



Children's Ministry Manual

2016

Calvary Chapel Laguna Creek

Welcome to Children's Ministry

Introduction to the Manual

Leadership Contact Information

Children's Ministry Vision Statement

Children hold a special place in the Lord's heart	4
Children can and should come to the Lord for salvation	4
Children should be taught the Word of God	4
Children should be disciplined as followers of Jesus Christ	4
Children should worship the Lord.....	4
Children's parents are their primary spiritual leaders.....	4

General Policies for Workers

Church Attendance	5
Doctrine	5
Time Commitment	5
Dress Code	5
Scheduling, Communication and Substitutes	5

General Policies for the Classroom

Pre-Sign-In Time.....	6
Sign-In Time	6
Worship Time.....	7
Restroom Time.....	7
Classroom Time	8
Classroom Supplies	9
Sign Out Time.....	9
Clean Up Time	9
Graduating to the Next Grade or Age Level	10

Classroom Management / Discipline (training)

Creating an Environment	11
Steps to Discipline (correction/training).....	11

Child Safety

Introduction	13
Safety Areas:	13
1. Screening Procedures	13
2. Policies of Conduct for Interacting with Children.....	13
3. Supervision and Accountability	15
4. Responding to Serious Physical Issues	16
5. Responding to Noncompliance to Stated Policies.....	17
6. Responding to Allegations	17

Areas of Ministry Defined

The Ministry of the Coordinator

Job Description	20
-----------------------	----

Ministry of the Teacher

Job Description	21
Training	21
The Ministry	21
Spiritual Preparation	21
Preparation to Teach	22
The Curriculum	22
Classroom Management	22
The Ingredients of Classroom Control	23
Teaching Tips	23
Pointers for Telling Bible Stories	24

The Ministry of the Helper

Job Description	25
Practical Ways for Helpers to Serve	25

The Ministry of the Substitute

Job Description	26
Guidelines	26

Youth Serving in Children's Ministry

Youth will... ..	27
------------------	----

The Ministry of the Worship Leader

Job Description	28
-----------------------	----

Basic Bible Doctrine

Welcome to Children's Ministry

We are excited that you have prayed and sensed the Lord leading you to join with us in ministering to the children at Calvary Chapel Laguna Creek. Children's Ministry is fun, exciting, challenging, and very rewarding. Not only does the Lord want to use you in the children's lives, but Jesus wants to do something in your life while you are seeking to minister to others. Watch and see what the Lord does.

Introduction to the Manual

Our goal with this manual is to help acquaint you with the responsibilities of your position. It includes policy, procedures and training. Please take the time to read through it. You will be responsible to follow the policies and procedures it contains. This will not be your only training for children's ministry, but it is an important part. Please keep it for reference.

Leadership Contact Information

Senior Pastor:Rich Chaffin (916) 684-3809 office

Children's Ministry Pastor:Darin DeVore (916) 684-3809 office; (916) 753-3718 cell

Children's Ministry Coordinator:Kimberly Escobedo (707) 478-0977

Children's Ministry Vision Statement

Children hold a special place in the Lord's heart

(Matthew 19:14,15)...therefore we make it our aim to love and receive children as the Lord Himself would. We want children to feel welcomed, loved, accepted and special in our ministry to them.

Children can and should come to the Lord for salvation

(Mark 16:15)...therefore we make it our aim to preach the gospel to every child. We look for opportunities to tell the story of the death, burial, and resurrection of Jesus Christ in ways that can be understood by children. We want to encourage the children to place their faith and trust in Jesus and give them opportunities to respond to the gospel.

Children should be taught the Word of God

(2 Timothy 3:15)...therefore we make it our aim to teach them the Bible. The purpose of teaching them the Bible is to bring them into a life-saving and life-changing personal relationship with Jesus. It is possible for Bible teaching to become an intellectual exercise which leads to pride and a heart that is numb to God. We need the Holy Spirit to empower our teaching of the word so that it will cut to the heart and produce a love and devotion to Jesus.

Children should be discipled as followers of Jesus Christ

(Matthew 28:19)...therefore we make it our aim to be examples of Jesus to the children. As children's ministers we need to have an ongoing relationship with the Lord that the children can see and emulate.

Children should worship the Lord

(Psalms 89:15)...therefore we make it our aim to provide opportunities for the children to worship in song.

Children's parents are their primary spiritual leaders

(Deuteronomy 6:4-9)...therefore we make it our aim to come alongside parents and families to assist them in the training of their children. We understand that we can never replace the role that God wants the family to be in the spiritual training of children, but we do desire to be an encouragement and a resource to help families in the spiritual nurturing of their children.

General Policies for Workers

Church Attendance

Our primary goal at Calvary Chapel Laguna Creek is to make disciples of Jesus. We believe that church attendance is important for a disciples's growth in 3 ways:

1. They are taught the word so they can grow in the knowledge of Jesus.
2. They have the opportunity to encourage and be encouraged by other believers.
3. They will hear what the Holy Spirit is saying to the Church. (Revelation 2-3)
4. Therefore we make it our policy that all workers regularly attend at least one of Calvary Chapel Laguna Creek's church services taught by Pastor Rich.

Doctrine

We believe that if we are to minister effectively together we need to be like-minded. Amos 3:3 says, "Can two walk together, unless they are agreed?" Hopefully having been around Calvary Chapel Laguna Creek for a while now you know the basic doctrines that we hold to and are in agreement with them. If you don't, then serving in ministry here may not be a good idea. Please discuss any questions or issues on this matter with the Children's Ministry Pastor. See the Basic Doctrine section for more details.

