



# Concord Baptist Church

## Adult Leader

## Next Generation Best Practices

Concord's vision is to glorify God by making disciples everywhere. For decades, ministering to the next generation has been a key piece of that vision. Each year hundreds of children and students come to know Jesus and experience the joy of salvation for the very first time. Throughout the next generation ministry, teaching the gospel message is the first priority of Concord Baptist Church. This can only be done effectively with the protection of all involved. The Concord Next Generation Best Practices is a program designed to maintain a safe and healthy environment as well as recognize and prevent any potential threats within the next generation ministry.

Our Next Generation ministry demographics:

- Preschool- Birth to 5 yrs
- Kids- K-5th Grade
- Students- 6th-12th Grade

## Volunteer Requirements:

We want every volunteer and child to have the best experience possible. As a result, there are a few things that need to happen before you can serve as a volunteer.

- Most importantly, you need to have a personal relationship with Jesus Christ and have been baptized by immersion as a testimony of your faith.
- It is also important that you understand and affirm the beliefs of Concord Baptist Church (see page 8) and regularly attend worship at Concord worship services (student volunteers should also be involved in student services).
- Complete and submit the following online forms:
  - **Adult Volunteers**
    - Concord Church Volunteer Application Form
    - Background check
  - **Student Volunteers**
    - Concord Church Minor Consent Form
    - Concord Church Kids Youth Agreement
  - Student Volunteers in the Special Needs and Nursery Area (0-2yrs) must be 16 years old. Student Volunteers in the Preschool and Elementary area must be 13 years old or be in the 7th Grade.

- Upon turning 18 years old, Student Volunteers will have to apply to volunteer as an adult.
- After the forms have been reviewed, you will meet with a Concord staff member for a scheduled application interview.
- During the interview, you will be given a copy of the Concord Baptist Church Next Generation Best Practices. Once you read this thoroughly and agree to abide by the policies and expectations, you are almost finished!
- The last step to becoming a volunteer is participating in on-site training, which includes shadowing a veteran volunteer. Then you will then be assigned a role, and you will be ready to help minister to the next generation.
- After becoming a volunteer, we ask that you attend scheduled Dream Team meetings.

## **"Never Alone" Policy:**

- No volunteer, student or adult should be alone with a minor at any time. There should always be two leaders over the age of 18 with children and students.
  - Those two volunteers must have a current and "clear" background check as well as have gone through the Best Practices training and signed the agreement.
- At no time shall members of the same family be in a room with students/kids without another unrelated adult present.
- While serving at the church or an event, 1:1 conversations and counseling between you and a student/child is okay, but it should always be done within eyesight of another volunteer or staff member.

## **Volunteer Identification:**

- For the safety of everyone involved, it is required that you wear a nametag. This is an easy way for you to be identified as an authorized Concord NextGen volunteer. Printing out your name tag will be the first thing you do when you arrive to serve. You can receive your name tag at any of the check-in desks.
- Another easy form of identification is your Concord Dream Team t-shirt. We ask that you wear this t-shirt each week. This not only helps other adults recognize you as a volunteer, but the kids as well. Please keep your clothing choices in mind, especially if you know you will be working on the floor with children. Comfortable, neat clothing is always best!

## **Electronic Devices/Social Media/Communications:**

- We want every kid and student to feel seen and heard during their time at Concord. Electronic devices can become a big distraction, and we would hate for anything to come between a student and the Gospel message. While serving, please do your best to reserve electronic use for emergencies only.

- We do not ever want to do anything to put a kid or student in danger. Therefore, please refrain from taking unauthorized pictures of any kid & student while serving in the NextGen ministries.
- Any electronic communication between you and a student should be done in a group message setting. There should never be any 1:1 communication electronically between an adult and a minor. This is for your protection and the student's protection.
- While serving at the church or an event, 1:1 conversations and counseling between you and a student is okay, but it should always be done within eyesight of another volunteer or staff member.

## **For Students Only:**

- Any 1:1 community and hangout time spent with a student should be done in a public setting with parental consent. For everyone's protection, anytime you are hanging out with a student, please let another volunteer or staff member know beforehand as well as afterwards.

## **Drop Off & Pick Up:**

### **● Preschool & Elementary**

- Please make sure all children have their tag before entering the environment and do not release any child without verifying the numbers on the child's tag and parent tag. Please do your best to keep all tags on the children. We know this can be difficult, but we want every family to have a stress free, enjoyable experience at Concord Church, and avoiding lost tags definitely helps with this!
- When an adult/authorized pick up person arrives to pick up a child, please ask to see their security tag. Compare the numbers on that tag to the code on the child's tag to make sure they match before releasing the child. Make sure to leave the tag on the child for any other security checks on their way out of the church.
- If they do not have a matching security tag, or if the child's security tag has been lost, the adult/authorized pick up person will need to present a photo ID BEFORE their child can be released.

