



## **Children's Ministries Manual 2015 – 2016**

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# **Servant Expectations**

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# **Children's Ministries Mission and Goals**

## **MISSION**

The mission of Faith Children's Ministries is to glorify God and edify His people by helping parents reach children with God's truth.

## **GOALS**

1. Build deep parent investment in the discipleship of their kids.
2. Pursue excellence in the execution of our ministry.
3. Make our Children's Ministries a place children love to be.
4. Reach and retain new children and families.

## **General Expectations for Children's Ministries Servants**

In order to make sure that we're doing all we can to minister with excellence, we have established certain expectations for which all of our children's ministry servants will be held accountable. Though these responsibilities are spelled out within the job descriptions for class leaders and assistants, we believe the below expectations to be especially important.

Your ministry coordinators will be speaking with you throughout the coming year to offer accountability as you seek to meet these expectations.

1. In order to please the Lord, you should be growing in your personal relationship with Christ.
2. In order to provide excellent service to parents, you should arrive 20 minutes prior to the scheduled start of your ministry.
3. In order to build relationships, you should learn the names of all students within your class.
4. In order to maximize your impact, you should actively participate in the discipleship of those in your class.
5. In order to help parents continue the discipleship process at home, you should contact the parents of each student in your class at least once per quarter.
6. In order to fulfill your responsibilities, you should find an approved substitute for yourself if you will be absent.
7. In order to grow in your skills while helping others to do the same, you should participate in all scheduled servant-training events. Updates regarding this training will be made throughout the year.

As we commit to meeting these expectations, the overall quality of our ministry should improve, families should grow stronger, and God will be honored.

The Word of God emphasizes the power of one's example. Our Lord taught that *"...everyone, when he is fully trained, will be like his teacher."* The apostle Paul, because of his exemplary lifestyle, was able to say that *"The things you have learned, and heard, and seen in me, practice these things; and the God of peace shall be with you"* (Phil. 4:9).

At Faith Church, we recognize that men and women come into our church membership at different levels of spiritual growth. The requirements for church membership are simple. A person must know Jesus Christ as Lord and Savior, have been baptized by immersion after salvation, and be in agreement with our Church Covenant, Confession of Faith, and Constitution.

Serving as a leader carries with it increased responsibilities and expectations. Therefore, those seeking to serve in leadership positions at Faith Church are asked to affirm their commitment to a common set of leadership standards:

Recognizing the biblical truth of the power of one's example, I will strive to:

*Grow in personal holiness by . . .*

- Studying the Scriptures faithfully and applying them carefully to my daily life.
- Maintaining a disciplined prayer life.
- Loving others by building community through outreach, hospitality, discipleship, service, and generosity in contrast to a self-absorbed, individualistic lifestyle.
- Demonstrating commitment to Christ alone and not enslavement to the temporary pleasures of this world. Therefore leaders should not ever be characterized by gluttony, drunkenness, alcoholism, gambling, materialism, egotism, immorality, addictions, etc.
- Communicating with edifying speech characterized by love, grace, and compassion and not with destructive speech characterized by gossip, slander, and coarse jesting.
- Maintaining a godly example in all of my interactions with others in contrast to engaging in conduct that makes it easy for others to stumble—see handling Christian liberties below.
- Walking in the light with appropriate transparency in all aspects of my life including my sins, activities, relationships, and organizational associations.
- Submitting to the governing authorities in my life as those established by God.

*Serve my family (when applicable) by . . .*

- Growing as a godly spouse, recognizing that our relationship is to be a picture of Christ's relationship to the church.
- Raising our children in the nurture and admonition of the Lord.
- Leading our family to live in holiness as described above and handle areas of Christian liberty carefully as described more fully below.

*Serve our church by. . .*

- Attending the services faithfully.
- Communicating quickly and Biblically about problems and concerns.
- Joyfully following the leadership of our pastors and deacons.
- Tithing faithfully of my income (consideration will be given to wives of unsaved husbands).

*Serve in my ministry assignment by . . .*

- Completing my ministry responsibilities in a thorough and timely manner.
- Contributing in a way that facilitates unity in my ministry area and not disunity.
- Loving and praying for those to whom I minister.
- Attending appropriate meetings for improvement of my ministry skills and accountability for my service.
- Contacting my ministry leader as soon as I know that I must be absent from my responsibilities.

*Exercise Christian Liberty by . . .*

- Dressing in a way that is modest and leading my family to do likewise.
- Guarding against the influence of questionable forms of music (refer to the church's *Corporate Music & Worship Philosophy* statement).
- Guarding against the influence of questionable television programs, videos/DVDs, movies, internet sites, computerized media, etc.
- Realizing that the Scriptures do not specifically speak to every contemporary issue. In these "gray areas", I will follow the Biblical principles of:
  1. If it's doubtful, don't do it (Romans 14:23).
  2. It is often best to voluntarily enslave my liberties in order to maximize my ministry (I Cor. 8-10).
  3. Just because it's lawful doesn't mean it is best (I Cor. 6:12).
  4. Avoiding practices that could enslave me (I Cor. 6:12).
  5. Avoiding practices that could cause someone else to stumble (I Cor. 8:9).

While there may not be universal agreement on each contemporary issue, leaders must give evidence that they and their family members handle areas of Christian liberty in this way.

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"I agree to follow the leadership standards of our church."

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed \_\_\_\_\_



## Children's Ministries Class Leader Position Description

Updated August, 2011

**MISSION:** To assist parents in bringing up their children in the discipline and instruction of the Lord

**QUALIFICATIONS:** Refer to Faith Church's *Leadership Standards*

**RESPONSIBILITIES:** The class leader is responsible to oversee all ministry aspects of a particular children's ministry class. This the following expectations:

**In regard to classroom administration. . .**

- Arrive at least 20 minutes prior to the scheduled start of your class.
- Oversee the following logistical tasks: student check-in/check-out, attendance taking, classroom set-up/tear-down/clean-up, classroom closet organization/order.
- If applicable, oversee the scheduling and organization of class projects, games, and field trips.
- If applicable, oversee mechanisms for student accountability in the areas of scripture memory, character quality memorization, etc.
- Communicate regularly with ministry coordinators regarding class progress and needs.
- Ensure the continued staffing of their class.
- Manage the classroom budget and track spending.
- Find a qualified substitute if you will be absent. Effectively prepare your substitute to minister with excellence. If you have difficulty finding a substitute, please communicate to your ministry coordinator at least 2 weeks in advance of your planned absence.

**In regard to discipleship. . .**

- Set the vision and direction for your class.
- Know the names of all students within your class.
- Oversee the preparation of biblical, creative, practical, and engaging lessons and activities.
- Foster relationships/conversations with the parents of children in your class. Assign responsibility to those serving in your class for making at least one phone call per quarter to the parents of each student in your class. Discuss child's growth and upcoming opportunities/events.
- Mentor classroom assistants in their development as teachers and ministry leaders.
- Assign responsibility to assistants for developing relationships with specific students in your class.
- Oversee follow-up on visiting students, and check with a student's family if he/she is absent from your class for a period of two weeks.
- Ensure that the classroom is supervised at all times—including transition periods.
- Ensure that you and your class assistants are never alone with a child in an enclosed space.
- Attend Children's Ministry training events.

**CONFIRMATION OF COMMITMENT:**

I, \_\_\_\_\_, am willing to serve the Lord in the capacity stated above during the school year / summer. I am affirming my commitment to Faith Church's leadership standards and will strive to faithfully perform my responsibilities in a way pleasing to the Lord.

Signed: \_\_\_\_\_

Date Started: \_\_\_\_\_

(For office use only)



## Children's Ministries Class Assistant Position Description

Updated August, 2011

**MISSION:** To assist parents in bringing up their children in the discipline and instruction of the Lord

**QUALIFICATIONS:** Refer to Faith Church's *Leadership Standards*

**RESPONSIBILITIES:** The class assistant is responsible to aid the class leader in overseeing all ministry aspects of a particular children's ministry class. This the following expectations:

**In regard to classroom administration. . .**

- Arrive at least 20 minutes prior to the scheduled start of your class.
- Assist the class leader with the following logistical tasks: student check-in/check-out, attendance taking, classroom set-up/tear-down/clean-up, classroom closet organization/order.
- If applicable, assist the class leader in scheduling and organization projects, games, and field trips.
- Find a qualified substitute if you will be absent. Effectively prepare your substitute to minister with excellence. If you have difficulty finding a substitute, please communicate to your teacher and ministry coordinator at least 2 weeks in advance of your planned absence.

**In regard to discipleship. . .**

- Know the names of all students within your class.
- Perform responsibilities delegated by the class leader.
- Proactively engage in the discipleship of the children within your class.
- Proactively address inappropriate behavior among the children in your class.
- Assist in the preparation of biblical, creative, practical, and engaging lessons and activities.
- Under the direction of your class leader, develop relationships with the students in your class.
- Assist your class leader in following-up on visiting and absent students.
- Assist the class leader in making at least one phone call per quarter to the parents of each student in your class. Discuss child's growth and upcoming opportunities/events.
- Develop your abilities as a teacher and ministry leader.
- Assist the class leader in holding students accountable for spiritual growth.
- Ensure that the classroom is supervised at all times—including transition periods.
- Ensure that no one serving in your class is ever alone with a child in an enclosed space.
- Attend Children's Ministry training events.

**CONFIRMATION OF COMMITMENT:**

I, \_\_\_\_\_, am willing to serve the Lord in the capacity stated above during the school year / summer. I am affirming my commitment to Faith Church's leadership standards and will strive to faithfully perform my responsibilities in a way pleasing to the Lord.

Signed: \_\_\_\_\_

Date Started: \_\_\_\_\_

(For office use only)

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# **General Information**

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## Sunday Morning Children's Ministries

### 2015 – 2016 Tentative Calendar

August 16, 2015	Fall Ministries Kickoff
	School-Year Servant Rotation Begins
November 22, 2015	Stewardship Celebration and Children's Program
December 13, 2015	Christmas Musical
	Full Children's Ministries
December 24, 2015	Children's Christmas Eve Service
January 6, 2016	Children's Ministries Servant Training
January 10, 2016	Winter Ministries Kickoff
February 7-12, 2016	Biblical Counseling Training Conference
March 27, 2016	Easter Sunday
April 3, 2016	SERVE '16 Begins
June 5, 2016	Promotion Sunday
	Summer Servant Rotations Begin
June 20-24, 2016	Vacation Bible School
July 26, 2016	Faith Community Picnic
August 17, 2016	Children's Ministries Servant Training
August 21, 2016	Fall Ministries Kickoff
	School-Year Servant Rotation Begins

# Sunday Morning Children's Ministries

## 2015 – 2016 Sunday School Curriculum Schedule

Date	Passages	Title
August 16, 2015	1 Samuel 17	David Defends God's Honor
August 23, 2015	1 Samuel 18:1-11; 20: 1-42	God is Sovereign over Friendships
August 30, 2015	1 Samuel 24	God Judges between David and Saul
September 6, 2015	2 Samuel 1:1-2:4a	God Makes David King
September 13, 2015	2 Samuel 7	God's Gracious Promise to David
September 20, 2015	2 Samuel 11-12	God Forgives David
September 27, 2015	1 Kings 2:1-4; 3:1-15	God Gives Solomon Wisdom
October 4, 2015	1 Kings 8:1-9:9	God's Glory Fills the Temple
October 11, 2015	1 Kings 11	God Punishes Solomon
October 18, 2015	1 Kings 12:1-33; 14:1-18	God Punishes Jeroboam
October 25, 2015	1 Kings 17:1; 18:17-46	Elijah and the Prophets of Baal
November 1, 2015	2 Kings 18=19	God is Glorified by Protecting Judah
November 8, 2015	2 Kings 21-25	God Punishes Judah
November 15, 2015	Jonah 1-4	God Shows Mercy to Jonah and Nineveh
November 22, 2015	Daniel 2	God Uses Daniel to Interpret the King's Dream
November 29, 2015	Genesis 3:15; 12:1-3; 49:10	God Promises to Send a Messiah, Part 1
December 6, 2015	Is. 7:14; Matt. 1:18-25, 2:1-2; Mi. 5:2	God Promises to Send a Messiah, Part 2
December 13, 2015	Matthew 1:18-25; Luke 1:26-38	God Reveals Messiah
December 20, 2015	Luke 1:5-25, 57-67, 76-80	God Sends John the Baptist
December 27, 2015	Matthew 2:1-8	The Wise Men Worship Jesus
January 3, 2016	Daniel 3	God Protects Daniel's Friends
January 10, 2016	Daniel 4	God Humbles Nebuchadnezzar
January 17, 2016	Daniel 5	God Judges Belshazzar for His Pride
January 24, 2016	Daniel 6	God Delivers Daniel from the Lions' Den
January 31, 2016	Ezra 1-6	God Moves the Jews to Restore Worship
February 7, 2016	Ezra 7-10	God Reveals His Goodness to the Jews
February 14, 2016	Esther	God Uses Esther to Protect the Jews
February 21, 2016	Nehemiah 1:1-4:23, 6:15-16	God Uses Nehemiah to Rebuild Jerusalem
February 28, 2016	Nehemiah 8-10	God's Law Brings the Jews to Repentance
March 6, 2016	Matthew 21-23; Zechariah 9:9	Jesus Enters Jerusalem as King
March 13, 2016	Matthew 26:1-19, 36-50	Judas Betrays Jesus
March 20, 2016	Matthew 27	Jesus Endures the Cross
March 27, 2016	Matthew 28	Jesus Rises from the Dead
April 3, 2015	Matthew 1	Jesus Christ is Born
April 10, 2016	Matthew 2	Jesus is Worshipped
April 17, 2016	Matthew 3:1-12	John Prepares the way for the Lord
April 24, 2016	Matthew 3:13-17	John Baptizes Jesus
May 1, 2016	Matthew 4:1-11	Satan Tempts Jesus
May 8, 2016	Matthew 4:12-25	Jesus Calls the Disciples
May 15, 2016	Matthew 8:5-13	Jesus Commends the Centurion's Faith
May 22, 2016	Matthew 8:18; 23-24	Jesus Calms the Storm and Casts Out Demons
May 29, 2016	Matthew 9:1-8	Jesus Forgives Sin
June 5, 2016	Matthew 9:18-26	Jesus Has the Power Over Disease and Death
June 12, 2016	Matthew 11:20-30	Jesus Promises Rest
June 19, 2016	Matthew 12:22-50	Jesus Rebukes the Pharisees
June 26, 2016	Matthew 13:1-23	Jesus Teaches the Parable of the Sower
July 3, 2016	Matthew 14:13-21	Jesus Feeds the Multitude
July 10, 2016	Matthew 14:22-33	Jesus Walks on the Water
July 17, 2016	Matthew 16:13-17, 21-27	Jesus Defines Discipleship
July 24, 2016	Matthew 17:1-8	Jesus is Transfigured
July 31, 2016	Matthew 19:16-26	Jesus Confronts the Rich Young Ruler
August 7, 2016	Matthew 20:1-16	Jesus Teaches the Parables of the Laborers
August 14, 2016	Matthew 21:1-11	Jesus' Triumphal Entry

