PMBC Volunteer Handbook
Children's Ministry
2026-27

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Volunteer Handbook Purpose

At Port Matilda Baptist Church, we believe that Christ has called us to reach out to children and youth with God's love. We consider this ministry a high calling and a sacred trust. Therefore, we are committed to doing everything within our power to protect the children and youth who regularly attend and visit our church. We desire to do all that we can to protect the individual safety of the children and youth in our ministry while also legally protecting our church, its staff, and all who serve in the area of Children's and Youth Ministry at PMBC. It is with this purpose in mind that this handbook has been created. We are deeply committed to ensuring that these policies and procedures are respected and observed by all who serve children and youth in our ministry.

The pages of this handbook provide a general overview of procedures and guidelines for its volunteers in the Children's and Youth Ministry. Please read through it carefully.

The handbook should serve as a guide for you as you begin or continue your service at the church. However, it's obviously not possible to anticipate all situations that could arise in ministry or provide information that answers every possible question. As a result, PMBC reserves the right to modify, supplement, rescind, or revise any policy or provision, with or without notice, as necessary or appropriate. However, at all times, the church will comply with all applicable laws.

Nothing in this handbook creates a contract of employment. Both traditionally and biblically, churches have long relied on unpaid workers to fulfill their calls to service–not because of reward or remuneration–but out of love and obedience in personal relationship to God. Of course, different ministry roles require different skills and personality types, and neither the church nor the servant can always predict whether things will be a good fit. Therefore, while we hope that your service is both long-term and rewarding, either you or the church can terminate this relationship at any time.

Finally, you must read and understand the contents of this handbook. If you have any questions or need additional information, please talk with your designated ministry leader. If your ministry leader doesn't know the answers, he or she will find the answers and get back to you promptly.

PMBC Children's Ministry
Volunteer Handbook - Policy & Procedures

Children's Ministry Child Discipline

PMBC's policy is that volunteers will do their best to ensure that children and youth attending children's ministry programs have positive experiences. Classroom discipline begins before the children and youth enter the room. Both the volunteers' and the children's and youth's attitudes before class time affect what happens in the class.

It is very important to clearly state the class rules or standards. Most children and youth want to do what is right. If volunteers state expectations, it is unlikely that students will follow them. Volunteers should clearly state expectations, using the PMBC core values. The following is a brief description of the PMBC discipline policy/process.

1. Make every child and youth feel loved and welcome. This happens as soon as they enter the classroom. Eye contact and smiles work wonders! *Learn and **use** their names!*
2. Clearly state expectations. Make sure directions and expectations are clear and understood. Speak slowly and kindly to children. Give examples if needed.

3. Reinforce Positive behavior. Compliment children and youth who do what you expect. Say, "good job," "nicely done," or "thank you."
4. Correct negative behavior. Verbally correct the wrong behavior, clarify the standards, and compliment the positive behavior if/when it happens.

If the classroom teachers and assistants are unable to control a child or youth after repeated attempts, the child can be taken to talk with the Youth Pastor or the children's program lead. They will discuss the incident with the child or youth. Parents will be brought into the situation if needed.

A child/youth should be encouraged but never forced to participate in games or activities in which he or she does not feel comfortable. Allow the child/youth to sit on the sidelines and watch. If and when the child/youth is ready, allow him or her to join in. Never instruct a child/youth to leave the room or area. If they need to be removed, it must be with another **adult** while a different adult stays with the remainder of the class/group.

Children's Ministry Child Supervision

Volunteers are responsible for the safety of children within the program. Each volunteer must be at their assigned station or ensure that another volunteer is temporarily in charge. Use the following as guidance for supervision roles:

- Never leave children unattended.
- Accompany children wherever they are assigned and remain with them until another responsible person assumes supervision.
- Do not permit children to use equipment in the building and activity areas that have not been approved for use.
- Report unsafe equipment, toys, or conditions to the program supervisor
- Never permit equipment to be operated in an unsafe manner or by children whose physical or mental condition makes them prone to accidents
- Organize materials and equipment to minimize the danger of injuries
- Complete a "Notice of Injury" report if any accident should occur during the program
- Doors will be open or windows left uncovered so that the view into a classroom remains unobstructed

