



# Trinity Nursery & Children's Ministry Manual

Revised: February 2023



*Mt. 19:13-15-One day some parents brought their children to Jesus so he could lay his hands on them and pray for them. But the disciples scolded the parents for bothering him. But Jesus said, "Let the children come to me. Don't stop them! For the Kingdom of Heaven belongs to those who are like these children." And he placed his hands on their heads and blessed them before he left.*

## **Welcome to TCC Kids!**

Thank you for considering becoming part of TCC Kids Servant Team. Our heart's desire is to partner with parents in their efforts to raise Godly children. Both the children's and youth departments have combined their efforts and resources to develop a plan that starts in the nursery and continues through high school. Our ultimate goal is to produce fully devoted followers of Jesus Christ.

By choosing to serve you are part of this BIG plan! Welcome!

We train you so no prior experience is required. Just fill out our application and return it to our nursery or children's ministry director, and they will contact you asap. They fill out the background check and references online. The ministry director can provide you with those websites.

This manual introduces you to our policies that are intended to protect both the children and volunteer workers. It is a helpful resource in addressing the issues of child and medical safety. All workers are expected to adhere to the policies, regardless of their area of ministry. It also helps reduce personal and church liability.

It will help us match your gifts with an area of ministry that you can be excited about. It provides important training and an overview of the entire TCC Kids Ministry and goals.

Tyler Lynde

Lead Pastor

**PART 1:**

**TCC KIDS VISION & OVERVIEW**

## Part 1: TCC Kids Vision & Overview

### **OUR STRATEGY**

At Trinity Community Church we have come to the realization that it does not benefit the family or the church to provide departmental ministry to children without a strategic plan to consider their natural life milestones and combine our efforts and resources to achieve the end result. We realize that it is essential to include their parents in a master plan to provide relevant ministry. We are not a substitute for parental spiritual instruction, but a partner with them in the process. At the end of 6<sup>th</sup> grade, when a young person exits children's ministry and transitions into The Forge youth ministry, we want to be strategic about ensuring that he or she has a clear understanding about his or her need for a relationship with Jesus Christ, is living a Gospel-centered life, is equipped with the skills to grow and develop Christ-centered relationships and to stay strong in their own walk as they live in a fallen world.

### **MISSION STATEMENT**

We are committed to producing in the next generation a Gospel-driven community of fully devoted followers of Jesus on Mission together.

### **OUR VISION**

From our mission statement, we derive four specific motivations for how we do Nursery and Children's Ministry at Trinity. They are:

- TCC is Message Driven. We believe the most important thing about any church is how it handles the Gospel, the divine message which God gave to the church. At Trinity, we make it our aim to help people gain an understanding of what God did in Christ and how it applies to our lives.
- TCC is People Driven. This is why we have Community Groups that meet throughout the week. Coming to our building on Sunday is a vital expression of who we are, but there is much more to our church than that. We believe it is God's will for every believer to experience community.
- TCC is Discipleship Driven. By discipleship, we mean the intentional pouring of our lives into others. Jesus intended the church to grow, not only by preaching and teaching in large meetings, but through each believer as he or she matures. Discipleship is not the job of only leaders, but of each believer.
- TCC is Mission Driven. That means that we don't evaluate the health of our church only by its gatherings, but by how much influence we are having outside the walls of the church. God has called us as a church to actively pursue relationships with unbelievers rather than simply hang out with believers.

## Part 1: TCC Kids Vision & Overview

### OUR AREAS OF MINISTRY

#### **The Nursery- 0-3 years (Campers, Infants 1-24 months and Explorers, toddlers-2's and 3's)**

Our nursery ministry cares for children, 0-3 years, while blessing the parents attending the weekly services. Children are a gift from God, so we love and care for them physically and spiritually. Praying over them and teaching them to sing praises to God is an integral part of this ministry.

#### **4 Yrs. Old-Kindergarten (Hikers 4 and 5K)**

Provides age-appropriate classes for 4 yrs-Kindergarten. Classes are taught by loving teachers with a heart to reach children with the love of Jesus and work together with the parents to help children in their journey to become fully devoted followers of Jesus. Each lesson is geared to the specific age group and is accompanied by visual aids, hands-on activities and multi-media. Snacks are provided.

#### **Trailblazers-1st-6th Grade**

Exist to share Christ with our children ages 1st-6th grade, giving them a solid biblical foundation, working with the parents to help their children become mature disciples of Jesus, and showing them how to have a servant's heart. Using tools like interactive classrooms, Gospel Centered Curriculum, VBS, and an awesome summer creative arts camp, we work hard to accomplish our goals.

