



**PMBC**  
**Children's Ministry Policy**  
**2026-27**

|                                                                  |           |
|------------------------------------------------------------------|-----------|
| <b>PMBC Children's Ministry Policy Table of Contents 2026-27</b> | <b>1</b>  |
| <b>Administration and Ministry Contact Information</b>           | <b>2</b>  |
| <b>Allergy Information</b>                                       | <b>2</b>  |
| <b>Attendance Procedures for Students</b>                        | <b>2</b>  |
| <b>Child Illness</b>                                             | <b>2</b>  |
| <b>Curricular Resource</b>                                       | <b>3</b>  |
| <b>Custody and Release Contacts</b>                              | <b>3</b>  |
| <b>Dress Code</b>                                                | <b>3</b>  |
| <b>Electronic Devices</b>                                        | <b>4</b>  |
| <b>Emergency Information</b>                                     | <b>4</b>  |
| <b>Off-Campus Events</b>                                         | <b>4</b>  |
| <b>Parent Contact</b>                                            | <b>4</b>  |
| <b>Participant Expectations</b>                                  | <b>4</b>  |
| <b>Participant Discipline Code</b>                               | <b>5</b>  |
| <b>Participants with Exceptionalities</b>                        | <b>5</b>  |
| <b>Program Cancellation</b>                                      | <b>5</b>  |
| <b>Program Photo Use</b>                                         | <b>6</b>  |
| <b>Program Volunteers</b>                                        | <b>6</b>  |
| <b>Promotion and Age Groupings</b>                               | <b>6</b>  |
| <b>Restroom Use</b>                                              | <b>7</b>  |
| <b>Safety Plan</b>                                               | <b>7</b>  |
| <b>Schedule</b>                                                  | <b>8</b>  |
| <b>Nursery Arrival/Pick-Up Procedures</b>                        | <b>9</b>  |
| <b>Nursery Diaper Bags and Child Belongings</b>                  | <b>9</b>  |
| <b>Nursery Changing Station and Restroom Use</b>                 | <b>9</b>  |
| <b>Nursery Nursing Mothers</b>                                   | <b>10</b> |
| <b>Nursery Snack Time</b>                                        | <b>10</b> |

## PMBC Children's Ministry Policy

The children's ministry program at Port Matilda Baptist Church focuses on teaching children biblical truth, instilling core values, and building strong relationships with families to support children's spiritual growth. The program is age-specific and provides learning opportunities for children in pre-kindergarten through fifth grade. Nursery care is available for children from age one to three.

**Vision:** Making and maturing disciples by supporting families and nurturing children in biblical truth.

---

### Administration and Ministry Contact Information

---

**Children's Ministry Director:** Ashton Shultz  
**Sunday School Scheduling:** Olivia Dodson

**Pastor:** Ben Hoover  
**Pastor:** Noah Hoover

#### **Jr. Church Program Teachers:**

##### 1st Service

Prek - 1st: Ashton Shultz & Nikki Potter  
Grades 2-5: Marsha Hoover

##### 2nd Service:

Prek - 1st: Marsha Hoover & Ashton Shultz  
Grades 2-5: Karen Caldwell

#### **Sunday School Program Teachers:**

- |                                                                                                           |                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>- Nursery: Marsha Hoover</li><li>- Preschool: Libby Reese</li></ul> | <ul style="list-style-type: none"><li>- Grades K-1: Connie Wolfe &amp; Teresa Merryman</li><li>- Grades 2-5: Linda Cherry &amp; Jodi Rice</li></ul> |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|

---

### Allergy Information

---

PMBC offers a snack to each child attending a children's ministry program. To ensure each child's needs are met, parents must list all allergies on the child's emergency form during registration. Parents can update the child's medical and allergy needs at any time by submitting an updated emergency form with the ministry program.

**Peanut-free:** Because peanut allergies are so common, the children's ministry program asks parents not to send snacks containing peanuts to children receiving care in the nursery and/or any program event.

---

### Attendance Procedures for Students

---

PMBC is committed to the safety of all children. To maintain an accurate record of children in attendance, all program teachers will maintain attendance sheets for an assigned age group.

