

# Big House Church

## Kids Ministry Handbook

Updated June 2022



"All your children will be taught by the Lord,  
and great will be their peace."

Isaiah 54:13

# **Big House Church Kids Ministry Handbook**

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# **BH Kids Ministry Overview**

## **Our Mission**

To Cultivate A Passionate Children's Community Of Worshippers Who Partner With Jesus To Create Kingdom Culture On Earth As It Is In Heaven.

## **Core Values**

1. **CHRIST-CENTERED:** encourage children to invite Jesus into their hearts, to have a personal relationship with him, and how to invite Jesus into the lives of those around them.
2. **BIBLICAL FOUNDATIONS:** equip children with the written and manifest Word of God.
3. **PRESENCE-DRIVEN:** foster an environment that invites the presence of God every week.
4. **LOVE:** nurture a culture where children feel safe, known, loved, and valued.

## Our Staff



### **Melissa & Bryan Weber**

Big House Church Kids, Norfolk

[weber@bighousechurch.com](mailto:weber@bighousechurch.com)

Melissa and Bryan were both raised in NJ and moved to Virginia in 2018 for Bryan's job in the Coast Guard. They love the outdoors, music, and most of all their family time and are the proud parents of Gabriel and Josiah. They feel so honored to lead the amazing Big House Kids Norfolk Crew and partner with all the Big House parents, following the Lord to bring His Kingdom and loving personal presence, in Spirit and Truth, into the lives of every Big House kid.



### **Joelle & Stan Salvigsen**

Big House Church Kids, Virginia Beach

[joelle@bighousechurch.com](mailto:joelle@bighousechurch.com)

My husband, Stan, and I are thrilled to have our family be a part of Big House. We have four daughters that you will definitely see helping with VB Kids! My eldest are involved with Big House Youth and my younger ones can't wait to join them. We are originally from Northwest New Jersey where we are a part of a group of families called Revival Kids. We linked arms with other moms, dads, aunts and grandparents to pour into children through worship, hearing Holy Spirit, and expressing that through the arts and dance. We look forward to connecting and sharing more of our story with you. Know that we pray for your children weekly. We want to get to know them and you as a family; to express how they are special and seen by their Heavenly Father.

## Our Volunteers:

The Big House Kids Crew is made up of 125 (and growing!)<sup>1</sup> selfless and loving volunteers who are committed to cultivating a passionate children's community of worshippers who partner with Jesus to create Kingdom culture on Earth as it is in Heaven. They are the movers and shakers of this ministry and they serve well because they love well. Thank you Kids Crew!

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<sup>1</sup> 29 volunteers in Norfolk Kids and 96 volunteers in Virginia Beach Kids, as of 6/1/22.

## The Big Win!

It's hard sometimes to know when you're winning in children's ministry. Is anything we're teaching actually sinking in? Are kids really growing in their faith and relationship with Christ? That's why it's important to define the Big Win for our ministry. It's the one thing that we, as a ministry team, want to achieve. It's the goal we want to keep in mind at all times. And it's what motivates and guides everything we do. It captures our mission and emphasizes our core values:

**We win when a kid takes a step toward owning THEIR FAITH in Christ.**

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We say "takes a step" for a reason. It's because there's no finish line or certificate of completion when it comes to spiritual growth. Instead, spiritual growth is a life-long journey and no two journeys are identical. That's why our big win doesn't have anything to do with a specific skill or achievement. Instead, we win anytime we see a kid take a single step closer to owning their faith in Christ.

