

Children's Ministry Servant's Guide

(Revised Spring 2023)



Matthew 28:19

Go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.

Deuteronomy 6:5-7a

Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children.

Dear Brothers & Sisters in Christ,

Thank you for serving the Lord by being a part of the Children's Ministry Team. We are more than a team; we are a family of faith that exists for the purpose of **DISCIPLESHIP**.

We will know we are successful in children's ministry as we see kids (and their families) **LEARN** about God, decide to **LOVE** God (with all their heart, soul, & mind), and choose to **LIVE** for God.

So, we will teach them the whole Bible, even the hard stuff, knowing God's Word will change their lives. But we won't *just* teach; we will worship with them, pray with them, and display God's love to them. By serving on the Children's Ministry Team, we will be an example to the kids, showing them the fruits of the Spirit in our lives.

God is doing something special at our church. We've been given an incredible opportunity to do life-transforming work with hundreds of kids who come to CCS! So let us be joyful in serving the Lord together!

Blessings, Gerrit

LEADERSHIP TEAM

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THE BASICS

We serve **Babies - 5th Graders** every week. Kids will learn the Bible, memorize scripture, participate in worship, discussion groups, games, crafts, and other activities!

PARADISE POINT

Sunday Mornings | 9AM & 11AM

<u>Littles (nursery-5 years old)</u> are dropped off in their classroom and remain there until pick up. <u>Elementary (K-5th Grade)</u> are dropped off for Kids Worship (Room 111) and picked up in their various classrooms.



SURF CLUB Wednesday Evenings | 6:30PM – 8:00PM

<u>Littles</u> are dropped off in their classroom and remain there until pick up.

<u>Elementary</u> begin in Room 111 and then rotate to Bible, Crafts, & Games and are picked up at their final rotation classroom.



OUR VISION: DISCIPLESHIP (MATT. 28:18-19)

LEARN. LOVE. LIVE. (DUET. 6:4-9)

- 1. Know God Intimately (Psalm 119:10-12 & John 17:3)
- 2. Love God Passionately (Matt. 22:37)
- 3. Serve God Selflessly (Josh. 24:15 & Mark 10:45)
- 4. Share God Fearlessly (Matt. 28:19 & 2 Tim. 4:2)

OUR CORE VALUES:

- 1. Safety (Proverbs 22:3)
- 2. Care for Others (John 13:35)
- 3. Team Player (Ecclesiastes 4:12)
- 4. Communication (Ephesians 4:29)

WHERE DO MY KIDS GO?



SUNDAYS

Nursery	Room 108
2's/3's	Room 103
4's/5's	Room 104
K/1 st	Room 107
2 nd /3 rd Grade	Room 105
4 th /5 th Grade	Room 106
Kids Worship	Room 111

9AM: K-5th begin in the worship room, then go to their classrooms.

11AM: K-3rd begin in the worship
room, then go to their classrooms.
4-5th are in Room 106 the whole time.

WEDNESDAYS

Nursery	Room 108
2's/3's	Room 103
4's/5's	Room 104
Kids Worship	Room 111
Bible	Room 105
Crafts	Room 106
Games	Room 107

SERVANT EXPECTATIONS: THE 3 P'S

1. PREPARED (prayer & study)

We're asking that you come prepared; *Studied Up* (especially if you're teaching) and *Prayed Up* (asking God to work through you)!

PRAYER HUDDLES: you are invited to our pre-service PRAYER HUDDLES every Sunday and Wednesday regardless of whether you're serving that day or not:

- Sundays at 8:28AM in the Lobby
- Wednesdays at 6:00PM in the Kids Worship Room (Room 111)

Please join us as often as you can! We believe in the power of prayer!

We also strongly recommend that you attend one service to get built up and then serve at the other service. You need to be *well-fed* yourself if you want to minister to others well. If you cannot attend the other service, sermons are available online at *ccskent.org/media*.

2. PROMPT (kid-ready by a quarter to)

We're asking that you are on-time, and your preparations are completed 15-minutes prior to service time. That way you can receive kids without being in a hurry, with a smile and a high-five! First-time visitors are often nervous and arrive early to church, we want to be prepared to receive them and their kids and answer any questions they might have.

