

# Children & Family Ministries

## Newberg Friends Church

2016-2017



a GROWING community  
LISTENING to Christ  
CHANGING in the Spirit  
LIVING OUT love



# Children and Family Ministries

**Sunday school** - Offered 8:45-10:15am September-June. Sunday school is provided for children age 2 through 5th grade.

**Godly Play** - Sunday mornings during 2nd service, September-June. Godly Play is for children in kindergarten through 5<sup>th</sup> grade.

**Children's Care** - Playtime for children age 3-5 during 2nd service September-June.

**Nursery Care** - Love and care for babies and toddlers on Sunday mornings. The nursery serves infants up to 2 years old 8:45-10:15am and up to 3 years old 10:30am-noon.

**Summer Sunday School** - NFC offers large-group Sunday school classes during the summer months of July-August.

**Stamps for Camp** - A Bible reading and memorization program that earns money for summer camp. Offered April through May.

**Pre-K Fun Night** - Dinner, stories, and large-group games scheduled three times per year, 6-7pm, for children age 3 through 5.

**K-2 Fun Night** - Dinner, stories, and large-group games scheduled three times per year, 6-7:30pm, for children in kindergarten through 2<sup>nd</sup> grade.

**3:4-5 Fun Night** - Scheduled three times per year 6-8pm for 3<sup>rd</sup> through 5<sup>th</sup> graders. These gatherings include dinner, games, and learning about missions.

**Vacation Bible School** - More than 70 volunteers needed to serve kids from all over the Newberg community. We partner with Newberg Foursquare Church to provide this ministry. June 26-29, 2017, 9-11:30am.

**Summer Camps** - Twin Rocks Friends Camp and Tilikum offer excellent overnight and day camps for school-age children. Adults and youth, age 16 and older, are encouraged to apply as counselors.

**Marriage Encouragement Groups** - Small groups for married couples to study, discuss, fellowship, and pray. Groups hosted by NFC attenders in their homes.

**Parenting Support and Education** - Small-group opportunities to help strengthen parenting skills.

**Family Game Night** - Simple evenings of board and card games to encourage intergenerational fellowship and fun.

**Women's Bible Fellowship** - WBF meets Thursdays 8:45-11am, September through May in the NFC Social Hall. For women of all ages looking for a safe place to grow closer to Christ, listen to the Holy Spirit, and follow God. WBF includes various Bible and book studies, prayer, worship, and morning snacks. Childcare available, donations welcome.

**WBFpm** is a smaller group that meets Wednesdays, September through May, in Barclay C, 7-9pm, and follows the same study content as WBF.

**Women's Retreat** - A weekend getaway at Twin Rocks Friends Camp for women of all ages. Great food, fellowship, and a time to refresh your spirit, March 10-12, 2017.

**Letters of Hope** - A potluck meal followed by the opportunity to write to the child you sponsor or the missionary you support. Offered twice per year.

## **Expectations for children's ministry volunteers include:**

- A personal relationship with Jesus Christ as Lord and Savior.
- Complete children and family ministries application.
- Attend worship services regularly and spend regular time in Bible study and prayer.
- Attend Children's Ministry Cultivation (CMC) meetings throughout the year. If unable to attend, please meet with Michelle separately.
- Have a well-planned lesson ready to begin before the arrival of the first student.
- Encourage children to bring their own Bible or use one from the classroom.
- Keep accurate attendance records, including visitors.
- Use curriculum approved by Newberg Friends Church.
- Keep Newberg Friends Church facilities neat and orderly.
- Know and follow safety procedures.
- Pray regularly for the children and families to whom you minister.
- Connect with students and fellow team members outside of the classroom.
- Be firm but loving in discipline of students.
- Watch for opportunities to guide and encourage others into a personal relationship with Christ.
- If teaching Sunday school or Godly Play, make a 10-month commitment to the ministry.
- If you must be absent from your scheduled volunteer service, contact Michelle Akins as soon as possible.

## Goal 34

Finding “full-time” volunteers in today’s busy culture is daunting. However, the benefits for our community are greater than the temptation to build a children’s ministry program based on ease of scheduling. If we believe what we hope to accomplish on Sunday mornings is of great value and ultimately for the glory of God, our actions need to reflect those beliefs.

The emotional, physical, and spiritual climate of our church will shift in a positive manner as we move toward consistency. Imagine parents being able to reasonably expect they will hand their baby to the same volunteers each Sunday. How would a toddler feel if he recognized the adults that greeted him in Sunday school class? What might develop in our church if a grade-schooler understood that her teacher was looking forward to seeing her next week? Envision Sunday school volunteers being supported and encouraged by devoted teaching partners. Do we believe that cultivating healthy intergenerational relationships are as important as our desire for fellowship on Sunday mornings with those in our same age bracket? How might the children’s pastor role be better utilized if it allowed for more time building connections among teachers, engaging with children, and developing ministry programs, instead of managing an ever-changing schedule each week? Our hearts will be transformed as we see participation in children’s ministries as a form of worship.

