

NEXT GEN



Team Member Handbook



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Welcome

Dear Team Member,

Thank you so much for joining the TSF Next Gen Team! We cannot begin to tell you how thankful and honored we are for you to join us in partnering with parents to disciple our kids/students. Through your gifts, talents, and faithfulness, we have the opportunity as a church to make a real, gospel-centered impact on this community and this world by making disciples of the kids/students in our care on a weekly basis.

Your investment of time and energy is so valuable and we are thankful for you!

Sincerely,

The Sanctuary Fellowship Staff

4 Core Values of TSF Next Gen

Partnering with Parents to disciple kids/students toward...

1. **Knowing Jesus and His Gospel** (*Scripture Addicts, Gospel Saturated*)

We want to make sure we are always loving, teaching, and modeling Jesus to the kids/students and parents in our ministry, especially pertaining to the good news of his death, burial, and resurrection and what that good news means to us as sinners in need of a savior.

2. **Gaining a Biblical Worldview** (*Transformational People*)

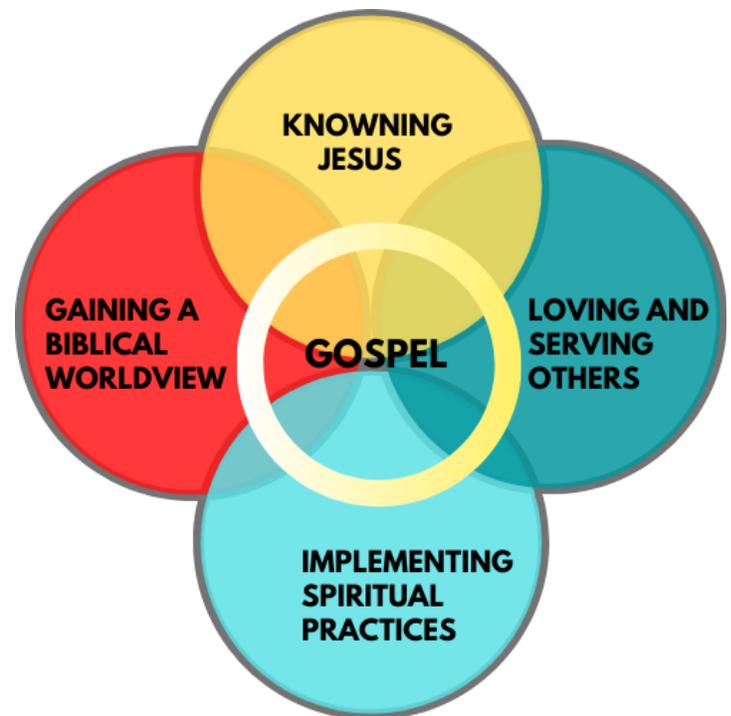
Kids/students are very impressionable and the enemy seeks to take them for his purposes. We will use the Bible as the foundation for all we do and say. We will teach bible skills, memorization and the importance of all decisions being based on the truth of God's Word. The Word of God transforms us as we are faithful to it and through this transformation we live our lives on mission for Jesus.

3. **Implementing Spiritual Practices:**

A part of growing and maturing in the faith is learning how to implement spiritual practices that cultivate the lives of believers. These involve but are not limited to: prayer, worship, evangelism, serving, stewardship, fasting, silence, solitude, journaling, giving, and learning.

4. **Loving and Serving One Another Well** (*Community Obsessed, Compassionmongers*)

The Bible says the world will know we are Christians by how we love one another. We will model and teach what it looks like to love and serve each other well. We will also teach what it means to love and serve a lost and dying world through the local church.



Team Member Expectations

For Starters

Please realize that you are not a babysitter. You are a very important part of this ministry and these children's/student's lives. You are to lovingly care for these children/students and teach them the Word of God so that one day they will go out and teach others. You ARE making disciples! As a TSF Next Gen Team Member, your attention is to be devoted to Christ first, then to the children/students.

