



CHILDREN'S MINISTRY HANDBOOK POLICY AND PROCEDURES MANUAL

Know.Show.Grow.Go

Welcome to the Destiny Kids Ministry Team!

We believe Destiny Kids is a place where children can learn to love God and love others as they love themselves. We place value on teaching that God made us, God loves us and sent Jesus to be our friend.

The 4 Ds of Destiny are Discovery, Dependence, Development, and Direction.

We translate these 4 Ds to Destiny Kids with the words Know, Show, Grow, and Go like this:

- **Know** God and the joy of having a relationship with Him through Jesus.
- **Show** the world around us the hope we have in Jesus Christ.
- **Grow** in understanding of who Jesus is and what He has accomplished for us.
- **Go** into the world to tell others about God's love and His plan for their lives.

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SECTION 1: INTRODUCTION

1.1 Welcome



Destiny Community Church Children's Ministry
20820 West Newberry Rd.
Newberry, Fl. 32669
(352)472-3284

Dear Destiny Kids Volunteer,

Welcome to a journey of a lifetime! We are so excited that you have decided to become a vital part of Destiny Community Church Children's Ministries Department, Destiny Kids. We highly value your commitment to serving the families of DCC through children's ministry. We also value our children and want to provide a safe and nurturing environment for them so they can actively learn about the God who loves them.

This handbook is designed to introduce you to our purpose, vision, as well as our ministry policies and procedures. It includes information to ensure a safe, secure, and productive experience for you. Mostly, it will help you get the most out of serving our children. Please take the time to read this valuable handbook so you can become an informed and knowledgeable volunteer. Keep this handbook as it should help answer many questions that you might have during your season of service in kid's ministry. Once completed, sign the confidentiality agreement and acknowledgment page and return to info@destinycommunitychurch.org or turn paper copy into a Destiny Community Church staff member. This document can always be found in two ways. There is a hard copy in each room and a digital copy at <http://destinycommunitychurch.org/dkforms>

The Director and Team Leaders want to come alongside of you, to train, mentor, and care for you in the ministry position you have chosen. You are valued and appreciated for your time, faithfulness, and investment in the lives of children. As you will see, you can successfully minister to children with a minimal time commitment. You will be able to form relationships with team members, children, and parents that will communicate God's love.

You are not alone! You will be supported in your ministry through prayer, and by the ministry leaders and teammates. There are ministry enrichments throughout the year which are designed to encourage, equip, energize, and empower you for ministry. We want you to not only serve, but build relationships, pray, enjoy your time of service, and grow to maturity in Christ.

The Children's Ministry leadership looks forward to getting to know you better and to serve alongside you. It will be exciting to watch God at work in you and through you as you minister to God's most precious gift; children! Once again, we are honored that you have chosen to serve God and our DCC families at Destiny Community Church, Destiny Kids. We are confident that He will richly bless your efforts.

Respectfully,
Jennifer Radder

Jennifer Radder
Children's Ministry Director
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1.2 Purpose

To partner with families in teaching their children to:

- **Know** God and the joy of having a relationship with Him through Jesus.
- **Show** the world around us the hope we have in Jesus Christ.
- **Grow** in understanding of who Jesus is and what He has accomplished for us.
- **Go** into the world to tell others about God's love and His plan for their lives.

1.3 Vision:

It is our vision for every child at Destiny Kids to be known and to have a place to belong. We desire to see spiritual growth in children by helping kids mature in their ability to relate to God. We will build faith skills in our Destiny Kids through hearing God's word, connecting with God in prayer, expressing faith to other believers, and living for God by worshiping Him with our lives.

The methods used to accomplish our vision:

- Prepare – Develop Bible stories that bring scriptures to life
- Purpose – Teach to evangelize and disciple
- Passion – Facilitate programs with excitement and creativity
- Partner – Engage with parents to support discipleship at home

1.4 Open Door Practice

We have an "open door" communication practice that encourages openness and transparency. We foster an atmosphere of a safe space to share questions, concerns, and to air out grievances. We always expect to deal with conflict in the spiritual way. (Ref Matthew 18:15-17.)

SECTION 2: ORIENTATION

2.1 Application

Because we love children and desire to protect them, Destiny Community Church requires all volunteers working with children to complete an application or interview.. For those volunteers, over the age of 18, a background screening is included.

How to get involved

- Become an active part of Destiny Community Church by regularly attending a weekly service
- Complete all sessions Discover Destiny classes
- Express interest in getting involved with Destiny Kids to a volunteer or staff member
- Complete Destiny Kids Leader Application, interview, and Background Check consent
- Download the Planning Center App to your phone and receive invitation from your Team Leader
- Receive and become familiar with your Destiny Kids Handbook and policies and procedures manual
- Sign the Confidentiality Agreement and the Handbook acknowledgment and return to the office
- Receive your Destiny kids T-shirt
- Shadow a Destiny Kids leader for one service
- Begin receiving Destiny Kids e-mail correspondence
- Share your availability with your team leader and begin actively serving
- Accept the invitation to social media platforms of communication (as applicable)

2.2 Opportunities to serve

We have a multi-faceted team serving over a hundred kids a week. There are several opportunities for serving in Destiny Kids. . Each area has a variety of roles to play.

- Elementary students are given an opportunity to hear the Gospel of Jesus Christ and grow in their relationship with Him. We want every child to develop a faith that is rooted in Jesus and what He has accomplished for us. Sunday mornings we focus on reaching elementary-aged children through large groups, small groups, and worship. We have prizes, and rewards. We also have high-energy activities, games, crafts, object lesson demonstrations, and fun character reenactment skits.
- Pre-K 2's & 3's classroom allows children ages 2 to 3 years old to become more familiar with a structured class by introducing faith through Bible stories, interactive play, and crafts.
- Pre-K 4's & 5's classroom allows children ages 4 to 5 years old the opportunity to actively worship and learn about God. Each classroom is structured to keep preschoolers engaged through Bible stories, worship, and hands-on learning activities.
- Nursery & Toddlers classroom is for babies and toddlers up to two years old. The classroom is set up to be fun and nurturing.
- Greeters are those who greet our families, check children into their classrooms through an electronic device, and guide them to their classrooms. They also register new families by entering their information into the system. They provide special attention to first-time visitors. The Greeter Team provides a friendly first-time encounter and helps families have a great experience.
- Worship Team actively engages elementary and Pre-K students in worship with enthusiasm, energy, and hand motions. They lead the students in heartfelt worship and demonstrate the act of worship from which the students learn.

2.3 Training

Destiny Kids teams are led by the Children's Ministry Director at Destiny Community Church and the Team Leaders of Greeters, Worship, Nursery, Pre-K, and Elementary. An Organizational Chart can be found in the addendum of this handbook. The initial training is presented through an orientation and acknowledgment of reading and understanding the policies and procedures handbook. Your first time serving will be to shadow a seasoned volunteer. Your Team Leader will check in with you after your service to answer any questions you may have. Quarterly Enrichment opportunities are offered throughout the calendar year and include but are not limited to First Aid and CPR training and certification, safety and security training, and training related to specific topics. They may be in round table discussion sessions, lunch and learns, or by guest speakers via presentation.

Example of Quarterly Enrichment Opportunities

Jan. – Mar. Guest Speaker on Leading Small Groups

Apr. – June First Aid Training and CPR and Certification

July – Sept. Annual Orientation Training Event

Oct. – Dec. Round Table Discussion on "Bring on the Fun"

Team Leaders will meet every other month with the Children's Ministry Director.

Team Leaders are encouraged to come to all Direction Team Leader meetings led by Pastor Andrew.

Each Team Leader will call team meetings as necessary. All volunteers are expected to attend the annual orientation training event and are encouraged to attend all other enrichment opportunities.

2.4 Student Volunteers

We do have students who wish to volunteer in all areas of Destiny Kids. A student helper is one who has completed the 6th grade. Students currently in the 6th grade may serve as a helper if serving with a parent or guardian in any of our children's classrooms. A student volunteer is there to help the leaders interact, redirect, and bring a joyful experience to the children. Student volunteers are prohibited from carrying or holding a child, helping with diapering or helping with the bathroom, disciplining children, or communicating with parents about their child. All student volunteers are expected to attend their age-specific service on Wednesdays. Volunteer hours are a vital part of a teen's education and preparation for college. Volunteer service forms are to be completed by the Team Leader for the area of ministry the student serves. The Director may also sign off on any volunteer hour forms for any student. We ask that you keep these current annually.

2.5 Job Descriptions

Job descriptions are placed into the hands of those interested in serving in a particular area to describe the responsibilities of the volunteer.

2.5.1 Elementary Team Leader



Team Name: Destiny Kids Elementary Team Leader

What is an Elementary Team Leader?

An Elementary Team Leader is an individual who recruits, schedules, reminds, coaches, and assists the Elementary Team to produce high-quality children's ministry programs for Sunday mornings, Wednesday nights, and special events.

What does the Elementary Team Leader do?

The general responsibilities of a Team Leader are as follows:

1. *The Team Leader is one who builds relationships with kids, their families, volunteers, and staff.*
A Team Leader position is a key leadership role for one who demonstrates leadership skills. One who is organized, faithful, dedicated to attending DCC, and has a heart to teach children about the love of Jesus Christ.
2. *The Team Leader is one who communicates with the team for scheduling purposes and sends reminders to the team members. The Team Leader may be asked to help find a replacement for those times a volunteer has an unexpected absence.*
The volunteers are eager to serve in their roles and need clear communication on when, where, and what they will be doing so they can be prepared to lead with confidence. The Team Leader will assist with these duties via our preferred scheduling and communication tools.
3. *The Team Leader facilitates training as necessary.*
We want to provide the best programs with the best leaders therefore, we will offer ways to equip and empower volunteers to be their best.
4. *The Team Leader is one who identifies the strengths of team members and coaches for successful ways to minister through large group dynamic Bible teaching, and facilitating small group age-appropriate interactions.*
On the days that the Team Leader serves, he or she may observe other team members to help them, and show them encouragement.
5. *The Team Leader is not expected to serve any more than other team members, however, may be asked to help if we have an unexpected need. When serving, the Team Leader should always be at their assigned post ready to serve at least 30 minutes before the service begins.*
It's hard to serve people when they arrive before you do. Children of staff and volunteers arrive early.
6. *The Team Leader practices good hygiene.*
Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity. Wash your hands often for at least 20 seconds and make use of the hand sanitizer at the Greeter Counter.
7. *The Team Leader dresses appropriately.*
Dress modestly. As a leader in the church, a Team Leader should wear what is typical of the church leaders. We are a somewhat casual church, but leaders should always set examples with their wardrobe. When serving, the Team Leader should adhere to the Destiny Kids dress code. A clean, current Destiny Kids shirt should be worn every time they serve. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.
8. *The Team Leader never carries their problems to their post.*

Your problems are real and important. However, ministry requires sacrifice. When serving please smile and provide a warm welcome, even if it is a sacrifice to do so. Being prayerful prior to serving is very important.

9. *The Team Leader serves with a joyful heart.*

Servanthood is not always easy. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving.

10. *The Team Leader has completed Discover Destiny.*

So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny.

11. *The Team Leader is NEVER alone with a child.*

The safety and security of the children we serve is of the utmost importance. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue.

12. *The Team Leader faithfully attends any team meetings, kids' events, or training.*

From time to time we will have gatherings with team members for building relationships, for meetings, and training. These are for your benefit as well as the benefit of the team as a whole. Please make every effort to participate.

13. *The Team Leader is never critical of another member, leadership, or staff. Instead, be encouraging and lift one another up.*

We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section 4.5 in this handbook.

14. *The Team Leader is expected to live an honorable life, attend at least 2 worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids and parents.*

15. *The Elementary Team Leader should report any concerns about families, team members, facility, equipment, or supplies to the Ministry Director or staff member.*

2.5.2 Elementary Team Member



Team Name: Elementary Team Member

What is a Destiny Kids Elementary Team member?

A Destiny Kids Elementary team member is an individual who prepares to deliver dynamic Bible teaching, worship, small group, and other interactions for children from Kindergarten through 5th grade. Curriculum and supplies are provided for you.

What does a team member do?

