

Master's Bible Church
Children's Ministry Handbook
(Policies and Procedures)



Romans 10:17 ...faith comes from hearing, and hearing by the word of Christ.

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Contents

A.	Introduction to Children’s Ministry	- 1 -
I.	Our Mission Statement	- 1 -
II.	Our Purpose.....	- 1 -
III.	Our Philosophy of Ministry	- 1 -
B.	Overview of Children’s Ministry	- 3 -
I.	Our Ministry	- 3 -
II.	Our Classroom	- 3 -
III.	Our Workers	- 3 -
IV.	Our Qualifications.....	- 3 -
V.	Our Placement.....	- 4 -
VI.	Our Expectations	- 4 -
C.	Safety & Security.....	- 4 -
I.	Child Safety.....	- 4 -
II.	Members of the Church	- 5 -
III.	Successful Background Check	- 5 -
IV.	Name Tags	- 5 -
V.	Child Check-In.....	- 5 -
VI.	Child Pick-up.....	- 6 -
VII.	Open Door	- 6 -
VIII.	Two Workers	- 6 -
IX.	Bathroom.....	- 6 -
X.	Discipline	- 7 -
XI.	Personal Contact	- 7 -
XII.	Displays of Affection.....	- 7 -
XIII.	Child Safety Reminders	- 8 -
XIV.	Reporting Suspected Abuse	- 8 -
XV.	Severe Allergies/Epi-Pen Policy.....	- 8 -
XVI.	Classroom Visitors	- 10 -
XVII.	Missing Child	- 10 -
XVIII.	Classroom Evacuation	- 10 -
D.	Appendices	- 11 -

I.	Children’s Ministry Leader Ministry Responsibility Description	- 11 -
II.	Children’s Ministry Teacher Ministry Responsibility Description	- 12 -
III.	Children’s Ministry Assistant Ministry Responsibility Description	- 13 -
IV.	Children’s Ministry Nursery Teacher Ministry Responsibility Description	- 14 -
V.	Children’s Ministry Nursery Assistant Ministry Responsibility Description	- 15 -
VI.	Character Qualities.....	- 17 -
VII.	Children’s Ministry Placement Procedure	- 17 -
VIII.	Forms.....	- 19 -
IX.	Children’s Ministry Sunday School Handbook Service Agreement.....	- 20 -

A. Introduction to Children's Ministry

I. Our Mission Statement

The Children's Ministry of Master's Bible Church exists to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may be spread among our children, families may be supported, and the church may be strengthened.

II. Our Purpose

God's glory is the ultimate purpose of all things (Rom 11:36) and is inseparably linked to redemption (Eph 1:12) through which the regenerate man has the desire and ability (2 Cor 3:18) to please and praise God in everything (1 Cor 10:31). The church was established for God's glory and is a primary means through which He is exalted (Eph 3:21) as she shares, defends, teaches, and embodies His truth (1 Tim 3:15). This reality is manifested as the local church embraces its commission to evangelize the lost and its call to equip and encourage the saints, including parents. Therefore, Children's Ministry serves as an effective vehicle through which the church is strengthened as she glorifies God through evangelizing children, encouraging parents, and edifying the saints.

III. Our Philosophy of Ministry

Evangelizing Children

The Mandate

The church has a mandate to take the gospel into all the world and to share the good news of Christ with every person (Mt 28:18-20; Lk 24:46-47). Therefore, the motivation for Children's Ministry must begin with God's command to evangelize the lost, which also includes children (Acts 2:39). Thus, Children's Ministry is a practical feature of our church's desire to obey Christ as we participate in this facet of the Great Commission.

The Mindset

We understand that a child's greatest need is regeneration because children are dead in their sin, being without the hope of salvation (Rom 3:23). Yet, children, as well as adults, can receive forgiveness of sins, a relationship with God, and purpose in life through trusting in Christ as Lord and Savior (Rom 10:9-13). This reality is the cornerstone of our ministry to children as their greatest need for the gospel is our greatest opportunity for eternal impact (Rom 10:14-16).

The Mission

Therefore, the target of our ministry is heart preparation as we cultivate the soil of children's hearts through sowing the seed of the gospel. This includes teaching children the fear of God, humility over weakness, penitence over sin, facts about the gospel, and an appreciation for Christ. Furthermore, since salvation is of the Lord, we avoid soliciting salvation professions but encourage the fruit of genuine repentance as demonstrated through a life of submission to Christ's lordship.

Encouraging Parents

The Mandate

Parents have a mandate to raise their children in the discipline and instruction of the Lord (Eph 6:4; Col 3:21). Thus, parents are to be the primary evangelists and spiritual trainers of their children. This is a continuous command that is actively fulfilled by the parent while being a godly example, giving personal exhortation, and specific edification for the spiritual wellbeing of the child.

The Mindset

The church is called to encourage parents in their God given task of raising godly children. This is clearly implied through the household commands (Col 3:18-21) and the church's mandate to equip, edify, and encourage believers (Eph 4:12-16). Furthermore, the Scriptures call for strong Christian families that are growing and being molded through the ministry of the Body of Christ (Eph 5-6). Therefore, our church seeks to support and enhance the spiritual vitality of the home while never usurping the parental role and responsibility.

