

SERVICE DESCRIPTION – South Hill Tots Ministry Volunteers

And Jesus took a child and put him in the midst of them, and taking him in his arms, he said to them, "Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me." (Mark 9:36-37)

WELCOME

Thank you for your desire and commitment to minister to children and their parents. You are significant to this ministry and your faithfulness is important to its operation. You have a very important job in our church - you are helping lay a firm foundation of faith in the lives of the babies & toddlers you will be caring for as you hold, cuddle, talk to, and play with them. In a very real sense, you, along with their parents, are their first picture of Jesus and his love for them. Your faithfulness is vital for the nursery to run smoothly and to bring honour to God. Feel free to give input by questions, communicating problems, offering suggestions, and/or comments.

MINISTRY PURPOSE

- To minister to toddlers by showing them Christ-like patience and love during the church sermon.
- To provide safe, secure, nurturing, clean and efficient care to our children of the ages 0-2 years old.
- To allow parents time to focus on learning God's Word.

STAFF

Nursery Coordinator – Daniella Fast (604-566-3028; 604-828-7580)

Nursery workers – minimum of 2 (ratio of 1 adult: 5 toddlers)

POLICY

It is our desire to protect the health and safety of our workers as well as all who enter our doors. A criminal record check is mandatory for all volunteers who work directly with children. Please inquire with the church office to have your criminal record check form completed if you have not already done so.

In addition, all workers must adhere to the following guidelines and procedures to give children the best possible care.

PROCEDURES

1. Retrieve key from the church office.
2. Arrive in the nursery 5 minutes before the start of the service to set up the room and receive children from parents. Be prepared to help with newcomers, especially visitors.
3. Wash your hands.
4. Greet parents warmly (Parents desire attitudes of caring and love). Introduce yourself to visitors.
5. Upon entering the nursery area, parents should sign their child into the logbook and if they have not yet filled in a registration form, they must do so.
6. Review the logbook and registration forms to ensure they're completed properly and to be aware of the child's needs.
7. Minister to the toddlers through bible stories, songs, play and art.
8. Have parents/guardians sign their children out.
9. Clean up equipment, turn out lights, lock door and return key to church office.

ABSENCES

If you cannot make the day you have signed up for, you are responsible for finding someone to replace you. Unplanned absences such as emergencies and sickness are understandable but also require that the coordinator be notified. Staff/child ratios are dependent on your faithfulness of service.

GUIDELINES

Emergency situations

- Contact parents immediately if child becomes ill or is seriously injured.
- Parents should be retrieved after 5 minutes of inconsolable crying unless parents have requested otherwise. Parents are sensitive to the emotions of their children. They should not come and find their child hot, sweaty, and exhausted from crying.

Diapers

- You are NOT required to change diapers. Parents should be contacted if child needs a change.

Pick-up/Drop off

- Stay until all children are secured with a responsible adult named on the child's registration form. Under NO circumstances should a child leave the room unless with one of these people.

Food

- There will be no snack time during nursery; parents are expected to provide snacks before or after nursery time.

Activity

- It is encouraged to read or tell bible stories and sing songs to the children.
- Colouring sheets will be provided at the back of the manual, please notify coordinator when empty.
- Minimize mouth to skin contact. We encourage holding and cuddling; however kissing is discouraged.
- Never leave children unattended.

Controlling Communicable Diseases

Everyone is potentially infectious and following proper precautionary procedures provides protection for the nursery workers and the children. Hand washing is the most important components as well as cleaning, disinfecting, and proper disposal of soiled items.

- Inform parents that diapers should be changed in the church washroom or infant nursery.
- Strict hand washing is of utmost importance in the prevention of the spread of infection. Caregivers shall be advised to wash hands upon arrival and after accompanying a child to the toilet, after assisting a child to wipe his/her nose, after contact with blood (e.g. a cut or bloody nose), after using the toilet, after contact with their own nasal secretions, and before food preparation. Caregivers should make sure that a child's hands are washed after using the toilet, and after use of tissues for wiping eyes and nose.
- A disinfectant shall be used for wiping up all spills; soiling by blood, urine, or feces.
- Toddlers should be encouraged not to put toys in their mouths.

Parental Responsibilities

- Parents will be requested to refrain from bringing their child to the nursery if the child has a temperature greater than 100 degrees, a generalized body rash, diarrhea, or eye-drainage (pink eye), runny nose, or any signs of possible severe illness or infection.
- If any child exhibits persistent biting/hitting behavior while in the nursery, and supervision cannot be provided, his/her parents will be asked to remove that child from nursery activities until such behavior ceases.

Staff Responsibilities

- All nursery workers are asked to adhere to these safety guidelines and to find a replacement if they themselves have a communicable illness/infection.

South Hill Tots Volunteer Information

Name _____

Address _____

Phone _____ Cell _____

Email _____

Checklist and Declaration of Intent

Please read carefully. A check in each box indicates agreement.

- I understand that ministry is a privilege, not a right, and that my desire to serve must, at all times, be affirmed by the church through its screening process.
- I understand that an appointment to a high-risk ministry position requires that I acquire a police background records check as part of the screening process. I consent to provide a criminal record check to South Hill Church for the purposes of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in confidence.
- I understand that in accepting a ministry position, I am committing myself to act in compliance with the beliefs, values, policies and processes of this church.
- I am committing myself to adhering to Biblical moral standards and will uphold them in conversation, work, teaching and lifestyle. I understand that if my character or morals should be inappropriate and/or criminal at any time during my volunteer service, South Hill Church will be entitled to terminate my assistance without expressed cause or prior notice regardless of any other oral or written statement by South Hill Church prior to, at, or following the date of volunteer service.
- I understand that South Hill Church is responsible for the welfare of any person or persons entrusted to my care, and thus I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of South Hill Church, I will gracefully resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully agree to resign my volunteer position.
- I have read the South Hill Tots Service Description which includes the policies and procedures of the South Hill Tots ministry.

Signature of Volunteer _____ Date _____