

Children's Ministry

— General Guidance —



Building on the solid Rock!

“This is what the LORD Almighty says: ‘Give careful thought to your ways.’” Haggai 1:7

*Calvary Chapel Sarasota
2023 v.2 (12/2023)*

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This booklet is to provide general guidance within the Children's Ministry at Calvary Chapel Sarasota. The Children's Ministry oversees all activities for infants through 5th grade. This guidance is for all of the servants of Christ who minister to the children at Calvary Chapel Sarasota in His name.

Our Purpose

Our purpose is to share Christ Jesus from the Bible with the children and families that come under our care

Children's Ministry Vision

Our driving Scripture is Haggai 1:7. All who serve within Children's Ministry are witnesses for our Lord Jesus Christ with the goal of honoring our Lord in all things. Therefore, we must take great care in church and away from church as little eyes see what we do and say in this small world we live in.

- **"This is what the Lord Almighty says: Give careful thought to your ways." Haggai 1:7**

As children progress through the Children's Ministry, the teaching they receive, the love they feel, the opportunities they get to participate in will, hopefully, build into their lives a solid foundation of the hope found only in Jesus Christ. And so, we use the acrostic, "**B.U.I.L.D.**" to help leaders focus on that vision as they impart godly wisdom and God's Word to the children.

BELIEVE

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

UNITY

- "So that with **one** mind and **one** voice you may glorify the God and Father of our Lord Jesus Christ." Romans 15:6

INTEGRITY

- "May **integrity** and uprightness protect me, because my hope, Lord, is in You." Psalm 25:21

LOVE

- "Dear friends, since God so **loved** us, we also ought to **love** one another." 1 John 4:11

DO

- "**Do** not merely listen to the word, and so deceive yourselves. **Do** what it says." James 1:22

Teacher/Leader Requirements

Application

All teachers, leaders, and volunteers must complete a Children's Ministry application. The application is online located on the church website: <http://ccsrq.cc>.

Once on the website...

- Highlight "**GET CONNECTED**"
 - Select "**CHILDREN**"
- Scroll to: "Would you like to serve in our children's ministry?"
 - Select "**KID'S MINISTRY APPLICATION**"

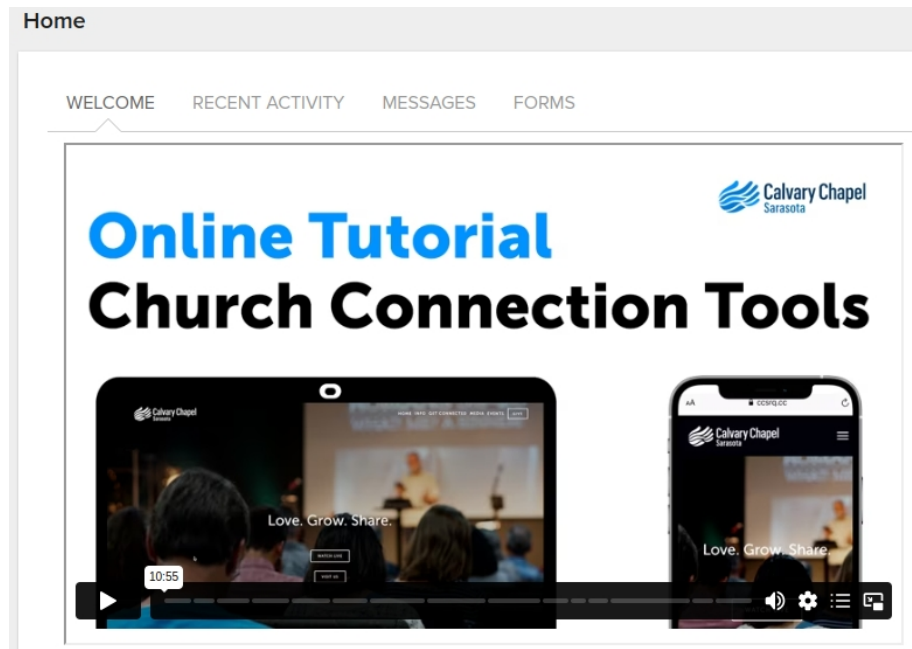
As long as volunteers choose to serve with the children, they will automatically have their background check re-run at regular intervals. All teachers, leaders and assistants must be regular attendees at Calvary Chapel Sarasota (i.e., weekly), and born again believers in Jesus Christ. All teachers and leaders must be at least 18 years old. All assistants must be at least 16 years old.

commUnity

Anyone serving within the Children's Ministry must have an online *commUnity* account. This is used for the purposes of communication and scheduling. Therefore, all online profiles of volunteers must have, as an absolute minimum, the following information: full name, email address, and phone number with their service provider.

All Children's Ministry volunteers will be automatically assigned to the group(s) they are serving in. Currently, there are four *commUnity* groups for children: FLY (Sun Kids), MiX: Mission Xpedition (Wed), Nursery, and Children's Ministry. The first three groups are for volunteer communication and scheduling for regular weekly services while the Children's Ministry group is primarily for special events.

For a brief tutorial of the basics of *commUnity*, please watch the tutorial on the home page of *commUnity* or ask one of the ministry leaders your question.



Identification

All Children's Ministry workers are required to wear a name tag to help identify them as approved volunteers. This will increase the level of protection with the kids we minister to as leaders will be more easily identified as those approved to work with the children. This basic security measure will help parents see who is leading their child's class. During worker check-in (**at least 15 minutes before class begins**), all workers are expected to have a printed badge illustrating that they are "staff" for their respective service. If you do not receive a name tag with the word, "Staff" on it, then it must be updated in *commUnity*. Please let Pastor Cameron know so it can be corrected.

Check-in

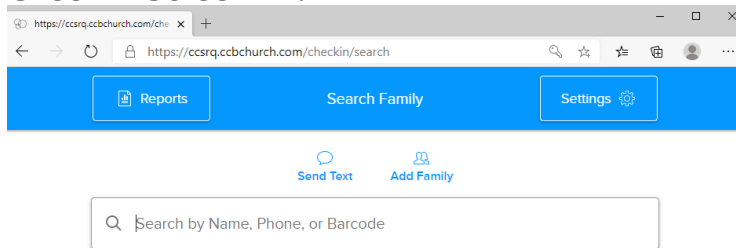
All Children's Ministry volunteers scheduled for working in a particular service must check-in at one of the check-in stations. Check-in stations are located at:

- Room A3 (*part way down the Children's Ministry hallway*)
 - For Kindergarten through 5th grade children:
 - 1 manned station
 - 1 barcode reader for church app check-in
- The Nursery (*inside the first set of doors*)
 - Birth through 3-year olds:
 - 1 manual station
 - 1 barcode reader for church app check-in

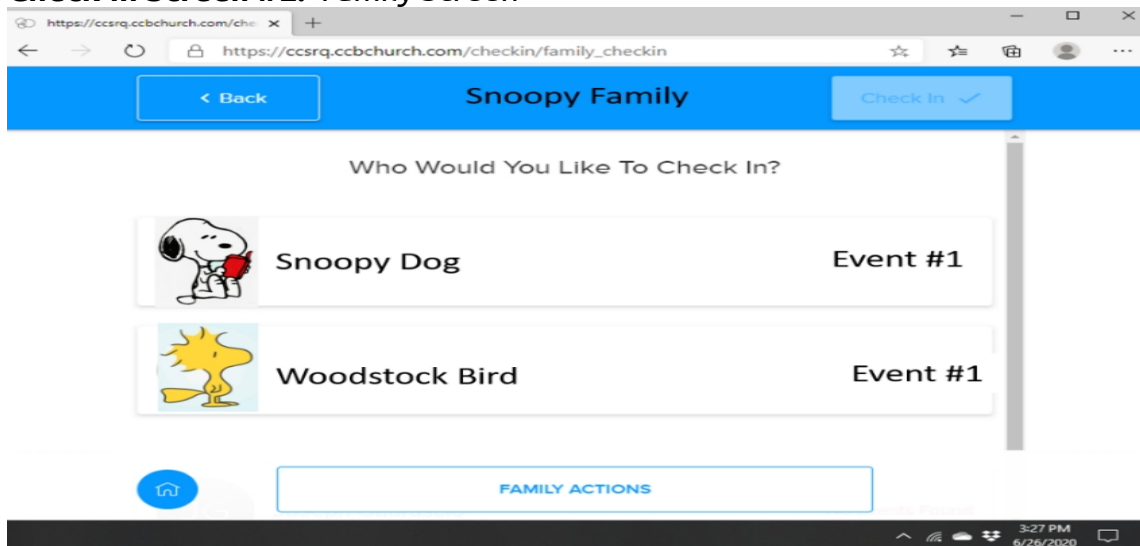
Manned station name tags are made by searching either with your name or phone number.

Initial screen: Search by name or phone number. The information is pulling from your profile in *commUnity*. Please update your profile as needed to keep your information current.

Check-in Screen #1: Manned Check-in Screen



Check-in Screen #2: Family Screen



Select yourself as a Children's Ministry volunteer and hit the "Check-in" button. You'll receive a popup screen to print a name tag label. Press "OK" and your identification label will print out.