Time Commitment

HOURLY INVESTMENT: It is important to pray and prepare for your scheduled time of service. There is no way to simply show up and be ready to minister to the kids. Length of time will vary. **LENGTH OF SERVICE:** Instead of defining lengths of service for Children's Ministry workers, we prefer that the workers serve until they feel the Lord is leading them to stop. We do request that you give us some advance notice so that we may replace you (about a month).

Dress Code

In ministering to the children and families of Calvary Chapel we would ask that all servants dress modestly and appropriately. Fashions can be very revealing and/or tight fitting and therefore suggestive, distracting and potentially stumbling. Remember that we are representing the Lord Jesus to the children and our life is a model for them to observe. As servants we need to lay down our "liberties" in order to be sensitive to others and their concerns. (1Corinthians 10:23,24)

Scheduling, Communication and Substitutes

Every Children's Ministry worker is placed onto our Master Monthly Schedule and is given a recurring monthly assignment. Each month the Children's Ministry Coordinator will prepare the upcoming month's schedule. It is the workers responsibility to verify that they can serve on their normally recurring schedule. If they need to make changes, they may do so with "pre-screened and trained" Children's Ministry workers or substitutes. All changes must be communicated to the Children's Ministry Coordinator via the current communication methods. A copy of the current Master Monthly Schedule with all current workers and substitutes names and contact information will be provided to each Children's Ministry worker. Make sure that your communication is received by the coordinator. Sometimes email and texts are not the best form of communication.

General Policies for the Classroom

Pre-Sign-In Time

This is an important time to prepare and be ready to receive those people that the Lord wants us to serve. We only allow families to sign in their children when we have a teacher and helper present for their class. If you are not going to make it by 15 minutes before your service, please contact the coordinator so we know that you are coming and we may sign in the children that are starting to arrive. Below is a basic schedule:

- Arrival Time: 15 minutes before the start of the service you are serving at. Take this time to check and prep the classroom and get your name badge and apron (aprons option for grades 3 and up).
- Receive Kids: 15 minutes before worship starts. Often new families often arrive early in order to find where their children need to go. We need to be there to welcome them.
- Prayer Time: 10 minutes before worship starts.
- Engage with Kids: 8 minutes before worship starts take the opportunity to interact with the kids. This is a great time to minister to the kids one-on-one. Try to focus on the kids and not the other workers.

Sign-In Time

The Sign-in sheet is a tool used to effectively communicate who is responsible for the child at any given time. Once a child is signed in, we are responsible. Once the child is signed out, the parents are responsible. It provides a written record of who taught and helped, who was in the class on a given day, and an order form for supplies. It also gives you a place to pass along ideas and good/bad things that occurred in your class to the Children's Ministry Pastor. Here are some things we want to do when kids are being signed in.

1. Always greet the children and parents with a smile and interest.
2. Assist parents in signing in their child into the correct class.
3. Do not allow children to sign themselves in.
4. Make sure the parents know where to pick the child up.
5. Ask if there are any special needs or information what we should know about their child.
6. The 2-3 year old class also has a "well child" screening which should be used when signing in children. This is to make sure the child begin signed in is not sick.
7. Once the child is signed in they are under our supervision. Please make sure that you supervise them at all times. This means they are never out of the scope of you seeing or hearing what they are doing or what is happening to them. Never leave them alone! It is of utmost importance that they stay safe.
8. 2-3 years olds are signed directly into their classroom.
9. 4years olds to 4th grade are signed in at the sign-in table and directed to the Children's Ministry worship room.
10. 5th-6th grade are signed in at the sign-in table and directed to the 5-6th grade room.

Worship Time

We have a special worship time for all children ages 4 through 6th grade. Worship lasts approximately 20-25 minutes and is led by one of our Children's Ministry worship leaders. Worship time is not a time for the kids to visit and play with their friends. It is a time to focus on Jesus and express to Him our love, thanks and praise. The worker's role is to help the children in 2 ways:

1. Be an example of a worshipper yourself
2. Help to focus the kids on Jesus.
 - a) Sit near them
 - b) Give them a light touch with an encouragement to participate in the worship
 - c) Move them to a less distracting location

After worship, children will be dismissed by class. Do a quick "head count" as they leave the worship room, and make sure that all of the children signed into your class are accounted for. Take your class to the restroom. Make sure the children walk in the hallways. When back in the class take another "head count" to make sure all are present.

Restroom Time

Warning:

1. This is a sensitive time of our supervision with the children because their private body areas are being exposed.
2. This heightens the opportunity for misconduct and accusation.
3. We need to be very careful to maintain safety and accountability.

General Guidelines:

1. Have the children wait to go to the restroom after worship.
2. Take the whole class to the restroom after worship.
3. Never be alone in the restroom with the children.

Restroom use as a class:

1. Check the rest room to make sure that there is no other adult in the rest room.
2. Please do not use the rest room while the children are using it.
3. If the children are three years of age or under...
 - a) Prop the door open and have the second helper wait in the doorway for accountability.
 - b) Have a female teacher or helper take them into the lady's rest room regardless of the child's gender.
 - c) Have a female teacher or helper assist the child as needed.
 - d) Only females age 16 and older are permitted to change diapers.
4. If the children are four years of age and older...
 - a) Prop the door open and send them into the gender appropriate rest room.
 - b) One helper can supervise in the hand-washing area of the bathroom while the other can wait right at the doorway for accountability.
 - i. remind them to put a seat cover on the seat
 - ii. remind them to wash their hands
 - c) Be alert, children can prey on each other.

