



NEW SONG  
KIDS  
HANDBOOK





# TEAM MEMBER HANDBOOK

## HARVESTED TO SERVE

Welcome! You have the opportunity as you serve in New Song Kids to impact the lives of children for eternity! That is why it is so important that you live and lead by the Holy Spirit following the New Song Nashville mission, vision and values. These are Kingdom principles that will impact your life as well as the lives of those you lead.

We are grateful you were harvested to serve in New Song Kids! We are using the word ‘harvested’ intentionally, and here’s why: The term recruit has to do with trying to persuade people to do something. But harvest has to do with us sowing seeds of faith and opportunity, watering those seeds with prayer and then reaping a harvest. We’re not asking you to plug holes; we’re asking you to fill hearts, thus you were harvested as a team member to minister to and help fill the hearts of our kids. Our New Song Kids Pastoral Team ongoingly prays for God to prophetically assign people to serve in New Song Kids and we simply harvest those whom God sends. We trust you accepted this assignment to serve after prayerfully seeking the Lord for this season, and we are excited to tell you that you are now partnered with a team marked by excellence, integrity and fun!

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## MISSION | VISION | VALUES

New Song Kids Team Members should fully ascribe to the New Song Nashville Mission, Vision and Values.

### MISSION

Our mission is to see souls saved and disciples made by reaching neighbors, nations and generations with the good news of Jesus Christ's love and power.

### VISION & VALUES

- Reach UP to God
  - Prayer
  - Praise
  - Worship
- Reach IN to One Another
  - Providing Care
  - Making Disciples
  - Developing Leaders
- Reach OUT to the World
  - Evangelism
  - Compassion/Justice
  - Multiplying Covenantal Communities

In addition to ascribing to the New Song Nashville mission, vision and values, Team Members of New Song Kids should support New Song Nashville with their tithe, talent, treasure and time.

## NEW SONG KIDS WORSHIP ETHIC

Worship Ethic [wur-ship eth-ik]: Engaging everything in one's life as an act of loving obedience and lavish worship.

### 1. LIVING BY PROPHETIC ASSIGNMENT AND PROPER ALIGNMENT

We are servant-leaders to the families we lead following the principles of prophetic assignment and proper alignment. Prophetic assignment is listening to and following the Lord as He leads you by the Holy Spirit to the right place at the right time with the right

people doing the right things. Proper alignment is prayerfully asking and seeking answers to the questions: Who is over me in leadership? Who is next to me in partnership? And who is under me in stewardship?

## 2. ABIDING

As followers of Christ, we must live by the truths found in John 15 to abide in Jesus to bear much fruit and be committed to living a Spirit-filled life. As Team Members, abiding in Jesus is the only way our actions, words and deeds will reflect a heart of love and service as we facilitate and create environments and opportunities for kids and families to experience authentic ministry and community.

## 3. MINISTERING

It is an honor to minister to our families and kids, and we take seriously the responsibility of stewarding this time for the children whom God sends to our New Song Nashville family. We choose to refrain from terms such as “childcare” or “babysitting” to describe what our ministry is because our time with kids at New Song Kids is a time of ministry to them. We want families to know and love God passionately, and we are here to equip and partner with parents to minister to their children effectively.

## 4. SERVING

It is a passion and heart of service that fuels us as we prepare crafts, place reminder phone calls, purchase snacks and complete any other task that is needed or assigned. These details matter and serve our families well. (Colossians 3:23)

## 5. LEADING

We lead by example and do not ask others to do anything that we are not willing to do ourselves. We lead with faith and commit to do our best with excellence, led by the Spirit, and to finish well – and in a spirit of preparedness – any task/duty assigned to us. This would include a commitment to being on time and being people of our word. In addition, we adhere to all guidelines for children as presented by New Song Kids, and we take seriously the responsibility of children’s safety and health standards.

## 6. COMMUNICATING

We commit to contend for and to practice excellent and Spirit-led communication skills with each other as a team, parents, children and those serving in other areas of ministry

within New Song Nashville. For example, if we do not understand a task assigned, we take the extra steps needed to clarify the information with our leaders and anyone else involved to finish the task well.

## 7. PARTNERING

As one of many vital ministries of New Song Nashville, we commit to serve all other ministries well in all that we say and do. In addition, we commit to do what is needed to serve all of our New Song Nashville community partners and other congregations in our city with excellence. While we understand that ministry requires focused diligence, we commit to have loads of fun as often as possible as a part of New Song Kids!

## OPPORTUNITIES & TERMS OF INVOLVEMENT

### OPPORTUNITIES – NEW SONG KIDS TEAM MEMBERS

- Nursery (6 weeks to walking)
- Toddlers (walking to 24 months)
- Twos
- Preschool (Threes, Fours, Fives & Kindergarten)
- Elementary (1st – 4th grades & Base 5/6)
- New Song Kids Worship Team
- Main Session Teachers
- Substitute Team

### TERMS – NURSERY, TODDLERS, TWOS, PRESCHOOL, ELEMENTARY AND BASE 5/6

- Team Members serve for one term (a term is from June through August or September through May) with the possibility of committing to further terms. Discuss your term of commitment with your New Song Kids Pastor or New Song Kids Leadership.
- Team Members serve one to two Sunday service(s) per month.
- We ask that as your term comes to a close, you assess your next season with your New Song Kids Leaders (i.e., New Song Kids Pastor, Assistant Pastor, Director or Team Coordinator).
- If you sense God's direction to advance out of New Song Kids, please pray about who the Lord might have in mind as a replacement to harvest for your assignment, pending approval from your New Song Kids Pastor. You can pray with and process through this

shift with your leaders, putting into practice the principles of prophetic assignment and proper alignment.

