



**CHILDREN'S MINISTRY
TEACHER GUIDE**



CHILDREN'S MINISTRY

Mission Statement

- Our mission is to teach children in our community to trust in Christ as Savior and Lord and nurture them in a spirit-filled walk with God for a lifetime.

Vision

1. Provide a biblical understanding of God, the Bible, man, salvation, sanctification, the church, and last things in a safe environment.
2. Provide a foundation for understanding the Bible's redemptive message beginning in Genesis and unfolded through Revelation.
3. Provide mentors and discipleship for the children.
4. Teach in a fun, loving, creative way, so that the children look forward to studying God's Word and come to treasure it.
5. Prepare the children for congregational worship by the 6th grade.
6. Teach the children to be worshippers of God.
7. Provide opportunities for the children to make friends.
8. Catechize the children.
9. Provide an opportunity for parents to participate in Children's Ministry.
10. Provide an annual Vacation Bible School.
11. Minister to the families attending Grace Church by serving their children.
12. Mentor older children as Sunday School Assistants.



Process for Serving in Children's Ministry

1. Become a member of Grace Church Laguna Niguel.
2. Pray about helping with the Children's Ministry.
3. Meet with the Leader of the Children's Ministry and/or Elder.
4. Observe two or more Sunday school classes.
5. Complete and submit a Children's Ministry Application & Background Consent Form.
6. Review Children's Ministry Manual with Director or Elder.
7. Attend conferences which may be scheduled annually.



General Guidelines

1. Absences: Please contact another team teacher/sub if you need to change your schedule. Contact the Grade Lead with any changes or if you cannot find a replacement. If you wake up sick, call your lead.
2. Facilities:
 - After class ends, make sure all materials are picked up off the floor and room is tidy.
 - Return unused craft supplies to the cabinet from which it was taken.
3. Please contact the Grade Lead or Director if there is a need for supplies.
4. Teacher Preparation:
 - Teacher preparation is essential for Children's Ministry teaching. Please read over your lesson during the week. Give yourself some time to pray and become familiar with any stories, questions, and planning of activities covered in the lesson.
5. Classroom doors will remain unlocked during class.
6. Discipline:
 - It is very important to be united and consistent in our administration of discipline. Please refer to the Behavior Policy and Discipline Guidelines and please contact the Ministry Leader with any issues that may arise.
7. Candy:
 - Use your discretion. Always check for allergies.
8. Grade Promotion:
 - The promotion of children to the next grade level will take place in June.



NURSERY/TODDLER

Arrival and Setup:

- Arrive no later than 9:40AM.
- Prepare the room with a music CD.
- Prepare plastic tags & adhesive name badge for visitors (if needed).
- Set out attendance sheet for teachers/parents.
- Set up tables and chairs.
- Remove anything deemed unsafe for the Nursery classroom.
- Bring toys out of Nursery cabinet, set up around the room.
- Name tags to be worn at all times by adults and assistants.
- Train children to address you by the title “Ms./Mrs. _____”
- Spend time in prayer before the children arrive.

Sign-In:

- One teacher is to be at the door with the clip-board & Sick Child Policy to greet the parent(s).
- Distribute a tag to the visiting parent (if not done at the Info Table); write that same number from the tag and child’s name on an adhesive name badge, adhere to the back of the child. Label all of the child’s belongings. Give tag to parent.
- During check-in, the teacher is to concentrate on greeting the parent(s) and should not be distracted with taking care of bags or a crying child. A second teacher or assistant can help where needed.
- Assistants are to help the children get involved in an activity such as coloring or playing with toys.

Activity Time:

- Reading age appropriate Christian stories, singing and activities can start 30 minutes after church worship begins.
- Snacks are available in the Nursery cabinet; serve with water only an hour after church worship begins. *Check the attendance sheet for allergies. Ask parent to provide a snack if allergies are an issue.* Notify Nursery Lead if snacks need to be replenished.

- Books in Nursery cabinet are available to read to children.
- Children may be escorted outside for short period of activity if there are enough supervisors present. Use the “Hold-a-Ring” in storage cabinet. Keep noise level down or close Sanctuary doors.

9:45am Arrival / Playtime
10:30am Activities
11:00am Snack (check attendance chart for allergies). Say simple Grace.
11:15am Video time
11:15am Diapers Changed (*only done by female teachers using sanitary procedures*)
11:20am Toys stored / Encourage children to help!
11:30am Sign-Out / Empty trash from restroom /pick up food from carpeted area.

