Mayflower Church Nursery Policy Binder

October 2026

The governing documents in full, as they stood on the church wiki on September 5, 2026, with the amendments of September 29, October 15, and October 19, 2026 carried in. The handbook tells you what to do; this binder is the text it rests on.

The church wiki at https://wiki.mayflowerkingston.org remains the authoritative copy of every document in this binder. If this binder and the wiki ever differ, the wiki governs.

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TAB 1

Nursery Team Charter

MAYFLOWER CHURCH

Nursery Team Charter

Streamline System 06, Team Charters

Approved by the Servants Council on July 11, 2026. Standing charter, reviewed at each August Leadership Summit and re-ratified on material change.

Governing Principle

The youngest disciples are cared for so the whole family can worship.

The care of an infant is not a service the church tolerates; it is how the church loves its families and guards its little ones. This team keeps the youngest safe and loved, so that parents can sit under the Word with quiet hearts.

1. Oversight (the home)

Overseeing board: Deacons (Bylaws Art. II §B 2.c.1, service ministries under the deacons). Program oversight of the Nursery is a deacon charge; this is a deacon service team. The Child Safety Policy itself is owned and overseen by the Servants Council, which holds the church's policies; the Deacons are responsible for ensuring that policy is managed and applied properly across the church's children's ministry, this team included. Day-to-day point person: Deacon Chair. Every team has a home; this team works first with the deacons.

2. Purpose

This team exists to provide safe, loving care for infants and toddlers during Sunday worship and special meetings, so that the youngest are nurtured and their parents are freed to worship. The care is practical, but it is not merely practical: it is the church loving its families and guarding the children the Lord has given.

3. Priority-ministry link

This team serves The Lord's Day Gathering (System 01) as one of the Sunday Support Teams, and serves the church's care of families.

4. The Commission

The deacons commission this team to provide safe and loving care for infants and toddlers, roughly ages one month to four years, during Sunday worship and special meetings, on a steady weekly rhythm. The work has three parts. First, care: receive, comfort, and tend the youngest children in a clean and safe room, with coverage about twenty minutes before worship and fifteen minutes after. Second, readiness: prepare the nursery with age-appropriate, God-honoring supplies, toys, and books, and respond to Planning Center scheduling requests in good time. Third, safety: keep every worker screened and trained to the church's child-safety

standard before they serve. The team recruits and schedules a roster of trained workers rather than resting the work on a few.

5. In scope / Out of scope

In scope:

- Safe, loving care for infants and toddlers, roughly one month to four years, during Sunday worship and special meetings.
- Coverage about twenty minutes before and fifteen minutes after worship or a special event.
- Preparing the nursery with age-appropriate, God-honoring supplies, toys, and books.
- Responding to Planning Center scheduling requests promptly and arranging coverage when a worker cannot serve.
- Resolving routine room and supply needs the team can handle.

Out of scope:

- Teaching and discipleship of children old enough for the children's program. That belongs to Discipletown; this team hands children up as they age (see Coordination).
- Setting the Child Safety Policy itself. The Servants Council owns and oversees the policy; the Deacons ensure it is properly applied; this team works inside it (see note below).
- Building and facility matters beyond the room's cleanliness and supplies, which are escalated.

6. Scale

Shape: a permanent team built on a roster of trained, screened workers scheduled across the year, drawing commitment categories from the Volunteer Chapter (System 06). The team carries a steady weekly need; it recruits and trains a wide enough roster that the rotation does not fall on the same few hands.

7. Key responsibilities

- Provide safe, loving care for infants and toddlers during Sunday worship and special meetings.
- Prepare the nursery with age-appropriate, God-honoring supplies, toys, and books.
- Keep the room clean and safe and resolve routine needs.
- Respond to Planning Center scheduling requests promptly and cover gaps.
- Keep every worker screened and trained to the church's child-safety standard before serving.
- Communicate with parents about their child's care, and with the deacons on systems, supplies, and needs.

8. Coordination

- Discipletown (Elders): the handoff as children age up out of the nursery into the children's program.
- Parents: communication about a child's care, comfort, and any needs during the service.
- Deacons: program oversight of this service team, the proper application of the Child Safety Policy, supplies, and systems. The Child Safety Policy itself is owned by the Servants Council; the Deacons ensure it is properly applied here.

9. Resources

Budget line: the Nursery Fund, administered by the Deacon Chair (Purchasing Policy). Facilities needs are coordinated with the Trustees. Scheduling and volunteer requests run through Planning Center.

Wise requirements (named here, defined in System 13): every nursery worker completes the CORI/MinistrySafe background check and the church's child-safety training before serving. The full requirement is held in the Volunteer Screening and Application, Service with Minors (System 13, Church Safety); this charter names it as a non-negotiable condition of service.

10. Health indicators

Faithfulness-shaped signs the team is alive and serving well. The year's specific targets live in the System 14 annual goals, set with the deacons each August.

- Children are received and cared for safely, and parents trust the room.
- Every serving worker is screened and trained before they serve, without exception.
- The nursery is clean, stocked, and ready each week.
- The schedule is covered without the same few carrying every Sunday.
- Children are handed up to Discipletown smoothly as they age.

11. Review and approval

Standing charter, reviewed annually at the August Leadership Summit. Re-ratified by the Servants Council on material change. Escalation beyond the team's or deacons' authority follows the Decision-Making Framework (System 09). Leadership succession follows the Leadership Handoff Guidelines (System 12). Review note: the prior draft named the "Diaconate" as the overseeing board and carried a stale one-year term; oversight is restated as the Deacons and the charter is standing and evergreen.

Commissioned by: Deacon Chair _____ Date _____

Ratified into the operations documentation by: Servants Council
_____ Date _____

Sources

- Mayflower Church Constitution and Bylaws, Art. II §B 2.c.1 (service ministries under the deacons); Art. II §B 4.c.7 (Servants Council receives and approves Ministry Team charters). The Child Safety Policy (Bylaws Policy Page viii) is owned and overseen by the Servants Council; the Deacons ensure it is managed and applied properly across children's ministry. The bylaw line naming the Deacons in connection with child protection refers to this application-and-management role.
- Streamline System 01, The Five Priority Ministries We Guard; The Lord's Day Gathering and the Sunday Support Teams.
- Streamline System 06, Team-to-Board Oversight Map; Volunteer Chapter. System 13, Church Safety; Volunteer Screening and Application, Service with Minors (CORI/MinistrySafe background check and child-safety training requirements).
- Streamline System 07, Role Clarity, "25, Nursery Team Leader."
- Streamline System 09, Decision-Making Framework; System 14, Annual Goals; System 12, Leadership Handoff Guidelines.
- Purchasing Policy (Nursery Fund, Deacon Chair).
- Prior Nursery Team Charter draft (Draft 3, [[2026-04-22]]), substance inherited and upgraded; Team Charter Standard, this folder.

TAB 2

Position Description 25, Nursery Team Leader

25, Nursery Team Leader

Mayflower Church Position Description | 25, Nursery Team Leader

Ministry Team Leader Position

Role Summary

Purpose	Oversee the nursery ministry, ensuring a safe, loving, and developmentally appropriate environment for infants and toddlers.
Accountable To	Board of Deacons
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Deacons
Time Commitment	3-5 hours/week

Qualifications

Experienced with infants and toddlers, organized, and detail-oriented. Must adhere to child safety standards.

Key Responsibilities

- Recruit, train, and schedule nursery workers
- Implement child safety policies and best practices
- Provide a clean, safe, and welcoming nursery environment
- Communicate with parents about their child's experience
- Oversee nursery supplies and equipment
- Develop nurturing activities appropriate for infants and toddlers
- Ensure all workers are screened and trained in child safety

Training & Support

Child development resources, child safety certification training, nursery best practices

A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

Position Descriptions | Mayflower Church | April 2026

TAB 3

Child Safety Policy

Child Safety Policy

Related documents. This policy is one of Mayflower's four safeguarding documents. It is read together with:

- Volunteer Screening and Application, Service with Minors
- Mandated Reporter Policy
- RSO Attendance and Membership Policy

Approved by Servants Council on July 11, 2026

1. Purpose and Scope

It is the policy of Mayflower Church that our facilities are adequate and appropriate, and our childcare workers trained and equipped, to ensure the safety of children in our care. The purpose of this Child Safety Policy is to define safety standards for childcare during children's ministry activities at Mayflower Church. These are primarily nursery care and Discipletown children's ministry. This policy is not meant to define child safety for teen ministries, although some elements may apply.

