



City Church's Children's Ministry Volunteer Handbook

City Church's mission: "To be and make disciples of Jesus Christ."

It is the desire of City Church's Children's Ministry to partner with families to teach our children that Jesus is the way and the truth and the life, and to model what it means and what it looks like to have a personal relationship with Jesus Christ. We believe it is our role to support parents in their biblical responsibility for "teaching and modeling God's truths to children." We want our children to become faithful disciples of Jesus Christ, and to grow and mature spiritually by learning about our Savior's grace as revealed through God's word.

City Church's tagline: "An authentic community, walking with God in our city."

God gives us gifts and abilities that we desire to use to foster growth in Christ. Part of "walking with God" includes serving our body of believers, and children are a vital part of our community. There are several ways to serve with Children's Ministry at City Church. Our children's ministry team consists of volunteers who lead Christ-centered lives, and desire to help children feel loved and cared for, help children know who Jesus is, and help children develop and mature in their growth.

Children's Church

Children's Church is offered to children **2nd grade and under** (including infants) during the Sunday morning worship service, from 10:00 – 11:15 am. In the classroom for **preschool through second grade students**, our teachers and assistants instruct a Bible lesson using the "Children Desiring God: The ABC's of God" curriculum, and provide meaningful activities that are Christ-centered and engaging. In the classroom for **12 month olds through 3 year olds**, and in the nursery for **newborns through 12 month olds**, our teachers and assistants use the "Children Desiring God: A Sure Foundation" series to lay the foundation of a knowledge of God to our littlest ones. Caregivers and teachers provide a safe, clean, loving environment for children. Children **3rd grade and above** remain in the service with the adults. We provide "worship bags" containing activity bulletins and Bibles for this age group to help students remain engaged and focused during the service.

"Children Desiring God: The ABCs of God" Curriculum

In the classroom for **preschool through second grade students**, City Church's children's ministry uses a series entitled, "The ABCs of God." It is "a study for children on the greatness and worth of God. It uses the alphabet as a

framework for learning the attributes of God and other terms that describe His character, at an age-appropriate level. (Note that attributes are purposely not taught in alphabetical order.) Each lesson asks and answers three key questions, "Who is God?" "What is He like?" and "How should I act toward Him?" as it presents a theology of God for children. Through the use of a teaching aid called "The Blessing Box," students will discover a new attribute of God each week and will be challenged to consider how they should respond to an amazing God who is worthy of their greatest love, honor, trust, and obedience."

"Children Desiring God exists to equip the body of Christ to spread to the next generations a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ. Our aim is to impart to children a vision of God, who He is, and who we are in relation to Him, and to establish them with a foundation of doctrine and truth. We want them biblically grounded, seeing God as the hero of every story, with a God-centered world view and a faith that will hold them when the days of testing come. We want them to love the Lord their God with all their heart, and to delight in Him forever" (Nelson, 2013).

Nelson, J. (2016, July). *Children Desiring God: The ABCs of God*. Retrieved from <http://www.childrendesiringgod.org>

"Children Desiring God: A Sure Foundation" Curriculum

In the classroom for **12 month olds through 3 year olds**, and in the nursery for **newborns through 12 month olds**, City Church's children's ministry uses a series entitled "A Sure Foundation," which has pieces geared toward both babies and toddlers. For babies, "*The Fragrance of the Knowledge of Christ* establishes the philosophy of ministering in infant nurseries and creates an environment centered on prayer for each baby." And young toddlers "are taught four repeating Bible stories and monthly memory verses along with truth statements about God's character in *The Wonders He Has Done*" (Nelson, 2017).

Children's Ministry Needs

As a young church, we have a variety of ages of children who walk into our services, and we need godly, caring adults who love working with children and are ready to be flexible to serve and meet the needs of our children and our church. Our youngest children need loving caregivers each week to care for their needs and engage them in play and story-telling as they "form a foundation of love and security." Our older learners need "structure and guidance to begin their first understandings of who God is and how He loves them" using a Bible lesson as well as engaging application activities.

In addition, we are looking for volunteers who are available to be called to fill in any of these roles as a “back up” during a holiday or in the event our numbers are high.

Ministering to children is a wonderful blessing and privilege as well as a serious responsibility. Jesus said in Matthew 18:5-6, “And whoever welcomes a little child like this in my name welcomes me. But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.” In light of this, we at City Church desire to make our ministries to our young people as safe as possible. As a result, we have adopted a Child Protection Policy to both protect our children as well as minimize unwarranted accusations against ministry workers. We also have the following procedures in place.