After Class: Return classroom the way it was found. It is a Kindergarten class weekdays.

Sign-Out:

The Assistant helpers should keep the children occupied during pick-up so that the children are not lingering at the door.

There should be one adult helper at the door. Make sure the visiting parent(s) sign-out the children and have matching numbers.

DO NOT RELEASE THE CHILDREN WITHOUT MATCHING NUMBERS on plastic tag and adhesive name tag.



Preschool Procedures

Arrival and Setup:

- Arrive no later than 9:40am.
- Prepare the room with Christian music.
- Prepare attendance sheet.
- Set up chairs, puzzles, coloring supplies etc.
- Name tags to be worn by teacher and assistants.
- Spend time in prayer before the children arrive.
- Train children to address you by the title “ Ms./Mr./Mrs. _____ ”

Sign-In:

- If a waiver has not been filled out or if a child was not signed in at the Info Table, have visiting parent sign in on attendance sheet.
- Distribute a tag to the parent with the same number & child’s name written on adhesive tag applied to the back of the child.
- During arrival time, the teacher is to concentrate on greeting the parent(s) and should not be distracted with taking care of bags or a crying child. Assistants are to help the children get involved in an activity and take attendance in a timely manner.
- NOTE: Some parents may want to take their child into worship & then bring to class.

Teaching:

- Table teaching should start around 10:30am.
- Have the children clean up the area they were playing before coming to the table.
- There are two main items to be teaching from:
 1. Show Me Jesus curriculum
 2. First Catechism
(Refer to the schedule to determine the lesson & questions to teach).
- Snacks are available in the cabinet. Check the attendance sheet for any allergies. Notify Lead if snacks need to be replenished.

Sign-Out:

The Teacher should be at the door for dismissal. The assistant can occupy the children keeping them away from the door. A visiting parent must sign out on the sheet and have the proper tag with corresponding number.

DO NOT RELEASE THE CHILDREN WITHOUT THE TAG RETURNED BY PARENT. Return all materials and supplies. Leave room neat and orderly.



Kindergarten – Grade 5

ARRIVAL & SET UP

- 9:40 am Arrive at church.
9:40 - 9:45 am Organize classroom, spend time in prayer.
9:45 -10:00am Stand by classroom door, greet parents and the children.

Visiting parent(s) should be given a #tag & same number written on adhesive name badge for visiting child if not done at Info Table.

NOTE: Once visitors are established, they will sign a one year waiver.

- 10:00-10:30am Grades K-5 teachers can remain in classroom or attend worship. Meet class near Nursery after dismissal from worship. Walk students to their class.
10:30-11:35am Class time.

CLASS TIME

- 10:30am Opening talk/prayer time with children.
10:40-10:50am Catechism Q&A (Refer to schedule to determine the lessons & question to teach).
10:50-11:25am Show Me Jesus curriculum.
11:25-11:35am Clean-up and/or dismissed for Communion Service.

- Train children to address you by the title “Ms./Mrs./Mr. _____.”
- Children should be picked up by their parents at the end of the service if not dismissed or brought in by teacher for communion.
- Please clean room while waiting for parents. Please close & lock door when leaving, once the last child has exited. **DO NOT RELEASE A VISITING CHILD WITHOUT THE TAG FROM THEIR PARENT.**
- Items used in Children’s Ministry are located in metal file cabinet in the Copier Room. This cabinet contains supplies and craft items. The items for set-up on Sunday mornings can be taken from this cabinet and returned at the end of class. There are supplies such as scissors, tape, crayons etc in the metal cabinets as well as each classroom. DOOR CODE: 5309
- The black *teacher box* remains in its respective place inside of each classroom. Leads pass out lessons at the beginning of the semester in order for you to prepare at home.

