



# NEXT GEN MINISTRIES

## Policies and Procedures Handbook

## Dear Next-Gen Team Member,

Welcome to the Next-Gen Team! We are so glad you are here! Thank you for responding to the need to invest in the next generation. Through the work of Jesus in and through our families, our vision is to raise up whole generations of disciples of Christ who will make disciples of Christ in order to take the Gospel to the ends of the earth. We are stepping into a kingdom investment that will have eternal consequences.

As a volunteer, you play a vital role in kids' lives. You get to come alongside parents to nurture and guide children towards a relationship with Jesus! Through activities, games, memory verses, stories, small groups, large groups, hikes and sometimes even sticks, we will share the gospel regularly on each child's level. As you serve the next-generation our prayer is that it will be a time of growth in your relationship with Jesus and bring joy to all the generations involved.

In Matthew 18 Jesus warns, "But whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and be drowned in the depth of the sea." We hear this warning, and take the responsibility of nurturing and guiding our children and youth towards Jesus very seriously. Therefore we have adopted and enforced the following handbook.

The pages of this handbook outline policies and procedures for volunteers and staff members. Our policies are intended to create a safe environment, thus protecting children, volunteers, and the mission of Red Stone Church - to nurture and guide children towards a relationship with Jesus, while coming alongside parents as they disciple their children.

As a Next-Gen team member at Red Stone Church you must adhere to and comply with all safety policies and procedures in this handbook. Please sign and return the agreement form located on the last page.

Disciples Making Disciples,

Ali Starnes, Juan Carlos Cevallos, and the Elders  
Next-Gen Ministry

# Table of Contents

Next-Gen Overview	4
Sunday Morning Programing	12
Overview	12
Security	15
Little Red Stone	19
Camp Red Stone	22
Red Stone Youth	24
Acknowledgement & Agreement	27
Appendix	28

# Next-Gen Overview

## Vision

To raise up generations of disciples who will make disciples of Christ.

## Mission

The mission of Red Stone Church's Next-Gen Ministry is to empower and develop disciples of Christ to nurture and guide their next generation towards a relationship with Jesus, while coming alongside parents as they disciple their children.

## Values

- Gospel
- Scripture
- Family
- Fun
- Community
- Authenticity
- Multi-Generational discipleship
- Ownership

# Volunteer Safety Steps

Because we intend to protect the children and teens involved in our ministry, Red Stone Church requires all adults working with minors to complete the following three safety steps before volunteer roles begin.

## **Step One: Connecting**

It is important for volunteers to connect with Red Stone Church and the Next-Gen Staff by:

- Attending Starting Point or meeting with leadership
- Completing a team member application
- A face-to-face interview

## **Step Two: Screening**

Volunteers working with children are required to complete a screening process which includes:

- 3 Reference Checks
- A criminal background check - *to be renewed every 3 years*

## **Step Three: Training**

To equip volunteers with information necessary to serve our children well, Red Stone Church requires all volunteers to complete and comply with the following:

- Policies and Procedures Handbook - *revisited with each yearly revision*
- Sexual Abuse Awareness Training - *renewed every two years*
- Next-Gen Ministry Annual Training

# Youth Server Safety Steps

Because we intend to protect the children involved in our ministry, Red Stone Church requires all youth working with children to complete the following safety steps before youth server roles begin.

## **Step One: Connecting**

It is important for future Youth Servers to connect with Red Stone Church and the Kids Ministry Director by:

- Being an active member of Next-Gen Ministry
- Reaching out to a Next-Gen Ministry Leader with intent to serve.

## **Step Two: Screening**

Youth Servers working with children are required to complete a screening process which includes:

- 2 Reference Checks (one from a parent and one from a leader)
- Filling out a questionnaire

## **Step Three: Training**

To equip youth servers with information necessary to serve our children well, Red Stone Church requires all youth servers to complete and comply with the following:

- Policies and Procedures Handbook - *revisited with each yearly revision*
- Next-Gen Ministry Annual Training

# Gospel Conversations

The journey towards having faith in Jesus is filled with teachable moments where believers can model Christian values, help answer questions, direct towards biblical truths, and share what God is doing in their own lives to help develop and encourage the child's understanding of Jesus and the Bible. When a Gospel conversation, confession of sin, or faith decision takes place, we pursue informing the parent/guardian of the child so they can have a follow-up conversation with their child. See the below Gospel truths to guide your conversations.