If for any reason the label doesn't print and a simple and quick printer troubleshooting doesn't resolve the problem (e.g., adding another roll of labels, or fixing a quick jam), then default to the old fashioned use of a marker and the labels in the printer to add your name for the kids and parents to identify you properly. If the printer is still down, sign the children in, but do not print their

label. You are signing them in in case you need to contact the parent during the service. Then create manual labels for children with their first and last name.

There is one additional step for Nursery check-in. Each volunteer and child will have their temperature taken *prior* to entry into the Nursery. Volunteers and children with **elevated temperatures are not permitted** in the Nursery. The table below lists acceptable ranges.

Ranges	Infants & Toddlers	Teens & Adults
Acceptable Range <i>(Entry granted)</i>	Less than 99.5° F	Less than 99.1° F
Fever Range <i>(Entry not permitted)</i>	At or above 99.5° F	At or above 99.1° F

Personal Growth

All volunteers must attend at least one live Bible teaching per week (i.e., Sunday morning or Wednesday night service). Adult volunteers must participate in one adult church service and youth group workers one church adult *or* youth group teaching weekly.

Weekend volunteers must attend one of the live services they are not serving in, since there are two services offered during the weekends. Therefore, volunteers serving should plan on being at church for both services during weeks they serve.

Wednesday night volunteers are encouraged to review Pastor Carl’s teachings online. They are available online in both audio and video formats within 1-2 days. Online sermons are on our website at: <http://ccsrq.cc>.

Once on the website...

- Highlight “**MEDIA**”
 - Select “**SERMON ARCHIVE**”
- Then choose the missed sermon to stay in touch with our pastor’s teaching series.

The purpose of getting into an adult sermon or youth group teaching is to ensure your personal growth in Christ Jesus to help you...

- ...grow in your knowledge of God (*Colossians 1:10*)
- ...gain strength from God’s Word (*Psalms 119:28b*)
- ...develop relationships through fellowship with other adults or youth (*Acts 2:42*)

Additionally, on communion nights (for Wednesday night service only), communion will be offered immediately following service for all children's ministry volunteers in "The Ice Box" (once all the children are safely picked up). It is optional to come and partake in communion after service but encouraged.

Preparation

All teachers are to be prepared and ready for their respective classes. God holds teachers to a higher standard.

- "Not many of you should become teachers, my fellow believers, because you know that we who teach will be judged more strictly." *James 3:1*

Therefore, your time spent in preparation for your class will pay rich dividends to you personally in your own spiritual growth and enable you to better teach the children you are responsible for in teaching God's truths.

Additionally, the kids will know when you have and haven't studied. Your job is to show yourself approved – to God first and foremost and also as a witness to your kids.

- "Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth." *2 Timothy 2:15*
- "And they exceeded our expectations: They gave themselves first of all to the Lord, and then by the will of God also to us." *2 Corinthians 8:5*

Your preparation shows the kids that God is important to you and brings the reality of true Christianity to your teaching rather than just seeing you as a supervisor in childcare.

There are five keys to rely on as you prepare to eventually step into the classroom. (1) God's Word, (2) the Holy Spirit within you, (3) the curriculum you are teaching, (4) the Children's Ministry General Guidance Manual, and (5) common sense.

- "His divine power has given us everything we need for a godly life through our knowledge of Him who called us by His own glory and goodness." *2 Peter 1:3*

Safety

We live in a world that is consumed with worry. Jesus told us not to worry (Matthew 6:31) and Paul exhorts believers to have that same attitude.

- “Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.” *Philippians 4:6-7*

Children’s safety is a top priority, and there is no greater safety than being in the loving arms of the Savior Jesus Christ. As Jesus is the Great Shepherd and Protector of His children, leaders are charged to keep their “sheep” safe. Leaders also have the responsibility to teach the Word of God (i.e., the curriculum), to be God’s ambassador in the classroom, and prayerfully lead those hearts ready to receive Him into a relationship with the Savior.

Our policy is to always have two leaders in each classroom – at a minimum one teacher and one assistant for accountability. Assistants also assist with varied classroom activities and provide other support as needed. Assistants must be 16 years old or older.

Pertinent sections of the Calvary Chapel Sarasota Offender Policy have been added at the back of this booklet for reference and additional guidance for all Children’s Ministry volunteers to review.

Classroom Size

Calvary Chapel Sarasota will not turn any children away who desire to attend the children’s program. The Lord is faithful to always provide. However, as the number of kids increases in each class, the number of leaders must increase as well to ensure that two basic goals are met. First, kids must have an environment conducive to hearing God’s Word, and second, we want to ensure the physical safety of every child in our care.

The following table illustrates general guidelines for individual classroom size using a teacher-child ratio at Calvary Chapel Sarasota. “Teacher:Child” is all encompassing term in the table below assuming both a teacher and an assistant presence (i.e., in support of our “*Always 2*” policy). Children’s church (i.e., a large group gathering) has a different dynamic than the individual classrooms and therefore, the numbers in the table don’t apply to large group events.

General Classroom Size Teacher:Child Ratio

Class *	ACCEPTABLE Teacher:Child	DESIRED Teacher:Child
Nursery (infants, 0-1 year olds)	1:3	1:1
Nursery (toddlers, 1-2 year olds)	1:6	1:4
3-year olds	1:8	1:4
Kindergarten-1 st grade (4-7 year olds)	1:12	1:8
2 nd -3 rd grade (8-9 year olds)	1:18	1:12
4 th -5 th grade (10-11 year olds)	1:20	1:12

* Ages are only estimates as they vary over time

When these ratios are exceeded, a call for help needs to be made through one of three avenues. First, ask a parent to stay and help you. They might enjoy the opportunity to be in their child's class to see what happens and also have an opportunity to get to know you – their child's teacher. Although, their support must be limited towards their own child until they are properly vetted through the volunteer process. Second, ask the hallway monitor to find someone qualified and willing to assist you in your classroom or they may choose to stay and assist themselves. And third, call one of the **ministry leaders** (e.g., send a text) to come to you and ask them to either stay and help or to seek help elsewhere if they are unavailable.

- **Ministry Leader Contact Information**
 - Pastor Cameron, (941) 526-6199
 - Calvin Feikema, (941) 313-3043

Sign-in & Pick-up

All children must sign-in. The reason for all kids signing in is three-fold: (1) for teachers to know the names of the kids; (2) a means to address discipline issues that necessitate parent involvement (*i.e., parents can be texted from the check-in stations*); and (3) to alert teachers to any known medical condition or allergies listed in *commUnity* which will be printed on their name tag.

The children's sign-in system is automated and provides for quicker family check-in through a self-check-in process. There is a registration assistant at each of the services 15 minutes prior to the beginning of each service and at least 15 minutes after the start of each service. The registration assistant will be able to facilitate any technical issues and add or edit families as needed.

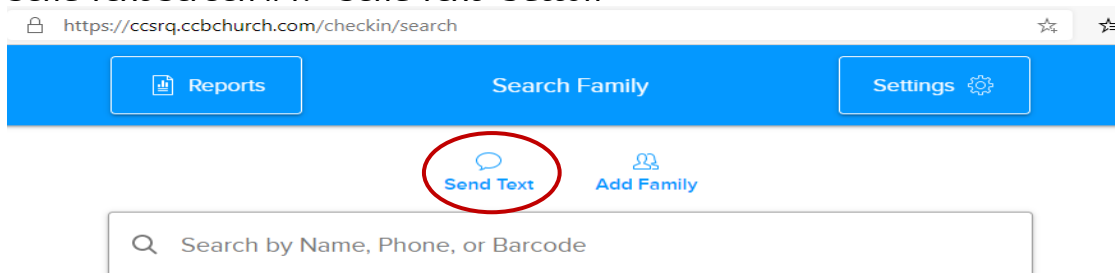
In a perfect world, the parents or guardians sign in their children and the children wear their stickers the entire time they are in class. The stickers sometimes become items to play with and disappear. Show grace but encourage the kids to leave them on their shirt or dress as this is ultimately for the child's safety.

Additionally, parents who attend both services Sundays are to pick up their children from the classrooms and the Nursery after 1st service. They may re-check them in 15 minutes prior to the 2nd service, but ***parents are not to leave their children in their classes between Sunday services***. This permits the 1st service volunteers time to clean their rooms (*i.e., wipe down, spray, etc.*) and affords them time to prepare their hearts for the upcoming teaching service including fellowship in between services, and for the 2nd service volunteers time to prepare for their service shift.

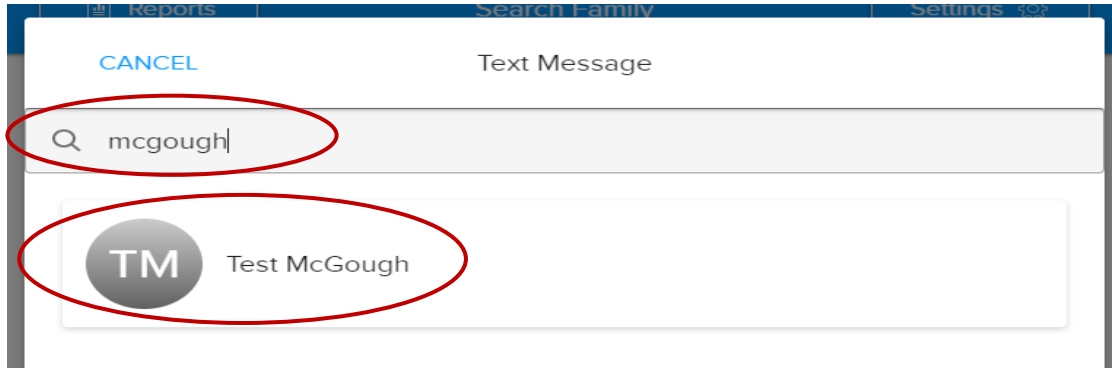
Parent Contact

The preferred means to contact a parent and/or guardian is by means of the texting capability tied to the check-in system. This illustrates the importance of children being checked in properly and linked to their parent and/or guardian each time.

