MAYFLOWER CHURCH

Nursery Team Leader Handbook

Caring for our youngest disciples so the whole family can worship

For the Nursery Team Leader

Mayflower Church • Kingston, Massachusetts
September 2026

Mayflower Church Nursery Team Leader Handbook

Mayflower Church, September 2026

Welcome

Thank you for serving in the nursery. Our charter puts it in one sentence: *The youngest disciples are cared for so the whole family can worship.* When you rock a baby or read a story to a toddler on Sunday morning, you are not babysitting; you are the church loving its families and guarding the little ones the Lord has given us, so that their parents can sit under the Word with quiet hearts.

Pastor Anton Brown

What is in this handbook

For the Nursery Team Leader (these pages carry a band across the top)

- Your role and whom you call
- Every week and every month
- Every September: the renewal
- Onboarding a new worker
- Once a year; an unreliable worker; leader-side emergencies
- Where practice differs, and what is still being decided
- Where these rules come from

Signature pages and forms

- Volunteer Application, Service with Minors
- Volunteer Code of Conduct (signed in MinistrySafe each September)
- Child Safety Policy concurrence (signed in MinistrySafe each September)
- Mandated Reporter Policy acknowledgment (signed in MinistrySafe each September)
- Nursery Team Leader annual concurrence
- Accident Report Form

Appendix: Nursery Worker Handbook

- The complete handbook every nursery worker receives, page for page

Each page stands on its own and can be printed separately. The three policy pages are signed in MinistrySafe; other signed pages are returned to the Nursery Team Leader. The full policies are in the Nursery Policy Binder, kept at wiki.mayflowerkingston.org under its own section and as download.

Source: Nursery Worker Packet cover, September 5, 2026; Nursery Team Charter, Governing Principle; Binder tab 1.

Your role and whom you call

From this page on, "you" means the Nursery Team Leader.

Who you are, and who you answer to

You are the Nursery Team Leader, appointed by the Board of Deacons and accountable to the Board of Deacons. The nursery is a deacon service team. The reporting line is: Nursery Worker to Nursery Team Leader to Board of Deacons.

- **The Deacon Chair, Peter Franck,** is your day-to-day point person.
- **The Servants Council** owns the Child Safety Policy. The Deacons make sure it is applied properly in the nursery. You work inside it.
- **The Elders** keep overall spiritual oversight of every board and team. They are notified of accidents and told immediately of any abuse. Discipletown, the children's program you hand children up to, sits under the Elders.
- **The Senior Pastor** sits ex officio on every board and team. He receives volunteer applications and conducts screening interviews unless and until he designates someone else. He is the Designated Church Liaison under the Mandated Reporter Policy, and he is responsible for seeing that child-protection and mandated-reporter training is delivered and documented.
- **The Trustees** handle the building. Coordinate building and room problems with the Trustee Chair, Marge Jean.

Whom you call for what

Situation	Call first, and what happens next
Supplies, room needs, and any purchase	Handle routine needs within the team. Any purchase against the Nursery Fund needs the Deacon Chair's prior written approval (email is fine) before you buy; he sets the method of payment. Return receipts to him. Approved out-of-pocket spending is reimbursed within two weeks.
Scheduling and coverage	You. Requests run through Planning Center; when a worker cannot serve, you arrange cover. If a Sunday cannot be covered with two women, tell the Deacon Chair before Sunday.
A worker who is late or does not show (reliability, not safety)	The Deacon Chair. The Deacons run the graduated path; you report what you observed and do not run the steps yourself.
A safety failure (a child left unattended, the never-alone rule broken, any act that endangers a child)	Remove the worker from the room now and tell the Deacon Chair the same day. The Deacons remove the worker from service immediately, and a record is kept.
An accident, with or without injury	The child's guardian, immediately; 911 for any serious injury. The Accident Report Form is completed the same day, with copies to you, the Deacons, the Trustees, and the Elders.
Suspected abuse or neglect, or a child's disclosure	911 if the child is in immediate danger. Then the DCF Child-at-Risk Hotline, 1-800-792-5200, within 24 hours, by the person who has reasonable cause; written Form 51A within 48 hours. Then, never instead, the Senior Pastor (or the Chair of the Elders if the report concerns the pastor). Abuse by a worker: the pastor, the elders, and the police are notified immediately and the worker is removed immediately.
A parent's complaint or concern	You. Hear it and write it down. Every recorded concern goes to the next Deacons meeting; the Trustees or Elders are notified as appropriate.
A facility problem (heat, plumbing, a broken fixture, a locked door)	The Trustee Chair, with a copy to the Deacon Chair. The Trustees arrange repairs.

Source: Nursery Team Charter; Position Description 25; Team-to-Board Oversight Map; Purchasing and Reimbursement Policy; RSO Attendance and Membership Policy; Binder tabs 1, 2, and 6; Appendix A.

Situation	Call first, and what happens next
A person under an RSO Attendance Agreement in or near the nursery, or without his shepherd	The Senior Pastor or the Shepherding Elder, immediately. Such a person may never enter the nursery, even to check in his own children. You are one of the few people told when an Agreement exists; do not discuss it with your workers beyond what is needed to keep the room safe.
Anything else: a policy question, or a worker who shares a pastoral need with you	A policy question goes to the Deacon Chair first; if it needs a change to policy text, the Deacons take it to the Servants Council. A pastoral need (marriage, grief, depression, a fracture in the church) goes to the Senior Pastor or an appropriate elder, with the worker's awareness. Do not carry it alone.