Of course, this faith in Christ looks like something (see our mission statement and core values) just as this ownership looks like something. Ownership can be broken into these four spiritual habits (these isn't a dogmatic statement, but rather a way for us to measure whether or not our kids are 'getting it'):

1. **SPEND TIME WITH GOD:** If kids are ever going to make their faith their own, they've got to start spending time with God on their own. It means opening the Bible on their own, having conversations with God on their own, and discovering how they best connect with God through worship on their own.
2. **SPEND TIME WITH OTHERS:** Engaging in healthy community can, and should, be a spiritual habit we help our kids develop. But "healthy community" doesn't just mean hanging out with Christians. This spiritual habit is about growing in Christlike relationships with everyone.
3. **USE THEIR GIFTS:** Kids need to know that God made them unique and special, and gave them tailor-made gifts, talents, passions, and resources. Then they need to use those gifts to love God, love others, and influence the world around them. Because when kids begin to discover who God made them to be and then use their unique identity to love both God and others, they grow, and so does this world.
4. **SHARE THEIR STORY:** Kids need to learn how to talk about God. Sharing your story is the spiritual habit of making faith a regular, everyday, go-to topic of conversation in our lives. Not as a forced motive, but rather as an overflow of our passions, purposes, and relationships. When we talk about God and His place in our story (or, more accurately, our place in His story), it helps us believe, helps us understand, and helps us take ownership of our own faith.

We count it as a win whenever a kid takes a step toward owning their faith by practicing one, or maybe even all four, of these spiritual habits.

## Discipling Kids

What was Jesus’s final command and commission for His followers before He ascended to Heaven? “Go and make disciples.” In other words, duplicate yourselves...Go and make more of you...Take your faith and pass it on to someone else. When we talk about helping kids take steps to own their faith in Christ, we’re really just talking about discipleship. So what is discipleship? Here are three thoughts . . .

**DISCIPLESHIP IS ABOUT LIVING, NOT LEARNING:** Rather than only asking, “What can we teach a kid about God?” we ask, “How can we help a kid live out their faith?” It’s not just about teaching them about Jesus — it’s about modeling what faith in Jesus looks like. That’s why relationships are such a key part of our ministry. Because discipleship isn’t taught in a classroom — it’s modeled in everyday life. And we don’t just want them to know about Jesus or Christian living. We want them to *know* Jesus and let that transform their inner and outer living into Christ’s union and likeness.

**DISCIPLESHIP HAPPENS IN COMMUNITY:** In the Gospels, you don’t really see Jesus doing much one-on-one discipleship. That’s because discipleship happens best in a community of people. That’s why we focus so much energy on getting kids plugged into consistent small groups (at home and at kids church), why we emphasize the role of parents and families, and why we surround kids with tons of Jesus followers. Because discipleship takes all of us!

**DISCIPLESHIP IS A PROCESS:** Discipleship is never complete because learning to live out our faith is a life-long process. And because we know discipleship takes time, we want to put people in the lives of kids who are in it for the long-haul. That’s why our volunteers don’t bail on their kids after a few months, but stick with them for several years — because it’s a process.

## Engaging with Parents

Our Big House Kids volunteers are making a huge impact in the lives of the kids in our ministry. But do you know who’s making an even bigger impact in the lives of those kids? Their parent. The influence of a family is always greater than the influence of a church.

Jim Burns, author of *Partnering with Parents in Youth Ministry*, says it this way: “Long after students stop attending youth groups, they are still connected to their families.” No matter what, a kid’s family will always be the biggest influence in their life. So doesn’t it make sense for us to partner with the most powerful, influential people in a kid’s life in order to influence their faith? That’s why our ministry is committed to serving, supporting, partnering with, and engaging the parents of the kids in our ministry.

We ask and expect every volunteer to follow the leading of the Holy Spirit to care not just for the kids, but also for the parents. Engaging with parents is part of the job.

## **Classroom Ages/Grades**

**Nursery:** Birth up to 18 months old

**Toddler Room:** 18 months up to 3 years old

**Pre-K:** 3 & 4 year-olds

**Elementary:** Kindergarten – 5<sup>th</sup> grade

When a child turns 18 months, 3 years old, or Kindergarten, they graduate to the next classroom immediately.

- All Toddlers must be able to walk.
- All Pre-K kids must be potty-trained.

Children in the nursery or toddler room may be dropped off at 4 pm.

All other children must remain in service until they are called back after the worship set.

Children in grades 6 or higher are expected to remain in service.

# Volunteers

Thank you so much for your interest in serving in our Big House Kids Ministry!

