

CASTLE HAYNE
CAMPUS



KIDS Handbook

CALLING KIDS TO DISCOVER JESUS, DEVELOP IN HIS WORD, AND DEPLOY IN HIS WORK

THE PRAYER:

Every child would clearly hear the gospel and discover who Jesus is.

Every child would have an authentic relationship with Jesus and develop a love for His word.

Every child would live for Jesus and deploy in the work He has for them.

1 Corinthians 16: 13-14

KIDS GROUPS

LARGE GROUP:

We want children to experience corporate worship in a kid-friendly way. During Large Group, children gather and worship together through song, games, and prayer in their age-specific environments.

SMALL GROUPS:

We want children to understand the value of community and relationships within the Church. During Small Group, will be taught directly from God's word and engage in learning through discussion, hands-on activities, and prayer in an age-specific group. Beginning in third grade, children meet with leaders and children of their same gender to provide for deeper conversations as they grow.

PRESCHOOL

Preschool Schedule

9:30: Leaders Arrive/All Team Huddle

10:00: Kids Team Huddle/Leader Prep

10:15: Doors Open, Check in Begins

10:15-10:35: Free Play/Small Talk

10:35-10:45: Welcome Preschoolers (use a session starter)

10:45-10:50: Transition to Large Group
(countdown begins at 10:45)

10:50-11:20: Large Group

11:20-11:45: Small Group

ELEMENTARY

Elementary Schedule

9:30: Leaders Arrive/All Team Huddle

10:00: Kids Team Huddle/Leader Prep

10:15: Doors Open, Check in Begins

10:15-10:35: Free Play/Small Talk

10:35-10:45: Welcome Kids (use a session starter)

10:45-10:50: Transition to Large Group
(countdown begins at 10:45)

10:50-11:20: Large Group

11:20-11:45: Small Group

LEADER EXPECTATIONS

ON TIME:

Show up on time (or early)! If you come late, you will lose out on valuable community time with other leaders and an opportunity to unify hearts and minds for service.

COMMUNICATE:

Sometimes the kids get sick, you get held up at work, your alarm doesn't go off, or you get stuck in traffic, we get it...life happens! When a situation arises that will cause you to be late or miss serving altogether, we ask that you communicate with the kids staff and your co-leaders via text as soon as you can. If you know that you will be absent on a future date, we ask that you communicate with the kids staff and co-leaders **AT LEAST 3 days in advance**. This allows us to make the necessary adjustments so that kids are cared for well.

COME PREPARED:

You will receive a weekly email that will communicate everything you need to know about serving in kids ministry. The weekly email may include curriculum info, upcoming events, RSVPs, and everything in between. Please make a routine of reading the email every week. Your success as a leader and our success as a team requires everyone to be prepared and on the same page!

BE CONSISTENT:

Consistency is KEY to building relationships and trust with kids. The more they trust you, the deeper conversations will get, and the easier they will follow your direction and counsel. So be as consistent as you can! To help you succeed in this area, we desire Sunday leaders to miss no more than 2 Sundays per quarter (3 months).

BE KID FOCUSED:

We expect every kids ministry leader to prioritize building relationships with kids while serving. While it is a joy to serve alongside friends and peers, we don't want that to become a distraction from our main focus.

Other distractions that can hinder kid-focus are cell phone use, drama, and gossip. We only have a couple of hours with kids and we want to make the most of the time we have.

More specific examples of how to be "kid-focused" are on page 23

COMMUNICATION

We believe that clear communication is key to the success of our team! That is why it's so important for you to understand our communication process and commit to staying up-to-date on the forms of communication. We communicate with you in two primary ways throughout the year:

1. A Weekly Email (Mailchimp) Throughout the ministry year, you will receive an email through the Mailchimp email system. This email will outline specific info related to curriculum and ministry events. This is our primary communication with you, so please be sure to read it and respond to any RSVPs.

"Communication that is not seen or heard is not communication at all."

2. Individual Texts/Phone Calls On the occasion that we need to individually follow-up with you about something, staff will call or text (depending on the situation). In addition, coaches will consistently reach out with feedback and offer support/encouragement.

