



Family Ministry Team Member Manual

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Dear Family Ministry Team Member,

We are so excited that you have decided to make a commitment to be a part of the Family Ministry Team at First Christian Church. Our Family Ministry is very unique. We are committed to making this ministry a place where parents feel safe leaving their children, and children feel welcomed and have fun learning about Jesus. In order to do this most effectively, and because we realize we are a reflection of God's love to those in our care, we need to have policies and procedures in place to guide us. We view ourselves as partners with parents, seeking to provide a safe and nurturing environment in which we can bring children to the Savior. This manual is an extensive look at our ministry and its policies. Every Team Member who serves in Family Ministry at First Christian Church must follow these policies and procedures. Please take the time to read through this manual, and keep it handy when questions arise. More than likely this manual can answer your questions.

We challenge you as a Team Member to connect with the children and parents that you come into contact with in a relational manner. Your primary objective is not necessarily to teach biblical "knowledge" but to introduce children to a Biblical lifestyle, to help form heart attitudes, motives, actions and dreams. Your job is to introduce them to the living personal God, not merely a bunch of impersonal facts about God. Get to know the children that you work with. Be relational, not merely informational. Remember, children don't care how much you know until they know how much you care. If you help them to meet Jesus, their spiritual appetites for knowledge will never be quenched.

Sincerely,

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MISSION

First Christian Church Family Ministry seeks to lead children of all ages (birth through 5th grade) to Christ in a fun, developmentally appropriate and relevant way. We strive to equip children to live out Biblical virtues in their lives, and assist parents in the process of raising their children into spiritual champions.

OBJECTIVES

Children will understand and live out the following statements:

(Birth-3 years)

- **I can** love God and God loves me.
- **I can** love others.
- **I can** trust God's Word.

(Preschool-5th Grade)

- **I can** love God with all I've got, because He first loved me.
- **I can** love others, because Jesus died for everyone.
- **I can** trust God's Word for everything no matter what comes my way.

FAMILY MINISTRY VALUES

We value children. We must look at everything we do through the eyes of a child in order to fully accomplish our mission.

We value families. We want to provide opportunities and experiences where families can be together. We want to provide tools and resources that equip families.

We value creativity in teaching. We must use up-to-date methods to reach the kids of today. We must help our children apply biblical truths to their everyday experiences. They need to know God's Word is relevant to them.

We value relationships. We want relationships to be a focus of what happens in our ministry. We desire for our team members to build relationships with the kids and their parents. We also want to provide avenues for the children to build relationships with other kids in the church and their community.

We value safety. Our goal is to have a safe place where kids want to be! We want their time at church to be the best hour of their week!

We value kids beyond our walls. We want to challenge our kids to think beyond themselves. We will provide opportunities for kids to serve others beyond our walls. We want to challenge our kids to interact with and support kids within their own neighborhood and beyond!

FAMILY MINISTRY OVERVIEW

Nursery

Our nursery rooms minister to infants ages 0-12 months during the Sunday morning service. During the time infants are in the nursery, their feeding, diapering and sleeping needs will be met. Each infant will have the opportunity to participate in a praise time, lesson time and prayer time. This is not childcare but strategic ministry time!

Toddlers

Our toddler rooms minister to children ages 1-2 years during the Sunday morning service. During the service toddlers will have the opportunity to experience free play, praise time, lesson time, snack time, prayer time and small group activity time.

Preschool

Our 3's and Pre-K rooms minister to children ages 3-5 during the Sunday morning service. Children must be 4 years of age by September 30 to start in a Pre-K class on promotion Sunday. During the service, the children will have the opportunity to experience opening small group activities, Early Childhood worship with a large group praise time and a large group lesson. After worship, children will go back into a small group time where they will have prayer, discussion and activities.

Kindergarten-5th Grade

Our Kindergarten through 5th Grade rooms are open to minister to children during the Sunday morning service. During the service Kindergarten through 5th grade children will have the opportunity to experience opening small group activities, Elementary Kidz worship with a large group praise time and a large group lesson. After worship, children will go back into a small group time where they will have prayer, discussion and activities.

Family Events

Family Nights will occur once a month. Family events will coordinate with the curriculum being taught on Sunday in the Preschool through 5th grade age groups. These family events will help to bridge the gap between home and church as well as provide a time for families to be together at church events.

Special Events

We offer a variety of special events throughout the year. These events are always changing and may not look the same year to year. Please watch the Canton Christian and church website for the latest on special events in Family Ministry.

JOB DESCRIPTIONS

LEAD TEACHER

- Assist with recruiting and training of team leaders, small group leaders and substitutes.
- Greet children as they enter the room.
- Compile a list of all team leaders, small group leaders and substitutes' names for that room. Make sure everyone has this list.
- Organize and distribute curriculum.
- Make sure that information that is needed is printed on the receipt.
- Support and encourage small group leaders and substitutes.
- Give each child a nametag as they enter and label diaper bag and cups/bottles.
- Keep room on schedule.
- Assist small group leaders with various activities such as: diapering/restrooms, snack, activities, games, behavior concerns etc.
- If in Preschool through 5th grade rooms, go to large group Worship and assist small group leaders by sitting with children, worshipping with them and helping them to pay attention to the lesson.
- If in Toddler rooms teach large group lesson and lead praise time. If in infant rooms assist small group leaders with lesson/praise time.
- Complete attendance and put in basket located in the Team Member lounge
- One year commitment, Every other week commitment.

Small Group Leader

- Develop a relationship with children assigned in your small group.
- If in Toddler through 5th grade rooms, facilitate opening small group activities, group discussion and activity times using curriculum provided.
- If in Infant rooms, facilitate praise, lesson and prayer time with curriculum provided.
- Send cards and pray for the children in your group. Use relational ministry sheet.
- One year, every other week commitment.

