

# **Children's Ministry Basic Training**

*Last revised: 12/04/18 (CW)*

## **Basic Training:**

Section 1: Philosophy of Ministry	Page 2
Section 2: Structure and Leadership	Page 3
Section 3: General Policies and Procedures	Page 5
▪ 3.1: Child Abuse and Neglect Training	Page 10
▪ 3.2: Emergency Response Plan	Page 11
▪ 3.3: Servant Covenant (Your Copy)	Page 12
Appendices	
▪ A.1: Signs and Symptoms of Abuse	Page 14
▪ A.2: Sample Accident Report Form	Page 17
Servant Covenant (Church Copy)	Page 19

## Section 1: Philosophy of Ministry

The stories of the Bible aren't fables or adventure stories about people who lived long ago. **The Bible reveals God's plan to save people from sin through Jesus.** The Sunday morning curriculum that we use is designed to make God's character and Jesus' work central in every story and lesson. **Children, like adults, need God's saving grace.** When we teach children about God's plan to save sinners, we teach them about their need for the Savior, Jesus. We do not flatter or deceive children by teaching them that their nature is good and only needs to be developed. Rather, we tenderly teach children about their own failures—pointing out the specific sins to which children are prone (lying, disobedience to parents, etc.). We pray that the Holy Spirit will use the truth of God's Word to bring conviction to the child's heart, and ultimately the gift of faith.

We want to **show** Jesus to children and families so they **grow** to be like him and **tell** others about him. Here's how we hope to do this:

- 1. By parents growing in their love for the gospel of Jesus Christ and displaying this love to their children.** The home is the primary context for the care and discipleship of children. According to the Bible, parents are primarily responsible for teaching their children about God. God's Word must be prominent in parents' conversation and daily life with their kids, even from an early age. Read Deuteronomy 6:4–9, for example. According to this, parents are responsible to teach their children about God in the course of everyday life: in the morning, during mealtime, drive time, bedtime, etc.
- 2. By ministry servants partnering with parents to teach and model the gospel to children.** The church is to support and equip parents in the care and discipleship of children, walking alongside them as they train their children. We provide resources to equip parents to pray and plan for their kids' spiritual growth. Our hope is that our regular ministry to children serves to reinforce what parents are doing at home.
- 3. By using methods of instruction and interaction that are both excellent and age-appropriate.** A child's basic attitude toward God, his Word, and his church is shaped by the attitudes and actions of the adults in the child's life during the earliest years. Our philosophy is modeled after the progression found in Psalm 78:5–7. We want to help move children from knowing the gospel story to participating in it, even telling the next generation God's grand redemptive story. What does this look like in our Sunday morning classes?
  - Our **Infant and Toddler** rooms are more than a babysitting service. They are the launching pad for nurturing the faith of the next generation. Here we welcome babies and toddlers with nurture and prayer, and speak big truths and blessings to them.
  - Our **Younger Children** (age 3–Kindergarten) are taught basic Bible truths. *The Gospel Project for Kids* curriculum that we use is designed to teach the Bible's storyline over a three-year period. A *Room Lead* guides children through a Bible lesson incorporating activities, crafts, media, games, songs and small group discussion to highlight the main point of the lesson. In order to equip parents to disciple their children we: encourage family discussion by ensuring all children are taught the same lesson weekly, we send children home with a family discussion sheet that highlights what they have learned each Sunday and provide a weekly email to reinforce and lead discussion with their children.
  - **Older Children** (called "Kids' Church"; 1<sup>st</sup>–5<sup>th</sup> Grades) use the same curriculum adapted for their age group. They attend worship with adults and then go to Kids' Church after offering.

## Section 2: Structure and Leadership

Cristin Wise (cristin@insidecrosspointe.com) gives primary oversight to Children's Ministry, while Robert Ward (robert@insidecrosspointe.com) offers pastoral guidance as needed.