Other restroom use:

1. If a child needs to use the restroom during class...
 - a) Children cannot leave the class and use the rest room unsupervised.
 - b) The teacher should step outside the classroom door and watch the helper take the child toward the restroom.
 - c) Have the helper find the Children's Ministry coordinator, Children's Ministry pastor or usher to stay in the doorway of the restroom.
 - d) If other helpers not available, ask a neighboring class to help you with maintaining our "2 deep" policy in your classroom.
 - e) Have the worker assist in the restroom as described above for the appropriate age.
2. If a child has an accident...
 - a) In most cases the best way to deal with this is to have the parent come and deal with the situation since a change of clothing will likely be required.
 - i. Remove the child from the rest of the class.
 - ii) Find Children's Pastor, Coordinator or Usher. If their not available ask a neighboring class to help you with maintaining our "2 deep" policy in your classroom.
 - b) If a change of clothing is provided and the parent is comfortable with us changing and cleaning their child, the child may be cleaned and placed in clean clothes without disturbing the parents. This would be rare and unique.

Classroom Time

At Calvary Chapel Laguna Creek, developing a personal, loving relationship with Jesus is the goal. Therefore everything that we do in the classroom should be geared toward having the children grow in their relationship with Him. Here are some components that you should prayerfully consider incorporating into your classroom schedule:

1. Prayer (talking to Jesus)
2. Bible reading, teaching and memorizing (learning about Jesus)
3. Relationship/Fellowship (talking about what Jesus is doing with us and saying to us)
4. The Gospel message with an opportunity to respond (starting a relationship with Jesus)

Use of Rewards to Motivate Behavior

This is an area we want to be especially careful in. Our relationship with God is based completely upon His grace. He loves us regardless of how we perform. In our classrooms there is a desire to motivate the kids to do things. Rewarding them with candy and prizes can be a quick way to make them do things. However doing a good thing for the wrong reason is not our goal. Love should always be the motivation for what we do as a Christian. We love God because He first loved us. Therefore, please do not use rewards as a tool to motivate the kids.

Holidays (Christmas, Easter & Halloween)

Since Jesus is our emphasis, we want to be careful during holiday seasons not to include secular elements into the classroom. We do not want content such as Santa Claus, Easter bunnies, Easter eggs, jack-o-lanterns, witches, black cats etc. included in the classroom. Therefore, please refrain from incorporating these elements into any decorations, lessons, or craft times during holiday times. We don't want to pretend that these do not exist, we simply do not want them to take our attention away from Jesus.

Baptism & Communion

Jesus told us to go and make disciples of every nation, baptizing them in the name of the Father, Son and the Holy Spirit teaching them to observe all things that I have commanded you... (Matthew 28:19-20). We believe that this applies to children too. Therefore baptism and communion are offered to the children.

BAPTISM: The only requirement for a child to be baptized is that they have made a profession of faith in Jesus Christ as their Savior. The parents can decide if they believe their child is ready. We traditionally have one baptism service a year held off-site during the summer. The date is announced in advance. As the date arrives it might be something to share with your class.

COMMUNION: We see that communion was a regular part of the believer's life in the early church (Acts 2:42). We serve communion to the children on the first Sunday night of the month (just like the adults do) after worship time for the 1st - 6th grade. We explain what communion is and that a child should be a believer in Jesus Christ prior to taking communion.

Classroom Supplies

Standard classroom supplies are in the classroom, such as paper, and pencils, tape, scissors, etc. If you run out of something or have special requests, please write it on the back of your Sign-In sheet. Please do not use glitter for anything in the classroom. Please do not use anything on the walls that will leave marks (nails, staples, certain tapes...). Painter's tape or special wall putty may be used.

Sign Out Time

When the service has ended parents will return for their children. The parents must sign their children out on the Sign-in sheet. Here are some guidelines:

1. Do not allow the children to go find their parents by themselves.
2. The authorized parent/guardian must sign the child out.
3. Share with the parents anything special, positive, or negative that happened in class, including any accidents that may have occurred.
4. Return clipboard to sign in table and put sign in sheet in the wire basket.

Clean Up Time

The teachers and helpers are responsible for the order and cleanliness of their rooms. Here are some guidelines:

1. Put away all supplies used during class.
2. Check to see that lids are put on markers and glue sticks, etc.
3. Wipe down tables, vacuum, and empty the trash as necessary.
4. Toys used during the class should be cleaned with a disinfectant wipe after each service.
5. Return name tag and apron to hook in classroom.

Graduating to the Next Grade or Age Level

Promotion to the next grade varies by age. Children not yet in 1st grade promote on their birthdays, while children entering 1st grade and older promote on the Memorial day weekend in May. This date allows incoming 5th graders and incoming junior high students to attend their summer camps.

The following gives the age guidelines for the classes:

- 1st Grade - Entering 1st grade and 5 or 6 years old by December 31
- 2nd Grade - Entering 2nd grade and 6 or 7 years old by December 31
- 3rd Grade - Entering 3rd grade and 7 or 8 years old by December 31
- 4th Grade - Entering 4th grade and 8 or 9 years old by December 31
- 5th Grade - Entering 5th grade and 9 or 10 years old by December 31
- 6th Grade - Entering 5th grade and 10 or 11 years old by December 31

Any exceptions granted should be approved by the coordinator or Children's Ministry Pastor.

Classroom Management / Discipline (training)

The Lord is my shepherd; I shall not want. He makes me to lie down in green pastures; He leads me beside the still waters. He restores my soul; He leads me in the paths of righteousness For His name's sake. (Psalm 23:1-3)

The role of a teacher is similar to a shepherd. A good shepherd provides a safe environment for the sheep to rest, eat and drink. If the sheep don't feel safe, they will not rest or eat. The teacher needs to create a safe environment for the children to receive God's love and learn His word.

