



## **Policy and Training Manual**

*The purpose of this handbook is to provide policies and procedures for the leaders and team members of ctk|kids at Christ the King Church. The policies set forth in these pages are intended to protect the children in our care, the team who serve our children, and Christ the King Church. As a team member of ctk|youth, we ask that you commit to abide by and submit to the contents of this manual.*

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# Vision and Mission

## **We exist to tell the next generation the good news of Jesus Christ.**

At Christ the King Church, we value children because the Bible does. We are told, “Children are a heritage from the Lord”, and “a blessing (to the righteous)”. (Psalm 127:3, 37:24-25) Jesus places a priority on the care of the “little ones” as well. (Matthew 19:12-14)

Kids are a valued part of God’s Kingdom building from generation to generation. As the church, we joyfully accept our role in telling children the good news of Jesus Christ, so that they might be reconciled to God, serve His Kingdom, and treasure Christ above all else.

In order to see this vision become a reality, we will be active in doing the following things...

### **Be God-Centered**

The Bible is first and foremost a book about God. There is nothing more valuable or more important than Him. We desire to have children see all of life through a God-centered lens. Because God is the most important person that exists, we desire that children will know true things about who He is, and what He has done. Children need and benefit from good theology.

*We will practice this by centering our lessons, songs and activities around the character of God. We will speak deep truths about God, and give them theology they can grow into.*

### **Be Prayerful**

We desire to be utterly dependent upon God for His work in the hearts of children. He alone can transform a life. We can do nothing in our own power or strength.

*We will practice this by praying for children before class, praying with children during class, and praying for families and our team throughout the week.*

### **Be Nurturing**

The safety and security of our children is of the utmost importance in all we do. We will seek to foster trust with children and their parents by maintaining a safe, secure, and clean environment. We will seek to build meaningful relationships with the children in our care, and help cultivate community among the children.

*We will practice this by adhering to the safety policies outlined in this handbook. We will take the time to build relationships with children by engaging in conversations and play. We will help children get to know each other, and encourage kindness and gentleness in the classroom.*

**Be Joyful**

As models of new life in Christ, we desire to display a vibrant, passionate enjoyment of the Savior to the children in our midst.

*We will practice this by coming to our scheduled shift with a cheerful attitude and servant's heart. We will be eager to speak of the goodness of God.*

**Be Partners**

God has ordained parents to be the primary disciple-makers of their children. We desire to come alongside parents to encourage and equip them in this task.

*We will practice this by providing parents with simple resources to aid them in the discipleship of their children.*

# Team Administrative Information

## Application Process

Because of the great responsibility entrusted to us in caring for and shepherding children involved in ctk|youth, all Team Members must submit to the following application process.

To be qualified to serve on the ctk|kids team, we require that applicants be Members of CTK.

Step 1	Application – Individuals interested in serving the families of Christ the King Church, will begin by completing a ctk youth Team Member application online. Applications and policy manual may be found on our website <a href="http://ctkcincy.com/youth/">ctkcincy.com/youth/</a>
Step 2	Background Check – Christ the King Church uses the services of a public data-screening firm in order to conduct a thorough background check of all team members who work with children.* Instructions for completing the online background check will be emailed to you after completing the application.
Step 3	Scheduling and Policy Training – After the previous two steps have been completed, new recruits will arrange dates to shadow the youth meeting and receive a digital copy of this manual to be read before their first date of service.
Step 4	Shadowing - On the date of shadowing, new recruits will attend the youth meeting to determine if they are willing to commit to the ministry. They will be paired with experienced team members to receive on-the-job training.
Step 5	Post Service – Shortly after the shadowing date, recruits will talk with the youth leader(s) to confirm or decline commitment to serve. Having received this Policy Manual, they will have the opportunity to ask questions about the ministry, their role and responsibilities.

## Continuing Accountability

Quarterly, the Director will contact various ministry leaders to confirm the ctk|youth Team roster is composed of individuals who are qualified to serve, free from compromising sin issues and regularly participating in Christian community.

