

Cornerstone Church of Parker

Children's and Student Ministries Policies & Procedures

OUR MISSION

Our children's and student ministries exist to help children and students love God, learn how to live out their faith, and lead their friends to Jesus.

HONOR CODE

As part of these ministries, all team members have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to work in a ministry position here at Cornerstone Church.

For the sake of unity at Cornerstone Church, people in positions of leadership, those who teach, and all ministry team members are required to uphold the doctrines and [position papers](#) of the Assemblies of God. These include, but are not limited to, the [Statement of Fundamental Truths](#), belief in [heterosexual marriage](#) as the Biblical standard, and [the sanctity of human life](#) from conception to death. Those who teach otherwise may not participate in leadership or teaching positions but are welcome to regularly attend Cornerstone Church, as well as participate in its ministries and events.

Our primary goal at Cornerstone Church is to model and teach others how to start and maintain [God-pleasing, mutually-beneficial relationships](#). None of us are perfect at this, but the Apostle Paul's letters to Timothy and Titus teach us that leaders and teachers need to hold to higher standards. Other Scriptures, such as James 3:1 cautions us that "not many should become teachers, my brothers. knowing that we will receive a stricter judgment". With these Scriptures in mind, we exhort our team members to exemplify the highest moral commitment through maintaining a disciplined life of Bible reading and prayer.

As leaders, teachers, and team members at Cornerstone Church, we know that providing [an example in speech, in conduct, in love, in faith, and purity](#) is a way of life measured by our character, commitment, and chemistry with others. Therefore, we exhort our leaders, teachers, and team members, just as Paul did [Timothy](#) and [Titus](#) to keep themselves pure by not interacting with any material or media that would be contrary to Scripture as pertaining to holiness, righteousness, and their testimony of such to this world. As Christians, we know that the way we live affects the way others perceive Christ. Therefore, as leaders, teachers, and team members at Cornerstone Church, our goal to exemplify the best qualities of a mature believer, so that our conduct and appearance are never an embarrassment to Christ or Cornerstone Church. We do not see this as an imposition, but as followers of Christ and leaders, teachers, or team members at Cornerstone Church we serve willingly and joyfully just as [the Apostle Peter](#) said we should.

POLICIES & PROCEDURES

Note: All guidelines and procedures apply to special events as well as regularly scheduled services.

ACCIDENT/INCIDENT REPORT POLICY

1. If a child/student receives any kind of injury or mark that would or should concern parents an Incident Report must be completed.
2. Contact your Overseeing Director immediately and give an explanation about the incident. They will notify the parent about the incident. An incident report form must be filled out for all incidents. The parent must also sign the incident report form. Incident reports can be found at the welcome desk or [printed using this link](#).

The incident report form is to be submitted to the Overseeing Director and kept on file in the church office. A copy of the report will be sent to the Lead Pastor.

BACKGROUND CHECKS

The church office will perform a background check on all children's and student ministry team members prior to beginning ministry.

CHANGING ROLES

- If a team member needs to leave their ministry post for whatever reason prior to the completion of their commitment, please give the Overseeing Director as much notice as possible. It is suggested that the team member give at least a two to four-week notice, so that another team member may be trained to fill that role.

CHECK IN AND PICK UP PROCEDURES

- Only release children and students to the person who dropped them off. If you ever have a question concerning who dropped them off, please ask the Overseeing Director to validate the person who is requesting to take the child.
- Encourage parents to label their kids' coats, boots, Bibles, and anything else that their children and students might bring.

CHILD ABUSE POLICY

If in the course of working with children or students you learn of physical abuse, sexual abuse, or neglect, you must report such information in accordance with [the State of Colorado abuse reporting laws](#). If after consulting these laws, you are unsure of how to proceed, contact the Lead Pastor immediately.