The general responsibilities of a team member are as follows:

1. *The Destiny Kids Elementary Team Member is one who volunteers to serve in children's church Sunday mornings and/or Wednesday evenings various positions.*

The positions available for serving in kids ministry are as follows:

Host: Introduce leaders and kids to each other, facilitate the order of service, spiritually guide children by helping them to learn the bottom line, memory verse, and how to apply biblical principles to their lives.

Storyteller: Prepares to share the Bible story in a dynamic way and encourages the kids to participate in active learning. They sometimes use props, skits, costumes, or may facilitate dialogue pre and post video content of the Bible Story being shared.

Small Group Leader: During the children's programs there will be a time for kids to break off into small groups for a deeper and more age-appropriate conversation. The small group leader may be leading dialogue that can challenge them, encourage them, and build relationships with them. Also, during small group time, there may be activities provided by the small group leader. The small group leader will be expected to reset all supplies in between services and clean up supplies at the end of the day.

Production: Media positions are for those who create the atmosphere with technology. They prepare by reviewing materials in advance, help manage files, use Pro-presenter, work lights/sound equipment, and maintain the resources needed in the position. The production position leads rehearsals pre-service.

2. *The Team Member is the one who is responsible for directing and responding to children's behaviors during the service. They must abide by all policies and procedures.*

Not all children act the same in church. There will be times a team member will need to address a child's behavior. It is always best to respond with love and in a positive manner to children. Please know and be familiar with the policies in your handbook for discipline (3.2.7), for appropriate touch (3.1.3), and Appropriate Supervision and interaction (3.2.5).

3. *The Team Member is one who arrives and is ready to serve 30 minutes prior to the program starting time, unless otherwise directed by the ministry director.*

We can't serve kids if they arrive before we do. We will always present our best selves to the parents and children we serve and to each other. Once you are at your post please stow away your electronic devices during service.

4. *The Team Member practices good hygiene.*
Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity. Wash your hands often for at least 20 seconds and make use of the hand sanitizer at the Greeter Counter.
5. *The Team Member is to dress appropriately.*
Dress modestly. When serving, the Team Leader should adhere to the Destiny Kids dress code. A clean, current Destiny Kids shirt should be worn every time they serve. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.
6. *The Team Member never carries their problems to their post.*
Your problems are real and important. However, ministry requires sacrifice. When serving please smile and provide a warm welcome, even if it is a sacrifice to do so. Being prayerful prior to serving is very important.
7. *The Team Member serves with a joyful heart.*
Servanthood is not always easy. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving.
8. *The Team Member has completed Discover Destiny.*
So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny.
9. *The Team Member is NEVER alone with a child.*
The safety and security of the children we serve is of the utmost value. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue.
10. *The Team Member faithfully attends any team meetings, kids' events, or training.*
From time to time we will have gatherings with team members for building relationships, for meetings, and training. These are for your benefit as well as the benefit of the team as a whole. Please make every effort to participate.
11. *The Team Member is never critical of another member, leadership, or staff. Instead, be encouraging and lift one another up.*
We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section 4.5 in this handbook.
12. *The Team Member is expected to live an honorable life, attend at least 2 worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids and parents.*

2.5.3 Pre-K Team Leader



Team Name: Pre-K Team Leader

What is a Pre-K Team Leader?

A Pre-K Team Leader is an individual who recruits, schedules, reminds, coaches, and assists the Pre-K Team produce high-quality children's ministry programs for Sunday mornings, Wednesday nights, and for special events.

What does a Pre-K Team Leader do?

The general responsibilities of a Pre-K Team Leader are as follows:

1. *The Pre-K Team Leader is one who builds relationships with kids, their families, volunteers, and staff.*
A Team Leader position is a key leadership role for one who demonstrates leadership skills, who is organized, who is faithful, who is dedicated to attending DCC, and who has a heart to teach children about the love of Jesus Christ.
2. *The Pre-K Team Leader is the one who communicates with the team for scheduling purposes and sends reminders to the team member.*
The volunteers are eager to serve in their roles and need clear communication on when, where, and what they will be doing so they can be prepared to lead with confidence. The Team Leader will assist with these duties via our preferred scheduling and communications tools. The Team Leader also makes decisions on monthly curriculum activities and communicates supply needs to director.
3. *The Pre-K Team Leader is one who facilitates training as necessary.*
We want to provide the best programs with the best leaders, therefore we will offer ways to equip and empower volunteers to be their best.
4. *The Pre-K Team Leader is one who identifies strengths of team members and coaches for successful ways to minister through large and small group learning and play.*
One the days the Team Leader serves, he or she may observe other team members to help them and to show them encouragement.
5. *The Pre-K Team Leader is not expected to serve any more than any other volunteer, however, may be asked to help if we have an unexpected need. When serving, the Team Leader should always be at their assigned post ready to serve at least 30 minutes before the service begins.*
It's hard to serve people when they arrive before you do. Children of staff and volunteers arrive early.
6. *The Pre-K Team Leader practices good hygiene.*
Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity. Wash your hands often for at least 20 seconds and make use of the hand sanitizer at the Greeter Counter.

7. *The Pre-K Team Leader dresses appropriately.*
Dress modestly. As a leader in the church, a Team Leader should wear what is typical of the church leaders. We are a somewhat casual church, but leaders should always set examples with their wardrobe. When serving, the Team Leader should adhere to the Destiny Kids dress code. A clean, current Destiny Kids shirt should be worn every time they serve. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.
8. *The Pre-K Team Leader never carries their problems to their post.*
Your problems are real and important. However, ministry requires sacrifice. When serving please smile and provide a warm welcome, even if it is a sacrifice to do so. Being prayerful prior to serving is very important.
9. *The Pre-K Team Leader serves with a joyful heart.*
Servanthood is not always easy. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving.
10. *The Pre-K Team Leader has completed Discover Destiny.*
So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny.
11. *The Pre-K Team Leader is NEVER alone with a child.*
The safety and security of the children we serve is of the utmost value. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue.
12. *The Pre-K Team Leader faithfully attends any team meetings, kids' events, or training.*
From time to time we will have gatherings with team members for building relationships, for meetings, and training. These are for your benefit as well as the benefit of the team as a whole. Please make every effort to participate
13. *The Pre-K Team Leader is never critical of another member, leadership, or staff. Instead, be encouraging and lift one another up.*
We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section 4.5 in this handbook.
14. *The Pre-K Team Leader is expected to live an honorable life, attend at least two worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids.*
15. *The Pre-K Team Leader should report any concerns about families, team members, facility, equipment, or supplies to the Ministry Director or staff member.*

2.5.4 Pre-K Team Member



Team Name: Pre-K Team Member

What is a Pre-K Team Member?

A Destiny Kids Pre-K team member is an individual who prepares and delivers dynamic Bible teaching, worship, small group, supervision, and play for children between the ages of 2 until they begin Kindergarten.

What does a Pre-K Team Member do?

The general responsibilities of a Pre-K Team Member are as follows:

1. *The Team Member is one who volunteers to serve in children's church Sunday mornings and/or Wednesday evenings various positions.*

The positions available for serving in Pre-K are:

Large Group Leader: Prepares to share the Bible story in a dynamic way and encourages the kids to participate in active learning. They use repetition to teach the bottom line, memory verse, and basic truths from God's word. They will have opportunities to use video content to help aid them in sharing Bible Story.

Small Group Leader/Helper: There will be small group activities set up each week and children will rotate through those small group activities. Each small group activity needs one Small Group Leader who has prepared in advance of class.

2. *The Team Member is the one who is responsible for directing and responding to children's behaviors during the children's programs. They must abide by all policies and procedures.*

Not all children act the same in church. There will be times a team member will need to address a child's behavior. It is always best to respond with love and in a positive manner to children. Please know and be familiar with the policies in your handbook for discipline (3.2.7), for appropriate touch (3.1.3), and Appropriate Supervision and interaction (3.2.5).

3. *The Team Member is one who arrives at their serve post ready to serve 30 minutes prior to the program starting time, unless otherwise directed by the ministry director.*

We can't serve kids if they arrive before we do. We will always present our best selves to the parents and children we serve and to each other. Staff and volunteer children arrive early. A Pre-K Team Member is expected to reset supplies in between services and clean up supplies at the end of the day. If soiled diapers are in the diaper pail, they must be removed and placed in the regular trash bins at the end of the day. All toys and supplies are to be wiped down and/or sanitized as necessary in between services.

4. *The Team Member practices good hygiene.*

Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity. Wash your hands often for at least 20 seconds and make use of the hand sanitizer at the Greeter Counter.

5. *The Team Member dresses appropriately.*

Dress modestly. When serving, the Team Leader should adhere to the Destiny Kids dress code. A clean, current Destiny Kids shirt should be worn every time they serve. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.

6. *The Team Member never carries their problems to their post.*

Your problems are real and important. However, ministry requires sacrifice. When greeting please smile and provide a warm welcome, even if it is a sacrifice to do so. Being prayerful prior to serving is very important.

7. *The Team Member serves with a joyful heart.*

Servanthood is not always easy. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving.

8. *The Team Member has completed Discover Destiny.*

So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny.

9. *The Team Member is NEVER alone with a child.*

The safety and security of the children we serve is of the utmost value. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times.. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue.

10. *The Team Member faithfully attends any team meetings, kids' events, or training.*

From time to time we will have gatherings for building relationships, meetings, and training. These are for your benefit as well as the benefit of the entire team. Please make every effort to participate.

11. *The Team Member is never critical of another member, leadership, or staff. Instead, be encouraging and lift one another up.*

We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section 4.5 in this handbook.

12. *The Team Member is expected to live an honorable life, attend at least two worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids.*

2.5.5 Nursery Team Leader



Team Name: Nursery Team Leader

What is a Nursery Team Leader?

A Destiny Kids Nursery Team Leader is an individual who recruits, schedules, reminds, and coaches the Nursery Team to create a safe and nurturing space on Sunday mornings and Wednesday nights.

What does a Nursery Team Leader do?

The general responsibilities of the Nursery Team Leader are as follows:

1. *The Nursery Team Leader is one who builds relationships with babies, their families, volunteers, and staff.*
A Team Leader position is a key leadership role for one who demonstrates leadership skills. One who is organized, faithful, dedicated to attending DCC, and who has a heart for infants and toddlers.
2. *The Nursery Team Leader is the one who communicates with the team for scheduling purposes, and sends reminders to the team. The Team Leader may be asked to help find a replacement for those times a volunteer has an unexpected absence.*
The volunteers are eager to serve in their roles and need clear communication on when, where, and what they will be doing so they can be prepared to lead with confidence.
3. *The Nursery Team Leader is one who keeps the Nursery stocked with supplies and in a neat and orderly manner.*
When supplies are needed to be restocked in the nursery, the Nursery Team Leader or designee will notify the Director.
4. *The Nursery Team Leader facilitates training as necessary for the Nursery Team.*
We want to provide the best programs with the best leaders therefore, we will offer ways to equip and empower volunteers to be their best.
5. *The Nursery Team Leader is one who identifies strengths of team members and coaches for successful ways to minister to babies and their families.*
On the day the Team Leader serves, he or she may observe the other team members to help them and show them encouragement.
6. *The Nursery Team Leader is not expected to serve any more than any other volunteer, however may be asked to help if we have an unexpected need. When serving, the Team Leader should be at their assigned post ready to serve at least 30 minutes before service begins.*
It is hard to serve people when they arrive before you do. Volunteer and staff children arrive early.
7. *The Nursery Team Leader practices good hygiene.*
Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity. Wash your hands often for at least 20 seconds and make use of the hand sanitizer at the Greeter Counter.

