



Trinity Kids Team Member Handbook



*A ministry of Trinity Anglican Church
Atlanta, GA*

Trinity Kids Team Members,

We are so grateful that you have chosen to serve with Trinity Kids! Your service and presence in Trinity Kids helps us fulfill our **mission of inviting kids into a lasting faith in Jesus through Word, worship, and relationship.**

We believe childhood is a uniquely and critically formative and impactful time for children to begin a relationship with Jesus. Through the practices of hearing and discussing scripture, participating in worship, and building relationships with our kids, you are inviting children to experience a relationship with Jesus that can endure for their entire lives.

To ensure you are well-prepared to serve children in your care, please carefully review this handbook. In it, you'll find best practices and requirements for protecting children in the churches and ministries of Trinity and our diocese, The Diocese of Churches for the Sake of Others ("C4SO" or "the Diocese"). These guidelines are intended to foster a healthy and nurturing environment in which children can grow in relationship with Jesus Christ. *We suggest setting aside 10-15 minutes to review this handbook.*

Thank you again for serving with Trinity Kids! We pray the Lord's presence through the Holy Spirit be with you as you serve our kids and families!

Katie Oosse
Kids Discipleship Pastor

Dave McCune
Kids & Youth Discipleship Pastor

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I. Ministry Staff



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II. Team Member Expectations

A. Serving and Attending Sunday Worship

Serving with Trinity Kids is not intended to be a substitute for participating in regular Sunday worship. If serving in Trinity Kids is your participation in worship for the morning, we ask that you serve no more than once a month in order to maintain a regular rhythm of Sunday worship.

B. Preparation for Sundays

In order to best serve and disciple the kids in our care on Sunday mornings, we ask that all team members come prepared to serve by having a prayerful posture and reviewing lesson

materials prior to serving. We ask that all team members pray for the kids in their class before and during time serving as a means of inviting God into the work of discipling kids.

We also ask team members who serve in the preschool and elementary-age classes to review lesson materials prior to serving. Lessons are posted on Planning Center each week for team members to access. To view the lesson plans, log into your Planning Center account, click on the date of your upcoming plan, and then click on Files. Lessons will be posted there.

C. Christian Belief & Character

Trinity Kids Team Members are in a position of impact and influence with the kids in our care. For this reason we expect team members to acknowledge and live within alignment to Trinity's statement on Christian Belief and Character as found in [Appendix II](#) (pg. 15) of this handbook.

D. A No-Tolerance Diocesan Approach

Everyone who serves the church through educational, pastoral, recreational or other activities is expected to maintain the highest biblical standards in relationships with those to whom they minister, avoiding any form of misconduct. That commitment extends to sexual and physical behavior. C4SO, and by extension Trinity, will not tolerate any form of abuse involving clergy, lay employees, volunteers or other persons. In addition, because the safety of children is of the highest importance, those who have a civil or criminal record of child abuse are unable to serve as volunteers in a youth program.

If you suspect any form of abuse has taken place, please refer to [Appendix III](#) (pg. 16) for instructions on how to report the abuse.

E. Guidelines for Elementary, Middle and High School Team Members

In Trinity Kids, we believe that God has gifted and enabled elementary, middle and high school students to serve in meaningful ways with kids younger than them! For this reason, we welcome elementary, middle and high school students to serve in Trinity Kids!

As is true for all team members, we ask that serving in Trinity Kids does not replace regular rhythms for worship and discipleship with parents or peers, but happens in addition to these practices.

1. Elementary & Middle School Team Members

Elementary and middle school students are welcome to serve in the same room as a parent or other designated adult team member who has a prior relationship with the child and the parent's consent. Elementary students may serve in 1-year-old to PreK 5-year-old classrooms, while middle school students may serve in any age classroom with a designated adult. We ask that elementary and middle school students do not pick up or hold babies or children while standing, but instead engage them in play while seated on the ground.

2. High Schooler Team Members

High school students are welcome to serve in any classroom with another team member who is over the age of 18 and has gone through the screening process for adult team members.

