



Children and Youth  
Department Handbook  
Updated August 15, 2016



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## I. A LETTER TO THE STAFF

August 15, 2016

Dear Staff:

We thank you for your interest in First Baptist Church of District Heights' Children and Youth Department. This section will help to introduce you to the many opportunities available within our Department. We want to help you find where you can use your God-given gifts to invest in the lives of children and youth.

Let me stress one important fact: God does not call the equipped; He equips the called. Since God does the equipment, no one has to be an expert. Each member of our Department has one thing in common: a passion for the children and youth. As long as you have a heart to love God and a desire to work with the children and youth, then you have the two basic ingredients necessary to play a vital role in several ministries within the Department. You do not need a degree in early childhood development or elementary education to be a great leader or member.

Secondly, you do not need all the time in the world. You can successfully minister to children and youth with a minimal time commitment. Whether it is serving one Sunday a month, on Wednesday night at a weekly bible study, on a Friday night youth worship service, or during Vacation Bible School, we have many ways that you can minister to children and youth in a time frame that will work for you!

To begin your involvement, all staff must:

- Be at least 18 years of age to volunteer in supervisory roles of children. The term "child" or "children" referenced in this manual includes all persons under the age of eighteen (18) years. With special permission from the Department's Ministry Coordinators, those younger than 18 may serve in limited capacities (See *Guidelines for Staff Under 18 Years of Age*)
- Complete Children and Youth Staff Application and a Background Check Consent Form.

Because children and youth matter to God, we try to provide excellent, age-appropriate ministry programming for young persons of the church. From large group excitement to small group peer interaction to activities that showcase a child's ministry in the creative



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or performing arts, each young person in the Children and Youth Department is taught the life-changing message of Jesus Christ.

We look forward to getting to know you and to helping you find what God has shaped you to be. It will be exciting to watch God at work in you and through you as you help mold the leaders of tomorrow.

Milton D. Harris III  
Youth Minister and  
Children and Youth Department Head



## II. ABOUT THIS MANUAL

The manual provides information on the Children and Youth Department's (Department) organizational structure, its purpose, and policies and procedures at First Baptist Church of District Heights (FBCDH). This manual is designed for staff who works with the Department and parents and children and youth who participate in the programs. The purpose for establishing the Children and Youth Department's policy and procedures is to demonstrate FBCDH's clear commitment to the physical safety and spiritual growth of its children and youth and also recognizes the need to have a formal, written policy to prevent its children and youth from any sort of abuse; protect its adults from false accusations and/or suspicions; and protect the reputation, financial and emotional well-being of FBCDH.

As the department or FBCDH grows and develops, policies and procedures contained in this manual are subject to change. All staff will receive written communication whenever policy or procedural changes occur.

## III. VISION STATEMENT

2 Timothy 3:14-15 (NKJV) states "But you must continue in the things which you have learned and been assured of, knowing from whom you have learned *them*, and that from childhood you have known the Holy Scriptures, which are able to make you wise for salvation through faith which is in Christ Jesus"

The Children and Youth Department, with a holistic approach, seeks to become the training ground for spiritual growth of every young and person within reach of First Baptist Church of District Heights so that they are equipped with the resources necessary to enter young adulthood, living as disciples of Jesus Christ by realizing their full potential and make positive contributions to the Kingdom of God.

## IV. MISSION STATEMENT

The purpose of First Baptist Church of District Height's Children and Youth Department is to provide a safe, fun, loving environment where our children and youth can CONNECT with other like-minded children, youth and staff to help them GROW in Christ, and SERVE His Kingdom.



## V. BELIEFS & VALUES

We believe the Children and Youth Department is the ministry of the church that is conducted for, with, and by children and youth. As the church where, “The Word is the Word,” we believe in operating in accordance with the Holy Scriptures.

This means that the ministry will strive for excellence in events and programs, however making relationships the primary focus. We believe that being a people-focused ministry will foster the personal development of the individual gifts of the children and youth, thus making it possible to drive children and youth towards spiritual maturity. This, in turn, will duly enrich the Kingdom of God with youthful, faithful servants who have the ability to minister to others and assist in the vision of bringing “un-churched” into a personal relationship with God.

## VI. CORE VALUES

There are three Core Values of the Children and Youth Department: Worship, Word and Work.

- **WORSHIP** – Often the very first or the most frequent experience children and youth will have with FBCDH is through worship. We will teach them how to worship and why we worship Jesus Christ. Children and Youth will have the opportunity to participate in a corporate or children and/or youth worship service. They do NOT have to be a member of the church to participate in any worship service.
- **WORD** – FBCDH aims to provide a biblical basis that helps develop children and youth as mature disciples of Jesus Christ, so that they understand how to apply Christian principles to their lives. A key component of being a Christian is becoming a disciple of Jesus Christ. Discipleship is gained by studying the Bible, then translating it to daily life. Armed with a foundation of biblical education and praise and worship, children and youth will understand the importance of good deeds and why they are sharing their wealth and goods deeds in order to glorify God and to be a blessing to others.
- **WORK** – FBCDH creates an environment of fellowship and stewardship that gives children and youth an outlet through frequent interactions with peers and adults to further develop spiritually. Opportunities are provided for children and youth to work in ministries that are tailored toward them such as youth dance or step team, youth council, youth media, youth ushers, and the youthful praise choir.



## VII. FOUNDATIONAL BELIEFS

The following provides an overview of our Christian faith:

- GOD – We believe that there is one God who exists in three persons: The Father, The Son, and The Holy Spirit (Matthew 28:19);
- JESUS – We believe that Jesus is the second person of the Trinity, the Son of God, fully God and fully man: He was born of a virgin (Matthew 1:18-23); He lived a sinless life (Hebrews 7:26, 1 Peter 2:22, 1 John 3:4,5); He performed many miracles (Acts 10:37-38); He died for our sins on the cross (2 Corinthians 5:21, 1 Peter 2:24); His body was resurrected from the dead (Matthew 28:1-6, Corinthians 15:4); and He sits at the right hand of God (Acts 2:32-36);
- CHRIST'S RETURN – We believe that Jesus Christ will literally return to earth;
- HOLY SPIRIT – We believe that God the Holy Spirit is active in convincing unbelievers of their need for salvation, and is the Comforter and Guide Who lived in every believer (John 14:25-26);
- BIBLE – We believe that the Bible is the Word of God without any error, the sole authority for life and faith (2 Timothy 3:15-17, 2 Peter 1: 20-21);
- SALVATION – We believe that salvation is a gift received through repentance toward God and faith in the Lord Jesus Christ (Acts 4:12, John 14:6);
- ASSURANCE – We believe that every person who is truly saved is eternally secure in the Lord Jesus Christ;
- ETERNITY – We believe that those persons who die in their sins without Christ spend eternity in Hell and those persons who die with their sins forgiven through Christ spend eternity in Heaven (Revelations 20:11-15, John 14:2-3, 2 Corinthians 5:1);
- BAPTISM – We believe that water baptism is an act of obedience to the command of Christ and is by immersion after salvation. (Matthew 28:19).

