



# NEC SON Beams Parent Handbook

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"WE LOOK AT THIS SON AND SEE THE GOD WHO CANNOT BE SEEN." -  
COLOSSIANS 1:15A (MESSAGE VERSION)

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## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>OUR LETTER TO YOU</b> .....                 | <b>3</b>  |
| <b>MINISTRY FOUNDATIONS</b> .....              | <b>4</b>  |
| <b>PARENTAL INFORMATION</b> .....              | <b>7</b>  |
| <b>SON BEAMS NURSERY SUNDAY SCHEDULE</b> ..... | <b>9</b>  |
| <b>ITEMS NEEDED / ITEMS NOT ALLOWED</b> .....  | <b>10</b> |
| <b>SICKNESS / ILLNESS POLICY</b> .....         | <b>11</b> |
| <b>NEW ERA CHURCH COVID-19 POLICY</b> .....    | <b>13</b> |
| <b>SAFETY PROTOCOLS</b> .....                  | <b>14</b> |
| <b>PICK-UP / DROP-OFF POLICY</b> .....         | <b>17</b> |
| <b>ACCIDENT POLICY</b> .....                   | <b>19</b> |
| <b>IMPORTANT PARENTAL REMINDERS:</b> .....     | <b>20</b> |

## OUR LETTER TO YOU

Dear Parents,

Greetings in the name wonderful of Our Lord and Savior, Jesus Christ! We would like to take this time to thank you for allowing us the privilege of caring for and serving your child(ren). We do not take this responsibility lightly and will do our best to continue to honor your trust.

We know that SON Beams Nursery workers have one of the most important jobs in New Era Church's Ministry! Our goal is to assist you as a parent as you lay a foundation of faith in the life of your precious child(ren). In a very real sense, we, along with you are your child's first picture of God and His love for them; our goal is that this picture is an exceptional one.

### Qualifications for serving in the Children's Ministry are:

-  **Being a Growing Christian**
-  **Having a Love for Children**
-  **A Willingness to Learn About the Characteristics of Children**
-  **Dependability**
-  **An Ability to Get Along with People (Parents and Children)**
-  **Friendliness and Cheerfulness**
-  **A Willingness to Serve**

Please know that every person who serves in the SON Beams Nursery has been trained in the policies and procedures and has been subjected to a local and national background check. If during the course of your child's nursery tenure you have questions, concerns or suggestions, please feel free to contact: Sis. Hope Moore, Children's Ministry Director at 923-5644 x134 / hmoore@nne.org.

Again, thank you for your confidence in us and God's richest blessing be upon you and yours!

For the Children,

Sis. Hope & The Children's Ministry



## MINISTRY FOUNDATIONS

### OUR FOUNDATIONAL SCRIPTURE

“We look at this Son and see the God who cannot be seen.”

- Colossians 1:15a (The Message Version)

### OUR MISSION STATEMENT

SON Shiners Children’s Ministry- Loves like Jesus and Teaches others to do the same

**The key question is... How does Jesus love?**

**Our answer... He loved us enough to give His life for our sins.**

**The question becomes... How will you show His love?**

### OUR VISION STATEMENT

The SON Shiners Children’s Ministry at New Era Church exists to come alongside parents in their goal to have their children develop a personal relationship with Jesus Christ as their Lord and Savior. This is accomplished through providing a community that practices Worship to God, Obedience to God’s Word, Evangelism to the Lost, and Service in Love.

### OUR CORE VALUES

-  Partnering with Parents
-  Teaching Biblically Based Lessons
-  Offering Relevant Activities
-  Exhibiting Excellence
-  Modeling Kindness
-  Maintaining Safety






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## OUR MINISTRY STRATEGY

- Come alongside parents by providing resources, open lines of communication, and opportunities for involvement, etc.
- Provide biblically based relevant lessons for children in our sphere of influence.