The Church Center app is the one-stop shop for Kids Ministry scheduling.

ACCEPT: Accept dates you are scheduled to serve

DECLINE: Decline dates you are scheduled but are unable to serve

BLOCK OUT: Block out dates in advance that you are unavailable to serve

LEADING

YOU WILL NEVER BE A LEADER UNTIL YOU SIMPLY START LEADING

Sometimes leading can be intimidating, but if you never start, you will never grow into the leader God has called you to be.

LEADERSHIP IS SIMPLY INFLUENCE.

As you lead kids, remember, you are influencing them. Your goal is to inspire them to make their faith their own and have a passion for the word of God.

LEADERS ARE ALSO FOLLOWERS.

Never forget that you can't lead effectively unless you are being led by the Lord. How are you investing time and energy in developing your own relationship with Jesus?

DISCOVERING THE LEADER AND GIFT WITHIN YOU

1 CORINTHIANS 12:4-6

“ Now there are different gifts, but the same Spirit. There are different ministries, but the same Lord. And there are different activities, but the same God works all of them in each person. A manifestation of the Spirit is given to each person for the common good: to one is given a message of wisdom through the Spirit, to another, a message of knowledge by the same Spirit, to another, faith by the same Spirit, to another, gifts of healing by the one Spirit, to another, the performing of miracles, to another, prophecy, to another, distinguishing between spirits, to another, different kinds of tongues, to another, interpretation of tongues. One and the same Spirit is active in all these, distributing to each person as he wills.”

YOUR LEADERSHIP

We are able to lead because Christ, through the Holy Spirit, leads us!

Paul reminds Timothy to not have a spirit of fear, but a spirit of power, love, and sound judgment (2 Timothy 1:7). If your identity and foundation are rooted in the word of God, you will seek first the Kingdom of God and your ability to make disciples will grow, not because of you, but because you are Joining God in His Work of Transforming Lives.

MAINTAINING SPIRITUAL HEALTH

1. Pray, read your Bible, and journal what you learn.
2. Stay active in an adult or student Small Group that meets weekly.
3. Ask questions and seek answers from the word of God.

TIPS FOR LEADING A SMALL GROUP

PRAY:

Praying may seem like a perfunctory step to some, but we want to do more than fill children's minds with a good lesson. We want to transform their lives. That's the part only God can do. We are in a partnership with God each time we enter the classroom. It's best to ask for His help every time we teach.

PREPARE:

We'll have some days where we grab our lesson, run into class, and read it from the page. But that should be the rare expectation. Be familiar enough with your lesson that you are never chained to the pages and can look up and maintain eye contact with the kids. If you haven't read the lesson, prepared the crafts, and thought through the activities, it won't go well. Think ahead and work through the logistics. Read over the materials and ask the other teachers questions. Set up the classroom. Cut, fold, tape, or glue any activities beforehand. Be sure that you are ready for the kids to arrive.

KNOW YOUR STUDENTS:

The younger the kids, the shorter their attention span. So keep it short, simple, and engaging for the younger children. Be aware of incompatible relationships. If Billy and Jared don't do well sitting together, separate them from the start of class. If you have a special needs child, ask the parents for tips to best care for their son or daughter

ENGAGE THE STUDENTS:

It helps if you are energetic, use hand motions, vary your tone and pitch, and move around.

STAY GOSPEL-FOCUSED:

As you descend into practical and tactical teaching, don't lose sight of our ultimate goal—to reach children and get them to know God as Creator, to understand their sin, to see their need for a Savior, and to love Christ. Always keep the gospel in view.

SPEAK TO THE HEART:

Outward conformity— a child's obedience— is not the same thing as heart transformation. A child is much more than his or her outward behavior. The Bible makes our heart the center of our life. So as you present your lesson, speak to their hearts rather than listing a set of rules to follow. Jesus said it's out of the overflow of the heart that we speak. Out of your heart you think, feel, speak, choose, and do. When you teach and mentor kids, keep the heart as your target.