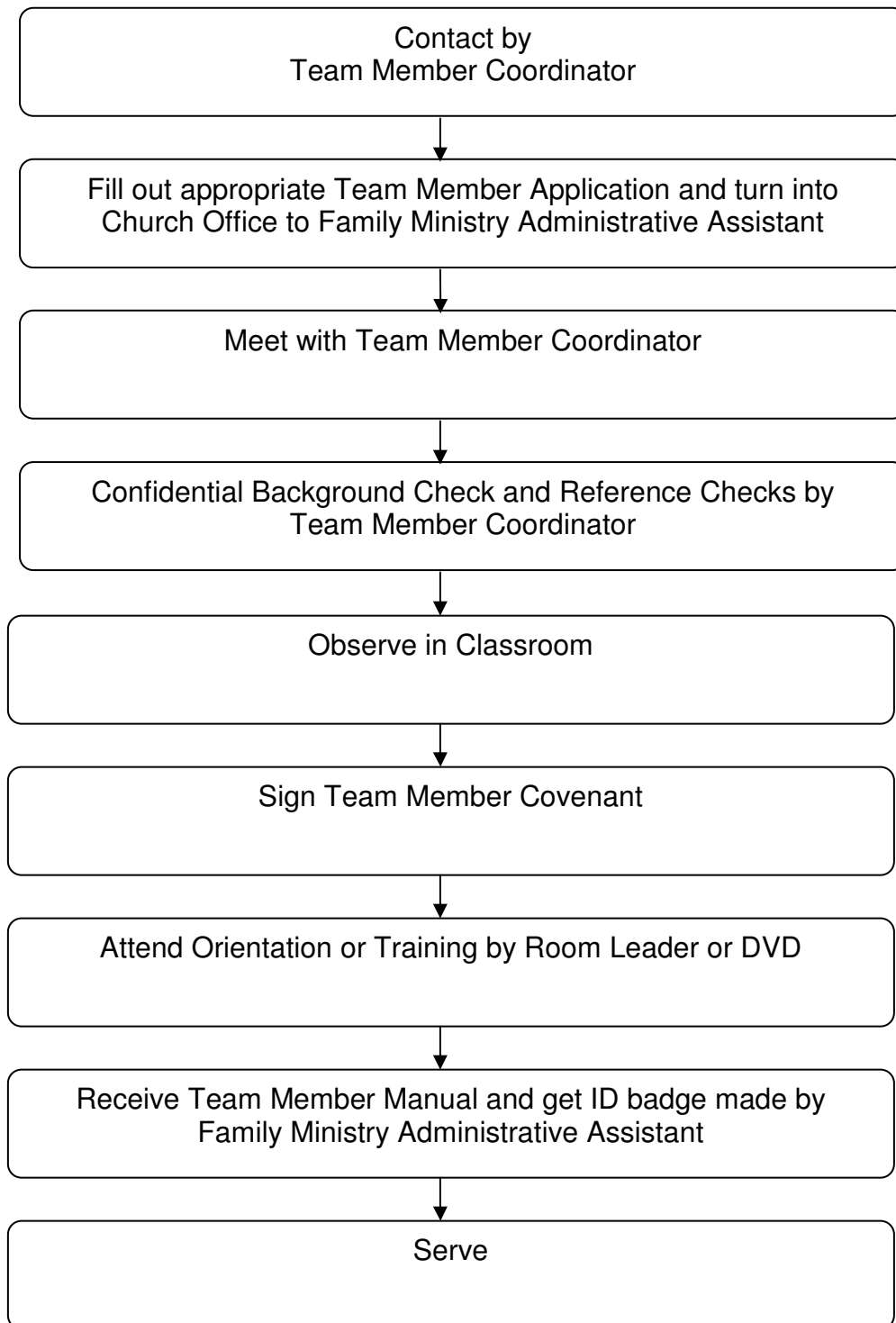
Substitute

- Have your name and phone number listed as a substitute, so when a team leader or small group leader needs to be away for vacation, illness, etc. you can be called in to help.
- One-year commitment as needed.

Floater

- Be committed to show up on a Sunday morning and be used in whatever age group is needed for whatever volunteer position is needed.
- One-year commitment as needed.

FAMILY MINISTRY TEAM MEMBER FLOW CHART



THE 10 STANDARDS OF EXCELLENCE

A FAMILY MINISTRY TEAM MEMBER MUST BE...

A CHRISTIAN

Our ultimate goal in the Family Ministry is to lead kids to Christ, and then help them grow in their Christian life. Therefore, our team members must have a personal relationship with Christ themselves! If you are unsure about where you stand in your relationship with God, do not hesitate to talk to one of the ministers here at First Christian Church. We would be delighted to open God's Word and share with you how you can be saved and be a child of God!

John 3:16 For God so loved the world, that He gave His one and only Son, that whoever believes in Him will not perish, but have everlasting life.

REGULAR IN CHURCH ATTENDANCE AND INVOLVEMENT

Not only the Family Ministry functions but also the regular worship services and other church events.

Hebrew 10:25 Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another -- and all the more as you see the Day approaching.

ENCOURAGING IN SPEECH

Our words should be encouraging, uplifting and positive. There should be no insults, cut-downs, gossip, slander or any talk where someone may be hurt, especially in the presence of children. Humor should reflect a walk with God.

Colossians 4:6 Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.

1 Peter 4:11 If anyone speaks, he should do it as one speaking the very words of God.

Ephesians 5:4 Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.

Matthew 12:36 But I tell you that men will have to give account on the Day of Judgment for every careless word they have spoken.

AN EXAMPLE IN CHRISTIAN CHARACTER

Team Members in our Family Ministry should set examples. They should be a positive influence on the children they minister to. They should refrain from activities that do not glorify or honor God, and in "gray areas" should be sensitive to the convictions of others in both their actions and conversation. In your personal life you should be committed to Bible study, prayer, and Christ-like living.

Titus 2:6-7 Similarly, encourage the young men to be self-controlled. In everything set them an example by doing what is good. In your teaching show integrity, seriousness.

1 Corinthians 6:19,20 Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.

RESPONSIBLE IN LEADERSHIP

This involves attending meetings and training or communicating when unavailable. This includes not planning events or outings without the knowledge and clearance of the Ministry Leader. Give respect to church procedures by following them.

1 Peter 2:17 Show proper respect to everyone: Love the brotherhood of believers.

FAITHFUL IN COMMITMENTS MADE

When you give your word, keep it. If you say you will do something, or be somewhere, follow through on it. If something happens where you cannot, then communicate so that those affected can take necessary action. Team Members should be timely, ready and proactive.

I Corinthians 4:2 Now it is required that those who have been given a trust must prove faithful.

Proverbs 28:20 A faithful [volunteer] will be richly blessed.

PURE IN RELATIONSHIPS

No Team member is **EVER** to be alone with one child, especially in a washroom or outside of a program. ALWAYS have a woman assist girls in the washroom. This is for your own protection, as well as, the church's, and especially for the children. Men should never be alone with one girl in a room. When with girls, men should always leave the door open and sit in view of the doorway. This is not an issue of trust as much as it is common sense and respect for our young women. We are to not only avoid sin, but even the appearance of sin. Men are never to give a girl a ride home without another adult present. Pre-teen girls and older should be hugged from the side. Adult Team members should not be involved in romantic relationships outside of marriage. Teen Team Members should not show public displays of affection (PDA) in front of children.

I Timothy 5:1,22 Treat younger men as brothers, older women as mothers, and younger women as sisters, with absolute purity.... Keep yourself pure.

Ephesians 5:3 But among you there must not be even a hint of sexual immorality, or of any kind of impurity... because these are improper for God's holy people.

This includes being **MODEST IN DRESS**. Without “defining” exactly what to wear, just be sure that your clothing glorifies God, not yourself. Don't allow your dress to distract others from spiritual things.

I Timothy 2:9 I also want women [AND MEN] to dress modestly, with decency and propriety, ... with good deeds, appropriate for [MEN AND] women who profess to worship God.

RESPECTFUL OF AUTHORITY IN WORD, ACTION, AND ATTITUDE

Care should be taken to direct complaints or criticism to the appropriate person, keeping the biblical procedure outlined in Matthew chapter 14 in mind. Never complain about someone to others – that is gossip. Always go directly to the source and seek understanding first, then restoration of the relationship or situation. If you are not satisfied with the response you receive, please feel free to then contact The Ministry leader. We are always open to your ideas, questions, or concerns. Unity does not equal agreeing, it means ministering in love.

Hebrews 13:17 Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

I Thessalonians 5:12 Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you.

