



# FAMILY MINISTRY 101

**Family Ministries Director:** Aaron Gaston, [aarong@trbc.org](mailto:aarong@trbc.org)

**Apply Online:** [family.trbc.org/volunteer](http://family.trbc.org/volunteer)

# A BIG INCREDIBLE MISSION

Our Church Mission - To change our world by developing Christ-followers who love God and Love people.

We believe that God has set us on one incredible mission! God has placed us on a mission to share His message of love, truth, salvation, and redemption with our world. Every one of us has a role...a part to play...in this incredible mission. Jesus gave words to this mission, he said:

**“Go to and make disciples of all nations baptizing them in the name of the Father, Son, and Holy Spirit.” Matthew 28:19**

We believe that God wants to use His church to change the world! How can the church change the world you might ask? Well, it just so happens that this is already happening each and everyday. The church [God's people] is on mission to share the life transforming love and message of Jesus with the world. When people hear God's message, they respond, when they respond, they change. And here's where it gets *awesome*...when people change, they change others.

Because of this mission it is our goal than not one nation or generation miss out on experiencing the love of Christ. We are “all-out” committed to reaching every generation with the message of Jesus, and it is our passionate belief that you are to play a significant part of God's mission.

In Family Ministry at Thomas Road Baptist Church, we desire to make huge impacts for God in the next generation. In fact, our desire and mission is communicate the truth and love of Jesus to every child and student in our area.

Our mission is to change our world by seeing children and students become passionate followers of Jesus Christ.

Translation: We want to see the “next” generation come to faith in Christ and live out their faith in front of their family and friends.

**To accomplish this, God wants to use you in reaching the next generation!**



The TRBC mission is to change our **world** by developing Christ followers who **love God** and **love people**.



We follow Christ through three vehicles:

- personally,
- with a group,
- with the church.

A Christ-follower looks like this:

- committed to Scripture
- culture of Prayer
- lifestyle of Worship
- connected in Community
- heart for Serving
- passion for Sharing

We love God and love people through **six activities and marks** of a Christ-follower:

- We begin loving God through Scripture, Prayer, Worship.
- We continue by loving people through Community, Serving, Sharing

# CALLING ALL LEADERS!

## What's in it for you?

No matter what we do, we always ask ourselves what will we get out serving and participating in the mission? Specifically in this case, what can you get out of serving and investing your life into the life of a young person? Well...we are glad you asked!

### We believe you will:

- 1. Use and see God's gifts in you... change lives both now and for eternity.**
- 2. Participate in a mission that is bigger than you.**
- 3. Serve with a team of fellow believers who love you.**
- 4. See God do a work in your heart.**
- 5. Experience God in a way you wouldn't otherwise.**

### Serving others for Jesus will change your soul.

Just think about the last time a volunteer did something for you. Didn't it make you feel special and cared for? When we pour ourselves into others, we pass along the work God has done for us to others. Ephesians 2:10 tells us that "we are created to do good works in Christ Jesus, and we should walk in them." In other words, God has made you for serving and investing yourself in others!

Translation: We want to see the "next" generation come to faith in Christ and live out their faith in front of their family and friends.

To accomplish this, God wants to use you in reaching the next generation!



# OUR FAMILY MINISTRY VALUES

**Matthew 18:1-6, 10-14** At that time the disciples came to Jesus, saying, "Who is the greatest in the kingdom of heaven?" And calling to him a child, he put him in the midst of them and said, "Truly, I say to you, unless you turn and become like children, you will never enter the kingdom of heaven. Whoever humbles himself like this child is the greatest in the kingdom of heaven. Whoever receives one such child in my name receives me, 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 to be drowned in the depth of the sea."

"See that you do not despise one of these little ones. For I tell you that in heaven their angels always see the face of my Father who is in heaven. What do you think? If a man has a hundred sheep, and one of them has gone astray, does he not leave the ninety-nine on the mountains and go in search of the one that went astray? And if he finds it, truly, I say to you, he rejoices over it more than over the ninety-nine that never went astray. So it is not the will of my Father who is in heaven that one of these little ones should perish.

In everything that we do in our ministries to kids, students, and our families we are guided and inspired by 4 truths that we have found Jesus has given to us.

We want all our leaders and ministry teams to be fueled through their understanding of these values.



