

Christian Education Ministries Handbook



1810 E Perkins Ave
Sandusky, OH

calvarysandusky.org
419.625.9690

Table of Contents

I.	Purpose and Values	2
II.	Structure	3
III.	Approved Workers Policies	4
IV.	Nursery	10
V.	Pre-K Ministries	12
VI.	K-6 th Grade Ministries	13
VII.	Teen Ministries	14
VIII.	Off-Site Activities/Vehicle Policies/Travel	15
IX.	Miscellaneous	16

I. Purpose, Values, Goals

Purpose

The Christian Education Ministries of Calvary Baptist Church exist to build the Body of Christ through intentional, systematic, and coordinated teaching of God’s Word and personal discipleship of all believers utilizing a variety of effective formats, teaching methods, and opportunities.

Values

God’s Word is our sole authority and the primary focus of our teaching. While other disciplines hold value, all teaching at Calvary Baptist Church should center on explaining and applying Scripture.

People are the focus of God’s plan to glorify Himself. Every individual is to be welcomed, nurtured, and included in our ministry. It is the goal of this ministry to assist each individual in their relationship with God, inviting unbelievers to salvation through Christ, and equipping believers to walk, worship, and work in accordance with God’s Word.

Our Church has adopted the motto *Exalting Christ in All Things*. We have also identified four ambitions that flow from this statement. Our CE Ministries seek to carry out those ambitions as an integral part of our church’s purpose.

The Local Church is God’s plan for communicating the Gospel to the world. She is God’s chosen environment for fellowship, growth, accountability, corporate worship, and service.

Goals

Scripture outlines the primary goal of the church is to be a mature, complete Body, ready to be presented as the spotless Bride of Christ, for the glory of God. Thus, our goals are to declare the Gospel to all who will hear, to invite them to a personal, redemptive relationship with God through Jesus Christ, to instruct them in the knowledge of God through His Word, and to equip them to carry out the work of ministry to which God has called us.

We believe this can be effectively accomplished through the accurate, systematic teaching of God’s Word, through fellowship with other believers, and through committed Biblical service.

Together, We Are...