The shape of the role

The Board of Deacons appointed you and you are accountable to them. A team leader must be a member of Mayflower in good standing; workers need not be members. Expect 1 to two hours a week. The nursery is a Sunday Support Team serving the Lord's Day Gathering, one of the Five Priority Ministries the church guards, so you have standing permission to say no, or not yet, to any added request that would weaken the nursery or that needs capacity the team does not have. Requests that touch the Sunday gathering, the budget, or several ministries go to the deacons for alignment.

Source: Nursery Team Charter; Position Description 25; Team-to-Board Oversight Map; Purchasing and Reimbursement Policy; RSO Attendance and Membership Policy; Binder tabs 1, 2, and 6; Appendix A.

Every week and every month

Every Sunday, before the service

- ☐ Schedule and confirm two women for every room where children will be. A focused, live-stream camera may substitute for one adult. If you are down to one, a security camera may take the place of one worker. Alternatively, a woman guardian staying with her own child counts as the second person in that room, but she may only be alone with her own child, not with others.
- ☐ Every scheduled worker has completed screening and training. If you cannot confirm it for someone, she does not serve today.
- ☐ 9:40 a.m.: workers are in the nursery per the Child Safety Policy (§5) and the Nursery Worker Checklist ("arrive at 9:40 a.m. in the Briggs Building").

Every week

- ☐ Planning Center: respond to scheduling requests promptly; confirm next Sunday's roster; chase unanswered requests.
- ☐ If Planning Center will not let you schedule a worker, treat that as the signal her background check has expired. Planning Center blocks scheduling for an expired check, so you do not confirm the check by hand. Tell the church office so the re-check can be run; do not work around the block.
- ☐ Coverage gaps: arrange a substitute from the roster. Name the commitment category when you ask ("substitute nursery worker on the weeks you are in town" is a different ask than "every Sunday").
- ☐ Supply check: wipes, disinfectant, tape, markers, a blank backup sheet in the cabinet for a tablet outage, first aid kit stocked.
- ☐ Sermon story: confirm the church office has placed this week's story in both rooms, or will before Sunday.
- ☐ Parent feedback from Sunday written down while it is fresh.

Every month

- ☐ Communicate with the Deacon Chair on systems, supplies, and needs.
- ☐ Parent feedback and concerns recorded since the last Deacons meeting go to the next Deacons meeting for evaluation. Send them to the Deacon Chair ahead of the meeting.
- ☐ Roster review: who is long-term, short-term, substitute, on-call; who is tired; who is ready for more.
- ☐ Any purchases: receipts returned to the Deacon Chair.

Source: Child Safety Policy; Nursery Team Charter; Volunteer Chapter; Purchasing and Reimbursement Policy; Binder tabs 1 and 3; Appendix A.

Every September: the renewal

Every worker's screening is renewed at the start of each ministry year. Nothing here is optional, and a worker who has not completed renewal is not scheduled until she has. Each worker completes her three policy signatures (the Code of Conduct, the Child Safety Policy concurrence, and the Mandated Reporter Policy acknowledgment) in MinistrySafe every year: inside the MinistrySafe training in the years it falls due, and as a yearly acknowledgment in MinistrySafe in the years between.

- ☐ **Annual CORI/MinistrySafe background check** for every worker. The church office orders a worker's first check when she submits her application and orders the re-check every September; she completes MinistrySafe's emailed consent each time. You do not confirm the check by hand: Planning Center will not let you schedule a worker whose background check has expired, so a scheduling block is the signal that a re-check is due. When that happens, tell the church office rather than working around it. That block works only if the nursery team is set up as a Secure Team in Planning Center and the CORI/MinistrySafe background check carries an expiration date into Planning Center; the church office confirms both once, when the MinistrySafe add-on is set up. You do not see results.
- ☐ **Re-sign the Volunteer Code of Conduct** (in MinistrySafe).
- ☐ **Confirm no change in criminal or registry status.** The Code of Conduct re-signing and the annual background check cover this.
- ☐ **Training: every two years, with the acknowledgment re-signed in the years between.** The training before first service is unchanged. After that, MinistrySafe's Sexual Abuse Awareness Training is taken every two years, and mandated reporter training is taken every two years, before the start of the ministry year, through online training (currently MinistrySafe). In the years between, every worker re-signs the Mandated Reporter Policy acknowledgment (the acknowledgment item below). The pastor supplies the delivery plan for both; your job is to confirm that each worker has completed what falls due this year before she is scheduled. Both policies were amended on September 29, 2026: the Screening policy's renewal section and the Mandated Reporter Policy's training section now set training every two years.
- ☐ **Annual Child Safety Policy concurrence signature** from every worker: all children's workers must annually read and sign their commitment to observe the policy (in MinistrySafe).
- ☐ **Mandated Reporter Policy acknowledgment** signed (in MinistrySafe).
- ☐ Your own annual concurrence signature (the Nursery Team Leader page at the back of this handbook).
- ☐ Send your own signed concurrence page to the confidential volunteer file kept by the Senior Pastor or his designee; the workers' three policy signatures are recorded in MinistrySafe. Keep a simple list for yourself: worker, each renewal item, date completed, "cleared to schedule" yes or no.