## **Wednesday Night Kids of Faith**

### **2015 – 2016 Tentative Calendar**

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August 19, 2015	First night of Wednesday Night Kids of Faith (no pep rally)
August 26, 2015	First night of pep rally
October 28, 2015	Harvest Party (children are encouraged to dress as Bible characters)
November 18, 2015	Final Night of Wednesday Night Kids of Faith
Nov 25- Jan 6, 2015	Holiday Break
December 24, 2015	Children's Christmas Eve Service
January 6, 2016	Children's Ministries Servant Training
January 13, 2016	First Wednesday Night Kids of Faith in 2016
	FCI Winter classes begin
February 7-12, 2016	Biblical Counseling Training Conf.
February 10, 2016	No Wednesday Night Kids of Faith
March 16, 2016	Passion Play Choir Rehearsal
March 23, 2016	Passion Play Choir Rehearsal
March 24-26, 2016	Lafayette Passion Play
May 25, 2016	Final Night of Wednesday Night Kids of Faith

## Wednesday Night Kids of Faith Gym Schedule

2015-2016

	7:05-7:25		7:30-7:50	
Aug 19	K-1st Boys	2nd-3rd Boys	2's	3's A
Aug 26	K-1st Girls	2nd-3rd Girls	3's B	Pre-K A
Sept 2	4th-5th Boys	4th-5th Girls	Pre-K B	2's
Sept 9	K-1st Boys	2nd-3rd Boys	3's A	3's B
Sept 16	K-1st Girls	2nd-3rd Girls	Pre-K A	Pre-K B
Sept 23	4th-5th Boys	4th-5th Girls	2's	3's A
Sept 30	K-1st Boys	2nd-3rd Boys	3's B	Pre-K A
Oct 7	K-1st Girls	2nd-3rd Girls	Pre-K B	2's
Oct 14	4th-5th Boys	4th-5th Girls	3's A	3's B
Oct 21	K-1st Boys	2nd-3rd Boys	Pre-K A	Pre-K B
Oct 28	No Gym	No Gym	No Gym	No Gym
Nov 4	K-1st Girls	2nd-3rd Girls	2's	3's A
Nov 11	4th-5th Boys	4th-5th Girls	3's B	Pre-K A
Nov 18	K-1st Boys	2nd-3rd Boys	2's	3's A
Nov 25-Jan 6	No WNKoF	No WNKoF	No WNKoF	No WNKoF
Jan 13	K-1st Girls	2nd-3rd Girls	3's B	Pre-K A
Jan 20	4th-5th Boys	4th-5th Girls	Pre-K B	2's
Jan 27	K-1st Boys	2nd-3rd Boys	3's A	3's B
Feb 3	K-1st Girls	2nd-3rd Girls	Pre-K A	Pre-K B
Feb 10	No WNKoF	No WNKoF	No WNKoF	No WNKoF
Feb 17	4th-5th Boys	4th-5th Girls	2's	3's A
Feb 24	K-1st Boys	2nd-3rd Boys	3's B	Pre-K A
Mar 2	K-1st Girls	2nd-3rd Girls	Pre-K A	Pre-K B
Mar 9	4th-5th Boys	4th-5th Girls	2's	3's A
Mar 16	K-1st Boys	2nd-3rd Boys	3's B	Pre-K A
Mar 23	Passion Play	Passion Play	Passion Play	Passion Play
Mar 30	K-1st Girls	2nd-3rd Girls	Pre-K B	2's
Apr 6	4th-5th Boys	4th-5th Girls	3's A	3's B
Apr 13	K-1st Boys	2nd-3rd Boys	Pre-K A	Pre-K B
Apr 20	K-1st Girls	2nd-3rd Girls	2's	3's A
Apr 27	4th-5th Boys	4th-5th Girls	3's B	Pre-K A
May 4	K-1st Boys	2nd-3rd Boys	Pre-K B	2's
May 11	K-1st Girls	2nd-3rd Girls	3's A	3's B
May 18	4th-5th Boys	4th-5th Girls	Pre-K A	Pre-K B
May 25	No Gym	No Gym	No Gym	No Gym

## Gym Clean-Up Schedule

August, 2015	4th & 5th Grade Girls	January, 2016	4th & 5th Grade Boys
September, 2015	4th & 5th Grade Boys	February, 2016	4th & 5th Grade Girls
October, 2015	4th & 5th Grade Girls	March, 2016	4th & 5th Grade Boys
November, 2015	4th & 5th Grade Boys	April, 2016	4th & 5th Grade Girls
		May, 2016	4th & 5th Grade Boys

## Wednesday Night Kids of Faith

### 2015 – 2016 Preschool Curriculum Schedule

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Date	Topic
8/19	Obedience
8/26	Obedience
9/2	Obedience
9/9	Obedience
9/16	Obedience
9/23	Forgiveness
9/30	Forgiveness
10/7	Forgiveness
10/14	Forgiveness
10/21	Forgiveness
10/28	Thanksgiving
11/4	Thanksgiving
11/11	Thanksgiving
11/18	Thanksgiving
11/25–1/6	Holiday Break
1/13	Kindness
1/20	Kindness
1/27	Kindness
2/3	Kindness
2/10	Biblical Counseling Training Conference
2/17	Kindness
2/24	Self-Control
3/2	Self-Control
3/9	Self-Control
3/16	Self-Control
3/23	Self-Control
3/30	Honesty
4/6	Honesty
4/13	Honesty
4/20	Honesty
4/27	Honesty
5/4	Patience
5/11	Patience
5/18	Patience
5/25	Patience

## Wednesday Night Kids of Faith

### Preschool Character Quality Definitions

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**Obedience** – Joyfully submitting to God-given authority.

- Opposite: Rebellion, willfulness
- Eph. 6:1 - Children, obey your parents in the Lord, for this is right.

**Forgiveness** – Choosing to be reconciled to someone who sins against me.

- Opposite: Rejection, bitterness
- Matt. 6:14 - For if you forgive others their trespasses, your heavenly Father will also forgive you

**Thanksgiving** – Gratefulness for what God has provided.

- Opposite: Entitlement, complaining
- 1 Thess. 5:18 - give thanks in all circumstances; for this is the will of God in Christ Jesus for you.

**Patience** – Accepting a difficult situation from God without giving Him a deadline to remove it.

- Opposite: restlessness
- Romans 5:3–4 - Not only that, but we rejoice in our sufferings, knowing that suffering produces endurance, <sup>4</sup> and endurance produces character, and character produces hope

**Honesty** – choosing to honor God by speaking the truth.

- Opposite: deception
- Eph. 4:25 - Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another.

**Self-Control** – Bringing desires under the control of biblical principles.

- Opposite: self-indulgence
- Gal. 5:24 - And those who belong to Christ Jesus have crucified the flesh with its passions and desires.

**Kindness** – Sacrificing for the good of another.

- Opposite: Flattery, manipulation
- Eph. 4:32 - Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.

## Wednesday Night Kids of Faith • K-5<sup>th</sup> Boys Schedule • Year 1

K-1 <sup>st</sup> Boys		2 <sup>nd</sup> -3 <sup>rd</sup> Boys		4 <sup>th</sup> -5 <sup>th</sup> Boys	
8/19	Scriptural Manhood	8/19	Scriptural Manhood	8/19	Scriptural Manhood
8/26	Obedying God and His Authorities	8/26	Obedying God and His Authorities	8/26	Leadership: Overseeing Home Duties
9/2	Obedying God and His Authorities	9/2	Obedying God and His Authorities	9/2	Leadership: Overseeing Home Duties
9/9	Exercising Initiative	9/9	Leadership: Providing a Godly Example	9/9	Leadership: Faithfulness in Fam Worship
9/16	Exercising Initiative	9/16	Leadership: Providing a Godly Example	9/16	Leadership: Faithfulness in Fam Worship
9/23	Courage	9/23	Leadership: Exercising Initiative	9/23	Leadership: Justly Judging in Discipline
9/30	Courage	9/30	Leadership: Exercising Initiative	9/30	Leadership: Justly Judging in Discipline
10/7	Protecting Others	10/7	Leadership: Making Godly Decisions	10/7	Leadership: Planning and Organizing
10/14	Protecting Others	10/14	Leadership: Making Godly Decisions	10/14	Leadership: Planning and Organizing
10/21	Providing for Those in Our Care	10/21	Giving Up Our Own Desires	10/21	Leadership: Influencing the Community
10/28	Harvest Party	10/28	Harvest Party	10/28	Harvest Party
11/4	Providing for Those in Our Care	11/4	Giving Up Our Own Desires	11/4	Leadership: Influencing the Community
11/11	Seeking and Accepting Counsel	11/11	Bible Skills	11/11	Service Project Week
11/18	Seeking and Accepting Counsel	11/18	Bible Skills	11/18	Service Project Week
1/13	Self-Control: The Tongue	1/13	Bible Skills	1/13	Self-Control: The Thought Life
1/20	Self-Control: The Tongue	1/20	Doctrine	1/20	Self-Control: The Thought Life
1/27	Self-Control: Emotions	1/27	Doctrine	1/27	Self-Control: Conquering Laziness
2/3	Self-Control: Emotions	2/3	Doctrine	2/3	Self-Control: Conquering Laziness
2/10	Biblical Counseling Training Conference	2/10	Biblical Counseling Training Conference	2/10	Biblical Counseling Training Conference
2/17	Self-Control: Finances	2/17	Finishing What We Start	2/17	Self-Control: Fleeing Temptation
2/24	Self-Control: Finances	2/24	Finishing What We Start	2/24	Self-Control: Fleeing Temptation
3/2	Self-Control: Manners	3/2	Faithfulness in the Church Body	3/2	Self-Control: Finances
3/9	Self-Control: Manners	3/9	Faithfulness in the Church Body	3/9	Self-Control: Finances
3/16	Self-Control: Conquering Laziness	3/16	Faithfulness in Performing a Job	3/16	Self-Control: Emotions
3/23	Self-Control: Conquering Laziness	3/23	Faithfulness in Performing a Job	3/23	Self-Control: Emotions
3/30	Service Project Week	3/30	Home Skills	3/30	Self-Control: Manners
4/6	Teacher's Choice (Passion Play)	4/6	Home Skills (Passion Play)	4/6	Self-Control: Manners (Passion Play)
4/13	Teacher's Choice (Passion Play)	4/13	Home Skills (Passion Play)	4/13	Teacher's Choice (Passion Play)
4/20	Bible Skills	4/20	Teacher's Choice	4/20	Home Skills
4/27	Bible Skills	4/27	Service Project Week	4/27	Home Skills
5/4	Hiding God's Word in Our Hearts	5/4	Service Project Week	5/4	Teaching Skills
5/11	Hiding God's Word in Our Hearts	5/11	Service Project Week	5/11	Teaching Skills
5/18	Teacher's Choice	5/18	Teacher's Choice	5/18	Teaching Skills
5/25	Teacher's Choice	5/25	Teacher's Choice	5/25	Teacher's Choice

## Wednesday Night Kids of Faith • K-5<sup>th</sup> Girls Schedule • Year 1

K-1 <sup>st</sup> Girls		2 <sup>nd</sup> -3 <sup>rd</sup> Girls		4 <sup>th</sup> -5 <sup>th</sup> Girls	
8/19	A Godly Woman, Part 1	8/19	A Godly Woman, Part 1	8/19	An Exemplary Woman
8/26	A Godly Woman, Part 2	8/26	A Godly Woman, Part 2	8/26	An Exemplary Woman
9/2	Faithfulness: A Reliable Woman	9/2	Loving Others: A Merciful Woman	9/2	Faithfulness: A Reliable Woman
9/9	Faithfulness: A Reliable Woman	9/9	Loving Others: A Merciful Woman	9/9	Faithfulness: A Reliable Woman
9/16	Faithfulness: An Honest Woman	9/16	Loving Others: An Evangelistic Woman	9/16	Faithfulness: An Honest Woman
9/23	Faithfulness: An Honest Woman	9/23	Loving Others: An Evangelistic Woman	9/23	Faithfulness: An Honest Woman
9/30	Faithfulness: Loyal Woman	9/30	Service Project	9/30	Faithfulness: A Loyal Woman
10/7	Faithfulness: A Loyal Woman	10/7	Service Project	10/7	Faithfulness: A Loyal Woman
10/14	Faithfulness: An Attentive Woman	10/14	Loving Others: A Just Woman	10/14	Service Project
10/21	Faithfulness: An Attentive Woman	10/21	Loving Others: A Just Woman	10/21	Service Project
10/28	Harvest Party/Class Gospel Presentation	10/28	Harvest Party/Class Gospel Presentation	10/28	Harvest Party/Class Gospel Presentation
11/4	Faithfulness: A Loving Woman	11/4	Loving Others: A Gracious Woman	11/4	Faithfulness: A Diligent Woman
11/11	Faithfulness: A Loving Woman	11/11	Loving Others: A Gracious Woman	11/11	Faithfulness: A Diligent Woman
11/18	Teacher's Choice	11/18	Teacher's Choice	11/18	Teacher's Choice
1/13	Excellence: A Skillful Woman	1/13	Speech: A Thankful Woman	1/13	Wise Service: An Attentive Woman
1/20	Excellence: A Skillful Woman	1/20	Speech: A Thankful Woman	1/20	Wise Service: An Attentive Woman
1/27	Excellence: A Thrifty Woman	1/27	Speech: A Thankful Woman	1/27	Wise Service: A Thrifty Woman
2/3	Excellence: A Thrifty Woman	2/3	Speech: A Woman Controls Her Tongue	2/3	Wise Service: A Thrifty Woman
2/10	Biblical Counseling Training Conference	2/10	Biblical Counseling Training Conference	2/10	Biblical Counseling Training Conference
2/17	Excellence: Feeding Her Family Well	2/17	Speech: A Woman Controls Her Tongue	2/17	Wise Service: A Skillful Woman
2/24	Excellence: Feeding Her Family Well	2/24	Showing Honor: A Respectful Woman	2/24	Wise Service: A Skillful Woman
3/2	Excellence: Making Things Grow	3/2	Showing Honor: A Respectful Woman	3/2	Service Project
3/9	Excellence: Making Things Grow	3/9	Showing Honor: A Supportive Woman	3/9	Wise Service: A Diligent Woman
3/16	Seeking Wisdom: A Studious Woman	3/16	Showing Honor: A Supportive Woman	3/16	Wise Service: A Diligent Woman
3/23	Seeking Wisdom: A Studious Woman	3/23	Showing Honor: A Reverent Woman	3/23	Wise Service: Handling Money Wisely
3/30	Seeking Wisdom: Seeking Wise Counsel	3/30	Showing Honor: A Reverent Woman	3/30	Wise Service: Handling Money Wisely
4/6	Seeking Wisdom: Seeking Wise Counsel	4/6	Serving: A Woman Committed to Church	4/6	Wise Service: A Wise Manager
4/13	Teacher's Choice (Passion Play)	4/13	Teacher's Choice (Passion Play)	4/13	Teacher's Choice (Passion Play)
4/20	Seeking Wisdom: Memorize God's Word	4/20	Serving: A Woman Committed to Church	4/20	Wise Service: A Wise Manager
4/27	Seeking Wisdom: Memorize God's Word	4/27	Beauty: A Modest Woman	4/27	Wise Service: Using Time Wisely
5/4	Seeking Wisdom: A Prayerful Woman	5/4	Beauty: A Modest Woman	5/4	Wise Service: Using Time Wisely
5/11	Seeking Wisdom: A Prayerful Woman	5/11	Beauty: A Truly Beautiful Woman	5/11	Wise Service: A Studious Woman
5/18	Service Project Week	5/18	Beauty: A Truly Beautiful Woman	5/18	Wise Service: A Studious Woman
5/25	Teacher's Choice	5/25	Teacher's Choice	5/25	Teacher's Choice



# Classrooms, Closets, Curriculum, and Supplies

## Classrooms & Closets

In each classroom, church ministries have been provided access to a closet. Because these closets are shared by Sunday morning and Wednesday evening ministries, each ministry has been provided with a clearly identified space for use by the leaders of that ministry. The following list identifies the closet available for your use:

<u>Sunday Ministry</u>	<u>Room</u>	<u>Closet</u>
8:00 2 & 3 Year-Olds	N14	A
8:00 Pre-K	107	Black Cabinet
8:00 1 <sup>st</sup> & 2 <sup>nd</sup> Grade	108	C
8:00 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Grade	110	C
2 Year-Olds	N14	A, B
3 Year-Olds A	N13	N14 A, B
3 Year-Olds B	104	Cabinets
Pre-K A (Last names A-J)	107	B (Black Cabinet)
Pre-K B (Last names K-Z)	111	C
Kindergarten A (Last names A-K)	113	C
Kindergarten B (Last names J-Z)	110	C
1 <sup>st</sup> Grade	106	C
2 <sup>nd</sup> Grade	108	C
3 <sup>rd</sup> Grade	117	C
4 <sup>th</sup> Grade	115	C
5 <sup>th</sup> Grade	217	C
Special Needs	CCFD	Cabinet
<u>Wednesday Ministry</u>	<u>Room</u>	<u>Closet</u>
2 Year-Olds	N14	A, B
3 Year-Olds A	N13	N14 A, B
3 Year-Olds B	104	Cabinets
Pre-K A (Last names A-J)	107	B (Black Cabinet)
Pre-K B (Last names K-Z)	111	C
Kindergarten & 1 <sup>st</sup> Grade Girls	110	C
Kindergarten & 1 <sup>st</sup> Grade Boys	113	C
2 <sup>nd</sup> & 3 <sup>rd</sup> Grade Girls	108	C
2 <sup>nd</sup> & 3 <sup>rd</sup> Grade Boys	106	C
4 <sup>th</sup> & 5 <sup>th</sup> Grade Girls	115	C
4 <sup>th</sup> & 5 <sup>th</sup> Grade Boys	117	C
Special Needs	CCFD	Cabinet

Please keep your closet space orderly. Make sure that your supplies and materials are kept within the space provided. Dispose of old materials that are not being used regularly.