We believe in the importance of ministry in a child's life and we are committed to teaching the children at Big House Church the love of Jesus Christ. As a church we are committed to making sure the environment is safe, secure, and maintains a culture honor.

If you would like to volunteer, please follow the process outlined below. As part of the application process, all Big House Church Kids Ministry volunteers must complete a comprehensive background check to ensure all our team members are cleared to work with children.

## Application Process

### **1. Application**

- a. Apply online through the Big House Church App (available in the App Store) or online at <http://www.bighousechurch.com/bhkids>. Please fill out the application completely (most important are your name and contact information).

### **2. Criminal History Background Check**

- a. After applying to serve through the app, you will be asked to complete a criminal background check (please check your email for the link).
  - i. We do not see any personal information and do not receive any specifics. We just get a green, yellow, or red light to let us know whether or not you are cleared to serve.

### **3. CREW**

- a. If a volunteer has not yet finished CREW, they will have a three-month grace period to finish the CREW process before being a Lead Teacher in a classroom. Volunteers may be a Teacher Helper during that three-month period.

### **4. Training/shadowing**

- a. Please let us know which position(s) you are interested in and how often you would like to serve. You are encouraged to shadow or serve as an assistant at least once in a classroom or station before leading in that role.



## **Volunteer Requirements & Responsibilities**

- ★ Steward a personal relationship with Jesus. This is pursuit, not perfection.
- ★ Commit to loving our Big House Kids as Christ loves them
- ★ Complete the application and background check process through the Big House Church App
- ★ Complete CREW
  - If a volunteer has not yet finished CREW, they will have a three-month grace period to finish the CREW process before being a Lead Teacher in a classroom. Volunteers may be a Teacher Helper during that three-month period.
- ★ Commitment:
  - Regularly attend Big House Church and be committed to the mission and vision of the church.
  - Remain available to serve on a regular basis (at least once every other month). If you need to take an extended break from serving, please let the staff know.
  - Look over your curriculum ahead of time (we email it out each week) and feel free to get creative and follow the leading of Holy Spirit.
  - Build relationships with the kids and parents.
  - Attend the pre-service huddle for volunteers every week you're scheduled to serve (held 5 minutes prior to the start of service).
  - Remain engaged as part of the Big House Kids Crew: we ask that you attend as many of the Kids Crew events, meetings, and gatherings as possible. Just as we're ministering to the kids with love and unity, we need to minister to each other in the same way. This means making sure we know each other and are all driving the ship in the same direction.
- ★ Classroom Leads and Service Coordinators must be at least 18 years old.
- ★ Arrival (please let us know if you have an emergency and will be late so we can find someone to cover for you):
  - Nursery and Toddler room volunteers and the Service Coordinator must arrive between 3:45 and 4 pm.
  - Pre-K and Elementary volunteers must arrive immediately after the worship set, as the children are called back, or even a few minutes before.
  - Setup & Breakdown may attend the entire service (4-6) but must arrive by 3:15 to set up and must return immediately after service to clean up (usually done by 6:45).
- ★ Safety/Honor
  - While in the classroom you are responsible for maintaining a safe environment for the children. If there is a concern, please make it known to the leaders.

- Read and abide by this handbook. Please let us know if you come across any circumstances not addressed here so we can all learn from the situation.
- Abide by the Big House CREW Member Agreement (Appendix A).
- ★ Supervision:
  - Never leave children unsupervised. If you have an emergency and need to leave the classroom while the children are in your care, please ask for assistance from a coordinator or assistant to cover your classroom or find a replacement for the remainder of the service, or until you return.
- ★ Media/Phone:
  - Please avoid cell phone use while you are serving.
  - No taking pictures or audio of children without prior permission from the Children's Ministry Staff
- ★ Attendance
  - Your service and attendance is a vital part of our Kids Ministry and you are missed when you are not there. Please give the leadership 48 hours' notice if you are unable to serve in your position. If an emergency comes up, please let the leadership know as soon as possible so your spot can be filled for that week.