Exalting Christ In All Things



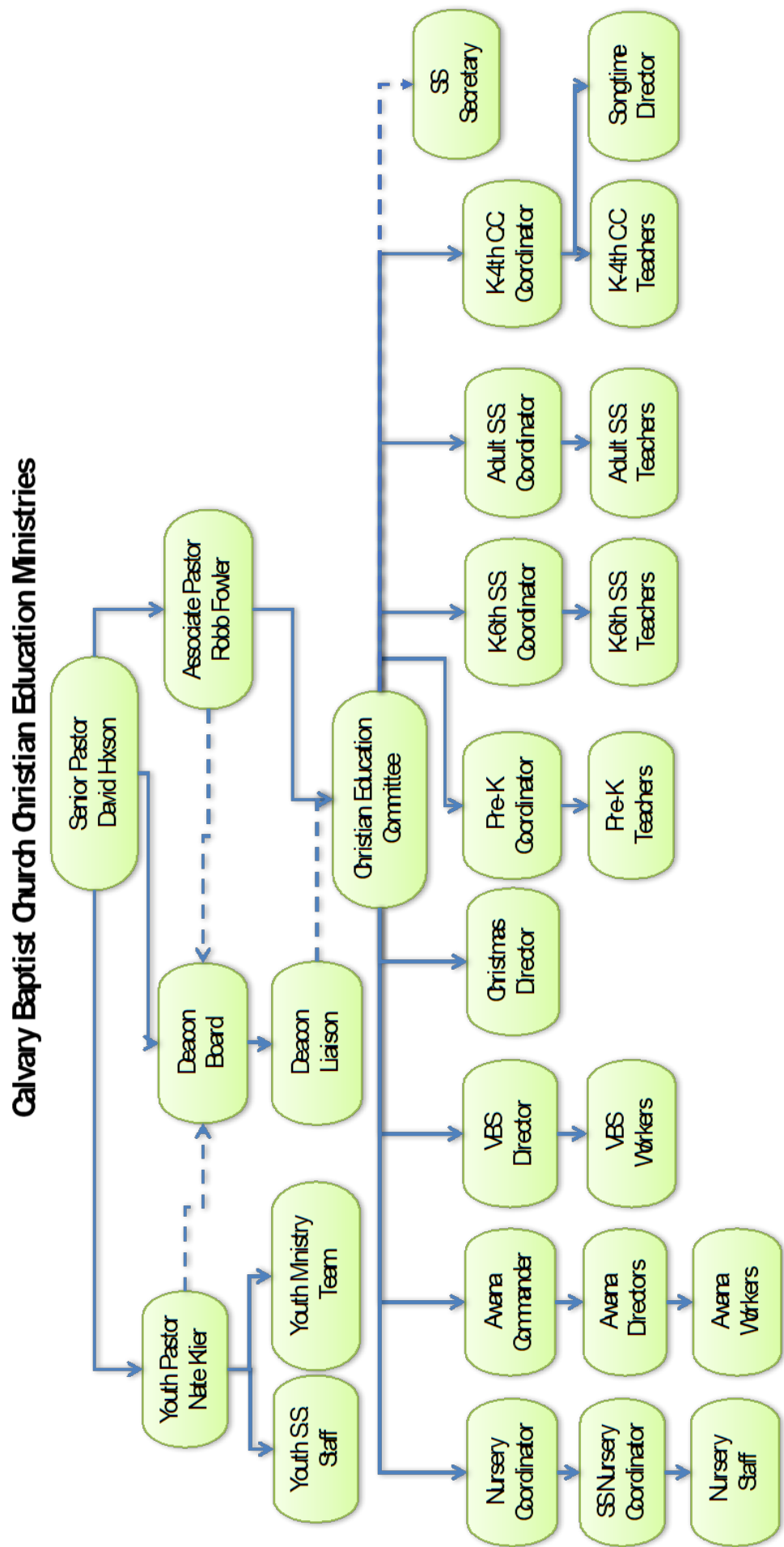
By

Learning – Living – Loving – Leading

God’s Word Godly Lives God’s People Others to Christ

II. Structure

Calvary Baptist Church utilizes a variety of ministry strategies to carry out our purpose and values. The following chart illustrates the structure of how Christian Education ministries function at Calvary.



III. Volunteer Selection and Child Protection Policy

This ministry is committed to providing a safe and secure environment for those participating in our ministry activities. We also seek to minimize any vulnerability to unwarranted accusations of improper behavior that our organization, volunteers, and employees may experience as they fulfill their ministerial duties. To fulfill these commitments as fully as possible, our leadership team has adopted the following procedures to be used, without exception, with ministry workers.

Volunteer Selection

1. Prior to consideration, all candidates seeking a volunteer position that involves working with minors or disabled adults will submit a completed ministry application to the Christian Service Board, which is comprised of the Pastoral Staff, Sunday School Superintendent, and Chairman of the Deacons. The Christian Service Board shall also be responsible for periodic review and maintenance of worker lists.
2. Candidates may apply for one of two levels of approval. *Adult Volunteers* must be members of Calvary Baptist Church, 18 years or older, and capable of ministry oversight. *Assistant Volunteers* over the age of 18 must be members. Those under 18 are not required to be church members, but will require parental permission. *Assistant Volunteers may serve only when accompanied by an Adult Volunteer.*
3. The Christian Service Board will carefully review the application, ensuring that the candidate is an appropriate match for the ministry position. The Christian Service Board also will store all application materials—the application form, background checks, reference check,

- notes from interviews, etc.—in a locked file cabinet or other secure location.
4. The Christian Service Board, or leaders designated by the Board, will conduct a personal interview with the applicant. Upon the recommendation of the interview team, the Christian Service Board will conduct a criminal background check through a state law enforcement agency or other provider of such services. The Christian Service Board will also contact at least two references to confirm the information that the applicant provided, at their discretion.
 5. When indicated by our reference and/or background checks, volunteer candidates who pose a threat to others, or have a prior history of physical or sexual abuse directed against another person, will be removed immediately from consideration for ministry positions anywhere within our organization.