IN PARTNERSHIP WITH PARENTS

The spiritual upbringing of children belongs first to the parents. The church's role is to supplement the training in the home. Always seek to work with the parents of the children whom you minister to. Seek their input, listen to their concerns. Never side with a child against a parent, or contradict a parent in front of a child. You are on the parent's team! If you have a concern about a parent, or a home situation, talk to the Ministry Leader immediately.

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

TEACHABLE IN SPIRIT

This may be the most important trait of any Team Member who is seeking to serve the Lord! We all have weaknesses, but if we remain teachable, there is always hope! We must be willing to listen to constructive criticism and prayerfully consider the input of others. We do not need to always agree, but if we fail to listen we hurt only ourselves and rob ourselves of another chance to grow.

Proverbs 12:15 The way of a fool seems right to him, but a wise man listens to advice.

Proverbs 13:10 Pride only breeds quarrels, but wisdom is found in those who take advice.

Proverbs 19:20 Listen to advice and accept instruction, and in the end you will be wise.

THE CALLING

I am a minister. I minister to the largest mission field in the world. I minister to children.

My calling is sure. My challenge is big. My vision is clear. My desire is strong. My influence is eternal. My impact is critical. My values are solid. My faith is tough. My mission is urgent. My purpose is unmistakable. My direction is forward. My heart is genuine. My strength is supernatural. My reward is promised. And my God is real.

In a world of cynicism, I offer hope. In a world of confusion, I offer truth. In a world of immorality, I offer values. In a world of neglect, I offer attention. In a world of abuse, I offer safety. In a world of ridicule, I offer affirmation. In a world of division, I offer reconciliation. In a world of bitterness, I offer forgiveness. In a world of sin, I offer salvation. In a world of hate, I offer God's love.

I refuse to be dismayed, disengaged, disgruntled, discouraged, or distracted. Neither will I look back, stand back, fall back, go back, or sit back. I do not need applause, flattery, adulation, prestige, stature, or veneration. I do not have time for business as usual, mediocre standards, small thinking, outdated methods, normal expectations, average results, ordinary ideas, petty disputes, or low vision. I will not give up, give in, bail out, lie down, turn over, quit or surrender.

I will pray when things look bad. I will pray when things look good. I will move forward when others stand still. I will trust God when obstacles arise. I will work when the task is overwhelming. I will get up when I fall down.

My calling is to reach boys and girls for God. It is too serious to be taken lightly, too urgent to be postponed, too vital to be ignored, too relevant to be overlooked, too significant to be trivialized, too eternal to be fleeting, and too passionate to be quenched.

I know my mission. I know my challenge. I also know my limitations, my weaknesses, my fears, and my problems. And I know my God. Let others get the praise. Let the church get the blessing. Let God get the glory.

I am a minister. I minister to children. This is who I am. This is what I do.

by Roger Fields

From <http://www.kidzblitz.com/PDF%20Files/Calling.pdf> reprinted with permission

TEAM MEMBER QUALIFICATIONS

All adult Team Members must be 18 years of age and complete the Team Member application before serving in Family Ministry.

All teen Team Members must be active participants in Elementary, Middle School or High School ministries, and complete a Team Member application process outlined below.

Application Procedures

1. All Team members must have a current signed application on file. (Applications are available in the church office and need to be returned to the Family Ministry Administrative Assistant).
2. A background check including a search for criminal history will be required of everyone working with children. This will be done through an agency authorized to perform security background check.
3. References: Every volunteer must provide two references to be contacted by phone.
4. A personal interview will take place.
5. Confidentiality: All personal information voluntarily disclosed, the result of the security background check, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential. The Team Member Coordinator will review the written results of the security background check. After this initial review, if the Team Member Coordinator determines that further review should be made, he or she may consult with the Ministry Leader or Disciple Development Ministry Leader to conduct further inquiries, as necessary.
6. Storage of confidential records: The Family Ministry Administrative Assistant and Team Member Coordinator will maintain a secure storage facility in the church office for all Team Member applications and results of all security background checks. Team Member profiles and background checks may be required to be updated from time to time, but only if the worker is still a current Team Member. Only the Family Ministry Administrative Assistant and Team Member Coordinator will have access to these files.
7. All Family Ministry Team Members must sign a Team Member Covenant to commit to serving in Family Ministry for one year. (Consistency is important to children!)
8. All Team Members must get a photo ID badge made by the Family Ministry Administrative Assistant. Please contact Kathy Wahl at the church office, ext. 2300, to have your picture taken for this.
9. All Team Members who wish to continue serving in Family Ministry after their year commitment has expired will need to fill out a yearly renewal application.
10. Those that are not approved for working with children for one reason or another will be graciously assisted in finding another place of ministry in the church.

Team Member Identification

All Team Members must wear the appropriate identification whenever serving in our Family Ministry. Please make this a high priority. If you forget or lose your identification, please request a replacement badge by contacting the Family Ministry Administrative Assistant. We will replace your first lost badge free of charge, but may need to charge for replacements after that. Do not allow unauthorized individuals into your classroom, or trust children to their care. Please direct them to a staff member instead.

Orientation/Trainings/Meeting

Orientation

It is our desire to make sure that our Team Members have adequate orientation and training so they can be as effective as possible in their ministry to children. Orientation is offered every August, and as needed, throughout the year. However, orientation is always available by appointment with either the Team Member Coordinator or the appropriate room leader. Please check the Canton Christian or Church website for upcoming Orientation Dates.

Trainings

First Christian Church provides two Team Member trainings for its Family Ministry staff each year. Training is provided in-house once a year in the fall. For the second opportunity we encourage Team members to attend the Ohio Christian Education Association (OCEA) Convention at The Chapel each spring. This is a great opportunity to see what's available to children's workers. It is vital that we remain on the **cutting-edge!** Therefore, we encourage our Team Members to attend at least one training per year.

A major aspect of teacher training is personal growth in the Lord. Make sure that you are having a daily time of Scripture reading and prayer. Please be sure that you attend a worship service every other week. You need to be fed on the adult level!

Meetings

The Room Leader of each room will plan a meeting with all of the Team Members that work in that room once a quarter. These meetings exist for the following reasons: passing out curriculum, communicate any changes or upcoming events in Family Ministry, to discuss a problem in the room, or a time of fellowship with other workers. Whatever the reason, or whatever the occasion, your presence and input are important! Please put these meetings on your priority list. If a meeting is called, FCC Family Ministry strongly encourages Team Members to attend these meetings.

Discipline and Removal of Team Members

All Team Members must successfully complete the application process before they are approved to work directly with children. If any issues arise during the application process, that would be a concern with safety of children, it may be determined by Ministry Leader, Team Member Coordinator, and Disciple Development Leadership that this applicant will not serve in Family Ministry.

Concerning active Team Members who have already completed the application process:

If issues arise after the application process, these Team Members will be potentially removed from having any contact with children at First Christian Church.

First Christian Church has a zero tolerance policy on the following issues:

- **Any form of Sexual Abuse**
- **Any form of Physical Abuse**
- **Any form of Emotional/Psychological Abuse**
- **Any form of Verbal Abuse**

Any Team Member who is the subject of an investigation will be removed from their position pending the completion of the investigation. Any person who is found guilty of alleged abuse or molestation will be removed from work with children. The church will consult with legal counsel for advice for further direction. Legal action will also be taken if necessary. The Ministry Leader reserves the right to remove any Team Member from any position for appropriate reasons.

