

CHILDREN'S MINISTRY HANDBOOK



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*It is our purpose and heart's desire that
Calvary Chapel Children's Ministry be a
place where every child develops a
personal relationship with Jesus Christ;
growing to love and serve Him through
worship and the teaching of the Bible.*



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Preface

We realize the responsibility of Christian education belongs to the family (Deuteronomy 6:5-9; Proverbs 22:6; Ephesians 6:4), but We, as a church, need to be a strong encouragement and support to our families. Our Children's Ministry is committed to providing Jesus Christ's example of love and acceptance to the children we minister to here. Additionally, we are committed to biblical teaching to help our children grow in their love and knowledge of Jesus Christ. Finally, we are also committed to evangelizing children to give them the opportunity to accept Jesus Christ as their personal Savior and to encourage them to share their Savior with their family, friends, and neighbors.

This ministry can be a tremendously exciting opportunity when thought of in terms of caring enough for a group of children to help bring them into a relationship with Jesus right now. As you begin or continue in this ministry to children, ask the Lord to give a vision of what can happen in your area of love and service to Him. Also, ask Him to keep you mindful of the importance of your walk and witness to the children. Serving this ministry can be transforming to your life, as you learn that you must strive to live what you teach.

C.H. Spurgeon was a great worker with children. He had orphanages for boys and girls, "ragged schools" to educate the poor, Sunday schools at the Tabernacle, and of course the Pastor's College to train young ministers. He said, "I had rather have a title of S.S.T. (Sunday School Teacher), than a BA, or MA. Your duties are so honorable."

"You will seek me and find me when you seek me with all your heart." (Jer. 29:13)

Policies

In order to protect, God's kids, anyone involved in ministry, and Calvary Chapel of Carson Valley (hereafter referred to as CCCV) the following policies have been set in place. Those who desire to serve in any of the aspects of children's/youth ministry will be required to agree and adhere to each of the following policies:

- Each person who desires to work with the children or youth at CCCV will be required to fill out an Application in full and return it prior to working in Sunday School, Calvary Kids Club, Vacation Bible School, Youth Group, or any other ministries involving children, that may arise as a result of the operation of CCCV.
- Any person desiring to minister needs to have been in fellowship a minimum of one time per week for a minimum of 6 months.
- Each person involved in children's ministry will be given a Children's Ministry Handbook to read.
- Each person will be expected to sign a statement agreeing to the contents and policies contained in the Handbook. (This portion includes youth ministry).
- Each person must agree to CCCV Statement of Faith and the Calvary Chapel Distinctives.
- Each person desiring to minister with children or youth will be required to undergo a background check prior to working with children/youth at CCCV.
- No one will be allowed to work with children or youth at CCCV unless they have completed a mandatory training meeting which will be scheduled by the Children's/Youth Ministry Leader.
- No men shall change diapers or accompany children to the restroom.
- No men shall be allowed to serve in the Nursery or Toddler room.
- Married Couples or women may serve in Preschool / Kindergarten.
- No one should be alone in a room with a child with the door closed, unless it is their own.
- Accidents must be reported immediately to the onsite coordinator or the Pastor and the appropriate report form filled out.
- If there are any allegations of sexual abuse, it is to be immediately reported to the Children's/Youth Ministry Leader and the Pastor along with the appropriate report form.
- I understand I will be expected to attend at least one regular church service during the week, for at least 3 of the 4 weeks per month, to maintain fellowship.

I have read the Handbook and the Statement of Faith. I understand the basic Calvary Chapel Distinctives and agree to the required policies, fellowship and training requirements set forth.

Signature

Print Name

Date

Application Process

Each person who will serve in children or youth ministry must fill out the provided application before they begin serving. Applications are also available on our website at www.cvcavarychapel.org. No one will be allowed to begin serving in any capacity within the children or youth ministries without filling out an application in full. As part of the application process, a background check will be required prior to application approval.

Guidelines

We have divided up the Sunday School Classes as follows:

- Nursery (0 – 2 ½ years old)
- Toddlers (2 ½ - 4 ½ years old)
- Preschool / Kindergarten (4 ½ - 5 years old)
- First, Second and Third Grade
- Fourth, Fifth and Sixth Grade
- Seventh grade and up sit in the Sanctuary with their parents.