- Sunday Servants should <u>arrive as early as needed</u> to be ready to <u>receive kids at 8:45am</u> <u>and 10:45am</u> before service begins.
- Wednesday Servants should <u>arrive as early as needed</u> to be ready to <u>receive kids at</u> <u>6:15pm</u> before service begins.

Say it with me! "I will be kid-ready, by a quarter to!"

3. POSITIVE (Fruit display!)

You cannot lead kids anywhere that you haven't already been in your own walk with the Lord. The greatest thing you can do for the kids is to be filled with the fruits of the Spirit so that the kids can be blessed by God through you. That means our conduct in children's ministry will be full of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. This is especially important when handling behavior issues or dealing with difficult situations. May we be a team that serves the Lord with JOY!

SCHEDULES

We want to see everyone serving in their "sweet spot" (where God has called you to, and what God has gifted you for). So, keep us posted about how it's going; *Are you loving it? Do you want to try a different role on the team? Do you need to take a break?*

😑 services

We use a software called *services* (from Planning Center). Here is what we do with *services*.

- **Preferences**: we input your serve preference; where you like to serve, at what time you like to serve, and how often you like to serve. If you ever want to change your serve preferences, please let us know.
- **Block Out Dates**: you can go in and add block out dates for when you are on vacation or just need a break. We can also do this for you, just let us know.
- **Scheduling**: we'll send out a monthly schedule based on your preferences and block out dates. You'll get a month of requests to which you will "accept" or "decline."

Download the Services App! All of these things can be done through email and web browser. However, downloading the *services* app makes it even easier. Just search "*services*" in your app store. If you need help, we're happy to show you.

COMMUNICATION

Communication is vital to any good team. We will do our utmost to communicate well with you and we request that you do the same. Good communication will benefit the team and ultimately the kids we're serving. So **please "Accept" or "Decline" requests** to serve, communicate promptly if something changes, and let us know if you need more support.

CURRICULUM: THE GOSPEL PROJECT

We're using an incredible curriculum called *The Gospel Project*. With *TGP*, we'll work through the whole Bible every 3 years. Every leader guide is packed with ideas about how to teach God's Word in a way that engages kids, and every Bible Lesson concludes with a "Christ Connection" that teaches the kids how every part of the Bible points to Jesus!

In the classroom you can expect to find a binder with a copy of the leader guide, enough activity sheets for all your kids, and posters on the whiteboard (Bible Story Picture, Memory Verse, and the Big Picture QnA). If you need help, we're happy to show you.

😚 ministry grid

Teachers can easily access the entire curriculum online through Ministry Grid. On your Ministry Grid Dashboard, you'll click on "This Week's Lesson" to view or print the leader guide and all the supporting materials (activity sheets, videos, etc.).

CHILD SAFETY POLICY

In Children's Ministry the safety of the kids entrusted into our care is of the utmost importance. We do everything possible to ensure the safety of both the kids as well as those who are serving. The following policies and guidelines are in place to protect against any possible physical, sexual, or emotional abuse while kids are in our care.

1. SCREENING OF SERVANTS

Any person serving in any capacity in Children's Ministry is required to go through the following screening process.

- **a.** Applicant must attend Calvary Chapel South for at least six months.
- **b.** A Serve Application must be on file and approved.
- c. At least two references must be on file.
- **d.** A Background check is completed and cleared.
- e. Applicant must interview with Children's Pastor (some exceptions may apply).
- f. Sexual Abuse Training Video (30 Minute Video + Quiz)
- **g.** Other Training in appropriate area within Children's Ministry, either through group training, video training or in-class observation and discipleship.

Only servants who are approved to serve and are clearly identified with a name badge are allowed in the classrooms during regular services. All others MUST have approval from a Coordinator or Children's Pastor. A parent of a child in your class MAY stay and observe a class but must be informed that they may only interact with their own child and not with the other kids. *Do not allow them to serve in an assistant capacity while they are visiting.* If a parent plans to stay in the classroom on a regular basis, then we must have them go through the screening process. ALL visitors must sign in and be issued a Visitor Badge.

2. SUPERVISION OF SERVANTS

In addition to diligent screening, we also recognize the need for proper supervision of Children's Ministry servants.

