



Policies and Procedures Handbook

Welcome.

We are thankful that God is calling you to join Him as He pursues relationships with the children here at Cornerstone and throughout the east end of the Lehigh Valley! He is eager to demonstrate His love to them and to show them how to build their lives upon the rock that is Christ. What a privilege to be called to devote ourselves to this work!

According to John 15:16, we have been chosen by God and appointed by Him to go and bear fruit, fruit that will remain! The work we are engaged in is one that will transform lives, and ultimately generations, for eternity. For this reason, we strive to offer our highest and best service to God and to the children.

This handbook has been written to provide policies and procedures we believe are consistent with Scripture and will therefore establish a safe and conducive environment for discipleship. The handbook will provide direction for the most common needs and circumstances. Situations will arise that are not discussed in this handbook and will require wisdom and, at times, the involvement of a ministry director. Do not hesitate to ask for help!

Please read through these pages carefully and thoughtfully. If you have any questions regarding their content, please contact me to clarify or discuss those questions. Upon completing the handbook, please sign and date the acknowledgement page and return it to me or to the church office.

Welcome to the Children's Ministry Team at Cornerstone and may God cause you to be abundantly fruitful as you abide in Him and offer your service to His body, the church!

Blessings,,

Chrissy Sysko

Children's Ministry Director

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INTRODUCTION

Our Purpose

The Cornerstone family of churches exists to bring glory to God by making disciples of Jesus Christ who love God, grow together, and serve others.

Our Vision

The vision we have for each child comes from Psalms 1:3. "And he will be like a tree planted by streams of water, which yields its fruit in its season, and the leaf does not wither; and in whatever he does, he prospers." To see our children deeply rooted in God's Word, firmly established in relationship to Christ and to His Body, and abundantly fruitful in service to God and others is our vision!

Our Approach

Following Jesus' example for making disciples, our approach is threefold.

1 - Relationship based

- a. We tend our relationship with Jesus that it may be a vibrant light.
- b. We pursue relationships with the children as a demonstration of His love and in order that Christ may make Himself known to them through us.

2 - Discovery oriented

- a. We allow God to speak to the children through his Word.
- b. We explore the Scripture with them to gain a clearer understanding of God and a deeper love for Him.

3 - Obedience focused

- a. We lead the children to respond to God's Word by choosing obedient action
- b. We encourage them to share God's Word with others.

Our Curriculum

Our teachers use the Resource Well curriculum. ResourceWell.org is affiliated with Northland Church in Longwood, FL.

The curriculum is called **The Worship, the Word & the Way**. We have chosen this online curriculum because it works well with our approach to Children's Ministries at Cornerstone. The components of every lesson promote a relationship based, discovery oriented, and obedience focused interaction with the children each week.

The curriculum includes over 150 lessons which explore the love of God from Genesis through Revelation in a three year cycle. This allows a child who begins at age 3 or 4 to learn through these lessons three times at a variety of ages by the time they graduate 6th grade. The chronological order of the lessons will help children to build a framework for the entire Biblical narrative. This is an overview of the structure for each year:

Year One God of Wonders

Part 1: Miracles of Jesus

Part 2: Genesis through Joshua

The Wonder of Advent

Year Two Kings & Kingdoms

Part 1: The Life of Jesus

Part 2: Judges through Esther

Advent of the King

Year Three Prophets & Promises

Part 1: Acts through Revelation

Part 2: Elijah through Malachi

Advent of the Promised One

Volunteer Application Process

In light of our love for children and our desire to protect them, Cornerstone requires all volunteers working with children to complete the following volunteer application process.

1. Application

All Children's Ministry Volunteers must complete the Volunteer Application which includes providing three references.

2. References

All references will be contacted and asked to fill out a reference questionnaire based on their relationship to and knowledge of the applicant with regard to their suitability/capability for working with children.

3. Policies and Procedures

All Children's Ministry Volunteers are required to read the policies contained in the Policies and Procedures Handbook and sign the acknowledgement form indicating that he/she has read and understood the material and agrees to comply with the policies therein. This form must be returned to the Children's Ministry Director.

4. Clearances

All applicants must complete a PA Child Abuse History Clearance Application. The link for completing the clearance application is posted on the Cornerstone Church website, within the Kid's Ministry pages. Only those who receive a verification stating that "NO RECORD EXISTS" will be able to participate in Children's Ministries at Cornerstone Church.

All applicants must complete a Pa State Police Request for Criminal Record Check. The link for completing the clearance application is posted on the Cornerstone Church website, within the Kid's Ministry pages.

If you do NOT or have NOT lived in Pennsylvania for the past 10 years continuously, and/or you expect to be paid for childcare during other church programs, you must also be fingerprinted in order to obtain an FBI Background Clearance. Please advise us if this is the case. The link for completing the clearance application is posted on the Cornerstone Church website, within the Kid's Ministry pages.

If you have lived in Pennsylvania for the past 10 years continuously, and you do not expect to be paid for providing childcare during other church programs, you must furnish us with a signed Affirmation statement confirming that you are not disqualified from service based upon a conviction of an offense under §6344. The link to this Statement is available on the Cornerstone Church website, within the Kid's Ministry pages. Click on the link that states PA resident of 10+ years.

Applicants are responsible for providing copies of all clearances, as all clearances must be on file with the Children's Ministry Director prior to service in Children's Ministries. All clearances must be renewed every 60 months in order to comply with PA state law.

5. Interview

All Children's Ministry Volunteers must be willing to participate in an interview with the Children's Ministry Director prior to service in Children's Ministries.

VOLUNTEER EXPECTATIONS, POLICIES & PROCEDURES

Ministry Overview

March Street Campus(MSC)

Nursery

Available at all services

Nursery consists of all children from birth through age 2. Children are cared for in a loving and safe environment where they are introduced to God through story and song. Nursery is open for the entire service at MSC.

Kids' Church

9am

The Children's Ministry consists of children age 3 through 5th grade. All children participate in a time of worship followed by age specific instruction. During this time we develop relationships with the children, engage them with God through His Word, and encourage an obedient response to what they have discovered.