SAFETY AND SECURITY PROCEDURES

Arrival /Dismissal Process/Attendance

It is expected that all Team Members are in their respective classrooms at least 20 minutes prior to the start of their assigned service. All Team members need to be in place and ready for the children when the doors open 15 minutes prior to service. If, for some reason, you cannot be in your class due to illness or vacation, please sign up on the away board. This way we can find a sub. If you do not know until Sunday morning, please call 330-456-2600, Dean Flory ext. 2230 or Melinda Crown ext. 2210 or Jaimie Brown ext 2310

ALL CHILDREN BIRTH THROUGH 5TH GRADE MUST BE CHECKED IN, PICKED UP BY A PARENT OR GUARDIAN!

Arrival

Team Leaders should greet each child and parent at the classroom door. They should make sure that the child's receipt has complete information. If there is missing information, please note it on the receipt so it can be entered into the system. All children need to wear a name sticker or badge at all times, and diaper bags and bottles/cups need to be marked with that child's name.

Dismissal

The Team Leader should stand at the door to dismiss the children individually when the parent comes to pick the child up. Parents must present the child's matching receipt. Keep all receipts and put them in the basket in Team Member lounge. If a parent has forgotten the receipt, please ask the parent kindly to go and get the receipt. If the parent has lost the receipt, please explain the importance of our secure arrival and dismissal procedures. Ask the parent for a photo ID to be able to dismiss the child. If a child is having trouble calming down after entering room or cries for more than 15 minutes, the child's parent or guardian needs to be paged.

Classroom Guidelines/Ratios

In order to provide a safe and secure environment for our children, and to minimize the ministry's and Team Member's vulnerability to unwarranted accusation, the following procedures have been adopted and will be strictly enforced. Our desire is to provide a safe, loving environment where children feel comfortable and learning can take place. Therefore, the following policies need to be followed at all times by all Team Members.

- A minimum of two adults (**at least one over the age of 21, a married couple counts as one adult**) in any room with children, except in the event of an emergency situation.
- Room ratios and room capacities are posted outside of each room. If a room chooses to go over ratio, it is up to the discretion of the Team Leader for that service. The Team Leader will make this decision based on the temperament of the children already signed in, the opinion of the small group leaders and the activities planned for that morning. If classroom has reached ratio and the Team Leader determines that no more children can be safely accepted or the room has reached maximum capacity, the room will be closed to ensure the safety and quality of learning for each child. The Team Leader will post a "room closed" sign that gives instructions to parents on what to do when a room is closed. The Team Leader immediately needs to call the check in counter to tell them the room is full.

- Room Ratios and Maximum Room Capacities:

Nursery [0-6 months]	Ratio 2:1	Maximum Capacity: 12
Crawlers [7-12 months]	Ratio 3:1	Maximum Capacity: 15
1's [12-24 months]	Ratio 3:1	Maximum Capacity: 15
2's [24 to 36 Months]	Ratio 5:1	Maximum Capacity: 15-20 depending on room
3's	Ratio 7:1	Maximum Capacity: 21
Pre-Kindergarten	Ratio 8:1	Maximum Capacity: 24
Kindergarten	Ratio 8:1	Maximum Capacity: 33
1 st Grade	Ratio 8:1	Maximum Capacity: 37
2 nd Grade	Ratio 8:1	Maximum Capacity: 37
3 rd Grade	Ratio 8:1	Maximum Capacity: 33
4 th Grade	Ratio 8:1	Maximum Capacity: 31
5 th Grade	Ratio 8:1	Maximum Capacity: 32

- All Team Members will be easily identifiable by wearing photo ID badges.
- Should a Team Member be late in arriving to a classroom leaving only one Team member to receive the children, the classroom will not be opened until another Team member arrives.

- Classrooms should never be locked while in use and lights should remain on unless there is a special activity taking place in the room.

Visible Ministry Policies

As stated in the Standards of Excellence, no worker is ever to be alone with a child. At least two workers should be present whenever possible. Rooms without windows or windows on doors should never be closed completely when children are inside with adults. When holding a private talk with a student, especially of the opposite sex, be sure to sit in view of an open door or window.

Restroom Procedures

When a child needs to go to the restroom, take at least one other child along.

- When helping a preschooler in the restroom, always leave the door open far enough that other workers can see in. Never shut the restroom door.
- Do not allow the children to "watch" while another child is using the restroom.
- Do not send very young children into the restroom with older children. Take them in age appropriate groups.
- Children in Grades 3-5 may be sent to the restroom without adult supervision. Teachers should monitor this situation closely. The child must have a bathroom pass to do this.
- In bathroom emergencies - Use disposable gloves when handling soiled clothing. Soiled clothing should be placed (un-rinsed) in a plastic bag and labeled with the child's name.
- Only adult Team Members may take children to the restroom.

Physical Touch/Affection Policies

Physical touch and affection is important to a child's physical and emotional development. It is an essential responsibility in nurturing lives. However, there is obvious danger with inappropriate touch or affection either intentionally or inadvertently in a children's ministry. Physical contact with children should be age and developmentally appropriate. Be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine and positive displays of God's love:

- ALL physical affection needs to be in the presence of other workers.
- Physical touch or affection should be brief in nature, and never on a child's private parts.
- Preteen and older girls should be hugged from the side.
- Kids on laps should be sitting on legs, not straddled over adult private areas.
- No kissing permitted.
- When approached by a child physically, do not reject the child, but guide their affection to an appropriate contact. Hugs are easily shifted, as are misplaced hands. When a child touches an adult in an inappropriate way unintentionally, no reference to it should be made to the child, simply redirect their hand or body. If intentional, simply correct with the same tone as any other correction and then move on. Do not make a big issue of it.
- No public displays of affection towards other Team Members or others.

Emergency Procedures

Fire or Evacuation

- In the event of a fire, evacuation or when the fire alarm rings, children will stop all activities immediately and line up at the door.
- One Team Member will lead children out and one Team Member will follow at the end of the line. The Team Member leading the line will exit following the fire/evacuation escape plan posted in the room by the door and exit the building to that classrooms designated safe place. For safety reasons, parents may NOT get their child while a fire or evacuation is taking place.
- The Team Leader in charge will turn out all lights and exit with attendance sheet in hand.

- Children will form a circle once they have reached their designated safe place and wait for attendance to be taken by the Team Leader.
- When “all clear” is given, children will re-enter the building with one Team Member leading and one following. The children will sit down and attendance will be taken again before normal activities resume.
- In the event programming cannot resume, parents will be contacted immediately. Team Members will remain with the children until all children have been picked-up by their parents.

Tornado

- In the event severe weather warning sirens sound, children will stop all activities immediately and line up at the door.
- One Team Member will lead children out and one Team Member will follow at the end of the line. The Team Member leading the line will exit following the tornado escape plan posted in the room by the door and proceed to the rooms designated tornado safety area. For safety reasons, parents may **NOT** get their child while a tornado evacuation is taking place.
- The Team Leader in charge will turn out all lights and exit with the attendance sheet in hand.
- Children will turn and kneel against the wall of the hallway with their hands on top of their heads once they have reached their designated safe place and wait for attendance to be taken by the team leader.
- When “all clear” is given children will re-enter their room with one Team Member leading and one following. The children will sit down and attendance will be taken again before normal activities resume.
- In the event programming cannot resume, parents will be contacted immediately. The Team Members will remain with the children until all children have been picked-up by their parents.

