



***Children's
Ministry
Handbook***



**CORNERSTONE
BIBLE CHURCH**

Greetings!

We are pleased to present the Children’s Ministry of Cornerstone Bible Church (CBC). It is our desire to care for the children at CBC in a way that honors our Lord Jesus Christ. Our goal is that the children entrusted to our care are able to learn about the character of God, discover biblical truth, and learn what it means to follow Jesus Christ.

Scope/Mission

The Children’s Ministry oversees children from four years of age up through Jr. High (8th grade).

The Children’s Ministry exists to serve both parents and children. We serve parents by coming alongside them in their effort to teach their children sound biblical truth with the ultimate desire that the Lord will give them new life and a heart to serve Him. We serve children by providing a safe and enjoyable environment where the Word of God is taught faithfully and Christ is exalted.

Curriculum

- Sunday
 - 4 year olds through 6th Grade

Each clear, age appropriate lesson follows a three-year Sunday school curriculum, *Generations of Grace*. The curriculum essentially takes the child from Genesis to Revelation, covering the main events of God’s redemptive story. If a child starts out in a four-year-old class and goes all the way through sixth grade, they will have gone through the narrative portions of the Bible nearly three times. This gives our students the big picture about what God is doing in the world.
 - Jr. High (7th – 8th grade)

Direct teaching from scripture is employed to challenge the young people to engage with God’s Word and to obey it through application in their lives.
- Wednesday

Biblically centered lessons are provided for all ages from four years old through Jr. High. For ages below Jr. High, group singing and memorization of scripture is included.

Schedules

- Sunday – classes meet from 9:00 to 10:00 am (year round)
- Wednesday – classes meet from 7:00 to 8:15 pm (summer breaks are taken)

WORKERS

Two adults minimum (Teacher/Helper) are to be present for each classroom that is in session. If for some reason a Helper is not available for a particular class session, the Teacher shall advise the Sunday School Superintendent.

Unless specifically approved by the Sunday School Superintendent all Teachers and Helpers will be college age or above.

Teachers

- Qualifications
 - Be a member of Cornerstone Bible Church
 - Pass a background check
 - Regularly attend worship services at Cornerstone Bible Church
 - Accomplish teacher training established by Sunday School Superintendent
 - Be approved by Elders
- Expectations
 - Arrive 15 minutes prior to class start
 - Consistently demonstrate biblical character qualities
 - Manage classroom time utilizing their lessons and other activities for the greatest benefit of the particular age being taught

Helpers

- Qualifications
 - Testimony of salvation
 - Pass background check
 - Approved by Sunday School Superintendent
- Expectations
 - Consistently demonstrate biblical character qualities
 - Desire to work with children of age proposed
 - Willingness to help teacher as directed

Greeter/Security Monitor (Note: This role is optional depending upon number of students and location of classrooms)

- Qualifications/Expectations
 - Testimony of salvation
 - Pass background check
 - Consistently demonstrate biblical character qualities
 - Desire to cheerfully greet and help parents or children as needed
 - Remain in area of classrooms during class sessions
 - Remain alert to people who are not known and/or have no purpose around children's activities
 - Monitor as children walk to and from bathrooms (*Never enter bathroom with a child*)

CHILD SAFETY

Child Arrival/Release

- Child Arrival (K through 6th)
 - Parents will be responsible for the safe arrival of their child at the classroom
 - Parents attending for the first time are encouraged to bring their child to class and meet their child's teacher (Church greeter should escort family to the class)
- Child Release (K through 6th)
 - 4yrs through 2nd Grade – Teacher and helper will bring children to a location designated by the teacher where parents will pick up their child at close of class
 - 3rd – 6th Grade – Children can self-release and proceed to parents
- Jr. High
 - Jr. High will self-arrive and self-release (First time visitor parents are encouraged to meet their son's or daughter's teacher)

At no time shall a Teacher or Helper knowingly release a child to someone they do not know unless prior arrangements by a parent have been made and means are in place to positively identify the receiving adult.