## Curriculum

For Sunday School classes, curriculum will be distributed at the start of each rotation. Visual aids can be found in closet used by each class. 3<sup>rd</sup>-5<sup>th</sup> Grade students will be provided with a folder that includes review sheets for the entire year.

Wednesday Night Kids of Faith classes use a combination of published and teacher-created curriculum. Details regarding the creation, revision, and storage of class curriculum will be worked out on an individual basis.

**Supplies**

The 2 year olds – 2<sup>nd</sup> Grade closets will contain materials for students' crafts and activities. If additional supplies are needed, these supplies may be purchased using the quarterly class budget. In each closet there are the following supplies:

- Crayons
- Scissors
- Glue sticks
- Tape
- Tissues
- Band-Aids
- Snacks
- Teaching visual aids

In the Kindergarten closets there are toys for the children. In the 2<sup>nd</sup> grade closet there is a projector. There are folders in the 3<sup>rd</sup>-5<sup>th</sup> grade closets with questions for the children to answer.

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# Procedures

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# Sunday Morning Schedule & Transitions

## CHECKING IN

Before you go to your classroom, we're asking you to check-in at one of the electronic check-in stations located throughout our building to print up a name tag. This name tag will identify you to parents as someone that is authorized to work with children. Here's the process:

- Please enter one of your 10-digit telephone numbers.
- Tap "Search." Your name should appear on screen.
- Tap the white box next to your name.
- Tap "Check In." A name tag should print up.
- Attach the name tag to your clothing and proceed to your classroom.

## ARRIVAL FOR THE 8:00 MINISTRY SESSION

Teachers and assistants serving at 8:00 should arrive promptly at 7:40 to prepare the classroom for the day's use.

As parents drop off their children for the 8:00 session, the teacher should be stationed at the door to greet the parents and check in the students. Please verify that each child is wearing a name tag before allow the child to enter your classroom.

Typically, we ask that names tags be placed on the backs of students participating in one of our toddler classes. Beginning in Kindergarten, students may wear their name tags on the front of their clothing.

When parents drop off their kids, we want parents to see an orderly classroom. As students arrive before class begins, we recommend that you have an activity for students to do. Younger classes should make use of classroom toys during this time. Elementary classes can find resources such as Bible word puzzles from sources like: <http://www.christianbiblereference.org/wordsearch.htm>.

As students arrive, this can be an effective time for class assistants to interact with them and develop relationships that may create future ministry opportunities. Please be on the lookout for parents and students that may need directions.

All students age 2 - 5<sup>th</sup> Grade should participate in Sunday School during the 8:00 ministry session.

## 2 & 3 YEAR-OLD TRANSITION AT 9:05

If you serve in a 2 & 3 Year-Old classroom at 8:00, you will need to sort students into the appropriate groups for the 9:30 session. Each child's name tag should list the class he/she should attend at 9:30 and 11:00 a.m. Students in the 2 Year-Olds class should go to Room N14. Students in the 3 Year-Olds A class should go to Room N13. Students in the 3 Year-Olds B class should go to Room 104 in the education wing. Students being escorted to Room 104 should make an orderly departure at 9:05 a.m.

## TRANSITION FOR ALL CLASSES AT 9:10

Because we want to make sure that the children are always supervised, 9:30 teachers and assistants should report at 9:10 to take over from the 8:00 servants. In order to do this, it may be necessary to leave early from the worship service or your ABF.

If you serve in the Pre-K class, you will need to sort students into the appropriate groups for the 9:30 session. Students whose last names begin with the letters A-J should remain in Room 107. Students whose last names begin with the letters K-Z should be escorted in an orderly manner to Room 111 at 9:10 a.m.

1<sup>st</sup> and 2<sup>nd</sup> Grade Sunday School classes need to be prepared for use at 9:30. Those serving in this class at 8:00 should suspend their activities by 9:10. With the help of the arriving 9:30 servants, the 8:00 servants should help the 1<sup>st</sup> and 2<sup>nd</sup> Grade students arrange their chairs and desks for use as a Children's Church worship space. Please conduct the transition in an orderly manner.

If you serve in a 3<sup>rd</sup>-5<sup>th</sup> Grade class, you will need to sort students into the appropriate groups for the 9:30 session. At 9:10, 4<sup>th</sup> Grade students should be escorted in an orderly manner to Room 115, and 5<sup>th</sup> Grade students should be escorted in a similar manner to Room 217. 3<sup>rd</sup> Grade students should remain in Room 117.

### **DROP OFF & PICK-UP AT 9:15**

As parents drop off their children for the 9:30 session, the teacher should be stationed at the door to greet the parents and students and check-in the students. Please verify that each child is wearing a name tag before allow the child to enter your classroom.

Typically, we ask that names tags be placed on the backs of students participating in one of our toddler classes. Beginning in Kindergarten, students may wear their name tags on the front of their clothing.

When parents drop off their kids, we want parents to see an orderly classroom. As students arrive before class begins, we recommend that you have an activity for students to do. Younger classes should make use of classroom toys during this time. Elementary classes can find resources such as Bible word puzzles from websites like <http://www.christianbiblereference.org/wordsearch.htm>.

As students arrive, this can be an effective time for class assistants to interact with them and develop relationships that may create future ministry opportunities. Please look out for parents and students who may need directions.

For any children being picked up by parents at this time, you must verify that the security code on the parent's name tag matches the code on the child's name tag. If a parent cannot produce a name tag, or if the code on the parent's tag does not match the code on the child's name tag, please direct the parent to visit the Children's Check-In desk for assistance. Children's Check-In is located at the welcome desk in the northeast corner of the church building.

At 9:30, classes for children age 2 – Kindergarten will participate in Sunday School. 1<sup>st</sup> and 2<sup>nd</sup> Grade classes will combine for Children's Church. 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grade classes will also combine for Children's Church.

### **3RD, 4TH, AND 5TH GRADE TRANSITION AT 9:35**

The 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grade students will spend the first five minutes of their class time taking a headcount and praying. At 9:35, class assistants should lead their 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grade students to Room 215/217 to participate in a combined children's worship service.

Please conduct the transition in an orderly manner. Because students will be walking through the halls, please make sure that the students stay together and remain quiet. The children's worship service is scheduled to begin promptly at 9:40. Before departing, a class assistant should close the classroom and place a sign on the classroom door indicating that students will be participating in worship in Room 215/217.

### **1<sup>ST</sup> – 5<sup>TH</sup> GRADE TRANSITION AT 10:35**

When the 1<sup>st</sup> and 2<sup>nd</sup> Grade classes are dismissed from the children's worship service, please conduct the transition in an orderly manner. The wall between the classes needs to be closed, and the desks

and chairs in each classroom should be reset for Faith Christian School classes. Once the room is reset, the students can take bathroom breaks and enjoy a snack. Bathroom breaks should be conducted before 10:45.\*

When the 3rd, 4th, and 5th Grade classes are dismissed from the children's worship service, please conduct the transition in an orderly manner. These classes will make their way from the children's worship service in Room 215/217 to their classrooms downstairs where they will enjoy a snack and participate in informal discussions about the lesson.

#### **TRANSITION FOR ALL CLASSES AT 10:40**

Because we want to make sure that the children are always supervised, 11:00 teachers and assistants should report at 10:40 to take over from the 9:30 servants. In order to do this, it may be necessary to leave early from the worship service or your ABF.

#### **DROP OFF & PICK-UP AT 10:45**

As parents drop off their children for the 11:00 session, the teacher should be stationed at the door to greet the parents and students and check-in the students. Please verify that each child is wearing a name tag before allow the child to enter your classroom.

Typically, we ask that names tags be placed on the backs of students participating in one of our toddler classes. Beginning in Kindergarten, students may wear their name tags on the front of their clothing.

When parents drop off their kids, we want parents to see an orderly classroom. As students arrive before class begins, we recommend that you have an activity for students to do. Younger classes should make use of classroom toys during this time. Elementary classes can find resources such as Bible word puzzles from websites like <http://www.christianbiblereference.org/wordsearch.htm>.

As students arrive, this can be an effective time for class assistants to interact with them and develop relationships that may create future ministry opportunities. Please look out for parents and students who may need directions.

For any children being picked up by parents at this time, you must verify that the security code on the parent's name tag matches the code on the child's name tag. If a parent cannot produce a name tag, or if the code on the parent's tag does not match the code on the child's name tag, please direct the parent to visit the Children's Check-In desk for assistance. Children's Check-In is located at the welcome desk in the northeast corner of the church building.

At 11:00, all classes should participate in Sunday School.

#### **END OF THE MORNING**

Please make sure your room is ready for use during the week. See the enclosed Clean-Up Instructions for more information.

#### **\* NOTE ABOUT BATHROOM BREAKS**

Students should not be allowed to go to the bathroom during transitions between ministry sessions. Bathroom breaks should be conducted at times when the hallways will be empty. Doing this will help to ensure the safety of the children and will prevent overcrowding of the hallways.

# Wednesday Evening Schedule & Transitions

## CHECKING IN

Before you go to your classroom, we're asking you to check-in at one of the electronic check-in stations located throughout our building to print up a name tag. This name tag will identify you to parents as someone that is authorized to work with children. Here's the process:

- Please enter one of your 10-digit telephone numbers.
- Tap "Search." Your name should appear on screen.
- Tap the white box next to your name.
- Tap "Check In." A name tag should print up.
- Attach the name tag to your clothing and proceed to your classroom.

## ARRIVAL FOR WEDNESDAY EVENING MINISTRIES

Wednesday evening ministries begin at 6:30 p.m. Teachers and assistants serving in a Wednesday evening class, should arrive no later than 6:10 p.m. to prepare the classroom. Please be on the lookout for parents and students that may need directions.

As parents arrive to drop off their children, the class leader should be stationed at the door to greet the parents and check in the students. Please verify that each child is wearing a name tag before allow the child to enter your classroom.

Typically, we ask that names tags be placed on the backs of students participating in one of our toddler classes. Beginning in Kindergarten, students may wear their name tags on the front of their clothing.

When parents drop off their kids, we want parents to see an orderly classroom. We recommend that you have an activity for students to do as they enter your classroom. Younger classes should make use of classroom toys during this time. Elementary classes can find resources such as Bible word puzzles from sources like: <http://www.christianbiblereference.org/wordsearch.htm>.

This time can be effectively used by class assistants to interact with students and develop relationships that may create future ministry opportunities.

## TRANSITIONS AT 6:20

The 4<sup>th</sup> & 5<sup>th</sup> Grade Boys and Girls classes will take turns cleaning the gym after the Wednesday evening meal. All tables should be wiped down and returned to storage. Trash should be collected and taken to the dumpster. The kitchen should be cleaned. And the gym floor should be swept and spot mopped. All clean-up tasks should be completed prior to 6:40 p.m.

## K-5<sup>th</sup> GRADE TRANSITION AT 6:35

K-5<sup>th</sup> Grade students will spend the first five minutes of their class time taking a headcount and praying. At 6:35, class servants should lead their students to the gym to participate in a pep rally.

Please conduct the transition in an orderly manner. Because students will be walking through the halls, please make sure that the students stay together and remain quiet. Teachers and assistants escorting students to and from the gym should be careful to ensure that they arrive at the gym with the same number of students that left their classroom. The pep rally is scheduled to begin promptly at 6:40.

## K-5<sup>th</sup> GRADE TRANSITION AT 6:35

The pep rally will take place from 6:40 to 7:00. When classes are dismissed from the pep rally, some classes will remain in the gym for class activities. (Please refer to the gym schedule for dates.)

Students returning to their classrooms should conduct the transition in an orderly manner. This may be a natural time for some classes to conduct a bathroom break. Because students will be walking through the halls, please make sure that the students stay together and remain quiet. Teachers and assistants escorting students to and from the gym should be careful to ensure that they arrive at the gym with the same number of students that left their classroom.

#### **K-5<sup>th</sup> GRADE GYM TIME FROM 7:05 TO 7:25**

On most Wednesdays, specified K-5<sup>th</sup> Grade classes will have scheduled access to the church gym. (Please refer to the gym schedule for dates.) During this time, classes will have access to a set of balls designated for the use of our Children's Ministries. Gym time may be used for free play. However, it is strongly recommended that teachers and assistants seek to use the time for games and activities that reinforce the character quality being discussed in class. While in the gym, teachers and assistants should ensure that student-safety is the first consideration for all games and activities.

#### **TRANSITION AT 7:25**

K-5<sup>th</sup> Grade classes should plan to suspend their activities at two minutes prior to the end of their allotted time. This will allow for a smooth transition with the next classes scheduled to use the gym.

On most Wednesdays, specified preschool classes will have scheduled access to the church gym from 7:30 to 7:50. (Please refer to the gym schedule for dates.) At 7:25, class servants should lead their students to the church gym to participate in gym time.

Classes should conduct the transition in an orderly manner. This may be a natural time for some classes to conduct a bathroom break. Because students will be walking through the halls, please make sure that the students stay together and remain quiet. Teachers and assistants escorting students to and from the gym should be careful to ensure that they arrive at the gym with the same number of students that left their classroom.

#### **PRESCHOOL GYM TIME FROM 7:30 TO 7:50**

During gym time, preschool classes will have access to a set of balls designated for the use of our Children's Ministries. Gym time may be used for free play. However, it is strongly recommended that teachers and assistants seek to use the time for games and activities that reinforce the character quality being discussed in class. While in the gym, teachers and assistants should ensure that student-safety is the first consideration for all games and activities.