The Mission

Therefore, our mission is to support parents in their God given role of raising children to love Christ. We seek to accomplish this through edifying parents with classes, Bible studies, resources, and personal shepherding geared to elevate their effectiveness. We also provide encouragement through offering quality childcare so that parents can attend worship, Bible studies, or another ministry undistracted. Lastly, we seek to lovingly exhort those parents who may not have fully embraced their God given responsibility to raise their children in the Lord.

Edifying Servants

The Mandate

The church also has a mandate to edify and equip servants for the work of the ministry (Eph 4:11-16). This happens as pastor-teachers provide spiritual leadership and resources provoking people to grow in Christ-likeness. Thus, this practical preparation "for ministry" is inseparably linked to placing saints in the ministry. This further accentuates spiritual growth as saints exercise spiritual giftedness *through serving the Body, which ultimately strengthens the Body!*

The Mindset

Children's Ministry is an effective link in the chain of equipping and enlisting saints into productive ministry that promotes the spiritual growth and vitality of the church. This ministry serves as an appropriate place where believers can embrace their mandate to minister while also being ministered to through continual edification. Thus, Children's Ministry provides a plethora of opportunities for saints to sacrificially serve and grow while simultaneously strengthening the church.

The Mission

Therefore, our mission is to also provide a place of constant edification for our faithful servants who minister every week. We desire that they would continue to be equipped even though they are already enlisted into the ministry of the church. In order to accomplish this, we seek to provide opportunities for growth and encouragement through pastoral oversight, Bible

studies, and enriching curriculum that takes them deeper into the Word. Also, we provide events designed for ministry wide worship and fellowship that are always uplifting. These servants are also edified as they communicate God's truth to children and each other on a weekly basis.

B. Overview of Children's Ministry

I. Our Ministry

- a. Occurs every Sunday at 8:30 A.M. during morning bible study and ends at 9:45 A.M.

II. Our Classroom

1. Each classroom contains the following elements.
2. Bible Lesson – Clear, age appropriate, and follows our three-year Sunday school curriculum, Generations of Grace
3. Music – Exalts the person and work of God through Scripture-saturated lyrics. We strive for a variety of music such as hymns, choruses, contemporary, and children's songs.
4. Craft(s) – Creative activities that capture children's attention and reinforce the Bible lesson.
5. Snack – Nut free snacks provided. Any other snack that would be offered beyond these must be approved by the Children's Ministry Leader because of allergy and health concerns.

III. Our Workers

Children's Ministry Leader

Assists the Pastor in providing leadership and oversight of Children's Ministry.

Teacher

Oversees the administration, personnel, teaching, safety, and environment of a Children's Ministry class.

Assistant

Assists the teacher in the administration, safety, and environment of Children's Ministry class.

IV. Our Qualifications

The following general qualifications apply to every worker serving in Children's Ministry:

1. Member of, or pursuing membership at, Master's Bible Church
2. Completed Children's Ministry Application
3. Approved Background Check
4. Agreement with Master's Bible Church Doctrinal Statement
5. Attend regular weekly worship service when not serving
6. Commitment to fellowship with Master's Bible Church
7. A life that demonstrates the qualities of biblical character
8. Leadership approval

V. Our Placement

The following is our method of placing teachers and assistants in the right classroom:

1. Completed Children's Ministry Application/Background Check
2. Leadership approval
3. Classroom observation
4. Classroom integration
5. Read Children's Ministry Handbook

VI. Our Expectations

Children will act like children:

1. Having the proper expectations diffuses frustrations, displeasure, and discontentment.
2. Understand that children occasionally have bad days.
3. Allow room for isolated incidents of disobedience while watching for patterns.
4. Sunday is a long day for children.
5. Misbehavior and lack of self-control are expected in this environment.
6. Our concern is not primarily for their behavior, but how we can make their time more enjoyable while imparting the gospel.
7. When children err, our response is grace.
8. We are not to be heavy on discipline, rules, restrictions and/or correction.
9. For class management we utilize structure, rewards, and guidelines.
10. Our interactions with parents will be marked by grace, patience and humility
11. We serve parents best by showering them with encouragement, love, and extraordinary care.
12. Parents are ministered to when they see that you love their child.
13. We can demonstrate humble service through joy in:
 - a. Our labor
 - b. Our interaction at check-in/pick-up (greeting child by name)
 - c. Our attitude
14. Know parents by name.
15. Say yes with a willing heart to a parent's instructions and follow as best as you can in accordance with policies and procedures.
16. **Do not** parent children.
17. **Do not** parent parents.
18. Thank parents for the opportunity to spend time with their children.
19. Praise children in front of their parents.

C. Safety & Security

I. Child Safety

The Elders, staff, and volunteers of Master's Bible Church take safety seriously, and desire to have a safe and God-honoring environment where children can learn the truths of God.

