

T.L.C. Leaders and Workers,

Thank you so much for your willingness to serve in this ministry of our church. I am fully aware that many times, the ministry to our very small children is not a glamorous highly recognized ministry, but I want you to be aware that you can make an impact for eternity with these precious young children that we have the opportunity to serve each week.

Please know that your willing participation in this ministry is a tremendous blessing to our pastor, the parents and everyone who can focus more clearly on the teaching of the Word of God! But please know that our task does not end with limiting the distractions in our worship service. This is only the beginning. We have the great privilege and opportunity to begin at a very early age training the generation for Christ! This is why we have chosen for our theme: *Train up a child in the way he should go and when he is old he will not depart from it.* (Proverbs 22:6) This is our greatest opportunity to train these very young children for Christ. Please take advantage of your opportunity to train by teaching them about God from His Word and teaching them how to rightly interact with one another. Remember as Christ said in, Matthew 22:37 *Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. 38 This is the first and great commandment. 39 And the second is like unto it, Thou shalt love thy neighbor as thyself. 40 On these two commandments hang all the law and the prophets.*

Please make serving these little ones and training these little ones your primary goals while ministering in the T.L.C. Ministry. Thank you again for your participation. We are excited for what God will do in our midst as we actively strive to honor His great and glorious name.

Serving together for His great name,  
Pastor Dave Wetterlund

**GUIDING PHILOSOPHY, PRICIPLES,  
AND POLICIES OF THE  
GRACE BAPTIST *T.L.C.* MINISTRY**

The pulpit is the heart of Grace Baptist Church and the focal point of its ministry. We highly esteem the preaching ministry and value the proclamation of God's Word, because we believe it is God's one emphasis for the ministry of the New Testament Church. (II Timothy 3:15-4:2)

Providing a safe, healthy nursery for our church family and for our visitors is important. However, safeguarding and contributing to the effectiveness of the preaching of God's Word is essential. The primary purpose of the nursery ministry, therefore, is not for the convenience of the parents, but to contribute to the effectiveness of the proclamation of the Word of God.

The nursery of a local church can significantly promote or impede the ministry of God's Word. Maintaining a reliable and confidence-inspiring nursery ministry is crucial to an effective and unhindered worship service. If we fail to provide or make use of such facilities, we potentially detract from the effectiveness of the ministry of God's Word, both to ourselves and to others.

Obviously, a nursery ministry is not directly addressed in Scripture. However, Biblical principles of ministry, testimony, and stewardship govern the nursery ministry as much as any other aspect of the local church.

The following statement endeavors to draw upon Scriptural principles in order to form Biblical philosophies that, in turn, will govern and explain church policies relating to the nursery ministry.

## I. MINISTRY

Scriptural Principle (I Timothy 3:15-4:2, Nehemiah 8:1-8)

Nehemiah 8 contains an instructive story that provides a helpful direction for the church as we attempt to balance the centrality of the Word and the care of children. After decades of living in other countries as refugees under the chastening hand of the Lord, Judah was finally brought back to her own land by God. Once the necessary construction projects had been completed, God's people were unified and motivated by a single, driving passion: a hunger to hear the Word of God proclaimed.

*And all the people gathers themselves together as on man into the street that was before the water gate; and they spake unto Ezra the scribe to bring the book of the law of Moses, which the LORD had commanded to Israel.*  
(Nehemiah 8:1)

They constructed a pulpit of wood for this occasion, so that the sight of Ezra would be even more visible and his words more audible (8:4,5). From that pulpit, Ezra read God's Word to the people *"from the morning until midday"*! Not only is the length of the sermon amazing; even more impressive is the people's willingness to "stand" and their ability to be "attentive" to the Word of God for that entire time (8:3) – so great was their hunger and reverence for God's Word. Meanwhile, Ezra and his assistants "caused the people to understand the law: and the people stood in their place. So they read in the book in the law of God distinctly, and gave the sense, and caused them to understand the reading" (8:7-8).