In addition, parents will take the primary responsibility for discipleship of their child(ren) (Deuteronomy 6:4-9; Ephesians 6:1-4). The primary minister in a child and youth's life is his/her parent(s). While it is true that the ministries of the Children and Youth Department are important, its role is not to assume the responsibility that God has entrusted to the parents, but to work beside them to love and encourage the child and youth in this process.

## VIII. MINISTRY PRACTICES

### A. SAFETY

Hundreds of parents have entrusted us with the most important thing in their life. They deserve every tool we have to keep their child(ren) safe. From check-in of every child to





criminal background checks of every staff member, parents can rest easy knowing that our ministry is a safe place for their child(ren).

## **B. INTENTIONAL SHEPHERDING**

We value intentional shepherding through children and youth's small groups, adult ministry teams and parent/ministry staff relationships, where we can model an authentic relationship with Jesus Christ.

## **C. CONSISTENCY**

Children and Youth learn through consistency and repetition. Once something is started with the children and youth, we will make every attempt to be consistent in the execution of it; ensuring the time, day and location are consistent.

## **D. DEVELOPMENT**

Our goal is not to simply entertain children and youth but to also develop them as leaders and followers of Jesus Christ so that they may begin their personal walk with Him, empowered to disciple and minister to themselves and others.

## **E. STRUCTURE**

The structure of the Children and Youth Department will consist of regularly scheduled meetings, ministry-wide fellowship opportunities through activities and events, and several children and youth services throughout the year. In order to promote shared ownership and responsibility, youth and adult advisors will adhere to the following practices and standards during scheduled ministry meetings:

- Each meeting or rehearsal will begin on-time with prayer (led by a children and youth member), to ensure the presence of the Holy Spirit in every function; and
- Each function or meeting is ended with prayer (led by a children and youth member).

# **IX. POLICY & PROCEDURES**

## **A. General Safety Reminders**

1. All individuals desiring to serve in the Children and Youth Department must complete and submit, in advance, a Staff Application and attend an orientation.



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2. Nametags or T-shirts should be worn by all staff while serving in any secure area of the Children and Youth Department, when appropriate. This identifies you as a worker to parents and other staff.
3. Anyone visiting or touring the facility must obtain and wear a “Visitor” nametag and be escorted by a Children and Youth Department staff at all times. Anyone without a “Visitor” nametag or a child claim check will be asked to leave the classroom.
4. No adult is to ever be alone with a child.
5. All children, 2 years old through preschool, must be accompanied to the restroom by an adult leader. Make sure the restroom is clear before allowing a child to enter. (Parents are urged to take their children to the restroom prior to check-in.)
6. For safety purposes we do not permit people to wander around the children’s areas unattended. Because of the size of our ministry and campuses we depend on you to assist us in helping to make it a safe environment for all our children and youth.

## **B. Staff Screening Procedures**

All staff are screened using the following procedures:

### **1. Application**

All Children and Youth Department staff must complete the Staff Application Form and consent to a background check. Staff must also be able to provide references upon request. To obtain the application or consent form, the volunteer should contact the church front office or contact the coordinator of the ministry in which he/she is interested.

### **2. Interview**

All Department Head, Coordinator or Directors positions within the Children and Youth Department must submit to an interview by the Senior Pastor and/or a member of the Office of the Pastor Ministerial Team. Staff who is not serving in a leadership capacity may also be required to submit to an interview by the Senior Pastor or a member of the Office of the Pastor Ministerial Team.

### **3. Criminal Background Check**

Each volunteer must submit to a Criminal Background Check. Applicants who have been convicted of sexually oriented or sex related crimes relating to children cannot serve in any area of the Children and Youth Department. Other infractions, misdemeanor or felony crimes will be examined on a case by case basis to determine the character of the



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Applicant. The Department will rely on the accuracy of the Background and Criminal History Check for this information. As a body of believers we firmly believe in restoration and redemption of persons who have committed offenses. However, we do not condone or create environments that are harmful to children or put them at risk for injury.

FBCDH cannot utilize staff without doing a reasonable amount of due diligence. Check references and background check results. All references will be verified including references for other volunteer work if available or any other references in a related field or similar work. While some information cannot be obtained immediately, at the discretion of the Ministry Coordinator the temporary staff can be placed on a probationary period which will allow the church to ascertain more information while observing the staff's actual behavior on few restraint duties. All temporary staff must work with a permanent staff.

#### 4. Training and Orientation

The last step of the FBCDH screening process involves orientation and training programs designed to introduce the staff to FBCDH environment. The Ministry Coordinator will explain all expectations for staff and provide a thorough overview of the department rules and regulations as defined in this manual.

#### 5. Revocation

FBCDH reserves the right to revoke any staff's ability to serve in the Children and Youth Department with or without notice at any time, for any reason or no reason at all.

### **C. Staff Attendance Policy**

Attendance is one of the most important obligations and staff must abide by the following guidelines:

- **ARRIVAL TIME** – Most FBCDH events begin receiving children and youth before the event or activity is scheduled to begin. Therefore, staff must arrive 30 minutes prior to the arrival of the children and youth to the event at which they are serving.
- **DEPARTURE** – Staff must remain at the event or activity until the last child in their respective area has been picked up by a parent/guardian.
- **SUBSTITUTE REQUIREMENTS** – Staff must make every attempt to find a substitute from the provided list of FBCDH Children and Youth Ministry staff. Only staff who are trained in the area that you are working in are an adequate substitute.
- **NOTIFICATION** – Staff must call their Ministry Coordinator to inform them of their absence and the status of locating a replacement. We request that you call as soon you are aware that you are unable to serve.



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- **ATTENDANCE ISSUES** – In the event that a staff is habitually late or fails to appear on the day they are scheduled to serve more than twice in any three-month period, the Ministry Coordinator will have a conference with the staff to convey the importance of adhering to the standard of excellence and help the staff in achieving such standards. If the absences or tardiness continues, the staff will be removed from the schedule and given the option of being reassigned to another ministry at FBCDH.

#### **D. Staff Uniform Policy**

During any FBCDH children and youth activity or event where you are serving, please wear your appropriate ministry shirt. A ministry shirt should be purchased through your Ministry Coordinator. If you cannot afford to purchase a shirt, please inform your Ministry Coordinator.

#### **E. Continuing Education**

Continuing education is an important, effective, and required step in fulfilling your responsibility as a staff.

- **INFORMATIONAL ORIENTATION** – Each new staff shall attend one informational meeting regarding his/her area of ministry.
- **TRAINING** – Each staff shall attend at least one training session each quarter to increase his/her skills and knowledge in his/her area of ministry.