Source: Volunteer Screening and Application; Child Safety Policy; Mandated Reporter Policy; Binder tabs 3, 4, 5.

Onboarding a new worker

The full screening path, with who does each step. Steps that sit with the pastor are marked in bold. No new worker is scheduled until every step is complete.

#	Step	Who does it	Notes
1	Confirm she is a woman and has been a regular participant in Mayflower's worshipping life for at least six months.	You confirm; a waiver is the Senior Pastor's with the Elders, only in rare cases	A teenager may serve under the same requirements as an adult; on teen workers, see "Where practice differs," Part B.
2	Give her the application (Nursery Policy Binder, tab 4, Part Two) and this church's expectations.	You	Name the commitment category she is being asked for.
3	She returns the completed application.	Applicant returns it to the **Senior Pastor**, until he names a designee.	The Pastor will review and send to the church office to initiate MinistrySafe reference checks and training.
4	Three references contacted, at least one personal and one ministry-related, none relatives.	MinistrySafe	MinistrySafe
5	CORI/MinistrySafe background check.	Submitting the application triggers the initial check; the church office orders it and the applicant completes MinistrySafe's emailed consent. The church office orders the annual re-check every September. Results are kept under double lock in the church office. You do not see results, and you do not confirm the check by hand: Planning Center will not let you schedule a worker whose background check has expired. If you are blocked from scheduling someone, that is the signal a re-check is due; tell the church office.	
6	In-person interview covering background, ministry history, theological alignment, and understanding of the Code of Conduct.	**Senior Pastor**, unless and until he designates someone.	
7	Volunteer Code of Conduct read and signed.	MinistrySafe	MinistrySafe
8	Child and Youth Protection training, including mandated reporter training, completed before service.	MinistrySafe. You confirm it is complete before scheduling.	
9	Child Safety Policy read and concurrence signed.	MinistrySafe	Copies are maintained in MinistrySafe.

Source: Volunteer Screening and Application; Child Safety Policy; Mandated Reporter Policy; Binder tabs 3, 4, 5.

For the Nursery Team Leader

#	Step	Who does it	Notes
10	Mandated Reporter Policy acknowledgment signed.	MinistrySafe	
11	Written approval to serve.	**Senior Pastor, in consultation with the Deacons** (nursery is a care role) after notification from the church office.	Recorded in Planning Center Online.
12	Nursery training: the room, the routine, the shift, checkout, where things are. Hand her this handbook.	You	This is the training that is yours.
13	Add to Planning Center; first Sunday paired with an experienced worker.	You	

Source: Volunteer Screening and Application; Child Safety Policy; Mandated Reporter Policy; Binder tabs 3, 4, 5.

Once a year; an unreliable worker; leader-side emergencies

Every August (the Leadership Summit month)

- ☐ Charter review at the August Leadership Summit. The charter is standing; it is re-ratified by the Servants Council only if the work materially changes.
- ☐ Set the year's 3 to 5 annual goals with the deacons.
- ☐ Check that your handoff document is current and that at least one other person on the team could keep the lights on for a season. Tell the Senior Pastor of any team-leadership change before he reviews the organization chart for the Summit.

Once a year, at a natural break

- ☐ Annual check-in with each worker: over coffee, twenty to forty minutes, appreciation first. Four questions: Are you still enjoying this? Is this sustainable in your season? Is God doing anything in you through this? What do you want the next year to look like? No paperwork; update your roster afterward; pray for her by name that week; escalate anything pastoral to the pastor or an elder with her awareness.
- ☐ The Child Safety Policy is reviewed annually by the Deacons, Trustees, and Elders. You may be asked for the experience and concerns of the team; bring what you recorded.
- ☐ One fellowship gathering for the team that is not a meeting.

When a worker is unreliable

Reliability (late, no-show) is handled by the **Deacons**, not by you, on a graduated, restorative path. Your part is to observe, record lightly, and tell the Deacon Chair.

Step	What	Whose
1	A private conversation and coaching with the worker	Deacons (you may be asked to join)
2	A written reminder; worker asked to re-read and sign the policy	Deacons
3	A temporary step-back from serving for a season, by agreement	Deacons with the worker
4	Removal from childcare service	Deacons; worker heard first; may ask Deacons, then Elders, to review

Placement and fit (a physical limitation, keeping pace with active children) is care, not discipline: the deacons speak with the volunteer privately and look for a better-fitting way to serve. No infraction record. A genuine safety failure is different and immediate (see "Your role and whom you call").

Leader-side emergencies

An accident. The worker tends to the child, tells the guardian, and completes the Accident Report Form the same day. You sign it, and copies go to you, the Deacons, the Trustees, and the Elders.

Abuse by a worker. Reported to the child's guardian, the pastor and elders, and the police immediately; the worker is removed from service immediately; a record is kept.

