

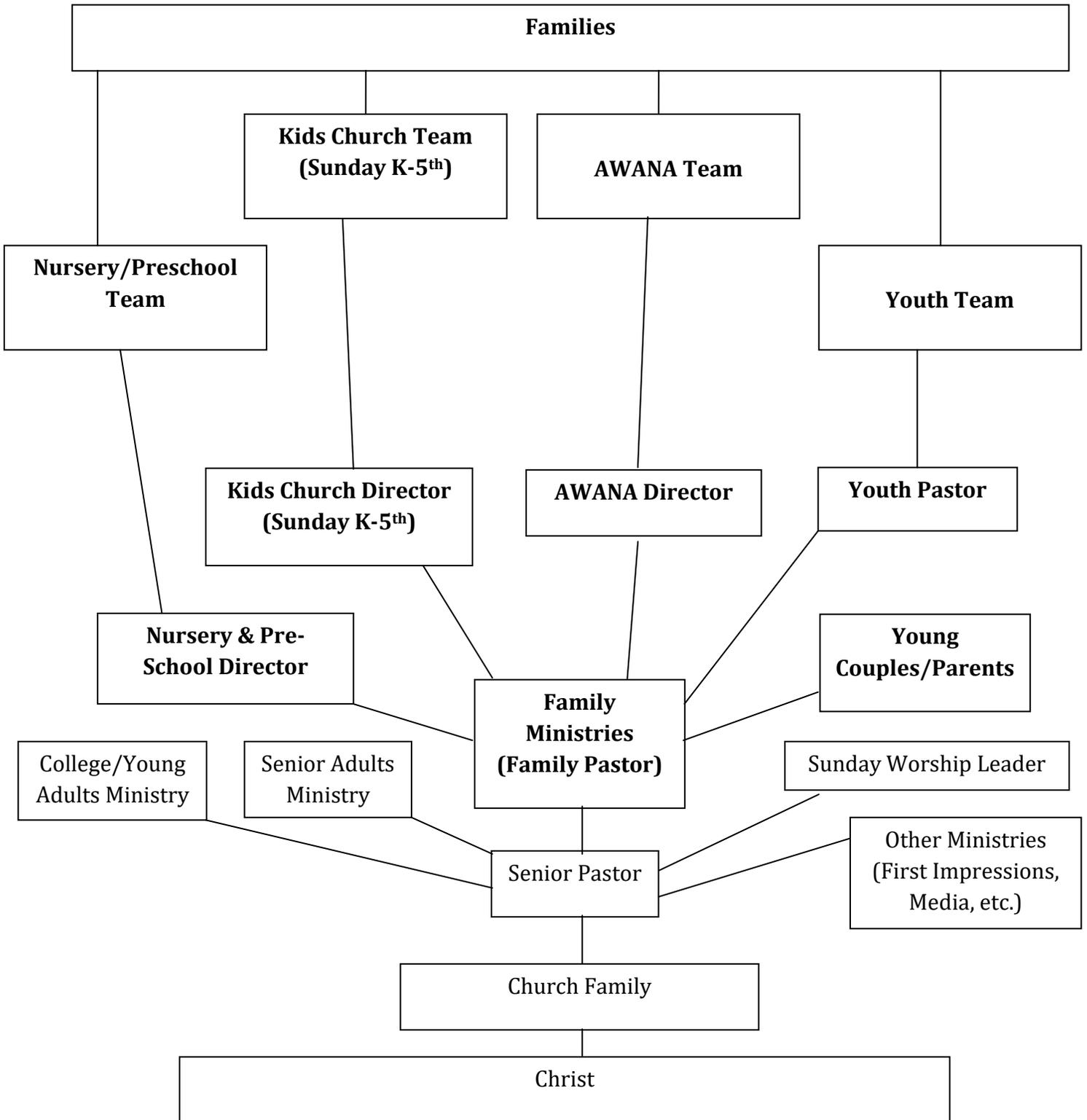
Family Ministries

Play Book


First Baptist Church
Cape Coral

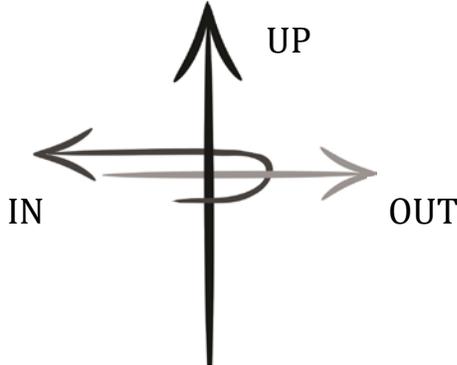
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OUR FAMILY MINISTRIES STRUCTURE



OUR MISSION

Leading families to live gospel-centered lives UP towards God, IN towards the church, and OUT towards the world



Leading: We desire to lead families by example in living gospel-centered lives UP, IN, and OUT, and by teaching and serving families to be and do the same.