#### **PRESCHOOL TRANSITION AT 7:50**

Preschool classes should plan to suspend their activities at two minutes prior to the end of their allotted time. This will allow for a timely transition back to the classroom.

Classes should conduct the transition in an orderly manner. Because students will be walking through the halls, please make sure that the students stay together and remain quiet. Teachers and assistants escorting students to and from the gym should be careful to ensure that they arrive at the gym with the same number of students that left their classroom.

#### **STUDENT PICK-UP**

Classes should be prepared to begin releasing students to parents at 7:55. When parents arrive to pick up their children, you must verify that the security code on the parent's name tag matches the code on the child's name tag. If a parent cannot produce a name tag, or if the code on the parent's tag does not match the code on the child's name tag, please direct the parent to visit the Children's Check-In desk for assistance. Children's Check-In is located at the welcome desk in the northeast corner of the church building.



**END OF THE EVENING**

Please make sure your classroom is ready for use the next day. Please organize the security supplies used in your classroom and return them to the Children's Check-In desk. Visitor bracelets should be returned separately. See the enclosed Clean-Up Instructions for more information.

**\* NOTE ABOUT BATHROOM BREAKS**

Bathroom breaks should be conducted at times when the hallways will not be crowded. Doing this will help to ensure the safety of the children and will prevent overcrowding of the hallways.

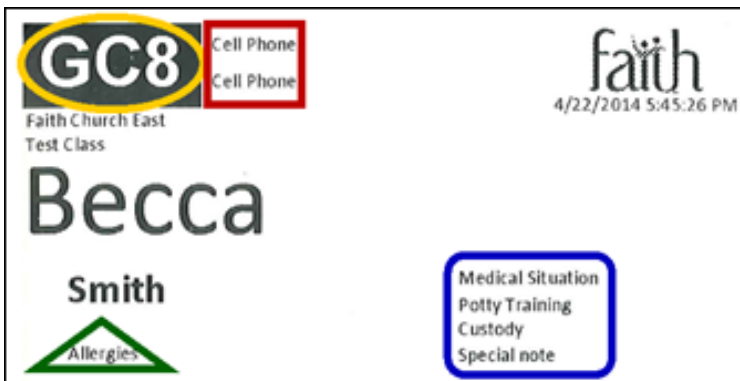
## Check-In/Check-Out of Students

Our Sunday mornings and Wednesday evenings, security is based on a system of number verification. Each child will be assigned a number. This number will be printed on the name tags received by both students and parents at one of the electronic check-in stations located throughout our building.

When parents drop their child off at your classroom, please verify that the child is wearing a name tag and that the parent has a duplicate copy. If the child is not wearing a name tag, please direct the family to visit an electronic check-in station before allowing the child to enter your class. If the family is visiting Faith for the first time and has not pre-registered, please direct the family to visit the Children's Check-In desk, located at the northeast corner of our building.

Below you'll see what the electronic check-in name tag looks like.

- The security code that appears in the upper left corner is the number you will need to match on the parent's and child's tags at time of pick-up.
- Beside the security code, you'll find the cell phone number(s) of the child's parents. You should call these numbers in the event of an emergency.
- In the lower left corner, information about the child's allergies will appear.
- In the lower right corner, you'll find information about medical conditions, potty-training, custody concerns, and any special instructions.



As you admit children to your class, it would be helpful if you could ask parents whether the cell phone numbers listed on the child's tag are the best ones to use in case of an emergency. If not, please write the correct number on the tag and ask parents to update their info at Children's Check-In or [faithlafayette.org/registerkids](http://faithlafayette.org/registerkids).

**Here's the critical step that cannot be missed:** When parents arrive to pick up their child at the end of the ministry session, they should hand you their name tag. Please verify that the number on this name tag matches the number on the child's tag. Please take care to match the code and not the names. This security code will change each week. An unauthorized person could try to use a previous week's tag to pick up a child. Carefully matching the code will prevent that.

Once you've checked out a child, you may dispose of the name tags.

If a parent shows up without a name tag, please direct them to Children's Check-in where a servant will assist them. Do not allow child to exit the classroom at this point. The parent can pick up the child after they return from Children's Check-in.

# Registration of New Students

If a family is visiting Faith for the first time and has not pre-registered, please direct the family to visit the Children's Check-In desk, located at the northeast corner of our building.

## Procedure for First-Time Visitors

1. When a first-time visitor arrives at Children's Check-In, greet the child and his/her parents, and ask the parent to fill out a Children's Ministries Guest Card.
2. Once the parent has filled out a guest card, there are several important steps that need to take place:
  - a. Mark the administrative section of guest card by placing a checkmark in the box next to "New to Faith"
  - b. Verify that every line of the guest card is filled out (even if it's with an N/A).
  - c. Verify that the user for each cell phone number has been indicated.
  - d. Enter the information on the guest card into the Arena Family Registration module.
    - i. Potty Training
      - In the potty training field, enter "Potty-Trained" or "Not Potty-Trained"
      - If an older child isn't potty-trained, add them to the 3A group
    - ii. Allergies
      - Include the word "Allergy" in this field"
      - Ex: "Peanut Allergy"
      - Ex: "Gluten Allergy"
  - e. Click "Save."
  - f. Click "Check-In" to print up the family's labels.
  - g. Provide instructions to the child's parents...
    - i. Inform the parents of the location of their child's class
      - The child's class will be listed on the name tag.
      - For children not yet enrolled in school, classes are determined by birth date.
      - Pre-K and K classes are also divided alphabetically.
      - The Children's Ministries rack card lists class locations.
    - ii. Instruct parents to have their child wear one of the labels.
      - Newborns-Kindergarteners should wear the label on the back of their clothing.
      - 1<sup>st</sup>-5<sup>th</sup> Graders should wear the label on the front of their clothing.
    - iii. Please advise parents that they must keep one label with them and must present the label when picking up their child from his/her classroom.

- iv. Inform parents that the security code on the label will be matched to the code their child's label at pick-up.
- v. Advise parents that the next time they visit, they can use one of the electronic check-in stations located throughout the building.
- h. Ask a coordinator or greeter to walk them to their classrooms.
- i. Please ensure that all completed guest cards are turned into the Church Office mailbox in the church copy room.

### **Procedure for Returning Visitors**

1. When a returning visitor arrives at Children's Check-In, greet the child and his/her parents and look the family up in the family registration module.
  - a. If the family is present in the system...
    - i. Ask if any of their contact information has changed (especially phone numbers).
    - ii. Ask if they have had any additions to their family.
  - b. If any information has changed, ask the parents to fill out a new guest card.
2. Once the parent has filled out a guest card, there are several important steps that need to take place:
  - a. Mark the administrative section of guest card by placing a checkmark in the box next to "Addition to Family," "Information Update," or both if appropriate.
  - b. Enter the information on the guest card into the Arena Family Registration module.
    - i. Potty Training
      - In the potty training field, enter "Potty-Trained" or "Not Potty-Trained"
      - If an older child isn't potty-trained, add them to the 3A group
    - ii. Allergies
      - Include the word "Allergy" in this field"
      - Ex: "Peanut Allergy"
      - Ex: "Gluten Allergy"
  - c. Click "Save."
  - d. Click "Check-In" to print up the family's labels.
  - e. Provide instructions to the child's parents...
    - i. Inform the parents of the location of their child's class
      - The child's class will be listed on the name tag.
      - For children not yet enrolled in school, classes are determined by birth date.
      - Pre-K and K classes are also divided alphabetically.

- The Children's Ministries rack card lists class locations.
- ii. Instruct parents to have their child wear one of the labels.
  - Newborns-Kindergarteners should wear the label on the back of their clothing.
  - 1<sup>st</sup>-5<sup>th</sup> Graders should wear the label on the front of their clothing.
- iii. Please advise parents that they must keep one label with them and must present the label when picking up their child from his/her classroom.
- iv. Inform parents that the security code on the label will be matched to the code their child's label at pick-up.
- v. Advise parents that the next time they visit, they can use one of the electronic check-in stations located throughout the building.
- d. Ask a coordinator or greeter to walk them to their classrooms.
- e. Please ensure that all completed guest cards are turned into the Church Office mailbox in the church copy room.

### **Procedure for an Extended Guest Wait Time**

1. Ask all parents waiting in line to fill out guest cards.
2. Once the parent has filled out a guest card, there are several important steps that need to take place:
  - a. Verify that their information is complete
  - b. Use the standby security system to create a name tag for the child bearing the number of a security bracelet.
  - c. Provide the parents with a name tag for their child and a bracelet.
  - d. Provide instructions to the child's parents...
    - i. Inform the parents of the location of their child's class
      - For children not yet enrolled in school, classes are determined by birth date.
      - Pre-K and K classes are also divided alphabetically.
      - The Children's Ministries rack card lists class locations.
    - ii. Instruct parents to have their child wear the name tag.
      - Newborns-Kindergarteners should wear the name tag on the back of their clothing.
      - 1<sup>st</sup>-5<sup>th</sup> Graders should wear the name tag on the front of their clothing.
    - iii. Please advise parents that they must keep the bracelet with them and must present the label when picking up their child from his/her classroom.

- iv. Inform parents that the security number on the bracelet will be matched to the code their child's name tag at pick-up.
  - v. Advise parents that the next time they visit, they can use one of the electronic check-in stations located throughout the building.
- e. Ask a coordinator or greeter to walk them to their classrooms.
- f. Once all visitors have been served, enter the family's information into the Arena Family Registration module.
- g. Please ensure that all completed guest cards are turned into the Church Office mailbox in the church copy room.

# Taking Headcounts

## Where are the headcount forms?

Attendance forms will be found in the plastic wall files near the entrance of the room.


## When should I take a headcount?

Please take a headcount once all students have arrived for class, roughly 15 minutes into your ministry session.

## What's the process?

1. Take a head count, and record the number of adults, teens, and children.
2. Add the numbers together and record that total.
3. Write the full name of any servants that were unable to print a name tag at one of our electronic check-in stations. Then, ask the servant to submit a registration form at the Children's Check-In desk so that they'll be able to print a name tag the next time they serve.
4. On Sundays at 8:00 or 9:30 a.m., please place the completed form back in the wall file in your classroom.
5. On Sundays at 11:00 a.m. or Wednesday evenings, please place the completed form on the clip outside your classroom.

## Sample Headcount Form



### Your Class @ 8:00, 9:30, & 11:00 AM

### Class Headcount

---

**TODAY'S DATE** \_\_\_\_\_ Month/Day/Year

**8:00 AM**

**CHILDREN** present at **8:00 AM** \_\_\_\_\_ Headcount of 8:00 AM children

**ADULTS** present at **8:00 AM** \_\_\_\_\_ Headcount of 8:00 AM adults

**TEENS** present at **8:00 AM** \_\_\_\_\_ Headcount of 8:00 AM teens

**TOTAL** attendance at **8:00 AM** \_\_\_\_\_ Sum of 8:00 AM headcounts

**9:30 AM**

**CHILDREN** present at **9:30 AM** \_\_\_\_\_ Headcount of 9:30 AM children

**ADULTS** present at **9:30 AM** \_\_\_\_\_ Headcount of 9:30 AM adults

**TEENS** present at **9:30 AM** \_\_\_\_\_ Headcount of 9:30 AM teens

**TOTAL** attendance at **9:30 AM** \_\_\_\_\_ Sum of 9:30 AM headcounts

**11:00 AM**

**CHILDREN** present at **11:00 AM** \_\_\_\_\_ Headcount of 11:00 AM children

**ADULTS** present at **11:00 AM** \_\_\_\_\_ Headcount of 11:00 AM adults

**TEENS** present at **11:00 AM** \_\_\_\_\_ Headcount of 11:00 AM teens

**TOTAL** attendance at **11:00 AM** \_\_\_\_\_ Sum of 11:00 AM headcounts

# Classroom Clean-Up Instructions

## Purpose

Each of the classrooms used are shared by multiple ministries, including Faith Christian School, Faith Children's Ministries, Faith Community Institute, and Adventure Camp. Therefore, it is important that we serve each other by making sure that the classrooms are cleaned and ready for the next ministry group upon the completion of our ministry session(s).

## Clean-up Items

1. Prior to leaving, the entire classroom should be given a thorough inspection to make sure that it is ready to be used by the next ministry.
2. Classroom chairs/desks are to be reset according to the Faith Christian School or Adventure Camp set-up diagram posted in the classroom.
3. Check to see if waste baskets need to be emptied. If the waste basket is more than half full, please empty it. The plastic bag in the waste basket can be taken out and thrown into the dumpster. A new plastic bag should be located at the bottom of the waste basket to replace the one removed.
4. Any writing on chalkboards or whiteboards should be erased.
5. Floors are to be picked up or vacuumed (if necessary).
6. Projector screens are to be raised.
7. Please remove the sign hanging from the ceiling outside your classroom and gently place this sign in your closet in a place where it will not be damaged.

# Kitchen Clean-Up Instructions

1. Please remember to reserve the kitchen by contacting the church office.
2. The punch bowls, communion supplies, igloos, bridal shower supplies, and the china dishes are stored in the closet in the NW corner of the gym.
3. All carts and extra garbage cans are stored in the NW closet of the gym. One garbage can should be stored south of the kitchen and one garbage can should be stored on the north side.
4. Make sure counters are cleared, dishes, utensils, and pans are put away, and garbage is emptied when you work in the kitchen.
5. Please do not leave any leftover items in the kitchen unless 1) they have been labeled and 2) arrangements have been made for their use/removal.
6. Please note that while we have a 2-door upright freezer in the ice machine room, this freezer was purchased by the school and is primarily intended for school use during the school year.
7. The chest freezer in the ice machine storage room is allowed for church use. However, the guidelines listed under #4 above apply.
8. Please make sure that the dish washing machine is turned off once you have finished using it. It should be drained, and drain baskets should be sprayed and cleaned. Please remember to leave the doors up or in the open position. This helps the machine to dry and prevents the growth of mildew and bacteria.
9. Check list:
  - Trash taken out
  - All items put away
  - All food placed in a refrigerator is labeled and neat
  - Counters are wiped clean
  - Floors swept and mopped
  - Dishwasher turned off and drain emptied
  - Ovens and stove burners off
  - Closet doors shut



# Emergency Procedures

Please follow the procedures listed below each emergency situation.

## Fire

1. Remain calm.
2. Use fire extinguisher if available.
3. If fire cannot be extinguished, pull fire alarm.
  - a. Fire alarms can be found by the door to the stairs in the Children's Ministries hallway as well as between the 3 year-old room and school office.
4. Take a class headcount
5. Class leader will guide class to the nearest exit.
6. Last person exiting the classroom closes door.
7. Students remain silent.
8. Take a class headcount once outside.
9. Signify to coordinator that all are accounted for.
10. Inform an Emergency Response Team Member if any students are unaccounted for.

## Internal Building Emergencies (Gas leak, Explosion, Collapse, Hazardous Materials, etc.)

1. Sound fire alarm—everyone evacuates.  
(Note, an *outside* hazardous material spill may require us to remain inside. Instructions will be given in that event.)
2. Follow fire drill procedure.
3. Ensure that a headcount is taken prior to leaving the classroom and after the class is outside.
4. Remain with students until further notice.