2. Definitions

- **Infant:** A "babe in arms." May be able to crawl but cannot walk. (Generally, newborn to 12 months)
- **Toddler:** A child who can walk independently. (Generally, age 1 to 5 years)
- **Children:** A child of any age from infant to age 12 but for this policy age 6 to 12 (Discipletown age)
- **Teenager:** A child age 13 to 19
- **Childcare worker:** A nursery worker, Discipletown teacher, or helper. A teen-ager can be a childcare worker and has the same restrictions as an adult.
- **Child guardian:** The person who brought the child to nursery or Discipletown. This person may be a relative or friend of the child's family. This person is designated when the child is registered for nursery or Discipletown.
- **Contact:** A child guardian will be contacted via their preferred method: cellphone message, text message, or retrieval from an adult activity. Attempts to contact the designated child guardian will continue every 2 minutes until they arrive at the child's location.
- **First aid training:** Formal training in first aid and CPR.

3. Oversight and Responsibilities

The Deacons have primary responsibility for overseeing the children's nursery and implementing this policy for nursery infant and toddler childcare workers. The Elders have

primary responsibility for overseeing the children's ministries (e.g., Discipletown) and implementing this policy. Every childcare worker is responsible for reading, understanding, and implementing this policy.

The chain of oversight is as follows. Childcare workers serve under the Deacons (for the nursery) and the Elders (for Discipletown). Matters of worker placement, reliability, and discipline are handled by the Deacons, who may refer a matter to the Elders. The Trustees and Elders are notified of accidents and legitimate concerns as set out below. The Pastor and Elders are notified immediately of any instance of abuse.

Annual Reviews

This policy should be reviewed annually by the Deacons, Trustees, and Elders and updated as needed to address omissions, insurance concerns, current State laws, and the experience or concerns of those in children's ministry. All children's workers must annually read and sign their commitment to observe the policy.

4. Child Protection Standards

Never Alone / 2-person rule

Children will never be left alone in a room. There will always be 2 "people" in any room with children. This could be:

- 2 women childcare workers
- 1 woman child guardian and 1 woman childcare worker.
- A focused, live-stream camera may substitute for one of the adults.

Only women can be nursery workers. Men and women can teach Discipletown but still only in pairs or with a live-stream camera.

Background Checks and Live Security Cameras

Child protection at Mayflower includes:

- Formal sign-in
- This Child Safety policy
- The 2-adult/never alone policy.
- Annual background check of all childcare workers per church policy/state law
- Live security cameras in hallways and childcare rooms. The live security camera "counts" as a second childcare worker.

Appropriate Touch / Affection

Infants and toddlers can be held or hugged for comfort, always in the presence of another childcare worker. Only side-hugs are allowed and only if the child initiates it. Appropriate

affection/touching never includes removal or even partial removal of clothing (e.g., lifting up a shirt). Only infants and toddlers may be held or set on a childcare worker's lap. Children may not sit on a childcare worker's lap.

Prohibited Acts / Behavior

No physical contact with children is allowed except for comfort (see Appropriate Touch / Affection above). No physical punishment or restraint. No single adult with a child ever unless a live-stream camera is operating. No removal of clothing ever. No yelling, hitting, swearing, or belittling a child. No speech or activity that harms the child physically, mentally, or emotionally. "Love is patient and kind."

Presence of a Child Guardian During Worship

It is permissible for a child guardian without a background check to stay in the nursery or Discipletown classroom during the worship service with their own child if the room has a live-stream camera. However, because this person is not designated by Mayflower Church with the proper Child Safety credentials, they may only stay alone with their own child, not with other children.

Abuse Prevention

Abuse prevention is all actions needed to prevent the physical, sexual, or verbal abuse of a child by an adult or another child. This Child Safety Policy is for the purpose of child protection.

5. Worker Responsibilities on a Shift

The core duty of every childcare worker is the safe, loving supervision of the children entrusted to them, in full compliance with this policy. A worker is responsible for receiving each child, keeping each child safe and cared for through the session, and returning each child only to the right hands. The specifics below state what that duty requires on a shift.

The detailed, step-by-step shift checklist (preparation, worship-time care, and clean-up) is carried in the separate Nursery Team Job Description 2026, which is incorporated into this policy by reference. Where this section states a policy responsibility, the Job Description states how to carry it out. The two are to be read together; where they ever appear to conflict, this policy governs.

On Time

Childcare workers must arrive at 9:40 a.m. in the Briggs Building, in keeping with the Nursery Team Job Description.

[The 9:35 a.m. huddle in Briggs Fellowship Hall comes first; see the Nursery Handbook, "Sunday shift checklist."]

Sign-in / Registration of children

The responsible child guardian must sign in each child prior to each visit. The information required includes:

- Child guardian name and cell phone.
- Child's name and age, any allergies.
- For each child, log the time the child is signed in and the time the child is signed out.
- Notice that the guardian will be contacted for consolation, diapering, or toileting.

[Practice differs from this line. See the Nursery Handbook, "Where practice differs," item B.]

Dismissal

Children will only be dismissed into the direct supervision of the designated child guardian or a relative or friend designated by the child guardian at check-in.

Bathroom policy

- **Diapering:** only child guardians will change diapers. They will be contacted via email/cell phone if a diaper change is needed.
- **Toilet visits:** A childcare worker will accompany children to, but not into, the women's bathroom.
- For toddlers or children who can use the toilet independently, the childcare worker will bring children for a group 'bathroom break' as needed. The childcare worker will stand in the hallway and children will go into the bathroom while others wait in the hall. The bathroom door will be open.
- For toddlers or children not able to go by themselves (needing assistance) the child's guardian will be contacted.

Crying

If children cry during nursery or Discipletown, the child guardian will be notified if the child cannot be comforted by distracted play within 5 minutes.

Food / Refreshments

Children in the nursery will not be fed snacks unless provided by the child guardian. Food may be given during Discipletown if food is part of the lesson (e.g., an object lesson). Childcare workers will determine food allergy restrictions when choosing and serving food in these instances. (Guardians list food allergies when children are checked in; allergies are listed on child name tags). Both the childcare worker and each child must clean hands before and after eating. Any uneaten food must be thrown out.

Approved Activities

Children may participate in safe and reasonable play and learning activities.

Appropriate Activities	Inappropriate Activities

Paperwork and crafts, reading	Climbing
Floor games	Jumping off anything
Age-appropriate scissors, glue, paint	Pointed objects
Rolling ball games	Chemicals
Basket ball	Throwing or kicking ball games
	Laying on the ground, "sleeping"

Cleanliness / Hand Washing

Adults will wash hands or use hand sanitizer before and after class and before/after distributing food or drinks. Children will be guided to clean hands after using the bathroom and before and after eating. Craft smocks will be used for crafts with glue or paint and will be washed after each use. Glue and paint must be washable.

Cleanliness / Safety of Childcare Areas

The childcare area must be clean and neat. Childcare workers should review the area before and after each nursery session to discard broken furniture and toys. Children should not be allowed to put a toy in their mouth, unless it is their own. However, any nursery toy that a child puts in their mouth must be set aside and disinfected before it is used again. At the end of each session the childcare worker should make sure toys are cleaned (if needed), put away, and that the area is "straightened up."

Child Discipline (time-out)

Child discipline for inappropriate behavior will be limited to "time out" in the classroom. The child guardian will be contacted if a child persists in inappropriate behavior. The child guardian may take the child from the classroom or sit in the classroom while nursery or Discipletown continues. No physical discipline of any form is permitted at any time. A child guardian will always be contacted if a child becomes aggressive against another child.

6. Health and Safety Procedures

Accidents

Every accident, whether or not it results in injury, will be reported to the child guardian immediately, to the Nursery or Discipletown Leader, the Deacons, the board of Trustees, and the Elders using an accident report form.

Permissible Treatments	**Impermissible Treatments**
Cold water/ice	Medication, ointments

Band aid	Removal of any clothing
Soap and water	Medical procedure (splints, sutures, etc).
Pressure to stop severe bleeding	
Heimlich maneuver	
Mouth-to-mouth resuscitation (with mouth guard; only by a worker with current CPR certification)	
CPR (only by a worker with current CPR certification)	

First aid kits are installed on every level of the church and Briggs Fellowship Hall. They are inspected and stocked annually or as needed. 911 should be called for any serious injury and the child guardian immediately notified.

Emergency Evacuation

Children will be evacuated in the event of a fire. We will evacuate to the Briggs Fellowship hall if the problem is in the church and to the church if the problem is in the Briggs. The door farthest from the fire will be used. If safest, we will stand outside away from the fire with children.

If there is an active shooter, we will act to protect children above ourselves as trained by the Kingston Police Department:

- We will evacuate running away from the site if we can do so safely.
- We will barricade in place if we cannot safely evacuate.

Off-Site Activities

Off-site activities are not permissible for nursery or Discipletown.

Outdoor Activities

Outdoor activities are not permissible for nursery or Discipletown.

7. Worker Accountability

This section governs the accountability of childcare workers. It is kept separate from the child discipline addressed in Section 5 above. Child discipline concerns how a worker responds to a child; worker accountability concerns how the church responds to a worker.