Waiting Period

All volunteer candidates must be regularly involved in our organization for six months or more before they will be considered for any ministry position involving contact with minors or disabled adults.

Employee Screening Procedures

1. Screening procedures are also required for all potential employees, regardless of the ministry position for which they are being considered. The procedures will be conducted by Pastors and/or Deacons.
2. When indicated by our reference and/or background checks, employee candidates who pose a threat to others, or have a prior history of physical or sexual abuse directed against another person, will be removed immediately from consideration for ministry positions anywhere within our organization.

Supervision

1. At least two approved workers must be present at every ministry involving minors or disabled adults. At least one worker must be an Adult Volunteer (Pre-K Ministries require two Adult Volunteers). This includes each outside area, vehicle, or enclosed area. In a ministry for students in Kindergarten through 12th grade meeting in a room with door windows, one adult may serve alone in the classroom as long as approved, scheduled hall monitors are present. A Hall Monitor must be an approved adult volunteer. For large groups, the number of volunteers must increase in accordance with the following student/teacher ratios:
 - Less than 24 months old—3:1
 - 2-5 years (Pre-K) months old—5:1
 - K-6th grade—15:1
 - 7th-12th grade—20:1

2. Workers should arrive and be ready to give appropriate supervision at least 15 minutes before a scheduled activity. They must remain at their assigned post until all people in their care have been properly released, or until their ministry replacement is present and prepared for ministry.

Release Policy

In order to provide a secure environment, and to ensure that children are released only to authorized caregivers, all children in the Nursery through 4th grade of our Sunday ministries may be released only to their parents or parent-authorized caregivers. Authorization of caregivers must be in written form, signed by a legal guardian. Students riding the bus must be released to the bus captain.

Counseling

1. When workers meet with individuals for spiritual/emotional counseling, we encourage team counseling by two screened adults. If only one screened individual conducts the counseling session, it should be conducted in view of another screened worker through a window or an open door.
2. All counseling sessions should be limited to three occasions for no more than 30 minutes at a time. If more counseling is required, please consult with a pastor.
3. Secure prior written permission from parents/ guardians and a worker's supervisor if the individual being counseled is a minor.

Classroom Visitors

It is the responsibility of the teacher to monitor the activities of any classroom visitors. While it is our policy to allow parents access to their children at any time during our ministries, it is the teacher's responsibility to ensure the visitor does not distract or hinder the objectives of the ministry. Non-worker parents should willingly comply with the teacher's request concerning all interaction with students other than their own child. If a non-worker's presence creates distractions, the teacher should consult with his/her ministry supervisor, and may direct the non-worker to leave the class area. Repeated situations may result in the removal of the student from the ministry activity. Workers may have their own children, or children for whom they have legal guardianship, with them at any time. If a worker's child poses a distraction to the ministry, the worker may be asked to place his/her child in the ministry designated for their age, or to resign from the ministry position. All other children should be in the ministry designated for their age (exceptions may be made for first-time visitors or out-of-town guests).

Work Restrictions

1. For children age 6 or older, an adult female should supervise girls' restroom activity, and an adult male should supervise boys' restroom activity. The adult should make sure the facility is safe and then wait outside the restroom for the children. The presence of a second adult is also

recommended. When appropriate, the restroom door may be propped open.

2. Children age 5 or younger (boys and girls) should be assisted as needed in the restroom by an adult female.
3. Never touch a person's private areas except when necessary, as in the case of changing a diaper.
4. Workers should avoid the appearance of impropriety— such as sitting older children on their lap, kissing, or embracing others, etc.

Discipline

Leaders and teachers are expected to plan adequately to provide experiences that are profitable, safe, and appropriate, with regard to what is best for each student's spiritual development.