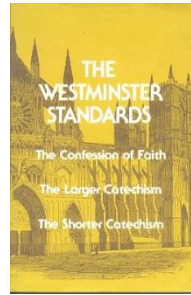
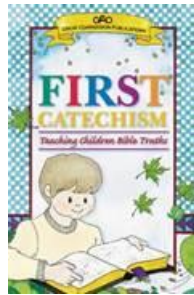
Additional Resources:

1. *Training Hearts Teaching Minds* by Starr Meade
2. *How to Teach the Catechism to Children* by Joyce M. Horton
3. *The Child's Story Bible* by Catherine F. Vos
4. Online Training at: <http://www.gcp.org/Pages/Item/57520/Training-Online-Training--Support.aspx>
5. Great Commission Publication Conference @ Grace Church Dates: To Be Announced



Catechism Scope & Sequence

Preschool – Grade 5



Catechism

First Catechism	Preschool	Questions #1-15
First Catechism	Kindergarten/1 st Grade	Questions #15-48
Shorter Catechism	2 nd & 3 rd Grade	Questions #15-30 (2 nd grade schedule)
Shorter Catechism	4 th & 5 th Grade	Questions #63-95 (3/4 grade schedule)

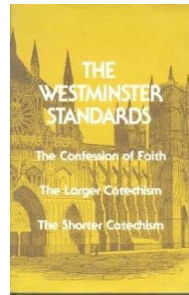
Each level of Sunday school will follow the Question sequence provided by Children's Ministry. The memorization schedule (included in manual) will follow the GCA school year. Summer teachers can continue through Catechism, review or focus entirely on the lesson only. A yearly schedule will be provided to teachers and posted in each classroom. If students do not own a Catechism, they may be purchased at the bookstore

YEARLY CATECHISM SCHEDULE – 2014



<u>DATE</u>	<u>LESSON</u>	<u>PRESCHOOL Q#</u> <i>FIRST</i>	<u>K/1st Q #</u> <i>FIRST</i>	<u>2nd/3rd Q#</u> <i>SHORTER</i>	<u>4th/5th Q#</u> <i>SHORTER</i>
July 6	6	1	15-17, (1-3)	none	none
July 13	7	2	15-17, (4-6)	none	none
July 20	8	2	18-19, (7-10)	none	none
July 27	9	3	18-19, (11-14)	none	none
Aug 3	10	3	20-22, (15-17)	none	none
Aug 10	11	3	20-22, (18-20)	none	none
Aug 17	12	1-3	23-25, (21-22)	none	none
Aug 24	13	1-3	23-25, (1-3)	none	none
Aug 31	1	4	26-28, (4-6)	none	none
Sept 7	2	4	26-28, (7-9)	1	none
Sept 14	3	1-4	29-31, (10-12)	2	review 63-73
Sept 21	4	5	29-31, (13-15)	3	review 74-84
Sept 28	5	5	31-33, (16-18)	4	review 85-95
Oct 5	6	1-5	31-33, (19-21)	5	63
Oct 12	7	6	34-35, (22-24)	6	63
Oct 19	8	6	35-35, (25-27)	7	64
Oct 26	9	3-6	36-37, (29-30)	8	65
Nov 2	10	7	36-37, (31-33)	9	66
Nov 9	11	7	38-40, (34-36)	10	67-68
Nov 16	12	4-7	38-40, (35-37)	11	69
Nov 23	13	8	41-42, (1-3)	review	70
Nov 30	1	8	41-42, (3-5)	12	71
Dec 7	2	1-8	43-44, (6-8)	13	72
Dec 14	3	1-8	43-44, (9-12)	14	review
Dec 21	4	Christmas	Christmas	Christmas	Christmas
Dec 28	5	1-8	45-46, (13-17)	none	review

YEARLY CATECHISM SCHEDULE – 2015



<u>DATE</u>	<u>LESSON</u>	<u>PRESCHOOL Q#</u> <i>FIRST</i>	<u>K/1st Q #</u> <i>FIRST</i>	<u>2nd/3rd Q#</u> <i>SHORTER</i>	<u>4th/5th Q#</u> <i>SHORTER</i>
Jan 4	6	9	16-17, (1-3)	Review 1-7	73-74
Jan 11	7	9	16-17, (4-6)	Review 7-14	75
Jan 18	8	10	18-19, (7-10)	Review 1-14	76-77
Jan 25	9	10	18-19, (11-14)	15	78
Feb 1	10	5-10	20-22, (15-17)	16	79-80
Feb 8	11	11	20-22, (18-20)	17	81
Feb 15	12	11	23-25, (21-22)	none	82
Feb 22	13	6-11	23-25, (1-3)	18	83
Mar 1	1	12	26-28, (4-6)	19	84
Mar 8	2	12	26-28, (7-9)	20	85
Mar 15	3	7-12	29-31, (10-12)	21	86
Mar 22	4	13	29-31, (13-15)	22	87
Mar 29	5	13	31-33, (16-19)	23	88
Apr 5	6	Easter	Easter	Easter	Easter
Apr 12	7	8-13	34-35, (20-24)	24	89
Apr 19	8	14	34-35, (25-27)	25	90
Apr 26	9	14	36-37, (28-30)	26	91
May 3	10	9-14	36-37, (31-33)	27	92
May 10	11	9-14	38-40, (34-36)	28	93
May 17	12	15	38-40, (35-37)	29	94
May 24	13	15	41-42, (1-3)	30	95
May 31	1	10-15	41-42, (3-5)	Review 15-30	review
June 7	1	1-5	43-45, (6-8)	Review 1-15	review
June 14	2	5-10	43-45, (9-11)	Review 1-30	review
June 21	3	10-15	46-48, (12-14)	none	none
June 28	4	1	46-48, (12-14)	none	none



