



Children's Ministry Handbook

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Dear Children's Ministry Team Member,

Thank you for offering to serve with our kids. Through Trinity Kids, you have the opportunity to come alongside and encourage kids in their faith walk. God will work through you to show His love. Not only are you working with kids, but you also have a chance to serve Trinity families. Parents want to be involved and are excited to know that their kids are being changed by God.

The facts are that a person's moral foundations are generally in place by the time they reach age 9. A majority of Americans make a lasting determination about the personal significance of Christ's death and resurrection by age 12. The most formative point in a person's life is their childhood. What we learn as children, we carry with us throughout our lives. Trinity Kids is here to help share Jesus' love with kids and come alongside them to nurture them and help them grow in their faith.

Children's Ministry is not only fun, but it's also filled with insight. The unfiltered awe and wonder that kids bring to hearing the gospel help show us how to soak up what God has for us in a fresh way. Jesus said, "I tell you the truth, unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven." (Matthew 18:3b-4).

May we all be humbled, that we can be a part of what God wants to do in and through Children's Ministry. The kids will be blessed when we allow God to work through us. Let's be a part of helping kids discover Christ and start their journey of Christ-likeness and living as part of the Body of Christ.

Thank YOU for stepping out in faith to serve alongside us.

- Children's Ministry Team

Trinity KIDS: Children's Ministry

*"Train a child in the way he should go, and when he is old he will not turn from it."
Proverbs 22:6*

MISSION:

Trinity Kids exists to help kids come alive with Jesus, grow with Jesus, and change the world with Jesus.

VISION:

Our role is to walk alongside kids as they discover Christ's love for them and to support them as they grow in their faith. At Trinity Kids we don't just serve kids, we also want to **partner** with parents to "train a child in the way he should go," show children God's love, and disciple them so they have God's word & truth in their hearts as they grow.

Our goal is that children will experience 3 things at Trinity Kids:

1. God loves them!
 - o We teach kids that by sending His Son to die for us, God paid the ultimate price. Through His Word and actions, we can see evidence of His love for us.
2. God's love changes us!
 - o Our goal is for Trinity Kids to experience how God's love changes our hearts. Because of His love for us we can't stay the same. His love moves us and calls us to grow and share His love with others.
3. Church is a place they want to be!
 - o From being loved, having fun, and being surrounded by other kids, our goal is to create a contagious environment that kids want to be in!

VALUES:

- Focusing on Jesus: at Trinity we fix our eyes on Jesus & center everything we do on Christ and who He calls us to be. *Mark 10:14; Hebrews 12:2; Romans 12:2*
- Supporting Parents: as parents & families engage with their responsibility to lead their children in walking with Christ, we help equip them with the tools they need to share the gospel with their kids in tangible ways. *Deuteronomy 6; Psalm 78:4-6*
- Discipling Kids: to have a fruitful relationship with God, children must be taught to follow Him and share the Good News with others! We want to make disciples who make disciples. *Proverbs 8:32; Ephesians 6:1*
- Equipping Kids: we will give children and their families the tools to grow in Christ. Children are taught who Christ calls us to be and encouraged to look for how God is moving in their lives. *2 Corinthians 5:17; Proverbs 22:6*

Finding Your Place in Trinity Kids

Prior to beginning to serve with Trinity Kids, we encourage you to speak with the Children's Ministry Director about observing in one of our classrooms. This will give you a great idea of what the program looks like on a weekly basis! Please pray about where God may be leading you to serve. Should you decide that you'd love to join our awesome ministry team, there are a few steps that we must take to ensure your safety & the safety of our kids.

Step 1: Attend for 6+ Months

Serving is an important step in being part of the body of Christ. Before you step into serving, we want to make sure that you are getting spiritually fed, getting connected, and – most importantly – desiring to serve here as a part of the commitment to making this church family yours. Exceptions can be made by a pastor/ministry leader.