All students are expected to demonstrate respect for and obedience to those in authority. This includes, but is not limited to, levels of participation, verbal responses, relationships with peers, and physical responses.

In the event that a student does not exhibit appropriate behavior, the leader/teacher shall follow this process for confrontation, with the goal of leading to repentance and restoration:

1. Verbal communication with the student about the inappropriate behavior. This should be done as calmly, privately and immediately as is appropriately possible.

2. If a verbal confrontation does not produce an acceptable response, the authority should repeat the verbal communication, providing a clear statement of the consequences.

3. Workers are never to spank, hit, grab, shake, or otherwise physically discipline anyone. Physical restraint should only be used when it is necessary to prevent physical harm to the student or any other participant. Those in authority should always demonstrate self-control and unconditional love during confrontation.

4. Acceptable consequences include:

- providing for alternate supervision of the student during the event
- escorting the student to his/her parent/guardian
- bringing the parent/guardian to the student
- time out

The desired response is immediate cessation of the offensive behavior. In certain circumstances, it would be appropriate for the student to confess the sin, ask forgiveness, and seek restoration with the offended parties.

5. Disciplinary events should be reported to the ministry activity coordinator or supervisor or to a parent or guardian. Repeated offenses should involve the parents/guardians, and possibly a ministry supervisor, in determining appropriate steps for providing for the student's spiritual development and participation in CBC ministry opportunities.

Injuries or Illness

1. Ill persons (with a communicable disease that can be transmitted by cough or contact) should not participate in ministry activities.

2. A suitable worker—one previously approved through our ministry screening process—must be used to take the place of a worker who is ill.

3. Participants should be returned to their parent or guardian as soon as illness is discovered. If immediate return is not possible, the ill person should be isolated in a manner that allows an adult worker to monitor the participant until he/she can be returned to a parent or guardian.

4. No medication should be administered to a minor or disabled adult except in the presence of the ill person's parent/legal guardian, or in case of emergency.

5. Seek to avoid contact with blood, saliva, or other bodily fluids. Kits are provided in Pre-K areas as well as near First Aid cabinets.

6. Ministry coordinators and supervisors who become aware of an injury to a worker or participant will take steps to ensure that proper medical attention is given to the injured person and provide for continued monitoring of the remaining activity participants.

7. Persons who have received a minor injury should be given first aid as needed at the time of injury. The individual's parents or guardians should be notified of the injury when they pick up the injured person.

- 8. The person administering First Aid should log every incident. A log form is posted at each First Aid kit.
- 9. Any injury that may require medical treatment beyond simple first aid should be given immediate attention. The parents or guardians of the injured person should be notified immediately, along with the ministry worker’s coordinator or supervisor. If warranted by the injury, emergency medical personnel should be called.

Recordkeeping

- 1. All ministry functions involving children, youth, and disabled adults should maintain an attendance list for every function. This should include the date of the function and the names of all participants, ministry coordinators, and supervisors.
- 2. Ministry workers should prepare a written Accident and Injury Report (Form CE-5) whenever an injury occurs during a ministry function.
(Forms available from the ministry supervisor or in the Church office)
Promptly forward the incident report to the ministry coordinator or supervisor.

Notice of Injury, Abuse, or Molestation

- 1. Volunteer or paid ministry workers who become aware of any injury, abuse, or molestation occurring within any ministry activity must immediately inform their activity coordinator, supervisor, or ministry leader.
- 2. Activity coordinators and supervisors who become aware of any injury, abuse, or molestation

connected with a ministry activity must immediately inform the ministry leader. The ministry leader should complete an Accident and Injury Report (Form CE-5) or Suspected Abuse form (Form CE-3). This form should be submitted immediately to a member of the pastoral staff.

3. When the pastoral staff becomes aware of possible abuse or molestation of a participant, they must ensure that the participant’s parent or guardian is immediately informed that possible abuse or molestation has occurred. The pastoral staff will ensure that an attorney is immediately contacted to provide a written opinion as to whether the organization should report the abuse or molestation to law enforcement authorities. The written opinion should be obtained within 24 hours after the ministry leader first becomes aware of the situation. The attorney’s advice should be acted upon immediately, including reporting the incident to the authorities. An attorney should be contacted immediately if the pastoral staff becomes aware of possible abuse or molestation of a participant by a parent or guardian.

