



**Children's  
VOLUNTEER  
HANDBOOK  
2020-21**

Brady Lane Church

Believing-Living-Connecting

**2701 Brady Lane  
Lafayette, IN 47909**

# WELCOME!

We know there are so many things in your life that compete for your time and attention. We don't take lightly that you are considering or have even chosen to be part of our team. Ultimately, we don't do this for the praise. We do it for the children and for the Kingdom of God.

As a volunteer, you can expect that you will be loved, supported, and equipped to provide a healthy environment for all involved. That includes the families we minister to (both yours and theirs). Brady Lane Kids is geared to be a Family Ministry as much as it's a Children's Ministry. Why? Because we realize we are in direct contact with the children & their families for only a fraction of the time in their weekly lives. That's why we will do whatever we can to support families as they minister to their own families.

Whatever your role is in this ministry this year, this Handbook will show you some of the ways you can begin making a lasting impact on the lives of the children & their families. But before we get to that, let's introduce our staff . . .

**Stacey Smith**

**Next Generation Minister**  
Youth@bradylanechurch.org

**Tricia Roller**

**Preschool Team Leader**  
gslc@bradylanechurch.org

**Shantell Fritz**

**Elementary Team Leader**  
shantellfritz@yahoo.com

**Mary Stone**

**Elementary Team Leader**  
stonemaryj@aol.com

Let us know if there's anything you ever need. And don't forget to regularly check our website and Facebook pages.

[www.bradylanechurch.org](http://www.bradylanechurch.org)

# **The Volunteer Handbook**

|   |             |
|---|-------------|
| <b>Ministries Descriptions</b>                  | <b>1</b>    |
| <b>Volunteer Expectations</b>                   | <b>2</b>    |
| <b>Classroom Expectations</b>                   | <b>3</b>    |
| <b>Classroom Procedures</b>                     | <b>4-5</b>  |
| <b>Sick Child Policy</b>                        | <b>6</b>    |
| <b>Security &amp; Check-in Procedures</b>       | <b>7</b>    |
| <b>Emergency Procedures</b>                     | <b>8-9</b>  |
| <b>Child Abuse &amp; Neglect</b>                | <b>10</b>   |
| <b>Building Map &amp; Class locations/times</b> | <b>Last</b> |

**Stacey Contact Information**

**Cell: 217-251-9213**

**Email: [youth@bradylanechurch.org](mailto:youth@bradylanechurch.org)**

# Ministries

What ministries are available? Glad you asked! Actually, we have number of ministries, specifically in the Children's Ministry at Brady Lane. Below is a list & description of the ones we offer now or will soon.

## **Nursery (0-18 Months)**

We have a great ministry to our "little ones". We offer nursery during our 9:45 & 11am Sunday morning services. This is a great time to just love on the babies.

Expectations: Changing diapers, cleaning up accidents, comforting children

## **Toddler (18 Months-3 Year Olds)**

Toddlers are just starting to walk & explore their world created by God. Currently our toddler age children are in the nursery until potty trained and then they move up to preschool. As number increase, we will offer a toddler classes during our 9:45 & 11am Sunday morning services.

Expectations: Teaching lesson, working hands on, cleaning up accidents. (All Supplies will be provided)

## **Preschool (3-5 Year Olds)**

Preschoolers are just starting to understand so many things about life & God. We offer preschool during 9:45 & 11am Sunday morning services.

Expectations: Teaching lesson, working hands on, cleaning up accidents (children should be potty-trained). (All Supplies will be provided)

## **Elementary (K-4<sup>th</sup> Grade)**

We offer Jr Worship during our 9:45 & 11am Sunday morning services.

Expectations: Teach lesson, Object Lessons, Lesson discussion, Crafts, Etc. (All supplies will be provided)

## **Check-in**

During our 9:45 & 11am services, we offer a check-in ministry. It's through this ministry that we are able to offer safety, security, and an opportunity to greet regular attenders as well as visitors. Check-in is handled at our check in table located in the back hallway. Temperature checks are also completed.

