General Practices

These "General Practices" are how we do ministry with children at BCC. They help us keep kids safe, secure and well managed to provide the best opportunity to do spiritual work in the lives of children and their families.

Our Mission: To partner with parents as they raise their kids to know Christ and make Him known.

On Main Street we:

- **Welcome Kids into Community**: We understand that kids who feel a part of the larger church family are more likely to remain in the church and grow in their faith. So, we welcome kids and work to create a lasting connection. We also provide outreach events and encourage kids to invite their unchurched friends.
- **Aim to Disciple Through Relationships**: We create opportunities to build positive relationships. Leaders work to build trust in order to more effectively disciple their kids.
- **Lead and equip parents**: We are committed to providing materials and training that resource and prepare parents and leaders to more confidently share Christ with kids.
- **Kindle a love for God and His Word**: We are intentional about reaching kids at their maturity level. We teach the Bible and bring it to life with creativity and fun. We read it, point to it, quote it, memorize it, apply it, meditate on it, and encourage kids to obey it.

Safety/Security Practices

We have a responsibility to keep kids safe while they are here.

1. There must be at least two people in a classroom at any given time – one must be an adult. Families may serve together as long as there is one non-family volunteer present. We ask volunteers to arrive 15 minutes early to ensure proper coverage in the room. This also allows you to be settled and ready to greet kids as they arrive.
2. Check-in: As children are welcomed into the class, be sure the child has a printed or hand-written nametag. If not, encourage parents to check the child in at the Welcome Center.
3. Bathroom Practices:
    a. Kids use the rest rooms in the Main Street area.
    b. Children up through 4th grade must be escorted by an approved Main Street volunteer - teacher, assistant or welcome center volunteer.
    c. The hallway bathroom door should remain open.
    d. If a child needs assistance while potty-ing, keep the stall door propped open while assisting the child.
4. Allergies: Before serving snacks (goldfish and animal crackers provided in classroom,) check child's nametag for any known allergies. If you would like to provide a special snack or incentive, please notify all parents at drop-off and post the *Allergy Alert* sign at the doorway.

5. Check-out Practices: Security check-out must be performed through 4th grade by checking parent's security tag against child's name tag before releasing a child. Siblings in middle school or older may claim a child ONLY if they have the correct claim tag to prove parental permission. Be sure to collect pagers from parents for nursery through 4th grade.

Diaper Changing Practices

1. Women in high school and older may change diapers in the nursery and preschool in established changing areas in plain view—do not close the bathroom doors while changing diapers. Men are not allowed to change diapers.
2. Be prepared with all needed supplies. Place a disposable paper liner on the changing table. Gather diaper, wipes, and disposable bag. Wear non-latex gloves.
3. Gently place child on changing table. Always keep a hand on the child. Talk with the child during the change.
4. Remove child's clothes and begin changing. Wipe from front to back, using wipe only once and continue until area is clean. Place diaper and wipes in disposable bag. Slide fresh diaper under the child and secure in place. Dress the child.
5. Clean the child's hands with baby wipes (infants) or hand sanitizer (older children.)
6. Clean the changing area: Dispose of the paper liner and clean the table with Clorox wipes, allowing it to air dry.
7. Wash your hands using proper hand-washing techniques.

Appropriate Touch Practices

We want to take steps to protect the children in our care. These are guidelines to observe while promoting a positive, nurturing environment for ministry.

