



DIRECTING A SMALL CHILDREN'S MINISTRY

VISION FOR CHILDREN'S MINISTRY

- Lead the children to our Lord and Savior Jesus Christ and to a personal relationship with Him. The focus should be to instruct and disciple the children in a safe, loving, and nurturing environment. Let the children come to Him (Luke 18:16).

CHALLENGES OF A SMALLER CHILDREN'S MINISTRY

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STRUCTURE OF THE CHILDREN'S MINISTRY

EXAMPLE 1

Infants/Crawlers – 4 years
Kindergarten-6 th Grade

EXAMPLE 2

Infants/Crawlers – 2 years
3 years – Kindergarten
1 st -6 th Grade

EXAMPLE 3

Infants/Crawlers – 2 years
3 years – Kindergarten
1 st -3 rd Grade
4 th -6 th Grade

EXAMPLE 4

Infants/Crawlers – 24 Months
2 years– 3 years (Younger 3's)
3 years (Older 3's) – Kindergarten
1 st -3 rd Grade
4 th -6 th Grade

EXAMPLE 5

Infants/Crawlers – 24 Months
2 years – 3 years (Younger 3's)
3 years (Older 3's) – Kindergarten
1 st -2 nd Grade
3 rd -4 th Grade
5 th -6 th Grade

- **Teachers, Helpers, and Substitute Teachers**
 - During class, have 2 people per class for safety and accountability for the servants and children.
 - Make sure the teachers and helpers have everything they need in class so they can focus on taking care, loving, and teaching the children God's Words.
 - Try to have a person or persons that may be available on a last-minute notice.
- **Signs and sign in sheets for classes (color coordinated)**
 - Make sure the same person that signs in the child is the same person that signs out the child.
- **Curriculum (Pre-school and Elementary)**
 - www.calvarycurriculum.com
 - Preschool Bible curriculum (*Revised Little Ones Curriculum*)
 - Elementary Bible curriculum (*Life of Jesus, Genesis*)



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- **Class supplies / materials**
 - Bibles
 - Crayons, pencils, markers, coloring pencils, dry erase markers
 - Snacks, water, water cups
 - Construction paper, popsicle sticks, glue sticks, tape
 - Safety gate, first aid kit
 - Playhouse, kitchen, building blocks, stuffed animals, dolls, cars, train
 - CD/MP3 player, Bluetooth speaker, projector, DVD player with tv
- **Worship**
 - (3 years- Kindergarten) CD player
 - (1st-6th grades) Worship songs with lyrics (downloaded from YouTube)
- **Snacks / food (be careful of food allergies)**
 - Try not to have snacks with peanuts or sugary snacks.
 - Goldfish, Annie's bunnies, crackers, or gummy snacks.
- **Information center for parents**
 - Parenting resources
 - Monthly newsletter

SECURITY AND SAFETY IN THE CHILDREN'S MINISTRY

- **Children's Ministry Application** (must be stored in a locked area)
 - The Policy Manual for Volunteer Programs says... "Personal information collected by the agency/department from volunteer applicants is subject to both the Information Practices Act and the Public Records Act. The Information Practices Act of 1977 (California Civil Code, sections §1798 et seq.)" which says... "Records that contain personal information in identifiable form should not be kept on desk tops, cardboard boxes and other ununlockable equipment where it is subject to perusal by persons who have no legitimate business with it."
 - Have an application that deals with Spiritual background and questions regarding their theology.
 - Mail out (or email) THREE references per applicant (with a phone conversation).
 - Background check (www.protectmyministry.com)
 - Pray for discernment during the process.
- **Security**
 - Have someone in charge of Security.
 - Make sure the servants have a way to communicate with the Church staff.
- **Bathroom**
 - Check bathrooms before Service.
 - During service have the adult check the bathroom before allowing the child to enter. Do not send children in until it is clear.
 - Preferable for female to escort younger children in case they need help.
 - No male should change a diaper.



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- **Sign in / sign out procedures**
 - Have consistency in this procedure. Have the same parent (or both parents) sign the children in and out if manual sign in sheets.
 - Be aware of any allergies of the children or special needs they may have.
 - Keep sign in sheets for a minimum of 6 months.
- **Emergencies**
 - Are there any law enforcement or medical field people at the Church?
 - Does anyone have CPR training?
 - Have a first aid kit for the classrooms.
 - Be aware of any allergies (food or other) or medical conditions with the children.
- **Sicknesses**
 - Try to prevent sick children from being signed in to class.
 - Have hand sanitizer or wipes in the rooms.

SUPPORT YOUR TEACHERS AND HELPERS IN THE CHILDREN'S MINISTRY

- **Trainings** (Amos 3:3)
 - Make sure your teachers and helpers agree with the vision of the Children's Ministry.
 - Train your teachers on how to use the curriculum.
- **Schedules**
 - Have schedules and lessons for each class.
 - Have schedules for teachers and helpers.
- **Lessons**
 - Email the lessons early in the week before they are scheduled to teach so that the teachers can pray and have God reveal to them what to teach.
 - Print the lessons and have them ready for the teachers.
 - Printer is needed (laser, inkjet, or refillable cartridges).
- **Prepare the classrooms before classes (that may include set up and teardown)**
 - Prepare the classrooms before class with everything the teachers and helpers will need, so that the teachers and helpers focus on the children, teaching them God's Words, and showing them the love of Jesus.
 - Try to have a system of organization especially if you need to do set up and teardown.
- **Online classes**
 - Try to email the parents the weekly lessons for the children.
 - Have your teachers, or you, record a lesson for the children (make sure you screen it before sending it out).
 - Give internet links to suggested online video lessons.
- **Prayer**
 - Pray that the Lord would provide servants for the ministry (Luke 10:2).
 - Try to set aside time of prayer with the teachers and helpers before class.
 - Pray for your teachers, helpers, and children during the week.