III. Classroom Policies

A. Two Team Member Policy

Maintaining an ongoing child-safe environment includes always having two approved and trained adults present wherever there are children and youth. Under no circumstances should a team member be left alone with a child(ren). **Two team members must remain in the room at all times.** Additionally, Trinity Kids must comply with C4SO's mandated child to adult ratios.

B. Child to Adult Ratios

C4SO's mandated ratio of adults to children:

Infants: Two (2) adults for up to eight (8); one (1) additional adult for every additional one (1) to four (4) infants

Young toddlers: Two (2) adults for up to ten (10); one (1) additional adult for every additional one (1) to five (5) toddlers

2 and 3 years: Two (2) adults for up to sixteen (16); one (1) additional adult for every additional one (1) to eight (8) 2-to-3-year-olds

4 years: Two (2) adults for up to twenty (20); one (1) additional adult for every additional one (1) to ten (10) 4-year-olds

School age: Two (2) adults for up to thirty-six (36); one (1) additional adult for every additional one (1) to eighteen (18) school-age child

Mixed age group: Ratio for the youngest child in the group

Note: Due to the size of some of our classrooms, we restrict the number of children per room to ratios smaller than these. Please refer to the capacity sign in each classroom for the maximum number of children allowed in each room.

C. Check In & Check Out Policy

When families check-in at the Admin Desk, each child will receive a name tag sticker and the parents will receive a security sticker. Each child name tag will have a unique 4-digit code that matches the code on the parent security sticker.

In order to check-out a child, parents must show their security sticker with the matching code as the child's name tag. If a parent does not have a security tag, they must return to the check-in desk to get a new tag from an administrator.

D. Communication Policy

As a team member, strive to keep verbal interactions with children, parents and other staff encouraging and constructive. Always be mindful of your mission of aiding parents in the spiritual growth and development of their children.

Make sure that no reasonable observer could construe any of your conversations or language as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Always refrain from swearing in the presence of children.

Don't engage in any sexually-oriented communications with children (except when reporting abuse). Refrain from discussing any inappropriate or explicit information about your own personal relationships, dating, or sexual activities. Report any sexually-oriented communications involving a child to the Kids Discipleship Pastor.

E. Social Media & Photography Policy

Trinity Kids has a no-tolerance policy when it comes to team members connecting with kids on social media.

Additionally, team members may not take photos of kids or post photos of kids on social media without written permission from a legal guardian of the child. Report any concerns about social media to the Kids Discipleship Pastor.

F. Physical Interaction Policy

Make sure that any physical contact is for the benefit of the child, and never based on your own emotional needs.

According to Diocesan policy, do not use physical discipline in any form for behavioral management of children. Prohibited behaviors include spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. Discipline children using time-outs and other non-physical methods of behavior management.

In some circumstances, you may use physical restraint to prevent self-injury by the child and/or harm to others or to property. Immediately report uncontrollable or unusual behavior to parents, the Kids Discipleship Pastor.

Appropriate physical affection between staff members or team members and children is important for children's development, and is generally suitable in the church setting.

Appropriate physical affection may include:

- | | | |
|--------------|-------------|--------------------|
| - high-fives | - thumbs up | - smiling |
| - handshakes | - head pat | - pats on the back |
| - fist bumps | - side hug | |

Inappropriate physical affection includes:

- | | | |
|-------------------|---------------------|--------------------|
| - wrestling | nursery-aged | - commenting on |
| - tickling | children) | children's bodies |
| - sitting on laps | - kissing on lips | - forcing unwanted |
| (except in | - full frontal hugs | affection |
| | | - piggy back rides |

Inappropriate touching and displays of affection are forbidden. **Report any inappropriate behavior or suspected abuse by a staff member or team member immediately by filling out the reporting form at C4SO.org/Report and/or reaching out to the Diocesan Safety, Care and Response Team: Response Lead (469-766-1272).** Follow the

guidance given by the Ombudsman which may include mandatory state reporting and notifying the Lead Pastor and/or Executive Pastor, who will then notify relevant local persons.