Second Street Campus(SSC)

Nursery

Available at all services

Nursery consists of all children from birth through age 2. Children are cared for in a loving and safe environment where they are introduced to God through story and song. Nursery is open for the entire service at SSC.

Kids' Church

Saturday 5:30pm(Pre - 2nd)
Sunday 10am
Sunday Spanish 12noon

Children's Ministry consists of children preschool through 5th grade, except Saturday night service which is preschool through 2nd grade. All children participate in a time of worship followed by age specific instruction. During this time we develop relationships with the children, engage them with God through His Word, and encourage an obedient response to what they have discovered.

Riverside Ministry

SSC 6:00pm – 6:30pm Monday

Riverside Ministry to children consists of children birth through age 12 whose parents attend the Monday night service and meal. There is a Nursery for children birth through age 5, a class for ages 6 through 12. Both the Nursery and the class meet from 6:00-6:30pm. In these groups, children are engaged with God's Word and with his people, who demonstrate His love and bear witness of His transforming power in their lives.

VBS

9am – 12pm (mid-July)

VBS consists of children ages 3 through 5th grade. It is a fun filled week featuring crafts, games, Bible lessons, singing, snack, and Scripture memory.

CHESTON AFTER SCHOOL BIBLE CLUB

3:30pm – 5pm Fridays, Oct.-Dec. and Feb.-March

The Cheston After School Bible Club consists of children in grades K-5. These spring and fall 6 week sessions include music, activities, snacks and a Bible lesson.

Volunteer General Information

Our Children's Ministries are multi-faceted, serving children ages 0 to 12 at MSC and SSC. Please familiarize yourself with this essential information.

Volunteer Attendance

- **Arrival**

You are expected to arrive 15 minutes prior to your volunteer service. This time is necessary for preparation and connection with fellow volunteers and children attending the ministry.

- **Departure**

You are expected to remain in your Children's Ministry area until the last child has been picked up by a parent or until you are relieved by another adult

- **Absences**

You are responsible for your assigned shifts. Should the need arise for you to be absent, coordinate a switch with someone else from the same ministry rotation. Please contact your Ministry Coordinator to inform them of your upcoming absence and the name of your replacement. In the event of a last minute illness or emergency, please contact your Ministry Coordinator or the Children's Ministry Director as soon as possible.

Preparation

Please come fully prepared, as this is essential to effectively minister to children. Make sure to have all supplies required for planned lessons, worship, crafts, and games ready ahead of time. They should all be in your assigned group's plastic bin. If something is missing please see your Campus Coordinator.

Development

Just as our Children's Ministry is a place where children are spiritually growing, we expect all of our volunteers to be growing spiritually as well in the following ways:

- **Personal devotion**
Daily pursuing a personal relationship with God through prayer, the study of His Word, and worship is essential to growth. A vibrant faith will have the most impact on the children you are serving. In light of this, we encourage all volunteers to devote time daily to cultivating a deeper relationship with God.
- **Regularly attend a service**
In order to remain strong in the Lord and consistently grow in your faith, you must receive instruction from the Lord and participate in worship. Therefore, in addition to your service in Children's Ministries you are expected to regularly attend a worship service.
- **Connect with others**
We encourage each person attending Cornerstone Church to prayerfully consider signing up for a Life Group. Participation in one of these groups offers you a small community that provides an atmosphere of mutual support, encouragement and accountability that will help each member of the body as they seek to know God.
- **Walk in obedience**
Christ's desire to live in us can only be realized as we surrender our lives to Him. He is eager to make His thoughts our thoughts and His desires our desires. We must be willing to learn His ways and walk in them in order for His life to be evident in us.

Personal

- Be neatly and modestly dressed.
- Please help prevent the spread of illness by washing or sanitizing your hands when needed (i.e. after a diaper change, accompanying a child to the restroom, coming in contact with body fluid, or before handling food).
- You are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while working with or supervising children.
- All cell phones are to be silenced during your service in Children's Ministries. It is best for your attention to be completely focused on the children during this time, so we ask you to refrain from taking personal calls and texts.

Ratios and Visibility

The following standards are in place for all Children's Ministries, which take place at Cornerstone Church:

- 2 adults or 1 adult with 1 youth are assigned to all nurseries and classrooms where children are being cared for/instructed.

- 1 adult or 1 youth is not to be left to care for children alone. 2 youth workers are not to be left to care for children without an adult present.
- The specific needs of any child with special needs are assessed and addressed on a case-by-case basis to provide the best childcare situation for that individual.

Assuming 2 caregivers are present already, in the event that the number of children exceeds 8 for ages 0 to 2, 10 for ages 3 to 5, or 20 for ages 6 to 12, the following ratios provide standards for the additional childcare workers needed:

- 1 caregiver to 4 children ages 0 to 2
- 1 caregiver to 6 children ages 3 to 5
- 1 caregiver to 10 children ages 6 to 12.

It is important that all interaction between children and volunteers happen 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.

Sick/Well Child

In order to promote health and wellness in all children, our Children's Ministries are for well children only. Therefore, if a child has any of the following symptoms please do not accept him/her into our Children's Ministry areas.

Do not accept a child if:

- he/she has/had a fever, diarrhea, or has vomited in the last 24 hours
- he/she has the following symptoms:
 - hacking or persistent cough
 - green or yellow nasal drainage
 - productive cough with green or yellow phlegm
- he/she appears to have an infectious or contagious condition such as pink eye or head lice

If you discover any of these symptoms while in your area, notify the Children's Ministry Director or Campus Coordinator who will page the parent(s). The Children's Ministry Director or Campus Coordinator will tactfully explain the situation to the parent(s).

Bathroom

- It is our policy that only women may assist and escort preschool aged children to the women's bathroom.
- If a child needs assistance, leave the stall door open while assisting them.
- Before allowing boys into the men's restroom, please check to make sure there are no adults or teenagers in the restroom.
- While boys are using the men's restroom, please do not allow men or teenagers to enter.
- When taking both boys and girls to the bathroom at the same time, please remain in the hallway to best oversee all the children.
- Line children up along the wall outside the bathroom allowing them to take turns..