### **● Students**

- Please make sure all students have a check-in indicator (I.e. Nametag, etc.) before entering the student area. Students should remain in the student area until Student Activities have been released.

# Restroom / Diaper Protocol:

## ● Diaper Changing Procedure:

- Only women are authorized to change diapers.
  - We do not believe men are incapable or unfit to change diapers and assist children in the restroom. However, our insurance company has advised us to utilize women exclusively in these roles.
- Only children aged 5 and under will have diapers changed by staff or volunteers. Any children above age 5 will require parents to change their diapers.
- Always change a child in a designated area where another adult is present. Before the end of the session, please make sure each child is changed.
- Procedure for changing a diaper:
  - Make sure the changing pad is clean and have all supplies ready before you put the child on the changing table.
  - Do NOT leave the child unattended for any reason.
  - Put on disposable gloves.
  - Change the child and return them to the play area.
  - Place soiled diapers and wipes in a bag, tie the bag and discard it in the trash can.
  - Remove the gloves and wash your hands or use hand sanitizer. • Spray the changing mat with a cleaning solution and wipe with a paper towel.
  - Do NOT apply diaper rash cream or administer any other medication to a child without prior parental consent.

## ● Preschool Restroom Procedure:

- Two volunteers (both of which must be adults and at least one of which must be a woman), should be present in the room when assisting a child with the restroom.
  - Allow only one child at one time in individual restrooms or stalls. • The door to the restroom or stall should be left fully open and a second adult should be present when a teacher is assisting a child.
  - Only female teachers can assist the child.
  - Encourage the child to do all they can for themselves.
  - Make sure you both wash your hands thoroughly.
  - If applicable, place soiled clothing in a plastic bag.
  - If escorting older children who do not need assistance to the restroom, remain in the hallway outside the restrooms.

## ● Elementary Restroom Procedure:

- Single stall restrooms may be "shared," meaning kids and adults have access to the restroom, but there should never be more than one person in the restroom at a time.
- Please follow these guidelines when escorting a child to the restroom.
- The volunteer must accompany groups of no less than two children to the restroom at one time.

- If adult/volunteer ratios do not allow for accompanying children to the restroom while leaving two adults in the classroom, ask Concord Kids team members to assist with a bathroom run.
  - Remain in the hallway outside the restrooms. Never enter the restroom with a child. Only in the case of emergency can 2 adults over the age of 18 enter a children's restroom.
- **Student Restroom Procedure:**
  - Students and Adults should not occupy a restroom in our student building at the same time.
  - Only in the case of an emergency can 2 adults enter a "student only" restroom space. There will be an assigned restroom for adults to use.
- **Special Needs Restroom Procedure:**
  - For children five years or younger, two volunteers (both of which must be adults and at least one of which must be a woman), should be present in the room when assisting a child with the restroom.
    - Allow only one child at one time in individual restrooms or stalls. • The door to the restroom or stall should be left fully open and a second adult should be present when a teacher is assisting a child.
    - Only female teachers can assist the child.
    - Encourage the child to do all they can for themselves.
    - Make sure you both wash your hands thoroughly.
    - If applicable, place soiled clothing in a plastic bag.
    - For children over five years, volunteers will not assist any special needs students in the restroom outside of emergency situations.

## Incident Reports:

- We know that when working with kids, accidents happen. If an injury, accident, or altercation occurs involving a minor, an incident report form will need to be filled out by an eyewitness and signed by a staff member. Concord staff can provide the form upon request.

## Discipline:

- **Preschool & Elementary:**
  - Anytime correction is necessary, it should be accomplished by guiding and encouraging the child with love to respond with acceptable behavior. Always maintain unconditional love, just as God does with us. This is how we help a child control himself. The goal should never be to control the child.
  - Children have a need for order and balance in their lives. Be generous with affirmation and encouragement.

- Physical touch is an important element in the communication of love and care to children. However, please keep physical contact age and developmentally appropriate.
- Physical discipline, such as spanking, is NEVER permitted. If you need assistance with a child, please ask for help from Concord Next Gen Staff team.
- Proper displays of affection:
  - Meet the child's eye level by bending down, taking a knee, or sitting.
  - Listen to him/her with your eyes as well as your ears.
  - Handshakes, high-fives and fist bumps are preferred. A quick side hug is acceptable.
  - Make sure to keep eye contact with a child when redirecting the child's behavior.
- Positive Correction:
  - Any chance you can get, use positive words to let children know what is expected of them as opposed to what they are doing wrong. For example: "Be gentle with your friends, or our toys", "please walk in the classroom or hallway", "use your inside voice or quiet voice", etc., as opposed to "don't hit", "don't run", "don't yell".
  - Loving correction stops improper behavior and then redirects it. For example: If two children are arguing over a toy car, separate them and show one a different car. Say, "Here is one for you and one for Tommy." When we redirect, it saves the frustration of always saying "NO"!
  - Always set limits or boundaries for behavior. A child wants to know his limits, even though he may not like it. Be specific and positive, giving the consequences of inappropriate behavior. Be consistent!
- Loving, positive discipline is communicated by our example.
  - Raising your voice or losing your temper indicates you are out of control.
  - Keep your sense of humor! Be mindful that some behavior that may be unintentional.
  - Please never convey any negative information to a parent. Communicate any issues to the Team Leader or Concord Next Gen Staff Team and they will speak with parents.
  - Keep things moving and positive. Small group schedules and curriculum are effective resources to keep children engaged and learning about Jesus. Our hope is that each week, children will build relationships, grow in their knowledge and faith in God, and enjoy their time at Concord.