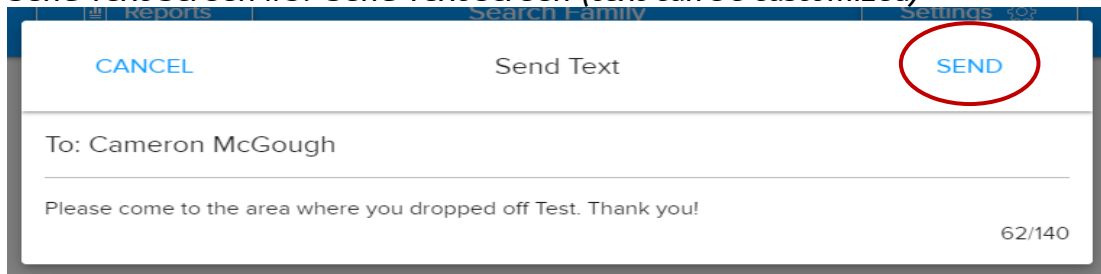
Send Text Screen #1. "Send Text" button



Send Text Screen #2. Search child screen



Send Text Screen #3. Send Text screen (text can be customized)



It is to be used to address discipline issues, situations that are beyond the control of the volunteer and other unforeseen events (e.g., having an infant in the nursery crying uncontrollably beyond a reasonable time limit or sudden nausea or vomiting).

Classroom Safety

Teachers and assistants are not to be individually left alone with children in the classrooms. Although they are vetted individuals, it is for their protection to be above reproach and to thwart accusations. There must be two volunteers present at all times. Additionally, children must never be left alone in the classroom where no adult presence is overseeing them.

Parents expect to drop off their children with reasonable lead time before the adult service begins. This is a friendly and courteous gesture towards families with children to grant them time to build adult friendships within the church. It also facilitates other volunteers being able to focus on their service roles elsewhere in the church knowing their kids are safe in a room with the vetted volunteers.

Therefore, **please be in your classroom 15 minutes before the scheduled start time.** This affords you the opportunity to talk with the children in advance of the lesson and grants you time to connect with the parent(s). Take advantage of this “extra” time to help children and families feel welcome in your class. Your efforts in welcoming children can help calm new family worries (*which are sometimes legitimate concerns*).

Parents are permitted to observe their child in class. At no time, however, are parents allowed to be alone with any child except their own. Encourage parents to “work their way out” into the adult service, but if not, then put them to use within the classroom as you are able.

The nursery must have a minimum of two (2) people at all times during each service. At least one (1) person to minister to the infants and one (1) person to minister to the toddlers will be scheduled. And for each service, at least one of the volunteers scheduled *must* be an adult. The volunteers may combine efforts and all work together (i.e., share the responsibilities with both the infants and toddlers), but *please do not leave a single leader alone in the nursery. This is to ensure we maintain two-person accountability.*

Abuse Issues

If you or any other worker suspects child abuse, report the situation immediately to the Children’s Pastor.

This is a horrible situation that needs to be dealt with promptly. Please do not fail to bring this to the attention of someone within church leadership so it does not go beyond what has already potentially happened. *Key excerpts from Calvary Chapel’s Sarasota’s Offender Policy are included near the back of this guidance (starting at page 39).*

There is no comprehensive list of definitive characteristics for child abuse, but here are a few things to watch for:

- **Physical Abuse**
 - Unexplained or repeated injuries such as welts, bruises, or burns.
 - Injuries that are in the shape of an object.
 - Very different explanations from the child and parent of how the injury came about.
 - Obvious neglect of the child.
 - Fearful behavior.
- **Emotional - Verbal Abuse**
 - Aggressive or withdrawn behavior.
 - Shying away from physical contact with parents or adults.
 - Afraid to go home.

- **Sexual Abuse**

- Child tells you he/she was sexually mistreated.
- Child has physical signs.
- Sudden change in child's behavior or emotional state.
- Play or behavior that is sexually inappropriate (i.e., goes beyond youthful ignorance and silliness)

Incident Action Plan

In the event of an incident that might require outside assistance, please use the E-A-S-Y Process as outlined below. This process is posted by the door of each classroom.

Incident Action Plan **“E-A-S-Y” Process**

“Evaluate” the situation

- What happened? When did it occur? Who is involved?
 - Is there an immediate health or life safety situation?
 - Determine urgency and respond accordingly through the **E-A-S-Y Process**

“Alert” help

- Primary: Hallway Monitor w/walkie talkie
- Secondary: Send someone out to locate Hallway Monitor, Security Team or Ministry Leader
 - **If life threatening, ensure contact of 911 immediately** via nearest mobile phone — ADDRESS: 3800 27th Parkway — Cross Street is Lench Place
 - Stay connected to 911 until emergency help arrives
 - Direct someone else to contact parent(s) or guardians

“Strategize” a plan of action

- **Remain calm and in control of your class / group.**
 - Move kids to another classroom or different area as warranted by the situation.
 - Ensure someone remains on the incident scene until help arrives.

“Yield” to authority

- Safety Team Members, Ministry Leaders, Emergency First Responders
- Be prepared to answer questions or offer relevant information when asked.
- Allow the responders to do what needs to be done.

Post Incident Key issues:

1. Remain calm and reassure the kids about what happened and is happening. **PRAY.**
2. Resume activities as normal as possible as directed by Ministry Leaders.
3. Respect the dignity and confidentiality of the person(s) involved ; avoiding any gossip concerning the incident.
4. Direct any questions or comments through Ministry Leaders.

Classroom Discipline

Classroom discipline does not just happen, it is developed. It is important that we are firm in discipline and do what we say we will do. Over the long term, we will eliminate many problems by using the following system consistently. General rules of common courtesy should be prevalent in the classroom.

Student (Classroom Expectations)

- Be loving, be diligent, be patient, be obedient, and be self-controlled. In practice this means...
 - No talking while the teacher is speaking.
 - Not talking if another student is talking (i.e., take turns).
 - Raising hand and waiting to be called on before speaking.
 - Not moving their seat or getting out of their seats as they wish.
 - Keeping hands to themselves.

Obviously, training needs to occur for kids to understand the rules. The rules will need to be repeated again and again depending on the respective ages of the children in the classroom and their consistency in attendance. Show grace often but follow through with the discipline steps once you are sure the child understands the expectations.

Teachers

- **NEVER** strike a child.
- Use kind words and speak calmly when disciplining (i.e., don't belittle a child and don't discipline in anger)
- Treat every child as you would want your own child treated (these are God's children).
- Where possible when disciplining, speak to the child in private (i.e., in a corner of the classroom quietly or just outside of the classroom door).
- Address the parent or guardian during pickup regarding the child's misbehavior that happened during class time (be honest but loving and leave the parent with hope for "*next time*").

Some children will present us with behavioral and/or training challenges. It is important to look at them as opportunities rather than "problem children," knowing that God desires to use those moments to use us to mold them... and to continue to grow us! But don't be afraid to have to call their parent through the texting system if necessary.

Many of our classroom problems can be avoided by careful planning. An unprepared teacher is more on edge, less exciting, and communicates that this class isn't very important. Know what you want to do, for how long, and have all your materials ready to go. Unprepared teachers open the door to misbehavior. Additionally, be on time. You set the tone for the class by your initial contact

with the kids. You can be hurried and anxious, or calm and even excited as you see the kids arrive and joyfully welcome them.

Sometimes good advance preparation is not enough. If a child's behavior is bothering more than just you, it may be time to try a more direct approach. Tell the child what you want him to do publicly and give him a good reason (insure he has heard you and understood your words – eye contact is key). Another option is to simply redirect his actions. Many such children are eager to “help” if it is time to pass out materials or hold something for everyone to see. Children, like us, need a good reason for changing their actions, and not just stating that, “*We don't do that in church.*”

If disruptive behavior persists, talk to the child individually about what he did, and why that behavior is not acceptable. Ask what he should have done instead. Students must understand that teaching the Word of God is our first priority – something that God has called us to do.

“Go out and train everyone you meet...”
Matthew 28:19 (The Message Bible)

Develop a set of age appropriate consequences that fit the misbehavior. For example, the consequence for misuse of materials is losing the privilege of using them. The following are acceptable consequences that may be used to correct misbehavior.

- Sit in time-out chair. (One (1) minute per year of age).
- Lose special privileges (e.g., sit down at a picnic table when kids go outside).
- Talk to Children's Pastor (after class or by texting to address the situation immediately).
- Talk to parent or guardian (after class or by texting to address the situation immediately).