To that end we have policies regarding workers and the operation of the Children's Ministry to help prevent the occurrence of child abuse. These policies are for the protection of the children in our ministries, employees, and volunteers, and our entire church family.

II. Members of the Church

1. All volunteers who work with children must be members of (or regular attendees actively pursuing membership) Master's Bible Church.

III. Successful Background Check

1. Any adult Children's Ministry Leader, Teacher, and Assistant must successfully pass a background check.
2. Anyone who refuses to have a background check will not be permitted to participate in any Children's Ministry activity or class.
3. In addition to the initial background check, continued background checks may be performed on workers on an ongoing basis, randomly, or as deemed necessary.
4. All information from the background check will be kept strictly confidential in accordance with biblical standards and our By-Laws.
5. Workers will be notified when they have been approved to serve at church-related functions.
6. Any prospective worker that has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they would have contact with minors.
7. Whether disclosed voluntarily or by results of the criminal background check, the following will automatically disqualify a volunteer from participating in the leadership, sponsorship, or supervising of any activity or program involving minors:

Any conviction of the following:

1. Criminal homicide
2. Aggravated assault
3. Crimes related to the possession, use or sale of drugs or controlled substances
4. Sexual abuse
5. Sexual assault (rape or statutory rape)
6. Injury to a child
7. Incest
8. Indecency with a child
9. Inducing sexual conduct or sexual performance of a child
10. Possession or promotion of child pornography
11. The sale, distribution, or display of harmful material to a minor
12. Employment harmful to children
13. Abandonment or endangerment of a child
14. Kidnapping or unlawful restraint
15. Public lewdness or indecent exposure
16. Enticing a child

IV. Name Tags

1. All church employees and volunteers who work with children, are required to wear a Children's Ministry name tag whenever they are supervising children.

V. Child Check-In

1. Check-in and pick-up are two of the greatest opportunities to encourage parents. Please maximize these times to get to know parents!

2. Children will check-in at the check in station before arriving at the room. The child will wear one of the identification tags in a visible location. Please place the other identification tag in the classroom roster.
3. Check the identification tag for any special instructions before parents leave. These tags all contain information vital to caring for the children.
4. Please remind parents that if their child needs them during the service that they will receive a text message on their cell phone.
5. Saying good-bye can sometimes be difficult for children. It is normal for little ones to cry when a parent leaves. This does not usually last long, and separation becomes easier as parents develop regular attendance routines. If this happens then try to create immediate interest in a toy or activity and reassure the child that their parents will return after the worship service. If you are not able to console the child, please contact the Children's Ministry Leader.
6. One parent is allowed to stay (preferably the child's mother) for a short time in case of an upset child.
7. If a child is visibly ill/sick please direct the parent to the child safety board and if necessary contact the Children's Ministry Leader.

NOTE: It is imperative that parents not leave the church campus while their child is in our care. They need to be readily available in the event of an emergency.

VI. Child Pick-up

1. Please check every parent's security tag before releasing a child. Even if you know the parent, please ask to see the security tag. If the parent does not have the security tag DO NOT release the child. Please contact the Children's Ministry Leader or pastor for assistance.
2. Draw a line or an "x" through the child's identification tag in the classroom roster after releasing the child. Please do not place parent security tag over name tag in roster.
3. Children are not permitted to release themselves from class.
4. Parents should pick-up their children within 5 minutes of the close of service.
5. Please make sure that children have all their personal items before releasing for check-out. Lost and found items should be brought to the front counter or Children's Ministry Leader. Any unclaimed items at the end of each quarter will be donated.
6. Only the parents will be allowed to pick up their child unless otherwise approved.

VII. Open Door

1. Church activities for children should be scheduled and conducted in areas visible from adjoining areas. Such visibility will be maintained by leaving the door window visible.

VIII. Two Workers

1. A minimum of two workers will be in attendance for any and all children's ministry activities/services.

IX. Bathroom

1. Parents will be instructed to take their children to the bathroom before class.
2. In the event that a child does need to use the bathroom the parent will be contacted to bring the child to the bathroom.

X. Discipline

1. Behavior issues will be handled with gentleness and grace. Do not punish either physically, verbally, or emotionally any child for disobedience. Correction is only permitted to maintain classroom safety and order. If a child is out of control or his actions are threatening the safety of other children, contact the child's parents and gently separate the child until the parent arrives.
 - a. Please also inform the Children's Ministry Leader or pastor. He will be able to help with the child or contact the parents, if needed.
2. Please watch for repeated patterns of disobedience. Most behavior problems are sporadic and inconsistent and, therefore, are to be expected and can be overlooked. Repeated and regular disobedience, however, should be noted and communicated to the Children's Ministry Leader or pastor. Please communicate all repeated serious behavior issues with the Children's Ministry Leader or pastor before talking with parents.

