

ELEMENTARY HANDBOOK

We're glad that you have shown interested in joining one of our Ministry Teams. Please take a few minutes to carefully read the *Elementary Handbook* before making your commitment. Please contact the Elementary Coordinator if you have any questions or concerns. We are here to help you find your place in ministry.

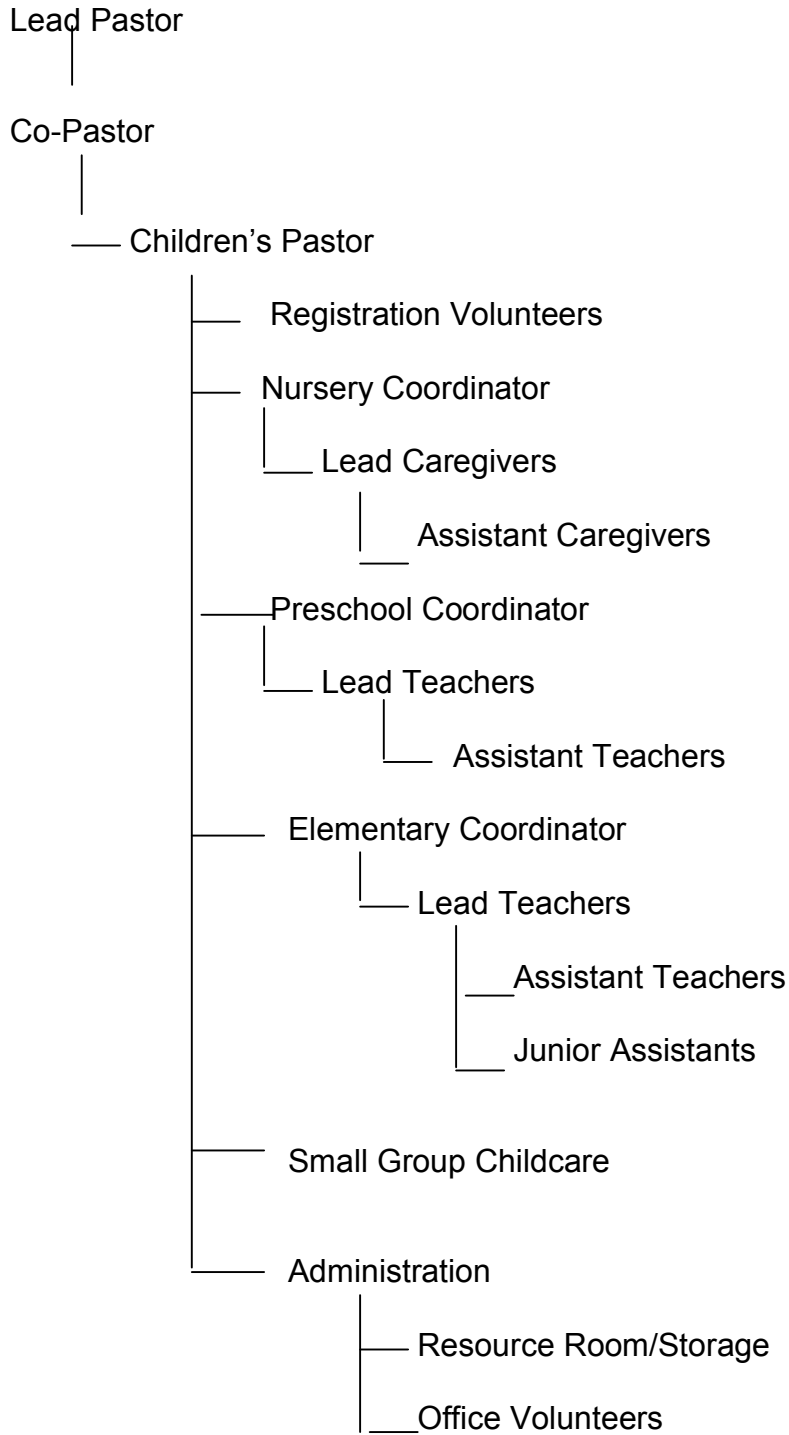
I. THE PURPOSE FOR ELEMENTARY MINISTRY

Our main purpose for Elementary Ministry is to connect kids in a relationship with God. Through relevant music, creative messages, engaging media, and fun learning games, we show kids how God's principles can be applied in their daily lives. We also provide opportunities for kids to form relationships with other kids.