- K through 6th grade can use gender specific bathrooms.
- Allow only one child in a stall at a time.

Snack

Please distribute hand sanitizer to children prior to giving them a snack. Snacks are provided in the classrooms. Please be aware of children with allergies. If a parent provides a snack for their child, please make sure it is labeled with the child's name. In our weekly ministries, water is the only beverage to be served. A pitcher and cups are available in every classroom. Please return all snacks to appropriate storage cabinets.

Appropriate Touch

Cornerstone is committed to protecting children in our care and recognizes that appropriate touch is part of a positive nurturing environment. Carefully adhere to the following appropriate ways to touch children:

- An arm around the shoulder
- Walking hand in hand
- Short congratulatory or greeting hugs
- A brief assuring pat on the back or shoulder
- Handshakes, high-fives, and fist bump

Please abstain from the following inappropriate ways of touching children:

- In anger or frustration
- In any manner that can be construed as sexually suggestive
- In any area that would be covered by a bathing suit
- A child's private parts (with the exception of bathroom assistance)

Physical contact in any form should be above reproach. 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.

Discipline

Our motives for discipline should be to demonstrate love and encourage growth in godliness. Discipline is NOT punishment, but rather an opportunity. According to Wikipedia, "*discipline* is systematic instruction intended to train a person, sometimes literally called a disciple, ... to follow a particular code of conduct or 'order'." Our goal is to teach what is right and help mold godly, moral character.

God disciplines us for two reasons:

1. Because He loves us!

"Those whom I love, I reprove and discipline, so be zealous and repent." Revelation 3:19

2. Because He wants us to be Holy!

“For they disciplined us for a short time as it seemed best to them, but he disciplines us for our good, that we may share his holiness. For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” Hebrews 12:11

Causes of Misbehavior:

- **Desire to belong:** Children have a strong desire to connect with their peers. Sometimes misbehavior is the result of thinking that an inappropriate action will help gain peer recognition.
- **Lack of direction:** Unclear rules, inconsistent enforcement and lack of consequences can lead to misbehavior.
- **Environmental hazards:** Sometimes the room arrangement encourages children to act out. Seating arrangements, physical distractions and space issues can lead to a child’s poor behavior choice.
- **Boredom:** If children aren’t engaged in learning, they’ll engage in something else. An unprepared leader is more likely to encounter this outcome.

Clear Expectations

Two basic goals for discipline are to ensure safety for both children and leaders and to provide an environment conducive to learning. Don’t develop so many rules that children can’t remember them from week to week. Here is an example of 3 basic rules:

1. Listen and obey leaders.
2. Respect others.
3. Keep hands and feet to yourself.

Have the children discuss examples of these. This will help them take ownership of the expectations.

Consequences

Consequences help children realize that each choice leads to a positive or negative outcome.

- **Self-Correct:** It’s important to give children the opportunity to correct misbehavior on their own. Address the behavior and allow them to respond with the appropriate behavior.
- **State the consequence:** This should directly relate to the misbehavior as best as possible; i.e. - made a mess then clean it up, broke something then fix it, didn’t respect others then misses out on their turn.
- **Fairness:** Don’t let some children get away with breaking rules and then come down hard on others. Children will have a difficult time trusting and respecting leaders if they show favoritism or leniency to some children and not others.
- **Stay positive:** Misbehavior often wins center stage, but giving attention and praise when things go right in a group can have a lasting effect in determining your group climate.
- **No progress:** If a child’s behavior is disruptive to the point you cannot proceed with the lesson or the child is a danger to himself/others you need to inform the Campus Coordinator.

Biting

Biting is a dangerous occurrence in the early childhood classroom. For the health and safety of the children in our care the following policy will be in effect for all children. Steps for dealing with a biting incident:

1. Comfort and treat the injured child. Wash the bite mark with soap and warm water. Look for broken skin. If the skin is broken, page the child's parents, and let them decide if they need to consult a family doctor. If there's a red mark and the child will tolerate it, hold a small cold compress on the spot while distracting the child by talking or reading to the child. As soon as the child is comforted, encourage him/her to join the rest of the group.
2. Talk to the biter. Have another volunteer take the biter aside, get at eye-level with the child, and talk quietly. Set the biter in a "time out" chair or another acceptable isolation spot for a short amount of time.
3. Complete an incident report and give to the Children's Ministry Director.

Incident

In the case of any non-accident or injury incident that is a cause for concern, please inform the Children's Ministry Director or the Campus Coordinator right away. This may include behavior that indicates possible abuse, inappropriate talk or touch from one child to another or any other incident that a parent or ministry leader needs to know. In addition to a conversation with the Children's Ministry Director or Campus Coordinator, an incident report will need to be filled out.

Special Needs

Our Children's Ministries at Cornerstone Church endeavor to provide an opportunity for children with different abilities to learn about God's love for them. This is accomplished through interaction with God's Word, God's people, and their peers in a developmentally appropriate environment. Our volunteers strive to specifically serve those children who have special needs in the most helpful ways possible. We are eager to partner with parents to determine how we can best serve each child.

While we believe that all children, regardless of ability, need to hear of God's love for them, we may not be able to provide a developmentally appropriate environment for all children at this time. We ask for your understanding if this should occur.

Parents/Guardians, and Other Adults

Parents/guardians have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with a Children's Ministry program will be required to complete the volunteer application and screening process.

If you have a visiting parent/guardian in your classroom, please do not leave them alone with any

children or allow them to take children to the bathroom.

Any other adult wishing to visit our Children's Ministries would first have to contact the Children's Ministry Director to secure permission to be present.

In the event that a child is completely inconsolable (after at least 10 minutes of care), is ill or injured, has a severe discipline problem, or is a danger to himself/herself or other children, inform the Campus Coordinator who will contact the parent(s)/guardian(s).