Expectations: Greet parents & children, add new families/children in Check-in system, help with any needs that may arise, pass on information about the Children's Ministry & Church

# Volunteers

First of all, Thank You so much for being willing to be a part of our team as we provide the best ministry possible for the kids & families at Brady Lane. The following items are hopefully helpful and will help us to achieve the best ministry possible. We welcome any suggestions, concerns, or questions.

## Volunteer Qualifications

- Must have attended Brady Lane for at least 2 months
- Church membership is encouraged & expected in lead teaching roles
- Have filled out & passed a background check
- Live a lifestyle that is above reproach, in line with biblical guidelines including social media
- Willingness to be dependable, flexible, teachable, & mature
- Jr & Sr High Student can only be a helper

## Commitment

- Arrive at least 15 minutes before class time to allow previous hour volunteers an opportunity to be relieved to prepare for worship or Sunday School.
- If you are scheduled to volunteer & can't, please contact Stacey or area leader so a sub can be found.
- If you are sick, let us know & we will find a sub
- Have a healthy/positive attitude with children, parents, & other volunteers
- Willingness to attend volunteer training opportunities
- Refrain from excessive use of phone/electronic devices while volunteering

## Personal Appearance

It is important that we honor God, as well as those we serve and serve with, by our appearance. This includes our overall hygiene and clothing.

Please note what is considered appropriate and inappropriate below:

- **Appropriate attire** – slacks, jeans that are neat, sports shirts, neat t-shirts and sweatshirts, skirts/dresses, walking shorts, tennis shoes, dress shoes, sandals.
- **Inappropriate attire** – cutoffs, beach attire, halter tops, tank tops, spaghetti strap tops, excessively short skirts or shorts, sheer clothing or clothing that is otherwise revealing, distracting, or provocative. Tops with low necklines are not allowed.

# Classroom

## Classroom Rules

- Hands to yourself
- Walk, Don't run
- Listen when your teacher is talking
- Participate in class
- Have fun!

## Problem Behaviors

- Come prepared by Praying before class begins
- Be sensitive to the moods of the children in the group
- Set clear and age appropriate expectations with the children
- If a child becomes uncontrollable or an emergency occurs, please contact Stacey or an area leader.

## Discipline & Guidance

- Use a firm but gentle voice to address the behavior
- Remove the child from the activity
- Focus your remarks on the behavior you want to see; "Please walk" or "Please listen" NOT "Stop running" or "Be quiet"
- Do not use words or a tone of voice that shames or frightens a child
- Do not use sarcasm to belittle or scream at a child
- Corporal punishment or spanking of any kind is not allowed
- Use touch in affirming ways: (i.e. high fives, pat on the back or shoulders, etc.)
- If a child will not listen or becomes uncontrollable, please contact Stacey or an area leader

# Classroom

## Crying Children

Crying children need care and compassion. We should strive to do everything possible to console the child. Sometimes parents, especially 1st time parents, are uneasy to leave their child because they cry. Encourage parent to leave the classroom and reassure them their child will be well taken care of. Some children will stop crying within a few minutes, others will take longer. Remember the child will feed off of your attitude. The more anxious you become the more they may cry or become anxious. The longer you are calm & reassuring; the sooner they may calm down. This is a general rule and not true for all children. If the child is hurt or sick, contact Stacey or an area leader. We will contact parent or guardian to address the situation.

Solutions for a crying child:

- Check diaper changing or hunger needs
- Check if child wants to be held
- Offer to play with the child or give them something to distract them (toy, coloring, etc.)
- Reassure the child their parents will return soon
- If a crying child cannot be consoled, please contact Stacey or an area leader
- Please do not leave the class to take crying child to parent. Stacey or an area leader will contact the parent and have them come back to class

## Touching policy

We live in a time where child abuse is a reality. We at Brady Lane will do our best to be “good shepherds” by taking steps to protect the children who come through these doors. To promote a positive, loving, inviting ministry to children and families, we ask that you follow these guidelines

- Side hugging is encouraged
- Physical affection should be appropriate to age of child (i.e. 4-year-old sitting in a volunteer’s lap is appropriate but not for a 12-year-old to do so)
- Child’s desire not to be touched should be respected. Don’t force affection upon a child.
- Any behavior or touching that makes a child or other volunteer uncomfortable, should be stopped immediately.