Consequences of violations

Our aim when a childcare worker falls short is to protect children first and to restore the worker wherever restoration is possible. We distinguish two kinds of matters and handle them differently.

Safety failures and abuse are immediate

A childcare worker who commits a genuine safety failure, such as leaving a child unattended, breaking the never-alone rule, or any act that endangers a child, will be removed from childcare service immediately by the deacons. Any instance of child physical or sexual abuse will be reported to the child guardian, the pastor and elders, and the police immediately, and the worker will be removed from service immediately. These matters are not subject to the graduated steps below. A record of any safety failure or abuse matter will be maintained.

Non-safety reliability matters are handled with a graduated, restorative path. Reliability matters, such as not arriving on time or not showing up when scheduled, are handled by the deacons through the following steps, moving to a later step only if a pattern continues:

1. A private conversation and coaching with the worker.
2. A written reminder, with the worker asked to re-read and sign the policy.
3. A temporary step-back from serving for a season, by agreement with the deacons.
4. Removal from childcare service.

A worker will be given the opportunity to be heard by the deacons before being removed for any non-safety matter. A worker who believes a decision was made in error may ask the deacons to review it; if the matter is not resolved, the worker may ask the elders to review it. Records for non-safety reliability matters are kept lightly and pastorally and are not treated as a formal infraction file.

Placement and Fitness

Whether a particular volunteer is the right fit for nursery or Discipletown service is a matter of placement and care, not discipline. Some service requires a worker to get down on the floor, to lift a child, or to keep pace with active children. If a physical limitation or another matter of suitability makes a particular role a poor fit, the deacons will speak with the volunteer privately and pastorally, and will look for a different way to serve that fits the volunteer's gifts and limits well. This is never treated as a violation, and it generates no infraction record. The deacons make placement decisions for the nursery with the care owed to a fellow member who has offered to serve.

Feedback

A child guardian will be given a chance to provide feedback and express concerns when they retrieve their child. All feedback will be recorded and evaluated at the next Deacons' meeting. As appropriate, the trustees or elders will be notified to ensure any legitimate issues are addressed quickly. The childcare worker will provide feedback to the child guardian about how the child responded to the nursery / Discipletown setting.

8. Covenant

This policy is a covenant between Mayflower church leadership, child guardians, and childcare workers. We covenant to ensure that all our activities with children are in their best and safest interests.

9. Approval and Signatures

Approval

Approval	**Date**
Elder Chair:	
Deacon Chair:	
Trustee Chair:	
Pastor:	

Childcare Worker Concurrence

I have received, read and understood this Child Safety Policy and commit to implement it fully to ensure the safety of children.

Field	**Entry**
Child Care Worker (Print name)	
Childcare Worker (Signature)	
Date	

TAB 4

Volunteer Screening and Application, Service with Minors

Volunteer Screening and Application, Service with Minors

Related documents. This screening process is one of Mayflower's four safeguarding documents. It is read together with:

- Child Safety Policy
- Mandated Reporter Policy
- RSO Attendance and Membership Policy

Mayflower Church

Volunteer Screening & Application

For Service with Children and Youth

Part One: Screening Policy

1. Purpose

Mayflower Church is committed to the safety of every child and youth entrusted to our care. This screening process applies to all persons who serve with minors at Mayflower in any capacity. It is one element of the Mayflower Child & Youth Protection Policy and works alongside the Mandated Reporter Policy and the Registered Sex Offender Policy.

Screening is not an expression of distrust toward our people. It is an expression of love for our children and a witness to the world that the church takes the protection of the vulnerable seriously.

2. Who Must Complete This Process

This screening process is required for any person serving with minors at Mayflower, including:

- Discipletown teachers, helpers, and substitute teachers.
- Nursery team members.
- EQUIP youth ministry leaders and helpers.
- Vacation Bible School and summer camp staff and volunteers.
- Drivers transporting minors to or from a Mayflower-sponsored event.
- Any adult staying overnight at a Mayflower youth event.
- Any adult having one-on-one or small-group contact with minors as part of a Mayflower ministry.

3. Six-Month Attendance Prerequisite

To serve with minors, an applicant must have been a regular participant in the worshipping life of Mayflower Church for at least six (6) months prior to applying. The Senior Pastor, in consultation with the Board of Elders, may waive this requirement only in rare cases where the applicant is well-known to multiple Mayflower leaders from a prior ministry context.

Membership is not required to serve, but membership is required to lead a team.

4. Steps in the Screening Process

5. Application. The applicant completes Part Two of this document in full and returns it to the Senior Pastor or designated Children & Youth ministry leader.
6. References. The applicant provides three (3) references, at least one personal and at least one ministry-related, none of whom may be relatives. Mayflower will contact each reference in writing or by phone.
7. Background Check. Mayflower will run the CORI/MinistrySafe background check. The church office orders the check when the applicant submits the application, and the applicant must complete MinistrySafe's emailed consent before the check is run.
8. Interview. The Senior Pastor or designated Children & Youth ministry leader will conduct an in-person interview to discuss the applicant's background, ministry history, theological alignment, and understanding of the Mayflower Code of Conduct.
9. Code of Conduct Review and Signing. The applicant signs the Volunteer Code of Conduct (Part Three of this document).
10. Training. The applicant completes the Mayflower Child & Youth Protection training, including mandated reporter training, before beginning service.
11. Approval. The Senior Pastor, in consultation with the relevant board (Elders for teaching roles, Deacons for care roles), gives written approval before the volunteer begins service.

[Practice differs from this line. See the Nursery Handbook, "Where practice differs," item D.]

5. Background Check Practices

Mayflower obtains and uses the CORI/MinistrySafe background check in keeping with applicable state and federal law, including, for any report from an outside provider, the federal Fair Credit Reporting Act (FCRA, 15 U.S.C. § 1681 et seq.). Specifically:

- Before any check is run, the applicant receives a written disclosure, in a document that consists only of that disclosure, that a background check will be obtained, and gives written authorization for it. Both are given through MinistrySafe's emailed consent. No check is run without that authorization.
- Background check information will be used only for the purpose of evaluating fitness to serve with minors.

- Background check results will be kept under double lock in the church office, separately from any other personnel or volunteer file, and will not be shared with anyone outside the screening process.
- If Mayflower is considering declining an applicant, or removing a volunteer, based in whole or in part on the report, it will first give the person a pre-adverse-action notice together with a copy of the report and the FCRA summary of rights.
- The person will then have an opportunity to respond, including to dispute the accuracy or completeness of the report with the provider, before a final decision is made.
- If Mayflower then makes a final decision to decline or remove the person based in whole or in part on the report, it will give a final adverse-action notice. The notice names the provider that supplied the report and how to contact it, states that the provider did not make the decision and cannot explain why it was made, and tells the person of the right to a free copy of the report from the provider and the right to dispute its accuracy or completeness.
- Background check records will be destroyed securely in accordance with the Mayflower Document Retention Policy and applicable law.

6. Disqualifying Factors

The following are presumptively disqualifying for service with minors at Mayflower:

- Any conviction or admission of sexual abuse, sexual assault, or sexual exploitation of a minor.
- Registration on a state or federal sex offender registry.
- Any conviction involving violence against a child or vulnerable adult.
- Pending criminal charges in any of the above categories.
- A documented pattern of behavior, even absent conviction, that places minors at risk.

Other criminal history, financial issues, or past discipline will be evaluated on a case-by-case basis by the Senior Pastor and the Board of Elders, with attention to the nature, recency, and circumstances of the matter and the applicant's evidence of repentance and ongoing trustworthy conduct.

7. Annual Renewal

Volunteers serving with minors must renew their commitment annually by:

- Re-signing the Volunteer Code of Conduct.
- Confirming there has been no change in their criminal or registry status.
- Re-signing the Mandated Reporter Policy acknowledgment.

Child & Youth Protection refresher training (currently MinistrySafe's Sexual Abuse Awareness Training) will be completed every two (2) years, or sooner if there is reason to do so.

Background checks, including the CORI/MinistrySafe background check named in Section 4, will be re-run annually, or sooner if there is reason to do so, in keeping with the Child Safety Policy's requirement of an annual background check of all childcare workers. The church office orders the re-check every September, and the volunteer completes MinistrySafe's emailed consent each time, under the process in Section 5. Planning Center blocks scheduling once a volunteer's check has expired. Any background check obtained from a provider other than MinistrySafe will be obtained only from a provider whose checks satisfy applicable Massachusetts and federal requirements, under the process in Section 5.

8. Records

The Senior Pastor (or a designee) maintains a confidential roster of approved volunteers, signed Code of Conduct forms, training completion records, and reference summaries. These records are stored securely and are not part of any public ministry file.

9. Appeals

An applicant whose application is declined may appeal in writing to the Board of Elders within thirty (30) days. The Board's decision is final, except that decisions involving disqualifying factors under Section 6 are not subject to appeal.