XI. Personal Contact

1. Common expressions of affection (hugs), affirmation (pats on the back), support or physical caretaking (diaper-changing, helping small children in the rest-room) are appropriate in this community of caring Christians. Expressions of affection shall not be excessive or be imposed upon others.
2. Please consider (men especially) giving children a "high five" instead of a hug. This is a great way to respond to the excitement of children in a way that will not be as easily misinterpreted.
3. Employees and volunteers shall not interact with each other or children in any way that could be interpreted as inappropriate.
4. Corporal punishment or verbal abuse is never permitted and is grounds for immediate dismissal. If you must discipline your own children, please do so in private.
5. Additional policies for men serving in Children's Ministry:
 - a. Men will not allow children to sit in their laps but will have children sit next to them on the floor.
 - b. Men will not provide piggy back rides, place children on their shoulders, or be involved in wrestling/roughhousing.
 - c. Men will not assist with buckles, belts, zippers, underwear, pull-ups, pants, or any other clothing item during bathroom time. Only adult female leaders may assist children in these ways.
 - d. Men must be especially careful with their interactions and contact with children so that their conduct could not be construed in any way as inappropriate. Behavior that could be interpreted as inappropriate would be acts such as hugs, holding hands, hovering over a child, concentrating on one child for a prolonged period of time, and other like actions.
 - e. Men can positively defend against seemingly inappropriate behavior by proactively engaging children who affectionately approach them through high-fives, fist bumps, and handshakes. This will allow the servant to engage the child before the child embraces them.

XII. Displays of Affection

1. Hugging a child is a natural response when children seek affection. We discourage any contact with a child that could be seen as possibly inappropriate.

2. If a child runs to a leader for a hug, the “catch and release” method is preferred. Quickly give a hug and release from the hug gently.
3. Side hugs are most appropriate. Instead of a body to body front hug, try a side-to-side hug.
4. A child over the age of four years should not be held unless it is an emergency; piggy back rides are not permitted.
5. There is a difference between holding an infant under the age of two years and hugging an older child. Infants will need more attention.
6. If a child wants to sit on the lap of the leader; we require the leader to gently place the child next to them and away from their lap.

XIII. Child Safety Reminders

1. The following acts or omissions are violations of this policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to leadership after the safety of the child, children, youth, or minor involved has been assured.
 - a. Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
 - b. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
 - c. Sexual advances or sexual activity of any kind between any person and a minor.
 - d. Physically abusive behavior or infliction of bodily injury to a minor.
 - e. Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Master’s Bible Church.
 - f. Mental or emotional injury to a minor.
 - g. The presence or possession of obscene or pornographic materials at any function of Master’s Bible Church.
 - h. The presence, possession, or being under the influence of any illegal or illicit drugs.
 - i. The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at Master’s Bible Church.

NOTE: All allegations of reasonably suspected child abuse will be reported to the proper authorities in accordance with mandatory reporting laws.

XIV. Reporting Suspected Abuse

1. Any time a worker sees something at a church-related activity or program that creates a concern regarding child abuse, the following procedure should be followed:
 - a. Intervene as necessary to halt the suspected abuse.
 - b. Immediately notify the Children’s Ministry Leader or pastor.
 - c. Continue involvement and cooperation as requested by the Children’s Ministry Leader or pastor in any additional reporting requirements.

XV. Severe Allergies/Epi-Pen Policy

1. Do not give food to children with identified allergies (unless otherwise instructed by parents). These conditions will appear on the child’s identification tags.
2. We ask parents to notify our Children’s Ministry Leader and teachers if their child has allergies or uses an Epi-pen. These needs will appear each week on the child’s identification tags when he is checked in.

3. Obtain a medical release to keep on file for every child using an Epi-pen. Please include the Children's Ministry Leader when talking with parents about obtaining a medical release.

Steps to follow should you need to check in a child with severe allergies/Epi-pen:

1. Explain to parents our severe allergy/Epi-pen policy located in the classroom binder.
2. Distribute the medical release form and waiver also located in the classroom binder to the parent.
3. Explain these forms require a doctor's signature and need to be returned the following time the child is checked in.
4. Receive the child into the room.

EPI-PEN Parent Guide

The following steps are designed to protect the health of your child. Please complete each of the following before dropping off your child in the Nursery or Sunday School:

1. Turn in your child's Epi-Pen Medical Release Form to the Nursery or Sunday School room your child will be attending. This form will remain in your child's classroom and move with your child to his future room upon promotion.

Please note this form requires a signature by your child's physician.
2. Communicate information vital to caring for your child to the Children's Ministry Leader and the workers who will be caring for your child.

Information to include:

- * Child's allergy(s) and any symptoms typical for your child.
- * Location of your child's Epi-Pen (travels with child to room).
- * Snacks your child may eat during snack time.

Please note the following:

1. Children's Ministry workers will administer Epi-pens on a child who is suffering an allergic reaction.
2. Your child's Epi-Pen must remain with them in class (in diaper bag or on their person).
3. Be aware that we may need to contact you during class time. Please keep your cell phone or pager within reach.
4. Please go directly to your child's room if you are contacted. If you cannot remember your child's classroom number or location, please go to the nearest usher or security.
5. Allergen exposure from adult volunteers or what other children have consumed outside of the classroom is outside of our control.
6. Children's Ministry classrooms are **peanut free zones**.