For the safety of the children and the ministers, only women are allowed to work in the Nursery and Toddler class. Married couples or women may work in the Preschool / Kindergarten classes.

We require that men refrain from changing diapers or taking children to the bathroom.

Ministers should never be alone in a closed classroom with any child or youth for the protection of both.

Fellowship

Anyone ministering in the children or youth ministry will be required to attend at least one of the weekly services offered at Calvary Chapel of Carson Valley. (Hebrews 10:25)

Weekly Services

- Sunday Morning 9:00am
- Sunday Evening 6:00pm
- Tuesday Midweek 7:00pm
- Wednesday Ladies Bible Study 7:00pm
- Thursday Spanish Midweek 6:00pm
- Saturday Men's Bible Study 8:00am

Training

There will be a minimum of one mandatory training meeting per calendar year. Anyone involved in or desiring to be involved in children's or youth ministry will be required to attend this meeting.



Accident Report Procedures

For minor cuts and scrapes there are first aid boxes on the walls by the classrooms. There is also a first aid kit in the children's ministry office. If a child needs emergency care, call 911 and request help. Inform the children's ministry director and/or pastor as soon as possible. Please fill out the accident report form.

It is important that any serious injury be reported and the appropriate form filled out.

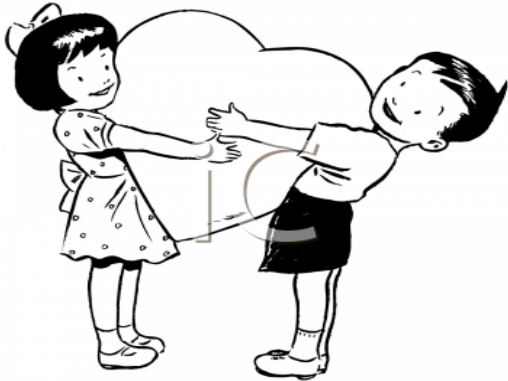
Physical or Sexual Abuse Report Procedures

If at any time you become aware through observation or verbal communication that a child has been physically or sexually abused, it must be reported **immediately** to the on-site coordinator. If you cannot locate the coordinator, seek out an elder or associate pastor.

Please use discretion when following these guidelines for the privacy of the child. The leadership will act as the Mandated Reporter and shall call the Douglas County Sheriff's Office immediately. As a volunteer, you will not be required to act as a Mandated Reporter, however, you will be required to cooperate fully with any investigation into the allegations that were made. In addition, you will need to be available to answer any questions the Mandated Reporter may have in order to complete the necessary report on that day.

Our Three-Part Purpose: Love, Serve, and Teach

Love



Jesus took time to be with children and told us, “Do not hinder them from coming to Me; for the kingdom of heaven belongs to such as these” (Matthew 19:14). You, the teacher, represent Jesus in your classroom to the children. Every child should experience His love through you when you greet them at the door, relate with them during class, see them depart for home, and have contact with them outside the class.

Here are ten ways to communicate love to the children in your class:

1. Pray during the week for each of your children to prepare their hearts. Spend time praying for God’s Holy Spirit to teach the lesson for your class (John 14:26).
Suggestion: Make a prayer book of your class with names, pictures, and characteristics of each of the children in your class with room for their needs.
2. Prepare to teach your lesson before you arrive in the classroom.
3. Arrive 30 minutes before service begins.
4. Provide a room environment that supports learning: is the room clean with a friendly atmosphere, are your activity centers set up before the class arrives, is music playing in the background, and do the bulletin boards say WELCOME!?”?
5. Know your children’s names; use name tags for your students, teachers, and helpers.
6. Greet each child with sincere, friendly excitement. When saying goodbye, wish each one a happy week anticipating their return next week.
7. Get down on their level. For example, bend down on your knees to greet young children (we can look like tall, strange giants to them).
8. Communicate with the children in your class making eye contact, listening to their message, and watching their body language. Eye contact is important because children need to see they have your attention. Their message is the total delivery of words, tone, and actions. Body language often communicates more than words, so watch their expressions, eye movement, and posture.
9. Eat the snack with your class to get to know your children, review the lesson, and simply to talk with them.