There are a number of different ways to serve in children's ministry. (Members of CrossPointe can serve in any capacity, depending on current needs and the gifting of the individual. Non-members and members-in-process must be professing Christians and can only serve as Room Assistants.)

Every room has one **Director** who oversees that particular room and organizes its schedule.

Every room has multiple **Leads** who teach on Sunday mornings. As a Lead, you prepare the lesson beforehand (using the curriculum) and serve every five weeks.

Every room has multiple **Assistants** who help the Lead on Sunday mornings. As an Assistant, you should be familiar with the lesson and serve every five weeks.

There are some additional ways you can serve:

- **Hospitality Team**—helps new families feel welcomed (Leader: Laura Pate)
- **Supply Team**—helps set-up and organize classrooms each week (Leader: Cristin Wise)
- **Special-Needs Buddy**—works one-on-one with a special-needs child (Leader: Cissy Weathers)

High-school students may serve as Room Assistants (though only females may help with diaper changes or assist children in the bathroom). Middle-school students may serve as Room Assistants but cannot help with diaper changes, assist children in the bathroom, or walk around with babies. *(It is preferred that middle school students serve with their parents.)*

**What must I do to serve?** All adult servants must complete a **servant application**, complete **Sexual Abuse Awareness Training**, complete an **Acknowledgement of the Policies and Procedures**, submit to a criminal **background check** and **be approved to serve** by a CrossPointe staff-member. *(Anyone who has been convicted of child abuse or a related offense may not serve in children's ministry.)*

On the weeks that you serve, all volunteers are expected to do the following:

- (1) **Print your name-tag** before entering the children's ministry space.
- (2) **Meet at 10 a.m.** for a team huddle prior to serving.
- (3) **Find a suitable replacement** as soon as possible anytime you are not able to serve as scheduled. If it is a last-minute emergency, you should contact your Room Director.

**Where will I serve?** Servants are assigned to serve in one particular room. Once you have been approved to serve, a Room Director will contact you to put you on the calendar (updated bi-monthly).

Our Sunday morning children's ministry classes are structured according to age. Each room also has a classroom ratio (adult per children) associated with it to determine how many servants are needed based on the number of children present. (Servants may be shifted from one room to another on a Sunday morning in order to meet these ratios.)

### Infants

- *Room 1* (6w-6m)
  - Room Director: Kim Andrews
  - Ratio = 1:2 Room Max=12
- *Room 2* (6-12m)
  - Room Director: Amber Parks
  - Ratio = 1:2 Room Max=12

### Toddlers

- *Room 3* (12-18m)
  - Room Director: Barbara Maldonado
  - Ratio = 1:3 Room Max=15
- *Room 4* (18-24m)
  - Room Director: Melissa Moore
  - Ratio = 1:3 Room Max=15
- *Room 5* (2-2.5y)
  - Room Director: Lisa Coppenbarger
  - Ratio = 1:4 Room Max=20
- *Room 6* (2.5-3y)
  - Room Director: Robin Higgins
  - Ratio = 1:4 Room Max=20

### Younger Children

- *Room 7* (3-3.5y, potty-trained)
  - Room Director: Megan Carter
  - Ratio = 1:5 Room Max=20
- *Room 8* (3.5-4y)
  - Room Director: Sharon Long
  - Ratio = 1:6 Room Max=20
- *Room 9* (4y, not in Pre-K)
  - Room Director: Jamesha Dieringer
  - Ratio = 1:7 Room Max=25
- *Room 10* (4y, in Pre-K)
  - Room Director: Wynne Brocato
  - Ratio = 1:7 Room Max=25
- *Room 11* (Kindergarten)
  - Room Director: Ginny Jones
  - Ratio = 1:8 Room Max=28

### Older Children

- *Kids' Church* (1<sup>st</sup>-5<sup>th</sup> Grades)
  - Room Director: Robert Ward
  - Ratio = 1:10

**If a room is ever out of ratio, it is the Room Lead's responsibility to notify the coordinator immediately.** Coordinators will make diligent efforts to find substitute worker to immediately bring worker to children ratios into compliance with CrossPointe's policy.

