



POLICY HANDBOOK

LIBERTY CHURCH

1st Edition

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WELCOME

Dear Leader,

Thank you so much for joining the Liberty Kids Team! We cannot begin to tell you how thankful and excited we are for you to join our family!

Each weekend we reach hundreds of children in an exciting and active environment. Our services are filled with worship, games, and great Bible stories that teach God's values at an age-appropriate level. We are ecstatic that you can be a part of this!

Our weekend services meet at the same time as our adult services, and are specifically designed for all children from 6 months through sixth grade. While parents are experiencing the life-giving worship and teaching of the main services, we are giving their children the exact same experience in Liberty Kids.

Through your gifts, talents, and faithfulness, we get to partner together to make a real change in this world by empowering the future generation to impact the Kingdom of God. Your investment of time and energy is valuable and we are thankful for you!

Serving with you,

Liberty Kids Staff

Liberty Kids Pledge

We are committed first to safety understanding the privilege that parents trust us with their children.

We will do for one what we wish we could do for all.

We believe in and celebrate the team knowing that we are better together. Every gifting, skill, personality, and influence working in unity takes us from good to great.

We encourage, resource, and speak life to our parents knowing that they carry the responsibility for the discipleship of their children.

We are committed to purity in our ministry choices because we respect the parent's right to monitor the influence of the world for their little ones.

We believe that play and fun build relationships and that life change happens in the context of relationships even with kids.

We are passionate about ministering to every child God brings us. We will go the extra mile to support our families and children with special needs because we know that although our bodies may have brokenness, in Christ our spirit is not.

We intentionally develop leaders, from the youth to the precious grandparent who serves, we know that Liberty Kids is a place where God dreams are born.

We worship with passion and abandon, teaching our children to do the same.

We teach kids the Word of God, the Truth that sets us free, planting seeds that will reap a great harvest.

We depend on the Holy Spirit's presence and His power and teach our children to do the same. We strive for excellence knowing that it honors God and builds security and trust with our families.

We embrace the role we play as ambassadors of Liberty Church.

We are committed to the vision of the church and reject any notion that we are a tiny kingdom with little people doing our own thing.

We love Sunday! We serve with joy because we are called, anointed, and empowered to reach the next generation for Jesus Christ.

We get to tell children the Truth! We commit to speak the truth of God's great love and His plan for their life. They are chosen, gifted, loved unconditionally, bought with a price, and destined for His purposes.

We Love God, Love People, Do our Best, and Have Fun!

We are Liberty Kids

Leadership Honor Code

- As an essential part of the Liberty Church leadership family, you have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to serve in a servant/leader position here at Liberty Church.
- While serving the Body of Christ as a leader at Liberty Church, you pledge to present a good appearance at all times. In both attire and behavior, you should strive to demonstrate Biblical standards in all situations.
- As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ, but should exemplify the best qualities of a mature believer, servant and leader.
- Exemplifying the highest moral commitment, Liberty's leaders are to maintain a disciplined life of Bible reading and prayer. You must also refrain from such things as profanity, smoking or chewing tobacco, gambling, indulging in much wine or other alcoholic beverages, dishonest gain, illegal drugs, pornography, sexual immorality, and all behaviors which might cause Christ to grieve and others to stumble.
- By providing an example in speech and action, we encourage others to grow in Christ and become a servant/leader themselves. This is a way of life measured by the heart and commitment of each leader in the Liberty Church family. We should regard it as an essential part of our development, not as an imposition or restriction.

Team Requirements

- Complete the Liberty Church Membership Class and become a member of Liberty Church.
- Complete a Background Check / Volunteer Form.
- Be in the ninth grade or older to volunteer in K-6th Grade. If you are in 7th and 8th grade you can help in 2 years old-Kindergarten.
- Make a commitment to serving at least once per month.
- Read the Liberty Kids Policy Handbook thoroughly and watched the Liberty Kids Discipline Policy Video.

We know your time is valuable and that you are very busy, but from time to time there will be important information that will need to be given to all Liberty Kids Team members as a whole.