BE A THOUGHTFUL READER:

When you read a Bible story, don't rush through the text. Read it at a slow and deliberate pace and emphasize important words. Change your voice to help the children know when various characters of a story are speaking. Even a slight inflection change will make a story come to life.

TAKE LEADERSHIP:

Be clear, concrete, and direct with instructions. Like a tour guide on a trip, offer guidance throughout the entire class. If they are coloring and need to shift to Bible reading, give them a two minute warning. Two minutes later, have the kids put the crayons away in bins. Bins go in the middle of the table.

PLAN FOR CONTINGENCIES:

It is a good idea to come to class with extra material just in case the worship service goes long, or a helper forgets to bring the craft, or you finish your lesson and activities early. What will you do if you need to fill in time at the end of the class? Have a list of possible fillers ready. Perhaps prepare a generic backup segment or game that you can use for any lesson.

SUNDAY WEEKLY PREPARATION PLAN

5 DAYS BEFORE SMALL GROUP:

- Read (and/or listen to!) the Bible passage for the upcoming lesson
- Pray and ask the Lord to give you insight into the passage and an understanding of how to communicate truth to children.

4 DAYS BEFORE SMALL GROUP:

- Reread the Bible passage (and/or listen to!) for the upcoming lesson
- Make an outline of main ideas/ points
- Take an inventory of movement, senses, repeated words, themes, numbers, etc.

3 DAYS BEFORE SMALL GROUP:

- Reread (and/or listen to!) the Bible passage for the upcoming lesson
- Review the Leader Bible Study in your leader guide
- Solidify the teaching plan (including interactive opportunities and creative elements!)

2 DAYS BEFORE SMALL GROUP:

- Turn your phone to vibrate to reduce the distractions (but keep it on in case someone gets lost and tries to call you)
- Make sure each child is connected to at least one other child
- Look for the new children and care for them well

DURING SMALL GROUP:

- Be there early or on time
- Pray for your time and your group members, and ask the Lord to give you the ability to lead well
- Turn your phone to vibrate to reduce the distractions (but keep it on in case someone gets lost and tries to call you)
- Make sure each child is connected to at least one other child
- Look for the new children and care for them well

EVALUATE EACH SMALL GROUP

1. How did you see God at work during small group? Take time to thank Him for all He did.
2. Did everyone show up?
 - a. Which children were absent?
 - b. When was the last time you reached out to their family?
3. Were student leaders present and engaged? Do you need to follow up with them?
4. Were you prepared? Did you feel confident and at ease?
5. Did you have an attitude of expectancy? Were you prepared for everyone who came?
6. Did you create a warm atmosphere? Did kids seem comfortable?
7. What other adjustments do you need to make?

QUESTIONS

(TO HELP YOU DETERMINE YOUR GROUP'S NEEDS)

KNOW THE KIDS IN YOUR GROUP!!

1. What strengths do they have? Where do they need growth? What do they not understand?
2. What learning styles are present in your group? How will you incorporate a variety of strategies using movement, sound, visuals, etc. to engage all kids?
3. Which faith questions are most prevalent among your group?
4. How can you engage with kids and their families outside of the church walls?

SUGGESTED SUNDAY SMALL GROUP FLOW

PRESCHOOL

LEARN (10 min)

- 5 min- BP Q & A/Memory Verse
- 5 min- Intro and Tell the Story/Gospel Plan

LOVE (5 min)

- 5-10 min- Prayer requests/Pray together/Review and reflection activities

LIVE (10 min)

- 5-10 min- Missional activities related to lesson learned

ELEMENTARY

LEARN (12 min)

- 5 min- BP Q & A/Key Passage
- 5 min- Intro and Tell the Story/Gospel Plan
- 2 min- Pray together