Steps to follow should a child experience an allergic reaction:

1. Identify
 - a. Child's first and last name
 - b. Parents' cell phone numbers

- c. If child carries an epi-pen for allergic reactions.
2. Retrieve the epi-pen
3. Administer the epi-pen
 - a. Open the epi-pen
 - b. Stabilize the child's thigh
 - c. Inject and hold
4. Call
 - a. Select to individual to call 911.
 - b. Have additional leader call Security.
 - c. Have additional leader contact the parents.
 - d. Have additional leader place epi-pen Medical Release Form on the counter.
 - e. The leader who administers the epi-pen should stay with the child until the nurse/security/parent arrives.

XVI. Classroom Visitors

1. Church staff, parents, or background check approved church workers may visit classrooms and child care rooms at any time without prior notice.
2. Children's Ministry leadership will make periodic observations of child care rooms and classrooms during the times when children's programs are being conducted.
3. Children's Ministry leadership will perform annual classroom evaluations assessing classroom efficiency and effectiveness.

XVII. Missing Child

Steps to take if a child is missing:

1. Confirm child was checked into the room in attendance roster.
2. Identify child's name and parent's cell phone numbers. Be prepared to give a description of child.
3. Immediately inform security.

XVIII. Classroom Evacuation

When evacuating the classroom:

1. Count all children in the room.
2. Line up children in two lines (boys/girls).
3. Move as a group to the far end of the parking lot on grass.
4. Count children again after having arrived at the far end of the parking lot.
5. Go through the room roster to ensure all children are accounted for.

D. Appendices

I. Children's Ministry Leader Ministry Responsibility Description

Purpose

To Assist the pastor in providing leadership and oversight for Children's Ministry.

Goal

To provide godly leadership and edification to Sunday school teachers enabling them to effectively evangelize children in a safe and enjoyable classroom environment and to encourage parents as they seek to fulfill their parental role.

Responsibilities

1. Arrive 15 minutes prior to any children's ministry.
2. Oversee basic operations while interacting with volunteer staff and parents as they drop off children.
3. Interact with parents to encourage, answer questions, and address potential concerns.
4. Interact with teachers regularly to encourage, instruct, and inform concerning lessons, announcements, and updates.
5. Maintain security in accordance with established MBC safety policies.
6. Observe activities in the classroom evaluations assessing classroom efficiency and effectiveness.
7. Oversee the selection and preparation of substitute teachers.
8. Facilitate fellowship among the volunteer staff through the planning and execution of corporate ministry events.
9. Demonstrate appreciation to volunteer staff through encouraging conversations, emails, calls, and activities.
10. Assist volunteer staff by removing (if necessary) and supervising disruptive children.
11. Assist in the recruitment of qualified volunteer staff.
12. Report all significant incidents involving children, parents, and teachers to pastor.
13. Regularly pray for the volunteer staff serving in your hour by name.
14. Attend Children's Ministry Leader and related meetings.

Qualifications

1. Member of Master's Bible Church | Deacon and Deaconess qualified.
2. Successful background check, CM application, and pastoral interview.
3. Husband and wife team.

Our ministry philosophy is as follows:

In Children's Ministries our objective is to provide a Biblical foundation through the teaching of God's Holy Word and to support parents in fulfilling Biblical requirements concerning teaching their family Scripture and modeling holy conduct. Parents are to be the primary evangelists to the children (Eph 6:4). Our aim is to develop a solid understanding of Biblical Truth and to prepare the children to apply theological doctrines as they progress into Junior and Senior High Bible classes.

We exist to encourage and promote Christ-like living and behavior through teaching, encouragement, and example (Eph 2:10 & 4:12). We want our children to grow in the knowledge of the Lord and apply it to their lives (Rom 12:1-2). We want our church to be filled with little voices passionately discussing Scripture with their parents. Our ministry is threefold: Evangelizing Children, Encouraging Parents, and Edifying Servants for the Glory of God.

II. Children's Ministry Teacher Ministry Responsibility Description

Purpose:

To oversee the administration, personnel, teaching, safety, and environment of a Children's Ministry class.

Goal:

To provide a safe and enjoyable classroom environment where children will learn about the Gospel of Jesus Christ and workers will be encouraged through joyful service.

Responsibilities:

1. Arrive 15 minutes prior to any children's ministry.
2. Check in children to Classroom when dismissed from Sunday Service
3. Remain in class until every child has been picked-up
4. Return classroom to original condition (cleaning tables, vacuuming carpet, etc.)
5. Communicate vision/strategy with co-teacher(s), assistant teacher(s), and parents. Remember, we are a team!
6. Prepare and teach an age appropriate Bible lesson using the Generations of Grace (GOG) curriculum and follow the published schedule.
7. Evangelize children and parents through the communication of God's Word, the demonstration of the love of Christ, and regular, intentional interaction.
8. Initiate and implement times of prayer.
9. Oversee the implementation of a GOG related craft and age appropriate GOG music (optional) each class time.
10. Place order of GOG related crafts with Children's Ministry Leader (2 weeks advance minimum)
11. Make an effort to interact with and encourage parents during drop-off/pick-up.
12. Maintain the security of the children in accordance with established safety policies and check-in/check-out procedures.
13. Protect the safety of the children in case of emergency (e.g. fire, earthquake, shooter).
14. Communicate all substitute needs and/or absences to Children's Ministry Leader (two weeks' notice preferable).
15. Assist in the recruitment of qualified volunteer staff.
16. Report all behavior issues and significant incidents involving children, parents, assistants, and teachers to Children's Ministry Leader.
17. Know each child by name
18. Regularly pray for the salvation of the children.