### OUR OVERALL GOALS

- To create a ministry area that introduces children, birth through 6<sup>th</sup> grade, to their Heavenly Father through the Gospel of Jesus Christ.
- To help children grow in Godly wisdom and knowledge.
- To create a ministry area that allows kids to form relationships with one another in a small group setting. This is a place that allows kids to connect with other kids that are in the same season of life, age and shared interest.
- To create a ministry area that is safe and secure for children where parents feel comfortable leaving their child.
- To provide opportunities for each child to participate in ministry.
- To design a ministry area that supports parents in their efforts to raise Godly, kingdom-focused, world-changing young people.
- To provide opportunities for families to spend time together to have fun and grow spiritually.
- To keep parents informed of current Christian parenting tools and resources available.
- To provide Godly men and women who are trained to serve as positive role models as they minister with children.

## Part 1: TCC Kids Vision & Overview

### WHAT DOES RESEARCH SAY?

\*The probability of someone embracing Jesus as his or her Savior is 32% for those between the ages of 5 & 12; 4% for those in the 13 to 18 range; and 6% for people 19 & older. In other words, if people do not embrace Jesus Christ as their Savior before they reach their teenage years, the chance of them doing so is slim.

\*3/4 of 13-year olds interviewed believed the following:

- The devil does not exist– Satan is just a symbol of evil.
- A good person earns entry into heaven by doing enough good works.
- People are born morally neutral and make a choice as to become good or bad.
- All of the sacred books from different religious traditions (The Bible, The Koran, The Book of Mormon, etc.) are merely different expressions of the same spiritual truths.

\*1/2 or more of the 13-year olds interviewed contend the following:

- Life either has no meaning, or the meaning is realized through hard work, which produces the resources to enjoy comfort and security.
- There are no absolute standards for morals and ethics.
- We really have no say in how our lives unfold.
- While Jesus was on Earth, He committed sins.

\*According to a 2006 study done by *The Barna Group*

- 61% of today's young adults had been churched at one point during their teen years but they are now spiritually disengaged (i.e., not actively attending church, reading the Bible, or praying).
- Only one-fifth of twentysomethings (20%) have maintained a level of spiritual activity consistent with their high school experiences.
- Another one-fifth of teens (19%) were never significantly reached by a Christian community of faith during their teens and have remained disconnected from the Christian faith.

*\*From Transforming Children Into Spiritual Champions, by George Barna (Ventura, California: RegalBooks).*

## Part 1: TCC Kids Vision & Overview

### **MEET OUR TCC KIDS LEADERSHIP TEAM**

John & Laura Graner – Children’s Ministry Directors  
graner4@comcast.net  
865-621-3842

Katie Asiamah- Nursery Director  
865-399-1249  
Kendrel25@gmail.com

Rob & Chris Ellis – Children’s Ministry Outreach Directors  
robandchris1031@comcast.net  
8657424701

Youth Pastors  
Joel and Hannah Silverberg  
Hannah@tccknox.com  
865-323-7241

Josh and Katherine Jeffries  
mrsjeffries3640@gmail.com  
865-661-0505

#### **Contact Us**

Trinity Community Church  
6706 Central Avenue Pike  
Knoxville, TN 37912  
8656889991  
www.tccknox.com





**PART 2:**

**SERVING IN TCC KIDS MINISTRY**

## Part 2: Serving in TCC Kids Ministry

### Volunteer Placement

We sincerely want each volunteer to be serving in an area where they can use their God-given talents, abilities, strengths, and spiritual gifts. We continuously work to refine the ways in which we place a volunteer into an appropriate ministry position. We also recognize that there may be times when a volunteer needs a break from a ministry for a time of refreshment and renewal or to care for personal and family situations.

Our intent is to develop a relationship with you as well as serve and support you as you serve others. Please feel free to contact us to discuss changes in your volunteer placement if desired.

### Age Guidelines

Youth volunteers (under 18 years of age), are an important part of our ministry. To ensure that both youth volunteers and TCC Kids children have a positive experience, youth volunteers need to demonstrate a level of emotional and spiritual maturity needed to meet the requirements of the volunteer position. The following age guidelines must also be met for youth to serve in the following areas unless an exception has been made between parents and leadership:

Nursery	13 years of age and up (females or married couples only)
4 and up	14 years of age and up (females or married couples only)
Student Ministries	18 years of age and up

### TCC Kids Standards of Excellence

To be in ministry is to serve the Lord and His people --- it is a privilege. We hold our volunteers to the highest standards, and all volunteers are expected to maintain the following standards of excellence. We understand that no one has a perfect life, but we would like to be able to talk and walk with you if it becomes obvious that you are struggling in one of the areas listed below.