- **a.** A Pastor and/or Coordinator appointed by the Pastor will attend, oversee, and supervise all Children's Ministry services or events.
- **b.** The Pastor and/or Coordinator will be available to check on each class or group during the service or event to make sure all is good, and the environment is safe.
- c. There must be two adults in each classroom. <u>NEVER, UNDER ANY CIRCUMSTANCES,</u> <u>SHOULD AN ADULT BE ALONE IN A ROOM WITH A CHILD.</u>
- d. All Children's Ministry events must receive approval from the Children's Pastor.
- **e.** All concerns and/or reports of abuse or sexual misconduct within Children's Ministry should be <u>IMMEDIATELY</u> brought to the attention of the Children's Pastor. We consider this to be a very serious matter and will respond appropriately.

3. INTERACTION WITH CHILDREN

The key with all interaction is to STAY ABOVE REPROACH. The following are a few guidelines to help with discernment regarding interacting with kids:

a. <u>NEVER BE ALONE IN A ROOM WITH A CHILD, EVER!</u> This is for the servant's protection as well as the kids.

- **b.** Never tickle, wrestle with, allow a child to jump on your back, give piggyback rides, swing a child by the arms, kiss a child, or allow a child to kiss you.
- **c.** Do not pick up kids or allow them to sit on your lap; encourage them to sit next to you. Exception for babies and toddlers.
- **d.** Only show movies obtained in the resource room or approved by the Children's Pastor. Do not turn off all the lights when showing movies.
- e. Positive ways to express love to kids:
 - i. Listen to them, get on their level, and make eye contact.
 - ii. Pray for and with them.
 - iii. It is okay to give a child a "high five" or a gentle pat on the head or back to indicate a job well done or a gentle tap on the shoulder to get their attention.
 - iv. Encourage "side-to-side hugs", but never full-frontal hugs with a child.
 - v. Smile and acknowledge them BY NAME when you see them; also acknowledge the parents.

4. CHILD ABUSE REPORTING

Under State of Washington law, the Pastors on staff at Calvary Chapel South are mandated reporters of child abuse. This means that if we are told of abuse or have reason to suspect abuse towards the kids we minister to, then we are required to report it. Servants that volunteer in Children's Ministry are not *mandated* by law to report suspected child abuse, but the law does *encourage* volunteers to report suspected abuse. Please report suspected abuse per these guidelines:

- **a.** If a child shares with you an instance of abuse (even if it was several years ago) notify the Children's Pastor immediately.
- **b.** If you observe marks, bruises, etc. on a child and suspect abuse notify the Children's Pastor immediately.
- **c.** Do not discuss suspicions with anyone other than the Children's Pastor or another Pastor on staff.
- **b.** Do not approach parents; allow the pastoral staff to handle the situation.

5. COMMUNICATION AND SOCIAL MEDIA:

Jesus wants us to always be above reproach in our service to Him. We want to build visibility, accountability, integrity, safety, and transparency into all our interactions with minors (children under 18 years of age). We will guard against electronic communication with minors. These guidelines will help ensure the safety of the servants and kids.

- **a.** Electronic communication with minors will only be carried out through official platforms by Calvary Chapel South leadership (Ex: website, email, Facebook, Instagram etc.).
- **b.** Servants of Calvary Chapel South will not contact non-familial minors through electronic communication (Ex: text, phones, computers, tablets, or social media platforms etc.).
- **c.** The leadership and parents of Calvary Chapel expect all communication between servants and minors to take place in supervised environments face-to-face at Calvary Chapel South. This ensures visibility, integrity, accountability, and transparency.
- **d.** If a minor communicates with you through any electronic communication via, text, phone, email, or social media platform etc., **do not respond**. Bring the communication to the attention of the Children's Pastor immediately. This will prevent any unwarranted

accusations of misconduct from being made against you. The Pastor will bring the communication to the attention of the parents and disciple them on appropriate boundaries regarding electronic communication between minors and volunteers.

e. Do not post photos or information about the kids you are serving online.