Children's Ministry Classroom Preparation

The classroom environment affects every child/youth in that classroom. A class that is "out of control" more than likely began that way long before the first child/youth arrived. Effective Children's and Youth Ministry teams plan for a controlled yet enjoyable classroom environment. A lack of discipline is often simply a result of poor or insufficient planning. It is our policy that each children's ministry volunteer accomplishes the following:

1. Pray regularly for the children/youth in the class, especially for those who consistently challenge the rules.
2. Review the material to be taught and/or presented several days before the presentation to become familiar with it and to let the Lord begin to prepare your heart.
3. Complete any craft preparation before class time so the children/youth can be the focus of attention when they arrive.
4. Arrive at least 10 - 15 minutes before class time so the room and lesson supplies can be arranged.

5. Greet each child/youth as he/she enters. This lays a foundation of love and trust, which greatly affects classroom discipline.
6. Be excited about God's Word, the children/youth, and the Lord! Children/youth will mirror our feelings. The more we are enthusiastic about what we are presenting, the fewer problems we will have with their attitudes.
7. Plan for variety in the classroom. Movement, activity changes, audio/visuals, and drama will draw the children/youth into the lesson.
8. Give positive rewards to those who behave or participate. Rather than focusing on the "problem child," focus on those who are good examples!

Children's Ministry Confidentiality Policy

Volunteers will, to the best of their ability, ensure confidentiality and privacy regarding the history, records, and conversations concerning any PMBC youth, child, congregation member, co-worker, or visitor.

The best advice regarding the release of information about the people you serve is: *don't!* Volunteers should use the statement, "Church policy doesn't permit me to provide that information." Refer any information request to your ministry team leader.

Children's Ministry Equal Opportunity & ADA

PMBC is strongly committed to recruiting and equipping volunteers for all levels of ministry positions based on their skills, abilities, talents, experience, and spiritual gifts. Our church follows the guidelines established by federal Equal Employment Opportunity laws. We treat all volunteers equally, regardless of race, color, gender, national origin, veteran status, or mental or physical disability.

This is important even if you have no concerns about your own opportunities, because as a volunteer you need to remain alert to avoid words or actions that could be seen as racially, sexually, ethnically, or disability based. All workers are entitled to be treated with respect, and the church won't tolerate disrespect for personal dignity.

PMBC encourages and wholeheartedly accepts people with disabilities to serve in volunteer positions. The church works to comply with the Americans with Disabilities Act (ADA) by taking the following actions:

- Considering all individuals with disabilities for ministry service using the same criteria that are used for volunteers without disabilities.
- Considering volunteers with disabilities for ministry team leader roles using the same criteria that are used for individuals without disabilities.
- Making scheduling and other adjustments to reasonably accommodate volunteers with disabilities.
- Educating other volunteers to see that individuals with disabilities who serve as volunteers in the church should not be discriminated against.

Children's Ministry Parent Contact

It is the responsibility of the parents/guardians to provide updated contact information throughout the year. Keeping good records of parent contacts often helps to avoid issues if the contacts come

into question. If any volunteer encounters a situation with a child that requires contacting a parent, please see the appropriate program lead immediately to report the issue.

Children's Ministry Director: Ashton Shultz

Children's Ministry Restroom Use

All restroom breaks are monitored by the group leader, preferably female. Children in kindergarten through second grade are always escorted to the restroom by a volunteer. The volunteer should check the restroom to ensure it is safe before any child or youth enters. A minimum of two volunteers should be present during restroom breaks. If assistance is required, prop the restroom door open so the second volunteer can visually monitor the assisting adult.

Children's Ministry Safety Plan

The safety of all children is of paramount importance. Port Matilda Baptist Church has taken many steps to ensure this safety while promoting a comfortable atmosphere in which children may 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 at each children's ministry event. 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: Evacuation procedures are provided to volunteers 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 evacuation is called for, 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 supervision of the group teacher, except for restroom breaks. Only one parent per child is permitted to enter the classroom at any time.

