

Calvary Chapel of Delta Children's Ministry Manual



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Section 1: Being a Minister to Children

Organizational Structure

Foundation of Children's Ministry

Welcome!

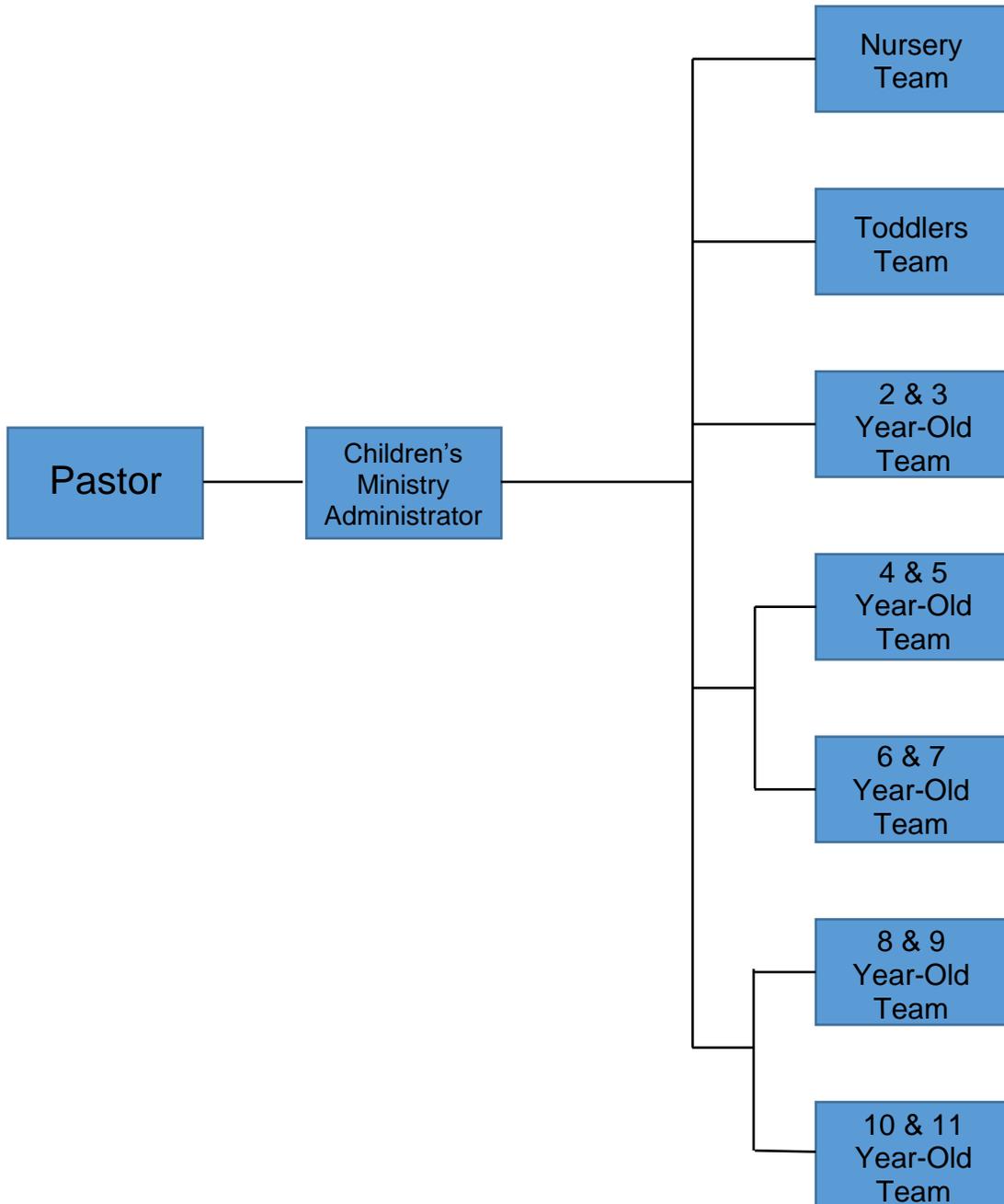
Doctrinal Beliefs

Requirements for Service

Planning Center

Worker's Responsibilities

Calvary Chapel of Delta Children's Ministry Organizational Structure



The Foundation of Children's Ministry

Our Mission

It is our mission here at Calvary Chapel of Delta to introduce children to Jesus and to help them grow in a relationship with Him. Having received Jesus as Savior, we, as children of God, each have a special gift; it is not a natural talent. It is a spiritual gift, an evidence of God's grace at work in our lives. We are given a special way of seeing things that will enable us to serve others - especially other believers. Every member of Christ's body receives a gift. That's why we all need one another. Using our gifts, we can grow as Christians (Ephesians 4:12-13) and work together in harmony for the Lord. We teach God's Word (2 Timothy 3:14-17). God's Word is able to train us, equip us, correct us, and is able to give wisdom that leads to salvation through faith in Jesus.

Our Goals

- To provide a safe, secure and loving environment for children where parents feel comfortable leaving their child.
- To help each child understand that God is real and that a personal relationship with Him gives meaning to life.
- To aid each child in accepting Jesus Christ and developing a dynamic relationship with Him.
- To provide children the opportunity to participate in worship and ministry.
- To support families in their responsibility for the spiritual nurture and growth of their child.
- To provide godly men and women who are adequately trained to serve as positive role models as they minister to children.

Welcome!

Thank you for your willingness to join us as we minister to our Lord's children. To participate in any function of the children's ministry, each individual must have all the proper forms on file. Each person will receive a name badge. This name badge must be worn while actively serving in children's ministry. If you have forgotten your name badge, you must see the Children's Ministry Administrator (CMA) to obtain a temporary ID. If you lose your name badge please notify the CMA.

Here is a quick summary of a few very important issues:

- 1) At no time shall an adult leave a child unattended.
- 2) At no time shall a Children's Ministry worker (teacher or helper) spank or strike a child.
- 3) No one under the age of 16 shall register or pick up a child from Children's Ministry without prior consent from the parent/guardian. ***The same parent/guardian who registers a new or visiting child must be the person to pick up/sign out the child.***
- 4) Parents are sometimes curious about what their children are doing during their child's time in Children's Ministry, and we encourage parents to see what their children are doing. However, no parent or any other person will be allowed in the classroom without first notifying the CMA.
- 5) Please do not serve snack to your class until you have confirmed any potential food allergies with the parents of new or visiting children.
- 6) If for any reason you cannot fulfill your Children's Ministry commitment, please contact your Team Leader(s). If an emergency arises and you are unable to contact your Team Leader, please call the CMA or the Church office at 717-456-7600.

Doctrinal Beliefs

Your doctrines should agree with those taught at Calvary Chapel. It naturally follows that as a teacher at Calvary Chapel you should be imparting to the children the same doctrinal concepts that their parents are being taught in the auditorium. Realistically, we know there are different viewpoints on scripture in general, but in regard to major doctrine we should be in agreement.

Scripture is very clear on this subject...

*"Fulfill my joy by being likeminded, having the same love, being of one accord, of one mind."
Philippians 2:2*

*"Now may the God of patience and comfort grant you to be likeminded toward one another, according to Christ Jesus, that you may with one mind and one mouth glorify the God and Father of our Lord Jesus Christ."
Romans 15:5-6*

Calvary Chapel's Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God and inerrant in the original writings.
2. We believe that there is one God, eternally existent in three persons - Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and in glory.
4. We believe that the lost and sinful man must be saved, and that man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the unsaved; they that are saved unto the resurrection of life and they that are unsaved unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Requirements for Service

At any given service here at Calvary Chapel of Delta we need a minimum of 14 volunteers to serve in our Children's Ministry. We have three services per week, requiring a minimum of 42 volunteers to effectively minister to the children each week. The volunteer opportunities range from Nursery and Toddler care to teaching 4 through 11-year-olds.

A servant's heart is a basic requirement for a Children's Ministry volunteer. *"Behold, as the eyes of servants look to the hand of their masters, As the eyes of a maid to the hand of her mistress, So our eyes look to the LORD our God, Until He has mercy on us." Psalm 123:2*

Listed below are basic requirements for service:

- You must be born again, and yielded to the Holy Spirit. We cannot do a spiritual work without an empowering of the Holy Spirit.
- Be in regular attendance here at Calvary Chapel, and consider Calvary Chapel your church home.
- Complete and return a "Children's Ministry Application".
- Complete and return a "Background Check Authorization". Complete the child abuse background check application on-line upon receipt of instructions and submit fingerprints as required.
- Attend at least one worship and Bible study per week. Sunday morning teachers need to attend one of the other services on the day they are serving. If you are unable to attend, each service is recorded and can be viewed or heard at www.ccdeltapa.org under the tab labeled Media resources. The Calvary Chapel of Delta app is also available for smartphones. The app can be used to easily download services for playback at your convenience. However, it is important that we all participate in the fellowship of worship and to feed our own souls with God's word. Teaching our children must not be done at the expense of our own learning of God's word.
- Children under the age of 12 can assist their parent in teaching a class if they have attended their age appropriate Sunday school class. We require that there be a four-year age difference between the age of the helper and the upper age of the class in which the youth is assisting. AGE EXCEPTION: No child under the age of 14 is permitted to serve in the Nursery.

The Children's Ministry Administrator and the Pastor will review your application and determine your level of volunteer service.