#### 1. **Commitment to Jesus Christ**

Our ultimate mission is to walk with people as the Lord draws them to Himself and help them grow spiritually. For this reason volunteers need to have a personal relationship with Christ themselves. If you are unsure of where you stand in your relationship with God, please talk to one of the elders. We would love to look at God's Word with you and show you how to know for sure that you are a child of God.

***John 3:16 (NIV) For God so loved the world, that He gave His one and only Son, that whoever believes in Him shall not perish, but have eternal life.***

## Part 2: Serving in TCC Kids Ministry

### 2. Spiritual Health

A strong spiritual growth plan is essential for all leaders. Consider the following questions: Do I spend time with God every day? Do I strive to have daily personal devotions? Am I memorizing God's Word? Do I make an effort to attend regular worship services and Bible study classes to grow myself?

***2 Peter 1: 4-8 (NIV) For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love. For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ.***

### 3. Love

Jesus Christ was motivated by love to take our place at the cross. Serving God's people should be motivated by love for Jesus Christ and His people, not out of guilt or duty, or a desire to build ourselves up.

***John 13:34-36 (NIV) A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.***

### 4. Model of Christian Character

As a volunteer, you are a model. Do you set an example with your actions and words? There is wisdom in refraining from events that do not glorify God. Do you represent Christ when you blog and engage in online social networking? Do you dress modestly? Is your speech respectful and free of any cursing? Is your conduct honoring to God?

***1 Corinthians 10:31-33 (NIV) So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God— even as I try to please everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved.***

### 5. Faithful in Church Attendance & Commitments Made

We care about you and want to see you grow spiritually as you invest in others. The heart of our church is communicated and understood through the message that our pastor presents every Sunday morning in our services. If for some reason you are not able to attend, make every effort to visit our website and listen or watch the message. Youth volunteers are required to attend at least two Sunday morning and two youth group services every month in order to serve.

You are a vital part of the team, and your faithfulness to commitments made is vital for the team to minister at a level of excellence. If you are unable to keep your commitment, please

## Part 2: Serving in TCC Kids Ministry

follow procedure to inform your team leader and find a replacement from the list of substitutes provided.

***Hebrews 10:25 (NIV) Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching.***

### 6. Encouraging in Speech

Our words have the power to build and destroy. All volunteers should model godly speech, not only at church but in every day life. Be positive, affirming and encouraging. There should be no insults, cut-downs, gossip, defamation or ill-humor.

***Psalm 19:14 (NIV) May the words of my mouth and the meditation of my heart be pleasing in your sight, O LORD, my Rock and my Redeemer.***

***1 Peter 4:11 (NIV) If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To him be the glory and the power forever and ever. Amen.***

### 7. Preparation and Training

Your commitment to service is also a commitment to go the extra mile with your time and energy to give your best for the Lord. It is our goal to do everything with the highest level of excellence. All volunteers must come prepared to serve. For some, that includes preparing a lesson and gathering props. Pray and seek God's face and the Holy Spirit's guidance. You are also committing to being faithful at attending meetings and training sessions. All volunteers are required to attend regular team meetings and training sessions when offered. The key to our team's success is dependent on the presence of all members at meetings.

***2 Timothy 2:15 (NIV) Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.***

### 8. Teachable in Spirit

When we stop learning we stop growing. A team will grow and be more productive if each team member is humble and remains teachable. We must be willing to listen to constructive criticism and to prayerfully consider the input of others. Be open to learning more about yourself and the role you play on the team. We all grow when we move away from our comfort zone.

***Proverbs 15:22 (NIV) Plans fail for lack of counsel, but with many advisers they succeed. Proverbs 1:5 (NIV) Let the wise listen and add to their learning, and let the discerning get guidance.***

**PART 3:**

**SAFETY & SECURITY**

## Part 3: Safety & Security

### **Volunteer Qualifications**

As our church continues to grow, our goal at Trinity Community Church is to have only screened and approved volunteers serving in TCC Kids so that we can be as safe and effective as possible. Every volunteer is expected to complete a Trinity Children's Ministry application. The application includes questions on personal background, work experience, previous church experience, and spiritual background. Reference checks and a criminal background check (for those 18 years old and older) will be completed on each ministry application.