---

### Child Illness

---

Keep a child with significant signs of illness at home. Examples include:

- Fever of 100 degrees or higher; the child must be fever-free (without medication) for 24 hours before participating in the program
- Vomiting and/or diarrhea
- Persistent, uncontrollable cough
- “Flu” symptoms, such as those above, plus extreme fatigue, body aches, headache, runny nose, sore throat
- Any undiagnosed rash
- Red, irritated eyes with pus-like or excessive watery drainage
- Head lice; Strep throat; Scarlet fever; Tonsillitis; Chicken Pox; Impetigo; Ringworm; MRSA skin infection

---

### **Curricular Resource**

---

The PMBC children's ministry Sunday program currently uses *Answers in Genesis* as its curricular resource. Students participating in the Junior Church and Sunday School programs will study the Bible chronologically through these programs. On Wednesday evening, the children's program uses *Adventure Club* by Grace Curriculum.

---

### **Custody and Release Contacts**

---

If a separated/divorced parent with custody of a child wants the child not released to the other parent, PMBC will follow the guidance on file. All approved release contacts for a child must be noted on the child's emergency contact form. This form can be updated at any time upon request.

---

### **Dress Code**

---

PMBC believes in protecting the health, safety, welfare, and morals of all program participants. All participants should attend the program dressed in a manner consistent with these concerns and values. For that reason, we abide by the following dress code rules:

- Shirts should be long enough to cover the belly (no crop tops, mid-rise shirts, belly shirts, etc.).
- Shorts should be long enough to reach a student's fingertips when the student is standing straight up and dangling his/her arms freely at his/her sides
- Pants with holes that expose the thigh above the fingertips of a student who is standing straight up and dangling his/her arms freely at his/her sides are not permitted
- Clothing with inappropriate language or themes (sexualized characters, curse words, nudity, innuendoes, etc.) is not permitted

Failure to abide by these rules may result in a student's parent needing to bring the student new clothing or the student being unable to continue in the children's program.

---

## Electronic Devices

---

Electronic devices, such as cell phones, laser pointers, MP3 Players, iPods, CD players, electronic games, radios, and similar equipment, MAY NOT be used by students during the children's ministry program.

Cell phones may be used only to contact a parent/guardian during or before pick-up. Cell phone use will not be permitted during the program. To maintain and respect the privacy of all participants, student participants may not use cell phones to take pictures, play games or music, send messages, or record videos during the program. If a cell phone is used inappropriately, a volunteer will keep it and return it to the parent/guardian at pick-up.

**Parents are encouraged not to send toys, collector items, personal belongings, or other valuables with their child to the program.** PMBC will not be held responsible for any of these materials being lost or stolen while attending the program.

---

## Emergency Information

---

PMBC must be able to reach every child's parent or guardian in the event of a serious illness or injury. If the parent or guardian cannot be reached during program hours, designate another responsible adult as an emergency contact. This person must be willing and able to make decisions regarding the child and, if necessary, provide transportation. Please provide at least one (1) individual who fits this description.

**Please update the emergency card regularly.** You may do this by speaking with the program lead or the child's assigned teacher.

---

## Off-Campus Events

---

Occasionally, PMBC may hold an off-campus event for the children's ministry program. Parental permission is required for children to attend off-campus events.

---

## Parent Contact

---

PMBC believes that a strong relationship between parents and the church is imperative for the child's spiritual growth. Throughout the year, the children's ministry program will send updates to parents via newsletters and Breeze.

If program leaders have a concern about a child, they will contact the child's parent/guardian. This includes concerns related to behavior, health, and spiritual well-being.

---

## Participant Expectations

---

Port Matilda Baptist Church is committed to establishing a safe, secure environment where children have the maximum opportunity to learn and grow spiritually. PMBC has established a vision present

in all areas of ministry: to make and mature disciples. The vision for all programs related to children's ministry is to make and mature disciples by supporting families and nurturing children in biblical truth. To support this vision, PMBC has developed core values to remind children that they are part of the process and are responsible for their learning and discipleship. The core values are: I will grow as I use my:

- **Mind** (listening & learning)
- **Actions** (my body & how I treat others)
- **Mood** (emotions & feelings)
- **Decisions** (how I respond to the learning & my teachers)  
... all to the glory of God.