Planning Center

Planning Center is a software system used by Calvary Chapel of Delta to manage information and schedules. In particular, the Children's Ministry uses the system to schedule teachers for individual classes for each service and to collect attendance. The system can also be used to send messages to the entire Children's Ministry or selected teams within the ministry. New members of the Children's Ministry must learn to use Planning Center. Instructions can be provided by the CMA or the team leader.

When a member of the Children's Ministry is placed on the schedule to teach, Planning Center will send a message to that member with the date, time, and class. Planning Center will also automatically send a reminder several days before the class.

During the class, attendance will be recorded in Planning Center using tablets located in each classroom. Students will be entered when they arrive or at the beginning of the class. The teacher will also record their dismissal at the end of the class.

Nursery, Toddler and 2 & 3's Workers' Responsibilities

- Please be in your classroom for your scheduled time of service at least 15 minutes prior to the start of service as children are dropped off before worship and Bible study begins. Please remember to take a few moments to pray for the children. Remember you aren't just providing child care, you are ministering to the children and their parents.
- If you will be absent from your scheduled time of service, please arrange for your replacement by contacting someone who is on rotation with you, and contact your Team Leader to notify him/her of the change in schedule. **IF YOU ARE UNABLE TO SECURE A REPLACEMENT, PLEASE CONTACT YOUR TEAM LEADER AS EARLY AS POSSIBLE. PLEASE DO NOT COME IN SICK!**
- Check the room and be sure that it is clean, safe, and properly stocked. If you find the room in an unsatisfactory condition tell your Team Leader or the CMA.
- Wear your ID badge and allow no one in the room except scheduled workers.
- Teachers will sign-in children in the Planning Center system using the tablet as they arrive, and the system will print name labels. The teacher will issue each parent a pager. Please be certain to note the pager number on the child's printed name label. Children and their belongings should be exchanged at the door. Please discourage parents from entering the room. Only scheduled workers should be in the room.
- Do not accept sick children into the room. Gracefully explain that we are unable to accept sick children into the room for the protection of other babies/children. Suggest they sit in the lobby for the service.
- At the end of the service return the child only to the person who signed them in. Teachers will sign-out the children in Planning Center using the tablet. Please do not leave your room until all children have been picked up.
- After your scheduled time of service please clean, straighten and disinfect the room, toys, etc., and remove any diaper trash and dispose of it in the large trash can outside the back door of the lobby.

(Please be sure to follow the end-of-service procedures posted in each of the individual rooms for the Nursery, Toddlers and 2 & 3-year-olds).

Teacher's Responsibilities (Ages 4 through 11)

- Prepare your lesson ahead of time. Don't try to teach everything that Pastor Doug taught the previous week - there will not be enough time. Pray and ask the Lord to show you what He would have you make the focus of the teaching. Please remember to make your teaching age-appropriate. Recordings of Bible teachings are available at no charge, or visit www.ccdeltapa.org.
- Please be in your classroom for your scheduled time of service at least 15 minutes prior to the start of service. Take a few moments to pray, for the children, and ask God for His anointing for the class. Since you are undertaking a spiritual task, you must rely on the Holy Spirit to do His work through you.
- Wear your ID badge.
- As children enter the classroom, greet them warmly.
- Please ask the parent of a new child to complete a "Children's Ministry Registration Form". Please be sure to ask if there are any food allergies or medical concerns that we should be aware of. Note that this form can also be completed online at <https://people.planningcenteronline.com/forms> if the person has an account with Calvary Chapel of Delta. Select the "Children's Ministry Registration" form, then click the "open" symbol at the right of the screen to open and complete the form. When finished entering the required information, click the "Submit" control at the bottom of the form.
- If you will be absent from your scheduled time of service, please arrange for your replacement by contacting someone who is on rotation with you, and contact your Team Leader to notify him/her of the change in schedule. **IF YOU ARE UNABLE TO SECURE A REPLACEMENT, PLEASE CONTACT YOUR TEAM LEADER AS EARLY AS POSSIBLE. PLEASE DO NOT COME IN SICK!**
- Check the room and be sure that it is clean, safe, and properly stocked. If you find the room in an unsatisfactory condition tell your Team Leader or the CMA.
- Do not accept sick children into the room. Gracefully explain that we are unable to accept sick children into the room for the protection of other children. Suggest they sit in the lobby for the service.
- After your scheduled time of service, please clean, straighten and disinfect the classroom with Clorox disinfecting wipes (provided).
- Know your age group. This is so important! Learn and know what their characteristics are. Each age group is a world unto itself, and HOW you teach a first-grader will be very different than a sixth-grader. They have entirely different comprehensive capabilities as well as emotional/spiritual maturities which will determine the best teaching approach.

- Remain humble and teachable. Never allow yourself to become lulled into a false sense of self-confidence. It is not you teaching, it is the Holy Spirit. Your talents, ideas and very words are from the Lord. Remember, we are to ALWAYS give glory to the Lord, and that should be our motive in teaching, not to show how knowledgeable or talented we are. We are not here just to fill a vacancy in the Children's Ministry schedule, but we are here to bring glory to the Name of the Lord!
- A teacher or helper for the 4 & 5 year-olds shall not receive any children until there are two Children's Ministry workers present in the classroom.
- Children from first through sixth grades (6 through 11 years of age) who request to go to the restroom will not go alone, but with another child of the same gender. Please inform the children that you are timing them, and if they are not back within 5 minutes that you will be coming to look for them.

Helper's Responsibilities (Ages 4 through 11)

The duties of a Sunday School Helper, although often thought of as a "behind the scenes" position is a much needed and understaffed ministry. The helper's position carries great significance in the spiritual lives of the children and is as important as the job of the teachers they support,

Helpers should be ready and available for the following duties:

- Please be in your classroom for your scheduled time of service at least 15 minutes prior to the start of service. Take a few moments to pray with the Teacher you'll be assisting.
- Wear your ID badge.
- Assist the Teacher as necessary. You play a vital role in maintaining classroom control, particularly during the Bible lesson. If you notice a child misbehaving, let the Teacher know, or correct the problem yourself. Please be careful to not disrupt the flow of the class.
- If you will be absent from your scheduled time of service, please call the Teacher you are scheduled to assist as soon as possible.

Helper's Responsibilities (cont'd)

- Check the room and be sure that it is clean, safe, and properly stocked. If you find the room in an unsatisfactory condition tell your Teacher.
- If you notice or suspect that a child is sick, discretely let your Teacher know.
- After your scheduled time of service, please assist your Teacher to clean, straighten and disinfect the classroom with Clorox disinfecting wipes (provided).

Team Leaders' Responsibilities

The Team Leader is responsible for their assigned age group(s) regardless of the service time.

- Assist the Children's Ministry Administrator (CMA) with scheduling (Teachers must be approved by CMA)
- Communicate Policy to teachers and helpers
- Communicate teacher concerns to CMA
- Recruit teachers
- Training teachers
- Maintain supply inventory, and communicate supply needs to CMA

Children's Ministry Administrator (CMA) Responsibilities

The CMA is responsible for overseeing the Team Leaders and VBS workers. The CMA will have regular meetings with the Children's Ministry leadership which will include times of prayer.

The CMA is responsible to:

- Recruit Team Leaders
- Train Team Leaders
- Establish Policies (consulting Pastoral Staff)
- Screening volunteers (spiritually and security); communicating names of approved volunteers to Team Leaders
- Select curriculum
- Maintain open communication with Team Leaders
- Maintain open communication with the Pastor and Elders regarding Children's Ministry

Section 2: Knowing the Children in Your Class

Characteristics of Children

Building Relationships with Your Students

Building Relationships with Parents

CHARACTERISTICS OF CHILDREN

Nursery (birth to walking)

1. Only concerned with their needs being satisfied
2. Respond to gentleness, love, holding, singing, etc.
3. He/she laughs, smiles, cries, accepts, rejects
4. At about 6 months he/she begins to be shy and cry around strangers
5. Puts everything into his/her mouth
6. Explores with his/her muscles (banging toys, etc.)
7. Begins to establish "opinions" about God
8. Begins to understand "trust"

Toddlers (stable walking to two years)

1. Will express selfishness, curiosity, independence
2. Enjoys new freedom of movement and wants to be free to be an individual
3. Has little sense of time - no known future, only "now"
4. Wants attention ~ talking, holding, friendship
5. Doesn't understand sharing and shouldn't be expected to
6. Views "things" and people as equal
7. Easily distracted
8. Has a short attention span (about 10 minutes) and moves from one toy or activity to another rapidly
9. Enjoys games such as "hide and seek" and "peek-a-boo"
10. Enjoys rough play with laughter
11. Becomes increasingly aware of his feelings and also others
12. Tests barriers or limits
13. Language is becoming more valuable
14. Easily frightened

Spiritually/Emotionally

1. God is connected with the good things they want.
2. God's Book is very special.
3. A few words from God's Book can be repeated.
4. Doing right is connected with pleasing God.
5. Can think of Jesus as their best friend.

General Preschool (common to 2 through 5 year-olds)

1. Interested in "becoming", eager to do and learn
2. Wants to use senses ~ touch, taste, smell, look, and listen
3. Must move around (10 to 15 minute attention span)

4. Likes to talk and feels that their talking is more important than yours
5. Great advances in physical development
6. Very curious, asks many questions
7. Adventurous and imaginative
8. Tendency toward emotionalism

Two and three year-olds

1. Aware of whom he/she is
2. Uses "no" as an expression of independence
3. Parallel play (side by side) with others
4. Learning to share with others
5. May or may not like to be cuddled
6. Likes to have a routine
7. Large muscles developing, very active
8. Likes to help and feel needed
9. Likes to talk and be talked to

Spiritually/Emotionally

1. Should receive happy impressions of Children's Ministry (Sunday School).
2. Is able to understand how to thank and please God.
3. Thinks of God as a real and loving Person.
4. Learns of God through nature and experiences in which God is mentioned naturally.
5. Needs to feel that his/her teacher and especially that God loves him/her.
6. When properly taught, trustfully depends on the Lord.
7. Learns to give because he/she loves Jesus.
8. God made everything.
9. God takes care of him/her day and night.