Requirements

All adult Team Members (18 years and older), serving with TSF Next Gen, must meet the following prerequisites:

- Must have a personal relationship with Jesus Christ.
- Must be a TSF Covenant Member.
- Understand and affirm the beliefs of The Sanctuary Fellowship.
- Be at least 18 years or older.
- Read the TSF Next Gen Handbook thoroughly and agree to abide by the policies with signed team commitment.
- Complete an online background check and abuse training.
- Be passionate about the mission of TSF Next Gen.
- Serve when scheduled or find another Team Member to switch with (inform the Ministry Lead on changes). We do this through Planning Center.
- Wear your TSF Kids T-shirt every time you serve. (TSF Kids Team Only)
- Attend pre service team meetings and/or prayer every time you serve.
- Be on time and prepared every time you serve.
- Practice safety procedures with kids/students at all times.
- Attend events for Sanctus. (Sanctus Team Only)
- Attend worship services on days you don't serve.
- We know your time is valuable, but please make it a priority to attend informational and training meetings when scheduled. We take your time seriously.

Student Team Member Overview (TSF Kids)

Requirements

Student Team Members are volunteers who are between the ages of sixth and twelfth grade (and under 18 years old). They may assist in TSF Kids under the direct supervision of an adult Team Member.

- Must have a personal relationship with Jesus Christ.
- Understand and affirm the beliefs of The Sanctuary Fellowship.
- Read the TSF Kids Handbook thoroughly and agree to abide by the policies with signed team commitment.
- Complete an online background check and abuse training.
- Be passionate about the mission of TSF Kids.
- Serve when scheduled or find another Team Member to switch with (inform the Ministry Lead on changes). We do this through Planning Center.
- Wear your TSF Kids T-shirt every time you serve.
- Attend pre service team meetings every time you serve.
- Be on time and prepared every time you serve.
- Practice safety policies with kids at all times.
- Attend worship services on days you don't serve.
- We know your time is valuable, but please make it a priority to attend informational and training meetings when scheduled. We take your time seriously.

Expectations

- Cell phones and electronic devices should be put away while serving.
- Stay in your serving environment during the entire service you are scheduled.
- Engage the children in your environment and *be a positive influence to the children in your environment*. Participate in worship motions, singing & modeling listening by paying attention to the instructions of leaders.
- Always be willing to assist leaders when asked.
- Communicate with your Team leader when you will be absent in advance.
- Be Prepared! Review the curriculum, plans, and materials for the day.

Please...

- Engage in worship & lesson with kids.
- Lead an activity as directed by leaders.
- Greet families & kids with high fives and energy.
- Provide one-to-one help for a child during craft times or a child who is upset.
- Serve as the third person for bathroom trips by assisting children with washing their hands.

Child Safety Policy

ABUSE TOLERANCE

The Sanctuary Fellowship has **zero tolerance for abuse** in ministry programming and ministry activities. It is the responsibility of every Team Member at The Sanctuary Fellowship to act in the best interest of all children/students in every program.

In the event a Team Member observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report their observations to a TSF Staff Member or Ministry Lead.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

The Sanctuary Fellowship is committed to providing a safe, secure environment for children/students and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services, or another appropriate agency.

Because sexual abusers 'groom' children for abuse, it is possible a team member may witness behavior intended to 'groom' a child for sexual abuse. Team Members are asked to report 'grooming' behavior, policy violations, or any suspicious behaviors to a TSF Staff Member or Ministry Lead.

ENFORCEMENT OF POLICIES

The Sanctuary Fellowship Team Members who supervise other Team Members are charged with the diligent enforcement of all church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from TSF Next Gen positions for all Team Members. Final decisions related to policy violations will be the responsibility of the TSF Pastors and Elders.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to a TSF Staff Member or Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child/student will be immediately suspended from participation in TSF Next Gen. This suspension will continue during any investigation by law enforcement or Child Protective Agencies or TSF Leadership.

Any person found to have violated this policy may be prohibited from future participation as a Team Member in all activities and programming involving children/students at The Sanctuary Fellowship. If the person is an employee, such conduct may also result in termination of employment from The Sanctuary Fellowship.