Our core values will help us work together and prevent discipline problems.

---

### **Participant Discipline Code**

---

If any child exhibits a behavior or action that defies the core values and expectations of the children's ministry program or places any individual at risk or harm, the following disciplinary procedures will occur:

1<sup>st</sup> Offense: The child will receive a verbal warning.

2<sup>nd</sup> Offense: The child will receive a verbal warning, and a parent contact will be made.

3<sup>rd</sup> Offense: The child and parent/guardian will meet with the ministry leader.

### **NOTE:**

- Harassment: Children may not make statements that verbally intimidate, are hurtful, threaten, lead to feelings of discomfort, or are racist or sexist in nature. If one child verbally intimidates or harasses another, the second child should tell a volunteer. *Under no conditions is retaliation permitted.* If any child is found guilty of harassment, PMBC will contact the parent immediately, and the child may be partially or permanently removed from the program.

---

### **Participants with Exceptionalities**

---

PMBC is committed to the spiritual growth of all participants and their families. Parents/guardians should communicate any individual needs or accommodations to Ashton Shultz. Without a referenced copy of an individualized education plan, medical action plan, or documented conference with a parent/guardian, do not expect accommodations for individual needs.

---

### **Program Cancellation**

---

PMBC may cancel a program event or activity due to an emergency or inclement weather. This decision protects the health and safety of children and volunteers.

If the program is canceled, we will make every effort to notify parents/guardians before the program begins. This includes an automated Breeze message and an announcement on the social media page.

---

### Program Photo Use

---

While attending a PMBC children's ministry program, we may not photograph participants without a photo release preference on file. Parents and guardians must indicate photo and media preferences during registration. PMBC handles the sharing of any children's ministry content, such as newsletters, photo use for the church website, or social media.

---

### Program Volunteers

---

PMBC values individuals who are willing to volunteer their time to serve. We welcome interested adults in the church community who are willing to donate their time and talents to help strengthen our program. If you are interested in volunteering, please contact Ashton Shultz or Marsha Stapleton. State law requires that anyone who regularly works directly with children obtain Act 34 (Criminal) and Act 151 (Child Abuse) clearances. We can provide more information upon request.

While evaluating a child's participation in any PMBC program, any parent or guardian may accompany their child during the program; however, without clearance, they may not assist as a volunteer. Younger children and siblings under the age of program participation are asked not to accompany the parent or guardian. Once a family chooses to participate in The Adventure Club, parents, guardians, or approved family contacts may not accompany a child.

---

### Promotion and Age Groupings

---

The PMBC children's ministry program offers several age groups. To meet developmentally appropriate expectations in our curriculum, we place children in classes by age and grade level. Except for the nursery and students in grades 6-12, each classroom includes students from two age groups. All students must meet the minimum age or grade requirement for a class by **September 1st** each year to be promoted to the next age group. The students must meet this requirement to receive developmentally appropriate instruction. This policy has no exceptions.

Infant Nursery Promotion: Children <1 year of age remain under the care of a parent/guardian for all services. The infant nursery space is available for family use to care for children at this age. Once a child begins walking or turns 1, they may be promoted to the toddler nursery. This promotion can occur at any time of year.

Toddler Nursery Promotion: Age requirement - the staffed nursery is for children ages 1-3. Children who turn three after September 1st may advance from the nursery to the preschool classroom as long as they are potty-trained. **If a child turns three before September 1st, they will automatically be promoted to the preschool-aged class, regardless of potty-training status. Parents/guardians are responsible for changing a child still in diapers or pull-ups in a school-age classroom. Teachers will offer restroom breaks, but are not responsible for diapering.**

Jr. Church/Sunday School Class Promotion: Grade requirement - students advancing to the next class must meet the grade requirement for placement by September 1st. This includes all schooling types - public, private, charter, homeschool, hybrids, etc. Regardless of a child's age, their promotional advancement is based on the registered grade level with the school district of residence.

Promotion to a new class occurs on Promotion Sunday. Promotion Sunday is held annually on the Sunday after Labor Day in September. Parents/guardians will be notified when a child is eligible for promotion.