## PARENTS SERVE AT NEW SONG KIDS

The spirit of partnership with and support of parents in their role as the primary spiritual leader in their children's lives makes it vital for every parent to find a place to serve in New Song Kids. We commit to partner with parents to determine the place God is calling them to serve in each season. Therefore, we strongly encourage every parent to serve in some capacity in New Song Kids.

## NEW SONG KIDS WORSHIP TEAM

- Team Members lead a corporate worship time for preschool ages.
- Team Members serve one time per month.

## MAIN SESSION TEACHERS

- Team Members lead a corporate teaching time for preschool and elementary ages.
- Team Members serve one time per month.

## SUBSTITUTE TEAM MEMBER

- Team Members are on call for teachers who are sick or who have scheduling difficulties.
- Team Members check in on Sunday mornings with the New Song Kids Pastor to ascertain if additional help may be needed and to step in if needed.

## SPECIAL EVENTS

- Mission Family Nights (two nights of missional focus geared towards kids and families)
- BASE 5/6 Day Camp (5th and 6th Grade Day Camp) and special BASE 5/6 Community Night Gatherings (quarterly gatherings for food, fun and fellowship)
- New Song Kids Leadership Community Meetings for Kids Pastors, Directors and Coordinators (gatherings that take place at least four times a year)
- Team Member Orienting and Equipping Sessions (as needed)
- Kids Christmas Opportunities (the details and scope will vary year to year)

## DETAILS OF INVOLVEMENT

### LEVEL OF COMMITMENT

- Serve one to two Sunday service(s) per month.
- Pray for the children in your class.
- Prepare yourself through prayer, and study the age-appropriate curriculum that will be sent to you prior to your Sunday teaching time.
- Assigned Sundays:
  - Arrive at the time requested by New Song Kids Leadership
  - Sign in with the KidCheck system to print a name tag sticker
  - Acquire a New Song Kids lanyard
  - Join the group prayer time and be ready to warmly welcome children at least 15 minutes before service begins. Punctuality is imperative, as we cannot receive children until there are two adults in the classroom. Be mindful that visitors are usually the first to arrive.

### APPLICATION

All Team Members must fill out an application providing background information and references and return it to the New Song Kids Leadership. You are responsible to read any initial policies and procedures and the New Song Kids Handbook that are provided, and if you have questions, ask your New Song Kids Pastor.

### TENURE

New Team Members must have faithfully attended New Song Nashville for at least six months.

### CHURCH MEMBERSHIP

Team Members must be a church member or in the process of becoming a church member and in agreement with the mission, vision, values and core beliefs.

### CORE4 INVOLVEMENT

At New Song Nashville, seeing souls saved and disciples made is priority number one for us. To that end, we ask that all team members serving in New Song Kids be involved in the CORE4 discipleship process.

## LIFE GROUP

Team Members are asked to be involved in and faithfully attend a Life Group and develop solid relationships within the church body. If you are unable to attend a Life Group consistently, we ask that you connect with your New Song Kids Director or Team Coordinator as a point of accountability concerning your commitment to walking in community with the New Song Nashville family.

## FAITHFUL & CONSISTENT ATTENDANCE

We ask that all Team Members faithfully and consistently attend Sunday morning gatherings and other times where the New Song Nashville family gathers together.

## FINDING A REPLACEMENT

- If you are unable to fulfill a commitment due to scheduling challenges, we ask each Team Member to find a replacement from the Team Member schedule in partnership with a member of New Song Kids Leadership.
- If you are sick and have the capacity and grace to partner with a member of New Song Kids Leadership in finding a replacement, it would be most appreciated. Obviously, we know that there are circumstances where that is not possible, and we will gladly help find a replacement for you.
- If possible, please get the curriculum and sufficient instructions to your replacement and/or help the New Song Kids Pastor or Leadership to facilitate this transition smoothly.
- Please take this responsibility seriously, as we must maintain the proper ratio of adults to kids. The safety of our children is of utmost importance.
- Please inform your New Song Kids Pastor or Leadership of any changes as soon as possible.

## APPROPRIATE ATTIRE FOR TEAM MEMBERS

Please wear appropriate and modest attire while serving at New Song Kids. (i.e. no clothing with inappropriate language, advertising, or music).

## PHONE USE

New Song Kids is a technology-free zone for children. For adults, please do not text or use your cell phone when you serve at New Song Kids except in cases of emergency. We desire that full attention is given to the children while we are with them. In addition, please do not use your cell phone, tablet, computer or any other piece of technology during your time



serving in New Song Kids. Of course, if there is an unusual situation or need to be considered, please let New Song Kids Leadership know, and exceptions can be made as the situation presents itself.

We also have a “no photo rule” that prohibits volunteers from taking or posting photos of kids without written consent from the parent.

## REPORTING PROCEDURES FOR VOLUNTEERS

As we serve at New Song Kids, our actions and speech should be Christ-like and express respect for one another. If at any time in serving you experience what you would deem as inappropriate behavior from another Team Member, please report your concerns to a New Song Kids Pastor.

## ORIENTATION AND EQUIPPING SESSIONS

Attendance is required at Team Member orienting and equipping sessions as they are offered to become better equipped to serve our kids and families. New Song Kids Leadership will help each Team Member stay informed of changes and important information related to their assignment, and we ask that Team Members actively engage in that information as it is made available.

## ROOM FOR EVERYONE

We make every effort not to turn children away from New Song Kids, while still adhering to the adult-to-child ratios. Please see the New Song Kids Pastor or any other New Song Kids Leadership before making the determination to turn a family away. There may be an adjustment that can be made for full classes.

## VISITOR STATEMENT

Never turn a visitor away! Visitors are our guests, and they take priority. Please make sure they are treated lovingly and with every effort to facilitate their needs. If necessary, we will make room for them by moving one of our regular attenders. Please see the New Song Kids Pastor or other New Song Kids Leadership to determine how to best help if this situation arises.