## Bomb Threat

1. Do not communicate by cell phone/ walkie talkie
2. Take all threats seriously
3. Be empathetic to the person making the threat—but do not over-react.
4. Listen closely for wording, vocal quality, and background noises.
5. Try to keep caller on the phone (ask where, when, what, why)
6. Notify a ministry leader immediately.
7. Document exact time of threat.

## Tornado

1. Take a headcount and move class to the location indicated below:
  - a. Sunday Classes
    - i. Nursery Intern Office, N13, & N14
    - ii. 2 Year-Olds N14
    - iii. 3 Year-Olds A N13
    - iv. 3 Year-Olds B Room 104
    - v. Pre-K A Room R3
    - vi. Pre-K B Room R3
    - vii. Kindergarten A Men's Locker Room
    - viii. Kindergarten B Women's Locker Room
    - ix. 1<sup>st</sup> Grade Room 106
    - x. 2<sup>nd</sup> Grade Room 106
    - xi. 3<sup>rd</sup> Grade Downstairs
    - xii. 4<sup>th</sup> Grade Downstairs Kitchen
    - xiii. 5<sup>th</sup> Grade Room 106
    - xiv. Special Needs Class Preschool Offices

- b. Wednesday Classes
  - i. Nursery Intern Office, N13, & N14
  - ii. 2 Year-Olds N14
  - iii. 3 Year-Olds A N13
  - iv. 3 Year-Olds B Room 104
  - v. Pre-K A Room R3
  - vi. Pre-K B Room R3
  - vii. K & 1<sup>st</sup> Grade Girls Room 106
  - viii. K & 1<sup>st</sup> Grade Boys Men's Locker Room
  - ix. 2<sup>nd</sup> & 3<sup>rd</sup> Grade Girls Downstairs Kitchen
  - x. 2<sup>nd</sup> & 3<sup>rd</sup> Grade Boys Room 106
  - xi. 4<sup>th</sup> & 5<sup>th</sup> Grade Girls Women's Locker Room
  - xii. 4<sup>th</sup> & 5<sup>th</sup> Grade Boys Room 106
  - xiii. Special Needs Class Preschool Offices
- 2. Nursery children should be placed in cribs and transported to the designated shelter locations.
- 3. Make sure children are sitting, facing a wall, and covering heads OR instruct children to get under desks and curl into a ball. Cover head with hands or book.
- 4. Wait for "all-clear" signal to return to classroom.

### **Serious Injury**

- 1. Remain calm.
- 2. Contact coordinator with the following information:
  - a. Location of injured person.
  - b. Name of injured person.
  - c. Type of injury.
- 3. Take appropriate action to care for person at the scene.
  - a. Check breathing.
  - b. Control bleeding.
  - c. If head or neck injury suspected, do not move person unless they are in danger of further injury.
  - d. Reassure victim and help them stay calm.
  - e. Call 911 if necessary.
  - f. Perform CPR if trained to do so.
  - g. Perform AED if necessary. AED devices are located ???

### **Allergic Reaction**

- 1. If a parent has provided an "Epi-Pen," please take immediate action to administer the medication.
- 2. If you are not comfortable performing this action, please find another servant who is willing to do so, and delegate this responsibility.
- 3. If medication is not available, please call 911 and alert the parent.

### **Hostage/Security Threat**

- 1. If you are directly involved in responding to a security threat:
  - a. Remain calm and keep children calm.
  - b. Avoid quick movement.
  - c. Follow all instructions of the captor.
  - d. Do not try to disarm the hostage taker.
  - e. Be aware of any missing or absent students.
  - f. Follow instructions of law enforcement.
- 2. If you observe a security threat:
  - a. Make no personal intervention.

- b. Remain out of sight.
  - c. Immediately notice coordinator.
  - d. Quietly block hall with chairs/supplies to prevent others from entering area.
  - e. Return to your primary area of responsibility.
- 3. If you are informed of a security threat:
  - a. Remain in your room.
  - b. Lock your door and allow no student movement.
  - c. Wait for instructions from a ministry leader or police.
  - d. Keep students away from windows and doors.
  - e. Follow any evacuation orders given by police or administration.

### **Lock Down**

- 1. A ministry leader will announce "This is a lockdown."
- 2. When a lockdown is initiated, immediately check that your classroom door is closed.
- 3. Cover door windows with fabric located next to the classroom door.
- 4. Create a barrier at the entrance to the classroom.
- 5. Close blinds.
- 6. Move students away from doors and windows.
- 7. Do not allow anyone to leave or enter the room or open the door.
- 8. Keep children quiet and calm.
- 9. Keep all students until a ministry leader gives an all clear through the PA or a direct visit.

### **Power Outage**

- 1. Keep students calm.
- 2. Remain in classroom or move to a room with windows, if feasible.
- 3. Keep all students within your direct supervision.
- 4. Use the flashlights that are in your classroom closets until the power returns.

# Miscellaneous Information and Procedures

## Snacks

There are snacks provided in each classroom for students. If a child has an allergy, we have a gluten-free option available.

### Nursery-Pre-K

- Simple snacks are provided for these classrooms; i.e. Cheerios, Kix, Goldfish crackers, etc.
- Some servants prefer to bring in their own snacks.\* This is permissible, however, we ask that servants not provide sugary treats such as cupcakes, brownies, donuts, cookies, candies, etc.

### K-5<sup>th</sup>

- There are individual packages of Cheez-Its, Pretzels, Animal Crackers, etc. in each classroom.
- There are also fruit snacks provided for anyone who may have food allergies.
- Parents are encouraged to bring a snack for their child as long as it is clearly labeled.

\* Please do not bring in or give away hard candy—this can be a choking hazard.

## Medication

Servants are not to distribute or administer any form of medication. If a child needs to take medication, please encourage the parent to return to your classroom to administer the dose at the appropriate time. For allergic reactions, please refer to the Emergency Procedures outlined above.

## Special Needs

We seek to work with parents in determining the best ministry plan for each child. Some children thrive with the assistance of an aide in one of our Children's Ministries classes. Others function well in our classes without the assistance of an aide. For some children, the best option is participation in our special needs class, which meets on Sundays each week at 9:30 a.m. on Wednesdays during the school year at 6:30 p.m.

If you believe that a child in your class would be a good candidate for our special needs ministry, please talk with your coordinator.

## Sick Child

1. Contact parent if child seems feverish or vomits.
2. To clean up vomit, please use the powder, labeled "Smelleze," which can be found in your classroom closet. Follow instructions on package.
3. Sanitize your area in order to keep sickness from spreading to other children.

## Overflowing Toilet

1. If a plunger is available in that bathroom, attempt to resolve issue.
2. If additional help is needed, please contact your coordinator.

## Food or Drink Spills

1. Clean up mess as best as possible.
2. Contact coordinator and inform them of the spill.

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# Policies

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## Policy for Interacting with Minors

Revised March 20, 2010

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### A. INTRODUCTION

Faith Church and all legal entities of Faith Ministries (collectively "FAITH") value children and teens (collectively "minors"). The Bible teaches that minors are gifts from the Lord and that all adults have the solemn God-given responsibility to care for them properly. Scripture calls for the highest standard of moral behavior in the presence of minors. The emotional and physical vulnerability of minors should never be violated. They are to be lovingly trained within the context of proper parental authority in order to help them develop maturity in their relationship with the Lord and with others.

FAITH believes that minors have the right to protection from harm and abuse within the limits of the organization's jurisdiction. The purpose of this policy is to highlight this right and to enable those in positions of responsibility to take appropriate action when necessary.

FAITH expects proper moral conduct toward all minors. All FAITH employees and adult volunteer servants (hereinafter called "FAITH personnel" or "adult servants") are required to adhere to the standards and procedures prescribed in this adults/minors protection policy. This policy outlines behavioral standards as well as guidelines for the proper flow of information and the action to be taken in the event of an offense. Improper conduct toward minors can be a criminal offense and can lead to imprisonment upon conviction.

FAITH has the biblical responsibility to provide appropriate care for the minors involved in its ministry. In order to maintain a testimony that is above reproach, it is important for all adults interacting with minors to follow certain guidelines. These guidelines are intended to accomplish the following objectives:

1. To ensure the safety of the minors entrusted to our care;
2. To protect those serving in our ministry from becoming the objects of false criminal accusation (FAITH recognizes that the reputation of an individual, church, or ministry can be seriously harmed by a false report of abuse. Therefore, while protecting minors as specified herein, FAITH will also protect innocent parties); and
3. To preserve the reputation of our Lord and the testimony of our church within the community

### B. PRE-REQUISITES TO SERVICE WITH MINORS AND PREVENTION

Prior to any adult serving with minors at FAITH the adult must...

1. Undergo a background check of the nature and type then being used by FAITH. (FAITH may at its discretion require and conduct additional or subsequent background checks on any personnel in ministry contact with minors for past criminal conduct or child abuse offenses).

2. Read and sign a statement agreeing to abide by the policies and standards of FAITH.
3. Read and sign a statement agreeing to fulfill the responsibilities associated with his/her service position.
4. Have regularly attended Faith Church for a period of six (6) months and formally joined its membership. (This requirement may be waived on a case-by-case basis).
5. Read and sign a copy of this Adults/Minors Protection Policy.

#### C. **BASIC RULES FOR PERSONNEL INVOLVED WITH MINORS**

1. General Policy to Not be Secluded with a Minor. Adult servants (volunteers and employees) serving as a representative of FAITH shall avoid being alone with a minor in a space or area out of view. Adults serving with minors must carefully guard against seclusion.
2. Individual Counseling and Discipleship. On occasions when it becomes necessary for an adult to meet individually with a minor for the purposes of counseling or discipleship, such interactions should take place in a place that is in view of others.
3. Conduct and Communication. FAITH personnel and minors must conduct themselves in ways that demonstrate appropriate concern for the edification and welfare of others. Any interaction between adult servants and minors, regardless of the medium through which such interaction takes place, ought to evidence submission to the laws of the State of Indiana as well as a desire to bring honor to God.
4. Contact Sponsored by FAITH. Contact sponsored by FAITH includes any phone calls, letters, internet usage, or face-to-face communication that takes place at the direction of ministry leadership or in relation to scheduled ministry activities. Such contact should be carried out in a manner consistent with the above guidelines for conduct and communication.
5. Informal Contact (Independent of FAITH Activities). Informal contact refers to phone calls, letters, all forms of internet usage, or face-to-face communication between an adult servant and a minor that is not connected to the official activities of FAITH. FAITH recognizes that informal contact between adult servants and minors frequently occurs. For example, adults may ask teens to babysit their own children, or adults may see children during social events with a child's family.

When initiating informal contact, adult servants should acquire the permission of parents before such contact takes place. Any instances of informal contact should be carried out in a manner consistent with the above guidelines for conduct and communication. Parents are responsible for monitoring all instances of informal contact.

6. Transportation to and from FAITH Activities. Transportation to and from ministry activities is not considered part of the activity itself. Parents are responsible for providing or arranging such transportation. If an adult servant transports a minor at a parent's request, this should be recognized as informal contact, and the guidelines for informal contact should be observed.

7. Transportation as Part of Ministry Activities. From time to time, FAITH may provide transportation as part of a FAITH ministry activity. Examples of this type of activity would include field trips or out-of-town events. When minors are transported as part of FAITH activities, there must be suitable adult supervision. In addition, signed parental consent and medical permission forms must be acquired for all participating minors.
8. Instruction. Leaders of the FAITH children's and youth ministries and recreational/educational facilities will regularly give helpful and necessary age-appropriate information and instruction about child abuse to FAITH personnel.

#### D. **DEFINITIONS**

Normal, healthy human relationships between adults and minors include expressions of proper care and affection. Adults working with minors are encouraged to provide a warm, supportive and nurturing environment. Supportive nurture is always to be guided by biblical standards of morality, ethics, and prudence.

Child abuse is a general term to describe inappropriate or immoral behavior, or threatened behavior, by an adult toward a minor under 18 years of age, or by one minor toward another minor where there is a difference in power based on age, or physical, intellectual or emotional capacity. Child abuse is recognized under four categories: Sexual Abuse, Physical Abuse, Emotional Abuse, and Neglect. Child abuse can be perpetrated with or without the consent of the victim. It can occur in a one-on-one encounter or in a group setting. Applicable definitions are:

1. **"Sexual Abuse"** means the employment of physical and/or emotional sexual stimuli or acts in the presence (visual, auditory, or physical) of an individual or upon an individual, with or without consent, when that person is considered to be outside the limits of normal sexual rapport. There are two categories of sexual abuse: touching and non-touching.
  - a. Touching offenses include repeated inappropriate touching, fondling, oral, genital or anal stimulation; violent and nonviolent intercourse; incest; rape; homosexual activity; assault; battery.
  - b. Non-touching offenses include verbal sexual stimulation; indecent exposure; peeping; causing or allowing minors to witness sexual relations; reading, playing an audio tape or showing explicit pornographic material.
2. **"Physical Abuse"** means any act which results in a non-accidental physical injury (most often involving unreasonably severe corporal punishment [defined below] or unjustifiable punishment). Intentional, deliberate battery such as burning, biting, cutting, poking, hitting, twisting limbs, or otherwise intentionally hurting or torturing a minor is also included. **"Unreasonably Severe Corporal Punishment"** means:
  - a. Results in physical injury, including bruises (However, it is recognized that a small percentage of people bruise very easily. That fact shall be considered).
  - b. Is inconsistent, arbitrary punishment designed not to educate, but to instill fear
  - c. Is inappropriate for the age of the minors
  - d. Is the result of unreasonable expectations or demands on the minors by the caretaker



- e. Is the result of a caretaker losing control during discipline
3. **“Emotional Abuse”** means chronic attitude or acts which harm or interfere with the psychological and social development of a minor. An infrequent, unkind snubbing of a minor or a rare incidence of overly harsh criticism is usually not emotional abuse. Emotional abuse is characterized by consistent and chronic behavior. Verbal assaults (e.g. belittling, screaming, threats, blaming, sarcasm), unpredictable responses . . . continual negative moods, constant family discord and double message communication are examples of emotional abuse.
  4. **“Neglect”** means the failure, refusal, or inability of a parent, guardian, legal custodian, or another person exercising temporary or permanent control over a minor, for reasons other than poverty or war, to provide care, instruction, food, clothing, basic medical service, and shelter so as to seriously harm or endanger the well-being of the individual.
  5. **“Child”** means any person under the age of 18 years, unless legally emancipated by reason of marriage or entry into a branch of the United States armed services.”
  6. **“Abused child”** means a child whose parent or immediate family member, or any person responsible for the child’s welfare, or any individual residing in the same home as the child, or a paramour of the child’s parent:
    - a. Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
    - b. Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
    - c. Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Indiana Criminal Code and extending those definitions of sex offenses to include minors under 18 years of age; and extending those definitions of sex offenses to include minors under 18 years of age;
    - d. Commits or allows to be committed an act or acts of torture upon such child; or
    - e. Inflicts serious bodily injury.

**E. PROCEDURES REGARDING ALLEGED CHILD ABUSE REPORTED OR OCCURRING AT FAITH OR DURING FAITH ACTIVITIES**

1. Summary Statement. Every adult servant serving with FAITH has the privilege and responsibility of being a role model for the minors with whom they come in contact. FAITH considers it a high calling and sacred trust to care for and protect minors and to minister to minors. Conduct toward minors must be above reproach according to biblical standards of integrity, prudence, ethics and morality. Each adult servant must do his/her part to ensure that the minors at FAITH and those served by FAITH have a safe environment in which to live, grow, learn and enjoy their childhood and their teens. If a child reports that he/she has been abused, or when an adult servant observes or becomes aware that a

minor's welfare has been compromised because of suspected child abuse, it is that adult servant's responsibility to report the incident or suspicion immediately to his/her supervisor following the procedures outlined in this policy. There are two types of possible violations:

- a. The alleged perpetrator is involved in a FAITH ministry or activity; or
- b. The alleged perpetrator is not involved in a FAITH ministry or activity.

