

# Roles and Responsibilities of the Children and Youth Ministry Team

## Defined Role of the Children and Youth Ministry Team

### *Introduction*

The Children and Youth Ministry Team is responsible for creating and implementing programs catering to the spiritual discipleship of our infants (newborn to 3 yrs old), Children (PreK through 5th grade) and Youth (Middle School through High School). This team plays a vital role in shaping the faith journey of our young members, ensuring that they receive guidance and support as they navigate their spiritual development.

The primary responsibilities of the team include, but are not limited to, the following:

### *Biblical Teaching:*

The team will provide age-appropriate and theologically sound Biblical instruction for both Children and Youth. This teaching will be designed to engage their minds and hearts, fostering a deep understanding of Christian beliefs.

### *Spiritual Development:*

Nurturing the faith development of our Children and Youth is a critical aspect of our ministry. The team will facilitate opportunities for personal growth and spiritual exploration, helping our young members to build a strong foundation in their faith.

### *Community Building:*

Fostering a sense of community among our Children and Youth is essential. The team will create environments where relationships can flourish, encouraging friendships that support spiritual growth and mutual encouragement.

### *Missional Opportunities:*

The team will create and lead missional service opportunities for both Children and Youth. These experiences will help them understand the importance of serving others and living out their faith in practical ways.

## ***Activity Planning:***

Planning and implementing engaging age-appropriate activities is crucial for the involvement of our Children and Youth. The team will organize events both within the church and in the broader community that promote fellowship and spiritual learning.

## ***Relationship Building:***

Building strong relationships with our Children and Youth, as well as their families, is a priority. The team will make intentional efforts to connect with families, ensuring that they feel supported and involved in their children's spiritual journey.

## ***Introduction to Christian Values:***

The team will develop age-appropriate programs that introduce both Children and Youth to core Christian values. This foundational teaching will help them understand the principles that guide our faith and encourage them to embody these values in their daily lives.

## ***Recruitment, Training, and Management of Volunteers:***

Alongside our Staff Advisor, we will be responsible for recruiting, training, and managing volunteers for our programs. This includes additional members needed for our Ministry Team to ensure comprehensive support for our initiatives.

## ***Maintaining a Safe Environment:***

We are committed to ensuring the physical, mental, spiritual, and emotional safety of our children and youth. With the assistance of our Staff Advisor and our facilitator, we will implement appropriate supervision and safety protocols.

## ***Communicating with Parents:***

In partnership with the Director of Communications, we will provide clear and reliable communication with the families of Fernwood Baptist Church. This includes updates on upcoming events, opportunities for parental involvement, and support regarding their children's spiritual development.

## **Protocols and Procedures for the Ministry Team Regarding the Proposal and Implementation of Events and Programs.**

### ***Introduction***

This document outlines the protocols and procedures for the Ministry Team, under the leadership of the Ministry Council, concerning the development and implementation of events and programs for

the Children and Youth ministries. The Ministry Team is committed to fostering an inclusive and collaborative environment where all members can contribute ideas and participate in the decision-making process.

## ***Authority***

The Ministry Team holds full administrative authority in the planning, development, and implementation of events and programs related to Children and Youth ministries. All team members are encouraged to participate actively in discussions and the voting process.

## ***Proposal Submission Process***

### Idea Presentation

Any member of the Ministry Team may present ideas or proposals for events and programs during scheduled team meetings.

Ideas should be clearly articulated, including objectives, target audience, logistical considerations, and potential impact on the Children and Youth ministries.

### Discussion

Following the presentation of an idea, team members will engage in a discussion to explore the merits and potential challenges associated with the proposal.

Constructive feedback and suggestions for improvement are encouraged.

## ***Voting Process***

### Voting Eligibility

Each member of the Ministry Team is entitled to one vote.

All team members must be present during the voting process to ensure transparency and fairness.

### Voting Procedure

After discussion, a formal vote will be conducted to determine the approval of the proposed idea.

Voting can be conducted via a show of hands or through written ballots, as determined by the Facilitator.

A simple majority of votes is required for a proposal to pass.

### Tied Votes

In the event of a tied vote, the Facilitator will have the authority to make the final decision regarding the proposal.

## ***Documentation and Review***

### Documentation of Proposals

All approved proposals will be documented, including details of the vote (number of votes for and against, and any pertinent comments).