4. The pastoral staff must promptly notify our ministry’s insurance carrier (general or professional liability insurance) upon notice of abuse or molestation.

Violation of Policy or Procedures

1. Ministry workers must promptly notify their ministry coordinator or supervisor when they or others violate the procedures in this policy.
2. Ministry coordinators, supervisors, and ministry leaders who become aware of a violation of the procedures set by this policy are required to take all necessary steps to ensure future compliance with them. In the process of ensuring compliance with this policy, it may become necessary to remove workers from their positions.

Internal Investigation

1. This ministry organization considers any allegation of abuse or molestation a serious matter. Each situation will be fully investigated by the pastoral staff or duly appointed representatives, always with the assistance of legal counsel and civil authorities.
2. Employees who are the subject of an investigation will be suspended, with pay, pending completion of the investigation. Employees who admit to the abuse or molestation will be terminated consistent with the constitution of this ministry.
3. Volunteer subjects of any investigation will be removed from their positions pending completion of the investigation.

4. This ministry will permanently remove employees or volunteers from their ministerial duties within the organization if they are found guilty of abuse or molestation. Whenever termination of employment is a factor, we also will consult with legal counsel.

Law Enforcement and News Media

1. All employees and volunteers of this ministry will cooperate fully with law enforcement or governmental agencies investigating allegations of injury, abuse, or molestation.
2. The leadership of this ministry will seek legal counsel as soon as possible after we receive notice of possible abuse or molestation within the organization. Advice from legal counsel will be the basis for our response to the allegations.
3. One individual—a member of the leadership team, a staff member, a ministry leader, or our attorney—will be the designated spokesperson to handle all inquiries from the news media. Our spokesperson will be the only person to convey information concerning the situation, doing so in a prudent manner to avoid compromising an ongoing investigation and to maintain the privacy of the individuals involved.

IV. Nursery

The Nursery of Calvary Baptist Church exists to serve parents/caregivers by providing excellent care for their children while the parents/caregivers participate in the regularly scheduled ministries of Calvary Baptist Church.

Please remember these thoughts of our Lord. As you contemplate stepping into one of our nurseries, ask God for patience, understanding, and discernment to meet each one of the baby’s needs. *Matthew 25:40 – ‘Assuredly, I say to you, inasmuch as you did it to one of the least of these my brethren, you did it to me.’*

Worker Standards

Eligibility

Only approved workers should provide care for children in our ministries. While it is acceptable for your child to accompany you as you serve in the nursery, your child may not provide any care (including lifting, holding, etc.) unless they have been approved as workers. The list of approved workers is posted on the wall inside the nursery.

Staffing

All volunteers MUST observe the “2 ADULT” rule. This requires that a worker is never left alone with children without a partner, even if there is only one baby. An “adult” is defined as someone approved as an adult worker.

Do not work if you have a sore throat or a cold.

If you are unable to work your scheduled service, please try to switch with another worker and contact the Nursery Coordinator to inform them of the change. If you are unable to find a replacement, please contact the Nursery Coordinator as soon as possible.

PLEASE BE ON TIME! Workers should be in their places 15 minutes before any scheduled service, so we do not make those we serve late for their ministry.

Participant Standards

Ages

The nursery is for children from birth until they turn 2 years old. As they approach their 2nd birthday, the Nursery Coordinator, Pre-K Coordinator, and parents should discuss the timing of promotion.

Illness

If a baby has demonstrated symptoms of general illness or a childhood disease within the previous 24 hours, the baby should not be brought into the nursery. Some signs are unusual fatigue, rash, coughing, sneezing, runny noses, fever due to illness, vomiting, or diarrhea.

A nursery worker may refuse to accept a baby into the nursery if they show any of the above symptoms.