These ministry leaders are either City Group leaders or leaders in qualifying campus ministries such as Cru, Young Life or Navigators. These leaders will receive a list of the ctk|youth Team Members under

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their purview and either confirm their fitness for service or indicate a problem. If any concerns are raised, the issue will be addressed privately with the dual goal of protecting the ctk|youth ministry and restoring the individual.

## **Scheduling Team Members**

Scheduling will be arranged at the thrice annual Youth Ministry Team meetings (fall, spring and summer). The general expectation is that individuals serve twice a month, but this is flexible depending on need and availability.

While we don't want our team to arrive late or have a last minute absence, we do realize that sometimes "life happens." If you are going to arrive late, or have a sudden illness or emergency, Team Members should notify the Team Lead.

Please note: "last minute" is defined as a situation that develops on Sunday before the meeting that evening. If you know you will be unable to make your shift before Sunday, you are responsible to arrange to switch with another Team Member. The most effective method for arranging a substitute is to use the Group Me app.

## **Team Roles, Responsibilities and Staff Structure**

Youth Team Members are expected to regularly attend Sunday services, and to listen to podcasts from the weeks they miss. As team members, we ask that you will make a commitment to pray for the ministry of ctk|youth, fellow team members, children and parents.

### **Positions and Job Descriptions**

- Director
- Team Leader
- Team Member

**Position:** Director (ctk|kids and ctk|youth)

**Directly Reports To:** Campus Pastor

**Role:** The Director is responsible to plan, implement and oversee the weekly kids and youth ministries and lay the groundwork for future qualitative and quantitative growth both in the routine ministry and broader opportunities and endeavors to support families at CTK.

**Responsibilities:**

- Recruit and manage screening process for the Team Leader and additional support as needed. Train and encourage these individuals in their respective roles.
- Manage annual budget and establish priorities for its use.
- Work with the Team Leader to develop annual goals for continued operation and new initiatives for Youth ministry.
- Receive the quarterly calendar events from the Team Leader and communicate with church leadership regarding operational concerns (scheduling, space needs, etc.) and stated goals of the ministry.
- Order supplies and snacks as informed by Team Leader.
- Assist Team as needed to plan events within an established budget, looking for and utilizing cost-saving opportunities.

**Results:**

- Quantitative growth of participants in the youth ministry as members and guests at CTK feel increasingly excited to have their children involved and for the youth to continue to enjoy their experience and invite friends to participate.
- Qualitative growth of participant experiences in the youth ministry including youth growing in their depth of knowledge and love for Christ.
- Develop support and training structures for parents and families.
- See Youth Team Members grow in their love of Christ and excitement to impact the Kingdom as they serve in this ministry.
- See an increased interest at CTK to be part of the Youth Ministry Team as members catch a vision for the ministry.

**Term of Service:** Non-defined

**Special Gifting or Talent Preferred:**

- Leadership and Equipping: able to motivate and guide a large number of leaders and team
- Administration: able to delegate, coordinate logistics of regular activities and manage resources effectively

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**Position:** Team Leader

**Directly Reports To:** ctk|youth Director and designated support Pastor

**Role:** The Team Leader is responsible for the development and maintenance of the Youth Ministry. The areas of oversight will include cultivating the Youth Ministry Team, managing weekly Team scheduling and leading or delegating any special event planning.

**Responsibilities:**

- Manage schedule of Team Members.
- Communicate coverage needs to the Director for recruitment and applicant placement.
- Lead quarterly Youth Ministry Team meetings at which a calendar will be established, special events will be planned, and ministry or discipleship strategies and concerns will be discussed.
- Act as the point person for parents and team members for questions and issues related to the ministry. Additional assistance and guidance will be available from the Director and the designated support Pastor as needed.
- Meet a few times a year to provide feedback to the Director and to assist in establishing future goals and development ideas that would support the families served by this ministry. This will include an end of year assessment to help prepare for the following year in regard to attendance and demographic changes.
- Use Group Me to oversee communication between Team Members. Timely responses are helpful, especially in situations when those scheduled to serve are looking for a substitute.

**Results:**

- The ministry will be hospitable, safe and fun for the youth; and the parents will feel comfortable and served by the ministry.
- Team members will be trained in and adhere to the CTK Youth Ministry Policies as overseen by the Team Leader.
- The Team Leader will look for ways to encourage and grow their team and communicate appreciation.