CHILD ABUSE INFORMATION

Child abuse is a plague upon our modern society. A child can be inflicted with physical abuse, psychological abuse, sexual abuse and emotional or physical neglect. The ramifications are enormous.

Definitions of Abuse

Physical Abuse – assaults on children that produce pain, cuts, welts, bruises, burns, broken bones, and other injuries.

Sexual Abuse – sexual comments, fondling, intercourse, and other forms of exploitation.

Physical Neglect – living conditions in which children do not receive enough food, clothing, medical attention, or supervision.

Emotional Neglect – failure of caregivers to meet children’s needs for affection and emotional support.

Psychological Abuse – actions that seriously damage children’s emotional, social, or cognitive functioning.

Symptoms/Indicators of Abuse

The following signs and symptoms do not always mean abuse. Repeated incidents of injury combined with behavioral problems, inconsistent stories, etc. are typical indicators that a family may need assistance. Fears of a teacher, adult worker or relative, may indicate something unhealthy in the relationship.

Physical	unexplained bruises, welts, broken bones cuts or scrapes, burns, missing hair injuries or redness around the genitals injuries at different stages of healing injury or medical condition that hasn't been properly treated bodily complaints related to stress-stomach aches, headaches, vomiting without cause suicidal gestures or self mutilation substance abuse or eating disorders appearance may be one of poor grooming and dirty, clothing may be in poor condition or not suited to the weather
Child's Behavior	aggressive or withdrawn behavior- especially as a shift in personality unusual fears (of certain people, going home, etc.) craving for attention running away fatigue without physical cause and/or depression lack of concentration, school problems- misbehavior hunger, begging for food, stealing frequent tardiness or absence from school unusual knowledge of sex, explicit language, inappropriate behavior with peers, knowledge beyond developmental age regression to earlier behaviors such as thumb sucking, bed wetting, etc. afraid to be alone with certain people or "clingy" with other people pseudo-mature behavior
Adult's behavior	harsh punishment of child in public refer to the child as "difficult", "different" or "bad" seem unconcerned about the child give conflicting stories about injuries become defensive when asked about the child's health presence of family stressors - loss of job, financial difficulties, marital problems family history of violence or substance abuse parents who were physically or sexually abused as children families in which children or women are seen as possessions; male authoritarian and rigid households; also strongly religious homes in combination with these factors

Children may talk about being abused. Take seriously what they say as well as any suspicions you have.

Reporting Procedures for Suspicious Activity/Violations of Policies/Suspected Abuse

Individual Responsibility In order to maintain a safe environment for all children and youth, all persons must be aware of their individual responsibility to report any questionable circumstance, observation, admission, or situation which endangers or threatens children. All questions or concerns of suspected activity of abuse or harassment by a Team Member should be reported to the a Ministry Leader only. Should the activity of concern involve a paid church employee, the matter shall be reported to the Ministry Leader or Family Pastor. Pending the outcome of an investigation, all information pertaining to the alleged incident should be kept confidential. A mere allegation of improper behavior by a Team Member will not be treated as an actual occurrence pending the completion of the investigation, and the church will take steps necessary to protect the integrity of the Team Member involved.

- A. During services, children are not allowed to wander around the building. If you see a child who is not in an appropriate place, please approach them or contact a staff member. The child will need to be taken to their class or to their parent.
- B. If you see an adult wandering around the building, please ask if you can help them find their way. Otherwise, for security purposes, we do not permit people to wander around the children's classes.
- C. Reporting Abuse:

In the event anyone personally witnesses an occurrence in violation of this policy, that person will be asked to complete a Major Incident Report (form available in Room Folders). All efforts at handling the incident should be documented. Anyone witnessing such an occurrence should consider the following recommendations as to how such a situation should be handled to insure the security of the child and to protect against physical, emotional, or psychological injury to all persons involved:

- All incidents shall be reported immediately to the Team Member coordinator or Ministry Leader, if available, or to the adult leader in charge of the event or activity. The incident must be reported by the staff member to the Family Pastor within 24 hours of the staff member being made aware of the incident.
- The parents must be notified by the Ministry Leader and/or staff member within 24 hours of the staff member being made aware of the incident.
- The Ministry Leader or Family Pastor must immediately report the incident to the church insurance company and church attorney.
- The Ministry Leader and/or Family Pastor will notify the proper civil authorities, as directed by the insurance company & church attorney.
- The accused should not be confronted until the safety of the child or youth is secured, and only upon advisement by the church attorney.
- A prepared statement to the press and to the congregation should only be made by the Communications Director as advised by the church attorney.
- Personally secure the safety of child, children, or youth. Do not leave the child while reporting the incident.

In the event a child or youth reports alleged abusive conduct, regardless of where the conduct occurred, (at church, offsite church event, or non-church event.) the person initially contacted by the child must complete a written Major Incident Report which should include, as much as possible, the precise wording of the child or youth and only facts, not assumptions.

In the event a child makes an accusation of abuse or neglect occurring in the child's home, the person initially contacted will report to the Ministry Leader or Family Pastor for disposition of the matter.

- D. Response to the Accuser
 - Allegations should be taken seriously and emotional support given to the accuser. The care and safety of the accuser is the first priority.
 - All efforts should be made to reach out to the accuser and the accuser's family, extending whatever pastoral and professional referrals may be needed.
- E. Response to the Accused
 - Treat the accused with dignity and support. He/she will be relieved of his/her duties until the investigation is finished.
 - Pastoral and/or professional referrals should likewise be extended to the accused.

HEALTH PROCEDURES

Communicable Diseases

Team Members will observe each child as they enter the classroom for the common signs of communicable diseases. For further detailed symptoms see Communicable Disease Chart in each classroom located by the door.

- Signs and symptoms of illness include:
 - a. Diarrhea.
 - b. Severe coughing.
 - c. Difficult or rapid breathing.
 - d. Yellowish skin or eyes.
 - e. Conjunctivitis.
 - f. Temperature of 100 degrees Fahrenheit or greater.
 - g. Untreated infected skin patch (es).
 - h. Unusually dark urine and/or gray or white stool.
 - i. Stiff neck.
 - j. Unusual spots or rashes.
 - k. Sore throat or difficulty in swallowing.
 - l. Vomiting.
 - m. Evidence of lice, scabies, or other parasitic infestation.
- A child observed with any of these symptoms or signs of illness will not be allowed to enter the classroom. If a child becomes ill during programming, the child will be isolated and parent contacted to take the child home.
- The child may be readmitted to the classroom when signs of illness no longer exist.
- In the case of lice, the child will have to be nit free to return to programming. If the child has siblings also attending programming the siblings will be checked for lice as well to prevent further infestation.
- Please do not show up to serve when you are experiencing any of these symptoms. Follow the procedures for finding a replacement for yourself.
- If a case of a communicable disease has been found in a room, please notify a Team Member coordinator or a Ministry Leader so that a Communicable Disease sign can be posted in that classroom.