10. Send a note to the children in your class on their birthdays, when they miss class, or just to encourage them. Pick one or two children each week to call; this call will let them know you are thinking about them.

These will help communicate that you are glad that they are a part of the class. We want to show our children God's love!

Serve

“So when He had washed their feet, taken His garments, and sat down again, He said to them, “Do you know what I have done to you? You call me Teacher and Lord, and say well, for so I am. If then, your Lord and Teacher, have washed your feet, you also ought to wash one another's feet. For I have given you an example, that you should do as I have done to you.”

-John 13:12-15

Be an example of a servant to your children, then let the children be servants. When we do not allow our classes to help us, we are failing to teach and train them in how to serve. Use every opportunity possible to involve your class in service.

Have your children help you and others in the classroom. Let them prepare supplies, help tell the story, pass out snack or lesson materials, or teach other students.

Organize your class to help clean and maintain the classroom—have them pick up trash, clean tables, hold open doors, put away supplies or tell and review the lesson.

Like any adult, children need to feel they are a part of the Body of Christ. Let us encourage them to be servants.

Teach

And you shall love the Lord your God with all your heart and with all your soul and with all your might. And these words, which I am commanding you today, shall be on your heart; and you shall teach them diligently to your children and shall talk of them when you sit in your classroom and when you walk in the hallways and when you greet them and when you say good-bye. And you shall bind them as a sign on your hand and they shall be as frontals on your forehead. And you shall write them on the doorway of your classroom and on your bulletin boards and chalkboards.

(Parallel to



Deuteronomy 6:5-9)

Teaching is accomplished through:

1. **The Bible** Timothy 3:14-17 – Preparation of the lesson by the teacher is a must.
2. **Application** Luke 6:40 – What does the lesson mean to your students in their lives right now?
3. **Your Life** John 15:12 – How has God shown His love in your life? What is He doing in your life daily?

You cannot give what you do not possess. You, as a teacher of the Bible, must be in God's Word yourself during the week allowing the Holy Spirit to minister to you inwardly. He is faithful, but we must obey. Get involved in Bible study. If you are individually motivated and disciplined; then, obtain a self-directed Bible study. Christian bookstores sell these in book form, but you may also want to consider a video or cassette tape series to study along with your own scriptural examination. If you prefer groups, consider studying along with our pastor reading the passages for the church's Bible studies.

Jesus' ministry was one of telling and doing. Training His disciples, Jesus did and they watched; then, they did and He watched. (Matthew 4:18-19 and Luke 5:27-28)

To nurture is to feed, rear, or foster; to educate, discipline, bring up, or train. Nurturing is the application of what you teach. (James 1:22-25)

If you teach sharing, give your class a chance to share.

If you talk about healing, pray for the healing of the sick.

