



Hey there! Here's an overview of what Kids Church looks like on a Sunday morning as well as expectations. If you are reading this, you're likely a Kids Church teacher or junior leader, someone who is interested in helping, or a parent of a child that goes to our church! We hope you find this helpful.

### ***Sunday Morning Outline***

Every Sunday morning, all ages gather in the main auditorium for worship, offering, announcements, and (once a month) communion. The kids are then dismissed to go downstairs to Kids Church! All kids must first be checked-in, which happens in our main lobby upstairs. Once kids receive their sticker with their name, contact number and any allergies, they can head downstairs. Ages birth to 3 go directly to the green nursery room, located at the bottom left of the stairs. All other age groups go directly to the Common Room for worship music.

After worship, Pastor Joanna (or another appointed teacher) will dismiss the youngest class (Pre-Primary and Primary) to the yellow room, and the oldest class (Grades 6-7) to the HUB room, where they will have their own teaching time and activities. Grades 1-5 remain in the Common Room for their Bible lesson. After 30-40 minutes these students are also dismissed to classrooms for small group questions, snacks and games or crafts. Grades 1-2 go to the orange classroom and Grades 3-5 go to the blue classroom.

All age groups follow Grow curriculum each week. Each month we have a different theme and unique decorations. The curriculum ensures that we cover all different areas of the Bible and a wide range of topics. Each month there is a key memory verse and the kids have an opportunity to get a small candy or toy prize on the last Sunday of the month if they know it by memory. Students are also encouraged to follow along with our monthly Bible reading plans that are distributed (and emailed). Once completed, they can also turn them in for a small prize.

### ***Check-in System***

Every Sunday morning, volunteers and kids need to be checked in. You can do this in our main lobby using the ipads provided, which are manned by designated volunteers. Kids Church teachers and junior leaders can check-in as soon as they arrive (and their own children if applicable). This allows teachers to go down ahead of time to prep. All other children should not check in or go downstairs until Kids Church has been dismissed from the main auditorium (after announcements). Our check-in system is available until all kids have been sent downstairs. If you show up late, you may have to ask one of the ushers for assistance. They can help locate an appropriate Kids Church worker.

Parents should make sure that their family information in our system is up to date - especially allergies and contact numbers. If a child requires their parent or guardian to come and get them, they will be sent a text message. Once students are checked in, they will receive a sticker for their shirt and they can go downstairs. Some parents of younger kids may wish to walk their children down. Parents and guardians will also get a printed label that has a code matching their child's sticker. This should be shown to the classroom teachers after the service when parents and guardians pick up their kids.

### **Kids Church Teachers**

**Kids Church is intended to be a safe place where children can form godly friendships, experience God for themselves, and grow in their knowledge of Him.** The teachers and volunteers are vital to making this happen. Kids (like all of us) want to be seen and heard. Once a week, teachers are given the special privilege to speak *life* into these children and remind them of their God-given value and potential. This includes teaching Biblical truths, listening to kids share their experiences and praying for them when the opportunity arises. **Of course, the most important thing our teachers and junior leaders can do is to have their own personal relationship with God. As you teach and pray for kids, it should be an overflow of the Spirit of God living in you.**

In compliance with our **Plan to Protect** policies, each classroom has at least two unrelated volunteers (teachers and/or junior leaders). They can be identified by purple and bright green shirts with our kids church logo in the center. All Kids Church teachers and junior leaders need to be screened and approved by our church staff. This includes (but is not limited to) a criminal record check and vulnerable sector check (every 3 years), completion of Next Steps course, Plan to Protect training, and a signed Ministry Agreement. For this reason, all other adults (including parents) are encouraged to stay upstairs in the main auditorium during Sunday morning services. Our ushering team also monitors the main doors and hallways to ensure the safety of our kids.

If a Kids Church volunteer cannot fulfill their assigned Sunday, on a three week rotation, they are encouraged to switch with another teacher and inform Pastor Joanna ahead of time. Pastor Joanna always sends out the relevant teaching material via email, ahead of time.