#### **F. Staff & Child Protection Policy and Procedures**

FBCDH is committed to ensuring the health, safety and well-being of staff, children and youth. As a precaution and to ensure strict accountability the following procedures should be adhered:

1. No less than two staff members must be in a classroom at all times

Our child per adult ratio ensures that at least two adults will always be in a classroom at all times. No adult should ever be alone with a child.

2. The use of proper names

All children must be referred to by their proper/birth names. This is necessary because we track children by the names that are listed in our database. Also we want children/student to become accustomed to being called by their proper/birth names. In an effort to create a culture of respect, it is highly recommended that all children and



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youth refer to staff using their title ("Mr.", "Ms.", "Sis.", "Bro.", "Pastor", "Minister", "Deacon", etc.) and the staff's first name.

**3. Restroom policy**

Parents are encouraged to take their child to the bathroom before they check into any FBCDH children and youth event or activity. In the event that a child needs to use the restroom staff should only physically help them use the restroom if the child is three years or younger. There should always be two staff members accompanying children ages 10 and under to the bathroom.

In the event that a child is not potty trained, we encourage parents to change their child's diaper before dropping the child off. In the event that a child's diaper must be changed, staff must wear disposable gloves while changing diapers and must wear new gloves with each diaper change. Staff must disinfect diaper-changing area after each change. Staff must wash their hands after the diaper change. For safety and security purposes there should always be two staff members assisting in a diaper change: one staff to monitor and one staff to perform the actual change.

**4. Appropriate touching**

Appropriate touching is part of a healthy ministry. These are the following guidelines for when, where and how to use appropriate touch.

- a. Using wise judgment, the following are appropriate ways to touch children and youth:
  - 1) an arm around the shoulder;
  - 2) walking hand in hand;
  - 3) carrying small children piggyback;
  - 4) short congratulatory or greeting hugs;
  - 5) a brief, assuring pat on the back or shoulder;
  - 6) handshake and high-fives.
  
- b. Actions you as a staff should NEVER take:
  - 1) Never touch a child in anger or disgust;
  - 2) Never touch a child in any manner that may be construed as sexually suggestive;
  - 3) Never touch a child between the belly button and the shin;
  - 4) Never touch a child's private parts



5. Taboo topics

Children and youth will often ask questions about certain topics that may be taboo. We ask that you exercise wise judgment in responding to these questions. In the event that you are unsure how to respond to a child or youth's question then be honest with the child or youth and tell him/her that you would like to answer their question but you are not sure how to respond at the moment. Reassure them that the question was a good one and that you will have an answer for them during the next scheduled session. Please consult your Ministry Coordinator to seek the answer and perspective you need to respond to the question. Before topics such as sex are discussed in any classroom setting, parents will be notified of the date and content of the material at least three days in advance. Parents have the option of excluding their child from the session.

6. Special needs children

FBCDH recognizes that all children and youth are precious in God's sight and that He is no respecter of persons. All staff will be encouraged to be sensitive and attentive to any "special needs" children within the FBCDH Children and Youth Department. Methods and strategies for serving such youth in a manner most beneficial to them (while maintaining the overall classroom) will be solicited from the parent or guardian upon their revelation of this "special needs" designation. Staff will NOT degrade youth by publicly referring to them as such.

7. Nametags or T-shirts

Nametags or T-Shirts are worn by all staff while serving in any secure area of FBCDH Children and Youth Department. This identifies you as a worker to parents and other ministry staff.

8. Visitors

Only parents, children and youth staff, church staff, children and youth who are participating in children and youth programs are allowed in the designated area. All other adults (including any other church members) should be immediately escorted out of the area. Anyone visiting or touring the facility must obtain and wear a "Visitor" nametag and be escorted by and Children and Youth Department member at all times. Anyone without a "Visitor" nametag or a child claim check will be asked to leave the classroom.

9. Room clean-up policy

All material and debris are removed from the classroom after each use. Toys and other items that are repeatedly used by children must be disinfected before returning these items to storage.



#### 10. Check in and check out policy

Because safety is one of our priorities and children and youth in different age groups have various needs, our check in and checkout policies for children and students differ by age group.

- Check in and Out Policy (ages 2-10 yrs. old)

##### KIDZone or Discovery programs.

Children will be checked in at the appropriate classroom; two security badges will be given: one for the child and one for the parent. No child will be released without the parent first showing their security badge. In the event that a parent or guardian has lost their badge, they must show a valid State I.D. with picture to obtain the child. The FBCDH staff must then compare the name on the I.D. to the name in the registration system before the child is released.

First time visitors will be instructed or escorted by a member of the hospitality ministry to the Check-In station. Parents would be assisted through the process of registering their child. Any child attending any children and youth event or activity must be registered for safety and security purposes.

##### Nursey

Staff will attach nametag to child's back and hand to parents the smaller credit card sized part of the nametag.

If the parent is needed during the service, a staff member or coordinator will notify the parent with the help of an on duty usher. Parent will present their portion of their child's nametag upon picking up their children.

- Check in and Out Policy (ages 11-17 years old)

All students must check into their appropriate classroom. Many students who attend FBCDH come without a parent/guardian; therefore, it is not necessary for parents to check students in. However, each student attending must check in and out.

#### 11. Nursey additional policy

- a. Nursery doors (bottom half) are to remain closed.
- b. Only nursery staff and children will be allowed inside the nurseries at all times except nursing mothers.



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Note: We need to be careful to not offend parents, but to explain that we encourage them to remain outside the nursery doors to minimize other children from “escaping” the nursery and to limit access that non-nursery workers have to children for their security sake.

- c. Ensure sign-in/sign-out procedures are known to parents and are followed.
- d. Nursery staff are responsible for encouraging “safe” play among children (i.e., no kicking, throwing toys, rough-housing) and basic care of each child. Basic care includes:
  - i. When diapering, disposable gloves must be worn.
  - ii. A disposable changing pad must be used or the changing pad must be wiped down after each use with Clorox wipes in cabinet.
  - iii. Caregiver must wash hands after diapering.
  - iv. Diapers should be disposed of in trash. Please take trash out to dumpster after service if there were dirty diapers!
- e. All toys “mouthed” by children are to be wiped down with Clorox wipes in overhead cabinets.
- f. There are to be no stuffed animals in the nurseries for sanitary reasons because they cannot be effectively cleaned week after week. If you see these types of toys, please remove them.

### **G. Class Size Ratio**

The Children and Youth Department adheres to the following class size ratio:

- For infants & toddlers (under 2 years old) – One adult to every three infants
- For the children ages 3-6 – One adult to every five children
- For children ages 7-10 – One adult to every 15 children/students
- For children ages 14-17 – One adult to every 20 children/students

### **H. Parent Notification Policy**

Parent should be notified under the following circumstances:

1. A parent/guardian should be called by the Ministry Coordinator if the child is completely inconsolable (after ten minutes of care) or a danger to her/himself or other children.
2. A parent/guardian should be called by the Ministry Coordinator if there is an emergency situation concerning the child.





