

Children's Ministry Handbook

TRINITY

BAPTIST

CHURCH

Reaching Locally,

Effecting Globally,

Through the Word of Life.

01.18.2011

MISSION STATEMENT

The goal of Trinity Baptist Church's Children's Ministry is to come alongside parents in teaching children the God of the Bible in such a way that they are transformed by His love.

In order to accomplish this mission, Christ's servants in Trinity's Children's Ministry will:

Aim to equip, support and encourage parents.

Pray and intercede for children and families.

Offer God-Centered curricula.

Teach for response, aiming for God-loving and God-fearing hearts and lives.

Model God's truths and character

CONTACT INFORMATION

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PARENT RESPONSIBILITIES

ALL AGES

Complete registration card for each child (listing allergies and special concerns).

Sign your child in and out every week.

Please keep your child with you or at home if he/she has had a rash, fever, vomiting or cold symptoms in past 24 hours so that the other children stay healthy.

Please notify and remind your child's teachers of any food allergies or other concerns, and refrain from sending snacks from home to the nursery.

Follow up with what your child learned at Sunday School or Children's Church during the week. Talk and pray around the same topics.

Talk to your child's teachers if you have special concerns or would like to know more about the curriculum.

NURSERY/TODDLERS

Please provide a diaper bag and include appropriate items such as diapers, bottles, and a change of clothes. However, because several children in our care have food allergies, please do not pack any snacks for your child (other than a bottle). We will provide cheerios and water as a snack for the toddler-aged children.

Please keep your cell phone with you and on vibrate during the service so that we can easily contact you in the event that your child needs you.

Please do not send toys as we would not want them to be lost or confused with the nursery's toys.

Please label your diaper bag with your name and your child's name. We will provide a label. Also, label all contents.

It is important that you take a number tag. Babies and toddlers are only released to the adult who returns their child's tag. For your child's safety, there can be no exceptions to this rule.

VISITORS

Complete a registration card and make sure your child gets a nametag.

Sign each child in when you drop them off at their class.

TEACHER AND CAREGIVER RESPONSIBILITIES

ALL AGES

Act in accordance with the mission of Trinity Baptist Church's Children's Ministry:
Aim to equip, support and encourage parents.
Pray and intercede for children and families.
Offer God-Centered curricula.
Teach for response, aiming for God-loving and God-fearing hearts and lives.
Model God's truths and character
Create a positive environment where the truths of God can be learned by the children.
You are responsible to serve on your scheduled Sunday. If you are unable to fulfill your commitment on a given Sunday, it is your responsibility to make arrangements for a substitute.
Arrive 15 minutes early to set up, meet with your team and pray for the children.
Assist parents to sign their children in and out properly.
Mark student attendance for church records.
Pray for the children and their families regularly

NURSERY/TODDLERS

Female Children's Ministry Servants will change diapers as needed, with approval from parents.
Wash hands after each change.
Sanitize changing surface after each change.
When requested by parents, caregivers will give children a bottle.
Stay to clean up after the children leave
Put toys away
Sanitize eating and changing surfaces as well as any toys that children put in their mouths.
Take trash outside to the dumpster on your way out.

CLIMBERS, RUNNERS & FLYERS

Stay to clean up after the children leave
Please leave everything as you found it if your classroom shares another office space.
Store materials in designated spaces.

SERVICE OPPORTUNITIES

Requirements for all Children's Ministry Servants

Must be a member of Trinity Baptist Church, or must complete an interview process with the eldership.

Must complete a Application for Children's Ministry and Background Check authorization (available at trinity-baptist.org/childrenschool)

Teacher

Plan and prepare weekly lesson including all materials and resources necessary.

Communicate lesson goals and procedures readily and positively with assistants.

Pray for the children and families of his/her class, both in the class and regularly during his/her personal prayer time.

Arrive at least 15 minutes early to meet with assistants, pray and prepare the room.

Stay after children leave to clean up the room so it is ready for the next week.

Follow all policies and procedures outlined in the Children's Ministry Handbook.

Assistant

Support the teacher in the teaching of the lesson and management of the class.