Creating an Environment

1. Earn the respect and trust of the children.
 1. Show them interest and love.
 2. Be cheerful and fun-loving. Children are fun-loving and feel safer if you are.
2. Be prepared to lead your class so the children do not have to wait for you in class.
3. Present the material in a knowledgeable and enthusiastic way.
4. Keep the pace of the class moving to help the children stay engaged.
5. Clearly and frequently communicate what is expected in the classroom.
 1. They need to know the rules before you can enforce them.
 2. Example of classroom rules:
 1. Respect God, the teacher, fellow students and property.
 2. Do not distract others from enjoying class.
 3. Raise your hand if you want to share with the class.
6. Enforce the rules consistently.
7. Reinforce your love for the child after correction.
8. Communicate with the parents about issues you experience in the class. Most parents want to know how their child is doing in class. We want to work with them to help their child grow.
9. Communicate with the Children's Ministry Pastor or Children's Ministry Coordinator keeping them informed on issues.

Steps to Discipline (correction/training)

If a child disobeys the communicated expectations, follow these steps:

1. Warning - Correct disobedient behavior by reminding the child of the rule.
2. Take Aside - If they continue to be disobedient, have the helper take the child just outside the classroom door and talk to them.
 1. Review with them what the rule is and how they broke that rule. Ask them if they understand.
 2. Ask them if they are willing to be obedient to the rule.
 3. Ask them if they are a Christian and if they would like God to help them be obedient.
 4. If they are a Christian, pray for them and encourage them to do better. Then bring them back into the room.
 5. If they are not a Christian, ask the Lord to lead you what to share with them.
 6. If they are unrepentant and unwilling to obey the rules, then they need to be taken to the coordinator or Children's Ministry Pastor who will in turn take them to their parent(s).

3. Take/Text to Pastor or Coordinator - If the child returns to the class and continues to be disobedient, text the coordinator or pastor to come get the child or have the helper take the child to the Children's Ministry Coordinator or Children's Ministry Pastor. They will then watch the child till the end of the service or take them directly to the parents.
4. Communicate with the Parent(s) - At the end of the service communicate with the parents about what happened. Let the Lord lead you as minister to the parents and their child.
5. Communicate with the Pastor or Coordinator - If they were not involved in the conversation with the parents, let them know how things went.

NOTE: Correction and training of the children must always be ministered in love and patience. Never correct a student in anger or with a raised voice. Never handle the children roughly. Never use any physical forms of discipline (spanking, hitting, grabbing, shaking, flicking...).

Child Safety

Introduction

At Calvary Chapel Laguna Creek, the safety of children entrusted into our care is of the utmost importance. We also want to protect our teachers and workers serving in the ministry from unnecessary temptation or accusation. We live in an increasingly depraved age. Things that were unthinkable 30 years ago are much more common today. The sexual abuse of children is a very real issue in our day. Couple this with the common practice of lawsuits and the church has to proceed carefully. With that in mind, below are the guidelines we have in place that deal with child safety and more specifically protection from possible physical, sexual, or emotional abuse while children are in our care.

Safety Areas:

1. Screening procedures for workers prior to service
2. Clearly defined policies of conduct for adults ministering to children
3. Supervision and accountability of workers during service
4. Response to serious physical issues
5. Response to noncompliance with policy
6. Response to allegations of misconduct

1. Screening Procedures

Any person serving in any capacity in Children's Ministry at Calvary Chapel Laguna Creek is required to go through the following screening process:

1. Applicant must attend Calvary Chapel Laguna Creek for at least six months.
2. Ministry Questionnaire filled out and approved (with 2 references taken by phone).
3. Fingerprints and background check through the State of California Department of Justice.
4. Orientation/Training with Children's Ministry Pastor or Children's Ministry Coordinator.
5. Child Safety training as found in the Children's Ministry Manual.

2. Policies of Conduct for Interacting with Children

Below are some verses that provide us with some operating principles.

*Since you have purified your souls in obeying the truth through the Spirit in sincere love of the brethren, love one another fervently with a pure heart, having been born again...
1Peter 1:22-23*

Abstain from all appearance of evil. - 1Thessalonians 5:22

But whoever causes one of these little ones who believe in Me to stumble, it would be better for him if a millstone were hung around his neck, and he were thrown into the sea. - Mark 9:42

Love and Affection:

The following IS appropriate:

1. Listen to children with your eyes and ears
2. Smile, acknowledge and talk with the children and parents when you see them
3. High 5s and fist bumps
4. A-frame hugs
5. Side hugs
6. Gentle touch on head, back or shoulders

The following IS NOT appropriate:

1. Body to body hugs
2. Kissing
3. Pats on the bottom or other private areas

Physical Interaction:

We do not want to touch the children in inappropriate ways or places on their body. We don't want them to touch us in inappropriate places. The following IS NOT appropriate:

1. Wrestling and rough housing
2. Children climbing on you
3. Children sitting on your lap (have them sit next to you). Nursery Ministry does not have this rule.
4. Piggy back rides
5. Swinging children by arms, legs or armpits
6. Tickling

Conversation Appropriateness

Children don't understand the difference between appropriate and inappropriate subjects to talk about. Children Ministry workers need to direct the child in these areas. This could arise during prayer requests or other times during the class. Should you run into situations like that, use the following guidelines:

1. Don't scold them. Instead direct them.
2. If the child steers into something inappropriate, ask them to talk to you later about it.
3. Contact your coordinator or children's pastor if you need help or feel that follow up is needed. We may be required to notify appropriate agencies.

Approved Staffing

Only servants who are screened, trained and have on name badges are allowed to be 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 children. Do not allow them to be in a "helper" capacity while they are visiting. If they wish to remain for an ongoing period of time, they should go through the application and screening process.

Classroom Ratios

Our goal is to provide ministry to as many children as possible without compromising safety. The following guidelines are maximum numbers of children 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 by obtaining more help, shifting children, or closing the class.