If a child is removed from the classroom for a talk due to a behavioral issue, it is very important that the “why” of the misbehavior is discussed with the child. Point out how their disruptive behavior is not only against the classroom rules, but is dishonoring to God, and unfair to others in the class (i.e., they become a stumbling block to classmates learning God's principles). Use eye contact when addressing the child and encourage return eye contact to ensure they are listening.

Jesus turned and said to Peter, “Get behind me, Satan! You are a stumbling block to me; you do not have in mind the things of God, but the things of men.” *Matthew 16:23*

After the talk, incorporate the student back into the classroom without embarrassment – fully restored. The student needs to understand that we love and value him. If an offense was committed that involved anyone else in the classroom, ensure your talk with the child addresses the issue of repentance and forgiveness (i.e., have the child say he is sorry for “x” and then ask the person to forgive them). Christ forgives us every time we ask which frees us from carrying around guilt. We need to make sure we mentor this lifestyle for the kids, so they can walk in that same freedom in Christ.

If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness. *1 John 1:9*

NEVER tell a student that they cannot come back to Calvary Chapel Sarasota. For a child who continually repeats the same offense, the Children’s Pastor is available to assist you. Staff may be aware of something happening in that child’s life. Do what you can to build a relationship with the child within your class. If you pursue sending a card or calling the child at home, please **first** ask for permission from the parent or guardian. We serve as teachers, not parents. Always work with and through the parents.

“First a child learns to love his teacher; then he learns to love his teacher’s God.”

Practical Application

Schools have the same children for 4-7 hours every day, 5 days per week to teach lessons and establish expectations and discipline. In contrast, the church has approximately 1 hour, 1 day per week to teach a Bible lesson and life application to a classroom of children that may have different attendees (*and new challenges*) every week.

Therefore, you can't do anything more productive than **PRAY** for the children in your class **PRIOR** to coming to class. Preparedness begins with talking to God and inviting His powerful presence in the classroom. Additionally, use positive reinforcement early on and continually throughout the class as a preventative measure, such as, “good job raising your hand”, “thanks for sharing”, “great reading” or “awesome coloring”, etc. You may use the lollipops in each classroom to encourage good behavior in a random, “*Caught you being good*” moment (but don’t go overboard with it!).

The following 4 levels of disciplinary action are to be used consistently in all of the children's ministry classes.

Level 1:

- Address the child acting up with your words
 - Restate expectations (e.g., "No talking when I'm talking.")
 - Do not belittle the child with your words

Level 2:

- Move the child
 - Reseat the child to a different table or next to other children

Level 3:

- Isolate the child
 - Have the child take his chair to a corner of the room and sit there quietly

Level 4:

- Text the parent/guardian of the child
 - The texting system is available at the check-in stations

If you do not get compliance in the first 3 levels using an abundance of *mercy and grace as the Lord leads*, then move on to texting the parent/guardian (Level 4). You have other children in the classroom that need to and want to hear God's Word. Do not cheat those children of that blessing.

Reality Check!

You will not get 100% compliance. These kids are sinners just like the rest of us, and we all make mistakes. Use the misbehavior as an illustration that all of us, no exceptions, sin (Romans 3:23). That is why Jesus Christ came to die on the cross – because of our sin (i.e., do it with love and truth). As the Word of God and God's Spirit changes people's hearts, conformity to rules will come, but please try to ensure the child hears the Bible teaching. God's Word never returns void.

So will My word be which goes forth from My mouth; It will not return to Me empty, without accomplishing what I desire, and without succeeding in the matter for which I sent it. *Isaiah 55:11 (NASB)*

Some Reasons Kids Act Out

You are the *authority* in the classroom – you are the teacher. Please use Mr., Mrs. or Miss [your first or last name] to present yourself as the authority in the classroom. Do not permit yourself to be called on by your first name alone with the children. You are the teacher first, then their friend. You give away your authority up front when you attempt to be their friend primarily instead of their teacher. Also, authority diminishes when you do not *control* the classroom – where the children end up controlling what happens in the class (usually in a

display of misbehavior). Here are just three reasons kids misbehave in class and some measures to correct those behaviors.

1. **Lack of Direction**

- *Not conveyed or not conveyed clearly*
 - Unclear rules
 - Boundaries not defined
 - Inconsistent enforcement of rules
 - Lack of consequences

- How to Correct Lack of Direction
 - Convey the directions and expectations **at the beginning** of class and, where appropriate, restate them throughout the class
 - When rules are broken, address them and enforce them (i.e., do what you say you are going to do)

2. **Boredom**

- *Usually due to teacher being unprepared*
 - Kids not engaged
 - Lesson does not apply to “me”

- How to Correct Boredom
 - Prepare for class
 - During preparation, look for how the kids in your class can apply it in their lives (ask God for wisdom, *James 1:5*)
 - Move around the classroom
 - Use hand motions
 - Use intonations when speaking, not a monotone voice
 - Call them by name (names are important!)
 - Show excitement yourself (it really is contagious)

3. **No Sense of Belonging**

- *Teacher not making sure kids “connect”*
 - Not feeling welcomed
 - Never called on
 - Teacher plays favorites

- How to Correct No Sense of Belonging
 - Welcome each child warmly and even excitedly
 - Introduce kids to each other (i.e., you be the initiator)
 - Help them find commonalities (e.g., You like ice cream too? What kind?, etc.)

- o Give each child an opportunity in some activity during class (some may need to be “encouraged” to participate – reading a verse, saying the memory verse, helping with snacks, passing out material, etc.)
- o Use the child’s name when addressing them (the importance of their name)

Don’t Be Afraid

Do not be afraid to discipline (FEAR NOT!). Discipline is about trusting God’s Word as authoritative in your life and in the classroom. Stick to the approved discipline methods outlined on page 19.

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. *Hebrews 12:11 (NIV)*

You may be the only person in a child’s life willing to confront their misconduct and help move them in a positive direction.

Scheduling

All volunteer scheduling is managed through an online system for the church called, *commUnity*.

commUnity Scheduling

The *commUnity* scheduling system is connected to your email and will notify you of upcoming requests to serve. Please keep your email current in the system under your user profile. For each scheduled assignment you will receive an email that you need to respond to by clicking on the “VIEW AND RESPOND” button. It will take you to the website where you can either ACCEPT or DECLINE. Your diligence in responding helps the leaders know whether or not you will be able to serve that particular request or if a substitute should be pursued.

Planned Absence

In the event of a planned absence, please arrange a substitute while you are absent (i.e., swap with someone else if you are on a rotating schedule), and notify at least one of the scheduling contacts (listed below) of who the substitute is or of the schedule change.

If you can’t find an appropriate substitute, please let the scheduling leader know so that an appropriate substitute can be arranged, and no holes are left in the

ministry. Contact can be made through either the phone, email, *commUnity* or in person.

Scheduling Contacts

Class	Contact & Phone #
Nursery-5th Grade	Calvin Feikema <ul style="list-style-type: none">• (941) 313-3043 (<i>voice or text</i>)• cman0505@gmail.com
Children's Pastor	Cameron McGough <ul style="list-style-type: none">• (941) 526-6199 (<i>voice or text</i>)• run4him@outlook.com

If you are unable to reach the respective scheduling leader before your known absence, please contact the Children's Pastor to ensure the class will be covered.

CommUnity has a feature under your respective profile to block out dates you cannot serve. If you block out known future dates you will be unavailable, the scheduler will be notified and you will not be scheduled those dates.

Illness

If you get sick and cannot come in, first call the scheduling contact (listed above). If you are unable to inform the scheduling contact that you are unable to come in to serve, then call or text the Children's Pastor to find a suitable replacement.

Classroom Clean-up

Clean up is part of every service and is each volunteer's responsibility. The rooms get dirty whether there are just a few kids or a classroom full of kids (due to activities such as, going outside to play, creating crafts with scissors, glue, glitter, or eating snacks, etc.).

Therefore, all teachers are to do their part to leave their room neat and orderly for the next class or before the church is locked up. **Do not cut your Bible teaching time to clean up. Instruction in God's Word and answering questions kids ask take precedence to cleaning the room – CLEANING HEARTS IS MORE IMPORTANT.**

Use your time wisely as you can have your kids help you during the last few minutes of class to clean up...if the Bible lesson is finished. This will also teach the kids two important aspects of the Christian life:

- *Service* and
- *Others orientation* (the preciousness of others).
 - As the body without the spirit is dead, so faith without deeds is dead. *James 2:26*
 - Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. *Colossians 3:12*

Practically, here is the list of basic cleaning duties for each room.

Elementary Clean Up

Clean up for the elementary classrooms in the main building should follow these guidelines:

- Clear the tables or desks of any material and/or scraps
 - Put away materials (e.g., crayons, scissors, etc.)
 - Throw away items (e.g., garbage, scraps, etc.)
 - Garbage in the garbage can and recyclables in the recycling can
- Pick up under the desks/tables
 - Garbage, fallen snacks (e.g., Goldfish, raisins, etc.)
- Sweep the floor
 - All rooms are equipped with a broom and dust bin
- Wipe any board(s) clean
 - Clean off *what you've written/drawn* on the board(s)
 - Do not erase Calvary Chapel School writing (e.g., homework assignments)
- Put away all snacks
 - Seal Goldfish and raisin bags securely
 - Put sugary things (e.g., lollipops) in their respective container
- And once all children are dismissed, please spray down and wipe the tabletops. Spray and wipes are located in each room's Sunday School cabinet.