---

### **Restroom Use**

---

The group leader monitors all restroom breaks. A volunteer always escorts children in pre-kindergarten through first grade to the restroom. Volunteers check the restroom to ensure it is safe before any child or youth enters. At least two volunteers are present during restroom breaks. If assistance is required, the door is propped open so the second volunteer can visually monitor the assisting adult (including a safety team member, nursery volunteer, etc.).

Potty-training: Nursery volunteers will assist in escorting children to the restroom as directed by parents during potty training. If a child requires additional or scheduled restroom trips due to potty training, the parent's responsible for communicating this request. Teachers in school-age classrooms are not responsible for diapering.

---

### **Safety Plan**

---

The safety of all children is paramount. Port Matilda Baptist Church has taken many steps to ensure this safety while promoting a comfortable atmosphere where children can learn and grow spiritually. The following details PMBC's safety plan for the children's ministry program.

- First Aid: At least one CPR-certified volunteer will be present during the children's ministry program. All volunteers will have access to basic first-aid materials, such as Band-Aids and ice.

The children's ministry program will not provide access to medicinal treatments, such as Tylenol or Ibuprofen.

- Restraint: PMBC does not require volunteers to maintain restraint training and thus will not use it as a form of behavior management.

PA law refines restraint as (i) the application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student's or eligible young child's body; (ii) The term does not include briefly holding, without force, a student or eligible young child to calm or comfort him, guiding a student or eligible young child to an appropriate activity, or holding a student's or eligible young child's hand to safely escort her from one area to another; (iii) the term does not include hand-over-hand assistance with feeding or task completion and techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's or eligible young child's parents and specified in the IEP. Devices used for physical or occupational therapy,

seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices are examples of mechanical restraints that are excluded from this definition and governed by subsection.

- **Fire-Drills/Evacuation:** Volunteers are provided evacuation procedures to prepare for potential emergencies. All procedures and evacuation locations are posted in classrooms and surrounding areas. Volunteers may make time to talk with the children about the importance of evacuation drill practice and what to expect during the drills. Drills are discussion-based and consist of the following:
  - Familiarization with the locations of fire exits, alarms, and extinguishers in the areas of the church.
  - If an evacuation is called, use the closest unaffected exit. Walk in a single-file line and proceed quickly and calmly. Do not run.
  - Move as far away from the building as possible for safety and make room for emergency vehicles.
- **Access to Classrooms:** For the safety of all children, children will remain in their assigned classroom area under the group teacher's supervision, except for restroom breaks. Only one parent per child may enter the classroom at any time.

**Check-in:** All nursery program classrooms have parent/guardian contact information and a locker for each child(ren). Parents must contact their assigned nursery worker to confirm their preferred method of contact during supervision(text or pager). Parents can designate this using the whiteboard in the classroom. All other classrooms, Pre-kindergarten through 5th Grade, have an attendance sheet that the teacher completes. As a teacher or caregiver, it is the volunteer's responsibility to take time to greet visiting families, help them feel welcome, and explain the procedures for that class.

**Pick-up:** For the safety of all children, parents are asked to pick up their children after classes end. Older siblings may not pick up children. At the conclusion of each service, parents pick up children directly from the classroom. Nursery children remain in the nursery, and parents must pick them up.

---

## Schedule

---

The children's ministry program will offer age-specific classes every Sunday from 9:00-12:15 PM.

| Group                                                                                           | Drop-off                                                                                                                  | Jr. Church                                                            | Sunday School    | Pick-up                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Toddler Nursery (1 - 3 years)</b><br>* Infants (<1 year) are cared for by a parent/guardian. | 10 minutes prior to the start of service                                                                                  | 1st service:<br>9:00 - 10:00 AM<br><br>2nd Service:<br>11:15-12:15 PM | 10:15 - 11:00 AM | Occurs at the conclusion of each service:<br><br>1st Service<br>Jr. Church<br>10:00 AM<br><br>Sunday School<br>11:00 AM<br><br>2nd Service<br>Jr. Church<br>12:15 PM |
| <b>Preschool</b>                                                                                | Children are dismissed to Jr. Church during the service (9:20 AM or 11:35 AM).<br><br>Sunday School drop-off is 10:00 AM. | 1st service:<br>9:15 - 10:00 AM                                       | 10:15 - 11:00 AM |                                                                                                                                                                      |
| <b>Grades K-1</b>                                                                               |                                                                                                                           | 2nd Service:<br>11:30-12:15 PM                                        |                  |                                                                                                                                                                      |
| <b>Grades 2-5</b>                                                                               |                                                                                                                           |                                                                       |                  |                                                                                                                                                                      |