- | | |
|-----------------------------------|--------------------------------|
| 2 - 3 year olds..... | One servant to six children |
| 4 years olds - Kindergarten | One servant to eight children |
| 1st - 6th grade | One servant to twelve children |

Physical Classroom

1. Lights: Leave the lights on at all times. The lights may be dimmed for projector use. We do not want to be in the dark with children.
2. Equipment: Please avoid using equipment that could cause the children physical harm
 - Hot irons, sharp objects, toxic chemicals, power tools...should be avoided
3. Games and Activities: Please be careful with games and activities that could physically harm the children.
 - Climbing up high, jumping off things that are high, rope, large sticks...

Photographing Children

Taking photos of people's children is a very sensitive issue. If you are interested in taking pictures of the children in your classroom, please get permission from the children's pastor prior to taking pictures.

Knives and Weapons

Children are not allowed to bring knives or weapons onto the church premises. If you see any type of knife or weapon, remove it from the child and return it to the parent, and remind both the child and parent of the policy. Teachers should not carry knives or weapons unless authorized to do so.

3. Supervision and Accountability

Pastor / Coordinator

Besides screening ministry workers, we also recognize the need for proper supervision of Children's Ministry servants and events related to children. A pastor and/or coordinator appointed by the pastor will attend, oversee and supervise all children's ministry services and events. 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 going well and the environment is safe. All Children's Ministry events must receive approval from the children's pastor.

Two Deep

During our regular services there will be at least two screened workers in each classroom or setting that involves children. This is our "Two Deep" policy. Events that are off-site must have a minimum of two screened workers present with the children at all times and should follow the age ratios described under "Classroom Ratios." Under no circumstance should a Children's Ministry worker be alone with a child.

Video Surveillance

Each classroom is equipped with a video surveillance camera as an extra safety measure. It is used to provide a record of what actually occurred in a classroom in the event of an allegation to show what actually took place. The camera does not take the place of the second person in the classroom.

4. Responding to Serious Physical Issues

Emergency Procedures

In the event of an emergency, we want to be ready to respond appropriately, safely and in an organized manner. We have the following safety procedures in place:

1. Evacuation
 1. In the event of a fire, disaster or some other emergency, each classroom has an evacuation route and meeting location posted near the door.
 2. If asked to evacuate the children please follow this procedure
 1. Stay calm and in control. The children need your leadership.
 2. Lead the children quickly to the nearest and safest evacuation door (2 are provided on the posted evacuation route).
 3. Take the sign in sheet with you and stay with the children as you guide them to the meeting location.
 4. Once at the meeting location take role to ensure everyone is accounted for.
 5. Keep the children at the meeting point until instructed to release them.
2. Lock down
 1. There may be occasions where we need the children to stay in the safety of the classroom.
 2. In those cases, stay in the classroom with the children.

First Aid and Accident Reporting

There may be a rare occasion that an accident occurs in your classroom or a time when a child needs first aid attention. Stay calm and controlled. Assess the situation and then take the appropriate action. Here are some examples:

1. If there is a life-threatening emergency call 911 immediately.
 1. Then notify your coordinator or children's pastor.
 2. They will access any "on-site" trained medical personnel, locate the parents and assist with other needs.
2. For non-emergency accidents or situations:
 1. Locate or text your coordinator or children's pastor for assistance.
3. If there has been an accident while the child is signed in our care, it is mandatory to fill out an Accident Report which is located at the back of the sign-in clipboards. Turn in the completed form to your coordinator or children's pastor.
4. A first aid kit is available from the coordinator or children's pastor.
5. Band-aids are kept in each classroom.
6. Under no circumstances should we ever administer any medication to children, including aspirin, cough drops or antacids.

Child Abuse Reporting

Under State of California law as a worker in Children's Ministry, you, along with the church, are considered a “mandated reporter” for child abuse. That means that if we are told of abuse or have reason to suspect abuse towards the children we minister to, then we as a church are required to report it. We have the following guidelines for abuse reporting:

1. If a child shares with you an instance of abuse (even if it is years in the past) notify the children's pastor immediately.
2. If you observe marks, bruises, etc. on a child and suspect abuse, notify the children's pastor immediately.
3. Do not discuss suspicions with anyone else other than children's pastor or another pastor on staff.
4. Do not approach parents; allow the pastoral staff to handle the situation.
5. You may be required to call Child Protective Services and write a statement concerning what was shared with you or your observation. The pastoral staff will assist you through the process.
6. Note: The law requires us to report suspected child abuse within 36 hours of our becoming aware of it with a follow up written report within 72 hours. It is important to contact the children's pastor immediately if you have any questions or concerns.

5. Responding to Noncompliance to Stated Policies

If a children's ministry worker is found not complying with the safety policies of Calvary Chapel, the following steps will be taken.

1. If they are found doing something **harmful** to children...
 - They will be terminated immediately from working the children's ministry.
 - Depending on the circumstances they may be asked to leave Calvary Chapel Laguna Creek.
2. If they are found not complying with precautionary safety policies but **no harm** has come to the children ...
 - They are reminded of the policy and asked if they are willing to comply with the policy.
 - If they are found again not complying with the policy they will be asked to step down from ministering to children at Calvary Chapel Laguna Creek.

6. Responding to Allegations

All concerns and/or reports of abuse or sexual misconduct within Children's Ministry should be immediately to the attention of the children's pastor. We consider this to be a very serious matter and will respond appropriately.

Areas of Ministry Defined

Coordinator

Teacher

Helper

Substitute

Youth Workers

Worship Leader

The Ministry of the Coordinator

The Coordinator assists the Children's Pastor in the oversight and organization responsibilities of Children's Ministry. Their chief role and ministry is to be a servant to the children, parents, and the Children's Ministry workers.