Step 2: Talk with Us

We want everyone who has a desire to serve with kids to find a place that's just right for them, suited to their gifts, abilities, and heart. If you are unsure of your best fit, we'd love to talk through different opportunities (lead teacher, assistant, nursery, etc.) with you and answer any questions you may have.

Step 3: Submit Background Check

Every person who volunteers with minors at Trinity is required to complete and pass a background check. Safety is our #1 priority when it comes to our kids, and this helps to ensure that those who are working with them take seriously the responsibility of caring for and shepherding them. Background check forms can be found online or requested from a Children's Ministry staff member.

Step 4: Get Approved and Get Started!

The final step before jumping into the fun of serving with Trinity Kids is completing a children's ministry training. Once your background check is approved, the Children's Ministry team will contact you to set up your training.

Trinity Kids Children's Ministry covers multiple areas and multiple ministries. Following security protocols and general procedures is essential for your safety and the safety of our children.

General Volunteer Information

Security Procedures

All new families/visitors will fill out a Trinity Family Registration pamphlet.

Number I.D. Tag system

- One numbered I.D. tag will be placed on the child's back.
- The parent/guardian will have an identical I.D. number.
- No one is allowed to pick up a child without a matching code.
- If a parent/guardian loses the I.D. tag contact the Children's Ministry team to complete the check-out process.

Good Stewardship Guidelines

All volunteers must be ready to begin serving *15 minutes before your class begins*. We want to show our kids, their families, and our fellow servants that they matter to us and that we are ready to serve them.

At the end of the class session during which you serve, please remember to return your space to a condition better than that it was in when you arrived.

- Tables, if they've been moved, should be returned to the positions in which you found them.
- Chairs should be pushed in and in place.
- Clean toys, as necessary (e.g. wash toys that young children have mouthed) and ensure all toys have been placed back in appropriate containers.

Including clean-up as part of your class's routines is encouraged!

Please remember to wear your security badge every day that you serve. If your badge needs to be replaced, please contact the Children's Ministry team.

Volunteer Job Descriptions

You are part of a great team. A team of loving people, dedicated to loving kids and pointing them towards God. Without you, this ministry would not be possible!

Hall Monitors

We place a high priority on the safety and security of our children. Hall monitors are responsible for keeping watch over the Children's Area entrances and exits, ensuring all families check in, and maintaining an overall safe environment for kids & families.

Greeters*

Our greeters welcome families with a smile as they arrive and are responsible for assisting with check-in and helping direct families where their children should go.

Large Group Leaders and Teachers

Large Group Leaders will host the large group time each week. They prepare a lesson for K-5th graders and are responsible for setting up the stage for their teaching time each week.

Small Group Leaders

Small Group Leaders facilitate a classroom during service using the given lesson plan and their own creativity and giftings (**some minimal prep time may be necessary**). They are available during large group to sit with kids, encourage them to participate, pay attention, and interact with the Bible lesson. Small group leaders are personable and get to know, interact, and engage with kids throughout the service time.

Small Group Assistants

Small Group Assistants help Small Group Leaders in whatever ways are needed. They may assist in facilitating any crafts or games using their own creativity and giftings. Throughout the year assistants will get to know the children in their class, be inviting toward them, and minister to their needs.

Midweek (Awana) Small Group Leaders

Midweek Small Group Leaders facilitate Bible verse learning and more! They are energetic and engaging during large group worship, engage with and encourage kids, and support their Bible verse memorization during small group time. These leaders help kids as they transition from gym time to small group to large group.

*The greeter position is a part of our church-wide greeter team and is assigned and overseen by the Connections Coordinator.