8. *The Nursery Team Leader dresses appropriately.*
Dress modestly. As a leader in the church, a Team Leader should wear what is typical of the church leaders. We are a somewhat casual church, but leaders should always set examples with their wardrobe. When serving, the Team Leader should adhere to the Destiny Kids dress code. A clean, current Destiny Kids shirt should be worn every time they serve. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.
9. *The Nursery Team Leader never carries their problems to their post.*
Your problems are real and important. However, ministry requires sacrifice. When greeting please smile and provide a warm welcome, even if it is a sacrifice to do so. Being prayerful prior to serving is very important.
10. *The Nursery Team Leader serves with a joyful heart.*
Servanthood is not always easy. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving.
11. *The Nursery Team Leader has completed Discover Destiny.*
So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny.
12. *The Nursery Team Leader is NEVER alone with a child.*
The safety and security of the babies in our care is of the utmost importance. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue.
13. *The Nursery Team Leader faithfully attends any team meetings, kids' events or training.*
From time to time we will have gatherings for building relationships, meetings, and training. These are for your benefit as well as the benefit of the entire team. Please make every effort to participate.
14. *The Nursery Team Leader is never critical of another member, leadership, or staff. Instead, be encouraging and lift one another up.*
We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section 4.5 in this handbook.
15. *The Nursery Team Leader is expected to live an honorable life, attend at least 2 worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids and parents.*
16. *The Nursery Team Leader should report any concerns about families, team members, facility, equipment, or supplies to the Ministry Director or staff member.*

2.5.6 Nursery Team Member



Team Name: Nursery Team Member

What is a Nursery Team Member?

A Nursery Team Member is an individual who cares for infants and toddlers from birth until 2 years of age during a church service. The heart of the nursery is to foster a Christ-filled environment that shows love to both the child and parent. The nursery is a place to keep babies safe and happy while their parents develop in God's word.

What does a Nursery Team member do?

The general responsibilities of a nursery team member are as follows:

- 1. The Nursery Team Member is one who provides age-appropriate care which includes: feeding, changing diapers, maintaining a safe environment, placing babies down for a nap, holding, or sitting with and cheerfully interacting with babies and toddlers.*
Patience and compassion are what drives the heart of a Nursery Volunteer, along with the selflessness and willingness to dry tears, wipe noses, and change countless diapers.
- 2. The Nursery Team Member is the one who uses every precaution for safety and security by following all policies and procedures.*
It is necessary to have policies and procedures to assure the parents leaving their babies in our hands that we are trustworthy to keep them safe and happy while they go to church.
- 3. The Nursery Team Member should always be at their assigned post ready to serve at least 30 minutes before the first service begins.*
It is hard to serve people when they arrive before you do. Volunteer and staff children arrive early. Toys and common surfaces must be wiped down and/or sanitized in between services. All soiled diapers must be removed from the diaper pail and placed in the regular trash bin at the end of the day. Any used linens, crib sheets, etc. must be placed in the laundry bin inside the closet. Notify the Team Leader or Director if any attention needs to be given supplies, toys, furniture or fixtures.
- 4. The Nursery Team Member practices good hygiene.*
Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity. Wash your hands often for at least 20 seconds and make use of the hand sanitizer at the Welcome Counter.
- 5. The Nursery Team Member dresses appropriately.*
Dress modestly. When serving, the Team Leader should adhere to the Destiny Kids dress code. A clean, current Destiny Kids shirt should be worn every time they serve. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.
- 6. The Nursery Team Member never carries their problems to their post.*
Your problems are real and important. However, ministry requires sacrifice. When serving please serve cheerfully, even if it is a sacrifice to do so. Being prayerful prior to serving is very important. Please talk with your team leader or a staff member if you need to ask for help. We are here for you and remind you to come with the right time, right place, and right attitude.
- 7. The Nursery Team Member serves with a joyful heart.*
Servanthood is not always easy. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving.

8. *The Nursery Team Member has completed Discover Destiny.*
So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny.
9. *The Nursery Team Member is NEVER alone with a child.*
The safety and security of the babies in our care is the utmost importance. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue.
10. *The Nursery Team Member faithfully attends any team meetings, kids' events, or training.*
From time to time we will have gatherings for building relationships, meetings, and training. These are for your benefit as well as the benefit of the entire team. Please make every effort to participate
11. *The Nursery Team Member is never critical of another member, leadership, or staff. Instead, be encouraging and lift one another up.*
We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section 4.5 in this handbook.
12. *The Nursery Team Member is expected to live an honorable life, attend at least 2 worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids and parents.*

2.5.7 Destiny Kids Greeter Team Leader



Team Name: Destiny Kids Greeter Team Leader

What is a Destiny Kids Greeter Team Leader?

A Greeter Team Leader is an individual who recruits, schedules, reminds, coaches, and assists the Greeter Team to create a memorable impression by exceeding guest's expectations. These individuals are considered a "first impression" team members. Excellence in customer service is a must.

What does the Greeter Team Leader do?

The general responsibilities of a Team Leader are as follows:

- 1. The Greeter Team Leader is one who builds relationships with kids, their families, volunteers, and staff.*
A Team Leader position is a key leadership role for one who demonstrates leadership skills. One who is organized, who is faithful, who is dedicated to attending DCC, and who has a heart to foster a safe and welcoming experience for families.
- 2. The Team Leader is one who communicates with the team for scheduling purposes and sends reminders to the team members. The Team Leader may be asked to help find a replacement for those times a volunteer has an unexpected absence*
The volunteers are eager to serve in their roles and need clear communication on when, where, and what they will be doing so they can be prepared to lead with confidence. The Team Leader will assist the Children's Ministry Director with these duties via our preferred scheduling and communications tools. A Team Leader clearly communicates any needs or concerns with the Director.
- 3. The Team Leader facilitates training as necessary for the team.*
We want to provide the best programs with the best leaders therefore, we will offer ways to equip and empower you to be the best volunteer you can be. Excellence in customer service is vitally important in this role.
- 4. The Team Leader is one who identifies the strengths of team members and coaches for successful ways to operate the check-in equipment, communicate with families, and identify the child and which classroom they need to be.*
On the days that the Team Leader serves, he or she may observe other team members to help them, and show them encouragement. The Team Leader is expected to address any training needs as quickly and thoroughly as possible. Each team member needs to understand what it takes to serve families and provide an exceptional experience for families.
- 5. The Team Leader is not expected to serve any more than any other Destiny Kids Elementary team members, however, may be asked to help if we have an unexpected need. When serving, the coordinator should always be at their assigned post and ready to serve at least 30 minutes before the service begins.*
It's hard to serve people when they arrive before you do. Volunteer and staff children arrive early.
- 6. The Team Leader practices good hygiene.*
Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity. Wash your hands often for at least 20 seconds and make use of the hand sanitizer at the Greeter Counter.

7. *The Team Leader dresses appropriately.*
Dress modestly. As a leader in the church, a Team Leader should wear what is typical of the church leaders. We are a somewhat casual church, but leaders should always set examples with their wardrobe. When serving, the Team Leader should adhere to the Destiny Kids dress code. A clean, current Destiny Kids shirt should be worn every time they serve. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.
8. *The Team Leader never carries their problems to their post.*
Your problems are real and important. However, ministry requires sacrifice. When serving please serve cheerfully, even if it is a sacrifice to do so. Being prayerful prior to serving is very important. Please talk with your team leader or a staff member if you need to ask for help. We are here for you and remind you to come with the right time, right place, and right attitude.
9. *The Team Leader serves with a joyful heart.*
Servanthood is not always easy. Even under pressure, we count it all joy and demonstrate a joyful heart to parents and other volunteers. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving. The greeters are considered to be "first impressions" team.
10. *The Team Leader has completed Discover Destiny.*
So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny
11. *The Team Leader is NEVER alone with a child.*
The safety and security of the children we serve is of the utmost value. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue. A greeter may, on occasion, be asked to step into a classroom or assist another volunteer with a child.
12. *The Team Leader faithfully attends any team meetings, kids' events, or training.*
From time to time we will have gatherings for building relationships, meetings, and training. These are for your benefit as well as the benefit of the entire team. Please make every effort to participate.
13. *The Team Leader is never critical of another member, leadership, or staff. Instead, be encouraging and lift one another up.*
We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section 4.5 in this handbook.
14. *The Team Leader is expected to live an honorable life, attend at least 2 worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids and parents.*

2.5.8 Destiny Kids Greeter Team Member



Team Name: Destiny Kids Greeter Team Member

What is a Destiny Kids Greeter Team Member?

A Destiny Kids Greeter Team Member creates a memorable impression by exceeding guest's expectations. They make families feel welcomed and experience a smooth transition into Destiny Kids.

What does the Greeter Team Member do?

The general responsibilities of a Greeter Team Member are as follows:

1. *The Team Member is one who creates a safe and welcoming environment for families.*
Families want to feel welcomed and they want to experience a smooth transition. You only get one chance to make a first impression. Many times the first and best impression of the church is made by a greeter.
2. *The Team Member is one who follows procedures for checking children in and out of the Destiny Kids area.*
Greeters enter information, print security tags, explain safety and wellness guidelines to parents, and escort children to their assigned classroom. Greeters also enter information for first time guests into a database and provide these guests information while making them feel assured of their children's safety.
3. *The Team Member assists families, especially with information.*
Every greeter is an "information booth" for the church. Always be helpful and accommodating when serving and if you need someone's help please don't hesitate to ask. Even under pressure, a greeter must maintain a joyful and helpful presence as they are considered a "first impressions" team.
4. *The Team Member is one who takes on the role of disseminating information to parents and reports to classrooms.*
Occasionally we have information that is sent home with every family. We ask the greeters to help make sure these notices are given when necessary. The greeter is also asked to provide a classroom roster report to each classroom once everyone has been checked in. for attendance records and emergency purposes.
5. *The Team Member should always be at their assigned post ready to serve at least 30 minutes before the service begins.*
It is hard to serve people when they arrive before you do. Volunteer and staff children arrive early.
6. *The Team Member practices good hygiene.*
Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity. Wash your hands often for at least 20 seconds and make use of the hand sanitizer at the Greeter Counter.
7. *The Team Member dresses appropriately.*
Dress modestly. When serving, the Team Leader should adhere to the Destiny Kids dress code. A clean, current Destiny Kids shirt should be worn every time they serve. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.
8. *The Team Member never carries their problems to their post.*

Your problems are real and important. However, ministry requires sacrifice. When greeting please smile and provide a warm welcome, even if it is a sacrifice to do so. Being prayerful prior to serving is very important. The Children's Ministry Director is always willing to meet with any volunteer in the right place, right time, and with the right attitude. You are a valuable part of the church family and will always be valued and respected.

9. The Team Member serves with a joyful heart.

Servanthood is not always easy. Even under pressure, we count it all joy and demonstrate a joyful heart to parents and other volunteers. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving.

10. The Team Member has completed Discover Destiny.

So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny.

11. The Team Member is NEVER alone with a child.

The safety and security of the children we serve is of the utmost value. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue.

12. The Team Member faithfully attends any team meetings, kids' events, or training.

From time to time we will have gatherings with team members for building relationships and at times we will have meetings, training, and team-building opportunities. These are for your benefit as well as the benefit of the team as a whole. Please make every effort to participate.

13. The Team Member is never critical of another member, leadership, or staff. Instead, be encouraging and lift one another up.

We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section 4.5 in this handbook.

14. The Team Member is expected to live an honorable life, attend at least 2 worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids and parents.

2.5.9 Destiny Kids Worship Team Leader



Team Name: Destiny Kids Worship Team Leader

What is a Destiny Kids Worship Team Leader?

A Destiny Kids Worship Team Leader is an individual who recruits, schedules, reminds, coaches, and assists the children's Worship Team to produce high quality, energetic, and engaging praise and worship on Sunday mornings. The Destiny Kids Worship Team Leader may also assist in the production of special music for other programs and events.

What does the Worship Team Leader do?