First Aid

In case of a First Aid Emergency, locate the First Aid Kit and follow First Aid or CPR instructions. In case of severe injury or illness, call 911 and locate parent immediately. The First Aid and CPR instructions are located by the classroom door. The First Aid kit is located in the room in a cupboard marked with the RED CROSS.

- Do not give children medicine of any kind, even if a parent asks you to do so.
- If there is an accident with bodily fluid please use gloves and dispose of the fluid in a tied bag and then the trash. The area should be then disinfected. If you need the assistance with clean up please contact the custodial staff on duty.
- A minor incident report should be filled out by Team Members whenever an injury occurs during a ministry function. Please do not use other children's names when filling out a report for an injured child. The minor incident report is a carbon copy form with the yellow copy going to the parent and the white copy forwarded to the Ministry Leader in the basket in the Team Member lounge promptly upon completion.
- ALL HEAD INJURIES must be reported! Even minor bumps on the head. Please fill out a minor incident report.
- Deal with minor incidents in a loving way immediately. Do not get the parent unless absolutely necessary. However, do give parent the minor incident report when they arrive to pick up the child, have them sign the parent signature line, and give them the yellow copy. If a parent reacts negatively, please make a note of this on the white portion of the minor incident report so that the Ministry Leader is aware of the situation if the parent calls the Ministry Leader or if the Ministry Leader follows up about the incident.
- First aid kits are located in each room with a sign stating first aid. Only use what is in the kit. When you use something and it needs replaced please turn in a supply request form.

Hand Washing

Hand washing is an easy way to help protect yourself and others from the spread of disease. Please follow the following procedures for hand washing.

- Team members should wash hands when entering the classroom, after diaper changing, assisting with toileting, before serving snack, and after wiping a runny nose.
- Children should wash their hands after toileting, before eating snack, after blowing their nose or when their hands look visibly soiled.

- Please follow the Method of Hand Washing Signs located in rooms when washing hands.
- Children should follow this method as well. If children cannot wash hands in a sink, please have them use hand sanitizer or wipes to clean hands.

Diaper Changing

- Diapers are to be changed only in designated areas, in the presence of other Team Members and by a female adult. Teen Team Members and male adult Team Members are not to change diapers.
- Assemble supplies needed for diaper change and put on disposable gloves.
- Secure child on diaper changing area and remove soiled diaper from the child.
- Clean the child's skin from front to back with diaper wipe.
- Put new diaper on child, wash child's hands and return child to safe play area.
- Dispose of diaper in a tied plastic bag and put in trash.
- Disinfect diaper changing area.
- Throw away disposable gloves and wash hands.

Snacks

- We strive to be a "nut free" zone in our Children's Ministry rooms. Please check all snacks to make sure that they do not contain nuts, traces of nuts or are processed in a facility that also processes nuts.
- Team Members must wash their hands before serving snack and use food service gloves to serve snack to children.
- Make sure that there is a napkin or plate to place the snack on, not just the bare table.
- Clean tables where children will be eating snack with disinfectant before and after snack.

OTHER IMPORTANT POLICIES

Room Stewardship/Room Cleaning

If you have need of a VCR, DVD, overhead projector, etc. they are available, but must be requested through the Church Calendar Coordinator.

ALL usage of children's ministry rooms should be approved by the Ministry Leader in advance through the Church Calendar Coordinator.

A FEW GUIDELINES TO KEEP IN MIND!

- Always attempt to leave the room better than you found it.
- Put things back where you found them.
- Do not leave out-dated materials lying around or on the walls.
- Do not leave anything on the tables, desks, or tops of cabinets. They may disappear!
- The room should look neat when you leave. Items left out will be at the discretion of the leadership to determine what to do with them.
- The custodial staff will vacuum and empty trash, but please try to leave the room with all the chairs and tables neat and in their proper place.
- When you leave, look over the room and ask yourself, "Is there anything I can do to make it look a bit sharper?" Also, it is wise to ask, "Does the appearance of this room speak well of the ministry to visitors?"
- In the infant rooms, all bedding or smocks used should be put in the laundry hampers in the room to be washed by the custodial staff.
- In the infant rooms, toys that have been put in a child's mouth and all walkers, bouncy chairs, cribs, highchairs and swings should be disinfected after each use.
- All rooms should be sprayed with Clorox Anywhere Spray at the end of the morning. (This includes tables, chairs, toys, shelves, cabinets and counters.)

Planning Other Events

- ALL events or outings involving children from First Christian Church must be cleared through the Ministry Leader even if you do not consider it a "church event." If it involves church children who you work with as a Team member, the leadership MUST be aware for liability reasons.
- ALL usage of children's ministry rooms should be approved by Ministry Leader in advance through the Church Calendar Coordinator by filling out a room request form.
- Whenever moving children from the classroom, do a head count upon departure and arrival to make sure every child is accounted for.
- Workers are NEVER to take a child home (child's or workers') without another adult accompanying them.
- Never take a child or children outside of the church building or program room without prior consent of the leadership and, in some cases, written permission from the parents. Permission slips are available in advance from the Children's Ministry Administrative Assistant.
- A minimum of two approved adult leaders is required for any trip or out-of-class activity.
- When an activity requires travel, all drivers must have a valid driver's license and current automobile insurance. The number of persons per car should not exceed the number of seatbelts. Each driver should have a copy of the activity permission slip for those students riding in his/her car. Emergency contact phone numbers are of primary concern and shall be available to the leaders. (All drivers must be over 18 and out of high school.)
- When an activity is a local one, it is best if parents arrange their own transportation to and from the activity site. At least 2 adults must stay until the last child is picked up.

Curriculum

All curriculum is produced or ordered by the Family Ministry office. You will receive enough material for each child at the beginning of each quarter. If you need extra materials because your class has grown, please let your room leaders know. We love those kinds of problems!! It is important that you use the curriculum that is given to you. If you feel that you cannot use the material in the curriculum, please discuss this with your Team Leader or Room Leader. If you find a resource that will enhance your ministry, please let your Team Leader or Room Leader know. If possible, we will purchase that for you.

Copies

If you are in need of copies please bring your copies to the office during the week and fill out a Request for Copies Form and we will be glad to have them prepared for you. Again, please **think ahead**. We must be very careful to adhere to the copyright laws. Please do not copy a copyrighted item without **written** permission from the publisher. If any item is questionable, please **do not** copy it.

Cancellations Due to Weather

- Worship services are not cancelled unless the city of Canton is under a level three snow emergency and it is illegal to be out on the streets.
- Non-worship programming at First Christian Church may be cancelled due to extreme weather conditions. The decision to cancel programming comes from the Executive Office only. This decision will be made by 3PM on the day of programming. If one program cancels, all other programming will be cancelled.

Relational Ministry Contact

EXPLANATION FOR USING EFFECTIVELY







This is a tool to help you make sure that you minister to every child in your small group on a regular basis.

*THIS IS NOT A REQUIREMENT!
IT IS OPTIONAL!*

However, it is a GREAT tool to give you a way to better touch the lives of every child in your area of ministry. Often we can overlook the quiet ones, or the good ones, or those who come every other week, etc.


Here is how it works: Look on the list of children in your small group - it is the list of ALL the kids who have attended your small group, whether they are regular or not.