*4 Hear, O Israel: The Lord our God, the Lord is one.[a] 5 Love the Lord your God with all your heart and with all your soul and with all your strength. 6 These commandments that I give you today are to be on your hearts. 7 Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. 8 Tie them as symbols on your hands and bind them on your foreheads. 9 Write them on the doorframes of your houses and on your gates.*  
 - Deuteronomy 6:4-9

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## OUR PRIMARY OBJECTIVE IN EACH CHILDREN'S AREA

### SON BEAMS (1 YEAR OLD - KINDERGARTEN)

- To teach babies and toddlers that God loves them and Church is a fun place

### SON BURSTS (1ST – 4TH GRADES)

- To teach children who God/Jesus is and the truth behind Bible stories

### SON BLAZERS (5TH – 7TH GRADES)

- To guide children as they make a decision to follow Jesus Christ as their Lord and Savior and begin to defend their faith

### CHILDREN'S MINISTRY DIRECTOR

- Sis. Hope Moore, 923-5644 x134 / [hmoore@nne.org](mailto:hmoore@nne.org)

### ASSISTANT CHILDREN'S MINISTRY DIRECTOR

- Bro. Reuben Davis, 923-5644 x 147 / [rdavis@nne.org](mailto:rdavis@nne.org)



**CHILDREN'S MINISTRY ASSISTANT**

 Sis. Angie Davis, 923-5644 x 142 / [adavis@nne.org](mailto:adavis@nne.org)



## PARENTAL INFORMATION

- 1) In order to use the Nursery, a child must be **one year old and walking**.
- 2) Children must be **checked in and out of the Ministry Room** by a parent or other designated adult. Children **will not** be released to anyone other than a parent/guardian, or other authorized adult with the proper pickup tag.
- 3) Please use **child's full name, (no nicknames)** when signing him/her in or out.
- 4) Children must be in **the designated room for each specific ministry area: (1 yr - Kindergarten, Grades 1 – 4 and Grades 5-7)**.
- 5) If your child has an **allergy or special need, please make this information known** each time you drop off your child.
- 6) All children must have **current registration information** on file with the Children's Ministry prior to being able to stay in the Ministry.
- 7) **In the Nursery**, a child's personal items should be labeled or secured to child's clothing- (cups, pacifiers, diaper bags, etc.), prior to or at drop-off.
- 8) For **emergency purposes**, update your child's profile on a regular basis.
- 9) If your child **is sick**, we ask that you **do not bring** him/her to the Ministry.
- 10) Please keep your **cell phone on vibrate and located** where you can access it and respond immediately to a text message about your child.
- 11) If your child is **crying excessively**, parents will be contacted to pick up their child. (Please allow only approximately 10 minutes of crying before parents are contacted.)
- 12) Please **pick up** your child from the Ministry area **immediately** following service, prior to socializing so as to allow our Ministry Partners to get home in a timely manner.



- 13) Parents and / or Grandparents / Guardians whose children use the Ministry are strongly encouraged to volunteer, (or someone in the immediate family) **once a month.**
- 14) **In the Nursery**, if you are a parent volunteering, **please do not bring other siblings** to the Nursery unless they can be signed into the appropriate aged Ministry Room. For example, a 2-year-old belongs in the 2-year-old room, not with their 1-year-old sibling. (We need your full attention given to the children you are working with in the Nursery).
- 15) Due to liability issues, **no two family members** are to work alone in the same Ministry Room on the same scheduled day. There must be an unrelated adult also working in the Ministry Room.
- 16) If a child has a tendency to bite, **extra close supervision** will be offered to that child. **If “biting” happens, Biting Protocol will be observed first, Table of Contents, and then the Team Leader will be notified** (who will notify the appropriate Ministry Administrator) so that the following protocol may be followed:
  - a. **First offense-** each set of parents will be notified, in a separate and private area, regarding the incident.
  - b. **Second offense-** an email to document the second offense will be sent to parents by the Children’s Ministry Director and Team Leader.
  - c. **Third offense-** the child who has a biting habit will be restricted from Ministry offerings until he/she no longer demonstrates this type of aggressive behavior.  
**\*This protocol will be followed for ALL Aggressive Behaviors**
- 17) Teenage helpers must be at least **15 years old** or older to work in the Children’s Ministry and will only be allowed to **serve with another adult. Also, there must be an unrelated adult working in the room with the teen.**
- 18) If the Children’s Ministry is on emergency lockdown, you will not be able to access your child until the lockdown has been lifted. You will receive notifications when lockdowns occur.
- 19) Parents, please keep your cell phones on vibrate and accessible during Worship Service as the Children’s Ministry will contact you via text if there is a need.
- 20) In order to keep children safe and provide quality service, it is **NEC’s EXPECTATION that if your child uses the SON Shiners Children’s Ministry, at least one parent from every family is asked to serve- 1 Service, 1 Sunday, 1 time monthly.**