Volunteer Requirements

All Volunteers:

- You must have a personal relationship with Jesus Christ that is evident by your life and your testimony.
- City Church must be considered your home church and you must regularly attend services.
- City Church membership is encouraged.
- You must have a Children’s Ministry Application form on file.
- You must arrange for a substitute if you are unable to fulfill your commitment.
- You must clear a national background check prior to working with children.
- Prepare your lesson in advance. We have materials in the classroom, so never feel obligated to buy anything.
- On a Sunday morning, you must arrive 30 minutes early to receive your students, and stay until the last student is picked up. Most students begin arriving 10-15 minutes before class.
- Maintain a clean, attractive, and organized learning environment. After class, take out the garbage, replace trash bag, disinfect surfaces and toys, vacuum rug, put away toys, etc.
- As a Children’s Ministry Volunteer at City Church you must adhere to and comply with our Child Protection Policy.
- Maintain confidentiality of child information.
- Demonstrate positive interpersonal relationships with children, volunteers, parents, and City Church community.

Volunteer Responsibilities

Classroom Teachers:

- Learn the names of your students. Pray for your students often.

- Plan your lesson during the week and delegate responsibilities.
- Arrive in your classroom 30 minutes before class begins to pray and prepare.
- Supervise children in the classroom, on bathroom breaks, and at all times.
- Establish and maintain a positive, safe and non-threatening learning environment in which students are encouraged to be actively engaged in the classroom activities and lesson.
- Appropriately handle discipline issues or concerns and questions as they arise. Encourage appropriate choices and redirect children when they are not following directions.
- Inform parents of any illnesses or injuries.
- Arrange for a substitute when you cannot fulfill your commitment. Contact a Children's Ministry Director.
- Attend City Church Sunday morning services and Community Group regularly.
- Attend required meetings for your own personal growth and encouragement.
- Use "The City" to remain up to date on pertinent information.

Classroom Assistants

- Learn the names of your students. Pray for your students often.
- Arrive in your classroom 30 minutes before class begins to pray and prepare.
- Assist the teacher with the lesson as needed.
- Supervise children in the classroom, on bathroom breaks, and at all times.
- Establish and maintain a positive, safe, and non-threatening learning environment in which students are encouraged to be actively engaged in the classroom activities and lesson.
- Appropriately handle discipline issues or concerns and questions as they arise. Encourage appropriate choices and redirect children when they are not following directions.
- Inform parents of any illnesses or injuries.
- Arrange for a substitute when you cannot fulfill your commitment. Contact the Children's Ministry Director.
- Attend City Church Sunday morning services and Community Group regularly.
- Attend required meetings for your own personal growth and encouragement.
- Use "The City" to remain up to date on pertinent information.

Nursery Teachers and Assistants:

- Learn the names of your students. Pray for your students often.
- Arrive in your classroom 30 minutes before class begins to pray and prepare.

- Supervise children in the classroom, during diaper changes, and at all times. Fill out an “I’ve been changed” slip if you change a diaper. Use gloves. Wash hands after each change (use hand sanitizer or the sink in the community room for washing).
- Establish and maintain a positive, safe and non-threatening environment in which students are encouraged to be actively engaged in the classroom activities.
- When requested by parents, caregivers will give children a bottle.
- Appropriately handle discipline issues or concerns and questions as they arise. Encourage appropriate choices and redirect children when they are not following directions.
- Inform parents of any illness or injuries. Do not use another child’s name when informing another parent of an incident.
- Sanitize eating and changing surfaces as well as any toys that children put in their mouths.
- Arrange for a substitute when you cannot fulfill your commitment. Contact a Children’s Ministry Director.
- Attend City Church Sunday morning services and Community Group regularly.
- Attend required meetings for your own personal growth and encouragement.
- Use “The City” to remain up to date on pertinent information.

Child Safety

Children’s Ministry Volunteers must adhere to City Church’s Child Protection Policy. These reminders will help us stay above reproach, and will help protect our children. Please feel free to talk with the Children’s Ministry Director or any of City Church’s staff if you have any questions. In addition:

- Everyone working with children must have a Children’s Ministry Volunteer Application on file. Volunteers will undergo a national background check.
- Wear your name tag when you volunteer.
- Be sure the blinds are open and the lights are on. Leave the door open if you are the only adult in the classroom.
- Use wisdom and discretion about physical touch. Do not tickle, wrestle, or kiss a child. Never touch a child any place a bathing suit would cover.
- Children, kindergarten age and older, are not to sit on volunteers’ laps.
- Volunteers of 5 year olds and older do not need to go into the restroom stall with the children. Volunteers should wait at the door with the door opened and remind children to wash their hands. Volunteers may assist with hand washing as needed. Female volunteers of 4 year olds and younger should take the children into the women’s bathroom and only help those who need help.

City Church's Children's Ministry
Volunteer Agreement

I have read through the **Child Protection Policy** and **Volunteer Handbook**, and have discussed it with the Children's Ministry Director. I am aware of what the expectations are for Children's Ministry at City Church, and I will do my best to follow them.

Name: _____

Signature: _____ Date: _____