How could they remain so attentive for so long? The text included one small detail regarding Ezra's audience. Ezra read the book of God's law "before the congregation of both men and women, and all that could hear with understanding: (8:2)

It seems more than accidental that the writer attaches to that detail the result: “and the ears of all people were attentive unto the book of the law” (8:3). And it seems more than coincidence that this was a profoundly worshipful experience for God’s people:

*And Ezra blessed the LORD, the great God. And all the people answered, Amen, Amen with lifting up their hands: and they bowed their heads, and worshipped the LORD with their faces to the ground. (8:6)*

That is the spirit and experience, the hunger and reverence, we desire to foster in our services at Grace. We do not know what kinds of “nursery” arrangements were made on this occasion, but we do know that God’ people so valued God’s Word that they made whatever arrangements were necessary to removed every unnecessary distraction from the proclamation of God’s Word.

### ***Biblical Philosophy***

The effective, unhindered, and undistracted ministry of the Word of God to “those who can hear with understanding” is paramount.

### ***Church Policy***

Therefore,

1. If your children are too young to remain quiet in the services, we strongly encourage the use of the excellent nursery facilities and the trained nursery workers we strive to provide.
2. Please keep sick children at home. Sick children cannot be admitted to the nurseries, and sick children in the services compromise the health of others and create unnecessary distraction from the ministry of the Word.

## II. TESTIMONY

As Christians we do not live to ourselves, oblivious of or apathetic toward the impression others have of us, our church, and most of all, our Savior. Our motivation is not that people think well of us for our sake, but that people think well of what and Whom we represent. This extends to our demeanor and practices, as well as to our conscientious care for the possessions God has given for the furtherance of the ministry.

### *Biblical Philosophy*

The primary purpose, on a horizontal level, of virtuous life and conscientious practice is to make the teaching of God's Word admirable and attractive to others.

### *Church Policy*

Therefore,

1. When open, the nursery facilities will be properly supervised by trained and qualified workers.
2. The appearance and cleanliness of the nursery facilities must be consistently maintained at all times. Once the rooms and toys are cleaned, no unauthorized use of the nursery facilities can be permitted.
3. Nursery facilities will be open and staffed 15 minutes before services, and they will be secured at the end of each service.

### **III. STEWARSHIP**

The issues of testimony and stewardship clearly overlap. Some things we do for reasons of both testimony and stewardship. The concern of testimony is what others think not merely of us but of what and whom we represent. The concern of stewardship is primarily what God Himself thinks of us and of how we treat His gifts to us. This concern extends to stewardship over the facilities themselves which God has provided and which ultimately belong to Him.

#### ***Biblical Philosophy***

The nursery facilities belong to the Lord and are a gift from God to His people for the advancement of the ministry. It is our responsibility, therefore, to take the best care possible of facilities that are set apart for special use within the context of the church's ministry.

#### ***Church Policy***

Therefore,

1. Nursery surfaces and toys will be disinfected and rooms straightened and secured after each service.
2. In order to protect the cleanliness and condition of the toys and facilities, older children may not use the nursery facilities or areas.
3. Nursery facilities may be used only during designated service times or other authorized times. They may not be used a general play area before or after services.

#### **IV. FINAL WORD**

A balance between user-friendliness on the one hand, and principles of ministry, testimony, and stewardship on the other, is not easy to achieve or maintain. We desire the nursery facilities to be a blessing and an aid to both our church family and visitors, while also ministering to children. Please remember, however, that the chief purpose of the nursery ministry is not to provide a baby-sitting service for the convenience of the parents, but to contribute to the worshipful atmosphere and effective pulpit ministry of God's Word for all those who come to hear from the Lord – in short “that the word of the Lord may have free course, and be glorified.” (II Thessalonians 3:1)

#### **GENERAL INFORMATION FOR PARENTS**

In an effort to avoid distractions that little ones often cause in the church services, we encourage you to use our excellent nursery facilities. We strive to keep our nurseries sanitary and staffed with capable workers, who serve often and get to know your baby. A Team Leader is in charge of the organization and order for each nursery, and she will be happy to answer any questions for you.

All ladies with children in the nurseries are expected to volunteer in the nursery. All other ladies are encouraged to volunteer in the nursery. Those who serve in the nurseries consider it a privilege to serve the Lord and you by caring for your precious little ones. Please see the Nursery Coordinator or Team Leader if you would like to participate in our nursery ministry.

- Please do not go into the nursery for any reason. There are several reasons for this: sanitation, safety, and ease of adjustment for the children.