Jesus and his disciples offer us a great example, when we think about service here at NFC. Jesus didn’t serve only when it was convenient; he taught, listened, healed, prayed, and committed himself to helping others, even on the Sabbath. The disciples didn’t come to learn once per month. They were with Jesus every day. Jesus taught and equipped his disciples to understand the importance of relationship, of being known. Let’s advocate for children, youth, and adults by striving for consistent “full-time” volunteers while continuing to value, support, and appreciate ALL volunteers, no matter how often they are available to serve.

If we committed to being a church dedicated to serving and nurturing children on a full-time basis (the same people volunteering each week in the nursery and Sunday school classes) we would need a **total of 34 people**.

Breakdown of full-time volunteers needed:

3 volunteers per session of the nursery = 6

3 volunteers per Sunday school classroom (we have 7 classes) = 21

4 volunteers for Godly Play

3 volunteers for Children’s Care

**This is how we know that we love the children of God: by loving God and carrying out his commands. - 1 John 5:2**

# Discipline

**At Newberg Friends Church we believe in treating children with respect and honesty. As volunteers, we do our best to positively redirect children when they are misbehaving or upset, but we also don't hesitate to get parents involved when necessary.**

Always say "YES" if possible. Turn "No, it's not snack time!" into "Yes, we can have snacks after the story is finished."

Make your yes be yes and your no be no. Children need to trust that we mean what we say.

Know your own limits. Call for backup when necessary.

If coming up with a discipline strategy "on the fly" isn't your gift, prepare ahead of time for how you will act and react when they push your buttons.

Ask children age 4 or 5 and older, to help you come up with a list of classroom/activity time rules. This gives them a sense of ownership and allows you to help them enter into an agreement they helped create.

Transition time is important and helpful for all children. Give cues ahead of time for when you want to move to the next activity.

Come to eye level when speaking with or disciplining a child.

Use humor when possible. Never humiliate a child.

Be creative. Discipline is teaching with love.

Offer a hug.

Listen to them. Try to find out what the emotion/circumstance is behind their actions.

Pray with children about their anger, frustration, or sadness.

All children need discipline and can be challenging at times. Discipline is a regular part of working with kids.

# Special Needs

In our community there are children with all kinds of special needs. If you feel uncomfortable or need advice for how best to interact with a child, speak to his or her parent or ask Michelle for suggestions. Children are more than a label or diagnosis. Understanding what works and what doesn't for a child is very helpful. Training is available for all volunteers.

# The Godly Play Philosophy



## Children

- Even young children today face and wrestle with complex existential issues.
- Children already have a spiritual life of depth that adults may not understand or honor.
- Children can discover and use the language of religious narrative and symbol that will allow them to express themselves spiritually and “make meaning.”

## Children’s Work

- Children’s *play* is their work.
- Children are encouraged to choose their own work during each class.
- Children like to work when it is work they have chosen for themselves.
- Teachers do not interfere with the children’s work unless the child asks for help.
- When a child seems unable to ask for assistance, it should be offered by the adult.
- Part of the work of the community of children is the care of their own classroom environment and how they treat one another. Children like to feel self-sufficient: it is good to allow them the opportunity to clean up their own spills and put away their own work.

## Teachers and Children

- Teachers are guides. They do not need to have all the answers.
- Children have much to teach adults who will take the time to listen.
- Children are encouraged to do the work of discovering answers.
- When a teacher takes time to listen and observe a child, the teacher can find more effective ways to lead the child into new discoveries.
- Children are treated seriously and with deep respect; they are subjects, not objects.

## The Classroom Environment

The Godly Play classroom is a place for children:

- To be themselves
- To learn how Christians live in community
- To come closer to the mystery of God’s presence
- To learn the language of the Christian people

Respect for the space and for one another is maintained in a Godly Play classroom to help children feel safe.

A Godly Play classroom should help each child feel successful.

## Enabling a Community of Children to Develop

- In Godly Play, children are encouraged to form their own community and take care of one another.
- A classroom is not “over-adulted.” This allows children to form a community and empowers them to be responsible for their space. It also keeps the storyteller and doorkeeper focused on the children and their work.