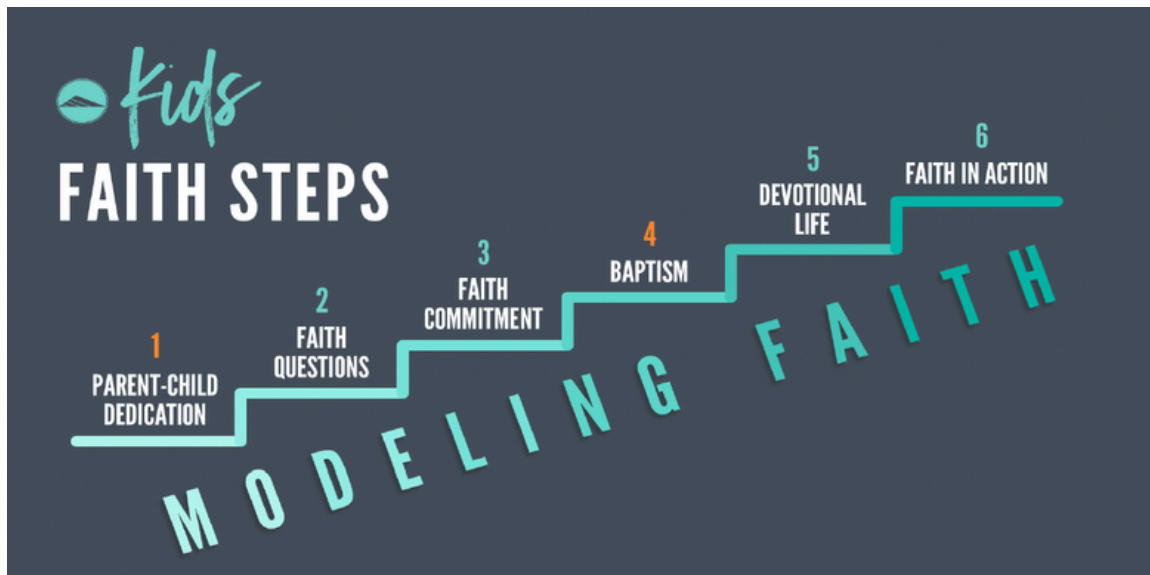
LOVE (8 min)

- 5 min- Bible skill and drills
- 3 min- Group Discussion

LIVE (10 min)

- 8 min- Activities related to lesson learned
- 2 min- Reflection (3 questions for younger, 5 questions for older)

LEADING KIDS TO CHRIST



1. PARENT-CHILD DEDICATION:

A time to gather with friends and family and commit to raising your child in the discipline and instruction of the Lord. As you walk with children, we want to be their parents' cheerleaders and encourage them along the way, celebrating victories with them and comforting them through the hard times.

2. FAITH QUESTIONS:

These questions may sound like: "Who is God?" "Does God love me?" "Why did Jesus die on the cross?". If your kid is asking you questions about God, that is something to celebrate! This means that their imaginations are being captured by God and they are being moved by the Holy Spirit.

3. & 4. FAITH COMMITMENT & BAPTISM

This is a deliberate surrender to the Lordship of Jesus. Every person that commits their life to Jesus has a story to tell—and we want them to be able to communicate what Jesus has done for them! This leads to baptism! The Scriptures tell us that after a person is saved, they should publicly proclaim their faith in Jesus through baptism.

5. DEVOTIONAL LIFE:

How do they continue to grow and learn more about Jesus so that they thrive in their faith walk? Well, what better place to start than with the Bible itself? As they read the word, they are being transformed by the power of the Author.

6. FAITH IN ACTION:

This is the step that involves active participation in the life of the Church, a heart of service for others, and a desire to be on mission for Jesus. A kid who actively follows after Jesus is one who proves the genuineness of his or her faith commitment.

PARENT PARTNERSHIP

Both the Church and the home have the ability to impact the next generation for Jesus... But when the Church partners with the home, the potential impact is even more powerful, and both the Church and the home are made stronger. So let's make the biggest impact we can, TOGETHER!

We desire to build up the parent, support the parent as an authority in the home, and help the parent make a lasting impact on the faith life of their child. Ultimately, we want to see kids grow, flourish, and blossom into the boys or girls God created them to be. In order to do that, we need your help! We need you to inform parents about events and what we are teaching: meet them on-campus, meet them off-campus, share a meal with them, and add them to the favorites list on your phone.