HALL MONITOR

General Hall Monitor Guidelines (A-wing & B-wing)

Volunteer Age Requirements	18+ years of age
<p style="text-align: center;">Task List</p>	<p>Arrive 15 minutes before service; serve until all kids have been picked up.</p> <p>Be one of the first friendly faces parents & families greet at Trinity Kids.</p> <p>Welcome families, provide security, support, and safety to the volunteers and kids.</p> <p>Check-in new families with a Trinity Registration Pamphlet.</p> <p>Direct parents & kids to appropriate classrooms.</p> <p>Provide assistance to teachers, students, and families during Sunday morning services.</p> <p>Maintain check-in computers (see below for set up instructions)</p> <p>Walk through hallways looking for anyone that needs assistance.</p> <p>Lock exterior doors 20 minutes into service.</p>

New Families

1. Warmly greet them, introduce yourself, and ask what brought them to Trinity!
2. Help them fill out a “New Here” Family Registration pamphlet (located in tub at check-in station).
3. Have them fill out a handwritten nametag and explain security ID system.
4. Help them find correct classroom (hallway map located at check-in station).
5. Offer any other assistance if needed, and direct them towards service.
6. Place completed pamphlets under the computer.

Computer Set-Up

Computers with the check-in system *should* already be set up when you arrive.

If the system goes down for any reason follow these steps to login again:

1. The computer by the kids entrance has a password: Trinitykids1
2. Click ACS "On Demand Client" icon (screen left)
3. First screen Username: TPCStaff
Password: Trinityepc2019!
4. Click "Checkpoint Kiosk"
5. Second screen Username: cmcarrie
Password: cmAcs2018
6. Select the correct date on the calendar/select DYMO LabelWriter as the printer.
7. Select which service you are checking in for (9:00 or 10:30)

If after trying these steps a few times you are still unable to get the check-in up and running, simply have parents fill out the extra numbered nametags in the bin and keep the number.

Exterior Doors

Three exterior doors need to be locked after greeting parents (around 9:20/10:50 a.m.)

- Sanctuary entrance (EXCEPT first Sunday of month)
 - *Lock is located under handle.*
 - *Also turn off auto opener (above doors). To turn switch "off", push into the center position.*
- Pre-school entrance
 - *Lock is located in the bar on the left door.*
- Entrance closest to youth room
 - *Lock is located under handle.*

All doors are locked with an allen wrench (found in the upper left-hand corner of door).

NURSERY

Birth to 2 years.

General Nursery Guidelines (Infants & Toddlers)

<p>Volunteer Age Requirements</p>	<p>Leader: 18+ years of age Helper: 14+ years of age</p>
<p>Task List</p>	<p>Please arrive 15 minutes before service; there will be at least 3 volunteers are present.</p> <p>Ensure parents feel comfortable leaving their child (good 1st impression).</p> <p>As children arrive, have parents check-in on nursery sign-in form.</p> <p>Place all of a child’s belongings in a cubby and label cubby with child’s name. Ensure bottles, pacifiers, etc. are labeled by parents.</p> <p>Maintain a loving, healthy, sanitary environment; rock, sing, read, and play with the children to show them God’s love through you.</p> <p>Slippers are provided for your convenience.</p> <p>If bringing beverages with you, please make sure it has a lid.</p> <p>Each child’s diaper should be checked and/or changed each service.</p> <p>When leaving the nursery be sure to spray used toys with toy disinfectant spray, wipe down table and counters with Lysol wipes, and put toys/linens that need to be washed in the appropriate marked bins.</p>

Nursery Schedule

The nursery schedule is posted on Sign-Up Genius quarterly.

If you are unable to serve on the date or time you are scheduled, please trade with someone else on the Nursery/Toddler Volunteers contact list (in Nursery/Toddler room binder or online at shorturl.at/brRV2). If you are still unable to find a replacement, please text or call the Children’s Ministry team.

Nursery Use Procedures

- No one is to be in the nursery at any time other than the scheduled workers and the children. (Expectations are only, but gladly, made for nursing mothers.)
- Children are only to be in the nursery when there is a nursery worker present.