A parent is upset. Listen, record it, do not argue the policy on the spot. If it is about a worker's conduct, tell the Deacon Chair the same day. Every recorded concern goes to the next Deacons meeting.

Source: Nursery Team Charter; Volunteer Chapter; Volunteer Ministry Check-In Guide; Leadership Handoff Guidelines; Child Safety Policy; Binder tabs 1 and 3; Appendix A.

Where practice differs, and what is still being decided

The Nursery Policy Binder carries the adopted text word for word. On five points what the church actually does differs from a line in that text, and the binder marks each such line with a pointer to this page. You did not miss a page. Each item below says what the written text says, what we do, and who is settling it. Nothing here changes the text; only the Servants Council can do that.

Part A: Where practice differs

B. Check-in. The Child Safety Policy's sign-in section describes a paper sign-in log the guardian signs, with the worker logging times in and out. What we do: parents check children in through Planning Center Check-Ins, which captures the guardian, the child, and allergies and prints the child's name tag and the parent's security tag. Workers do not handle check-in; they do checkout only, matching the security tag to the name tag. A tablet in the nursery shows the worker which children are checked in and records each checkout with the time, and it replaces the dated sheet as the checkout record; the tag match is unchanged. If the tablet is down, the worker keeps the tag match and writes each child's name, code, and pickup time on a backup sheet for the Nursery Team Leader, and the office enters it afterward. A text correction is pending with the Servants Council.

C. The marital-status question. The application form asks for marital status and spouse's name. Hand the form out as it stands. Marital status, divorce, and whether an applicant has children are not used to qualify or disqualify anyone. The form is part of an adopted policy, so any change is the Servants Council's; the pastor will tell you when a revised form is adopted.

D. Who receives applications and interviews. The Screening text names "the Senior Pastor or designated Children & Youth ministry leader." No such leader has been designated. Until the pastor names one, applications go to the pastor and he interviews. Do not hold applications yourself.

E. Purchasing. The Decision-Making Framework proposes a tier under which a ministry lead could spend up to $250 within an approved budget line without a chair's sign-off. That tier is marked PROPOSED and is not adopted. The adopted rule is the Purchasing and Reimbursement Policy: the Deacon Chair's prior written approval for every Nursery Fund purchase.

F. The sermon story. The Nursery Worker Checklist says workers read "the Bible story provided by the Nursery Team Leader." What we do: the church office places a short illustrated story based on that Sunday's sermon passage in the nursery and toddler room each week. Your part is to confirm it is in the rooms; if it is not, ask the church office.

Part B: Still being decided

Each row names who decides and what you do in the meantime. Questions that change nothing you do are left off this page.

Question	Who decides	What you do in the meantime
Are current workers grandfathered, and on what schedule does the existing roster complete the full process. **Decided November 21, 2026: no one is grandfathered.**	The Senior Pastor with the Deacon Chair and Deacons. Decided November 21, 2026.	Every worker, new or current, completes the full process: the application, references, an interview, the background check, the MinistrySafe training, and the policy acknowledgments. The pastor's letter to current workers aims to have this in place by the end of November; no other schedule has been set. No new worker is scheduled without every screening step complete.
Teen workers: same process, and what a background check means for a minor.	The Senior Pastor, with counsel.	Do not add a teen worker until ruled.

Source: Nursery Team Charter; Child Safety Policy; Volunteer Screening and Application; Volunteer Chapter; Purchasing and Reimbursement Policy; Decision-Making Framework; Nursery Worker Checklist; Binder tabs 1, 3, 4, and 7; Appendix A.

Where these rules come from

The pages before this one are instructions and carry no citations. This page is where each instruction traces back. The Nursery Policy Binder holds the adopted text of every document below, word for word as it stood on the church wiki on September 5, 2026, with the amendments of September 29, October 15, and October 19, 2026 carried in. The wiki at wiki.mayflowerkingston.org remains authoritative.

Topic	Document	Binder tab	On the wiki
The team's commission, scope, oversight, resources	Nursery Team Charter	1	Book 06, Organization Chart and Access
Your role, term, hours, selection	Position Description 25, Nursery Team Leader	2	Book 07, Role Clarity and Standardization
Standards of care on a shift; accidents and emergencies; worker accountability; the worker concurrence	Child Safety Policy	3	Book 13, Church Safety
Who may serve; the screening steps; annual renewal; the application form; the Volunteer Code of Conduct	Volunteer Screening and Application, Service with Minors	4	Book 13, Church Safety
The duty to report; the acknowledgment	Mandated Reporter Policy	5	Book 13, Church Safety
A person under an RSO Attendance Agreement	RSO Attendance and Membership Policy (cheat sheet and a note; the full policy is on the wiki)	6	Book 13, Church Safety
The shift, step by step	Nursery Worker Checklist (Nursery Team Job Description 2026)	7	Not on the wiki; held in the church's operations records
Who may serve as a nursery worker; screening; staying current; a worker's Sunday	Nursery Worker job description	8	Not on the wiki; approved September 5, 2026
Commitment categories; the 9:35 a.m. huddle; wise requirements	Volunteer Chapter	Appendix A	Book 06
Purchases from the Nursery Fund	Purchasing and Reimbursement Policy	Appendix A	Book 05
Escalating a decision	Decision-Making Framework	Appendix A	Book 09
Stepping down, planned or not	Leadership Handoff Guidelines	Appendix A	Book 12
Which board oversees the nursery	Team-to-Board Oversight Map	Appendix A	Book 06

How the binder is organized. Eight tabs, in the order above, then two appendices: Appendix A holds the excerpts from the last five documents above, and Appendix B lists where each document lives. A contents page at the front lists every section, and each section opens with its own title sheet, followed by the

Source: Nursery Policy Binder, October 2026, front matter; Binder tabs 1 through 8 and Appendices A and B.

document's text. Where a line of adopted text does not match our practice, a short bracketed pointer under that line sends you to "Where practice differs" in this handbook; the practice is written there once and nowhere else.