For these meetings, it is strongly encouraged that you attend as it will be a time of fellowship and a time to update everyone on new information. This will also give us an opportunity to answer any other questions you may have.

Serving

- It takes many leaders to make a service run smoothly, so your attendance, punctuality, and involvement are very valuable to us. We appreciate your commitment! We ask, if possible, for a commitment to volunteer once a month. Successful and effective children's ministry depends on building solid relationships.
- Each month you should receive an email from Planning Center Online that includes where you are serving within your area and when. This email will also include important information about upcoming events. Please be sure to read these emails when you receive them.
- When you are scheduled to serve, please arrive at 8:45 for our pre-service prayer and huddle. During this time we will experience the Word of God, encourage one another, and pray together in order to prepare our hearts to serve.
- Please let your coordinator know if you will be unable to serve at your scheduled service time. In the event of a last minute emergency, communication is still greatly appreciated.

Leader Arrival & Check-In

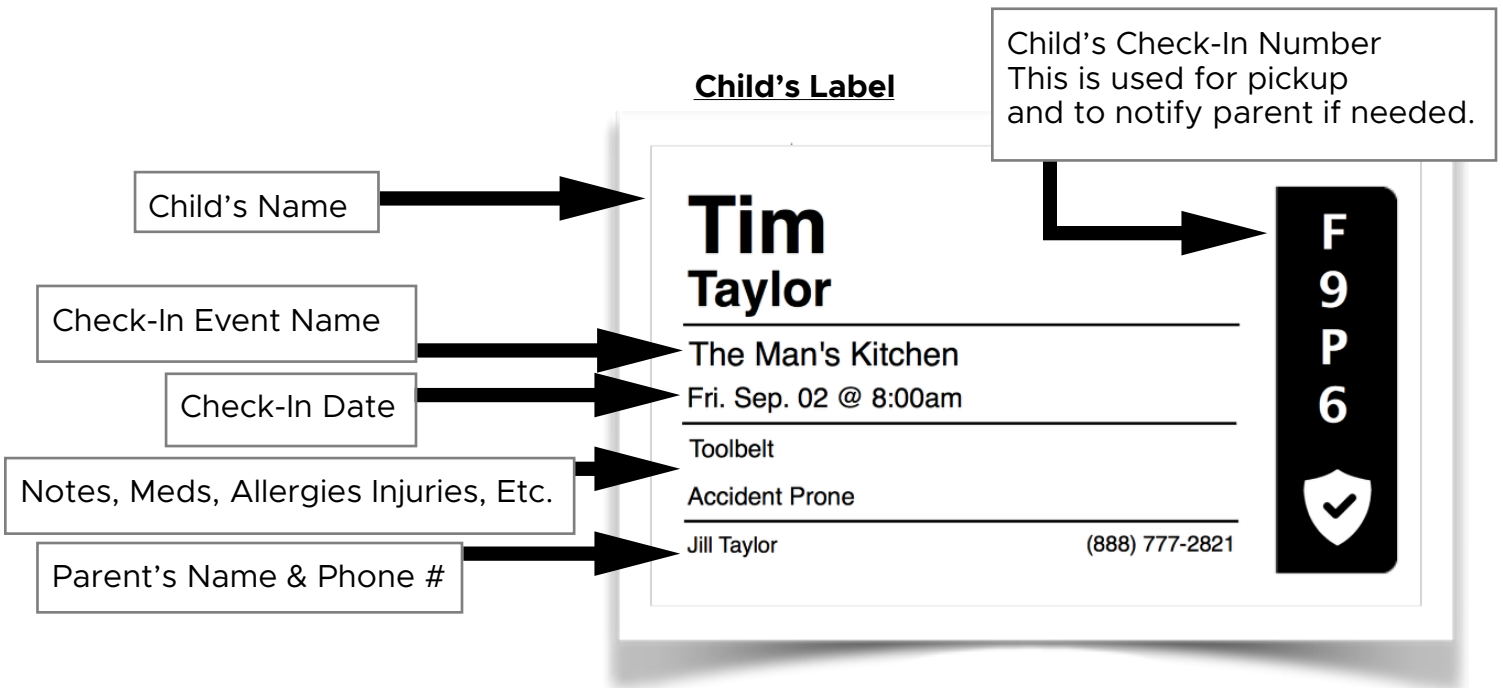
When you first arrive, please check-in at the Liberty Kids check-in station for your name tag. At our pre-service huddle your department head will issue you a colored dot to be placed on your name tag in order to identify our team members from other teams within the church. This will help the check-in team make sure that only individuals who have been background checked make it into our hall. Please put your sticker on before heading to your pre-service location. It is important to us that you wear your sticker in a visible spot while serving. Not only does it help our check-in and security teams, but it is great identification for those serving with you and for the children's parents.