## **Role-Specific Responsibilities**

- ★ Kids Ministry Coordinator/Greeter:
  - Greet families as they drop off their children and help parents sign in their children on the tablet.
  - ★ Walk first-time guests to their kid's classroom and introduce them to their kid's leader.
  - ★ Help assist teachers as needed (bathroom breaks, snack & water assistance, communication to the media team if a parent needs to pick up their child).
- ★ Lead Teacher:
  - Plan and implement the Bible lesson each week.
  - Serve with a loving intentionality to help grow our children in the way of the Lord, speaking life and love over our children as you serve.
  - Lead with lots of energy, engagement, and spirit-led loving control.
  - Read, follow, and enforce all policies and procedures.
  - Help clean up the classroom after the children have left.
- ★ Teacher Helper:
  - Help assist the lead teacher with behavior management, passing out snacks/juice, passing out materials, and leading stations.

- Act as role models for the kids.
- Help clean up the classroom after children have left.
- ★ Setup/Breakdown:
  - Set-up:
    - Set up the 2 tablets & 1 printer for Kids Ministry sign-in.
    - Set up the two welcome banners.
    - Fill up 2 water jugs in the kitchen and distribute one each to the Pre-K and Elementary Rooms.
    - Lay out snacks for each classroom
      - Nursery: puffs
      - Toddler Room: animal crackers, cracker cups, & juice boxes
      - Pre-K: animal crackers, cracker cups, water, and water cups
    - Elementary: snack (subject to change), water, & water cups
  - Breakdown/Cleanup:
    - Put tablets and printer equipment away under the counter.
    - Put away the two welcome banners.
    - Put away all unused snacks into the Toddler Room cabinet.
    - Empty and put back water jugs.
    - Put chairs facing down on top of the tables in the Pre-K Room. Stack the chairs in the back of the Elementary rooms.
    - Vacuum each room and the lobby area (including entry stairs).
    - Spray the toys and surface in each room with the Clorox spray.

# **Policies & Procedures**

## **Sign-In/Drop-Off & Pickup Procedures**

- ★ All parents/guardians will sign their children in at the front desk using the tablets and ID printer.
  - Kids with allergies get an orange wrist band. Their nametag should list their allergies (updated in Planning Center).
  - Each child will receive two sticker labels: one large sticker with the child's name and anonymous ID code and one small sticker with just the ID code. The large label (with the name) goes on each child and the parent should hold onto the small label (with the ID code).
    - Kids under 3: place sticker on the back of their shirt.
    - Kids 3 and up: place sticker on the front of their shirt.
- ★ If a parent is needed during service, please let the service coordinator know so they can relay the message to the BH media team or notify the parent through Planning Center.
- ★ Do not let any child leave without their parent/guardian. Children may only be picked up by a parent/guardian with a matching name/ID code.

## **Behavior Policy**

Our mission here at Big House Church Kids is to teach and show our children the love and grace of our Lord and Savior, Jesus Christ, and to equip them with the Word to boldly speak His name. To do that safely and effectively, we must provide a safe and fun learning environment for every child. Often, many discipline problems can be handled by redirecting the child to a different task or activity or by encouraging and pointing out positive behaviors. We desire an atmosphere where children are having fun and staying active. However, children must also understand that there are times to be quiet and to listen to the lesson, instructions, etc. If a behavior problem occurs, all children will be treated with gentleness, respect, and understanding. If the child is acting in a disruptive manner, the parents will be called to pick up their child for the remainder of the service. In all things, we commit to pray for all of our children and that the Lord will help guide us throughout each class.

Sometimes younger children may become upset and inconsolable. If a child is inconsolable, Classroom Leaders are expected to use their best judgment in calming the child down, bringing in other volunteers and/or staff as necessary. However, if the situation continues past 10 minutes, they should notify the parents. More severe levels of inconsolability may require earlier notification.

Certain health and safety situations (see below) will also require earlier, if not immediate, notification.

**DISCIPLINE:** Discipline should always be done in a positive, patient and grace-filled way that focuses on helping the kids instead of enforcing punishments. When discipline is necessary to keep a safe and effective environment for everyone, here are three steps to take:

**Note: Never attempt to physically discipline a child, belittle a child, or administer corporal punishment.**

#### **Redirect**

- Get on the child's level and look them in the eye.
- Give a verbal warning, explaining why the behavior is not acceptable.
- Give a suggestion for the right way to act or behave and help them do it.

