



**Summit Kids
Leadership Handbook
2012-2013**

“If anyone has the desire to be the servant of others, let him do it in the strength which is given by God; so that in all things God may have the glory through Jesus Christ, whose are the glory and the power forever.”

1 Peter 4:11

Welcome and thank you!

We are so excited that you are going to be serving with us this year! Together, we have the potential to make a lasting impact on the next generation. The importance of kid's ministry cannot be overstated. You are joining one of the most amazing ministries that exists.

The kids' ministry at the Summit Church exists to help kids Love God, Love Each Other, and Love Our World. We will accomplish our mission by partnering with parents each week to reinforce the Gospel in each child's life. Our Summit Kids staff looks forward to partnering with you to accomplish these goals. We want to encourage you in any way that we can. Please feel free to contact us any time with suggestions, thoughts, stories, ANYTHING! We want to pray for you not only as you minister to these children, but also for your own personal spiritual growth.

The Summit Kids Leadership Handbook is your guide to kids' ministry at the Summit Church. It covers all of the policies and procedures that we have in place to keep both kids and leaders safe. Please take time to read this manual carefully and apply these things to your time in Summit Kids.

Included in this booklet is a covenant form that we are asking every Summit Kids leader to sign. Please turn it in to a Summit Kids staff member prior to serving. May we always do our best to serve the Creator with the highest level of quality that we can! Thanks again for joining the Summit Kids ministry team. We look forward to growing with you as we serve God by serving Summit Kids and their families.

Supporting you!

Summit Kids Staff Team

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SUMMIT KIDS MISSION STATEMENT

The Kids Ministry of the Summit desires to Love God, Love Each Other, and Love Our World

LOVE GOD

We help children, birth through 6th grade, build a biblical foundation that prepares them to trust Christ as their Lord and Savior. This is accomplished by partnering with parents to develop their child's faith and assisting them in their journey to a personal relationship with Christ.

LOVE EACH OTHER

We team with parents in teaching children to live a life based on biblical principles. In Summit Kids we encourage the children to interact with their peers in a way that honors Christ.

LOVE OUR WORLD

We help equip parents with the tools and resources needed to place Christ at the center of their home. We then encourage families to be involved with our community both locally and internationally.

TEAM MEMBER RESPONSIBILITIES

The Summit Church is committed to partnering with parents to raise godly children. We, therefore, expect a high level of personal responsibility from our Summit Kids Leaders.

- All leaders are expected to be professing believers.
- All leaders must be members of the Summit Church or in the process of joining.
- All leaders must wear the required Summit Kids T-shirt when they serve.
- All leaders must wear their lanyards at all times when in the Summit Kids area.
- **Blue lanyard:** Clear background check with opportunity for full-service in Summit Kids.
- **Red lanyard:** Signifies one of the following: minor, substitute leader, incomplete background checks. This person **cannot be involved in bathroom activities or left alone with children.**
- All leaders must **consistently arrive 30 minutes prior to the start of the service** they are serving in.
- All leaders must notify team leaders of upcoming absences.
- All leaders must treat children equally regardless of sex, race, religion, or culture.
- All leaders must commit to speaking positively to parents, children, and guests.
- All leaders must follow the curriculum provided while incorporating their own creative ideas.
- All leaders must have the approval of a Summit Kids staff member before incorporating guest speakers or entertainment (movies, etc.) into curriculum.
- All leaders must demonstrate, through their lifestyle and teaching, a commitment to serving Jesus Christ.
- All leaders must regularly attend church services at the Summit.

POLICIES AND PROCEDURES

SAFETY

It is our responsibility, both to God and parents, to provide a nurturing and safe environment in Summit Kids. To accomplish this, we have developed safety policies and procedures. All kid's ministry staff and leaders must abide by the following rules:

- The following are the Summit Kids ratios:
 - Cuddlers & Crawlers (6 wks-12 mo.) | Adult – 2 Kids
 - Walkers & Runners (12 mo.-2 yrs.) | Adult – 3 Kids
 - Preschool (3 yrs. –5 yrs.) | Adult – 7 Kids
 - Elementary (K– 4th Grade) | Adult – 10 Kids
 - There will never be a leader left alone with any child.
 - There will always be at least two leaders with a group of children.
 - Children will never be left unsupervised.
 - Staff/Leader shall not abuse children in any way, including:
 - Physical abuse** - strike, spank, shake, or slap
 - Verbal abuse** - humiliate, degrade, threaten, compare, or criticize
 - Sexual abuse** - inappropriate touch or verbal exchange
 - Mental abuse** - shaming, withholding love, or cruelty
 - Neglect** - withholding food, water, or basic needs, etc.
- **Any** type of abuse or corporal punishment will not be tolerated and will be cause for immediate dismissal.
- Restroom Supervision - Make sure the room is not occupied. Stay in the doorway (not inside a stall) while the child is using restroom. If a child needs help, keep the stall door open and ask another leader to step into the restroom so that the leader can be seen at all times. Take a minimum of two children and a maximum of four

at a time. Leaders should be visible at all times! Children should be supervised at all times.