# Child Information Form

Date\_\_\_\_\_

Name\_\_\_\_\_ Preferred nickname\_\_\_\_\_

Age\_\_\_\_\_

Names and ages of siblings\_\_\_\_\_

Sunday school class attending this year (circle all that apply):

Nursery    2s    3s    4s    K    1<sup>st</sup>/2<sup>nd</sup>    3<sup>rd</sup>/4<sup>th</sup>    5<sup>th</sup>    Godly Play    Children's Care

My child learns best when instructions are presented (circle all that apply and give examples):

Visually - seeing the information

Verbally - hearing the information

Kinesthetically - hands-on

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My child is interested in/loves...

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Describe how any common classroom activities might be challenging for your child. (ex: dislikes reading out loud, transitions are difficult, memorizing verses is stressful)

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Discipline tips:

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Please come get me if...

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Allergy or other special needs info that would be helpful to my child's teachers/classroom volunteers:

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## **MANDATORY MINIMUMS POLICY**

### **NWYM – July 2016**

As a caring community, we will take appropriate and reasonable steps to protect our members from harm.

Each local church is required to implement a Child Protection, and Abuse Prevention Policy. It is required that each ministry abide by all state and local laws as well as the minimum required standards outlined. Designated Northwest Yearly Meeting leadership may review documentation from a ministry as needed in order to verify adherence to these minimum standards.

Northwest Yearly Meeting requires that local churches run criminal background checks and track approved abuse prevention training for all primary leaders, including pastors, presiding clerk, and the clerks of elders, trustees, and Christian education board.

Northwest Yearly Meeting requires criminal background checks and approved abuse prevention training for all primary leaders, including yearly meeting staff, missionaries, the presiding clerk, and the clerks of elders, trustees, youth and young adult board, and Christian education board.

**Restrictions:** Run background checks on all volunteer or paid positions working with minors or disabled adults.

1. Any person who may pose a threat to minors or disabled adults will be prohibited from working in any ministry, program or event with minors or disabled adults. Persons who have a founded report of abuse against another person of any age, have a criminal record which includes any crime of violence, or are under investigation for a crime are NOT eligible for any type of volunteer or paid work with minors.

If there is a previous conviction for another crime not including abuse against another person or crime of violence, there must be a lapse of at least one year from the time of conviction before serving with children, youth or disabled adults.

If there is more than one criminal conviction not including abuse against another person or crime of violence, applicants will need to be approved by the local Christian Education Committee or Elders.

2. Adults volunteering to work with any ministry, program or event generally should have attended a Friends Church for at least six (6) months before they will be considered for ministry to/with children, youth or disabled adults. Exceptions might be made for people who are well-known, for people with special expertise, or on a case-by-case basis as approved by the local Christian Education Committee, Elders, or in compliance with local church policies.

**Physical Contact:** Adults working with minors or disabled adults must use only appropriate physical contact at all times, including, but not limited to, touching a child's hand, no tickling and/or no touching of private body areas. Appropriate touching takes into account the situation and location. For example, a hug may be appropriate in a public place, but not in a private location in the church.

**Discipline:** Adults working with children, youth or disabled adults are never to spank, hit, grab, shake, threaten violence or otherwise physically discipline. Physical restraint should only be used in a situation where it is deemed necessary to prevent harm. Disciplinary problems should be reported to the appropriate coordinator or supervisor and/or parent or guardian.

**Supervision:** No adult is ever to be alone with a minor or disabled adult.

**Immediate Reporting:** Adults working with disabled people must immediately report to the specific program supervisor any behavior that appears to be abusive or potentially inappropriate. This does not affect or replace any requirement for a report of child abuse under state law or any requirement for a report of child abuse under state law or any other law.

**Sexual Offender Chaperone Policy:** In the event that a registered or known sex offender is attending a local ministry, program or event, the established sexual offender chaperone policy must be followed.

**Responding to Allegations of Abuse:** Respond to allegations in a manner that honors a person's reasonable expectations of privacy and confidentiality and in a manner that conforms to all established legal protections. Provide adequate care and support for the reported victim and for the reported offender.

# Children's Ministry Policy for Newberg Friends Church

**At Newberg Friends Church, we care for children, youth, and adults with the love of Jesus. In order for this mission to be accomplished, we strive to create a safe environment for all people involved in children's ministry.**

## Volunteers

### **Nursery Caregiver, Sunday School Team Member, Children's Ministry Program Volunteer**

- Person 18 years of age or older.
- Has completed screening process and CMC before beginning ministry.
- Works with pastor of children and families, other nursery caregivers, student assistants, and parents to create and provide an environment where children can experience, learn about, respond to, and grow in the truth and love of Jesus Christ.
- Abides by the security policies.
- Has reviewed and follows the expectations for Sunday morning ministry volunteers as listed in this packet. (pg. 3)
- Distributes materials to parents and children as directed by the pastor of children and families.