**What are KidKeepers?** In general, children's ministry servants are *volunteers* who teach children, while KidKeepers are *paid* childcare-workers for special events and meetings at the church. KidKeepers are not used on Sundays during our main morning gathering. Alyson Wiggins (alyson@insidecrosspointe.com) schedules KidKeepers.

KidKeepers must meet the same requirements as volunteers and go through an additional KidKeeper orientation. In general, they also follow the same policies and procedures. They must be professing Christians and members-in-process. They should arrive ready to receive children 15 minutes prior to the event/meeting for which they are scheduled to serve. Although they are not expected to teach children, KidKeepers are expected to live in light of the gospel in the way they care for children during special events and meetings.

## Section 3: General Policies and Procedures

Ensuring a safe environment is crucial to our mission. We observe the following policies for the safety and security of all children and volunteers:

### □ **Check-in Procedures:**

- A hospitality team-member will greet families as they enter the children's ministry area.
- If it's a family's first time in our children's ministry, a hospitality team-member will assist the family in checking their children in via our KidCheck security system and will escort new families to their children's classrooms.
- Children will receive a security tag with their name, allergy alerts, and a numeric code on it. Parents will also receive a security tag with that same code.
- When a child enters the classroom space, the Room Lead will greet them and ask the parents about any allergies or special needs their child may have.
- The Room Lead will fill out the classroom roster as children enter the room. The numeric code from the child's security tag should be written down by the Room Lead on the roster in order to ensure that the child has come through the check-in process.
- With the exception of Ladies' Lunch, parents must remain on the church premises while their child is checked-in to childcare.
- In the event that a parent needs to be contacted, the Room Lead should give the child's numeric code to the Coordinator or iMessage the tech booth at [tech@insidecrosspointe.com](mailto:tech@insidecrosspointe.com). This numeric code will flash on the screen in the main gathering. If the parent does not respond within a few minutes, a Room Lead should text a child's parent using the phone number listed on the classroom roster or contact the Coordinator for help.

### □ **Check-out Procedures:**

- The Room Lead *must* match the numeric code on the child's name tag to the parent's security tag before releasing a child to an adult.
- In the event that a parent loses their security tag, they will be asked to show their driver's license and the Coordinator will match this to the child (using the KidCheck system, if necessary) *after* all other children have been picked up from the classroom. The children's safety is our first priority, even if it requires extra time.

### □ **General Classroom Security:**

- Children's ministry servants will wear sticker name tags at all times.
- Under no circumstances is a child to be left in a classroom or anywhere unattended. A parent must stay with a child until a servant arrives. Children cannot be checked in to a classroom before 10:15 a.m.
- One adult should never be alone with a child. Children should always be in the presence of two or more adults.
- Head counts of all children should be made occasionally to confirm the number of children in the classroom.
- Children's ministry servants should *never* take photographs of children and post them online.

- **Food Policies:**
  - Parents may bring milk or formula for their infants. Bottles should be clearly labeled. CrossPointe provides organic, gluten-free puffs for children 6–12 months old.
  - One year olds are typically given a snack of water and Cheerios while a snack of water and Goldfish and/or animal crackers will be served to children two years old and up. A children’s ministry leader must approve any other food coming into the classroom, including if the lesson plan calls for any snacks or food tasting.
  - Outside food is generally not permitted in the classrooms.
  - Snacks are provided as a convenience to parents with small children.
  