19. Attend teacher training and other meetings.

Qualifications:

1. Member of Master's Bible Church | Deacon and Deaconess qualified.
2. Successful background check & CM application.
3. Pursue CPR certification.

Our ministry philosophy is as follows:

In Children's Ministries our objective is to provide a Biblical foundation through the teaching of God's Holy Word and to support parents in fulfilling Biblical requirements concerning teaching their family Scripture and modeling holy conduct. Parents are to be the primary evangelists to the children (Eph 6:4). Our aim is to develop a solid understanding of Biblical Truth and to prepare the children to apply theological doctrines as they progress into Junior and Senior High Bible classes.

We exist to encourage and promote Christ-like living and behavior through teaching, encouragement, and example (Eph 2:10 & 4:12). We want our children to grow in the knowledge of the Lord and apply it to their lives (Rom 12:1-2). We want our church to be filled with little voices passionately discussing Scripture with their parents. Our ministry is threefold: Evangelizing Children, Encouraging Parents, and Edifying Servants for the Glory of God.

III. Children's Ministry Assistant Ministry Responsibility Description

Purpose:

To assist in the administration, personnel, teaching, safety, and environment of a Children's Ministry class.

Goal:

To provide a safe and enjoyable classroom environment where children will learn about the Gospel of Jesus Christ and workers will be encouraged through joyful service.

Responsibilities:

1. Arrive 15 mins prior to any children's ministry.
2. Remain in class until every child has been picked-up
3. Return classroom to original condition (cleaning tables, vacuuming carpet, etc.)
4. Understand the vision/strategy of the teacher(s), assistant teacher(s), and parents.
5. Engage student participation.
6. Attend to individual needs, encouraging children, so the teacher can lead the class.
7. Evangelize children and parents through the communication of God's Word, the demonstration of the love of Christ, and regular, intentional interaction.
8. Assist in the oversight and the implementation of a GOG related craft and age appropriate GOG music each class time.
9. Make an effort to interact with and encourage parents during drop-off/pick-up.

10. Maintain the security of the children in accordance with established safety policies and check-in/check-out procedures.
11. Protect the safety of the children in case of emergency (e.g. fire, earthquake, shooter).
12. Communicate all substitute needs and/or absences to Children's Ministry Leader (two weeks' notice preferable).
13. Assist in the recruitment of qualified volunteer staff.
14. Report all behavior issues and significant incidents involving children, parents, assistants, and teachers to Children's Ministry Leader.
15. Know each child by name.
16. Regularly pray for the salvation of the children.
17. Attend trainings and other meetings.

Qualifications:

1. Member of Master's Bible Church (or pursuing membership) | Deacon and Deaconess qualified.
2. Successful background check & CM application.
3. Pursue CPR certification.

Our ministry philosophy is as follows:

In Children's Ministries our objective is to provide a Biblical foundation through the teaching of God's Holy Word and to support parents in fulfilling Biblical requirements concerning teaching their family Scripture and modeling holy conduct. Parents are to be the primary evangelists to the children (Eph 6:4). Our aim is to develop a solid understanding of Biblical Truth and to prepare the children to apply theological doctrines as they progress into Junior and Senior High Bible classes.

We exist to encourage and promote Christ-like living and behavior through teaching, encouragement, and example (Eph 2:10 & 4:12). We want our children to grow in the knowledge of the Lord and apply it to their lives (Rom 12:1-2). We want our church to be filled with little voices passionately discussing Scripture with their parents. Our ministry is threefold: Evangelizing Children, Encouraging Parents, and Edifying Servants for the Glory of God.

IV. Children's Ministry Nursery Teacher Ministry Responsibility Description

Purpose:

To oversee the administration, personnel, teaching, safety, and environment of our nursery class – ages infant through 3 years- so that Christ is glorified and the family is encouraged.

Goal:

To provide a safe and caring environment where we meet the needs of the youngest in our church family. Our time with these little ones is spent singing worship songs, engaging them in play, or teaching simple lessons about our Lord. This ministry also allows parents to worship the Lord undistracted.

Responsibilities:

1. Arrive 15 minutes prior to any children's ministry.
2. Remain in class until every child has been picked-up and closing duties have been completed.