Only give physical contact and appropriate affection in observable places. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation. Avoid even the appearance of wrongdoing in the area of physical contact. Your personal behavior must foster trust at all times. Make your personal conduct above reproach. Do not force physical contact, touch, or affection on a reluctant child. A child or youth's preference not to be touched must be respected at all times.

You are responsible for protecting children under your supervision from inappropriate or unwanted touch by others.

G. Drugs and Alcohol Policy

Refrain from the use, possession, or being under the influence of tobacco products, alcohol, or any illegal drugs while in church facilities, while traveling with or in the presence of children or their parents, during church-sponsored activities, or while working with or supervising children.

H. Child Wellness Policy

A child may *not* attend Trinity Kids if s/he presents any of the following symptoms:

- Fever 99.9 degrees and higher - No fever for 24 hours without taking fever reducing medication. This includes medication given the night prior to Trinity Kids.
- Rash
- Vomiting and/or Diarrhea - All symptoms must be gone with no vomiting or diarrhea for 24 hours.
- Strep Throat/Flu/Bronchitis/Pneumonia - Must be on antibiotics and/or have no fever for at least 24 hours without taking fever reducing medication.
- Ear Infection - Must be on antibiotics and/or have no fever for 24 hours before returning.
- Conjunctivitis (red eyes with yellow discharge)/Pink Eye - Must be free of symptoms for 24 hours.
- Head Lice - Usually takes 24 hours to treat head and house. When nits have been removed and the child is cleared from a doctor, they may return to Trinity Kids.
- People with a respiratory virus should stay away from others until at least 24 hours after symptoms are improving overall and they have not had a fever without the use of fever-reducing medication. For 5 additional days, people should

consider added precautions such as hand-hygiene, use of masks, and physical distancing.

If it seems that a child is unwell, team members should notify an Administrator immediately.

I. Medication Policy

Trinity Kids does not administer medication to children. If a child needs to receive medication during Trinity Kids programming, the parent needs to administer the medication. Exceptions to this policy can be made in the case of emergency situations such as administering first aid or a prescribed epi-pen.

J. Snack and Bottle Policy

In Nursery and Preschool classrooms, snacks are part of our morning routine. In Nursery rooms, we serve gluten-free puffs. In Preschool rooms, we serve Cheerios, which are gluten and dairy free. In order to be hospitable to those with food allergies, no outside food is permitted in Trinity Kids on Sunday mornings.

Nursery team members may only give a child a bottle if they have the parent's verbal consent and the parents prepared and provided the bottle in advance.

IV. Diapering & Restroom Policies

Because nursery and special needs children may require complete assistance with their bathroom activities, please observe the following policies:

A. Diapering Policy

Only screened and trained female team members or the child's parent or legal guardian will undertake the diapering of children of either sex. Change diapers in plain sight of other team members; do not leave children unattended while they are being changed.

B. Restroom Policy

If there are only two team members in a classroom, use the classroom walkie talkie to call for an Administrator to escort a child to the restroom.

- Do not force any child to toilet-train.
- Only screened and trained female team members or the child's parent or legal guardian will participate in toilet training efforts with children.

- Leave the stall door partially open when you are assisting a child in the bathroom.
- Do not leave preschool-aged children unattended in bathrooms.
- Assist children with straightening their clothing before they return to the room with other children.
- Handle “accidents” by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing is available at the Check In Desk. Contact an Administrator for extra clothes if needed.

1. Elementary-Aged Children in the Restroom

- If an elementary-aged child needs to use the restroom, use the classroom walkie talkie to have an Admin escort the child to the restroom.
- Women may accompany elementary-age children to the restroom for supervision and assistance when needed. However, children should receive the minimum amount of assistance needed based upon their individual capabilities. You may also use a same-aged-peer buddy system.
- Take steps to avoid being alone with one child in the restroom. If you have to go into the restroom to check on an individual child, seek out another worker to accompany you. If another worker is not available, go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his/her activities, while the child remains behind the door of the bathroom stall.