- **Discipline Guidelines:**
  - There are four simple rules in the classrooms: (1) Listen and follow directions; (2) Raise your hand and wait for permission to speak; (3) Keep your hands and feet to yourself; (4) Respect others.
  - Corporal punishment is prohibited within the children’s ministry (including Kid Keepers).
  - Correction should be discreet; in the classroom (not in the hallway); and never outside of the sight of others.
  - For one and two year olds, we use *the 4 R’s*:
    - (1) Remind—remind the child what is and isn’t appropriate behavior
    - (2) Repent—encourage the child to apologize and ask for forgiveness
    - (3) Redirect—redirect the child to another activity
    - (4) Remove—if needed, remove the child from an activity until they are ready to rejoin
  - To aid in reinforcing these rules with children ages 3+, we use *the 3 Count*:
    - (1) Verbal warning
    - (2) Speak with Room Lead.
      - a. At the discretion of the Room Lead, a child can be directed to sit at a table with a Room Assistant for a moment of quiet reflection on behavior and encouragement towards repentance.
    - (3) Page/call parents
  - The parent of any young child who cries inconsolably for *15 minutes* should be contacted.
  
- **Sickness Policy:**
  - Parents are asked not to check their child into a classroom if one of the following conditions exists:
    - Temperature of 100 degrees or higher in the last 24 hours
    - Vomiting
    - Diarrhea
    - Coughing
    - Colored nasal drainage
    - Pink eye
    - Head lice yup
    - Undiagnosed rash
    - Any infectious disease
  - If a child shows signs of sickness (including, but not limited to, all listed above) the Room Lead should page the parents and ask that the child be removed from the children’s ministry area.

□ **Restroom and Diaper Policy:**

- All diaper changes and bathroom assistance will be done in the presence of two adults.
- To protect children and adults, male servants will not change diapers or provide bathroom assistance to a child.
- Diapers are to be changed on a changing table. Disposable gloves are to be worn by those changing a diaper. Children are to be securely placed on the changing table. The child's bottom is to be thoroughly cleansed with disposable baby wipes. The child should be wiped from front to back to avoid urinary tract infections. The diaper and wipes are to be wrapped inside the changer's gloves and placed in a lined waste container. After placing on a clean diaper and re-clothing the child, the changing surface should be cleaned thoroughly with disinfectant cleaner.
- Children ministry servants are not to change cloth diapers or apply diaper ointments or creams. The parents of the child will need to be paged to do these things, if necessary.
- For children who are toilet training, use verbal assistance where possible. If physical assistance is necessary, another staff member or volunteer should be present, when possible.
- When children are taken into bathrooms the door will be left partially open. Staff members and adults should not stay in the bathroom with the child, rather they can stand outside the door for help as needed.
- Children ages 4+ may enter the bathroom on their own and do not need to be supervised.

□ **Sanitation & Hygiene:**

The very nature of childhood behavior can create an environment that has the potential to spread germs and infection. Therefore, it is our commitment to try and maintain the safest, cleanest atmosphere possible to ensure the health and welfare of all children.

- Hands must be washed with warm soap and water after assisting in the bathroom, diapering, or after handling cleaners.
- Disposable gloves are to be worn when contact with body fluids is anticipated. This includes blood, stool, urine, nasal discharge, eye secretions, and vomit. They must be discarded after each use and are never to be washed and reused.
- Changing pads should be wiped down with a disinfectant wipe after each diaper change. If a child needs assistance in the bathroom, disinfectant wipes should be used to wipe down the toilet seats after use.
- A disinfectant spray will be used to sanitize areas that are routinely in contact with children, such as diaper changing stations, toys, cribs, mattresses, walkers, etc., after each service and during the classroom time if needed. Objects to be disinfected include toys, blocks, tables, chairs, cribs, shelves, walkers, swings, doorknobs, and changing surfaces. These items should be wiped with a disinfectant wipe after each classroom use or, if appropriate, after each use by an individual child (such as a toy that has been mouthed by a child).
- Once a month each room is thoroughly cleaned with a bleach solution by a CrossPointe staff member or volunteer.

