

A decorative illustration at the top of the page features four sheep hanging from thin vertical lines. There are two white sheep and two black sheep. A large, white, wavy line curves across the upper left and middle of the page, partially framing the sheep.

Nursery

MINISTRY MANUEL

[VERSION 6.0 2026]

A dark brown wooden chair back is visible at the bottom of the page, partially cut off by the edge.

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Welcome to the Nursery 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. Nursery Ministry is fun, challenging and very rewarding. It is rewarding because we are serving Jesus in an area that is very near and dear to His heart! Read what Jesus says about ministering to children.

Then they brought little children to Him, that He might touch them; but the disciples rebuked those who brought them. But when Jesus saw it, He was greatly displeased and said to them, "Let the children come to Me, and do not forbid them; for of such is the kingdom of God. Assuredly, I say to you, whoever does not receive the kingdom of God as a little child will by no means enter it." And He took them up in His arms, laid His hands on them, and blessed them. – Mark 10:13-16

We want to reflect the same heart towards children that Jesus has. Jesus is not too busy for children and He does not want to get children out of the way so He can do "real" ministry. We desire to be His arms and hands and take up the children in our care and bless them in His name.

Lastly, whenever Jesus calls us into ministry, it is not only for the benefit of those being "ministered to." Jesus wants to do something in your life while you are seeking to minister to others. Consider the following verses.

For it is God who works in you both to will and to do for His good pleasure.
– Philippians 2:13

For whom He foreknew, He also predestined to be **conformed** to the image of His Son, that He might be the firstborn among many brethren.
– Roman 8:29

Welcome to Nursery Ministry,

Pastor Darin DeVore

Contact Information

Nursery Ministry Pastor: Darin DeVore (916) 684-3809 office; (916) 753-3718 cell
Nursery Ministry Coordinator: _____

Scheduling & Coverage

When you begin serving, you will be assigned a consistent schedule. There will be times when you need a substitute to fill in for you. Whenever that happens, contact the Nursery Coordinator and let them know. They will assist you in getting coverage. Our substitutes must be people who have been trained and background checked here at Calvary Chapel Laguna Creek.

Updated

Calvary Chapel Laguna Creek Statement of Faith

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.

WE BELIEVE

there is only one God, eternally existing in three persons: the Father, Son and Holy Spirit.

Genesis 1:1 | Deuteronomy 6:4 | Matthew 28:19 | John 10:30

WE BELIEVE

the Bible to be the inspired, infallible, authoritative, and inerrant Word of God.

2 Timothy 3:15-17 | 2 Peter 1:21

WE BELIEVE

in the deity of Christ John 10:33; His virgin birth Isaiah 7:14 | Matthew 1:23 | Luke 1:34-35; His sinless life Hebrews 4:15, 7:26; His miracles John 2:11; His vicarious and atoning death 1 Corinthians 15:3 | Ephesians 1:7 | Hebrews 2:9; His resurrection John 11:25 | 1 Corinthians 15:4; His ascension to the right hand of the Father Mark 16:19; and His personal return to earth in power and glory Acts 1:11 | Revelation 19:11-16.

WE BELIEVE

in the necessity of regeneration by the Holy Spirit for salvation, and that all are justified by faith by the shed blood of Christ, and that only by God's grace, through faith, are we saved. John 3:16-19 | John 5:24 | Romans 3:23, 5:8-9 | Ephesians 2:8-10 | Titus 3:5

WE BELIEVE

in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life, and those who are not unto the resurrection of damnation. John 5:28-29

WE BELIEVE

the baptism of the Holy Spirit is a subsequent experience to salvation and the gifts of the Spirit are essential for the individual believer and the church as a whole.