## SON BEAMS NURSERY SUNDAY SCHEDULE

**(This page is Specific to SON Beams Nursery)**

*Nursery Check-In Opens- 9:45*

*Nursery Check-In Closes- 10:15*

*Intentional Play- 9:45 - 10:15*

*1st Restroom Check / Break: 10:15 - 10:25*

*(1,2,3, and 4/5 year olds)*

*Circle Time- 10:30*

*\* Welcome Song*

*\* Introductory Activity*

*Table Time- 10:40*

*Lesson*

*\*Flannel graphics*

*\*Worksheet*

*Snack- 10:50*

*2nd Restroom Check / Break: 11:00 - 11:05*

*(1,2,3 year olds)*

*Closing Circle- 11:05*

*\*Dismissal Song*

*Parent Pick-Up:*

*\*Begins 11:05*

**Please remember to send child's work and Parent Pages home.**



## ITEMS NEEDED / ITEMS NOT ALLOWED

(This page is Specific to SON Beams Nursery)

### ITEMS NEEDED FOR CHILD UTILIZING SON BEAMS NURSERY

- 1) Extra Diaper or Pull-up
- 2) Wipes
- 3) Pacifier (connected to child's clothing)
- 4) Change of Clothes
- 5) Sippy Cup with Juice or Milk

\* Parents please make sure your child's items are labeled and preferably in a diaper bag.

### ITEMS NOT ALLOWED INTO THE CHILDREN'S MINISTRY

- 1) **Medicine of any kind.** If a child needs medication, it **MUST** be administered by the parent. **\*If your child has asthma or an allergy that requires an epi-pen, these items can be kept in their possession or with their belongings. If in an extreme emergency, these items need to be administered, 911 will be called and parents will be notified immediately.**
- 2) **Personal Toys and Electronics-** All Ministry Rooms are equipped with age-appropriate toys. Parents should keep personal toys with them. If items are overlooked and left mistakenly with a child, these items should be put away and returned upon parent pick-up. Children's Ministry is not responsible for loss or damages.
- 3) **Personal Food Items-** Please do not allow children to bring food into Ministry Rooms. Some children have allergies. Children are given a snack before dismissal.



## SICKNESS / ILLNESS POLICY

Because sick children spread illnesses to other children and adults, we ask that you not accept a child into the ministry room with any of the following symptoms and/or illnesses:

 Fever

 Runny Nose

 Rashes

 Coughing

 Diarrhea

 Any contagious disease, for example, but not limited to:

- Active Chicken Pox / Measles / Mumps
- Conjunctivitis (Pink Eye)
- Ringworm
- Head Lice

If your child is being treated with **antibiotics**, he/she should be on the medication for at least **24 hours** before coming to the Children's Ministry offerings.

**If your child has a continually clear-runny nose or rash due to non-contagious allergies, please let us know. We realize that some symptoms hang on after the child is no longer contagious. We want our children to remain healthy and happy.**





## NEW ERA CHURCH COVID-19 POLICY

- 1) It is preferred that ALL volunteers be vaccinated
- 2) Masks are required at services.
- 3) Volunteers who are not vaccinated will be asked to continue to mask when working with children.