### **Student Assistant in sixth grade or older**

- Assists nursery caregivers, Sunday school team members, or other children's ministry volunteers.
- Placed in nursery, Sunday school, or children's programming by the discretion of parent and pastor of children and families.
- Has attended a babysitting class offered by the Red Cross or other approved child care course. (Preferred but not required.)
- Only one student assistant per Sunday school classroom/nursery allowed (at pastor of children and families discretion).
- Student assistant is not to be left alone in Sunday school classroom/nursery with children. Abides by the security policies.
- Has reviewed and follows the expectations for Sunday morning ministry volunteers as listed in this packet. (pg. 3)
- Students younger than 6th grade must be accompanied by a parent/guardian who has completed the volunteer screening process and may only assist at the discretion of the pastor of children and families.

## Ratios

### **A minimum of two adults is ideal in each classroom where children are present.**

Two children may be added into the ratios when a student assistant is present. Examples: two adults and one student assistant may watch 10 babies in the nursery. Two adults and one student assistant may care for 12 children ages two to four and 22 children in kindergarten to 5<sup>th</sup> grade.

### **Nursery**

A ratio of one able-bodied adult to every four children is required in the nursery.

### **Two- to Four-Year-Olds**

A ratio of one able-bodied adult to every five children is required for children's programming for children ages 2 through 4.

### **Kindergarten to 5<sup>th</sup> Grade**

A ratio of one able-bodied adult to every ten children is required for programming for kindergarten to 5<sup>th</sup> grade.

# Child Safety

**Ministry with, to, and for children is a sacred trust. Newberg Friend Church will do its best to safeguard the physical, emotional, and spiritual well-being of children in its care. We commit to provide safe supervision for all children, guidance and protection for volunteers and staff, information and instruction regarding policies and procedures relating to the protection of children, and the prevention of abuse.**

## **Security Screenings for ALL Volunteers/Student Assistants**

- Application given to the applicant.
- Completed application returned to pastor of children and family ministries.
- Criminal history check.
- Newberg School District badge can be used as a part of a background check.
- Children and families ministry handbook given to volunteer.
- Volunteer attends Children’s Ministry Cultivation (CMC) meeting with pastor of children and family ministries. If not able to attend a group CMC meeting, volunteer must meet with pastor of children and family ministries one-on-one.

All workers who minister to and/or work with children must complete an application form and undergo a criminal background check, both of which will be kept confidential. Criminal background checks will be conducted at least once every two years. Access to these records will be restricted to: the lead pastor or appointed designee, presiding clerk of the meeting, clerk of the elders, and the pastors of youth and children’s ministries.

Persons who have a founded report of abuse against another person of any age, have a criminal record that includes any crimes of violence, or are under investigation for a crime are not eligible for work with children. Any exceptions to this policy must be approved by the lead pastor and/or elders. If there is a previous conviction for a crime not including abuse or violence, applicants must be approved by the lead pastor and/or elders.

All drivers of church vehicles must complete a driver history form and supply a copy of a current driver’s license. These forms will be kept on file in the church office.

## **Adult Visitor Policy for Classrooms**

- An adult family member/friend is welcome to accompany a child in the classroom. We ask that they remain for the entire hour, as their departure could be disruptive for the children. (left to teacher discretion.)
- Adult visitors must not be left alone with children, since they have not completed the security screening.
- Visiting is not to become a habit. All persons regularly in the presence of children in our classrooms must complete the security screening procedure.

## **Babies & Children Visiting Newberg Friends Church**

Parents/childcare providers will be asked to complete a registration form when dropping off their child. Parents/childcare providers will sign-in/out on the attendance sheet and provide a cell phone number and any additional information (allergies/special needs).



## **Nursery & Twos Sunday School**

- Parents/childcare providers will sign in and out, provide cell phone number, location of where they will be in the building, and special instructions for their child on the nursery sign-in/out sheet.
- Parents/childcare providers will be asked to turn their cell phone to vibrate and will be called if their child needs the parents/childcare providers during his/her stay in the nursery/twos class.
- Parents/childcare providers should create a name label for their child and any items that belong to the child with tape provided on welcome counter.
- Parents/childcare providers of infants are encouraged to hand their child to the nursery caregiver at the welcome counter.
- Only persons who have completed the screening process and are volunteering that day in the nursery and twos Sunday school room are allowed beyond the welcome counter (except for the nursing room).
- Parents/childcare providers should ring bell on welcome counter when they are ready to pick up their child.
- Children will only be released from the classroom to the individual who signed them in on the sign-in/out sheet unless another person was indicated in the "special instructions" section. Photo ID may be required.
- Adults and children must wash hands immediately upon entering the nursery, when distributing snacks, before and after each diaper change, and after wiping noses.
- Children must rinse their mouth out with water before entering the nursery/twos class.
- All snacks provided by NFC will be gluten free. Exceptions made by permission of pastor of children and families.
- Infants are in the earliest stage of development, and in order to foster this development, infants should not be restricted to one area (piece of equipment) or activity for long periods of time.
- Do not stand and hold more than one infant at a time.
- Infants will be held while given bottles. When warming baby bottles, simply heat with tap water, unless instructed otherwise by parents.
- Diapers need to be checked hourly and soiled diapers need to be changed immediately in the presence of other nursery caregivers. Wrap dirty diapers in plastic bag provided before disposing in trash outside of classroom.
- When placing a baby in the crib, the baby is to be placed on his/her back, unless instructed otherwise by parent.
- All equipment surfaces must be cleaned with disinfecting wipes at the end of each nursery session.
- All toys that have been mouthed must be placed in bin on counter.
- Change sheets on cribs after use by each child. Place used sheets in bin on counter.
- Carpet and table spills should be cleaned up immediately.