Once you are checked in, please meet in the sanctuary for pre-service prayer and huddle.

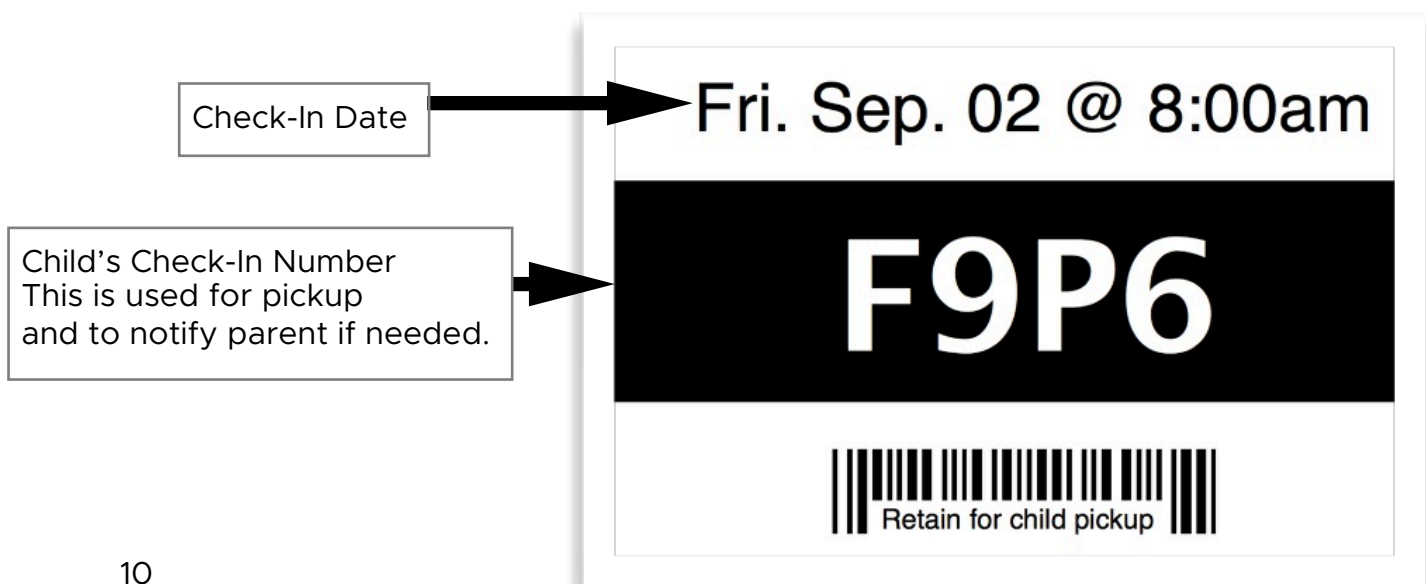
After the pre-service prayer and huddle is completed, please head to your assigned serving area. Please do not leave until you've checked in with your department head. If you need to leave unexpectedly please contact a staff member and we will be glad to find a replacement for you.

Children's Check-Ins Tags

Here at Liberty Kids we use a system called Check-Ins to check in all of our children and leaders. Here is an example of our labels and what each part means.



