



HANDBOOK /// 2022

Dear Leader,

Welcome to the Bethany Kids Team! We are excited and thankful that God has brought you to help us minister to the children and families of Bethany Church.

One of my favorite expressions is that we do not do “childcare”; we do children’s ministry! Our goal each week is to minister to hundreds of children in ways that are fun, exciting, age-appropriate, engaging, and safe. We want our messages to be biblical and memorable so we do our best to have songs, games, skits, crafts, activities, and illustrations that all reinforce the lesson each week.

We are partnering with families to make disciples of their children and have the privilege to help raise up future church leaders, community leaders, missionaries, worship leaders, and pastors that God will use to transform families, communities, nations, and the world!

Thank you for being willing to use your God-given gifts and talents to impact the next generation! We thank God for you and very much appreciate you because your sacrifice and investment of time and energy is so valuable in the lives of these children.

May the Lord bless you and keep you,

Pastor Adam & the Bethany Kids Staff



Bethany Kids Mission

- **Bringing all kids into the life, family, and purpose of God**

Bringing all children into the life, family, and purpose of God means that we want to introduce kids to Jesus, have them fall in love with Him and His church, and help them discover their gifts and calling as Christians!

In Matthew 19:14, Jesus said, *“Let the little children come to Me and do not hinder them, for the kingdom of heaven belongs to such as these.”* This is why we create environments that are fun, exciting, age-appropriate, engaging, and safe. We partner with families to build biblical foundations so that these children are excited about the gospel and ready to live it out!

Bethany Kids Values

- **Discipleship** - Inviting kids to follow Jesus
- **Groups** - Living life in community
- **Holy Spirit** - Living a Spirit-filled life
- **Prayer** - Talking to God everyday
- **Students** - Engaging kids in God’s purpose and plans
- **Word** - Standing on the Word of God
- **World Missions** - Giving and going everywhere
- **Worship** - Expressing our love for God and expecting His presence

Mandatory Reporting

Bethany Church is a mandatory reporting agency. In providing for the protection and care of the children in our ministry, we fully comply with all federal and state regulations pertaining to the reporting of child abuse and neglect.

“Abuse” means the infliction, exploitation, or involvement of a child in an act that seriously endangers the physical, mental, or emotional health and safety of the child. “Neglect” means the refusal or unreasonable failure to supply a child with necessary food, clothing, shelter, care, or treatment that substantially threatens the physical, mental, or emotional health and safety of the child.

As a worker in the Children’s Ministry of Bethany Church, you are a Mandatory Reporter. This means that if you see or suspect child abuse or neglect, you are obligated to report it. The presence of a single sign does not prove child abuse is occurring in a family. However, when these signs appear repeatedly, you should consider the possibility of child abuse.

If any of these situation occur, you are to notify the BKids Director immediately and report the abuse/neglect immediately:

- You observe any behavior and/or signs that may indicate a child is being maltreated physically, emotionally, and/or sexually
- A child confides in you about a situation that makes you suspect there is a situation of neglect or abuse

To report alleged abuse/neglect that requires immediate attention (the individual lives with the child), call toll-free 1-855-4LA-KIDS (855-452-5437) to speak with a trained specialist 24 hours a day, 7 days a week. To report alleged abuse/neglect that does not require immediate assistance (the individual does not live with the child), go online to the Louisiana Department of Children and Family Services Mandated Reporter Portal and fill out the Mandated Reporter Form online.

What does a typical BKids Service look like? _____

Pre-Service (15 min.)

- Doors will open for kids 15 minutes before service begins.
- Pre-service games
- Countdown

Service (75 min.)

- Welcome
 - BKids Code
 - Offering
 - Memory Verse
- Worship
 - Prayer
- Large Group Lesson
 - Decision Time
- Small Groups
 - Divided by Grades
- Dismissal
 - Announcements
 - Names called as parents arrive
 - First Time Guests receive a VIP bag
 - Push Cards handed out

Post-Service (15 min.)