---

## PMBC Children's Ministry Nursery Policy

---

### Nursery Arrival/Pick-Up Procedures

---

Arrival: All children attending the nursery program need to be dropped off by a parent or guardian. When dropping off a child in the toddler nursery, enter through the assigned door. The room remains closed at all times. Only one parent per child is permitted in the classroom during arrival. Label all items checked in with the child with the child's name and place them in their assigned locker. Once a child is checked in with the nursery volunteer staff, the parent will confirm the service's communication preferences (text or pager). Check-in begins 10 minutes before the church service starts. Never drop off children in a classroom without volunteers present. A caregiver should remain with a child until a volunteer is available. This is the responsibility of parents.

Pick-up: All children will remain in the nursery until an approved release contact arrives to pick them up. Only one parent or guardian is permitted in the classroom during pick-up. All unfamiliar release contacts must provide a valid form of ID to pick up a child from the program.

**\*Note:** Parents/guardians must adhere to the scheduled arrival and pick-up times. The nursery program relies on volunteer staff, and the safety of all children is a priority. If a parent/guardian repeatedly fails to arrive within the scheduled arrival and pick-up time frame, a program leader will hold a brief conference and establish a plan of action (using a different pick-up person, adding a release contact, etc.).

|                                                                                                                                                        |                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nursery Arrival Time: 8:50-9 AM (1st Service)<br>(Jr. Church dismissed from service) 9:50 - 10:00 AM (Sunday School)<br>11:05 - 11:15 AM (2nd Service) | Pick-up Time: 10:00 - 10:05 AM (1st Service Jr. Church)<br>(all classes) 11:00 - 11:05 AM (Sunday School)<br>12:15-12:20 PM (2nd Service Jr. Church) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|

---

### Nursery Diaper Bags and Child Belongings

---

All children attending a nursery program are required to have diaper bags and personal belongings labeled with the child's name. You can do this with name labels, tape, or a permanent marker. This process helps ensure that volunteers can maintain proper sanitation and safety while children are present. Items to label include diaper bags, bottles or cups, snack containers, baby wipes, blankets, spare clothes, pacifiers, etc. Due to child safety, personal toys are not permitted in the nursery.

**\*Note:** The classroom is equipped with assigned lockers available for each child's belongings.

---

### Nursery Changing Station and Restroom Use

---

PMBC nursery volunteers will provide proper care and supervision, including diaper changes and restroom use. All volunteers will follow PMBC volunteer guidelines regarding child safety, restroom use, and supervision. The following outlines best practices in childcare for changing diapers in the nursery:

- Only female nursery workers or a parent/guardian will change diapers
- Diaper changes will occur while other volunteers are present (i.e., safety team member, volunteer, etc.)
- A child is never left unattended on a changing table
- When completing a diaper change, a child is re-diapered/re-clothed
- Diaper changes occur on changing stations only

In addition to diaper changing, nursery staff will assist with potty training, as directed by the parent or guardian. The following outlines best practices in childcare for toilet training in the nursery:

- The nursery program cannot force a child to toilet train
- Only female nursery workers or a parent/guardian will escort children to the restroom
- A child will never be left unattended in the restroom

---

### **Nursery Nursing Mothers**

---

An area is provided for nursing mothers in the infant (birth-1 year) nursery classroom. The infant nursery is for family use only. It is located upstairs and includes a rocking chair, a side table, pack n play, changing table, age-appropriate toys, and a curtain for privacy. Families can view live worship services when they need to use the infant room.

---

### **Nursery Snack Time**

---

All children will be offered a snack during the nursery program. The snack will include water and small finger foods, such as fruit snacks, Goldfish, or pretzels. If preferred, parents of children in the nursery are permitted to provide a snack for their child, as long as the snack is labeled with the child's name.

**Peanut-free:** Because peanut allergies are so common, the children's ministry program asks parents to avoid sending snacks containing peanuts to children in the nursery.