□ **Physical Contact:**

- CrossPointe Church is committed to protecting children in its care. To this end, CrossPointe has implemented a ‘physical contact policy’ that promotes a positive, nurturing environment while protecting children. The following guidelines are to be carefully followed by those working in Children’s Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children’s development, and are generally suitable in the church setting.
  - a. Use care and discernment when hugging a child. Brief side-hugs when greeting or comforting a child are generally appropriate. Prolonged, frequent, or frontal hugs are not appropriate. With older children, children’s ministry servants should not initiate hugs, particularly towards children of the opposite sex. If an older child initiates a hug, redirect them to more appropriate contact such as a side-hug.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Children’s Ministry Director or a pastor.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
  - a. Appropriate physical contact will vary according to the age of the child. What is appropriate for toddlers (holding, rocking, sitting in laps, diapering, assisting in the bathroom, etc.) is not appropriate for grade school children.
  - b. Sitting on laps is only appropriate for ages 0 through 4; it is not appropriate for older children. It is not appropriate for a man to pick up or hold a child who is older than 4-years-old.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or Children’s Ministry staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children’s Ministry must foster trust at all times. Personal conduct must be above reproach.
  - a. Never touch a child on or near any region that is considered private or personal (i.e., any part of their body that a swimsuit covers) unless changing diapers or assisting young children in the bathroom.
  - b. Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of correcting someone else’s child.
6. Do not force physical contact, touch or affection on a reluctant child. A child’s preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Children’s Ministry Director or a pastor.

□ **Additional Policies:**

- Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children, or while working with or supervising children during any CrossPointe Church program or activity.
- A staff member or volunteer may not administer medication to any child while serving in Children's Ministry.
- CrossPointe requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during CrossPointe activities or programs. CrossPointe is a tobacco-free facility.
- Verbal interactions between staff members or volunteers and children should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.
  - To this end, staff members and volunteers should not talk to children in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

### 3.1: Child Abuse and Neglect Training *(see also Appendix A.1)*

- **CrossPointe Church has zero tolerance for abuse** in ministry programs and activities. It is the responsibility of every staff member and volunteer to act in the best interest of all children in every program.
  - In the event a staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) it is that individual's responsibility to immediately report their observations to the Coordinator, Children's Ministry Director, or a pastor on staff.
  - Because sexual abusers 'groom' children for abuse, it is possible staff members or volunteers may witness behavior intended to 'groom' a child for abuse. Staff members and volunteers are asked to report 'grooming' behavior, policy violations, or any suspicious behaviors to the Coordinator, Children's Ministry Director, or a pastor on staff.
  
- *What do I do if I suspect that a child has been physically or sexually abused?*
  - Staff members and volunteers at CrossPointe Church are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the Coordinator, the Children's Ministry Director, and/or a pastor on staff. Staff members and volunteers are required to verbally report an incident as soon as possible after the incident.
    - After receiving a report from a staff member or volunteer in Children's Ministry, the Children's Ministry Director or a pastor will speak with the person or volunteer to whom the child spoke in order to get detailed information about the entire conversation. If appropriate, the Children's Ministry Director and Pastor will inform the appropriate law enforcement agencies or Child Protective Services.
  - It is not the responsibility of the reporting person or the church staff/pastors to substantiate any allegations or suspicions. Rather, we are responsible as a church to comply with the Child Abuse Prevention and Treatment Act (CAPTA) and cooperate fully with CPS and the law enforcement officials in our community. At all times in such a process confidentiality will be upheld. *Do not discuss with other parents or children's ministry servants.*
  - If a child is disclosing that a parent or another adult is causing harm, *do not* talk with the parent or that adult about the accusation. Contact the Children's Ministry Director or a pastor of CrossPointe immediately.
  
- *Who is considered a "mandatory reporter" of child abuse and neglect?*
  - Any person who knows or has reasonable cause to believe that a child is neglected or abused shall immediately cause an oral or written report to be made (O.C.G.A § 19-7-5).
  - This includes, but is not limited to, all children's ministry servants (including Kid Keepers). *Anyone* working with children at CrossPointe is a mandatory reporter. All pastors/elders and staff of CrossPointe are also mandatory reporters.