Youth Volunteers

Believing that we are to be doers of the Word and not hearers only and that each one is meant to contribute to "the growth of the body for the building up of itself in love" (Ephesians 4:26), we welcome our youth whose desire it is to serve in our Children's Ministry. Youth volunteers need to be 4 years older than the age group they are serving.

- Youth volunteers must abide by the following:
 - No changing diapers.
 - No taking children to the bathroom.
 - No carrying or lifting children.
 - Should never be alone with children.
 - No taking children out of the designated ministry area.

SAFETY AND SECURITY

Emergency Procedures

In the case of any emergency, please do the following:

1. Fire

- An alarm will sound.
- Remain calm and take a quick headcount of the children in your class.
- Form children into a single-file line. Take the clipboard and roster with you.
- One adult leader should be at the front of the line while the other adult leader or volunteer should bring up the rear.
- Leave the classroom immediately and make sure the classroom door is shut behind the last volunteer leaving the room.
- Leave the building using the evacuation route map that is posted in each classroom.
- Upon reaching the designated safety zone, take another headcount making sure all children are present. It is very important to stress the following points:
 - Do not run. Walk at a good pace making sure that all children are staying together.
 - No talking. You want the children to remain as calm as possible.
 - Under no circumstance should any volunteer or child re-enter the building.
 - Children will not be released to their parent(s) until they reach the designated safety zone and are properly signed out by their parent(s).

2. Hazardous Weather

- Remain calm and take a headcount of the children in your classroom.
- In a single-file line, quietly move children to a bathroom or interior stairwell.
- Bring the clipboard and roster with you.
- Wait for further instructions.

3. Power Outage

- Keep the children in the classroom.
- Have a leader notify the Children's Ministry Director or Campus Coordinator.
- Remain as calm and quiet as possible.
- Wait for further instructions.

4. Intruder/Active Shooter

- Lock and/or barricade yourself and the children in the classroom.
- Call 911 immediately.
- Keep children as low to the ground as possible
- Do not sound any alarm or stay in open areas.
- Turn off all lights and audio equipment.
- Stay away from windows.
- Remain as calm and quiet as possible.

5. Missing Child

- Have a leader notify the Children's Ministry Director or Campus Coordinator immediately.

- Do not make it obvious to the children that someone is missing.
- Remain calm and keep the children distracted by continuing with the activities.

Medical Emergencies

First Aid kits are accessible at each of the church campuses at the following locations

- MSC: Room 203 and Nursery
- SSC: Room 203 and Nursery

In the case of **any** medical emergency:

- Have someone call 911 immediately.
- While you are attending to the child, send another volunteer to notify the Children's Ministry Director or Campus Coordinator. This person will then notify the parent(s).
- After the emergency is resolved, you will need to complete an Incident Report.
- Conduct the following procedures for these emergencies:

1. Allergic Reaction

Be aware of symptoms of an allergic reaction. Symptoms include:

- Swelling of the lips, tongue or throat
- Wheezing, chest tightness, and difficulty breathing
- Collapse or unconsciousness
- Widespread rash

If a child is having an allergic reaction:

- Have someone call 911 immediately.
- While you are attending to the child, send another volunteer to notify the Children's Ministry Director or Campus Coordinator. This person will then notify the parent(s).
- One volunteer should stay with the child until help arrives while the other volunteer moves the remaining children to another classroom in order to make room for emergency help.
- Use an EpiPen if it was previously made available to you by the child's parent(s).

2. Choking

For an infant:

- Have someone call 911 immediately.
- While you are attending to the child, send another volunteer to notify the Children's Ministry Director or Campus Coordinator. This person will then notify the parent(s).
- If an infant is unable to cry or cough, something is probably blocking the infant's airway. If an infant is coughing or gagging, it means the airway is only partially blocked. Try to dislodge the object with back blows and chest thrusts.
- If the infant becomes unconscious, modified CPR will have to be performed.

For a child:

- Have someone call 911 immediately.
- While you are attending to the child, send another volunteer to notify the Children's Ministry Director or Campus Coordinator. This person will then notify the parent(s).
- If a child is unable to cry, cough, or talk, something is probably blocking the airway. If a child is coughing or gagging, then the airway is only partially blocked. Try to dislodge the object with back blows and abdominal thrusts.
- If a child becomes unconscious, modified CPR will have to be performed.

3. Seizures

- Have someone call 911 immediately.
- While you are attending to the child, send another volunteer to notify the Children's Ministry Director or Campus Coordinator. This person will then notify the parent(s).
- Move furniture out of the way so the child does not injure him or herself.
- Loosen any tight clothing around the neck and put something soft under the child's head.
- Lay him or her on one side and time the seizure.
- Under no circumstance should you ever put something in the child's mouth or try to hold the child still while they are seizing.
- Mouth-to-mouth resuscitation should only be used after the seizure is over AND if the child is unconscious.

4. Difficulty Breathing

- Have someone call 911 immediately.
- While you are attending to the child, send another volunteer to notify the Children's Ministry Director or Campus Coordinator. This person will then notify the parent(s).
- Check the person's airway, breathing, and pulse.
- If necessary, perform CPR.
- Loosen any tight clothing.
- Assist the child with using their inhaler or other prescribed medication.
- Continue to monitor the child's breathing and pulse until medical help arrives.
- Under no circumstance should you give the child any food or drink.
- Do not try to move the child unless it is absolutely necessary.

5. Serious Injuries

- Have someone call 911 immediately.
- While you are attending to the child, send another volunteer to notify the Children's Ministry Director or Campus Coordinator. This person will then notify the parent(s).
- Administer appropriate first aid until professional medical help arrives.
- Keep child as calm and comfortable as possible.

We are not authorized to administer any over the counter or prescription medications. If a child necessitates medication during their participation in any of our Children's Ministries, the parent MUST administer it

Injuries

In the case of an injury, regardless of child or adult, inform the Children's Ministry Director or Campus Coordinator immediately. First Aid Kits are located in designated classrooms. Along with care, an Incident Report Form may need to be filled out and signed by the volunteer that witnessed the event.