1. As ministry workers our behavior should be appropriate. Touching behavior should never give the appearance of wrongdoing.
2. A child's preference not to be touched should be respected. Do not force affection upon a reluctant child.
3. Touching initiated by the child can be appropriate. It should be a response to the child's need for comfort, encouragement, or affection. It should not be based upon the adult's emotional need. If a child approaches or touches a leader in a way that is inappropriate, or makes the leader feel uncomfortable, the leader should redirect the child's attention to something else. If a child repeatedly does this, the leader must explain to the child that there are ways we can touch that are ok, and others that are not appropriate. If the behavior continues, volunteers should work with Tammy Hassett (Director of Children's Ministry), Trish Low (Early Childhood), Ashley Carter (Elementary) or Amy Gilmore (Childcare) to contact parents.
4. Appropriate physical affection between workers and children are important for a child's development and are generally suitable in our church setting, but must be age appropriate. For example:
    - Children may give you a surprise kiss, but please, do not return the favor.
    - Hugs often abound in ministry with kids and this is ok. It is best with middle and upper elementary students that people use a side hug instead of full frontal hug. Being a little awkward makes it obvious no ill-intentions exist.
    - Children pre-school and younger may want to sit in the lap of volunteers. However, volunteers should encourage older children to sit beside him or her.
5. Leaders may touch children appropriately on the head, shoulders, back, arm, hand, knee, feet, or may shake hands or give "fives" plenty. Leaders should not massage children's shoulders/back for any length of time or squeeze arms, shoulders, legs, necks to cause pain.
6. Touching and affection should only be done **in the presence** of other children's ministry workers, parents, or in full view of other people. It **must** be in public spaces—**never when you are alone or in a secluded place**. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers, a parent, or lots of other people can see. This rule is especially important when diapering a baby or helping a young child change clothes or use the restroom.
7. If a volunteer is uncomfortable or suspects inappropriate touching by another volunteer, please discuss with Tammy Hassett (Director of Children's Ministry), Trish Low (Early Childhood), Ashley Carter (Elementary) or Amy Gilmore (Childcare).

Identifying Abuse

As Children's Ministry workers, we have a responsibility to watch for and protect against child abuse of any nature. If you are ever concerned about a child's safety, please bring it to the attention of Tammy Hassett (Director of Children's Ministry), Trish Low (Early Childhood), Ashley Carter (Elementary) or Amy Gilmore (Childcare).

Discipline Practices

1. A well prepared leader and a clear and consistent plan for class time will often eliminate the need for disciplining children.
2. Teachers can develop their own style for how they manage their classroom and can expect levels of energy and activity that differ from other classrooms.
3. At BCC we NEVER strike, shake, spank, belittle, demean, or call names in order to discipline children.
4. At BCC we view kids' inappropriate behavior, disobedience or purposeful distractions as **opportunities for discipleship**. We believe God can use difficult situations to grow Christ-like character.
5. Process for discipline:
    a. Be prepared as well as possible before class. Pray for students, especially challenging ones during the week.
    b. Establish clear rules and expectations for the class/ministry time.
    c. Remind child of rules/expectations when they are misbehaving.
    d. Deal privately with the individual who is acting poorly rather than in front of the group.
    e. Remove a defiant or disobedient child from activities and set him or her to the side for an appropriate "time out." Then take the opportunity to discuss the disruption and welcome him or her back to the group
        i. Inform Tammy Hassett (Director of Children's Ministry), Trish Low (Early Childhood), Ashley Carter (Elementary) or Amy Gilmore (Childcare) to strategize a plan for working with the child.
        ii. Involve parents in solutions—speak to them that day or call them during the week for insight and ideas on creating a successful environment.
        iii. Use an incident report to note the behavior if you feel it is significant or dangerous to others. Incident reports should be brought to the Welcome Center.
    f. If problems persist, the child may be removed from the classroom and brought to Welcome Center where we will determine if the parent needs to be contacted.
    g. In the case of severe behavioral issues, additional actions will be considered by the Children's Ministry team, staff and elders.

First Aid

1. First Aid kit is stored in Main Street Welcome Center. Band-Aids are located in all classrooms for minor incidents.
2. Even if the injury seems minor, inform a parent after class. Examples: non-bleeding cut, scrape, bruise, bump, or the child becomes scared but IS consolable.
3. If the injury or incident is more serious, bring the child to the Welcome Center for care. Parents will be contacted at that time. Examples: bleeding cut, gash or serious scrape, if a child is un-consolable because of an injury, experiences dizziness or blacks-out, vomiting, fever, stomach upset, deep cough, green/yellow running nose, allergic reaction, bee/wasp stings or other illness.
4. Potty-ing accident: Extra clothing is available in the bathrooms off of Rooms 106 and 109. Place wet clothing in a plastic bag. If a carpeted area has been soiled, please mark the perimeter with blue painters tape and inform the Welcome Center team.

5. Remove other children from area if it has been affected by vomit, diarrhea, urine, blood, etc. The CM Staff will contact the Maintenance Director about clean-up.

Emergency

The best response to an emergency is being prepared.

1. Be sure you are aware of which children are assigned to your room. Do periodic counts, especially while traveling. Should you discover a child missing, notify the Welcome Center, so they can begin emergency procedures.

2. If a shelter in place or a lock-down situation should arise, children and volunteers gather away from view of doors and windows and encourage everyone to be quiet. CM staff will disperse and lock all classroom doors. Remain in place until the emergency has been cleared by CM staff.