Example:


CHILD'S NAME:	NOTES / COMMENTS						
1 Gus	Is struggling with self image as he is always goofing up the lessons in Kid's Church	✓		✓			
2 Molly	Is struggling with depression because Gus will not return her love.. he still thinks girls are gross.		✓				✓


Then, throughout the semester, try to contact every child in some way and put a check mark in that column.


 = Phone Call

 = E-mail

 = Note in the Mail

 = Event Contact

 = In Home Visit

 = Flagged (special need/attention)

Our goal is to get at least ONE check for every kid each quarter. As you learn more about them, take notes in the NOTES/COMMENT section. (Prayer requests, family situation, hobbies, etc.) You do not need to turn these in, but you can share them with the Ministry Leader if you want. If you learn things that will help the Ministry Leader- please let me know. Try to contact every child on the roster - whether they attend regularly or not. If you learn that they need to be 'dropped' or there is a change in address, etc. PLEASE let the Children's Ministry Administrative Assistant know! Team Members who have used this tool faithfully have seen amazing results!

Leading a Child to Christ

If a child approaches you as a Team Member about accepting Jesus in to their heart, please let the ministry leader know. We have "Becoming a Christian" booklets that the child can fill out with their parents

Exceptions

It is understood that circumstances may arise that necessitate the need for deviating from this policy. For such infrequent and unusual situations that are not easily classified elsewhere in this policy, the standards and spirit of this policy shall be recognized as being in force. Exceptions should be cleared with the children's pastor in advance. (or) As soon as an unavoidable or uncorrectable deviation is observed, please notify the Family Pastor or Ministry leader as soon as possible for your own protection.

GUIDING CHILDREN'S BEHAVIOR

Our philosophy of discipline is designed to assist each child in developing self-control and responsibility. Team Members interact with children in a consistent, respectful, and positive manner guiding children to achieve inner control. Classroom rules, expectations, and consequences are simple, clear and well established. Each room has a poster that contains the classroom rules. Make sure to go over the rules at the beginning of the year and refer to them as needed throughout the year. The rules limit behavior for the safety and protection of all children and adults in the classroom. Team Members will communicate with children on a developmentally appropriate level. Children and Team Members talk through problems and come up with solutions. Team Members use positive statements to redirect children when needed as well as giving children appropriate choices. Here are some examples:

- Prevent Problems Before They Occur. The best way to avoid trouble is to stop it before it happens!
- Set Clear Limits. Use the word "no" as little as possible because it does not teach the child appropriate behavior. Instead, give the child information. For example, "We don't bite Timmy." Save the word "no" for dangerous situations.
- Redirect Behavior. Try offering the child another activity.
- Offer A Choice. When you say, "You may play with the truck or the car. Which one do you want?" you are giving the child a choice.
- Acknowledge Feelings. Use the words "I see" often. Show the child that you understand.
- Talk Through Problems. Here is a good example: "Ryan wants the truck. Timmy wants the truck. What can we do? Here is another truck. Which one would you like Ryan?"
- If you have tried redirection and talking through the problem without success, then it is time to call in the supervisor. It is the supervisor's responsibility to talk with the parents about behavioral issues.
- Time out may be used to help a child gain control. The child in time out will sit in a chair in the classroom for no longer than one minute per year of child's age.

If inappropriate behavior is frequent, forms a pattern, or becomes severe, the Team Member may communicate to the parent's with a Parent Note Form that is located in the room folder. If problems still persist, the Team Member will communicate with parents, Room Leader and/or Ministry Director. The parents and Team Member may then develop a behavioral management plan to be implemented in classroom. If a child's behavior becomes out of control, please do not hesitate to get the parent and/or Ministry Director at any time.

Further, children will not be subject to the following:

- No child shall ever receive any harsh or unusual punishment.
- No child will ever be delegated the responsibility of disciplining another child.
- No child will ever be left alone or placed in a locked room.
- No child shall be the subject of any type of verbal abuse.
- Discipline of any child will never humiliate, shame, or frighten a child.
- No child will be disciplined for not eating or for a toileting accident.
- Nor will rest, food, or toilet use be withheld as a method of discipline.

A Few More Tips to Keep in Mind:

- Acknowledge a child's good behavior.
- Talk about the action and not the child's personality.
- Remember that seventy percent of communication is non-verbal.
- When addressing a child's behavior, always lower your voice.
- Realize that a child's behavior may simply be a cry for your attention.
- Avoid hurrying a child. A hurried child is usually a frustrated child.
- Pray!
- Because children have short memories from week to week, it may be necessary to repeat the steps outlined above. Always give the child a 'clean slate' when they return after discipline. Don't hold a grudge; take just as long as last time to discipline.

DEVELOPMENTAL MILESTONES OF INFANTS THROUGH 5TH GRADERS

Birth to 6 Months

Physical - rapid weight and height gains, holds head up, rolls over, reaches for objects and hearing becomes well developed

Emotional/Social - express signs of all basic emotions (happiness, interest, surprise sadness, anger and fear), smile and laughter emerge as well as being able to match adults' emotional expressions during face to face interaction.

Cognitive - can imitate, repeat chance behaviors that lead to a pleasurable result, recognition memory of people, places and objects improves and can categorize simple stimuli.

Language- engage in cooing, start to babble and joint attention with caregiver who labels objects and events is established.

Spiritual - Young infants are beginning to build a basic need of trust when his/her immediate needs are met as well as building a foundation of God through what he/she hears and experiences at church. Volunteers who work with infants should respond to the infant's needs in a loving and consistent manner, verbalize often Bible truths as well as pray over the infant.

7 to 12 Months

Physical - can sit, crawl and walk, depth and pattern perception improve as well as refined ability to grasp objects.

Emotional/Social - anger and fear increase in intensity, stranger/separation anxiety appear, uses a familiar caregiver as a secure base for exploration signaling a "clear cut" attachment.

Cognitive - engage in intentional or goal-oriented behaviors, finds hidden objects, imitate adults actions with objects, recall memory and ability to group objects into categories improves.

Language - babbling continues and expands into sounds of spoken language, uses preverbal gestures (showing, pointing) to communicate.

Spiritual - Older infants are beginning to attach to familiar caregivers and continue to build trust. Volunteers should portray a positive attitude of love and acceptance so the infant knows church is a safe place where he/she can experience God.

13 to 18 Months

Physical - walking becomes more coordinated, height and weight increase again, scribbles with a pencil and can build a tower of 2-3 blocks.

Emotional/Social - actively join in play with siblings, recognize image of self in mirrors, start to show sign of empathy and capable of compliance.

Cognitive - experiment with objects in a trial and error fashion, can find objects hidden in several places, can actively categorize objects and can imitate actions across a change in contexts (a behavior learned at church can then be imitated at home).

Language - actively join in turn taking games, says first words, makes errors of over-extending or under-extending language.

Spiritual - Children at this age are directly relating experiences at church with beginning concepts of God. They genuinely believe what they are told about God but have trouble with concepts. It is important that the volunteers in the room model concepts for children to see lived out.

19 to 24 Months

Physical - jumps, runs, climbs, can manipulate objects with good coordination and can build towers of 4-5 blocks.