## CURRICULUM

Our team members do not have to be trained educators! We have designed it in such a way

to allow for many of our New Song Nashville members to serve in Kids Ministry! We are currently using "The Gospel Project" curriculum from LifeWay Christian Resources. We have a team who helps to put this curriculum together to fit our format. Our Directors and Coordinators set up the classrooms with curriculum, activity pages, supplies, etc., for each Sunday with everything Team Members will need to lead their class. For Preschool and Elementary ages, we also have Main Session Teachers who teach the main lesson to the kids during the worship and teaching time. We ask that our Team Members read through the curriculum they are sent via email before they come on Sunday morning to serve. Team Members are to lead and teach their way through the curriculum schedule of activities.

## SPIRIT-LED PARENTING | CLASSROOM GUIDELINES

### SUPPORTING PARENTS

We recommend that all parents and Team Members read "Shepherding a Child's Heart" by Tedd Tripp, as well as attend any parenting classes offered by New Song Nashville. We firmly believe that our ministry to children is most effective when it is based on the partnership between New Song Kids and parents. Scripture teaches that the primary responsibility for training children lies with their parents. We desire to support parents in raising kids in the training and admonition of the Lord by coming alongside and partnering in the process of scriptural and practical training. The Bible teaches that what the church is in "macro", the home is to be in "micro." New Song Kids endeavors to see the structure, discipline and peace of the local church extended into everyday life in all of our homes.

Shepherding a child's heart is not behavior modification. It is a process of training and discipling children to live according to the Word, will and ways of God.

### CLASSROOM GUIDELINES

As a New Song Kids Team Member and a partner to parents in the process of scriptural and practical training of their children, here are guidelines to use in the classroom as you serve the children here at New Song Nashville.

- Before you arrive and throughout your time of serving, ask the Holy Spirit to give you wisdom for each child and every situation.
- Look to New Song Kids Leadership for partnership. Children and families may be experiencing challenging times you may not know about that will factor into how we

uniquely care for each child.

- Greet children and parents with a smile.
- Welcome children into the classroom by name.
- Invite children to join in the opening activity, should there be one.
- Engage children in conversation about the lesson and their lives (ask questions about family, pets, activities, etc.).
- Provide a warm and caring context for learning by interacting with the children.
- Repeat things often to help children have a thorough understanding of the teaching.
- Recognize children making good choices (“I like the way Johnny obeyed the first time...”).
- Make the time in the classroom a fun and exciting place where children will want to return.
- Let children help when possible by passing out snack, leading the line, praying, etc.
- Require and help teach and train children to obey right away with a good attitude.
- If there has been a challenge with the child, please submit the situation to the New Song Kids Pastor and/or New Song Kids Leadership so the situation has been properly covered by New Song Kids Leadership.
- Look to the New Song Kids Leadership for your cues on communication to parents on any challenges. New Song Kids Leadership will either take the lead on communicating challenges to parents or help you know how to best communicate with them.
- If communicating challenges to parents, be mindful and intentional to express the positive and encouraging aspects of the child’s behavior whenever possible.

## SPIRIT-LED CLASSROOM | DISCIPLINE GUIDELINES

### WHAT IS DISCIPLINE?

Loving discipline is a good thing. As Hebrews 12:6 says, “For whom the Lord loves He chastens (disciplines).”

Loving discipline isn’t retribution or punishment. Jesus took the punishment for our sin. However, there is a biblical response to disobedience and sin, and that is what we endeavor to follow at New Song Kids. Discipline is to teach and train our children’s hearts toward loving obedience to leaders and to the Lord.

### WE DISCIPLINE CHILDREN FOR THE “4 D’S”:

DISOBEDIENCE, DISRESPECT, DISHONESTY AND DESTRUCTION OF PROPERTY

## 1. FIRST OFFENSE: VERBAL

Explain fully and lovingly to the child why their behavior is unacceptable and that they will need to change it. Do what is needed in conversation to guide their heart towards understanding. Remember, this is a teaching moment. For example: “Johnny, we do not throw our toys as that is destructive and not taking care of our toys. Also, we could hurt a friend. We want to take care of the toys we have and be thankful for them, don’t we? Also, we would never want to hurt a friend, would we?”

## 2. SECOND OFFENSE: TIME AWAY FROM THE GROUP

- This is a heart-check time, not a time-out. This is a teaching moment to train their hearts towards real repentance. It is discipline but loving discipline that leads towards repentance.
- Ask the child to move away from the rest of the group to take an opportunity to think about what is going on in their heart and their actions. Stay with them as you talk through what is going on in their heart. Again, help them to understand why their actions are unacceptable by pointing it back to one of the “4 D’s.” For example: “When you hit your friend, that was unkind and disrespectful. We want to be kind and respectful to our friends, don’t we?”
- Ask the child if they understand what you are saying, and get their affirmation that they will make a change. Walk them back to rejoin the group and give them an opportunity to turn their behavior around.
- At this point, make sure a member of New Song Kids Leadership is made aware of the challenges.
- If the child needs to tell a friend they are sorry for their actions, encourage them to do so and make the opportunity for that. If children choose not to apologize to their friend after encouragement, then New Song Kids Leadership will let their parent(s) know they chose not to make things right with their friend. This can be a further step of teaching and discipling both for the parents and for the child.
- Special note for our two-year-olds: As you take two-year-olds aside for a heart check as outlined above, get down on their level by either sitting with them or kneeling in front of them. This will help you to make good eye contact as you talk with them.

## 3. THIRD OFFENSE: NEW SONG KIDS LEADERSHIP DETERMINATION

- At this point, New Song Kids Leadership will determine whether or not to call the parent for partnership. This can be a great teaching time and partnership between parents and

New Song Kids as we help kids to be disciplined towards loving obedience. Help the child understand why their parent is being called. For example: “You did not obey your teacher when we talked about this, so we are going to call Mom or Dad to help you with this now, okay?” When the parent comes, explain what has happened and let them interact with the child while being available to help as needed. Partner with parent(s) according to their needs.