## Threes Through 5<sup>th</sup> Grade Sunday School

- Parents/childcare providers will sign in and out, provide cell phone number, location of where they will be in the building, and special instructions for their child on the class sign-in/out sheet.
- Parents/childcare providers will be asked to turn their cell phone to vibrate and will be called if their child needs the parents/childcare providers during Sunday school.
- Children will only be released from the classroom to the individual who signed them in on the sign-in/out sheet unless another person was indicated in the "special instructions" section. Photo ID may be required.
- For children in 3<sup>rd</sup> through 5<sup>th</sup> grade, parents may opt to sign a form granting volunteers permission to release the child after class unattended. This form will be valid for one year, from promotion Sunday to promotion Sunday.
- Children who are potty trained should go to the bathroom by themselves, providing for the utmost privacy and safety of the child. If there is a soiled diaper/pull-up, this must be changed immediately in the presence of other team members.
- All volunteers must wash hands before distributing snacks, before and after each assisting in the restroom, and after wiping noses.
- All snacks provided by NFC will be gluten free. Exceptions made by permission of pastor of children and families.
- Adults and children must rinse their mouth out with water before entering the threes and fours class and after eating snacks.
- All equipment surfaces must be cleaned with disinfecting wipes at the end of each session.
- Carpet and table spills should be cleaned up immediately.



## Abuse Prevention Policy

### Definitions

**Abuse:** any recent act or failure to act that results in death, serious physical or emotional harm, sexual abuse or exploitation, or an act or failure to act that presents an imminent risk or serious harm.

- Emotional Abuse – threats, critical words, demeaning terms or names, and other actions that convey a message that the child is undeserving of love and care.
- Sexual Abuse – sexual contact between a child and an adult (or an older, more powerful youth).
- Physical Abuse – intentional, deliberate behavior that causes bodily harm.
- Neglect – leaving a child without proper care and control necessary for well-being.

**Child:** An unmarried person under the age of eighteen.

**Worker:** A person paid by the church to perform a specific function; a person who performs work without pay (volunteer); a person appointed to fill an office in the church.

**Two-Adult Rule:** Applies to situations in which at least two adults must be present.

**Rule of Three:** Applies to situations in which at least three people must be present, keeping a child from being left alone with an adult.

**Reporting:** Adults working with children should immediately report to the specific program supervisor any behavior that appears to be abusive or inappropriate. Any suspected abuse must also be reported. The pastors of youth and children's ministries will be responsible for the formal reporting and follow-up of child abuse allegations.

**Training:** The pastors of youth and children's ministries are responsible for the training and education of all adults working with children at Newberg Friends. Parents are encouraged to talk with their children about the definition and prevention of abuse.

**Programming:** Children will not be left unsupervised during any church-sponsored event or while waiting for a ride home after any church-sponsored event. The Two-Adult Rule is mandatory for each vehicle when transporting children on overnight trips and for activities that take children into unpopulated areas (e.g. backpacking, hiking, climbing, rafting, water sports). The Two-Adult Rule is the goal for all programming.

The Rule of Three is mandatory for all programming in which the Two-Adult Rule is not required, with the following three exceptions:

- One-on-one meeting with parent permission (e.g. tutoring, counseling, mentoring)
- Transport to or from an event as arranged by the parent and with parent permission
- Isolation of a child during illness

**Medical Release & Permissions:** Children may take part in church-sponsored, off-site events only after turning in a completed medical release and liability waiver each year. These forms will be kept on file in the children and family pastor's office and taken along on any church-sponsored trips to off-site events in case of an emergency requiring medical care.

## **Procedure for Reporting Child Abuse Suspected or Witnessed**

**If a child reports sexual abuse or improper touching: believe the child, protect the child, report the abuse.**

### **Who Should Report?**

When a staff member or volunteer witnesses child abuse or is told of child abuse by a party involved, that person must promptly contact the pastor of children and family ministries and make a report or cause a report to be made to the appropriate authorities. This is not to be discussed with the child in question.