Security, Check-in/Check-out

Upon arrival, babies should be checked in at the computer stations (for services where they are operational). The parent/caregiver receives a claim ticket, and the baby’s name sticker is placed *on their back*.

The baby is then placed in the nursery, and the parent/caregiver must fill out an information card for the workers.

At checkout, please match the number on the claim tag to the baby's name sticker.

Only scheduled workers and parents of babies currently in the nursery should be in the nursery (exception: children may accompany their parents).

Adult volunteers should immediately report any behavior that seems abusive or inappropriate to their supervisor, or a member of the pastoral staff, or the Chairman of the Deacon Board.

Procedures

Emergencies

If an emergency arises, send an usher for the baby's parents; NEVER leave the nursery. A two-way radio is provided to alert an usher that they are needed. Do not change the channel on the radio.

Room & Supplies

As much as possible, please use the diapers, wipes, snacks, and other supplies that parents bring for their child. If needed, use the nursery-provided supplies.

The rooms may be divided by walkers and infants for the safety of the babies. When divided, please keep walking babies in the front room so they do not step on the babies in the back half of the nursery.

Clean smocks are available to be worn while working in the nursery.

Standards

Hands are to be washed and clean at all times. Please wash hands before and after each diaper change.

Please wear the gloves provided while changing diapers. This will protect the babies, as well as the workers.

DO NOT give a baby with a soiled diaper to parents. Check and change diapers at the end of each service, or as needed.

Use the plastic bags provided to discard soiled diapers. There are separate containers for diapers and other trash.

ALWAYS stay within an arm's length of a baby when changing his/her diaper.

Supervision

Please give babies your full attention. Never leave any baby unattended.

Do not allow babies to crawl on the furniture.

Do not wake a sleeping baby unless instructed by the parent.

Please spend time reading and playing with the babies if possible. This can often reduce, eliminate, or redirect temper tantrums, biting, and excessive crying.

End of Shift

1. Return each baby's bottle, cup, and other personal items to his/her diaper bag before parents pick up the baby.
2. Notify the workers of the next shift of anything unusual about any baby during your time with him/her.
3. Pick up all toys, putting dirty toys in the marked bin.
4. Put clean sheets on pack 'n plays. Place dirty sheets in the marked bin.
5. Wash any containers used for snacks or drinks.
6. When a parent comes to pick up a baby, notify the parent of anything unusual regarding his/her baby.
7. Notify the Nursery Coordinator of any needs or unusual events.

V. Pre-K Ministries

Pre-K Ministries are a foundational component to the discipleship of children. These ministries provide a safe environment where children begin to learn the basic truths of Scripture as they develop in their physical, verbal, and relational abilities.

Pre-K Illness Policy

Signs of illness in Pre-K students:

- unusual fatigue
- unusual rash
- coughing, sneezing, runny nose
- fever due to illness
- vomiting or diarrhea

If a student has demonstrated any of these symptoms within the previous 24 hours, or shows signs of any disease, he/she should not be brought into the ministry.

Promotion Schedule

We provide appropriate activities and lessons for each age grouping. Because needs and abilities develop uniquely for each child, we have developed a schedule for promoting children from one group to the next. Please help us by honoring the following schedule:

Nursery

Nursery is for 0 months to age 2.

Sunday School/Children's Church

Pre-K ministries feature two age groups - 2-3 and 4-5. Children join the 2-3 class the first Sunday of the quarter following their second birthday. They join the 4-5 class the first Sunday of the quarter following their fourth birthday. They promote to the Kindergarten class on Promotion Sunday of the year in which they begin Kindergarten in school.

Awana

Awana Pre-K ministries promote according to the projected year in which a student will begin kindergarten. Parents should consider carefully when their child will begin Kindergarten. Children may only promote in the fall.

Awana Puggles:

Puggles is for children ages 2-3. They may begin three or four years prior to their projected Kindergarten start, thus spending one or two years in Puggles.

Awana Cubbies:

Cubbies is a two-year program designed for children the last two years before beginning Kindergarten. They may begin two years prior to their projected Kindergarten start.