Job Description

1. Organize the teacher/helper schedule
 1. Help workers find substitutes
2. Help screen, train and disciple new and existing teachers/workers
3. Maintain classroom supplies
4. Ensure that rooms are prepared for use.
 1. lights on
 2. temperature set
5. Ensure that workers are present and ready to serve
 1. close classes if necessary
 2. reassign workers to cover vacancies
6. Prepare Sign-in clipboards
7. Help monitor the teaching within the classrooms and verify it is in keeping with Scripture and viewpoints of Calvary Chapel Laguna Creek
8. Ensure that the policies and procedures of Calvary Chapel Laguna Creek Children's Ministry are being adhered to.
9. Help with issues that arise
 1. finding parents
 2. maintaining "two-deep"
 3. restroom monitoring
 4. accidents
10. Communicate with parents
 1. explaining policy
 2. notifying of issues

This list is not exhaustive but just representative of the types of things the coordinator should be doing.

Ministry of the Teacher

The ministry of the teacher within Children's Ministry is very important. It will challenge you to stay in the word daily, to pray, and to be continually filled with the Holy Spirit to reach the children. Serving the Lord in this way will also challenge you to grow as a disciple of Jesus. It is such a blessing to have God use you in the spiritual development of the children. This ministry is important and should never be taken lightly.

Job Description

1. Arrive 20 minutes before the service starts.
2. Wear your apron and name badge (4th and 5th grade exempt from apron).
3. Oversee all aspects of the classroom and worship from 15 minutes prior to a service until all children are checked out to parents and the classroom is returned to its proper condition and cleanliness.
4. Set up classroom prior to the start of the class session.
5. Greet parents and sign in/out children each week, making sure that all children are accounted for.
6. Be responsible for the safety of the children during the class session.
7. Interact with the children throughout the session (including pre-worship time and classroom time) demonstrating Jesus' love for the kids.
8. Prepare and teach a Bible lesson each week.
9. Correct behavior and discipline children as needed.
10. Coordinate with helper(s) a craft and /or game as desired (note: this can be delegated to a helper if you would like).
11. Interact with and involve the parents in the spiritual nurturing of their children.

Training

1. After reviewing the policy manual which will give you an overview of the ministry you may ask any remaining questions you have with the Children's Pastor or coordinator.
2. Because our desire is that you feel as comfortable as possible, you may observe an existing class that is similar in age to the class you will be serving in for one or two weeks.
3. In addition to the initial training session, we offer various training sessions during the year. You will receive valuable information concerning your ministry as well as updates and policy changes. We will also try to offer practical classes at these sessions to help you develop your gifts in your area of service.
4. Finally the Holy Spirit will be speaking to you, leading you, teaching you and growing you to be a better teacher. There is no substitute for this part of your training. God supplies this part and we pray for this and expect this to happen.

The Ministry

It is important to remember the goal of the ministry is to have children in a "born-again" relationship with Jesus (John 3:3) We are to help them to "grow in grace and in the knowledge of Jesus Christ" (2 Peter 3:18). We are to encourage them to have an abiding relationship with Jesus (John 15:5) Be careful of training children to become "little Pharisees" who know all the answers but their hearts are far from God (Matthew 15:8-9).

Spiritual Preparation

Every teacher should realize the serious “spiritual” responsibility that they have as a teacher.

Whoever causes one of these little ones who believe in Me to sin, it would be better for him if a millstone were hung around his neck, and he were drowned in the depth of the sea. Matthew 18:6

Therefore our own preparation is vital. We must seek to teach the Bible accurately and demonstrate, in our character, an accurate example of a lover/follower of Jesus. It will take effort, time and prayer to prepare and deliver a biblically sound lesson. It will take an open, listening and humble heart to hear how God wants you to live and teach the class. It will take the power of the Holy Spirit to do the above in a consistent and God honoring way.

Preparation to Teach

Effective Bible teaching is first and foremost a work of the Holy Spirit (Matthew 10:20). So the greatest way we can prepare is by talking and listening to God. But this shouldn't be the only thing we do in preparation. We also have the responsibility to study and allow the lesson to permeate through our hearts before sharing it with the children. Often times we find when we prepare for a lesson on Sunday that the Lord desires to first speak to issues regarding our hearts before sharing with the children. By nature we are lazy and are prone to procrastinate but we want to avoid what is commonly referred to at Children's Ministry conferences as “The Saturday Night Blues”. This condition occurs when the Children's Ministry teacher has waited until Saturday evening to begin studying for their lesson. While this may occur on occasion, this is no way to adequately prepare for something so important. A well prepared teacher will take several times during the week to read the scripture in the lesson, reflect on it, pray, and consider ways to communicate the truths effectively to the children.

Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth. 2 Timothy 2:15

The Curriculum

We use a variety of different curriculum which is designed to give the teacher some structure, content and guidelines for teaching their class. Curriculum will basically give the teacher what content to teach and some ideas on how to teach it. However, no curriculum is perfect, complete or sufficient to teach any class. It is only a starting point. The Holy Spirit must inspire the lesson if it is going to have any lasting impact. A teacher should not expect that glancing through the lesson Saturday night and following the lesson word for word on Sunday morning is going to be very effective or God honoring. Just because you have the curriculum does not mean you have a lesson from God. Make sure to consider the curriculum and seek the Lord in order to receive a lesson for the class.

Classroom Management

If the children you are ministering to are busy, secure in your authority and love, sure of the classroom rules, and interested in what they are doing, you will have fewer discipline problems.