1. **God Rules.** Ask: "Who is in charge at home?" Explain that because God created everything, He is in charge of everything. Read Revelation 4:11.
2. **We Sinned.** Ask "Have you ever done something wrong?" Tell kids that everyone sins, or disobeys God. Our sin separates us from God. Read Romans 3:23.
3. **God Provided.** Explain that God is holy and must punish sin. God sent His Son, Jesus, to take the punishment we deserve. Read John 3:16.
4. **Jesus Gives.** Ask: "What is the best gift you've ever received?" Say that Jesus took our punishment for sin by giving His life, and He gives us His righteousness. God sees us as if we lived the perfect life Jesus lived. This is the best gift ever! Read 2 Corinthians 5:21.
5. **We Respond.** Explain that everyone has a choice to make. Ask: "Will you trust Jesus as your Savior and Lord? You can turn from self and sin and turn to Jesus." Read Romans 10:9-10.
6. **Review and pray.** Encourage the child to tell you in his/her own words what he/she understands and believes. Ask the child if he/she wants to talk to God about his/her new faith. A sample prayer might sound like, "Dear God, I love you. I know you love me. I am a sinner and I need someone to save me. Jesus is the only one who can do this. So, by faith, I believe in Jesus and that His death on the cross paid for my sins and gave me eternal life with him. Jesus is my Savior and Lord."

# Team Member Requirements

To accomplish our mission and uphold our values, we seek team members who:

- Have a personal relationship with Jesus that is evident by their life and their testimony.
- Attend at least one service or other Bible study opportunity during the week for their own personal growth and encouragement,
- Consider Red Stone Church to be their home church and place where they regularly worship.
- Attend Red Stone Church for a minimum of 3 months before becoming a volunteer.
- Come prepared to execute responsibilities by utilizing the tools and training provided.
- Model righteous behavior and loving kindness to the kids and teens of Red Stone.
- Learn the names of kids/teens and pray for them weekly.
- Arrive at least 30 minutes prior to services in which you are serving.
- Pack up, clean and restore spaces utilized to its original condition after the last child/teen has been picked up.
- Routinely check and respond to all communication from the Next-Gen Ministry Team.

We seek Lead Teachers who adhere to the above requirements and who:

- Are members of Red Stone Church.
- Are willing to lead and connect with other volunteers on their team.
- Regularly connect and collaborate with the Next-Gen Ministry Leaders.

## Volunteer Boundaries

- All primary volunteers must be adults. Under no circumstances should a person under 18 be the primary caregiver or leader.
- Volunteers should not hold or place children on their laps.
- Physical touch should be as minimal as possible.
  - Hugging, pats on the back, high fives are a few examples of appropriate physical affection when in an observable space.
  - Inappropriate touching and displays of affection are forbidden.
- Volunteers should never be alone with a minor.



- Youth Servers should never take a child to the restroom or change a child's diaper.
- Verbal interactions should be positive, encouraging, and constructive.
  - Volunteers should remain mindful of the mission of aiding parents in the spiritual growth and development of children.
  - Volunteers should not talk to children in a way that is harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

**Any violation of these boundaries should be immediately reported to the Next-Gen Ministry Director.**

## Parent Communication

It is important to establish a relationship with the parents of the children and teens you are interacting with in order to accomplish our mission to nurture and guide children towards a relationship with Jesus, while coming alongside parents as they disciple their children. Youth servers should only communicate with parents when alongside an adult volunteer. Your communication with the parent should:

- Happen in a Christ-like manner.
- Build trust.
- Be open and honest.
- Include both positive and negative occurrences with their children.

