

Mission Road Bible Church

Sunday Morning Kids Ministry Guide

September 2024



The Sunday Morning 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 Morning Kids Ministry events.

SCHEDULE

Sunday Morning Kids Ministry occurs every Sunday morning during the sermon time in both first and second services. We serve children four years old through fifth grade, but tailor the ministry towards the younger children. All children attending Sunday Morning Kids Ministry will be in the same classroom.

Volunteers are on a rotating schedule of about every four weeks. The serving schedule is created and communicated using the *Planning Center* software. Volunteers should respond to the *Planning Center* email to confirm that they are able to serve when scheduled. If a volunteer is unable to serve the Sunday they are scheduled, they are to find someone else in their role to swap shifts with them and communicate this change to the designated ministry leader, who will update the schedule in *Planning Center*.

Volunteers are to arrive in the classroom by 8:45 am / 10:45 am and coordinate roles with the teacher for that morning.

Dismissal

During both services, children will be dismissed by a dismissal slide at the start of the song before the sermon time, and volunteers must be ready to receive children in the west hallway exiting the worship center. An order of service is located in the classroom and can be used with the livestream on the TV to know when children will be dismissed. When the Kids Ministry dismissal slide appears, volunteers will open the west hallway doors to let children through.

Order of Events

When children arrive for Kids Ministry, two volunteers will be in the hallway confirming which children arrived using the iPad roster, and two will be downstairs in the bathroom area allowing kids time to use the restroom. One volunteer will copy the attendance list from the iPad roster to the hardcopy roster in the classroom for use in the event of an emergency.

Once all children arrive, volunteers will take them to the classroom and ask them questions about the elements of the worship service they were in. Afterwards, the group will move into the high school room for a game, then return to the classroom for a Bible lesson. Once the lesson is over, children will color, do an activity, or be allowed to play with toys while waiting for parents to arrive.

Approximate Schedule

- Questions – 10 minutes
- Games – 15 minutes
- Bible Lesson – 20 minutes
- Coloring – 10 minutes

Games

Game time takes place in the high school room. Game supplies and a game instruction manual are in the Kids Ministry supply closet nearby the high school room. Contact the designated ministry leader if new game supplies are needed.

Bible Lesson

Each clear, age-appropriate lesson follows the three-year *Generations of Grace* curriculum. The curriculum essentially takes the child from Genesis to Revelation, hitting the main events of God's redemptive story. Soft copies of the curriculum files are available on the Kids Ministry Google Drive (contact the designated ministry

leader for access), and hard copy coloring books and activity books are available on the teacher cart nearby the printer.

Play Time

Children that are having a hard time staying focused can be allowed to play quietly with the toys available in the corner of the Kids Ministry classroom. These toys can also be used while waiting for parents to pick up children.

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.

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 use the iPad roster check-in software to send a message to the parent's cell phone. If that fails, the volunteer should walk the parent to the Nursery desk and ask the Nursery Team Lead to compare the parent's photo ID with the parental info in the system.

All children in Sunday Morning Kids Ministry must be picked up by their parent after the service.

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

Before entering the classroom, volunteers should provide time for children to take a bathroom break. 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 be eligible for Sunday Morning Kids Ministry.