**WE WANT TO CONNECT
WITH PARENTS BECAUSE
THEY WILL HELP MAKE A
BIGGER IMPACT!**

KIDS CULTURE & MINISTRY

Kids are in the midst of a self-seeking, challenging, and technology-obsessed age. With that being said, we have listed some of the issues and topics we believe would be beneficial to educate and inform yourselves on. It is important to remember that there are several other issues and topics that may arise as you seek to work with kids.

STAY EDUCATED:

On topics like:

- Challenging behavior patterns in children
- Techniques to support kids
- Mental health
- LGBTQIA+ Culture
- Modern technology capabilities

ACTION STEPS:

1. Listen:

"The one who gives an answer before he listens— this is foolishness and disgrace for him." Proverbs 18:13 (CSB)
When a child opens up or asks for guidance, seek to listen extensively before trying to give them your take on it.

2. Ask Questions:

This is a delicate and pivotal phase, so do not see it as an opportunity to bombard them and learn every minute detail. Formulate thought and ask careful questions to understand what is going on. Remember, you are seeking to guide and counsel, not accuse and interrogate.

3. Discover Underlying Issues:

Are these issues pertaining to the child's beliefs about identity, acceptance, guilt, anger, or love?

4. Challenge False Beliefs:

As you provide guidance and direction, you may need to challenge false beliefs that children are clinging to as truth. "I understand it may seem like no one cares, but that just isn't true." Is the child's issue directly connected with an incorrect assumption or a false belief? Don't be afraid to be direct and speak the truth of God's word in love.

5. Confidentiality:

Building trust with children can be difficult; gaining it back after losing it is even more so. If and when a child confides in you to confess sin, seek help, or is seeking advice, their expectation is that the details shared stay between the two of you. It is NEVER acceptable to gossip about a conversation with a student with other leaders or students. HOWEVER: There will be times in which the priority of a child's well-being outweighs that of confidentiality.

Remember the 3H Rule and inform staff.

(Someone hurting them, hurting themselves, or hurting others)

STAY KID-FOCUSED

While there are definitely moments to grow relationally with other leaders, our key focus should be the kids! Here's what it looks like to be kid-focused:

At Drop-Off:

One leader stands at the door to greet arriving families and other leaders sit among kids and engage with them. Activities should be flexible so that kids arriving at different times can join in and participate freely. This is a great time for weekly check-ins with individual children and learning more about the kids in your group! This is also a great time to encourage children in your class to use the restroom before going to large group.

During Large Group:

Arrive in Large Group on time. Sit with your kids and model active participation in music/motions, games, instruction, and prayer. Refrain from speaking with co-leaders to prevent distraction and to encourage listening.

During Music:

We want to teach kids how to worship through song. Don't give into the temptation to feel silly or embarrassed while doing motions to songs (movement is essential for learning!). Model what engaging worship looks like for your kids by engaging in worship yourself.

During Games and Activities:

Kids ministry is fun! We want kids to enjoy learning truth in creative ways. Be willing to participate in stage games or help facilitate crowd games.

During Small Groups:

Give kids 110% of your attention while leading and engaging with them in Small Group time.

At Pick-Up:

One leader stands at the door to greet arriving families and verify security codes. Other leaders sit among kids and engage with them. Similar to drop-off, activities should be flexible so that kids leaving at different times will not disrupt the rest of the group. This is a great time for follow-up with kids as they wait to be picked up. This is also a great time to intentionally encourage specific parents.

LEADER COMMITMENT

- I will labor well alongside other kids team members for the benefit of our ministry.
- I will (when possible) notify my area coordinator AT LEAST THREE days in advance when I cannot serve on a Sunday.
- I will arrive prepared, knowing content and having read all emails.
- I will pursue relationship building with kids as first priority, and seek to lead by example.
- I will arrive on every Sunday that I am scheduled to serve at the correct time, and communicate promptly in the event that I will be late.

MY MINISTRY GOALS

SIGNATURE: _____



KIDS
Handbook