If there is a spill of bodily fluids (nosebleeds, vomit, etc.) latex gloves must be worn when caring for and cleaning up after children.

Child Abuse, Protection, and Mandated Reporting

Cornerstone Church has a zero tolerance policy regarding child abuse and neglect. According to the Child Protective Services Law, "Child abuse includes any recent act or failure to act by a perpetrator, which causes non-accidental serious physical injury, or non-accidental serious mental injury to a child less than 18 years of age, sexual abuse or sexual exploitation to a child less than 18 years of age, and serious neglect. Child abuse also includes any recent act, failure to act, or series of acts or failures to act by a perpetrator that creates an imminent risk of serious physical injury to or sexual abuse or exploitation of a child under 18 years of age."

It is against the law and against Cornerstone Church's policy for any volunteer, male or female, to physically, mentally or sexually abuse or neglect any child.

Cornerstone Church will neither tolerate nor condone:

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

In an attempt to ensure the safety of all children participating in Children's Ministries at Cornerstone Church, we require all volunteers to obtain the clearances stipulated by the state of Pennsylvania and to complete a Children's Ministry Volunteer Application including references.

Child abuse is a serious crime. Mandated reporters, by law, must report suspected abuse when you have reason to believe that a child has been abused. As a Cornerstone Church Children's Ministry volunteer, you are under the obligation to:

- Take steps to ensure the safety of the alleged victim.
- Report suspected cases of child abuse to the Children's Ministry Director and to the state of Pennsylvania immediately.

Volunteers are asked to maintain confidentiality regarding the incident. DO NOT DISCUSS the incident with anyone other than the Children's Ministry Director or those in charge of any investigation. The Children's Ministry Director, Lead Pastor, or Campus Pastor will be responsible for documentation of all incidents, reports, and follow-up for any suspected cases of abuse.

YOUR Role in the Protection of Children

Purpose of the Child Protective Services Law (CPSL)

- Encourage more complete reporting of suspected child abuse
- Involve law enforcement agencies in responding to child abuse
- Establish in each county protective services to investigate reports swiftly and competently
- Protect abused children from further abuse
- Provide rehabilitative services for children and parents to ensure the child's well-being
- Preserve, stabilize and protect the integrity of family life
- Assess risk of harm and prioritize response and services to children most at risk

What does Child Protective Services do? (CPS)

- Investigates allegations of child abuse.
- Conducts a safety assessment and creates a safety plan.

Definitions under CPSL

- A Child - An individual under the age of 18.
- A Perpetrator – A person who has committed child abuse.
(Investigated by CPS)
- An Offender – Anyone who has committed an abusive act upon a child and is not classified as a perpetrator.
(Investigated by Law Enforcement)

So who is considered a perpetrator?

- A parent of the child.
- A spouse or former spouse of the child's parent.
- A paramour or former paramour of the child's parent.
- A person 14 years of age or older and responsible for the child's welfare.
- An individual 14 years of age or older who resides in the same home as the child.
- An individual 18 years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.

9 Categories of Child Abuse

1. Bodily Injury

Intentionally, knowingly, or recklessly causing bodily injury to a child through any recent act or failure to act.

RECENT = 2 YEARS

Indicators of Bodily Injury:

- Unexplained bruises or welts on the body
- Unexplained burns on the body
- Unexplained bite marks on the body
- Repeated injuries over a period of time
- Multiple injuries in various stages of healing
- Neglect/untreated injuries
- Wearing extra layers of clothing or clothing that is inappropriate for the weather

2. Likelihood of Bodily Injury

Intentionally, knowingly, or recklessly creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.

RECENT = 2 YEARS

3. Serious Mental Injury

Intentionally, knowingly, or recklessly causing or substantially contributing to serious mental injury of a child through any acts or failure to act or series of such acts or failures to act.

DOES NOT NEED TO BE RECENT TO BE REQUIRED TO REPORT

Indicators of Serious Mental Injury:

- Anxious
- Agitated
- Depressed
- Socially withdrawn
- In reasonable fear
- Inability to accomplish age-appropriate developmental/social tasks

4. Sexual Abuse or Exploitation

The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes but is not limited to:

- Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.

- Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of the individual.
- Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of the individual.
- Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

DOES NOT NEED TO BE RECENT TO BE REQUIRED TO REPORT

Intentionally, knowingly, or recklessly causing sexual abuse or exploitation of a child through any act or failure to act.

- Rape
- Statutory sexual assault
- Involuntary deviate sexual intercourse
- Sexual assault
- Institutional sexual assault
- Aggravated indecent assault
- Indecent assault
- Indecent exposure
- Incest
- Prostitution
- Sexual abuse
- Unlawful contact with a minor
- Sexual exploitation
 - Exposing children to adult sexual activity
 - Exposing the child to adult movies
 - Photographs
 - Sexualized talk
 - Having the child pose, undress, or perform in sexual nature

Statutory Sexual Assault: Sexual intercourse with someone under the age of 16 when the other person is 4 or more years older

- 13 with 17 year old / 14 with 18 year old / 15 with 19 year old

DOES NOT NEED TO BE RECENT TO BE REQUIRED TO REPORT

Indicators of Sexual Abuse/Exploitation:

- Physical injury to the genitals.
- Suspicious stains, blood, or semen on underwear, clothing, or the body.
- Resistance to remove clothing at appropriate times.
- Bladder or urinary tract infection.
- Pain when going to the bathroom.
- Difficulty swallowing.
- Exhibiting signs of a sexually transmitted disease or infection.

- Unexplained sleep problems (sweats, terrors, nightmares)
- Age inappropriate sexual knowledge and unusual/abnormal sexual behavior
- Early, unexplained pregnancy
- Sexually acting out
- Initiating sophisticated sexual behaviors/dress
- Excessive masturbation
- Enticing other children into age inappropriate sexualized play
- Creating and playing out sexual scenarios with toys or dolls
- Regressive behavior (i.e.: thumb sucking, baby talk)

5. Likelihood of Sexual Abuse or Exploitation

Intentionally, knowingly, or recklessly creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.