## LEADERSHIP TEAM STRUCTURE

Everyone has a place of leadership in New Song Kids. This structure will help you to know how each leader serves the big picture of New Song Kids and how we serve each other.

### NEW SONG KIDS TASK FORCE TEAM

*SERVES UNTIL THE MISSION/TASK IS COMPLETED*

A Task Force Team is assembled when New Song Kids is commissioned to research and complete a specific assignment or task needed (i.e., the writing of New Song Kids Handbook, the building of a new playground, etc.).

### NEW SONG KIDS PASTOR

*APPOINTED BY NEW SONG NASHVILLE PASTORAL TEAM*

The New Song Kids Pastor, in cooperation with the Pastoral Team, stewards the vision for New Song Kids and is committed to the diligent communication of that vision as well as oversees the establishing, administration, mentoring and managing of its ministries, leaders and Team Members.

### NEW SONG KIDS ASSISTANT PASTOR

*APPOINTED BY NEW SONG KIDS PASTORS AND NEW SONG NASHVILLE PASTORAL TEAM*

The New Song Kids Assistant Kids Pastor, under the direct leadership of the New Song Kids Pastors, assists the New Song Kids Pastors to steward the vision for New Song Kids and is committed to the diligent communication of that vision as well as oversees the establishing, administration, mentoring and managing of its ministries, leaders and Team Members.

### NEW SONG KIDS DIRECTOR

*SERVES ONE TO TWO YEARS*

The New Song Kids Director, under the direct leadership of the New Song Kids Pastor and New Song Kids Assistant Pastor, provides leadership by communicating the vision of New Song Kids to the Team Coordinators and Team Members in their area of oversight, and oversees the administration and managing of its ministries and leaders.

## NEW SONG KIDS TEAM COORDINATOR

*SERVES ONE YEAR*

The Team Coordinator, under the direct leadership of the New Song Kids Director and in partnership with the New Song Kids Pastor and New Song Kids Assistant Pastor, communicates the vision of New Song Kids to their assigned Team Members and manages the logistical needs of the New Song Kids areas of ministry on their assigned week.

## TEAM MEMBERS

*SERVE ONE TERM*

Team Members, under the direct leadership of the Team Coordinator and in partnership with the New Song Kids Director, New Song Kids Pastor and New Song Kids Assistant Pastor, serve by imparting the love of God to children in their actions and words and by following the provided curriculum.

## WORSHIP LEADERS

*SERVE ONE TERM*

Worship leaders lead the children in songs of praise and worship to God whereby children may experience the authentic presence of God and have their hearts prepared to hear God's truth. Worship leaders serve in Preschool.

## MAIN SESSION TEACHERS

*SERVE ONE TERM*

Main session teachers lead a corporate teaching time for either preschool- or elementary-aged children, which will prepare the way for the imparting of the scriptural truth through the curriculum that Team Members will follow with the children.

## SEASONAL EVENT DIRECTORS

Appointed by New Song Kids Pastor

Examples include: Mission Family Nights, Base 5/6 Day Camp, Christmas events, etc.

## SAFE PLACE FOR CHILDREN

The following policies contain critical information for the safety of our children.

### TWO TEAM MEMBER RULE

At no time will one Team Member be left alone with a child or children. Children cannot be accepted into a classroom until there are two adults present. This serves to protect both the workers from false accusations as well as the child from potential harm. (The general rule regarding adequate adult supervision is “more is better.”)

### MINORS

At no time will a minor be left alone to supervise children. At least two Team Members should be in the room at all times. Youth (ages 13-17) Team Members are welcome to serve in New Song Kids. They should be at least three years older than the children they are serving. Youth should complete the youth version of the New Song Kids application. Children younger than the age of 13 should not serve as a Team Member or as a “helper” in a classroom with kids unless permission has been given by the New Song Kids Leadership.

### YOUTH SERVING IN NURSERY

Youth (ages 13-17) serving with infants and toddlers need to adhere to the following guidelines:

- Do not change diapers.
- Do not lift or carry infants at any time.
- Allow an adult Team Member to make determinations considering any feeding needs.
- Make sure to speak using a gentle tone to your voice.
- Always look to and take cues from the adult Team Members serving.

### TEAM MEMBER-TO-CHILD RATIO

Ratios are based on safety, effectiveness of teaching and classroom size in the Learning Center. Do not accept more children than ratios permit! When a classroom is full, please see the New Song Kids Pastor, Director or Team Coordinator for further instruction. When a room is consistently full, a new teacher will be made available. Growth is exciting!

SEE THE INFO BELOW FOR THE NEW SONG KIDS SUGGESTED TEAM MEMBER-TO-CHILD RATIOS:

## CLASS AGE GROUP / TEAM MEMBER-TO-CHILD RATIO

Nursery: 1-3

Toddler: 1-3

Twos: 1-4

Threes: 1-5

Fours: 1-5

Fives: 1-6

Kindergarten: 1-8

Elementary (1st – 6th): 1-10

## VISITORS

Visitors are our guests, and they take priority. Please make sure they are treated lovingly and with every effort to facilitate their needs. We will make room for them by moving one of our regular attenders if necessary. Never turn a visitor away!

## CLASS HEADCOUNT

- Team Members are responsible to know the number of children in their room at all times and to verify that number with KidCheck rosters.
- It is the parent's responsibility to accurately sign in children using the KidCheck system, but Team Members must oversee this process to ensure that the children are checked in correctly and help parents with questions.
- When walking children to and from activities, keep an accurate headcount.

## VIGILANT SUPERVISION

When teaching or supervising children, Team Members must constantly be aware of what is going on. Team Members are responsible for the welfare of children and must not get sidetracked by talking to other Team Members. This also includes refraining from cell phone use.