Four and five year-olds

1. A "stormy" age
2. Uses words and actions to show dislike of people and things
3. Imitates phrases and actions of others
4. Less apt to punch or kick; more verbal - tattling, etc.
5. May have imaginary friends; associates "things" (dolls, etc.) to parent, cartoon hero, etc.
6. Likes to pretend with or about anything
7. Begins to feel "big" or "older"
8. Improved motor control; fine motor skills developing
9. Has learned how to share
10. Attention span about 20 minutes
11. Learning right and wrong in action and thinking
12. Loves to hear stories
13. Still a concrete thinker ~ not ready for symbolism

14. Conforms with majority (easily influenced)
15. Friends are extremely important
16. Still self-centered but moving from "me" to "we" concepts

Spiritually/Emotionally

1. Recognizes that God works through people.
2. Jesus is the Son of God.
3. Jesus now lives in Heaven with God.
4. Jesus is our best friend; He loves us and is always with us.
5. The Bible is God's personal message to us.
6. Can sincerely worship the Lord; can be led to appreciate God through His wonders in nature.
7. Speaks of the Lord in a personal way.
8. Understands that God loves and cares for him/her.
9. Knows that willful disobedience is sin.
10. Can learn the reality of the Lord's presence, concern, guidance, provision and wisdom.
11. Is naturally trustful, but must be taught to trust and obey the Lord.
12. May be ready to receive Christ as Savior.
13. The Heavenly Father can be associated with strong, loving, earthly fathers.
14. God's book tells how to please Him.
15. Short memory verses to approximately 10-12 words.

First through Fourth Grades (6 to 9 years old)

1. Interested in action
2. Interested in activity, not results
3. Expression through movement and noise is necessary
4. Dramatizer - learns from acting out parts of the story, lesson, etc.
5. Imaginative
6. Good at memorizing
7. Enjoys group activities
8. Asks questions because he/she wants answers
9. Loves and needs personal attention from teacher
10. Interest span is 7 to 15 minutes (variable)
11. Can read simple passages from the Bible
12. Appreciates the Bible as a special book
13. Enjoys retelling and acting out Bible stories
14. Developing the ability to reason
15. Takes time to relate feelings or opinions because of limited self-expression; patience is necessary
16. Thinking is concrete - has difficulty understanding abstracts

Spiritually/Emotionally

1. Likes Bible stories that show God's power.
2. Profits by spiritually mature examples.
3. Is able to realize God's love and forgiveness.
4. Learns reverence by precept and example.
5. Often is ready to accept Christ as Savior.
6. Can learn to pray and live for Jesus.
7. Can solve problems by going to the Bible.
8. NEEDS TO BE TAUGHT to confess sin promptly.
9. Is curious about death.
10. Likes action and missionary stories.
11. God is the Creator.
12. God is merciful, holy; He loves us, BUT HE HATES SIN.
13. I can talk to Him at any time. He hears and answers prayers according to His will.
14. Although I cannot see Him, Jesus is with me all the time.
15. He helps me to do the right things if I ask Him to.

Fifth through Sixth Grades (10 to 11 years old)

1. Strong, healthy, ACTIVE!
2. Enjoys the outdoors
3. Needs 10 hours of sleep
4. Slow growth period; a few females reach puberty
5. Reads well and enjoys non-fiction stories
6. Memorizes easily; collects facts
7. Acquires more information than he/she understands
8. Collects things - books, toys, etc. according to fads
9. Very inquisitive, enjoys experimenting
10. Can think and act according to reasoning ability
11. Dislikes outward displays of affection
12. Enjoys "slapstick" humor
13. Developing a value system; "ideals" are being formed
14. Slowly developing control of emotions (takes a little longer for some girls)
15. Healthy respect for authority
16. Hero worshipper
17. Demands justice and fairness
18. Indifferent or antagonistic to opposite gender
19. Talkative at times
20. Competitive spirit
21. Enjoys teamwork
22. Does not want to show outward display of emotions
23. Has questions and accepts adult answers
24. Has the potential for attention span longer than 30 minutes, especially when material is interesting (40 to 60 minutes).

Spiritually/Emotionally

1. Is ripe for salvation.
2. Responds to teaching on growing in Christ.
3. Can use the Bible to find references and solutions to problems.
4. Can understand doctrinal truths (as the indwelling of the Holy Spirit) when taught with visual aids.
5. NEEDS ENCOURAGEMENT ON DAILY DEVOTIONS. (But then again, who doesn't!)
6. Has lively interest in persons - can be interested in winning those in own family and neighborhood.
7. Has strong faith, but raises significant questions.
8. Needs further development of spiritual concepts and values.
9. God is a person; He wants our fellowship.
10. God has a plan for the life of each one of His children.
11. Jesus is a real person; the second person of the Trinity.
12. He came to earth, born of a virgin. He loves everyone, and proved His love by dying on the cross and shedding His blood so that we might be cleansed from sin. He rose from the grave, and is living today in Heaven, and represents me before God the Father.
13. The Holy Spirit is the third person of the Trinity.

Building Relationships with Your Students

An important aspect of your position as a teacher is your relationship with the children. As you become familiar with the children in your class and build personal friendships with each one, you will notice other benefits stem from bonding with your students ... classroom control, less disciplinary problems, greater and deeper times of sharing and learning. You may also find that the children are more enthusiastic and inspired to study the Word of God, and in turn, SO ARE YOU!

Some suggestions as to how you can build deeper, closer relationships with your children...

1. **PRAY** for your children during the week! Make it a point to remember your children by name and pray for something specific concerning particular children from your class. Maybe you notice one child seeming sort of down, pray for that child specifically. Maybe another child was quite "wound up" and had trouble paying attention. Remember to pray for him/her. He/she may be having trouble at home or school. Pray for their parents - they may not be believers. However the Spirit leads, be in prayer for these little ones that God has entrusted to your care.
2. **LEARN THEIR NAMES.** Make it a point to learn their names quickly, within the first couple of weeks. Take a copy of the attendance sheet home with you and go over it. The Lord will quicken your memory. Truly, HE DOES!
3. **LEARN SOMETHING NEW ABOUT EACH CHILD.** Listen to what they talk about or share with you. Did they lose a tooth? Do they have a cold? Ask them about it next time you see them. For the "Teacher" to remember that they were sick last week confirms your love for them.
4. **SHARE SOMETHING ABOUT YOURSELF WITH THEM.** Let the children know what's going on in your life. You got a new job, you've been feeling a little sick, you're going to the beach next Monday. Just share your life with them. Don't be mysterious.
5. **LOVE THEM!** Show them affection. With the younger ones get down on the floor during free time and play with them. Let them hug you and crawl in your lap during worship. Every child is longing to be close to the teacher, so make yourself accessible to them. The older kids become more inhibited with open displays of affection, so your sincere and personal attention is all you can give them.
6. **PERSONALIZE YOUR MINISTRY.** Go the extra mile and step outside the classroom. Find out the kid's birthdays and send cards or call. If a child misses class, send a "missed you" note or make a call.

Building Relationships with Parents

It can be difficult to build relationships with parents because your time with them is short. Unless a parent volunteers their time as a helper in class or makes it a point to get to know you and ask you questions, you really only see them briefly at the door. So make this time count!

"When he came and had seen the grace of God, he was glad, and encouraged them all that with purpose of heart they should continue with the Lord."

Acts 11:23

1. GREET EVERY PARENT AND CHILD AT THE DOOR. Parents are positively affected by a cheerful show of welcome and concern by the teacher. Introduce yourself with a handshake to any new faces. Make them, and their child, feel wanted and welcomed. This will set their minds at ease while they are in the auditorium. They need to know their child is in a safe, loving environment and being ministered to at the same time they are.
2. SAY GOOD-BYE TO EVERY CHILD IN FRONT OF HIS PARENTS AT PICK-UP TIME. Share some joy from the class or pass on one of their children's special qualities, characteristics or contributions they may have made to the lesson. This can be very encouraging for parents. It lets them know their child is not just another face to you. That they matter enough for you to take notice and interact with them. We know time is precious and we want to keep the lines flowing as people pick up their children, a few quick words at the door is enough ... "Johnny, I sure like the way you sang to Jesus today!" "Bye Mary, thanks for visiting us. I hope I get to see you next week!" Children love this too! It reconfirms your personal interest in them and builds your relationship with them also.

Section 3: Policies

Illness/Inconsolability
Nursery/Toddler/2 & 3-Year-Old Care
Child Protection Guidelines
Suspected Child Abuse
First Aid and Emergencies
Holidays
Children's Worship
Ministry Guidelines for Teachers
Suggestions for an Effective Bible Teaching Session
Pointers for Telling Stories
Children's Ministry Training (Disciplining Children)
"Ready Reference" to Classroom Control
Quick Solutions to Common Problems
A Word on Parents and Discipline
Teacher Training
Evacuation Plans

Illness

We have a well-child policy. We do not provide care for ill children. If a child is ill, they should not be accepted into the classroom. If a child is already in the classroom and you notice signs or symptoms of illness, contact your Team Leader or CMA. It may be necessary to page the parent to come and remove their child from the classroom. These guidelines are for the protection of all of our children. If you are uncomfortable enforcing these guidelines, please call for your Team Leader or CMA.