- **Confidentiality:** All personal information voluntarily disclosed, the result of the security background check, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential. The written results of the security background check initially will be reviewed by the Nurser or Children's Ministry Director. After this initial review, if the Nursery or Children's Ministry Director determines that further review should be made, he/she may consult with the elder team. Unless there is further written permission from the volunteer, the information contained in the confidential portion of the volunteer application and the results of the security background check will be disclosed only to the Nursery or Children's Ministry Director or Elder Team.
- Volunteer profiles and background checks may be required to be updated from time to time, but only if the worker is still a current volunteer. Only the Children's Ministry Director or the Elder Team will have access to these files.
- Volunteers may be reviewed annually for re-appointment to their current or new positions.
- All volunteers must have the approval of the Nursery or Children's Ministry Director before being placed in any position in this ministry.

### **Trinity Children's Ministry Volunteer and Staff Identification**

Every volunteer and staff member working when children or adults are present should be wearing a green kid's crew t-shirt and name tag printed from the check-in station kiosk. This will identify approved children's workers so that a parent feels secure in leaving their child with a trained volunteer.

All children will be checked in at the Check-In Kiosk, using the Church Teams system. Each attendee will be given a label that has a code that is unique to him or her and their family members. They are to wear it at all times. The Check-in worker should greet each child and parent at the check-in kiosk/desk to make sure the parent signs their child in.

Kids can only be picked up by those that have a parent/guardian tag that has a code that matches the attendee (child).

## Part 3: Safety & Security

### Visitor Policy

All parents/guardians must be identified with a visitor nametag if they are observing. The visitor name tags are given by the Children's Ministry Director. They will meet the visitor and go through "observing" procedures. If you ever see an adult entering a classroom or ministry area without identification, they should immediately be approached. Ask if you can help them, and then bring them to a TCC Kids staff person for assistance or appropriate identification.

#### **Observing Procedures:**

- All visitors must be approved by the elders or Children's Ministry Director to be allowed to observe when minors are present.
- All visitors who wish to observe must sign in and sign out.
- Visitors should be made aware of "observing procedures" before they are allowed to observe. Explain why these procedures are in place. Parents who are considering attending your church want to know that the church is a safe place.
- All visitors must receive a "guardian receipt" that should be worn in clear sight.
- Visitors should not be left alone with minors. A screened volunteer should be present in the class while the visitor is observing.
- Under no circumstances should a visitor accompany a minor who is not their child to the restroom.

### Classroom Guidelines

Classrooms and teaching areas should never be locked while in use. Lights should remain on at all times. Each door of a classroom should have a window. If there is no window, the door should be left open. Sight lines through each window should remain unobstructed at all times.

### Volunteer/Child Guidelines

Trinity intends to ensure the health, safety, and well-being of volunteers and children. As a precaution and to ensure strict accountability from one adult to another, volunteers must follow these rules:

#### **1. Two Volunteers Policy**

Two volunteers should remain together with children at all times. If a volunteer needs to leave a group of children, a hostess or staff member must be notified so that the two volunteer policy can be upheld.

#### **2. Restroom Policy**

Volunteers should provide assistance to a child using the restroom only if the child is three years or younger or has special needs requiring extra assistance. For 2's and 3's, a worker/volunteer should have a kids check-in worker go with them to the bathroom. The 4's and 5's class should go together as a class to the restroom. One worker (female) should go into the bathroom to assist with making sure kids wash and dry their hands while the other holds the door open and monitors kids in the hallway. Two volunteers are required at all times.

#### **3. Proper Forms of Touch**

## Part 3: Safety & Security

Trinity is committed to protecting children in its care and recognizes that appropriate touch is part of a positive, nurturing environment in a healthy children's ministry. The following guidelines are to be carefully followed by Trinity volunteers.

Using good judgment, the following are appropriate ways to touch kids:

- an arm around the shoulder
- walking hand in hand
- carrying small children piggy-back
- short congratulatory or greeting hugs
- a brief, assuring pat on the back or shoulder
- handshakes, high-fives, and knuckles

The following are actions a volunteer should NEVER take:

- never touch a child in anger or disgust
- never touch a child in any manner that may be construed as sexually suggestive
- never touch a child between the navel and the knee
- never touch a child's private parts (with the exception of diaper or bathroom procedures)
- never say things like:
  - Can I keep him/her?
  - Can I take him/her home with me?
  - I could just eat him/her up!

Physical contact in any form should be above reproach. The personal behavior of staff members and volunteers must foster trust at all times. Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.