Nursery Clean Up

Clean up for the nursery should follow these general guidelines. However, do not begin any chemical cleaning (e.g., bleach wipes, vinegar, Lysol, etc.) until after all the children have been picked up.

- Empty the trash into the dumpster (outside) or at least leave it on the patio side of the double doors (out of the nursery) after...
 - Sunday 2nd service
 - Wednesday service
 - Any special service or event where the nursery is used
- Replace the trash liners in the diaper pail and the garbage cans
- Wipe up crumbs and any spill on the...
 - Tables
 - Counter tops
- Put books away AFTER...
 - Wiping them down with Clorox wipes
- Disinfect the changing area (Clorox wipes/Lysol)
- Place all toys used into the appropriate bins for cleaning by the clean team
- Spray Lysol over all large toys, couch, chairs
- Flush and check toilet
- Put the A/C back up to 80 degrees summertime and 76 wintertime
- Turn off the lights

Supplies – Recommendations – Comments

Supplies do run low and run out. Therefore, please use the whiteboard near the bathroom door in the nursery to add any supplies you see are necessary to keep the nursery functioning at capacity.

In addition, many volunteer eyes running to and fro in the nursery may see things that may be in need of maintenance, along with possible enhancements to the nursery. Volunteers are encouraged to write down needs, recommendations and/or comments on the whiteboard

Nursery Issues


All kids are special, but our 3-year-old and younger require some special attention for the children's safety and to keep our volunteers encouraged. The following notes are to address areas that necessitate special attention while serving in the nursery.

- Timeliness
 - The services begin on time and therefore, requires volunteers be in the nursery **15 minutes before** each service start time.

- Sign-in
 - The computer check-in system in the nursery is for families with children in the nursery. The elementary children have their sign-in outside of Room A2 ("The Ice Box").
 - No parent will be allowed to sign their child in until at least two assigned volunteers have signed in to ensure no drop-offs without leaders and accountability (i.e., "Always Two"). **Leaders must sign-in while serving in the nursery or else a ratio hold error will prevent parents from signing their children into the nursery.** This illustrates the requisite of being on time. And on time for nursery leaders is 15 minutes before service begins.
 - Especially for younger infants, please encourage parents to fill out appropriate information on the "All About Me" white pad at the check-in counter to better know the child's needs and parents' desires.
 - Ensure they add how long to let a child fuss before texting them (e.g., immediately, 5-10 minutes, etc.). This will only be a guideline and not a hard and fast number - based also on the level of disruption, and how other children respond, etc.

- FRONT -

ALL ABOUT ME



My name _____

Today's Date _____

Please fill out the information below that pertains to your child.
Please be sure to label all of your child's belongings.

The last time I ate was _____

I will be ready to eat again at _____

I take a bottle: Yes or No _____

I will be ready to take a nap at _____

I have a pacifier or special toy I like: _____


Snacks:

I can have: Cheerios _____
 My own snack _____
 No Snacks Please _____

I brought my: Bottle _____
 Cup _____

Special Notes for my Nursery Team: _____

- BACK -



This is what I did today:

Diaper changes:


Time: _____ Time: _____
 wet / bm wet / bm

Bottles: Time: _____

Snacks I had today: _____

Nap Time: _____ - _____

Special notes to my Parents or Guardians: _____



- Make _____ sure individual bags, snacks, bottles, etc. are labeled. If, after separating the number label (one for parent/guardian and one for their bag), there are still items to mark, please use the blue tape and marker and put the child's name on it to attach to the item in question. This is to make sure each child's possessions are used for their particular purpose and returned at dismissal.

- For children not yet potty trained, bring their bag to the changing area side and place it on the counter for easier access.
- Potty trained children can have their bag left on the shoe and diaper bag shelving between the exit doors and sign-in to keep the main counter clear from clutter.
- Playground
 - If sufficient volunteers are available to bring children outside and the weather is favorable, then it is strongly encouraged to bring children out to the 1/100th acre wood playground.
 - The fenced pathway between the parking lot and the Nursery is the only route children and leaders are to follow there and back.
- Dismissal
 - **Do not let a child leave with anyone except those who dropped off the child unless they have the child's number tag** (i.e., the numbers must match!).
 - Please do not release infants or toddlers to older brothers and sisters. Have them go find their parents for pickup (unless parents left a directive with you during drop off). Check-out each child using the bar code scanner and identify who picked up the child.
 - Ensure all activity pages, crafts, bag, bottle, diapers, etc. associated with the child leave with the child.
- Door Safety
 - The double doors to the nursery are to be unlocked during the first 15 minutes of check-in to permit quick in and out processing for families.
 - After 15 minutes, a Sheepdog Team member will lock the left side door (*as you look from the inside of the nursery to the outside*) while keeping the right-side door unlocked, yet magnetically closed.
 - This forces people to ring the doorbell for entrance. They can only enter through the magnetic lock side door (*the one closest to the parking lot side*) upon one of the volunteers clicking the key fob access (*located on the check-in counter*)
 - Approximately 5-10 minutes before the end of service or when family members begin coming to pick up children (e.g., service lets out early), a Sheepdog Team member will unlock the nursery door to facilitate easy access in and out during pick-up.
 - During pick-up, please do not allow parents into the Nursery proper which will help volunteers control who is picking up which child for smoother processing.
- Walkie Talkies
 - On the check-in counter is a walkie-talkie that is to be used for each service.

- The walkie-talkie is defaulted to channel 13. This is used by the Sheepdog Ministry Team and also monitored by the Children's Ministry Hallway Monitor.
- As the nursery is outside of the main building and locked, any security concerns can be brought to the attention of the Sheepdog team and/or Hallway Monitor who will check out and take action as necessary via the walkie-talkie.
 - Nursery volunteers are to maintain care of the children and let Sheepdogs and/or the Hallway Monitor deal with any security concerns.
- Incidents
 - When is it time to text a parent? No list can be all inclusive, but here are some examples we can use as guidelines:
 - **Biting:** If addressing the child brings about no acknowledgment and no repentance of wrong, page the parent(s). No biting allowed for the safety of others.
 - **Hair pulling or hitting:** Address the child and try to bring about reconciliation (i.e., "Sorry" to the offended child). If intervening distractions can't relieve the issue or keep the children separated and the child remains in pursuit of pulling hair or hitting, then page the parent(s).
 - **Clothes soiled:** In the event a child's clothes are soiled and there are no substitute clothes, please text the parent(s). If they can be okay in a clean diaper and a shirt (in storage closet), clean them up and change them. Then use a garbage bag liner to put their soiled clothes into so they can go with the child upon dismissal. Let the parents know what happened.
 - **Vomiting:** Text the parent(s) immediately. It is an indication the child is in need of attention. Isolate the child from other children.
 - **Other sicknesses:** If a child displays a worsening condition since arriving in the nursery indicating some illness (e.g., temperature rising, coughing, etc.) please text the parent(s).
 - **Lengthy or consistent on and off crying:** Look at the "*All About Me*" page (if completed) and see how long the parents consider reasonable to let the child cry before they should be settled. If nothing was conveyed or the time is exceeded, text the parent(s) and speak to them about what has been happening. The child may stay, yet we want to work with the parent(s) through clear and consistent communication with them.

- Resolution Meeting
 - Please inform the parent(s) of the issue that occurred that initiated the text, so that they are aware of what happened and can address it (e.g., discipline, accident, or illness).
 - Please pray for those that must be removed from the nursery – both children and parents.
 - Encourage the parent(s). We are here to work alongside them and support them in their role of raising their children up in the fear and admonition of Jesus Christ.

- Changing
 - Children will need their diaper changed sometime during their stay in the nursery. Among the many things we need to be aware of when changing children, here are some procedures we all need to follow:
 - All volunteers must wash their hands in one of the nursery sinks rather than just using hand sanitizer.
 - After each change, please wipe down the changing pad with a Clorox wipe and then spray with Lysol.
 - **Due to the rampant abuses of children and heightened awareness of parents, *NO MEN ARE TO CHANGE A CHILD'S DIAPER.* The reason behind this is the cultural blight that men commit most abuses with children. The only exception is if the child's father is to change the child.**
 - If there is an exceptionally large child that requires a change that you don't feel safe in placing on the changing table, then text the parent and convey your concerns and allow them to come in and change the child. We desire to be safe rather than sorry.

“Other” Ministry Use of the Nursery

There will be times that the Nursery will be requested to fulfill childcare needs for ministry beyond regularly scheduled services. This section will address how to process such requests.

What is the Nursery's role?

- The Nursery plays a supporting role to care for children 3 years old and younger for the fulfillment of Bible teaching, educational training, and other activities associated with Calvary Chapel Sarasota.

Who is able to use the Nursery?

- The Nursery will be limited to users who are directly benefiting from or participating in ministry associated with Calvary Chapel Sarasota. No non-Calvary Chapel Sarasota affiliated bodies are permitted to use the Nursery.

How is the nursery be scheduled?

- All rooms and resources for Calvary Chapel Sarasota must be scheduled in *commUnity*. Therefore, a group within *commUnity* must be the coordinating group (and the responsible party) for the request.