# Classroom

## Bathroom Policies

- When a child is using the children's area bathroom, children may be allowed to go to bathroom on their own. It is preferred a Brady Lane Kids teacher or volunteer at least watch them walk to the bathroom. Teacher & volunteers may wait either outside the bathroom or step in bathroom to help with the door open. Don't be alone in bathroom with a child with door closed for your safety & theirs.
- Public bathroom: No volunteer should be in the bathroom with a child alone with the door closed. There are doors on the stalls that still offer privacy for the child.
- Always wash your hands and the child's hands with soap and water after the child has used the bathroom
- Elementary age children are allowed to go to the bathroom on their own

## Diapering/Toilet

It is recommended the person changing diapers be at least Sr. High age, in an open area with another volunteer observing/helping. To provide the best care for the children, please check the diapers of all infants and toddlers during class.

When changing diapers:

- Diapering should be done on the changing table in the Nursery or on a bathroom changing table
- Leave door open to bathroom while diapering
- Have all supplies ready before placing child on table
- After child has been changed, place dirty diaper in trash can, use a Clorox wipe or provided cleaning spray to wipe down area, & wash hands.
- A child of any age is never to be punished or admonished for toileting accidents.
- If a child has an "accident", look for another pair of clothes in their bag. If no extra clothes, contact Stacey or an area leader to contact parent. Place soiled clothing in labeled plastic bag.

# Sick Child

## General Illness

We want children to be involved in all our events at Brady Lane but we also want to make sure all children are able to participate in a healthy & safe environment. That means we have to put some health guidelines in place for children who attend.

- **Fever:** Children need to be fever free for at least 72 hours without Tylenol or other fever reducing medicines. Anything over 100 degrees will be considered a fever.
- **Rash:** Other than diaper rash, children should be rash free unless a doctor has determined the rash non-contagious

## Other Illnesses

- **Diarrhea:** Children need to be symptom free for 72 hours
- **Pinkeye:** Children need to have been on antibiotics for 24 hours or the doctor determined the child is non-contagious.  
(Including lack of mattering or drainage from the eye & child being able to keep from touching their eye)
- **Strep Throat:** Children need to have been on antibiotics for 24 hours or have had negative test results.
- **Chicken Pox:** Children need to have no fever and spots have scabbed over and/or determined to be non-contagious
- **Lice:** Children need to be lice & nit free following treatment  
(usually 24 hours after starting treatment)
- **Corona Virus:** Children who present with a cough and/or fever over 100 should not attend until they have received a negative corona test or have been symptom free for 10 days. If you child or family is diagnosed with Corona we ask that you inform us so we can inform other families who had contact. Your name will not be provided to anyone other than Brady Lane Leadership.

# Security/Check-in

## Check-in/out

All children must be checked-in. Parents are welcome to drop off their kids & then come back to check them in at the check-in station.

### Check-in Procedure:

- Check-in is located in the back hall of the Children's Ministry
- Any Nursery through Elementary age child needs to be checked in
- Current families will be checked in/New families will be quickly added to the system by volunteer
- During check-in, multiple tags will be printed: Child tag with name & unique code; parent tag with same unique code
- Parent tag will need to be presented to check-in station or area volunteer at check-out
- If a parent is needed for any reason, we will send a text to parent's cell phone, have Stacey or an area leader get them from class/worship or have tech team display child code on the worship screen.

## Security

For the safety of the children, we will not be able to release a child to anyone who is not approved to pick up the child. We will advise volunteers/teachers if there is any situation involving a child where someone is not allowed to pick up the child. Any questions or concerned individuals can be directed to Stacey.

## Area Access

Children will be taken from check-in station to class & brought back upon checkout. If there is a need to talk to a teacher/volunteer or ministry staff, that is allowed for a brief time. Our teachers/volunteers main focus is your children and need to have as little distraction as possible

Unless you are an approved adult or helper who has gone through our background & approval process, we ask all others to not enter the Children's Ministry area. This is for the safety of your children.

