
STUDENT MINISTRY TEAM POLICY AND PROCEDURES

NBC Kids Team (Kids Life Team, Kids Worship Team, Seasonal Ministries Team) and Youth Team

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 Germans	3/09/2022
2023	Pastor Chris Grella	5/04/2023
2024	Pastor Chris Grella	2/09/2024
2025	Pastor Chris Grella	5/13/2025

Policy and Procedures Established 2019
NEWINGTON BAPTIST CHURCH
6169 Main Street, Gloucester, Va. 23061

Newington Baptist Church Student Ministry Policies and Procedures

Student Ministry Committee: Two Teams (with subcategories)

The responsibilities of the Student Ministry Committee/Teams are as follows:

- Pages 1-9: NBC Kids
 - Page 2: Deeper Kids (Wednesday night ministry)
 - Pages 2-3: KidzWorship
 - Pages 3-9: Seasonal Events
- Pages 10-11: Youth Group

NBC Kids

Purpose and Ministry Philosophy:

At Newington, we believe that Jesus demonstrated the value and importance of children's ministry by taking time to minister to children directly, not just through adults or by ministering to adults in the presence of children. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these" (Matthew 19:14). He allowed them to come into His presence directly and chastised those who would hinder children from being near Him. Jesus also demonstrated His ability as a Master-Teacher to meet people where they were, to teach people using ideas and concepts they were familiar with (including stories and humor). We want to engage those same teaching tools when we share the Gospel with children, connecting Scripture to them in ways they understand. While we do believe that the church works in partnership with the home in order to bring children up with a strong biblical foundation for their faith, it is indeed a partnership—meaning it doesn't solely rest on families *or* on the church. We want to equip parents and grandparents to have an impact for Christ in the home while we also consistently share the Gospel with the children who attend our ministries and events. We also believe that children's discipleship matters because kids can come to a saving knowledge of Jesus Christ as their Savior while still children and can continue to grow in their faith and understanding as they transition into adulthood. Also, even those children who do not follow Christ at a young age can receive the foundation of the Gospel and knowledge of Scripture that the Holy Spirit can use to draw them to salvation later in their lives, making every opportunity to share the Gospel with a child a valuable one.

Deeper Kids (Wednesday Night) Policies and Procedures:

Our mid-week discipleship program for children currently meets on Wednesday nights from 6:30 to 7:30 or 8:00 for elementary-aged school children and runs during the school year.

All decisions about the curriculum are made annually by the Deeper Kids Director and her ministry team in conjunction with the pastor and the NBC Kids Leader(s). The purpose of the mid-week discipleship program is to help children focus on knowing Jesus personally, learn from His Word consistently, and memorize Scripture regularly. The curriculum typically includes: Worship, Scripture memory, Bible lesson, journal time, games, and snack. Deeper Kids needs a minimum of three leaders in order to run smoothly.

All children's ministries at Newington will abide by the church's Child Safety Policies and background check procedures. At least two volunteers must be present with the children at all times, all volunteers must have received an up-to-date background check and must have a recent viewing of the Child Safety video on file.

KidzWorship Policies and Procedures:

KidzWorship is a children's church program that runs during the Sunday Service (following worship and communion) for children ages four through completed fifth grade.

All decisions about the curriculum are made by the KidzWorship Director and his/her ministry team in conjunction with the pastor and the NBC Kids Leader(s). The purpose of KidzWorship is to share Bible lessons and the Gospel with children in a way they can understand and engage with. It should meet the needs of children who attend church regularly with their families, as well as visitors to the church.

Ideally, the KidzWorship ministry would include five teams (leader and at least one assistant), who serve once a month. The KidzWorship director prints lessons out at least a month in advance and the weekly leaders are encouraged to pick up their week's lesson ahead of time in order to prepare.

The format is up to the teacher of the week to determine, but may include: Worship, Bible lesson, games, crafts, snacks, and other object lessons and activities to reinforce the lesson.

All children's ministries at Newington will abide by the church's Child Safety Policies and background check procedures. At least two volunteers must be present with the children at all times, all volunteers must have received an up-to-date background check and must have a recent viewing of the Child Safety video on file.