Minors should never have to be protected **from** us, and they should always have the security of knowing they are protected **by** us.

## 2. **Discovery**

- a. Any adult servant receiving a report, witnessing, or having reason to suspect child abuse must report it to a supervisor without delay, i.e. as soon as possible that very day (see "3. Reporting and Immediate Action" below). If the immediate supervisor is implicated, or if the case warrants special handling, the report should go to the next person of greater authority on the organizational chart.
- b. Any adult servant who receives a report or allegation of child abuse by a child or by an adult must treat the reporter with an attitude of "respect and belief."
- c. Even if there is reason to doubt a report of abuse, the adult servant receiving the report must communicate the information accurately, completely, and immediately to his/her supervisor. (**Note:** In Indiana and within FAITH, those who purposely make false reports are subject to disciplinary action, but those who make reports in good faith are provided immunity from legal liability, regardless of the outcome of the case.)

### **CONFIDENTIALITY**

**Every effort must be made to maintain confidentiality regarding of the alleged victim and the alleged perpetrator by the investigating team and by anyone else who has any knowledge of the case.**

## 3. **Reporting and Immediate Action**

- a. All reports alleging abuse or the discovery of abuse must be verbally communicated immediately (i.e. as soon as possible that same day), by phone or in person to the supervisor, or if the supervisor is implicated or the case warrants special handling to the next person of great authority; and then also in writing to the pastors and the director of human resources as soon as possible, but in any case, no later than 36 hours later.
- b. The adult servant hearing an allegation of abuse, witnessing abuse, or having reason to suspect abuse, should complete the Incident Report form which includes the following information:
  - (1) Name of person reporting
  - (2) Date and time of all meetings
  - (3) Reasons for the initial suspicion
  - (4) Alleged victim's name and parent's name(s)
  - (5) Nature or extent of injury (if any)

- (6) Present location of the child
  - (7) Alleged perpetrator's name
  - (8) How the information was obtained
  - (9) Who was contacted and when
  - (10) Details of what was reported or suspected (dates, times, places, specifics of what happened)
  - (11) Data gathered during the investigation
  - (12) Basis/rationale for why there was or was not "reason to believe" that child abuse or child neglect occurred
  - (13) If there was a report to CPS, the date and time of such report
  - (14) Date of writing the report
- c. In addition to reporting as specified above, the adult servant who observes or receives a report of child abuse, shall observe the following guidelines:
- (1) Do not panic or overreact to the information reported by a minor or an adult.
  - (2) Do not challenge, argue with, refute, or criticize the minor, or state to the minor any conclusion that the minor simply was wrong or misunderstood what actually happened.
  - (3) In every way, respect the privacy of the minor who made the report. After having a second adult present be sure that any discussions concerning child abuse or child neglect take place at a location which is strictly private and where no one other than said two adults can overhear the discussion.
  - (4) All reports of abuse must be handled in a quiet and confidential manner and no disclosure should be made to any persons other than as provided in this policy.
  - (5) Be very sensitive to the emotional needs of the minor and try to relieve the stress and anxiety which accompany an abuse situation.
- d. When the pastors and the director of human resources receive a report about abuse, the first question to answer will be whether there is "reason to believe" that abuse has occurred such that there would be a reasonable cause for further investigation. If so, the matter should proceed as determined by the pastors, and consistent with this Policy, the pastors shall proceed as follows:
- (1) If the alleged perpetrator is involved in a FAITH ministry or activity:
    - (A) Decide what needs to be done immediately to protect the victim(s). This will be done as discreetly and respectfully as possible.
    - (B) Decide how to confront the alleged perpetrator and remove him/her from ministry with minors or involvement with minors. This may include the reassignment or suspension of the alleged perpetrator during the investigation and will be done as discreetly and respectfully as possible. Such removal, and or

suspension is not tantamount to a finding or conclusion that the alleged perpetrator is guilty.

- (C) Decide the appropriate investigation process.
  - (D) Decide the best way to immediately notify the alleged victim's parents about the allegations and the investigation process.
  - (E) Report to the authorities when required by Indiana law. The pastors shall remain in communication with legal counsel to be sure that the knowledge of the requirement of Indiana law remains current (including necessary updating to this policy and its attachments).
- (2) If the alleged perpetrator is not involved in a FAITH ministry or activity:
- (A) Decide what needs to be done immediately to protect the victim(s). This will be done as discreetly and respectfully as possible.
  - (B) Decide the appropriate investigation process.
  - (C) Decide the best way to immediately notify the alleged victim's parents about the allegations and the investigation process.
  - (D) Report to the authorities when required by Indiana law. The pastors shall remain in communication with legal counsel to be sure that the knowledge of the requirement of Indiana law remains current (including necessary updating to this policy and its attachments).

**F. INVESTIGATION:**

1. When further investigation is appropriate, the pastors or their designee(s) will investigate the allegations and assist with the resolution of the case. Those investigating will thoroughly investigate all allegations, reports, acts and/or suspicions. They will also try to determine if there are other victims.
2. The investigators will prepare a written report of their investigation to be used as the pastor's determine.
3. An investigation that has been opened it will be considered complete when the following are completed:
  - a. The Incident Report specified above in E.3.b. has been filed with the pastors and the director of human resources.
  - b. The investigation has been completed and a decision has been reached.
  - c. If applicable, the report to CPS has been made.

- G. **WHEN AN ALLEGATION IS CONFIRMED** (i.e. there is reason to believe that child abuse occurred), the pastors will:
1. See that care and counseling are provided for victims, “near victims” (those emotionally and/or physically close to the victim and adversely affected by the abuse), and the perpetrator, as indicated.
  2. Decide on appropriate actions and/or discipline.
  3. Decide (in consultation with legal counsel if necessary) what information needs to be reported to appropriate authorities and make the appropriate report to CPS. FAITH shall always comply with Indiana laws relating to the reporting of abuse.
  4. Provide appropriate information to the family and others on a “need to know basis” regarding the allegations, investigation and results.
- H. **WHEN AN ALLEGATION IS NOT CONFIRMED** (i.e. there is not reason to believe that child abuse or child neglect occurred), the pastors will:
1. See that care and counseling are provided for those involved as indicated.
  2. Evaluate the conclusions of the investigation and take appropriate action.
- I. **RESPONSIBILITY OF LEADERSHIP**
- The pastors, supervisors and leaders of FAITH shall have the responsibility to be aware of the laws relating to child abuse and the legal requirements for reporting to the authorities. Every report of child abuse or child neglect shall be handled with discretion and seriousness, and in compliance with applicable law. Attachment One hereto sets out the relevant Indiana Statutes. Attachment One is to be updated and to remain current by consulting with legal counsel on a regular basis. The pastors shall distribute copies of and provide for instruction about this ADULTS/MINORS PROTECTION POLICY to supervisors, leaders, and adult servants; and when there are changes to this policy or updates to the relevant laws, the pastors shall provide for such updated information to be disseminated to supervisor, leaders and adult servants.
- J. **GUIDELINES FOR PROPER INTERACTION AND TAKING PRECAUTIONS AGAINST FALSE ACCUSATIONS OF CHILD ABUSE**
- Each FAITH adult working with minors should be aware of the fact that he or she may be placed in a position of some vulnerability to a false accusation of abuse. The following guidelines specify proper interaction with minors and provide reasonable precautions to avoid groundless accusations:
1. To repeat, adult servants are not to ever be alone in an enclosed space with a minor. See Section C above.
  2. When circumstances make it necessary for adult servants to accompany minors to the bathroom, take minors to the bathroom as a class with two or more adults present.
  3. Proper touches are an important means for demonstrating love and concern for the minors in our ministries. The following limits must be followed. Hugging should be done in public areas with other adults present. Touching or tickling minors under their clothing is

prohibited. It is recognized that some minors come from backgrounds in which wholesome affection is not openly displayed. Such minors may be uncomfortable with even a genuine and wholesome display of affection (e.g. a hand on the shoulder). Adult servants must be sensitive to these differences and use discretion and wisdom to avoid any display of affection that may in any way be misinterpreted or which may make a minor uncomfortable.

4. Adult servants shall never strike a minor. All minors should be handled in an appropriate manner. Screaming or using harsh language is unacceptable. If a minor's behavior is totally out of control, the minor shall be removed until he or she can behave, and if necessary and possible, the parent(s) shall be contacted. No unreasonable or unnecessary physical force shall be used in removing a child or restraining a child from injuring someone. (**Note:** this policy does not prohibit appropriate corporal discipline by parents.)
5. Extreme caution should be taken when roughhousing with minors. Be sure that active involvement is in a public area with other adults present. The giving of "wedgies," pink bellies," or other such activities is strictly prohibited.
6. Written parental permission must be obtained for each minor prior to a retreat or overnight activity. A minimum of two adults must be present at any overnight activity. Separate sleeping and changing areas must be designated for girls and boys and off limits to members of the opposite gender.
7. Adult servants shall take all steps necessary to monitor the health and safety of the minors, but adult servants shall not intrude into the privacy of minors. Adult servants should also maintain their own privacy and should not freely discuss with the minors any inappropriate sensitive subjects.
8. Adult servants must be sensitive to maintain the principle of modesty both for the minors and for the adult.

#### K. **YOUTH HELPERS/WORKERS**

FAITH recognizes that a person under the age 18 years is not a legal adult and that the laws do not impose upon him or her the same level of legal responsibilities. However, FAITH intends to protect minors from any and all dangers from any person of any age. Therefore before a person aged 12 through 17 years (a "Youth") is permitted to help or work with minors at FAITH or any FAITH ministry or activity, the following must be completed:

1. The pastors shall do whatever checking they deemed appropriate regarding the Youth's abilities and character.
2. The Youth must be approved as a helper/worker by the pastors.
3. The parent(s) of the Youth must have signed a permission slip to allow the Youth to work/help at FAITH or with a FAITH ministry or activity.
4. The Youth must read and sign a statement agreeing to abide by the policies and standards of FAITH.
5. The Youth must read and sign a statement agreeing to fulfill the responsibilities associated with his/her service position.

6. The Youth must have regularly attended Faith Church for a period of six (6) months and formally joined its membership. (This requirement may be waived on a case-by-case basis).
7. The Youth must read and sign a copy of this Adults/Minors Protection Policy.

[Last Revised March, 2010]

Faith Ministries refers to one or more of the following ministries: Faith Church of Lafayette, Incorporated (FC); Faith Christian School, Inc. (FCS); Faith Community Ministries, LLC (FCM); Faith Biblical Counseling Ministries, LLC (FBCM); Faith Bible Seminary, LLC (FBS); Faith Global Ministries, LLC (FGM); Faith Legacy Foundation, Inc. (FLF); and Vision of Hope Ministries, Inc. (VOH).

When child abuse or neglect is suspected by a Faith Ministries' leader, employee, or volunteer on the part of a parent, guardian, or custodian, the following procedures are to be followed. These procedures comply with the Indiana Code sections 31-33-5 and 31-33-22 regarding reporting child abuse and neglect. Attached to this policy are copies of the relevant sections of the Indiana Code, including definitions of abuse, neglect, and a child in need of services. Also included are recommendations from the organization "Prevent Child Abuse—Indiana."

### **Procedures for Reporting**

1. If you are suspicious of possible child abuse, then immediately notify the individual(s) overseeing the ministry. Do not involve any other staff member, volunteer, church member, student, etc.

Reports to:	Children's Ministries Pastor	Student Ministries Pastor	FCS Pre-School Director	FCS Elementary Principal	FCS Administrator	Community Ministries Pastor
Leaders/Volunteers in:	Nursery (Age 0-24 months)	Journey (6 <sup>th</sup> -8 <sup>th</sup> Grade)	Faith Christian School Pre-School	Elementary School (K-6 <sup>th</sup> Grade)	High School (7 <sup>th</sup> -12 <sup>th</sup> Grade)	Infant Care
	Toddlers of Faith (Age 2-5)	Impact (9 <sup>th</sup> -12 <sup>th</sup> Grade)				Discover After School Care
	Kids of Faith (K-5 <sup>th</sup> Grade)	Vacation Bible School (Age 2-5 <sup>th</sup> Grade)				Sports Leagues
	Wednesday Night Kids of Faith (Age 2-5 <sup>th</sup> Grade)	Journey Extreme (6 <sup>th</sup> -8 <sup>th</sup> Grade)				Adventure Camp

In the event the person you are to contact is not available, you may contact the next available person from the following list.

- i. Children's Ministries Pastor or Student Ministries Pastor
  - ii. FCS Administrator or FCS Elementary Principal or FCS High School Principal
  - iii. FCM Director
  - iv. Faith Church's Senior Pastor
2. Together with your contact from step #1, try to establish any facts about the situation. A meeting with the child may be necessary.
3. Do not attempt a physical examination of the child on your own. Only make observations of areas that are easily visible through normal routines and activities.
4. In consultation with the employee or volunteer, the pastor/director/administrator will need to determine:
  - a. If the suspected abuse or neglect meets the legal definition of child abuse or neglect.
  - b. The course of action for contacting the parent or guardian by Faith Ministries' leadership.



- i. An exception could be made if it seems that informing the parents first would place the child at further risk of harm.
    - ii. This contact will include tactfully expressing proper concern for the child's well-being or injuries and how Faith Ministries can extend appropriate care. This should be handled by a phone call or an in-person meeting.
    - iii. This contact will include asking the parent or guardian about the nature of the concern—cause of an injury, is the child eating well, etc.
  - c. The course of action for contacting the proper agency or authority, namely Child Protective Services (CPS).
    - i. It will assist with the careful, reasonable, and lawful reporting of abuse if an employee or volunteer first involves Faith Ministries' leadership. The Faith Ministries leadership may or may not agree that CPS should be called.
    - ii. It is Faith Ministries' practice to not contact CPS without first informing and discussing the problem with the child's parents or guardian. Again, an exception could be made if it seems that informing the parents first would place the child at further risk of harm.
    - iii. The decision about who will contact CPS, if deemed necessary, needs to be made.
      - 1. The point person for all CPS reporting will be the Faith Children's Ministries Pastor.
      - 2. In the event this pastor is unavailable, the following persons will have the responsibility of contacting CPS.
        - a. Faith Student Ministries Pastor
        - b. FCS Administrator or FCS Elementary Principal or FCS High School Principal
        - c. Faith Senior Pastor
    - iv. Every effort will be made to conduct a quick and thorough investigation. If there is reason to believe that abuse has taken place, an immediate contact to CPS will be made.
    - v. Failure to report suspected child abuse or neglect is a Class B misdemeanor. Intentionally making a false claim of child abuse or neglect while knowing it to be false and/or obstructing or interfering with a child abuse investigation, are Class A misdemeanors.
- 5. A record of the suspected abuse will be signed and filed by the overseeing pastor/administrator/director.
- 6. The employee or volunteer is not relieved of the obligation to report on his or her own behalf simply because a Faith Ministries' leader has been told. The employee or volunteer is free to exercise his or her legal rights and obligations to report suspected child abuse or neglect regardless of a Faith Ministries' leader's view.