3. If a building evacuation is required, remain calm and take the following steps:
    a) Grab sign-in roster, assemble ALL children and follow established evacuation route to the appropriate Parent Connection Area.
    b) Elders and other key leaders assemble at nurseries to assist in evacuation.
    c) Stay away from building and emergency vehicles.
    d) Do an immediate head count to be sure you have all kids who are listed on the roster.
    e) Have children stay seated until the "all clear" has been given to return to the building.
    f) <u>OR</u> if you are instructed, begin parent pick-up outside by comparing security labels and child's nametag. Be sure to check kids off the class roster as they are picked up.
    g) Stay in designated area until all children are claimed by a parent.

BURKE COMMUNITY CHURCH STATEMENT OF FAITH

Adopted January 20, 2019

PREAMBLE: The teaching of Burke Community Church is based on the Holy Scriptures. This statement of faith reflects those doctrines that the elders and congregation consider essential to understanding, teaching, and practicing God's Word.

1. GOD

God has revealed Himself to be the living and true God. There is one God who is the Creator and Preserver of all things. He is one, existing eternally in the three Persons of the Trinity--Father, Son, and Holy Spirit--who are of one essence and co-equal (Deut. 6:4-5; Matt. 28:19-20; 2 Cor. 13:14; Rev. 1:4-5).

A) GOD THE FATHER

God the Father works all things according to His own purpose (Acts 17:24-28). He is sovereign over all (Ex. 15:18; Ps. 97:1-5; Is. 6:1). His creative purpose and redemptive plan cannot be thwarted (Gen. 50:20; Prov.19:21; Jn. 6:44; Acts 2:23).

B) GOD THE SON

Jesus Christ is God (Jn. 8:58, 20:28), the eternally pre-existent Son and living Word (John 1:1), who became incarnate through His miraculous conception by the Holy Spirit and His virgin birth (Matt. 1:18-24; Lk. 2:26-38). He is perfect Deity and true humanity united in one person (Phil. 2:5-11). Both natures are whole, perfect and distinct. He was tempted in all ways yet lived a sinless life (Heb. 4:15). He was obedient to God the Father, even unto death (Phil. 2:8). He voluntarily atoned for sinners by dying on the Cross as their substitute and shedding His blood for the forgiveness of their sins (Rom. 3:22-26). He thus revealed the divine love and upheld divine justice, removing our guilt and reconciling us to God (Rom. 8:1-4). On the third day in the tomb, He rose from the dead in the same body, though glorified, in which He lived and died (Lk. 24:31, 36; Phil. 3:21; Heb. 7:16, 24). He ascended bodily into heaven (Acts 1:6-11) and sits at the right hand of God the Father (Col. 3:1; Heb. 1:3), where He, the only mediator between God and man (1 Tim. 2:5), continually makes intercession for believers (Rom. 8:34; Heb. 7:25). He will come again to complete His saving work and to complete God's redemptive purpose (Jn. 14:3; 1 Thess. 4:16-18; Phil. 1:6).

C) GOD THE HOLY SPIRIT

The Holy Spirit reveals and glorifies Christ (Jn. 16:7-15) and applies the saving work of Christ to men (Eph. 1:17-18; Jn. 3:5-8; Rom. 8:14; 2 Cor. 3:18). He convicts the world of sin, truth, righteousness, and judgment (Jn. 16:8). He draws sinners to Christ (Jn. 6:44), imparts new life to them (Jn. 3:5-8), continually indwells them (Gal. 4:6-7) from the

moment of spiritual birth in order to conform them ultimately to the image and likeness of Christ (2 Cor. 3:17-18), and seals them until the day of redemption (Eph. 1:13-14). His fullness, power, and control are appropriated in the believer's life by faith (Eph. 2:8, 9). The Holy Spirit alone administers spiritual gifts to the Church for the common good of all believers (1 Cor. 12:7).

2. THE BIBLE

The basis of our beliefs is the Bible, God's written Word, which includes and is limited to the 39 books of the Old Testament and the 27 books of the New Testament. It was uniquely, verbally, and fully inspired by the Holy Spirit, and it was written free from error in the original manuscripts. It is the supreme and final authority in all matters on which it speaks. It is the only infallible rule in faith and practice. All doctrinal statements must be measured against the full counsel of God in Holy Scripture (Josh. 1:8; Ps. 119; Jn. 17:17; 2 Tim. 3:15-17).