Acts 1:8

WE BELIEVE

in the spiritual unity of the believers in our Lord Jesus Christ. Romans 8:9 | 1 Corinthians 12:12-13 | Galatians 3:26-28

WE BELIEVE

that we as Christians are examples of the love of God in this world. It is this love that we desire to possess and without which we have no right to call ourselves Christians. 1John 4:16-17

Nursery Ministry Worker Requirements

Church Attendance

*Our primary goal at Calvary Chapel Laguna Creek is to make disciples of Jesus. Therefore we believe that church attendance is important for a disciple's growth in 3 ways. 1.) They are taught the word so they can grow in the knowledge of Jesus. (2Peter 3:18) 2.) They have the opportunity to encourage and be encouraged by other believers. (Hebrews 10:24-25) 3.) They will hear what the Holy Spirit is saying to the church. Therefore we make it our policy that all church workers **regularly attend** at least one of Calvary Chapel Laguna Creek's church services taught by Pastor Rich. (Revelation 2:29)*

Time Commitment

Rather than setting up arbitrary dates and lengths of service, we prefer that Nursery Ministry 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 find, screen and train a new applicant (about a month).

Doctrine & Unity

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?" 1Corinthians 1:10 says, "Now I plead with you, brethren, by the name of our Lord Jesus Christ, that you all speak the same thing, and that there be no divisions among you, but that you be perfectly joined together in the same mind and in the same judgment." The Calvary Chapel Laguna Creek "statement of faith" is listed on page 5. If you are not in agreement with them then serving in ministry here may not be a good idea. Perhaps it would be best to discuss this matter with the Nursery Ministry Pastor.

Dress Code

In ministering to the children and families of Calvary Chapel we would ask that all servants dress modestly and appropriately in the classrooms. Fashions can be very "revealing" and therefore suggestive. Some styles may not provide enough coverage. Other styles may provide coverage but are so tight is reveals more than what is modest. We trust that each one of us will be led of the Spirit in this matter. 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 (Romans 14:13; 1 Corinthians 10:23, 24). Please seek the Lord on these issues, be sensitive to others and their potential concerns. Remember to be modest in all things (1 Timothy 2:9).

Ministry Overview

Introduction

Our greatest goal in ministering to the children and parents is to provide a safe, secure, and spiritual atmosphere for the children so that the parents will feel comfortable during their worship and not be distracted.

Please remember that this is a ministry. That means that we are here to serve. Our hope is that Jesus is the one who is prompting (calling) you to serve. We believe that if He calls you, He will also equip you. The following are some guidelines that hopefully will help us to serve in a way that honors the Lord and blessing the families.

Supervision & Accountability

SUPERVISION:

Once the child is signed in they are under our supervision. Please make sure that you supervise them at all times. That 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! While they are under our supervision it is of utmost importance that they stay safe (physically, emotionally and spiritually). Be a good shepherd and make sure that nothing bad happens to them.

ACCOUNTABILITY: "TWO DEEP" policy

*For the safety of the children and the ministry workers, we require that there be a **minimum of 2 workers present with the children at all times**. We call this our TWO DEEP policy. This is to protect against any inappropriate conduct with the children and any false accusations against a ministry worker. If you ever need to leave the room make sure to get coverage before you leave. The Ministry Coordinator or an Usher may assist you. In addition to 2 workers in the room with the kids, we also have monitors continually walking around to make sure everything is going okay. We also have video surveillance recorders in each class. We take everyones' safety very seriously.*

Job Description

1. Be faithful to show up when assigned and communicate in advance when you need coverage.
2. Arrive 15 minutes before the service starts
3. Wear your apron and name badge.
4. Be responsible to care for the needs of the infants and toddlers who are entrusted to you.
5. Maintain a safe, clean and loving environment.
6. Engage and actively interact with the children.
7. Change diapers, feed, calm and facilitate naps as necessary.
8. Interact with parents to give feedback, receive input and build relationships.
9. Encourage a spiritual environment in the room by reciting simple Bible verses, singing simple songs, or reading age-appropriate Bible stories to the young ones in your care.

Classroom Session Timeline Template

Prepare yourself

1. Be in prayer for your session during the week and then take a moment to pray with your co-servants before the start of each session.
2. Your ministry is very important because babies, toddlers and two year olds can sense the Lord's love coming from you towards them.
3. Wash your hands.
 - a. We use disinfecting wipes, anti-bacteria gel or foam.