### **Child Abuse Hotline Information:**

Effective 3/22/10 the Statewide Child Abuse Hotline will begin taking **all** child abuse and neglect reports for Tippecanoe County Department of Child Services and the rest of DCS Region 5, which also includes Benton, Carroll, Clinton, Fountain, Warren and White Counties. The rollout schedule for implementation of the Statewide Child Abuse Hotline began January 1, 2010 in Marion County and will be active throughout all 92 counties by June 30, 2010. The hotline is being managed by trained Family Case Managers and Supervisors located in Indianapolis.

In order to make a report of child abuse or neglect, you must call **1-800-800-5556** (24 hours a day, 7 days a week). Your call will be answered in the order it is received by the hotline staff. The Intake Specialist team at the hotline will decide at the time of the report filing if the report will be assigned for assessment by a Family Case Manager at the Tippecanoe County Department of Child Services Office. You will receive information at the time of the call if the report is being assigned for assessment.

- **Information needed when making a report:**

- Names of all children involved
- Location
- Officer's Name, telephone number, badge number (for Law Enforcement Officers)
- Approximate age of children
- Reason why the DCS or the LEA was called to the address/allegations
- Name and identifiers of person/persons believed to have injured or neglected the child

For Law Enforcement Officers with an emergency, there will be an emergency access code that can be used in order to immediately speak with a member of the hotline staff. (Law Enforcement will receive the access code in a separate notice.) The hotline staff will have the ability to contact the Tippecanoe County DCS immediately for any emergency responses needed during office hours and after office hours. The response time for DCS to respond to reports will not change, the expectation will remain that Family Case Managers respond within 1 hour to reports that meet the criteria of imminent danger of serious bodily harm, 24 hours for all other reports of physical abuse not meeting the 1 hour response requirement, and 5 days (maximum) for reports of less severe child neglect.

The mandatory reporting law requires that an oral report be made to either DCS or a Law Enforcement Agency (LEA) immediately upon suspecting child abuse or neglect. However, there are fax numbers and an email address that can be used to communicate with the Statewide Child Abuse Hotline. In the future you will be notified how to utilize the web to file a report of child abuse or neglect. The numbers and email address below is the most current information for the Child Abuse and Neglect Hotline.

- Child Abuse Hotline 1-800-800-5556
- The fax numbers for the Child Abuse Hotline are 317-234-7595 or 317-234-7596.
- The email address for the Child Abuse Hotline is [DCSHotlineReports@dcs.in.gov](mailto:DCSHotlineReports@dcs.in.gov)

### **Local DCS Office in Tippecanoe County - Region 5**

250 Main Street, Suite 301  
Lafayette, IN 47901  
765-742-0400  
Fax: 765-742-9142  
Director: Angela M. Smith Grossman

# Indiana Statutes on Child Abuse and Child Neglect

**IN SUMMARY: The CHINS statutes define “Child Abuse” and “Child Neglect” as:**

1. The child's physical or mental condition is seriously impaired or seriously endangered as a result of the parent, guardian, or custodian being unable, refusing, or neglecting to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.
2. The child's physical or mental condition is seriously impaired or seriously endangered due to an injury as a result of the parent, guardian, or custodian's act or omission, or there is evidence that illegal manufacture of a drug or controlled substance is occurring on property where a child resides.
3. The child is a victim of certain sex offenses or is living in a household with a victim of certain sex offenses.
4. The child's parent, guardian, or custodian allows the child to participate in an obscene performance.
5. The child's parent, guardian, or custodian allows the child to commit a prohibited sex offense.

[The actual statutes are below]

## **IC 31-33-5**

### **Chapter 5. Duty to Report Child Abuse or Neglect**

#### **IC 31-33-5-1**

##### **Duty to make report**

Sec. 1. In addition to any other duty to report arising under this article, an individual who has **REASON TO BELIEVE** that a child is a victim of child abuse or neglect shall make a report as required by this article.

#### **IC 31-33-5-2**

##### **Notification of individual in charge of institution, school, facility, or agency; report**

Sec. 2.

- (a) If an individual is required to make a report under this article in the individual's capacity as a **member of the staff** of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency.
- (b) An individual notified under subsection (a) shall report or cause a report to be made.

#### **IC 31-33-5-3**

##### **Effect of compliance on individual's own duty to report**

Sec. 3. This chapter does not relieve **an individual** of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.

#### **IC 31-33-5-4**

##### **Immediate oral report to department of child services or law enforcement agency**

Sec. 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

- (1) the department [i.e. CPS]; or
- (2) the local law enforcement agency.

#### **IC 31-9-2-14**

##### **"Child abuse or neglect"** [see the above summary and the CHINS statute below]

Sec. 14.

- (a) "Child abuse or neglect", for purposes of IC 31-32-11-1, IC 31-33, IC 31-34-7-4, and IC 31-39-8-4, refers to a child who is alleged to be a child in need of services as described in IC 31-34-1-1 through IC 31-34-1-5.
  - (b) For purposes of subsection (a), the term under subsection (a) does not refer to a child who is alleged to be a child in need of services if the child is alleged to be a victim of a sexual offense under IC 35-42-4-3 unless the alleged offense under IC 35-42-4-3 involves the fondling or touching of the buttocks, genitals, or female breasts.
  - (c) "Child abuse or neglect," for purposes of IC 31-34-2.3, refers to acts or omissions by a person against a child as described in IC 31-34-1-1 through IC 31-34-1-9.
- 

#### **IC 31-34-1**

##### **Chapter 1. Circumstances Under Which a Child Is a Child in Need of Services**

#### **IC 31-34-1-1**

##### **Inability, refusal, or neglect of parent, guardian, or custodian to supply child with necessary food, clothing, shelter, medical care, education, or supervision**

Sec. 1. A child is a child in need of services if before the child becomes eighteen (18) years of age:

- (1) the child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision; and
- (2) the child needs care, treatment, or rehabilitation that:
  - (A) the child is not receiving; and
  - (B) is unlikely to be provided or accepted without the coercive intervention of the court.

#### **IC 31-34-1-2**

##### **Act or omission of parent, guardian, or custodian seriously endangering child's physical or mental health**

Sec. 2.

- (a) A child is a child in need of services if before the child becomes eighteen (18) years of age:
  - (1) the child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian, or custodian; and
  - (2) the child needs care, treatment, or rehabilitation that:
    - (A) the child is not receiving; and
    - (B) is unlikely to be provided or accepted without the coercive intervention of the court.
- (b) Evidence that the illegal manufacture of a drug or controlled substance is occurring on property where a child resides creates a rebuttable presumption that the child's physical or mental health is seriously endangered.

#### **IC 31-34-1-3**

## **Victim of sex offense; living in household with victim of sex offense**

### **Sec. 3.**

- (a) A child is a child in need of services if, before the child becomes eighteen (18) years of age:
  - (1) the child is the victim of a sex offense under:
    - (A) IC 35-42-4-1;
    - (B) IC 35-42-4-2;
    - (C) IC 35-42-4-3;
    - (D) IC 35-42-4-4;
    - (E) IC 35-42-4-7;
    - (F) IC 35-42-4-9;
    - (G) IC 35-45-4-1;
    - (H) IC 35-45-4-2;
    - (I) IC 35-46-1-3; or
    - (J) the law of another jurisdiction, including a military court, that is substantially equivalent to any of the offenses listed in clauses (A) through (I); and
  - (2) the child needs care, treatment, or rehabilitation that:
    - (A) the child is not receiving; and
    - (B) is unlikely to be provided or accepted without the coercive intervention of the court.
- (b) A child is a child in need of services if, before the child becomes eighteen (18) years of age:
  - (1) the child lives in the same household as another child who is the victim of a sex offense under:
    - (A) IC 35-42-4-1;
    - (B) IC 35-42-4-2;
    - (C) IC 35-42-4-3;
    - (D) IC 35-42-4-4;
    - (E) IC 35-42-4-7;
    - (F) IC 35-42-4-9;
    - (G) IC 35-45-4-1;
    - (H) IC 35-45-4-2;
    - (I) IC 35-46-1-3; or
    - (J) the law of another jurisdiction, including a military court, that is substantially equivalent to any of the offenses listed in clauses (A) through (I);
  - (2) the child lives in the same household as the adult who committed the sex offense under subdivision (1) and the sex offense resulted in a conviction or a judgment under IC 31-34-11-2;
  - (3) the child needs care, treatment, or rehabilitation that:
    - (A) the child is not receiving; and
    - (B) is unlikely to be provided or accepted without the coercive intervention of the court; and
  - (4) a caseworker assigned to provide services to the child:
    - (A) places the child in a program of informal adjustment or other family or rehabilitative services based upon the existence of the circumstances described in subdivisions (1) and (2) and the assigned caseworker subsequently determines further intervention is necessary; or
    - (B) determines that a program of informal adjustment or other family or rehabilitative services is inappropriate.

**IC 31-34-1-4****Parent, guardian, or custodian allowing child's participation in obscene performance**

Sec. 4. A child is a child in need of services if before the child becomes eighteen (18) years of age:

- (1) the child's parent, guardian, or custodian allows the child to participate in an obscene performance (as defined by IC 35-49-2-2 or IC 35-49-3-2); and
- (2) the child needs care, treatment, or rehabilitation that:
  - (A) the child is not receiving; and
  - (B) is unlikely to be provided or accepted without the coercive intervention of the court.

**IC 31-34-1-5****Parent, guardian, or custodian allowing child to commit sex offense**

Sec. 5. A child is a child in need of services if before the child becomes eighteen (18) years of age:

- (1) the child's parent, guardian, or custodian allows the child to commit a sex offense prohibited by IC 35-45-4; and
- (2) the child needs care, treatment, or rehabilitation that:
  - (A) the child is not receiving; and
  - (B) is unlikely to be provided or accepted without the coercive intervention of the court.

**IC 31-34-1-6****Child substantially endangering own or another's health**

Sec. 6. A child is a child in need of services if before the child becomes eighteen (18) years of age:

- (1) the child substantially endangers the child's own health or the health of another individual; and
- (2) the child needs care, treatment, or rehabilitation that:
  - (A) the child is not receiving; and
  - (B) is unlikely to be provided or accepted without the coercive intervention of the court.

**IC 31-34-1-7****Parent, guardian, or custodian failing to participate in school disciplinary proceeding**

Sec. 7. A child is a child in need of services if before the child becomes eighteen (18) years of age:

- (1) the child's parent, guardian, or custodian fails to participate in a disciplinary proceeding in connection with the student's improper behavior, as provided for by IC 20-33-8-26, if the behavior of the student has been repeatedly disruptive in the school; and
- (2) the child needs care, treatment, or rehabilitation that:
  - (A) the child is not receiving; and
  - (B) is unlikely to be provided or accepted without the coercive intervention of the court.

**IC 31-34-1-8****Missing child**

Sec. 8. A child is a child in need of services if before the child becomes eighteen (18) years of age:

- (1) the child is a missing child (as defined in IC 10-13-5-4); and
- (2) the child needs care, treatment, or rehabilitation that:
  - (A) the child is not receiving; and
  - (B) is unlikely to be provided or accepted without the coercive intervention of the court.

**IC 31-34-1-9****Disabled child deprived of necessary nutrition or medical or surgical intervention**

Sec. 9. A child in need of services under section 1, 2, 3, 4, 5, 6, 7, or 8 of this chapter includes a child with a disability who:

- (1) is deprived of nutrition that is necessary to sustain life; or
- (2) is deprived of medical or surgical intervention that is necessary to remedy or ameliorate a life threatening medical condition; if the nutrition or medical or surgical intervention is generally provided to similarly situated children with or without disabilities.

**IC 31-34-1-10****Child born with fetal alcohol syndrome or with controlled substance or legend drug in child's body**

Sec. 10. Except as provided in sections 12 and 13 of this chapter, a child is a child in need of services if:

- (1) the child is born with:
  - (A) fetal alcohol syndrome; or
  - (B) any amount, including a trace amount, of a controlled substance or a legend drug in the child's body; and
- (2) the child needs care, treatment, or rehabilitation that:
  - (A) the child is not receiving; or
  - (B) is unlikely to be provided or accepted without the coercive intervention of the court.

**IC 31-34-1-11****Risks or injuries arising from use of alcohol, controlled substance, or legend drug by child's mother during pregnancy**

Sec. 11. Except as provided in sections 12 and 13 of this chapter, a child is a child in need of services if:

- (1) the child:
  - (A) has an injury;
  - (B) has abnormal physical or psychological development; or
  - (C) is at a substantial risk of a life threatening condition; that arises or is substantially aggravated because the child's mother used alcohol, a controlled substance, or a legend drug during pregnancy; and
- (2) the child needs care, treatment, or rehabilitation that:
  - (A) the child is not receiving; or
  - (B) is unlikely to be provided or accepted without the coercive intervention of the court.

**IC 31-34-1-12****Exception for mother's good faith use of legend drug according to prescription**

Sec. 12. A child is not a child in need of services under section 10 or 11 of this chapter if:

- (1) a drug detected in the body of the child under section 10(1) of this chapter or the condition described in section 11(1) of this chapter was caused by a legend drug; and
- (2) during pregnancy the child's mother:
  - (A) possessed a valid prescription for the legend drug;
  - (B) was not in violation of IC 16-42-19 (the Indiana legend drug act); and
  - (C) made a good faith attempt to use the legend drug according to the prescription instructions.

### **IC 31-34-1-13**

#### **Exception for mother's good faith use of controlled substance according to prescription**

Sec. 13. A child is not a child in need of services under section 10 or 11 of this chapter if:

- (1) a drug detected in the body of the child under section 10(1) of this chapter or the condition described in section 11(1) of this chapter was caused by a controlled substance; and
- (2) during pregnancy the child's mother:
  - (A) possessed a valid prescription for the controlled substance; and
  - (B) made a good faith attempt to use the controlled substance according to the prescription instructions.

### **IC 31-34-1-14**

#### **Exception for failure of parent, guardian, or custodian to provide medical treatment because of religious beliefs; rebuttable presumption; effect of presumption**

Sec. 14. If a parent, guardian, or custodian fails to provide specific medical treatment for a child because of the legitimate and genuine practice of the religious beliefs of the parent, guardian, or custodian, a rebuttable presumption arises that the child is not a child in need of services because of the failure. However, this presumption does not do any of the following:

- (1) Prevent a juvenile court from ordering, when the health of a child requires, medical services from a physician licensed to practice medicine in Indiana.
- (2) Apply to situations in which the life or health of a child is in serious danger.

### **IC 31-34-1-15**

#### **Effect of chapter on use of corporal punishment or religious practices**

Sec. 15. This chapter does not do any of the following:

- (1) Limit the right of a parent, guardian, or custodian of a child to use reasonable corporal punishment when disciplining the child.
- (2) Limit the lawful practice or teaching of religious beliefs.

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**NOTE** from the above Indiana Statutes:

#### **1. Religious Beliefs/Provision of Medical Treatment:**

When a parent/guardian/custodian fails to provide specific medical treatment for a child because of the legitimate and genuine practice of the parent/guardian/custodian's religious beliefs, a refutable presumption arises that the child is not a child in need of services because of such failure. However, this presumption does not prevent a juvenile court from ordering, when the health of the child requires, medical services from a physician licensed to practice medicine in Indiana. The presumption does not apply to situations in which the life or health of a child is in serious danger.

#### **2. Use of Corporal Punishment:**

Nothing in the Juvenile Code limits the right of a person to use reasonable corporal punishment when disciplining a child if the person is the parent/guardian/custodian of the child. In addition, nothing in the above statutes limits the lawful practice or teaching of religious beliefs.