#### **Remove**

- If the child does not follow directions when you give them a redirection, it may be necessary to remove them from the situation or activity so they can calm down and prepare to rejoin the service.
- Place them in an area away from the other kids for no more than one minute per year of age.

#### **Refer**

- If the child is still not obeying, refer the child to your ministry leader for assistance.

To limit the amount of discipline needed, here are some tips:

- **Prepare ahead of time:** Become familiar with the curriculum and gather supplies before kids enter the room. When they arrive, be prepared to greet and engage them.
- **Establish rules and expectations early:** Communicate the rules and expectations consistently at the beginning of every service. Remind the kids often.
- **Be proactive:** Follow proper ratios and make sure there are enough adults to maintain order in the room. Look for kids who may talk too much around each other, and split them up. Encourage kids who have trouble listening to be leaders, and look for ways to include them in the service.
- **Talk to parents:** If you have to take disciplinary action with a child, let your children's ministry leader know. If you have to talk to parents, always do so in an encouraging, gentle and positive way. Ask the parents how you can help their child. If a child exhibits violence to the teacher or other kids, parents will be contacted immediately, and the children's ministry leader will talk with the parents.

## **Diapering/Restrooms**

- Parents are encouraged to bring their child to the restroom or are asked to check their child's diaper prior to dropping their child off at their classroom.
- Diaper changing must be done by a background-checked female adult of at least 18 years of age.
- Restroom Breaks: A cleared volunteer will accompany the children to the bathroom, as necessary. They will wait outside the bathroom or stall until the child is finished.
  - If the bathroom a child is using is also accessible to adults, the bathroom will be cleared of adults before a child enters and no adults will be permitted inside the bathroom while a child is in the bathroom. Bathroom emergency situations will be handled with discretion and best judgment at the time.
  - Elementary: A background-checked male or female volunteer, over the age of 18, may escort a child within kids ministry that needs to use the restroom. Only female volunteers may escort female kids and only male volunteers may escort male kids. The volunteer will remain at the threshold of the bathroom.
  - Pre-K: A background-checked female volunteer, over the age of 18, may escort a child within kids ministry that needs to use the restroom. The female volunteer may escort male or female kids but will remain at the threshold of the bathroom.
- Diaper Changing: Big House does not stock diapers. If a parent's child is in diapers, they must provide spare diapers when they drop off their child at their classroom. Otherwise, the parent will be notified when their child needs a diaper change.

## **Sickness/Illness Policy for Children**

We ask that all children are kept home with any of the following symptoms/illnesses, at a minimum:

- Has had a positive Covid-19 test within the last 14 days
- Fever greater than 101.5
- Runny nose
- Questionable Rashes
- Coughing or Croup
- Vomiting
- Diarrhea
- Impetigo
- Active Chicken Pox
- Measles
- Mumps
- Conjunctivitis (pink eye)
- Head lice
- Hand, foot, and mouth
- Any other contagious diseases/viruses

When children have been symptom-free for at least 24 hours (or longer if directed by a medical professional), they may return to Children's Church. Also, we would love to pray for your child and any sickness they are going through so please reach out and let us know so we can come alongside your family in prayer!

## **Safety & Reporting**

**APPROPRIATE TOUCH:** Showing affection is a natural part of ministry and working with kids. Here are some guidelines for showing appropriate affection to kids while maintaining integrity.

**Hugs:** Hugs should be brief and should be side-hugs. Kids should always be the ones to initiate hugs - not adults. If in doubt, ask.

**Hands:** High fives, handshakes, and fist bumps are always appropriate. Hand holding is acceptable only for kids in 2nd grade or younger.

**Holding:** A child over the age of 2 should not be held unless the child is being transported. If a child wants to sit on your lap on the floor, gently move the child to a sitting position beside you.