Security Label: Goes with Guardian



Service Time Policies & Procedures

Guidelines for Appropriate Affection

Liberty Kids is committed to creating and promoting a positive, nurturing environment for our children's ministry that protects our children from abuse and our Leaders from misunderstandings. When creating safe boundaries for children, it is important to establish what types of affection are appropriate and inappropriate; otherwise that decision is left to each individual's discretion. Stating which behaviors are appropriate and inappropriate allows Leaders to comfortably show positive affection in ministry, and identify individuals who are not maintaining safe boundaries with children. The following guidelines are to be carefully followed by all Liberty Kids Leaders, as well as staff, working around or with children.

Love and affection are a large part of Liberty Kids. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some positive and appropriate forms of affection are listed below:

- Brief hugs
- Pats on the shoulder or back
- Handshakes
- "High-fives"
- Verbal praise
- Arms around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Holding hands during prayer

The following forms of affection are considered inappropriate with children in Liberty Kids:

- Inappropriate or lengthy embraces
- Kissing children
- Holding children over three years old on the lap
- Men should always refrain from having children in their lap

Service Time Policies & Procedures Continued

- Touching knees or legs of children
- Wrestling with children
- Tickling children
- Piggyback rides
- Hugs from behind
- Any type of massage given by a child to an adult
- Any type of massage given by an adult to a child
- Any form of unwanted affection
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really good in those jeans.”

Diaper Changing and Bathroom

Please make sure that all diapers are changed before the end of the service time. If a child for some reason did not have their diaper changed, please communicate this to their family and make sure the diaper is returned. If you know a child will be staying for multiple services, please get the appropriate amount of diapers from their family. A staff member will be glad to assist you in diaper-changing if needed. Only females may change a child’s diaper or Pull-Up. Please take a moment to read over the “Diaper-Changing Procedure” located at each changing station as this may change.

- Please make sure that children who are potty-training or who are potty-trained attempt to use the restroom at least once. Please return unused Pull-Ups to the family.
- Children ages 3 through 5 will typically let you know when they need to use the restroom. It is helpful if you ask the younger children who might need a little prompting or reminder.
- There are no adults in the restrooms with children, except under exceptional circumstances, such as an accident. Under this circumstance, there must be two female leaders over the age of eighteen. This is not only for the protection of the child, but for your protection against any accusation of impropriety.
- When accompanying children to the restroom, there should always be one adult female leader over the age of eighteen. Male leaders should never accompany a child into the restroom.

Service Time Policies & Procedures Continued

Discipline

It is the heart of our children's ministry to make every effort possible to ensure the safety and well-being of every child and leader that is in our area. There can be

occasions where some children have a difficult time adjusting to a classroom environment. We ask that you be proactive in letting a staff member know of any cases in which our standards are being compromised by a child.

Please use corrective guidance when handling an incident. This includes positive verbal correction and affirmation when the child exhibits good behavior. Please avoid using words or tones of voice that may frighten a child or may make them feel shameful. While in our care, we will **never** send a child to the corner, place them in time-out, or physically discipline — spanking or hand popping, etc.

If children continue to disobey, separate them. If they continue to disrupt the service, let staff know. They will decide when to contact the parents. Any instances of "foul language" or physical altercations with other children or leaders, will result in immediately contacting parents to pick up the child.

Intruder Safety

- In the event an intruder enters the area you are supervising, immediately alert the staff by calling out, "Hey leaders! It's time for puppets!"
- It is likely for a children's ministry to use puppets, but not for Liberty Klds. Thus, the intruder will not know that we are alerting other leaders in the room.
- After shouting, "Hey leaders! It's time for puppets!" spread the word throughout the room, immediately shut your door and attempt to secure your area.

Fire Safety

- If the fire alarm goes off, children should be gathered in a line by the fire escape (by the door), then exit accordingly.
- Count all children to make sure your number matches the attendance roster. Check bathrooms and make sure to take attendance roster for that service with you.
- A staff member will assist in reuniting children with parents. The same check-in/check-out procedures will be used.

Service Time Policies & Procedures Continued

Tornado Safety

- In case of a tornado warning, all team members and children must report to designated area for shelter.
- When in designated area, all children and team members should be on their knees with hands over back of head.
- Team members should sing, pray, etc. to distract children.