Prepare your room

1. Arrive 15 minutes before the service starts.
2. Pick up a "Walkie Talkie" from the Resource Room. (Use Channel 1. Only turn on when needed. Push button to talk, release button to listen).
 - a. Use only for emergency notification of the Safety Team if you have a need.
 - b. OR to report something that you see that looks dangerous, potentially dangerous or abnormal.
 - c. "If you see something, Say something."
3. Make sure your room is bright, cheery, clean, organized and inviting.
4. Make sure your room is safe.
 - a. Are there any potentially dangerous objects (sharps edges, choking hazards, hot beverages...) on the floor or counters?
 - b. Are all cleaning supplies put away in a safe place?
5. Put on apron and name badge.
6. Turn on a Children's Worship music by using your phone connected to the provided Bluetooth Speaker.
 - a. Use your preferred streaming service Apple Music, Spotify, Pandora, Amazon Prime Music, YouTube
 - b. If you need assistance, please see the Nursery Coordinator.

Sign in / Sign Out

PRE SIGN-IN

1. Clip boards should be placed on a door ledge with a new sign-in sheet with today's date.
2. Children must not be signed in until 2 helpers are available to administer the class.

SIGN-IN

1. Always greet the children and parents with a smile and be excited to see them.
2. Assist parents in signing in their child
 - a. Make sure to fill in the sign in sheet completely.
3. Verify that the baby is healthy. See Well Baby Guidelines on p.9. There is also a Well Baby Guidelines card kept near the sign in sheet of the classroom. Take babies temperature with laser thermometer if needed

SIGN-OUT

1. When the service has ended parents will return for their children.
2. Share with the parents anything special that occurred in class that day.
3. Share with the parents any accidents or issues that may have occurred.
 - a. If there is an accident, you must fill out an Accident Report Form available from the Children's Ministry Coordinator or in back of the sign in clip board
4. On the back of the sign-in sheet, fill in any items that we need from the check-list.

Session Time

1. Interact with your children throughout the session.
2. Music, books, snacks and toys are provided.

3. To a baby or toddler you are a giant; get down on their level and make eye contact with them as you interact with them.
4. Remember that you are here to minister to the children in the nursery, visiting with co-workers is fine as long as it is not to the neglect of the children.
 5. Change diapers as necessary.

Room Clean-up

1. After Each session
 - a. Gather toys that were used and wash them with disinfecting wipes or sanitizing spray.
 - b. Vacuum the carpets
 - c. Straighten the room
 - d. Empty the diaper pale

Guidelines

Safety & Emergency Guidelines

1. General Safety
 1. Do not leave children unattended in the room or on the changing table at any time.
 2. Do not give any food or drink without parental permission.
 3. Make sure that children are not hurting each other. Try to prevent problems before they happen.
 4. We do not use any form of physical discipline on the children (sprinking, slapping...)
 1. We may tell the child, "NO" and then remove them from the situation.
 2. If a child persists in hurting other children, contact the parents.
2. Accidents, First Aid & Emergencies
 1. For life-threatening emergency,
 1. Call 911 immediately!
 2. Radio the Safety Team. Use Walkie Talkie on channel 1.
 3. Administer First Aid, if qualified (CPR, Choking, stop bleeding...)
 4. Contact the parent
 5. Contact the Children's Pastor or Coordinator
 6. Fill out an accident report form (located under sign in sheet).
 2. For non life-threatening situations but still an injury has occurred...
 1. Inform your coordinator
 2. The coordinator will work with you on communicating with parents.
 3. Administer First Aid (cold pack, compression and/or bandages)
 1. We have these supplies throughout the building.
 4. DO NOT administer any medication to any child.
 5. Fill out an accident report form (located under sign in sheet).
3. Emergency Evacuation
 1. Please familiarize yourself with the evacuation plan posted by the door.
 2. Children may be transported in the portable cribs in the room (5 kids/crib).
 3. When exiting the building, please take the sign in sheet and account for all the kids at the Rally Area.
 4. Hold up the laminated Evacuation Card (located on the sign in clipboard) in the Rally Area to the Safety Team and/or Ministry Coordinator
 1. Display "All Safe" if all the children on the sign in sheet are present
 2. Display "Missing Child" if one or more children are missing.
1. 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.