Failure to report a policy violation is grounds for termination of an employee. Team Members who fail to report a policy violation may be restricted from participation in any future activities involving children/students at The Sanctuary Fellowship.

WHEN IN DOUBT, REPORT!

RESPONSE TO REPORT OF ABUSE

The Sanctuary Fellowship Leadership will take appropriate action on behalf of the church when a report of abuse occurs.

TSF Next Gen Safety Policies Overview

No child will ever be left unattended in the TSF Kids area or in the outdoor play area during TSF Kids programming or classes. TSF Kids Team Members are prohibited from being alone with an individual child in any room or building. In the event a Team Member finds himself/herself alone with a single child, that Team Member will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other Team Members are present.) (TSF Kids Specific)

After every programming event, Team Members must ensure every room and restroom is checked prior to leaving.

WORKER TO CHILD RATIOS (TSF Kids Specific)

The Sanctuary Fellowship is committed to providing adequate supervision in all TSF Kids programming. Accordingly, the following worker to child **minimum ratios** will be observed:

Program	Workers	Children
Nursery	2	8
Preschool, 2 and 3 years old	2	12
Preschool, 4 and 5 years old	2	18
Elementary	2	20
VBS	2	20

If a worker is 'out of ratio' it is his or her responsibility to immediately notify TSF Staff or Ministry Lead. TSF Staff and Ministry Leads will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with church policy.

INTOXICANTS

Team Members are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children, or while working with or supervising children during any TSF Next Gen program or activity.

MEDICATION

A Team Member may not administer medication to any child while serving in TSF Next Gen.

NUDITY

Team Members serving in TSF Next Gen should never be nude in the presence of children/students in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the Team Member leading the event will submit a plan to TSF Staff or Ministry Lead concerning arrangements for showering or changing clothes.

ONE-TO-ONE INTERACTIONS WITH CHILDREN/STUDENTS

Team Members should never conduct one-to-one, unobserved meetings or interaction with children while participating in TSF Next Gen activities or programs. Another trained, screened Team Member should always be present.

TRANSPORTATION

Team Members may from time to time be in a position to provide transportation for children/students. The following guidelines should be observed when workers are involved in the transportation of children/students:

- Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Team Members should avoid transportation circumstances that leave only one child in transport. (TSF Kids Specific)
- Team Members should avoid any physical contact with children/students while in vehicles.
- No cell phones may be utilized by the driver while driving Church vans, or vehicles owned or rented by The Sanctuary Fellowship, unless in an emergency.
- No drivers under age 25 may drive Church-owned or rented vehicles.

PARENTAL CONTACT

Parents who leave a child/students in the care of TSF Next Gen Team Members during church services or activities will be contacted if a child/student becomes ill, injured, or has a severe disciplinary problem while participating in TSF Next Gen programming.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programming and activities in which their child/students is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's/student's program will be required to complete the church's volunteer application and screening process.

PHYSICAL CONTACT

The Sanctuary Fellowship is committed to protecting children/students in its care. To this end, The Sanctuary Fellowship has implemented a 'physical contact policy' that promotes a positive, nurturing environment while protecting children/students. The following guidelines are to be carefully followed by those working in TSF Next Gen:

1. Hugging, pats on the back and other forms of appropriate physical affection between Team Members and children/students are important for children's/student's development, and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to a TSF Staff Member or Ministry Lead.
3. Physical contact should be for the benefit of the child/students, and never be based upon the emotional needs of a Team Member.
4. Physical contact and affection should be given only in observable places or when in the presence of other children/students or TSF Next Gen Team Members. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of Team Members in TSF Next Gen must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child/students. A child's/student's preference not to be touched must be respected.

7. Team Members are responsible for protecting children/student under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to a TSF Staff Member or Ministry Lead.

SEXUALLY ORIENTED CONVERSATIONS

Team Members are prohibited from engaging in any sexually oriented conversations with children/students, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child/student in the program.

SEXUALLY ORIENTED MATERIALS

Team Members are prohibited from possessing (or transmitting to a child/student) any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children/students in their care.