What are the teacher/leader/caregiver requirements to serve in the Nursery?

- All teacher/leader/caregiver’s that are 18 years old and older must be background checked before serving. There is a link for the online application on the church website under the Children’s Ministry section.
- For any service or other ministry use of the Nursery, at least one adult must be serving. Teens are welcome to serve as assistants, but only under adult supervision. Assistants must be 16 years old or older.
- At least two teacher/leader/caregivers must be present at all times in the Nursery.

What are the classroom size restrictions in the Nursery?

- There are acceptable and desired limits. The desired limits permit better instruction and care of the children. The acceptable level is the upper limit we believe the children can receive the care and instruction desired during classroom time and where the children will be safe from any incident.

General Classroom Size Teacher:Child Ratio

Class	ACCEPTABLE Teacher:Child	DESIRED Teacher:Child
Nursery (<i>infants</i>)	1:3	1:1
Nursery (<i>toddlers</i>)	1:6	1:4
3-year-olds	1:8	1:4

*** excerpt from page 13

Teaching Tips

God calls us all to disciple (teach) others in Matthew 28:19-20, so here are a few tips to help in your call as a teacher. Before you get too far into your class though, state classroom rules to remind the children of your expectations for behavior. You will most likely repeat them several times before class ends.



BE LOVING



BE DILIGENT
(Do your best)



BE PATIENT



BE OBEDIENT



BE SELF-CONTROLLED

HOW?

- Listen to and obey your teacher
- Keep your hands to yourself
- One person talks at a time

Preparation

The earlier you begin your preparations to teach, the more enjoyable the experience will be. You will feel less intimidated by knowing your material and having time to “chew” on God’s Word – the specific Bible passage and supporting verses.

The earlier you know what you are going to teach on, the more time God has to open your eyes to illustrations from your day-to-day life that bring key lesson points home for the kids. For example, sharing about a time that week you drove by a dead animal on the road and you smelled the awful stench can help bring a point home to kids about the livestock being killed during the plagues of Egypt and how terrible that must have smelled in the hot desert sun. This is bringing into the teaching the sense of sight and smell together...absolutely horrific...and memorable!

But most importantly, you are able to talk to God about the lesson and how you can reach the kids. Pray for the children in your class. Pray for their families. And pray for your teaching of the Bible lesson – for its clear delivery, for its

receipt into their minds and hearts, and lastly, for it to be applied in their lives by the power of God's Spirit – to live it out and become true disciples of Christ Jesus.

Another benefit of advance planning is the time you have to think and pray about how to reach that one or few "special" kids that are more difficult to reach and how to draw them in somehow.

Message Delivery

The delivery, how you present the Bible lesson, is a key component in the kids receiving and understanding it. Our children live in a media-centric world with professional graphic artists, screen play writers, and computer animation. Some of the children you have don't relate outside of the media realm. So the following pages contain some ideas to help keep the attention of the kids, so they have opportunity to fathom the Bible message and, hopefully, apply it to their lives.

General

All children can learn, but certain teaching methods interest some children more than others. At the beginning of the class, ask questions to help "break the ice" and build their trust in you as their teacher. The following quote puts this in perspective.

"People [the kids] don't care how much
you know, until they [the kids] know
how much you care."

The Gospel message must be conveyed in a manner that appeals to the children. One teaching method to expand your repertoire of expertise is to use multiple senses: (1) hearing, (2) seeing, (3) touch, (4) smell, and (5) taste. In addition, use repetition of key points in the lesson (i.e., Bible point and memory verse) to help the kids "get it!" And where you are able, use multi-media (e.g., video, music, etc.) available to you to your advantage. Some rooms are better equipped for multi-media than others, so know what resources are in your room.

Knowing where in the spectrum of maturity your children are will help you be able to find the "hooks" that you can hang key points of the Bible lesson on to for their application. Some age group tips below are listed to assist you in finding those "hooks".

Nursery (infants, 9+ months – 1-year old)

- *Physical*
 - Can drink from their own cup
 - Can eat snack themselves
 - Can stack blocks
 - Can scribble on paper (and walls and table...)

- *Emotional/Social/Intellectual*
 - Possessive (don't like to share)
 - Moods may shift quickly (e.g., happy-to-sad, etc.)
 - Security is very important
 - Curious
 - Short attention span

- ***Tips for Teaching***
 - Keep them close
 - Hold them or let them sit on you when sharing about God
 - Sample points to share
 - God loves you!
 - God holds you close ...like this (with a hug!)
 - God made you!

Nursery (toddlers, 1-3-year old)

- *Physical*
 - Jump up and down
 - Take things apart & put some things back together
 - Coordinated clapping
 - Throw and kick balls (and other things)
 - Go up and down stairs by themselves

- *Emotional/Social/Intellectual*
 - Like to be with other kids, but sharing still can be an issue
 - Can imitate other people (e.g., give me thumbs up/thumbs down, smile, frown, etc.)
 - Still in need of security
 - Short attention span

- ***Tips for Teaching***
 - Use motion (hands, feet, whole body) when teaching the Bible lesson
 - Incorporate hands on reinforcement of the lesson (i.e., play dough and drawing)

- o Keep Bible story short (don't just read the story, but animate it for them)
 - Ask them what the pictures are in the book
- o Use simple songs where appropriate (i.e., very simple hand motions and moving around)
- o Use lots of encouragement (i.e., Good job!, That's right!, etc.)
- o Concrete learner (points versus concepts)
- o Sample points to share
 - God loves you!
 - God cares for you!
 - God made you!
- o Process rather than Project
 - Don't worry about not finishing a craft or game, but help them enjoy and explore and have fun during the process
- o Be in proximity to them to be able to appropriately touch them during teaching while sharing about God and His love for them (e.g., on the hand, pat on the back, high five, etc.)

Kindergarten (4-6-year old)

- *Physical*
 - o Active and energetic
 - o Pretty good hand-eye coordination
 - o Can color (not just scribble) and complete simple crafts with assistance
- *Social/Emotional/Intellectual*
 - o Can help with simple tasks (as a helper)
 - o Loves encouragement
 - o Better at sharing, but some will be better at it than others
 - o Can use their imagination well (pretending)
 - o Can follow simple and clear directions
 - o Short attention span
- ***Tips for Teaching***
 - o Use several senses (hearing, seeing, touching, smelling - scratch tasting due to potential allergies) when teaching the Bible lesson
 - o Incorporate hands on reinforcement of the lesson (i.e., play dough, drawings, crafts)
 - o Keep Bible story short (don't just read the story, but animate it for them)
 - Explain some terms before and after the story (i.e., sin, buried, tomb, created, paid for, etc.)

- Have them imagine some of the scenes – paint pictures for them
 - Use simple songs where appropriate (i.e., very simple hand motions and moving around)
 - Use lots of encouragement (i.e., Good job!, That’s right!, etc.)
 - Ask kids to tell you things about themselves (e.g., have them share something new each week to build a relationship of trust with them)

Younger Elementary Classes (1st-3rd grade)

- *Physical*
 - Has better muscle control and hand-eye coordination
 - Can write, draw, cut with scissors
- *Social/Emotional/Intellectual*
 - Can read (varies dramatically from very little to good readers)
 - Building competence – finding out what they are good at
 - Use lots of encouragement (i.e., Good job!, That’s right!, etc.)
 - Likes to be a part of a group
 - Learning how to relate to others
 - Can obey rules if conveyed clear and concise
 - Likes to play
- *Tips for Teaching*
 - Use several senses (hearing, seeing, touching, smelling - scratch tasting due to potential allergies) when teaching the Bible lesson
 - Bring in hands on items to help reinforce the lesson (e.g., fishing pole for “fishing for men”)
 - Let some of the kids read a verse from the Bible during Bible time
 - Use lots of encouragement (i.e., Good job!, That’s right!, etc.)
 - Incorporate games or play to help teach the Bible point (i.e., hangman of a person in the Bible story or everyone take their shoes off when telling of washing feet)
 - Ask kids to tell you things about themselves (e.g., have them share something new each week to build a relationship of trust with them)
 - Break into small groups where kids can work together (e.g., craft, game, quiz, etc.)
 - Be patient. Draw things out to see their level of comprehension with questions for the kids to help direct them to success – encouraging them.

Older Elementary Classes (4th-5th grade)

- *Physical*
 - Capable of a variety of physical activities
 - Growth spurts and physical changes may affect how they respond in class (i.e., tired, agitated, etc.)

- *Social/Emotional/Intellectual*
 - Can read well
 - Competent – know what they are good at
 - Likes to be a part of a group – boys with boys and girls with girls
 - Can obey rules, but many see the world revolve around them
 - Likes to play but relationships with others starting to take on greater role

- ***Tips for Teaching***
 - Use several senses (hearing, seeing, touching, smelling - scratch tasting due to potential allergies) when teaching the Bible lesson
 - Use media (video, music) and games to reinforce Bible teaching
 - Let some of the kids read the Bible story during Bible time (call on kids if they don't volunteer to "draw them out" ...but don't force them)
 - Older kids still like encouragement (i.e., good job!, that's right!, etc.)
 - Ask kids to tell you things about themselves (e.g., have them share something new each week to build a relationship of trust with them)
 - Competency brings on pride, so watch out for and teach into kids that "put down" others (i.e., "I'm better than you" attitude), *Ephesians 4:29*
 - Break into small groups where kids can work together (e.g., craft, game, quiz, etc.)
 - These kids know the rules, but some will go to the "boundaries" – repeat the rules and enforce them

The Gospel

We exist as a church because of the Gospel (the Good News of Jesus Christ!). As teachers we should always be looking for an opportunity to share the Gospel message to our kids. It must be central to our teaching.