Behavior Policy & Discipline Guidelines

Grace Church believes in a biblical approach to nurture children and is committed to providing an environment where children feel safe and have the opportunity to learn about God and His Word. Children are encouraged to practice, without the use of aggressive or destructive behavior, conflict resolution skills, while learning to love and forgive their neighbor. This is seen as a means of preventing behavioral difficulties between children and lessens the need for disciplinary action on the part of the teacher.

When situations occur that require intervention, teachers will provide children with clear explanations as to why specific behavior is inappropriate and help them to find alternative behavior that fits within the church and classroom guidelines. These guidelines revolve around concerns for the safety of all children and respect for the principles of God's Word. Rules will be short and simple, stated in a way which elevates correct behavior, and used consistently. Consequences for violating the rules are meant to correspond with the violation (i.e. physical action, being more severe, will have a more stringent consequence).

Consequences that have been set are in consideration of the child, classmates, and teachers. Grace Church has set the following guidelines with the appropriate consequences for unacceptable behavior:

Physical Action

If a child physically hurts another child, action will be taken immediately. This includes:

- Biting
- Punching
- Slapping
- Fighting

The child that has physically hurt another child will be taken out of the classroom immediately. The parent will be notified and the child will remain with the parent(s) for the remainder of the church service. The child will be given a verbal warning and the parent will be encouraged to administer consequences at home.

The child that has been injured will be attended to immediately. The "victim's" parents will be notified immediately if there is an emergency situation. If there is not an apparent emergency, the parent will be notified of the situation after worship service.

If a physical incident occurs a *second* time within a year, the child will be taken out of the classroom immediately and the parent notified immediately.

Behavior Policy & Discipline Guidelines (con't.)

Participation will be suspended until the parent can discuss their child's behavior with church leadership. A plan will be established for the child's future conduct.

If a physical incident occurs a *third* time within a year, the child will be taken out of the classroom immediately and not be allowed to re-enter until an evaluation by church leadership determines that the child will no longer be a threat to other children.

Verbal Action

If a child uses inappropriate verbal language with another child or teacher, action will be taken immediately. This includes:

- Classroom Disturbance
- Name calling
- Profanity
- Disrespect

After the *first* offense, the child will be given a warning and the parent notified of the action. The parent will be encouraged to deliver consequences at home.

If a verbal violation occurs a *second* time within a year, the child will be taken out of the classroom immediately and the parent notified immediately. Participation will be suspended until the parent can discuss their child's behavior with church leadership. A plan will be established for the child's future conduct.

If a verbal incident occurs a *third* time within a year, the child will be taken out of the classroom immediately and the parent notified immediately. The child will not be allowed to re-enter unless an evaluation by church leadership determines that the child will no longer be a disturbance in the classroom.

Instructions for Administering Behavior and Discipline Guidelines

If a child acts out, the teacher will be kind and respectful, but firm. Teachers are instructed to go to the child privately to prevent embarrassment, uphold their dignity, and allow the child time to calm down. If the child is unable to manage his behavior, their parents will be called and asked to intervene.

Teachers are never to spank, hit, grab, shake, or otherwise physically discipline anyone.

Separation from the parents often causes young children to have difficulty adjusting to a new environment. Teachers will be particularly sensitive to this issue. If a child is having difficulty because of a parent's absence, the teacher will allow the child to cry while comforting them. If the child continues to be upset, and cannot be consoled within a reasonable time or refuses to participate in the lesson for that day, the parent will be contacted.

