



Nursery & Worship Training Policy

“Whoever welcomes one of these little children in my name welcomes me...” (*Mark 9:37*)

Trinity Presbyterian Church of Statesboro has been blessed with many precious children, and we believe our responsibility to them begins at birth. Through baptism, children born into covenant families are initiated into the membership of the church, and we seek to provide a nurturing environment that meets their physical and spiritual needs while assisting parents in leading them to a personal relationship with Jesus Christ

Table of Contents

Instructions to Parents	2
Nursery & Worship Training Volunteer Requirements	3
Nursery Greeter Responsibilities	4
Nursery Worker Guidelines	5
Worship Training Guidelines	6
Bathroom Policy	7
Two-Person Policy	7
Emergencies & Behavior	7
Diapering	8
Snacks & Allergies	8
Clean-Up Procedures	8
Health & Illness	9
Communication	9
Responding to Allegations of Child Abuse	9
Thank You / Nursery Service Team	11

◆ INSTRUCTIONS TO PARENTS:

Nursery:

- **Drop-off:** Please sign in your child at the Greeter Station using the name tags provided by the Nursery Greeter. Share feeding instructions, allergies, nap time, and any additional info.
- **Settling in:** Please do not enter or linger in the nursery. This helps the children settle in and keeps from disturbing others. If your child is not soothed within 15-20 minutes, a volunteer will contact you via text/phone call.
- **During service:** Do not check on children between Sunday School and Worship as it often disturbs the nursery—volunteers will notify you if needed.
- **Diaper bag:** Provide a stocked diaper bag with your child's name on it. (diapers, wipes, bottle/cup, pacifier, etc.). Label all necessary items.
- **Pick-up:** Retrieve your child promptly after the service. Children are released only to parents or siblings age 12+ that are pre-approved during sign in.
- **Snacks:** Other than a bottle, please do not send snacks from home. The church provides Cheerios/Puffs (infants) and Goldfish/pretzels/animal crackers (toddlers). Notify workers of any allergies at each drop-off. Food from fellowship time is not permitted; all food in the toddler nursery should be kept at tables.
- **Health:** Sick children are not permitted in the nursery. Please see Health and Illness below.
- If you have any questions or concerns or suggestions please feel free to contact the nursery coordinator or Deacon liaison to the Nursery.

Worship Training:

- Children over age three are encouraged to attend the worship service, but some may not be ready for the full duration.
- Worship Training helps parents prepare their children for corporate worship.
- Children are dismissed partway through the service.
- A parent or designated adult should take them to the adult classroom in Covenant Hall.
- **Drop-off:** Please check in your child and provide any relevant information with the Worship Training volunteers.
- **Pick-up:** Children are to be picked up at the conclusion of the service. Children are released only

to parents or siblings age 12+ that are pre approved during sign in.

Dear Nursery and Worship Training Volunteer,

Thank you so much for serving in our nurseries! We truly believe you'll be blessed as you care for our covenant children and connect with their parents. This booklet contains our nursery policies and procedures to guide both parents and volunteers as we care for our covenant children. A printed copy is available in each nursery room.

◆ NURSERY & WORSHIP TRAINING VOLUNTEER REQUIREMENTS

Eligibility

- Must be a member or associate member of Trinity Presbyterian Church in good standing.
- Must have attended Trinity for at least 6 months. (exceptions require Session approval).
 - Exceptions: Any PCA Member in good standing who is either pursuing membership or associate membership at Trinity can serve in the Nursery Greeter position. Must still complete a background screening.
- A background check is required for everyone 18 or older before beginning service. (*See Background Check*)

Background Checks

The Session approves requiring all Nursery & Worship Training volunteers to complete a background check before serving and authorizes a renewal background check every two (2) years while actively serving.

To promote the safety and well-being of children entrusted to Trinity Presbyterian Church, and to maintain consistency with Trinity Christian School's current background check policy, the church will maintain a regular volunteer screening process. While the PCA does not prescribe a specific renewal schedule, this policy reflects the Session's responsibility to provide appropriate oversight and safeguards for children's ministry.

- Please hand in the completed form to the church secretary or email to info@tpcstatesboro.com.
- Physical Form can be found outside of the nursery.
- [Renewal Authorization Form](#)
- Be sure to make a copy before filling out the digital form.

[TPC CRIMINAL BACKGROUND CHECK](#)

Age & Gender Requirements

Nursery

- Infant nursery volunteers: at least 14 years old.
- Toddler nursery volunteers: at least 12 years old.
- Only women serve in the infant nursery.
- Men may serve in the toddler nursery but must always be accompanied by a woman.