## 3.2: Emergency Response Plan

- *First Aid*—Although we strive to maintain the safest environment possible, the nature of children’s activities occasionally leads to accidents. A first aid kit is available to treat minor accidents within the classroom such as scratches, scrapes, and the removing of scabs. Room Leads will notify parents of any minor injury or first aid care given to their child by paging them or upon check out. An Accident Report Form should also be filled out, shown to the parents, and left on the counter. First aid kits and Accident Report Forms are located in the cabinet drawers.

In the event of a medical incident beyond one that is minor, the child’s parents will be immediately notified. Childcare workers will administer appropriate treatment measures such as applying pressure or a bandage to a bleeding wound. No pharmacological treatment will be administered. Life-threatening situations will, of course, be handled as emergencies with appropriate treatment measures being immediately instituted. A doctor and/or nurse who is a member of CrossPointe will be notified immediately and, if needed, 911 will be contacted by either a CrossPointe pastor/staff, healthcare professional, or the child’s parents. An Accident Report Form should also be filled out.

- *Fire*—In the event of a fire, children’s ministry servants should remain calm, count all children in the room and lead the children out of the room and into the parking lot in an organized, quick fashion. Rolling cribs are to be used in the nursery rooms. Room Leads should bring their classroom roster and no child should be released to his or her parents until all children are accounted for. Parents should not try to pick up their children before evacuating.
- *Tornadoes, Storms, and Severe Weather*—Children will be calmly escorted to an enclosed part of the building. Specifically, children in exterior rooms with large windows will be immediately moved across the hallway to interior children’s classrooms. If needed, they will be taught how to sit with their back against the wall, knees tucked under their chins, arms wrapped around the knees, and head bent down. All children will be accounted for, and efforts will be made to calm and entertain the children. Again, Room Leads should bring their classroom roster. No child should be released to his or her parents until all children are accounted for.
- *Earthquakes*—Children’s ministry servants are to keep children away from heavy hanging objects and tall or heavy furniture. Children will be gathered under a supported doorway or sturdy table and kept calm and secure until parents are able to check them out.
- *Intruder in the building*—In the case of an intruder in the building, children’s ministry servants will lock the doors of their rooms and gather the children in the safest corner of the room until the threat has passed. Ushers are on patrol in the children’s ministry space during the morning service and should be alerted if any suspicious person is in the building or hovering around the children’s ministry areas.

### 3.3: Children’s Servant Covenant (Your Copy)

Our ministry to children is an important aspect of the life of our church. The following statements are the expectations we have for children’s ministry servants at CrossPointe. Our intent behind this covenant is simply to be clear about expectations up front so you are aware of those expectations.

- I will faithfully serve when I am scheduled and I will find a qualified replacement when I must be away.
- I will not be alone with a child. I will always stay in public areas of the church building with children. If I am a female, I will only enter the bathroom with a child when another ministry servant is present. If I am a male, I will not assist children in the bathroom or change diapers.
- I will leave the classroom in which I serve better than I found it—recognizing that other ministry servants will be using this classroom after I leave.
- I will attend all required training sessions as best as I am able.
- I will study any and all assigned lessons before I arrive for my ministry assignment. I will pray for the children and families that I serve.
- I will meet to pray with other servants at 10:00am the morning that I serve, and I will serve with an attitude of thankfulness and prayer.
- I will greet CrossPointe families and visiting families with biblical hospitality, and I will celebrate when families come back.
- I will not watch PG/PG-13 movies with children, unless permission has been granted by a parent and CrossPointe Church Leader.
- I will report any suspected child abuse or sexual misconduct *immediately* to a pastor of CrossPointe Church. These accusations will be taken seriously and reported to government authorities as required by law.

---

**Name of Servant:** \_\_\_\_\_

**Name of Trainer:** \_\_\_\_\_

By signing below you are stating that you agree to comply with the all material in this training, including the sections on: (1) Structure and Leadership, (2) Policies and Procedures, (3) Child Abuse and Neglect Training, (4) Emergency Response Plan, and (5) Servant Covenant.