Diaper Changing Policy

- Check and change a child's diaper if it is wet, soiled, or if the child seems fussy.
- Use gloves that are provided when changing a diaper.
- Always use the diapers and wipes provided by the parent in the diaper bag (if the parent forgot we do have diapers available).
- Please make sure diapers are not constricting.
- Utilize the changing pads to cover the changing area with each diaper change. If a changing pad is not provided by the parents, wax paper can be used.
- Wax paper will be disposed of after each child's diaper is changed.
- Place soiled disposable diapers, wax paper, and gloves in the provided diaper genie.
- Use the sanitizer available to clean changing area after each diaper change.
- Never leave a child unattended on the changing table.

Bathroom Assistance

Workers should provide supervision and assistance on an individualized basis. Workers should wear gloves when assisting children in the bathroom.

Feeding Policy

Infants

- Bottle fed babies are to be given their bottles according to their parents' instructions.
- Make sure the bottle is labeled.
- Watch that babies do not "borrow" each other's cups, bottles, or pacifiers.

Walkers/ 2's and 3's

- Check sign in sheet before feeding the children. Some children have food allergies!
- Make sure all cups are labeled.
- A worker should always supervise the children while they are eating.
- Watch that toddlers do not "borrow" each other's cups, bottles, or pacifiers.

Well Child Policy

In order to protect all the children in the nursery, please do not leave a child who appears ill. Some signs of illness in children include:

- Any degree of fever
- Vomiting/Diarrhea
- Questionable skin rash
- Cloudy or colored runny nose (green/yellow)
- Unusual fatigue or irritability
- Eye/ear infection
- Cough that is deep or congested

PRESCHOOL

2 years old through Pre-K.

General Preschool Guidelines (Lower & Upper Preschool Classrooms)

Volunteer Age Requirements	<p>Leader: 18+ years of age</p> <p>Helper: 14+ years of age</p>
Task List	<p>All volunteers will review the weekly lesson plan ahead of arriving on Sunday morning.</p> <p>Always ensure at least 2 volunteers are present.</p> <p>Greet parents to ensure they feel comfortable leaving their child (good 1st impression).</p> <p>As children arrive, take note of their nametags. If they are handwritten, please take attendance in yellow folder.</p> <p>Maintain a loving, healthy, sanitary environment; interact, play, and show God's love to kids.</p> <p>Listen to the children, facilitate their interactions with one another, and have conversations with them.</p> <p>Teach lesson using the curriculum provided.</p> <p>Provide snacks/drinks.</p> <p>Provide children with regular access to the restroom.</p> <p>In the case of any discipline issues, re-direct the child to re-engage with the task at hand; if the issue persists and/or escalates, contact the Children's Ministry team.</p> <p>Encourage parents to reinforce lesson taught.</p> <p>Wipe down toys and straighten room at end of service, per general guidelines.</p>

ELEMENTARY

Kindergarten through 5th Grade

General Sunday Guidelines: Small Group/Large Group/Small Group Format

Volunteer Age Requirements	<p>Leader: 18+ years of age</p> <p>Helper: 14+ years of age</p>
Task List	<p>All volunteers will review the weekly lesson plan & email ahead of arriving on Sunday morning.</p> <p>Always ensure at least 2 volunteers are present.</p> <p>Greet parents to ensure they feel comfortable leaving their child (good 1st impression).</p> <p>As children arrive, take note of their nametags. If they are handwritten, please take attendance in yellow folder.</p> <p>Maintain a loving, healthy, sanitary environment; interact, play, and show God's love to kids.</p> <p>Listen to the children, facilitate their interactions with one another, and have conversations with them.</p> <p>Supervise children as they transition to and from the Large Group worship room.</p> <p>During large group, collaborate with the volunteer team to supervise the children and/or facilitate musical worship, Scripture teaching/review, video summary, etc.</p> <p>Implement small group discussion, games, and activities using the curriculum provided.</p> <p>Provide children with regular access to the restroom.</p> <p>In the case of any discipline issues, re-direct the child to re-engage with the task at hand; if the issue persists and/or escalates, contact the Children's Ministry team.</p> <p>Encourage parents to reinforce lesson taught.</p> <p>Straighten room at end of service, & replace toys where they came from.</p>