- Please give the child to the worker and leave quickly, as your child will be able to adjust more satisfactorily if you do not linger.
- Please use the sign-in sheet and add any special instructions. Make sure the nursery worker knows your name, your baby's name and understands your instructions. You will be notified immediately if an emergency should arise or if your child cries for a period of 10-15 minutes. Only you may take the child from the nursery unless you indicate on the sign-in sheet the name of someone else, over the age of 18, who may pick up your child.
- Please **LABEL EVERYTHING** (diaper bag, bottles, blankets, etc.) with your child's name.
- Please take your bathroom-trained toddler to the restroom before bringing him/her to the nursery. The nursery worker will, of course, take your toddler to the restroom during church if you request it on the sign-in sheet. Pull ups are greatly appreciated to minimize messes in case of accidents.
- Please avail yourself to the nursing mother's room located on the infant side of our nursery.
- Please equip your diaper bag with the following items;
  - Three or four diapers
  - Plastic bottles – enough for your baby's stay. Because of the time involved and the need for caring for all the children, nursery workers cannot take time to feed your child their meals or food from home. Our nurseries will provide Cheerios, crackers, etc. at snack time. If your child has food allergies, or you just do not want them to have what is provided, please let the nursery workers know.
  - Pacifier, if needed.
  - Complete change of clothing.
  - Sipper cup for 1 and 2 year olds.
- Please pick up your child **PROMPTLY** after the service.
- Please do not leave packages in the nursery for other people to pick up. Give them out personally.

## **REGUARDING SICK CHILDREN**

We request that parents not bring a sick child to the nursery. We cannot accept into the nursery a child who is ill or appears ill. If a little one is not feeling well, the child will recover more quickly at home and the spread of illness outside of the family will be minimized. Some signs of illness in a child are:

1. Unusual fatigue or irritability
2. Coughing, sneezing, runny nose and eyes
3. Fever of 100 degrees F or higher within the last 24 hours
4. Vomiting or diarrhea within the last 24 hours
5. Inflamed mouth or throat
6. Thick yellow or green nasal discharge
7. On an antibiotic less than 36 hours
8. Any unexplained rash
9. Any skin or eye infections
10. Chicken pox – until scabs and scars are gone

Please keep in mind that a child can still be contagious even though the child is “feeling better.” Please be sure that the contagious period of you child’s illness is over before you bring your child back to the nursery.

If you have any questions, comments, or suggestions, please contact the Nursery Coordinator or the Team Leader in your nursery.

# General Policy Information for *T.L.C.* Ministry Workers

## **Workers**

1. Please know that we appreciate your participation in this vital ministry. The proclamation of the Word would suffer greatly without your help.
2. If you are willing to be on call or substitute for another service, please let the Nursery Coordinator know. Your help in recruiting nursery workers is greatly appreciated.
3. Any lady who has a child in the nursery and is a member of Grace Baptist Church is expected to work on a nursery team.
4. Only nursery workers are to be in the nursery. Older children of workers are not permitted in the nursery before, during or after the service. Relatives are not allowed to enter (come beyond the nursery entrance) to check on a baby.
5. Please do not lend or borrow nursery equipment or supplies.
6. Please do not leave packages in the nursery for other people to pick up. Give them out personally.
7. Please do not bring any hot beverage into the nursery.
8. Please do not get involved in detailed conversations with other nursery workers. Remember that your first responsibility is to the children. They need your full attention.
9. If a worker is going to be absent and cannot find a replacement, please call your Team Leader at least a week in advance. Thank you so much for your help with this. This will enable your Team Leader to fill vacant positions in plenty of time.

## **Preparation**

1. Each worker should arrive at least fifteen minutes before the service begins.
2. Make sure all necessary supplies are available: wipes, tissues, snacks, pens, sign in sheets, child information sheets, etc.
3. Make sure all toys are clean and appropriately arranged.
4. For the sake of sanitation and cleanliness in the nursery, please remove shoes and put on socks (bring your own or wear ones provided). Please do not work in bare feet. 😊 Thank you for your help cooperation with this.
5. **SMOCKS ARE PROVIDED FOR THOSE WHO WORK IN THE *T.L.C.* Ministry.** As a worker you must wear a smock to protect your clothing and identify yourself as a worker

## **Sickness**

If a child gets sick during a service, page the parent. If the parent cannot be found have the Team Leader paged to take care of the child away from the other children.