**Servant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Trainer’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix A.1: Signs and Symptoms of Abuse

- *Abuse statistics:*
  - There are approximately 747,000 registered sex offenders in the United States alone.<sup>1</sup>
  - There are more than 100,000 sexual offenders who fail to report every year.<sup>2</sup>
  - As many as one in three girls and one in four boys will be sexually abused at some point in their childhood.<sup>3</sup>
  - Approximately 30% of all cases are reported to authorities—meaning that 70% never get proper attention or prosecution.<sup>4</sup>
  - Over 63,000 cases of child sexual abuse were reported in 2010.<sup>5</sup>
  - Offenders typically prey on children they know, not strangers. Most perpetrators are acquaintances, but as many as 47% are family or extended family.<sup>6</sup>
  
- *What is abuse?*<sup>7</sup> CAPTA (The Child Abuse Prevention and Treatment Act) mandates “minimum definitions” for child abuse and sexual abuse:

*Child abuse* is any act or failure to act resulting in the imminent risk, serious injury, death, serious physical or emotional harm, or exploitation of a child.

*Sexual abuse* is defined as:

- Employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing visual depiction of such conduct; or
- Rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

There are many signs of child abuse. Any one sign may not mean anything, but if there are a number of signs, or if they occur frequently, you may suspect maltreatment. Some signs are:

*Physical*

- Unusual bruises, welts, burns, fractures, or bite marks
- Frequent injuries, always explained as accidental
- Wears concealing clothing to hide injuries

---

<sup>1</sup> “Sex Offender Statistics,” Statistic Brain, accessed November 25, 2014, <http://www.statisticbrain.com/sex-offender-statistics>.

<sup>2</sup> Robin Sax, *Predators and Child Molesters: What Every Parent Needs to Know to Keep Kids Safe* (Amherst, NY: Prometheus, 2009), 24-25.

<sup>3</sup> The U.S. Department of Justice NSOPW (National Sexual Offender Public Website), accessed November 25, 2014, <http://www.nsopr.gov/en/Education/Facts/MythsStatistics#reference>.

<sup>4</sup> Ibid.

<sup>5</sup> Ibid.

<sup>6</sup> Ibid.

<sup>7</sup> This section of the notes is adapted from Clearinghouse on Child Abuse and Neglect Information, Department of Health and Human Services, Washington, D.C., Telephone: 301-251-5157.

- Child seems frightened
- Child seeks affection from any adult
- Unpleasant, hard to get along with, demanding, often does not obey

### *Emotional*

- Apathetic, depressed, withdrawn, passive
- Seems overly anxious when faced with new situations, people
- Disorganized, distrustful, or rigidly compulsive
- Takes on adult or parent roles and responsibilities
- Throws tantrums, seems impulsive, defiant, antisocial, aggressive, self-destructive
- Fearful, hyper-alert, lack of creativity and exploration

### *Sexual*

- Has torn, stained, or bloody underclothing
- Experiences pain or itching in genital areas
- Appears withdrawn or engages in fantasy or baby-like behavior
- Has a poor relationship with other children
- Is unwilling to participate with other children
- States that he or she has been sexually assaulted
- Acts like an adult, not a child

- *“Wouldn’t I know a predator if I saw one?”*

#### *A. False Assumptions that We Make:*

- We assume it will happen to someone else.
- We assume we are safe.
- We assume we can recognize them (i.e., they will be “monsters” and not like us).
- We assume they exist only in certain social and economic demographics.

#### *B. Profile of a Predator—Abusers are often the people that you’d least expect.*

- Over 80% of the time, the abuser is someone known to the victim. Most abuse takes place within the context of an on-going relationship. There are more persuasion predators than power predators. They live a double-life, and they groom the child for abuse before acting. They seek opportunities to have easy access to children. Some predators deliberately target churches. These predators count on their victims giving no disclosure.
- The usual offender is between the ages of 20-30 years. 20% of sex offenders begin their activity before the age of 18. Most are men, but there are some women. Predators are often married and have children. They come from every economic and social demographic.