### **4. Taboo Topics**

Certain topics of discussion are best left for parents and their children. If you have a question about the propriety of discussing one of these topics, speak with the teacher or leader in charge of the area in which you serve:

- The rapture
- The tribulation
- Satan - if the purpose is to incite undue fear or confusion
- Hell - if the purpose is to incite undue fear or confusion
- Denominations
- Human sexuality or reproduction
- Female menstrual cycle



## Part 3: Safety & Security

### 5. Verbal Interactions

Verbal interactions between volunteers and children should be positive and uplifting. Trinity volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, volunteers are expected to refrain from swearing in the presence of children.

### 6. Visibility & Security

It is important that all interaction between children and volunteers happens in a location where others can observe what is going on for safety and accountability purposes. At no time should a child and volunteer disappear behind a closed door with no visibility to outsiders.

## SECURITY

Please follow these rules to make sure our children are safe:

### 1. Stranger in the Hall

Only parents, TCC Kids volunteers, church staff, and children are allowed in the TCC Kids area. All other teens and adults (including any other church members) should be asked for identification and immediately escorted out of the Children's Area. If there are any questions or concerns associated with a stranger in the area, a staff member or security team member should be notified immediately to question the stranger.

### 2. Child Custody Issue

Due to the nature of child custody laws, volunteers must act diligently in making sure the correct people are picking up their children. Please be aware that only parents with custody of their child may pick up the child. If there are any questions regarding this procedure, please notify the director for clarification.

## EMERGENCY PROCEDURES

In case of an emergency, do the following:

### 1. Medical Concerns

Immediately report any medical needs or concerns to a ministry leader. The notified person will decide if 911 should be called. The volunteer should remain calm and divert the attention of the other children. The victim should be kept quiet and still. Do not attempt to move a severely injured person unless in imminent danger.

### 2. Hazardous Weather

In the event of dangerous weather volunteers should follow the guidelines below. Further instructions will be given by a staff member.

- Move your classroom in a quiet and orderly manner to a bathroom or the interior stairwell in the church or remain in elementary classes in building.

## Part 3: Safety & Security

- Await further instructions.

### 3. Fire

The first priority in any fire is that all children and volunteers' safety is maintained. Any attempt by volunteers to put out a fire is absolutely forbidden unless judgment to do so is unquestionable and presents no possible danger to anyone present.

Volunteers should follow the directions below in the event of a fire.

1. Stay Calm
2. When the alarm sounds, gather every person in a line at the exit door to the room that you're in.
3. Lead class to the nearest exterior exit door
4. If you are a volunteer who is not assigned to a classroom, report to the nearest classroom to provide assistance or report to a staff person for further instructions
5. Once you've exited the building, go to playground area
6. Wait for further instructions

***Parents may stay with you and assist, but they MAY NOT take their child and leave during an evacuation!***

### 4. Missing Child

Time is critical if a child is reported missing. Volunteers should contact a staff member as soon as possible with the following information:

- a. Name/age/sex
- b. Color of hair, shirt, and skin
- c. Ministry area/class where child was checked-in (stroller or walking?)

The person reporting the lost child should remain with the staff member until further direction is given by a member of Trinity's security team.

### 5. Media Response

In the event of a severe accident or death, it is likely that the media will be on site to cover the incident. It is important that all volunteers not say anything which could be mistaken or misquoted by the interviewer. A Trinity Elder or their designee shall be the only persons to make any statement. If asked by a media member for a statement, please graciously decline and direct them to a Trinity senior staff member or any member of the Elder Team.

### **Medical Conditions/Allergies**

Make sure that you pay special attention to any indications of medical conditions and/or allergies that are on their ChurchTeams tag. Please make appropriate arrangements for alternative snacks when food allergies are involved.

### **Transportation**

## Part 3: Safety & Security

Any transportation to and from the building must be done by an approved driver. We must receive a signed written permission to transport from each parents guardian. We must make sure that there are at least 2 volunteers in each vehicle where children are being transported. We must make sure that every child is able to sit in their own seat with appropriate seat belt/car seat safety equipment.