TOBACCO USE

The Sanctuary Fellowship requires Team Members to abstain from the use or possession of tobacco products in church facilities, while in the presence of children/students or their parents, or during Sanctuary Fellowship activities or programming. The Sanctuary Fellowship is a tobacco-free facility.

VERBAL INTERACTIONS

Verbal interactions between Team Members and children should be positive and up-lifting. Team Members should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children/students.

To this end, Team Members should not talk to children/students in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, Team Members are expected to refrain from swearing in the presence of children/students.

Discipline

It is our policy that Team Members are prohibited from using physical discipline in any manner for behavioral management of children/students. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors by children/students. Children/students are to be disciplined using time-outs and/or other non-physical methods of behavior management. In employing this procedure, Team Members should observe the following guidelines:

1. Verbally redirect the child/student before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, remove or direct the child/students away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
3. Provide the child/students with a simple, understandable reason for the alone time, and provide the child/students with clear explanation of your expectations. (“Jamie, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.”) In addition, be verbally reassuring, as being removed from the group will likely upset the child/student. Do not physically hold a child/students in alone time.
4. Provide the child/student with a chair to sit in or a “spot” to sit on (using a pillow, blanket, carpet square, etc.) until their alone time is complete.
5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child’s life (3 years old, 3 minutes). (TSF Kids specific)
6. Monitor the child/student through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (“Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.”) (TSF Kids specific)
7. Praise the child/student once he or she has completed the alone time and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to TSF Staff or Pastor and then to the parents by TSF Staff.

Check In and Check Out Procedures (TSF Kids)

Check In

1. Check-in begins 30 minutes before each service, and classrooms open 15 minutes before service starts.
2. As soon as a child enters the environment or room the designated Team Member should write down the child's first and last name on the corresponding group roster.
 - Assign this task before service begins and make sure this person does not have another pressing responsibility during check-in. This should not be a child & children should not be writing names on rosters.
3. Check-in will continue until at least 15 minutes in to service or until there are no remaining families at TSF Kids Check In.
 - In Elementary environments a designated Team Member in charge of check-in should be stationed by the entrance door throughout Large Group time to allow the rest of the team to engage with the children.
4. Each group/room leader should be equipped with their roster at the appropriate time. When given the group roster the Team Member should verify that all children listed are in their care. If a child listed is found to not be with that group refer to the Missing Child Procedure.

During Service

- If at any point during service a group is transitioning from one area to another the roster should come with the group and the responsible group/room leader should verify that all children listed have made it to the new location.
- If a child or group of children leave their designated area to use the bathroom, get a drink, etc. during service the responsible Team Member with those children should have a roster of those children with them at all times.
- If at any time during service a child listed is found to not be with that group, refer to the Missing Child Procedure.

Check Out

1. As children are checked out of an environment, an adult Team Member must verify that the codes on both the parents security tag and the child's security tag are identical. **The child's sticker should be collected only after verifying the codes are identical.** Parents may keep their tag if they need to pick up any additional children. If a parent has lost their sticker refer them to our TSF Kids Check In station to get a new sticker printed.
2. Once the security codes have been verified as matching and the child's sticker has been collected, the child's name should be crossed off the group/room roster.
 - It is extremely important that names are crossed off so that we know who has been picked up and who is still in our care in case of emergency during check out.
3. When all children have been checked out the Team Member overseeing check out can leave the roster on the clip board and return it to its place on the wall.

Lost Parent Tag Procedure (TSF Kids)

What happens when a parent/guardian loses their tag?

A parent/guardian **MUST** have a matching identification tag to pick up a child. If the tag is misplaced, the parent/guardian must go (without the child) to TSF Kids Check In for assistance.