II. STEPS TO JOIN THE CHILDREN'S MINISTRY

- A. Fill out the Children's Ministry application and turn it in to the church office.
- B. Read the *Elementary Handbook* and agree to follow the guidelines. Also commit to the Honor Code.
- C. Go through an interview with the Children's Pastor. Be willing to have a background check.
- D. Complete the Plug-In 1 class.
- E. Read Ages and Stages.

III. MINISTRY TEAM CHART



IV. CLASS FORMAT

All teachers are to follow the same format so that we have a consistent learning environment for the children.

PRE-SERVICE

Elementary Ministry Team should arrive at least 45 minutes before the start of the service. Registration starts 15 minutes before the service. When children arrive, they go immediately into their small group for an activity.

LARGE GROUP

Children sit with their group during the large group setting.

- A. Worship
- B. Prayer
- C. Go over rules, rewards and consequences
- D. Introduce the Bottom Line
- E. Review Bible verse
- F. Drama Skit
- G. Object Lesson
- H. Media Clip "Get Reel"
- I. Review Game

SMALL GROUPS

At the end of the service, children get into small groups for curriculum activities. They should have their belongings with them and ready to go. Take home papers should be passed out in the small groups.

DISMISSAL

Parents may come into the classroom to get their child. As they leave they have to give the teacher stationed at the door their security tag. The teacher compares the tag with the child's sticker. If the numbers match, the child can be released to the adult.

V. MINISTRY TEAM RESPONSIBILITIES

A. LEAD TEACHERS

1. The Elementary Coordinator will give you a copy of the curriculum with your schedule. Organize and prepare the large and small group activities.
2. Prepare small group activities for Group Leaders. Make sure everyone has something to do.
3. Oversee the service. Continually be training Ministry Team members.
4. Only a Lead Teacher is authorized to call a parent out of the service. Keep a chart of disciplinary actions to make sure a child has been warned and given a time out with a discussion before calling the parent.
5. If you need items purchased, fill out the appropriate forms from the Registration desk.
6. Reward children and motivate them to memorize scripture and learn how to use their Bible.
7. Communicate with coordinator, workers, parents, and children.

B. GROUP LEADERS

1. Help set up and interact with the children when they arrive. Remind the children to use the restroom before class begins.
2. Handle any distractions so the Lead Teacher doesn't have to stop the activity and bring attention to the disruption.

Some suggestions for avoiding disruptions:

- Separate children that are misbehaving.
 - Take away toys that distract children from the lesson.
 - Remind the children to raise their hand if they have a question.
3. Encourage child participation by getting involved in the large group activities.
 4. Assist the Lead Teacher in activities as requested.
 5. As parents come to get their child, help kids collect their belongings.

VI. MINISTRY TEAM RESPONSIBILITIES

A. IDENTIFICATION

For safety and recognition, wear your identification photo ID when working.

B. ARRIVAL & DEPARTURE

Team members must arrive 45 minutes before the start of their scheduled service and remain until each child has been picked up.

C. SET UP AND TEAR DOWN

Team members should make sure that everything in their classroom has been properly packed according to the list on the container and taken to the trailer. They should help clean, pick up trash, straighten tables and chairs, and place lost and found items at the registration table.

D. ABSENCES

If you cannot serve on a scheduled date, it is your responsibility to contact your coordinator with a replacement. If you are planning on going on vacation, give your coordinator notice before the schedule is made.

E. CHURCH ATTENDANCE

It is important to stay connected with the vision of the church, so please make sure you are attending at least one service every two weeks.

F. FREE CDS OF THE MESSAGES

You can listen to podcasts on the website or order a CD of the message through the Service Supervisor.

G. DRESS CODE

Be comfortable, neat, and modest.

H. CHILD WELLNESS

Children are not to be in the classroom if they have had any of the following symptoms in the past 24 hours: suspected fever, diarrhea, vomiting, consistent coughing or sneezing, colored nasal discharge, any discharge from the eyes, any communicable disease manifesting in a rash.