Seasonal Events:

The seasonal events team works to organize outreach events in the community for kids during particular times of the year, especially at Easter and in the summer with Vacation Bible School. Other optional events such as Trunk-or-Treat or a Christmas celebration can be considered based on volunteers, interest in the church, community need, etc.

Events coordinators will work with a team to plan the timing and format of the event, recruit volunteers, prepare and follow a budget, invite the community, register kids and/or families, collect any needed donations from the congregation, choose the curriculum and method of Gospel presentation, etc. Please see Addendum 1-3 for planning tools for an Easter Egg Hunt, Vacation Bible School, and Trunk or Treat.

All children's ministries at Newington will abide by the church's Child Safety Policies and background check procedures. At least two volunteers must be present with the children at all times and all volunteers in contact with the children must have received an up-to-date background check and must have a recent viewing of the Child Safety video on file.

Seasonal Events Addendum 1: **Egg Hunt Planning Tool/Template**

Date and Time:

Activity Schedule for that day (Fill in times below)

- Set up begins at _____ (2 hours in advance)
- Door prize registration at _____. Snacks available? (15 minutes)
- Event begins at _____ with welcome, announcements, Gospel message (15 minutes)
- Around _____ lead kids to the egg hunt areas and let them hunt
- Around _____ game and craft stations/give out prizes (allow 15 to 20 minutes for egg hunt)

Budget: Goal is \$500 or less and that includes advertising costs (Gazette Journal ads/Facebook boost). We can re-use the banners for several years.

- Gazette Journal ad will be around \$60
- Facebook boost maybe for \$20
- Craft for about \$50
- Prize baskets around \$50
- Snacks around \$50

Assign Responsibilities for Advance Planning:

- Candy and gift card collecting for the congregation (Should start by mid-March)
- Food planning (Snacks—finger foods, lemonade and water). Set water cooler outside with dixie cups.
- Stuffing eggs-youth can help. We stuffed just over 2500 eggs. 10 golden eggs (with gift cards).
- Registration forms used for door prize selection.
- Plan giveaways (Suggest 12 gift baskets as door prizes, and ten \$5 gift cards for golden eggs)
- Baskets were door prizes---had 12, so we drew 12 names/tickets.
- Golden eggs = \$5 gift cards. Included a paper inside that said "You've found a golden egg"
- Activity stations from the past:
 - Hula hoops and 4 jump ropes (consider bubbles, blocks or Duplo blocks, and wooden train set)
 - Raw egg relay (Wooden spoons, raw eggs and a rope for a finish line)
 - Peep stacking – **Need handwipes this year since the kids got sticky**
 - Peeps in a bucket---need 3 large Easter buckets
 - Coloring and crafts—need to order craft from Amazon
 - Kiddie Pool as an Easter basket game
 - Chalk art on the sidewalk
 - Make egg shakers with rice, plastic eggs and duct tape
 - Build "houses" for peeps with jelly beans/marshmallows/gumdrops and toothpicks

- Lollipop pull
 - Plant seeds
 - VBS booth
 - Prize table
- Advertising
 - Gazette Journal - About \$60
 - Outdoor Banner – We have two that we can reuse each year by just adding the date and time with Command Velcro strips
 - Flyers to preschool
 - Flyers to Kids Life
 - Flyers to Kids gWorship
 - Flyers up around the church
 - Flyers to libraries and other places around town
 - Posted to Facebook
 - Sent Via NBC Connect
 - In Church newsletter
 - Print VBS invitations and hand out that day---everyone who comes should get one “gift” with a VBS flyer attached.
- Rain plan?
 - Infants to age 4
 - Ages 5 to 8: Sanctuary?
 - Older kids stay up in the youth area

Responsibilities the day of the Egg Hunt:

- Set up
- Hide Eggs—Youth and other volunteers (Hide no more than an hour before, so chocolate doesn’t melt.) Only send about 200 eggs upstairs for older kids.
 - Youngest age group in the playground
 - 5-8 out front
 - 9+ upstairs in youth area
- Emcee – Heather (Welcome, Gospel Message, announcements—including invitation to Easter Sunday morning and to VBS)
- Set out food downstairs? _____
- Put up Safety Netting -
- Leaders for every hiding area to monitor _____
- Registration table _____
- Prize table _____
- Who will run activity/craft stations
- Play music at registration and again during activity time (*Use VBS CD?*)
- Set out the water cooler outside

Seasonal Events Addendum 2: **VBS Planning Tool**

January/February:

- Decide on VBS curriculum and order starter kit
- Join Facebook leaders group
- Meet for prayer and planning with core leadership team
- Staff all of the stations with leaders
- Announce dates and theme to congregation
- Start collecting decorating items, crafts, etc.