VII. Classroom Curriculum

Trinity Kids uses a children’s curriculum called [God’s Big Story](#). God’s Big Story is a gospel driven, Christ-centered children’s curriculum that provides age-appropriate lessons for preschool to elementary-aged kids. Click the link above to learn more.

Classroom lessons are posted on Planning Center each week for team members to review prior to serving. Additionally, printed lesson materials will be in the classroom each Sunday for review and reference.

VIII. Classroom Schedule

8:40am / 10:40am - Team Meeting

Team members gather in the designated meeting room for announcements and prayer.

8:50am/10:50am - Check-In/Fellowship

Upon arrival, parents will check-in at the Kids Desk and proceed to their child's assigned classroom. Parents should place a name tag sticker on the child and keep a security sticker with them. (Parents must present this security sticker for pick-up.) One team member should greet children at the door.

As children enter, they will engage in supervised play. Team members interact with kids by engaging them in conversation, games, toys, art/coloring, etc.

9:20am/11:20am - Lessons

Lessons are posted in Planning Center so team members can prepare by reading through the lessons prior to Sunday. A printed copy of the weekly lesson plan is also in the Kids Resource Binder located by the classroom door. All lesson materials will be in the crate labeled "Trinity Kids Lesson Materials".

In the Preschool classrooms, lessons follow the rhythm of...

1. Clean Up
2. Circle Time (Worship, Bible Story, Prayer, Discussion)
3. Craft Activity
4. Snack

After the lesson activity, team members may choose to lead a group game or allow kids to go back to free play and fellowship.

In the Elementary classrooms, all classes transition to the Large Group meeting area at 9:20/11:20am for Large Group worship and teaching. Designated team members will lead worship and teach the Large Group. After Large Group, all classes return to their individual classrooms for closing discussion and a craft.

10:15am / 12:15pm - Check-Out

As parents begin to arrive, it is helpful for one team member to remain by the door, while the other continues to watch and engage kids. Parents should remain outside of the classroom. In order to check-out a child, parents must show their security sticker with the matching code as the child's name tag. If a parent does not have a security tag they must return to the check-in desk to get a new tag from an administrator.

Speak a simple blessing over each child as they leave, such as *God bless you and keep you* or *God's peace be with you*.

10:20am / 12:20pm - Classroom Cleaning

Before team members leave classrooms, please return all toys and supplies to shelves and wipe down tables, chairs, doorknobs and other high-touched surfaces/toys with a sanitary wipe.

You Make a Difference

Through the Spirit, you are shepherding into being the glorious purposes of God for humanity. We thank God for your ministry. You are Christ's ambassadors in sharing His love, respect, admiration and reverence for His children. You are engaging with Christian disciples in an especially formative time of life. While this is a lot of information to absorb, the application of these sound practices helps provide protection for those most vulnerable in our congregation. Thank you.