**AVOID AND REPORT ALL INAPPROPRIATE TOUCH:** The following forms of affection are inappropriate and unacceptable in our children's ministry, no matter the circumstance:

- Lengthy or full-body hugs
- Kisses
- Holding school-aged children (K-5)
- Kids sitting in your lap
- Touching genitals or private areas, including helping a child maneuver their private parts in the bathroom
- Tickling
- Piggyback rides
- Any form of unwanted affection

Any report of inappropriate touch will be fully investigated and an Incident Report will be completed and filed (Appendix B). At a minimum, the parents and church staff must be notified.

**INJURIES:** What happens when a child bites or hits another child? Or a child gets hurt?

- Big House Church maintains a small first aid kit for basic first aid.
- All bites, cuts, or open scrapes must be cleaned with soap and water.
- BH Kids Staff must be notified
- Notify parents immediately that their child was bitten/hit/fell if they are cut or bruised and/or if the child is inconsolable. If neither has taken place, notify

parents when they pick-up their child of the incident. Assure them that we try to do everything to avoid this type of behavior, but with young children it can happen. Assure the parent that you care and are concerned and listen to them and their concerns. Report back to the Kids Ministry Service Coordinator after the conversation.

- Complete an Incident Report (Appendix B).
- If parental notification has not yet occurred by the time of child pick-up, please notify the parents of the child who was bit/hit along with the parents of the child who did the biting or hitting. Assure them that we care for and love their child and listen to their concerns. Let them know that we look forward to their return the next week.
- Pray and ask God to help us address these situations in a way that reflects His heart and mind for each person involved and for the situation. Pray that He would use these situations to build within us and to model both grace and forgiveness.

**ABUSE/NEGLECT:** Our church policy is to report any signs or suspicions of child abuse or neglect. Contact a staff member immediately if you suspect a child is the victim of abuse or neglect. Do not attempt to gather information from the child or speak with the parents about your concerns. Do not talk with other team members about your concerns. Upon notification, the staff member will take over and ensure the child's immediate and continued safety.

#### **Defining Abuse:**

- **Sexual abuse** is any occurrence in which an adult engages in sexual activity with a minor. It could be contact behavior (touching) or non-contact behavior (pictures, spying, exposure, or conversation).
- **Physical abuse** is any contact intended to cause physical pain or injury to a child. The law does permit parents to use corporal punishment, but the discipline has to be reasonable.
- **Neglect** is the failure to provide a child with basic necessities, such as food, clothing, shelter, hygiene, medical attention, or supervision. Neglect can also include exposure to harmful substances or situations.

**SIGNS OF ABUSE:** Contact a staff member immediately if you see signs of abuse, such as Depression, sudden changes in behavior, paranoia, fear of their caregivers or others, aggressive behavior, anxiety, bed-wetting or accidents in their underwear, imitating or talking about sexual behaviors, wounds or pain, unexplained bruises, or untreated illnesses.

**BE AWARE OF ALLERGIES:** Due to the risk of allergies, we do not allow outside foods in the classrooms, and we are a peanut free facility. Parents should let the child's class leader or a staff member know if their child has a medical need or allergy. We cannot administer any medications.



***KNOW WHEN TO PAGE PARENTS:*** If you need to get ahold of parents at any point during the service, let the Service Coordinator know and they will put the child's number on the screen in the worship center or contact them directly through Planning Center. As mentioned above, parents should be paged if children exhibit symptoms of illness, are crying inconsolably for more than 10 minutes, or if a child behaves in a violent manner.

***HANDLING EMERGENCIES:*** We have emergency procedures posted in every classroom and regular trainings for weather emergencies, medical emergencies, evacuations, and predator situations. If an emergency occurs, kids will not be released to parents until the area is cleared and the parents have the claim sticker.

## **Thank You!**

Thank you so much to all our volunteers for serving the families and children of Big House Church. Your dedication to this vital and impactful area of ministry is highly appreciated and valued. We are so grateful for your heart and willingness to serve and teach Biblical foundations and Kingdom living to our children. We are so thankful for you and all you do!