## PLAYGROUND

The “two team member rule” also applies on the playground. Be mindful of ratios and be watchful for any unsafe behavior.

## RESTROOM BREAKS

- Restroom doors must remain propped open – IF THEY ARE CLOSED, PLEASE OPEN THEM.
- Elementary children are encouraged to use the restroom before and after service. If they need to use the restroom during service, they must ask for permission and an Elementary Team Member or Leader should stand outside and wait for them.
- Preschool children should be taken as a class as much as possible and lined up in the hall.
- A preschool child must be escorted to the restroom. Only help the preschool child to the degree they express help (i.e., buttons, etc.). Keep the restroom door open.

## DIAPER-CHANGING POLICIES

- No diaper is to be changed unless there are two Team Members present in the room.
- Per the New Song Nashville policy, only female adult volunteers may change diapers.
- Wear a new pair of disposable rubber gloves when changing diapers, and use a new diaper-changing liner for each child.
- Use hand sanitizer after each change.
- Wipe off changing table after each change with disinfectant wipes.

## SICK TEAM MEMBERS AND CHILD POLICY

We do not allow children or Team Members to come to New Song Kids if:

- Fever has been present in the last 24 hours
- There is green drainage from nose
- There has been diarrhea or vomiting within the last 24 hours
- There is excessive coughing due to colds, etc.
- There is any rash or skin condition unless deemed non-contagious by a physician
- There are symptoms of conjunctivitis or pink eye, such as colored discharge from the eye or red, puffy eyelids

## ALLERGIES

Ensure that children who have allergies have it labeled on their KidCheck system sticker. Parents will enter their child’s allergy in their family profile. Allergies in the KidCheck system

are marked by a black band printed at the top of the sticker, and that child's allergy is listed on the sticker. Take special note of these children's allergies before you begin your time with them so that you are aware of their specific needs.

## EMERGENCIES

If there is an emergency:

- Contact New Song Kids Leadership immediately.
- Kids Ministry Leadership will notify parents if necessary.
- Complete an accident report form, one copy for file and another to be given to parents. See New Song Kids Leadership for this form.
- Each member of New Song Kids Leadership will have a cell phone for emergency calls to 911. Our address is 316 Southgate Court, Brentwood, TN.
- Never give prescription or non-prescription medication to children. A parent is the only one to administer medication to their children.
- There is a basic first aid kit to take care of minor injuries (skinned knees, bumps, etc.) located in the New Song Kids area.

## WEEKLY RECORDS KEPT ON FILE

- Accident reports
- Record of actual teachers and assistants who taught through KidCheck system
- Record of attendance – children, birth through 6th grade through KidCheck system

## OFF-CAMPUS ACTIVITIES

All off-campus activities provided for the children require a parental consent form and medical release form signed by the parents.

## REPORTING PROCEDURES FOR SUSPECTED CHILD ABUSE

A mandatory reporter is defined in its most basic form as anyone who is required by law to report suspected instances of child abuse to law enforcement authorities. A licensed Pastor is a mandatory reporter. A mandatory reporter is NOT a volunteer youth worker, usher or New Song Kids Team Member. However, it is a person's responsibility to report apparent or suspected child abuse or sexual molestation immediately to the New Song Kids Pastor and to make a written record outlining observations and thoughts at the time of report. Confidentiality will be upheld. Be sure only to speak truth and be careful of falling into slander.

## DEFINITION OF CHILD ABUSE

It's hard to imagine that anyone would deliberately inflict harm on a child. Many times, physical abuse is the result of excessive discipline or physical punishment that is inappropriate for the child's age. The parent or caretaker may be unaware of the force with which he or she strikes a child. Most parents want to be loving and effective, but sometimes they lose control or have poor coping skills. Factors that contribute to child abuse include the immaturity of the parents, lack of proper parenting skills, unrealistic expectations about children's behavior and capabilities, a caretaker's own negative childhood experience, social isolation, problems with substance abuse and frequent family crisis. Child abuse is a symptom that indicates parents or caregivers are having a difficult time coping with their situation.

## DEFINITION

According to Tennessee state law, child abuse "exists when a person under the age of 18 is suffering from, has sustained, or may be in immediate danger of suffering from or sustaining a wound, injury, disability, or physical or mental condition caused by brutality, neglect, or other actions or inactions of a parent, relative, guardian, or caretaker."

## BOUNDARIES FOR SHOWING AFFECTION

As we care for the children and youth in our ministry, it is important for us to display wisdom and discretion as we show affection. As you read the following guidelines, focus on the positive. These boundaries are designed to protect you and the kids.

## SAFE HUGS

Hugs are a great way to show affection! Appropriate hugs need no coercion. Some persons do not like to be hugged, and we should respect their feelings. Bend down on their level. Keep hugs brief and avoid full body hugs. Side hugs are best! Adults should take the lead in demonstrating a side hug.

## SAFE HANDS

High five! Use your hands to say, "I care," "You're important," or "Good job." A handshake, a pat on the back, and joining hands when we pray helps us communicate important messages. A simple boundary to remember: avoid contact with someone on the upper legs or thighs, or any place where a full bathing suit would cover. Also, except when praying or playing a game or activity, it's a good idea for leaders not to hold hands of the opposite gender. We refrain from any type of back rubs and massages.

## WORDS OF AFFECTION

Be positive, genuine and encouraging. Let your words affirm self-control even in the most trying of circumstances. Always avoid any sexually suggestive comments, swearing, sarcastic or degrading remarks.

## OTHER SUGGESTIONS

Use discretion in how you display affection. Avoid the “appearance of evil” (1 Thessalonians 5:22). The apostle Paul’s encouragement to “greet each other with a holy kiss” (Romans 16:6) was an appropriate greeting for the culture of his day, but the message a kiss communicates in our culture has the potential to be perceived as inappropriate, so no kisses. Also, be aware of your physical presence. If you’re standing or sitting too close to a child and they seem to be feeling uncomfortable, simply move. Respect the feelings of others.