  Check-in: All nursery program classrooms are equipped with parent/guardian contact information and a locker for each child(ren). Parents must make contact with an assigned nursery worker to confirm their preferred method of contact during supervision (text or pager). All other classrooms, Pre-kindergarten - 5th Grade, have a clipboard with an attendance sheet attached that the teacher completes. As a teacher or caregiver, it is the volunteer's responsibility to take time to greet visiting families, helping them feel welcome and know the procedures for that particular class.

  Pick-up: For the safety of all children, parents are requested to pick up their children after classes have ended. Older siblings are not permitted to pick up children. At the conclusion of the worship service, parents pick up children directly from the classroom. At the conclusion of the Sunday School service, children in pre-kindergarten through fifth grade must be picked up in the sanctuary. Nursery children remain in the nursery, and parents must pick up nursery-aged children from the nursery.

Children's Ministry Sanitation Policy

Volunteers in the children's ministry program will follow these precautions to keep workers and children as safe as possible from any unknown infection:

1. Nursery workers should practice frequent hand washing, especially when they arrive at the nursery, before serving food, and after diapering a child, wiping his/her nose, or cleaning up a mess. Be sure to use soap and running water, rub your hands vigorously as you wash them, wash all skin surfaces, including wrists and between fingers, rinse hands well, and dry your hands with a single-use towel. A hand sanitizing station is also available on the wall beside the changing station.
2. Youth helpers (under age 18) will change diapers only if they have undergone specific training and evaluation by the Children's Ministry director or his/her designated staff member.
3. Unless the medical community finds evidence that a diaper needs to be disposed of in any other manner, used diapers should be placed in the diaper pail and taken to the trash dumpster at the end of the shift.
4. Toys and tabletops should be disinfected at the end of each shift. Toys should also be disinfected sooner if mouthed. In addition, all surfaces should be wiped down and disinfected at the end of each shift.

Children's Ministry Volunteer Behavior & Expectations

Children's Ministry volunteers must realize they serve as role models of both proper adult behavior and proper Christian behavior to the children and youth they serve. It is the policy of PMBC Children's Ministry that all those who serve in volunteer roles must ***attend church services regularly and be devoted to growing in their own personal relationship with Jesus.*** This consistent spiritual growth will positively affect the treatment of the children in our ministry.

We reserve the right to confront anyone serving in the PMBC children's ministry regarding their lack of regular church attendance or any questionable behavior that reflects an attitude contrary to that of a servant of Jesus Christ.

Children's Ministry Volunteer Clearances

The State of Pennsylvania requires that all volunteers having direct contact with children provide clearances to their organization. Direct volunteer contact with children is defined in §6303 (relating to definitions) as the care, supervision, guidance, or control, and routine interaction with children. Routine interaction with children is defined in §6303 as regular and repeated contact that is integral to a person's employment or volunteer responsibilities.

To maintain volunteer status with PMBC children's ministry programs, all volunteers must provide valid clearance documents to PMBC children's ministry directors. The following clearance documents are required and must be updated every 60 months.

1. Report of criminal history from the Pennsylvania State Police (PSP)
2. Child Abuse History Clearance from the Department of Human Services (Child Abuse).
3. Fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years. If the volunteer is not required to obtain an FBI Criminal History clearance, they must swear and affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344 of the Child Protective Services Law.

All volunteer clearance documentation is kept on file at PMBC. All volunteers aged 18 or older must obtain clearances. Without appropriate documentation on file, volunteer status will not be granted.

For more information, go to:
https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/KKS-VolunteerFAQ_2021.pdf.

PMBC keeps files on volunteers containing clearance documents. Your file is considered to be confidential information, and only your immediate ministry team leader, the Director of Children's Ministry, or Youth Pastor in the area you volunteer, and the senior pastor of the church have access to your file. Even that access is limited, and only on a need-to-know basis. Of course, you may request to view your own file at any time.

Children's Ministry Volunteer Mandated Reporting

The Commonwealth of Pennsylvania mandates that any "individual paid or unpaid, who, based on the individual's role as an integral part of a regularly scheduled program, activity, or service, is a person responsible for the child's welfare or has direct contact with children" is considered to be a mandated reporter. All PMBC children's ministry volunteers meet these criteria and are required to report any suspected abuse.