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3. A parent/guardian should be called by the Ministry Coordinator in the event that a child's behavior becomes totally disruptive and the child refuses to cooperate. We do not promote inhibiting any child from participating in FBCDH youth activities. However, there are instances where a child's behavior is so out of control that it disrupts learning for the entire classroom. In such instances parents are welcomed to sit in class with their child as we partner with them to teach their child boundaries.
4. In the event that a parent needs to be contacted during service, a special announcement will be made.

### **I. Discipline Policy**

Our goal is to create safe learning environment for our children/students. Discipline is not hollering, jumping up and down, cussing, belittling or begging. Discipline is establishing boundaries of acceptable and unacceptable behavior. Physical discipline, such as spanking, is never permitted.

1. **CONSISTENCY** – Maintain consistency in handling discipline problems. Discipline must be consistent to be effective. Do not threaten a consequence unless you intend to follow through.
2. **RESPONSE** – Always be responsive and address inappropriate behavior by promptly responding and following through on the consequences of poor behavior. Consistently correct poor behavior.
3. **RESOLUTION** – We are partnering with parents in developing successful children. In every circumstance we love children with the love of Jesus Christ. Always seek to resolve an issue as soon as possible and reintegrate the child back into the group so that learning can take place. This may mean having a conference with the parent to discuss the child's disciplinary issues and creating an action plan to resolve those issues.
4. **REWARD** – Acknowledge and reward positive behavior. Encourage children who are behaving and following the rules.
5. **PLAN** – Order is one of the best ways to establish boundaries. All FBCDH children and youth activities have a detailed lesson plan or order of service. Be sure to follow those outlines to provide the structure the class needs to run successfully.
6. **PRAY** – How awesome is it that God is accessible and available to us. Pray for all the children and youth in FBCDH, the staff. We are simply representing Jesus to our children and youth and we desperately need to communicate with Him. Ask the Lord for the patience, wisdom, creativity grace and mercy to lead His children and youth into a growing relationship with Him.
7. **DISCIPLINE STEPS** – If discipline is warranted, a designated classroom assistant will engage the child in question one on one away from the center of the classroom.



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The child will be encouraged and helped to re-engage with the classroom. The Ministry Coordinator will be contacted if further intervention is needed.

### **J. Counseling**

Bear in mind, the Youth and Children Department staff are not professional counselors.

Consequently, this occasionally may pose a significant boundary issue when working with children and youth. As they begin to trust the ministry staff, they will begin to confide in them. Problems arise when a young person confides in a volunteer, expecting them to maintain confidentiality. Unfortunately, not all counseling issues can remain confidential.

Staff are required to report immediately to their Ministry Coordinator if:

- A young person is being abused sexually;
- A young person is threatening to hurt him/herself (e.g., suicide, cutting);
- A young person is threatening to hurt someone else (e.g., homicide, revenge); and/or
- A young person reveals a personal crisis/endangerment (e.g., pregnancy, drug abuse addiction, criminal activity).

If any of these situations arise, the Youth Minister will take the appropriate course of action, including the consulting of authorities and/or parents or pursuing professional counseling options. The Youth Minister is available to give counsel and guidance on any issues or concerns that arise.

Because we are dealing with minors, we will use the utmost discretion as to who to involve in various issues. We desire to build trust with our children and youth, but not the extent of keeping parents excluded from their child's life.

### **K. Care of Documents and Filing**

All information will be treated in a confidential manner, except as required by legal reporting requirements or legal process. Documents will be kept in secure place available only to those charged in this policy and procedures with the responsibilities requiring direct access to information within their purview. This secure storage will house all screening documents, applications, volunteer acknowledgement forms and any other sensitive information related to children and youth protection.

### **L. Injury & First Aid**

We can administer only Band-Aids and ice packs.



If a child or youth participant is injured while under our supervision, the staff in charge will immediately notify his or her Ministry Coordinator. The Ministry Coordinator will be responsible to notifying the child or youth's parents. All injuries must be reported no matter how insignificant or minor they may seem. The volunteer in charge will complete an incident report within 48 hours.

### **M. Policy Against Child Abuse**

#### **1. General**

FBCDH supports and maintains an environment free of child abuse and neglect. Child abuse and neglect include physical or mental injury, sexual abuse, negligent treatment, or maltreatment. Sexual abuse is defined as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

It is against the law and against FBCDH's policy for any staff, male or female, to physically, sexually, or mentally abuse or neglect any child.

FBCDH will neither condone nor tolerate:

- Infliction of bodily injury upon any child or physically abusive behavior towards a child;
- Physical neglect of children, including failure to provide adequate safety measures, care and supervision in relation to any FBCDH activities or event; or
- Emotional mistreatment of children, including verbal abuse and/or verbal attacks.

#### **2. Reporting Actual or Suspected Abuse/Neglect of a Child and Abandonment**

It is the policy of FBCDH that all staff are prohibited from abusing and/or neglecting children. In addition, all staff shall safeguard children from abuse and/or neglect and act obtain treatment for injuries and to prevent additional harm.

Any FBCDH staff who has reasonable cause to suspect that abuse and/or neglect has occurred (via witnessing an incident or receiving a complaint or report from someone else), must immediately report such abuse or neglect to your Ministry Coordinator. The Ministry Coordinator will contact the Youth Minister at FBCDH.



In the event of Imminent Harm:

- The ministry staff shall immediately seek church Security in an effort to secure safety for the child.
  - The ministry staff shall immediately notify the allegation to the Youth Minister or Ministry Coordinator. Youth Minister or Ministry Coordinator will advise of plans to contact the local and/or state police agency regarding suspected criminal abuse.
3. Reporting Criminal Abuse where the alleged perpetrator is a staff of FBCDH.

The Ministry staff will immediately notify the Youth Minister or Ministry Coordinator who will advise of plans to contact the local and/or state police agency regarding suspected criminal abuse.

#### **N. Emergency Procedures**

Emergencies are always high stress situations where decisions need to be made quickly. As a result, it is imperative that you familiarize yourself with the emergency procedures below.

##### **1. Medical Concerns**

Immediately report any urgent or emergency medical needs or concerns to the Ministry Coordinator. The Ministry Coordinator will decide if 911 should be called. For obvious emergencies such as any airway, breathing or circulation issues, someone should notify the Ministry Coordinator as 911 is being called. All staff should remain calm and divert the attention of the other children and youth.

If a medical issue arises that is not urgent but requires First Aid, the church has First Aid Kits available. All medical concerns require an incident form to be completed. Please see your Ministry Coordinator, youth minister, church clerk or administrative staff to obtain a form.