## Reporting

Child abuse will not be tolerated. If a child discloses abuse, in accordance with Tennessee state law, any **individual who suspects abuse is legally obligated to report the suspicions to the Child Abuse Hotline 877-237-0004**. Red Stone Church would then encourage the reporter/volunteer to inform the Kids Ministry Director who would then inform the Elders.

Once informed, Red Stone Church leadership will take appropriate action on behalf of the church by:

- Notifying the parent/legal guardians, if they are not the suspected perpetrator(s)

- Securing the safety of the child by contacting the local police department, if the child is in imminent danger.
- Documenting all actions taken to handle the incident, utilizing the incident report form.
- Caring for the volunteer post-report.

*\*Please refer to Ministry Safe training for further information on abuse and reporting.*

*\*If a youth server suspects abuse, they should consult with the adult volunteer serving alongside them for guidance. Contact the Kids Ministry Director if needed.*

## First Aid

In the event of any injury, please keep in mind the following:

- Any First Aid should be administered by an adult volunteer.
- A First Aid Kit is located in each classroom if needed.
- Only parents, legal guardians or medical professionals are allowed to give any medication (including Tylenol).
- Put gloves on before treating any bleeding child.

In the event of a minor injury, please follow these guidelines:

1. Treat child(ren) accordingly.
2. Complete the injury report.
3. Notify the Kids Ministry Director and communicate with parents at the end of class.

In the event of a medical emergency, please follow these guidelines:

1. Remain calm, meet the emergent need of the child(ren) and call 911 if needed
2. Notify the security person immediately to assist and contact parents/guardians.
3. Complete injury report.

## Discipline

The effective spiritual formation of all children requires a stable environment. A discipline policy is really a discipleship process that allows us to demonstrate

Jesus' love. Hebrews 12:11 tells us that, "For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it." The role of Next-Gen Ministry is to support parental training by upholding high standards of behavior, respect and discipline. Some of the expectations we have for the children include:

- Every child participates with a willing heart, eager to learn and obey. Their attitude should be respectful to authority.
- The child is to avoid being disruptive or a distraction to the mission and purpose of the Next-Gen Ministry.

Discipline varies per age. Please see your specific age group section for the appropriate policy.

# Sunday Morning Programing

## Overview

### Wellness Policy

The sickness policy exists for the protection of the children in our care. When addressing this issue with parents, assure them that we will be excited for their child to rejoin Camp Red Stone once they are healthy.

All kids presenting symptoms of sickness should respect others by staying with their parents. Symptoms include, but are not limited to:

Fever (over 100.4)	severe coughing	head lice
Vomiting	colored nasal drainage	undiagnosed rash
Diarrhea	pink eye	open skin lesions

Illnesses being treated with antibiotics for less than 24 hours

We require that the child be symptom free for 24 hours before entering class. Children who appear ill or become ill at church will be removed from other children, and the parent/guardian will be notified immediately. Red Stone Church reserves the right to ask parents/guardians to remove their child from the classroom if they are showing symptoms of an illness.

Parents are asked to contact the Kids Ministry Director if their child(ren) contracts a communicable disease (such as chicken pox, head lice, fifth disease, etc.) after attending a Red Stone Church gathering.

### **Sanitation and Hygiene**

It is our commitment to maintain a safe and clean atmosphere to ensure the health and welfare of all children. Toys and furniture should be sprayed with disinfectant solution after each use.

Hand washing with soap and water is important in preventing the spread of infection. All volunteers must thoroughly wash their hands for 20 seconds both prior to receiving children and prior to serving snacks as well as after the following:

Cleaning up accidents

Wiping runny noses

Assisting children to the bathroom

Changing a diaper

## Classroom Security

1. Two or more adult volunteers must be present with children at **ALL** times.
2. Teachers/volunteers should wear name tags and Red Stone Kids Ministry lanyard as identification.
3. All children must have a nametag and be checked in via the classroom roster before entering class.
4. Gates to classrooms should be kept closed while doors remain open at all times.
5. **Children should only be released to those over 18 with proper identification** (matching sticker with security number/code).
6. Children should be checked out via the classroom roster as they are picked up.
7. Children should only be in classrooms when adult volunteers are present.
8. All classrooms will have a walkie talkie for quick communication to the security person and other classrooms.
9. Parents/legal guardians are encouraged to remain outside the room when dropping off & picking up.
10. A safety team and video surveillance is in place to ensure safety.
- 11.