Bathroom Policy

All classes are of such length that bathroom breaks should not be needed. *Therefore, it is very important that all children visit the bathroom prior to class start.*

If a child **must** visit the bathroom during class, the following protocol will be followed:

- 4 & K Class – The classroom Helper will escort the child along with another child of the same sex to the bathroom. The Helper will wait outside the bathroom door until the children are finished. Children are to wash their hands with soap and water prior to returning to class.
- 1st Grade and Up – Child will proceed to bathroom alone. Child is expected to wash hands with soap and water prior to returning to class.

Behavior/Discipline

- Cornerstone Bible Church workers will at no time administer physical punishment; that is the role of parents.
- Five simple rules are taught and reinforced for all classes up through sixth grade:
 1. Keep your eyes on the teacher
 2. Don't talk while the teacher is talking
 3. Raise your hand before you talk
 4. Don't bother your neighbor
 5. Don't tip your chair
- If behavior and attitude problems present themselves in class to the point of being a disruption or evidence of a persistent sinful attitude, the following 3-step process will be followed:
 - 1) First offense – A verbal warning will be addressed to the offending child stating their need to change their behavior and/or attitude.
 - 2) Second offense – The Teacher or Helper will escort the child outside of the classroom and:
 - Gain eye contact and clearly explain the sinful action/attitude
 - If able, use scripture to explain the sin (See appendix – Use of Scripture in Child Training)
 - Gain child's confession and agreement to repentance
 - Restore to classroom (If child refuses to show repentance, escort to parents)
 - 3) Third offense – Child will be escorted to parents

Food Policy

- Snacks will not normally be provided during Sunday morning classes due to time constraints and food allergy concerns*†.
- Wednesday evening classes may provide snacks at teacher discretion. Parents of younger children are responsible to inform teachers of any allergy concerns*.

*Fruit juices may be provided at anytime

†Jr. High classes may provide snacks at any time at Teacher's discretion

Health and Illness

- When to keep a child at home
 - Fever – Exclusion should occur until physician determines the child may return. Child with temperatures exceeding 100°F should be excluded and should be fever-free for 24 hours.
 - Uncontrollable Diarrhea – Exclusion should occur until diarrhea stops or until physician determines that it is not related to an infectious disease.
 - Vomiting – Exclusion should occur until vomiting stops and child is vomit-free for 24 hours.
 - Eye Drainage – Exclusion should occur until 24 hours after proper treatment has begun.
 - Rash with Fever – Exclusion should occur until physician has determines that it is not related to an infectious disease.
 - Mouth Sores with Drooling – Exclusion should occur until physician determines the child may return
- When to advise a parent
 - If an obvious fever becomes apparent or vomiting is initiated then remove child from classroom and advise a parent
- Universal Safety kit
 - A universal safety kit is available in the storage closet which contains band-aids, paper towels, rubber gloves, etc. for the purpose of dealing with minor injuries or clean-up if someone becomes sick.

Electrical Power Failures & Dark Classrooms

- If a power failure causes classrooms to become too dark to continue class, then teachers of all classes with insufficient lighting shall escort their class to the auditorium and find the parents of their students
- Jr. High can self-release under dark classroom conditions

Tornado Warning Procedures

- Downstairs Classrooms – Remain in your classrooms with the door closed. Position children away from area where a window could blow in on them. Tables may be used for further protection. Expect other people could arrive in your room seeking shelter.
- Classes Offsite From Main Building – At first sound of tornado siren immediately make way as a group to main building basement for shelter. If conditions prevent movement to the main building basement, seek shelter towards the center of your building away from windows, using whatever resources available for greater protection.

Emergency Evacuation

- If emergency evacuation of the building is required, upon exiting the building proceed to the backyard of the west Manhattan Street House
- Teachers and Helpers will account for all class members and keep their class together until parents arrive to retrieve their children.