Emotional/Social- self-conscious emotions emerge (shame and embarrassment), acquire vocabulary of emotional terms, self-regulation of emotions emerges, tolerate caregiver absences more easily, uses own name or pronoun to label image of self, can categorize others based on age and sex, shows gender stereotyped toy choices and self-control appears.

Cognitive - solves sensory motor problems, can imitate complex action sequences even after a deferred amount of time and engage in make believe play.

Language - vocabulary increases to 200 words but consistent grammar is not yet present.

Spiritual - They are continuing to develop attitudes about God, Jesus and the church. Repetition remains a large factor in teaching children about God like telling Bible stories, praying short prayers and singing songs over and over again.

2-3 Years

Physical - balance improves, walking improves, running, jumping, hopping, throwing and catching appear, can put on and remove some items of clothing and can use a spoon effectively.

Emotional/Social - begins development of self-concept and self-esteem, distinguish intentional and non-intentional acts, types of aggression appear, understands causes and consequences of basic emotions, empathy and gender typed beliefs increase.

Cognitive - make-believe becomes more complex, can take perspective of others in simple situations, recognition memory well developed and becomes aware of the difference of inner mental and outer physical events.

Language - vocabulary increases rapidly, sentences follow basic word order with some grammar added, displays effective conversational skills.

Spiritual - Here children are beginning to develop concepts of right and wrong and ask questions about God. They can begin to pray simple prayers. They can respond to external motivation. They do not understand religious symbolism but can learn simple Biblical truths.

4 Years

Physical - continues to become better coordinated, galloping and one-foot skipping appear, rides a tricycle, uses scissors, draws first picture of a person and can tell the difference between writing and non-writing.

Emotional/Social - non-social activity declines and joint interactive play increases, form first friendships, can distinguish moral rules from social conventions.

Cognitive - begins to classification by hierarchy, uses private speech to guide behavior when engaged in challenging tasks, can generalize remembered information from one situation to another, understands that people can hold false beliefs, aware of some meaningful feature of written language and counting ability increases.

Language - overextends grammatical rules and understands accepted ways of adjusting speech to fit age, sex and social status of speakers and listeners.

Spiritual - Children at this age are learning what God did and who Jesus is. They know the Bible is a special book about God and Jesus. They understand that prayer is talking to God, and God listens to their prayers. Even though this age group of children knows right and wrong they often blame others for their wrong doings. They are influenced by rewards and punishments. Their spiritual maturity is directly related to their emotional maturity.

5-6 Years

Physical - body becomes streamlined with proportions to that of an adult, first permanent teeth appear, can skip, gross motor skills and speed increase, ties shoes and draws more elaborate pictures, writes name and can recognize letters and numbers.

Emotional/Social - bases other's intentions on more complex social cues, can interpret, predict and influence others' emotional reactions, relies on language to express empathy and has acquired morally relevant rules and behaviors.

Cognitive - starts to distinguish appearance from reality, attention becomes more sustained and planned, recall and scripted memory improve, understands that letters and sounds are linked in systematic ways and can engage in simple addition and subtraction by counting.

Language - vocabulary has now reached over 10,000 words and has mastered many complex grammatical forms.

Spiritual - Children here are learning more details about what God did and who Jesus is. They know the Bible is a special, true book about God and Jesus. They understand that God is good, loves them all the time, is powerful.

1st and 2nd Grade

Physical - primary teeth become replaced by permanent teeth, writing becomes smaller and more legible, drawing become more detailed and organized, organized games and rough and tumble play are more common as well as dominance and hierarchies become more stable, especially among boys.

Emotional/Social - distinguishes between luck and effort in attribution of success, understands that access to different information often causes people to have different perspectives, becomes more responsible and independent, meaning of justice changes from equality to merit or benevolence, peer interaction becomes more pro-social and physical aggression declines, self-conscious emotions of pride and guilt are integrated with personal responsibility.

Cognitive - thought becomes more logical, understands concepts of distance, time and speed, attention continues to become more focused but also adaptable.

Language - vocabulary continues to increase, word definitions are concrete and language awareness improves.

Spiritual - think that prayer is very important, think of Jesus as their friend, understand that they can choose right or wrong and that choosing wrong is sin.

3rd and 4th and 5th Grade

Physical - adolescent growth spurt starts here for girls, gross motor skills executed more quickly and with more coordination, reaction time improves.

Emotional/Social - recognize that individuals can experience more than one emotion at a time, can “step into another person’s shoes” and view the self from that person’s perspective, can take the view of a third impartial party, peer groups emerge and friendships are based on mutual trust.

Cognitive - logical thought remains tied to concrete situations, memory strategies increase, long term knowledge base becomes larger and better organized and self-regulation of cognitive performance improves.

Language - grasps double meanings of words (comprehends metaphors and humor), adapts messages to the needs of listeners and conversational strategies become more refined.

Spiritual -are developing skills for using the Bible and Bible reference tools, can put Bible stories in a framework that helps them see God’s plan of salvation, are beginning to understand that God has a plan for their lives.

TEAM MEMBER RESOURCES

Resource Room

- There is a “resource room” that is kept full of regularly used supplies. If you need any supplies such as paper, glue, etc. feel free to get what you need early. Other supplies such as tempera paint that are not used frequently, please return to the “resource room” for others to use. If you are in need of a specialized item, please give us as much advanced notice as possible by filling out the Orange Children’s Ministry Supply Request Form.
- If you take something from the Resource Room, please **put it back where you found it!**
- If you notice that supplies are running low, please make a note of this on a Family Ministry supply request for The Resource director checks the resource room supplies monthly.
- The resource room is open during scheduled programming The Resource director checks the resource room supplies monthly.
- If you have something to donate to the resource room, DO NOT leave it in the resource room. Please leave it in the office and mark it for Children’s Ministry.
- We will soon have a list of what is available and where it is located in the resource room. This makes it even more important that you **put things back where you found them** and that you **do not take an entire container of an item** to your room but just what you need!
-

Websites

Below are some recommended Children’s Ministry Websites:

- www.childrensministry.com
(We subscribe to this magazine and it is available in the resource room)
- www.mssscrafts.com
- www.biblegateway.com
- www.kidzbibleu.com
- www.biblekidsfunzone.com
- www.christiancrafters.com
- www.crayola.com
- www.ebibleteacher.com/children
- www.gamekids.com
- www.gp4k.com
- www.kidssundayschool.com
- www.oopsgroup.com
- www.sschoo.com
- www.sundayschoolcrafts.com

Addendum #1

Addition to Safety & Security Features

Any known sexual offenders or anyone accused of a sexual offense and under investigation are not permitted in areas where there are children (i.e.: Early Childhood classrooms, Elementary classrooms, Middle school/ High school classes, Shine class, Check-in Stations, etc. or any area of the building where children's or student ministry is being conducted).

In the case that a known sexual offender or anyone accused and under investigation is attending First Christian Church you, as a FCC Kidz Team Member, will be notified by your ministry leader.

A file will be kept in a locked cabinet by the Team Member Coordinator of such offenders or accused offenders. Team members may request to view this file by contacting the Team Member Coordinator or ministry leader.

Offenders will be notified of their limitations in the building by a ministry leader.

Team members are expected to keep all information received confidential*. If you see or are aware of an individual in the designated area, notify a team leader immediately.

* If confidentiality is not protected, disciplinary action may result.