10. Approval and Review

This screening process was approved by the Board of Elders and recommended to the Servants Council on May 30, 2026. It shall be reviewed annually.

Part Two: Application Form

Please complete every field. If a section does not apply, write "N/A." Return the completed application to the Senior Pastor or to the Children & Youth ministry leader.

Personal Information

Full legal name:

Preferred name:

Date of birth:

Address:

Phone:

Email:

Marital status, and (if applicable) spouse's name:

Children (names and ages, if applicable):

Mayflower Connection

How long have you been attending Mayflower Church?

Are you a member of Mayflower? If yes, since when?

Bible Fellowship Group / small group you participate in:

Other Mayflower ministries you currently serve in:

Ministry Interest

Which ministry are you applying to serve in (Discipletown, Nursery, EQUIP youth, VBS, etc.)?

Briefly, why do you want to serve in this ministry?

What gifts, training, or experience do you bring to this role?

Faith and Doctrine

Briefly describe your testimony of faith in Christ:

Have you been baptized as a believer? If yes, where and when?

Are you in agreement with the Mayflower Statement of Faith and Confession?

Background

Have you ever been convicted of any crime other than a minor traffic offense? If yes, please describe (date, jurisdiction, offense, outcome):

Are you currently under investigation, indictment, or pending criminal charges? If yes, please describe:

Have you ever been the subject of a Department of Children and Families (DCF) investigation, civil child-protection action, or similar matter in another state? If yes, please describe:

Are you, or have you ever been, registered on any sex offender registry in any state? If yes, please describe:

Has any church, school, employer, or organization ever asked you to step away from work with minors? If yes, please describe:

References

Please provide three (3) references, at least one personal and at least one ministry-related. References may not be relatives.

Reference 1: Name, relationship, phone, email:

Reference 2: Name, relationship, phone, email:

Reference 3: Name, relationship, phone, email:

Authorization

By signing below, I authorize Mayflower Church to:

- Contact the references listed above.
- Conduct the CORI/MinistrySafe background check on me, after I complete MinistrySafe's consent.
- Verify, as needed, the information I have provided in this application.

I certify that the information I have provided is true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation may result in withdrawal of my application or removal from service.

Applicant signature:

Printed name:

Date:

[Practice differs from this line. See the Nursery Handbook, "Where practice differs," item C.]

Part Three: Volunteer Code of Conduct

As a person serving with children and youth at Mayflower Church, I commit before God and before this congregation to the following standards of conduct. These standards exist to protect children, to protect volunteers, and to honor the trust placed in us.

Two-Adult Rule

- I will not be alone with a child or youth who is not my own family member in any room, vehicle, or isolated space at a Mayflower ministry event.
- Whenever possible, two unrelated approved adults will be present in any space where minors gather.
- If I find myself unintentionally alone with a child, I will move to a visible space and locate another approved adult immediately.

Visibility and Open Doors

- Doors to classrooms and meeting spaces will remain open or have an interior window unobstructed. If a door must be closed for noise or distraction, two approved adults must be present.
- Restroom assistance for young children will be provided in pairs, at the open door of the restroom, never inside a stall.

Physical Contact

- Appropriate physical contact (a side-hug, a high-five, a hand on the shoulder for prayer) is permitted in plain view of others.
- I will not initiate prolonged hugs, kisses on the mouth or face, sitting children on my lap (other than my own family), tickling, wrestling, or any other physical contact that could be misinterpreted.
- If a child initiates physical contact that crosses these lines, I will gently redirect.

Communication

- Direct one-on-one electronic communication with a minor (text, DM, social media, email) is not permitted. Group communication that includes a parent or another approved adult is the standard.
- I will not contact minors privately on social media or messaging apps about Mayflower ministry matters.
- Photos of minors at Mayflower events may only be taken on a Mayflower-approved device, and may only be shared in accordance with the Mayflower Photo/Media Release on file.

Transportation

- I will not transport a minor (other than my own family member) alone in a vehicle. Transportation will involve at least two approved adults, or two minors, or shall otherwise be approved in advance by the Senior Pastor.
- All drivers transporting minors must hold a valid driver's license and current vehicle insurance, and must complete the Volunteer Driver Authorization.

Discipline

- Correction of children will be verbal, calm, and consistent with Mayflower ministry practice.
- Corporal punishment of any kind, shaming, isolation, or any form of coercion is prohibited.
- Any incident requiring more than ordinary correction will be reported to the ministry leader the same day.

Disclosures of Abuse

If a child discloses abuse, neglect, or harm, or if I observe signs of abuse, I will:

12. Listen without interrogating, documenting words used, but not investigating.
13. Assure the child of my care without making promises of confidentiality I cannot keep.
14. Make the report required under the Mayflower Mandated Reporter Policy.
15. Notify the Senior Pastor (or, if appropriate, the Chair of the Elders) as soon as reasonably possible.

Substance Use

- I will not be under the influence of alcohol, marijuana, or any non-prescribed controlled substance while serving with minors.
- Possession of these substances on Mayflower property during ministry time is prohibited.

Confidentiality

- Information shared with me by a minor or a minor's family in the course of ministry is to be held in appropriate confidence, except as required by the Mandated Reporter Policy or to protect a child.
- I will not discuss children, their families, or ministry incidents on social media or in other public settings.

Honoring Other Volunteers

- If I observe another volunteer's behavior raising concern under this Code, I will report it promptly to the ministry leader or the Senior Pastor.
- Honest reports made in good faith are protected by the Mayflower Anti-Retaliation provision in the Mandated Reporter Policy.

Acknowledgment

I have read this Volunteer Code of Conduct in full. I understand that following these standards is a condition of serving with minors at Mayflower Church and that violation of this Code may result in removal from ministry.

I understand that I am a mandated reporter under Massachusetts law and under the Mayflower Mandated Reporter Policy, and that I am required to report suspected child abuse or neglect to the Massachusetts Department of Children and Families and to the Designated Church Liaison.

Volunteer signature:

Printed name:

Date:

Internal Use Only: Approval

Application received (date):

References completed (date):

CORI/MinistrySafe background check completed (date):

Interview completed (date / by):

Training completed (date):

Decision (approved / declined):

Senior Pastor signature:

Date:

Amended September 29, 2026 by the Servants Council following Board of Elders approval of September 19, 2026. This page previously stated a three-year re-run cycle for CORI and SORI checks, annual refresher training, and no annual re-sign of the Mandated Reporter acknowledgment. See the amendment record in the church office.

Amended October 15, 2026 to reflect the intent of the Servants Council: the separate SORI check is removed, and the screening check is named a background/CORI check in Sections 4 and 5, the renewal provision, the application's authorization, and the Internal Use block.

Amended October 19, 2026: the background check is now named as the CORI/MinistrySafe background check in Section 4, the renewal provision, the application's authorization, and the Internal Use block, and Section 5 now follows the federal Fair Credit Reporting Act process for a check obtained from an outside provider.

TAB 5

Mandated Reporter Policy

Mandated Reporter Policy

Related documents. This policy is one of Mayflower's four safeguarding documents. It is read together with:

- Child Safety Policy
- Volunteer Screening and Application, Service with Minors
- RSO Attendance and Membership Policy

Mayflower Church

Mandated Reporter Policy

1. Purpose

Mayflower Church is committed to protecting children and other vulnerable persons entrusted to our care. This policy establishes the obligation of every staff member, elder, deacon, trustee, ministry leader, and volunteer to report suspected abuse or neglect of a child to civil authorities and to designated church leadership. It is a companion to, and operates within, the Mayflower Church Child & Youth Protection Policy.

This policy is drafted to comply with Massachusetts General Laws Chapter 119, Section 51A, which designates clergy and certain other persons as mandated reporters of child abuse and neglect.

2. Scope

This policy applies to:

- All Mayflower Church employees, including pastoral and non-pastoral staff.
- All elders, deacons, and trustees.
- All ministry leaders, team leaders, and volunteers serving in any role with minors, including, but not limited to, Discipletown, Nursery, EQUIP youth contexts, Vacation Bible School, summer camps, and any event involving children or youth.
- Any contractor or guest speaker working with minors on Mayflower property or at Mayflower-sponsored events.

All persons in scope are designated mandated reporters under this policy, regardless of whether the law independently designates them as such.

3. Statutory Authority

Mayflower Church operates under the laws of the Commonwealth of Massachusetts. The following statutes are referenced throughout this policy:

- M.G.L. c. 119, § 51A: Mandated reporters of child abuse and neglect.
- M.G.L. c. 119, § 51B: Department of Children and Families investigation procedures.
- M.G.L. c. 233, § 20A: Clergy-penitent privilege (limited application; see Section 8).
- M.G.L. c. 265, §§ 13B, 22A, 23: Definitions of indecent assault, rape, and statutory rape of a child.