6. PRIVACY AND APPROPRIATENESS IN THE CLASSROOM

Our desire is to minister to every child that the Lord brings to us. We recognize that the kids we minister to come from many varied and unique backgrounds. There are times when we walk a delicate balance between ministering to a child from a difficult place and maintaining the right spiritual atmosphere in the classroom. An example of this might be when you take prayer requests as a class. A certain child may share something happening in their family or life that might be considered inappropriate for the rest of the class to hear. Should you encounter situations where a child shares something that could be considered inappropriate here are some guidelines:

- **a.** Never speak condescendingly to any child but build them up in the Lord.
- **b.** If something is shared that is inappropriate, gently ask the child if you can talk with him/her later about the situation.
- **c.** Talk with him/her after the class and pray individually concerning the situation.
- **d.** Contact your Coordinator or Children's Pastor if you need help or think that additional follow-up is needed.

7. RESTROOM POLICY

The restroom is a major area of concern as it relates to child safety. It is important to follow these guidelines when kids need to use the restroom.

- **a.** As kids arrive, encourage parents to take them to the restroom prior to checking in.
- b. Never ask the entire class if anyone needs to use the restroom; they will all say, "Yes!"
- **c.** When a child needs to use the restroom, call the security desk with the telephone in each classroom. The security desk volunteer will come to your class to escort the child to the bathroom. This allows us to always have two adults present in the classroom.
- d. Youth helpers are NOT allowed to escort kids to and from the restrooms.
- e. We only use the two family restrooms for taking the kids to the restroom during service. That means that we can only take two at a time. If more than two need to go, they will need to wait. The security desk volunteer will send a text to the guardian if a child needs assistance. Never enter the restroom and close the door with a child in there.
- **f.** Do not let kids use this as an excuse to leave the classroom, we want to maximize our discipleship time in the classroom. Remind parents of little ones to take them to the restroom before dropping them off. Older kids *should* be able to make it through the service without having to go.

8. HEALTH POLICY

a. Do not receive obviously sick kids into the classroom. If a sick child slips past your observation - separate him/her and call the Security Desk to inform them to contact a parent because of a sick child.

- **b.** Obviously sick: Fever (over 99 degrees), green/yellow runny nose, cough/congestion/sneezing (apart from allergies), inflamed or matter on eye, diarrhea or vomiting, yeast or any other infectious skin rash.
- **c.** If a child is being treated with antibiotics, they should be on the medication for at least 24hrs before entering the classroom.
- **d.** Refer parents with questions to the posted health policy outside of each classroom.
- **e.** Allergies: food allergies are a very serious matter. Be sure to check printed nametag on the child and your roster for noted allergies of any child.
 - I. It is best to only serve the animal crackers provided; either the regular, or gluten free from the special container.
 - II. If you must serve a snack other than the animal crackers provided, please fill out and post the snack sign listing the food item you will be serving that day. Hang the snack sign form on the door frame or at the table near the door. This will allow the parents the opportunity to warn you of known allergies.

9. CLASSROOM RATIOS

Our goal is to minister to as many kids as possible without compromising safety. The following guidelines are maximum numbers of kids per servant, according to age group. Should you reach capacity please notify your Coordinator or Children's Pastor. They will assist you in working through the situation.

- Nursery: One servant to three babies
- 2's 5's: One servant to six kids
- Kindergarten 5th grade: One servant to ten kids

10. INCIDENT REPORTING AND FIRST AID

There may be a rare occasion that an accident occurs in your classroom or a time when a child needs first aid attention. The most important thing is not to panic. Assess the situation and then take the appropriate action.

- **a.** If there is any life-threatening emergency call 911 immediately then notify your Coordinator or Children's Pastor.
- **b.** For non-emergency accidents or situations, locate your Coordinator or Children's Pastor for assistance.
- **c.** Filling out an Incident Report (located in the resource room by first aid kit) is MANDATORY for any injury requiring more than a band-aid. Give the report to your Coordinator or Children's Pastor ASAP.
- **d.** The Teacher, Coordinator, or Children's Pastor should notify the parents as soon as possible. The Coordinator or Children's Pastor will determine if the parents should be notified during service or if it can wait until after the service is over.
- **e.** A box of band-aids is available in each classroom. A first aid kit is available in the Resource Room, which has band-aids, bandages, anti-septic, etc.
- **f.** UNDER NO CIRCUMSTANCES should we ever administer any medication to kids, including aspirin, cough drops, or antacids.

