



MAIN STREET HANDBOOK

B U R K E K I D S M I N I S T R Y

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MISSION & STRATEGY

Our mission is to partner with parents as they raise their kids to know Christ and to make Him known.

Here on Main Street we want to inspire kids to fall in love with Jesus and become lifelong disciples, in order to do that we

W.A.L.K. alongside our kids and their families by:

- **Welcoming** kids into community
- **Aiming** to disciple through relationships
- **Leading** and equipping
- **Kindling** a love for God and His Word

OUR W.A.L.K

WELCOMING kids into community

We understand that kids who feel a part of the larger church family are more likely to continue to engage and grow. With this in mind we welcome kids and work to create lasting connections. We also provide outreach events and encourage kids to invite their friends, who may or may not have been to church before.

AIMING to disciple through relationships

We create opportunities to build positive relationships. Leaders work to build trust in order to more effectively disciple kids and walk along side of them as they explore and grow in their relationship with Jesus Christ.

LEADING and equipping

We are committed to providing materials and training that prepare leaders and parents to more confidently walk along side kids and help them grow in Jesus.

KINDLING a love for God and His Word

We are intentional about reaching kids at their maturity level. We teach the Bible and bring it to life with creativity and fun. We read it, point to it, quote it, memorize it, apply it, meditate on it, and encourage kids to obey it.

TRUTH STATEMENTS & MILESTONES

Every Sunday on Main Street, kids recite these simple truth statements in an effort to lay the foundations of the gospel. This also provides a tool for kids to share their faith with their friends and family.



God Is Love: He created you and me.



We Are All Born Sinners: We need a savior you and me.



Jesus Is The Savior: Who died for you and me.



The Holy Spirit Is A Helper: God's gift for you and me.



Tell The World: There's a place in heaven for you and me.

Bible Skills

- Learn the Bible is God's Word and absolute truth (2 Timothy 3:16-17)
- Understand the structure of the Bible (Old & New Testament, Chapter, Verses)
- Memorize the Books of the Bible in order
- Recite The Lord's Prayer

Faith Milestones

- Child Dedication (parent focused)
- Salvation & Baptism highlighted in grades 3rd-6th grades highlight
- Spotlighting God's Word (parent & child together)

WELCOME

Thank you for serving with us. We are thrilled to have you on the team!

We work to create a safe and caring environment for our kids, their families and our leaders. We will rely on you to help us do this.

Below are a few expectations of those serving on Main Street. Please read through these thoroughly before starting your volunteer role. It is also important to read through them from time to time to refresh yourself.

- Complete a Volunteer Application with Background Check
- 7th graders can serve after completing a Teen Application. 5th & 6th graders can serve as a Jr. Assistant with their parent.
- Adult leaders will complete online Sexual Abuse Awareness Training.
- Arrive 15 minutes before your service time.
- Always wear your Main Street nametag so you can be identified at all times.
- Never allow parents to drop off a child with you until there are two leaders present. Never be alone with a child. Families may serve together as long as there is one non-family volunteer present.
- Refrain from using your phones in the classroom.
- Always communicate if you need anything from the staff to assist you with your role.
- Teachers must be BCC members or willing to pursue such membership.
- Teachers are asked to come prepared with their Bible lesson. We ask leaders not to “wing” their lesson.
- Each Sunday, please point to, hold, open and explore the Bible. Remind kids that the Bible is God’s Word, all of it is true!

POLICIES

Check In & Out Practices

When welcoming a child into class, be sure they have a printed or hand-written nametag. If they do not, please ask parents to return to the Kids Welcome Count to properly check in.

For birth - 4th graders, a secure check out must be performed by checking parent's security tag against the child's name tag. The alpha-numeric code must match before releasing a child. Siblings in high school who have the claim ticket with them may also pick up a child. Younger siblings may not.

Resist the temptation to skip the secure check with families you know. It is imperative that we are consistent with this process. We never know when a family situation has changed. We also want to treat everyone the same. So, ALWAYS require the tag. You will find parents get in the habit of having their tag out and ready to expedite the process.

Ignite (5th & 6th graders) may leave on their own to meet their parents in the Lobby.

Allergies

Our nursery & preschool classrooms may provide snacks (cheerios, goldfish, and animal crackers). Before serving snacks check each child's nametag and the alert roster in the folder posted in your room. Should these classes or any of the older classes like to provide a special snack or incentive, please notify all parents at drop-off and post the Allergy Alert sign at the doorway.

Diapering Practices

- Only females, high school age and older, may change diapers in the nursery and preschool established changing areas in plain view, do not close the bathroom door. Men are not allowed to change diapers.
- Be prepared with all needed supplies. Place a disposable paper liner on the changing table. Gather diaper, wipes, and disposable bag.

Wear non- latex gloves.

- Gently place child on changing table. Always keep a hand on the child. Talk with the child during the change.
- Remove child's clothes and begin changing. Wipe from front to back, using wipe only once and continue until area is clean. Place diaper and wipes in disposable bag. Slide fresh diaper under the child and secure in place. Dress the child.
- Clean the child's hands with baby wipes (infants) or hand sanitizer (older children.)
- Clean the changing area: Dispose of the paper liner and clean the table with Clorox wipes, allowing it to air dry.
- Wash your hands using proper hand-washing techniques.

Bathroom Practices

- Kids use the rest rooms in the Main Street hallways & North Lobby.
- Children up through 4th grade must be escorted by an approved Main Street leader - teacher, assistant or welcome center volunteer.
- The hallway bathroom door should remain open.
- If a child needs assistance while pottyng, keep the stall door propped open and keep yourself in view of another adult while assisting the child.

Appropriate Touch Practices

We want to take steps to protect the children in our care. These are guidelines to observe while promoting a positive, nurturing environment.