Families: Our ministry is aimed towards younger families. Some families are Christians and some are not. Some parents disciple their children, and some parents do not. We desire to help all families take steps to live gospel-centered lives UP, IN, and OUT.

Live gospel-centered lives: The Bible's core is the gospel (1 Cor. 15:3-4). The gospel is for non-Christians *and* Christians. God created us to live in relationships, and through the gospel, we have a new posture in relationships and direction in how we live. Therefore, how we live our lives and lead others must be founded and filtered through the gospel.

UP towards God: Our #1 relationship is with God. Through the gospel, we are saved from the penalty of our sins but also saved to live for Him (Rom. 6:23; 2 Cor. 5:15). We must love Him and follow Him (Matt. 22:36-38; John 14:15). In order to live UP towards God, we strive to spend time with Him through reading the Bible, praying, and obeying.

IN towards the church: Through the gospel, we now have a new family: the church (1 Cor. 12). If we love God, we will love each other (1 John 4:19-21). God's design is for us to spend time together with this family to live UP, IN, and OUT (Acts 2:42-47; Hebrews 10:24-25). Therefore, we strive to gather regularly at our worship services and gather regularly with a smaller group of believers to help each other to live UP, IN, and OUT.

OUT towards the world: Because God has rescued us through the gospel, we also have a responsibility to reach out to those who have not turned and trusted in Jesus and to help them follow Jesus (2 Cor. 5:17-20; Matt. 28:18-20). Therefore, we strive to do this with non-Christians. This could be a family member, neighbor, co-worker, someone who attends church, or even a stranger. The key is spend time reaching out to others in love.

OVERVIEW OF FAMILY MINISTRIES

Primary Method

The best method is in how each person on our team lives their lives. We strive to live gospel-centered lives UP towards God, IN towards the church, and OUT towards the world.

Ministries for Different Chapters

We have six broad ministries to specific age groups (chapters or seasons of life) to lead families to live gospel-centered lives UP, IN, and OUT. Each ministry seeks to lead families in one, two, or all three directions (UP, IN, and/or OUT).

- Babies
- Nursery (9 months-2 years)
- Pre-K (3-4 years)
- K-5th Grade
- Youth (6th-12th grade)
- Young Couples/Parents

Regular & Special Opportunities

To lead families, we have regular (weekly) and special opportunities depending on the ministry:

- Regular Opportunities
 - Sundays @ 8:45am (Youth)
 - Sundays @ 10am (Babies, Nursery, Pre-K, K-5th)
 - Wednesdays @ 5:30pm (Wed Meal) & 6:15pm (Pre-K, K-5th, Youth)
- Special Opportunities
 - Young Family Hangouts | For the whole family
 - Block Party | October 31 | For the whole family
 - Vacation Bible School (June) | 4 years—5th Grade (completed)
- Other ministries may have other special opportunities (Youth Nights, etc.)

Key Ways to Serve

There are at least four key ways to serve in these ministries:

- Captain (designated leader of a team on a Sun/Wed, example: AWANA Commander)
- Teacher (prepare and teach the lesson, example: AWANA Instructor, Youth Pastor)
- Ministry Support (snacks, check-in, AWANA listener, AWANA assistant, etc.)
- Volunteer and/or Childcare for Special Opportunities

OUR GUIDELINES

The following guidelines are to **proactively protect and lead** our team and families to live gospel-centered lives UP towards God, IN towards the church, and OUT towards the world.

Staff/Volunteers

Background checks: Every 2-3 years we submit a background check based on signed release form(s) for staff/volunteers working with minors. This is for insurance and liability purposes and to not put a stumbling block in the way of the gospel. This background check covers National Criminal Database Search, SSN Verification & Address History, and National Sex Offender Registry.