3. MANKIND

People were created in the image and likeness of God (Gen. 1:26-27) to know, glorify, worship, and enjoy Him forever. Tempted by Satan, mankind willfully disobeyed God and sinned (2 Cor. 11:3, 14). Thus, people were alienated from their perfect Creator and plunged into a state of sin and separation from God (Rom. 3:9-20; 5:12-19). That historic fall brought all people under the sentence of eternal condemnation and death (Rom. 5:16, 18). Man's nature is corrupt (Titus 1:15), and he is thus, apart from the grace of God through faith, totally unable to please God (Rom. 8:8), have fellowship with Him, or even enter into His presence (Ps. 5:4; Prov. 28:9; Is. 1:15). Everyone is in need of salvation (Rom. 6:23) through the substitutionary death of Jesus Christ as full payment for his sin and renewal by the Holy Spirit.

4. SIN

Sin is disobeying God and attempting to live and to meet our needs independently of Him (Rom. 3:10-26, 5:12-19; 1 Jn. 1:8-10).

5. REDEMPTION/SALVATION

Human salvation is wholly a work of God's free grace and is not the work, in whole or in part, of human merit or goodness or religious ceremony (Eph. 2:8-9; Titus 3:5-7). We believe Jesus died upon the cross as a sinless substitute for sinners of all ages and times (Rom. 3:21-28, 5:17-19; Jn. 3:16). Without the shedding of blood, there is no forgiveness of sin (Heb. 9:22). Therefore, His death perfectly satisfies the demands of God's holy justice and appeases His holy wrath (Rom. 5:10; Col. 1:20-22).

All who receive, by faith, the resurrected Jesus Christ as Savior and Lord are spiritually born into permanent relationship with God by the indwelling Holy Spirit (Eph. 1:13-14). Thus, God imputes His righteousness to those who put their faith solely in the substitutionary death of Christ for their salvation (Rom. 4:11, 22-24). As a result of this faith, the redeemed sinner receives eternal life and is now freed from the penalty (Rom. 8:1) and power (1 Cor. 15:50; 1 Pet. 4:11) of sin and, in heaven, from the very presence of sin (Rev. 21:1-4). Redemption does not, however, promise that we will escape the earthly consequences of past, present, or future

sinful acts (Heb. 12:6, 10; Deut. 8:5; Ps. 94:10). Neither is one's station in life, physical circumstances, financial status, etc., necessarily indicative of the state of one's heart before or after salvation. God may grant physical health and material prosperity to some, but this is because of His specific grace alone in accordance with His sovereign purpose and plan (Phil. 4:10-13).

6. ETERNAL LIFE

Eternal life is a relationship that begins at the moment of salvation and continues forever. Eternal life is knowing the one true and living God and Jesus Christ whom He sent (Jn. 17:3; 1 Jn. 5:11-13).

The great end, which Christianity sets before us, is the joy of eternal life in the knowledge and presence of the eternal God (1 Cor. 2:9; Phil. 3:30-21). Whoever rejects the Son will not see life, for God's wrath remains on him (Jn. 3:36; Rom. 8:6-8).

When the Holy Spirit indwells the new believer at the moment of salvation, He imparts this eternal life to the believer (1 Cor. 1:21-22).

Although all die physically, God will ultimately resurrect all believers in glorified bodies that are incorruptible, without sin, decay, illness, pain, or death—finally perfected for eternal life (1 Cor. 15:35-57; Rev. 21:3-4).

7. ASSURANCE OF SALVATION

Since human salvation is wholly a work of God's grace and is not the work, in whole or in part, of human merit or goodness or religious ceremony, salvation rests securely with God.

All who are born again of the Spirit can be assured of their salvation from the very moment at which they trust Christ as their Savior and Lord. Nothing can separate us from the love of God (Rom. 8:38-39). This assurance is not based upon any kind of human merit or feelings, but on the promise of God and the testimony of the Holy Spirit to the believer through His Word. Further, when a person is born of the Spirit of God, he is a new creation (2 Cor. 5:17). He now desires to please God. This new inclination, the intent of the heart, is called repentance and is evidence of a changed life (Jn. 10:25-30; Rom. 5:1-5, 8:1, 28-39; 1 Jn. 2:19, 5:13). Therefore, the three-fold witness of salvation—the witness of Scripture, the witness of the indwelling Holy Spirit, and the witness of a changed life—is God's assurance that the believer is a child of God.

