



FAMILY MINISTRIES HANDBOOK



Dear Leader,

Welcome to the Rez.Church Family Ministries Dream Team! We cannot begin to tell you how thankful and excited we are for you to join this family of leaders investing into the next generation!

We are privileged to serve children and their families through these distinct, yet unified ministries.

RezKids

Partners with children and their families, age birth-sixth grade, as well as children with special needs up to 12 years old. We believe that life with God is an adventure, and we want to explore all He has for us! We exist to help children know God, find freedom, discover their purpose, and make a difference.

Rez Youth

Partners with middle and high school students and their families to raise up life-giving followers of Jesus who own their faith. We exist to help youth know God, find freedom, discover their purpose, and make a difference.

4 Most Important Things

The Family Ministries Dream Teams of Rez exemplify the core values of Rez.

1. We Love God

- Pray that God will give you a heart for the children, youth, and their families, and that each young person would know and experience a personal relationship with God.
- We highly encourage each Team Member to attend worship services on Sundays and Second Wednesdays. Invest in your own personal relationship with God!

2. We Love People

- Every person matters to God, so they matter to us!

3. We Pursue Excellence

- Excellence creates comfort, and comfort allows walls to come down.
- We desire to Pursue Excellence in every area of ministry.

4. We Choose Joy

- Your energy and joy are contagious. That's why you're part of the Dream Team.
- Find something to celebrate every day and show these kids that God is fun!

Dream Team Requirements

- Complete Growth Track and become a member of Rez.Church.
- Make a commitment to serve at least two times per month.
- Sign a confidentiality agreement and the Rez.Church Leadership Honor Code.
- Read the Rez.Church Family Ministries Handbook, sign and turn in the last page of the handbook.
- If 18 years or older, complete a consent form and background check.
- All Dream Team Members serving in RezKids must be at least age 12.
- All Dream Team Members serving in Rez Youth must be at least in Middle School.

Dream Team Arrival

- Please plan to join us 30 minutes prior to the start of your scheduled service for a pre-service huddle and prayer. Location of this meeting will vary depending on the location you are serving.
- After the Dream Team Huddle, please check-in to your specific location and team lead for further instruction.

Dress Code

- Please be modest, neat, and clean in your appearance.
- Please do not wear low-cut blouses, tank tops, or shirts/dresses with straps less than two inches in width.
- Please do not wear shorts that are above the mid-thigh.
- Please do not wear a skirt or any clothing that would prohibit your ability to bend over and talk with children/youth, sit on the floor, or be active.

Accountability

In order to protect children from abuse and our Dream Team from misunderstandings, there must be at least two leaders in any area/room with children at all times. No exceptions.

Secretive Information & Mandatory Reporting

We are mandatory reporters. If, at any time, you know or have reason to suspect abuse or neglect, please notify a staff member immediately and a report will be made. Please take the time to know and understand the statement below.

A mandatory reporter is defined as a professional who is obligated by law to report known or suspected incidents of child abuse and/or neglect. Mandatory reporters are part of the safety net that protects children and youth and have the ability to provide lifesaving help to child victims in our community. Any person specified in C.R.S. 19-3-304 is by law a mandatory reporter in Colorado. If a mandated reporter has a reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, the mandatory reporter shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system (1-844-CO-4-Kids or 1-844-264-5437).

Wellness

To insure the health of our Dream Team and the families we serve, we ask that you not attend any childcare event when sick. We recommend you not attend if any of the following symptoms are present:

- A fever of 100 degrees or higher
- Diarrhea or vomiting
- Common cold
- Any symptoms of childhood diseases such as Scarlet Fever, Measles, Mumps, Chicken Pox, or Whooping Cough.
- Sore throat, constant cough, or croup
- Colored mucous
- Any unexplained rash
- Any skin infection; boils, ringworm, impetigo, or any open sores.
- Pinkeye, redness of the eyes, or any other eye infection.
- Any communicable disease
- Lice - including the presence of eggs or nits

If you have any of these symptoms, please stay home. If you suspect a child or student is sick, please alert a staff member.

All children and Dream Team Members must be symptom-free without medication for 24 hours straight prior to returning to a Rez.Church service or event.

Injuries

- For minor cuts or scrapes: locate a first-aid kit, wash out the affected area, apply antibiotic ointment, and bandage wound.
- For head injuries: sit child/youth down, bring cool, wet rag or ice, and water to drink.
- Always notify parent/guardian in the event of any injury.