**Term of Service:** 1 year (September to September)

**Special Gifting or Talent Preferred:**

- Leadership and Equipping: able to motivate and train a small team.
- Administration: able to delegate, coordinate logistics of regular activities and manage resources effectively
- Encouragement: able to identify and act on opportunities to encourage their team.

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**Position:** Team Member

**Directly Reports To:** Team Leader

**Role:** Youth Ministry Team Members are committing to attend the weekly ctk|youth meeting for which they are scheduled. These are held on Sunday evenings and to invest in the youth of CTK (6th graders through High School) as spiritual examples and disciplemakers.

**Responsibilities When Serving:**

- Arrive on time (15 minutes before) to prepare and pray with the team.
- Lead and participate in games, activities and discussion through the meeting.
- Interact with youth throughout the week as appropriate to encourage them in their faith and educate them in the Bible or other spiritual growth areas.
- Notify the Team Leader and potentially parents if there ever arises a concern for the safety or health of a youth.
- Team Members will receive training from their Team Leader or the Director and will be provided with documented policies designed to protect the youth in the ministry and give guidance for success in this ministry.
- Use Group Me to communicate between Team Members. Timely responses are helpful, especially in situations when those scheduled to serve are looking for a substitute.

**Results:**

- The youth meeting will be fully staffed to provide safety and oversight.
- Parents will be confident that their youths are receiving biblical content and encouragement in a safe and supervised setting.
- Youth will grow spiritually and feel encouraged to witness and invite their peers to join the group.
- Regulars and guests visiting CTK will experience the hospitality and care of the Body of Christ through this ministry.

**Term of Service:** 1 year or as long as qualified and interested.

**Special Gifting or Talent Preferred:**

- Hospitality: able to help families and children to experience God's love through the creation of a fun and safe environment for fellowship, worship and learning about Him.
- Love for Children

# Meeting Management

## Meeting Routines

### Schedule

The Youth Meeting will be scheduled weekly during the academic year on Sunday evenings at the CTK Uptown location. Team Members are expected to serve at least twice a month, but may serve more as their capacity allows.

The schedule will be determined at the thrice annual quarterly Youth Ministry Team Meetings (fall, spring and summer).

### Supplies and Equipment Needs

There is a metal storage cabinet next to the ctk|kids desk in the Great Room with snacks and other supplies. As needs arise, the Team Leader will notify the Director to make purchases for routine and special needs.

### Incident Reports

In the case of an injury needing First Aid or special attention, Team Members must notify the Team Leader who will determine if a report must be made to a parent.

## Meeting Guidelines

### Age Restrictions

- The Youth Meeting will be open to individuals who have graduated from 5th grade through the summer after their graduation from High School.

### Parent Observation

Parents are welcome to visit the Youth Meeting, but we request that they notify the Youth Team Leader. However, parents who desire to have an ongoing presence (defined as more than two consecutive weeks) at the Youth Meeting will be asked to serve on our team and complete the team member application process.

### Behavior and Correction Guidelines

It is important that we have consistent behavioural expectations from week to week to give the youth a sense of security, and to establish authority structure.

These are our expectations communicated at the Youth Meeting:

- Listen: If an adult is talking, you are not.
- Follow: If an adult asked you to do something, do it right away with a cooperative attitude.
- Love: Treat others with kindness and gentleness

### **Guidelines for Correction**

Our aim in correction is both repentance and restoration. Whenever possible, encourage participants when they are following rules and thank them for their cooperation. When discipline issues arise, follow the following process:

1. A verbal warning to remind the youth of the meeting rule(s).
2. If the youth continues to disobey, they will be taken aside for a private talk (in the public area, not alone). Talk to the youth about the reason for the rules. Encourage him or her to ask Jesus to help him or her obey.
3. After this, if there is still resistance to submit to your authority, it's time to get the youth's parent(s) involved. You may decide to call the parent immediately, or talk with the parent after the meeting.

### **New Families**

Visiting families and guests of regularly attending youth participants are welcome at any Youth Meeting and event. The Team Members should make note of a parent's contact information if possible either when meeting the parent(s) or from the participant. This is important should an emergency occur leaving the participant unable to provide information.