## **FAMILY MINISTRY VALUE #1**

**Jesus loves and values children + students – so should we.**

What kind of love does Jesus have for young people? What kind of value does He put on them? Obviously, Jesus viewed even youngsters as being able to accept His love and to follow Him with their lives:

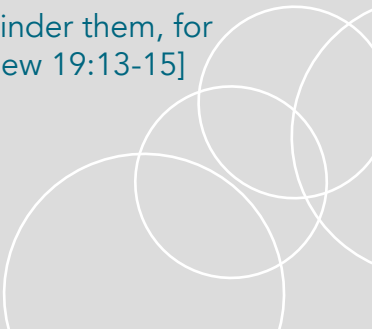
Then children were brought to him that he might lay his hands on them and pray. The disciples rebuked the people, but Jesus said, "Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven." And he laid his hands on them and went away. [Matthew 19:13-15]

This is one reason Jesus puts value on young people – because He sees them as potential Christ-followers. All through Scripture we read about the faith of young people: Samuel, David, Daniel, Mary, Joseph, Timothy and even Jesus. Children and students can worship God, grow spiritually, serve, and share their faith.

Many people will look at the problems facing children and students, and will give up hope for offering help. They may even laugh at those who try to help. But we must ignore the pessimists and critics, because Jesus loves and values children and students. And we must offer hope to parents, as Jesus did - "Do not fear, only believe."

Jesus went into the house, only allowing the child's parents and three of His disciples to accompany Him. Peter, James, and John were invited into this intimate family moment. Were they the child's parents? No. But Jesus brought them in to partner in His ministry to this family.

**"Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven." Matthew 19:13-15**



## **FAMILY MINISTRY VALUE #2**

**Ministry is partnership with Jesus and parents.**

We are partners, not parents. As we see in Adam and Eve God's first goal for humanity was the family relationship. Sunday school and Youth retreats came a good while after that. A church is called to love and support the family. That means nurturing and helping the faith of parents, kids, and students. Parents are the core influencers of a child's life.

### **CHURCH PROGRAMS**

**18 years x 50 weeks x 4 hours =  
150 days of influence**

### **SCHOOL**

**18 years x 180 x 7 hours =  
682 days of influence**

### **PARENTS**

**18 years = 6,570 days of influence**

We are to be the hands and feet of Jesus to all. But only parents carry the responsibility of raising their children. Our desire as an organized ministry is to nurture the faith of our children and students by supporting and partnering with our parents.

While only God can bring children and students to life spiritually, a home and a church can provide spiritually nurturing environments for children and students to grow their faith in.



## **FAMILY MINISTRY VALUE #3**

**We minister through the cultural language of children and students.**

What is the language of children and students? It changes by age group, by town, by school, by year. We must always be learning the culture of the next generation. While culture changes constantly, there are constants that all generations respond to. Children and students listen and learn best when these elements are involved:

- Activity
- Adventure
- Fun
- Relationships
- Stories

As a leader you will notice that we spend a lot of time trying to create appealing settings, relevant and engaging teaching. If you ever wonder why, it is because of the desire to communicate Jesus in a manner that inspires children and students. After all, our faith is a living faith, so we should communicate our faith in a lively manner.

## **FAMILY MINISTRY VALUE #4**

**Our mission is to disciple children and students.**

The #1 influencer for a person is relationships. We disciple children/students by molding and modeling God's life into their lives. As we follow Christ, our faith is lived out in front of children and students. The result is that relationships be the primary mechanism in discipling.

The way we are to help children/students follow Christ is not based on a program or a curriculum. These will be used, but the mechanism for discipling is found in Deuteronomy 6:5-9:

You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.



# FAMILY MINISTRY VALUES

.....

So lets review our values:

#1 Jesus loves and values children and students and so should we.

#2 Ministry is a partnership with Jesus and parents.

#3 We minister through the cultural language of children/students

#4 Our mission is to disciple children and students

And so, that's the story Christ has called us into. And how big is it?

**42,000**

children and students in a

**15 MILE RADIUS**

our our TRBC campus.

**36,000**

of those children  
and students attend

**60 SCHOOLS.**

**36,000**

children and students in a

**15 MILE RADIUS**

of our CRC campus

**9,000**

children and students in a

**15 MILE RADIUS**

our our DRC campus.