RECENT = 2 YEARS

6. Serious Physical Neglect

Serious physical neglect endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development, or functioning.

DOES NOT NEED TO BE RECENT TO BE REQUIRED TO REPORT

Indicators of Serious Physical Neglect:

- Inadequate weight gain and physical growth over an extended period of time (failure to thrive)
- Delays in physical development
- Persistent hunger
- Lack of hygiene/personal care/severe body odor
- Consistent lack of supervision
- Untreated physical problems or medical conditions
- Deprivation of food, water, heat, shelter

7. Fabricating, Exaggerating, or Inducing a Medical Symptom or Disease

Intentionally, knowingly, or recklessly fabrication, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.

RECENT = 2 YEARS

8. Specific Recent Acts of Child Abuse

Child abuse also includes these specific acts:

- Kicking, biting or throwing, burning, stabbing or cutting a child
- Unreasonably physically restraining or confining a child
- Forcefully shaking, slapping, or otherwise striking a child under age one
- Interfering with the breathing of a child
- Causing a child to be present where methamphetamine is being manufactured & police are investigating
- Leaving a child unsupervised with an individual required to register as a sexual offender, determined to be a sexually violent predator, determined to be a sexually violent delinquent child (other than the child's parent)

RECENT = 2 YEARS

9. Death of a Child

Intentionally, knowingly, or recklessly causing the death of a child through any act or failure to act.

DOES NOT NEED TO BE RECENT TO BE REQUIRED TO REPORT

Signs and Symptoms of Abuse

A. Extreme and unexplainable changes in behavior.

B. General behavioral indicators of abuse

- Withdrawn, detached
- Unusual, excessive fear and/or apprehension of a particular person
- Hypervigilance (high arousal/responsiveness to sensory stimuli)
- Changes in sleeping, frequent nightmares or difficulty falling asleep, and as a result may appear tired or fatigued
- Changes in school performance and attendance, difficulty concentrating in school or excessive absences
- Risk taking behaviors:
 - Running away
 - Fear of going home
 - Truancy
 - Substance use
 - Discipline issues
 - Self-harming behaviors
 - Suicide thoughts or attempts
 - Disordered eating
 - Carrying a weapon

Why don't children tell?

- Feelings of shame/ Low self-esteem
- Loss of trust
- Unaware that acts are inappropriate
- Fear of breaking up the family
- Isolation
- Threats
- Confusion
- Fear of not being believed
- Children are taught to trust and obey adults

Responding to Disclosure of Child Abuse (SSABER)

<u>Stay Calm</u>	I am happy to help you.
<u>Support</u>	I am sorry this happened to you.
<u>Affirm</u>	You did the right thing by telling me.
<u>Believe</u>	It's not your fault, I believe you.
<u>Empower</u>	You have the right to be safe.
<u>Report</u>	We need to tell others about this to make sure you are safe

Reporting Child Abuse

Permissive Reporters – Persons who are *encouraged* to report abuse.

Mandated Reporters – Persons who are *required* to report abuse.

- An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.

A mandated reporter is required to make a report of suspect child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the circumstances:

- The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service; or
- The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization or other entity that is directly responsible for the care, supervision, guidance or training of the child; or
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

What about CONFIDENTIALITY?

ONLY confidential communications made to a member of the clergy and an attorney are protected.

Reporting Child Abuse: Making the Report

1. Call ChildLine: 1-800-932-0313 OR report electronically:
www.compass.state.pa.us/cwis
2. Immediately thereafter notify the person in charge of the organization/designee (*unless they are the suspected abuser*)
3. Complete the written CY47 report and submit to the local agency within 48 hours (*unless reporting electronically via the Child Welfare Portal*)
4. The mandated reporter/person in charge should also cooperate with an investigation.

What happens after a report is made?

There are three possible results to a CPS investigation:

- Indicated – A determination that substantial evidence of the alleged abuse exists based on available medical evidence, the CPA investigation or by an admission of the acts of abuse by the perpetrator/offender.
- Founded – There has been a judicial adjudication based on the investigation that the child has been abused.
- Unfounded – There is not enough evidence to rule the case as indicated or founded.
- Mandated reporters will receive notice within 3 days of the results of the report:
 1. If the report was founded, indicated, or unfounded
 2. What, if any, services were provided or arranged for by the county agency.

PROTECTIONS Under the Law

Good Faith Report

- Immunity from liability
- Legal recourse for employment discrimination
- Protection of the identity of the reporter

PENALTIES for Failure to Report

Under the CPSL, a mandated reporter who willfully fails to report suspected child abuse is committing a crime that may range from a **felony of third degree to a misdemeanor of the second degree**.

- RESOLVE ANY DOUBT IN FAVOR OF REPORTING.
- IT IS THE DUTY AND THE OBLIGATION OF MANDATED REPORTERS TO REPORT SUSPECTED CHILD ABUSE.

Self Care for the Mandated Reporter

1. TAKE CARE OF YOU
 - Seek support from staff or the local victim service agency
 - Know your limitations
 - Eat well
 - Sleep well
 - Remember you did the RIGHT thing

MINISTRY SPECIFIC INFORMATION

Nursery

1. Volunteer Arrival Time
 - You are expected to arrive 15 minutes early to receive the children.
 - Once you arrive in the Nursery, do not leave for any reason except to get immediate emergency medical attention for a child in your care.

2. Check-In
 - Parents must sign in at the door and complete all sections of the sign-in sheet.
 - Check to make sure the parents have completed a family registration form and if not, ask the parent to complete the form before leaving the child.
 - Assign each parent a pager/number and record in the appropriate space on the sign-in sheet.
 - If a diaper bag is given, attach the clothespin with the corresponding number to the diaper bag.
 - Please discourage parents from entering the Nursery area unless their child is apprehensive.
 - Please abide by the Well Child Policy when accepting children to the Nursery.