The binder is kept at wiki.mayflowerkingston.org under its own section and as download.

Source: Nursery Policy Binder, October 2026, front matter; Binder tabs 1 through 8 and Appendices A and B.

Forms and Signature Pages

Volunteer Application, Service with Minors

Volunteer Code of Conduct

Child Safety Policy concurrence

Mandated Reporter Policy acknowledgment

Nursery Team Leader annual concurrence

Accident Report Form

Volunteer Application, Service with Minors

Part Two of the Volunteer Screening and Application, Service with Minors. Completed before first service and returned to the Senior Pastor or the Children & Youth ministry leader.

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: _____

Volunteer Code of Conduct

Part Three of the Volunteer Screening and Application, Service with Minors. Signed before first service and re-signed every September, in MinistrySafe.

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.

Source: Volunteer Screening and Application, Part Three; Binder tab 4.

Disclosures of Abuse

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

1. Listen without interrogating, documenting words used, but not investigating.
2. Assure the child of my care without making promises of confidentiality I cannot keep.
3. Make the report required under the Mayflower Mandated Reporter Policy.
4. 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: _____

Source: Volunteer Screening and Application, Part Three; Binder tab 4.

Child Safety Policy concurrence

Section 9 of the Mayflower Church Child Safety Policy, approved by the Servants Council on July 11, 2026. All children's workers must annually read and sign their commitment to observe the policy (§3). Signed before first service and re-signed every September, in MinistrySafe.

Read the full policy in the Nursery Policy Binder, tab 3, before you sign.

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	

Received by Nursery Team Leader: _____ Date: _____

Source: Child Safety Policy, Section 9; Binder tab 3.

Mandated Reporter Policy acknowledgment

The Acknowledgment block of the Mayflower Church Mandated Reporter Policy, approved by the Board of Elders and recommended to the Servants Council on May 30, 2026. Signed at onboarding and re-signed each September, in MinistrySafe.

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: _____

Source: Mandated Reporter Policy, Acknowledgment; Binder tab 5.

Nursery Team Leader annual concurrence

I have received and read the Nursery Team Charter, Position Description 25, the Child Safety Policy, the Volunteer Screening and Application (including the Volunteer Code of Conduct), and the Mandated Reporter Policy as printed in the Nursery Policy Binder, October 2026, and on the church wiki. I understand my role in applying them, I understand that I am a mandated reporter, and I commit to lead the nursery in full compliance with them.

Nursery Team Leader (print name): _____

Signature: _____ Date: _____

Deacon Chair (received): _____ Date: _____

Source: Nursery Team Charter; Position Description 25; Child Safety Policy; Volunteer Screening and Application; Mandated Reporter Policy; Binder tabs 1 through 5.

Accident Report Form

Mayflower Church Nursery. Required by Child Safety Policy §6 for every accident, whether or not it results in injury. Complete the same day.

Date of accident: _____ **Time:** _____

Location (room / area): _____

Child's name: _____ **Age:** _____

Guardian's name: _____

Guardian's phone: _____

Worker(s) present: _____

_____

What happened (plain description):

_____

_____

_____

Injury? [ ] No [ ] Yes. Describe: _____

_____

Treatment given (permissible treatments only: cold water/ice, band-aid, soap and water, pressure to stop bleeding, Heimlich; mouth-to-mouth with mouth guard and CPR only by a worker with current CPR certification):

_____

911 called? [ ] No [ ] Yes. Time: _____ By whom: _____

Guardian notified: Time: _____ By whom: _____

Nursery Team Leader notified: Time: _____ By whom: _____

Worker signature: _____ **Date:** _____

Nursery Team Leader signature: _____ **Date:** _____

Routing (Child Safety Policy §6): Copy to the Nursery Team Leader, the Board of Deacons, the Board of Trustees, and the Board of Elders.

[ ] Nursery Team Leader [ ] Deacons [ ] Trustees [ ] Elders

Source: Child Safety Policy, Section 6; not adopted text, drafted September 2026; Binder tab 3.

Appendix: Nursery Worker Handbook

The complete handbook every nursery worker receives,
included here so the leader has the full worker text in one place.

Mayflower Church Nursery Worker Handbook

Mayflower Church, September 2026

Welcome

Thank you for serving in the nursery. Our charter puts it in one sentence: *The youngest disciples are cared for so the whole family can worship.* When you rock a baby or read a story to a toddler on Sunday morning, you are not babysitting; you are the church loving its families and guarding the little ones the Lord has given us, so that their parents can sit under the Word with quiet hearts.