Under no circumstances should any FBCDH staff administer medication to any child or student unless permission provided by the parent.

##### **2. Sick Children**

Because the health of ALL children and youth is of extreme importance, staff reserves the right to ask a parent or guardian to keep a child with them during service who is noticeably sick and/or unable to curb the spread of germs to other children or youth by covering his or her mouth and nose during coughing or sneezing.



### 3. Weather Alert

If there is a fear of dangerous weather, staff should wait for the Ministry Coordinator to provide them with instructions. In no way should a staff act in such a way as to incite panic among children, students or other staff.

### 4. Fire

The first priority in any case of a fire is that all children and staff' safety is maintained. Any attempt by staff to put out a fire is absolutely forbidden unless judgment to do so is unquestionable and presents no possible danger to anyone present. In the event of a fire, an alarm will sound. FBCDH staff are asked to lead children from the building through the nearest marked exit.

Please stress the following rules:

- Absolutely no talking.
- Absolutely no running.
- Follow the Ministry Coordinator's instructions

### 5. Missing Child Procedure

All children on arrival at worship services must be checked in by the parent/guardian and on departure the child must be checked out. See Check in and Check Out policy for FBCDH's policy and procedure. In the event of a child going missing, all other children will be gathered in a secured room(s). They will be monitored by half of the FBCDH Children and Student's ministry team and a count of the remaining children will be conducted. The remaining staff and church security personnel will begin a thorough search of the facility and outside area. This includes all rooms, cabinets, corners, etc.; large enough to hide a child will be inspected. All exits will be secured; no one will be allowed to leave or enter.

If the child or youth is not found in the building or grounds, a search of the surrounding area will ensue. The Ministry Coordinator will inform the parents and local police agency.

### 6. Media Response

In the event of an unfortunate severe accident or death, it is likely that the media will be on site to cover the incident. It is important that all staff not say anything to any person of the media. The Senior Pastor or his designee shall be the only person to make any statement. If asked by the media for a statement, please direct them to contact the office at FBCDH to request a statement or interview.



## 7. Suicide Crisis Intervention

At times, FBCDH staff may minister to a child who is in a crisis state. It is FBCDH's policy to work with the child/student, their parent/guardian and healthcare agencies to restore the child/student.

- a. In the event that there is concern that a child or youth will harm him/herself, immediately contact the Ministry Coordinator who will contact the child or youth's parent/guardian. The Ministry Coordinator will also contact the Youth Minister to notify him/her of the situation. The parents/guardian, Ministry Coordinator and Youth Minister will have a conference within 24 hours to ensure the child receives appropriate care. If hospitalization is warranted or the appropriate course of care cannot be agreed upon, the Ministry Coordinator or youth minister will request that the child go to Children's Hospital for a psychiatric evaluation to receive authorization for hospitalization.
- b. If the situation escalates and the child/student is in immediate danger of hurting themselves or others, FBCDH security should be called immediately. The FBCDH security Team will call 911 if warranted.

## O. Incident Report Policy

All incidents shall be recorded and reported on an incident report and forwarded on to the Ministry Coordinator or Youth Minister.

Any time there is an incident involving a child, parent or staff, such as breakage or theft of Church, school or personal Property, fight, injury, death, etc., an incident report shall be completed explaining what occurred and any actions taken. A copy of this report will immediately be provided to the Youth Minister. The Youth Minister will complete the response to complaint section and forward on to all parties listed on the form.

At FBCDH, every allegation involving misconduct is investigated by the church or an outside entity and immediate corrective action will be taking by the Youth Minister once the investigation has been completed. Once on investigation, the staff will be suspended pending investigation which may take up to 72 hours or more depending on the case, and once completed the appropriate action up to termination will be taking and communicate to all leaders and departments.

In general, FBCDH will immediately conduct investigation and take immediate corrective action in the following situation: Fraud and Theft; Child Abuse; Criminal Activities; Ministerial Misconduct and Possible spread of Disease.



## **X. MINISTRIES**

### **A. DISCOVERY**

Discovery serves as our mid-week bible study for our Children ministries serving ages 4-12 and to 6<sup>th</sup> grade. In Discovery our children are opened up to a deeper understanding of our Great God.

### **B. KIDZONE**

KIDZONE seeks to lovingly introduce children to our amazing God while allowing parents an opportunity to focus on worship, rather than worrying about their children. Infants through preschoolers play and interact in a loving and nurturing environment.

KIDZONE is the Sunday worship experience for children that allows them to experience God's love for them through relevant Bible teaching, drama, music, discussion, and age-appropriate activities. Following a large group teaching time, children ages two to ten gather in their small groups, where their trained leader helps foster relational and spiritual growth through age-appropriate games, conversations, and interaction with one another. Children and youth are separated into three (3) age-appropriate clubs: 4-6 year olds, 7-9 year olds and 10-12 year olds.

#### **a. YOUTHFUL PRAISE**

This is the children's choir of FBCDH, which provides a medium for the youth to provide the praise soundtrack for the Sunday worship services.

### **C. SUMMER CAMP**

Summer Camp is a 5 days and 4 nights sleep away camp for children and youth ages 8-18. Summer Camp allows our children and youth to get away from the everyday concerns and connect with youth from other churches in the MABA. The focus of Summer Camp is to provide opportunities for our children and youth to experience God in a fun and engaging setting.

### **D. ABLAZE**

Ablaze is the middle and high school ministry of FBCDH for teens from 7<sup>th</sup> grade to 12 grade. Ablaze exist to provide a safe, loving, fun environment for youth to CONNECT as family, GROW in Christ, and SERVE the Kingdom of God.



**First Baptist Church of District Heights**  
**Dr. Robert A. Manning, Senior Pastor**

Matthew 5:14 says “You are the light of the world, a city set on a hill cannot be hidden.”

Our motto is “Burning Bright to Light Our Generation”

a. ABLAZE WORSHIP BAND (AYB)

This is the Teen Praise team of FBCDH, which provides a medium for the youth to provide the praise soundtrack for their Friday night and 5th Sunday worship services.

b. C.O.R.

C.O.R. stands for Called Out Radicals. This Youth Council is made up of Youth who are unashamed to stand out for Christ and serves to empower & provide leadership opportunities to youth by assisting the Youth Minister with planning and organizing events & programs

Romans 12:2 says “Don’t copy the behavior and customs of this world, but let God transform you into a new person by changing the way you think. Then you will learn to know God’s will for you, which is good and pleasing and perfect.”

c. ABLAZE Bible Study

In 2009, the National Study of Youth and Religion reported that 85% of those 18-23 who have ever made a commitment to God did so before age 14. That makes middle school and high school students (pre-teens and teenagers) critical to the future of the church and the Kingdom. Teen Bible Study is an unplugged lounge style bible study of the Ablaze youth ministry that will serve as the mid-week component that helps build spiritual movements so every teenager has the opportunity to know and follow Christ.

d. Youthfest

A week long summer event for ages 13-18 and/or from 7<sup>th</sup> grade to 12 grade, filled with fun games, free food, tribe wars, with themed based, life-changing messages.

e. YOUTH MEDIA





This is a youth group that showcases their talents in writing, photography, graphic design and videography to produce content to be printed or display on website.