## HEALTH STANDARDS

### UNIVERSAL PRECAUTIONS

“Universal Precautions” are defined as hygienic measures used to prevent the spread of all infectious diseases. Infectious diseases include, but are not limited to, the following: any type of flu, mononucleosis, tuberculosis, HIV/AIDS, hepatitis strains, mumps, measles, chickenpox, “pink eye”, strep, staph, bronchitis, etc. These diseases also include contagious skin disruptions or fungus.

We must behave as if every individual might be infected with any germ in all situations that result in contact with blood or body fluids. OSHA (Occupational Safety and Health Administration) requires workers who might come into contact with blood and other body fluids (stool, urine, vomit, and draining wounds) to practice the following precautions.

### HAND WASHING

- After changing diapers or taking children to the restroom
- After handling body fluids of any kind
- Before and after giving first aid
- After cleaning up spills or objects contaminated with body fluid
- After taking off disposable gloves

## WEAR LATEX GLOVES

- During all diaper changes
- When coming into contact with blood or other body fluids
- When individuals have cuts, scratches or rashes which cause breaks in the skin of their hands

## DISINFECTION

Should be done regularly as needed

## PROPER DISPOSAL OF MATERIALS

- Double-bagging (in plastic bags) item soaked or caked in blood or soiled diapers
- Send soiled or rinsed items home with children in Ziploc bags; if washing or rinsing of items is needed, wash or rinse them separately from other items
- Safely dispose of lancets or syringes

## COMPLETE AN ACCIDENT REPORT FORM

As a means of compassionately and comprehensively caring for children

## CHECK-IN | CHECK-OUT PROCEDURES

For New Song Kids Ministry, nothing is more important to us than the safety and security of your children. That's why we've chosen KidCheck as our children's check-in solution to bring you the best check-in experience and to allow us to partner with you to keep your children safe.

KidCheck provides a secure platform for children's check-in systems. By New Song Kids Ministry using KidCheck, we will streamline the check-in process and improve overall security. KidCheck also provides mobile check-in services. This will be an efficient option that all our families can access.

## KIDCHECK KEY BENEFITS

### CHILD SAFETY

- Easily create and update a list of who can (and cannot) pick up your children
- Upload photos of children and guardians for added security
- Provide medical and allergy information and alerts

### SECURE INFORMATION

- No one sees you or your child's information until you check in.
- KidCheck uses the same secure data technology as banks to keep your information safe.
- KidCheck never asks for personal identification such as Social Security numbers, credit cards or banking information, nor sells the information they gather.

## CONVENIENT

- Speedy check-in – simply input your 10-digit phone number
- KidCheck is web-based, so you can create and access your account from anywhere
- Receive text message notifications in cases of emergency

## SETTING UP AN ACCOUNT

Signing up for KidCheck is easy and free for parents, guardians, and workers!

1. Visit <https://go.kidcheck.com> or download the KidCheck app on a mobile device.
2. Select the link to create a free KidCheck account.
3. Fill in the requested fields, and agree to the terms of use.

## ADDING CHILDREN AND GUARDIANS

*\*If you are a volunteer/employee only, and have no kids to add, you may skip these steps*

1. Locate the “Kids” tab. Select the link to add a new child, and input your child’s information and upload photos. Select the save button when you are done.
2. Locate the “Guardians” tab. This is where you will input additional guardians whom you would like to be able to pick up the children you’ve listed. Add their information and upload photos. Remember to click save when you are done.

## EXPRESS CHECK-IN INSTRUCTIONS

Check in ahead of time using your smartphone/tablet!

1. Create your free KidCheck account (see previous section, “Setting Up An Account”).
2. Download the free KidCheck app if you haven’t already.
3. Select “Check-In” on your smartphone using the KidCheck app. Start check-in from home, the car, the parking lot – anywhere with a Wi-Fi or cellular data connection.
4. Select the organization, campus and template(s) where you’ll be checking in.
5. Choose the children on your KidCheck account to check in, along with their appropriate location/class. Complete any additional items such as volunteer check-in, pick-up guardian or check-in notes.
6. When you arrive at the facility, you will be prompted via a notification on your mobile device to complete the check-in by tapping the green “submit” button. (Note: the “submit” button will be gray and unavailable until this time.)
7. Go to the printer noted on your mobile device to pick up your child name labels and guardian receipts.

## PROMOTING TO THE NEXT CLASS

### NURSERY (6 WEEKS TO WALKING)

Promoted to the toddler room once they are walking and at the discretion of the Nursery Director in partnership with the parents.

### TODDLERS (WALKING TO 24 MONTHS)

Promoted to the Two-year-old class on their birthday.

### TWO-YEAR-OLDS

Promoted to the Three-year-old class on their birthday, provided that they are potty-trained.

### THREES + FOURS

Four-year-olds are promoted to the Kindergarten class on their fifth birthday.

### KINDERGARTEN

Promoted in June to Elementary (1st grade) class if parents are sending them to Kindergarten. Graduating Kindergarteners may stay in the 5/K class until the end of August if they are reluctant to promote to Elementary in June and need a little extra time to transition.

### ELEMENTARY

1st through 5th graders will be promoted at the beginning of June to the next grade level.

Graduating 6th graders remain in New Song Kids and attend Mission Family Nights, BASE 5/6 Camp and Youth Camp the summer they graduate. They are free to graduate to New Song Youth after Base 5/6 camp is completed at the end of June. If desired, graduating 6th graders may stay in New Song Kids until the end of August if they would like a little extra time in New Song Kids before they transition to New Song Youth.

## JOB DESCRIPTIONS

### DIRECTOR

A New Song Kids Director, in direct partnership and under the leadership of the New Song Kids Pastor, oversees the ministry of their area of oversight by providing overall pastoral leadership with spiritual maturity and Spirit-led vision to Team Members and the families that we serve. A New Song Kids Director should be fulfilling all requirements set forth for New Song Nashville church members and a New Song Kids Team Member.