## SAFETY PROTOCOLS

### MINISTRY PARTNERS MUST BE:

- 1) **Approved** by Ministry Administration,
- 2) Undergo a **Background Check**,
- 3) Be **Oriented to Ministry Procedures**,
- 4) **Wear proper Ministry Attire, and Nametag** while serving.

### MINISTRY PARTNER PRACTICING PROCEDURES:

- 1) A Ministry Partner must **not be alone** with a child at any time.
- 2) There must be at least **two Ministry Partners present** in the Ministry Room at all times.
- 3) **No two family members are to work alone in the same Ministry Room on the same scheduled day.**
- 4) Ministry Partner **physical contact with child must be age-appropriate.**
- 5) Window **blinds must be kept open.**

### MINISTRY CHECK-IN PROCEDURES:

-  Child must be **signed into the Ministry by a parent/guardian (18+).**

### MINISTRY CHECK-OUT PROCEDURES:

-  Child is not to be released to anyone other than a parent or other adult (18+) **presenting the matching identification tag.**



### CHILD TOILETING AND DIAPERING PROCEDURES:

- ☀️ **Restroom Guidelines:** Never allow a child to go to the restroom unattended. If old enough to use the restroom without your assistance, monitor them frequently from the Nursery bathroom window or room hallway.
- ☀️ **In the Nursery, diapers** are to be changed only in **designated areas** and in the **presence of other caregivers. Doors** are to remain **open and unlocked.**

### MINISTRY LOCK-DOWN POLICY (FOR NON-IMMINENT DANGER IN THE AREA):

- ☀️ Exit via nearest exit.
- ☀️ If unable to exit, children will be ushered quietly into specified “safe zone” in Ministry Room.
- ☀️ Doors are locked, lights turned off, children quieted.

### MINISTRY ACTIVE-SHOOTER POLICY:

- ☀️ Exit via nearest exit.
- ☀️ If unable to exit safely, Children will be ushered quietly into a specified “safe zone” in nearest room.
- ☀️ Lock and barricade doors then spread everyone out around the room.
- ☀️ If doors / barricades are breached- FIGHT! FIGHT! FIGHT!





## PICK-UP / DROP-OFF POLICY

### DROP-OFF INSTRUCTIONS

- 1) Please **accept children** into Ministry Offerings **only from adults (18+)**.
- 2) In order to use the Nursery, a child must be one year old and walking.
- 3) **Please use the Ministry Check-In system to sign in children.**
  - a. Please check to be sure there are no updates to a child's file.
  - b. If a child is not registered, please assist the parent to do a quick registration and provide the necessary paperwork so the process can be completed at home.
  - c. Please note if child has **allergies, or a pertinent medical issue;**
  - d. **If found, notify Team Leader and they will notify the adults in the child's room.**
- 4) If a child has **duplicate records**, please fill out a Duplicate Record Form and place in designated area. (See Form Book at Check-in Station)
- 5) **In the event that the automated check-in system is down, please revert to the manual check-in system as outlined below:**
  - a. Secure 2-4 matching security tags /labels (located at check-in station).
    - #1 tag/label to be attached to child's back **in the Nursery** area
    - #1 tag/label attached to child's front **for grades 1 - 7**
  - b. #2 tag/label to be given to parents for presentation at pick up time.
  - c. #4 **In the Nursery**, a tag/label is attached to child's belongings and items are then placed in a designated bin.
- 6) **Do not allow children to bring toys, electronics, or food, into the Ministry Room.** If items are brought in, they should be given back to the parents or put away until pick-up. Children's Ministry is not responsible for loss or damages.
- 7) When signing in children, do a quick health check. **If a child appears visibly ill (runny nose, red eyes, cough, fever or rash), please do not allow parent to drop child off. Ministry Partner is uncomfortable with communicating this to parents that child cannot be dropped off, please ask Team Leaders to communicate with parents the community health reasoning behind no drop-off.**



- 8) All coats, purses, hats, etc. should be hung up upon entry into the Ministry Room. These items can be a distraction to the child's learning environment.
- 9) **If a child is having a hard time adjusting in a Ministry Room**, encourage the parent to stay with the child until he/she is more comfortable. **In the Nursery**, please have parent remove shoes and wear footies.