- Post-Service Games
- Children who stay late may have parents who are:
 - Staff members
 - ATeam members serving
 - Attending Next Steps

What is the BKids Code? _____

During our BKids Code, we introduce and review expectations. This is what children can expect to experience and what we expect from them in their attitudes and behaviors.

1. We listen up - when someone is speaking, we give them our full attention
2. We love each other - only kind words and actions in God's house
3. We live it out - we do this at church, home, and everywhere we go

What are my responsibilities? _____

Before Sunday

- Pray. In order to minister effectively to our kids and families, we desperately need the peace of God, the love of Jesus, and the power of the Holy Spirit. We do not know what these children are experiencing at home or at school so pray for yourself, your team, the service, the kids, and their families.
- Communicate. Please let your director or coordinator know if you will be able or unable to serve at your scheduled time.

Before Service

- Arrive 45 minutes before your assigned service begins.
- Check in at the Registration desk to print and wear your tag so the kids will know your name.
- Attend the pre-service huddle to pray, receive instructions, and go over the service.
- Try to greet every child by name when they arrive. Kids must be checked in and have a tag on before entering the BKids area so as you are checking their tag, greet them by name!
- We are excited that they are here so smile, be enthusiastic, and make them feel welcome!

During Service

- Lead by example - sing, laugh, raise your hands, pay attention, worship, say amen, and sit with the kids. Stay off of your phone and avoid just hanging out in

the back or against the wall. Kids are watching so demonstrate what a man or woman of God looks like.

- Make sure children do not leave the ministry area and never leave a child unattended. Accountability is critical in the children's ministry so never be alone with a child.
- Be proactive instead of reactive. If you see something that needs attention, offer to help instead of waiting to be asked. Stay engaged with the service and think about what is coming next so that you are ready.

How should I dress?

- In both attire and behavior, you should strive to demonstrate biblical standards in all situations. Dress comfortably but be neat and clean in your appearance because you are ministering to kids and their families.
- Wear your Bethany Kids shirt and your printed name tag. You can wear a long-sleeved shirt under your Bethany Kids shirt or an open jacket, but do not cover your Bethany Kids shirt or your printed name tag.
- Dress as you would for church so do not wear shorts, short skirts, or loungewear (sweatpants, leggings, pajama pants, athletic wear).

Policies and Procedures

Our goal is to create environments that are fun, exciting, age-appropriate, engaging, and safe. To ensure accountability and to help parents be confident in the well-being of their child, we have established the following policies and procedures.

Check-In & Check-Out

- Every child must be checked in and given a tag when entering service
- When checking out, a child is allowed to leave only with a parent who has the proper security tag.
- If a parent has lost their tag, then ask for the phone number printed on the child's tag. If the parent does not know the phone number printed on the child's tag, contact the director to personally check the child out.
- If a child has lost their tag, contact the director to personally check the child out.

Locked Entries

- Access to the Bethany Kids area should be limited to the pastoral staff, Security Team, and the Bethany Kids Team. These are people who have completed background checks and have been cleared to be around children.
- If a parent wishes to see the BKids space, contact the director or coordinator so they can provide a brief visit.
- If you are suspicious of anyone in the Bethany Kids' area, immediately notify the director or coordinator.

Physical Touch

- Appropriate displays of affection include handshakes, high-fives, kneeling or bending down for brief hugs (side hugs for men), pats on the head, shoulder, or back, holding hands during prayer, and sitting beside small children.
- Inappropriate displays of affection include kissing children, lengthy embraces, holding children over 3 years old on your lap, touching knees or legs of children, wrestling, tickling, piggyback rides, massages, and any form of unwanted affection.
- Avoid comments or compliments (spoken, written, or electronic) that relate to physique or body development.
- Avoid spending time alone with children outside of service

Restroom

- Adults are not allowed in the restroom with children, except under special circumstances, such as an accident. When those occasions arise, a female leader over the age of 18 must be present.
- A male leader should never accompany a child inside the restroom.

