



Ministry with Emmanuel Students

The following is a comprehensive guide for serving in the Emmanuel Students ministry. This guide outlines expectations, procedures, and key practices to ensure a safe, structured, and impactful environment.

General Requirements

- **Love for Students:** Volunteers must genuinely love and care for students.
 - **Background Checks:** All volunteers in children's/student ministries must pass a background check.
 - **Membership Requirement:** Volunteers must be members of Emmanuel for at least six months and in good standing.
 - **Child Protection Guidelines:**
 - Never raise your voice or strike a child.
 - A leader may **never** be alone with a child.
 - A leader may **never** private message a child of the opposite sex.
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General Information and Instructions

- **Check-In Process:**
 - Assist with student check-in if necessary.
 - Maintain a roll of students at all gatherings.
 - Ask parents if the child has any allergies.
 - **Program Structure:**
 - Include both large and small group times for discipleship using curriculum approved by church leadership.
 - Provide time for activities to foster friendship, camaraderie, and enjoyment.
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Behavior Management

- **Handling Misbehavior:**
 - Do not raise your voice with students.



- Never strike a child.
 - Use positive reinforcement whenever possible.
 - **Intervention Procedure:**
 - Take the student aside to discuss their behavior away from the group.
 - If misbehavior persists, contact the student's parents or guardians. Document the incident and provide a copy to the Ministry Director for filing with the Executive Pastor.
 - **Emergency Contact Numbers:**
 - Pastor Davis: (603) 785-5146
 - Ron Anstey: (603) 703-2498
 - Peter Clow: (603) 361-4167
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Accidents

- **Emergency Medical Attention:**
 - Dial 911 and then contact:
 - The parent.
 - Pastor Davis: (603) 785-5146.
 - Ron Anstey: (603) 703-2498.
 - Peter Clow: (603) 361-4167.
 - **Non-Emergency Medical Attention:**
 - Contact one of the following:
 - Ron Anstey: (603) 703-2498.
 - Peter Clow: (603) 361-4167.
 - Fill out the incident report form and provide it to a Student Team Leader or Ron Anstey.
 - Inform the parents of the incident upon pickup.
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Non-Medical Emergencies

- **Emergency Contact Numbers:**
 - Ron Anstey: (603) 703-2498
 - Peter Clow: (603) 361-4167
- **Evacuation Protocol:**
 - Take the check-in roll to ensure every student is accounted for.
 - Vacate via the closest exit.
 - Assemble in the designated emergency meeting place (playground).
 - Once assembled, recheck the roll and await further instructions.



Transportation

- **Vehicle Requirements:**
 - Must have current registration and state inspection.
 - Must have enough safety belts for individuals under 18 years of age (per NH State Law).
 - Must be insured and free of known safety concerns.
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End of Service

- **Student Dismissal:**
 - Remove the student's name from the check-in roll and verify they have been picked up by an approved guardian.
 - **Cleanup:**
 - Vacuum carpets as needed after the service.
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This guide ensures a safe and spiritually enriching environment for students, fostering their growth in Christ and their relationships within the church community.