Other Ministries

For other Pre-K ministries, parents should consult with the ministry leaders for the promotion schedule.

Parental Presence

All Pre-K children participating in Wednesday evening ministries are required to have at least one parent or legal guardian participate in the Adult Bible Study or as a worker in one of the ministries.

Miscellaneous

Only Adults may change diapers.

VI. K-6th Grade Ministries

K-6th Ministries are a critical component to the discipleship of children. These ministries provide a safe environment where children continue to learn the truths of Scripture and apply them to all areas of their lives.

Illness Policy

Some signs of illness in a student are:

- unusual fatigue
- unusual rash
- coughing, sneezing, runny nose
- fever due to illness
- vomiting or diarrhea

If a student has demonstrated any of these symptoms within the previous 24 hours, or shows signs of any disease, he/she should not be brought into the ministry.

Children's Church

Calvary Baptist Church is pleased to be able to offer age-targeted corporate worship experiences for children. The experiences include studying God's Word, prayer, Bible learning activities, and music. Although the music portion of these experiences typically occurs during a time period that seems distinct from the other portions, they are to be designed to be a cohesive program. Thus, children participating in Children's Church (K-4th grade) are expected to join and participate in the music time. Children are not required to participate in the musical presentations periodically associated with this ministry, but children should be compliant with the music leaders during the preparation period. It is the responsibility of the participant and/or their parents to

communicate respectfully their intentions concerning participation in the presentation. Parents who do not wish their children to participate in the music time should keep their children with them in the main worship service for the entirety of the service.

Promotion Schedule

Children in K-6th grade ministries will promote according to their grade in school. Promotion occurs at the beginning of the fall quarter each year (1st Sunday of September).

Special Activities

Many children's ministries offer special activities throughout the year. Participation in activities will be in accordance with the standards set by the ministry leaders in those particular areas. Parents should contact the ministry leaders to acquire information about standards, requirements, expectations, and other details concerning their child(ren)'s participation in any given activity.

VII. Teen Ministries

Ministry Oversight

All youth ministries operate under the leadership of the Youth Pastor. This includes Awana, Sunday School, Sunday Evenings, and any other ministries that may develop specifically targeting or involving teens. Thus, the Youth Pastor has direct oversight of all personnel, curricula, ministry opportunities, social activities, and other opportunities involving teens. Leaders of overlapping ministries are required to work in connection with the Youth Pastor to coordinate efforts to work seamlessly with the Youth Pastor's overall Youth Ministry.

Adult Leaders

1. Youth leaders and youth Sunday School Teachers are appointed by the Pastor in charge of the youth ministries as needed.
2. Adults working with teens need to be church members and approved children's workers (see page 4). Adults who have not yet completed membership can assist in large group activities where approved adults are constantly present.
3. Leaders are expected to uphold the rules put in place for the youth activity and do their best to maintain safety.
4. Leaders are expected to maintain a positive influence and Christ-like attitude and develop mentoring friendships with teens.
5. Leaders are encouraged not to take sides or involve themselves with the politics of teen culture including

gossip, making fun of individuals, keeping harmful secrets, etc. . .

6. In the event that a teen confides in a leader regarding abuse, involvement in illegal activities, depression/suicidal thoughts, or any other serious, potentially harmful, activity, the leader should immediately voice their concern and, where necessary, disapproval of the activity. The leader should attempt to get the teen to seek help but, if the teen is unwilling, the leader should inform the Youth Pastor and parents and involve the police if necessary.

Program Ages

All teens in 7th -12th grades are welcome at youth group activities. Eligibility will primarily be determined by school grade and not actual age. Teens leaving 12th grade are asked to move on to adult ministries when the new school year begins.

Parents

Parents are welcome to attend any activities with their teen as long as they are not a distraction to the rest of the ministry.

VIII. Off-Site Activities/Vehicle Policies/Travel

Periodically, Calvary Baptist Church sponsors activities that take children off of our campus. Participation in these activities requires an additional level of accountability and communication. Please be advised of the following procedures when planning for or participating in off-site activities.