The general responsibilities of a Worship Team Leader are as follows:

- 1. The Team Leader is one who builds relationships with kids, their families, volunteers, and staff.*
A Team Leader position is a key leadership role for one who demonstrates leadership skills. One who is organized, who is faithful, who is dedicated to attending DCC, and who has a heart to teach children to create a heart of worship.
- 2. The Team Leader is one who clearly and consistently communicates with the Director and the worship team for scheduling purposes and sends reminders to the team members. The Team Leader also makes regular rehearsal schedules so the team can practice songs.*
The volunteers are eager to serve in their roles and need clear communication on when, where, and what they will be doing so they can be prepared to lead with confidence. The Team Leader will schedule the team members to serve each Sunday and communicate schedule to the Director.
- 3. The Team Leader facilitates training and rehearsals necessary for the team.*
We want to provide the best programs with the best leaders therefore, we will offer ways to equip and empower you to be the best volunteer you can be.
- 4. The Team Leader is one who identifies the strengths of team members and coaches for successful ways to minister through large group dynamic Bible teaching, and facilitating small group age-appropriate conversations.*
On the days that the Team Leader serves, he or she may observe other team members to help them and show them encouragement. A Team Leader is expected to recruit and train worship leaders.
- 5. The Team Leader is not expected to serve any more than any other Destiny Kids Elementary team members, however may be asked to help if we have an unexpected need. When serving, the coordinator should always be at their assigned post at least 30 minutes before the service begins.*
It's hard to serve people when they arrive before you do. Volunteer and staff children arrive early. When serving, the worship leader should always be at their assigned posts and be prepared to serve at least 30 minutes before the service begins. The worship leader will prepare in advance by reviewing and practicing the motions to the songs in advance.
- 6. The Team Leader practices good hygiene.*
Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity. Wash your hands often for at least 20 seconds and make use of the hand sanitizer at the Greeter Counter.
- 7. The Team Leader dresses appropriately.*
Dress modestly. As a leader in the church, a Team Leader should wear what is typical of the church leaders. We are a somewhat casual church, but leaders should always set examples with their wardrobe.

When serving, the Team Leader should adhere to the Destiny Kids dress code. A clean, current Destiny Kids shirt should be worn every time they serve. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.

8. The Team Leader never carries their problems to their post.

Your problems are real and important. However, ministry requires sacrifice. When greeting please smile and provide a warm welcome, even if it is a sacrifice to do so. Being prayerful prior to serving is very important.

9. The Team Leader serves with a joyful heart.

Servanthood is not always easy. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving.

10. The Team Leader has completed Discover Destiny.

So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny.

11. The Team Leader is NEVER alone with a child.

The safety and security of the children we serve is of the utmost value. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue.

12. The Team Leader faithfully attends any team meetings, kids' events, or training.

From time to time we will have gatherings with team members for building relationships and at times we will have meetings, training, and team-building opportunities. These are for your benefit as well as the benefit of the team as a whole. Please make every effort to participate

13. The Team Leader is never critical of another member, leadership or staff. Instead be encouraging and lift one another up.

We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section in this manual for more information.

14. The Team Leader is expected to live an honorable life, attend at least 2 worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids and parents.

2.5.10 Destiny Kids Worship Team Member



Team Name: Destiny Kids Worship Team Member

What is Destiny Kids Worship Team Member?

A Worship Team Member is an individual who demonstrates a heart of worship for the Elementary children on Sunday mornings through praise and worship. This expression is accompanied by music videos with motions. The worship environment is one that creates enthusiasm, is energetic, and engages children to participate.

What does the Worship Team Member do?

The general responsibilities of a Team Member are as follows:

1. *The Team Member is one who builds relationships with kids, their families, volunteers, and staff.*
A Team Leader position is a key leadership role for one who demonstrates leadership skills. One who is organized, who is faithful, who is dedicated to attending DCC, and who has a heart to teach children about the act of worship.
2. *The Team Member attends rehearsals as scheduled by the Worship Team Leader.*
Worship happens every week and the Team Members are scheduled to serve on a specific Sunday. Rehearsals are scheduled by the Team Leader and the Team Member is expected to participate. The Team Member is expected to practice in advance and be prepared.
3. *The Team Member is one who interacts with the kids and builds relationships with them.*
The kids will enjoy getting to spend time with you. You will be able to get to know them and pour into their lives in a very special way. It is important to know and understand all of the policies and procedures and abide by them. Personal electronic devices such as cell phones are to be stowed away while you are serving.
4. *The Team Member should always be at their assigned post ready to serve at least 30 minutes before the service begins.*
It's hard to serve people when they arrive before you do. Staff and volunteer children arrive early.
5. *The Team Member practices good hygiene.*
Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity.

6. *The Team Member dresses appropriately.*

Dress modestly. When serving, the Team Leader should adhere to the Destiny Kids Team dress code. A clean, current Destiny Kids shirt should be worn every time they serve. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.

7. *The Team Member never carries their problems to their post.*

Your problems are real and important. However, ministry requires sacrifice. When greeting please smile and provide a warm welcome, even if it is a sacrifice to do so. Being prayerful prior to serving is very important. The Children's Ministry Director is always willing to meet with any volunteer in the right place, right time, and with the right attitude. You are a valuable part of the church family and will always be valued and respected.

8. *The Team Member serves with a joyful heart.*

Servanthood is not always easy. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving.

9. *The Team Member has completed Discover Destiny.*

So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny.

10. *The Team Member is NEVER alone with a child.*

The safety and security of the children we serve is of the utmost value. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue.

11. *The Team Member faithfully attends any team meetings, kids' events, or training.*

From time to time we will have gatherings with team members for building relationships and at times we will have meetings, training, and team-building opportunities. These are for your benefit as well as the benefit of the team as a whole. Please make every effort to participate.

12. *The Team Member is never critical of another member, leadership, or staff. Instead, be encouraging and lift one another up.*

We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section 4.5 in this handbook.

13. *The Team Member is expected to live an honorable life, attend at least 2 worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids and parents.*

2.5.11 Destiny Kids Resource Champion



Team Name: Destiny Kids Resource Champion

What is a Destiny Kids Resource Champion?

A Destiny Kids Resource Champion is an individual who assists in prepping printed materials, supplies, and materials for weekly services. This person is expected to keep supplies organized and stored properly.

What does the Destiny Kids Resource Champion do?

The general responsibilities of a Resource Champion are as follows:

1. *The Resource Champion is one who preps the classroom curriculum and supplies for the Pre-K and Elementary classrooms weekly.*
This person volunteers in the office area during the week to manage the resources needed to facilitate our Pre-K and elementary programs. This person knows where everything is and keeps supplies in an orderly condition.
2. *The Resource Champion is one who returns all of the unused supplies to their place after a service is finished.*
Keeping all of our resources in order is important and putting them away weekly can be done at the same time one would prep for the next class.
3. *The Resource Champion helps to create an environment with themed materials monthly.*
Monthly themed artwork and decorating for special occasions is a great way to bring the kids some extra excitement. Changing the themes up monthly is driven by the curriculum.
4. *The Resource Champion is one who helps prepare packets to be sent home with parents when necessary.*
From time to time we send home information notices with families. The Resource Champion helps prepare those when necessary.
5. *The Resource Champion. Reports any resource or equipment to the Director if attention is needed and orders supplies when they are depleted.*
It is our responsibility to be good stewards of the resources we use.. Children can be hard on these things. The Resource Champion will check things from time to time to see if anything needs to be addressed. The Resource Champion will communicate any needs and request supplies to the Director.
6. *The Resource Champion practices good hygiene.*
Be sure to have clean hands, fresh breath, and a bright smile. Deodorant is a necessity. Wash your hands often for at least 20 seconds and make use of the hand sanitizer at the Greeter Counter.

7. *The Resource Champion dresses appropriately.*
Dress modestly. As a leader in the church, a Resource Champion should wear what is typical of the church leaders. We are a somewhat casual church, but leaders should always set examples with their wardrobe. When serving, the Team Leader should adhere to the Destiny Kids Team dress code. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.
8. *The Resource Champion never carries their problems to their post.*
Your problems are real and important. However, ministry requires sacrifice. When greeting please smile and provide a warm welcome, even if it is a sacrifice to do so. Being prayerful prior to serving is very important.
9. *The Resource Champion serves with a joyful heart.*
Servanthood is not always easy. There are moments when you have to realize why you are doing what you are doing. Every ministry in some way points people toward the cross. Remember that and you will enjoy serving.
10. *The Resource Champion has completed Discover Destiny.*
So that we all have a common vision and a mutual understanding of the core values of Destiny Community Church, it is a requirement for all Direction Team Members to have completed all three sessions of Discover Destiny.
11. *A Resource Champion is NEVER alone with a child.*
The safety and security of the children we serve is of the utmost value. To protect the church and its volunteers, we must ensure that our behavior and processes remain beyond reproach at all times. The rule of never being alone with a child has, from the beginning been the standard in our children's ministry at DCC and will continue.
12. *A Resource Champion faithfully attends any team meetings, kids' events, or training.*
From time to time we will have gatherings with team members for building relationships and at times we will have meetings, training, and team-building opportunities. These are for your benefit as well as the benefit of the team as a whole. Please make every effort to participate.
13. *A Resource champion is never critical of another member, leadership, or staff. Instead, be encouraging and lift one another up.*
We ask that you remain flexible and respectful of each other. Should there be a grievance that needs to be discussed, it should never be while you are serving or in front of others. See the grievance section 4.5 in this handbook.
14. *A Resource Champion is expected to live an honorable life, attend at least 2 worship services a month at DCC, be prayed up before you arrive in your service area, and to love kids and parents.*

SECTION 3: SAFETY & SECURITY

3.1 General Standards

3.1.1 Two Person Rule

At least two adults (preferred), or one adult and one student volunteer, should remain in a classroom together AT ALL TIMES. No volunteer should ever be left alone with a child. Should a leader find him or herself alone due to unforeseen circumstances, the following measures would be taken.

- Immediately inform someone and ask for assistance.
- Visible location – for any time when there is only one adult present, the group must be in a location that is visible to others with an unobstructed window, open door, etc.

In an effort to adhere to the strictest of safety measures for both Destiny Kids and its volunteers you are NEVER to be ALONE with a child. A two-person rule is in effect at all times for all volunteers.

3.1.2 Classroom ratios

The standards set are not, nor are they required to be equivalent to the classroom standards established by the Florida State Statute for public schools, private schools, in home, or public or private daycare centers. Therefore, we ask that each classroom leader assess the need and ask for additional help when necessary.

We will strive to maintain the following healthy adult to child ratios:

Nursery - Birth until 2 years old	1:4
Pre-K - 2 & 3 Years old	1:8
Pre-K - 4 & 5 Years old	1:8
Elementary - K-5th	1:10

When caring for mixed ages, the staff-to-children ratio shall be based on the age group with the largest number of children within the group.

3.1.3 Appropriate touch

Physical affection is an essential part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children. Our policies for appropriate touch are for the protection of the children we serve, the volunteers who serve them and to uphold the honorable reputation of the church. When serving, you must observe these policies even with your own children who may be in your class. Other observers may not know that you are the parent, and we want to display excellence in action and appearance.

Physical contact should be age and developmentally appropriate and is ONLY appropriate when done publicly. Physical contact in any form should be above reproach. The personal behavior of staff and volunteers must foster trust at all times. Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected, therefore asking permission is expected..

These are some appropriate forms of affection:

- Hugging should only be done if the child initiates the contact. Never allow full contact hugs, but instead keep distance between bodies or use side-to-side hugs. Sometimes it may be a best practice to initiate a high-five rather than a hug.
- A light touch to the hand, shoulder, or back when encouraging is acceptable.
- Many children who are sad or upset can be comforted by being held. Holding children is only appropriate in the nursery and preschool areas.
- An arm around a shoulder is an appropriate way to console Elementary aged students.
- Holding hands while praying or walking demonstrates the care you have for that child and is very personal to them.
- Give verbal praise! Children thrive on verbal praise so look for things to acknowledge.
- Handshakes, High Fives, Low Toes, or bumping elbows is also appropriate.

These are some inappropriate forms of affection:

- Extended hugging, tickling, or prolonged physical comfort of any kind
- Lap Sitting for ages 5 and over
- Touching a child in any area that would be covered by a bathing suit (except when diapering and helping with the bathroom as specifically described in the policy on Bathroom and Diapering)
- Kissing a child or coaxing a child to kiss you
- Touching a child in anger or disgust

3.1.4 Food Allergies & Special Medical Conditions

Most food allergies are attributed to the following: milk, eggs, soy, wheat, peanuts, tree nuts, fish, and shellfish. Many children suffer from allergies to non-food items such as: latex, medications, and creams you may be using in the nursery. It is important to record allergy specifics and medical conditions in the appropriate place on a child's profile confirming with the parent or guardian that the information is accurate. This information is transferred onto the security tag every time one is printed.