In some cases, especially in the Nursery, the parent may be asked to come to the classroom to help calm the child. The goal is to help the child adjust, have a good time, and learn God's Word.



Accident Report Form

Grace Church Laguna Niguel
24600 La Plata Drive
Laguna Niguel, CA 92677
949.388.5537

(Please print all information)

Date of accident: _____ Time of accident: _____
Name of injured: _____ Birthdate: _____ Age _____
Address of youth: _____

Location of accident: _____

Parent(s) or guardian: _____

Name of person(s) who witnessed the accident:

Name: _____	Cell: _____
Name: _____	Cell: _____
Name: _____	Cell: _____

Describe accident:

Describe treatment or action taken:

Teacher's acknowledgement _____

Acknowledgement and copies to: _____ Children's Ministry Leader _____ Parent _____ Elder/Pastor

**Include a copy of the child's Liability Waiver (stored with attendance sheet) including insurance information.*



PROCEDURES REGARDING ABUSE

Identifying Abuse

1. The Law defines child abuse as: (1) Physical abuse, (2) Neglect, both general and severe, (3) Sexual abuse (including sexual assault and sexual exploitation), (4) and Emotional abuse.
2. Child abuse means “a physical injury which is inflicted by other than accidental means on a child by another person” (Pen. Code Section 11165.6). It is also defined as the willful harming or endangering of a child, or cruel or inhuman corporal punishment or injury.
3. No single indicator of abuse or neglect is necessarily cause for alarm, but it may be cause to observe a given person or situation more closely. When multiple indicators appear together, however, it is appropriate to discuss the situation with someone else in the church, or in urgent cases, to make an actual report to the civil authorities.
4. Indications of physical abuse: child reports injury by others; unexplained bruises, welts, lacerations, burns, fractures, abdominal injuries, or human bites; child is usually wary of physical contact with adults, demonstrates extremes in behavior, or seems frightened of parents or caretaker.
5. Indications of sexual abuse: child reports abuse by others; has difficulty walking or sitting; torn, stained, or bloody underclothing; complaints of pain or itching in genital area; bruises or bleeding in external genitalia, vaginal, or anal area; unusual interest in or knowledge of sexual matters; or other unusual or excessive behaviors inappropriate for a child of that age.

Reporting Abuse

Volunteers are not mandated reporters. However, volunteers in public and private organizations who have duties that require direct contact and supervision of children should be encouraged to obtain training in the identification and reporting of child abuse.

A clergy member, as specified in subdivision (c) of P.C. 11166 is a mandated reporter and legally must report known and reasonably suspected cases of abuse immediately.

If abuse has occurred or there is “reasonable suspicion,” a report must be made to any police department or sheriff’s department immediately. (P.C. 11165.9)

Any mandated reporter who knows or reasonably suspects that the home or institution in which the child resides is unsuitable for the child because of abuse or neglect shall inform the agency about the unsuitability of the home at the same time he or she reports the abuse or neglect. (P.C. 11166(f))

A mandated reporter who fails to make a required report of child abuse is guilty of a misdemeanor, punishable by imprisonment, fine, or both.

Mandated reporters have immunity from criminal and civil liability for any report required or authorized under the Child Abuse Reporting Law. (P.C. 11172)

Any person who makes a report of child abuse, even though he or she is not a mandated reporter, has immunity unless the report is proven to be false and it is proven that the person either knew the report was false or made it with reckless disregard of its truth or falsity. (P.C. 11172(a))

Notice of Injury, Abuse, or Molestation

1. Workers who become aware of injury, abuse, or molestation connected with any ministry activity will immediately inform their Ministry Leader of such injury, abuse, or molestation. Workers are not to discuss the situation with anybody but the leaders.
2. Do not confront the accused until the safety of the child(ren) is secured.
3. Any ministry Leader who becomes aware of any such injury, abuse, or molestation connected with any ministry activity will immediately inform the overseeing Pastor/Elder of such injury, abuse, or molestation, and will complete an Accident/Injury Report.
4. Any Ministry Leader, who becomes aware of a possible abuse or molestation of a participant, will ensure that the participant's parent or guardian is immediately informed that possible abuse or molestation has occurred. The overseeing Pastor/Elder will see that an attorney is promptly contacted to provide a written opinion as to whether the organization should report the abuse or molestation to law enforcement authorities. The written opinion should be obtained within 24 hours from when the ministry leader first became aware of the abuse or molestation, and the attorney's advice should be followed. If the attorney recommends that an incident be reported, the advice should be acted upon immediately.
5. Upon notice of abuse or molestation, the ministry's insurance carrier, (general or professional liability insurance) must be promptly notified, as well as any organizational entity (e.g. denominational office) to whom the organization has a duty to report such allegations.