## **Primary points of contact**

Questions or concerns? Contact the following Kids Ministry staff:

**Norfolk Kids: Melissa & Bryan Weber:** [weber@bighousechurch.com](mailto:weber@bighousechurch.com)

**Virginia Beach Kids: Joelle & Stan Salvigsen:** [joelle@bighousechurch.com](mailto:joelle@bighousechurch.com)

## **Appendix A: CREW Member Agreement**

### 1. Qualifications for Leadership

“The same goes for those who want to be servants in the church: serious, not deceitful, not too free with the bottle, not in it for what they can get out of it. They must be reverent before the mystery of the faith, not using their position to try to run things. Let them prove themselves first. If they show they can do it, take them on. No exceptions are to be made for women— same qualifications: serious, dependable, not sharp-tongued, not over-fond of wine. Servants in the church are to be committed to their spouses, attentive to their own children, and diligent in looking after their own affairs. Those who do this servant work will come to be highly respected, a real credit to this Jesus-faith.” 1 Timothy 3:8-13, The Message

A CREW Member:

- Is sincere, worthy of respect and of a good reputation.
- Tithes regularly to Big House Church.
- Has a genuine desire to serve and minister to other people.
- Leads, motivates, and teaches other people.
- Creates positive group dynamics and resolves conflict within the group.

### 2. Leadership Honor Code Commitment

As an essential part of the Big House Church leadership family, you have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to participate in a servant-leader position here at Big House Church.

While serving the Body of Christ as a servant-leader at Big House Church, you pledge to present a good appearance at all times. In both attire and behavior, you should strive to demonstrate Biblical standards in all situations.

As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ, but should exemplify the best qualities of a mature believer and servant-leader.

Exemplifying the highest moral commitment, Big House Church’s leaders are to maintain a disciplined life of Bible reading, prayer and fasting. You must also refrain from such things as:

<ul style="list-style-type: none"> <li>• Profanity</li> <li>• Indulging in much wine or other alcoholic beverages</li> <li>• Dishonest gain</li> <li>• Illegal drugs</li> </ul>	<ul style="list-style-type: none"> <li>• Pornography</li> <li>• Sexual immorality</li> <li>• All behaviors which might cause Christ to grieve and others to stumble</li> </ul>
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By providing an example in speech and action, we encourage others to grow in Christ and become servant-leaders themselves. This is a way of life measured by the heart and commitment of each leader in the Big House Church family. We should regard it as an essential part of our development, not as an imposition or restriction.

### 3. Abuse Policy Acknowledgment

I understand that Big House Church is a safe place for children and vulnerable adults and that Big House Church complies with all Federal and State laws regarding reporting suspected child abuse. As a member of CREW, I understand that suspected abuse is to be reported to the staff member who oversees the area in which I serve.

I also understand the 4 types of abuse defined below:

- Physical: a physical act directed at a child or vulnerable adult that causes injury.
- Sexual: contact or interactions between a child and an adult, or another child, when the child is being used for sexual stimulation of the perpetrator or another person. This includes exploitation through photographs, videos or other communication methods.
- Emotional: acts or omissions by the parent or other caregivers that have caused, or could cause, serious behavioral, cognitive, emotional or mental disorders.
- Neglect: failure to provide for the child or vulnerable adult's basic needs. This includes adequate adult supervision, medical attention, housing, food and clothing. Most cases of physical neglect involve inadequate adult supervision that has caused harm to the child or vulnerable adult or places them in danger of such harm.

I understand it is not my responsibility to investigate and in no instance will I confront a parent or caregiver if abuse is suspected. As a member of CREW, I agree to comply with this policy and report any suspected abuse to the staff person who oversees the area in which I serve.

## Appendix B: Incident Report

### ACCIDENT / INCIDENT INVESTIGATION FORM

Organization Name: \_\_\_\_\_

Injured Worker: \_\_\_\_\_

Job Title: \_\_\_\_\_

Near Miss     First Aid Administered     Medical Treatment Needed

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_  AM  PM

#### WITNESSES

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

What happened? (Describe the incident):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contributing factors:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective action:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_