If you observe a child with any of these symptoms, please ask your Team Leader or CMA to make a decision if the child can be admitted into class (preferably before the child is signed-in to the classroom):

- Fever, vomiting or diarrhea within the last 24 hours
- Sneezing, persistent coughing or clear nasal discharge that is 4 days old or less
- Green or yellowish nasal discharge
- Eye discharge, such as Pink Eye
- Sore throat with fever or swollen glands
- Undiagnosed or untreated skin rashes or lesions, such as ringworm or impetigo (a bacterial skin infection characterized by small, pus-filled blisters that form yellow crusts).
- Any symptom of an infectious, contagious disease (i.e., COVID-19, Scarlet fever, German measles, Mumps, chicken pox, Fifth disease, etc.).

Inconsolability

It is normal for a child to be upset when their parent leaves, especially if they are new to our fellowship. It takes some children weeks or even months to fully adjust. If the child cries, the sooner the parent leaves the sooner the child will begin to adjust. If the child is inconsolable for an extended period of time, we may page the parent. Before the child sees the parent, the Team Leader, Service Coordinator or CMA will meet with the parent(s) outside of the classroom (not visible to the child) to discuss how they desire to handle the situation. In some instances, the parent and CM worker may decide that leaving the child in class is the best course of action.

NURSERY/TODDLER CARE

Objective: To be prepared spiritually and physically ready to care for His little ones.

1. Arrive at least 15 minutes early. Begin your preparations with prayer, asking Him for peace, joy and, especially, patience. You should plan to be in the room early enough to do this before the first baby arrives. Care for these babies as unto the Lord.
2. Make sure a copy of the registration form is available to parents as they arrive with a baby new to the church; issue pagers as necessary.
3. Wash your hands.
4. Infant-to-childcare worker ratio: This is probably the most important item to check. It is our desire that every parent coming to hear God's Word is given that opportunity. However, we will not jeopardize safety. ***If the infant-to-childcare worker ratio is reached, the parent will be asked to stay with their child until another childcare worker comes to the room.***

<u>Infants/Age</u>	<u>Ratio</u>
Newborn to 6 months old	2 per adult
6 months to 1 year old	3 per adult
1 year to 1-1/2 years old	3 per adult
1-1/2 years old to 2 years	4 per adult

BASIC NURSERY/TODDLER/2 & 3-YEAR-OLD CARE

1. We administer **no** medication of any kind.
2. Never prop a bottle for a baby. Babies who can hold their own bottles are fine, but must be checked frequently.
3. Have at least one worker observing the crib area when crib(s) are occupied.
4. **NEVER** leave a baby unattended on the changing pad.
5. Do not leave a baby in an open-sided crib.
6. Do not spend all your time with one baby.
7. Newborns should be watched at all times and always placed on their sides when lying down.
8. If you suspect a child might be ill, notify the Service Coordinator and isolate that child from the rest of the children. The Service Coordinator will be the determination to contact the parent(s).
9. Isolate older infants/toddlers who demonstrate the desire to bite another child. If a child bites another child, follow these steps immediately to ensure the incident doesn't happen again.
 - o *Comfort the child who has been bitten. Cleanse the bite site with mild soap and warm water, and administer first aid as necessary. If the child is inconsolable or seriously injured as a result of the bite, contact the parents immediately. Otherwise, at the conclusion of worship and Bible Study, inform the parents of the bite, and discretely show them the site of the bite.*
 - o *Talk to the child who did the biting. Tell the child how he/she hurt another child and that it's improper to do that. For example, say: "Jason, you bit Suzie and hurt her. She is crying. I wouldn't let Suzie bite you, and I'm not going to let you hurt her either."*
 - o *Immediately call the parent out of worship/Bible Study to remove their child from class.*
 - o *While waiting for the parent to come to the classroom, have one person watch the child until the parent arrives. While waiting for the parent, also explain to the child what's happening. For example, you can say: "Jason, your mom has to leave Bible Study to get you today because you hurt Suzie. It isn't good to hurt people. We really love you, and we want you here with us, but you can't come if you continue to hurt people."*
 - o *Explain to the parent what happened and how you dealt with the incident. Ask*

the parent to also talk with their child at home about what happened and explain why the behavior was unacceptable.

- o *An "Incident/Accident Report" must be completed to document the incident. Please complete the report at the end of your scheduled serving time, and submit the report to the CMA.*

10. If any sign of abuse is noticed or suspected, please notify the CMA or Pastor. Please DO NOT discuss this with anyone else.
11. If a child cries constantly for more than 15 minutes, please page the parent(s) or ask the Service Coordinator to get the parent(s).
12. At no time shall a teacher or helper take a child out of the classroom in which the parent has registered their child. If the child has need to use the restroom, the teacher or helper shall go in "twos," whether it is to the restroom or to the changing room located in the Toddler Room. This is the only area where a child may be changed by a teacher or helper. It is a visible area which contains the necessary items required for changing, and also affords security for the child, the parents, and the Children's Ministry Worker. If there is a need for a second person, please call the parent first. Then, if necessary, call the Service Coordinator.
13. A teacher or helper from Nursery, Toddler, and 2 & 3 year-olds shall not receive any children until there are two Children's Ministry workers present in the classroom.

NURSERY & TODDLERS
Cleaning/Closing Procedure
(please allow 10 minutes)

Objective: To keep the Nursery and Toddler rooms as clean and germ-free as possible for each service. All Helpers should remain until all clean-up is completed.

1. Remove any used sheets and/or blankets and place in the container labeled "Dirty Laundry Only".
2. Sanitize used toys with Clorox Disinfecting Wipes or Clorox Anywhere Spray (or equivalent). Allow to dry thoroughly.
3. If any soiled diapers were placed into the trash, please take the bag out to the garbage can located outside the rear lobby door.
4. Please be sure that pagers have been returned to the charger base located in the Toddler Room.
5. Please close and lock the Nursery and Toddler Room doors. This will hopefully allow the surfaces and toys in the Nursery and Toddler Rooms to remain sanitized during the time in-between services.

CHILD PROTECTION GUIDELINES

1. All individuals 18 and older who work with minors must be screened and have undergone a background check as required by Pennsylvania law prior to beginning work. The steps and checklist to be used in the Screening Process are labeled "Appendix A".
2. Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children shall not volunteer service in any church-sponsored activity or program for minors.
3. Adult survivors of childhood sexual or physical abuse need and will receive the love and acceptance of our church family.
4. Volunteers who work with children and youth shall observe the "two-person rule" or the "visible ministry" policy at ALL times. The "two-person rule" requires that volunteers shall make every reasonable effort to avoid situations where a volunteer is alone with children or youth without a partner. The "visible ministry" policy requires that volunteers be in full view (door windows uncovered) at all times. THE "TWO-PERSON RULE" WILL BE MANDATORY for all volunteers with our NURSERY, TODDLER, 2/3, and 4/5-YEAR-OLD AGE CHILDREN.
5. Volunteers working with children should be regular attendees of Calvary Chapel of Delta for at least six months before beginning work.
6. Our guidelines and procedures for reporting suspected incidents of abuse, or any behavior, which seems abusive or inappropriate, are labeled "Appendix B". Our guidelines and procedures for responding to reported incidents of abuse are labeled "Appendix C".

SUSPECTED CHILD ABUSE

If you, or any other worker in your department, suspect child abuse (definition: to use wrongly; misuse; to hurt physically or mentally), please follow these steps:

1. Contact the CMA or Pastor **immediately**. See appendix B
2. It is very important not to discuss your suspicions with anyone other than the Children's Ministry Administrator and Pastor.
3. DO NOT discuss the suspected abuse with the child's parents. This could cause undue hard feelings for those who are suspected, but not offenders. If the parents are abusive, they may abuse the child further as a result of your talking to them.
4. In the case of suspected abuse, NEVER photograph a child.

NOTE: some children may have skin discolorations which resemble a bruise. If markings remain unchanged over time, it is probably not a sign of abuse.

First Aid and Emergencies

Minor Accidents

1. FIRST AID kits are available behind the front counter in the lobby. Ice and small Ziploc baggies can be found in the kitchen.
2. Report any hazardous situations to your Team Leader or CMA immediately, and attempt to correct the situation if you are able to do so safely.
3. If a child is injured in any way, please notify your Team Leader or CMA. If you are unable to contact your Team Leader or CMA, contact an Usher. The CMA will assist you, if needed, to complete an Incident Report (blank forms are available behind the front counter in a large manila envelope near the first aid kits). All injuries, no matter how insignificant, must be reported to the parents. ALL HEAD INJURIES must be reported! Do not use any other child's name when notifying a parent of an injury.
4. Deal with the incident calmly, lovingly, and immediately. Do not get the parent for minor incidents. The Team Leader or CMA will decide when and if the parent should be paged. However, DO tell the parent about the injury when they pick up their child, and please be sure to have them sign the incident report regardless of how minor the injury. If a parent reacts negatively notify your Team Leader or CMA of the situation immediately.

