



Heartland Baptist

Inviting all to Gather. Grow. Go.

Next Generation Ministry Policies and Procedures

1. Within the Next Generations Ministry are the following workers:
 - a. **Nursery Director:** works with Discipleship and Family Pastor to oversee the nursery ministry: childcare, small groups, programs, special events, curriculums/lessons, and leaders and workers. Director is enlisted by Nominating Team and approved by church vote.
 - b. **Children's Ministry Director:** works with Discipleship and Family pastor to oversee the children's ministry: small groups, programs, special events, curriculums/lessons, and leaders and workers. Director is enlisted by Nominating Team and approved by church vote.
 - c. **Youth Director:** works with Discipleship and Family Pastor to oversee the youth ministry: small groups, programs, special events, curriculums/lessons, and leaders and workers. Director is enlisted by Nominating Team and approved by church vote.
 - d. **Teachers:** teach and implement curriculums and lessons selected by Discipleship and Family Pastor, small group leadership/facilitation, and childcare. Teachers are enlisted by Next Gen. Directors and Discipleship and Family Pastor, nominated by Nominating Team, and approved by church vote.
 - e. **Helpers:** assists the directors, leaders, and teachers in small group facilitation and childcare. Helpers are enlisted by Next Gen. Directors and approved by Discipleship and Family Pastor.
 - f. **Nursery Workers:** provide childcare to babies and toddlers. Nursery Workers are enlisted by the Nursery Director and are approved by the Discipleship and Family Pastor.
2. All workers must pass a background check at least every 5 years.
 - a. All workers must check in at children's wing desk and wear name badge.
 - b. All workers must know and regularly review Heartland's Next Generation Ministry Policies and Procedures, Guidelines, and Abuse Policy.
3. All children are supervised by at least 2 approved workers at all times.
 - a. Workers must not leave children's wing until all the children in their care have been picked up.
 - b. No unsupervised children are permitted within the children's wing at any time.
 - c. Children's Wing Door is not to be left open for any extended period of time.
 - d. Nursery Director, Children's Director, or appointed person must thoroughly check the children's wing before closing.
4. Restroom and Diapering
 - a. Children, ages 4 and up, are permitted to use restroom within the children's wing unsupervised, but children must act responsibly. Children's ministry worker will check the bathroom after use by child and if there is a mess, the child may be asked to clean it up.
 - b. Children, under the age of 4, are permitted to use restroom with adult supervision and assistance. Restroom door will be left partially open so that activity can be monitored by other workers.
 - c. Workers will change diapers unless otherwise instructed by parent. Parents should supply all necessary supplies. When changing table is used, children are not left unattended as to prevent fall or injury.

5. Every Child entering children's wing must be checked in at children's wing desk.
 - a. Parents/Guardians must fill out Parent Information Sheet, which is maintained and updated by Discipleship and Family Pastor
 - b. Everyone must participate in Heartland Baptist activities according to his or her biological sex. Questions are to be directed to pastor(s).
 - c. Children are placed in groups by grade level and birth date when grade level doesn't apply. Groupings are determined by Family Pastor in coordination with Next Generation Ministry Directors.
 - i. September 1st is the date we use to determine placement. For example, if a child is 3 by this date, the child is placed in the PreK group. If a child is not 3 yet, they will be placed in the baby group. Sometimes exceptions are made at the discretion of pastor(s), teacher(s), & parent(s).
 - d. Children are not released from the children's wing until approved parent/guardian is present.
 - e. Children's Wing Drop Off and Pick up times will be posted at children's wing desk. These are the times that parents are permitted to check in their children and time by which they must pick up their children.
 - f. If a parent or guardian would like to observe classes, programs, or other activities within the secure children's wing, the parent must check in at the children's wing desk to receive a name badge and identify themselves to the leader in charge of activity. Any questions or concerns should be directed to Discipleship and Family Pastor.
6. Next Generation Guidelines, which are outlined in Policy and Procedure Manual, are to be displayed at children's wing desk and throughout children's wing. Guidelines are also to be distributed to each parent/guardian that checks a child in for children's ministry activities/programs.
 - a. **Abuse Policy:** Heartland Baptist is a safe place for children and adults. Heartland Baptist complies with all Federal and State laws regarding reporting suspected child abuse. All workers within Heartland's ministry to minors must report suspected abuse to Pastor(s), who will report accordingly to authorities. It is not Heartland Baptist's or any workers responsibility to investigate or confront any suspected abuse. Heartland looks for four types of abuse:
 - i. Physical: a physical act directed at a child or vulnerable adult that causes injury
 - ii. Sexual: contact or interactions between a child and an adult or another child when the child is being used for sexual stimulation of the perpetrator or another person. This includes exploitation through photographs, videos, or other communication methods.
 - iii. Emotional: acts or omissions by the parent or other caregivers that have caused or could cause, serious behavioral, cognitive, emotional, or mental disorders.
 - iv. Neglect: failure to provide for the child or vulnerable adult's basic needs. This includes adequate adult supervision, medical attention, housing, food, and clothing. Most cases of physical neglect involve inadequate adult supervision that has caused harm to the child or vulnerable person or places them in danger of such harm.
 - b. No outside food is allowed in the children's wing (except baby formula). Only approved foods will be provided to children and approved food details (ingredients and more) are to be posted by children's wing desk. Children's Ministry leaders and teachers may handout pre-packaged foods, but children must get parent/guardian permission before opening outside the children's wing.
 - c. Next Gen. Directors will ensure their rooms and equipment are cleaned and sanitized regularly

Heartland Next Generations Guidelines

1. Responsible Adults:

- It's Heartland Baptist's policy to have at least 2 approved workers present in each classroom, and all workers must pass a background check before working with children. Workers will never leave children unattended.
- We ask that parents/guardians fill out information sheet so that we can have important information about all children and contact information.

2. Food Caution:

- Food should stay in the designated areas of the church.
- No outside food is allowed in the Next Gen. areas due to allergy and other considerations.
- Only approved foods will be provided to children; this information is at check in desk.
- We ask that children and adults wash their hands before entering children's wing.

3. Be Safe:

- Be respectful to church and other's property by not throwing things, not climbing on furniture, and other unsafe actions.
- Be sure that entry doors into children's wing are secured.
- Children do not leave children's wing unless accompanied by adult leader.
- Parents/Guardians wait outside the children's wing to pick up their kids.

4. Listening Ears:

- It's important to listen to adult leaders and follow instructions.
- When others are talking, I am quiet and listening.

5. Helping Hands:

- I will keep my hands and feet to myself, not hitting or inappropriately touching others.
- I will use my hands to help others and to help keep my classroom clean.

6. Walking Feet:

- I will walk and not run in the church because the safety of others and myself is important.

7. Kind Words

- I will use my inside voice and avoid yelling and screaming.
- I will use nice words and avoid insulting others.

8. Consequences

- Heartland uses the 3 colors of the stop light to help discipline children.
- All kids start on Green and are good to go.
- If they do not follow the guidelines, they will be issued a verbal warning and be moved to Yellow, which is for caution, helping the children re-focus on the guidelines.
- If there is another violation of the guidelines, they will be moved to Red and given a time-out.
- If there is continued disregard of the guidelines, the parent/guardian will be called and the child will have to go with the parent/guardian, and the child can return next time.
- If the parent/guardian has to be repeatedly called, then a meeting will be scheduled with the parent/guardian and the Discipleship and Family Pastor to discuss an extended break.