March:

- Design materials
 - Egg hunt invitations and Easter Sunday invites
 - Nametags
 - Parent pickup
 - Station signs
 - Prayer Cards
- Plan schedules
- Plan crafts with craft leader so we can collect/order supplies
- Start recruiting crew leaders
- Plan projects for the prep party
- Create a master decorating plan
- Reserve MTBA trailer
- Set up VBS Pro
- Early orders with Group, Amazon and Oriental Trading

April:

- Open registration by the day of egg hunt
- Host a prep party
- Decorations prep
- Publicity
- Order banner
- Chick-fil-A cards

May:

- Make video for advertising on Facebook
- Crew signs
- Crew leader bags: bandaids, pens, instruction sheets, wipes, hand sanitizer
- Finalize and print schedules
- Training/meeting and child protection training/background checks

- Finalize volunteer staffing
- Plan carnival for Friday
- Prep volunteer Thank You
- Final orders placed with Group, Amazon and Oriental Trading
- Make stand-alone Bible Buddies
- Publicity—
 - Invitation cards out at Welcome Center
 - Invites sent via TeamKid and Preschool
 - Flyers in community
 - Banner
- Meet with snack leaders to plan snacks and make donation lists

June:

- Decorate, decorate, decorate
- Ask for snack donations from the congregation
- Assign crews
- Nametags
- Put crew lists onto the crew signs
- Set up for registration area
- Reminder email via MailChimp
- Copies for the week---announcements about the offering, about the carnival, about VBS Sunday, about safety things; certificates
- Prep all certificates with Chick-fil-A cards

Seasonal Events Addendum 3: **Trunk or Treat Planning Tool**

Trunk or Treat/Fall Event planning tool

Date:

Time:

- Connect with Preschool director about the date and plans for the event. (Chose to do it 5 to 6:30 p.m. in 2022 to avoid it getting too dark by the end of the event)
- Publicity:
 - Ask preschool teachers to include an announcement in their October newsletters.
 - Send flyers home with the preschool (make in Canva)
 - Social media on church and preschool page
 - Bulletin
 - Newsletter
 - Add to church website
 - NBC Connect
 - Sign out front
- Food
 - Ask Doug Hull re: grill and hot dogs purchase
 - How much to buy?
Brandi bought 150 hot dogs and buns in the past, plus ketchup and mustard from Aldi's, but we ran out. Note: We ended up doing 250 hotdogs in 2022 and barely had enough. Doug Hull handled buying the food, condiments and bringing the grill.
 - Wrapped hot dogs in foil
 - Drinks? Water coolers or lemonade?
 - Note for 2023—need better signage for the hotdogs. A whiteboard on an easel would be fine.
 - Should we set out tables and chairs so people can sit and eat and actually talk? *Try this in 2023. Some families left so quickly this year so an incentive to sit and talk would be good.*
- Music---speakers and microphone system outside.
If another puppet show: Need speaker and make sure Pastor Chris knows how to Bluetooth his phone to the speaker.
- Candy donations—start collecting as soon as possible in September
- Signup sheet on FYI Board for those who will be setting up cars.
- Send out email by 10/1 to volunteers with instructions/tips/link to Pinterest board for decorating ideas.
- Gospel connections:
 - If families eat at tables, we can actually talk with them.