- Due to potential allergic reactions, Destiny Kids does not serve snacks with peanuts or snacks which may have been produced in a factory contaminated by peanuts
- Please do not bring any peanut products to the classroom for yourself or to share with the children. Always be sure to check the allergies and medical information printed on the security tag before serving any snack.
- Destiny Kids volunteers will not administer any medication to a child. If a child should require medicine during service, the parent or guardian will be required to administer the medication.
- If a child has a medical device, such as an Epi-pen, the parent must notify the staff member or designee with instructions. The device is to be taken home with the child at the end of each service.
- If a child has a major medical emergency, such as seizures, fainting, choking, or stops breathing, stay with the child and send another volunteer to notify staff and emergency medical responders immediately.

Here at DCC, our greatest concern is child safety. We strive to never have to rush a child to the emergency room because of an unknown health condition or an allergen-packed snack.

3.2 Safety and Security Policies

3.2.1 Check -in/-out policy

Our check-in and check-out policy is to be strictly adhered to at all times regardless if the child is a regular at DCC, a child of a staff member or volunteer, or if we know them personally.

Registered Destiny Kids will be checked in by a greeter, will receive their security tag, and will be escorted to their classroom as appropriate.

First-time guests (families) will need to have their information entered into the system. A greeter will enter all of the information, print the security tag, provide a welcome packet to the parent, provide a token to the child, and have the child escorted to their classroom as appropriate. The parent of a first-time guest may also join the escort to see the classroom and meet the classroom leader/volunteers working with their children that day if they so request.

First-time guests of registered Destiny Kids families will be added to that family in the "other" category and a note made for the Director to follow up and make sure the system information is accurate for future use.

Siblings or friends sometimes wish to stay together when they belong to a different age group. We will encourage all children to be in their age-appropriate classroom. However, when we decide to allow them to stay together we will check them into their own classroom and make a note on both classroom rosters where they both are. Always ask the older child to enter the classroom of the younger child.

Adults and AXIS students only are allowed to drop off and pick up children. When a child is dropped off at check-in, a security tag with a unique identification code is given to the parent. The adult must turn that security tag in when picking up their child.

3.2.2 Bathroom and Diapering Policy

Policies regarding diaper changing are as follows:

- Only female adult volunteers may change diapers
- Diapers are only changed in classrooms with children 35 months and under
- Diapers are only changed on the changing stations
- **NEVER** leave a child unsupervised while on the changing table instead always keep one hand on the child
- Always wear disposable gloves when changing any type of diaper
- All children should be checked and changed before parents return for pick-up
- Dispose of diaper properly and empty wastebasket at the end of service
- Sanitize changing tables after each use according to manufacturer's instructions
- Wash hands for at least twenty seconds with soap and water after diapering

Policies regarding bathrooms located inside the Preschool areas are as follows:

- Allow only one child in the bathroom at a time
- If a child can go on their own, let them. Stand by the door ready for help if needed.
- Only adult female volunteers may assist children in the bathroom
- If a child needs help or has not finished up after some time, talk through the door or slightly crack the door so you can talk without looking
- If assistance is required, ask another volunteer to stand at the door and watch as you assist the child. And remember, **NEVER** be alone with a child.

Policies regarding bathrooms for elementary ages are as follows:

- Before allowing any child into the bathroom, check to make sure there is no one else in there. While kids are using the bathroom, do not allow any adults or students to enter.
- Only allow one child at a time in a bathroom
- If a child needs assistance, only enter the bathroom with another adult within full view at the door.
- And remember, **NEVER** be alone with a child.

We strongly recommend an “every diaper, every service” effort to at least check, if not change, every diaper in the nursery in every service. At times, there will not be an opportunity to do that, and we understand that there are some services that are much busier than others. At a minimum, when you are notified that the pastor is “Praying” to indicate the service is coming to an end, please check each diaper to make sure we are not handing a child with soiled diapers to a parent if we can help it.

We are sometimes notified by a parent or guardian that a child is learning to potty-train. In the event we are helping to potty-train, we are equipped with a potty-seat to be used and sanitized after each individual use. Please remain positive and reinforce the good behaviors we want to see with potty-training and use patience. Communicating with parents about potty-training incidents is important and we ask that you do so with a positive and loving message. Never make a child or parent feel like potty-training is not progressing like you think it should. Children who are potty-training should have help to wash their hands after using or attempting to go each and every time.

3.2.3 Accidents & Incidents and Parent Communication

Accidents that require immediate attention from a parent must be acted on immediately. Notify the Children's ministry director and/or radio the Security Team Leader that an accident has taken place. Notify the greeter of the child's name. The greeter will find the child's entry and text the parent to come to the children's welcome counter immediately. If the parent does not respond, the Security Team Leader and Children's Ministry Director will work together to notify the parent and/or emergency service as needed.

In the case of an accident that results in a minor injury, whether a child or adult, inform an adult immediately. First aid supplies are located in each classroom and at the Welcome Desk.

After attention is given to the child, an accident/incident form will need to be completed by the volunteer who witnessed the event. The witness or designee will present the form to the parent for signature when they pick up the child. The parent or guardian will indicate on the form if they would like a copy. Should they want a copy, one will be emailed a copy of the signed form the following week.

Any spilled body fluids are considered biohazardous and should be cleaned immediately, all clothing placed in a sealed plastic bag, and the parent must be notified of the soiled clothing. All materials soiled that belong to the church will be placed in a sealed plastic bag and then in the laundry hamper in the closet. (Reference section 3.2.9 for additional information)

3.2.4 Policy against child abuse and neglect

Clergy, or any person working with, overseeing, teaching, or relating to children and youth at Destiny Community Church, will file a report with the Department of Children and Families in accordance with the Florida state statutes, (Chapter 39) should abuse, neglect, or abandonment of a child be known or suspected. This directive applies to all of our professional staff and teachers, both paid and volunteer. It is imperative that staff be made aware of the situation. Staff will assist in the reporting process. Their role will be to help with procedure and to support the person making the report. A report is best made by the person who actually hears of or witnesses the abuse. Reports may be made anonymously to the state department and the staff will keep the incident details private. These issues and other concerns related to reporting may be discussed only with the staff.

3.2.5 Appropriate Supervision & Interaction Policy

One adult should never be alone with a child or in a classroom, and, under no circumstances, is a child to be left in a classroom or elsewhere unattended. This rule not only protects the children in our care but also protects our children's ministry volunteers from accusation. Our policy is that two or more, unrelated volunteers staff classrooms. We welcome families who want to serve together. Husbands and wives may serve in the same classroom at the same time only if another adult is assigned to work along with them. We encourage all volunteers to ensure their interactions are observable and interruptible.

When serving with children it is imperative that you are present and fully engaged in interacting with them. We are not able to focus on our duties and assignments when we are on our phones or engaged in conversation with others. So, when you are serving please keep your personal cell phones, tablets, and conversations on hold until your duties are fully completed.

Where there are exterior doors in classrooms, there is NO ENTRY ALLOWED. These are EMERGENCY EXITS ONLY. These doorways are not allowed to be blocked due to fire code. With that in mind, the volunteers in those classrooms must continually monitor those areas and keep the children away from the exit areas. If a child is close to an exterior door, you should remember these three A's:

A - Acknowledge it

A – Alert the other volunteers in the room

A - Ask the child by the door to move away from the door

ALL parents, staff, and volunteers are required to enter through the main entry doors into the foyer at the Welcome counter. Volunteers are to "Check-in" their assigned classroom through the system. Volunteers are not required to wear a security tag, but they are encouraged to wear them if they are getting to know the kids and parents, will be speaking directly to the parents, or if they wish to help a child remember their name.

If a child is upset or unhappy, here are the steps to take:

Try to comfort and soothe him or her for ten minutes. If they are still upset, have another leader attempt to console for five minutes. If they are still upset, ask the greeter team member to text the parent through the iPad. If the parent does not respond within five minutes, the greeter team member will contact the head of Security through the walkie talkie. The head of security or his designee will ask the media team to put the security tag number on the screen to notify the parent to report to the children's area.

3.2.6 No Photography Rule

Volunteers should NEVER take photographs of children to post them on any social media platform anywhere on the internet. This action could be dangerous for some of the kids in our care. For example, when a child is in foster care, there is a need for added privacy. A child may have been removed from a dangerous situation. Photos posted online could inadvertently expose the child's whereabouts and create an unnecessary vulnerability

3.2.7 Discipline Policy

Destiny kids is all about relationships. A win for our weekly services is for kids to connect in three ways: with God, with a leader, and with other kids. No matter the role you play, your goal is to build bridges with the kids by creating a family atmosphere and energetic culture. Each of us has our own ideas of what appropriate or acceptable church behavior is. Each child comes from a place where ideas may vary. However, we want to encourage and foster an attitude of respectful behaviors in all areas. Discipline problems arise from time to time and we want you to be equipped. We will use the following as our guide so that we can present a consistent front in the area of disciplining the children left in our care.

The best way to maintain control of your classroom is to be prepared. Study your materials in advance, have all supplies you need prepped and ready to use. Arrive at your post well-rested and ready to go. Classroom rules for each classroom are posted or presented through media in every corporate gathering for worship. Use this time to review these rules in a fun way that the kids can remember and recite. Make sure to define the rules, not just repeat them. Make sure the kids can tell you in their own words what the rule means if the rule is broken and assure them you know they are capable of meeting the expectations the rules set. Always use love and positive expressions with the children and never disgust or anger. Gentle reminders for children are always the first step. The second step is to use a gentle reminder with a clear consequence spelled out if the behavior is not changed. The third step is to use a gentle reminder of the expectation and the consequence and then follow through with the said consequence. Should you feel the behavior is extra difficult to manage, get another adult leader involved in the conversation. If you know the child has a good history with another leader, reach out to them and ask them what things they do that might help you to establish the same positive interaction. After repeated problem behaviors are addressed without change, discuss with your team leader or ministry director. If you need to speak to a parent about a repeated challenging behavior, please make sure your team leader and/or the ministry director is aware of the problem, the steps you have taken, and the results you have seen from your efforts. Any time you need to speak to a parent, please ask them to step away from others so neither the child nor parent is embarrassed. It is always a best practice to approach the parent with an effort to understand what to do in the best interest of the child and never to not criticize the parent or the child. More challenging behaviors may need additional support and always need extra grace. When you are personally challenged with a child's behavior, please seek help from another volunteer and remember to always speak and use grace when speaking to the children.

Here are some strategies that work:

- Telling them to use "Gentle touches"
- Encourage them to use words not physical touches
- Modeling positive ways to solve problems
- Separating children who are disagreeing
- Providing extra attention and close proximity
- Redirecting
- Shadowing
- Gently guiding and correcting
- Asking to make sure they understand the expectation
- Allow them a set time to recompose if necessary without any disdain

If a child bites or injures another child on purpose (leaving a mark) we need to complete an accident/incident report. There is a 3-step process for biting.

- 1st time = written warning to the parent
- 2nd time = written warning to parent and 1-week break from kids' church
- 3rd time = written warning to parent 1-month break from kids' church.

Each one of these steps requires your team leader and or ministry director to have a complete understanding of the incident.

3.2.8 Wellness Policy

Germs spread quickly among children, therefore, it is necessary for our wellness policy to be posted at the Welcome counter, posted in the classroom, and referred to if there are any questions about the health or wellness

of a child or volunteer. Our Team Leaders will remind the volunteers often of the importance of the wellness policy and the greeter team will be familiar enough with it to answer questions as parents drop off or pick up their children. This policy is for the volunteers as well as the children in our care. In all of our children's areas, we strive to maintain a healthy, clean, safe environment at all times for our volunteers as well as the children in our care. We ask those who present with any of the following symptoms to please stay home.

- Fever (over 99.5 degrees)
 - Runny nose that is yellow or green in color
 - Vomiting or diarrhea within the last 24 hours
 - Any symptoms of childhood diseases (i.e. chickenpox, whooping cough)
 - Common cold – from onset through one week
 - Sore throat
 - Croup
 - Any unexplained rash
 - Any skin infection (i.e. boils, ringworm, impetigo)
 - Untreated pink eye or any other eye infection
 - Any communicable disease
 - ***Lice, including the presence of eggs or nits
- *** Any child presenting with lice, the presence of eggs or nits will not be allowed back into the children's ministry area until a volunteer has asked the parent if and how they were treated and an inspection of the child's scalp is made.
- Furthermore, if the presence of lice, eggs, or nits is noticed during the course of a service, the following steps will be taken:
- 1) the child presenting will be isolated until a parent picks him or her up.
 - 2) A thorough inspection is made of each child in the classroom immediately.
 - 3) The appropriate treatments are made to the classroom areas as needed, and a LICE notice is prepared to go home WITH EVERY CHILD IN THE CLASS.