- Staff/Leaders should not allow children older than four years old to sit in their laps. Encourage kids to sit next to you and pat them reassuringly on the back if they need it.
- **No child should ever be above shoulder height. Never toss children into the air or carry them on your shoulders.**
- Under no circumstances should staff/leaders release a child to anyone other than the person who placed them in Summit Kids unless they have the pick-up sticker or the parent has notified you of the change.

AGE REQUIREMENTS TO SERVE IN SUMMIT KIDS

- 0-12 months: Leaders must be 18 years or older
- 1-2 years: Leaders must have completed 9th Grade
- Preschool (3-5 years): Leaders must have completed 4th grade
- Elementary (K-4th Grade): Leaders must have completed 7th Grade

HEALTH

When dealing with the health and safety of multiple children, it is necessary to stay alert. As children enter Summit Kids, staff/leaders **should not admit** any child with any of the following conditions:

- Rashes
- Elevated temperature (Above 99.6° F)
- Diarrhea
- Persistent cough
- Bumps
- Discolored nasal discharge
- Burns
- Lice

In addition, a child must be fever-free and have stopped diarrhea and vomiting for 24 hours before returning to Summit Kids. A child must be lice/nit free for 48 hours.

Questions concerning any conditions will be addressed to the parent and child in a non-threatening way by a **team leader** or **staff member**.

CPR/First Aid Certifications are strongly suggested for all Kids leaders.

Biting Policy - If a child bites another child, both sets of parents are sent for. The biter must be removed from the classroom for the day. An incident report must be written up, and a Summit Kids Staff member notified each time a bite occurs, regardless of skin being broken. If biting continues weekly, parents can either attend with their child or the child should be removed from the classroom until biting has subsided.

Abuse - If at any time you suspect a child may be being abused, speak to a Summit Kids staff member immediately. The Kids' Pastor will then handle the situation and any interaction with the parents according to the policy laid out by the Summit Church and the Counseling ministry.

First Aid Kits are located in the supply closet, kitchen and guest check-in kiosk.

NURSERY

In order to minimize the risk of infection and diseases, we ask that all workers in the baby and toddler areas abide by the following guidelines:

- Please use disinfectant on all surfaces such as trays, toys, slides, and changing pads after each service
- Please change all crib sheets after each use and place them in the dirty laundry basket to be washed each week
- Make sure choking procedures are posted
- Workers are not permitted to take hot coffee or other hot beverages into the baby and toddler rooms.
- No one under the age of 18 is allowed to work or consistently be present in the baby room (0-12 months).

DIAPER CHANGING PROCEDURE

- Make sure you have all needed supplies (gloves, diaper, wipes) before placing the child on the changing table
- Use new gloves with EVERY diaper change
- Place waxed paper between the child and the changing table for messy diapers
- Whenever you put a diaper on a child, the tabs on the diaper wrap from the back to the front of the child
- Wipe down the changing table with disinfectant after each use

CHECK-IN/CHECK-OUT AND SECURITY

Check-in is one of the first impressions that members and visitors receive at the Summit. We desire for families to be welcomed in a friendly and safe atmosphere, while experiencing as simple a process as possible.

All Summit Kids staff and leaders must wear their lanyards at all times. This allows our Check-in and Check-out leaders to easily identify those adults who are allowed to be in the Summit Kids area.

CHECK-IN

- Enter Check-in area
- Choose one of the Check-in stations
- Tell Check-in leader last name and take Check-out stickers
- Place one sticker on each child
- Keep your sticker out (for entrance and pick-up)
- Leave children in appropriate classrooms and proceed to check out area exit

CHECK-OUT

- Enter Check-in area
- Have sticker with security code visible for security and classroom teachers
- Pick up children from appropriate classrooms and proceed to Check-out
- Hand all stickers to Check-out leaders
- All Summit families, leaders and staff should exit through the Summit Kids exit doors only.
- Anyone without a security sticker must present a photo ID as well as have another Summit Member vouch for their identity.

SECURITY

- All entrance and exit doors into and out of Summit Kids should be manned at all times.
- Doors leading to the kids area should be closed during services to help maintain a safe and secure area
- Only the following people should be allowed to enter the kids area unescorted:
 - People with security stickers picking up or dropping of kids
 - Leaders with Summit Kids nametags and t-shirts
- If someone forgets security tags, they should be asked to present a photo ID to enter the kids area and should ideally be escorted into and out of Summit Kids
- If someone forgets an item in a classroom, either a check-in greeter can retrieve the item for them or an approved volunteer can escort them into the Summit Kids area.

FIRST TIME GUESTS

Guests should be instructed to enter the Summit Kids area through one of the designated entrance doors. They will then stop at the Guest Check-in Kiosk in the Summit Kids Lobby at Brier Creek. If guests have visited the First Time Guest Tent before coming to the Summit Kids area they can bring their completed information card to Summit Kids. If they have not been to the tent they will fill out a card with their family's information on it at the Guest Check-in Kiosk.