We are in range of over 87,000  
children and students  
across our church.

**AND THAT'S OUR HEART.**

**It's our mission to change the  
world by reaching these children  
and seeing them become  
followers of Jesus who  
change their world.**

## REACHING GENERATION “NEXT”

The challenge is big. Really BIG! So how do we reach the next generation?

Well, by utilizing our two greatest resources. First, as Jesus gave us the mission in Matthew 28:19, he added to the mission a promise in the very next verse. Jesus tells us that He is with us in the endeavor. That's right, His Spirit is guiding and leading us as we choose to allow Him to lead.

What is the second great resource? **You.**

**“The most valuable resource we have to help children and students see God are the people in our church that know God.”**

One thing that we have learned about our next generations is profound. Before they “believe” they are looking to “belong.” Our kids and students are looking to connect before they commit. Though this presents a challenge, it also perfectly positions the church to be the church.

### OUR STRATEGY

Connecting the redeemed with those God wants to redeem.

The strategy is immense, but simple. **God's people** are the hope and light of the world. God tells us that we are.

1. Jesus claimed that the church is the light (hope) of the world. Matt. 5:13-15
2. We are Christ's Ambassadors (2 Cor. 5)
3. We are to live as a light for the world (Eph. 4)
4. We are to be God's witnesses. (Acts 1-2)

God has tagged us and asked us to choose to participate in His mission. He is asking us to play a part of something that is bigger and greater than us. Think about it this way. We can't wrap our minds around eternity, but when God uses us to bring another person to faith in Christ, you have impacted a life in for all of eternity. God takes the offering of a moment of your time and multiplies it past the amount your mind can even comprehend. **Now that's big!**



In Family Ministry our ministry is built on our church mission & values, and our 4 ministry values. We want to change our world by developing Christ-followers.

## LOVE GOD

scripture / prayer / worship

---

community / serve / share

## LOVE PEOPLE

To accomplish our mission and grow as followers of Christ we gather together to learn, grow, and connect. We create structured settings in which relationships can be formed between students and leaders with the purpose of growing in Jesus Christ.

As a church we have 5 structured environments that serve to nurture and grow the faith of our children and students.

### 1. **The Home |**

The home is the primary environment for our kids and students. We celebrate and we partner with our parents and families through our ministries.

### 2. **Large Group Services |**

We gather our children and students for Bible teaching, worship, prayer, and community. Our large group settings are engaging, interactive, and geared to teach the truths of God so that they are memorable and applicable.

### 3. **Life Groups |**

We build our community and serve one another by breaking into smaller Life Groups. Our Life Groups provide relational connection and leadership that fosters spiritual growth. In our groups we connect, pray, learn Scripture, and encourage our faith.

### 4. **Serving |**

We serve one another in and outside the walls of the church. We encourage our children and students to get involved in the mission through serving. We often take our students outside the walls of the church to serve and share our faith outside our walls.

### 5. **Community events |**

We look for creative ways to connect with our kids and students with each other and our church. We often host retreats, kids events, and hang-outs so that are kids and students can connect and invite friends to meet their church.

We couldn't begin to accomplish our ministry environments without our volunteer leadership. While we value having incredibly fun and interactive environments with helpful and relevant Bible-teaching, for all ages; it is our volunteer leaders that **are** the church. **It is due to the life on life ministry investment of our leaders that makes the eternal difference.**

## WHAT'S THE WIN?

We know what our Family Ministry mission is, and the Values we must have as we minister to children/students. But what does it look like when we "win"? How do we know that we are making an impact? What does a Christ-following child/student look like?

It will look slightly different at different ages. But the basics are the same. As we study Scripture, these are the characteristics we see present in a Christ-following child/student:

- **Scripture** – They value and seek out God's direction for their lives in the Bible.
- **Prayer** – They prioritize and spend time listening and talking to God.
- **Worship** – They are loving God with their heart, soul, mind, and strength.
- **Community** – They are studying Scripture and fellowshiping with a group of other Christ-followers.
- **Serving** – They are using their spiritual gifts and abilities to serve others within the church and outside the church.
- **Sharing** – They are living their faith out in front of family and friends.