Minor Injuries

- Whether it is a bruise, scrape, or a cut, our responsibility is to notify the parents.
- Treat the injury with a cool cloth or a band-aid while reassuring the child. We are not authorized to dispense over-the-counter or prescription medications.
- Inform the director or coordinator so they can discuss it with the parent.
- Fill out an accident report and turn it in to the director or coordinator.

Major injuries

- In the event of a broken bone, convulsion, fainting, unconsciousness, or other serious emergency, we follow the three C's: check, call, care.
 - Check - inspect the area for immediate hazards
 - Call - instruct someone to call 911
 - Care - a person trained in CPR and first aid should address any life-threatening issues until paramedics arrive.
- Remain calm and help the children to remain calm. Speak reassuringly to the injured child.
- Move other children to another area but do not move the injured child and do not leave the injured child alone.
- Inform the director or coordinator so they can contact the parents and campus pastor and advise them of the child's situation.
- If the child needs to be transported to a hospital and the parents cannot be located in time, the director or coordinator will accompany the child to the hospital.
- Fill out an accident report and turn it in to the director or coordinator.

Fire Evacuation

- We treat all fire alarms as real so as soon as you hear the alarm, begin the evacuation plan.
- Your campus' red fire bag includes the following:
 - Tablecloth
 - Evacuation rope (Kindergarten & 1st grade only)
 - Flashlight
 - First Aid Kit, gloves, and wipes
 - Red and Green cards
- Remain calm, grab the red fire bag, and have all children line up to exit .
- Count all children before leaving the room.
- Follow the evacuation route outlined at your campus (Kindergarten & 1st grade hold on to the evacuation rope).
- Once at the evacuation meeting point, remove the tablecloth and lay it on the ground.
- Recount the number of children you have. If all children are present, hold up your Green card to let Security know that your class is accounted for.
- If you are missing a child, hold up the Red card. Stay with your class and allow the Security Team to locate the child.

- If a parent comes up to the class during evacuation, have them help you escort the class to safety. They are not allowed to take their child during evacuation.
- Once the Security Team has given the all clear, return to the BKids area. A child can be released to their parents if they present matching tags.

Active Shooter

- In the event of an imminent threat to the safety and security of the children or leaders, the Security Team will announce over the radio, “Active Shooter”.
- Call 911, identify yourself, let them know that we have an active shooter, and that you are escorting a group of children away from the premises.
- Remain calm, grab the red fire bag, and have all children line up to exit.
- Count all children before leaving the room.
- Begin walking away from your campus (Kindergarten & 1st grade hold on to the evacuation rope) to put distance between the children and the intruder.
- Once children are not in the immediate area of the intruder, remove the tablecloth, lay it on the ground, and wait for emergency personnel to arrive.
- Recount the number of children you have. If you are missing a child, stay with your class and let the Security Team know so they can look for the child.
- As families arrive to pick up their children, use your smartphone to create a checkout list. Record the child’s first and last name as well as the first and last name of the family member leaving with the child. Once all of your children have been picked up, text that list to your director or coordinator.

Severe Weather

- In the event of a weather-emergency, all team members and children must move into the most interior room of the BKids’ area.
- Team members should sing, pray, and use other activities to keep the children calm.

Service Opportunities

Just as kids come in all shapes and sizes, so do the fantastic adults who minister to them each week! We want to make sure you have the opportunity to discover and develop the gifts that God has given you while serving in Bethany Kids. To help you do that, we have service opportunities in several different areas.

- **Coordinator** - oversees the service
- **Host** - the person on the mic who opens the service and guides transition times
- **Worship leader** - showing kids how to worship; engaging, energetic, and fun
- **Production** - running sound, lights, and video; attention to detail
- **Large Group speaker** - presents message and introduces small group questions
- **Small Group leader** - facilitates activities and small group questions
- **Decorations** - helps in setting up decorations during the week
- **Supplies** - helps in preparing supplies during the week

Pray and ask the Lord in which areas He would have you serve. Talk to your BKids director to find out where there is a need and to let them know about the areas in which you are interested. As the body of Christ, different members will fulfill different roles, but everyone plays an essential role in ministering to children and their families.