## PICK-UP INSTRUCTIONS

- 1) **PLEASE!!!** Work with only **ONE PARENT at a time.**
- 2) **REMEMBER-** A child may only be released to an **ADULT (18+)**!
- 3) **REMEMBER-** A child may only be released to an **ADULT with the matching security tag!**
- 4) Ask the parent to **show the security tag and state** the child's name.
- 5) Collect all tags and **ensure they match:** (parent, child, belongings).
- 6) **Release** child to parent.
- 7) **REMEMBER- NO TAG, NO CHILD, NO EXCEPTIONS!!!**

**No one is allowed to take a child from the Ministry unless they have the matching security tag. Child recognition does not count. A child would recognize either parent in a divorce situation. Please do not take responsibility for making an exception to this policy. Refer the parent or guardian without the security tag to the Team Leader who will then notify the Ministry Administrator who will consult with the Executive Pastor as to the steps forward in this situation.**



## ACCIDENT POLICY

Children's Ministry Partners must be familiar with efficient procedures for handling accidents, even though our hope is that they never need to put the procedures into practice. **A quick First-Aid Guide is available in each First-Aid Kit in each Ministry Room** should a minor accident occur. Often, a quick hug and sympathetic ear are enough to calm a child's outward distress.

**However, should any accident occur, Ministry Partners must be alert and watchful no matter how slight an injury appears.**

**Serious Accidents: Answer the following questions:**

- 1) Is the child **unresponsive**?
- 2) Is the child **having difficulty breathing**?
- 3) Is the child's **cry unusual**? (high pitched?)
- 4) Is the child's **pulse weak or rapid**?
- 5) Is the child **vomiting**?

**If any of the above questions are answered YES, call 911 and parents immediately!**

### MINOR INJURY:

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1) Administer proper first aid, 2) Notify the Team Leader, who will notify the proper Ministry administrator, 3) Take a photo of the injury, 4) Take a photo of the area where the injury occurred, (then email all photos to the Ministry administrator who will attach them to the Injury Notification Form), and, 5) Fill out an Injury Notification Form **(A copy of this form is to be presented and explained to the parents upon pick-up of their child.)** A copy of the incident will be kept on record by the proper Ministry Administrator.

-  A First-aid Kit available in each Ministry Room.
-  A quick First-aid Guide is available in each First-aid Kit.
-  The Injury Notification Form is located at each First-aid area



## IMPORTANT PARENTAL REMINDERS:

- 1) Check-in for SON Shiners Ministry Offerings: Opens- 9:45 / Closes- 10:15
- 2) For safety reasons, Ministry doors are locked @ 10:15 / Reopen @ 11:00
- 3) Please Check-in SON Beams Nursery Children ONLY at the Nursery Station: (Ages- 1yr thru kindergarten)
- 4) If child has allergies, please alert the Children's Ministry upon drop-off.
- 5) Please keep your cell phones on vibrate and accessible during Worship Service as this is how we will contact you if your child needs you.
- 6) Parents- In order to keep our s safe and provide quality service, it is NEC's EXPECTATION that if your child uses the SON Shiners Children's Ministry, at least one parent from every family is to serve 1 Sunday, 1 time a Month.

**PARENTS, AGAIN THANK YOU FOR ENTRUSTING YOUR CHILD(REN) TO OUR CARE!**

**SON SHINERS CHILDREN'S MINISTRY TEAM**