11. EMERGENCY EVACUATION PROCEDURES

- a. LOCKDOWN PROCEDURE: In the event of a lockdown, please proceed as follows,
 - Staff will LOCK and CLOSE your classroom door.
 - We will put a sign in the window of the door telling you to STOP and keep everyone in the room.
 - Stay **CALM** and try to keep the kids occupied without letting on anything is out of the ordinary.
 - It will be best to keep the kids away from the door and windows.
 - Once we determine everything is safe, we will give an "all clear" notification and remove the sign and unlock the door.
- **b.** FIRE OR EARTHQUAKE PROCEDURES: Posted by the light switch in each room.
 - You should familiarize yourself with these procedures as soon as you enter the department you will be serving in. The important thing is that you know how many kids are in your classroom at any given time. Count your students before you leave from worship and when you return to your classroom after worship. Have kids always keep their shoes on.

CLASSROOM PROCEDURES

1. Arrive early to prepare your classroom

- **a.** Early arrival provides you time to gather any supplies, set up your room and pray for your class.
- **b.** Our policy is that we will begin to check in kids 15 minutes prior to the service starting. Let's be kid-ready by a quarter to!
- **c.** If a parent arrives early, you may kindly share with them that check-in begins 15 minutes prior to the service and ask them to return at check-in time.
- **d.** You are not compelled to check in kids early, however, if there are two adults and you are okay with early check-in, then you may.

2. ALWAYS WEAR YOUR NAMETAG

- **a.** Have kids address you with the title of "Mr.," "Miss," or "Mrs."
- **b.** You may choose whether you want the title followed with your first or last name.
- **c.** This practice is important to encourage the kids to respect adults and those in authority.

3. CHECK-IN PROCEDURE

- **a.** Parents will check their child in at the check-in stations prior to bringing them to the classroom. New families will check-in at the security desk.
- **b.** They will receive a "nametag sticker" and a corresponding "pick-up sticker." Both stickers have the same code. The nametag sticker should be placed on the child's shirt and the pick-up sticker should remain with the parent/guardian. This is very important for the pick-up procedure.
- **c.** As they arrive to the room, kids should be marked as "Here" on the iPad. Designate an assistant to do this job. If you have a child on your roster who has not arrived in your class please notify the Coordinator or Children's Pastor.

- **d.** As they arrive, greet parents and child. It is important to engage families in conversation and allow them to get to know you.
- **e.** Teacher should be interacting with the parents and the Assistants should be directing the kids to activities or quiet play as they wait for worship/class time to begin.
- **f.** An adult asking to stay with a child in class must obtain a Visitor's Badge from the Security Desk.
- **g.** Older siblings checking in kids: Occasionally older siblings, relatives or friends will want to check kids in or out this is okay so long as the person who checks in or out a child is at least 14 years of age.
- h. *Siblings going to class with their brother/sister:* In general, our policy is that all kids should be checked into their appropriate aged classroom. If the family is new and the parents want to help their kids get acclimated, then it is okay to combine the kids together for a couple of Sundays maximum after that they should be encouraged to go into the appropriate age groups. Also, when this occurs, we want to have the older siblings join the younger siblings in their class. Any exceptions should be approved by a Coordinator or Children's Pastor.

4. WORSHIP

- **a.** Help kids understand that the worship time is designated to praise the Lord. it is not just a "fun time" or a time to visit and play with their friends. Praising God is a privilege, and it is a great honor to worship God.
- **b.** During the worship service it is your responsibility to supervise your class. Please keep an eye out for kids who are turning around to talk or disturb one another. Don't hesitate to intervene and separate if necessary.
- c. Encourage kids to participate in standing, singing and motions but do not force them.
- **d.** Be an example during worship with your kids. We ask that you sit/stand with them and participate in the singing and hand motions.
- **e.** When worship is over, the leader will dismiss your class. Have your kids line up, do a head count, and then proceed to your classroom.
- **f.** Immediately upon arrival in your class do a head count again and make sure that the number corresponds to the number of kids on your roster. Consider that additional kids may have been checked in during worship time. Any discrepancies must be reported immediately to the Coordinator or Children's Pastor.
- **g.** Calvary Chapel South has assumed responsibility for each child from the moment a parent leaves them in our care, so it is imperative that we *always keep track of the kids placed into our care*.