## ● **Students:**

- Any correction should be accomplished by guiding and encouraging the student with love to respond with acceptable behavior. Always maintain unconditional love, just as God does with us. This is how we help a student control themselves. The goal should never be to control the student.
- Physical touch is an important element in the communication of love and care to students. However, physical contact should be age and developmentally appropriate.

- Proper displays of affection:
  - Meet the student's eye level.
  - Listen to him/her with your eyes as well as your ears.
  - Handshakes, high-fives, side hugs and fist bumps are preferred.
  - Make sure to keep eye contact with a student when redirecting the student's behavior.
- Physical discipline, such as grabbing a student or otherwise aggressive contact, is NEVER permitted. If you need assistance with a student, please do not hesitate to ask for help from your Concord Students Staff team.

## Prohibited Behavior:

- This list is not meant to be all-inclusive, but is intended to provide examples of prohibited behavior.
  - Kissing a child or coaxing a child to kiss you.
  - Extended hugging or tickling.
  - No lapsitting Kindergarten and up.
  - Being alone with a child.
  - Threatening or inflicting physical injury upon a child, other than by accidental means.
  - Committing any sexual offense against a child or engaging in any sexual contact with a child or youth.
  - Making any kind of sexual advance, or making a request for sexual favors, or engaging in other verbal, visual or physical conduct of a sexual nature.
  - Possessing, providing, or engaging with obscene or pornographic materials.

## Vehicle Policy for the Student Ministry:

- Approved volunteers may transport a student to a Concord event as long as the volunteer has the permission of the student's parent and another student or volunteer is present.
- Please never transport a minor alone to/from a Concord event.

## Reporting Suspicious Behavior or Suspected Abuse:

- It is very important for everyone's safety that you **immediately** report any suspicious behavior between an adult and a minor. Any inappropriate conduct or relationship must be reported to Concord Staff and DHS.
- Georgia Law on Mandatory Reporting:
  - Georgia law requires that anyone who has reason to believe that a child is being abused report the suspicion promptly to DHS. Failure to report suspected abuse

is a crime. No person, regardless of their relationship, is exempt from reporting. A person reporting in good faith is immune from both civil and criminal liability.

- You do not need proof, only a suspicion or a concern of any degree to make a report.
- In the event you need to make a call, **call immediately**. The Georgia reporting hotline is **1-855-422-4453**.
- Please notify a member of the Concord Next Gen Staff team in the event you make a call to the necessary authorities.



# **Concord Baptist Church Beliefs**

## **The Scriptures**

We believe in the Scripture of the Old and New Testaments, as inspired by God, inerrant in the original writings, and that they are of supreme and final authority of faith and life.

## **God**

We believe in one God, eternally existing in three persons; Father, Son and Holy Spirit.

## **Jesus**

We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary, and is true God and true man.

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative, substitutionary and complete sacrifice; and that all who believe in Him are justified on the basis of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life as High Priest and Advocate.

## **Man**

We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature.

## **Salvation**

We believe salvation is based on faith in Jesus Christ alone and that all who receive by faith the Lord Jesus Christ are born of the Holy Spirit and thereby become children of God, saved eternally.

## **The Church**

We believe in the priesthood of the believer and have been entrusted with the ministry of reconciliation.

We believe in "that blessed hope," the personal, imminent return of our Lord and Savior, Jesus Christ and the rapture of the church.

We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

## **Baptism and the Lord's Supper**

We believe that the Lord Jesus Christ has committed two ordinances to the local church; Baptism and the Lord's Supper.

We believe that Christian Baptism is the immersion of the believer in water into the name of God the Father, Son, and Holy Spirit. We believe that the Lord's Supper was instituted by Christ for commemoration of His death.

We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

# Concord Baptist Next Generation Best Practices Acknowledgement

I have received a copy of the Concord Baptist Church Next Generation Best Practices. I understand the information provided in this document and the training I have received, and I agree to abide by these policies, procedures, and training for the safety and security of Concord Kids and Students.

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

Printed Name: \_\_\_\_\_