The Ingredients of Classroom Control

1. Confidence - You must know that God has called you, and is with you. He will help you through every situation, even the difficult ones. God has you there for a purpose and can use you to minister to children who may be going through some very difficult times.
2. Preparation - You need to be prepared to conduct the class, having all your supplies and plans ready to go. Many problems occur when a teacher is not prepared.
3. Authority - You should greet the children in a friendly manner, but don't become their "buddy". You are the teacher; foster an atmosphere of respect.
4. Clear Rules - Develop a few simple and clear rules for your classroom. Remind the children often of the rules and/or post them on the board. This may take some time, but will save you and the children from frustration when the expectations are clear.
5. Consistent Discipline - Don't be "wishy-washy" when it comes time to enforce a classroom rule. Be consistently firm. Never belittle a child, but never let them get away with a broken rule.
6. Never Yell at a Child - Use a calm and controlled voice at all times with the children in your class. Remember that you represent the heart of this ministry and more importantly, the person of Christ to these young people.
7. A Flowing Class Session - Don't let things "bog down" or slow down. Keep the pace of the class moving. Keep the children interested and busy. If children are busy, they don't have time to be a problem.
8. Show Interest and Love - The children need to know that you are interested in them. If your love is clearly seen, felt, and heard, they will not want to be disobedient.

Teaching Tips

1. Be a good example of a lover/follower of Jesus.
 1. Your love for Jesus and His Word will be seen and felt by the kids. You can't fake it.
 2. Your example will far outlast any biblical content that you might teach them.
2. Show real love for the students.
 1. Ask the Lord to show you how.
 2. Learn the names of your students.
 3. Greet them when they arrive.
 4. Ask how they are doing.
 5. Find out what is going on in their lives.
3. Pray for them.
 1. Follow up on things that they share with you and you prayed for.
4. Don't play favorites in your class.
5. Open your bible and use it.
 1. Don't only read to the children from your curriculum booklet. We want to always communicate to the children that the Word of God is our standard and the foundation of everything we teach.
6. Tell the Bible stories with passion.
 1. Don't deliver your lesson in a monotone voice.
 2. Get to know your Bible story inside out. Read it several times during the week.
 3. Tell the story using animation, voice inflection, props, and gestures.
 4. Pray and ask the Lord to help you be exciting and creative.
7. Use a variety of methods communicating the truths of God's Word so that everyone can receive it.
 1. Every child learns and processes information differently.
 2. Use visual aids, props and object lessons.
 3. A picture is worth a thousand words and children remember better what they have seen than what they have heard.

8. Involve your students.
 1. Allow them to do the mini dramas of the Bible story if you like.
 2. Allow plenty of time for interaction. This is more important for younger children.
9. Review what you teach.
 1. Ask the children what they've learned.
 2. This allows them to interact and lets you know if the information got through correctly.
10. Be careful how you apply the Bible lessons to their life.
 1. Allow the Holy Spirit to do the application.
 2. We don't want to attempt to do a work of the Spirit in the energy of the flesh.
11. Avoid setting up performance/reward systems. "The Bible says we need to love, so if you tell someone you love them this week I will give you candy next Sunday."
12. Instead, pray with the children. Ask the Holy Spirit to lead them and help them love someone this week and ways to do it.
13. We want to develop Christians who are Spirit led.

Pointers for Telling Bible Stories

Be excited – One of the biggest keys in story telling is for you to be excited about the story. Your enthusiasm will be contagious to the children. Try telling the story from memory and have eye contact and notice the difference in their attention spans. Try different methods to see what works best for your children.

Learn the story – Read it aloud to yourself a few times to get a feel for the content. If you are reading dialogue, practice developing different voices and inflection as the characters change.

Circle unfamiliar words – Look up the definitions and practice correct pronunciation. You may lose the children's attention if you stumble on words in class.

Plan Variety – Decide where you want your voice to change. What parts should be read slowly, rapidly, loudly, softly? Make marks for yourself in the margin.

Look at your listeners – You should know the story well enough to have good eye contact while teaching. But don't just look at the group; look at the individual's eye-to-eye.

Use your Bible – Make sure you let your students know that what you are teaching them is from God's word. Even if you read your story from the supplied curriculum. Make sure to place it in your Bible to help them identify that the story is from God's word.

Share the Reading – In the upper grades try using several readers to present your story. Don't force the issue, but if you have children who are good readers that would like to participate, let them. Encourage them to be excited as they read, even acting out the story so that it is not monotone. Be careful not to show any favoritism and be sensitive to those children who may have difficulty reading aloud.

The Ministry of the Helper

In the classroom the helper is a very important person. Our goal and policy is to be staffed in every classroom at all times with at least two workers (two-deep policy). The helper's primary role is to be a support to the teacher. Teachers and helpers should be part of a team working together to help the children grow in their relationship with Jesus.

We encourage all helpers to also read "The Ministry of the Teacher." This will help you understand the responsibilities of a teacher and discover how you can better come alongside the teacher in the class you are assigned to. Although the teacher is the one who is preparing and presenting the lesson, you are an example of a believer to the children.

Job Description

1. Arrive 20 minutes before the service start.
2. Wear your apron and name badge (4th and 5th grade exempt from apron).
3. Assist the Teacher in all aspects of a classroom session.
4. Work with children during "sign-in time" to free up the teacher to interact with the parents.
5. Assist with restroom needs the children may have.
6. Assist with discipline needs the children may have.
7. Assist with crafts, games and activities.
8. Pray continually for the teacher and the children in the class.

Practical Ways for Helpers to Serve

1. Help to set up the classroom prior to the start of a session.
2. Welcome the children and engage them in conversation.
 1. Ask the Holy Spirit to lead you. There may be things to pray for, share, etc.
3. Pass out paper, markers, scissors, etc.
4. Help to keep the room straightened up throughout the class session.
5. Help to clean up and organize the room after the class session.
6. Take care of issues that arise so that the teacher can go on uninterrupted
 1. discipline issues (see Classroom Policies - Discipline),
 2. illness
 3. sadness
 4. frightened children.
7. Help to maintain classroom control.
 1. Without help in this area, a teacher can never effectively teach the class.
8. Take children to the restroom (see: Classroom Policies – Restroom Policy)
9. Pray for the children and teacher throughout the week.

