



Dear FP Friend!

Thank you for taking the time to pray about joining our Children's Ministry Team!

We know that the Lord loves our children so much, and desires them to come to know Him as Savior and Lord, but also that He places loving parents, teachers, and other adults in their lives to help guide them in their spiritual journey. Those who serve in Children's Ministry at First Pres know how important it is to take part in that process..... not to mention the fun we have serving together as the body of Christ! I have met some of my closest lifelong friends by serving in Children's Ministry. Where else can you worship, study the Bible, play games, and eat goldfish all at the same time?

I've enclosed some of our paperwork for serving in First Pres KIDS. Please don't let it scare you away!

1. A Team Member Application form (front and back) **TO BE RETURNED**
2. A Children's Ministry Volunteer Covenant form **TO BE RETURNED**
3. Getting to Know You (questionnaire) **TO BE RETURNED**
4. Safety and Security / Child Abuse Policy Guidelines **TO READ CAREFULLY AND KEEP**

Two additional requirements:

1. Background Check: A background check must be completed on every volunteer who works with children under the age of 18 at First Presbyterian Church. In order to comply with this guideline, we will need for you to be fingerprinted. The process is simple and you do not need an appointment. We will notify the agency to expect you. Please go to "Gbest" Live Scan Services at 1837 F St. Their listed hours are 9am-4pm, Monday-Friday; however, we recommend that you call before you go to make sure they are available. Once complete, they will send us the results of your background check and you will be all set to go.
2. Child Abuse Prevention Training: Per new legislation effective January 2022, we are now required to have all volunteers complete a 70 minute Child Abuse Prevention Training. The training is online and can be completed at your convenience. You will receive an email from johnb@fpbchurch.com (via MinistrySafe). (If the email doesn't show up in your inbox, please check your spam/junk folder.) Follow the instructions in the email to log in and complete the training. Once complete, we will be notified.

We are really looking forward to having you join this amazing team of men and women called to serve the children and parents at First Pres! After I receive your paperwork back, we can talk further about specific responsibilities in the class where you will be serving. God Bless you and please don't hesitate to give me a call if you have any questions!

Loving Kids to Jesus,

A handwritten signature in blue ink that reads "Carol".

Carol Scheevel
Director of Children's Ministries
First Presbyterian Bakersfield
(661) 325-9419 ext. 2121
Carol@fpbchurch.com

CHILDREN'S MINISTRY TEAM MEMBER APPLICATION



Name: _____, _____
Last First

Address: _____
Street City Zip

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Mobile Carrier: AT&T Verizon T-Mobile _____

Email: _____

Best time to be contacted: _____ Birthdate: _____

Present Church Member (@ FPB)? Yes No In Membership Process

(If not a regular attender or member at FPB, where do you normally attend? _____)

Church positions held in the past _____

If you have attended FPB for less than 6 months, please list another church where you have volunteered in the past, as well as the name and phone number of a church employee or leader who has served with you: _____

We'd like to help you find your "SWEET SPOT" in ministry. In order to do that, would you please answer the following:

1. What is your temperament like and what makes you unique? (We want to know how you're wired!)
2. In what areas are you naturally gifted? (skills, spiritual gifts, and strengths that you were either born with or have developed over time)
3. What ignites a fire in your soul? (If you could solve only one problem in the whole world, what would it be?)
4. What types of events, people or experiences have shaped who you are today?

Ministry where you would most like to serve:

- Sunday School: Early Childhood (0-5 years) 1st – 4th Grade 5th & 6th Grade
 Midweek Programs: Critter Land (PreK & Kinder) Kid University (1st-6th Grade)
 Special Needs Area 56 (Pre-teen Ministry) Special Events
 Nursery/Childcare At home projects Welcome Center/Check-In

Age group you would most enjoy working with: (1st, 2nd, 3rd choice)

_____ Babies _____ Toddlers/ 2's _____ 3-4 Years _____ Kindergarten
_____ 1st – 2nd Grade _____ 3rd – 4th Grade _____ 5th - 6th Grade

Do you have any health conditions that may pose a health risk to children?

Tuberculosis: Yes No
AIDS/HIV: Yes No
Epilepsy: Yes No
Hepatitis: Yes No

Have you ever been convicted of, or plead guilty to any crime other than minor traffic violations?

Yes No (If yes, please explain, use a separate page if necessary.)

Have you ever been accused of sexual, physical, or neglectful abuse of a minor?

Yes No (If yes, please explain, use a separate page if necessary.)

Has the issue been resolved? Yes No If yes, how?:

(optional) Were you a victim of abuse or molestation while you were a minor? Yes No

We would love to know a little about how you came to know Christ as your Savior and your present relationship with him.

References: (Please provide two references who are not relatives)

Name Phone Email Address

I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may result in my removal if discovered at a later date.

Signature _____ Date _____

CHILDREN'S MINISTRY COVENANT



I, (print name) _____ because I feel called by God, commit to the following guidelines as a servant in First Presbyterian Church's Children's Ministry.