## Buddies

For children who require specialized attention during class, we offer a “buddy system.” Should the need arise, we may assign a volunteer to be a “buddy” to the child by giving them one-on-one attention during class time. Please talk with your Kids Ministry Director if you would be interested in providing this service.

## Sub Process

If you cannot serve anytime you are scheduled, find a sub for yourself. The substitute list will be emailed to you. If you cannot find someone to sub for you, contact someone who serves in the same role and age group as you to swap with. Be sure to define which days you are swapping for. Once your plans are finalized, send a group message to your lead teacher and Kids Ministry Director.

1. Find an alternate
  - a. Sub List
  - b. Make a Swap
2. Finalize sub or swap dates.
3. Communicate the plans with your lead teacher and Kids Ministry Director.

# Security

## Check-in

Upon arrival at Red Stone Church, parents/guardians will proceed to the check in station to receive a nametag for their child(ren) (and diaper bag, if necessary) and will also receive a parent tag to be used for pick up.

New families will be asked to fill out basic information for their child(ren). You will then check them in as VIPs. Tear off the bottom portion of the form for the new family to keep. Grab a seasoned family or a volunteer to escort them to class and show them around. *Please be sure new family forms are turned into the Kids Ministry Director at the end of the day.*

Kids 3 years old and under may be dropped off 15 minutes prior to the beginning of regularly scheduled services. Kids 4 years old and up will go into worship with their family and will be dismissed from the Gym following family worship.

Please ensure children are not checked into a class without adult volunteers. Use your daily servers grid to keep up with which volunteers have/have not arrived. This determines which classes are open.

As a Camp Red Stone Check-in Volunteer ensure:

1. Each child and parent are greeted warmly. Introduce yourself to visitors.
2. Each child has a name tag, including contact name/number and any allergies that may be present.
3. Teachers check in and receive their appropriate supplies for the day. (Lesson box, lanyard, name tag, and walkie talkie)

## Walkthrough

Midway through the church service, the security person is required to do a walkthrough of the building to ensure classrooms are safe and secure.

## Check-out

1. All children should be checked out within 15 minutes of services ending.
2. Only release a child(ren) to a person, 18 and older, who has the corresponding parent tag.
3. As the child is checked out, please use the classroom roster to check their name off the list.

*\*All youth servers serving as a Check-In volunteer should always be accompanied by an adult volunteer.*



# 'Check-ins' Operating Systems

## **Regular Attenders and Members**

1. As a family arrives, simply type their name (first or last) into the search bar. Click search.
2. Select the correct household.
3. Check boxes for those being checked in
  - o During this step, ensure the classroom they are being checked into is correct.
4. Select check-in # of people.
5. Labels should automatically print!
  - o Communicate to parents to bring their parent tag to pick-up their children.

## **New Families**

1. Welcome warmly, have them fill out the new family form.
2. Type their name into the search bar select 'add a person'
  - a. select 'create temporary one-time guest'
3. Type in all requested information
  - \*Be sure to include allergies and Emergency contact!\*
4. Select 'next' and select the correct location based on the child's age.
5. Select 'prepare check-in'
  - a. If siblings are present select 'add guest' button in top right corner repeat steps 3-5
  - b. If no siblings remaining select 'Check in # People'
6. Labels should automatically print!
  - a. Communicate to parents to bring their parent tag to pick-up their children.