### **Child Abuse Definitions, Symptoms & Indicators of Abuse** **Procedure to Report Abuse**

Trinity supports and maintains a zero tolerance policy against child abuse and neglect. Child abuse and neglect include physical or mental injury, sexual abuse, negligent treatment, or maltreatment. Sexual abuse is defined as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

**It is against the law and against Trinity’s policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any child.**

**Trinity reserves the right to refuse membership, to dismiss, or to exclude from affiliation with Trinity any volunteer or employee who is or has been convicted of child abuse or neglect of any child.**

**Trinity will neither condone nor tolerate:**

- **Infliction of bodily injury upon any child or physically or sexually abusive behavior towards a child.**
- **Physical neglect of children, including failure to provide adequate safety measures, care, and supervision in relation to church activities.**
- **Emotional mistreatment of children, including verbal abuse and/or verbal attacks.**

**Trinity staff members have been trained to recognize behaviors intended to “groom” children for sexual abuse. These behaviors will be immediately investigated and reported to the appropriate authorities.**

### **REPORTING & INVESTIGATIONS**

Child abuse is a serious crime, and Trinity intends to prosecute child abuse in any form to the fullest extent of the law. You are under these obligations as a volunteer:

#### **1. Reporting Requirements**

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All volunteers and employees shall immediately report and document any incident of abuse or violation of the two-adult policy of which they have knowledge or which they have observed. Any person making such a report shall keep the information strictly confidential.

### **2. Incident of Abuse Defined**

An “incident of abuse” means any occurrence in which any person:

- Has threatened to inflict or has inflicted physical injury upon a child, youth worker, or vulnerable adult, other than by accidental means, or is reasonably suspected to have done so.
- Commits or allows to be committed any sexual offense against a child, youth, or vulnerable adult, or is reasonably suspected to have done so.
- With respect to a child, youth, or vulnerable adult makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact, or is reasonably suspected to have done so.
- Exposes a child, youth, or vulnerable adult to verbal, visual, or physical conduct of a sexual nature, or is reasonably suspected to have done so.

### **3. Imminent Threat**

In all cases where an imminent threat of continued or actual abuse exists, any witness shall immediately contact a Trinity staff member to request that immediate steps be taken to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, the person witnessing or with knowledge of the incident of abuse shall complete a written report of the incident of abuse and submit the report to the Children’s Ministry Director (or in his/her absence other appropriate staff or member of the Elder Team) and Trinity legal counsel.

### **4. Obligation to Report to Law Enforcement**

In all cases where any volunteer or staff member has reasonable cause to believe that a child or youth, known to the volunteer or staff member in a professional capacity, has been or may be abused or neglected by either known or unknown persons inside or outside of Trinity, the worker shall make a report to the local law enforcement agency’s child abuse investigators within 24 hours of the determination of reasonable cause. If the volunteer or staff member is in doubt regarding whether a report should be made, he or she shall telephone the agency anonymously and discuss the situation with an investigator to determine whether the report should be made. The volunteer or staff member shall make a written record of the name and the title of the investigator with whom he or she spoke and the recommendation made by the investigator, then submit a copy of the written record to the Children’s Ministry Director. This report can be submitted anonymously if so desired.

### **5. Internal Reporting Procedure**

The person reporting an incident of abuse shall contact the Nursery or Children’s Ministry Director (or in his/her absence, other appropriate staff or any member of the Elder Team). The reporter shall provide information regarding all relevant facts with respect to the incident of abuse. Upon receiving a report of an incident of abuse, the person receiving the report, together with the reporter, shall complete a written report of the incident and submit a copy of

## Part 3: Safety & Security

the report to Trinity's legal counsel. However, in all cases where the alleged wrongdoer is the person to whom a report should be made, he or she shall be considered absent for the purposes of this reporting procedure and the report should be submitted to another appropriate Trinity representative and to Trinity legal counsel.

### **6. Responding to the Report**

When someone receives a report of an incident of abuse, he or she shall immediately take steps to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, and after the report has been appropriately documented, the person receiving the report shall:

- Immediately contact the Nursery or Children's Ministry Director or any member of the Elder Team who will then contact the parents or guardian of the alleged victim to inform them of the incident.
- Immediately contact the Nursery or Children's Ministry Director or any member of the Elder Team who will contact the Trinity Chapel legal counsel. The legal counsel shall -- within 72 hours of the report -- conduct an investigation and determine (along with the Director of Children's Ministry) whether there is reasonable cause to believe that the abuse may have occurred.
- Take all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged victim pending investigation.
- Take all steps necessary to ensure that the alleged wrongdoer is barred from further work with children, youth, or vulnerable adults pending the investigation.

### **Conclusion of No Abuse**

If Trinity's legal counsel concludes that there is not reasonable cause to believe the abuse may have occurred, Trinity's legal counsel shall provide a written report to the Elder Team documenting the conclusions reached and the basis for those conclusions. The contents of the report presented by legal counsel where no abuse was found shall be confidential unless requested by law enforcement officials.

### **Conclusion of Abuse**

If Trinity's legal counsel concludes that there is reasonable cause to believe that abuse may have occurred, Trinity's legal counsel shall provide a written account to the Elder Team.