I. FIRST AID

Every worker should go through our Child Safety course. The First Aid Kit is kept at the registration desk. Team members are not to administer medication of any kind. CPR and choking procedures are kept at Registration. If a child has a food allergy, the Registration person should inform the Lead Teacher.

J. CARE OF CURRICULUM

Keep all curriculum in the curriculum box. File visuals aids and any extra materials.

K. SECURITY TAG SYSTEM

Registration has their own procedures and schedule. We have a security tag system for the safety of the children. Children cannot be released without the security tag. If someone suspicious tries to take a child without the security tag, call the Elementary Coordinator or Children's Pastor. Always keep the doors to the classroom shut.

L. CHILD/TEACHER RATIO

Our aim is to have a 1-10 ratio for children in small groups.

M. CHILD PROTECTION

There is ALWAYS to be at least two adults present with a child. Never touch a child in any area that would be covered with a bathing suit. If you observe another Ministry Team member showing inappropriate expressions of affection, inform the Elementary coordinator.

N. REPORTING CHILD ABUSE

If you suspect that a child has been abused, molested or severely neglected, bring it to the attention of the Children's Pastor.

O. INCIDENT REPORTS

If an incident occurs, such as a child being accidentally hurt, Incident Report forms must be completed by the teacher, signed by a parent, and given to the Children's Pastor. Incident Report forms are at the Registration desk.

P. EVACUATION ROUTE

In case of fire, children are to line up with an adult leader in the front of the line and an adult in the back of the line. Crawl low under smoke if there is a fire. Leave the classroom and turn left to exit. The Lead Teacher is responsible to get the registration list and account for each child. Close all doors behind you.

Q. WORKSHOPS & CLASS MEETINGS

All team members should attend workshops and class meetings for ministry training, fellowship, and inspiration.

VII. DISCIPLINE PROCEDURES FOR ELEMENTARY CHILDREN

A. RULES

1. No talking when the teacher is talking.
2. Don't bother your neighbor.
3. Stay in your group.
4. Don't rush the stage.
5. No running.

B. REWARDS & CONSEQUENCES

Attending Kids Church and participating in the activities is a privilege. If a child does not obey the rules, there are three steps of action to take in this order:

1. A warning
2. Move the child to another seat.
3. Time out with a discussion about their behavior from a Lead Teacher.
4. The Lead Teacher should call the parent by giving the child's number to the Service Supervisor. Only the Lead Teacher is to communicate disciplinary problems with the parent. Note: Call the Children's Pastor if the child is a visitor or has special needs.

C. GUIDELINES FOR DISCIPLINE

1. Present the rules positively before the start of each class. Make sure the children are disciplined for rebellion and not for ignorance or forgetfulness.
2. Ask the child why they think they are being disciplined. Make sure they clearly understand the reason. You may also discover why the child is acting out and minister to them.
3. NEVER SPANK A CHILD. Grabbing, pinching, or slapping a child is absolutely not allowed. Never degrade or embarrass a child.
4. Never label a child as "bad."
5. Pray with children and teach them self-control.
6. ALWAYS display your forgiveness after administering discipline.
7. If there is a behavioral problem that needs to be communicated to the parents, report it to your coordinator.

VII. TEACHING TIPS

Additional information will be shared at workshops and meetings.

- A. Have fun with the kids. Show excitement.
- B. When communicating, get on the child's level and look into their eyes so the child knows they have your undivided attention. Make sure you include things that interest him or her.
- C. Catch a child doing something good.
- D. Let kids know what behavior is acceptable and what is not by consistently following through with discipline.
- E. Don't show favoritism.
- F. Promote total classroom participation. Be careful not to embarrass shy children.
- G. Teach children to respect one another and the property of others.
- H. Encourage children to invite their friends to church and special events.
- I. Remind children to make visitors feel comfortable and welcome.
- J. Speak positively to children and let them know you believe in them.

Thank you for taking the time to read the Elementary Handbook. It is our desire that you find your place in ministry and know the joy and fulfillment that goes along with being a team member.