Pastor Anton Brown

What is in this handbook

- This cover page
- Nursery Worker job description
- Sunday shift checklist
- The rules that never bend
- When something goes wrong
- Mandated reporter card
- Screening and staying current
- Inside the cabinet door
- Volunteer Application, Service with Minors (at the back)

Each page stands on its own and can be printed separately. The full policies are in the Nursery Policy Binder, kept at wiki.mayflowerkingston.org under its own section and as download.

Source: Nursery Worker Packet cover, September 5, 2026; Nursery Team Charter, Governing Principle; Binder tab 1.

Nursery Worker job description

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

1. Complete a full written application and return it to the Senior Pastor.
2. Provide three references, at least one personal, at least one ministry-related, none of them relatives.
3. 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.
4. Sit for an in-person interview with the Senior Pastor.
5. Read and sign the Volunteer Code of Conduct (at the back of this handbook).
6. Complete the Mayflower Child & Youth Protection training, including mandated reporter training, before beginning service.
7. Read the Child Safety Policy and sign the concurrence (at the back of this handbook).
8. 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.

Source: Nursery Worker job description as approved September 5, 2026; Volunteer Screening and Application; Child Safety Policy; Binder tabs 3, 4, and 8.

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 this 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.

Source: Nursery Worker job description as approved September 5, 2026; Volunteer Screening and Application; Child Safety Policy; Binder tabs 3, 4, and 8.

Sunday shift checklist

Before worship (9:35 a.m. huddle in Briggs Fellowship Hall; in the nursery by 9:40 a.m.; worship begins at [Anton: worship start time])

- ☐ 9:35 a.m. serving-team huddle in Briggs Fellowship Hall: the service plan, questions, and prayer with the whole serving team
- ☐ In the nursery by 9:40 a.m. in the lower level of the church
- ☐ Two women in every room where children will be (or one woman plus the live-stream camera running)
- ☐ Rooms tidy, surfaces clean, lights on in the Nursery and Infant rooms
- ☐ Broken toys and furniture thrown out
- ☐ Tablet awake and on the Here tab; a blank backup sheet in the cabinet
- ☐ This week's sermon story is in the room
- ☐ First aid kit where it belongs
- ☐ Sit toward the back of the sanctuary; introduce yourself to parents with children; ready to go to the nursery at any time

During worship

- ☐ Greet the guardian warmly; the child arrives with a Planning Center name tag, the guardian keeps the security tag. Make sure the child's tag is placed on them (their back is usually best).
- ☐ Learn the child's name; note any special toy she brought
- ☐ Label diaper bags and belongings
- ☐ Keep the child in safe, engaged play; watch for aggression when more than one child is present
- ☐ Crying: divert, rock, comfort; if not consoled within 5 minutes, contact the guardian; keep trying every 2 minutes until she arrives
- ☐ Diaper needed: contact the guardian; only the guardian changes diapers
- ☐ Toileting: accompany to, not into, the women's bathroom; door open; guardian contacted for a child who needs help
- ☐ Food: only what the guardian provided; hands washed before and after
- ☐ Read the sermon story as the children allow
- ☐ Behavior: time-out in the room only; guardian contacted if it persists, and always if a child is aggressive toward another child
- ☐ Older children help clean up as the service ends

Pickup and after worship

- ☐ Match the guardian's Planning Center security tag to the child's name tag before releasing the child
- ☐ Tablet: scan or type the code, tap the box by her name; tag in the bin
- ☐ Release only to the designated guardian or the person the guardian designated at check-in
- ☐ Tell the guardian honestly how the child did; hear any concern and pass it to the Nursery Team Leader
- ☐ Every child leaves with everything she came with; say goodbye by name
- ☐ Room empty, Here tab empty; backup sheet, if used, to the Nursery Team Leader
- ☐ Toys a child mouthed: set aside and disinfect (nursery sink or disinfectant wipe)
- ☐ Wipe horizontal surfaces and the changing table
- ☐ Linens to the hamper in the church kitchen
- ☐ Dirty diapers to the outside trash bin
- ☐ Toys stored neatly; broken toys thrown out
- ☐ Lights off
- ☐ Needed supplies reported to the Nursery Team Leader

Source: Nursery Worker Checklist; Child Safety Policy; Volunteer Chapter; Binder tabs 3 and 7; Appendix A.

The rules that never bend

These are the Child Safety Policy's standards, in plain words. The policy governs; this page is the short form.

Never alone. Children are never left alone in a room. There are always two people in any room with children: two women workers, or one woman guardian and one woman worker. A focused, live-stream camera may substitute for one adult. No single adult with a child, ever, unless the camera is operating. A guardian without a background check may stay in the room with her own child if the camera is on, but she may only be alone with her own child, not with others.

Touch and affection. Infants and toddlers may be held or hugged for comfort, always in the presence of another worker. Side-hugs only, and only if the child initiates. Only infants and toddlers may be held or set on a worker's lap. Touch never includes removing or even partly removing clothing (lifting a shirt counts).

Prohibited, always. No physical contact except comfort. No physical punishment or restraint. No removal of clothing. No yelling, hitting, swearing, or belittling a child. No speech or activity that harms a child physically, mentally, or emotionally. "Love is patient and kind."