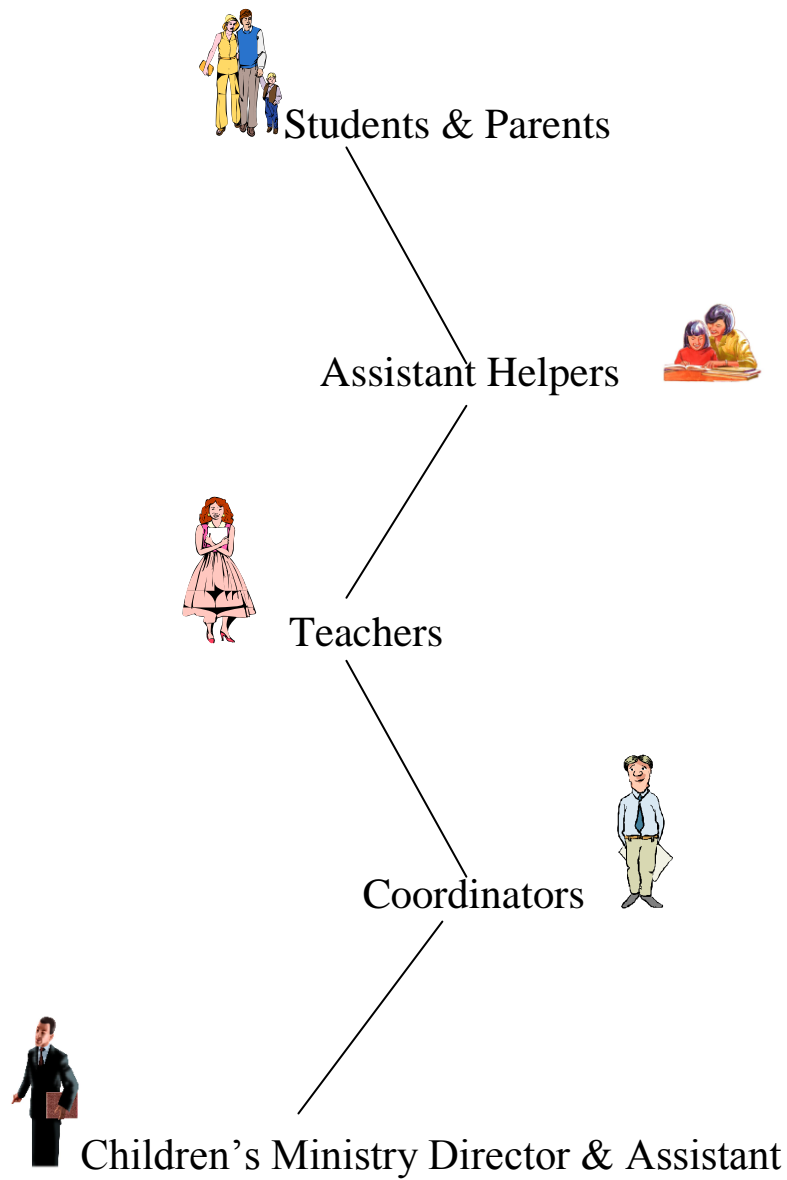
If you share about telling others of Jesus Christ, give your class a chance to practice by telling each other and by doing it in their home, school, and neighborhood.

Remember: Children learn what they live.



Children's Ministry Structure

Support and accountability are important functions of ministry.
Our ministry here is set up as follows:





There are up to five classrooms available at this time to hold children's church services. The age groups are divided up depending on the number of children and classroom space. Classroom age groups may change depending on attendance. Currently the age groups are divided up as follows:

- Nursery (0 – 2 ½ years old) (Downstairs)
- Toddlers (2 ½ - 4 ½ years old) (Downstairs)
- Preschool / Kindergarten (4 ½ - 5 years old) (Upstairs)
- First, Second and Third Grade (Upstairs)
- Fourth, Fifth and Sixth Grade (Classrooms Behind Church)
- Seventh grade and up sit in the sanctuary with parents.

For newcomers to our church, it is not unusual for parents to want their children to sit with them in the sanctuary until they are more familiar with the church. This is completely understandable however, because Calvary Chapel Carson Valley is live on Facebook and the radio disruptions in the sanctuary are to be avoided.

We do encourage parents to bring their children to their age appropriate classes. If you see a parent with children arrive at church introduce yourself, informing them that you are a teacher/assistant and inform them of the classes their children will go into after worship. Don't forget to show them where to find the class.

If a parent insists on having their children sit with them, encourage them to sit in the foyer during the sermon.

Coordinators

Every person in ministry to the children is a leader who has been personally chosen by the Children's Ministry Director to support them in any way possible. The Director/Coordinator Team is responsible to meet with all teachers and helpers on a regular basis (there will be a mandatory training meeting scheduled at least one time per year) and on occasion visit your classroom (once every four months). These are people who have shown to be called to this ministry.

You need to call your coordinator for the following:

- If you are going to be gone, let them know who will substitute for your class. (It is the teachers' responsibility to find a substitute for their class, if none are available please notify the Children's Ministry Leader).
- If you need ideas or insights or want to share concerns for your ministry.
- Concerns for children's home situations (lack of discipline or suspected abuse).
- Personal prayer needs (serving the Lord subjects us to attacks from the evil one, prayer allows the children's ministers to help each other in our time of need).
- Any particular discipline problems (see discipline procedures).
- When you will be late.
- When you cannot make a meeting and you need to schedule a private meeting.
- Order supplies (this can be done by adding the need to our supply order list).
- Complaints or suggestions - In regards to one aspect of complaints, when you have a complaint concerning this ministry be sure to go to those within the ministry with the problem so something can be done about it. The Lord taught us to deal with people face to face when we have problems with them (Matthew 5:23 & 24). We also must be able to accept it when people do come to us with a grievance.