Should any child present with any of the symptoms on the wellness policy during service they will need to be isolated until they can be safely removed to go home. The child will stay with a caregiver until the parent arrives. Communicate the children exactly what symptoms appeared and what, if any steps were taken to provide comfort to the child.

If a volunteer presents with any of these symptoms during service, they will need to notify their Team Leader or the Director and leave the area as soon as possible.

We expect that a child or volunteer be fever free for at least 24 hours, without medication before returning to the children's ministry areas.

3.2.9 Sanitization and Hygiene Policy

At DCC we find it important to institute sound sanitization and hygiene policies and procedures.

Please clean toys and commonly touched surfaces with disinfectant solutions provided according to the manufacturer's directions. We also ask that personal hygiene be promoted, and encouraged in all children's areas. The best practice is to wash hands after changing diapers, when assisting children with toileting, after wiping a child's nose, before feeding or serving snacks, before and after attending to a cut or injury and after handling pets, animals or dirty objects.

Please help children wash hands with antibacterial soap and warm water by scrubbing vigorously for at least 20 seconds. Wash all hand surfaces, including backs of hands, in between fingers, and under fingernails. Rinse well. To disinfect, use hand sanitizer provided for you. When drying hands dispose of paper towels in the waste bins provided.

Please place any soiled crib sheets, home living washables, dress-up clothes, towels, tablecloths, etc. in the laundry hamper provided in the Nursery closet..

Please clean the crib mattress, and all rails after each use by wiping down with disinfectant and drying surface and allowing to air dry before placing a new crib sheet on the mattress.

When there is a contaminated surface due to spills of body fluid, the children need to be escorted to another room away from the contamination. One person will be assigned to decontaminate completely before opening the room back up for service. Before cleaning a contaminated surface of this manner, the person cleaning should don the appropriate gown, gloves, eye/face shield or covering, and foot covering if necessary. These procedures need to be

followed when cleaning any of the following spills from: urine, feces, blood, saliva, nasal discharge, or vomit. Clean the surface with the disinfectant solution according to the manufacturer's instructions, rinse with clear water, and properly clean and/or dispose of any tools used. When spills are completely decontaminated the person cleaning should properly dispose of their bodily coverings and wash their hands thoroughly for at least twenty seconds with soap and water.

3.3 Safety and Security Procedures

3.3.1 Check-in / Check-out Procedures

General Information:

- iPad 4-digit access code is 2006
- Check-in app is a blue square with a white circle and white check mark
- The password for the application is dcccheckin06
- Printer PIN is 0000

Accuracy and consistency: Data entry needs to be formatted the same so our data stays clean. After entering, always ask a parent to verify information. Always use proper capitalization, spelling, and punctuation.

Example: Johnny Joe Smith

(352) 474-0123

1234 First Street

Newberry, Fl. 32669

DO NOT USE ALL CAPS

Step by step when family arrives:

- Smile and Greet
- Take temp
- Search for Family
- Select the child being checked in
- Select service and room child will be attending
- Select which parent will be receiving texts
- Print security tags
- Give parent their half
- Stick label on back of child and escort to their room

Family Actions:

- **Add authorized person for check out:** When you find family, click on family actions, select add authorized person. Start typing in a name, when found click on that name and click ok.
- **Edit information:** if a phone number, address, or date of birth needs to be changed, you can find family, click family action, click edit family and correct the information necessary and click save
- **Add Check-in Message:** This is a message only greeters can see. It will be a rare occasion we will make use of it. Most likely you will never enter a message, but if you do someone will walk you through the process.

Add New Family: Registration Forms can be completed by the parent and then you can enter from there, or you can enter as they verbally provide you information. The information has to be entered into the system in order to actually check them in. Make sure they verify the information after it is entered or as you are entering it.

Avoid Duplicate Entries The system will identify any possible duplicates and a dialogue box will appear on your screen. Please view the possible duplicates and determine if they are possibly already in the system before making a new entry.

Required Fields: All first and last names, mailing address, email address of parent(s), phone numbers of parent(s), cell phone carrier of the number provided, date of birth for the child, and gender of child.

Add visitor to existing family: Search the family, click on family actions, and edit family, click on add person, add in child's name, gender and date of birth and choose relationship type as "other".

Reprint security tag:

- Search for the individual that needs a new label printed.
- Select the family.
- Click on the **Family Actions** button.
- Click **Reprint Labels**.
- Refine the list of family members to those that need to be reprinted.
- The people who are selected are the family members who are currently checked in.
- Click **Print**.

Run attendance reports

- Open the web browser and sign into dcc.ccbchurch.com
- User id DKGreeter
- Password dkgreeter
- Go to and open the calendar icon on the left hand side.
- Find each event on the calendar (class and service time). When you click on the event, select Manage event in the top right hand corner. Then click on the report icon drop down and select attendance detail. Run the report, export, and print to the 2700 printer. Once for each each class and at each service time.
- Take the report to the classroom and give to a class volunteer

Using Checkout Search for the individual *

- **Select the family.**
- Select the **Family Actions** button.
- Select **Check Out**.
- Select the family member being checked out.
- Select the family member or Authorized Person picking up the child.
- Repeat steps 5 and 6 for all family members.
- Select **Check Out**.

Sending a Text Message

- From a manned station, click on **Send Text**.
- Search for the child in which you would like to send the parents a text.
- Edit the text as appropriate and click **Send ✓**.

Running a Test Print

- Log in to your Check-In Setup.
- Click the **Settings** button in the top right corner.
- Click on **Print Test Label** and the labels will be sent to your queue.

3.3.2 Lost Security Tag Steps

If the security tag is lost the person picking up the child will be asked to move to the side and an adult volunteer will be assigned to remain with the family until either the security tag is produced or positive identification is made. The following steps are to be taken.

Step 1: Ask if the person picking up the child knows where the security tag is. If unknown, proceed to step 2. If known, ask to retrieve it and come back. Wait for their return before getting the child out of the classroom. When they return with the security tag, move to step 6.

Step 2: If the security tag is not found, enter the child's name and look at the family information. Find the profile of the person asking to pick the child up and verify they are family and that no Special Notes are given regarding the relationship between them and the child preventing them from accessing the child. Move to step 3

Step 3: Ask for the person's state-issued identification. Verify the identity of the person by looking at the state issued id. Verify the person is who they say they are. Hand the driver's license back to them. Go to step 4. If identification cannot be made with a state-issued id, two adults (one staff member, and one volunteer) must identify that they **personally know the person and can identify them in a court of law**. Once that is established, proceed to step 4.

Step 4: Ask the person 3 personal pieces of information, (i.e. street or mailing address, child's date of birth, and email address, or phone number). Once you can assuredly identify that it is safe to release the child to that person, move to step 5.

Step 5: Once the identity has been established by viewing a state-issued id, **and** verifying three pieces of information to our database, complete an accident/incident report before moving to step 6.

Step 6: Educate the parent that security tags are important and we take the security of their child very seriously. Check the security tag on the child and release them to the person.

3.3.3 Reporting Child Abuse Procedure

Destiny Community Church members are committed to protecting the safety of all our children. We take seriously our responsibility to create an environment that minimizes the risk of harm to children. An important feature of risk reduction is ensuring that the staff and volunteers we have working with young people are able and willing to conduct themselves in an appropriate manner and consistent with the laws of the State of Florida.

Steps Destiny Community Church has taken to prevent problems in this area are as follows:

- 1) We screen both paid and volunteers who work in any area of youth and children with a background check.
- 2) We will interview all volunteers to gather information about past experiences working with children.
- 3) We will ask each volunteer to disclose if they have ever been the subject of a prior report involving any form of misconduct with youth or children
- 4) We expect each volunteer to attend training regarding our church policies and procedures for interacting with children and youth.
- 5) We have a clear policy that requires two adults in a room with a child at all times and to NEVER be alone with a child.
- 6) We have policies and procedures defining mandatory reporting requirements.
- 7) We have staff readily available to assist in the reporting procedures and to provide support for the witness making the report.
- 8) We have a zero-tolerance policy for allowing any act of abuse or neglect to go unreported.

How to make a report:

Every person over the age of 18 should be familiar with the procedure of reporting described below.

A report must be made the same day it is suspected or witnessed. It should be given immediate attention by making contact with the Florida Abuse Hotline. The Florida Abuse Hotline Counselor will determine if the information provided meets legal requirements to accept a report for investigation.

There are four ways to make a report:

By Telephone	1-800-9ABUSE (1-800-962-2873)
By Fax	1-800-914-0004
By TDD	1-800-453-5145
Web Reporting	http://reportabuse.dcf.state.fl.us

Information needed

Specifics about the incident (remember to include the 4 W's Who, What, When, Where, and How did you come to suspect or hear about this information).

Name and date of birth (or approximate age), race, and gender of all involved.

Address for all subjects, including current information

Information regarding limitations or disabilities of the victim

Relationship of the alleged perpetrator to the child victim

Any other information that would help expedite the investigation, i.e. directions to current whereabouts or address given and potential risks to the investigator if known

3.4 Emergency Preparedness

Actions taken in the initial moments of an emergency are critical. A prompt warning and being prepared can save lives. Some threats are more critical than others, however all of the following should raise a red flag to be on alert and remain aware of the situation.

Threats that may cause us to be put on alert would be natural disasters or emergencies such as

- Fire
- Severe Thunderstorm or flash flooding
- Tornado
- Earthquake
- Terrorism or bioterrorism
- Loss of power, water or heat
- Outbreak, pandemic, or other infectious diseases
- Man-made disasters, such as hazmat spill, intruder, or active shooter
- Miscellaneous safety concerns i.e. gas leaks, or bomb threats
- Medical emergencies that require 911 to be called

Any one of these events could trigger one of the following actions: Shelter in place, Lockdown, and Evacuation.

Regardless of what the situation is, we need to remain calm, aware, and have trust in those in charge of our care; and follow their orders. Trust is the most valuable attribute in an Emergency situation. One way to solidify trust is to be prepared by being familiar with the process. We will make a practice drill an annual requirement.

3.4.1 Shelter in place procedures

In some emergency situations, it is best to remain where you are to avoid any outside interference. Shelter in place status is appropriate when conditions require you to seek protection where you are. These situations may be due to power loss, flooding where your room is not affected, or parents are prohibited from entering the area you are in. During a shelter in place situation it is most important to remain calm and help the children remain calm. Use flashlights, emergency lights, or natural lighting through windows to help navigate your children to a safe area of the room away from exterior windows and doors. Make sure someone is communicating with the parents to let them know the children have been asked to remain in place until further notice and that they are safe

3.4.2 Lockdown procedures

When there is a lockdown status alert you will quickly and calmly assess if it is safe to move your classroom to the designated area for lockdown. If you are able to leave safely and quietly, close your classroom door and turn off all lights if you are able to do so safely. Once you are in the designated areas lock the doors and turn off all lights and stay away from any windows if you can. Remain calm and keep the children in your care as calm and quiet as possible until the threat is subdued.

3.4.3 Emergency Evacuation Procedures

An emergency Evacuation procedure is required when there is a critical need to leave the building.

Examples: Fire, Bomb Threat

- 1) Remain calm and help keep the children and others calm. Children will look to you for reassurance.
- 2) Know your designated emergency exit and gathering location.
- 3) Take your Emergency clipboard and classroom roster with you.
- 4) Make sure all volunteers are helping transport children from the room when necessary, specifically designated and identified partners will be allowed to come help if they are not needed elsewhere.
- 5) Close the doors and turn off the lights behind you once the rooms are clear.
- 6) Give directions and proceed directly to the designated gathering location. Once there, immediately account for each child and volunteer in your care and communicate via the red or green card.

- 7) Once the Red or Green cards are activated, one of two things will happen. A Red card will result in someone coming to you to identify the need, aid and resolve the problem. The Green card will result in greeters engaging parents for reunification.
- 8) Once reunification for your classroom is set to an “all clear” status, designate one adult volunteer to watch for and identify parent picking up and all other volunteers to supervise the children.

Parents are NEVER to take their children or leave the area until an “all clear” has been given. The child is released to a parent through the reunification procedures detailed in section 3.4.5.