Note: Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk as well as to a mandated reporter who fails to act on their knowledge of abuse. Therefore, if you have a reasonable cause to suspect abuse, you should talk with an appropriate person to see what steps could and should be taken to protect the child and help the family. When time and circumstances permit, talk first with a Pastor/Elder, who will help you to decide what steps are appropriate and, if necessary, who else to contact.

Admonishing and Reporting Inappropriate Behavior

1. If you observe a Children's Ministry worker (or another member of the church) talking or acting in a manner that seems to be innocent but might appear to others to be inappropriate, you should privately admonish that person and encourage him or her to exercise greater care in words and actions (see Matt. 18:15).
2. If you observe a Children's Ministry worker (or another member of the church) talking or acting in a manner that gives rise to a reasonable suspicion of improper involvement with a child, or the potential for improper involvement with a child, you should promptly report your concern to the Ministry Leader or to a pastor or elder, who will look into the matter and take appropriate corrective measures.
3. Behaviors to watch for in adults working with children:
 - a. Inappropriate comments about sexual matters, especially about or in the presence of children
 - b. Use of pornography, including inclination toward sexually explicit television shows, movies, books, or magazines.
 - c. Excessive and inappropriate attention to a particular child, especially if it involves an effort to be alone with the child.

Violation of Policy or Procedures

1. Workers must promptly notify their coordinator/director of any activity undertaken on their own behalf or by others, which violates this policy or procedures.
2. When a Ministry Leader becomes aware of a violation of the policy or procedures, that leader will take all necessary steps to ensure future compliance with the policy and procedures by all workers, and will remove workers from their position if such removal is warranted, or if the worker poses a potential threat to others.

If an Allegation Occurs

An accusation of child abuse may occur in any church. Wrong reactions can multiply the pain and liability in an abuse case.

1. Document all efforts in handling the incident (be as specific as possible).
2. The overseeing Pastor/Elder will be responsible for reporting the incident to the proper civil authorities, the church's insurance, and attorney, as well as notifying the parents of the child.
3. The accused should not be confronted until the safety of the child(ren) is secured.
4. All allegations will be taken seriously and the appropriate support and resources will be extended to the victim and the victim's family.
5. The accused will be treated with dignity and support, but will be removed from his/her duties until the investigation is finished.

Internal Investigation

1. Any allegations of abuse or molestation will be taken seriously and will be investigated by Ministry Leaders.
2. Any volunteer worker who is the subject of the investigation will be removed from their position pending completion of the investigation.
3. Any person who is not found innocent of alleged abuse or molestation will be removed from work with children, youth, the disabled, or elderly within the organization. The church will consult with legal counsel for further advice.

Dealing with Law Enforcement/Media

1. All Ministry Leaders, employees, and volunteers will cooperate fully with any law enforcement or governmental agencies that may be investigating allegations of injury, abuse, or molestation in connection with activities of the organization.
2. Legal counsel will be contacted for advice and guidance as soon as possible after the organization receives notice of possible abuse or molestation in connection with organization activities. Decisions concerning the ministry's response to the allegations will be made in accordance with such advice.
3. The overseeing Pastor/Elder of that particular ministry will be designated as the single spokesperson following notice of any abuse or molestation in connection with activities of that ministry. This spokesperson will be the only person to convey the information concerning the situation and (to avoid compromising any ongoing investigation) will convey only such information as is necessary under the circumstances.

EMERGENCY PROCEDURES

In case of an emergency, follow these procedures:

EARTHQUAKE



FIRE



1. Make sure your Attendance Sheet/Roll Call is easy to locate – take it with you upon evacuating your classroom. Exit as safely & quickly as possible. Close classroom door upon leaving.
2. Direct the children to quickly follow you and **move to the field area** where the church parking lot ends. Have the children line up. Take roll.
3. Return to your classroom after instructed by church leadership.