The written report shall:

- Identify the alleged victim, the alleged wrongdoer, and all witnesses identified and contacted.
- Set forth the allegations and the steps taken to investigate the allegations.
- Set forth the facts revealed by each significant witness.
- Set forth the temporary actions to be taken by the Elder Team as well as a recommendation of additional actions to be taken by the Elder Team.

## Part 3: Safety & Security

In addition, Trinity's legal counsel shall:

- Report the incident of abuse to any other appropriate authorities.
- Conduct all further investigations as directed by the Elder Team.

**PART 4:**  
**GENERAL POLICIES & PROCEDURES**

## Part 4: General Policies & Procedures

### Dress Code

Wondering what to wear? Please wear the green kids crew t-shirts. We want to be dressed so that the focus remains on Christ and what we are teaching. Guidelines are that clothing should be modest and non-revealing (no tight fitting clothes. Undergarments must be worn and should not be visible. Excessively short shorts and short skirts are not allowed. Be sure to bend, stretch, and move in your clothes in front of the mirror to be sure they pass the modesty test!

### Being On Time

\*\*\*One of your most important responsibilities as a TCC Kids volunteer is to be on time. It cannot be said enough how important this is. We all know how difficult it can be to get out of the house and on your way, but please recognize that being late causes the following:

- It frustrates other volunteers who are waiting to be relieved or who have to handle too many children on their own.
- It presents safety concerns if we cannot meet child-to-adult ratios and accountability standards.
- It causes the parents or other volunteers to be late getting into the worship service or class.
- It causes you to miss a critical opportunity to greet children and their parents and help them feel comfortable.

**Bottom line: Please be on time!**

### Facilities & Resources

#### **Need Copies or Office Help?**

If you need more copies than what is provided, please contact the Nursery or Children's Ministry Director.

#### **Room Stewardship**

1. Always attempt to leave the room better than you found it.
2. Put things back where you found them.
3. Do not leave anything on the tables, desks, or tops of cabinets. They may disappear!
4. The room should look neat when you leave. Items left out will be at the discretion of leadership to determine what to do with them.
5. The custodian will vacuum and empty trash, but please try to leave the room with all the chairs and tables neat and in their proper place. However, if the floor is unusually messy from the activities of the day, please vacuum before you leave.
6. When you leave look over the room and ask yourself, "Is there anything I can do to make it look a bit sharper?" Also, it is wise to ask, "Does the appearance of this room speak well of the ministry to visitors?"
7. Tables should be wiped down after each service with Clorox wipes or sanitizing spray.
8. Toys should be sprayed down with sanitizer after each service.



## Part 4: General Policies & Procedures

### **Accessing the Building**

You can access Trinity Community Church during normal office hours of 10:00am – 4:00pm Tuesday through Thursday. If you need access to the building outside of these times, please contact the TCC Office.

### **Discipline Guidelines**

Every child that enters TCC Kids should expect an environment where he or she can feel loved, safe and accepted. Occasionally, behavior challenges may arise. As a leader it is up to you to address these challenges with a **positive** attitude. Please use the following guidelines to correct inappropriate behavior. Remember, your actions (or lack of them) will either correct or endorse a child's behavior.

### **Teamwork**

We recommend that the person giving the lesson not be the disciplinarian unless absolutely necessary. If you have any questions and concerns regarding the discipline procedures, please see the Nursery or Children's Ministry Director. Both teacher and assistant in the classroom should support each other in discipline decisions. If you know and follow the guidelines for discipline, you will have a successful classroom. If you disagree with a decision that is made during class, please discuss it with the other volunteer in private.

### **What is Discipline?**

The Bible speaks very clearly about discipline.

*"Discipline your son, for in that there is hope; do not be a willing party to his death."  
Proverbs 19:18 (NIV).*

*"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11 (NIV).*

### **Helpful Hints for Teachers and Assistants**

- Be well prepared! Read and study the following procedures so you know how to handle a challenge when it arises. Remember there is a reason behind the behavior. Try to get to know the "bent" of each child in your class so that you can meet their needs the best you can.
- When a child is causing a disturbance, speak quietly in their ear telling them your expectations.
- Use encouraging words when you speak to them, like "I know you are a good listener, right now I need you to follow the rules."
- Throughout class time use the children's names when you speak to them. Using someone's name shows that you recognize them personally. It is a great way to build a relationship of trust. Be sure to use praise when you see positive behavior.