Your coordinator can be one of the most important people in your life this year. We encourage you to get to know them and feel free to call them for their help in this ministry.

Teacher

Responsibilities:

- Learn your students' names.
- Pray for your students weekly.
- Plan your lesson during the week and delegate responsibilities out to your helpers, if you have them.
- Arrive 30 minutes before class begins for prayer with the ministry team.
- Keep a clean, cheery room atmosphere.
- Find a substitute when you cannot be in class.
- Plan field trips and outings, if appropriate.
- Try to reach out to parents keeping a communication flow through an occasional note—you may be the only personal connection they have to our church.
- Study the characteristics of your particular age group.
- Attend one of the many possible studies here at Calvary Chapel during the week.
- Attend regular teacher meetings for your own personal growth and encouragement—they are something you cannot afford to miss.
- Meet weekly with assistants ensuring good planning for the next week; this planning can be in person or on the phone.

Having prepared yourself by knowing your pupils, your subject, and how to teach and by making certain that your classroom equipment is ready, you now come to the peak of your endeavor: you teach the Bible lesson. You have only a limited time at your disposal, so use every precious moment because souls are at stake.

Why plan a lesson?

By planning, the teacher can determine the purpose of the lesson. Just as the captain of a ship follows a charted course and arrives safely at a destination, the teacher follows a plan in an effort to accomplish the purpose of the lesson.

As the teacher, you will use class time more effectively. By following a step-by-step plan, the teacher does not waste precious minutes of the class session. At times the adult service may extend beyond the normal ending time- teachers must be prepared to have additional activities planned in these events.

A planned lesson helps the teacher to teach. When teachers go before their class with well-planned lessons, they teach with confidence. They have control of the situation every minute; they know exactly what they are trying to accomplish; and how they intend to do it. There is no, "Now, let us see...what is next?" feeling about teaching.

Every class on Sunday is provided with curriculum. It is up to the teacher to spend time in preparation during the week. Teachers, consider these percentages when planning:

We retain.....

- 10% of what we read
- 20% of what we hear
- 30% of what we see
- 50% of what we see and hear
- 70% of what we say
- 90% of what we say and do!**

The Holy Spirit will give you utterance according to Matthew 10:20 and other scriptures, but you have the responsibility to study and give the Lord ample time to lead you through the scriptures and to prepare the lesson.

Teacher's Role: Prerequisites for Teaching

We expect the following from our teachers:

- You must have a personal commitment to Jesus Christ as your Lord and Savior.
- You must consider Calvary Chapel your home church and attend at least one Bible study during the week.
- You must fill out an Application and Authorization for Background check.
- You must have a special love towards children and a desire to see them grow in all areas of their lives.
- You must be faithful, available, and teachable.



A teacher in the Children's Ministry is not simply a 'baby-sitter'. We are seeking to train children in the way of the Lord and, more important, bring them into a rich and living relationship with Jesus. This process can begin with even the youngest of children by simply exposing them to the music of praise to the Lord or a gentle loving touch.

Responsibilities

Preparation

- Arrive at least 30 minutes early for prayer, to set up, greet parents and welcome your first student to class.
- Meet with your team of teachers, sometime each week to delegate activities for the class if you team-teach. Consider 5-10 minutes after class or, if necessary meet by phone.
- For special projects check the resource room two weeks ahead to see if items are there.

As you may have already understood, preparation also involves any craft items or support-type materials that you may use, such as object lessons, pictures, or games to enhance your lessons. You would also be surprised to know how much the environment aids your student's learning. The room should be cheerful and clean. Change the bulletin boards at least quarterly.

Have the children help you clean the room before you leave; see classroom supply list to help determine what stays in the classroom—return everything else to the resource room. Preparing the room is with anything that would support the lesson important; therefore, you may want to put up charts or posters, play music, lay out costumes or props, or change the bulletin boards. Many times these types of things are suggested in the curriculum. Feel free to ask other teachers for help, too. But most importantly, let the Lord lead you as you serve Him.

How and When to Plan a Lesson

Read the passage in your Bible every day throughout the week. At the beginning of the week, take time (usually 10 to 15 minutes) to read and familiarize yourself with the lesson in the curriculum. With prayer, this time allows God to work the lesson into your heart and life enabling you to give the story to the children, not just read it.