3. Return classroom to original condition. (cleaning tables, vacuuming carpet, etc.)
4. Clean all hand toys with disinfectant weekly and after any event.
5. Communicate vision/strategy with co-teacher(s), assistant teacher(s), and parents. Remember, we are a team!
6. Evangelize children and parents through the communication of God's Word, the demonstration of the love of Christ, and regular, intentional interaction.
7. Place order of snacks or materials with Children's Ministry Leader (2 weeks advance minimum)
8. Make an effort to interact with and encourage parents during drop-off /pick-up.
9. Maintain the security of the children in accordance with established safety policies and check-in/check-out procedures.
10. Protect the safety of the children in case of emergency (e.g. fire, earthquake, shooter).
11. Assist in the recruitment of qualified volunteer staff.
12. Report all behavior issues and significant incidents involving children, parents, assistants, and teachers to Children's Ministry Leader.
13. Know each child by name | Regularly pray for the salvation of the children.
14. Notify parent for a diaper change or bathroom assistance.
15. Use cell phone only for contacting parents or emergency.
16. Attend teacher training and other meetings.

Qualifications:

1. Member of Master's Bible Church (or pursuing membership) | Deacon and Deaconess qualified.
2. Successful background check & CM application.
3. Pursue CPR certification.

Our ministry philosophy is as follows:

In Children's Ministries our objective is to provide a Biblical foundation through the teaching of God's Holy Word and to support parents in fulfilling Biblical requirements concerning teaching their family Scripture and modeling holy conduct. Parents are to be the primary evangelists to the children (Eph 6:4). Our aim is to develop a solid understanding of Biblical Truth and to prepare the children to apply theological doctrines as they progress into Junior and Senior High Bible classes.

We exist to encourage and promote Christ-like living and behavior through teaching, encouragement, and example (Eph 2:10 & 4:12). We want our children to grow in the knowledge of the Lord and apply it to their lives (Rom 12:1-2). We want our church to be filled with little voices passionately discussing Scripture with their parents. Our ministry is threefold: Evangelizing Children, Encouraging Parents, and Edifying Servants for the Glory of God.

V. Children's Ministry Nursery Assistant Ministry Responsibility Description

Purpose:

To assist in the administration, personnel, teaching, safety, and environment of our nursery class – ages infant through 3 years- so that Christ is glorified and the family is encouraged.

Goal:

To provide a safe and caring environment where we meet the needs of the youngest in our church family. Our time with these little ones is spent singing worship songs, engaging them in play, or teaching simple lessons about our Lord. This ministry also allows parents to worship the Lord undistracted.

Responsibilities:

1. Arrive 15 mins prior to any children's ministry.
2. Remain in class until every child has been picked-up and closing duties have been completed.
3. Return classroom to original condition. (cleaning tables, vacuuming carpet, etc.)
4. Clean all hand toys with disinfectant weekly and after any event.
5. Communicate vision/strategy with co-teacher(s), assistant teacher(s), and parents. Remember, we are a team!
6. Evangelize children and parents through the communication of God's Word, the demonstration of the love of Christ, and regular, intentional interaction.
7. Communicate with the teacher if any orders need to be made. (snacks, materials, etc.,)
8. Make an effort to interact with and encourage parents during drop-off /pick-up.
9. Maintain the security of the children in accordance with established safety policies and check-in/check-out procedures.
10. Protect the safety of the children in case of emergency (e.g. fire, earthquake, shooter).
11. Assist in the recruitment of qualified volunteer staff.
12. Report all behavior issues and significant incidents involving children, parents, assistants, and teachers to Children's Ministry Leader.
13. Know each child by name | Regularly pray for the salvation of the children.
14. Notify parent for a diaper change or bathroom assistance.
15. Use cell phone only for contacting parents or emergency.
16. Attend teacher training and other meetings.

Qualifications:

1. Member of Master's Bible Church (or pursuing membership) | Deacon and Deaconess qualified.
2. Successful background check & CM application.
3. Pursue CPR certification.
4. Must be a female according to Scripture.

Our ministry philosophy is as follows:

In Children's Ministries our objective is to provide a Biblical foundation through the teaching of God's Holy Word and to support parents in fulfilling Biblical requirements concerning teaching their family Scripture and modeling holy conduct. Parents are to be the primary evangelists to the children (Eph 6:4). Our aim is to develop a solid understanding of Biblical Truth and to prepare the children to apply theological doctrines as they progress into Junior and Senior High Bible classes.

We exist to encourage and promote Christ-like living and behavior through teaching, encouragement, and example (Eph 2:10 & 4:12). We want our children to grow in the knowledge of the Lord and apply it to their lives (Rom 12:1-2). We want our church to be filled with little voices passionately discussing

Scripture with their parents. Our ministry is threefold: Evangelizing Children, Encouraging Parents, and Edifying Servants for the Glory of God.

VI. Character Qualities

Service – We are here to provide a service of care to parents and families. We will do this best by being sacrificial and accommodating to the parents. Romans 15:1-3.

Worship – Our primary commitment is to the Lord Jesus Christ and His church. It is expected that every Children’s Ministries servant-leader will participate in the corporate gathering of believers on Sunday morning. Hebrews 10:25.