10 Leader Tips for Success

1. Prepare for class ahead of time. Pray over your heart and wisdom, your students, and your lesson.
2. If you're unable to be present during a time for which you are scheduled to serve, please arrange coverage for yourself by swapping with another volunteer or finding someone to substitute for you.
3. Arrive on time (15 minutes prior to service start time).
4. Don't hesitate to talk to your leader if you need help. Don't wait until you're too stressed out.
5. During your time with the children, do your best to maintain your primary focus on how best to share God's love with the children. As important as it is to communicate the Scriptures, remember 1 Corinthians 13!
6. An excellent time to encourage parents and children is when children are being checked out of their classroom. Affirm the child to whomever is picking them up. Say something like:
 - "Your daughter was such a joy today. We really enjoyed having her in our class. We hope she comes back next week."
7. Give each child his or her weekly takeaway and any personal items.
8. Say to each child, "We'll see you next week!"
9. When all children have been checked out, straighten and help prepare your room for the next service.
10. Review with your team about how the class went. Ask yourselves these four questions:
 - What went well today?
 - What went wrong today?
 - What was missing today?
 - What was confusing today?

How We Will Support You

Yearly Volunteer Training

During the Autumn, the Children's Team will spend time getting to know one another, hearing the overall ministry game plan, and learning and practicing skills that will make us an effective ministry team. Please attend all required meetings.

Weekly Emails

Each week the Children's Ministry Director will send out an email detailing the lesson plan for the week. It will include a downloadable copy of the lesson plan along with details for that week. Be sure to read the email so you will be well prepared to serve.

Prayer

We LOVE praying for our volunteers. Throughout the week we pray for you that God would give you just the right words to say, that kids would form relationships & come to you for support. If a specific prayer request arises, we'd love to pray with you. Feel free to text, email or call the Children's Ministry Director (see contact page) at any time with your prayer requests!

Stay Connected to the Body of Christ

Please strive to attend a regular worship service each week. You cannot feed unless you are fed yourselves. There is no better way to be an example to our children of Christ-seeking service than to serve one service and attend another.

If you have a specific request or suggestion of how we can better serve you, please don't hesitate to let a Children's Ministry team member know! We are here to support YOU!

General Policies

2-1 Policy:

- Always make sure you are never 1 on 1 with a student, but have another leader or student with you.

Eyeshot Policy:

- If you need to have an individual conversation always make sure you are in eyeshot of another adult.

Bathroom Policy:

- Be in eyeshot of another leader while taking students on bathroom breaks.
- No more than 2-3 children in a bathroom at a time.
- Adults may not enter the restroom with children (unless they are preschool or under).
- Wait outside while child enters; leave door open.

Physical Touch Policies:

- NO touching a child in an area a bathing suit would cover
- NO piggy back rides.
- NO sitting on laps.

NO Rough Housing (all workers should be a role models).

ACCIDENT/INJURY

- First aid kits are located in each classroom.
- Ice packs are located in galley kitchen for bumps/bruises.
- Be sure to communicate with parents at pick-up if you gave a bandaid or ice pack.

NOTE- Always remember to tell parents when they pick up their child if any injury occurs. Notify the parents of all children involved in the situation that occurred. Complete a provided Injury Report.

If a major accident or injury occurs, the Children's Ministry Team will notify the parent/guardian and give you an accident report to complete. Completed Accident ("Boo-Boo") reports should be turned back in to the Children's Ministry Team.

Discipline Course/Correction

Through our programming, we pray that as kids learn about who Jesus is and grow in faith the Holy Spirit moves in them. We pray that they have a growing desire to become more like Jesus and to make wise choices. Sometimes kids may need correction to help “train them up in the way they should go”. So what does this look like for Trinity Kids?

1. Remind child of expectations

Take time each time you are with kids to remind them of the expectations of that environment.

Example: When the Toddlers have their Cheerios, **before** serving them take a couple seconds to explain the expectations: “We will sit in our chairs while we eat, we do not throw the Cheerios on the floor. If you understand give me a thumbs up.”