### TERMS OF INVOLVEMENT

A New Song Kids Director should serve for at least a one-year commitment and ideally look to commit to a second year. At the end of the one-year term, the Director should assess through prayer and conversation with the New Song Kids Pastor what their next season of involvement in New Song Kids will be.

### RESPONSIBILITIES – SUNDAY MORNING

- Arrive by 8:30 a.m. each week to ensure that the set-up and prep is being done either by the Director or running smoothly through a Coordinator. Arrive no later than 8:45 a.m. for set up so that the prep gets done effectively and peacefully. This will also foster relational connections with the New Song Kids Pastor and other New Song Kids Leadership. There are always up-to-the-minute updates and conversations that need to be had regarding each Sunday's ministry.
- Make sure the scheduled Team Members have arrived on time and are ready to serve, including the facilitating of last-minute Team Member shifts in partnership with other members of New Song Kids Leadership.
- In addition to connecting with the Coordinator and the Team Members each morning, Directors should be visible and available to families as they arrive and for pick-up offering a warm smile, a sense of God's presence and peace and looking for ministry opportunities, if needed.
- Pray with Team Members, Coordinators and New Song Kids Pastor by 9:15 a.m. for the morning's ministry.
- Orient their team to that morning's curriculum specific to their area of oversight as well as communicate any special information or needs pertaining to that Sunday's ministry.
- Serve on the New Song Kids Leadership Team twice a month in either Early Childhood or Elementary.



- If the Director has been in the New Song Nashville service, they should return to the Learning Center a few minutes before service ends to check in with the Coordinators and/or Team Members on the status of that morning's ministry and address any needs concerning Team Members or children/families that might have occurred during service.
- Be in the Learning Center at the end of service to help oversee clean-up and turn-around of their area of oversight to serve New Song Christian Academy's class schedule for the coming week. If the Director cannot return at the close of service, they should ensure that a Coordinator or Team Member is properly equipped to close out their area of oversight.
- Look for and introduce themselves to families who are visiting and help them to orient to New Song Kids by answering any questions they may have. Introduce them to the New Song Kids Pastor if the opportunity arises.
- Be willing to serve as a Team Member if last-minute and unforeseen circumstances present themselves concerning the staffing in their area of oversight.
- Abide by all New Song Kids standards, rules/safety and health guidelines.
- Provide leadership, under the counsel of and in partnership with the New Song Kids Pastor, for discipline issues with children, the need to contact a parent or with any challenging issues concerning a Team Member. Direct parents and Team Members who have concerns to the New Song Kids Pastors for further conversation.

## RESPONSIBILITIES – WEEKLY

- Pray for each week's upcoming service/ministry, Coordinators and Team Members.
- Make sure that the curriculum for their area of oversight is being implemented fully and correctly by Team Members and that they have a clear understanding and good equipping to utilize the curriculum and activities written each week. Time and resources are invested into our curriculum, and we want to steward it well and invest biblical knowledge into our kids at every age.
- Help Team Members in any way needed relationally, pastorally or in equipping to effectively serve in your area of oversight in partnership with the New Song Kids Pastors.
- Communicate well by responding in a timely manner (within 24 hours) to emails, texts or phone calls with the New Song Kids Pastor on any updates or needed information concerning the Director's area of oversight.
- Connect with Coordinators to build relationship and to exchange any needed communication about the upcoming Sunday morning gathering.
- Keep the New Song Kids Pastor updated on any needs or concerns of the Coordinators in their area of oversight.

- Keep the New Song Kids Pastor informed of supplies needed in their area of oversight.
- Be part of a team that is creating ministry ideas for their area of oversight.
- Serve during service on the New Song Kids Leadership Team twice monthly to oversee the morning's ministry in either Early Childhood or Elementary.
- Be willing to serve on a fifth Sunday leadership team if needed.

## HARVESTING AND EQUIPPING

- Attend all orienting/equipping meetings and be willing to lead an equipping session with Team Members, if needed.
- Look for and help to equip Team Members for places of leadership within their area of oversight. (i.e., the placement and equipping of Assistant Directors, Coordinators, etc.).
- Demonstrate visionary and forward thinking and offer recommendations to the New Song Kids Pastor for their area of oversight.
- Assist the New Song Kids Pastor as available with annual, seasonal and special-event harvesting focuses for their area of oversight.
- Assist the New Song Kids Pastor with the harvesting and administration of New Song Kids worship leaders and/or main session teachers when needed.
- Assist the New Song Kids Pastor with distributing Team Member applications and New Song Kids Handbooks. At times there may be a need to organize Team Member contact lists, substitute-teacher contact lists, etc.

## VISIONARY

- Give creative input on classroom set-up and/or curriculum in their area of oversight.
- Assist the New Song Kids Pastor in looking for ways to serve and connect with the families and Team Members in their area of oversight.
- Assist the New Song Kids Pastor in creating fun and efficient ways for children to enter their area of oversight and to advance to other areas of oversight.

## TEAM COORDINATOR

A New Song Kids Team Coordinator, under the leadership of the New Song Kids Director and New Song Kids Pastor, prepares and serves the functioning of a service and that service's Team Members.

A New Song Kids Team Coordinator should be fulfilling all requirements set forth for New Song Nashville church members and a New Song Kids Team Member.

## TERMS OF INVOLVEMENT

A New Song Kids Team Coordinator will make a one-year commitment to serve. At the end of the one-year term, the Coordinator should assess through prayer and with the New Song Kids Pastor and the New Song Kids Director what their next season of involvement in New Song Kids will be.