If a volunteer needs to complete a report, they will immediately contact a program lead to do so. During this time, another volunteer will step in to assist in your volunteer role to maintain the safety and supervision of children.

Procedure for reporting suspected abuse

The following are the types of things that should be reported:

- If you witness someone abusing a child or youth.
- If a child or youth confesses to you that he or she has been abused.

- If you see suspicious physical evidence that a child or youth has been abused, such as any unusual pattern of bruises, cuts, burns, or scars, missing hair, conflicting stories about injuries, or a medical condition that has not been properly treated.

The procedure for reporting is vital and should be done as follows:

1. Those who serve and are suspicious of any form of abuse should contact the PMBC program lead or Pastor.
2. After speaking to the above personnel, you will be asked to complete an Incident Form, which must be completed immediately upon request.
3. Upon completion of the report, place it in the supplied envelope, seal the envelope, and hand it directly to the Youth Pastor, program lead, or Senior Pastor.

Church response to abuse allegations

- All allegations of abuse will be taken seriously.
- Those involved in investigating the incident should thoroughly document each step from the beginning.
- If suspicion seems warranted, the program lead or Youth Pastor will share the information with the Senior Pastor and may consult with the elders.
- A call will then be made to the **CHILDLINE** abuse hotline, and a written report will be filed within 48 hours, as required by law, with the Child Protective Services Unit.
- If the accused is a Children's or Youth Ministry worker or helper, they will be immediately relieved of his/her duties, or reassigned to a position that does not involve interaction with youth or children until the investigation is completed.
- Full cooperation will be given to law enforcement authorities, with guidance from church lawyers.
- If the media becomes involved during an investigation of alleged abuse, the church will appoint a spokesperson to respond and advise all church members not to respond on their own.
- Situations will be handled immediately, yet with due respect to people's confidentiality and privacy.
- Appropriate care will be given to the victim and the accused.

Expected behavior of the church staff, ministry team, and congregation

- No one should engage in denial, minimization, or blame.
- Church leaders should not accuse the victim or detail the incident to those not involved.
- Reach out to the victim and the accused.
- The alleged abuser will not be considered "guilty" or treated as such until an investigation can take place.

Precautionary church procedures

- Completed application forms and records of background checks and screening procedures should be retained for 5 years after a volunteer completes their service.
- The church will be prepared to show the precautions it takes with every volunteer who ministers in areas where abuse could occur.

Children's Ministry Volunteer Photo/Social Media Policy

Volunteers are permitted to take photos of participants whose parent/guardian has provided permission on file. Volunteers are not permitted to use photos for personal use, such as posting on personal social media accounts. Sharing of any children's ministry content must be handled by PMBC.

Children's Ministry Volunteer Use of Church Property

Church property needs to be treated with respect by children, youth, and adults. When using the church's facilities, please be sure everything is cleaned up and put back after use. Please follow facility care and use guidelines. If there are any questions about the use of church property, please consult the Pastor or program lead.

Children's Ministry Volunteer Use of Personal Property

In church service, it is not uncommon to use personal belongings to supplement the supplies in the ministry. For example, volunteers may choose to decorate ministry spaces such as classrooms and common areas. Please make sure that all such items are prominently marked to prove ownership.

While serving in volunteer positions, PMBC suggests refraining from bringing in large sums of money, jewelry, or other valuables during times of service. The church cannot be responsible for personal property that is stolen, lost, damaged, or destroyed. If a volunteer chooses to leave a volunteer position, they have ten (10) business days to remove any personal property from the classroom area. After ten (10) business days, the property is considered a donation to the church ministry program.

Children's Ministry Volunteer Youth Helpers

Youth helpers are teenagers under the age of 18. Youth helpers must always be teamed with an adult. They must never be permitted to accompany children to the restroom, playground, or any other out-of-class destination without an adult present at all times. This is for the protection of both the helper and the child.

Youth Helpers must be listed on a classroom rotation schedule before being permitted to serve and are accountable to the adult in charge in that classroom or area of ministry. Children of adults who are serving or siblings of youth helpers are permitted to serve WITH that parent or sibling ONLY when there is prior knowledge of them doing so by the lead of that particular program. Helping with children in the ministry areas of PMBC is a privilege. The children's program lead or Pastor reserves the right to deny any teen the opportunity to work with children.