Updated

Updated

Updated



All
Safe



Missing
Child

2. Active Shooter or physical threat

Updated

1. RUN (Evacuate if Safe)

1. If the shooter's location is known and escape is possible without going toward the threat, quickly evacuate students.
2. When exiting the building, keep hands in the air so law enforcement doesn't mistake you for the "active threat."
3. Leave belongings behind.
4. Take students to a predetermined safe location outside the building, using routes that provide cover. The 76 gas station is a good possible location.
5. Keep moving until in a secure location.
6. Once safe, call 911 and provide detailed information.

2. HIDE (Lockdown if Escape is Not Possible)

1. If evacuation isn't safe:
2. Drop the window blinds.
3. Lock and barricade classroom doors with heavy furniture.
4. Turn off lights, silence all devices, and instruct students to be completely quiet.
5. Move students out of sight from windows and doors — preferably against a wall away from the hallway side.
6. Spread students out to avoid making one target area.
7. Remain hidden until law enforcement gives the all-clear.

3. FIGHT (Only as a Last Resort)

1. If the shooter enters the room and you have no escape:
2. Be ready to incapacitate the attacker using any available improvised weapons (chairs, fire extinguishers, scissors).
3. Commit to aggressive, overwhelming action — this is purely last resort to save lives.
4. If a weapon is removed from the "active threat" separate it from the situation but do not hold or wield the weapon. You could be mistaken as the "active threat."

Nursery Food/Snack Guidelines

1. Only offer snacks to children that the parents have given approval (see sign-in sheet).
2. Only give snacks that are provided by the church.
3. If a parent has special snacks for their child, you may give it to their child only.

Crying Child Guidelines

1. Don't panic! There are a lot of reasons a baby or toddler may be crying. Check the following.
2. Check their diaper.
3. Try patting the infant to see if they need to be burped.

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4. Offer a bottle or snack. (Check sign-in sheet for allergies.)
5. Try holding, walking, or rocking the child.
6. Engage with the child by reading a book or getting a toy and playing with them.
7. Often redirecting their focus and attention will stop them from crying.
8. DO NOT use a cell phone to play videos for the children to watch.
9. If nothing works and the child continues to cry for 10 minutes, you may contact the parent.

Well Baby Guidelines

In order to prevent the spread of disease causing germs, only well babies will be accepted in the nursery. Please do a quick check of the child as they are checked in that there are no signs of obvious illness. If there are, DO NOT CHECK IN THE CHILD. If you need assistance with the parents refer them to the coordinator.

The following is our policy for well babies/toddlers/two year olds.

1. If a child has had any symptoms within the last 24 hours, we will ask the parents to NOT check in their child. This would include the following:
2. Fever
3. Vomiting
4. Discharge around the eyes
5. Any runny nose (Clear or discolored)
6. Excessive coughing
7. Diarrhea
8. Questionable rash
9. Any communicable disease.

Some parents will have children showing some symptoms and say that their child has been on antibiotics. The children must be symptom free for at least 24 hours. We encourage you to use discernment. Inform parents that if a child's nose must be wiped more than once or if any of the above symptoms appear, they will be contacted.

Please be firm on this policy as we are entrusted with the care of all of the children. A Well Baby Guidelines card stating this policy is kept by the sign-in sheet to help clarify our policy.

Changing Diapers Guidelines

Diaper changing steps:

1. Collect all of the necessary supplies (gloves, clean diapers, plastic bags, pre-moistened towelettes, etc.). These supplies are available near the changing table.
2. Wash hands and put on gloves.
3. Talk with the child. Explain how you are about to change their diaper.
4. Place the child on a clean, disposable surface.
 - a. Never turn away from the child while they are on the changing table!
5. Remove the wet or soiled diaper. Place in a plastic bag.
6. Use a pre-moistened towelette to clean the diaper area. Place the used towelette in the plastic bag, which contains the soiled diaper. Close and knot bag and throw it in the trash can.
7. Put clean diaper on, re-dress the child and remove him/her from the changing table.
 - a. If clothing is soiled, place it in a plastic bag. If there is not enough clean clothing for the child to be safe and warm, contact the parents.
8. Clean the changing table area with disinfecting wipe.
9. Remove gloves and place in trash can.
10. Wash hands thoroughly.