4. Definitions

Child. Any person under the age of eighteen (18).

Abuse. Non-accidental physical injury, sexual abuse, sexual exploitation, or emotional injury inflicted upon a child by a caregiver or other person.

Neglect. Failure by a caregiver, either deliberately or through negligence, to provide minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care.

Reasonable cause to believe. A standard lower than "probable cause" or "certainty." It is met when facts known to the reporter would lead a reasonable person, in similar circumstances, to suspect abuse or neglect. Certainty is not required to trigger the duty to report.

Mandated Reporter. A person designated by statute or by this policy to report suspected abuse or neglect of a child.

Designated Church Liaison. The Senior Pastor, or in the Senior Pastor's absence or conflict of interest, the Chair of the Elders, who serves as the internal point of contact for reports made under this policy.

5. Reporting Standard

A mandated reporter is required to make a report when, in their professional or ministry capacity, they have reasonable cause to believe that a child is suffering from abuse or neglect.

The reporter is not required to investigate, gather evidence, confirm allegations, or determine credibility before reporting. The Department of Children and Families (DCF) is responsible for investigation; the reporter is responsible for raising the concern in good faith.

If you are unsure whether a situation meets the reporting threshold, the answer is to report. Massachusetts law and this policy err on the side of reporting.

6. Reporting Procedure

6.1 Immediate Safety

If a child is in immediate danger, call 911 first. Then proceed with the steps below.

6.2 External Report to DCF

16. Make an oral report to the Massachusetts Department of Children and Families within 24 hours of forming reasonable cause to believe abuse or neglect has occurred.
17. DCF Child-at-Risk Hotline: 1-800-792-5200 (available 24 hours per day, 7 days per week).
18. Submit a written report (DCF Form 51A) within 48 hours of the oral report. The form is available at mass.gov/dcf and may be filed by fax, mail, or in-person delivery to the local DCF Area Office.
19. Retain a copy of any written report in a sealed envelope provided to the Designated Church Liaison for confidential storage. Do not place reports in personnel files, ministry files, or shared drives.

6.3 Internal Notification

As soon as reasonably possible after making the external report, and never as a substitute for it, the reporter shall notify the Senior Pastor (Designated Church Liaison). If the report concerns the Senior Pastor or someone under the Senior Pastor's direct authority, notification shall instead be made to the Chair of the Elders.

The Designated Church Liaison shall promptly inform the Board of Elders of the existence of a report (without identifying the child or other protected information beyond what is necessary) so that the church can take appropriate pastoral, protective, and personnel actions consistent with the Child & Youth Protection Policy.

6.4 No Internal Pre-Clearance

The duty to report to DCF is personal to the reporter and is not conditioned on permission or pre-approval from any pastor, elder, deacon, supervisor, or church body. No church officer may delay, redirect, or interfere with a report. Doing so is a violation of this policy and of Massachusetts law.

7. Confidentiality

All information related to a report shall be handled with strict confidentiality, shared only with persons who have a clear need to know in order to comply with the law, protect the child, manage personnel matters, or provide pastoral care. Reporters and church officers shall not

discuss reports with the congregation, on social media, or with any party not involved in lawful response.

Confidentiality is not a license for silence. Reports to DCF are required by law regardless of confidentiality concerns.

8. Pastoral Privilege: Narrow Application

Massachusetts law (M.G.L. c. 119, § 51A) generally requires clergy to report suspected child abuse and neglect, with a narrow exception for communications made solely in the context of confession or formal religious counsel where confidentiality is required by the discipline of the religious body.

Mayflower Church's position is that this exception is narrow and does not apply to:

- Pastoral conversations that are not strictly confessional in character.
- Information learned outside of formal pastoral counsel (e.g., observation, a child's disclosure, a third party's report).
- Situations involving ongoing risk to a child or another vulnerable person.

When in doubt, the duty to protect a child supersedes the desire to preserve confidentiality. Pastoral staff with privilege questions shall consult the Senior Pastor or, if needed, legal counsel before relying on the exception.

9. Anti-Retaliation

Mayflower Church will not tolerate retaliation against any person who, in good faith:

- Makes a report under this policy.
- Cooperates with a DCF or law enforcement investigation.
- Raises concerns to church leadership about the safety of a child.

Retaliation includes, but is not limited to, termination, demotion, removal from ministry, social exclusion, public criticism, or pressure to recant a report. Any retaliation will be treated as a serious violation of this policy and may result in removal from staff or ministry roles.

10. Good-Faith Immunity and False Reports

Massachusetts law provides civil and criminal immunity to mandated reporters who file reports in good faith, even if the report is later found to be unsupported.

Knowingly false reports, however, are a violation of both Massachusetts law and this policy and may result in removal from staff or ministry roles, in addition to any civil or criminal consequences imposed by the state.

11. Training

Every person within the scope of this policy shall complete mandated reporter training:

- At the time of hire, election, appointment, or volunteer onboarding.
- Every two (2) years thereafter, before the start of the ministry year, through online training (currently MinistrySafe). In the years between, the person re-signs the Mandated Reporter Policy acknowledgment.

Training shall cover the legal duty, recognition of abuse and neglect indicators, the reporting procedure under this policy, and the boundaries of pastoral privilege. The Senior Pastor, or a designee approved by the Board of Elders, is responsible for ensuring training is delivered, documented, and current.

12. Recordkeeping

The Designated Church Liaison shall maintain a confidential record of:

- The date and general nature of each report (without disclosing identifying information beyond what is necessary).
- Confirmation that an oral report was made to DCF and that the written 51A report was filed within the required window.
- Training completion dates for all persons in scope.

Records shall be stored securely (locked file or access-restricted digital location) and retained in accordance with Mayflower's Document Retention Policy. Records shall not be destroyed during any open investigation or pending litigation.

13. Failure to Report

Under Massachusetts law, a mandated reporter who knowingly fails to report suspected child abuse or neglect may be subject to fines and, in cases of serious bodily injury or death, criminal penalties.

In addition to any civil or criminal liability, failure to report under this policy is grounds for immediate removal from staff position, board office, or ministry role at Mayflower Church.

14. Relationship to Other Policies

This policy operates as a foundational element of Mayflower's Child & Youth Protection Policy, and is referenced by:

- The Mayflower Church Employee Handbook (mandated reporter section).
- The Volunteer Screening & Application for Service with Minors.
- The Registered Sex Offender Policy, which sits within the Child & Youth Protection Policy.
- The Pastoral Counseling Policy (when established).

Where this policy and any other Mayflower policy conflict on the duty to report, this policy and Massachusetts law govern.

15. Approval and Review

This policy was approved by the Board of Elders and recommended to the Servants Council on May 30, 2026. It shall be reviewed annually by the Board of Elders and revised as needed to reflect changes in Massachusetts law or in church practice.

Acknowledgment

I have received, read, and understand the Mayflower Church Mandated Reporter Policy. I understand that I am a mandated reporter under this policy and that I am required to report suspected child abuse or neglect to the Massachusetts Department of Children and Families and to the Designated Church Liaison.

I understand that the duty to report is personal to me and that I will not be retaliated against for making a good-faith report.

Name (printed): _____

Signature: _____

Role / Ministry: _____

Date: _____

Amended September 29, 2026 by the Servants Council following Board of Elders approval of September 19, 2026. This page previously stated annual mandated reporter training. See the amendment record in the church office.

TAB 6

RSO Attendance and Membership Policy: Cheat Sheet and Nursery Note

What the Nursery Team Leader needs to know from the full policy

The Nursery Team Leader is one of the few people who are told when an Attendance Agreement exists (RSO Policy §4): the Senior Pastor, the Board of Elders, the Discipletown Leader, the Nursery Team Leader, the First Impressions Ministry Leader, and the Office Manager, plus the approved lay shepherds. Under the Agreement, the individual agrees to have a link to his RSO profile emailed to that same list, including the Nursery Team Leader (Appendix A, condition 5). He may never enter any children's area, including the Nursery, may not check his own children in, may not supervise any children's activity, and may never serve in the Nursery regardless of any future change in his status (§2.2, §7, Appendix A, conditions 9 and 13). He must stay within casual-conversation distance of his Shepherding Elder or an approved lay shepherd at all times on the property (condition 14). If you ever see a person you know to be under an Agreement in or near the nursery, or without his shepherd, contact the Senior Pastor or the Shepherding Elder immediately. The information is not to be broadcast to the congregation or discussed with your workers beyond what is needed to keep the room safe (§4, §7 of the Mandated Reporter Policy on confidentiality applies in spirit). The policy's effective date is July 30, 2026, with attorney-review wording incorporated August 17, 2026.