Pray for the children and families of his/her class, both in the class and regularly during his/her personal prayer time.

May help the teacher procure and organize materials for the lessons.

Arrive at least 15 minutes early to meet with the teacher, pray and help prepare the room.

Stay with the teacher to clean the room after children have gone.

Follow all policies and procedures outlined in the Children's Ministry Handbook.

Members of Trinity's youth group may request permission to serve as a Children's Ministry Assistant.

Nursery Caregiver

Pray for the children and families of his/her class, both during nursery and regularly during his/her personal prayer time.

Arrive at least 15 minutes early to pray and prepare the room with other caregivers.

Participate in telling the weekly story to the toddler-age children (does not require out-of-class preparation time).

Stay after children leave to clean up the room so it is ready for the next week.

Disinfect toys and hard surfaces

Note any items (diapers, wipes, etc.) that are running low and advise nursery coordinator.

Follow all policies and procedures outlined in the Children's Ministry Handbook.

TRINITY'S WEEKLY CHILDREN'S PROGRAMS

Sunday School Hour (9:00 am)

Nursery/Toddlers

For babies and toddlers up to 3 years old*

9:00am until end of service.

Climbers

3-5 years old **

9:00-10:00

Teachers will pray with children and teach them a lesson from the Big Questions, Big Answers Curriculum (Praise Factory, Jr.)

Runners/Flyers (Combined)

1st-5th graders**

9:00-10:00

Teachers will pray with children and teach them Bible lessons using the Praise Factory curriculum.

Children's Church Hour (During the Church Service)

Nursery/Toddlers

(For babies and toddlers up to 3 years old*)

Caregivers for each child and teach basic truths about God's character using A Sure Foundation curriculum.

*Climbers (3-5 years old**)*

These children leave during the church service.

Parents must sign them in to their class (either in advance or at the time they meet their teacher in the worship center to go to Children's Church)

Teachers will pray with children and teach them a lesson from the Big Questions, Big Answers Curriculum (Praise Factory, Jr.)

Parents retrieve at their classroom their children immediately after the conclusion of the church service.

*Runners (1st-3rd graders**) & Flyers (4th-5th graders**)*

These children leave during the church service.

Parents must sign them in to their class (either in advance or at the time they meet their teacher in the worship center to go to Children's Church)

Teachers will pray with children and teach them systematic theology using Praise Factory curriculum.

Parents retrieve their children immediately after the conclusion of the church service.

*Younger children are promoted based on their birth date or when parents and the Nursery Coordinator deem the transition appropriate.

**Older children are promoted to the next class in September at the start of a new school year.

Security (Child Protection)

First-aid kits are available in each classroom.

Teachers are encouraged to pursue CPR/emergency first aid training.

All Children's Ministry Servants must complete Trinity's Application for Children's Ministry and a Background Check authorization.

All Children's Ministry Servants must participate in a training session.

If, at any time, Trinity Baptist Church has any reason to believe that a Children's Ministry volunteer's actions might put a child in danger in any way, they will be asked to resign from working with the Children's Ministry.

Registration Cards

Parents/Guardians must complete a registration card for each of their children before they leave them in a classroom.

These cards contain contact information and information about allergies and other special concerns, and therefore it is important that all Children's Ministry Servants be familiar with the information on their students' registration cards.

Parents should take the initiative to inform or remind Children's Ministry Servants of any special concerns until they are sure that their concern is well-known.

Sign-in/out Procedures

Parents may sign in their children in at the front of the sanctuary at any point during the worship time. Mid-way through the service an opportunity is given for children to leave for Children's Church. If a child has not attended the Sunday School hour, a parent must sign in with the teachers before the children leave the sanctuary for Trinity House. Parents should meet their children at Trinity House immediately following the service. Children between the ages of 0-3 must be brought to the Nursery/Toddlers rooms in Trinity House by a parent or guardian

All ages

Children's Ministry Servants facilitate parents' signing in of each child to their respective classroom.

Each child (including visitors) should have a Registration Card on file.

If the child has allergies or special concerns, they should be noted on the registration and sign-in sheet and communicated to all other volunteers.