I am personally committed to God:

- I have a personal relationship with Jesus Christ and I desire to model it for children.
- I enjoy and am committed to studying God's Word regularly and desire to grow in my faith and commitment to Him (personally, with a small group, adult classes, etc.).

I am committed to our church:

- I worship regularly with our church family at one of our Sunday services.
- I support the doctrinal statement and leadership of our church.
- I have received, read and agree to abide the guidelines in the "FP Kids Ministry Policies and Guidelines (Safety & Security / Child Abuse Policy)".

I am committed to my students:

- I enjoy children and desire for them to know of God's love for them.
- I will take the necessary time to prepare my lessons during the week, incorporating my own God-given gifts into each lesson.
- I will care for my students individually (through prayer, telephone calls, birthday cards, etc.).
- I will be faithful in attendance, arriving 15 minutes before the session begins. If I must be absent, I will contact a qualified substitute, and notify other teachers and assistants in the classroom.
- I will participate as needed in follow up of absent children.
- I will participate in at least one training event during the year to improve my teaching skills.

I am committed to my teaching team:

- I will communicate regularly with my team teachers and assistants.
- I will participate in any scheduled teachers' meetings.
- I will care for and return all equipment and curriculum provided.
- I will express my needs as a teacher to the Children's Ministry Director.

Signature

Date

Getting to Know You

Full Name: _____

Birthday: _____ Anniversary: _____

Favorite Color: _____

Favorite Free-Time Activity: _____

Favorite Movie: _____

Favorite Sweet Snack: _____

Favorite Crunchy Snack: _____

Favorite Soda or Drink: _____

Favorite Fast Food Restaurant: _____

Favorite Sit Down Restaurant: _____

Favorite Place to Shop: _____

Hobbies: _____

Allergies: _____

Favorite Childhood Memory: _____

Favorite thing about Kid's Ministry: _____

WE THINK
YOU'RE KIND OF A
BIG DEAL!

Thanks for Volunteering With Us

FP KIDS MINISTRY POLICIES AND GUIDELINES (SAFETY & SECURITY/ CHILD ABUSE POLICY)

Our goal is to maintain the highest standards in order to protect both the volunteers and the children in our ministry. To prevent the allegations of child abuse or to prevent the actual occurrence of child abuse, all workers (both paid and volunteer) are to adhere to any State and Federal Laws including SB 506 and follow the guidelines listed below. Anyone who works with the children at First Presbyterian Bakersfield is subject to the supervision and evaluation of the church staff (our pastors and ministry directors). In order to maintain our goal, the Children's Ministry Staff and the Children's Ministry Leadership Team reserves the right to dismiss volunteers who fail to follow the Great Adventure Ministry Policies and Guidelines.

Volunteer Staff

- All volunteer staff must be approved by the Director of Children's Ministries (D.C.M.), the Discipleship Committee, and Session, and must wear their identification nametags when serving.
- All volunteer and paid staff are fingerprinted and have (and pass) a Livescan background completed before serving.
- All volunteer and paid staff must watch and pass the test of the child abuse prevention training provided by FP.
- All volunteers and paid staff are required to complete an application with 3 references. References will be contacted for verification.
- All volunteers must be a participant in our programs for a minimum of 6 months.
- Be very careful with your nametag. Do not leave it someplace where it can be stolen or lost.
- Only approved teens (those who have application forms on file) may assist in the classrooms.
- Student volunteers must be at least 13 years old. Junior High students may serve with children 2 – 5 years old only. Age 16 and above may serve with children in the Lambs room and above, including 1st – 3rd graders.

Child Check-In and Dismissal

Early Childhood

- Every child must check in at the computer check-in desk (Welcome Center.) Parents may check all their children in at the same place/ same time.
- There are check-in sheets in each room to be used for evacuation purposes.
- Cell phones are used to reach parents in case of emergency. Cell phone numbers of parents can be found on the class check-in sheet.
- Parents are encouraged to wait outside the door of the room both at drop off and pick up time, to reduce interruption and for the safety of the other children.
- In the Lambs room, parents may come into the room to drop off a sleeping baby.

- Volunteers must make sure that each child's belongings are properly labeled.
- Each child receives a nametag at check in. The number on the nametag matches the number on the parent pick up sticker. Make sure that every parent has a pick up sticker.
- Each Classroom has a sign to remind parents that they MUST have their pick up sticker at pick up time.
- No child is to be released without the parents' pick up sticker. (Or proper photo identification if sticker is lost or misplaced.) Siblings are not allowed to pick up children in Early Childhood (K and below).
- One teacher / volunteer should be assigned to the door of the classroom at pick up time to check stickers. If the parents see that you are in the habit of always asking, then they will get in the habit of always having their stickers ready!
- Children with runny noses, fever, pink or draining eyes, etc. will not be admitted into the classroom.

Elementary

- All 1st – 6th Graders must check in at the computer check-in desk (Welcome Center). Parents may check all their children in at the same place/ same time.
- Parents will receive a pick-up sticker when checking their children in, and children will receive a nametag.
- Children's Ministry volunteers will escort the children to class after being dismissed from the Sanctuary. The escorts will check to make sure all children walking over to class have on a nametag.
- If a child does not have a nametag on, the child should be returned to their parent to be checked in.
- At pick up time, all 1st – 4th Graders will only be released to their parents, or a sibling age 14 and above. Fifth and Sixth graders may be released on their own (with parental permission) at the end of class time, except during evening activities, when all children must be picked up by a parent.

