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# DISCIPLESHIP TEAM

## POLICY AND PROCEDURES

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### **Newington Baptist Church Discipleship Team Consist of Two Teams: Sunday School Team and Nursery**

**Article 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

**Article 10 Section 1 Church Operation Manual:** The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Mike Gray	10/19/2020
2021	No Review due to COVID	
2022	Gerald German	03/09/2022
2023	Pastor Chris Grella	05/04/2023
2024	Pastor Chris Grella	02/09/2024
2025	Pastor Chris Grella	05/13/2025
2026	Pastor Chris Grella	03/31/2026

## **Discipleship Team: Two Teams**

The responsibilities of the Discipleship Teams are as follows:

Pages 1-4: Sunday School Team

Page 4-5: Nursery Team

## **Sunday School Team**

The Sunday School Team provides an opportunity to connect to God through Bible Study, connect to the Church Body in Caring Fellowship and connect to Evangelism/Missions by application of Biblical teachings. The purpose is to be obedient to the Great Commission by making disciples who will fulfill the threefold mission of the church, worship, discipleship and evangelism. The strategy is the intentional, systematic development of leaders who can carry on the work of the ministry in the local church. The curriculum is the Bible, supported by appropriate teaching resources. The process is weekly systematic teaching of the Bible content and doctrine. The structure includes a full range of classes developed around needs, interests and/or life stages.

### **Sunday School Directors Qualifications & Job Description**

The Nominating Committee of the Church will recommend a Sunday School Director to assist in the development and operation of the Sunday School Department.

#### *Qualifications:*

- This individual must be a born-again member of the Church and support the ministry of the Church through regular giving of tithes and offerings.

#### *Accountability:*

- This person is directly responsible to the Senior Pastor.

#### *Responsibilities:*

- Order all Sunday School curriculum. Orders must be sent no later than (30) days before the beginning of the new quarter. Order all SS supplies as requested by teachers and workers utilizing the Supplies Request Form.
- Recruit teachers and workers for SS by submitting names of potential teachers/substitute teachers/workers to the Senior Pastor for approval prior to asking these individuals to teach or work in the SS department.
- Be on-site at the Church at least twenty minutes before the start time of SS.
- Respond to notices received from teachers in need of a substitute. If help is needed in securing a substitute, will contact the substitute teacher from the approved list.
- Unpack and distribute teacher's curriculum materials no later than the last Sunday of the old quarter.
- Hold periodic training times with all SS teachers and workers with help from the Senior Pastor.
- Discipline concerns and/or disruptive children, as well as all security issues concerning the Sunday School are the responsibility of the Director with help from the Children's Ministry Director.
- Be available during the Sunday School hour to handle discipline problems for teachers.
- Coordinate the promotional Sunday activities.

## **Teacher/Worker Recruitment**

- Teacher recruitment is the responsibility of the Sunday School Director in consultation with the Senior pastor.
- When a vacancy arises in the Sunday School department for a teacher or other worker, the Superintendent shall prepare a list of potential Church members to fill the position(s). This list shall be presented to the Senior Pastor for approval prior to anyone on the list being asked to join the Sunday School ministry of the Church as a worker or teacher.
- New teacher training may be provided as needed by the Director. All new teachers shall receive a copy of the Christian Education Guidelines (see below).

## **Christian Education Guidelines**

The following section is designed for reproduction and distribution to all Sunday School workers and teachers, as well as other members of the Christian Education department (Young Men's Ministry, Young Women's Ministry).

### *Teacher Retention (Appreciation)*

- The Sunday School Director and church staff are responsible for the planning and carrying out of the Sunday School Teacher and Ministry Leader Appreciation observance once each year in May. The Church greatly appreciates the commitment of every teacher and worker, and to this end strives to pause at least once annually to thank these dedicated volunteers for their ministry unto the Lord.

### *Special Events*

- All special events shall be coordinated by the Sunday School Director and must be placed on the Church calendar by submitting the event request to the Church administrative assistant.

### *Church Picnic*

- The Sunday School Department may hold a Church Picnic or similar event each year as an effort to pull together all components of the Sunday School and reach out to every student that has attended even once during the past year.

### *Substitute Teacher Selection & Approval*

- All Substitute Teachers are required to sign the Sunday School Workers Covenant and teachers working with children and youth must pass a background check. The process for substitute teacher approval is identical to that of a primary teacher, with final approval of the applicant being the responsibility of the Senior Pastor.

### *S.S. Class Divisions by Grade & Age*

- The Sunday School shall be divided into classes by age in the pre-school division and by grade in the school-age division. The final decision regarding exactly where the classes are divided shall be that of the Children's Ministry Director in consultation with the Sunday School Director. Classroom divisions may change from year to year depending on class size and enrollment demographics.

### *Class Size Limits*

- Sunday School class size is generally dictated by the size of each classroom. It is the intent of the Christian Education Department of the Church to keep student-teacher ratios as low as possible

to enhance the learning experience of the student and prevent “burn-out” of teachers and workers. Student Teacher ratios will vary depending not only on classroom size but also on the age range of the class. Final decisions regarding class size limits will be the responsibility of the Sunday School Director with help from the Children’s Ministry Director.