Offsite Events

- For all offsite special events, a parent or other adult not related to the sponsor and their spouse shall be present.
- Teachers as a rule will not provide transportation for the children of their class. If there becomes a need for this, it shall be approved by the Sunday School Superintendent.
- Sleepovers/Campouts – Church sponsored sleepovers or all-night campouts are not approved

MISCELLANEOUS

Promotion

- Children will promote out of the nursery into the 4 – K class upon reaching their 4th birthday.
- Otherwise, all grades that promote will promote on the first Sunday of June

Class Visits by Parents

- Parents are welcome to make periodic visits to their child’s class. A parent desiring to sit in on their child’s class on an ongoing basis would require approval from the Sunday School Superintendent.

APPENDIX

Use of Scripture in Child Training

Scripture Texts For Child Training (excerpt from Teach Them Diligently by Louis Paul Priolo)

Child's Behavior/Condition	Scripture Passages
Anger	Let everyone be quick to hear, slow to speak [and] slow to anger; for the anger of man does not achieve the righteousness to God. James 1:19,20
Argumentation (back talking)	A wise son [accepts his] father's discipline, But a scoffer does not listen to rebuke. Poverty and shame [will come] to him who neglects discipline, But he who regards reproof will be honored. Prov 13: 1, 18
Bad Company (wrong friendships)	Do not be deceived: Bad company corrupts good morals. 1 Cor 15:33
Bitterness (resentment)	Pursue peace with all men, and the sanctification without which no one will see the Lord. See to it that no one comes short of the grace of God; that no root of bitterness springing up causes trouble, and by it many be defiled. Heb 12:14-15
Blameshifting	He who conceals his transgression will not prosper, But he who confesses and forsakes [them] will find compassion. Prov 28:13
Complaining	Do all things without complaining and disputing. Phil 2:14
Covetousness (greed)	And He said to them, 'Take heed and beware of covetousness, for one's life does not consist in the abundance of the things he possesses.' Luke 12:15
Defiance	The eye that mocks a father, And scorns a mother,

	The ravens of the valley will pick it out, And the young eagles will eat it. Prov 30:17
Disobedience	Obey your leaders and submit to them, for they are keeping watch over your souls." Heb 13:17a
Disorderliness	Let all things be done decently and in order. 1 Cor 14:40
Disrespect	Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be no advantage to you. Heb 13:17
Fear	When I am afraid, I will put my trust in thee. Ps 6:3
Foolishness	Foolishness is found up in the heart of a child; The rod of discipline will remove it far from him. Prov 22:15
Forgetfulness	We must pay more careful attention, therefore, to what we have heard, so that we do not drift away. Heb 2:1
Friendlessness	A man of [many] friends [comes] to ruin, But there is a friend who sticks closer than a brother. Prov 18:24
Gossip	Not returning evil for evil, or insult for insult, but giving a blessing instead; for you were called for the very purpose that you might inherit a blessing. For, "Let him who means to love life and see good days Refrain his tongue from evil and his lips from speaking guile. 1 Pet 3:9-10
Grief	"But because I have said these things to you, sorrow has filled your heart." John 16:6
Guilt	He who conceals his transgression will not prosper, But he who confesses and forsakes [them] will find compassion. Prov 28:13
Hypocrisy	If we say that we have fellowship with Him and [yet] walk in the darkness, we lie and do not practice the truth. 1 John 1:6
Idolatry	Little children, keep yourselves from idols. 1 John 5:21
Impatience	Love is patient, love...bears all things, believes all things, hopes all things, endures all things. 1 Cor 13:4, 7
Impulsiveness (hastiness)	But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. Gal 5:22-23
Inappropriate Speech	Do not let any unwholesome talk come out of your mouths, but only what is helpful for building