6 Months: We strive to have our volunteers be attending our church for at least six months prior to serving with minors.

Two Policy: Adult volunteers must **not be alone** with minor(s) one-on-one on church premises or church-sponsored activity. There must be another adult present and/or close by in addition to any youth volunteers (6th-12th).

Door Plan: Never have the door closed unless you have **two adults in the same room**.

Ratio: As a general rule, we must have at least two adults in each ministry present in addition to youth volunteers (6th-12th). A safe ratio for our team and children is 1 volunteer for every 2-5 children. The ratio of adult per minor may be determined by the level of age and behavior of child and ministry activity. This is at discretion of ministry director, pastor, and/or captain in that ministry.

Serving Too Much: We desire to lead by example in living gospel-centered lives UP, IN, and OUT and sometimes we can serve too much to where it affects leading by example. Therefore, depending on your area of service and needs, we may need to put you on a rotating schedule.

Teamwork: We desire for our team to protect each other's character, information, and ministry for the Lord. We desire unified team reflecting the truth of the gospel. If there is a concern, please go to the person you have a concern with in love, forgiveness, and humility.

When to Arrive and Leave: Please arrive at designated time from your ministry director. Please leave no earlier than designated time from your ministry director. If there is a concern, please communicate to the ministry director/captain of the team.

Substitutions: If you are unable to serve on the day scheduled, please contact 1-2 other approved volunteers to fill spot and communicate to the captain the sub. However, if unable to fill spot, contact the captain.

Illness: Please follow Lee County’s “Illness Policy” (attached) to determine if you are able to serve. If not, we ask that you follow the “Substitutions” steps. Also, it is possible that a ministry director and/or captain of the current volunteer team may disagree with your assessment and not permit you to serve until you are healthy.

Physical Affection: We desire to protect children and volunteers from any harm. We strive to show appropriate Christ-like affection through high-fives, for example, and not give hugs. If in a situation for a hug, strive for side hug.

Preparation: We ask that you prepare accordingly for the time you serve, whether it is lesson preparation, checking area for any dangerous items, cleaning, etc.

Ministry Binders: Each ministry will have documentation to record the volunteers present and to record the checking-in/checking-out of children. Each ministry will have at least one master binder present that contains all necessary information given for a child and volunteer. Depending on the ministry, there may be additional binders for specific age groups (example: K-3rd and 4-5th on Sundays).

First-Aid Kit: Every ministry department must have first-aid kits in each classroom or a specific location.

Non-Emergency Injuries and Emergencies: In the event of a non-emergency injury, our team will strive to take the following steps:

- Provide necessary attention to the child (ice, band-aid, etc.)
 - Volunteers will not administer medicine
- Fill out Injury Report to keep copy for records and give to parent/guardian at check-out
- Inform captain on team

In the event of an emergency, our team will strive to take the following steps:

- Contact 911
- Contact parent/legal guardian
- Contact captain on volunteer team
- Provide necessary attention to the child (ice, band-aid, etc.)
 - Volunteers will not administer medicine

Church Building(s)

One Main Entrance: To protect the children, we have one specific area that parents, children, and volunteers come through. That area will be marked by signage for the specific ministry. If someone exits through another door, it must be locked.

Cleanliness and Items Put Away: After each ministry opportunity, we must clean the area that has been used (wipe down tables and toys used, vacuum or sweep any mess on floor, take out the trash to dumpster and put new trash bag in trashcan, and whatever else is needed in your ministry). This will be determined by the captain.

Check-In/Check-Out

In general

- Every child must be checked-in/checked-out by a parent and/or guardian (legal guardian or person approved by parent or legal guardian) who physically comes to the designated check-in/check-out area
 - A child **must not be left alone** at church by parent/guardian. The parent/guardian must stay until volunteer arrives for check-in.
- Upon check-in every parent/guardian will receive a number that matches the number of their child. The number is used for:
 - Checking out the child
 - Communicating to the parent via the church service screen that they need to come to the child because of an emergency, sickness, misbehavior, etc.
- If the parent/guardian does not have the designated number to check-out the child, the parent/guardian must present pictured ID and discuss with the captain/ministry director the circumstances to prevent this in the future.
- Every child who is involved in the specific ministry should have a form filled out that provides
 - Child's name, DOB, grade, school, address, allergies, medical concerns, specific instructions for child, photo permission, release of liability, etc.
 - Parent(s)/legal guardian(s) name(s), phone(s), email
 - Designated person(s) and information other than parent/legal guardian to check-in/check-out child

Specific guidelines

- Each ministry may have additional guidelines depending on the age of the child.