No person will be allowed to volunteer in our area unless they have gone through the background & approval process.

# Emergencies

## Evacuations

During any of these emergencies, no parent is allowed to take their child & leave. They may accompany their child (& help) all children to designated area & then take child after a count and attendance of children has occurred if it is safe to do so. This is for the safety of your child & adult (to be honest).

**Tornado:** All children in Nursery/Preschool area are to be taken to the hallway across from Nursery/Preschool areas. All children in the fellowship hall are to be taken to the hallway next to the kitchen. Make sure to take a count and attendance of kids/adults before leaving classroom & when you arrive at safe zone.

**Earthquake:** All children in Nursery/Preschool area are to be taken to the hallway across from Nursery/Preschool areas. All children in the fellowship hall are to be taken to the hallway next to the kitchen. All children should be sitting against walls covering their heads. Make sure to take a count and attendance of kids/adults before leaving classroom & when you arrive at safe zone.

**Fire:** All children are to be taken to far part of parking lot or grassy area on East side of building. Make sure to take a count and attendance of kids/adults before leaving classroom & when you arrive at safe zone.

**We ask no one leave safe zone until all clear is given by Stacey or an area leader.**

## Intruder/Active Shooter

If an intruder or active shooter is on site, we will call “Code Orange” on two-way radios. All classes are to shelter in their classroom, lock & close doors, and stay away from doors & windows.

Safe Locations:

Preschool – Preschool Room

Nursery – Nursery

Elementary – Any open classroom

Once the threat has been removed, a “Code Green” will be called over radio and you can return to your class.

# Emergencies

## Medical

First aid kit is available in the cabinet under AED by worship center. AED (Heart Defibrillator) is located on the wall by worship center (near front entrance). We ask that only trained individuals use the AED's.

In case of an emergency:

- Stay calm & keep child(ren) calm. Speak calmly & assure injured child.
- Do not move child if you suspect head or neck injury.
- Do not leave injured child alone.
- Use radio or cell phone to get help. Please contact Stacey or an area leader before calling 911 unless it is an immediate emergency.
- We have a safety/medical team here at Brady Lane who have a medical background & may be able to address the injured child's needs onsite.
- If a child needs to be transported to hospital, and parents are unavailable, a staff or an area leader will go with injured child. Parents will be kept informed with follow up by staff ASAP.

CPR & AED training will be provided to volunteers at no cost at least once a year

# Reporting

## Child Abuse & Neglect

Below are the standards for mandated reporting. If you, as a volunteer, have a concern of abuse or neglect, please bring that concern to Stacey or team leader before placing a call to the hotline.

We would prefer any call be done in cooperation with staff when it directly impacts the children's ministry at Brady Lane.

### *Who is required to report child abuse or neglect?*

Under Indiana Law any individual who has a reason to believe a child is a victim of abuse or neglect has the duty to make a report; therefore, each citizen of Indiana is considered a "mandated reporter."

Staff members in a medical or other public or private institution, school, facility, or agency.

These reporters are legally obligated by their profession to report alleged child abuse or neglect.

### *Can the person making the report remain anonymous?*

State law requires DCS to protect the identity of those reporting abuse or neglect allegations.

Providing your contact information is helpful because it allows the Family Case Manager who is assigned the report to follow up with you to ask additional questions or to seek clarification when more information is needed.

### *What will I need to provide when making a report?*

Information you will be asked to provide may include:

1. **Child Information:** name, age, address, current location, person caring for child, and need/receiving medical treatment.
2. **Parent/Guardian information:** name, address, phone number as well as any domestic violence, substance abuse, criminal history, mental health issues, or past CPS history
3. **Alleged Perpetrator Information:** name, address, phone number, relation to the child, behavioral issues, and other children who may be at risk.
4. **Physical abuse, sexual abuse, or neglect allegations:** What happened, when, where, timeframe, and specific conditions.

### *What happens once a report is made?*

The Family Case Manager is then responsible for initiating and conducting an assessment of the allegations.

# Building Map