Connection Team Procedure for Reprints

1. Pull up the child's record in Planning Center and ask for the name of the adult wishing to reprint.
2. Verify that the adult is listed in connection with the child as either a **Parent, Guardian, or Other** AND make sure there are no parental notes about who can and can't pick up the child.
3. If everything matches and there are no red flags, reprint the child's name tag with security code and give to the adult wishing to pick up. (security tags are not able to be reprinted)

Potential Issues with Reprints

- The adult wishing to reprint a child sticker is not connected with the child in Planning Center:
 - Call the parent or guardian that is associated with the child to verify whether this person can pick-up the child (Example: A child came to church with their friend's family instead of their own parent).
- The child has a note in Planning Center that says he or she cannot leave with the adult wishing to reprint:
 - Let the adult know that you're having an issue with the system and call for a TSF Staff Member.

BATHROOM PROCEDURES (TSF Kids)

TSF Kids Bathroom procedures are for the safety and protection of both kids and Team Members.

Nursery children

Diapering

1. Only female Team Members or the child's parent or legal guardian will undertake the diapering of children of either sex.
2. Changing of diapers should be done in plain sight of other nursery workers.
3. Children will never be left unattended on changing tables.
4. Any special instructions given by parents leaving children in nursery will be recorded on the Room Roster ("Seth Adams has a medicine in the bag for rash.")
5. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
6. Children should be changed on changing stations only.

Diapering Sanitizing and Cleanliness Reminders

1. Ensure that the surface of the diaper changing area is clean: wipe down mat with cleaning spray or place a new disposable liner over the area.
2. Wash hands and/or wear gloves before picking the child up and bringing them to the changing area.
3. Utilize provided wipes to clean the child, always wiping from front to back.
4. Dispose of dirty diapers in the diaper genie or trash can. Scented trash bags may be available to dispose of stinky diapers as well.
5. Place a "Changed with Love" sticker on the new diaper.
6. Help the child "wash" his or her hands by using a clean wipe or soap and water as available and able.
7. After you have changed diapers, please sanitize the table with cleaning wipes or spray and wash your hands again with either soap and water or hand sanitizer.

Toilet training

1. No child will be forced to toilet train.
2. Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
3. When children are taken into bathrooms the door is to remain open.
4. Young children will never be left unattended in bathrooms.
5. Parents should be consulted on each child's progress in the toilet training process before leaving the child with Team Members. Any special instructions given by parents leaving children in the nursery will be recorded on the Room Roster ("Georgia can use the toilet, but she needs to be reminded - ask her if she needs to go.").
6. Children should be verbally assisted where possible. If physical assistance is necessary, another Team Member should be present, when possible.
7. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available in the children's area, if the parent has not furnished a clothing change.

School age children

School age children may be accompanied to the restroom for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities. Team Members should never take a lone child to the restroom. If a Team Member must go into the restroom to check on an individual child, he or she should ask another Team Member to accompany him/her. If another Team Member is not available to accompany, he/she should go to the exterior bathroom door and ask if the child needs assistance. If the child requires assistance, the Team Member should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another Team Member.

Special needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

Technology Policy

Team Member Note:

Please refrain from the use of cell phones or electronic devices while serving in TSF Next Gen environments unless it is pertaining to immediate ministry (curriculum, teaching videos, etc). We want the kids/students and their parents during check in/pickup to have our full attention. We also want to set a good example to the kids/students in our care.

Phones/Tablets (TSF Kids specific)

Phones, tablets, and other devices with internet access are not permitted to be used by children in TSF Kids. This includes personal devices and those belonging to TSF Kids Team Members. It is the desire of TSF Kids to partner with parents and to respect the boundaries that have been set for individual children, which differ from family to family. The content on phones, tablets, and other devices with internet access cannot be monitored at all times and therefore these devices should not be used by any children within TSF Kids.

Movies and Video Games

The TSF Next Gen Director or Pastor will screen all movies and video games available within TSF Next Gen environments before they are used. The content of these will be appropriate for all ages and meet the rating of G/PG for movies or EC/E for video games. We do not promote violence, foul language, illegal activity, or any suggestive themes and will not provide movies or video games with this type of content in them. Additionally, TVs and gaming systems will not have internet access.

Photos (TSF Kids)

Only TSF approved Team Members and TSF Staff are permitted to take pictures within TSF Kids. At every check-in kiosk there should be a sign notifying parents that we may be taking pictures in the TSF Kids environments each week. If a parent does not want their child's picture taken or posted on social media they should use the provided red marker to write a large "X" on the tag to notify photographers of this preference. TSF Kids Team Members are not permitted to take pictures of the children using their personal phones or cameras.