Expectations of Children

- General
 - Obey teachers
 - Quiet when teacher talks
 - Ask leader to go to restroom/drink
 - Clean up mess
 - Stay with teacher/designated area assigned by teacher and can leave once checked-out
 - Love your peers
- Specific
 - Depending on the ministry, there may be additional expectations needed, such as raising hand quietly to speak, etc.

Gospel-Centered Correction

When a child is misbehaving, we strive to take the following steps on Sundays, Wednesdays, Special Events, and Trips:

- **Step 1:** Encourage Christ-like behavior
- **Step 2:** Verbal warning
- **Step 3:** Correction to restore
 - Assign child to sit in different seat/setting
 - Volunteer discusses with child about behavior and how the gospel addresses the behavior and heart
 - Volunteer fills out “Gospel-Centered Correction” form while child present in order to give to parent/guardian at check-out
 - Depending on attitude of child, give child a 2nd chance to participate
- **Step 4:** Continual misbehavior=contact parent ASAP to:
 - Come be with the child/pick child up (Sunday, Wednesday, Special Events)
 - If cannot get in touch with parent, child does not participate in activities that day
 - Talk with their child to correct behavior (Trips)
 - If cannot get in touch with parent, child does not participate in activities
 - Very rare: If child continuously prevents the goal on trip, parent/guardian picks up child
- **Step 5:** Meet with parent/legal guardian if behavior does not improve

Expectation of Parent(s)/ Guardian(s)

We desire to provide an atmosphere and environment that is best for children to live gospel-centered lives UP, IN, and OUT, and we ask for parent(s)/guardian(s) to partner with us in the following:

- **Check-in and Check-Out**
 - Follow the check-in and check-out procedures in a timely fashion and provide any necessary information and supplies for your child.
 - If late for check-in and/or early for check-out, please come quietly and communicate to the volunteer to check-in/check-out
 - Have your phone available for contact for emergencies, etc.
- **Strive** to help their child lead gospel-centered lives UP, IN, and OUT
 - While at home
 - Serve 1x a month on a rotating schedule in Family Ministries
- **Sickness**
 - Please follow Lee County's "Illness Policy" to determine if child is able to attend our ministry opportunities (see below). If not, we ask that you do not bring them to protect our team, children, and other families. If you bring your child who sick, it is possible that a ministry director and/or captain of the current volunteer team may disagree with your assessment and not permit the child to attend until the child recovers.
- **Food**
 - We ask that you feed your child **prior** to check-in so that they will be able to focus and participate to their upmost potential.
 - Some ministries may provide a snack regularly. Please provide any instructions and allergies.
- **Medication**
 - Parent(s)/legal guardian(s) are responsible to give any medication
- **Correction**
 - We ask that you help your child as needed with specific behavior(s) as communicated via Gospel-Centered Correction form.
- **Note:** If parent(s)/guardian(s) are **not following guidelines for safety** for their child, our volunteers, and other children and families, we will need to take the following steps:
 - Step 1: Volunteer communicate to parent proper behavior in line with guidelines
 - Step 2: Ministry director and/or Family Pastor contact parent/guardian to discuss behavior and figure out a plan to adjust behavior

- Step 3: If parent/guardian does not adjust behavior, ministry director and/or Family Pastor will implement the *temporary* consequences of the behavior of the parent/guardian until the parent/guardian adjusts behavior.
- Step 4: If parent/guardian still does not cooperate, we unfortunately will not be able to receive the child into our ministry.

Ministry Placement and Promotion

We strive to place a child in the appropriate ministry based on his/her age, school grade, and needs to help them lead a gospel-centered life UP, IN, and OUT. Children 2 years and younger are promoted throughout year based on their birthday, and children Pre-K through High School will be promoted on the weekend before Lee County's first day of school for upcoming school year.

This allows a child to participate in various ministry activities promoted prior to the summer and to prepare for the next season in his/her life. However, some parents may desire their child to be promoted sooner in the summer, and this is left to the discretion of the parent for children who completed Kindergarten and above. This must be communicated to the Ministry Director of that ministry.