Ultimately, the win are kids and students that have given their lives to Jesus, whose faith is growing and strong, and who will continue to rely on their faith in Christ as they move into various stages of life. Simply stated, our goal is to see kids and students become passionate followers of Jesus Christ!

## Essentials for Ministry Leaders

But what is OUR role in the MISSION? What part do we play? What does it take to be a leader in our part of the ministry?

The mission takes God's people to be a testimony of God's grace and character. Leaders who are committed to God in all things. We inspire faith by being a living sacrifice. So here are our "essentials" for family ministry leaders.

- [Luke 10:1-20] As believers we are to live Christ centered lives.
- How is your walk with Christ? Scripture, Worship, Prayer, Community, Serving, Sharing?
- We are called specifically to love God with our entire being and life. Matthew 22:37-40
- We are called to be living sacrifices for Christ so that we can glory Him and be honor Jesus with our lives. Romans 12:1-2

Leaders who partner with parents. We nurture everyday faith by supporting our child/student's family.

- [Mark 5:35-43] We are to partner with parents in spiritually growing their children and students
- How can we do that?
- Pray for them
- Communicate with them
- Equip them
- Support their authority
- Build a relationship with them.

Leaders who replicate themselves in others - We help others engage in mission.

- [Deuteronomy 6:4-9] Our mission is to mold and model God's truth for children and students. We are to talk the walk, and walk the talk. In other words, when we genuinely live out our faith in front of young people, they will follow. It's when leaders struggle with integrity that the message of Christ becomes confusing and loses the Spirit's power.
- We help our kids, students, friends, and family get involved in the ministry.
- Love and value others by serving and loving as Jesus loves us.

Leaders who are navigators. - We support and inspire faith in Jesus.

- [Matthew 18:1-5, 19:13-15] We are not to hinder children/students from coming to Jesus, and we are not to cause them to stumble spiritually.
- We are to lead them to Jesus, not to ourselves. You cannot change their lives – only Jesus can.
- We help guide them to God's word and to Jesus' redemption.
- We help propel others into a strong faith in Jesus and involvement in ministry.

Leaders who create a safe place. - We guard the heart of children and students.

- Children/students need to see and follow godly adult role models.
- TRBC wants to partner with you, not hinder your walk.
- We want you to be healthy, and to benefit from serving on this team.
- It is imperative that our leadership live holy lives. We must devote our lives both at church and away from church to Jesus.

## PERSONAL BEHAVIOR

As we understand that our mission is to shepherd minors who are vulnerable and very impressionable, we must be very wise and loving in our personal behavior. We choose to limit some of our freedoms for the sake of the:

- physical safety and spiritual health of our children and students
- emotional well-being of our parents
- reputation of ourselves, other volunteers, TRBC, and our Savior

Leaders limit their rights and practice holiness in order to offer the strongest role model of Christ. In general, we will live holy lives as followers of Jesus Christ. Examples of this include our commitment to:

- abstain from the possession or use of alcohol, tobacco, or illegal drugs [Ephesians 5:18, 1 Corinthians 10:31]
- practice sexual purity [1 Corinthians 6:12-20]
- abstain from t.v., movie, web, music content that takes our minds off of Christ [Phil. 4:8]
- use our words and conversation to build others spiritually, and not to tear down through harsh joking, criticism, or immoral talk [Ephesians 4:29-32, 5:3-4]



# TEAM WORK

Finally, serving in Family Ministry means TEAM WORK. Ministry is not a solo sport. Jesus modeled and commanded team work from His followers when He said:

John 13:34-35 A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.

The NT is filled with descriptions of what “loving one another” look like. These are some of the ways we will do ministry together:

