

Mission Road Bible Church

Sunday Evening Kids Ministry Guide

September 2024



The Sunday Evening Kids Ministry Guide is an addendum to the Mission Road Bible Church Child Care and Protection Policy. Volunteers who serve in kids ministry agree to understand and implement these guidelines.

Kids ministry occurs in two formats: Sunday mornings during the sermon and first & third Sunday evenings. This guide will apply to Sunday Evening Kids Ministry events.

SCHEDULE

Sunday Evening Kids Ministry occurs on the first and third Sundays of the month from 6–7:30 pm. We serve children ages four-years-old through 5th grade. This ministry generally takes a break during the following times:

- Between Thanksgiving and New Years
- During the month of May
- Labor Day weekend

Volunteers are to arrive in the high school room by 5:45pm for a volunteer briefing and to confirm that there are enough volunteers for each class.

Approximate Schedule

- 5:45pm – Volunteer briefing
- 5:50pm – Receive kids
- 6:00pm – Games
- 6:35pm – Singing
- 6:50pm – Teaching
- 7:30pm – Dismissal

Games

Game time allows the children’s energy to be channeled in a proper way and is another avenue of endearing children to the church. Game leaders will plan an age-appropriate game for their group to play. Volunteers will support the game leader by acting as referees and helping maintain order. Games will be played in various locations throughout the church property, to be announced at the start of the ministry event.

Music

Our music team leads kids to sing songs designed to exalt the person and work of God through Scripture-saturated lyrics. We strive for a variety of music, including hymns, choruses, and children’s songs. Volunteers are encouraged to sing along and do the hand motions with their class.

Teaching

We use the *Bible Survey for Kids* curriculum, which teaches the main idea of each book of the Bible, one book at a time. Over a period of about three years, children will be introduced to all sixty-six books of the Bible.

CHECK-IN AND CHECK-OUT PROCEDURES

Check-In

Parents will check in their children at either the Kids Ministry self-check-in station on the main level or the nursery desk downstairs. They will receive a name tag and a security label for the parent to keep for check-out purposes (for 2nd graders and below).

Parents of children 2nd grade and under must have the security label in order to pick up their children after the service.

Check-Out

If a parent comes to pick up a child and the volunteer does not have definite personal knowledge confirming the child belongs to that parent, the volunteer must request the security label from the parent and compare it with the security code on the child’s nametag. If the parent does not have their security label, the volunteer should walk the parent to the nursery desk and ask the Nursery Team Lead to use the check-in software to send a

message to the parent's device. The parent's photo ID could also be provided and compared with the parental info in the system.

Children who are 3rd grade and up may leave the classroom without being checked out by a parent.

CARE GUIDELINES

Snacks

Generally, no snacks will be served during Kids Ministry. Per the Child Care and Protection Policy, volunteers are *not* to feed the children with parent-supplied snacks, even with parental consent. If a parent wants to feed their child something, that parent may check out their child, feed him outside the room and then return him to the room.

Bathroom Break

During the ministry event, children will take bathroom breaks as directed by the volunteers for their class. Please note that it is very important for younger children to visit the bathroom before they are dropped off at a classroom. Please refer to the Child Care and Protection Policy for requirements and responsibilities related to the bathroom.

Incident Reports

As noted in the Child Care and Protection Policy, all incidents must be documented on an Incident Report. A volunteer will inform the parents/guardians of all children involved with the incident, ask the parents to sign the incident report, notify the designated ministry leader of the incident, and then file the incident report with the Nursery Team Lead.

PROMOTION

Children in the Kids Ministry program will be promoted to the next grade level once a year at the beginning of June. The exception to this policy is when a three-year-old turns four—they will immediately move to the Sunday evening 4's / 5's / Kindergarten class.