnel in the congregation. In the event of a serious accident or event, the Team Lead or Sunday Team member will contact Emergency Services directly.

In the event of a fire or natural disaster, the CM Team Lead and other CM volunteers will lead the children to the nearest emergency exit and stay with them at the designated meeting point. The designated CM meeting point is the ***Civic Center Parking Lot*** across the street.

There will be a CM volunteer designated by the CM Team Lead who will contact parents during the case of an emergency.

## **Enforcement of Policies**

SGCO staff members and volunteers who supervise other CM volunteers are charged with the diligent enforcement of all SGCO policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from CM positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Pastoral Team and CM Leadership Team.

## **Consequences of Violation**

Any person accused of committing a prohibited act or any act considered by SGCO to be harmful to a child will be immediately suspended from participation in all CM programs. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act will be prohibited from future participation as a CM volunteer and participation in all activities and programming that involve children, students or vulnerable populations at SGCO. If the person is a staff member or employee, such conduct may result in termination of employment from SGCO.

Willful failure to report a prohibited act to the appropriate party is a violation of SGCO policy and grounds for termination of an employee. CM volunteers who willfully fail to

report a prohibited act will be forbidden from participation in any activities involving children, students or vulnerable populations at SGCO.

## **APPENDIX A: CALIFORNIA SEXUAL ABUSE PREVENTION LEGISLATION**

### **OVERVIEW**

Assembly Bill 506 (AB506) is a CA law for “Youth Service Organizations.” AB506 outlines new requirements for training, background checks, and policies of these organizations. The Children’s Ministry (CM) in Sovereign Grace Church of Orange (SGCO) falls under this description and must follow these requirements.

This document is intended to provide an overview of AB506 along with links to MinistrySafe and DOJ resources about AB506.

### **SUMMARY**

AB506 implements a new standard of care for all safety systems in relevant organizations. There are three components to an effective safety system: (1) training, (2) background checks, and (3) child abuse prevention policies. The modifications by AB506 on each component are as follows:

- Training. AB506 requires child abuse and neglect identification and reporting. However, it offers no specific guidelines to this training.
- Background Checks. Under Section 11105.3 Penal Code, AB506 requires every employee and volunteer to undergo un-automated fingerprinting. Each organization must make a request for all convictions or arrests pending adjudication from CA DOJ for each employee and volunteer by obtaining proper forms (i.e., BCIA 8016) and live scan fingerprinting.
- Policies and Procedures. AB506 requires one to report any suspected incidents of abuse to the proper persons or entities outside one’s organization. Additionally, there must be 2 mandated reporters at all of the organization’s events. *The current CM Policies and Procedures Manual fulfills all requirements by AB506.*

The modifications affect SGCO in 2 areas. First, the CM’s current MinistrySafe training is slightly different. *MinistrySafe training now offers a special CA training course that fulfills all necessary requirements.* Each CM employee and volunteer must complete the MinistrySafe CA training.

Second, SGCO is required to register with the DOJ and obtain the necessary fingerprinting forms (i.e., BCIA 8016) for each employee or volunteer over the age of 18. The employee or volunteer must take the forms to an approved Live Scan location.

*Additionally, SGCO will continue to use MinistrySafe's current background checks on each employee and volunteer.* The limits to utilizing only the Live Scan option are listed in the MinistrySafe resources below.

## **RESOURCES**

MinistrySafe has compiled a list of resources and all relevant legal documents related to AB506. The resources may be accessed [here](#). Additionally, an in-depth overview of AB506 can be found [here](#).

One may find a list of Live Scan locations [here](#). For further questions about the fingerprinting process, consult the DOJ [here](#).

## **Policies and Procedures**

### **Statement of Acknowledgement and Agreement**

I have received and read a copy of SGCO's CM Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at SGCO.

I understand the manual may be modified and that any guideline may be amended, revised, or eliminated by SGCO.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at SGCO at any time. If possible, I will provide two weeks' notice to my supervisor.

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and SGCO. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of SGCO policies and procedures manual.

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Children Ministry volunteer's name (please print)

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Children Ministry volunteer's signature

Date

***\*PLEASE SIGN AND RETURN THIS PAGE TO THE CHILDREN'S MINISTRY LEADERSHIP TEAM***