***\*To troubleshoot, see the troubleshoot guide at the check-in station or contact your Kids Ministry Director.\****

# Little Red Stone

## Ratios

Climbers	Explorers	Questers
1 adult : 3 babies	1 adult : 6 toddlers	1 adult : 9 preschoolers

## Schedule

- 9:45- 10:15 - Connect and Play
- 10:15- 10:30 - Focused Play
- 10:30- 11:00 - Bible Story and Snack
- 11:00-11:30 - Activity/Craft & Worship

## Check - In

- Do not receive children until two or more volunteers are present.
- Warmly welcome the family and greet the child on eye-level.
- Ensure the child has a nametag and place a check by their name on the roster.

## Discipline

As the caregiver of babies and toddlers it is important to teach them to navigate their world through loving, nurturing, and caring for them. The volunteers should keep this in mind while working patiently with babies and toddlers. No form of physical discipline is acceptable. This includes spanking, slapping, pinching, hitting or any other physical correction for inappropriate behaviors by children. When disobedience occurs, verbally correct the behavior and then redirect the child to another activity. If disobedience continues, contact the Kids Ministry Director. Remember to communicate all incidents to parents at the end of class.

## Snack

- **Check all of the children's tags for any food allergies.** If allergies are listed, check ingredients on the snacks very carefully before distributing. If you are uncertain if the child is able to have the snack because of an allergy, please contact their parent before giving it to them.
- All volunteers and children should sanitize their hands and pray together before the snack is distributed.
- The children should be seated while eating.

## Diapers

The safety and wellbeing of our children and volunteers is very important to us, so all volunteers will observe the following diaper changing policies:

- Only adult female volunteers may change diapers.
- Changing diapers should be done in plain sight of another adult.
- Children should never be left unattended on a changing table.
- Each child should go home with a clean and dry diaper.
- Children should be changed on changing stations only.

It is important to follow the following diaper changing procedures:

1. Put on gloves.
2. Have all supplies within reach before placing the child on a changing pad.
3. Change the child's diaper – always using wipes.
4. Place soiled diapers in individual disposable bags and throw them in the trash can.
5. Wipe down the changing pad with Clorox wipes after each diaper change.
6. A new pair of gloves should be used for each child.

## Restroom

1. Do not allow a child to walk to the restroom by himself/herself.

2. A volunteer should never be alone in the restroom with a child. If a child needs help with clothing, an adult volunteer should assist them in the open doorway.
3. Encourage the child to perform all restroom functions by himself/herself as much as possible and stand outside the restroom to monitor the child.
4. In case of an emergency, prop the restroom door open and ask another volunteer to get help.

## Check-out

- All children should be checked out within 15 minutes of services ending.
- Only release a child(ren) to a person, 18 and older, who has the corresponding parent tag.
- As the child is checked out, please place a checkmark on the roster beside their name.

# Camp Red Stone

## Ratios

Jr. Campers Youngers	Jr. Campers Olders	Campers
1 adult : 10 kids	1 adult : 10 kids	1 adult : 10 kids

## Schedule

### Jr. Campers

- 10:30 – Rule Review
- 10:35 – Connect Time
- 10:50 – Bible Story
- 11:05 – Activity
- 11:25 – Prayer
- 11:30 - Worship

### Campers

- 10:30 – Connect Time
- 10:35 – Bible Story
- 10:50 – Bible Discovery
- 11:05 – Activity
- 11:25 –Prayer
- 11:30 - Worship

## Check - In

- Receive children by the gym doors and ensure they all have name tags before walking them to the classroom.
- As you enter the classroom, greet each child individually and add/check them in on the roster.

## Classroom Management

In the classroom setting you, as the volunteer, are in charge. Come prepared to confidently lead your kids through the morning activities. Know your responsibilities and communicate with your team. The following are the role responsibilities:

- Lead Teacher:
  - set expectations for the classroom
  - ensure flow of the morning by leading main transitions
  - support small group leaders

- teach the Bible lesson
- Small Group Leader:
  - facilitate small group time through activities, discussion, and prayer
  - lead your small group through transitions
  - support the lead teacher by engaging alongside kids in large group activities
- Worship Leader:
  - learn and prepare worship songs from the curriculum
  - lead and engage kids in worship
- Youth Server:
  - Communicate with your lead teacher to discuss your role responsibilities