Humility – We are to view others as more significant than ourselves and put their needs above our own. Christ is our supreme example. Being Lord of the universe, He lowered Himself to serve the needs of others. Philippians 2:3-4.

Teachability – God has graciously provided elders for the leadership of His church (Titus 1:5), and we are to lovingly submit to their rule. Hebrews 13:17.

Joy – Our life should reflect the joy of the Lord because of all that He has done. Psalm 5:11.

Graciousness – With all of the grace we’ve received in Christ, we ought to extend grace to the body of Christ and to others who have never yet experienced His loving-kindness. Colossians 4:6.

Enthusiasm – We should be excited when we consider that God has chosen us, sinful man, to play a role in the extension of His kingdom. Matthew 28:18-20.

Patience – We should reflect the same patience that Christ had and still has with us when dealing with parents and children. Ephesians 4:1-2.

Gentleness – We must be gentle as Christ was gentle. He did not lash out, nor did He respond harshly when not respected or obeyed. Proverbs 15:1

Purity – God greatly cares for the purity of His church. We should too. Ephesians 4:22-24.

Unity – We must work together with our leaders and fellow workers, not complaining, but supporting and upholding one another. Putting on all the character qualities listed above will be a great expression of love for one another in our ministry. Colossians 3:12-14.

VII. Children’s Ministry Placement Procedure

1. CM applications are given to a pastor or Children’s Ministry Leader.
2. Either a pastor or Children’s Ministry Leader will make initial contact with the applicant
3. After background check is cleared, a pastor or Children’s Ministry Leader will setup a meeting with applicant.
4. Assimilate the applicant into the ministry.
5. File the application.

Important Notes

1. In order to start serving under most circumstances you must be actively involved for at least three months and in the process of becoming a member.
2. No one gets assimilated into Children's Ministry without a face-to-face interview and reading this document along with any other required documents that the leadership deems necessary.
3. All workers must be actively pursuing worker qualifications if they have not already been completed.
 - a. CPR classes and other qualifications will be provided or assigned on a regular basis to allow prospective workers opportunities to attend.

VIII. Forms

Master's Bible Church		
Private Physician Authorization for Emergency Use of Epi-Pen Child's		
Last Name _____	First Name _____	DOB _____
ALLERGY TO _____		
Dose Prescribed _____	Date of Prescription _____	Date first diagnosed _____
Printed Name of Physician _____		Signature _____
SIGNS AND SYMPTOMS OF AN ALLERGIC REACTION		

Parent Name(s) _____		
Parent Cell Number(s)	Cell #1 _____	Cell #2 _____
Parent Location	1st Hour _____	2nd Hour <u>N/A at this time</u>

Release and Waiver of All Claims	
To Administer an Epi-Pen and	
To Provide Additional Emergency Medical Services	
I, the undersigned parent, parents, or legal guardian of _____, a minor (hereafter referred to as "My Child"), do hereby voluntarily release and agree to hold harmless Master's Bible Church Vancouver, WA and its officers, directors, employees, volunteers, agents, and affiliates (hereinafter referred to collectively as "MBC") from any and all losses, damages, and claims of any kind that may arise from MBC administering the Epi-Pen or any other emergency medical services to My Child. Pursuant to this agreement, I understand that in consideration for MBC agreeing to administer the Epi-Pen and other necessary emergency medical services, I am knowingly and willfully agreeing to waive all claims I or My Child may have against MBC.	
_____	_____
Parent Signature	Date

Authorization and Release Expires January _____. PMD review and renewal required.
Children's Ministries Date: _____
Epi-Pen PMD Authorization/Parent Release

IX. Children's Ministry Sunday School Handbook Service Agreement

Children's Ministry Sunday School Handbook Service Agreement

I will serve ultimately for the glory of God (1 Cor 10:31)

I will serve in a manner that reflects the character of Christ (Phil 2:4-7)

I will serve with gratefulness understanding that ministry is a mercy from God (2Cor 4:1)

I will serve in such a way that children are properly evangelized (Mt 28:18-19)

I will serve with a weekly goal of personally encouraging parents (1 Thess 5:11)

I will serve in a manner that edifies and supports my fellow servants (Gal 5:13-15)

I will serve with an attitude that sees the needs of others greater than my own (Phil 2:3-4)

I will serve with the safety and security of our children as a main priority (Ps 127:3-5)

I will serve with humility, integrity, and purity as my hallmarks (Gal 5:22-24)

I will serve with a submissive, loving, and teachable spirit (Eph 5:19-21)

I will serve as a steward knowing I will give an account to God for my life (2 Cor 5:10)

I will serve so that I seek to fulfill my responsibilities set forth in this handbook (Heb 13:17)

Cut off this portion and turn it in to your Children's Ministry Leader

I acknowledge that I received and read a copy of the Master's Bible Church's Children's Ministry Handbook. I fully understand and agree to abide by all the policies and procedures explained throughout the handbook while serving in this ministry. I acknowledge that a failure on my part to follow the guidelines set forth in this handbook could result in my removal from Children's Ministry.

Signature: _____ Date: _____

Printed Name: _____