



Calvary Chapel Saving Grace Mesa

## Children's Ministry Policies & Procedures

Thank you so much for your willingness to use your God-given gifts in CCSGM's children's ministry. It is our desire to provide a safe, organized, and loving environment so we may be above reproach and effective at saving the lost, discipling the found, and sending the strong. These policies and procedures are designed to bring unity and open communication in this ministry so we can bring God glory. Thank you for being a part of the team!

### Growing in Christ

- All volunteers need to regularly attend a main service, even on the Sundays when they are serving.
- Those serving in the children's ministry need to be actively walking with the Lord & striving to be a godly example for the children.
- All those who serve in the children's ministry are invited to join in prayer each Sunday morning at 8:30am with our children's church elder.

### Communication

- Volunteers need to add Lambslist to their email safe sender lists so that they will receive emails in their inbox for when they are scheduled to serve.
- When a volunteer receives the Lambslist email, he or she needs to respond to the invitation and either click on the link "Yes, count me in!" or "Sorry, I'm not available."
- If a volunteer does not have email, he or she is expected to stop by the children's ministry office at the end of the month to look at a hard copy of the schedule for the upcoming month.
- If for unforeseen reasons a volunteer is unable to serve on his or her scheduled date, he or she must contact Tina Dahm (480) 600-7035 as soon as possible.
- To communicate future availability, a volunteer must write on the calendar found in the children's ministry office. Volunteers need to give as much notice as possible for days that they will be unable to serve, preferably prior to the schedule coming out.

- All volunteers need to promptly bring any questions or concerns to someone on the leadership team.

### Teachers

- All teachers must arrive at least 15 minutes prior to the service start time. When they arrive, they must check in at the children's ministry counter so a leader knows they are present and must put on a name tag.
- Teachers are required to use the provided Answers in Genesis curriculum (Sundays) or Gospel Light curriculum (Wednesdays) and need to prepare for the lesson ahead of time. The Answers in Genesis lessons can be found on the Dropbox link or a hard copy can be picked up the Sunday before in the children's church check-in area.
- All teachers must check the children's name tags for any food allergies prior to serving snacks.

### Supervision

- All volunteers need to avoid being one-on-one with a student with the door closed.
- No children should be left unattended in a classroom. An adult volunteer must always be present.

### Discipline

- Children are expected to abide by the posted rules.
- 1<sup>st</sup> - Verbal warning 2<sup>nd</sup> - "prayer chair" (time out) 3<sup>rd</sup> - remove distraction & involve overseer
- Only an overseer may use the alert system to call a parent out of service.
- Volunteers need to be consistent, firm, & loving in disciplining. Pray with students and try to get to the heart of their disobedience. Does the child know the gospel and has he or she accepted Christ as Savior? Lovingly discipline in light of the gospel and scripture.
- To help prevent discipline issues, teachers need to keep the children engaged by being prepared, making the learning fun, and encouraging participation (ask questions, incorporate drama, etc.)

### Photos

- Please no photos of children or any posting of photos/videos on social media sites.

## Babies & Toddlers

- Only children 3 and under and scheduled volunteers may be inside the babies/toddlers room.
- If children under the age of one are not being held, please place them inside the gated area so they are out of hands reach of the toddlers.
- Any toys that have been in the mouth of a child must be placed in the dirty toys tub to be cleaned.
- If a child has used the crib, the volunteer needs to take off the sheets and place them in the used linens laundry basket.
- When changing diapers, the volunteer needs to wear gloves and disinfect the changing pad for each child in order to prevent the spread of germs. All diapers need to be checked and changed during the last 20 minutes of service.
- Only female volunteers should change diapers and assist potty-training children in the restroom (unless the male volunteer is a parent/guardian of the child).
- The children's nursery info sheets need to be checked prior to distributing any snacks to make sure the parent has approved for the child to receive a church-provided snack.
- Children must have clean hands before snack time and must sit down at the table to prevent choking.

## Helpers

- Volunteers that are scheduled as helpers need to arrive at least 15 minutes prior to the service start time.
- If the helper is in charge of preparing snacks, he or she must wash hands and wear gloves.
- At the end of second service, the scheduled helpers need to vacuum the classrooms and take out the trash.
- If the helper is asked to assist a teacher in a classroom, he or she needs to help keep the children on task.
- Helpers should take initiative to look for opportunities to serve and should also ask the teacher or overseer for ideas on how to be helpful.

Check-In

- Volunteers that are scheduled for helping with check-in must arrive at least 30 minutes prior to the service start time.
- The check-in volunteers need to make sure to smile, greet families, and get to know people's names.
- All children must be checked in and given a name tag prior to meeting in the preschool room. Parents will be given a claim ticket as well.
- All children will participate in worship in the multipurpose room prior to going into the classrooms.
- Parents/guardians of babies and/or toddlers must fill out an info sheet & label their diaper bags as well.

Check-out

- Children may not be released from children's church unless a parent/guardian picks them up and shows the claim ticket to the teacher.
- Teachers need to remove the child's name tag and toss it in the trash when they have checked the parent's claim ticket.
- Ten minutes after first service, the overseer will stop by each classroom and pick up any children that are staying two services or that have not yet been picked up and will take them to the preschool room.
- Teachers need to make sure that all children take home any papers/crafts that have been done in class.

Please sign and date this form to show that you have read and understand the policies and procedures:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

*"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."  
Matthew 10:14*