## Part 4: General Policies & Procedures

### Things to Remember

- Do not be afraid to confront a child. Sometimes it is the most loving action they will be shown that day, week, etc. Children want limits and boundaries. Confronting them shows that you care enough to help them work through their problems and that you will not ignore them.
- The goal of discipline is two-fold. First, to immediately stop inappropriate behavior (behavior that might hurt a person physically, emotionally, destroy property or disrupt a group). Secondly, to challenge a child to develop appropriate Christ-like behavior.
- **Discipline should never include any sort of physical touching (spanking, slapping, swatting, shaking or pulling). Ridicule, sarcasm, threats or withholding any sort of care from a child are not acceptable forms of discipline.**

Actions that would require discipline action. A few examples are:

- Excessive talking
- Cheating
- Knowingly disobeying rules to get attention
- Verbally insulting another person
- Hitting, biting, kicking or other direct physical attack of another person
- Swearing
- Destruction of church or personal property
- Blatant disrespect to leaders
- Stealing

In the case of excessive talking, blatant disregard of rules, hitting or disobedience.

- On warning #1, the child's is given a verbal warning.
- On warning #2, the child is asked to change seating positions.
- On warning #3, the child is removed so that others can continue to enjoy their time while the leader in charge talks to the child.
- On warning #4, the child is taken to the kids check-in station where the check-in worker can text parents asking them to come to the check-in desk.

### **SICK CHILD/WELL CHILD POLICY**

**If a child has had a fever, green drainage from the nose, sore throat, stomach virus, or has been diagnosed with a viral or bacterial illness within 48 hours of attending services, please keep them home. We want to keep all our children safe and healthy, and to allow sick children to recover.**

Our goal is that each child has a loving, spiritual, fun and safe environment. These practical steps will assure our children are not affected or infected—just PROTECTED!

## Part 4: General Policies & Procedures

### **Check-In Policy Letter**

Dear parents/guardians,

To ensure the safety of all the children at Trinity, all children (infants - 6th grade) must be checked in at the check-in station in the Community Room where they will receive a name tag to wear.

In addition, anyone picking up a child from class must show their guardian tag to the teacher or helper before the child can be released.

We love the children of Trinity Community Church and want to keep them as safe as possible while under our care. Thank you for your cooperation in this matter.

In His service,

John and Laura Graner  
Trinity Children's Ministry Directors

## Part 4: General Policies & Procedures

### **Nursery and Children's Workers Qualifications**

Christians who are in places of responsibility in the church are required to be examples in faith and conduct. To maintain high standards for workers is one of the best ways to present Christ to the people of Knoxville. Therefore, the following guidelines will be required of any person in the Nursery or Children's Ministry at Trinity Community Church.

1. Must be in agreement with the tenants of faith of TCC.
2. Be a TCC partner or in the partnership process.
3. Be able to commit to serving once a month.
4. Complete a TCC Kids Worker Application.
5. Complete and sign permission for a Background Check.
6. Be loyal to Trinity Community Church.
7. Be faithful to your assigned position.
8. Live a righteous Christian lifestyle.
9. Attend all workers' meetings, workshops and training courses.
10. Give at least three (3) days notice if you know you will be absent.
11. Be at your designated post at appropriate time on the week you are serving.
12. Give thirty (30) day notice when resigning position.

## Part 4: General Policies & Procedures

### TCC Kids Volunteer Application

#### Personal

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

#### In which age group(s) are you desiring to serve?

Infants (0-24 months)    2's & 3's    4 & 5K    1st-6<sup>th</sup> grade, Trailblazers

What skills would you bring to the children's ministry? \_\_\_\_\_

\_\_\_\_\_

#### What other children/youth work experience do you have?

Organization	Program	Dates	Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### Have you at any time ever:

- Been arrested for any reason? Yes or No
- Been convicted of, or pleaded no contest to, any crime? Yes or No
- Engaged in, or been accused of, any child molestation, exploitation, or abuse? Yes or No

#### Are you aware of:

- Having any traits or tendencies that could pose any threat to children, youth, or others?  
Yes or No
- Any reason why you should not work with children, youth, or others? Yes or No

If the answer to any of these questions is "yes," please explain in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach an additional page if more space is needed.)

## Part 4: General Policies & Procedures

### Church Activity

What church or churches have you attended in the past five years?

Church Name	Pastor's Name	Years Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Applicant Verification and Release

I recognize that the organization to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize the organization to contact any person or entity listed in this application, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release the organization and any such person or entity listed here in form liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.

I have carefully read the policy and procedures of the organization, and I agree to abide by them and to protect the health and safety of the children or youth at all times.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Scan the qr code to fill out your ministry references.



Scan the qr code to fill out your background check.