Allergies

- Please be aware that many children and youth have allergies. Please familiarize yourself with a child's allergies so that you can ensure their safety and well-being.

Medications

- Medications will be administered to children/youth by their parent or guardian.
- There are special situations such as off-campus events, camps, and overnight trips in which a parent/guardian is not present. In these cases, medication will be administered by the authorized staff/volunteer physician, with parental consent.

Incident Reporting

- If any incident/accident occurs in which there is blood, vomiting, nausea, head injury, or any other injury to a child/student, please alert a Family Ministries Staff Member immediately.
- Please make sure an "Incident Report Form" is filled out as soon as possible.
- You can find "Incident Report Forms" in any of the RezKids work spaces and a staff member will assist you in filling out the report.

Emergency Procedures

- In the event a child or youth is injured and suffers a serious injury or becomes non-responsive while in the care of Rez.Church, notify staff and begin appropriate first-aid until emergency personnel arrive. This includes a head injury of any sort.
- Parents will be notified in the event of any injury or emergency.
- Solicit the assistance of other team members, leaders, and staff so that all children/youth are well supervised and comforted during an emergency.
- In the event a child is lost or not able to be located, immediately notify a staff member. The staff member will alert for a full site search. The police and parent/guardian will be contacted in the event a child is not located.

Adult Guests and Intruder Safety

- Non-Team Member guests and visitors will not be allowed in any Rez.Church child/youth space unless approved by Family Ministries staff.
- Once approved by staff, they will be required to allow the process of checking in at the guest check-in, wearing a guest identification tag, and being shown where to sit in the room.
- In every case of an intruder, unsafe, or suspected unsafe person in any Rez.Church space, please alert a staff member immediately.

Fire/Tornado Safety

- In case of an emergency, line up children/youth by a door leading outside determined to be the most safe and clear exit.
- Count all children/youth, and, if situation requires the exit of a building, exit calmly with leaders dispersed throughout the line.

- Keep all children/youth together and verify the count continuously.
- Make sure several leaders physically check all nearby rooms and restrooms for any additional children/youth.

Behavior and Discipline

We believe that every child and youth is powerful. That means God created them with the ability to lead and manage themselves in a way that is respectful, honoring, and kind to all. With that in mind, we also understand that all of us, at times, need the assistance of others to learn to manage ourselves well. That is why we approach discipline with the primary objective of helping every child/youth make the right choice in every situation and environment.

When a child/youth in our care is disruptive to others, unsafe to themselves and/or others please address the child/youth and redirect behavior. If a child/youth is unwilling or unable to participate in a way that is respectful, honoring, kind, and safe to those around them, alert a staff member.

We always:

- Speak gently our concerns
- Communicate clearly our expectations
- Guide lovingly into the right choice

We never:

- Intimidate a child/youth by yelling, cursing, or threatening
- Physically pick up a child/youth as a mode of discipline

Adult to Child/Youth Conduct

We are committed to creating and promoting a positive, nurturing, environment for our Family Ministries. An environment that protects children from abuse and our Dream Team from misunderstandings. It is important to establish what types of conduct and affection are appropriate and inappropriate. This allows Dream Team Members to comfortably show positive affection in ministry while being able to identify individuals who are not maintaining safe boundaries with children/youth.

Love and affection are a large part of the Family Ministries of Rez.Church and there are many ways to demonstrate affection while maintaining integrity and safe boundaries. The following guidelines are to be carefully followed by all Dream Team Members, as well as staff, when working with and around children during any Rez.Church sanctioned event. In addition, these guidelines would be wise to carefully follow even while outside the confines of any Rez.Church event.

Appropriate Adult to Child/Student Conduct:

- Brief hugs
- Pats on the shoulder, back, or head
- Handshakes and high-fives

We are called to the highest standard of love and conduct. If at any time any one of our Dream Team Members physically, verbally, or in any other way hurts or abuses any child/youth, that leader will be subject to immediate reprimand and/or removal from the Rez.Church Dream Team. If necessary, legal action will be taken.

We desire that every member of the Family Ministries Dream Teams fulfill the calling and potential God has placed in their lives. We are committed to helping you know God, find freedom, discover purpose, and make a difference.

By signing below, you acknowledge that you have read and understand and will adhere to the standards of practice for the Rez.Church Family Ministries Dream Teams.

Please tear this sheet off and return to the appropriate team lead.

Printed name: _____

Signature: _____ Date: _____

Re3
Yth



rezkids