#### **E. VACATION BIBLE SCHOOL (VBS)**

V.B.S. is our week-long, high-energy, youth explosion that makes the Bible come alive for youth in our church and community. Children get to experience the Bible in a unique way through Interactive Bible Adventures, Music, Games and Crafts.

#### **F. CHILDREN AND YOUTH USHERS**

Youth Ushers seek to maintain order and provide assistance during every worship service.

#### **G. NURSEY**

The Nursey is to provide safe physical, emotional and spiritual care to children while parents attend church service to be a reflection of God's love in the way we care for both baby and family.

Children have an intrinsic value simply because they were created by God. We show them they are valued by caring for them, speaking their names gently, reading books about their Creator, singing songs about their Savior, verbalizing thankfulness for their friends, affirming their Godly behavior, responding to their cries patiently, reading God's word to them, praying for them, and serving when we have promised to so that the children have an adequate number of loving arms to hold them



First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor

# APPENDIX



**First Baptist Church of District Heights**  
**Dr. Robert A. Manning, Senior Pastor**

## **Appendix Content**

- a. Staff Acknowledgment Verification Form
- b. Children & Youth Department Staff Application
- c. Incident Report Form
- d. Guidelines for FBCDH Youth Staff Under 18 Years Old Form
- e. Authorization and Release for the Procurement of an investigative Report Form
- f. Children and Youth Department Universal Permission Form
- g. Discovery Registration Form
- h. Event Registration



First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor

FBCDH CHILDREN AND YOUTH DEPARTMENT

Policies & Procedures Manual  
Staff Acknowledgment Verification Form

I, \_\_\_\_\_, verify that I have received, read, understand, and agree to adhere to the policies and procedures outlined within the FBCDH Children and Youth Manual, especially the following areas:

- Child Abuse
- Security
- Emergency Procedures
- Discipline
- Appropriate/Inappropriate Touch

I also attest that I understand that failure to adhere to the policies and procedures can result in my temporary or permanent removal from service within the FBCDH Youth Ministry.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor**

**Children & Youth Department Staff Application**

*Thank you for your interest in joining the Children & Youth team at The Heights! Please complete the following information so we can get to know you better. The information you share will be confidential and only given to appropriate pastoral staff. Once you have completed the application, seal it in an envelope and return it to the appropriate Ministry Coordinator. We will contact you to schedule a brief interview. We look forward to speaking with you.*

Which ministry you are interested in volunteering with? Check all applicable boxes.

**KIDZone**

**Discovery**

**Ablaze**

To what level are you willing to volunteer in ministry? Please note the increasing time commitment for each level choice.

**Planning Team**

**Advisor**

**Chaperone**

**General Information:**

Application Date: \_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_ Are you over 18 years old? \_\_

Member of FBCDH?: \_\_\_\_\_

**Education Information**

- High School
- Some college
- College graduate
- Some graduate school
- Completed graduate school
- Other \_\_\_\_\_



**First Baptist Church of District Heights**  
**Dr. Robert A. Manning, Senior Pastor**

***Faith/Beliefs Information:***

Have you made an ultimate profession of faith in Jesus Christ?

- Yes                                       No                                       Not sure

If yes, when? \_\_\_\_\_

What is your current membership status at FBCDH?

- Full Member (Completed First Steps; Received Membership Certificate)  
 Member in Transition (Decided to Join; Yet to Complete First Steps)  
 Regular Attendee

For how long? \_\_\_\_\_

How often do you attend Sunday worship?

- Nearly every week.  
 Once or twice per month.  
 Several times a year.  
 On special days through the year (Christmas, Easter, etc.).

Which FBCDH ministries are you involved in to help foster your spiritual growth?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

In a normal week, how many days do you spend at least 10 minutes reading the Bible and praying?

- 5-7                                       1-2  
 3-4                                       0

Please complete the attached "Spiritual Gifts Inventory (Skills)" and indicate below what you feel your primary spiritual gifts are.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What talents/abilities has God given you that you feel would benefit this ministry to children and youth? (i.e. Storytelling, Teaching, Music, Drama, Art, Medical, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor**

***Lifestyle & Legal Information:***

*In caring for the children & youth of The Heights we feel it is our responsibility to seek adult staff members who will live a Godly, healthy, lifestyle as a model for our youth. Please answer the following questions honestly. You may find some of these questions very personal. Please trust that we will not share your information beyond the ministry staff, nor will any of your answers cause us to judge you. Any specific concerns can be discussed individually with the Ministry Coordinator or Department Head.*

Have you ever worked with youth before?  Yes  No

If yes, where and in what capacity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you currently use any of the following social media platforms? If yes, please list all applicable URL's and/or screen names.

- Facebook \_\_\_\_\_
- Twitter \_\_\_\_\_
- Instagram \_\_\_\_\_
- Periscope \_\_\_\_\_
- Personal Blog \_\_\_\_\_

Have you ever been:

arrested and/or convicted of a crime?  Yes  No

accused of and/or convicted of child abuse  Yes  No

accused of and/or convicted of a crime involving actual or attempted sexual abuse or molestation?  Yes  No

treated for alcohol or drug abuse?  Yes  No

If you responded yes to any of the above, please explain below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**First Baptist Church of District Heights**  
**Dr. Robert A. Manning, Senior Pastor**

In the past six months, have you:

- Used illegal drugs?  Yes  No
- Lived with a partner outside of marriage?  Yes  No
- Been involved in a homosexual lifestyle?  Yes  No

If you responded yes to any of the above, please describe below.

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Are you willing to fill out the form for State/Federal Criminal Conviction Clearing?

- Yes  No

Please note that if you do not allow a background check, we will not be able to commission you to work with our youth. No exceptions.

Do you have a driver's license? No \_\_\_ Yes \_\_\_\_\_

Do you have care insurance? No \_\_\_ Yes \_\_\_\_\_

Do you have a car available for transporting others? No \_\_\_ Yes \_\_\_\_\_

**References**

Please list three people who know you well and can attest to your character, skills and dependability. Include your current or last employer if available.