3.4.4 Evacuation map

Emergency evacuation maps are provided in each room on the Emergency Evacuation clipboard. A master copy of this map can also be found in section 6.3.8. In the event of an emergency exit, the emergency evacuation kit will be your guide to safely leave the building and reunite families in a predesignated location

3.4.5 Reunification procedures

Steps taken to reunite children and their parents will be an effort of a classroom adult volunteer, a greeter team member, and the security team.

1. Stay calm and greet parents and children with a smile.
 2. Classrooms are to remain together.
 3. Once all children are accounted for, and if it is timely, leaders from the elementary age groups may identify those students who have younger siblings and unite them together in the youngest siblings' group.
 4. Security will remain in place to maintain distance between children and parents.
 5. Security team members will ask parents to form three lines as follows: one for Nursery, one for
 6. Pre-K, and one for Elementary age groups. For those with multiple children, the parent will select the line for the youngest sibling in the group.
 7. Greeter team members will act as the liaison between the classroom leaders and the parents. They will assist the next parent in line by taking their security tag to the classroom leader, retrieve the children, check the security tag is a match, and escort the child(ren) back to the parent.
 8. Thank the parent for their cooperation and patience.
 9. Let the child know how great they did with their special assignment.
 10. Greet the next parent in your line and repeat until your age group is done.
- If there are still children in other age groups you may ask to assist the other lines.

SECTION 4: VOLUNTEER EXPECTATIONS AND SERVICE ENVIRONMENT

4.1 Volunteer Expectations

Support the leadership, vision, and mission of Destiny Community Church and Destiny Kids. Never be destructive or divisive. Follow all policies and procedures. Attend Destiny Kids leader meetings and training days. Read Destiny Kids emails and stay connected to your leader social media groups. Communicate consistently with team leaders and staff. Have a positive attitude during church activities. Be authentic. Have fun. Connect with the kids and learn about their lives. Build relationships with and pray for kids to whom you are ministering and their families.

It is vital to our success as a ministry that we are under the vision and direction of Destiny Community Church and the lead pastor, and staff. Also, it is very important to us that you are spiritually fed on a consistent basis because of the constant pouring out that you will do as a Destiny Kids Leader. Therefore, we ask that you faithfully and consistently attend a weekly service at Destiny Community Church.

4.1.1 Schedules and Unexpected Absences

Team Leaders or designee will schedule the team members through an app called Planning Center. This is our preferred scheduling tool. It is the volunteers' responsibility to block out dates they are unavailable to work and accept or decline invitations to serve in a timely manner. It is the responsibility of the volunteer to manage their schedule and prepare in advance by reviewing the curriculum provided on the Planning Center app.

Arrive at your post and be ready to work thirty minutes before service begins.

Should a volunteer have an unexpected absence they are expected to first find a replacement by connecting with a fellow volunteer personally or posting to your volunteer social media platform group page. Also, notify your Team Leader. If the position is not filled in a timely manner, ask our Team Leader for help in locating a replacement for you. The Team Leader will ask the Director to get involved as necessary.

If you get a request to be a replacement please respond as quickly as you can so we can get a replacement as soon as we can.

4.1.2 Being Prepared

All curriculum and supplies will be provided for you. Prepare weekly by praying for our kids and asking God to prepare their hearts to encounter Him, no matter where they are at in their relationship with him. Come prepared to serve and love them out of an overflow of your personal relationship with Jesus. Daily time with Him is vital to our success as servant leaders. Remain present and avoid distractions. Remain aware of your surroundings and alert to any red flags for children's safety or opportunity to redirect behavior. All curriculum, worship videos, and other necessary curriculum is stored on the Planning center app so that you can review these materials in advance and come prepared.

4.1.3 Dress Code

Dress modestly with a clean, current Destiny Kids shirt, long pants, and clean shoes and socks. No mini-skirts, shorts, cut-offs, or clothing that is too tight or revealing. Especially when worshipping clothing needs to still cover midriffs when raising hands or jumping. Dress modestly. Everyone should dress in a manner that will represent this church and themselves in a Christ-like manner.

4.1.4 Salvation & Response Basics

There will be times where we receive kids in response to the message. Here are some general guidelines to help facilitate that time:

- **Focus.** Salvation and response to the Holy Spirit should always focus on God, not on you or the issue.
- **Boundaries.** Maintain healthy boundaries. Remember that the child is inviting you into their personal space by sharing with you, so please be respectful of that. Men minister to boys. Ladies minister to girls. If approached by someone of the opposite gender, grab a prayer partner of their gender.
- **Pray.** Always pray, never counsel. Ask questions only to clarify the child's request. Don't transition into counseling or giving an opinion.
- **Point.** Help others be responsible for their relationship with God. Encourage people to hear God by asking, "What is God saying to you?"

- **Watch.** Pray with your eyes open. Be alert to signals that the Holy Spirit is moving in an individual. Also, be aware of your surroundings.
- **Ask.** Remain conservative with touch. Ask permission before laying hands on someone. Laying on hands: hold hands or lay hands gently on the shoulder or head.

4.1.5 Social Media Use

Social media (Facebook, Twitter, Instagram, etc.) is an incredible tool to connect with families at Destiny and share about what is happening in your life and within the ministry of Destiny Kids. We encourage you to utilize social media as a Destiny Kids Leader. With that said, please remember that you represent Destiny Community Church, Destiny Kids, and more importantly, you are a representation of Jesus to our kids. Please keep social media positive, and refrain from inappropriate social media content. In addition, no private messaging should ever take place between a student and leader of the opposite gender (direct messages, Facebook messages, email, etc.). Should a student reach out to you via private communication you should notify the Children's Ministry Director.

4.1.6 Alcohol & Drug Use

Destiny Kids Leaders shall not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner which may impair their Christian witness and their ability to perform assigned duties or otherwise adversely impact the ministry's well-being.

4.1.7 Purity

Workers should always conduct themselves in a godly manner, being a good example of obedience, respect, and honesty to young believers. Workers should avoid being alone with any child and should always avoid any behavior or conduct which may be considered inappropriate.

4.2 Service Detail

4.2.1 Order of Service

Pre-K

8:30	25 Minutes	Small Group Pre-Service Play Time
8:55	5 Minutes	Clean Up Time
9:00	15 Minutes	SOCIAL: Welcome/Fun with Friends (Small Group)
9:15	10 Minutes	Potty Break
9:25	15 Minutes	WORSHIP: Song/Offering/Power Verse
9:40	20 Minutes	STORY: Prayer/Bible Story with Ollie
10:00	15 Minutes	GROUPS: I Can Do It (Small Group)
10:15	10 Minutes	Clean up/Potty Break/Gather/Reset

Elementary

8:30	25 Minutes	Small Group Connections Early Arriver and Opening Activity
8:55	5 Minutes	Pong Incentives and prepare to worship
9:00	10 Minutes	WORSHIP
9:10	15 Minutes	Host: Welcome/Prayer/INTRO
9:25	15 Minutes	Bible
9:40	10 Minutes	Host: Bottom Line/Prayer/Closer
9:50	20 Minutes	Small Group: Story Review/ Application Activity/Memory Verse/Prayer Activity
10:10	10 Minutes	Home: Prepare for Home and engage until departure

4.2.2 Classroom Rules

Nursery: Babies please give your best snuggles. Toddlers please be careful and have fun.

Pre-K 2&3's: We have -Looking Eyes, Listening Ears, Quiet voices, Helping Hands, and Walking Feet

Pre-K 4& 5's: Use your best listening ears; Use your inside voices; Follow directions; Keep your hands, feet, and other objects to yourself;

Elementary Love God and Love each other; Listen carefully and follow directions; Do your best for the Lord; Always ask permission first; Keep your hands and feet to yourself

4.2.3 In between Services

Small Group leaders stay in place and help kids leave with their belongings while welcoming kids entering the room. It is necessary to reset the supplies for the second service volunteers to have what they need. Keep hands and supplies sanitized as needed.

4.2.4 Food and Beverage in classroom

We prefer you eat or drink prior to service. However, should you bring in your own personal food or beverage please take your dishes with you when you leave and discard of your trash in the proper trash bins. Any items left behind will be discarded. Food items made with or containing any peanuts are strictly forbidden.

4.2.5 Lost and Found

Item will be kept for two weeks. We will attempt to find the owner. If not found, the item will be discarded.

4.3 Personal Use of Church Property

All organizations or individuals (members or nonmembers) must submit a request for use of any part of the facility with the church office, which will be reviewed and approved by DCC staff or their designees.

4.4 Grievance Procedure

Disagreements should never be discussed while you are serving or in front of others. We will conduct grievance discussions in private and according to scripture.

SECTION 5: ENDING YOUR SERVICE

5.1 Resignation

We realize that life situations may come up that may cause you to change your commitment to serve in Destiny Kids for a season. Our desire is for God to use you in great ways to further His Kingdom. We also know that you may find it necessary to transfer volunteer positions or resign from a ministry for a time.

This is an area that we ask you to be proactive. Rather than avoiding a ministry task or uncomfortable conversation, go to your Team Leader, Children's Ministry Director, or staff member to let them know. There are a number of ways and places you can serve and we want you to be confident and know we will be understanding and supportive. If possible, we ask that you attempt to give advanced notice. This allows time to find a replacement to fill a schedule and recruit to fill a vacancy.

5.2 Termination/Dismissal

Dismissal from volunteer ministry positions is a rare occurrence. However, it may occur if a volunteer commits a serious offense. As with other serious violations of a moral or spiritual nature, the church wants to help those who are struggling with problems and who express a sincere desire to change. Out of a spirit of Christ-centered love for all people, including those who volunteer at the church. The church may refer him or her to seek the following types of assistance:

- Treatment programs and centers
- Community programs for assessment and treatment
- Counseling programs

Some offenses may warrant dismissal, particularly if the volunteer doesn't express remorse or a willingness to change. These include, but are not limited to:

- Theft, including the removal of church property or the property of another individual from church facilities without prior authorization
- Drugs/Alcohol – Possession, use, sale, purchase, or distribution on church property of alcohol or any illegal substances or illegally possessed drugs. Also, reporting to serve in a ministry or program after having ingested alcohol or illegal drugs or illegally possessed drugs, in a condition that adversely affects the volunteers' ability to safely and effectively perform his or her job functions, or which would imperil the safety of others
- Falsifying or altering church records.
- Sabotaging or willfully damaging church equipment or the property of others
- Insubordination involving defaming, assaulting or threatening another person
- Fighting or provoking a fight on church premises
- Carrying a concealed weapon while serving in kids ministry

5.3 Climate Surveys

You may receive a climate survey at any time during the calendar year. This is a tool used to enhance our program. It is completely anonymous and you are encouraged to be specific in your feedback to allow us to make changes or improvements based on your input.

Once you have resigned, the Children's Ministry Director may be contacting you for an exit survey. Exit surveys are kept confidential and are not placed in a personal record. They are used by staff only to make improvements to our children's ministry volunteer program.

SECTION 6: ADDENDUMS

6.1 Confidentiality Agreement

As a member of Destiny Kids volunteer team, I understand that I may come into contact with personal information about children and their families that could be sensitive and should be kept confidential. I agree to keep all information I might encounter about children's health, behavior, disabilities, and related matters confidential and only disclose it to Destiny Community Church staff and leaders who need to know. I agree that I will uphold this confidentiality statement whether or not I continue to be a member of the Destiny Kids team, in order to protect the families and children who attend Destiny Community Church.

Signature_____ Date_____

Printed Name_____

6.2 Volunteer's Handbook Acknowledgement

Volunteer Agreement

I, _____, have received a copy of Destiny Community Church Destiny Kids Ministry Handbook and Policies and procedures manual.

I have read it and promise to abide by and comply with all policies and procedures therein.

I understand the information included in the manual and will be held responsible to the policies and procedures as stated.

I understand that any part of the handbook may be modified, amended, revised, or eliminated by Destiny Community Church at any time.

I understand it is my responsibility to review new guidelines any time they are created and distributed.