Accept one another, then, just as Christ <b>accepted</b> you, in order to bring praise to God. Romans 15:7	Be <b>devoted</b> to one another in brotherly love. Honor one another above yourselves. Romans 12:10
Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be <b>compassionate</b> and humble. 1 Peter 3:8	Therefore <b>encourage</b> one another and build each other up, just as in fact you are doing. 1 Thes. 5:11
You, my brothers, were called to be free. But do not use your <b>freedom</b> to indulge the sinful nature; rather, serve one another in love. Galatians 5:13	I myself am convinced, my brothers, that you yourselves are full of goodness, complete in knowledge and competent to <b>instruct</b> one another. Romans 15:14
Therefore let us stop passing <b>judgment</b> on one another. Instead, make up your mind not to put any stumbling block or obstacle in your brother’s way. Romans 14:13	Brothers, do not <b>slander</b> one another. Anyone who speaks against his brother or judges him speaks against the law and judges it. James 4:11
Do not <b>lie</b> to each other, since you have taken off your old self with its practices. Colossians 3:9	<b>Bear</b> ye one another’s burdens, and so fulfill the law of Christ. Galatians 6:2
But if ye bite and <b>devour</b> one another, take heed that ye be not consumed one of another. Galatians 5:15	Let us not be desirous of vain glory, provoking one another, <b>envying</b> one another. Galatians 5:26
Don’t <b>grumble</b> against each other, brothers, or you will be judged. The Judge is standing at the door! James 5:9	Be <b>kind</b> and <b>compassionate</b> to one another, forgiving each other, just as in Christ God forgave you. Ephesians 4:32
Therefore <b>confess</b> your sins to each other and pray for each other so that you may be healed. James 5:16	

# CHILD PROTECTION PROGRAM [CPP]

**Goal: We exist to win, grow, and send Christ-followers out into the world. In carrying out this mission with children, students, and their families, we understand the need for safety and security policies. Our policies and safety guidelines are for the safety of our children and the protection of leadership. Because our challenges in ministry constantly change we will commit to changing our approach to safety to meet new ministry challenges.**

These are needed for:

- The physical safety and health of our children and students
- The emotional well-being of our parents
- The reputation of volunteers

To accomplish this, we focus on these areas for security:

- Screening - volunteers (including application, background check, references)
- Training - of volunteers
- Supervision - of volunteers
- Operations – policies and procedures for programs
- Behavior – guidelines for volunteer interacting with children / students outside of TRBC programs, and for personal reputation

## **SCREENING: Application Process**

A volunteer applicant **MUST** complete the process and **MAY NOT** be entered into service until each requirement is satisfied:

### **1. Every applicant will complete a Volunteer Application online.**

- a. The Department Pastor/Director and the Department Administrative Assistant [AA] will view the application for approval

### **2. Every applicant will provide three Personal References on their application.**

- a. References may not be family members. They should be people who can give an informed opinion about the applicant working with children and students.
- b. References may be taken through a phone interview by the Department AA or through the completion of a questionnaire

### **3. A Background Check Authorization form will be completed by potential volunteers, 18 years and older, and be submitted online.**

- a. The FM Assistant and Department AA will review and confirm that the application and background check have been properly submitted.
- b. The FM Assistant/Department AA will order the background check on behalf of the volunteer.
- c. The Director of Family Ministries will check all completed reports

online for "Alerts". Alerted reports will be reviewed for appropriate action.

The following individuals will not be employed and shall not volunteer service in any church-sponsored activity or program for minors:

- i. Anyone who has been convicted of either sexual or physical abuse of children/youth or who has a history of inappropriate conduct with children
- ii. Anyone who has been convicted of a violent crime in the past seven years

**4. Every applicant will be Interviewed by a Ministry Supervisor and be trained with:**

- a. their Ministry Description [mission, responsibilities]
- b. the Family Ministries Child Protection Guidelines

**5. Renewal Process**

- a. Every volunteer will update their Application information annually in August.
- b. Every volunteer 18 years and older will have their Background Check rescreened every two years on their service anniversary.

All information taken in the Application, Referral Questionnaire, Background Check Authorization form and Report is to be held as confidential.

All information collected in paper form or digitally will be held indefinitely in a secured location.





# INTERACTION

**Nursery  
Preschool/K5  
Elementary**

## **Home Visits**

- Home visits are not acceptable unless invited by parent or family. Volunteer should never be alone with child at any time.

## **Volunteer Homes**

- Volunteers should never have children in their home. Exception in Elementary might be a Supervisor-approved group activity where parents and other volunteers are present

## **Phone**

- Volunteers may not make phone contact with Nursery, Preschool children. They MAY make phone contact with Elementary children briefly [checking on illness, birthday greetings, etc]

## **Texting/Emailing/Social Media**

- Volunteers may not use these media to communicate with children
- Volunteers may not post any media or photography containing children.