8. SANCTIFICATION

From the moment of salvation, every believer is being conformed to the likeness of Jesus Christ by the Holy Spirit (2 Cor. 3:18; 5:17). This process is called sanctification. God's promise is that He is faithful to complete this process that He began in us (Phil. 1:6).

God created us in Christ Jesus to do good works which He prepared in advance for us to do so that people will see our good works and praise our Father in Heaven (Eph. 2:10). The Holy Spirit is the active agent in fulfilling these good works (John 15:5); the responsibility of the believer is to obey (1 Sam. 15:22).

Unrighteousness, such as sexual immorality, greed, adultery, homosexuality, or drunkenness is not acceptable in the holy life God desires for His followers. However, through repentance, obedience to the Word of God, and empowering of the Holy Spirit, the believer is able to grow in holiness and actively participate in the life of the church, becoming more and more like the Lord Jesus Christ. (1 Cor. 6:9-11)

9. CHRIST'S RETURN

Jesus Christ will come again to the earth—personally, visibly, and bodily—to consummate history and fulfill the eternal plan of God the Father. No man knows the day and time of Jesus' return, but the fact of His return is certain. The Scriptures declare that when Jesus returns to the earth in glory, every eye will behold Him, every knee will bow, and every tongue will confess that Jesus Christ is Lord to the glory of God the Father. Christians are to be about the Father's business and are to maintain an attitude of expectancy (Acts 1:11; Heb. 9:28; Mk. 8:38; 2 Thess. 1:10; Rev. 1:7; Jn. 5:28-29; Rom. 8:17-21).

10. JUDGMENT

There will be a day when everyone who has lived must stand before the Judgment Seat of Christ (Rom. 14:10; 2 Cor. 5:10; Heb. 9:27).

Christians—all who confess Jesus Christ as Savior and Lord—have already been judged at the Cross and have passed from death to life, from condemnation to salvation (Rom. 8:1). Their names will be in the Lamb's Book of Life (Rev. 3:5, 13:8, 20:12, 21:27), and they will be ushered into God's presence forever. Their works, however, will be judged and each Christian will receive what is due him for the things done while in the body (Matt. 5:12, 10:41-42, 16:27; Eph. 6:8; Col. 3:24).

Non-believers—anyone whose name is not found written in the Book of Life—will be thrown into the lake of fire, which is the second death, being punished with everlasting destruction and shut out from the presence of the Lord and the majesty of His power (Heb. 10:27; 2 Pet. 2:4, 9, 3:7).

11. THE CHURCH

Jesus Christ is the Head of the Church, His Body (Eph. 2:19-22, 4:11-13). The Church is not a building or an institution; rather it is composed of all people who have received salvation. Christ's people are to assemble together regularly to devote themselves to worship, teaching, fellowship, breaking of bread, and prayer (Acts 2:42). The Lord Jesus Christ commanded His Church to proclaim the Gospel throughout the world and to disciple men of every nation, baptizing them in the name of the Father, Son, and Holy Spirit, teaching them to obey all He has commanded. The church is to reflect the love of Christ through its service to others (Matt. 28:16-20).

Two ordinances have been entrusted to the Church: baptism and communion. They are not, however, to be regarded as means of salvation.

12. MARRIAGE AND SEXUALITY

We believe that marriage unites one man and one woman in a lifetime commitment to each other (Gen. 2:23-24; Matt. 19:4-6). Marriage provides for intimate companionship, pure sexual expression (Gen. 2:25; Eph. 5:31-33), procreation, and reflects the relationship of Christ and the Church (Gen. 1:28; Prov. 5:15-19; 1 Cor. 7:1-5).

We believe that God has commanded that sexual activity be engaged exclusively inside the marriage covenant between one man and one woman. We believe that any other sexual activity that deviates from God's purpose for a man and a woman is sin (Gen. 1:27, 2:24, 19:5-13, 26:8-9; Deut. 22:5; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 6:19; 1 Thess. 4:1-8; Heb. 13:4).

We believe that sexuality and gender are fixed by God at birth and are not fluid, resulting in each person being a unique creation by God's perfect intention (Ps 139:13-16). In addition, we believe all are welcome in the body of believers, recognizing that we all have sinned (Rom. 3:23). Further, grace, mercy, and victory are available to all who struggle in these and other areas of sin, when they choose to repent of their sin and walk in obedience with Christ.