Major Medical Emergencies

In case of serious emergencies involving broken bones, convulsions, fainting, unconsciousness, or other serious injury, follow these procedures:

- Keep calm and keep children and the injured as calm as possible.
- DO NOT MOVE THE INJURED CHILD.
- Speak calmly, reassuring the child.
- Notify your Team Leader, CMA, or an Usher. Please remember... there are many individuals in our fellowship who are medical professionals. The CMA or Usher will first consult a medical professional in the building as part of the assessment process.
- The CMA or Usher will determine if 911 will be called after assessing the situation. They (the CMA or Usher) will call 911 and give the necessary information and directions as needed.
- Assist in moving children from the scene of the accident.
- The CMA will page the parents and advise them of the condition of the child.
- The CMA or Usher will give parents additional instructions and refer to the child's parents for details of preference of hospital or doctor.
- In case a child is transported to the hospital, a leader will accompany the child, especially if the parents cannot be located in a timely fashion.
- As soon as possible, the teacher needs to return to his/her class to see that other children remain calm and reassured.
- An incident report should be completed as soon as possible, which will include specifics of medical personnel recommendations and name of the hospital where the child was taken.

CALVARY CHAPEL OF DELTA
CHILDREN'S/ YOUTH MINISTRIES
INCIDENT/ACCIDENT REPORT

To be completed at the time of the accident by the individual caring for an injured child.

Child's Name _____

Address _____

_____ Phone _____

Age _____ Teacher's Name _____

Location of accident _____

Person(s) in attendance _____

Nature of accident:

abrasion	bruise/bump	burn	cut	convulsion
dislocation	head injury	fracture	laceration	puncture
shock	sprain	other _____		

Part of Body Injured:

abdomen	ankle*	arm	back	chest	elbow
eye*	face	finger*	foot*	hand	head
knee*	leg*	teeth	wrist*		
other _____				* left, right, both	

How did the accident happen? _____

Were the child's parent(s) notified? Yes ___ No ___

Treatment and disposition _____

Signature of Teacher/Supervisor: _____

Signature of Witness: _____

HOLIDAYS

Since everything is new for children, and with their innocent nature, they are prone to trust what adults tell them. They then take all that they have seen and heard and they try to "fit it all together". Sadly, many of the things children hear are not true and, as they put it all together, their view of the world becomes a mixture of entangled truth and lies.

Here at Calvary Chapel of Delta we want to clearly speak the truth in love. So, as we teach His children and they begin to know Him we do not want to confuse them with myths and fables that could seriously affect their lifelong walk with the Lord. So, as we prepare our Holiday lessons, let's keep the "worldly" stories, along with their associated images that have been cleverly designed to keep people from the truth, out of our classrooms.

Easter

Because of the supreme importance of the resurrection, the enemy has very creatively designed a fun-loving, furry, cute distraction for children. Please give full attention to the resurrection by NOT incorporating bunnies, eggs, chickens, or candy into any lesson, video or craft time, nor should we speak negatively about these things. As we share the reality of Christ and His resurrection, by sticking with your topic we'll be able to avoid bringing about any distraction to the message of the cross. With the reality of the risen Lord living within us, we, through Him, can have victory over sin and death. We are not criticizing the "symbolisms" of Easter, but it is our desire to not say or do anything that would distort the all-important message of the cross.

Halloween

It is our policy to do as much as we can to counteract or downplay this satanic holiday. In keeping with this, we discourage any use of the "symbolisms" associated with Halloween. These include jack-o-lanterns, witches, ghosts, goblins, black cats, or scary scenes. Pumpkins, stalks of wheat and fruit or grain scenes are appropriate when used in context with harvest time.

Christmas

The birth of Jesus must be protected from the commercialism that threatens to take away from the importance of this holy event. We understand the value of permitting children to pretend and enjoy their imaginations; but we realize there is a time and place for that to occur. Home is a better place for that. Based on this concern, we feel that pictures or other uses of Santa Claus should not occur in the classrooms at Calvary Chapel. We should always emphasize the birth of Christ and what that means to us above any "seasonal" ideas, and the emphasis is that He came into the world to save us from the penalty of sin.

CHILDREN'S WORSHIP

Please discuss with your students that Children's Worship is a time to praise the Lord. It is not intended to take up time or just to have fun, although praising God should be our greatest pleasure. Please have this discussion with your class each week. Let your students know that they are to come quietly to worship.

During worship, please do not expect the Worship Leader(s) to discipline your students. They cannot do both jobs. Their job is to lead the children into worship. Your job is to maintain control of your classroom. Please keep a close eye out for children who are turning around in their seats to talk, not keeping their hands to themselves, being overly silly during worship, and other distractive behavior. Don't hesitate for a moment to stop those children and separate them from the rest of the class if need be. Your job will be much more pleasant if you nip these problems in the bud before the class reaches the point of no control. Please participate in worship yourself. Remember, YOU are an example to your students.

When Worship is finished, wait until your group is excused. Please encourage your students to leave in a quiet and orderly manner. Please remind children to walk QUIETLY up/down the stairs as their noisy footsteps can be heard in the auditorium.

Ministry Guidelines for Teachers

1. **Have a definite sense of God's call on your life.** (Ephesians 4:12)
Be aware of and develop the gift(s) with which God has graced you.
2. **Have daily fellowship with the Lord.** (Psalms 1:1-3, 5:3; Heb. 4:12)
Take time to read God's Word daily and allow His Spirit to teach you. Pray, by name, for the students in your class.
3. **Prayerfully plan for each class session.** (2 Timothy 2:15; Proverbs 16)
A true lesson grows out of your experience with the Lord. Allow Him to give you the lesson and the joy with which you share it.
4. **Attend training meetings.** (2 Timothy 3:16-17)
Opportunities for training will be provided regularly for all teachers and workers. You may want to take advantage of training books, videos, or Calvary Chapel-sponsored regional seminars.
5. **Be on time.** (Luke 16:10; 1 Corinthians 4:2)
Be in your classroom ready to teach 15 minutes prior to class.
6. **Attend worship services faithfully.** (Psalms 29:1-2, 51: 15, 138:1-2)
You must be filled in order to keep giving! Also, teachers must set the example for their students and their families.

For Wednesday evening workers you can listen to the teaching for the night that you serve at www.ccdeltapa.org. For Sunday volunteers, if at all possible, you can attend one service and serve the other. We realize that it may not always be practical or possible for some to serve at one service and attend the other because of having small children.

7. **Secure a prayer partner.** (Ecclesiastes 4:9-10)
Immediately enlist a prayer partner. Your prayer partner should agree to pray for you during your teaching hour as well as praying for your specific needs in ministry.
8. **Understand that if you have questions or problems, please contact the leadership in your church.** (1 Corinthians 3:9) We are co-laborers together with Jesus Christ, and we need to share our joys and burdens.

Suggestions for an Effective Bible Teaching Session

1. Arrive early, at least 15 minutes in advance.
2. Prepare the environment of the room. It should be a cheerful place of learning. The room should reflect what will be taught.
3. Greet the students at the door when possible. Remember that your body language and voice tone are important.
4. Have a purpose for everything you plan to teach and do.
5. Be sure each worker knows his/her responsibility.
6. Use a variety of methods in teaching. Keep in mind that children learn best when all five senses are engaged.
7. Allow time for students to complete their tasks, if possible. Younger children may not be able to complete all of their tasks.
8. Guide, but do not overly direct, the activity. Be ready to share an appropriate thought as the opportunity arises.
9. State suggestions and instructions in a positive way. Guard against expressing negativity.
10. Use a low-toned voice when working with children. Sing softly, move slowly and quietly. Be calm and poised.
11. Channel undesirable behavior into worthwhile activity.
12. Change the activity or shorten the group period when the children become restless. Be flexible and ready with a different activity, if needed.
13. Tell a Bible story or dramatize it. Don't read it out of your lesson (see "Pointers for Telling Stories").
14. Remember that warmth of personality creates a good atmosphere. Students tend to become warm, loving, patient, and calm when their teachers are.

Pointers for Telling Stories

LEARN THE STORY - Read it aloud at least twice to get a feel for the content.

CIRCLE UNFAMILIAR WORDS - Look up the definitions of the words and practice pronouncing them correctly.

PLAN VARIETY - Decide where you want your voice to change. What parts should be read SLOWLY? RAPIDLY? LOUDLY? SOFTLY? Make comments for yourself in the margins of your notes or lesson plan, if necessary.

PRACTICE - Read the story aloud once a day for at least three days.

LOOK AT YOUR LISTENERS - By this time you should know the story enough to have good eye contact while teaching and following your notes. But just don't look at the group; look at individuals, eye-to-eye.

Children's Ministry Training

Disciplining Children

A. Definition of Discipline

1. Training that is expected to produce a specified character or pattern of behavior, especially that which is expected to produce moral or mental improvement.
2. Controlled behavior resulting from such training.
3. A systematic method to obtain obedience.
4. A state of order based upon submission to rules and authority.
5. Punishment intended to correct or train.

(Source: The American Heritage Dictionary, Houghton-Mifflin)

B. Why Discipline?

We discipline children because we love them. Our Heavenly Father disciplines us for that very reason according to Proverbs 3:11-12. The goal of all discipline is stated clearly in Hebrews 12:9-11; that we might respect God, share His holiness, and partake in the peaceful fruit of righteousness. The following people will be affected by discipline in the ways mentioned.