**Spending Time with Students** - While we encourage our leaders to spend time with students. Wisdom and safety should always be exercised. Remember, we are leaders and adults, so we while spend time investing in our students, we must approach our time with students in a manner that keeps your leadership integrity unquestioned and our students safe. Violation of these policies may result in dismissal from our student ministry leadership team.

**Home visits** - Visits to students are acceptable only if the parent is home and the parent welcomes the visit. Volunteers should never be alone with student at any time.

**Volunteer Home Visits** - Volunteers may have students in their home for a Supervisor-approved group activity where parents have been communicated with and given confirmed permission, and other volunteers are present. Volunteers should never be alone with a student or students at any time.

#### **Emailing/Social Media –**

1. Volunteers should use wisdom and limit time in communicating with students via social media, emailing, other communication platforms.
2. All communication should follow Student Ministry code of conduct.
3. Volunteers must keep communication in public for accountability [i.e. wall posts, public twitter posts, etc]
4. Leaders should use wisdom and exercise restraint when posting pictures or video of students online. The goal is to protect students and be above reproach. Remember, though your picture may be taken and posted in innocence, those viewing your pictures online may be looking at the pictures with improper intentions.
5. Conversations regarding serious issues should be avoided if possible through social media. Time limits should be honored, including not conversing after 10:00p.
6. Volunteers must give open access to their personal social media sites to the TRBC Student staff, and be aware that these pages will be checked periodically.
7. Any serious ministry conversation or issue should be directed to ministry leadership for guidance and accountability immediately.
8. Leaders should follow the conversation guidelines provided for texting when using messaging or social media conversations.

## Interacting with Students Through Texting

Because of the changing nature of technology, our policies will also be constantly changing. But what is constant is a commitment to safety and security in all our interaction with children and students. Volunteers are expected to use wisdom and limit communicating with students via phone/text. To protect our students and your integrity, we require our leadership to follow these guidelines. Failure to support or follow our guidelines may result in dismissal from our student ministry leadership team.

1. Only small group leaders are permitted to text students.
2. Small group leaders are only permitted to text students in their small group.
3. Under no circumstance should you text a student of the opposite sex.
4. Parent approval must be given to leaders prior to texting students. (PS or LP leadership will assist leaders in connecting with parents at Fall Group Launch and as students are added to your group)
5. Sending Text: Text only in group text. No private texts are permitted.
6. Sending Text: Copy the other small group leader in your group to every text to students, or the parent of the student you are texting.
7. Receiving Text: If a student in your small group private messages you a question that has a short response, then text them back the answer.

Example: Student: "It is Spring Break this week and I cannot remember if we are having small group tonight". Leader: "No small group tonight. See you next week.

8. Receiving Text: If a student in your small group private messages you a question that needs a long response, then you need to talk on the phone or set up a meeting with them. No serious conversations should happen over text.

Example: Student: "I just feel like my life is going no where and I need help" Leader: "Call me and we can talk." Leaders should aim to setup a time to talk at the next group meeting or service.

9. Be smart and be above reproach.
10. Volunteers should forward communication to ministry staff that involve counseling or ministry for a serious issue.
11. As a rule, ALL communication should be motivated by a leader's desire to connect students with Christ.

## **CRISIS MINISTRY**

As shepherds we serve on the front lines of spiritual battle with children and students. God has given us the privilege of ministering to them through the highs and lows of life. We will sometimes find ourselves at the crossroads of crisis with families.

### **Guidelines:**

**We are not counselors.** We provide biblical guidance and spiritual advice. It's important to know your limitations and not tackle issues that a professional should handle. All crisis or difficult situations should be pointed to ministry staff immediately.

**Ministry is a team sport.** No one should go-it-alone when it comes to handling crisis situations. Be sure you are working and praying with your leaders and the team God has placed you in.