- Handing out invites to church, KidsLife, etc. Maybe include a church brochure in a goody bag that everyone gets as they go in---add the glow stick to the bag and maybe start them off with a few pieces of candy.
- Devotional? Plan on “The Big Drop” in 2022.
- To Buy
 - Hot dogs
 - Hot dog buns
 - Condiments
 - Drinks?
 - Glow sticks
 - Goody bags
- Sign out front on the day of the event so people know to park and go to the back parking lot
- Presort/bag candy. Did bags of 125 pieces so all the cars would have some. Had to make an emergency run for more candy this year, although most families came at the beginning. Plan on 200-225 kids for 2023. We had about 25 cars handing out candy in 2022.

Youth Ministry (Youth Group)

Purpose and Ministry Philosophy:

At Newington, we believe that the goal of the Youth Ministry (Youth Group) is to teach young people within the church to continue trusting and growing in their relationship with God. This experience will propel them to be faithful to Christ in all they do as they get older. The church itself flourishes in this way, along with the congregation. We believe that the youth ministry is important to the church for these reasons:

- Youth ministry is vital to helping teens integrate into the larger, intergenerational community of the church.
- Youth ministry resists the status quo, helping the church stay relevant.
- Youth ministry focuses on inviting those who are not already part of the church into the deeper narrative of God's plan.
- Youth ministry reminds the church that teens are not marginalized members of the body, but co-laborers in the divine work of the church.
- Youth ministry helps the church focus on the way of Jesus, which goes beyond tradition, dogma, and work.

Youth Group Policies and Procedures:

Our mid-week discipleship youth program, Youth Group, currently meets on Wednesday nights from 6:30 to 8:00 for teens; i.e., middle-school to high-school aged children. Youth Group meets during the calendar year, including summer. However, it does not meet during the Gloucester County Public School holidays, such as the Winter Break and Spring Break. It does not meet during Vacation Bible School or during the annual trip to Youth Camp.

All decisions about the curriculum are made annually by the Youth Director in conjunction with the pastor. The purpose of the mid-week discipleship program is to help youth focus on knowing Jesus personally and learn from His Word consistently. The curriculum typically includes: fellowship, meal-time, worship, and Bible lesson, and closing prayer time. The Youth Director usually teaches the Bible lesson. At the discretion of the Youth Director guest speakers and student-led Bible lessons may take place instead. The majority of the meals are provided by members of the congregation who sign up beforehand. They deliver the meal to the church and the volunteer helpers serve it.

Youth Group needs a minimum of three leaders in order to run smoothly. This number includes the Youth Director and at least 1 adult male and 1 adult female.

All youth ministries at Newington will abide by the church's Child Safety Policies and background check procedures. At least two volunteers must be present with the youth at all times. All volunteers must have received an up-to-date background check and must have a recent viewing of the Child Safety video on file.

Youth Leadership Action Team:

The Youth Group will have a Leadership Action Team (YLAT). Its purpose is to give youth a voice and to provide the youth the opportunity to develop leadership skills. It will meet at least once a month. All members of this team will be members of Newington Baptist Church. They must hold a 2.5 GPA. Membership will be selected during July each year and take effect August 1. YLAT will include, at a minimum, a Chairperson and a senior youth member. Ideally, this team should consist of 4 members: the Chairperson and 3 other members: a middle-school representative, a high-school representative, and a member acting as secretary. The Chairperson and other members of the YLAT will be selected by the Youth Leader and the Pastor. If the Chairperson can no longer serve, a senior youth member will be designated to lead until another Chairperson is selected.

Special Activities:

Special Youth Group activities are held to build up the body of Christ through fellowship and service to the community. All activities must be approved by the Pastor. Parental permission slips are required for the youth participation. Most activities are funded by parents and the youth. The cost of the Youth Camp may be offset by Youth Group fundraisers and donations from church funds, Sunday School classes, and individual members of the congregation. All activities will be chaperoned by the appropriate ratio of adults to youth. The following list includes some these activities but does not limit the activities to it:

- Bowling
- Christmas Party
- Friendsgiving (an early Thanksgiving Dinner for Friends)
- Yard work for congregation as a fundraising activity
- Game Night
- Paint Party
- Pool Party and Cookout at a church member's home
- Ski Trip
- Field Trip to the Bible Museum
- Volunteer for Vacation Bible School
- WinterJam
- CentriFuge Camp