The Child (student) - Discipline will drive out foolishness and deliver his soul from Sheol. (Psalm 86: 13)

The Teacher - Discipline opens the doors to learning. (Proverbs 1:7)

The Parents - Discipline gives them children that they can be proud of. (Proverbs 17:25)

C. Results of Discipline

The results of discipline depend upon many things the circumstances of the problem, the character of the child, the person disciplining, the method of discipline, and the feeling prevalent afterwards. The results fall into two major categories:

Negative - If the discipline is administered incorrectly, or received inaccurately, the negative result will be increased anger on the part of the child. The anger may drive the child to increased problems. (Ephesians 6:4)

Positive - If discipline is administered correctly, and received with a repentant heart, the result will be a change of attitude, action, or speech.

The goal of discipline, as was mentioned above, will be seen when discipline is done according to the Lord's guidelines. (Hebrews 12:9-11)

Under no circumstances is a teacher or helper to spank a child!

D. Guidelines

EARN RESPECT by DEMONSTRATING CARE, LOVE, and INTEREST

Discipline the action, not the child (despise the sin, love the sinner).

The Scripture can, and should, be used to correct, reprove and train (2 Timothy 3:16), BUT SCRIPTURE SHOULD NOT BE USED AS A WHIP. The Scriptures should bring healing, not sadness. Your attitude is the deciding factor. Let GOD give you wisdom.

Reinforce love after discipline - The child will have a certain amount of fear that you don't love them anymore. You need to reassure the child that you do love them throughout the entire process, and especially after the discipline measure is done. Be sure to not show physical love until after the child has had one or two minutes of reflection time, or he will like the discipline because he gets shown affection. He needs to have a certain amount of discomfort for the discipline to be meaningful. Reassure the child verbally during the reflection time.

Discipline privately, compliment publicly - Don't let the discipline EVER publicly embarrass the child. Always deal with the child privately. Don't make an example out of the child. Compliments should be the only public use of a child's name.

Communicate with the parent(s) when a pattern of undesirable behavior is exhibited (repeated offenses). Build a sense of camaraderie between you and the child by keeping certain "small" one-time offenses between you and the child. Please use discretion on which problems need home support.

E. Classroom Control

1. Keep in mind that if the children are busy, secure and in your authority and love, sure of the classroom rules, and interested, you will have fewer discipline problems.

2. Ingredients for Classroom Control

- a. Confidence - You, as the teacher, must feel sure that God has called you, and is with you. You should feel excited about teaching.
- b. Preparation - Know the Bible lesson and class schedule. You should arrive at least 15 minutes before class so that everything is ready before the first child arrives. Look prepared, controlled, and sure.
- c. Authority - You should greet the children in a friendly manner, but still keep a "professional distance". Don't become their buddy. You are in control (with God's help), not them.
- d. Clear Rules - Weekly remind them of the things that "drive you crazy" by having them tell you the classroom rules. This takes about 5 to 10 minutes, but this will save you and the children from frustration. Be serious, yet don't scare them off.
- e. Consistent Discipline - Don't be inconsistent when it comes time to reinforce a classroom rule. Be consistently firm. Never belittle a child, but never let them get away with breaking any rule. NEVER RAISE YOUR VOICE AT A CHILD.
- f. A Flowing Class Session - Don't let things "bog down" or "slow down" the class activities. Keep the pace of the class moving. Keep the children interested and busy. If the children are busy they do not have time to cause problems.
- g. Show Interest and Love - The children need to know you are interested in them. If your love is clearly seen, felt, and heard, they will not want to "drive you crazy."

F. Suggested Discipline Measures for Your Particular Age Group

Although you should consider each need for discipline separately before you react to it, it is very important that you have a plan of attack for some typical problems. You should know what you will do when children talk without permission, etc., and they should know this too. Be careful not to do anything that will keep a child from hearing the Word taught in the lesson.

STEPS TO DISCIPLINE

If a child exhibits inappropriate behavior, the following procedure will be used:

- Step 1 The Children's Ministry worker (teacher) will talk to the child privately, yet being visible. Be sure to explain what he has done; why his/her behavior was wrong. Pray with the child.

- Step 2 Use appropriate disciplinary actions. Consider withholding participation from a group activity, but NEVER should a child be placed outside of the classroom and left unattended.

- Step 3 If steps one and two do not alleviate the problem, the Children's Ministry worker (teacher) should take the child to speak with the Service Coordinator.

- Step 4 If further action is necessary, the CMA will take appropriate measures, which may include a conference with the parent(s) of the child.

NEVER talk to a parent alone. Make sure your Team Leader or the CMA is present. This is for your protection. Should you find yourself in direct conflict with a parent, be sure your class is covered and ask the parent to accompany you to see the CMA or Service Coordinator. When approached by a parent concerning his child's behavior, remember to use discernment and Godly wisdom. Please keep in mind that a parent is very protective and sensitive to comments (particularly negative) directed toward his/her parenting or about their child.

A "READY REFERENCE" TO CLASSROOM CONTROL

1. Be prepared! Don't read your lesson verbatim from your Teacher's Manual or your Bible. Eye contact with your students is very important.
2. Don't talk in a monotone voice. The way you deliver your lesson is the manner in which it will be received.
3. Don't play favorites. Each child must feel that they are important and loved. God's Word is clear about this. (James 2:9)
4. Don't arrive late. Be in your classroom at least 15 minutes early. Control as the children arrive - one by one.
5. Be well groomed and confident. You are an example to the children and a representative of God.
6. Involve the children. Don't "preach" to them, and don't be too talkative.
7. Use visual aids. Children remember better what they see than what they hear.
8. Make sure your classroom is clean, cheery and well decorated.
9. Stand if you feel you lack control. It is psychological, but it works.
10. Don't raise your voice at your students. Don't let them be a target of your frustration.
11. Begin class time with prayer! A few simple, logical, reasonable, clear rules give children boundaries which gives them a sense of security.
12. Discipline privately. Discipline the action, not the child. We discipline because we love our children. Don't neglect discipline; children want, and need, controlled leadership.
13. Do not plead or bargain for discipline or good behavior.
14. Locate children properly. Be able to spot and prevent trouble (damage control).
15. Learn to read your group. Are they loud? Is the lesson over their heads? Do they want to hear more? Tell them! Keep in mind the age level you are teaching.
16. Learn your children's names. Children respond better to adults who know their names.
17. Try to do away with distractions as much as possible (sun, loud noises, etc.)

18. Know your students' fatigue level.
19. Always point children to scripture (2 Timothy 3:16). Scripture should be used to correct, reprove, and train. Scripture should bring healing, not sadness.
20. Don't miss anything; your standards should be consistently supported.
21. Be an excellent example of God's ways and His love.

QUICK SOLUTIONS TO COMMON PROBLEMS

Squabbling:

- DON'T become entangled in REASONING with the children involved! The younger (nursery and preschool) children are still self-oriented and unable to "reason".
- Remove the cause of disagreement (toy, book, etc.)
- Give simple explanations to reinforce your instructions:
"This is a time to use indoor voices."
"What do you think Jesus would want us to do?"

Hitting:

- Make it clear that hitting is NEVER tolerated FOR ANY REASON.
- The children involved should apologize to each other. Should one refuse he/she is to do a time-out, or you may HELP him/her apologize by saying the words for him/her and getting him/her to agree. If this child is particularly out of sorts, he/she probably should do a time-out.

A problem/ aggressive child:

- With the consistently difficult child, the only solution is PRAYER, and consistency. Consistently reinforce the classroom rules. React to the first infringement. While some minor problems can be overlooked (making faces, unwillingness to share) and allowed to pass, DISRUPTIVE BEHAVIOR or clearly breaking a classroom rule cannot be overlooked!
- Don't engage in long explanations.
- Don't exhibit anger and frustration when dealing with this child.
- Point out the negative behavior and do time-out.
- If this child continues to repeat the same offenses, a word to the parents is suggested. Never speak with a parent alone; for your protection make sure your Team Leader or CMA is present.
- Do establish a relationship with this child. Only with time and consistency can they conform to good behavior, let alone into the image of Christ.
- Do pray for patience and extra love for this child and you will see that God is faithful to perform abundantly in this area of your ministry, just as greatly as in any other area of ministry.

Cruelty to another child:

Children can be cruel to each other. Rejection by one child or a group of children can hurt deeply. Please be aware of such a situation, a particular child being excluded or having difficulty fitting in.

- Don't berate or lecture the other children for their unkindness.
- Don't force the other children to play with the child.
- Don't fawn over the child, making him/her depend upon you.
- Do step in and give the child some attention.
- Do encourage the child with praise for some good action on his/her part.
- Make him/her a "helper" now and then.

Crying child:

- Don't embarrass the child by telling him he/she shouldn't be crying.
- Do let him know you love him/her and care about the situation.

Remember . . .

- Be discerning. Too much coddling can encourage some to continue endlessly or even increase the volume or emotion.
- Do attempt to interest the child in some activity and divert his/her attention from his/her present trouble.

Noisy Classroom:

- Remain silent, arms folded, tapping foot, looking at watch or clock, etc.
- Create a quiet sign. Some teachers have a well-known sign they give which means the class is too loud. This sign alerts the children that all talking needs to cease immediately. This sign could be a finger on the lips, a finger in the air, etc.

Friends Talking:

- Separate.
- Continued problems should be brought to the attention of the parents. If this is your intention and you inform the child, follow through!
- NEVER isolate a child by having them sit outside the classroom. A child should NEVER be left unattended.