Wellness Policy for Children and Leaders

To ensure the health of the other children and Leaders, we ask that sick children and sick Leaders not attend any children's ministry event. It is recommended that a child does not attend church when any of the following symptoms are present:

- A fever of 99 degrees or higher
- Diarrhea or vomiting— no matter what the cause (i.e. medication , teething, etc.)
- Common cold (from onset through one week)
- Any symptom of childhood diseases such as Scarlet Fever,
 - German Measles, Mumps, Chicken Pox, or Whooping Cough
- Sore throat, constant cough, or croup
- Colored mucus (runny nose that is not clear; in the eyes)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo, or any open sores that leak fluid/ blood
- Pinkeye, redness of the eyes, or any other eye infection
- Any communicable disease
- Lice— including the presence of eggs or nits

Again, this applies to all children and Leaders. If you have any of these symptoms, please stay home from your scheduled time to serve. If you suspect a child is sick during class, please contact a staff member and they will contact the family if needed. All children and Leaders must be symptom-free without medication for 24 hours straight before returning to the Liberty Kids area. When it is known that children have been exposed to an illness that is easily transferable, parents and Leaders in the exposure area will be advised.

Service Time Policies & Procedures Continued

Cell Phone and Photo Policy

- Out of respect and protection for our children and families, it is important to put away anything that may cause a distraction while in the classroom; this includes cell phones, I-pods, cameras, and any other similar devices.
- It is also important that you refrain from taking pictures of children. No pictures should be taken, stored on devices, or posted to any website or social media outlet. This is to protect our children and our families.

Suspected Child Abuse or Neglect

- As a team member who feels called to assist children with their growth and development, you want the best for all children. If you observe behaviors and/or signs that may indicate a child being maltreated physically, emotionally and/or sexually, notify a staff member immediately.
- If you, as a team member, have reasonable cause to believe that any person who has contact with children during their time within Liberty Kids has impure motives and/or shows signs that they have the capacity to harm children in any way, report your suspicions to a staff member immediately.
- If you suspect that any adult is attempting to build relationship with a child for an impure purpose or for the purpose of harming them, notify a staff member immediately.

Weapons Policy

You are prohibited from carrying a weapon during the course of serving in the Liberty Kids areas. This applies even if you are licensed to carry a handgun. Furthermore, this policy prohibits weapons at any church-sponsored functions such as parties or picnics.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes all firearms, illegal knives or other weapons covered by the law. We also ask that, legal, chemical-dispensing devices such as pepper sprays that are sold commercially for personal protection are not brought into any of our children's ministry areas.

Exceptions are only allowed if the church has given consent to carry a weapon while performing specific tasks on its behalf. This includes police officers or guards who are performing security services for the church.

If you have a question about whether an item is considered a weapon under this policy, please check with a staff member. You are expected to verify ahead of time that an item is not defined as a weapon under this policy before having it in your possession while serving in Liberty Kids.

Service Time Policies & Procedures Continued

This policy applies to all full-time and part-time staff; as well as all Leaders serving in our children's ministry areas.

Direct any questions or report possible violations of this policy to a staff member.

Paging Parents / Removing Children From the Class

If a child is crying uncontrollably, pray over them and try singing, rocking, reading, or blowing bubbles to see what will calm them. Please contact a staff member if the child does not calm down after 10 minutes. We may also page a parent for persistent discipline issues or if an illness is recognized. If a child is removed from the classroom for any reason by a staff member or hallway monitor, please take note of the child's name and tag number in your classroom.

Allergy Awareness / Food and Drink

Please remember that nuts, peanut butter, any products containing nuts, or any food processed with nuts may not be brought into the Liberty Kids area. Each campus has a designated area where appropriate snacks are available for you.

If a child has an allergy or dietary restriction, it will be specified on their name tag along with a description of the child's allergy or dietary restriction.

Hot drinks are not allowed in any of the classrooms.

Service Time Flow

Check-in Procedure

With our computerized check-in system, parents will check children in at the Liberty Kids check-in kiosks. At that time, they will receive a name tag for the child with the appropriate room name and class for the child's age. When a family arrives at the door, greet them warmly and ask to check the child's tag to make sure they are at the correct room. If the child is not at the assigned room, please direct the parents to the correct room.