At the Guest Check-in Kiosk, they are given one sticker for each child they are checking in that morning and a security sticker for the parent/guardian. One sticker has the child's name, allergies, and classroom on it. This sticker goes on the back of the child. The other sticker has an alpha-numeric code on it. This sticker is the pass for the person picking up the kids to get into the kids area. They **MUST** have that sticker in order to get into the Summit Kids area to pick up their children. If the pick-up sticker is lost or misplaced, parents/guardians are asked to present a photo ID that can identify them with the children they are trying to pick up.

Each guest should be greeted and escorted by a Guest Check-In Leader to the classrooms where kids will be for the morning/evening. After the kids have been dropped off, the Guest Check-In Leader should show them how to exit Summit Kids and either proceed to the First Time Guest tent if they have not been or go ahead to service.

DISCIPLINE

Staff/Leaders must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than excessive competition, comparison, and criticism. If discipline is needed, Summit Kids uses the “time out” technique.

“Time out” is the removal of a child for a short period of time from the situation in which the child is misbehaving and has not responded to the above techniques.

- As a rule of thumb, we recommend 30 seconds to one minute of time out per year old the child is (ex. A 2 year old can be in time out for about 2 minutes at a time).
- The “time out” space, usually a chair, is to be located away from the play activity but within the leader’s sight.
- After a brief interval of no more than 5 minutes, the leader discusses the incident and inappropriate behavior with the child.
- When the child returns to the group, the incident is over and the child is treated with the same affection shown to the other children.
- After 2 “time outs,” inform your team leader of the situation. If a child is placed in “time out” 3 or more times in one service, the parent will be sent for by a Summit Kids Team Leader or Staff member.
- Physical restraint is used only in pre-determined situations (necessary to protect the child from harm), only administered in a prescribed manner, and must be documented in writing.

Summit Kids leaders are strongly encouraged to use these same guidelines with their own children while at the Summit Church, realizing that our guests and members do not know which children belong to leaders and which do not.

SUMMIT KIDS SCHEDULE

NURSERY SCHEDULE

Arrival: All leaders should arrive 30 minutes before their service time or immediately after the service they attended

Pre-Service Time: Greet children as they come in/free play/take attendance

During the Service: (for 2's): lesson/snack/craft/songs/prayer

Post-Class time: Free Play

PRESCHOOL & ELEMENTARY SCHEDULE

Arrival: All leaders should arrive no later than 30 minutes before their service time or immediately after the service they attended.

Sample Preschool Schedule:

- 8:30-9:00 Check-in and play time
- 9:00-9:20 **Small Group Opening** activities and check-in
- 9:20-9:25 Potty break and travel to Preschool Worship
- 9:25-9:55 **Large Group** Bible story and worship
- 10:00-10:10 Snack
- 10:10-10:35 **Small Group Closing Activities**
- 10:35-10:55 Playtime/check-in/check-out

Sample Elementary Schedule:

- 8:30-9:00 Check-in and play time
- 9:00-9:15 **Small Group** opening activities and check-in
- 9:15-9:20 travel to Elementary Worship Room
- 9:20-9:50 **Large Group** Bible story and worship
- 9:50-9:55 Bathroom and water break
- 9:55-10:20 **Small Group closing activities**
- 10:20-10:55 Games/check-in/check-out

SUMMIT KIDS LEADERSHIP COVENANT

As a leader in the children's ministry and by the grace of God, I covenant with the pastors of the Summit Church, fellow Summit Kids leaders, and those I lead, in the following areas:

- I confess that Jesus Christ is my Savior, that I have a personal relationship with Him, and that I have followed Him in obedience through baptism by immersion.
- I am a committed member and regular participant of the Summit Church and that commitment is demonstrated by my consistent attendance, my generous giving, my active service, inviting the un-churched, and my continual prayer.
- I am committed to the mission and vision of the Summit Church, which is Love God, Love Each Other, and Love Our World.
- I will be an example to those I lead and those with whom I serve in the area of moral purity and a lifestyle consistent with Scripture.
- In spiritual matters, I will be a leader to myself first and will maintain a regular schedule of fellowship alone with the Lord.
- I have completed the Summit Kids Leadership Training and, while I lead, will be a regular participant in ongoing leadership training.
- I will adhere to the doctrinal statement as set forth in the Baptist Faith and Message 2000. While I understand that liberty is granted on non-essential doctrinal issues, I commit that I will comply to standard Scriptural teaching in general and that of the BFM 2000 in particular.
- I will be faithful in leading my class by arriving at the established time, coming prepared, and striving to lead with excellence.
- By God's grace, I will shepherd the children in my Summit Kids class and strive to move them forward along the discipleship process.
- I will maintain regular contact with my class, encouraging them in various ways and attempting to meet their personal needs as they arise.
- On a regular basis, I will pray for those that I lead, other Summit Kids leaders, and those that are yet to be reached, in all cases asking God to make His name known in this community.

Signed: _____ **Date:** ____/____/____

Printed Name: _____