This is really important for transitions, like small group to large group or play time to story time. Set them up for success by discussing the expectations ahead of time.

2. Remove child from situation

Have a conversation about what happened...what expectation did they not meet? Do they know what they did? How does that make you feel as the adult/teacher? How does it make the rest of the kids feel? How does it make the child feel?

Reinforce the idea that we have expectations/rules to keep kids safe SO that they can learn more about Jesus and have fun.

3. Consequences

Ultimately we want kids to participate in the programming so that they grow in their faith. If a behavior warrants, here are a couple of options:

- Give a warning (be sure to follow through if they act out again)
- Child will have to go last in a game/activity
- Child has to sit out of something for 3-5 minutes
- Write or draw an apology, etc.

4. Follow Up

It will be very important to follow up with the child and the parents. The child needs to have closure to the whole experience and now that you still love and care for them. Praying with them would be a great thing!

Be sure to connect with the parents and give them a summary from start to finish.

Continued Behavior

If you have followed the above steps and are still facing behavior challenges, contact the Children’s Ministry Team. The child may need to be removed from the space for the remainder of the time. There are still other kids in the space that need you!

General Classroom Evacuation

Workers are to remember to stay calm, confident, and reassuring given any emergency situation. If a child appears to be missing, notify the Children's Ministry Team immediately.

Fire Alarm

- If a fire alarm sounds, assume the danger is real and prepare to evacuate immediately.
- DO NOT accept any offers of outside help. If a parent comes to get their child, explain the policy, and invite them to walk out of the building with you. This policy is in place so that we have an accurate account of all the children.
 1. Go directly to the designated meeting place (church sign).
 2. Nursery workers should each carry two babies. Hall monitors assist nursery workers.
 3. Make sure you have an accurate attendance count.
 4. After everyone is outside, check to make sure you have your entire class.
 5. Only then will the workers be able to release the children to parent/guardian.

Tornado

Watch:

1. If there is a tornado watch during the service, the workers will stay with the children until the parents/guardian arrive to pick them up.

Warning:

1. If a tornado warning is issued, go directly to the inner hallway and have children sit down along the wall.
2. Make sure you have an accurate attendance count and check once everyone is in the hallway.
3. Only then will the classroom leader be able to release the children to the parent/guardian.

NOTE: Once the child is released to the parent/guardian in any situation, the child becomes the responsibility of the parent/guardian.

Lockdown

1. At times, it may be necessary to lock down the Children's Area (e.g. during a tornado or other general emergency).
2. Please wait for instructions from a staff member.
3. Instructions may include, but are not limited to, moving the class to the hallway or staying in the classroom.
4. Having an attendance sheet in this case is necessary.

Mandatory Reporting

While maintaining a safe and vulnerable environment for kids, a child may open up about personal information. If a child shares sensitive information regarding abuse or if you suspect a child has been abused, proceed with the following steps:

- Believe the child.
- Listen calmly and validate the child's feelings.
- Stick to the facts of the situation that may constitute child abuse or neglect.

After discussing the situation and affirming a child, it is essential to follow through with reporting the abuse or neglect by notifying the necessary individuals. If a child says, "Please don't tell anyone." We must be very clear that we must report all cases.

Volunteers should report suspected abuse directly to the Children's Ministry Director or Executive Director. The Children's Ministry Team can assist you in the following reporting process.

Make an Oral Report

Use the oral report form found in the Children's Ministry folder (located in the church office). This will document the facts of your conversation as well as the context and any visible signs you observed.

Call MIDHS (855) 444-3911 (24 hr service)
Washtenaw Child Services (734) 973-4343

Making a Written Report

Within a time-frame of 72 hours after making an oral report for suspected child abuse or neglect, the reporting person must file a written report with the Family Independence Agency. Forms can be found in the Children's Ministry folder in the church office.

Contact Information

Children's Ministry Director

Carrie Cornell

(734) 819-8331

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Children's Ministry Administrative Assistant

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