



**SWORD OF THE SPIRIT MINISTRIES
CHILDREN'S MINISTRY
SAFETY POLICIES AND PROCEDURES**

In order to provide a safety environment for the children¹ that attend Sunday morning services at Sword of the Spirit Ministries (Sword), the following procedures will be implemented during children's church²:

- Children's Ministry will begin at **11:00am for Nursery (ages 2 years to 6 years)** and Children's Church at **11:15am (7 years and older)**. **Children are not allowed in the Children's Ministry designated areas prior to these times.**
- ALL** parents/legal guardians of the children attending Children's Ministry are required to remain in the building with their child. Parents/legal guardians may not drop-off their child and leave the facility without their child for any reason.
- ALL** children should be **signed-in and out by a Parent or legal Guardian.**
- During pick-up, **all** children are required to be signed-out by the same parent/legal guardian that signed-in the child.
- No child shall be released to anyone other than the parent/legal guardian that signed-in the child, unless that parent/legal guardian has given expressed permission in writing to release the child to another during drop-off.**
- For the trust and safety of the parents and children of Sword of the Spirit Ministries, we will not release a child to a person that child does not know.
- Children's Ministry volunteers should be notified before drop-off of any parental custody issues regarding the release of children. An official court-ordered document signed by Judge must be submitted to the church administration office and the Children's Ministry leader for safety and record keeping purposes.
- To maintain order and safety, **ALL children will remain in Children's Ministry until the end of morning service, except emergency cases and special situations.**

¹ For the purpose of the regulations under this policy, Children are defined as a person under the age of majority under Maryland Law.

² For the purpose of the regulations under this policy, Sword of the Spirit Ministries Children's Ministry includes Children's Church, Sunday School and Nursery.



- No child shall be removed from the Sword of the Spirit Ministries facility by a volunteer for any reason without the expressed permission of the child's parent or legal guardian.**
- Children shall be supervised by an adult volunteers at all times. Parent volunteers will be required at times to enforce safety practices.**

DISCLOSURE STATEMENT

TO ALL PARENTS/LEGAL GUARDIANS: SWORD OF THE SPIRIT MINISTRIES CHILDREN'S MINISTRY IS NOT A CHILDCARE FACILITY AS DEFINED UNDER MARYLAND LAWS AND REGULATIONS AND THEREFORE IS NOT RESPONSIBLE FOR ANY ISSUES THAT MAY ARISE FROM THEIR ATTENDANCE AT CHILDREN'S CHURCH, SUNDAY SCHOOL AND/OR NURSERY.

CHILDREN'S MINISTRY IS A FREE BENEFIT TO SWORD OF THE SPIRIT MINISTRIES MEMBERS AND VISITORS ONLY AND THIS BENEFIT IS ONLY AVAILABLE DURING SUNDAY MORNING SERVICES AND SPECIAL ADDITIONAL SERVICES DEEMED BY THE PASTOR.

CHILDREN'S MINISTRY IS NOT AVAILABLE TO THE GENERAL PUBLIC, SURROUNDING COMMUNITIES, SHELTERS, OR OTHER ORGANIZATIONS.

A handwritten signature in black ink, appearing to read "Robert D. Saylor".

Sword of the Spirit Ministries

Effective January 24, 2016