Teachers are encouraged to take ownership of their classrooms and activities. Although discussion questions and suggested activities are provided, teachers will get to know their students overtime and can make adjustments as they see fit. Teachers are also encouraged to come downstairs before the kids arrive, welcome them with high fives, ask them about their week, sit beside students and engage in worship with them. We lead by example.

### **Junior Helpers**

We are so thankful for the youth in our church who choose to volunteer to help in Kids Church. Our Junior Helpers are expected to be familiar with our Plan to Protect protocols and have

approval from parents/guardians if they are under age 18. Communication and scheduling happens through email and Planning Center services, so this will usually be with the parents.

### **Junior Helpers CAN do the following:**

- Participate in worship with kids
- Participate in play with children
- Clean up toys at appropriate times
- Clean furniture and toys as needed
- Set up snack time
- Clean up snack time (wash dishes, wipe tables, sweep, etc)
- Assist with crafts
- Continually model good behaviour
- Encourage children to participate
- Respond to children, parents and adults respectfully
- Demonstrate a joyful attitude in body language and tone of voice

### **Junior Helpers CANNOT do the following:**

- Change diapers
- Hold or carry children
- Be alone with one child
- Go into the bathroom with children
- Use personal electronic devices during classroom time

## **Disciplinary Policies & Bullying**

All staff members and Kids Church volunteers are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable. This prohibition includes spanking, yelling, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. **If a child is misbehaving, follow these steps:**

**1.** Go to the child and calmly ask him or her to stop the behavior. (Most children respond immediately and correct the behavior.) Give a warning and remind the child of class expectations and **redirect to a positive behavior**. Do this individually, when possible, and try not to single out a specific child in a large group setting. When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.

If another child was the target of bullying or misbehaviour, ensure they are physically and emotionally stable and not in danger of continued harassment.

**2.** If the child repeats the action, guide them to a quiet place – separate from the other children – for a short but designated period of time. Stay within sight of others and avoid being alone (or unseen) with the child. Provide the child with a simple, understandable reason for the separation, and a clear explanation of your expectations. Ex. “Terry, you didn’t

stop hitting Kelly when I asked you to, so it was necessary for me to separate you from the group.”

**3.** If the behaviour continues, send the student to Pastor Joanna (or the Kids Church monitor that day) for a conversation with his or her parents. This may lead to the removal of the child from the classroom for some time, but the goal is for the child to return to the classroom when appropriate.

**Uncontrollable or unusual behavior** should be reported to Pastor Joanna right away.

**Never** openly humiliate a child in front of the class or confront a parent in front of others.

**Verbal, physical, or emotional bullying is never acceptable.** Remarks that are hurtful could cause emotional harm and therefore will not be tolerated.

Any incidents or concerns should always be reported to Pastor Joanna and an “**Incident Report Form**” should be completed by the teachers involved in the matter. These are located in a folder in each classroom. It is best to address challenges or concerns with Pastor Joanna right away. **We are all learning and in this together!**

### **How to Stay Connected**

As much as possible, CFC Staff and Kids Church teachers and volunteers seek to have **open communication with parents and families on ALL matters.** Never hesitate to contact Pastor Joanna if you have questions or concerns. If you are a parent or guardian, you are the main pastor for your child. We hope to work alongside you and with you.

If you are a Kids Church teacher, volunteer or parent, we encourage you to join our church email list! Our church sends out weekly emails, and often times, Pastor Joanna will send out emails pertaining specifically to children’s ministry. CFC Kids Church also has an active Facebook Page where we post monthly and weekly content to keep you in the loop with what we’re covering in kids church: worship songs, themes, memory verses, etc.

Joanna Goodine  
*Family Pastor*  
Email: [joannagoodine1@gmail.com](mailto:joannagoodine1@gmail.com)  
Phone: 902-755-1500

