

# Beginning & Structuring a Children's Ministry

Pastor Matt Enterline

This handout, along with a video recording of this training (*pre-recorded older version*), will be found on CALVARY CURRICULUM at [www.calvarycurriculum.com/academy](http://www.calvarycurriculum.com/academy)



## FOUNDATIONS:

- **6+ lines** of defense for the children and for the ministry/church. *A predator is looking for a disorganized and random ministry. If they see order and structure they will tend to look elsewhere especially if you have a lengthy vetting process.*
  1. CM Application (store in locked area) **1<sup>st</sup> deterrent**
    - 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 unlockable equipment where it is subject to perusal by persons who have no legitimate business with it."
  2. THREE mailed-out (or emailed) references per applicant (w/ phone conversation)
  3. Background check ([www.protectmyministry.com](http://www.protectmyministry.com) / [www.group.com/background-checks](http://www.group.com/background-checks))
  4. Pastoral Interview (leading of the Holy Spirit) The goal is to get the person to talk, which helps to find out the character of the person that will be caring for the children inside the Children's Ministry classroom.
    - Open in prayer...
      - *Tell me about yourself...*
      - *Share with me how you came to know the Lord?*
      - *How is your walk now?*
      - *Tell me about your family...*
      - *Tell me about your kids...*
      - *How is your commitment to things in your life? Because the church, parents, the children will be depending upon your commitment.*
      - *-AND- any questions not answered -OR- answered incorrectly on the application?*
      - *Do you have any questions about the Children's Ministry?*
  5. TWO-person RULE in class
    - No children are left with only 1 adult. There must be 2 adults in class at all times.
  6. Bathroom RULE
    - The adult who takes the children to the bathroom must check bathrooms to make sure no youth/adults are present. If clear, children may enter.
  - \*7. **AB 506 & AB2669 (Business and Professions Code 18975)** (California churches) | Talk to your insurance | They will enforce it
    - Goes into effect January 1, 2024
      - 1. Training (Abuse Identification & Reporting)
      - 2. Screening (LIVESCAN)
      - 3. Policies & Procedures (2 mandated reporters)
- Curriculum: What will you use for the Preschool & Elementary?
  - [www.calvarycurriculum.com](http://www.calvarycurriculum.com) (SINGLE MEMBERSHIPS / GROUP MEMBERSHIPS)
  - Calvary Curriculum's offers both preschool Bible curriculum (*Little Ones Curriculum*) and elementary Bible curriculum (*Calvary Curriculum's Children's Curriculum, Topical Curriculum, etc.*)
    - Print Curriculum
      - Epson EcoTank ET-4850 Inkjet Printer (*Best Buy / Amazon*) Can get on sale for \$399 + warranty
      - Printing at Staples or Office Depot
- Preschool Curriculum Support
  - A-Beka Flash-A-Cards
  - The Child's Story Bible by Catherine Vos
  - Read & Share DVD Bible
- SCHEDULES
  - Bible Teaching Schedule
    - **1. Genesis (1 Year) 2. Life of Jesus (2 ½ yrs) 3. Acts (8 Months) 4. Revelation (6 Months) 5 YEARS of Bible Teaching!!!**
  - Teacher/Helper Schedule
- TEACHERS / HELPERS: Once-a-month / Twice-a-month / Every-week (*Depending on which system is used at your church, it will cause quite a few differences in ministry style*)
- SUPPORT your teachers/helpers
  - Take care of them so that they can take care of children
  - Trainings ([www.calvarycurriculum.com/academy](http://www.calvarycurriculum.com/academy))
  - Monday emails to teachers
  - Set up their rooms so when they arrive they are all set to go
  - Classroom Schedule
  - Print curriculum for them
  - Info area for parents (Flyers, Bible Teaching Schedule, Praying for your Children, etc.)
- Printed Manual -or- Video Manual (if you are gone, people will know what to do)
- Budget for the Children's Ministry



## CLASSROOMS:

- Classroom Signs
- Sign-in Sheets (*keep for 1 year*)
- Bracelets ([www.wrist-band.com](http://www.wrist-band.com))
  - Tags (100's, 200's, 300's, 400's, etc.)
  - Number System (All Classes)
- Color Coordination for Classrooms
  - Baby Blue, Yellow, Red, Royal Blue, etc.
- Class Breakdowns (*4 stages of growth*)
  - 1
    - Infants/Crawlers – 2 Year Olds
    - 3 Year Olds – Kindergarten
    - 1<sup>st</sup>-6<sup>th</sup> Grade
  - 2
    - Infants/Crawlers – 2 Year Olds
    - 3 Year Olds – Kindergarten
    - 1<sup>st</sup>-3<sup>rd</sup> Grade
    - 4<sup>th</sup>-6<sup>th</sup> Grade
  - 3
    - Infants/Crawlers – 24 Months
    - 2 Year Olds – 3 ½ Year Olds (Younger 3's)
    - 3 ½ Year Olds (Older 3's) – Kindergarten
    - 1<sup>st</sup>-3<sup>rd</sup> Grade
    - 4<sup>th</sup>-6<sup>th</sup> Grade
  - 4
    - Infants/Crawlers – 24 Months
    - 2 Year Olds – 3 ½ Year Olds (Younger 3's)
    - 3 ½ Year Olds (Older 3's) – Kindergarten
    - 1<sup>st</sup>-2<sup>nd</sup> Grade
    - 3<sup>rd</sup>-4<sup>th</sup> Grade
    - 5<sup>th</sup>-6<sup>th</sup> Grade
- Encourage Church to have at least 2 services even if it seems it is not needed (*This will help with volunteers*). *When you only have one service the teachers/volunteers will not be able to attend which will cause a lack of volunteers.*
  - One service offering childcare
  - One service with NO childcare so volunteers can attend
- Children's Ministry WORSHIP
  - 3 Years Olds - Kindergarten
    - CD of songs played on a CD player
  - 1<sup>st</sup>-6<sup>th</sup> Grade
    - Songs downloaded from [www.youtube.com](http://www.youtube.com) on USB drive then played on a Blu-Ray player with USB port on it.
- Snack Containers & Water w/ Cups
  - Infants – 2 Year Olds (*Cheerios, Goldfish Crackers, Animal Crackers*)
  - 3 Year Olds – Kindergarten (*Snack Mix - Goldfish Crackers, Animal Crackers, Cheez-Its, Pretzels*)



- Organization throughout the week for Sunday
  - Send emails to teachers (*Or use Planning Center or the like*)
    - With upcoming Sunday's Bible study and Bible study helps (*This helps confirm that they will be there on Sunday*)
  - Boxes / Rooms
- Safety Gate (younger classrooms)
- Toys (Cardboard Blocks, Cars/Trucks, Dolls, Kitchen Set, Train Set, etc. NO stuffed animals because of germs)
- Table/Chairs/Clipboards or Desks
- Pencils, Colored Pencils, Crayons (Large & Small), Markers (1<sup>st</sup>-6<sup>th</sup> Grade)
- Large Crayons (Preschool)
- Bibles (SBN-10: 0718095642 | ISBN-13: 978-0718095642 | Thomas Nelson) (*NKJV, Pew Bible, Large Print, Hardcover, Red Letter, Comfort Print*)
- Name Tags (Computer Labels – Office Depot/Staples)
- Mobile Changing Station (on table)
  - Hand Sanitizer & Sanitizer Wipes / Lysol Wipes
  - Diapers (Sizes 1-5)
  - Wipes
  - Gloves
  - Bags
  - Changing Pad
  - Kleenex
  - Non-slip mat
  - Changing Pad w/ cover