Team Members should go out of their way to make new families and children feel included and welcome.

## **Child Protection Policies**

At Christ the King Church, we are committed to safeguard every child and youth entrusted to our care. Safety is a critical component of our ability to effectively minister to children and youth.

### **Adult Access to Youth Meeting**

To maintain security of the children, no adults will be permitted in the ctk|kids classrooms unless they are a screened Team Member or the parent of a participant at the meeting.

## Health and Wellness Policy

In order to prevent the spreading of illness to other youth in our care, we encourage participants experiencing any of the following symptoms to remain at home:

- Fever (within 24 hours prior)
- Flu-like symptoms
- Vomiting or diarrhea
- Severe cough
- Sore throat
- Any childhood disease (i.e. chicken pox, whooping cough, mumps, etc.)
- Any discolored or constant nasal discharge
- Any unexplained rash, or skin infection
- Any eye infection

If a youth appears ill during class, the parent/guardian will be called immediately.

## Visibility and Accountability

At the Youth Meeting, all interaction occurring between a youth and team member must be done in a place where they are easily visible to others. If a room does not have a visibility window, the door must remain open. No team member should ever be alone with a youth in a private space (i.e. restroom, classroom, etc.).

Outside of the Youth Meeting, the following policy is based on the participant's age.

- Jr. High aged participants (6th - 8th grades):
  - There should always be three or more individuals together.
    - This can be either two Team Members and a participant or one Team Member with two participants.
    - This includes when driving to or from events or the Youth Meeting.
    - A Team Member should never be alone in a car with a single participant.
- High School aged participants (9th - 12th grades)
  - One-on-one interactions are permissible including driving, but only with the same gendered individuals.
  - We highly encouraged one-on-one meetings to take place in public locations such as coffee shops, restaurant or the participant's home with their parents available.

These policies are in place for the protection of ctk|youth participants and Team Members.

## Photography

Team Members are not permitted to take pictures of youth in the classrooms. Pictures can be taken at open events at which parents are present and able to give permission.

## Physical Contact between Adults and Youth

Appropriate physical contact with youth can be both positive and nurturing, and promote safe and secure relationships between participants and team members.

The following are appropriate ways in which team members may interact with youth:

- an arm around the shoulder (a side hug)
- a brief hug to greet or congratulate the youth
- a pat on the back or shoulder
- handshakes, high-fives

The following types of touch are always inappropriate (even if it is intended as an innocent or playful gesture):

- any kind of touch that could be interpreted as sexually suggestive
- touching a youth between the navel and the knee, or areas usually covered by a bathing suit
- having a youth sit on your lap
- kissing
- touching a youth in anger
- pushing a youth

Please make it your aim to be above reproach in any kind of physical contact with the youth. We must foster trust in the relationships we develop with youth.

Always respect the wishes of the youth in regards to touch. Don't force or pressure a youth to touch in ways they are uncomfortable.

## Verbal Interactions between Adults and Youth

What we say matters. The words we choose, and the tone in which we speak can either bless or hurt. Our team strives to be encouraging, uplifting, and God-honoring in their conversations with the youth.

Team members should never speak to a youth in a harsh, critical, intimidating, demeaning, or humiliating way. Profanity and adult subject matter is always inappropriate in the presence of youth.

# Emergency Procedures

## Minor Injuries

A first aid kit is stored behind the ctk|kids desk in the Great Room. In the case of an injury requiring additional care, we will notify the parent after the meeting. For minor injuries requiring no additional first aid, it is not necessary to notify the parent.

## Major Medical Emergencies

In the case of a major medical emergency, we will immediately call the parent and 911 if necessary to care for the injury/illness as soon as possible.

One Team Member must stay with the youth at all times. Another Team Member will move the remainder of the youth to another space to create a safe environment for care and emergency response.

## Evacuation

Evacuation may be necessary in the case of building issue or fire. In the case of a building evacuation, the ctk|kids Team Members are responsible to lead children to a safe location.

- The alarms will sound should a fire break out and all Team Members and participants must evacuate using the closest cleared exit.
- Team Members will lead the group away from the building and begin calling parents.
- Youth remain the responsibility of the Team Members until picked up by their parents.