Missing Child/Student Procedure

- 1) Team Member will notify TSF Staff or Pastor of missing child/student to include name & description of child/student (age, clothing, hair color, eye color and any other significant characteristics).
- 2) Team Member and TSF Next Gen Lead will actively look for missing child/student.
 - Places to check for the child/student include: Another small group in the same area, the bathrooms, any hallways or other classrooms accessible to the child/student, any other areas the child's/student's group has gone during service or activity.
 - Additionally, a designee should scan the Worship Center/overflow area for the missing child/student and family.
- 3) If the child/student is not found within 1 minute of the team searching, Security will be notified.
- 4) TSF Staff or Pastor will also inform all other TSF Next Gen Team Members of the missing child/student and ask them to search their environment as well.
- 5) If in 2-5 minutes all areas have been checked and child/student is not located, TSF Staff and Security Team will notify senior staff and parents will be contacted.

Emergency Procedures

Evacuation

- Room Leaders and Team Members stay calm and seek help from the TSF Next Gen Staff, Ushers, Connection Point, Security, or TSF Staff.
- See room map for TSF Kids Evacuation Locations. Be familiar with the quickest and safest evacuation route.
- It is your responsibility to lead your team to the Evacuation Location and ensure that everyone knows the correct procedures to follow during the evacuation.
- Each Room Leader should have:
 - A written and accurate roster of the children in their group
 - An Emergency bag: emergency procedures, first aid kit, dry erase board and marker (for sign to identify your group), and a pen.
- Preparing children to evacuate:
 - Nursery: Place infants in all available strollers. Call for assistance from TSF Kids Staff if help is needed to carry infants.
 - Preschool and Elementary: Have children line up, encouraging children to hold hands, with a Room Leader at the front and at the rear of the line. All other leaders assist in keeping the line together and moving.
- Check your roster to be sure that all children are accounted for once you reach your evacuation area.
- Notify your Service Host/Environment Leader as soon as possible if you are missing a child.
- Give your Room/Grade sign to a Team Member to hold up for easy identification by parents, TSF Staff, and Security.

Checkout Following Evacuation (TSF Kids)

We will follow the same checkout procedures as normal. Parents and children need to have matching stickers. If a parent or child has lost their sticker, notify TSF Kids Staff and keep the child until the issue has been resolved. Have all children remain seated during check out and cross names off of your roster as each child is picked up.