When a staff member or volunteer has cause to believe that abuse has occurred but has not observed the abusive conduct, such as abuse by a parent, that person must report the information to the pastor of children and family ministries or youth pastor. If the pastor of children and family ministries concurs that the situation warrants a report, one will be made to the local authorities. Discussion with the child should be kept to a minimum and then only to confirm suspicions. The child's parents, or other suspected individuals, should not be contacted at this time.

The pastor of children and family ministries or youth pastor shall report all relevant information concerning suspected or observed abuse to the lead pastor of NFC and together a report will be made.

### **How Should The Report Be Made?**

Witnessed or suspected child abuse shall be reported on the suspected child abuse report form, which is included in this packet. The form shall be completed as soon as possible following the verbal report and should be in as much detail as possible. Special attention should be given to time, place, what was witnessed or suspected, person making the report, indicators of abuse, family background, visible signs of any injury on the child, remarks by the child (without interviewing the child), etc. All aspects of the report, verbal and written, shall be maintained confidential except to the extent required for reporting purposes to avoid mistaken accusation.

### **How Should The Written Report Be Followed up?**

The written reports shall be maintained at the church office. Only the pastor of children and family ministries and/or youth pastor, lead pastor, clerk of the elders, and the presiding clerk shall have access to these reports.

# Responding to Allegations of Child Abuse

**Proper responses to allegations of child abuse can minimize the pain and liability for all parties involved in a given situation. It is the church's goal to respond to allegations in a manner that people's rights to privacy and confidentiality be maintained at the highest possible level. Adequate care and support for both the alleged victim and the accused shall be considered mandatory at all times.**

**In the case of an allegation of child abuse against a worker serving in the ministry of the church, the following steps shall be taken:**

1. The person(s) in charge of the program or activity shall document all efforts used when dealing with the allegation.
2. The allegation will be reported as soon as possible to the proper church authority and to the yearly meeting superintendent.
3. The incident shall be reported as soon as possible to the applicable insurance company and/or attorney.
4. The accused shall be relieved of duties until the prompt investigation of said accusation occurs.
5. Follow the counsel of an attorney and/or insurance company representative when reporting to Services for Children and Families.
6. Parents of the alleged victim shall be notified as soon as possible.
7. If the accused is under the age of 18, his/her parents shall be notified as soon as possible.
8. The alleged victim must be supported by all the love and care that is reasonably possible.
9. The accused must be treated with dignity, support, and Christian love.
10. All means must be taken to ensure confidentiality at all levels of this process. Disclosure of information regarding the abuse or suspected abuse is prohibited, except as required for reporting purposes.

**SUSPECTED CHILD ABUSE REPORT FORM**

Today's date \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of the incident \_\_\_/\_\_\_/\_\_\_ Date local authorities notified \_\_\_/\_\_\_/\_\_\_

What circumstances prompted this report? (Be as specific as possible.)

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

Should this case be reported to legal authorities outside the church?

Yes \_\_\_ No \_\_\_ If "yes," please state reasons

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

Give location of observed incident.

\_\_\_\_\_

Have the child's parents been notified? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of person filing the report:

\_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Fax \_\_\_\_\_

Where was the report filed \_\_\_\_\_

Person receiving the report \_\_\_\_\_

Ministry \_\_\_\_\_

# IN AN EMERGENCY

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER *(Grab radio and keep it near!)*

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance folder



## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHER *(Grab radio and keep it near!)*

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance folder



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Leave your stuff behind  
Follow instructions

### TEACHER *(Grab radio and keep it near!)*

Lead evacuation to location  
Take attendance folder  
Notify if missing, extra, or injured students



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Earthquake  
Tornado

### TEACHER *(Grab radio and keep it near!)*

Drop, cover, and hold / take attendance folder  
Evacuate to shelter area / take attendance folder