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Accountability Issues:

1. Only women are allowed to change diapers at any time. Men are never allowed to change diapers.
2. Only female youth workers 16 years or older are allowed to change a diaper and only in the presence of an adult.

Classroom Ratio Guidelines

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. They may be able to shift servants to provide more help for you.

1. Infants — One worker to 4 babies
2. Toddlers — One worker to 6 children
3. Two year olds — One worker to 8 children

Interaction with Children

Never do anything that could be construed as inappropriate:

1. Be careful where and how you touch the children.
2. Be careful where and how the children are touching you.
3. Leave the light on at all times.
4. Do not take pictures of the children.
5. Do not post any pictures from the Nursery Ministry on social media.

Who is aloud in the Classroom?

Only servants who are approved to serve 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 then we should have them go through the screening process.

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:

6. If you observe marks, bruises, etc. on a child and suspect abuse notify the children's pastor immediately.
7. IMPORTANT – Do not discuss suspicions with anyone other than the children's pastor or another pastor on staff.
8. Do not approach parents; allow the pastoral staff to handle the situation.
9. 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.
10. 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.

Characteristics of Children

On the following pages you will find characteristics of children from birth to sixth grade. As children grow they change physically, mentally, emotionally and spiritually. Paul said that he wanted to be all things to all people so that by all means he might win some (1 Corinthians 9:22). Part of becoming "all things" is understanding who we are ministering to.

Please take a few moments to review the information regarding the age group that you will be ministering to. This will help to equip you as you work with the children.

(The following information is taken from "The Nursery and Sunday School Smart Pages" by Gospel Light.)

CHARACTERISTICS

Take a Look at Babies

Birth to 6 Weeks

- ❖ Sleeps 20 to 23 hours a day
- ❖ Responds reflexively (sucking, grasping, startling)
- ❖ Is aware of surroundings for brief periods
- ❖ Changes mood easily; very sensitive
- ❖ Tracks slow-moving objects with eyes
- ❖ Brings hand to mouth

Provide for Enrichment:

- ❖ Mobiles with bold colors or black and white, hung from child's perspective
- ❖ Occasional changes of scenery
- ❖ Rocking while feeding and comforting
- ❖ Conversation directed to child

6 Weeks to 6 Months

- ❖ Shows curiosity by swiping, touching with hand
- ❖ Controls head while lying on back
- ❖ Relaxes fists, moves fingers
- ❖ Brings objects to mouth
- ❖ Focuses clearly at varying distances
- ❖ Stares at hand
- ❖ Smiles and laughs willingly

Provide for Enrichment:

- ❖ Time on stomach each day
- ❖ Mirror mounted seven inches (17.5 cm) from head
- ❖ Colorful toys or pictures to look at
- ❖ Conversation directed to child



3½ to 5½ Months

- ❖ Turns sideways and from back to stomach
- ❖ Kicks vigorously
- ❖ Experiments with making sounds
- ❖ Recognizes parent's voice and face
- ❖ Controls head while upright
- ❖ Laughs freely; giggles in response to brief, gentle tickling

Provide for Enrichment:

- ❖ Frequent one-to-one play times
- ❖ Variety of things to see, places to go
- ❖ Conversation directed to child
- ❖ Infant seat (for limited times)

6 to 8 Months

- ❖ Fascinated with small objects
- ❖ Pushes legs firmly when pressure applied
- ❖ Turns over from stomach to back
- ❖ Sits unaided
- ❖ May begin to show teeth
- ❖ Drops, throws, bangs objects
- ❖ Enjoys extended play with adult
- ❖ Shows anxiety toward strangers

Provide for Enrichment:

- ❖ Simple games to play with adults
- ❖ Words linked to actions and objects
- ❖ Brief, simple stories
- ❖ Freedom to move
- ❖ Variety of safe, small objects and containers
- ❖ Toys child can operate
- ❖ Balls
- ❖ Conversation directed to child