## **Children's Arrival/Departure**

1. Quickly and enthusiastically greet each child and parent at the door.
2. If a child appears sick, the Team Leader will kindly explain that we cannot accept the child in the nursery today.
3. Make sure each parent fills in the sign in sheet completely.
4. All parents should be given a parent-child identification card.
5. All children should have a number tag placed on them with a corresponding tag placed on their diaper bags.
6. Make sure parents have labeled all bottles, drinks, or any item that will need to be returned to the diaper bag.
7. When the children leave make sure you tell the parent of any injury no matter how minor.

## **Crying Babies**

1. Please try to comfort and care for all babies.
2. If the infant cries continually for **ten minutes**, page the mother. If the mother does not respond, page the Team Leader to go find her.
3. If a toddler cries longer than **fifteen to twenty minutes** and shows no sign of calming down, page the mother. If the mother does not respond, page the Team Leader to go find her.

## **Diapering**

1. All children must have their diaper changed/checked during each service, unless otherwise specified by the parents.
2. Wipes are located at the changing area. You are to use the babies own diapers when available.
3. Never leave a child unattended on the changing table.
4. Cleanliness must be major concern for the health of our children. *Put on a clean pair of gloves* before changing each child. Always change the child on a new paper sheet. When you have completed the changing, **close the diaper and place it in the diaper pail**. Throw away the gloves and paper sheet as well. *Use hand sanitizer*.
5. Make sure all cloth diapers are rinsed out and placed in a plastic bag.
6. Apply ointments, powder, etc. only at parents' request.
7. Clean changing table with an antibacterial wipe after each diaper change.
8. Mark on the sign in sheet that the child's diaper was changed.

## **Restroom**

1. Take all potty-trained children to the restroom at least once each hour.
2. You should remain inside the restroom with the door ajar. Never be alone in the restroom with a child with the door shut.

3. Have the child use toilet paper, flush the toilet and wash their hands.
4. You should wash/sanitize your hands after assisting them.
5. Keep doors closed and LOCKED when the restroom is not being used.

### **Feeding**

1. Please follow all the parent's instructions on the sign in sheet.
2. Review each child's information sheet before giving them any snacks. Be aware of any of the children who have allergies and what they are.
3. A baby may be placed in a crib with their bottle if they can hold the bottle by themselves. Do not prop the bottle up for the baby. Bottles are to be warmed in the bottle warmer, if needed.
4. While snacks are permitted, workers may not spoon feed children.
5. Have children remain seated when they are eating or drinking. In the toddler nursery, they should sit at the table provided during a designated snack time. Please do not feed children throughout your time in the nursery.
6. There is a private area provided for moms who breastfeed their children. If the mother closes the door, turn the sign around on the door to remind people to respect the privacy of the nursing mother.

### **Safety Procedures**

1. There must be a minimum of two workers before the first child can be dropped off.
2. There must be a minimum of two workers until the last child is picked up.
3. Always buckle children into the swings.
4. Keep children away from doors and cabinets. Make sure the locks are secure on all cabinet doors.

5. Do not allow children to climb ON ANY EQUIPMENT THAT IS NOT AGE APPROPRIATE OR NOT MEANT TO BE CLIMBED ON.
6. Never give a child to anyone but their parents unless otherwise instructed on the sign in sheet. Minors are not allowed to take children out of the nursery.
7. Parents must administer any medication to their own children. In case of an accident, please refer to the medical instructions in the First Aid Kit in the changing station cabinet.
8. Report any injury to the Team Leader, no matter how minor it may seem. Fill out an accident report. The Team Leader will go over the accident report with the parent. The parent may talk to the involved worker after all children have been picked up.
9. Unless there is an emergency, no baby is to be taken out of the nursery by a *T.L.C.* worker.