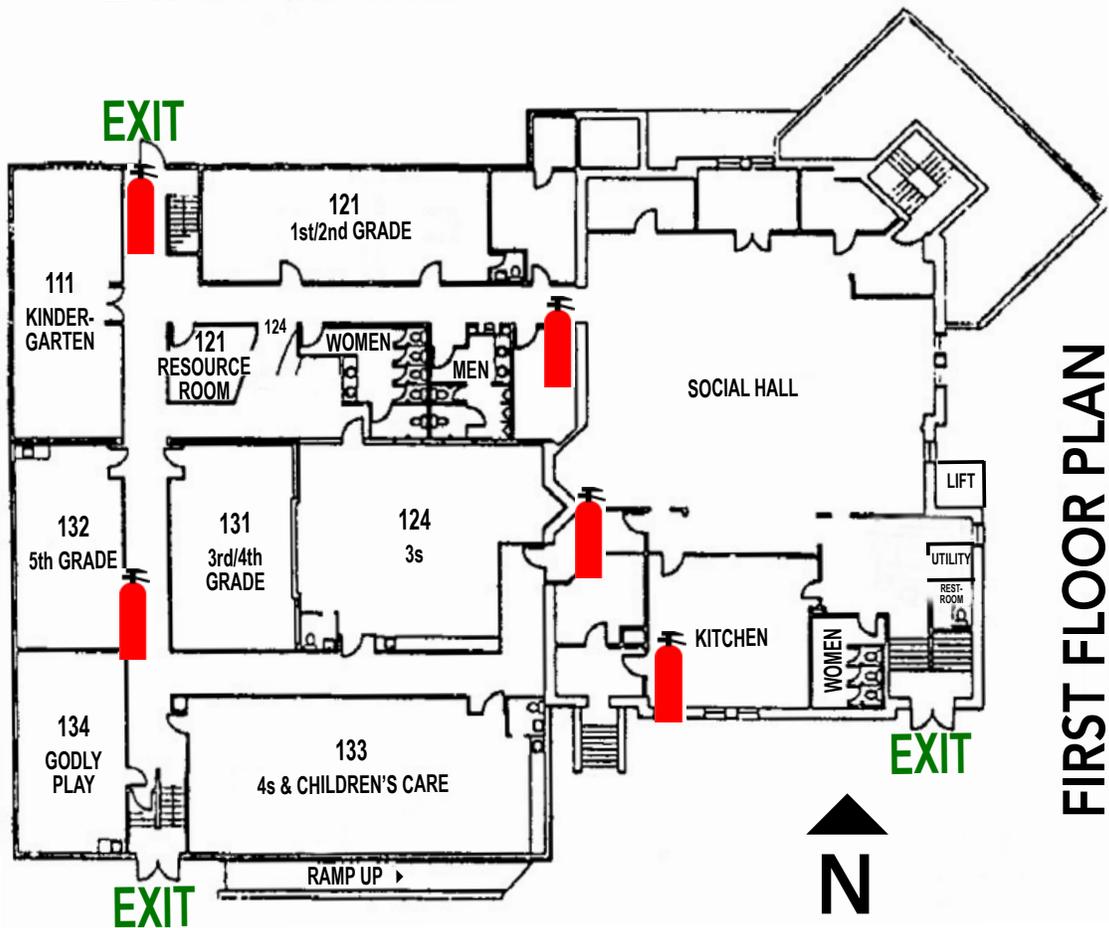
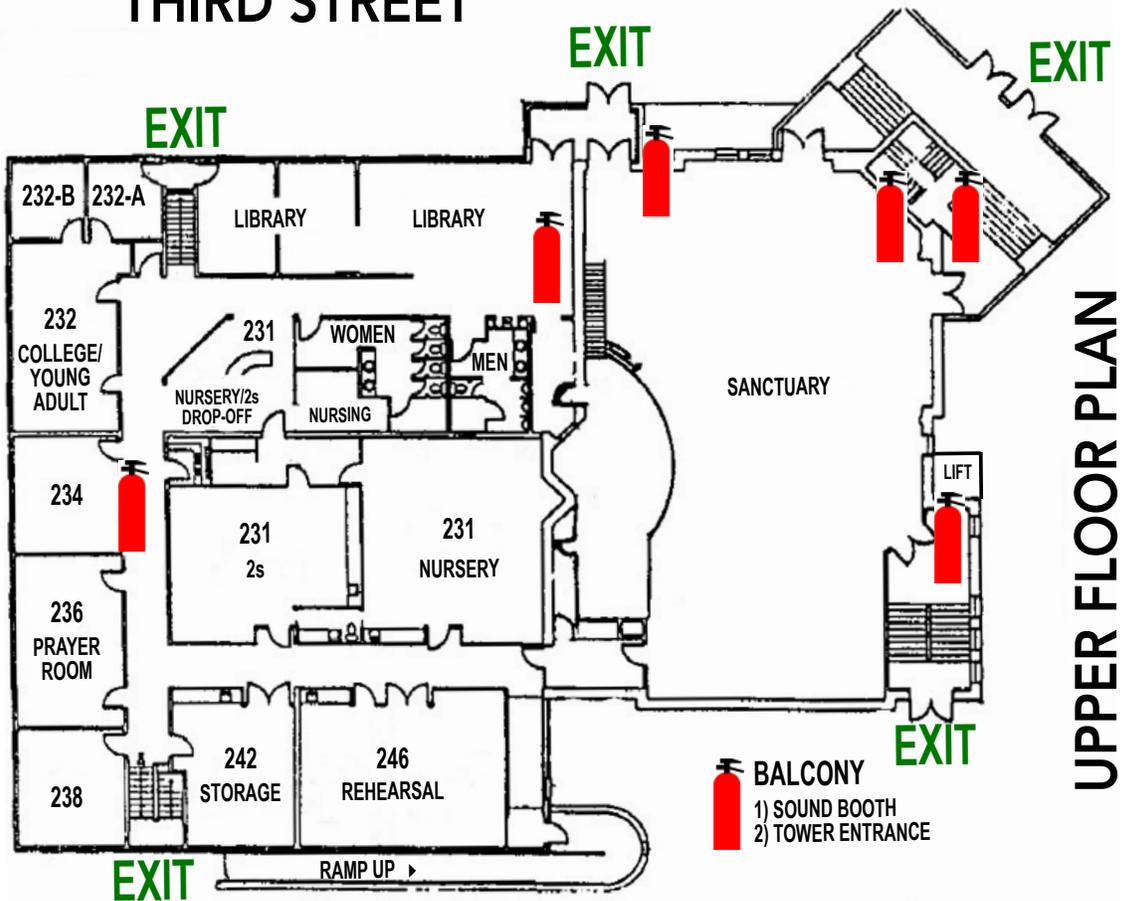