Diapering and toileting. Only the child's guardian changes diapers; contact them. Workers accompany children to, but not into, the women's bathroom; the worker stands in the hallway, the door stays open. A child who needs help: contact the guardian.

Crying. If a child cannot be comforted by distracted play within 5 minutes, notify the guardian. Attempts continue every 2 minutes until she arrives.

Food. No snacks unless the guardian provided them. Worker and child wash hands before and after eating. Uneaten food is thrown out. Allergies are on the child's name tag.

Dismissal. A child is released only to the designated guardian, or the relative or friend the guardian named at check-in, and only after the guardian's security tag matches the child's name tag.

Activities.

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

No off-site activities. No outdoor activities.

Discipline: time-out only. Discipline for inappropriate behavior is limited to time-out in the room. If a child persists, contact the guardian, who may take the child out or sit in the room. No physical discipline of any form, at any time. A guardian is always contacted if a child becomes aggressive toward another child.

Cleanliness. Wash or sanitize hands before and after the session and around any food. A toy that goes in a child's mouth is set aside and disinfected. Craft smocks for glue or paint, washed after use; glue and paint must be washable.

Source: Child Safety Policy; Binder tab 3.

When something goes wrong

An accident, with or without injury

1. Tend to the child using only permissible treatment.
2. Tell the guardian immediately.
3. Call 911 for any serious injury, then the guardian.
4. Fill out the Accident Report Form (last page) the same day for the Nursery Team Leader.

You may	You may not
Cold water or ice	Give medication or ointments
A band-aid	Remove any clothing
Soap and water	Perform any 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 on every level of the church and in Briggs Fellowship Hall.

Fire

- Evacuate the children. If the problem is in the church, go to Briggs Fellowship Hall. If the problem is in the Briggs, go to the church.
- Use the door farthest from the fire.
- If it is safest, stand outside, away from the fire, with the children.
- Bring the tablet if it is in your hand; the Here tab is your list. If not, the pastor can read it from his Planning Center login after a refresh.

Active shooter

As trained by the Kingston Police Department, we protect children above ourselves:

- Evacuate, running away from the site, if you can do so safely.
- Barricade in place if you cannot safely evacuate.

A child who is aggressive

- Separate the children; time-out in the room is the only discipline.
- Contact the guardian. A guardian is always contacted when a child becomes aggressive toward another child.
- Tell the Nursery Team Leader after the service.

A parent who is upset

- Listen. Do not argue the policy at the door.
- Write down what she said and give it to the Nursery Team Leader the same day. Every concern is recorded and goes to the next Deacons meeting.
- If it is about another worker's conduct, tell the Nursery Team Leader or the Senior Pastor promptly. Good-faith reports are protected.

A child says something that worries you

Source: Child Safety Policy; Mandated Reporter Policy; Binder tabs 3 and 5.

See the mandated reporter card on the next page. Listen, write down her words, do not investigate, do not promise to keep it secret, and make the report yourself.

Source: Child Safety Policy; Mandated Reporter Policy; Binder tabs 3 and 5.

Mandated reporter card

Every nursery worker is a designated mandated reporter under the Mayflower Mandated Reporter Policy (§2), whether or not the law names her one. Section numbers below are from that policy.

The standard (§4, §5). You must report when you have *reasonable cause to believe* a child is suffering abuse or neglect. That is a low bar: facts that would lead a reasonable person to suspect it. You do not need certainty. You do not investigate, gather evidence, or decide whether the child is credible; DCF does that. If you are unsure whether it meets the threshold, the answer is to report.

The steps (§6).

1. **Immediate danger: call 911 first** (§6.1).
2. **Oral report to DCF within 24 hours** of forming reasonable cause. DCF Child-at-Risk Hotline: **1-800-792-5200**, 24 hours a day, 7 days a week (§6.2).
3. **Written report, DCF Form 51A, within 48 hours** of the oral report. The form is at mass.gov/dcf; file by fax, mail, or in person at the local DCF Area Office (§6.2).
4. **Keep a copy** of the written report in a sealed envelope and give it to the Senior Pastor for confidential storage. Do not put it in any ministry file or shared drive (§6.2).
5. **Then tell the Senior Pastor** as soon as reasonably possible, and never as a substitute for the DCF report. If the concern involves the Senior Pastor or someone under his direct authority, tell the Chair of the Elders instead (§6.3).

The duty is yours (§6.4). You do not need permission from a pastor, elder, deacon, team leader, or anyone else to report. No church officer may delay, redirect, or interfere with your report. Doing so violates the policy and Massachusetts law.

When a child discloses (Code of Conduct). Listen without interrogating. Write down the words they used. Do not investigate. Reassure them of your care without promising to keep it secret.

Confidentiality (§7). Share only with people who need to know to comply with the law, protect the child, or care for them. Not with the congregation, not on social media. Confidentiality is never a reason not to report.

You are protected (§9, §10). Mayflower will not tolerate retaliation against anyone who reports in good faith, cooperates with an investigation, or raises a safety concern. Massachusetts law gives good-faith reporters civil and criminal immunity even if the report turns out to be unsupported. Knowingly false reports are a violation.