AFFECTION

Appropriate physical affection between workers and children are important for a child's development and are generally suitable in our church setting, but must be age appropriate and should never give the appearance of wrongdoing.

- Touching and affection should only be done in the presence of other children's ministry workers, parents, or in full view of other people. It must be in public spaces—never when you are alone or in a secluded place. This rule is especially important when diapering a baby or helping a young child change clothes or use the restroom.
- A child's preference not to be touched should be respected. Do not force affection upon a reluctant child. Always ask before offering any form of physical affection.
- Leaders may touch children appropriately on the head, shoulders, arm or hand. Hand shakes and “high fives” are encouraged.
- Leaders should not massage children's shoulders/back for any length of time or squeeze arms, shoulders, legs, necks to cause pain.
- Touching initiated by the child can be appropriate. It should be a response to the child's need for comfort, encouragement, or affection. It should not be based upon the adult's emotional need.
- If a child approaches or touches a leader in a way that is inappropriate, or makes the leader feel uncomfortable, the leader should redirect the child's attention to something else. If a child repeatedly does this, the leader must explain to the child that there are ways we can touch that are ok, and others that are not appropriate. If the behavior continues, volunteers should reach out to a CM Staff Member.
- Children may give you a surprise kiss, but please, do not return the favor.
- Hugs often abound in ministry with kids and this is ok. Always use a side hug instead of full frontal hug. Being a little awkward makes it obvious no ill-intentions exist.
- Children PreA & younger may want to sit in the lap of volunteers and this is permitted. However, children PreB & older must sit beside a volunteer. If a volunteer is uncomfortable or suspects inappropriate touching by another volunteer, they should contact the director or ministry coordinator.

CORRECTION

A well prepared leader and a clear and consistent plan for class time will often eliminate the need for disciplining children. However, physical touch may be necessary while correcting dangerous or defiant behavior. Please use the steps below as a guide in these situations.

- At BCC we NEVER strike, shake, spank, belittle, demean, or call names in order to discipline children.
- At BCC we view kids' inappropriate behavior, disobedience or purposeful distractions as opportunities for discipleship. We believe God can use difficult situations to grow Christ-like character.
- Establish clear rules and expectations for the class time.
- Remind the child of the rules/expectations when they are misbehaving.
- Deal privately with the individual who is acting poorly rather than in front of the group.
- Assist a child in making an adjustment in behavior. For example: offer a hand to get a child down off a table or gently guide a child by their shoulder's to redirect.
- Reach Out to a CM Staff Member if the situation persists.
- Should a situation escalate and a child's behavior presents an immediate danger to themselves or another child, use common sense to ensure the safety of all involved. For example, if a child is physically hurting another child, remove the defiant or disobedient child from the space and set him or her to the side for an appropriate "time out."
- In a case like this, a parent/guardian must be notified immediately and the child removed from the Children's Ministry area.
- Inform your ministry coordinator to strategize a plan for working with the child and their parent/guardian.
- Report: Use an incident report to note the behavior that is significant or dangerous to others. Incident reports should be brought to the Welcome Counter.

Identifying Abuse

As Children's Ministry workers, we have a responsibility to watch for and protect against child abuse of any nature. If you are ever concerned about a child's safety, please bring it to the attention of any Kid's min Staff. (Director of Children's Ministry, Early Childhood Ministry Coordinator, Elementary Ministry Coordinator, or Childcare Coordinator)

First Aid

- First Aid kits are stored at the Main Street Welcome Counter, cafe & the Square. Band-Aids are located in all classrooms for minor incidents.
- Even if the injury seems minor, inform a parent after class. Examples: non-bleeding cut, scrape, bruise, bump, or the child becomes scared but IS consolable.
- If the injury or incident is more serious, bring the child to the Welcome Counter for care. Parents will be contacted at that time. Examples: bleeding cut, gash or serious scrape, if a child is un-consolable because of an injury, experiences dizziness or blacks-out, vomiting, fever, stomach upset, deep cough, green/yellow running nose, allergic reaction, bee/wasp stings or other illness.
- Pottying accident: Extra clothing is available in Room 104. Place wet clothing in a plastic bag. If a carpeted area has been soiled, please mark the perimeter with blue painters tape and inform the Welcome Counter team.

Emergency

The best response to an emergency is being prepared.

Be sure you are aware of which children are assigned to your room.

Do periodic counts, especially while traveling. Should you discover a child missing, notify the Welcome Center so they can begin emergency procedures.

If a shelter in place or a lock-down situation should arise, lock your door and barricade if possible. Children and volunteers gather away from view of doors and windows and encourage everyone to be quiet. Remain in place until the emergency has been cleared by CM staff.

If a building evacuation is required, remain calm and take the following steps:

- Grab sign-in roster, assemble ALL children and follow established evacuation route to the appropriate Parent Connection Area. (Out in the grass)
- Key leaders assemble at nurseries to assist in evacuation.
- Stay away from building and emergency vehicles.
- Do an immediate head count to be sure you have all kids who are listed on the roster.
- Have children stay seated until the “all clear” has been given to return to the building.
- OR if you are instructed, begin parent pick-up outside by comparing security labels and child’s nametag. Be sure to check kids off the class roster as they are picked up.
- Stay in designated area until all children are claimed by a parent.

STATEMENT OF FAITH

Burke Community Church Statement of Faith

The teaching of Burke Community Church is based on the Holy Scriptures. Our statement of faith reflects those doctrines that the elders and congregation consider essential to understanding, teaching and practicing God's Word.

Please go to burkecommunity.com/beliefs for a full copy of the full Statement of Faith. **On the volunteer application you will be asked if you understand and agree to abide by the Statement of Faith while serving on the Children's Ministry.**

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