## HEALTH CRISIS — CALL 911



# NEWBERG FRIENDS CHURCH

THIRD STREET



**Contact Information for Michelle Akins:**

General office hours at NFC are 8:30-2:30 Monday-Friday.

During Sunday school, September through June, is available by cell phone. Michelle usually attends 2<sup>nd</sup> service.

Office Phone: 503-538-8381

Cell Phone: 503-539-5041

Email: michelle@newbergfriends.org

Home Address: 14035 NE Tangen Rd., Newberg, OR 97132

**Newberg Friends Church Information:**

Office Hours: 8am-4:45pm Monday-Friday

Closed Tuesdays 9am-1pm for Pastoral Team Meeting

Office Phone: 503-538-8381

Bookkeeper/Receptionist: Denise Lyman

-If you need to be reimbursed, she is your contact.

**The Newberg Friends Church Library:**

Open from 10:15 am to 10:45 am on Sundays and by appointment. However, there is also a self-checkout option, so all materials, except those in the locked children's and AV room, can be checked out at any time. Instructions are posted at the desk. There are materials for children, young adults, and adults. Books and audio books can be checked out for three weeks with a 1-week renewal. Movies and periodicals can be checked out for 1 week with a 1-week renewal. A .50 maximum fine may be charged for overdue materials when patrons are notified by U.S. mail. Children must be 10 years old to get their own library card and must have the permission of their parent/guardian. If you have suggestions for purchases, leave a note at the checkout desk or send an email to the library clerk at library@newbergfriends.org.

**Info Centers:**

Three information stands are located in our main building. Find them at the top of the stairs by the nursery counter, in the bell tower entrance, and in the southeast parking lot entrance. You will find materials pertaining to NFC events and ministries. The Welcome Center at the back of the sanctuary is another place to find newsletters, forms, and brochures.

**Resource Room:**

Across the hall from room 121 and open Sundays 8:40am-noon is a space bursting with all sorts of materials for use in children and family ministries. (Craft and bulletin board supplies, snacks, etc.) Please contact Michelle if you need to get materials during the week. Children are not allowed in the resource room without adult supervision.

**Nursing Room:**

This small private space, created for nursing moms and their babies, is located directly behind the nursery welcome counter. It also contains a changing table and wipes.

**Prayer Room:**

Room 236 is a space dedicated to prayer. Comfortable chairs and even an electric fireplace make this a great place for a mini-prayer retreat. It is usually available for use during office hours and on Sunday mornings.

**GROWING  
TOGETHER**



## Children's Ministry Cultivation (CMC)

**Cultivate: To prepare and work on; to promote or improve the growth of by labor and attention; to develop or improve by education or training.**

- How would you like to see Children and Family ministries expanded? What could be laid down or changed to better reflect the needs and desires of our community
- Why is it important to prepare and work on children's ministry at NFC together?
- Discuss the expectations on page 3. Which feel doable and which ones prevent people from engaging in children's ministry? Are there expectations we should add or subtract from the list?
- What needs to improve or develop in children's ministries?
- How does "Goal 34" advocate for children and volunteers?
- How can we promote spiritual growth at NFC in adults, youth, and children?
- After reading through the safety and abuse prevention policy of NFC, what questions or concerns do you have?
- What types of education or training do volunteers and children need?
- What distracts us from loving God and one another? How can we help one another focus on Jesus?
- When are you most available to be attentive to children's ministries?