Failure to report (§13) carries legal penalties and is grounds for immediate removal from ministry.

Training (§11). You complete mandated reporter training when you join and every two years after that, before the start of the ministry year, through online training (currently MinistrySafe). In the years between, you re-sign the Mandated Reporter Policy acknowledgment.

Source: Mandated Reporter Policy; Volunteer Code of Conduct; Binder tabs 4 and 5.

Screening and staying current

Screening is not distrust. In the words of the policy, "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."

Before you serve

Step	What happens	Who
Six months	You have been a regular participant in Mayflower's worshipping life for at least six months.	Confirmed by the Nursery Team Leader with the Senior Pastor
Application	You complete the written application and return it to the Senior Pastor.	You
References	You give three references (one personal, one ministry-related at least; no relatives). Mayflower contacts them.	The Senior Pastor or his designee
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 never sees them.	Triggered by your application; ordered by the church office; you complete the consent
Interview	An in-person conversation about your background, ministry history, theological alignment, and the Code of Conduct.	Senior Pastor
Code of Conduct	You read and sign it (at the back of this handbook).	You
Training	Child & Youth Protection training, including mandated reporter training. Must be complete before your first Sunday.	Provided by the church; you complete it
Child Safety Policy	You read it and sign the concurrence (at the back of this handbook).	You
Approval	Written approval from the Senior Pastor, in consultation with the Deacons.	Senior Pastor
Nursery training	The room, the routine, the shift, checkout.	Nursery Team Leader

Every September

- ☐ CORI/MinistrySafe background check re-run (the church office orders the annual re-check; you complete MinistrySafe's emailed consent)
- ☐ Re-sign the Volunteer Code of Conduct in MinistrySafe

Source: Volunteer Screening and Application, Service with Minors; Binder tab 4.

- ☐ Confirm no change in your criminal or registry status
- ☐ Complete MinistrySafe's Sexual Abuse Awareness Training in the years it falls due (every two years)
- ☐ Complete mandated reporter training in the years it falls due (every two years, through online training, currently MinistrySafe), and re-sign the Mandated Reporter Policy acknowledgment in MinistrySafe
- ☐ Re-sign the Child Safety Policy concurrence in MinistrySafe

A worker who has not completed the September renewal is not scheduled until she has. Planning Center will not allow your team leader to schedule you once your background check has expired, so a scheduling block simply means a re-check is due and the church office needs to run it. Tell your team leader right away if anything in your circumstances changes during the year.

What could disqualify someone? The policy lists them: any conviction or admission of sexual abuse, assault, or exploitation of a minor; registration on any sex offender registry; any conviction involving violence against a child or vulnerable adult; pending charges in those categories; or a documented pattern of behavior that puts minors at risk. Other history is weighed case by case by the Senior Pastor and the Elders. Marital status, divorce, and whether you have children are not used to qualify or disqualify anyone.

Source: Volunteer Screening and Application, Service with Minors; Binder tab 4.

Inside the cabinet door

Post this page inside the nursery cabinet door.

Numbers

Who	Number
Emergency	**911**
DCF Child-at-Risk Hotline (24/7)	**1-800-792-5200**
Nursery Team Leader, Rosanna Buhl	(781) 689-8613
Deacon Chair, Peter Franck	(508) 455-7566
Senior Pastor, Anton Brown	781-336-1814
Church office	781-585-3167
Trustee Chair, Marge Jean	(339) 933-9167
Chair of the Elders, Jerry Caldwell	(617) 653-3653

Reporting line: Nursery Worker to Nursery Team Leader to Board of Deacons.

Five rules a worker never breaks

1. Never alone. Two women in the room, or one woman and a live-stream camera. No single adult with a child, ever, without the camera running.
2. Comfort touch only. Side-hugs only if the child starts it. No removal of clothing, ever, for any reason.
3. No physical discipline, restraint, yelling, or belittling. Time-out in the room is the only discipline.
4. No food unless the guardian provided it. No medication, no ointments.
5. A child leaves only with the person whose security tag matches her name tag.

The 5-minute rule. A child who cannot be comforted within 5 minutes: contact the guardian, and keep trying every 2 minutes until she arrives.

Diapers. Only the child's own guardian changes a diaper. Contact the guardian.

Dismissal. Match the Planning Center security tag to the name tag. Check her out on the tablet; it records the time. Tag in the bin. Tablet down: name, code, and time on the backup sheet, to the Nursery Team Leader.

An accident. Guardian immediately. 911 if serious. Cold water, band-aid, soap and water, pressure, Heimlich: yes. Mouth-to-mouth (with mouth guard) and CPR: only by a worker with current CPR certification. Medication, ointment, clothing removal, splints: no. Accident form the same day.

Fire. Church problem: go to Briggs Fellowship Hall. Briggs problem: go to the church. Door farthest from the fire.

Active shooter. Run if safe. Barricade if not. Children first.

Abuse or a disclosure. 911 if immediate danger. DCF within 24 hours, by you, no permission needed. Form 51A within 48 hours. Then tell the pastor. Never instead.

Source: Child Safety Policy; Mandated Reporter Policy; Binder tabs 3 and 5.