This documentation will serve as a record of the decisions made by the Ministry Team.

### Submission for Pastoral Review

The documented proposals will be submitted to the Pastor for review.

The Pastor may provide feedback or request modifications before submitting to the Ministry Council implementation.

## ***Implementation***

Upon receiving confirmation from the Pastor and Ministry Council, the Ministry Team will proceed with the planning and execution of the approved events and programs. Responsibilities for specific tasks will be assigned during team meetings to ensure effective collaboration and accountability.

## ***Conclusion***

These protocols and procedures are designed to facilitate a structured and democratic approach to decision-making within the Ministry Team. By adhering to these guidelines, the team can ensure that all voices are heard and that the development of Children and Youth ministries is conducted in a manner that reflects the values and mission of our church community.

## **Rules, Regulations, Protocols, and Procedures for Youth and Children in Church Settings**

### ***Introduction***

The safety and well-being of youth and children in our church community is of paramount importance. This document outlines the rules, regulations, protocols, and procedures designed to create a safe, respectful, and conducive learning environment. These guidelines are intended for all staff, volunteers, and parents involved in our children's and youth ministries.

## ***Safety Protocols***

### **Two-Adult Rule:**

- At least two adults must be present in every classroom or activity involving children and youth.
- Both adults must have passed background checks and must not be related to each other.

### **Background Checks:**

- All adults working with children and youth must undergo a thorough background check prior to engaging in any ministry activities.
- This includes staff, volunteers, and any other individuals who may have contact with minors.
  - An amendment will be created concerning the policy of volunteering to serve with the Children and Youth.

### **Training:**

- All staff and volunteers who have frequent, unsupervised access to children who are participating in church activities on or off church property will participate annually in a training event which shall include a discussion of safety issues, abuse prevention policies and procedures, and other training requirements.
  - Exceptions may be made for volunteers who work on an infrequent basis under the supervision of a worker who has been screened and trained per this procedure. A member of the ministerial staff or the respective Children and Youth Ministry Team Facilitator (or their designee) will determine when exceptions are appropriate and will provide adequate supervision to ensure the safety of the children and youth.

### **Supervision:**

- Adults are responsible for the supervision of children and youth at all times.
- No child should be left unsupervised, and all interactions should be observable by other adults whenever possible.

## ***Behavior Expectations***

### **Respect and Conduct:**

- All participants are expected to treat each other with respect and kindness.
- Disruptive behavior should be addressed immediately by the supervising adults in a calm and constructive manner reflecting the teachings of Christ.

## Learning Environment:

- A positive and nurturing learning environment should be cultivated.
- Adults should encourage open communication and active participation among children and youth.

## *Reporting Procedures*

### Reporting Misconduct by Youth and Children:

- If a teacher observes misconduct by a child or youth, they should first contact the child's parent to discuss the issue.
- Should the problem persist, the teacher should refer the matter to the Facilitator of the Ministry Team for further assessment.

### Reporting Misconduct by Teachers:

- Parents who have concerns, regarding the behavior of a teacher towards their children, should first bring their concerns directly to the teacher involved.
- If the issue is not resolved, the parent should then submit a formal complaint to the Facilitator of the Ministry Team.

## *Complaint Process*

### Overview

The complaint process is designed to ensure that all concerns are addressed fairly, thoroughly, and confidentially. It applies to both teachers reporting issues with students and parents reporting issues with teachers.

### Step-by-Step Complaint Process

#### Initial Contact:

- **For Teachers:** If a teacher has an issue with a student, they must first contact the parent within 48 hours of the incident to discuss the concerns. Documentation of this communication should be maintained. ● Teachers also must submit a written account of the incident to the Ministry Team and must include one other member of the Ministry Team during the time of contact with the parent.
- **For Parents:** If a parent has a concern about a teacher's behavior, they should address the issue directly with the teacher within a reasonable timeframe (preferably within one week of the incident).

## **Next Steps:**

- **For Teachers:** If the issue with the student continues after contacting the parent, the teacher should refer the matter to the Facilitator of the Ministry Team. This includes providing a written account of the issue, the steps taken to resolve it, and any relevant documentation.
- **For Parents:** If the concern is not resolved after talking to the teacher, the parent should submit a written complaint to the Facilitator of the Ministry Team, detailing the nature of the concern, the context, and any prior communications.