Junior Church Program

The Junior Church program at Port Matilda Baptist Church provides structured activities and biblical lessons to children in pre-kindergarten through fifth grade. The program operates every Sunday during the worship service.

Junior Church Schedule

The Junior Church program operates each Sunday morning during the worship service (9:00 - 10:00 AM and 11:15-12:15 PM). Three classes are available for volunteer opportunities: nursery, grades preK-1, and grades 2-5. Schedules are assigned using the Breeze system.

Junior Church Volunteer/Child Ratios

A minimum of two volunteers is required for the Junior Church program, one teacher and one helper. PMBC has the following policy in relation to volunteer/child ratios at children's ministry events:

- All volunteers must attend the church regularly for a minimum of six months before becoming a volunteer, unless otherwise approved by a Pastor
- A minimum of two adults must be present at any children's ministry event or station
- For children ages 3-4, a ratio of at least one adult per 6-9 children is required
- For children ages 4-5, a ratio of at least one adult per 8-10 children is required

- For children ages 5-6, a ratio of at least one adult per 10-12 children is required
- For children ages 7-12, a ratio of at least one adult per 15 children is required
- A youth leader (under 18 years of age) is permitted to assist an adult as long as another adult is present in the same activity area

*Note: One adult may volunteer to oversee the grades 2-5 group, as long as the classroom door is left open.

Junior Church Volunteer Roles and Responsibilities

All volunteers for the PMBC Junior Church program are responsible for the safety and well-being of children while in their care. Volunteers will provide structured activities and biblical lessons using PMBC-provided content. In addition, volunteers will offer children a small snack and drink, provided by PMBC. All volunteers will follow PMBC volunteer guidelines regarding child safety, restroom use, and supervision.

Junior Church Curriculum

PMBC provides curricular materials for all volunteers to use while serving as leaders for the Junior Church program. The current curriculum in use is *Answers in Genesis*. Any volunteer interested in receiving assistance with planning and preparation should speak with the Junior Church program lead.

Nursery Program

The Nursery program at Port Matilda Baptist Church provides childcare to children ages birth to three. The program operates during select children's ministry events or activities, including Junior Church and Sunday School.

Nursery Schedule

Junior Church Nursery: This program operates each Sunday morning during the worship service and is open for sign-in procedures at 8:50 AM and 11:05 AM. Leaders rotate on an assigned schedule basis. Interested volunteers should speak with the nursery program lead. Schedules are assigned using the Breeze system.

1st Service Nursery: 8:50 - 10:00 AM
2nd Service Nursery: 11:05- 11:15 AM

Sunday School Nursery: This program operates each Sunday morning from 10:00 - 11:00 AM. Leaders rotate on an assigned schedule basis. Interested volunteers should speak with the nursery program lead.

Sunday School (nursery): 10:00 - 11:00 AM

Nursery Volunteer/Child Ratios

A minimum of two volunteers is required for the nursery program, one teacher and one helper. PMBC has the following policy in relation to volunteer/child ratios at children's ministry events:

- All volunteers must attend the church regularly for a minimum of six months before becoming a volunteer, unless otherwise approved by a Pastor
- A minimum of two adults must be present at any children's ministry event or station
- For infants (0-6 months), a ratio of at least one adult per 2 children is required
- For crawlers (6-12 months), a ratio of at least one adult per 3 children is required
- For toddlers (12-18 months), a ratio of at least one adult per 4 children is required
- For walkers (18-36 months), a ratio of at least one adult per 6 children is required
- A youth leader (under 18 years of age) is permitted to assist an adult as long as another adult is present in the same activity area

Nursery Volunteer Roles and Responsibilities

All volunteers for the PMBC Nursery program are responsible for the safety and well-being of children while in their care. Volunteers will provide proper care and supervision, such as changing diapers, cleaning contaminated surfaces, and monitoring free play. In addition, volunteers will offer children a small snack and drink, provided by PMBC. 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 should occur while other volunteers are present
  - A child must never be 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

- 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

Parental instructions for feeding and care are to be followed. If a baby is sick, injured, or crying for more than 10-15 minutes, his or her parents should be notified immediately via a pager or messenger, unless none is available.