3. Diaper Policy
 - Only change a diaper if the parent has given permission on the sign-in sheet.
 - If a diaper needs to be changed and permission has not been granted, please page the parent.
 - Volunteers must adhere to the following procedures when changing diapers:
 - Always change diapers at the designated changing station.
 - Never move away from or turn your back to the child while changing the diaper.
 - Please use the disposable gloves, which are located at the changing station.
 - Please use new gloves with each diaper change.
 - Dispose of diaper and gloves in the appropriate trash can.
 - Disinfect the area and your hands after each change.
 - Only female volunteers are to change diapers.

4. Inconsolable Child
 - If after 10 minutes of concerted effort to console and engage a child you are unable to quiet them, please page the parents.

5. Sign-Out
 - Please release children only to their parents or another adult designated by the parents after they have been signed out.
 - Please collect all pagers/numbers from parents and return all diaper bags.

6. Room Clean-Up
 - It is your responsibility to disinfect and put away all toys used in the Nursery after each service. It is also your responsibility to return all supplies to their proper places, to do

any needed cleaning of surfaces, to place all waste in the trash cans, and to return all furniture to its original position in the room before leaving.

7. Departure Time

- Please do not leave the Nursery until all children have been signed out.
- If you serve at MSC during the 9am service, please remain in the Nursery until the 10:45am service volunteers arrive. This helps to ensure that the Nursery is staffed throughout the morning.

Kids' Church

Class placement is based on children's age/grade at the date of promotion.

1. Volunteer Arrival Time

- You are expected to arrive 15 minutes early. This time allows you to make final preparations and to greet the children as they arrive.

2. Check-In

- At 8:55am please report to the large meeting room for our Opening.
- Sit in the area designated for your class with your children. Please participate in all worship activities and encourage your children to do the same.
- Use the attendance sheet to mark who is present.
- Be sure to welcome new children and record their complete name on the attendance sheet. Note any allergies and record who will pick up child.

3. Sign-Out

- Please be sure each child is signed out before leaving the classroom by their parent/guardian.

4. Room Clean-Up

- It is your responsibility to return all supplies to their proper places, to do any needed cleaning of surfaces, to place all waste in the trash cans, and to return all furniture to its original position in the room before leaving.

Riverside Ministry

1. Volunteer Arrival Time

- You are expected to arrive 15 minutes early. This time allows you to make final preparations and to greet the children as they arrive.
- Make sure that the Nursery and classroom has a functioning Walkie-Talkie.
- Once you arrive in the Nursery/classroom, do not leave for any reason except to get immediate emergency medical attention for a child in your care, or to walk a child to the bathroom.
- Adult Volunteers: The children use the bathroom in the hallway. Before taking a child to the bathroom, get the assigned extra Adult Staff member to accompany you to the bathroom.

2. Check-In

- Parents must walk each child into the Nursery or up to the classroom door.
- Nursery parents must sign-in at the door, and complete all sections of the Riverside Attendance Form.
- The Classroom Attendance Sheet will be filled-out by the volunteers once all the children have arrived.
- No outside snacks/games/or toys are allowed in the classroom.

3. Diapering Policy

- No changing of diapers is done by any staff at Riverside.
- If a child in the Nursery needs to have their diaper changed, a Youth Staff member should be sent to get the parent/guardian to come and change the child.

4. Inconsolable Child

- If after 10 minutes of concerted effort to console and engage a child, you are unable to quiet them, a Youth Staff member should be sent to quietly find the parent/guardian.

5. Sign-Out

- Please be sure each child is signed out by their parent/guardian before leaving the classroom.

6. Room Clean-Up

- It is your responsibility to disinfect all surfaces and toys used in the Nursery after each Riverside service.
- Please return all toys to their proper places and leave the room in good order.
- Leave trash can outside door before leaving.

7. Departure

- Please do not leave Nursery/classroom until all children have been signed-out. Make sure that the Nursery/ classroom is locked upon leaving.
- Adult Volunteers may leave as soon as the room has been cleaned-up and returned to order.
- Youth Volunteers may leave as soon as Nursery/classroom time is over in order to report to their assigned kitchen duties.

8. Youth Volunteer Requirements

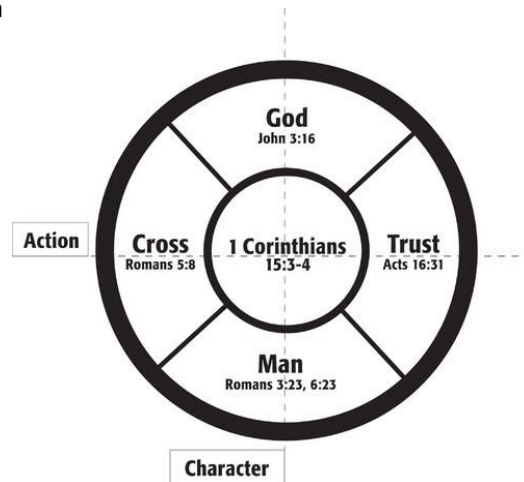
- Youth Volunteers are allowed to work in the Riverside Nursery/classroom as long as they are age 14 or older.
- Youth Volunteers must also have filled-out the Riverside Volunteer Application Forms, and been interviewed by both the Riverside Leadership, and the Riverside Children's Ministry Leadership.
- While volunteering in the Nursery/classroom, our 14-17 year-olds must abide by the following:
 - No changing diapers.
 - No taking children to the bathroom.
 - No carrying or lifting children.
 - No taking children out of the Nursery/classroom.

VBS

1. Volunteer Arrival Time
 - You are expected to arrive 15 minutes early. This time allows you to make final preparations and to greet the children as they arrive.
2. Student Arrival Time
 - Children will be signed in at the registration table in the foyer.
 - Parents will then escort their children to the designated areas where they will meet with their leader.
3. Transfer of Children
 - Throughout the program, children will move from one area to another in order to participate in various activities. This will be done in an orderly fashion with one volunteer monitoring the front of the line while another volunteer is monitoring the back of the line. Children should be counted prior to leaving one area as well as upon arrival at the new area.
4. Sign-Out
 - Children will be signed out at the registration tables in the foyer. Please release children only to parents or guardians.
5. Room Clean-Up
 - It is your responsibility to return all supplies to their proper places, to do any needed cleaning of surfaces, to place all waste in the trash cans, and to return all furniture to its original position in the room before leaving.