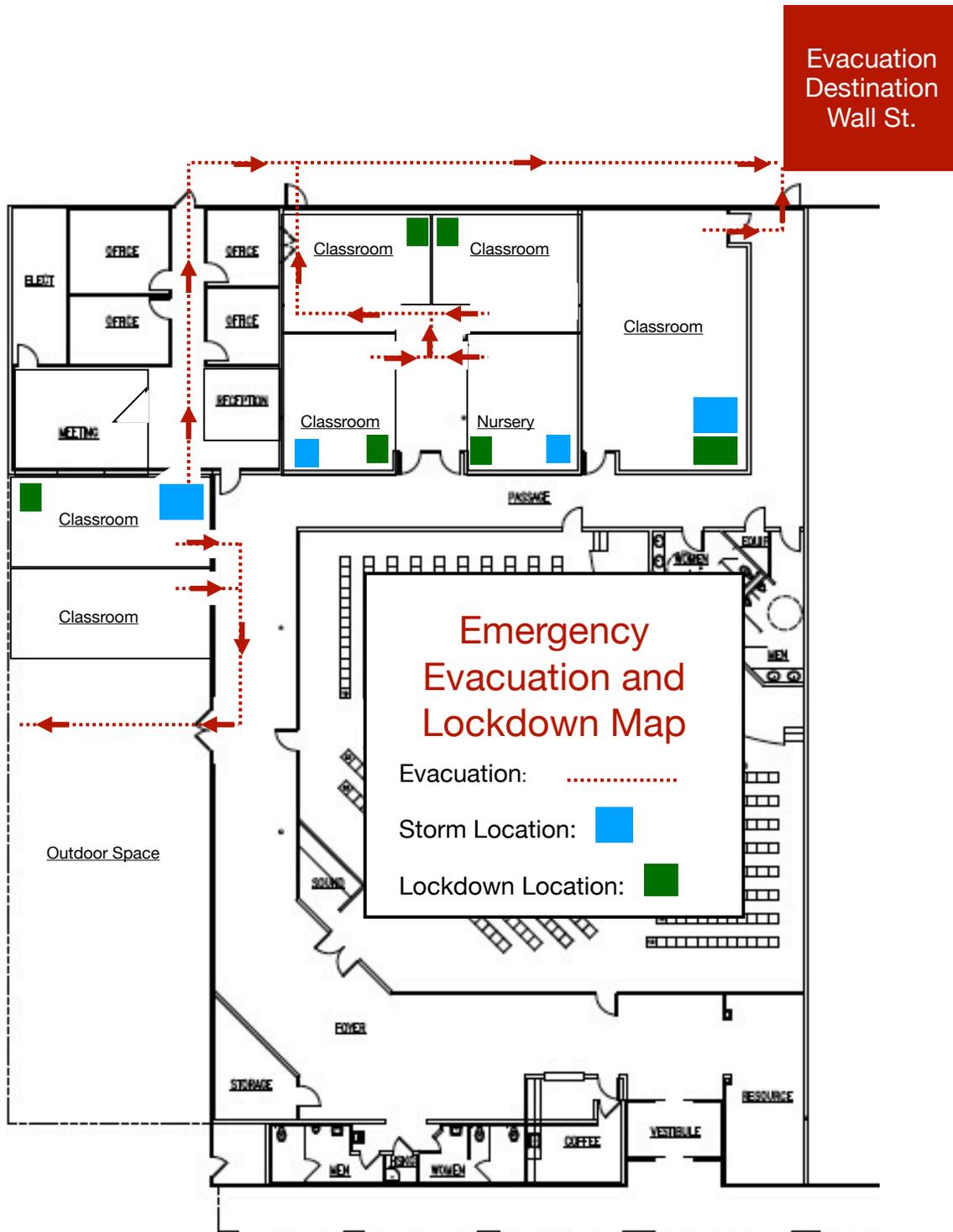
Lockdown

In the event of an incident requiring lockdown (inclement weather, violent persons, hazardous materials in air, etc.) you will be notified by TSF Next Gen Staff and/or the Security Team.

- Follow the same procedures listed above regarding what to bring with you and how to move children/students from one area to another if needed.
- Be familiar with the rooms around you so that in the event of a lockdown you can quickly direct volunteers as to where they should go.

Depending on the situation, one or more of the following recommendations may be made:

- Move all children/students to interior rooms with no exterior doors or windows.
- Lock doors, cover windows, and turn off lights.
- Stay in the center of your area, away from windows and doors.
- Report suspicious activity, sounds, and smells to your TSF Next Gen Staff.
- Continue to wait for further instructions.
- Remain in your shelter-in-place location until a recognized authority directs you to move.



Notes

Policies and Procedures

Statement of Acknowledgment and Team Commitment

I have received and read a copy of The Sanctuary Fellowships TSF Next Gen Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at The Sanctuary Fellowship.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by The Sanctuary Fellowship.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to TSF Staff or Ministry Lead.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between The Sanctuary Fellowship and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of The Sanctuary Fellowship policies and procedures manual.

Team Member's name (please print)

Team Member's signature

Date: _____

[This page is to remain attached to **Your Copy** of The Sanctuary Fellowship's TSF Next Gen Handbook.]

Policies and Procedures

Statement of Acknowledgment and Team Commitment

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I hereby acknowledge receipt of The Sanctuary Fellowship policies and procedures manual.

Team Member's name (please print)

Team Member's signature

Date: _____

[This page is to be torn out and given to a TSF Next Gen Ministry Lead.]