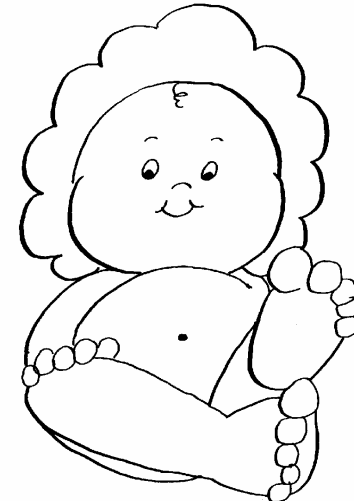
### **Clean Up**

1. Toys must be washed after use. Toys should not be passed from one child to another or returned to the toy box without being washed. Throw away any damaged toys. If a toy needs batteries, please place them in the closet in the nursing room and notify your team leader.
2. Put books, etc. back where they belong. Please try to keep like items together.
3. At the end of the service, please wipe down all hard, flat surfaces with an antibacterial wipe, including the crib mattresses. Spray all toys and soft items not machine washable with Clorox/Lysol Hard Surface Cleaner and return to their proper place. Spray Oust air sanitizer if needed.
4. Wash any T.L.C. sippie cups and turn upside down on a paper towel to dry.
5. Be sure to empty the bottle warmer if needed.
6. Please place all dirty linens into the dirty linen basket. Put clean sheets back on all of the mattresses.

7. Place all dirty smocks, blankets, burp clothes, etc. in laundry hamper.
8. Empty the diaper pails and trash receptacles on the changing stations at the end of each service. Spray the cans with Lysol spray or wipe with antibacterial wipe. Please don't leave a mess for another to clean up.
9. Turn out the lights.

### **Evacuation Procedure**

1. The Nursery Coordinator and the Team Leader will go to the nursery when the fire alarm sounds to be sure the nursery is cleared.
2. The Team Leader will go with the children and other workers to the grassy area outside the South Carport to wait for parents.
3. The Team Leader will take the sign in sheet out with her.
4. Exit through the door to the left of the nursery.
5. There is A ROPE in the toddler nursery provided that the workers will have the toddlers hold on to. One toddler worker should be at the front of the rope and one at the back of the rope.
6. Place the infants in the ROLLING crib in the nursing room closet and roll them out to the designated area.
7. Count the children as soon as you reach the designated area.
8. The Nursery Coordinator will turn out the lights and close the door.



## ***The T.L.C. Ministry Team***

### *Nursery Coordinator*

Chris Young

791-6366

bradayoung@yahoo.com

*Team Leader 1:* Shanda Bordeaux (313-1218)

*Assistant Team Leader 1:* Beth Hayden (686-2409)

*Team Leader 2:* Beth Fredley (350-8869)

*Assistant Team Leader 2:* Barbara Rogers (793-3032)

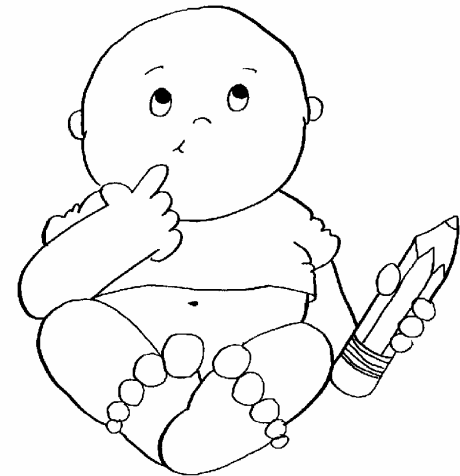
*Team Leader 3:* Kerri Lancaster (686-5675)

*Assistant Team Leader 3:* Cameron Davenport (602-7757)

*Team Leader 4:* Tammy Mills (395-0804)

*Assistant Team Leader 4:* Sharon Batt (350-0126)

IF you have any questions or comments, please feel free to call us.



### **Scheduling Procedures:**

Each team is in charge of one week, Sunday and the following Wednesday. Team 1 will be in charge of the first week of the month. Team 2 will have the second month and so on. On 5<sup>th</sup> Sundays and Wednesdays, we will pull workers from each team to fill each service.

Goals of this scheduling format:

1. To take the load off of a few and spread the load out over many. Right now, we have over 60 ladies as workers and 9 on our leadership teams.
2. This will free ladies to be in services far more often.

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I have **read** and understand the aforementioned philosophy, procedures and policies. I am willing to comply and work in the *T.L.C.* Ministry.

Name: \_\_\_\_\_

Date: \_\_\_\_\_