The Ministry of the Substitute

Substitutes are dedicated servants who serve the body by simply filling in for various positions within children's ministry as the need arises. The blessing of being a substitute is that while you are serving the Lord by filling in for absent teachers or helpers, you can also have the flexibility of choosing which Sundays are best for your schedule. Our “subs” should be committed, flexible, and at times available with very little notice. But the blessings are tremendous and the Lord uses you to serve His children.

Job Description

1. Fill in as needed in various positions and services within Children's Ministry.
2. Follow the job description, policies and guidelines for the position you are filling in for.
3. Be available as often as possible to serve and at times be available with very little notice.
4. Be willing to have your name and phone number on a substitute list which is distributed within Children's Ministry.
5. You may be available for any position and/or time or narrow the field to certain areas of service.

Guidelines

1. Volunteering to be on the sub-list should be the result of prayer and the same sense of “calling” as one would have in being in a classroom every Sunday.
2. The commitment to being a substitute is open-ended, meaning that your name will be kept on the substitute list until you share with us that the Lord is calling you out of that ministry.
3. The decision to serve on any particular Sunday is entirely up to you based on your availability.
4. You may receive several phone calls, but don't feel bad if you have to say “no” on a particular Sunday, or if you can't fill in every Sunday.
5. It is also OK to let a teacher or helper know that you need to pray about serving and get back to them.
6. Please return all call made to you by Children's Ministry staff, whether it is a “yes” or “no” answer.

Youth Serving in Children's Ministry

At this time we do not have any hard and fast rules for youth (10-17 years) serving in the Children's Ministry. We want to remain flexible and open to the Lord's leading. Children seem to mature at different rates and are gifted differently. That being the case, we will handle “youth” being involved in the Children's Ministry on a case by case basis. Here are some general guidelines that we will follow:

Youth will...

1. Follow the same application and review process as any other applicant.
 1. They will not be fingerprinted.
2. Need to receive a recommendation from their corresponding youth pastor at Calvary Chapel Laguna Creek.
3. Need to have their parents' endorsement.
4. Always be under the supervision and authority of the adult teacher.
5. Not take on certain responsibilities in the various ministries.
 1. Youth Workers under 16 years of age will not be changing diapers.
 2. Male Youth Workers will not assist children in the restroom.
 3. Children's Ministry Youth Workers will not be teaching classes.

The Ministry of the Worship Leader

The worship component of the Children's Ministry is extremely important for the children's growth and maturity in the Lord. Below are some things that the worship leader should keep in mind.

Job Description

1. Arrive 20 minutes before the service starts.
2. Wear your name badge.
3. Prepare the worship room so that it is ready for the children to worship.
4. Welcome the children during the "sign-in time" and begin connecting with them so they will follow your lead during worship.
5. Lead the children in worship
6. Be an example of a worshipper yourself.
7. Explain what worship is.
8. Encourage children to participate.
9. Remove any distractions from children.
10. Move or remove kids.
11. Remove distracting toys, clothing, bibles... the children may have.
12. Dismiss children to their classes.

Basic Bible Doctrine

In order to promote unity throughout the Children's Ministry of Calvary Chapel Laguna Creek, we are offering a basic explanation of doctrines that we hold to. If you have questions or problems with any of these doctrines please speak the children's ministry pastor.

Is Jesus God? - Yes! Why is that important? Because He said He was God, and if He is not then He lied and cannot be our Savior (see John 10:30; John 4:25-26).

How are we saved, and how can we have assurance of our salvation? We realize that we are a sinner and our only hope is through the death, burial, and resurrection of Jesus. We believe in Him and His work on our behalf and through faith in Him we are saved. The scriptures teach in 1 John 5:11-12 that God has given us eternal life through Jesus. He who has Jesus, has eternal life (John 3:16; Acts 16:31; Acts 10:43; Ephesians 22:8-10).

Is the Bible God's Inspired Word? - Yes! We believe that what the original authors wrote is the inspired word of God and it is authoritative and sufficient for our lives today (2 Peter 1:21; 2 Timothy 3:16-17).

Water Baptism – Water baptism is an outward symbol of an inward change. We do it because Jesus commanded it. Baptism is not necessary in order to be saved, but it is a public demonstration of a person's confession of Jesus as Savior. Baptism is symbolic of dying to the old self and being raised again to newness in Christ (Romans 6:3-4; Matthew 28: 19-20; Mark 1:9-11).

The Baptism of the Holy Spirit and Spiritual Gifts – In Acts 1:8, Jesus said that believers would receive the Holy Spirit and power from Him to be witnesses. The Baptism of the Holy Spirit can be received at the time of salvation or as a separate experience. It is given to empower the believer to be a witness of Jesus. The gifts of the Holy Spirit are for today's believer and are in operation to edify the body. 1 Corinthians 12 outlines the specifics of the gifts and how they are to function within the body. (Also see Acts 8:14-17; Acts 10:44-47; Romans 12:3-8).

Trials and Sickness – Are all healed? We may have trials and sickness in our lives in order to test our faith, in order to draw us closer to God, and/or to teach us to trust and love Him in spite of our circumstances. God heals according to His will and for His glory (see Job; James 1:2-4; 1 Peter 4:12-19; Hebrews 11:35-40).

When will the rapture of the church occur? - We feel that the rapture of the church will take place before the Great Tribulation (Revelation 3:10; 1 Thessalonians 5:9).

Who can be saved? - Anyone can put their trust in Jesus Christ for salvation. Consider the following verses; “For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life: (John 3:16); “For whoever calls on the name of the Lord shall be saved: (see Romans 10:9-13); “He is not willing that any should perish, but that all would come (act of the will) to repentance” (2 Peter 3:9).