## **Review by Facilitator:**

- The Facilitator of the Ministry Team will review all complaints and take appropriate action. This may include:
  - Meeting with the teacher or staff member involved to discuss the complaint.
  - Gathering additional information from other witnesses or involved parties.
  - Providing support to both parties as needed.
- The Facilitator will aim to resolve the complaint within two weeks and will communicate the outcome to both the parent and the teacher involved.

## **Further Steps to be Taken:**

- If the issue remains unresolved after the Facilitators' intervention, the complaint will be referred to the Pastor and the Chair of Deacons for further review.
- A meeting may be scheduled with all parties involved to facilitate an open discussion and resolution.
- The Pastor and Chair of Deacons will provide a final decision, which will be communicated within two weeks of their review.

## **Documentation:**

- Throughout the complaint process, all communications, actions taken, and outcomes will be documented confidentially.
- A record of all complaints will be maintained by the church office for accountability and training purposes.

## **Follow-Up:**

- After a resolution has been reached, the Facilitator will follow up with both the teacher and the parent to ensure that the situation has improved and that all parties feel supported.

# ***Training and Development***

## **Ongoing Training:**

- All staff and volunteers working with children and youth will participate in regular training sessions focusing on safety, behavior management, and effective communication.
- Training will include recognizing signs of abuse, appropriate disciplinary techniques, and strategies for creating an inclusive environment.

## **Evaluation:**

- Staff and volunteers will be evaluated periodically to ensure adherence to these rules and regulations and to the overall safety and well-being of the children and youth in our care.

## ***Conclusion***

These rules, regulations, protocols, and procedures are designed to foster a safe and enriching environment for the youth and children of our church. By adhering to these guidelines, we can work together to create a community that supports the growth and development of our youngest members while ensuring their safety and well-being.

## ***NON-MEMBER PARTICIPATION GUIDELINES***

### ***Non-Member Adult Volunteers for CYMT-Approved Activities***

- Non-members who have been approved by the CYMT may assist or volunteer for church-led activities only when a minimum of two (2) background-checked church members are present at all times. Under no circumstances shall children be left alone with non-member volunteers or assistants without the presence of at least one background-checked church member.

### ***Non-Member Paid Staff Participation***

- Non-member paid church staff who have: a. Successfully completed a background check, AND b. Received explicit approval from the CYMT may participate in CYMT-led activities or services provided they are accompanied by either:
  - a. Another background-checked and approved paid staff member, OR
  - b. A background-checked church member.

### ***Non-Member Participation in Sunday School Classes***

- Non-member adults shall not serve in teaching roles or lead activities within Sunday School classes except when specifically approved by the CYMT (e.g., guest speakers).
- Non-member adults may be present in Children and Youth Sunday School classes only if:
  - a. A minimum of two (2) background-checked church members are present in the classroom, AND
  - b. The non-member is directly related to one of the children or youth in attendance.

## **CHURCH MEMBER PARTICIPATION GUIDELINES**

### ***Church Member Participation in CYMT-Approved Activities***

- Church members who have been approved by the CYMT may assist or volunteer for church-led activities, provided they have successfully completed a background check prior to direct interaction with children and youth.

## ***Church Member Participation in Sunday School Classes***

- A minimum of two (2) background-checked church members must be present in every classroom at all times. Church members seeking to serve in an assistant role within Sunday School classes must:
  - a. Receive approval from the CYMT;
  - b. Successfully complete a background check; AND
  - c. Either:
    - i. Have maintained active church membership for a minimum of six (6) months, OR
    - ii. Receive special approval from the CYMT.
  
- Church members seeking to serve in a lead teaching role within Sunday School classes must:
  - a. Receive approval from the CYMT;
  - b. Successfully complete a background check; AND
  - c. Either:
    - i. Have maintained active church membership for a minimum of one (1) year, OR
    - ii. Receive special approval from the CYMT.

## **IMPLEMENTATION AND OVERSIGHT**

- The CYMT shall be responsible for maintaining records of all approved volunteers and teachers.
- Background checks shall be conducted in accordance with established church policies and applicable laws.
- This amendment supersedes any prior conflicting policies regarding non-member and new member participation in Children and Youth ministries.