Children can understand the Gospel and their need for a Savior, however, don't offer only "fire insurance". Jesus Christ died a horrible death for a world full of sinners. Do not offer salvation to a child who doesn't yet understand that they are a sinner and that they need a Savior.

It's not the words you say nor is it the words the child says. But in leading a child to receive Christ, it's important that they understand they are a sinner and that they need a Savior. There are numerous ways to tell the Gospel message (some are hands on methods and are very creative – EvangeCube, Gospel bracelets, paper folding, colorless book, etc.). Below is the **A-B-C** method spelled out as a sample. Don't be afraid to read all the Bible verses to the children. By doing so, you share that this is what God says (i.e., it's not just your words).

A-B-C (Admit – Believe – Confess)

- **A**dmit to God you are a sinner (It is Acknowledging God is holy and we are not)
 - **1 Peter 1:16**, "For it is written, 'Be holy, because I am holy.'"
 - **Romans 3:23**, "for all have sinned and fall short of the glory of God,"
 - **Romans 6:23**, "For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord."
 - **Acts 3:19**, "Repent [from your sin], then, and turn to God, so that your sins may be wiped out..."
- **B**elieve in your heart that Jesus Christ is God's Son and accept His gift of forgiveness for your sin by His substitutionary death on the cross (i.e., He died in your place and mine!)
 - **Acts 4:12**, "Salvation is found in no one else, for there is no other name [the name of Jesus] under heaven given to mankind by which we must be saved."
 - **John 14:6**, "Jesus answered, "I am the way and the truth and the life. No one comes to the Father [or gets into Heaven] except through Me."
 - **Romans 5:8**, "But God demonstrates His own love for us in this: While we were still sinners, Christ died for us."

- **John 3:16**, “For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life.”
- **John 1:12**, “Yet to all who did receive Him, to those who believed in His name, he gave the right to become children of God—”
- **Confess Jesus Christ as your own personal Lord, Savior, and Master**
 - **Romans 10:9-10,13**, “⁹If you declare with your mouth, “Jesus is Lord,” and believe in your heart that God raised him from the dead, you will be saved. ¹⁰For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. ¹³For, “Everyone who calls on the name of the Lord will be saved.”
 - **Ephesians 2:8-9**, ““For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God—not by works, so that no one can boast.”

And here is a sample prayer to lead the children in. You need to lead them, a portion at a time, and then ask them to repeat it after you. Remember that it is not the words themselves, but instead it is the heart attitude of the child.

Dear God,

You are holy, and I am not. I know I am a sinner and need Your forgiveness. Please forgive my sin. I believe that You died for my sin on the cross. Starting now I turn from my sins and choose to follow You. I invite You to come into my life and be my Lord, my Savior, and my Master. Please help me to trust and obey You as Lord the rest of my life. In Jesus' name. Amen.

A caring, “*Did you really mean what you just asked?*” is a good follow-up. If their answer is, “*Yes*”, then let them know that Jesus is now with them always to help guide them in all that they do. And God’s Word says that the Holy Spirit is promised to guarantee our salvation – and God always keeps His promises.

- “¹³And you also were included in Christ when you heard the message of truth, the gospel of your salvation. When you believed, you were marked in him with a seal, the promised Holy Spirit, ¹⁴who is a deposit guaranteeing our inheritance until the redemption of those who are God’s possession—to the praise of his glory.” *Ephesians 1:13-14*

Share that they should start doing things more naturally and more often that please God - and end up sinning less and less, though not being sinless this side of Heaven. Fruit (things we do and say) will come out of their lives when Jesus is Lord of their lives.

- “²²But the fruit of the Spirit is love, joy, peace, forbearance [patience], kindness, goodness, faithfulness, ²³gentleness and self-control. Against such things there is no law.” *Galatians 5:22-23*

If they say, “*No*”, then thank them for being honest and let them know that God still loves them and maybe they might want to talk about this again later after thinking about it more. Pray to God for them and ask God to help them choose a life that is lived for Jesus...when they make that choice someday. Don't force on the child what only the Holy Spirit can do in their lives.

Calvary Chapel Offender Policy Excerpts

This section only includes those excerpts from the Offender Policy that directly affect the activities of volunteers serving within the Children's Ministry.

Elder Letter

To all Ministry Leaders and Volunteers

Thank you for agreeing to serve the Community of Calvary Chapel of Sarasota. Serving the spiritual and physical needs of the church is a call to stewardship of our time, our resources and extends from worship services to off campus activities. We all serve together according to the needs of the body and the specific talents and gifts given to us by the Holy Spirit.

We are all charged with protecting those under our care. Those who would harm the least of us, our children and our youth, have a special warning issued in Luke 17:2.

"It would be better for him if a millstone were hung around his neck and he were thrown into the sea, than that he would cause one of these little ones to stumble."

In our world today, churches are not exempt from the heinous crimes we are all aware of in the news. We must be diligent and alert! It also seems that the media is always looking for juicy stories that shame Christians and the name of Jesus Christ. This policy has been developed to help us "protect and defend" against those who would harm our community. It is a preventative measure to thwart any such event from happening. This policy addresses how to secure our campus, recognize unsafe actions, signs of abuse and what to do if it occurs. It also outlines safeguard measures, training practices, procedures and oversight for all local ministries at our main campus location at 3800 27th Parkway, Sarasota, Florida.

This policy is intended to inform you of situations that might occur, how we have structured practices and safeguards to prevent them and what to do if you are involved in an incident. If you have any questions concerning anything in this policy, contact the Ministry Leaders overseeing your area of service. Your service at Calvary Chapel Sarasota is governed by this policy.

In Christ!

I. Purpose and Intent

Safety is and must always be one of our top priorities at Calvary Chapel Sarasota (CCS). This is particularly true when it comes to children and youth. It is a responsibility made abundantly clear in Scripture [Matthew 18:2-6]. In essence, providing a "safe place to worship," includes creating the physical structures, practices, procedures and attitudes to provide a place for families to come and worship our Lord. Helping our church family to know the Lord and understand His ways will always be our top priority. However, to do that, we must address the realities of our world today. We must be proactive and have a policy that promotes good behaviors and supports our shared vision, mission and passion of teaching the Word, worship, discipleship and outreach. The key to achieving that involves three important and integrally linked elements. They are, Prayer, Awareness and Action. An example of our stated objective, is that every parent knows that in all aspects of church life we are addressing child/youth safety. This policy is in place to achieve that goal.

Adult Child/Youth interaction

Obviously adult interactions with children and youth will occur in the process of staff/volunteer involvement. However, certain guidelines need to be carefully followed to ensure child/youth safety while also protecting our staff and volunteers. Every effort will be made to avoid adult/child (youth) one-on-one interaction wherever possible in all areas of on campus and off-campus church activities. See Section V. (Appropriate and Unsafe Behavior) for more details.

Behavioral indicators

Certain behaviors can lead to problems and should be of concern when observed. Early identification of them may avoid escalation into more serious issues. Staff and volunteers should be alert to physical acts for indicators of unwanted contact or sexual advances:

- Grabbing, slapping, pinching, rubbing, fondling whether over or under clothing
- Intimate body parts include:
 - Genitals
 - Breast
 - Buttocks
 - Groin area
 - Upper thigh
- Inappropriate language, intentional demeaning, exclusion from activities are watch signs of problems or ongoing issues. Inclusion of all children/youth in planned activities is important to social development. We must be aware of exclusion and withdrawal as signs of problems.
- Bullying must be watched for within all age groups. It is often intentionally hidden from adults. We must be sensitive to aggressive attitudes and actions between all under our care.

Signs of Abuse

This policy defines abuse as acts toward a child or youth that cause or have substantial likelihood of causing harm to a child or youth's physical, psychological, social, spiritual, or moral development. Sometimes, in the case of a child, different behavior is innocent, sometimes worrisome. In all cases it is important to note and watch it. No single factor is conclusive proof of abuse on its own. The first sign of a problem should be a noticeable change in the child's behavior such as being withdrawn, emotionless, disengaged or fearful.

- Physical Abuse
 - Unexplained or repeated injuries such as bruises, burns or welts
 - Injuries in the shape of an object
 - Differing explanations between a child and a parent
 - Fearful behavior
- Emotional Abuse
 - Aggressive, destructive or emotionless behavior
 - Sudden change in behavior
 - Shying away from physical contact with an adult or parent
 - Afraid to go home
- Neglect.
 - There may be any number of clues. If you encounter a child with issues that any parent would be attentive to, you be concerned also. Examples include:
 - Malnourished, begs or steals food.
 - Dirty.
 - Body odor/soiled clothing.
 - Clothing not weather appropriate (E.g. too warm, too cold).
 - Untreated illness/injury.
- Sexual Abuse
 - Child/Youth tells you they were sexually mistreated
 - Child/Youth has physical signs of abuse
 - Sudden change of behavior or emotional state
 - Play or behavior that is sexually inappropriate
 - Sexual inquisitiveness among children of similar age is often just age-appropriate curiosity. However, atypical sexual behavior is troublesome and needs to be stopped and addressed immediately.