LEADING A CHILD TO CHRIST

When serving in Children’s Ministries we have the awesome privilege of sharing God’s love and the truth of His saving grace with children. Ask God to open your eyes to opportunities that occur naturally. Be cautious about group decisions as children tend to follow the crowd. If a child expresses interest in becoming part of God’s family, offer the opportunity to talk/pray individually, aside from the group. Also, be careful to avoid words/phrases that can be confusing to children, like “ask Jesus into your heart.” Children are very literal minded. The Gospel Wheel below, taken from the Awana Program, is a great tool for sharing the gospel with children and adults alike. It uses scripture to reveal God’s character, man’s character, the action God took and the action we need to take. The questions a child/adult asks may determine where you start on the wheel.



Gospel Wheel Verses – ESV

1 Corinthians 15:3-4 is in the center of the circle because it is the gospel in a nutshell.

“For I delivered to you as of first importance what I also received: that Christ died for our sins in accordance with the Scriptures, that he was buried, that He was raised on the third day in accordance with the Scriptures.” 1 Corinthians 15:3-4

The dashed line going from top to bottom is called the “character axis” because the top verses describe the character of God and the bottom verses describe the character of man.

GOD

“For God so **loved** the world, that he gave His only Son, that whoever believes in Him should not perish but have eternal life.” John 3:16

“**Holy**, holy, holy, is the Lord God Almighty, who was and is and is to come.” Revelation 4:8b

MAN

“For all have **sinned** and **fall short** of the glory of God.” Romans 3:23

“For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.” Romans 6:23

The perpendicular dashed line is called the “action axis” because the verses on the left explain what God did for us and the verses on the right show what we need to do for salvation.

CROSS:

“But God shows His love for us in that while we were still sinners, **Christ died for us.**” Romans 5:8

TRUST:

“And they said, ‘**Believe** on the Lord Jesus, and you will be saved, you and your household.’” Acts 16:31

Curriculum Instructions: Word, Worship, and the Way

These are the questions we are asking each week as we lead our time of discovery with the children! You are leading them into a time of discovery about God and themselves and a time of obedient response to Him.

1. What does this passage tell us about God?
2. What does this passage tell us about man (us)?
3. Since we know this is true, how does it need to change the way we think, or speak, or act?
 - a. Encourage the children to specify their response with a planned action. Record and follow up the next week to hear how it went.
4. Do you know anyone who needs to hear this?
 - a. Encourage the children to specify someone they plan to talk to. Record and follow up next week to hear how it went.
5. Give them time to answer these questions and resist the urge to tell them!

Each week we select and prep all the activities plus create an outline for you to follow. You will receive this outline via email by the Wednesday prior to the weekend you are teaching. Simply follow the outline when you log on the website to review the sections of the lesson that you will be teaching. The weekly email will also include the Year, Unit and Lesson so you can access the correct one on the website. Instructions for using the website are below.

Step by Step Instructions

1. Resourcewell.org
 - a. Click on **Children**
 - b. Click on **Worship, Word & Way**
2. Curriculum is organized by Year and Units.
 - a. Click on the appropriate **Year** tab
 - b. Click on the current **Unit** heading
 - c. Click the **Ages** you are teaching (Preschool: Ages 2-5, K-6 th : Ages 6-12)
 - d. Click on the specific **Lesson #**
3. Lesson Planning
 - a. Under the Documents tab you will see all the resources. The Teacher's Guide is the lesson plan. Select the guide with the ages that pertain to your class.
 - i. **March Street Campus**
 1. 9am Service
 - a. Preschool: Ages 4-5
 - b. Kind - 2 nd Grade: Ages 6-7
 - c. 3 rd - 5 th Grade: Ages 8-9
 - ii. **Second Street Campus**
 1. Saturday Service
 - a. Preschool – 2 nd Grade: Ages 4-5 and Ages 6-7
 2. Sunday 10am Service
 - a. Preschool: Ages 4-5

b. Kind - 2 nd Grade: Ages 6-7

c. 3 rd - 5 th Grade: Ages 8-9

3. Spanish Speaking Service

a. Preschool – 2 nd Grade: Ages 4-5 and Ages 6-7

b. 3 rd - 5 th Grade: Ages 8-9

b. Lesson Format

i. **Preschool**

1. The Welcome – Treasure Chest & Whisper Verse

2. The Worship- Puppet Skit

3. The Word- Bible story

4. The Way

a. Craft, activity and or game

b. Snack time

c. Circle of Prayer

d. Final Five Minutes- handout weekly take home cards

e. Got Time- extra activities if there is time

ii. **Kind-5 th**

1. The Welcome – an activity or discussion

2. The Worship- the reading of a worshipful scripture

3. The Word

a. Bible Timeline Review- weekly review activity

b. Bible story reading

4. The Way

a. Discussion

b. Christ Connection- emphasizes how the lesson points to Jesus

c. Golden Bowl- prayer time, reciting Lord's Prayer

d. Final Five Minutes- Hand out weekly take home devotionals.

e. Got Time- extra activities if there is time

Link to the Compliance Signature Page:

Adults - <https://cornerstonechurches.churchcenter.com/people/forms/162915>

Youth(13-17yrs) - <https://cornerstonechurches.churchcenter.com/people/forms/176934>

Children's Ministry Team Contact Information

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Carolyn Bedell

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Second Street Campus

Saturday Night

Serrina Hutka

Campus Coordinator
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Sunday

Eden Pugliese

Campus Coordinator
eden@cornerstonechurches.org

Spanish

Josie Vilmar

Campus Coordinator
josie@cornerstonechurches.org

March Street Campus

Sunday

Caryl Nemec

Campus Coordinator
caryl@cornerstonechurches.org

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