Ideas for smooth transitions include:

- Clap Back- clap 3 times and have everyone clap back to you, repeat until everyone's attention is on you.
- Call Backs- these require teaching but work very well.
  - *Teacher: 1, 2, 3, eyes on me; Kids: 1, 2, eyes on you*
  - *Teacher: All Set; Kids: you bet!*
  - *Teacher: Flat Tire; Kids: SHHhhhhh*

## Discipline

No form of physical discipline is acceptable. This includes spanking, slapping, pinching, hitting or any other physical correction for inappropriate behaviors by children. Children are to be disciplined by adult volunteers using time-outs and redirection.

At every opportunity, affirm acceptable behavior. If you need to take disciplinary action, please follow these steps:

1. Sit the child in a chair, away from play for a maximum of one minute per age of child.
2. Discuss why their behavior was unacceptable and give a clear explanation of your expectations.
3. Be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold a child in time-out.
4. Be as consistent as possible.

If these steps do not work and the child is continuing to disrupt the classroom, please contact the Kids Ministry Director, or a safety team member for classroom assistance. Disobedience will be addressed with parents/guardians.

## Snack

- Check all of the children's tags for food allergies. If allergies are listed check ingredients on the snacks very carefully before distributing. If you are uncertain if the child is able to have the snack because of an allergy, please contact their parent before giving it to them.
- All volunteers and children must sanitize their hands and pray together before the snack is distributed.
- Children must be seated while eating.

## Restroom

1. Do not allow a child to walk to the restroom by himself/herself.
2. A volunteer should never be alone in the restroom with a child. If a child needs help with clothing, an adult volunteer should assist them in the open doorway.
3. Encourage the child to perform all restroom functions by himself/herself as much as possible and stand outside the restroom to monitor the child.
4. In case of an emergency, prop the restroom door open and ask another volunteer to get help.

## Check-out

- All children should be checked out within 15 minutes of services ending.
- At 11:20 am ensure a volunteer has walkie talkie ready for dismissal.
- As the child's name is called for check out, place a checkmark on the roster beside their name.
- Ensure the child(ren) has all their belongings and send them to the security team member at the double doors.

# Red Stone Youth

## Ratios

The ratio for volunteers to youth is **1 adult: 10 teens**. If an adult is out of ratio it is his/her responsibility to immediately notify the Next-Gen Leader responsible for the program or event. Every youth and volunteer will need to fill out an "Event Waiver" each year, before participating in any of the Youth events.

## Discipline

All staff and volunteers are prohibited from using physical discipline in any way for behavior management of kids or youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction of inappropriate behaviors by youth. If a youth is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that youth will be asked to leave or the youth's parent will be contacted to pick up the youth. In the event of a fight or physical altercation, staff/volunteers will verbally redirect youth involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Next-Gen Pastor

## Intoxicants

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any church facility, while traveling with students, or while working with or supervising youth.

## One-on-One Interaction with Youth

Red Stone Church recognizes that meeting the emotional needs of youth may occasionally require staff members and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with youth.



Every Individual Meeting should be pre-approved and communicated before and after the meeting to Parents and Next-Gen Pastor

- Individual meetings should occur in a public setting where others are present and interactions can be easily observed.
- Individual meetings should be consented by the parent, including when and where the meeting will occur.
- Notify and communicate the plan to the Next-Gen Pastor responsible for them before the meeting occurs and report to the Next-Gen Pastor after meeting.

## Transportation

Staff members and volunteers may from time to time be in a position to provide transportation for youth. The following guidelines should be strictly observed when the Next-Gen team is involved in the transportation of students:

- Only pre-approved drivers can transport youth.
- Any transportation event needs to be pre-approved and communicated before and after to parents of the youth and the Next-Gen Pastor.
- Students should be transported directly to their destination.
- Unauthorized stops to a non-public place should be avoided.
- Staff members and volunteers should avoid transportation circumstances that leave only one student in transport.
- Staff members and volunteers should avoid physical contact with students while in vehicles.
- No cell phones may be utilized by the driver while transporting any youth unless in an emergency.