Worship Training

- 2 adult volunteers (18+ with at least one female present)

Scheduling & Commitment

- Volunteers are asked to commit to one year, serving every 6 weeks (August–July).
- A master schedule, including contact information, will be provided at the start of the year; volunteers should keep it for reference.
- Volunteers are expected to check email for reminders and confirm with the Nursery Coordinator when it is their week to serve.
- Volunteers unable to serve on their scheduled date are responsible for arranging a replacement using the alternates list or swapping with another volunteer and notifying the nursery coordinator of this change.
- Volunteers should report to their assigned area at least 15 minutes before service begins.

NURSERY GREETER RESPONSIBILITIES

- Greet families from the station outside the Toddler Room from **10:15 AM** until children are settled in Worship Training
- Help provide name tags and bag tags for children (handwritten for new families; premade for regulars).
 - Give premade name tags to families and place on the back of the child
 - Help visiting families fill out blank name tags (located in box)
 - If a visiting family wants a name tag created, have them fill out the Name Tag Form.

- Make sure every bag has a label on it. Provide one if not using stickers or pre made tags
- Check off the names of children in attendance using the roster sheet
 - Handwrite visitors names and numbers on roster sheet
 - Volunteers will have this as a reference if they need to contact parents or in case of emergency
- Direct families to the correct room
- Give roster to nursery and worship training volunteers
 - Infants: newborn to 18 months
 - Toddlers: 18 months to 3 years or upon potty training

NURSERY WORKER GUIDELINES

Arrival Times

- **Nursery Greeter:** 10:15 AM. The station is outside the toddler nursery until the children are settled in Worship Training.
- **Morning Nursery Volunteers:** 10:15 AM (Covenant Hall)
- **Evening Nursery Volunteers:** 5:15 PM (Covenant Hall)

Nursery Team:

- One Greeter, Infant and Toddler volunteers (morning service), Worship Training teachers, Combined volunteers (evening session)

Required Number of Volunteers:

- Morning: 2 adults per room (at least one adult female)
- Evening: 2 adults and a helper total (at least one adult female)

Age Groups & Room Assignments

- Infants: newborn to 18 months
 - Children may be moved sooner or stay up to two months longer at the discretion of the parent and nursery coordinator.
- Toddlers: 18 months to 3 years or upon potty training
- Maintain age-appropriate toys and activities in each room.

Responsibilities:

- Greet children and parents
- Assist with pick up and drop off
- Clearly note allergies and special needs at check-in which is provided on name tag
- Check roster for parent's number
- Engage and play with children
- Offer approved snacks (See Snacks and Allergies)
- Diaper changes or bathroom assistance as needed
- Keep the room tidy and clean toys and surfaces
- You may use the speaker for music, we ask no streaming of the service to try to be as present as possible with the children. All sermons will be posted on sermon audio immediately following the service.
- Take trash to the outside bin near Fellowship Hall
- Email any incidents or concerns to the Nursery Coordinator

Check In & Pick Up

- Children must be checked in by a parent or guardian
- Verify the correct parent/guardian is picking up child using name tags and roster & check them out on the roster
- Only allow approved guardians (at least 12 years+) to pick up children.

WORSHIP TRAINING

GUIDELINES

- Worship Training Volunteers: **Arrive at 10:30 AM in Adult Classroom**
- Prepare and teach worship training material. Schedules are posted on the board.
- Help parents provide name tags for children (handwritten for new families; printed for regulars)
- Remind parents that pick up time is immediately following the service.
- Children should only be picked up by approved parents/guardians. Use name tags to help with pick up.

- Keep children in worship training until parents pick them up.
- Keep track of roster for check in, check out and in case of emergency

BATHROOM POLICY

- Boys and girls will use the women's bathroom. Female volunteers may assist children only when necessary. Volunteers should encourage children to be as independent as possible and remain outside the stall while the stall door is closed. The bathroom door should remain propped open. Male volunteers will remain outside the bathroom to monitor the hallway and other children. A child should never be left alone.

TWO-PERSON POLICY

To ensure the safety of all children and volunteers, there must always be at least two volunteers present in each nursery and worship training.

Why This Matters:

- Child Safety: Reduces risk and ensures supervision
- Volunteer Protection: Guards against false accusations
- Accountability: Builds trust and professionalism
- Offers support in emergency situations
- Task Assistance: Helpful for diapering, transitions, and parent communication

EMERGENCIES & BEHAVIOR

- Each room is equipped with a walkie-talkie from the Security Team.
- **Medical Emergency:** Call 911, then notify Security via walkie-talkie
- **Security Emergency:** Contact Security immediately using the walkie talkies
- Parents may be notified and asked to remove child if their behavior cannot be controlled.
- Report and document accidents or injuries to Nursery Coordinator
- Report misbehavior to parents at pick up; parents should decide discipline measures
- If a child is inconsolable after about 15 minutes, parents may be contacted to pick up their child.

DIAPERING

- **Parents:** Please check your child's diaper before drop-off to ensure it is clean and dry. ●

Volunteers: Each child's diaper should be checked during the service.