### **Action Steps**

We need to be observant of the children/students we work with, and be quick to **RECOGNIZE** dangerous situations, **RESPOND** to them, and know how to **REPORT**:

#### **RECOGNIZE**

- Some crises will be evident and public [a family going through a divorce], while others will be hidden. Watch for children/students exhibiting:
- Behavior change – erratic, highs and lows, pulling away from friends
- Attitude change – extreme moodiness, depression
- Language – talk that hints of abuse, self-abuse, etc
- Physical signs – wounds, bruises, sudden weight loss, etc

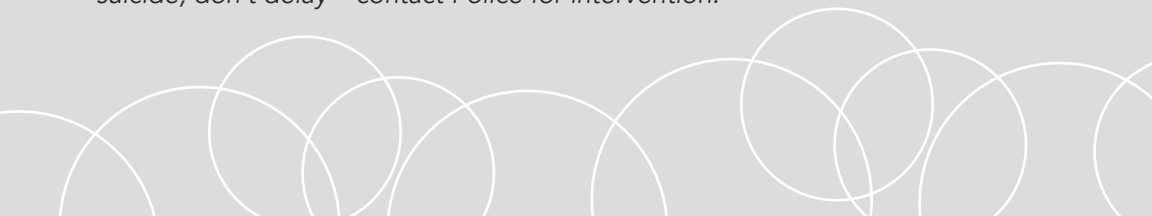
#### **RESPOND**

- Pray for God's Spirit to give you wisdom and discernment
- Never promise secrecy- only promise you'll help them get the care they need
- Don't ignore the problem
- Guard confidentiality- only share the situation with those who need to know
- Question the student for more details of what they are facing
- Offer to help them get assistance

#### **REPORT**

- Crises require that you quickly report the situation to your Supervisor or Ministry Leader. They will make the determination of the need and method for referring the situation to Authorities, Parents, or Counselors. These would include: Serious sin issue / Self-abuse / Crime / Abuse

*Note: If you are dealing with a child/student who is threatening imminent suicide, don't delay – contact Police for intervention.*



# OPERATIONS

## CHECK IN:

<b>Nursery Preschool/K5</b>	<ul style="list-style-type: none"> <li>• Parents/Guardians check-in children</li> <li>• Security ID tags will be given to Parents/Guardians</li> <li>• Child checked for illness [see Department Guidelines]</li> </ul>
<b>Elementary</b>	<ul style="list-style-type: none"> <li>• Parents/Guardians check-in children</li> </ul>
<b>Middle School High School</b>	<ul style="list-style-type: none"> <li>• Students check-in themselves</li> </ul>

## GENERAL PROGRAM:

<b>All Family Ministry</b>	<ul style="list-style-type: none"> <li>• All Volunteers are to wear their Family Ministry Security Badge at all times. This badge includes their name, picture, and Ministry Area</li> <li>• Children/Students are to remain in their room with their group for the duration of the program</li> <li>• Volunteers should let Ministry Supervisors know if they will be absent from serving as soon as possible to allow for ministry staff time to schedule replacements.</li> <li>• A volunteer should never be alone with a child/student in a room. Two volunteers should be with children/students at all times</li> <li>• No physical discipline is ever to be used with children/students. Correction for misbehavior is to be verbal, and will follow age-appropriate guidelines as outlined in each Ministry</li> <li>• Physical contact is prohibited with children/students, including horseplay, rough-housing, lap-sitting, carrying, hugging, holding, etc. [Nursery and lower aged Preschool volunteers <u>are</u> allowed to carry children]</li> </ul>
<b>Nursery</b>	<ul style="list-style-type: none"> <li>• Volunteers are to follow all procedures of feeding, diaper-changing, hygiene, etc as outlined in the Nursery Policies</li> </ul>
<b>Preschool/K5</b>	<ul style="list-style-type: none"> <li>• Children are accompanied to bathroom by adult volunteer. Volunteers are to remain outside bathroom</li> </ul>
<b>Elementary</b>	<ul style="list-style-type: none"> <li>• Children are accompanied to bathroom by adult volunteer. Volunteers are to remain outside bathroom</li> </ul>
<b>Middle school High School</b>	<ul style="list-style-type: none"> <li>• Students are free to use bathroom facilities on their own</li> </ul>

## CHECK OUT:

<b>Nursery Preschool/K5</b>	<ul style="list-style-type: none"><li>• Parents/Guardians check-out children</li><li>• Security ID tags must be checked</li><li>• No one under age 16 yrs. may check-out their family member</li><li>• If a Security Sticker is lost, consult a TRBC staff member to confirm the ID of the guardian picking up the child through Fellowship One.</li></ul>
<b>Elementary</b>	<ul style="list-style-type: none"><li>• 1st-5th graders must be checked-out by Parents/Guardian</li><li>• No one under age 16 yrs. may check-out their family member</li><li>• If a Security Sticker is lost, consult a TRBC staff member to confirm the ID of the guardian picking up the child through Fellowship One.</li></ul>
<b>Middle School High School</b>	<ul style="list-style-type: none"><li>• Students check-out themselves</li></ul>