RSO Policy, Cheat Sheet

Related documents. This cheat sheet summarizes and does not replace the full policy:

- RSO Attendance and Membership Policy

Registered Sex Offender (RSO) Policy, Cheat Sheet

Source: The Summit Church RSO Attendance & Membership Policy

Three Priorities Held in Tension

20. **Safety of children**
21. **Peace of mind for parents**
22. **Worship and fellowship for those under RSO status**

Forgiveness in Christ is full; consequences of past sin still shape pastoral care.

Three Requirements of the Individual under RSO Status

23. **Sign a release of information** with everyone in their rehabilitative care or legal accountability team (parole officer, therapist, case manager) so the elders can speak with them.
24. **No presence in children's or student ministries**, ever, even after RSO status is removed. May not check children in. May not attend an event where the person they harmed (or their family) is present.
25. **Shepherding presence required** at every service or event: a non-family approved individual within sight and casual conversation distance, with check-in/check-out at a discrete location.

Pastoral Intake Interview: What Elders Listen For

- Willingness to discuss the offense; ability to tell the story without minimizing, blame-shifting, or excusing
- Active engagement in counseling/recovery and a clear understanding of legal restrictions and probation
- Whether any victim or victim's family attends Mayflower (protect against re-traumatization)
- Tone and disposition: stoic, angry, defensive, ashamed, or remorseful
- Read the public RSO listing and related news before the interview to gauge completeness of disclosure

Signed Attendance Agreement: 16 Conditions in Brief

- Assigned a Mayflower Shepherding Elder who oversees pastoral care and ensures this agreement is followed.

- Full cooperation with all legal-case expectations, if any (probation or parole officer, case manager, certified sex offender treatment therapist, or other stipulated expectations).
- Legal expectations, names and contacts of overseeing professionals, and a signed release of information provided to the Shepherding Elder.
- If currently under probation, parole, or other supervision, written supervising-officer approval to attend, with a copy to the Shepherding Elder. If not under supervision, that fact confirmed in writing to the Shepherding Elder.
- RSO profile link emailed to the Senior Pastor, the Board of Elders, the Discipletown Leader, the Nursery Team Leader, the First Impressions Ministry Leader, and the Office Manager.
- Never attend any Mayflower service or activity without the Shepherding Elder or a lay shepherd approved in writing. If neither is available, do not attend.
- Check in on arrival at the location agreed with the Shepherding Elder. Check out before leaving.
- No service in any Mayflower ministry without prior written approval from the Shepherding Elder.
- All children's and youth areas (Discipletown rooms, Nursery, any youth area) off limits at all times, even if own children are attending. Will not supervise children's activities, enter designated children's areas, or serve in Discipletown, Nursery, or any youth ministry.
- No Mayflower Bible Fellowship Group at which children are present, and no visit to a Mayflower home where children are present, without the parent first knowing the history and giving permission.
- Promptly leave any area on Mayflower property where children are present, except a populated foyer, the sanctuary, or an area where five or more adults are also present.
- Promptly leave any area if an Elder, Pastor, Deacon, or lay shepherd requests it.
- No physical contact with any child at Mayflower other than their own (including sitting next to, holding, or being hugged or kissed). If a child other than their own approaches, politely acknowledge and promptly leave.
- Stay within casual-conversation distance of the Shepherding Elder or approved lay shepherd at Mayflower, including when going to the restroom (shepherd waits in the foyer outside the restroom).
- Shepherding Elder will fully cooperate with any legal inquiry and provide the sign-in/sign-out records if requested.
- Follow any directions given by the Shepherding Elder or an approved lay shepherd.

I understand the above conditions. I submit to these conditions and wish to attend Mayflower Church. I submit to my Shepherding Elder. I accept that if I break any of the above conditions, I will no longer be permitted at any Mayflower location or activity, and that Mayflower may issue a written 'No Trespass' order (Section 8).

Who Knows About the Arrangement

Senior Pastor, Board of Elders, Discipletown Leader, Nursery Team Leader, First Impressions Ministry Leader, and the Office Manager. Not broadcast to the wider congregation.

Mayflower Church, Operations Reference, April 2026

Aligned to the [[2026-08-17]] attorney-final policy (16 conditions).

TAB 7

Nursery Worker Checklist

[This checklist is the document the Child Safety Policy, Section 5, calls the "Nursery Team Job Description 2026." The bracketed italic notes are this binder's, not the checklist's; each "Original 2026 text" note shows the wording that was corrected to current practice.]

Nursery Worker Checklist

- **Team Name:** Nursery Team
- **Reports To:** Diaconate *[The Nursery Team Charter (July 2026) restates the overseeing board as the Board of Deacons and notes the "Diaconate" wording was the prior draft's.]*
- **Team Type:** Permanent
- **Prerequisites:** Background check, Read and sign Child Safety Policy *[The full prerequisite list is the screening path in Part 3d: application, references, background check, interview, signed Code of Conduct, training, written approval.]*

Team Member Job Description

Preparation

- Arrive 9:40 in the Briggs Building for prayer and any special instructions. *[The 9:35 a.m. huddle in Briggs Fellowship Hall comes first; see the Nursery Handbook, "Sunday shift checklist."]*
- Make sure rooms are tidy and surfaces clean.
- Turn on Nursery and Infant room lights and get the checkout area ready: the nursery tablet awake and showing the Here tab. *[Original 2026 text: "Turn on Nursery and Infant room lights and get sign-in area ready. Sign-in materials are in the labeled bin." Corrected to current practice: parents check in through Planning Center Check-Ins; workers prepare only for checkout, on the nursery tablet.]*
- Once the nursery is prepared, sit towards the back of the sanctuary. Introduce yourself to any parents who come with children and be ready to go downstairs with parents and their children at any time during the service.

Worship Time

- Greet child guardian warmly.
- The child arrives wearing the name tag printed at Planning Center Check-Ins; the guardian keeps the matching security tag. Confirm the child's name from the tag. *[Original 2026 text: "Ask parent/guardian to fill out the Nursery Logbook and stick-on name tag. The tags are divided; place the large half on the child's back and give the smaller half to the guardian. Make sure the guardian's cell phone number is documented." Corrected to current practice: check-in, name tag, and guardian contact are captured in Planning Center Check-Ins by the parent; workers do not handle check-in.]*

- Label diaper bags and other belongings with masking tape and marker.
- Make sure you know the child's name and take note of special toys they may be holding.
- During the service, keep child engaged in safe and fun play.
- If there is more than one child, watch for aggression.
- Attempt to console a crying child by diverting attention, rocking, etc.
- If a child is unconsolable within 5 minutes call the child's guardian.
- Follow guardian's instructions for food; follow the Mayflower Church Child Safety Policy for toileting needs.
- Depending on the children present, read the Bible story provided by the Nursery Team Leader. *[Practice differs from this line. See the Nursery Handbook, "Where practice differs," item F.]*
- For older children, encourage them to help with clean-up as the worship service ends.
- Release each child only to the guardian whose Planning Center Check-Ins security tag matches the child's name tag. Once matched, check the child out on the nursery tablet, which records the time; the tag goes in the bin. *[Original 2026 text: "Only release children to the guardian with the child's tag number." Corrected to current practice.]*
- If asked, report honestly to guardian how the child adjusted during care.
- Make sure the child has everything they came with.
- Call the child by name when you say good-bye.

Clean-up

- Leave the tablet plugged in with the app open. If the tablet was down, give the backup sheet to the Nursery Team Leader. *[Original 2026 text: "Put away sign-in supplies." Corrected to current practice.]*
- Make sure area is picked up and toys stored neatly. Throw out any broken toys.
- If a child has put a toy in his/her mouth, wash it in the nursery sink or with a disinfectant wipe.
- Bring any dirty diapers to the outside trash bin.
- Turn off lights. If someone else is still in the nursery when you leave, ask that person to turn the lights off when the room is empty. *[The original 2026 text named an individual on this line by name; the name is removed in this printing. The instruction is unchanged: the last person out of the nursery turns off the lights.]*
- Report needed supplies to the Team Leader.

TAB 8

Nursery Worker Job Description

Nursery Worker

Team: Nursery Team

Reports To: Nursery Team Leader (accountable to the Board of Deacons)

Team Type: Permanent

Time Commitment: Sundays, joining the 9:35 a.m. serving-team huddle in Briggs Fellowship Hall, being in the nursery by 9:40 a.m., and remaining through clean-up (about 20 minutes before worship through about 15 minutes after). Can be filled as a long-term, short-term, substitute, on-call, or one-time commitment.

Who May Serve

- Only women may serve as nursery workers. A teenager may serve as a nursery worker under the same restrictions and requirements as an adult.
- Membership is not required to serve.
- An applicant must have been a regular participant in the worshipping life of Mayflower Church for at least six months before applying to serve as a nursery worker. The Senior Pastor, in consultation with the Board of Elders, may waive this requirement in rare cases where the applicant is already well known to multiple Mayflower leaders from a prior ministry context.