- **Female volunteers:** Are responsible for changing diapers and taking potty-trained toddlers to the restroom which is located inside the toddler and infant nursery.
- **Safety first:** Always have two volunteers present when changing diapers.
- **Hygiene:**
 - Wipe down the changing pad after each use.
 - Wash hands thoroughly after each diaper change to keep everyone healthy.

SNACKS & ALLERGIES

- Check allergy labels before serving food
- Wash hands before distributing snacks
- Only serve pre-approved snacks
- Food should be eaten at tables only in the toddler nursery.
- Wipe down the table after snacks are finished.

CLEAN-UP PROCEDURES

- Sanitize all used toys, surfaces, and diaper areas
 - Spray hard toys with disinfectant and leave them on the table to dry.
 - Next volunteers serving should put dried sanitized toys away.
 - Don't spray soft toys — wash separately.
 - If mouthed → clean in sink, spray with disinfectant and leave to dry before reuse. ○

Spray down tables, chairs and other surfaces with disinfectant spray before leaving

- Reset room neatly
- Take out trash to the green bin across from Fellowship Hall

HEALTH & ILLNESS

- The nursery is not equipped to care for sick children.
- General illness/fever: Return when fever-free 24 hours (without medication) and symptoms are improving.
- Gastrointestinal (vomiting/diarrhea): Return after 48 hours symptom-free.
- Antibiotics: Return 24 hours after starting treatment, if otherwise well.
- Contagious illnesses:
 - Chickenpox: All spots crusted.
 - Strep throat: After 24 hours on antibiotics.
 - Conjunctivitis (pink eye): When symptoms are gone or cleared by a doctor.
 - Hand-foot-mouth: When symptoms have resolved.

COMMUNICATION

- Communicate confirmations, subs and any other other concerns to the Nursery Coordinator ●

Promptly report maintenance needs, injuries, or behavior concerns to Nursery coordinator ●

Encourage feedback from parents

RESPONDING TO ALLEGATIONS OF CHILD ABUSE

At Trinity Presbyterian Church, we are committed to the safety, health, and well-being of every child in our care. For purposes of this policy, **“child abuse”** is defined as any action (or inaction) that endangers or harms a child’s physical, psychological, or emotional health and development. Abuse may include:

- **Physical Abuse** – Non-accidental injury to a child, including beating, shaking, burns, or biting
- **Emotional Abuse** – Harm caused by an environment of persistent criticism, belittling, rejection, or neglect of love and security
- **Sexual Abuse** – Any sexual activity between a child and an adult, or between a child and another child at least four years older, including fondling, exhibitionism, intercourse, incest, or exposure to pornography
- **Neglect** – Failure to provide basic needs such as food, water, shelter, supervision, or medical care

Procedure for Suspected Abuse or Neglect:

If a volunteer becomes aware of suspected abuse or neglect of a child under their care, this must be reported **immediately to the Nursery Coordinator**, who is to notify the Session. **A suspicion or reasonable concern is sufficient to make a report; volunteers are not responsible for investigating or determining whether abuse actually occurred.**

Further actions may include:

1. **Notify the child's parent or guardian.**
2. **Remove the accused individual** (volunteer or staff) from active duty pending investigation. They will be instructed to stay away from the premises and not contact the victim or potential witnesses.
3. **Report the allegation to civil authorities.** The church will fully comply with state-mandated reporting laws and cooperate with any investigation.
4. **Notify the church's insurance company** and complete a written incident report. All documents related to the case will be forwarded to the insurer.
5. **Appoint a designated spokesperson** for any media inquiries. All public statements will be made only after consultation with legal counsel. Other church representatives should refrain from speaking to the media.
6. **Offer a pastoral visit** to the affected child and family, if desired, for comfort and spiritual support (not for investigation).
7. **Remove from service** any individual who is found not innocent of the allegations. They will no longer be allowed to work with children or youth.

**Disclaimer Content: This material is provided for general informational and educational purposes at the request of Christian Education and Publications, a committee of the Presbyterian Church in America. It is not legal advice and may not reflect current law or apply to every church or situation. Churches and organizations should seek guidance from licensed legal counsel regarding their specific circumstances and applicable local, state, and federal regulations. Content adapted from pcacdm.org Child-Protection-Policy.*

Our goal is to provide a safe, nurturing environment for all children while maintaining trust with families and integrity in ministry. All concerns will be handled with seriousness, confidentiality, and compliance with both legal and spiritual responsibilities.

THANK YOU

Thank you again for serving in this vital ministry! Your time and care help us welcome young families and support our covenant children. If you have any questions or concerns, don't hesitate to reach out.

With gratitude,

Kaitlin Bryan, Nursery Coordinator
kaitlinrbryan@gmail.com
(913) 991- 2254

Nursery Service Team
Chip & Sally Bray
Andrew & Jordi Sears
Ben & Mary E. Gilbreth