# Tips for Detecting and Preventing Child Abuse

The following information is from the website entitled "Prevent Child Abuse Indiana: A Division of The Villages. A Chartered State Chapter of Prevent Child Abuse America" found at [www.pcain.org/index.asp](http://www.pcain.org/index.asp).

The phone number for Tippecanoe County Child Protective Services is 765-429-5100.

## Reporting Suspected Child Abuse and Neglect

Suspected child abuse or neglect should be reported to Child Protective Services (CPS). They operate a 24-hour, 7-day a week hotline: 1-800-800-5556. There is also a local number for every county if you are unable to get through. Check your phone book or call Prevent Child Abuse Indiana at (317) 542-7002 to get your local CPS number. You may also contact your local law enforcement agency to report abuse or neglect.

Remember, Indiana law requires the reporting of suspected child abuse and neglect. Callers can remain anonymous and are immune from all civil and criminal liability, provided they have made the report in good faith.

When you call CPS, it is important that you have all of the identifying information in front of you: name, age of each child, address, phone number. You may call without this information, but it helps CPS quickly investigate. When you are describing a situation, remain calm and maintain a "factual" manner with dates, eyewitness observations and direct conversations. Biased language is often a "red flag" for a CPS report, which is why it is important to keep your report factual.

## Frequently Asked Questions about Reporting Child Abuse and Neglect

### What information do I have to give to CPS?

Generally, reports that are made with the following information are well received:

- Exact name, address and telephone number of the parent, guardian or custodian.
- Exact description of what you saw or what the child said to you.
- If you have suspected abuse and kept a log of behaviors that have concerned you, have the log available when you call.
- Be professional and courteous.
- The more specific your information and the details you provide, the easier it is for the person taking the report to assess the situation quickly.

### Do I have to investigate to provide all this information to CPS when I report?

No. You are not legally responsible for deciding if the report actually happened. Provide as much information as you can, but do not interview or confront the alleged abuser. By doing that, you may actually put the child in greater danger. You may also give the abuser time to coerce the child into telling a different story or to leave the area to avoid investigation.

### How soon will a report be investigated?

If there is reason to believe that a child is in imminent danger of serious bodily harm, a report will be investigated within one hour. In other cases of abuse, the report will be investigated within 24 hours. Reports of neglect are investigated within five days.

### Why are so many cases "unsubstantiated?"

A case may be classified as "unsubstantiated" for a variety of reasons: There might not have been enough information about the identity of the family. The caseworker may not have found evidence to support taking action. The caseworker may have determined that the child was not seriously

endangered and that a minimum level of care was being met in the home. In some instances, services were provided to the family, but no court action was taken.

Sometimes, if you are sure that there has been abuse or neglect, you may have to report more than once. With multiple reports, a case history is established for future investigations. Click here for your local CPS phone number.

Learn more about CPS at the [Indiana Family and Social Services](#) Web site.

## **Child Abuse Laws in Indiana**

### **Juvenile Code:**

- Encourages effective reporting of suspected or known incidents of child abuse or neglect
- Provides each county with an effective child protection services
- Provides children and families with rehabilitative services
- Establishes a centralized statewide child abuse registry and an automated child protection system

### **Definitions:**

Child abuse or neglect refers to a child who is alleged to be in need of services (CHINS). The complete text of the [CHINS law](#).

### **IC 31-34-1 A child is in need of services if before the child's 18th birthday:**

- The child's physical or mental health condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent/guardian/ custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision
- The child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent/guardian/custodian. An omission is an occurrence in which the parent/guardian/custodian allowed that person's child to receive an injury the parent/guardian/custodian had a reasonable opportunity to prevent or mitigate
- The child is the victim of a sex offense under the criminal citations incorporated into the CHINS definition
- The child's parent/guardian/custodian allows the child to participate in an obscene performance
- The child's parent/guardian/custodian allows the child to commit a sex offense and needs care, treatment, or rehabilitation that the child is not currently receiving and that is unlikely to be provided or accepted without the coercive intervention of the court.

This definition includes a child with a disability that is deprived of:

- nutrition necessary to sustain life
- medical or surgical intervention necessary to remedy or ameliorate a life threatening medical condition if the nutrition or medical or surgical intervention is generally provided to similarly situated children with or without disabilities

### **Religious Beliefs/Provision of Medical Treatment:**

When a parent/guardian/custodian fails to provide specific medical treatment for a child because of the legitimate and genuine practice of the parent/guardian/custodian's religious beliefs, a refutable presumption arises that the child is not a child in need of services because of such failure.

However, this presumption does not prevent a juvenile court from ordering, when the health of the child requires, medical services from a physician licensed to practice medicine in Indiana. The presumption does not apply to situations in which the life or health of a child is in serious danger.

**Use of Corporal Punishment:**

Nothing in the Juvenile Code limits the right of a person to use reasonable corporal punishment when disciplining a child if the person is the parent/guardian/custodian of the child. In addition, nothing in this chapter limits the lawful practice or teaching of religious beliefs.

**Reporting:**

Any individual who has reason to believe that a child is a victim of child abuse or neglect must make a report. In agencies in which there are established reporting protocols, the report may be made to the individual in charge or another designated agent, who also becomes responsible to report or cause a report to be made. This does not relieve individuals who make a report to another staff person of their own obligation to report directly to child protection services or law enforcement unless a report has already been made by the agency liaison. Anonymous reports are accepted. Failure to make a report can be a Class B misdemeanor.

The complete text of the [mandatory reporting law](#). (IC31-33-5-1). The complete text of the [failing to report law](#).(IC31-33-22-1). The complete text of the [false reporting law](#). (IC31-33-22-3)

**Immunity from liability:**

Any person, other than the accused, who reports child abuse or neglect or is involved in the investigation or disposition of child abuse or neglect reports is immune from criminal or civil liability, unless the person acted maliciously or in bad faith.

The complete text of the [immunity from liability law](#). (IC31-33-6-1)

**Confidentiality:**

All reports made to CPS are confidential and will only be released to CPS workers, police, prosecutors, doctors, or other authorized personnel.

The complete text of the [confidentiality law](#). (IC31-33-18-4)

**Child Protection Services:**

Each County Office of Family and Children must establish a CPS, which will be the primary agency responsible to receive, investigate or arrange for investigation, and coordinate the investigation of all reports of known or suspected child abuse or neglect. CPS must:

- Provide protective services to prevent a child's exposure to further incidents of child abuse or neglect. CPS must provide or arrange for, coordinate, and monitor the provision of services to ensure the safety of children. Reasonable efforts must be made to prevent a child's removal from the home
- Cooperate with and seek and receive cooperation of appropriate public and private agencies and programs providing services related to prevention, identification or treatment of child abuse or neglect

**Source:** Indiana Code, Juvenile and Family Law Duwel, P.L. Community Child Protection Teams: A Manual for Team Members. Indiana Chapter Prevention of Child Abuse and Indiana Family and Social Services Administration. (11/97)

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# Resources

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## **Faith Children's Ministries**

### **Required Information for Permission Forms**

#### Purpose of Permission Forms

1. To keep parents informed about class activities
2. To make parents aware of the individuals who will have responsibility for their children
3. To obtain parental consent for a child's participation in an activity or field trip

#### Important Data Permission Forms Need to Include/Request

1. The time, date, and destination of your field trip
2. A parent or guardians signature
3. Insurance Information:
  - Name of provider (Insurance company name)
  - Group or policy number
  - Name of person carrying the Insurance
  - Name of work place providing the Insurance
4. Date of birth
5. Phone number
6. Home address
7. Any allergies to medication
8. Any important medical history

These items must be included on permission forms and need to be filled in by a parent or guardian. Answers to items 3-8 are required for admittance to area hospitals should it be necessary.

## Faith Children's Ministries Field Trip Parental Consent Form

Field Trip Location\* \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

### Important Information

Student's First Name \_\_\_\_\_ MI \_\_\_\_\_ Student's Last Name \_\_\_\_\_

Student Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Parent(s)/Legal Guardian's Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Parent Address (if different from student) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone (     ) \_\_\_\_\_ Alternate (     ) \_\_\_\_\_

Place of Work \_\_\_\_\_ Work Phone (     ) \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Contact # (     ) \_\_\_\_\_

Insurance Provider \_\_\_\_\_ ID and/or Group # \_\_\_\_\_

Name of Person Carrying Insurance \_\_\_\_\_

Work Place Providing Insurance \_\_\_\_\_

Insurance Provider Phone (     ) \_\_\_\_\_ Other Numbers / Info. \_\_\_\_\_

\*Attendance at all outings is a privilege contingent upon the cooperation of each young person. Christian standards of conduct, dress and attitude are expected from each child.

I GIVE MY CONSENT FOR MY SON/DAUGHTER TO PARTICIPATE IN THE TRIP WITH FAITH CHURCH. When it is deemed necessary for my son/daughter's health, the leaders may have my son/daughter hospitalized or use outside medical, surgical, or dental aid, in which case all such expenses shall be paid for by me.

Parent(s)/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Faith Children's Ministries

### Medical Permission Form

Child/Teen's Name \_\_\_\_\_  
(PLEASE PRINT)

What food allergies does your child have? \_\_\_\_\_

Does your child have an allergic reaction to penicillin? \_\_\_\_\_ To bee stings, bites, etc.? \_\_\_\_\_

To what medicines is your child allergic? \_\_\_\_\_

Is there any medical information you feel we should have concerning your child? \_\_\_\_\_

Child's Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

***ALL MEDICAL INFORMATION MUST BE TURNED INTO THE CLASS LEADER***

#### **EMERGENCY NUMBERS/INFORMATION:**

Doctor's Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Parent(s)/Legal Guardian's Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone (     ) \_\_\_\_\_ Alternate (     ) \_\_\_\_\_

Place of Work \_\_\_\_\_ Work Phone (     ) \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Contact # (     ) \_\_\_\_\_

Insurance Provider \_\_\_\_\_ ID and/or Group # \_\_\_\_\_

Name of Person Carrying Insurance \_\_\_\_\_

Work Place Providing Insurance \_\_\_\_\_

Insurance Provider Phone (     ) \_\_\_\_\_ Other Numbers / Info. \_\_\_\_\_

When it is deemed necessary for my son/daughter's health, the leaders may have my son/daughter hospitalized or use outside medical, surgical, or dental aid, in which case I shall pay for all such expenses. I shall in no way hold Faith Church or its representatives responsible for any financial obligation.

Parent(s)/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Class Budget

Many classes will have a budget that can be used to cover ministry-related expenses. Sunday morning classes have a budget of **\$120** for the school year and **\$40** for the summer. Wednesday Night Kids of Faith classes have a budget of **\$150** for the entire year. Please keep track of the monies you spend on the chart below. Please regularly turn in all receipts with an attached ministry voucher. Extra copies of this voucher may be found in the wall file in the church copy room.

[illegible]





## Voucher

Please check the appropriate ministry

Use separate voucher for each ministry

- ☐ Faith Church
- ☐ Faith Christian School
- ☐ Faith Biblical Counseling
- ☐ Faith Community Ministries
- ☐ Faith Bible Seminary
- ☐ Faith Global Missions
- ☐ Faith Christian Fellowship
- ☐ Faith Community Development
- ☐ Vision of Hope
- ☐ Other

Today's Date \_\_\_\_\_ Payable to \_\_\_\_\_

Address \_\_\_\_\_

Ministry Area	Reason for Purchase	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Amount of Reimbursement \$ \_\_\_\_\_

Approved by \_\_\_\_\_

Staple receipts behind voucher  
Allow up to 2 weeks for reimbursement

## Resource Links

The links below will direct you to resources that will provide you with helpful information as you serve in our Children's Ministries.

Faith Kids at Home

<http://blogs.faithlafayette.org/?s=faith+kids+at+home>

Sunday School Previews

<http://blogs.faithlafayette.org/?s=sunday+school+preview>

Check-in/Check-out Process

<http://blogs.faithlafayette.org/faithkids/check-in-check-out-procedures/>

Planning Your Class Time

<http://blogs.faithlafayette.org/faithkids/planning-your-class-time/>

Using Our Sunday School Curriculum

<http://blogs.faithlafayette.org/faithkids/using-our-sunday-school-curriculum/>

Serving as an Assistant

<http://blogs.faithlafayette.org/faithkids/serving-effectively-as-a-class-assistant/>

Policies, Procedures, and Peripherals

<http://blogs.faithlafayette.org/faithkids/policies-procedures-and-peripherals/>

## Coordinator Contact Information

### **Pastor of Children's Ministries**

Trey Garner

- 765-237-2700
- [tgarner@faithlafayette.org](mailto:tgarner@faithlafayette.org)

### **Sundays Age 2-5<sup>th</sup> Grade @8:00 AM**

David Christensen

Children's Ministries Intern

- 765-661-3524
- [dchristensen@faithlafayette.org](mailto:dchristensen@faithlafayette.org)

### **Sundays Age 2-Pre-K @ 9:30 & 11:00 AM**

Dan and Genie Kurko

- 765-404-4721 (Dan's Cell)
- 765-210-2535 (Genie's Cell)
- [gkurko@comcast.net](mailto:gkurko@comcast.net)

### **Sundays K-5<sup>th</sup> Grade @ 9:30 & 11:00 AM**

Emily Cary

- 765-838-8491 (home)
- 317-292-2840
- [emilyacary@gmail.com](mailto:emilyacary@gmail.com)

### **Sunday Nursery @ 8:00 AM**

Joe and Candice Vail

- 765-585-6834 (Joe's Cell)
- 765-585-4755 (Candice's Cell)
- [joeandcandicevail@yahoo.com](mailto:joeandcandicevail@yahoo.com)

### **Sunday Nursery @ 9:30 AM**

Jamie and Danielle Schlueter

- 765-237-8226 (Jamie's Cell)
- [jschluet1011@gmail.com](mailto:jschluet1011@gmail.com)
- 765-517-0295 (Danielle's Cell)
- [daniellemarie1011@gmail.com](mailto:daniellemarie1011@gmail.com)

### **Sunday Nursery @ 11:00 AM**

Elliot and Bethany Hartje

- 765-414-9927 (Elliot's Cell)
- 574-870-2249 (Bethany's Cell)
- [elliott.bethany@gmail.com](mailto:elliott.bethany@gmail.com)

**Wednesday Nursery @ 6:30**

Melanie Portlock

- 765-532-4643 (Melanie's Cell)
- [portlock3@yahoo.com](mailto:portlock3@yahoo.com)

Deb Garner

- 765-337-9342 (Deb's Cell)
- [deborahgarner@outlook.com](mailto:deborahgarner@outlook.com)

**Wednesdays Age 2–5<sup>th</sup> Grade @ 6:30 PM**

Greg Wetterlin

Children's Ministries Intern

- 720-331-1035
- [gwetterlin@faithlafayette.org](mailto:gwetterlin@faithlafayette.org)

**Wednesdays Age 2-5<sup>th</sup> Grade @ 6:30 PM**

Brian and Amber Underwood

- 765-418-4416 (Brian's Cell)
- 765-430-8021 (Amber's Cell)
- [underba1@yahoo.com](mailto:underba1@yahoo.com)

**Special Needs**

Angela Thiel

- 906-221-9608
- [ang.thiel3@gmail.com](mailto:ang.thiel3@gmail.com)

Germaine Woten

- 765-543-2121
- [gwoten56@gmail.com](mailto:gwoten56@gmail.com)