Screening, Before Serving

26. Complete a full written application and return it to the Senior Pastor.
27. Provide three references, at least one personal, at least one ministry-related, none of them relatives.
28. Complete the CORI/MinistrySafe background check. Submitting your application triggers the initial check; the church office orders it and you complete MinistrySafe's emailed consent. Results go to a confidential file; your team leader does not see them.
29. Sit for an in-person interview with the Senior Pastor.
30. Read and sign the Volunteer Code of Conduct (Tab 4, Part Three).
31. Complete the Mayflower Child & Youth Protection training, including mandated reporter training, before beginning service.
32. Read the Child Safety Policy and sign the concurrence (Tab 3, Section 9).
33. Receive written approval to serve from the Senior Pastor, given in consultation with the Deacons.

Staying Current

Every September, a nursery worker re-signs the Volunteer Code of Conduct, confirms there has been no change in her criminal or registry status, re-signs the Child Safety Policy concurrence, re-signs the Mandated Reporter Policy acknowledgment, and has her CORI/MinistrySafe background check re-run by the church office. She completes the three re-signings in MinistrySafe: inside the MinistrySafe training in the years it falls due, and as a yearly acknowledgment in MinistrySafe in the years between. Every two years she completes MinistrySafe's Sexual Abuse Awareness Training. A worker who has not completed renewal is not scheduled until she has, and Planning Center will not allow her to be scheduled once her background check has expired.

Never Alone

Children are never left alone in a room. There are always two people in any room with children: two women nursery workers, or one woman child guardian and one woman nursery worker. A live, monitored security camera may count as the second person. No single adult is ever alone with a child unless a live-stream camera is operating.

Responsibilities

Before Worship

- Join the 9:35 a.m. serving-team huddle in Briggs Fellowship Hall, then be in the nursery by 9:40 a.m. and ready the room: rooms tidy, surfaces clean, lights on, and the nursery tablet awake and showing the Here tab.
- Confirm this week's sermon story is in the room.
- Sit toward the back of the sanctuary until parents begin arriving with children, and be ready to go to the nursery with them.

During Worship

- Greet each child's guardian warmly when they arrive with their child. Parents have already checked the child in through Planning Center Check-Ins; you do not handle check-in. Make sure their security tag is placed on them (the back is the best for little ones).
- Keep each child safe, engaged, and cared for through the session, following the Child Protection Standards and the Volunteer Code of Conduct: comfort touch only, no removal of clothing, no physical discipline, time-out only for behavior, and contact the guardian if a child cannot be comforted within about five minutes or becomes aggressive with another child.
- Follow the guardian's instructions on food, and follow church policy on toileting and diapering: only the child's own guardian changes diapers; guardians are contacted for that or for toileting help a child cannot manage independently.

- Read the sermon story to the children as their ages and attention allow.
- At pickup, check the parent's Planning Center Check-Ins security tag against the child's name tag. Once verified, check the child out on the nursery tablet, which records the time; the tag goes in the bin. If the tablet is down, write the child's name, the code, and the time on the backup sheet in the cabinet and give it to the Nursery Team Leader after the service.

After Worship

- Leave the tablet plugged in with the app open, and tidy the room.
- Disinfect anything a child has put in her mouth, all horizontal surfaces, and the changing table.
- Remove any linens used during the session and bring them to the hamper in the church kitchen.
- Discard broken toys and take dirty diapers to the outside trash.
- Report any needed supplies to the Nursery Team Leader.

Reporting a Concern or an Emergency

- Any accident, whether or not it results in injury, is reported to the child's guardian immediately and recorded on the Accident Report Form (the last page of the Nursery Handbook).
- Every nursery worker is a designated mandated reporter under Mayflower's Mandated Reporter Policy. If a nursery worker has reasonable cause to believe a child has been abused or neglected: call 911 first if the child is in immediate danger; then make an oral report to the Department of Children and Families within 24 hours (DCF hotline 1-800-792-5200); a written DCF report (Form 51A) follows within 48 hours of the oral report. The Senior Pastor is notified internally as soon as reasonably possible after the external report has been made, never instead of it.

Placement and Fit

If a physical limitation or another question of fit ever makes this particular role a poor match for a volunteer, that is worked out privately and pastorally with the Nursery Team Leader and the Deacons, never as a disciplinary matter.

APPENDIX A

Excerpts from Five Other Documents

[Only the parts of these five documents that bear on the nursery are printed here. Appendix B lists where each full document lives.]

From the Volunteer Chapter (Book 06, April 2026)

Anyone can serve at Mayflower; membership is required only to lead.

This is a deliberate Mayflower pattern. We do not gate serving on Foundations completion, baptism, or formal membership. The gate is leadership: to lead a team, a person must be a member in good standing. To serve on a team, to greet, to set up coffee, to rock a baby in the nursery, to read Scripture, to pray with a friend after the service, anyone is welcome. The one exception is service with minors: any role with regular access to children or youth first completes the screening process in the Volunteer Screening and Application, Service with Minors (System 13), including six months of regular participation at Mayflower.

The Five Commitment Categories

A persistent error in church recruiting is to ask for a long-term commitment when many people would gladly say yes to something smaller. Mayflower names five categories of commitment, and any role at the church can be filled in any of them:

34. **Long-term.** On the team and committed to serving every time the role calls for service. These are the backbone, the people who will be there in October when summer enthusiasm has faded.
35. **Short-term.** On the team for a defined season, a semester, a single ministry cycle, an event, or a special project. The role ends with the season; the person is not asked to keep going.
36. **Substitute.** On the team and available to step in when someone else cannot. These are gold for any team that runs every Sunday; they keep the team from collapsing under attendance churn.
37. **On-call.** On the team but with limited capacity. They will serve when asked, if they can, and the team leader knows not to be disappointed when life makes it impossible.
38. **One-time.** Available and willing for one specific event. One-time service is not a stepping stone to long-term; it is real service, equally valid, with no implied next step.

When recruiting, name the category with the role. "Long-term First Impressions team member" is a different ask than "substitute Nursery worker on the weeks I am not on the road." Many people who hesitate at the first will gladly say yes to the second.

Wise requirements at Mayflower

- A signed application and CORI/MinistrySafe background check for any role with regular access to minors.
- Mayflower's child and youth safety training for those same roles, on the schedule the church specifies.

- Theological alignment with Mayflower's Statement of Faith for any role that teaches doctrine.
- Membership in good standing for any role that leads a team. (Service does not require membership; leadership does.)

These bullets are a summary only. The full process for service with minors, application, three references, a CORI/MinistrySafe background check, an interview, a signed Code of Conduct, the church's child and youth protection training, and written approval, with annual renewal, is defined in the Volunteer Screening and Application, Service with Minors (System 13, Church Safety), which governs where they differ.

The Weekly Pre-Service Huddle

Mayflower runs a weekly pre-service huddle for serving volunteers before the Sunday morning service. Its purpose is small and important: review the service plan, answer questions, and pray together as one team before the service begins.

- **Attendees:** All volunteers serving in any role for that morning's service: First Impressions, Hospitality, Audio-Visual, Nursery, Worship Team, Scripture Reading, ushers, and any rotating roles.
- **When:** Every Sunday morning at 9:35 a.m., before the morning service.
- **Where:** Briggs Fellowship Hall.
- **Led by:** The First Impressions Team Leader.
- **Format:** Brief. Long enough to align, answer questions, and pray, short enough that no one is rushed into their role.
- **Guide:** The huddle is led using the *Service Huddle Guide* created by the Pastor, which provides the prayer points and structure week to week.

Standard Agenda

39. Welcome and brief connection.
40. Review the service plan: what is happening this morning, in what order, with any service-specific notes (a guest speaker, a baptism, a planned sermon emphasis the team should know about, a logistical wrinkle).
41. Questions answered. Anything the team needs clarified before the service begins.
42. Prayer: using the *Service Huddle Guide*, the leader prays for the ministry of the teams serving and for the whole service.
43. Send into the morning.

From the Purchasing and Reimbursement Policy (Book 05; effective 5-17-23; migrated to the Operations Plan July 2026)

Policy Statement: It is the policy of Mayflower Church that all expenditures be within the available budget or fund limits and be pre-approved.

Prior Approval

- Prior approval by the appropriate board chair must be obtained prior to purchase (see table below).
- The need and cost estimate should be communicated, and the approval received, "in writing" via email or other means.
- The method of payment (cash, church credit card, or PEX debit card) will be determined by the board chair.

Purchases

- Purchases must be within the 'do not exceed' amount agreed during approval.
- Purchases should be examined for damage and suitability and returned if needed by the purchaser.
- All purchase paperwork should be returned to the approver (register receipts, packing slips or order acknowledgements)

Reimbursement

- Reimbursements or payment is not guaranteed for purchases made without prior approval.
- Reimbursements will be made within two weeks for approved cash out-of-pocket expenses.