- *What happens if a child touches me inappropriately? Think about how you would respond before this occurs.*
  - Remain calm. Ask yourself if this was accidental or on purpose.
  - Redirect appropriately (e.g. “Sarah, please keep your hands to yourself.”).
  - Take the child aside and explain good touch/bad touch if given the opportunity (“We do not touch areas covered by a swimming suit.”). Take into account the age of the child you are working with. You should be able to talk about inappropriate touching with children ages 3 and older.
  - For abused children, inappropriate touching may seem “normal.” Or, the behavior may be to gain attention or see how the adult will respond.

- Notify a pastor of CrossPointe immediately about purposeful and inappropriate touching.
  
- *How can I best minister to a child that has been abused or neglected?* You are an important part of the healing/redemptive process for a child who may have been abused or neglected. It is important that you . . .
  - Pray for the children you are working with that they will be safe, secure, and loved.
  - Speak to children with integrity. Children will often feel safe in a church setting, and they may open up to you because they think that you are someone they can trust. If a child says that they want to tell you something only if you promise not to tell anyone else, you should respond, “I want to hear what you have to say, but I can’t promise that I can keep a secret.” This way, if they disclose any abuse or neglect, you can report it without betraying their trust.
  - Remember that children don’t always tell the truth, but it is our responsibility to listen and report what was stated.
  
- *What additional care is required for a child that is in foster care?*
  - When a child is in foster care, their legal guardian is the DFCS (Division of Family and Children Services) so often the biological family or the foster family does not have custody. Be aware of this circumstance. When a child is in foster care, there is need for added privacy.

## Appendix A.2: Sample Accident Report Form

Name and age of child:

Date and time of accident:

Parent/guardian's name(s):

Room accident occurred in:

Specific location in room:

Nature of injury:

Detailed account of how the injury occurred:

Description of any first aid administered:

Did the child require further medical attention?

Was the parent/guardian contacted?

Were they contacted immediately or upon check out?

Who witnessed the event?

Name:

Email/phone:

Name:

Email/phone:

Room Lead at the time:

*Review by Children's Ministry Leader*

Signature:

Date:

Action Taken:



## Children's Servant Covenant

*(Please sign this copy and give it to a Children's Ministry leader.)*

Our ministry to children is an important aspect of the life of our church. The following statements are the expectations that we have for children's ministry servants at CrossPointe. Our intent behind this covenant is simply to be clear about expectations up front so you are aware of those expectations.

- I will faithfully serve when I am scheduled and I will find a qualified replacement when I must be away.
- I will not be alone with a child. I will always stay in public areas of the church building with children. If I am a female, I will only enter the bathroom with a child when another ministry servant is present. If I am a male, I will not assist children in the bathroom or change diapers.
- I will leave the classroom in which I serve better than I found it—recognizing that other ministry servants will be using this classroom after I leave.
- I will attend all required training sessions as best as I am able.
- I will study any and all assigned lessons before I arrive for my ministry assignment. I will pray for the children and families that I serve.
- I will meet to pray with other servants at 10:00am the morning that I serve, and I will serve with an attitude of thankfulness and prayer.
- I will greet CrossPointe families and visiting families with biblical hospitality, and I will celebrate when families come back.
- I will not watch PG/PG-13 movies with children, unless permission has been granted by a parent and CrossPointe Church Leader.
- I will report any suspected child abuse or sexual misconduct *immediately* to a pastor of CrossPointe Church. These accusations will be taken seriously and reported to government authorities as required by law.

---

**Name of Servant:** \_\_\_\_\_

**Name of Trainer:** \_\_\_\_\_

By signing below you are stating that you agree to comply with the all material in this training, including the sections on: (1) Structure and Leadership, (2) Policies and Procedures, (3) Child Abuse and Neglect Training, (4) Emergency Response Plan, and (5) Servant Covenant.

**Servant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Trainer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_