Permission

Permission forms must be obtained for activities involving minors traveling with CBC off-site. A standard form is available, but some ministries have forms specific to their activities. Forms must be signed by a parent or legal guardian, contain emergency contact information, and clearly communicate the event and significant details.

Vehicle Policies

Church vehicles must be reserved in advance through the church office.

Drivers should be at least 21 years of age, and must possess a legal, current driver's license. The church leadership reserves the right to approve or disapprove any driver.

Church vehicles are not standard personal vehicles. Drivers should familiarize themselves with the vehicle before transporting passengers or cargo. A staff member can assist with this if notified in advance.

Any issues concerning a church vehicle should be communicated to the church office as soon as possible. If an emergency or repair situation arises during a trip, emergency personnel, emergency contacts, and the ministry leader or a member of the pastoral staff should be notified as soon as is reasonably possible.

The church generally provides fuel for the vehicles. On trips longer than one hour driving distance from the church, the ministry leader should consider asking participants to contribute toward the cost of fuel. Please check fuel levels before beginning your trip. A church credit card is available to use for the purchase of fuel. Please contact the secretary during normal office hours to use the card.

There should be no eating of any kind (candy, chips, gum, etc.) in a church vehicle under normal circumstances (trips under 1 hour long).

All minors should wear seat belts while the vehicle is in motion. Adults must follow current Ohio motor vehicle laws.

Ministry leaders should care for the general cleaning of vehicles after a trip. Please make sure all trash is properly discarded, personal belongings returned to their owners, windows and doors closed and locked, and keys returned to the church office.

The Ford van is rated for 14 passengers plus the driver. Due to rollover concerns, it is advised that adult seating be limited to 11 (including the driver).

The white mini-bus is rated for 14 passengers plus the driver. Please follow the safety standards for buses. No passengers may ride forward of the white line (Ohio law).

IX.Miscellaneous

A. Student Participation

Expectations: Students should be in age-appropriate areas at designated ministry times, or with their parents or other parent-appointed adult.

Every on-duty worker has the authority and responsibility to assist students in meeting these expectations.

When these expectations are not met, workers should follow these steps:

- 1. Address the student
 - Be positive - invite appropriate behavior
 - Listen - don't assume misbehavior
- 2. If student doesn't respond appropriately, either escort the student to his/her parent/guardian, or find the parent/guardian and bring them to the student. The worker may need to find another worker to do this as responsibilities dictate.
- 3. A worker should involve their ministry supervisor as necessary.

B. Appearance Standards (Workers)

As followers of Jesus Christ, and as leaders/teachers who have been charged to model Christlikeness for those entrusted to our care, we expect individuals in leadership and teaching positions to practice Biblical values in their appearance as is appropriate for the situation and function of any particular activity.

The Scriptures communicate two basic principles regarding appearance: modesty (1 Timothy 2:9-10) and moderation (1 Peter 3:3-4). Modesty

refers to an appearance and activity that does not provoke or excite lustful or sensuous thoughts in others. Moderation refers to an appearance that is not given to extremes of fashion or to drawing undue attention to oneself.

A third Biblical principle that governs our appearance is consideration for weaker brothers (Romans 14). Thus, we should conduct ourselves with regard for the spiritual maturity of our brothers and sisters in Christ while pursuing our own spiritual maturity. Considering the Early Church's model to avoid the errors of both license and legalism (Acts 15), leaders and teachers should seek to demonstrate respect for the historical values of Calvary Baptist Church as well as to remember the personal freedom in Christ that God has granted to every believer as we practice Biblical principles of deference to our church family.

It is expected that those in leadership/teaching positions will demonstrate these values in their personal lives as well as while serving in their ministry opportunities. Should any individual feel that a leader or teacher does not uphold these standards, the individual should consult with a ministry supervisor of the offending individual and together follow the principles and steps for confrontation and reconciliation as outlined in Matthew 18:15-17.