## Overnight Trips

In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

- The 2 adult rule must be followed; a single student should not be alone with a staff member or volunteer.

- All adult leaders must have previously completed the Next-Gen Ministry screening and training process.
- Overnight sleeping arrangements must be submitted in writing to and approved by the Next-Gen Pastor prior to the activity.
- As long as any students are awake, one leader must be awake and monitor students to ensure safe behavior.
- Leaders should pre-approve with parents and use good judgment regarding Documentaries, PG or PG-13 movies. No R-rated movies are permitted.
- Appropriately modest sleeping attire must be worn; both tops and bottoms.
- In the event of an overnight that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by Next-Gen team members of the same gender.
- Staff members and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, staff members and volunteers should never physically touch a student.
- In the event that overnight arrangements do not include standard beds, each staff member, volunteer, and student will use single sleeping bags or blankets. In these instances a “one-person-to-one bag or blanket” rule will be observed.

## Communication Boundaries

The Next-Gen Ministry encourages the Next-Gen team to reach out and pursue conversations with the youth under their watch. In order for this to occur the Next-Gen volunteer must first receive permission from the Next-Gen Pastor and the parent of the youth. A communication plan (email, phone, mail, etc.) should be worked out between the parent and the Next-Gen team member.

Communication should:

- Occur within daytime hours.
- Happen in a Christ-like manner.
- Build trust.
- Be open and honest.
- Be able to report and debrief at any point about the whereabouts of the conversation with Parents or Next Gen Pastor

# Acknowledgment and Agreement

I have received and read a copy of Red Stone Church's Next-Gen Ministry Policies and Procedures Handbook and understand the importance of the policies within the handbook. I agree to follow and abide by these guidelines during my service at Red Stone Church.

Further, I understand that the handbook may be modified, and that any guidelines may be amended, revised, or eliminated at any time by Red Stone Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the handbook. In the event that I am no longer able to serve, I will provide two weeks notice to the Kids Ministry Director.

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between Red Stone Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as handbook guidelines that are changed or deleted.

I hereby acknowledge receipt and agree to abide by the Next-Gen Ministry Handbook of Red Stone Church.

---

Volunteer's name (please print)

---

Volunteer's signature

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

# Appendix

Johnson City Staff and Elder Contact	29
New Family Form	30
Injury Report Form	31
Child Abuse Report	32
Event Waiver	33

# Johnson City Elder & Staff Contact Information

Ali Starnes - (423)218-7286

Kids Ministry Director

Juan Carlos Cevallos - (704)369-6026

Next-Gen Pastor

Daniel McIntosh - (423)330-4959

Executive Pastor and Elder

Spencer Teal - (423)741-6390

Lead Pastor and Elder

# New Family Form

**Family Information:**

Parent Name: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Child Information:**

- Name:\_\_\_\_\_ Grade:\_\_\_\_\_ Birthdate:\_\_\_/\_\_\_/\_\_\_  
Allergies/Special Notes:\_\_\_\_\_  
\_\_\_\_\_
- Name:\_\_\_\_\_ Grade:\_\_\_\_\_ Birthdate:\_\_\_/\_\_\_/\_\_\_  
Allergies/Special Notes:\_\_\_\_\_  
\_\_\_\_\_
- Name:\_\_\_\_\_ Grade:\_\_\_\_\_ Birthdate:\_\_\_/\_\_\_/\_\_\_  
Allergies/Special Notes:\_\_\_\_\_  
\_\_\_\_\_

Welcome to Red Stone! We are so glad you are here! Camp Red Stone strives to ensure kids are known, loved, experience Jesus through the scripture, and have fun in the process! We would love for your kiddos to join us! 3 year olds and under can be taken to class at any time. 4 years old and up will be dismissed from the worship area following family worship!