Class Clown:

- If you've determined that you have a "class clown" you must understand that attention and laughter of his/her classmates is his/her sole motivation for his/her behavior in class. In order to achieve gratification (laughter and disruption) he/she must be visible. First try time-outs, off by him/herself (in the classroom). If

a helper is not available one will be made available to you so that your Bible lesson is able to continue without disruption. In extreme cases, and only as a last resort, a brief expulsion may be necessary, but only after discussion with your Team Leader or Children's Ministry Administrator and the parents.

The Bossy Child:

- The "bossy child" is usually a regular attendee or quite familiar with classroom rules, but continues to talk out of turn, usually offering suggestions as to what to do. Tattles. Gets out of seat. Helps without being called upon. This child wants to be in charge of YOUR classroom. Don't allow it! Loving and consistent reinforcement of the classroom rules is required.

A Word on Parents and Discipline

*A word or two of advice concerning your relationship with the parents of a child who needs **continual disciplinary action in your class** . . . this child is in your class regularly, and regularly requires some form of discipline two or three times each week. You will need to have a **working relationship** with the parent(s) of this child. Many times these children are in single parent homes and are going through a difficult adjustment period themselves in addition to their parent(s). Other times it is simply a matter of little or no discipline in the home. Regardless of the cause for this situation you need to develop a **real relationship** with the parent(s). If they are new believers or new to our fellowship, YOU may be their only personal connection at this time ... so pray for wisdom and sensitivity.*

LOVE: Remember you are a tool that God desires to use; keep the love of Christ foremost in your thoughts and attitude.

ACCEPT: This perhaps is the key to all else; the accepting of the PARENT AS THEY ARE, AND THE ACCEPTING OF THE SITUATION. As for the UNACCEPTABLE BEHAVIOR, offer prayer and support instead criticism.

RESPECT: When parents tell of their innermost thoughts and feelings, they are showing a trust and confidence in you, the teacher, which suggests great watchfulness that their confidence can never be betrayed.

ADVICE: People don't actually want to be advised, they want SUPPORT. Only offer advice if solicited from the parent.

HONESTY: Parents appreciate a teacher who can be dependent upon to tell things as they are, the pleasant and the unpleasant; a teacher whose word is reliable. Speak the truth in LOVE.

DON'T BE AUTHORITATIVE: Remember that parents can do their own thinking and deciding about what is best for their child. There is never just one right way of doing or solving problems!

UNDERSTANDING: Will carry with it the acceptance of the way the parents are thinking, feeling, and doing. No judgment or criticism.

DO NOT CONCERN OR BLAME: This is a mark of real maturity when you can accept parents without judging them. This is the key to communicating with the parents without resentment.

SHOCK: Try not to let the parents know that you are shocked at anything said. Respond to surprises with Biblical perspectives.

LISTEN: Listening can be active, dynamic, and vital! It speaks more loudly than words! Remember...God gave us two ears and one mouth.

TEACHER TRAINING

I. Biblical Principles of Education

A. Commit Yourself to Jesus

1. Deny yourself (Matthew 16:24)
The Lord is the teacher. Always keep your goals, etc. in perspective with the Lord's will.
2. Abide in Him (John 15:4-5)
As the teacher, you must receive from the Lord. Jesus knew this. (Please see Matthew 8: 1, Mark 1:35, Luke 5:16)
3. Consider your call to teach. (Isaiah 61: 1)
God has prepared and called His teachers already. There is nothing wrong with realizing you are not called to teach. The signs of serving in the area of your calling are the fruits of the Spirit being demonstrated in your ministry, especially joy and peace. (Galatians 5:22) Jesus knew His calling. (Please see Luke 2:41-49, John 15:1-20, 1 Corinthians 2:1-5, and Hebrews 4:12)

B. Teach with Authority

Jesus taught with authority, and yet still had humility. We have God's authority with us; it is not our own. Don't use only your words or ideas - use the Scriptures, therein is God's authority. (Please see Matthew 10:20, Acts 13 & 14, Mark 6:34)

C. Be Concerned for the Needs of Others

Your concern and prayers for other's needs opens doors for their trust, communication, and ministry. Jesus was ALWAYS concerned for others. (Please see Matthew 13:1-2, 14:13-14; Mark 6:34)

D. Exhort One Another

Our attitudes and actions of our lives need to match the words we speak. This can only happen as we walk in an intimate relationship with our Lord and Savior, Jesus. Apostle Paul's exhortation to a young teacher in 1 Timothy 4:12-16 is good for us to consider as we seek to accomplish our particular area of service.

E. Pray for One Another

Pray with, and for, your students - that they will allow the Lord to prepare their hearts for the Bible lesson, be open to it, and apply it. Pray for the teachers - that they would be strengthened and filled with the Holy Spirit. Jesus prayed for Himself, His disciples, and all believers in much the same way. (Please see John 17:1-26; Matthew 18:19-20)

F. Be an Example in Deed, Speech, and Thought

What we teach must be what we live and walk out practically (or at least aspire to). We are human and we will sin, but we should be aware that our students may become just like us. Is that good or bad? (Remember James 3:1 - My brethren, let not many of you become teachers, knowing that we shall receive a stricter judgment.) Jesus did what he asked others to do. (Compare Matthew 5:37-38 with Matthew 27:11-14 and Luke 23:24)

G. Train Up a Child in the Ways of God

Although the responsibility will ultimately fall on the shoulders of parents, you, as a teacher of God's Word, have a responsibility to not be a stumbling block, but a stepping stone. Jesus cares about children! He wants them to know Him. (Proverbs 22:6)

H. Tailor the Teaching to Suit the Learners (1 Corinthians 9:19-22)

As the teacher, you must make the learning experience real. As Paul wrote in 1 Corinthians 9:22b, we too should become all things to all men, that we might by all means save some.

Your Bible lesson shouldn't just be a nice story, it should be vital and useful. In order to do this you must know your students, and this takes time. There are three areas that you should know:

1. Their Particular Age Group

- a. Are they concrete thinkers? (through age 8 or third grade) At this age children cannot understand concepts unless they can feel, taste, see or smell it. Love is an abstract concept, a hug is a concrete expression of love. "Jesus died for you" and "Let Jesus come into your heart" are both abstract concepts that must be put into a concrete form.
- b. Are they abstract thinkers? (above age 9 or fourth grade) At this age they are able to process deeper thoughts.

2. Their Experiences (maturity level)

Consider a child's level of maturity when relating to them. Don't "talk down" to 6 graders, and don't talk above the level of understanding to a preschooler.

3. Their Lifestyles

Get to know your students, and this will help you to pray for them. Are they wealthy or not, happy or sad, are both parents present in the home, or are there any major problems or concerns within the family?

All of the above information is vital in order for you to effectively communicate the Gospel to your students at their level of understanding by making your lesson interesting. You can gain information about your students by observing them, listening to them, and talking with them. Jesus knew His listeners. (Please see Matthew 13:1-9)

I. Acquaint the Learner with the Need for Learning

You must spark their interest by giving them a reason to learn the lesson. Prepare them beforehand. Jesus was a master at this. (Please see Matthew 3:1-12 and 6:1-4)

J. Seek the Kingdom of God First

Keep your purpose as a teacher in mind. The Lord's will must be primary. Jesus was never sidetracked or distracted. (Please see Matthew 16:23)

K. Maintain Consistent and Predictable Discipline

Jesus maintained a consistent standard, and was predictable in His enforcement of them. (Please see Matthew 5; 12:30-37; 22:15-22, 34-40)

L. Set Clear, Attainable Goals

Just as you should have consistent standards, those standards should be clear and attainable for your students. Never make unrealistic demands on them, remember to know your learners. Jesus was sure to do this. (Please see Matthew 5:3-9; 6:33; 1&24-26; 18:21-35; 22:37-39)

M. Remain Fair and Impartial

Don't ever get caught playing favorites. Love everyone equally. There is nothing wrong with letting some get closer to you if that's what THEY want, but don't treat them any differently than others. (Please see Romans 1:16; 2:9-11)

N. Be Available

Don't be in too much of a hurry or too concerned about what YOU have to do that you don't have time for your students. Jesus was a man of many sorrows, and much on His mind, but He was ALWAYS available. (Look at the Master's example in Luke 19:5; Matthew 13: 1, 2, 36; Mark 6:31-34)

O. Maintain Order

YOU must control the students, not vice-versa. (Please see Matthew 21:12; Mark 6:29-34)

P. Do All You Do for the Lord (Give Him your best)

You should never compromise on quality for the Lord's work. If you're tempted to do so, consider your commitment to the Lord and His ministry. Jesus never compromised. What He did was always His best. (Please see Matthew 5:16; 6:19-24)

Q. Be Honest

Don't hide your emotions when they could be supportive or constructive. Emotions and thoughts can be destructive. Be careful to ask God for wisdom, but don't feel bad about telling your students what you think when it's right to do so. (Please see Matthew 22:16; John 8:26)

R. Teach the Lord's Word in All Areas of the Classroom and Life

Jesus taught when He:

1. Traveled (Matthew 8:23-27; Luke 24:13-33)
2. Ate (Luke 7:36-50; 18:1-27)
3. Rested (John 4:3-29)

S. Encourage Actions, Not Just Words

The goal is changed lives because of their relationship with Jesus. A changed attitude is sometimes the hardest thing for a child. Jesus made this point VERY clear. (Please see Matthew 7:24-27; 12:50)

T. Recognize and Use Teachable Moments

Every moment with a child can be a teachable time. Jesus knew this. (Please see Matthew 16:5-12; Mark 1:17; 2:2, 14; 10:17, 39; Luke 12:13-59)

U. Remember that:

Education comes as a result of recognizing the need and use for information. The Holy Spirit makes it remembered!