## EMERGENCY EVENT

<b>All Family Ministry</b>	<p>Contact LU Police. Dial 3911 from any TRBC/LU phone or (434) 592-3911 from any cell. Pre-programming your phone with this number (including area code) will save time during an emergency.</p> <p><b>Medical Emergency</b></p> <ul style="list-style-type: none"><li>• Contact LU Police [ext.3911]</li><li>• Communicate the situation quickly to your Ministry Staff Supervisor</li></ul> <p><b>Fire</b></p> <ul style="list-style-type: none"><li>• Exit the facility quickly and calmly with your group, following the Fire Plan maps in each room by the exit door</li></ul> <p><b>Severe Weather</b></p> <ul style="list-style-type: none"><li>• Listen for instructions over the campus-wide LU Emergency Warning System</li><li>• Quickly seek indoor, interior room shelter with your group</li></ul> <p><b>Intruder</b></p> <ul style="list-style-type: none"><li>• Quickly secure your group inside a closed room [Including locking doors, door jamming doors, covering class, turning off lights.]</li><li>• Listen for instructions over the campus-wide LU Emergency Warning System</li><li>• Do not allow checkout until area is secure.</li></ul>
--------------------------------	---

## TRANSPORTATION

### All Family Ministry

#### Nursery - Elementary Personal Vehicles

- As a rule, Volunteers should not carry children/students in their personal vehicle.
- If a child's/student's Parent/Guardian has requested a Volunteer to transport their child/student to or from TRBC events, written permission must be provided and the Ministry Supervisor must be notified

#### Student Ministry Life Group Transportation

- Volunteers may transport students in personal vehicles for a Supervisor-approved group activity where parents have been communicated with and given permission, and other volunteers are present.

#### TRBC Vehicles

- Certain Volunteers aged 21 yrs. or older may be asked to drive a TRBC van/bus. All TRBC Transportation Guidelines must be followed when operating these vehicles

#### Driving Behavior

- Vehicles are never to be overloaded with passengers
- Seat belts must be worn at all times
- All traffic laws must be obeyed
- No horseplay is allowed in vehicles
- Driver must maintain an accurate head count of all passengers at every stop

## SPECIAL EVENTS

1. Extra attention to safety should be exercised when planning and leading activities which include:
  - a. transportation, b. athletic events, c. outdoor events d. water events (pools, lakes)
2. The physical set-up of every activity/program should be scrutinized for safety.
3. Medical release forms should be used with children/students for physically intense activities/programs (camps, retreats, etc.).
4. Safety personnel should be used at physical activities (nurses, life guards).
5. Communication should be a priority at activities (cell phones, two-way radios) that include transportation of people.
6. Emergency procedures and work assignments should be clearly understood by every Volunteer for each activity.
7. Special health conditions should be known and planned for, including:
  - a. Asthma
  - b. Serious allergies
  - c. Diabetes
  - d. Hemophilia
  - e. Injuries on the mend (broken bones, stitches)
  - f. Special dietary needs
  - g. Medications (amount and schedule)
8. First aid kits and safety equipment should be readily accessible at all activities/programs.
9. Strict adherence is required to all TRBC transportation policies and traffic regulations.

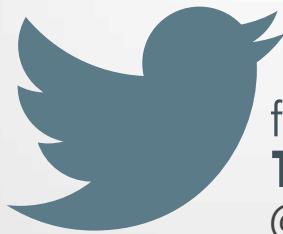






like us on  
**FACEBOOK**

[facebook.com/ThomasRoad](https://facebook.com/ThomasRoad)



follow us on  
**TWITTER**

[@TRBC](https://twitter.com/TRBC)



check out our  
**WEBSITE**

[family.trbc.org](https://family.trbc.org)

You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.

Deuteronomy 6:5-9



**FAMILY MINISTRY  
AT THOMAS ROAD**