## Shelter-in-Place

Shelter-in-Place may be necessary in the case of inclement weather or threat of violence. In a situation when it is necessary to shelter-in-place, the ctk|kids Team Members are responsible to lead children to the designated shelter location and maintain calm until an “all clear” is given.

- Should the public sirens or notifications of inclement weather sound, Team Members will lead the group to the designated shelter location.
  - Tornado or inclement weather:
    - Shelter in downstairs back hallway:
      - Lead group into hallway and close doors at either end.
      - Instruct youth to sit against the walls.
      - Do what you can to maintain calm.
        - Sing songs, tell stories, etc.
    - Threat of violence:
      - Shelter in closest lockable space.

- Upstairs options in back hallway:
  - men's restroom
  - Pastor offices
- Downstairs options in back hallway:
  - family restroom
  - kid's classrooms
- Lead youth into a securable room.
- Lock door and close curtains on doors and windows.
- Instruct everyone to sit against the wall with the door.
- Do what you can to keep everyone calm and quiet.
- Call 911 to notify police of situation.
- Once an "all clear" has been declared either by public notice for weather or the police for a threat of violence.
- Children remain the responsibility of the Team Members until picked up by their parents.

# CTK Statement of Faith

## 1. The Word of God

We believe the Bible is God's written revelation to man. It is composed of sixty-six books of the Old and New Testament. It is verbally inspired in every word, and absolutely inerrant in the original documents. We affirm the infallibility, sufficiency, and authority of Scripture. We affirm its supreme infallibility in all matters of faith and conduct.

## 2. The Trinity

We believe That there is but one Living and true God, an infinite, all-knowing Spirit, perfect in all His attributes, one in essence, eternally existing in three Persons -- the Father, Son, and Holy Spirit - each equally deserving worship and obedience.

## 3. God the Father

We believe in God, the Father, an infinite personal spirit, perfect in holiness, wisdom, power and love. We believe that he concerns Himself mercifully in the affairs of men, that he hears and answers prayers and that he saves from sin and death all that come to Him through Jesus Christ.

## 4. Jesus Christ

We believe that Jesus Christ is God's only begotten son, and has precisely the same nature, attributes and perfection as God the father and God the Holy Spirit. We believe that He is not only true God but also a true Man, conceived by the Holy Spirit and born from a virgin. We also believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of his people, and His personal visible return from heaven.

## 5. The Holy Spirit

We believe the Holy Spirit is a person and is fully God. As the supernatural and sovereign Agent in regeneration, the Holy Spirit baptizes all believers into the Body of Christ at the moment of salvation. The Holy Spirit also indwells, sanctifies, instructs, empowers them for service, and seals them unto the day of redemption.

## 6. Man

We believe man was created male and female in God's image in innocence of sin, but voluntarily disobeyed and became separated from God. Through the sin of Adam, all humanity became polluted and is therefore sinful by nature and also by choice. For this reason, man is totally depraved and in need of a Savior.

## 7. Salvation

We believe that every person is a sinner by nature and by choice and is, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit. We believe that the salvation of man, who is sinful and lost, is instantaneous and accomplished solely by the power of the Holy Spirit through the instrumentality of the Word of God

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when the repentant sinner- enabled by the Holy Spirit- responds in faith. This salvation is wholly of God by grace on the basis of the redeeming work of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works. All Christians are kept by God's power and are thus secure in Christ forever.

#### 8. The Church

We believe that those who put their faith in Jesus Christ immediately become a part of His body, the church. There is one church universal, made up of all believers from all places throughout history. The local church is an individual, autonomous part of the larger universal body of Christ. The local church gathers as individuals who have been baptized and professed faith in Christ. The local church is led by the Lordship of Christ through qualified male elders. The church's purpose is to glorify God through instruction in the Word, keeping the ordinances, advancing the gospel, and living in fellowship with one another.

#### 9. The Last Things

We believe in the literal future return of Jesus Christ to restore His kingdom in its fullness. We believe in the bodily resurrection of both the saved and the unsaved; the saved to resurrection of life and the unsaved to eternal separation from God.