EVACUATION PLANS IN CASE OF FIRE OR OTHER EMERGENCIES

FIRE EMERGENCY PROCEDURES:

(Children's Ministry - Nursery, Toddlers, 2 3 year-olds)

In order to safely and quickly evacuate babies, toddlers and two- and three-year-olds in the event of an emergency, workers are asked to remain in the room with the children in their care as long as safely reasonable, up to 3 minutes' time. As parents/guardians come to pick up their children, please inform them that:

- 1) If they have picked up their children in the Nursery, Toddlers and 2 & 3 year-old age groups, they may exit the church building and go their vehicles. They may leave the church property, being careful to yield to any incoming emergency response vehicles/ personnel.
- 2) If they have children in the 4- through 11-year-old age groups, please instruct them to evacuate the building and move to the **SAFE ZONE** where they will be able to pick up children there.

If, after 3 minutes' time, there are still children in your care **OR** conditions have become too risky to remain with the children:

- 1) If workers are unable to safely manage evacuation of the children, please summon support from an usher, Service Coordinator, or emergency response personnel.
- 2) If workers can safely manage evacuation of the children, please evacuate to the **SAFE ZONE**.
 - Perform a quick head count using the sign-in tablet, and take the sign-in tablet with you as you evacuate. (The tablet will not operate properly without a wi-fi connection.)
 - Close classroom door upon exit.
 - At the instruction of the CMA or Service Coordinator, sign out your children to the authorized parent/guardian.
 - When all children are checked out, report to the CMA or Service Coordinator.

SAFE ZONE: Lower end of parking lot.

EVACUATION PLANS IN CASE OF FIRE OR OTHER EMERGENCIES

FIRE EMERGENCY PROCEDURES:

(Children's Ministry - Nursery, Toddlers, 2 3 year-olds)

- _____ When notified of a fire emergency, have all children line up against the wall by the door.
- _____ Perform a quick head count using the sign-in tablet.
- _____ Take the sign-in tablet and the laminated fire evacuation map with checklist with you. (The tablet will not work properly without a wi-fi connection.)
- _____ With the teacher at the head of the class and the helper at the end of class, lead the children in an orderly fashion outside to the designated "safe zone" (see evacuation map).
- _____ Close classroom door upon exit.
- _____ Have all children sit in a "tight" group.
- _____ Perform a thorough head count, report any missing/ additional children to your Children's Ministry Administrator (CMA) or Service Coordinator.
- _____ Keep the children seated until they are checked out.
- _____ At the instruction of the CMA or Service Coordinator, sign out your children to the authorized parent/guardian.
- _____ When all children are checked out, report to the CMA or Service Coordinator.

SAFE ZONE: Lower end of the parking lot.

Section 4: Appendices

Appendix A - Child Protection Guidelines: Checklist for Volunteers

Appendix B - Child Protection Guidelines: Reporting Procedures

Appendix C - Child Protection Guidelines: Response Procedures

Appendix D - Consent and Waiver Form

Appendix A

Calvary Chapel of Delta Child Protection Guidelines

Checklist for Volunteers

- Has been in regular attendance for at least six (6) months.
- Stressed importance of having witness present when dealing with children one-on-one (alternative: use open areas)
- Has been given copy of instructions for handling child abuse cases.
- Completed application for ministry.
- Checked references and/or conducted a personal interview (keep written documentation).
- Completed the three-step background check. (See reverse.)
- Has read the Children's Ministry Manual.

(Checked by)

(Date)

Pennsylvania Act 153 of 2014 expanded the list of people that must complete background checks to include unpaid volunteers. The law requires that all people working with children, whether paid or unpaid, must complete a PA State Police background check, a PA child abuse background check, and a fingerprint based FBI background check.

The State Police background check looks at state records for criminal charges. Results are generally available within three weeks of the initial application. In practice, we usually see results in less than a week.

Pennsylvania considers volunteers working with children to be “mandatory reporters.” That means that volunteers must report any evidence of suspected abuse to the State. A computerized system called the Child Welfare Information System (CWIS) is used as the basis for these reports. All volunteers must create an account in CWIS, and then they use that account to initiate the mandated child abuse background check. Results of this check are usually available within three weeks of submission of the electronic application.

The fingerprint based FBI background check searches several databases of national information regarding criminal charges and child abuse. This check can be waived for volunteers that have been residents of Pennsylvania for at least the last ten consecutive years. Instead, those volunteers must sign an Assurance Statement that certifies they have committed no act that would make them unfit to work with children.

These three checks must be completed for all new volunteers before they begin any work with children. (Volunteers already working with children at the effective date of December 31, 2014 had until December 31, 2015 to complete their background checks.)

The law was further amended in Act 15 of 2015 to clarify some ambiguities. The amendment also changed the required interval for the background checks from 36 months to 60 months. The State of Pennsylvania also made the State Police and child abuse background checks free for volunteers.

Each of these background checks generates a certificate. Calvary Chapel of Delta keeps copies of these certificates on file in the church office to demonstrate compliance with the Pennsylvania law.

Appendix B

Calvary Chapel of Delta Child Protection Guidelines

Reporting Procedures

The law requires a person to immediately report suspected and reported child abuse (physical, sexual, or mental) to the authorities and, in organizations such as Calvary Chapel of Delta, to the Pastor and/or Children's Ministry Administrator (CMA). Any individual who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. Therefore, all volunteers at Calvary Chapel of Delta must adhere to the following procedures:

1. In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of Calvary Chapel of Delta, the volunteer shall immediately notify the Pastor or CMA. The Pastor may be privilege to information that would explain the situation. In the event of suspected, reported or discovered child abuse, the person discovering that suspected abuse will report it in accordance with Pennsylvania law using the Child Welfare Information System (CWIS).
 - Physical signs of molestation may include:
 - lacerations and bruises
 - irritation, pain or injury to the genital area
 - difficulty with urination
 - discomfort when sitting
 - torn or bloody underclothing
 - venereal disease
 - Behavioral signs of molestation may include:
 - nightmares
 - nervous or hostile behavior toward adults
 - sexual self-consciousness or acting out of sexual behavior
 - withdrawal from church activities and friends

- Verbal signs of molestation may include statements such as:
 - "I don't like _____."
 - "_____ does things to me when we're alone."
 - "I don't like to be alone with _____."
 - "_____ fooled around with me."

(Adapted from Child Abuse: Governing Law and Legislation by I. Sloan - 1983)

2. The CWIS report will provide as much information as available to the person who observed the suspected abuse. Note that Calvary Chapel of Delta will not investigate or prosecute the suspected violation. The church will provide loving and caring support and Biblical instruction as required.
3. The Pastor will coordinate any necessary communication with the church's insurance carrier.

Appendix C

Calvary Chapel of Delta Child Protection Guidelines

Response Procedures

1. The official spokesperson for Calvary Chapel of Delta shall be the Pastor, or in the absence of the Pastor, a spokesperson designated by the Pastor. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the official spokesperson. No individual other than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson.
2. The official spokesperson shall assure the person discovering the suspected abuse immediately reports it in accordance with the law through the CWIS. The Pastor or his spokesperson will coordinate with Calvary Chapel of Delta's insurance carrier.
3. The care and safety of the victim is our first priority. We will not confront the accused.
4. We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim's family, extending whatever ministerial resources are needed. We will fully cooperate with any authorities investigating an allegation of child abuse.
5. We will treat the accused with dignity and respect. If the accused is a church worker, that person shall be temporarily relieved of his/her duties until the investigation has been completed and the person is cleared by the authorities. If the accused is a paid employee of Calvary Chapel of Delta, his/her income will be maintained until allegations are cleared by authorities or until criminal charges are filed.
6. All communication by the official spokesperson to the media, fellowship, and public will protect the privacy and confidentiality of all involved.
7. All efforts in responding to the alleged incident of child abuse shall be documented by the Pastor or, in the absence of the Pastor, the previously designated spokesperson, and maintained in a secure and confidential file.

Appendix D

Consent and Waiver Form

In consideration of my role with Calvary Chapel of Delta and any related Ministries and recognizing that my character must be above reproach, I hereby consent to the following:

1. Complete in full a Consent and Waiver Form.
2. Complete in full a Calvary Chapel of Delta Ministry Application.
3. Allow Calvary Chapel of Delta to verify information provided on my application.
4. Provide Calvary Chapel of Delta with a current photo.
5. Submit to background screening (including, but not limited to, SSN verification address history trace, National Criminal Database Search, statewide PA MD criminal search, and 50-State National Sex Offender Registry Search).
6. Make myself available for a personal interview by a Pastor or Children's Ministry Administrator of Calvary Chapel of Delta.

I hereby waive, release and hold harmless from liability all persons, organizations and other entities which provide references or information to Calvary Chapel of Delta pertaining to me or my background.

I hereby waive, release and hold harmless from liability Calvary Chapel of Delta, its staff, volunteers, and agents with regard to any decision that it makes or my application for involvement with Calvary Chapel of Delta based on the information I provide or that is obtained through the criminal history and background screening process.

I consent to a copy of this Consent and Waiver form together with the background information form being furnished to any reference that I have provided to Calvary Chapel of Delta and to another person, organization or entity that Calvary Chapel of Delta deems necessary in connection with its investigation of my background, character or qualifications.

PRINTED NAME _____

SIGNATURE _____

DATE _____