Sunday School Program

The Sunday School program at Port Matilda Baptist Church provides structured activities and biblical lessons to children in pre-kindergarten through twelfth grade, as well as college and career-aged students. The program operates every Sunday during the adult Sunday School service.

Sunday School Schedule

The Sunday School program operates each Sunday morning from 10:00 – 11:00 AM. Leaders are assigned. Interested volunteers should speak with the Sunday School program lead.

Sunday School Volunteer/Child Ratios

PMBC has the following policy in relation to volunteer/child ratios at children's ministry events:

- All volunteers must attend the church regularly for a minimum of six months before becoming a volunteer, unless otherwise approved by a Pastor
- A minimum of two adults must be present at any children's ministry event or station
- For children ages 3-4, a ratio of at least one adult per 8-10 children is required
- For children ages 5-6, a ratio of at least one adult per 10-12 children is required
- For children ages 7-12, a ratio of at least one adult per 15 children is required
- A youth leader (under 18 years of age) is permitted to assist an adult as long as another adult is present in the same activity area

*Note: One adult may volunteer to oversee the grades 2-3 and 4-5 group, as long as the classroom door is left open.

Sunday School Volunteer Roles and Responsibilities

All volunteers for the PMBC Sunday School program are responsible for the safety and well-being of children while in their care. Volunteers will provide proper care and supervision, as well as structured activities and biblical lessons. All volunteers will follow PMBC volunteer guidelines regarding child safety, restroom use, and supervision. The following describes specific age groups assigned to leaders.

- Infant nursery teacher & assistant: age birth – one
- Toddler nursery teacher & assistant: age one – three
- PreK-1 teacher & assistant: age preK – first grade
- Grades 2-3 teacher & assistant: age second – third grade
- Grades 4-5 teacher & assistant: age fourth – fifth grade
- Teen/College teacher & assistant: age seventh grade – college & career ready

Sunday School Curriculum

PMBC provides curricular materials for all volunteers to use while serving as leaders for the Sunday School program. The current curriculum in use is *Answers in Genesis.* Any volunteer interested in receiving assistance with planning and preparation should speak with the Sunday School program lead.

Adventure Club Program

The Adventure Club program at Port Matilda Baptist Church focuses on instilling core values and building strong relationships with families to support children's spiritual growth. The Adventure Club program is age-specific for children ages 3-10.

Adventure Club Volunteer/Child Ratios

PMBC has the following policy in relation to volunteer/child ratios at children's ministry events:

- All volunteers must attend the church regularly for a minimum of six months before becoming a volunteer, unless otherwise approved by a Pastor
- A volunteer in any teaching position must be a member of the church

- A minimum of two adults must be present at any children's ministry event or station
- For children ages 5-6, a ratio of at least one adult per 10-12 children is required
- For children ages 7-12, a ratio of at least one adult per 15 children is required
- A youth leader (under 18 years of age) is permitted to assist an adult as long as another adult is present in the same activity area
- All Children's Ministry volunteers must have a signed Teacher Affirmation Form on file

Adventure Club 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. The number of volunteers needed for an off-campus event depends on the number of children attending. Volunteer roles and responsibilities for maintaining the safety of children at any off-site event remain consistent with those of the on-campus program.

Adventure Club Attendance Procedures for Volunteers

PMBC is thrilled to have volunteers willing to assist with the children's ministry programs. We appreciate your time and want to ensure all program needs are met. If you are unable to volunteer due to illness, family concerns, or a scheduling conflict, please contact Ashton Shultz as soon as possible.

Ashton Shultz: (814) 207-8421

If at any time you wish to end your volunteer service, please see Pastor Noah Hoover or Ashton Shultz.

Adventure Club Volunteer Dress Code

PMBC will provide all volunteers with an Adventure Club program t-shirt. This t-shirt should be worn at all Adventure Club program events. This will help parents/guardians identify program volunteers and support our safety plan.