## RESPONSIBILITIES - SUNDAY MORNING

- Serve as a service Coordinator once a month.
- Arrive by 8:30 a.m. (no later than 8:45 a.m.) on the Sundays you are coordinating.
- Pray with Team Members along with the New Song Kids Director, New Song Kids Assistant Pastor, and New Song Kids Pastor, worship leaders, etc., by 9:15 a.m. for the morning's ministry.
- Be familiar with and read through each week's curriculum beforehand and help to equip Team Members as needed to execute the curriculum's activities accurately and thoroughly.
- Prepare the classrooms for Team Members with supplies, toys, tables, chairs, sign-in sheets, snacks, water pitchers, etc.
- Should New Song Kids Pastors, Main Session Teachers or New Song Kids Directors need this, help to prepare or do any set-up needed for Main Session Teaching (i.e., set up of Gospel Project DVD, sound system, write on whiteboard the Key Verse, Big Picture Question, etc.).
- Help to facilitate getting the children to classrooms, to worship and main session teaching on time, if needed.
- Help with check-in/check-out of kids as needed.
- Any discipline issues with children, or the need to text a parent should be submitted to the Director and/or New Song Kids Pastor first. They will determine how the matter should be handled. The Coordinator should not handle these issues on their own but partner with Leadership to resolve them. The same procedure should be handled with any challenging issue concerning a Team Member. Make sure you are directing any parents' or Team Members' comments to the Director and/or New Song Kids Pastor.
- Adhere to all New Song Kids standards, rules/safety and health guidelines as you lead.
- Be familiar with the policies of New Song Kids as outlined in the handbook.
- Serve well by arriving early to make sure that the morning is set up effectively for ministry to begin as stress-free as possible in partnership with the Director. Effectively pass the baton to the Director in whatever way needed (i.e., communication, etc.).
- As the service is coming to a close, start cleaning up, tearing down classrooms, putting away supplies that won't be needed any longer, etc., to help make the clean-up and turn-around go quickly.

- The Elementary Coordinator should give special attention to the back and side doors of the Learning Center, making sure children do not exit the building through those doors. Also, they should help to ensure that children do not leave the room alone for any reason. If they are going to the bathroom, escort them to the bathroom or ensure that a Team Member goes with them. Never assume anyone can or should be in the building unidentified.

## RESPONSIBILITIES - WEEKLY

- Verbally thank Team Members for serving each Sunday, and ask them if they have any feedback regarding the ministry time.

## HARVESTING AND EQUIPPING

- Assist the New Song Kids Pastor and the New Song Kids Director to harvest Team Members, especially for the weeks the Coordinator is coordinating, should the need arise.
- Attend and prioritize the New Song Kids Leadership Community gatherings (offered 4-5 times a year) as often as possible.

## EMERGENCY PROTOCOLS:

### MISSING CHILD

Children's safety is our highest priority, both on and off the premises of New Song Nashville. Every attempt is made through the implementation of our procedures to ensure the safety of the children is maintained. In the unlikely event of a child going missing, we will follow the procedures outlined as follows:

Child going missing on premises:

- In the event of any Team Member or Leader being unable to locate a child, they will immediately inform the other members and leaders of New Song Kids and members of the New Song Nashville security team.
- Leaders, along with security team members, will conduct a thorough search of the inside and outside of the building and play area/parking lot checking all possibilities of the child being in the building or in the close vicinity.
- The New Song Kids Pastor or New Song Kids Assistant Pastor will contact the parents to first check if their child made their way to them, and if not, to inform them that they are missing.
- Should a further thorough search fail to locate the child, the local police department will be called.

- New Song Kids Pastor will take written statements from all team members and leaders who were present.
- An incident report is written detailing:
  - The date and time of incident
  - Where the child went missing from (the setting/venue)
  - The outcome or resolution (i.e. the child being found, etc.)
  - A conclusion is drawn as to how the breach of security happened
  - If the incident were to warrant a police investigation, all volunteers will cooperate fully

### CHILD GOING MISSING ON AN OUTING:

Much care is taken with the children to ensure that while on an outing, all children are safe and accounted for by doing a headcount, using rosters, etc. In the unlikely event a child were to go missing on an outing, we will use the procedure outlined as follows:

- As soon as it is noticed that a child is missing on the outing, Team Members/Leaders will ask the children to stand with their designated team members and carry out a headcount once more to ensure that no other child has gone astray.
- New Song Kids Leaders will search the immediate vicinity and surrounding area as well as contact any safety/security team members of the premises to help.
- The New Song Kids Pastor or point person will contact the parents to inform them of the missing child (if the parents are not on the outing).
- Should a further thorough search fail to locate the child, the local police department will be called.
- New Song Kids Leaders will make a determination when/how to return the rest of the group back to the New Song Kids campus or point of origin.
- New Song Kids Pastor will take written statements from all team members and leaders who were present.
- An incident report is written detailing:
  - The date and time of incident
  - Where the child went missing from (the setting/venue)
  - What has taken place on the premises or on the outing when the child went missing
  - A conclusion is drawn as to how the breach of security happened
  - The outcome of the child being found, etc.
  - If the incident were to warrant a police investigation, all volunteers will cooperate fully

A decorative graphic in the top left corner consisting of several overlapping, wavy lines in shades of yellow, orange, and red.

## INTRUDER

New Song Kids has intruder protocols in place in the event of an intruder coming on the premises. New Song Kids Leadership have been informed and trained should this emergency arise.

## FIRE AND SEVERE WEATHER SAFETY PLAN

At New Song Kids, we have a safety plan for fire and severe weather. Please talk with your director and/or coordinator to be equipped on these procedures. We also regularly go over these procedures at our Kids Ministry leadership team meetings.

**NOTHING IN THIS HANDBOOK CREATES A CONTRACT FOR EMPLOYMENT. NEW SONG NASHVILLE MAINTAINS SOLE DISCRETION TO DISMISS ANY VOLUNTEER, AT ANY TIME, FOR ANY REASON.**