Physical and sexual abuse or inappropriate advances of a sexual nature toward children and students are not tolerated at Cornerstone Church of Parker. If you are accused of abusing a child at Cornerstone Church, you will immediately be placed on temporary leave from your ministry position and the appropriate legal authorities will be contacted. If they determine that the accusations are credible, you will be permanently removed from your ministry position role and/or your church membership will be revoked.

CLASSROOM DISCIPLINE GUIDELINES

[Note: These guidelines are designed for Elementary-age level children and younger.]

1. When a child misbehaves move to the child, kneel to his level, use his name to get his attention and speak in a soft, but firm voice. Angry outbursts or physical force by the teacher/leader is inappropriate and unacceptable.
2. When a child breaks a rule, repeat the rule to him. If the child will not cooperate offer the choice of his changing behavior or sitting in the time out chair.
3. After a child misbehaves, explain what they did wrong and suggest a better way for them to behave.
4. If a child won't become involved in a group activity, explain that during some parts of the lesson he may choose what he wants to do, but now it is the teacher's turn to choose. Tell children who resist participating that they must come or sit in the time out chair. Place the chair where the child can still hear the lesson and think about cooperating next time.
5. Stop children from hurting others. Explain that you won't let them hurt anyone, and you won't let anyone hurt them.

If misbehavior is consistent, first seek assistance from your Overseeing Director. Second, talk to the child's parent(s) and discuss solutions. If the behavior does not change, then remove the child/student from the classroom and take them to their parents with an explanation. After the parents have spoken a word of correction the child/student may be returned to the classroom at the discretion of the leader. If the misbehavior continues, then the separation from group activities will progressively increase depending on the severity of the misbehavior. This may include the child/student sitting with their parents in the adult worship service and/or being absent from group activities for a week or two.

CURRICULUM & SUPPLIES POLICY

I. Curriculum

The ordering of curriculum and supplies is the responsibility of the Overseeing Director. All curriculum must have the approval of the Overseeing Director before it is ordered.

II. Supplies

- Supplies can be obtained from the supply closets prior to or during services.
- Special requests for supplies should be made as far in advance as possible. Please contact your Overseeing Director regarding the details.
- Before bringing classroom supplies (especially food) they must be cleared by the Overseeing Director.
- If a team member needs to make copies of a handout or craft, they may make copies in the church office.

Team members are not to take home any supplies from the church unless giving permission to do so by their Overseeing Director.

EMERGENCY PROCEDURES

In an emergency, the following guidelines should be followed.

Fire - Evacuate!

1. During a fire, take the children/students out the nearest exit.
2. Gather with the group in the north-west corner of the parking lot, where parents/guardians will meet their children/students. If necessary, carefully cross the road to the open parking lot to the north of the church.
3. Take attendance and notify the Overseeing Director who is missing.

Natural Disaster - Shelter in Place!

- Tornado: Move children/students to inside hallways away from windows. Make sure all children are accounted for.
- Earthquake: Drop, cover, and hold.
- Hazardous Material: Seal the room and stay put.
- Flood: Get to high ground.

Emergency Procedures Continued...

Lock Down - Locks! Lights! Out of Sight!

When a threat is inside the building, do the following:

1. Lock and shut the door.
 - a. During worship services, the doors in each room should remain locked at all times. If a door must be open, then leaders, teachers, and team members should use the door stops or door blocks to prop them open. If in case of an emergency where locking down the church is necessary (i.e. someone enters the church with a gun) all doors in the building should be shut immediately and checked to see that they are locked.
2. Turn out the lights.
3. Get out of sight.
4. Do not open the door.
5. Maintain silence.
6. Prepare to defend yourself if necessary.

Lockout - Secure the Perimeter!

When the threat is outside of the church, do the following:

1. Bring everyone indoors.
2. Lock the perimeter doors.
3. Increase situational awareness (call the police if necessary).
4. Carry on business as usual.
5. Take attendance.

SAFETY PROCEDURES

Always have another team member in the ministry space with you when ministering to children/students. This is to protect you from questionable situations.