	others up according to their need, that it may benefit those who listen. Eph 4:29
Inattentiveness	Hear, [O] sons, the instructions of a father, And give attention that you may gain understanding. Prov 4:1
Insensitivity (to the needs and desires of others: lack of compassion)	But whoever has the world's goods, and beholds his brother in need and closes his heart against him, how does the love of God abide in him? 1 John 3:17
Intemperance (lack of self-control)	[Like] a city that is broken into [and] without walls is a man who has no control over his spirit. Prov 25:28
Interrupting	A fool does not delight in understanding, But only in revealing his own mind. He who gives an answer before he hears, It is folly and shame to him. Prov 18:2, 13
Jealousy/Envy	Love ...is not jealous. 1 Cor 13:4
Judging Wrongfully (motives, disputable issues, the Law)	"Do not judge according to appearance, but judge with righteous judgement." John 7:24
Laziness	Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ. Col 3:23-24
Loneliness	"The Lord is my portion," says my soul, "therefore I will hope in him." Lam 3:24
Love of Approval (men-pleasing)	Nevertheless many even of the rulers believed in Him, but because of the Pharisees they were not confessing [Him], lest they should be put out of the synagogue; for they loved the approval of men rather than the approval of God. John 12:42-43
Love of Money	For the love of money is a root of all [kinds] [of] evil, for which some have strayed from the faith in their greediness, and pierced themselves through with many sorrows. 1 Tim 6:10
Love of Pleasure	What is the source of quarrels and conflicts among you? Is not the source your pleasures that wage war in your members? James 4:1
Love of Self	And He was saying to [them] all, "If anyone wishes to come after Me, let him deny himself, and take up his cross daily and follow Me. For whoever wishes to save his life will lose it, but whoever loses his life for My sake, he is the one who will save it." Luke 9:23-24
Lying	Lying lips [are] an abomination to the Lord, But those who deal truthfully [are] His delight.

	Prov 12:22
Masturbation	But I say, walk by the Spirit, and you will not carry out the desire of the flesh. For the flesh sets its desire against the Spirit, and the Spirit against the flesh; for these are in opposition to one another, so that you may not do the things that you please. But if you are led by the Spirit, you are not under the Law. Gal 5:16-18
Misuse of the Body (over/undereating, uncleanness, over/undersleeping, etc.)	Since we have these promises, beloved, let us cleanse ourselves from every defilement of body and spirit, bringing holiness to completion in the fear of God. 2 Cor 7:1
Pride	Young men, in the same way be submissive to those who are older. All of you, clothe yourselves with humility toward one another, because, "God opposes the proud but gives grace to the humble." Humble yourselves, therefore, under God's mighty hand, that he may lift you up in due time. 1 Pet 5:5-6
Quarreling	What is the source of quarrels and conflicts among you? Is not the source your pleasures that wage war in your members? James 4:1
Rejection	Do not be overcome by evil, but overcome evil with good. Rom 12:21
Selfishness	[Let] nothing [be] [done] through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others. Phil 2:3-4
Slothfulness	Whether, then, you eat or drink or whatever you do, do all to the glory of God. 1 Cor 10:31
Stealing	Let him who stole steal no longer, but rather let him labor, working with [his] hands what is good, that he may have something to give him who has need. Eph 4:28
Stinginess (not sharing)	And do not forget to do good and to share with others, for with such sacrifices God is pleased. Heb 13:16
Stubbornness (Insubordination)	Obey your leaders and submit to them, for they are keeping watch over your souls. Heb 13:17
Teasing/Joking	Like a madman who throws Firebrands, arrows and death, So is the man who deceives his neighbor, And says, "Was I not joking?" Prov

	26:18-19
Unfaithfulness (not being dependable, reliable, or trustworthy)	Simply let your "Yes" be "Yes," and your "No," "No"; anything beyond this comes from the evil one. Matt 5:37
Ungratefulness	In everything give thanks; for this is God's will for you in Christ Jesus. 1 Thess 5:18
Unkindness	Let your speech always be grace, as though seasoned with salt, so that you will know how you should respond to each person. Col 4:6
Vindictiveness	See that no one repays another with evil for evil, but always seek after that which is good for one another and for all men. 1 Thess 5:15
Withdrawing (clamming up)	[There is] a time to be silent, and a time to speak. Eccl 3:7
Worry	Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be made known to God; and the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus. Finally, brethren, whatever things are true, whatever things [are] noble, whatever things [are] just, whatever things [are] pure, whatever things [are] lovely, whatever things [are] of good report, if [there] [is] any virtue and if [there] [is] anything praiseworthy -- meditate on these things. Phil 4:6-8