Approval Allocation by Board Chair:

- **Deacon Chair:** Music; Hospitality; Funds: Flower, Coffee Hour, Hospitality Events, Nursery, and Audio/Visual.

[Practice differs from this line. See the Nursery Handbook, "Where practice differs," item E.]

From the Decision-Making Framework (Book 09, April 2026, Draft v1.0)

9. Using This Framework Day to Day

A working test for any decision is the four-question check:

44. Is the decision squarely inside my domain (board, role, ministry)?
45. Is the cost inside an already-approved budget line and under the dollar limit for my tier?
46. Is any Section 8 escalation trigger present?
47. Will I be comfortable explaining this decision in the next board meeting or quarterly report?

If yes, yes, no, and yes: decide. If any other combination: escalate. When in doubt, the right move is always to ask one level up; the cost of escalating a small matter is far less than the cost of deciding a big matter alone.

From the Personnel table: **P-1, Volunteer role assignment** (placing a church member into a ministry volunteer role): Responsible ministry team lead, with board chair awareness. Background check required for any role with minors.

From Section 8 (Escalation Exceptions): when an escalation trigger appears, the decision-maker named in the normal tier pauses the decision and notifies the Pastor and the chair of the Servants Council within 24 hours.

From the Leadership Handoff Guidelines (Book 12, April 2026)

Planned Handoff: When You Know It Is Coming

48. **Talk to your supervising leader first.** Before telling your team, talk with the person you report to (the Senior Pastor, the relevant board chair, or the Servants Council, depending on your role). This protects your team from learning through rumor and gives leadership time to think about succession.
49. **Name a target date and put it on the calendar.** A handoff without a date tends to drift. Pick a realistic last-day-of-service date in conversation with your supervising leader, and work backward from there.
50. **Identify a successor or successor pool.** For ministry team leaders, work with the board (elders, deacons, or trustees) that oversees your team to identify someone you have already been developing or to begin a focused development conversation. Do not wait until the last week to start this work.
51. **Build a handoff document.** A simple written summary of how the ministry actually runs.
52. **Run a transition window.** For at least the final four to six weeks, lead alongside your successor: shadow, then co-lead, then watch them lead while you step back. End with a clean last day rather than a slow fade.
53. **Communicate with the team and the church.** Coordinate with your supervising leader on what gets said, when, and to whom.

Sixty to ninety days is a reasonable target for most ministry roles.

Unplanned Handoff: preparation now (do this in normal seasons)

- Keep an up-to-date written summary of the ministry, the handoff document described below, in a location your supervising leader can access without needing to contact you (e.g., a church-shared drive, not a personal device).

- Make sure at least one other person on the team, an assistant leader, a co-leader, or a trusted teammate, knows the rhythms of the role well enough to keep the lights on for a season if you cannot.
- Keep a short list of the contacts and credentials someone would need in your absence: vendors, key volunteers, scheduling tools, shared accounts. Store this with the handoff document, not in your personal files alone.

The Handoff Document: What to Write Down

Mission and scope of the role; annual rhythm; team roster with gifts, seasons, and pastoral notes; recurring tasks (weekly, monthly, quarterly, annual); tools, accounts, and credentials (record where passwords are kept, never the passwords); key relationships; open items and current decisions; lessons learned. Aim for one to three pages.

From the Team-to-Board Oversight Map (Book 06, approved July 11, 2026)

#	Ministry Team	Primary Oversight Board	Bylaw / Policy Basis
25	**Nursery Team Leader**	Deacons	Bylaws Art. II §B 2.c.1: Children's Nursery explicitly under deacon oversight. Nursery Fund: Deacon Chair. Child Safety Policy: Deacons.

Children's ministry has a dual relationship.

The Discipletown program (children's discipleship) is overseen by the Elders for content, curriculum, and theological direction. The Nursery is overseen by the Deacons for service and care. Both fall under the deacons for child safety (per the Child Safety Policy, Policy Page viii of the bylaws). This dual relationship is real and worth naming explicitly: the children's leaders work primarily with Elders for what they teach and primarily with Deacons for how they keep children safe. When in doubt, the elders and deacons should coordinate at the Elder-Deacon Roundtable.

For the team leader.

When you have a question, a recruitment need, a problem, or a new idea, your first call is the chair of the board that oversees your team. They are your supervising leader for the purposes of the Leadership Handoff Guidelines, the Annual Goals process, and the Volunteer chapter

recruitment guidance. The Senior Pastor is always available as well, but for non-pastoral matters the relevant board chair is the right starting point.

APPENDIX B

Where Each Document Lives

This table lists the documents in this binder, in binder order, and where each one lives. Wiki pages live at https://wiki.mayflowerkingston.org. Where the exact page address is known it is given; otherwise the book and page title are enough to search.

Document	What it governs for the nursery	Where it lives	Binder tab	Handbook page
Nursery Team Charter	The team's commission, scope, oversight, resources, health indicators	Book 06 Organization Chart and Access, chapter Team Charters, page "Nursery Team Charter": /books/06-organization-chart-access/page/nursery-team-charter	Tab 1, full text	"Your role and whom you call"
Position Description 25, Nursery Team Leader	Your role, accountability, term, time commitment, selection	Book 07 Role Clarity and Standardization, page "25, Nursery Team Leader": /books/07-role-clarity-standardization/page/25-nursery-team-leader	Tab 2, full text	"Your role and whom you call"
Child Safety Policy	Standards of care on a shift, worker accountability, accidents, emergencies	Book 13 Church Safety, page "Child Safety Policy": /books/13-church-safety/page/child-safety-policy	Tab 3, full text	"The rules that never bend"; "When something goes wrong"; "Child Safety Policy concurrence"
Volunteer Screening and Application,	Who may serve, the screening steps, annual	Book 13 Church Safety, page "Volunteer	Tab 4, full text	"Screening and staying current"; "Onboarding a

Service with Minors (Part One policy, Part Two application form, Part Three Volunteer Code of Conduct)	renewal, the code every worker signs	Screening and Application, Service with Minors": /books/13-church-safety/page/volunteer-screening-and-application-service-with-minors		new worker"; "Volunteer Code of Conduct"
Mandated Reporter Policy	Every worker's personal legal duty to report suspected abuse or neglect	Book 13 Church Safety, page "Mandated Reporter Policy": /books/13-church-safety/page/mandated-reporter-policy	Tab 5, full text	"Mandated reporter card"; "Mandated Reporter Policy acknowledgment"
RSO Attendance and Membership Policy	Attendee-side child protection; names the Nursery Team Leader among those who are told of an arrangement	Book 13 Church Safety, page "RSO Attendance and Membership Policy": /books/13-church-safety/page/rso-attendance-and-membership-policy	Tab 6, one-paragraph note	"Your role and whom you call"
RSO Policy Cheat Sheet	One-page summary of the RSO policy	Book 13 Church Safety, page "RSO Policy, Cheat Sheet": /books/13-church-safety/page/rso-policy-cheat-sheet	Tab 6, full text	"Your role and whom you call"
Nursery Worker Checklist (the Nursery Team	The step-by-step shift; incorporated by	Not on the wiki. Held in the church's	Tab 7, reproduced with corrections	"Sunday shift checklist"

Job Description 2026)	reference into Child Safety Policy §5	operations records as a Word document.	marked	
Nursery Worker Job Description	Who may serve as a nursery worker, screening before serving, staying current, and a worker's responsibilities on a Sunday	Not on the wiki. Approved September 5, 2026 as page 2 of the Nursery Worker Packet; kept current since in the Nursery Handbook.	Tab 8, full text as kept current	"Nursery Worker job description"
Volunteer Chapter	Commitment categories, wise requirements, the weekly huddle, the annual check-in	Book 06 Organization Chart and Access, page "Volunteer Chapter"	Appendix A, excerpts	"Sunday shift checklist"; "Every week and every month"
Purchasing and Reimbursement Policy	The Nursery Fund and prior approval for purchases	Book 05, page "Mayflower Church Purchasing and Reimbursement Policy"	Appendix A, excerpt	"Your role and whom you call"; "Every week and every month"
Decision-Making Framework	How a team leader escalates a decision	Book 09 Decision-Making Framework: /books/09-decision-making-framework	Appendix A, excerpt	"Where practice differs" (item E)
Leadership Handoff Guidelines	What to do when you step down, planned or not	Book 12 Leadership Transitions: /books/12-leadership-transitions	Appendix A, excerpt	"Once a year; an unreliable worker; leader-side emergencies"
Team-to-Board Oversight Map	Which board oversees the	Book 06 Organization	Appendix A, excerpts	"Your role and whom you call"

	nursery, and the dual Elders/Deacons relationship for children's ministry	Chart and Access, page "Team-to-Board Oversight Map"		