If a child is checked into the wrong room or the parent wishes to change the child's room, please direct the parents to a staff member. Room changes must be made by a staff member because it is very important for us to maintain the appropriate teacher-to-child ratio in each room.

Please do not allow parents into your classroom at any point before, during, or after the service without prior approval by a staff member. Parents that have been approved will have a name tag with a specified color dot attached. Only adults who have been background checked and are serving are allowed inside the classroom. This ensures the safety of every child and minimizes classroom disruptions.

If a child has an allergy or dietary restriction, it will be specified on their name tag along with a description of the child's allergy or dietary restriction.

Please check all stickers before handing out snack.

Drop off

- As families approach your classroom, be sure to welcome them with a smile and a friendly greeting. Keep in mind that you are one of the first few people these families interact with upon their arrival at Liberty Church. Make them feel special and encourage them that their child's stay in Liberty Kids will be great!
- Receive necessary items from the parents: communication devices, diapers, pacifiers, etc. Use bag tags to label items. Snacks may be taken in for children with allergies as long as they are known to be **nut-free**.
- Say a quick good-bye to the family and plug the child into the appropriate activity.
- Any person dropping off a child must be at least 16 years of age.

Class time

- Detailed classroom schedules are available to give you step-by- step instructions for the flow of classroom time. Activities range from worship and crafts to prayer and snack.

Small Groups (K-6)

In Liberty Kids, we believe "life change happens in the context of relationships." Some of the most important relationships are formed in our small groups.

Our goal is for small groups to be relational: children getting to know children and the leaders getting to know children. A small group leader is one of the most important, if not, the most important role in Liberty Kids. This is why we ask our small group leaders for a commitment to serve in Liberty Kids once a month. It is vital for a child to develop a relationship with their leader and be able to confide in them. Consistency in serving makes this possible. As a leader you should:

- Participate in the service. If children see adults involved, they are more likely to be involved. For example, encourage the children not chosen in the game to participate by cheering their peers on. Also, be engaged during worship and other service activities; the kids are likely to mimic you.
- Be a great listener. kids need to be able to express their hearts and know they can be heard in small group. This allows them the freedom to ask questions and seek understanding.
- Pray for and with the children. Pray out loud for your small group. Continue praying for them throughout the week.
- Your small group may be the only time a child hears someone pray over them. We do not want any child to walk out of Liberty Kids and not have had anyone pray directly over them.
- Empower your small group. Encourage the children and speak life over them. Let's make sure they know they are champions and world changers before walking out of the room.
- Be prepared for small group before Sunday. You will be provided with all material for the upcoming Sunday service in a weekly email or on dropbox. Read the scriptures and main point of the lesson. Use these scriptures to pray for the kids of your small group before Sunday.
- Keep your small group together until each parent comes and picks up his or her child. It is easier on the parent to find the child in a small group as opposed to finding their child running around the room.
- Discretely alert a staff member if a child discloses any sensitive information (abuse, death, sickness, etc.) to you. Please do not talk to anyone else about this kind of information, this should only be talked about with a staff member. Please do not waiver from this policy.

Check-out

Upon check-out, a child is absolutely not allowed to go with anyone that does not have a “security tag” with an alpha-numeric code that coincides with the one on your class roster. If a security tag has been lost, photo identification must be presented and matched with the guardian name on your class roster. If the need arises, please contact a staff member and they will assist you. This is a critical process for EVERY family in our church. Please execute it appropriately for each and every child, even if you are familiar with the family. Your classroom roster is the best means to assist your check-out process. Any person picking up a child must be at least 16 years of age.

Clean up

At the end of your class time, please return all materials to the appropriate locations. Please wipe down tables, chairs, toys (including puzzles) and any other surfaces that were used. Please, wipe off excess cleaning solution. We ask that you begin cleaning once all children have exited your classroom due to potential allergies to cleaning supplies. We understand that some children stay for multiple services and for those instances we have provided all natural cleaning wipes to be used. Clorox-based solutions and other cleaners should **only** be used at the end of the morning services or night services.