Volunteer and Child Safety

- No volunteer may be alone with a child at any time.
- There must be a minimum of two adults in each room anytime children are present. (An adult for our Children's Ministry is defined as someone age 16 and above.) If there are only 2 adults in a room, at least one of the adults must be over 18.
- Parents are permitted to observe or visit in their own child's classroom after he/ she has signed in at the Welcome Desk and received a Guest Badge.
- A visiting parent/ guest must never be left alone with other people's children in a classroom.
- When caring for infants, an adult should only hold one baby at a time on his/ her lap.
- Volunteers should always maintain "eyes on the room" in order to watch and supervise all the children in the room. Do not sit with your back to a room full of children.

- A proper adult to child ratio will be maintained in all Early Childhood and Elementary groups for the safety of the children and volunteers. The D.C.M. or Early Childhood Coordinator may close a room when necessary to keep safe ratios.

Infants – 1 year olds:	1:3
2 year olds:	1:4
3 & 4 year olds:	1:5
Kindergarten:	1:6
1 ST – 4 th Grade:	1:8
5 th & 6 th Grade:	1:10

Restroom Procedures

- When changing diapers, the adult must wear protective gloves (both hands).
- When changing diapers, the teacher changing diapers must remain in plain sight of another adult.
- In Early Childhood, adult volunteers should wait at the door of the restroom and only enter the restroom to help the child if absolutely necessary.
- In Early Childhood (children out of diapers) we do not touch a child's private parts, but can only give verbal instructions to help the child.
- If a child needs help with clothing (zippers, buttons, etc.) after using the restroom, have him come out of the restroom to provide help within sight of the other adults.
- When elementary children leave the room to use the restroom, they should travel in at least pairs. Adult volunteers should wait in the hallway near the restroom, but do not enter the restroom with the children.
- Leaders are NEVER to be alone with a child inside a restroom and NEVER enter a bathroom stall with a child with the door shut.
- It is strongly suggested that volunteers remind parents to take elementary children to the restroom before class in order to avoid restroom issues during class.

Appropriate Touching

- Safe touching includes: patting on the head, shoulder, or upper back, shaking hands, high fives, fist "bumps", and side hugs.
- Children age 2 and under may be picked up. Be sure there are other adults around if you are picking up a child. For safety reasons, if you are holding or carrying a child, it is suggested that you remain seated.
- We **do not** encourage children age 4 and above to sit on a teacher's lap. Have them stand or sit at your side.
- **Do not** allow children to hang from your legs or waist.
- **Do not** kiss a child in any way.
- **Never** hit, spank, push, pull, kick, or shake a child. We never demean, belittle, swear at, or call a child names. Even yanking a child by the arm can cause physical injury.

Pulling a child's hair, or pulling them by the ear is **not** appropriate for leaders in our ministry.

- If an extremely difficult situation arises where you must physically remove a child from an area to prevent possible physical danger, or if a child is physically harmful to himself, another child, or an adult, make sure there is another adult in the room with you and can see what you are doing. (Preferably someone not related to you.)
- Your touch should have godly purpose. In other words, a gently reminder for a child who needs correction, quieting a child in pain, or affirming a child in a positive manner.

Reporting

All volunteers and paid employees of FP Bakersfield shall immediately report to the Director of Children's Ministry or Early Childhood Coordinator any allegations or suspicions of abuse or neglect on minor children (age 0-18 years) which they become aware of during their duties at FPC. If the Director is unavailable (or if the allegations or suspicions involves them) all allegations or suspicions shall be immediately reported to any of our pastors.

Off Campus Events & Security

Anytime you plan on taking your group or class off campus, you must schedule the event with the D.C.M. and get permission at least one month ahead of time. (All off campus events must be approved by session for insurance purposes.) The Children's Ministry Office will help you in the planning of your event and supply you with the necessary "Consent to Treatment Forms" for parents to complete. Here are some guidelines to observe:

1. Besides camp, there are to be no co-ed overnights.
2. With groups of both boys and girls, there must be both men and women leaders present at all times.
3. All events must be held in a public place.
4. Please refer to the Ratio Guidelines when planning on or off campus events.
5. Permission slips and proper medical release forms must be completed and signed by a parent or legal guardian for every person under age 18 attending the event.
6. When transporting children, seat belts are required for all passengers.
7. Never transport children in a car without the parent's permission. Don't be alone with a child in a car. Take another adult leader with you. If you have to transport a child of the opposite sex, be sure to take another leader of the opposite sex with you.
8. At the end of an off-campus event, never leave a child unsupervised. There must be at least 2 leaders present.

We recognize the GREAT value of spending time outside of Sundays/ Wednesdays with your kids. These guidelines are not to hinder you but to help protect you and the kids. Thank you so much for serving Jesus as a team member in FP Kids!