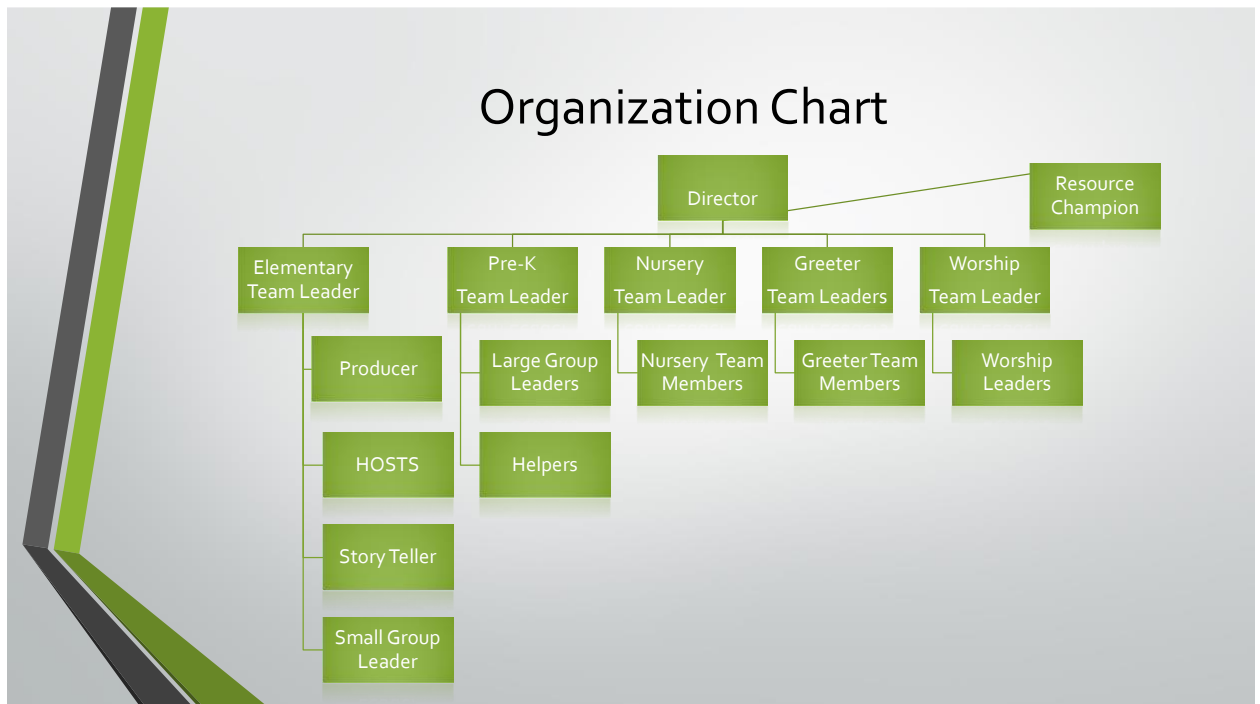
Printed Name: _____

Signature: _____

Date: _____

Children's Ministry Director: _____

6.3 Org Chart



6.4 Volunteer Application for Children's Ministry

A verbal interview is preferred to completing an application. However, the application found below can be used at the discretion of the Director. The digital form that can be found and completed online. Anyone over the age of 18 volunteering in Destiny Kids require a consent form for background screening and is included in this form.: <https://destinycommunitychurch.org/volunteerapplication>

6.5 Background Check Consent Form

This is a digital form to give consent for background screening for volunteers over the age of 18.
The form can be found here:

<https://destinycommunitychurch.org/backgroundcheck>

6.6 Accident/Incident Report to parent



Accident/Incident Report

Check a Category

- Injury
- Behavior
- Biting

Child's Name: _____

Date: _____ Time of incident/injury: _____

Description of what happened:

Treatment provided (if any):

Volunteer Witness Name: _____

Please complete office form at <https://destinycommunitychurch.org/incidentreport>

BITING NOTICE: 1st 2nd 3rd (circle one)

6.7 Emergency Information

Physical Address and Phone number

Destiny Community Church
20820 West University Rd. Newberry, Fl. 32669
(352) 472-3284

We are located on the North side of Us Hwy 26

Our nearest cross streets are NW 202nd St to our West and NW 20th Lane to our east

Emergency Phone Numbers

Police/Fire/Medic Emergency	911
Alachua County Sheriff Non Emergency	352-955-1818
Child Abuse Hotline	800-962-2873
Communicable Disease Reporting Line	352-334-7900
County Emergency Management	352-264-6500
Critical information line and	
Alachua County Crisis Center	352-264-6789
Poison Control Center	800-222-1222
ODOT's Tripcheck (Road conditions)	800-977-6368
Mental Health Crisis Hotline	877-338-0094
GRU POWER OUTAGE	352-334-2871

Additional Emergency Information

An Emergency Evacuation Kit is located in the drawer in your classroom for Nursery and Pre-K.

An Elementary Emergency Evacuation Kids is located on the media center cart/counter. An extra is located in the drawer at the Welcome Center.

<u>Fire Alarm Pulls are located:</u>	<u>Fire Extinguishers are located:</u>
<u>Each Exterior door in:</u>	
<u>Kids Main Hallway</u>	<u>Hallway in between Pre-K Rooms</u>
<u>Nursery</u>	<u>Kids Main Hallway</u>
<u>Pre-K 2&3 Room</u>	<u>Behind Welcome Center</u>
<u>Elementary Room</u>	<u>Elementary Room</u>
<u>Café</u>	<u>Hallway next to main bathrooms</u>
<u>Kitchen</u>	<u>Café</u>
<u>Sanctuary</u>	<u>Kitchen</u>
<u>Office</u>	<u>Sanctuary</u>
	<u>Office</u>

6.8 Suspected Child Abuse Reporting Form

This is a form for you to collect the information you need to actually make an official report. Make all of your notes on this form to refer to during the reporting process and/or for the interview.

We, the staff at Destiny Community Church, are here to assist and support you.

Make note of the Incident specifics: (Who what, when, where did this happen? How did you come to suspect or hear about it?)

Name, date of birth, or approximate age, and gender of all subjects involved.

Address for all subjects if known.

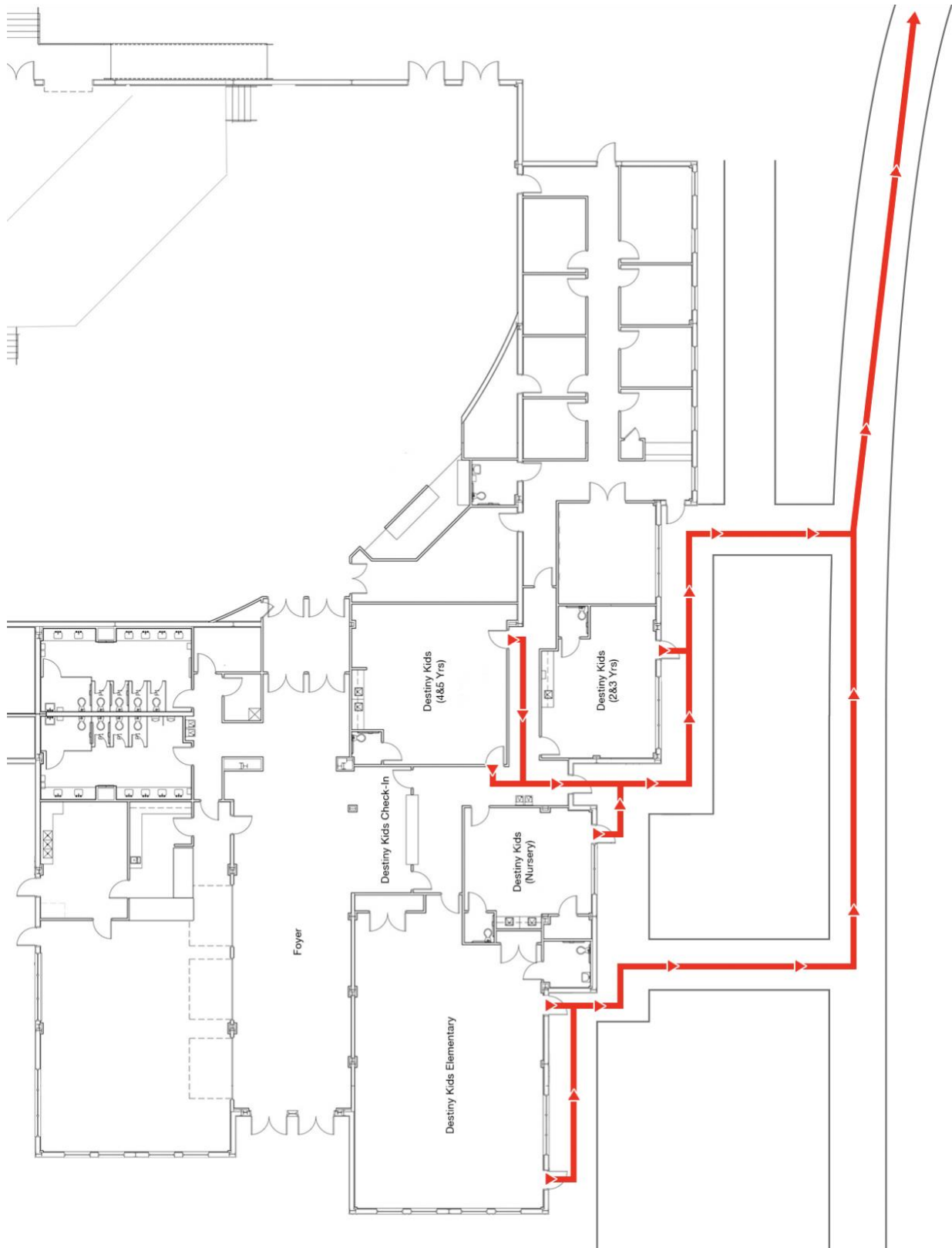
Limitations or disabilities of the victim

Relationship of the alleged perpetrator to the victim?

Directions or whereabouts of the alleged perpetrator.

Potential risks of an investigator approaching the perpetrator

6.9 Evacuation Map



6.10 Offering Sheets



Offering Accountability

Date: _____

Cash

Quarters _____

Dimes _____

Nickels _____

Pennies _____

Other _____

Total Coin _____

\$20's _____

\$10's _____

\$5's _____

\$1's _____

Other _____

Total Cash _____

Grand Total _____

Counted by _____

Office use only:

Discrepancies: Yes. / . No

Initials: _____ Date: _____

6.11 Child Information Cards

Service attended 9:00 ____ . 11:00 ____



Parent / Guardian(s) Names: _____

Phone number to contact you by today: _____

Cell Phone Carrier: _____

Street Address: _____

City: _____ St: _____ Zip: _____

Email Address: _____

1st Child Name _____

Date of Birth _____/_____/_____

Allergies or _____

special instructions _____

2nd Child Name _____

Date of Birth _____/_____/_____

Allergies or _____

special instructions _____

3rd Child Name _____

Date of Birth _____/_____/_____

Allergies or _____

special instructions _____

4th Child Name _____

Date of Birth _____/_____/_____

Allergies or _____

special instructions _____

6.12 Food/Allergy Alert Poster

This poster will be printed and posted at the Destiny Kids welcome center anytime we plan on introducing an allergen into the lesson or if we are providing a special snack.

The following items will be in the room today:

A large, empty rectangular box with a thick, light blue border. The interior of the box is white, providing space for listing items that may contain allergens.

Please tell a leader if your child is allergic to any of these items.

6.13 COVID -19 Posted Notice

Measures used to prevent the spread of disease

In response to the COVID-19 pandemic, Destiny Community Church has taken additional precautions to reduce the risk of spreading communicable diseases.

Those measures are listed here:

Sanitize all “High Touch” surfaces after each service.

Sanitize toys after each service

Wash all crib sheets after each use.

Discard all cloth or stuffed animals that cannot be easily sanitized each week.

Limit quantity of toys used in each service.

Minimize the sharing of supplies between children.

Sanitize diaper changing stations after every use

Diaper changing tables are used for changing diapers only.

All nursery volunteers trained to change diapers to standard sanitation guidelines.

Sanitize or wash hands of every child as they enter their classroom.

Seat children apart from one another to maintain social distancing.

Touchless temperature checks on every person entering the children’s areas.

Volunteers wear face masks or face coverings when they are serving in our children’s areas.

Limit small groups of children to 10 or less.

Review, revise and/or create policies and procedures to maintain healthy standards for our families.