If you suspect that any child/youth under your care shows signs of abuse. Bring this to the attention of the appropriate pastor or leader as soon as practicable. Make sure the child/youth is treated with wisdom and removed from proximity to the alleged offender. Also ensure that others under your care are properly cared for and supervised. In essence, don't leave other children unsupervised while addressing the issue.

Safe Practices

Safe Practices is a euphemism for the actions, rules and guidance we want children to bring to mind when the term is mentioned by a pastor, teacher or other adult volunteer. It is a call to pay attention to know where you are, stop and assess what is going on around you and consider your actions. The elements should be few and very easy to remember, understand and should be known to all.

For example, when on the playground and children are starting to stray from the group, play rough, or talk to a stranger through the fence, and the adult leader calls "**Safe Practices**," the children would know that that means:

- **STOP** what you are doing
- **KNOW** where you are
- **RETURN** to the group

V. Appropriate and Unsafe Behavior

Everyday people who work with children and youth face hard choices about appropriate and inappropriate behavior. Is it okay to hug a child? Is it acceptable to give a child a ride home from youth group? What about going to the bathroom, changing diapers or if a child has an accident? This section will highlight some of the most common areas and provide guidance on how to get answers not covered.

Child-Adult Ratios

Children should never be left alone. Safety measures dictate that there should always be at least two adult staff/volunteers overseeing children. At Calvary Chapel Sarasota, our policy is to have two adults supervising a class or group of children. Youth events such as sleepovers (off campus) or sleep-ins (on campus) must have at a minimum two approved similar gender adult staff/volunteers per gender group (i.e, women for a girl event and men for a boy event).

Showing Healthy Affection (Safe Touching)

It is important to distinguish between "safe touching" and "unsafe touching." Touching is an important way we connect in our daily lives. However, warmth and understanding should be conveyed safely and without indicating anything of a sexual nature.

Safe Touching examples include:

- Displays of affection that are observable and interruptible.

- Kind words
- High Fives
- Pats on the shoulder
- Side Hugs

Unsafe Touching examples include:

- Sexually or abusive touch
- Touching a child's thighs, stomach, or back
- Corporal punishment
- Any unwanted touch
- Lap sitting
- Tickling
- Full frontal hugs
- Tapping a child's clothed bottom

ACTION: Unsafe touching of a sexual or abusive nature must immediately be reported to a supervisor. If any other unsafe touching persists after a direct correction, a supervisor must be notified.

One-On-One Interaction

Anytime a staff member or volunteer is in a one-on-one situation with a child under our care we must exercise extreme caution.

Potential one-on-one Adult-Child interaction	Safety Suggestions
Mentoring Sessions	Set a time and place when a parent or supervisor will be present
Transportation to youth events	Opt for group travel if possible
Children hanging out at church after services.	Move children out of rooms into open / public places
Youth programs occurring when church is empty	Have staff or approved volunteers attend
Changing Diapers	Only women will change diapers and preferably with a second adult present
Going to the restroom	Staff or volunteer should ensure that the restroom is safe. Then go in groups of at least two. If not needed the volunteer should stay outside the door.

Extra Attention

Staff and volunteers are prohibited from displaying favoritism towards a child or group of children. They may not give gifts to individual children unless the gifts are:

Able to be given to other children at other times for similar reasons (graduating seniors, a Bible etc.)

Signed from the church rather than the individual

Given together with another staff member

A gift that meets social expectations and does not indicate preferential treatment

In cases where staff and volunteers believe a child would benefit from extra attention, such as extra time, before engaging with the child/youth, a request

must be communicated by documenting the justification and action plan to the Ministry Leader and then inform the parent(s)/guardian(s) to receive their consent.

Sexual and Profane Language

One of the most common indicators of the deteriorating moral boundaries in our society today is in the common use of profane and specifically “sexual” language. Calvary Chapel Sarasota acknowledges that inappropriate language is a serious boundary violation. As such, the following are prohibited:

- Sexually suggestive language, racy jokes, sexual innuendo, descriptions of sexual experiences/habits
- Uploading, downloading or viewing of pornography
- Music, video games and movies with sexual themes
- Profane and sexual language must always be noted and corrected

If church staff or volunteers want to organize a program to help youth understand age appropriate questions, it must be planned and approved by the respective Ministry Leader in advance with prior parental notification.

ACTION: When children and youth respond to correction in these areas, or raise questions about their body or sexuality, the staff or volunteer will answer the question in an age appropriate way and inform a supervisor of their discussion.

VI. Communications

Overview

Remember that in all we do in the service of our Lord, we are to show God’s love. Nowhere is that more important than in dealing with children/youth (particularly if abuse is suspected.) We need to earn their trust and show them that we care for their well-being.

Violations such as physical harm to a child, sexually motivated incidents and threats should be communicated to the group leader/pastor immediately once the situation is stabilized.

There is no place for anger in correcting a child/youth. Maintain self-control when addressing children/youth (Gal 5:22-23).

All communications must be dealt with Biblically. Some key scriptures to direct leaders include: James 1:19; Ephesians 4:29; Proverbs 15:1-2; Proverbs 12:18.

Communicating with Parents

Parents will often ask to know how their children behaved. This is a common request. Encouraging parents is strongly recommended, when sincere.

- Repeated corrections of minor behavioral issues should be addressed
 - Use of profanity
 - Rough play (not bullying)
 - Failure to follow directions, running off
- More serious actions should be directed, with specifics, to the appropriate pastor/ leader for parental communication
 - Sexually suggestive or invasive actions
 - Bullying, fighting, Theft

Other Activities

There are other activities for the children and families throughout the year. If parents inquire about other activities in the church, please direct them to check the weekly bulletin handout, *commUnity*, bulletin boards in the hallways, the website or just call the office (941 365-9673) to find out more about activities at the church.

Calvary Chapel School

- August-June
- K4 through 8th grade
- Calvary Chapel School provides a Bible-based, academically sound education for children in K4 through 8th grade.
- Calvary Chapel School recognizes the Bible as the inspired Word of God and that God, through the Bible, is the absolute authority and basis for all Truth. With His help, we desire to work with Sarasota / Bradenton churches to encourage and to equip Christian families, to assist in their biblical responsibility to train their children to become Christ-like, fully obedient to the Lord, and to fulfill God's purpose for their lives in the home, church, and society. It is also our desire to help our students and families develop a personal passion for Jesus Christ.

Some ministries that meet on a regular basis include the Women's Ministry, Men's Ministry, Youth Group, Growth Groups, D2S (*Disciple to Serve*) Ministry, and the Monday night prayer group. Encourage parents who ask to check the *commUnity* to find out more about these groups, other groups, and new ones as they arise.

The *commUnity* is found at: <http://ccsrq.ccbchurch.com> or it is linked from the church's website, <http://ccsrq.cc>

Philosophy of Teaching & Serving

God created all mankind. God's desire is that mankind, "*...be fruitful and increase in number; fill the earth...*" (Genesis 1:28). God designed a means for procreation to multiply mankind physically which results in children. For mankind to be fruitful for the Kingdom of God, mankind must be born of His Spirit and then obey God's Word through practical means. Parents have that ultimate responsibility and stewardship to train their children toward that end. But the church gathered is a place to partner with parents in raising children to be fruitful for the Kingdom. That is why the Children's Ministry exists at Calvary Chapel Sarasota.

Children are children. Sometimes we forget. But children act like children, think like children, and have the attention span of children. So much is lacking in children that we fail to take into account as we come with our prepared lessons to share with the children.

- Physically they are not constructed to sit for long periods of time. They are made to move, to do things, and to interact with others.
- Intellectually they are veritable sponges, but the information needs to be shared by means and methods that promote learning at their respective age and maturity level.
- Emotionally, many fall way short of being able to control their emotions in the variety of situations they will encounter in life, and in particular, in your classroom. Conveying God's love through your words, physical expressions, appropriate touch, introduction to others, etc. can help subdue emotional meltdowns or outbursts.
- Spiritually, they are ripe for truth – God's truth. We have an opportunity to lay a great foundation to build upon, but we must not rush to be putting up windows and walls to a building where the foundation is still being completed.

This is why at Calvary Chapel Sarasota we pursue longer term commitments from teachers and leaders. Recruiting for volunteers for the elementary age groups is for one of two time periods: (1) School year: September through May, and (2) Summer: June, July, and August. Being able to learn about your children and they about you permits relational bonding. And that relational bonding leads to greater trust between the parties. And that trust between teacher and student results in improved reception and credibility of what the teacher conveys.

The Nursery volunteer recruitment does not follow the elementary age groups process. Nursery volunteers are recruited on a commitment to serve one service per month. It is not based on a school year nor summer schedule commitment. It is for as long as they desire and are willing. Volunteers are added and removed from the schedule throughout the year based what is happening in their life and

their availability. It is not a lifetime commitment, but it is a commitment until leadership is notified otherwise. Therefore, there is much variability on the staffing in the Nursery throughout any given time in any given year.

Kids to Teach and a World to Reach