Appendix I: Emergency Protocols

CHURCH ADDRESS: 2260 Defoor Hills Road, Atlanta, GA 30318

SITUATION	RESPONSE
MEDICAL EMERGENCY (CODE BLUE)	One classroom teacher should administer CPR, if trained and necessary. The other teacher will move the other children into an adjacent room and notify the Administrator. The Administrator needs to call 911 (if necessary) and the child's parents immediately. Once the incident is over, the Administrator/Kids Pastor will fill out an incident report.
POWER OUTAGE (CODE GREEN)	Keep the children in place. No one should leave the classroom unless given instruction. Check to be sure that all children are present. Notify the Administrator if any children are missing. Wait for further instruction.
FIRE (CODE RED)	If the fire alarm sounds, immediately gather the children. Find walking ropes (infants – vests in classrooms and a stroller located by the Check-In desk). Bring a cell phone and your classroom roster with you. Evacuate according to the evacuation signs in each room and go to Trinity's designated Safe Zone across Defoors Ave NW as soon as possible. Once you arrive at the Safe Zone across Defoors Ave NW, check the roster to be sure that all children are present and check in with an Administrator right away. Parents will pick up children from the Safe Zone once the all clear has been given.
TORNADO/ SEVERE WEATHER ALERT (CODE YELLOW)	Immediately gather the children. Find walking ropes (infants – vests and carts located by check-in desk). Bring a cell phone and your classroom roster with you. Move to the designated Safe Zone for your classroom (closest interior, windowless room). Once in the Safe Zone, check to be sure that all children are present and check in with an Administrator right away. Notify an Administrator of any children that are missing. Once the threat is over, go back to normal classrooms.
MISSING CHILD (CODE ORANGE)	Teacher should immediately notify the Administrator who will check the immediate area. If the child is not located quickly, the Administrator will notify the Sunday Coordinator and the parents immediately. If not located, call 911 immediately. Administrator and designated others will search the building and property.
DANGEROUS INTRUDER (CODE PURPLE)	Immediately close & lock the door (top and bottom) and place a door stopper or a piece of furniture in front of the door, if possible. Move children away from doors and windows and close shades on windows. Try your best to keep everyone silent. Turn your cell phone to silent. Check to be sure that all children are present. Text Administrator to notify them of any children not accounted for. Once the threat is over, an announcement will be made and class can continue as normal.

Appendix II: Statement on Christian Belief & Character

Trinity is a community of diverse opinions, affiliations, and backgrounds. While we welcome this diversity and the mutual respect fostered by such differences, we have a responsibility as a staff to uphold a unifying vision among those who serve as trusted leaders within our church. This includes those who serve in supporting roles.

At Trinity we uphold the basic tenets of historic orthodoxy as outlined by the historical creeds ([Apostles Creed](#), [Nicene Creed](#), and [Creed of Athanasius](#)). We also call our members and leaders to faithful practice with regard to appetite, relationships, and resources, and we humbly submit to those boundaries prescribed by the Bible regarding same-sex relationships, abstinence outside of marriage, and moderate consumption of alcohol. Trinity staff, lay leaders, and key team members should also uphold the positions expressed in the position papers that have been formally approved by our leadership. *(Please see <https://atltrinity.org/about> to read our position papers on Baptism, Women in Ministry, Same-Sex Relationships, and Theology of Racial Reconciliation.)*

If you have disagreements or questions regarding either theological belief or the call to personal holiness, we invite you to connect with one of our pastors for further conversation. We are so thankful for your interest and willingness to serve in our church, and it is a commitment of our Senior Leadership Team to offer as much support and clarity as possible.

- ☐ I agree to live within Trinity's positions on Christian belief and character as stated above.
- ☐ I have questions about Trinity's positions on Christian Belief and Character as stated above and would love to connect with a pastor or ministry leader.

(Virtual form to be completed for this section)

Appendix III: Reporting Suspected Child Abuse

DEFINING CHILD ABUSE

Child abuse, in practical terms, refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare.

In general, the definitions of “child abuse” and “child neglect” in all states in our Diocese include the following elements (among others):

- Physical abuse
- Neglect (both physical and mental)
- Sexual abuse/Exploitation

For specific definitions of child abuse and reporting procedures in the state of Georgia, please see: <https://oca.georgia.gov/training/mandated-reporting>

As a team member (volunteer) or employee, you are in a relationship of authority and trust with the people to whom you minister. Thus, you are required by law to respond at the earliest opportunity if misconduct occurs, or if you have reason to believe it is occurring, following the correct reporting protocols.

When you suspect abuse has taken place:

1. Contact the Kids Discipleship Pastor or other available staff and make them aware of the situation.
2. Work with the Kids Discipleship Pastor to report the suspected abuse to Georgia Department of Family & Child Services: +1 855-422-4453
<https://dfcs.georgia.gov/services/child-abuse-neglect>
3. Work with the Kids Discipleship Pastor to file a report to C4SO at C4SO.org/Report
4. If you need further assistance or have any questions, contact the Diocesan Safety, Response and Care Team: Team Lead (469-766-1272).