Children's Ministry Servants must be sure that every parent sign their children out.

Special Instructions for Nursery and Toddlers

To avoid unnecessary and potentially dangerous congestion in the nursery and toddler room, parents are asked to sign their child in the doorway without entering the room.

Parents of all children in the nursery and toddlers room will receive a numbered tag upon signing their child in.

When parent returns to sign their child out of the nursery or toddler room, they must present the tag. No child will be released to a person other than the adult who returns the tag.

2-Caregiver Rule

For the safety of our children, it is imperative that there be at least two Children's Ministry Servants in the room with them at all times.

Restroom Policy

When assisting preschoolers, adults should stand outside the restroom and leave the door open. If a child asks for help with buttoning or zipping, before going inside, make sure another adult is nearby to witness your help.

At no time may one adult be alone with a child or group of children. The adult should wait outside unless the child requires assistance.

Pairs of children in the Climbers class (3-5 years old) will be escorted by an adult of the same gender to the restroom. The adult will wait outside the closed door.

Same-gender pairs of children in the class (1st-5th) may go together to the restroom.

All adults and children should wash their hands with soap and water

Child to adult ratios (Recommended by US Dept. of Health and Human Services)

Make all efforts to stay within the recommended ratios.

6 weeks- 35 months	4:1 8 per class
3 years +	10:1 20 per class

Appropriate Discipline Policy

All Children's Ministry Servants are responsible for providing a loving, respectful and orderly atmosphere in which children can learn, play, worship and interact with each other. This atmosphere should be maintained by preparing before hand, proactively directing children toward acceptable activities, verbally encouraging positive behavior and, when necessary correcting or redirecting inappropriate behavior.

Acceptable means of correction are:

Verbal correction

Withholding a privilege for a brief time

Separation from activity for a brief time

Calling parents, if a child does not respond to other efforts.

Unacceptable means of discipline include:

Spanking, hitting or any other display of physical force.

Yelling, using threatening language or any other form of disrespectful speech.

Important tips for classroom management

An ounce of prevention is worth at least a pound of cure.

Consistency is important—don't say anything unless you intend to follow through 100%.

Food

Trinity Baptist Church desires that the children in our care remain safe and healthy in all ways. For that reason, the only foods served in our nursery and toddler room are Cheerios, water, and whatever drink is provided in a bottle or sippy cup from home.

Because of allergy concerns, we ask that parents not send snacks to the nursery.

The Climbers, Runners and Flyers often have snack as a part of their lesson. Children's Ministry Servants will always check children's registration cards and allergy alert posters for allergies before serving food in the classroom. Parents should notify and remind teachers of any food allergies or concerns.

Incident Reports

Blank incident report cards are in the back of the sign-in binders and should be

completely filled out and the parent notified any time a child is injured. Incident reports are also used to document behavioral incidents that cause (or have potential to cause) injury or danger to another child or Children's Ministry Servant. These forms must be signed by the Children's Ministry Servant, a witness, the parent/guardian and the Sunday School Coordinator.

Universal Precautions

Wash hands before and after any contact with any body fluids, including runny noses.

Always wear disposable gloves when dealing with any body fluids.

Treat all soiled linens and clothing and potential infectious agents.

Remove all toys that children have mouthed from the play area. Disinfect them before leaving the nursery.

Before leaving the nursery, disinfect all hard surfaces with sanitizing solution provided (Clorox "Anywhere" Hard Surface spray)

Support for Children's Ministry Servants

Ministry Servants should feel free to ask the Children's Ministry Coordinator any time they need support. With God's help, we will joyfully provide necessary help.

Support for Parents and Guardians

Parents/guardians should feel free to contact their child's Sunday School or Children's Church teacher with any questions about the curriculum or support that they may need in training raising their child to love and fear the Lord.

Parents may also feel free to contact any of the ministry's coordinators or the pastors. The Children's Ministry Servants and coordinators will make book lists available for parents' use.

We will also periodically hold parent lunches and orientations.

The Children's Ministry Coordinators pray that God will use this ministry to train and equip children and families, and with God's help we will make every effort to do so effectively.