5. CHECK-OUT PROCEDURES

- **a.** When checking out a child, you may release a child ONLY to the PARENT, ADULT, or SIBLING (14 years old and up) who has the pick-up sticker with the matching code.
- **b.** A photo of the pick-up sticker is acceptable
- **c.** NO TAG = NO CHILD
- **d.** If they do not have the sticker, they must go to the security desk with proof of ID and receive a duplicate sticker.

- **e.** If you have any issues whatsoever concerning checking in or checking out kids refer them to your Coordinator or Children's Pastor.
- f. You may have a parent that is late in picking up their child. Please wait 15 minutes after the end of service. After this time, you may escort the child to the security desk. Please be sure to communicate clearly which child has not been checked out and that you are transferring their care to the security desk volunteer, Coordinator or Children's Pastor.

6. CLEANING PROCEDURES

- **a.** Tidy up the classroom
- b. Wipe down surfaces high touch areas with sanitizing spray
- c. Spot vacuuming is highly encouraged (vacuum located in recourse room)

7. SPECIAL NEEDS

- **a.** Be alert to special needs expressed by the parent. Try to accommodate requests as fully as possible. Speak words of encouragement to the parents. You can transform the rowdiest child into a teacher's helper by finding ways to encourage and build them up. Let the parent know we have a "Busy Box" available with various effective items for special needs.
- **b.** NOTE: We have a great booklet in the resource room called "A Children's Ministry Guide to Special Needs" that has a lot of helpful insight and advice on ministering to kids with special needs.

RULES AND DISCIPLINE

3. SUGGESTED CLASSROOM RULES

- **a.** Be quiet and listen carefully to the teacher (James 1:19)
- **b.** Be obedient to the teacher the first time (Hebrews 13:17)
- c. Be thoughtful and raise your hand for questions (Philippians 2:3)
- d. Be attentive and eyes on the teacher (Proverbs 2:2)
- e. Be kind and forgiving to your friends (Ephesians 4:32)
- f. Be Honoring to God with your actions and words. (1 Corinthians 10:31)

4. WHY DISCIPLINE?

We discipline kids because we love them. Our heavenly Father disciplines us for that very same reason. Please pray that God would give you a love for all kids, especially those that need more attention.

5. THE MOST COMMON DISCIPLINE PROBLEMS

The most common problems in classrooms are talking and fidgeting. This type of problem can usually be taken care of by a teacher/assistant getting near the child or moving the child to a different seat. There is a "Busy Box" which contains tools to help the child with fidgeting.

6. STEPS TO DISCIPLINE

Begin with step one and move down the list only if the issue is not resolved:

- 1. Have an assistant sit next to the child.
- 2. Move the child away from sitting with his or her friends.
- **3.** Graciously talk to the child's parents.
- **4.** Call the Security Desk and ask for the Coordinator or Children's Pastor to come speak with the child. They will remove the child from the classroom and help determine if the child should be picked up or if the child should return to the classroom.
- **5.** If all these measures have not resolved the issue, speak with the Coordinator or Children's Pastor to make a plan.

7. TALKING TO PARENTS

Don't run to the parent for every little thing. Build a sense of camaraderie between you and the child by keeping certain "small" one-time offenses just between you and him/her. However, if a pattern exists (repeated offense) it could be to your advantage as well as the child's to gain some insight. You may address it like this: *"Hi, Mr./Mrs. _____, I just want to tell you how much I love Joey (fictitious name) in my class. He's a really bright little boy. You know, I've been having a little problem that I'm not quite sure how to handle."* (Explain the problem) *"Is there something I can be praying for or something you do that works? I would love to help in any way I can."* Always do this in private so we don't embarrass the parent in front of others.

8. RESTORATION AFTER DISCIPLINE

Reinforce love after discipline. The child will have a certain amount of fear that you don't love him/her anymore. You need to reassure the child throughout the whole process, and especially after the discipline, that everything is okay. We are a family at CCS and we need to be supportive of one another.

NOTE: We have a great booklet in the resource room called "A Children's Ministry Guide to Discipline" that has more helpful insights and advice on managing behavior in the classroom.

THANK YOU!

Thanks for taking the time to read this guide. Our hope is that you are now better equipped to serve the kids and point them to Jesus. God has blessed us with a great team here at Calvary Chapel South and we really appreciate you!