# Injury Report

**Child's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

It happened:      Inside      Outside                      Time: \_\_\_\_\_

Brief description of incident: \_\_\_\_\_  
\_\_\_\_\_

Person attending injury: \_\_\_\_\_ Adults Present: \_\_\_\_\_

Treatment applied:      Washed      First Aid      Band Aid      Ice

Rest            Parents Contacted

Other Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Kids Ministry Director Initial: \_\_\_\_\_  
\_\_\_\_\_

# Child Abuse Report

To be completed by Kids Ministry Director (KMD) and Reporter

**Child's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Alleged Perpetrator:** \_\_\_\_\_ **Relation to Child:** \_\_\_\_\_

**Imminent Danger:** Yes/No     *If yes, list actions taken to ensure the safety of the child:* \_\_\_\_\_

**DCS Report Made:** Yes/No     **Date and Time of Report:** \_\_\_\_\_

**Copy of Report Provided:** Yes/No     *If no, provide a brief description of disclosure:* \_\_\_\_\_

**To be completed by Church Leadership:**

	Completed By:	Date:	Time:
Kids Ministry Director inform Elders:			
Inform guardians of child:			
Volunteer follow-up post-report:			
Care Team Follow-up:			

**Other Comments:** \_\_\_\_\_

**Elder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**KMD Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Event Waiver



### Contact Information:

Name of student \_\_\_\_\_ Birth date \_\_\_\_\_

Name of parent(s) or guardian(s) \_\_\_\_\_

Address \_\_\_\_\_

Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_

Other person and/or number to call in emergency \_\_\_\_\_

### Medical Information

Is your teen/pre-teen presently being treated for an injury or sickness or taking any medication? Yes \_\_\_ No \_\_\_ If yes, please explain. \_\_\_\_\_

Does your teen/pre-teen have, or ever had, any of the following? (Circle and explain below.)

Asthma, Hay fever, Kidney disease, Diabetes, Heart murmur, Seizure disorders

Please explain. \_\_\_\_\_

Does your youth ever sleepwalk? Yes \_\_\_\_\_ No \_\_\_\_\_

Youth's blood type \_\_\_\_\_ (if known)

Does your youth have a physical handicap or illness that would prevent him or her from participating in normal rigorous activity? Yes \_\_\_ No \_\_\_ If yes, please explain. \_\_\_\_\_

Family Doctor \_\_\_\_\_ Doctor's Telephone ( \_\_\_\_\_ )

Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

### Medical Treatment Authorization

*I understand that I will be notified in the case of a medical emergency. However, in the event that I cannot be reached, I authorize the calling of a doctor and the providing of necessary medical services in the event that my youth is injured or becomes ill. I authorize one or more of the following persons to make emergency medical care decisions on behalf of my child, if required by law or a health care provider: Juan Carlos Cevallos or another adult small group leader. (Note to Parent: you may add or delete a name as desired.) I authorize these persons to act in my place to consent to all necessary and appropriate x-ray examinations, anesthetic, medical or surgical diagnosis or treatment, and hospital care. I understand that neither Red Stone Church or its volunteers will be responsible for medical expenses incurred solely on the basis of this authorization. I further agree to notify Juan Carlos Cevallos, in writing, of any health changes that would restrict my youth's participation in any normal youth activities. I also understand that Juan Carlos Cevallos or the current Youth Ministry Volunteers reserve the right to restrict my son/daughter from any activity that they do not feel is within the physical capabilities of my youth.*

### Consent and Certification

I, the undersigned, being the parent or legal guardian of the youth named above, do hereby consent to the participation of my youth in all the scheduled youth activities of Red Stone Church for the 2020-2021 School Year and any other supervised activities customarily associated with its student ministry, including small groups, monthly events, overnight or weekend youth trips. Further, I certify that my youth is physically fit and adequately prepared to participate in all recreational and sporting events. If I wish to revoke this consent for any reason, I will promptly notify Juan Carlos Cevallos in writing. **Note to Parent(s): this consent expires July 31, 2021**

### Transportation Consent

I, the undersigned, being the parent or legal guardian of the youth named above, do hereby consent to allow my youth to ride with pre-approved staff and volunteers to and from youth events when transportation policies are being followed.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date