Name/Organization	Relationship to you	Length or relationship	Phone number and/or email address





**First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor**

***Please read the following carefully before signing this application***

The information contained in this application is correct to the best of my knowledge. I, undersigned, give my authorization to First Baptist Church of District Heights (FBCDH) or its representatives to release any and all records or information relating to working with minors. First Baptist Church of District Heights (FBCDH) may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a youth worker. I understand that the personal information in this application will be held confidential by the professional Church staff. I understand that misrepresentation or omission may be cause for my immediate rejection as an applicant for a volunteer position with FBCDH or my termination as a volunteer

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

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



First Baptist Church of District Heights  
 7234 Lansdale Street | District Heights, MD 20747  
 (301) 736-7872 | www.fbcdh.org

## Incident Report Form

Use this form to report accidents, injuries, medical situations, or children and youth behavior incidents. (Incidents involving a crime or traffic incident should be reported directly to the Senior Minister of Operations.) The report form should be completed within 48 hours of the incident and submitted to the Church Clerk.

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT				
Full Name				
Home Address				
<input type="checkbox"/> Member	<input type="checkbox"/> Staff	<input type="checkbox"/> Children or Youth	<input type="checkbox"/> Visitor	<input type="checkbox"/> Vendor
Phone Numbers	Home	Cell	Work	

INFORMATION ABOUT THE INCIDENT		
Date and Time of Incident	Event (if applicable)	Police Notified <input type="checkbox"/> Yes <input type="checkbox"/> No
Location of Incident		
Description of Incident (what happened, how it happened, factors leading to the incident, etc.). Please be as specific as possible and use the additional sheets if necessary.		
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, use the additional sheets with names, addresses, and phone numbers.		
Was the individual injured? If so, describe the injury (laceration, sprain, etc.), the part of body injured, and any other information known about the resulting injury(ies).		
Was medical treatment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused		
If yes, where was treatment provided: <input type="checkbox"/> On site <input type="checkbox"/> Urgent Care <input type="checkbox"/> Emergency Room <input type="checkbox"/> Other		
If yes and On Site, what treatment provided: _____		

STAFF INFORMATION	
Staff Report (print name)	
Signature	Date Report Completed

### FOR OFFICE USE ONLY

Report Received by \_\_\_\_\_

Date \_\_\_\_\_

Incident Control Number \_\_\_\_\_



First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor

## FBCDH CHILDREN AND YOUTH DEPARTMENT

### Guidelines for FBCDH Youth Staff Under 18 Years Old

As stated in the Policies and Procedures Manual, all staff must be 18 years of age OR be supervised by a Ministry Team Member, in order to serve in the FBCDH Youth Department. This is the case for all minors unless otherwise approved by an Executive Team member.

In addition to the Policies and Procedures outlined in the FBCDH Youth Manual, staff who are under 18 years of age need to adhere to the following guidelines:

1. Check in with the Room Leader 30 minutes prior to service.
2. Be respectful and obedient to adult leaders in the classroom.
3. No carrying of children is allowed unless instructed to do so.
4. No food or drink is allowed in the room during service (other than the snacks for children).
5. Stay in the classroom until service is over AND most of the children have been checked out.
6. Let the Room Leader know when you are leaving.
7. No electronic or handheld games or devices are allowed in the classroom.
8. You must always attend weekend service.
9. You must have parental supervision unless approved by the FBCDH Youth Director.
10. Under 18 year-old minors may serve in the Nursery, 2-Year-Olds or Preschool rooms with parental supervision.

Failure to abide by any of these guidelines may result in the staff asking the minor not to serve with or without team member supervision any longer.

---

Minor's Full Name (Please Print)

---

Minor's Signature

---

Date

---

Parent/Guardian Full Name (Please Print)

---

Parent/Guardian's Signature

---

Date



**AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF  
AN INVESTIGATIVE REPORT**

*First Baptist Church of District Heights*

This application is to be completed by all applicants for positions involving the supervision or custody of children. It will assist the church in providing a safe and secure environment for all preschoolers, children and youth. The term "child" or "children" includes all persons under the age of eighteen (18) years.

I, \_\_\_\_\_, hereby authorize First Baptist Church of District Heights to have the following background check screening reports processed through an agency contacted by the church and/or its agent or representative for employment or volunteer purposes: application verification, national criminal report, sexual abuse registry, county court report and other public record reports pertaining to me. I am aware that this background check is only a screening tool and I may be asked to provide additional information or my fingerprints to resolve issues discovered during the screening.

I am aware that the background check screening report I have consented to may include information obtained from a variety of sources, including but not limited to government agencies, and others. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to First Baptist Church of District Heights within 60 days after I execute this authorization. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

I release First Baptist Church of District Heights, their respective staff, and/or agents and staff and all persons, agencies and entities providing information or reports about me from any and all liability arising out of furnishing any such information on reports.

I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original.

FULL NAME (first, middle and last): \_\_\_\_\_

OTHER NAMES USED/MAIDEN NAMES: \_\_\_\_\_

All address for the past seven (7) Years:

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

DRIVERS LICENSE # AND STATE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor

## Children and Youth Department Universal Permission Form

Effective Dates: October 1, \_\_\_\_ - September 30, \_\_\_\_\_

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### CHILD INFORMATION

Name \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_ Male/Female

Nickname \_\_\_\_\_ School \_\_\_\_\_

Primary Address \_\_\_\_\_

Secondary Address \_\_\_\_\_

Child Email \_\_\_\_\_

Child Home Phone \_\_\_\_\_ Child Cell Phone \_\_\_\_\_

### PARENT/ GUARDIAN INFORMATION

Name(s) \_\_\_\_\_

Email(s) \_\_\_\_\_

List all phone numbers where the parent/guardian can be reached (type: i.e. home, cell)

Name \_\_\_\_\_ # \_\_\_\_\_ Type? \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ Type? \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ Type? \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ Type? \_\_\_\_\_

### EMERGENCY CONTACT:

Name \_\_\_\_\_ # \_\_\_\_\_ Relation? \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ Relation? \_\_\_\_\_





First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor

## MEDICAL INFORMATION

### CHILD INFORMATION (Please Print)

Child Full Name \_\_\_\_\_

Nickname \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ DOB \_\_\_\_\_

### PARENT/GUARDIAN CONTACT INFORMATION

Parent/Guardian Name(s): \_\_\_\_\_

List all parent/guardian contact phone numbers in best order to be reached: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

---

### NON-PARENT/GUARDIAN EMERGENCY CONTACTS

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Phone(s): \_\_\_\_\_

### PRIMARY CARE PHYSICIAN

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

Phone(s) \_\_\_\_\_ Fax: \_\_\_\_\_

Name of practice: \_\_\_\_\_

Date of last Tetanus shot (required) \_\_\_\_\_

### INSURANCE INFORMATION

Medical Insurance Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy/Group ID#: \_\_\_\_\_

Policy Holder's Name (please print): \_\_\_\_\_

Required—Attach a copy of medical insurance card here:



**First Baptist Church of District Heights**  
**Dr. Robert A. Manning, Senior Pastor**

**MEDICATION:**

List all medications the children/youth will take during any children and youth department trips, retreats, or events. This includes any prescription, non-prescription medications, herbal supplements and vitamins. Any participant under the age of 18 is required to give ALL MEDICATIONS to the adult staff in their original containers with complete dispensing instructions before the start of the event. Children/Youth are not permitted to carry any prescription or non-prescription medication and will be sent home at the parent/guardian's expense if they do.