#### *Class Age Limits*

- Each Sunday School class has specific age ranges designed to enhance the learning experience of the student. Generally, the curriculum will indicate the appropriate age range for the material being taught.

#### *Adult Electives (101, 201, 301, 401, 501)*

- The Sunday School department may create adult elective classes, depending on the needs of the congregation. These classes will be taught by approved teachers and the curriculum will be pre-approved by the Senior Pastor.

#### *Curriculum Selection and Approval*

All curriculums taught in the Christian Education program of the Church will be pre-approved, prior to Church purchasing, by the Sunday School Director, Youth Director, Children’s Ministry Director, or Senior Pastor.

### **Sunday School Supplies**

#### *Location*

- Sunday School supplies are available for all teachers and workers upon request in the Church office or Sunday School supply closet.

#### **Use**

- Sunday School supplies are for the exclusive use of the Sunday School teacher, worker and their students. Removal of these supplies from the classroom is discouraged. The supplies may be removed to take home for preparation of classroom projects with the permission of the Sunday School Director.

#### **Request**

- Requests for supplies should be given to the Sunday School Director.

#### **Selection**

- Selection and purchase of all books is the responsibility of the Sunday School Director.

#### **Approval**

- All books and videos must be approved by the Sunday School Director prior to placement in any Church facility.

#### **Discipline**

- Any student that becomes disruptive to the point of taking too much time away from the class should be escorted to the Sunday School Director who will deal with the situation thus freeing the teacher to continue with their class instruction. During Sunday School time, the Director will deal with the problem and/or take the child to their parent(s).

### **Classroom Cleanliness**

- Teachers and workers are encouraged to clean toys and floors frequently to help reduce the spread of infection.
- Nursery workers should wash their hands after changing EVERY diaper so germs will not be transferred from child to child/adult.
- If a child is presented to a worker at the beginning of the class period, and it is the workers' or teachers' opinion the child is ill or running a fever (or has a nasal discharge, cough, etc.), the worker or teacher should politely and respectfully ask the parent to please keep their child with them at that time.
- If this situation occurs, the teacher or worker should contact the Sunday School Director (as appropriate) and advise them of the problem. Action may be taken at that time to isolate the ill child and/or discuss the situation with the parent in a private setting.

### **Food & Drinks in Classrooms**

- Special events such as holiday parties, birthdays, teacher appreciation and the occasional donuts before class begins are allowed provided the teacher and/or students clean up all cups, food, spills, etc. before leaving the classroom.

### **Purchasing**

- The purchasing of all items and supplies for the Sunday School shall be requested through the Sunday School office and/or the Sunday School Director by using the Purchase Request Form (see appendix).

### **Class start & End Times**

- Sunday School Schedule: 9:00 AM -10:00 AM

### **Teacher arrival time**

- We recommend that all teachers be in their classroom at least fifteen minutes before the scheduled start time for their class.

### **Teacher attendance at Worship Services**

- It is recommended that all teachers and workers regularly attend worship. This enables the teachers and workers to be fed from the Word, receive from God and have a better grasp of the vision for the Church as shared from the pulpit.

### **Classrooms are Multi-purpose**

- The classroom space in the Church is limited. Teachers should understand that the space they use to teach the students is not "their" room but may also be used by others during the week. Sunday morning, the space may be a Sunday School class. Wednesday evening it may be used by the Kidslife, and another night of the week it could be used by a Bible Study group.

### **Nursery Team:**

**Purpose:** To minister to infants and toddlers (through age 3) during the Sunday School and Sunday morning service. Nursery workers provide a safe, loving environment for young children thereby ministering to the children themselves and to their families so that their parents can participate in adult worship.

**Procedures:**

- The nursery coordinator is responsible for forming teams of nursery workers to cover each week of the month, for ensuring that every nursery volunteer is up-to-date on required background checks and the viewing of our child safety video, and for maintaining the safety and cleanliness of the nursery rooms.
- Nursery volunteers must be members of Newington Baptist Church. Teens may serve as helpers starting at age 14, but they may not assist children in the restrooms.
- Teams must consist of at least two workers for each nursery room in use.
- Volunteers should report to the nursery area by 9 a.m. in order to prepare for the Sunday School and Sunday Service.
- Children should be checked in with notes made on the clipboard and/or whiteboard about parents' info, allergies, specific needs, etc.
- Children should be received and dismissed at the door. For safety reasons, parents are asked to remain at the door and not enter the nursery area unless necessary.
- Volunteers should follow the diapering protocols as posted near the changing tables in the nursery.
- Nursery volunteers may give out age-appropriate snacks and drinks if they are available.
- At the end of the morning, volunteers should disinfect/clean all surfaces children used and toys children played with, as well as cleaning up the floors and any other messes.
- Any volunteer who cannot serve on his/her regular week should try to switch with another nursery volunteer or ask for a substitute from the sub list.