Medication Name	Dose	Treatment for	Dispensing instructions
Example: Zyrtec	5mg Seasonal	allergies	Take one pill daily in the morning with food
<hr/>			
<hr/>			
<hr/>			

Over-the-Counter Medication Permission: Do you give permission for your child/youth to be given over-the-counter medication as needed and as directed on the label, to treat non-emergency medical conditions that do not require a doctor or hospital visit such as a minor headache, stomachache, or allergic reaction (i.e. Tylenol, Advil, antacids, Benadryl) while at a youth ministry event?

No. Contact me or get medical help if my child has any minor medical concerns.

Parent Signature \_\_\_\_\_

Yes. I give permission for an adult youth leader to give my child approved over-the-counter medications as directed on an as needed basis to treat non-emergency medical conditions.

Parent Signature \_\_\_\_\_

**MEDICAL CONDITIONS:** Please answer in detail if applicable or write N/A. Attach additional pages if necessary.

1. List any medical conditions you have (asthma, diabetes, epilepsy, etc.):

2. List any allergies (drug/medicine, food, and/or environmental) and the severity and type of reaction:

3. Please explain any other pertinent information about the participant (i.e. physical, behavioral, or emotional) that would be important for the adult leaders to know.





First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor

## Covenant of Community Expectations

The following rules and guidelines are equally binding on children and youth.

### NON-NEGOTIABLE RULES

Any participant failing to abide by these rules will be sent home immediately at personal/family expense.

- No use of illicit drugs or alcohol
- Presence at and full participation in all group activities, including adherence to curfews and other time-related instructions
- No sexual misconduct (defined as exposure, touching, or inappropriate reference to body areas normally covered by undergarments)
- Must be in assigned rooms by designated time
- Coed visitation only in assigned community room
- Smoking and the use of tobacco products are not allowed to, from, or during any trip.
- Will not break any American laws in the United States or any other country.

### GUIDELINES FOR LIVING IN CHRISTIAN COMMUNITY

- Children and youth will be equally responsible for performing assigned tasks in a timely and cooperative manner.
- Participants will be respectful, encouraging, and will maintain a positive attitude toward others at all times, recognizing Christ's presence in each other.
- Participants will be respectful of both common living spaces and the property of others.
- Participants will avoid the use of foul language, cursing, or any speech (including "humor") which puts down, makes fun of, or stereotypes other persons or groups.
- Sleeping areas for males and females will be separate.

**Children/Youth Participant's Statement:** By signing this form, I pledge to honor God and respect others during this activity by following the rules and guidelines printed above. I understand that I cannot participate in the activity unless this completed form is on file.

x \_\_\_\_\_

Children / Youth Participant's Signature

Date

**Parent/Guardian's Statement:** By signing this form, I agree to support the Covenant of Community Expectations printed above, and will accept responsibility for the payment of my child's return transportation should s/he break one of the non-negotiable rules.

x \_\_\_\_\_

Parent/Guardian's Signature

Date



**First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor**

## First Baptist Church District Heights Photo Release Form for Children and Youth

I agree that First Baptist Church District Heights may photograph and record my child/dependent's likeness and activities (Images)<sup>1</sup> during church-related activities. I grant the following rights to FBCDH: permission to use and re-use, publish and re-publish, and modify or alter the Image(s) taken during the shoot. Use of the Images for editorial, commercial, trade, advertising, and any other purpose may be done in any medium now existing or subsequently developed, on the church website and on the Internet, and worldwide in perpetuity for the purposes stated above.

I waive my right to inspect or approve any editorial text or copy that is used in connection with the Images and release and discharge First Baptist Church District Heights from any and all claims arising out of use of the Images for the purposes described above, including any claims for libel, invasion of privacy, or other tortuous act.

I have read the foregoing. I fully understand its contents, understand that this agreement does not expire, and confirm my agreement by signing below. I am over the age of 21 and have legal capacity to sign the release.

\_\_\_\_\_  
Child/Youth's Name (print)

\_\_\_\_\_  
Parent/Guardian Name (print)

X \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Parent/Guardian Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
<sup>1</sup> Image means all photographs, film, or other recording taken of you as part of the Shoot.



First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor

**CHILDREN AND YOUTH DEPARTMENT  
DISCOVERY MINISTRY  
REGISTRATION**

September – June on Wednesdays\*

6:30 – 8:30 PM

For Children in Pre-K to 6<sup>th</sup> Grade

Parent's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone # \_\_\_\_\_ Emergency # \_\_\_\_\_

Email address: \_\_\_\_\_

Number of Children that will attend: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

List the Child's Name and their Allergies to any food or materials if any:

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\*Discovery follows Prince George's County Public School calendar



**First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor**

**Event Registration**

PARTICIPANT'S NAME \_\_\_\_\_

AGE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PARENT(S)/GUARDIAN NAME(S) \_\_\_\_\_

PHONE \_\_\_\_\_

WORK PHONE(S)/ CELL PHONE(S) \_\_\_\_\_ / \_\_\_\_\_

I hereby give permission for our (my) child(ren):

\_\_\_\_\_  
\_\_\_\_\_

("Participant"), to attend and participate in the Children and Youth Department's Event sponsored by First Baptist Church of District Heights on \_\_\_\_\_.

We will travel by \_\_\_\_\_, with approved staff and volunteers, to the event location and back to First Baptist Church of District Heights. We will **leave promptly on** \_\_\_\_\_ at \_\_\_\_\_ AM/PM and **return** approximately on \_\_\_\_\_ at \_\_\_\_\_ AM/PM.

The Registration Fee is \_\_\_\_\_ per person, non-refundable! \*\*\* NOTE: All Registration Forms and fees are due by the deadline of \_\_\_\_\_. **No exceptions**  
Make checks or Money Orders payable to : FBCDH. You can also pay by cash. Make a copy of this form for your receipt and turn in this Registration Form along with the fee to

\_\_\_\_\_ by \_\_\_\_\_, \_\_\_\_\_.



**First Baptist Church of District Heights  
Dr. Robert A. Manning, Senior Pastor**

**I have submitted the Children and Youth Department Universal Permission Form for the period of October 1, \_\_\_\_\_ to September 30, \_\_\_\_\_.**

I, \_\_\_\_\_, will be attending as a chaperon with my child(ren).

Total number of children attending: \_\_\_\_\_

Total number of attendants from my family \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Date: \_\_\_\_\_ MO/Check # \_\_\_\_\_ Amount: \_\_\_\_\_ Cash: \_\_\_\_\_

Parent/Guardian Signatures \_\_\_\_\_ Date: \_\_\_\_\_