Meet with other teachers or a group to share ideas. Working with others provides much more creativity than trying to plan by yourself. We are a team ministry here at Calvary Chapel and realize each team member is an important part of preparation for the weekly class. Even consider meeting right after the service or the class to plan for the following week's lesson; if you do not have time to meet, do it by phone.

Share preparation of lesson activities with each member of your team if you are team teaching. Sharing the teaching responsibilities and lesson planning provides a better learning atmosphere, places less burden on any single teacher, maintains a happier, more cohesive teaching team, and insures less chance of burnout.

Once your team delegates the responsibilities, spend a little time each day during the week preparing and completing the lesson activities for your class.

Suggested Schedule

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|------------|--|
| Sunday: | Meet with your team. |
| Monday: | Read Bible lesson and pray for application in your own life. |
| Tuesday: | Read Bible lesson and pray for your students. |
| Wednesday: | Read Bible lesson and meet with team (before and after church) to share ideas and pick up any needed supplies. |

- Thursday: Read Bible lesson and practice telling the story; complete art project sample; write out new songs; plan activities; consider guided conversation topics; etc.
- Friday: Read Bible lesson.
- Saturday: Read Bible lesson; finish up work; call one or two students to see how they are doing or to express your anticipation of seeing them on Sunday; pray especially for the families in your class that they would come on Sunday.

Prayer

Prayer is the key to success in a good lesson and to fruit in your ministry. Pray with your team in planning your lesson, for each other on your team, and for your students and their families.

Parent Relationships

Make sure there is always a teacher, assistant, helper, or aide to greet the parents with a smile and hello. Have everyone wear name tags, especially teachers and everyone assisting in the classroom. Remember, we are serving the Lord in all we do, so present a cheerful, caring attitude toward the children and their parents. They need to feel good about leaving their children with you. Be alert to special needs expressed by them.



Relationships with Parents

Clarification of Purpose

We are a support ministry for the home. The Bible clearly lays the responsibility of raising the children in the ways of the Lord on the parents, not the Children's Ministry or any other group. If we keep this command in mind, we will better recognize the value of a good parent/teacher relationship.

(Deuteronomy 6:4-9, Proverbs 22:6, and Ephesians 6:1-4)

Responsibilities of the Teacher

To do all that you can to equip the parents with scriptures, or other information that will be useful in their ministry to their own children.

Responsibilities of the Parents

The parents' responsibilities are simply to be interested in what is going on in their child's life. When we speak of Sunday School, their responsibilities are to acquaint themselves with the teacher and the weekly lesson and to follow up at home.

They may or may not realize their responsibilities, so do not become upset when they do not fulfill them. Always remember, we are here to serve the parents.

Ideas to enhance your relationships with parents

1. Greet every parent and child at the door

Parents are positively affected by a cheerful show of welcome and concern by the teacher. Introduce yourself with a handshake and tell them that you are the teacher. Set their minds at ease that their child will be loved and ministered to in your class.

2. Communicate with them in letter form once a quarter or every three months

Keep them informed about class news or remind them of general policies or helps that they can give to you or their child.

3. Acquaint them with future lesson topics

Type or copy a brief description of future lessons. Sometimes the curriculum will already do this for you. Give this to them with a letter of explanation and encouragement to be involved with their children.

4. Provide follow-up suggestions

Too often we just send the “take-home” papers with the children and hope that will be good enough. You might take a few extra minutes to ask the Lord for a creative idea that the parents (or families) might do to follow up or apply what you are teaching. This idea does not have to be more than three or four sentences long or simply suggest an activity.

5. Plan outings

Plan some fun times to get to know your parents: picnics, game days, pot-lucks or anything else that’s fun. These should be checked with the church office beforehand to assure a clear date and for the secretary’s information while answering phone calls.

6. Involve parents in the class

Parents can be extremely helpful in the classroom as aides or “important guests”. Survey your parents with a questionnaire asking if they would be interested in aiding in your classroom or helping with preparation of the crafts, wall decorations, refreshments, etc. Be sure to clear the questionnaire with your coordinator first. Also you might bring parents into the classroom to tell the children what they do. (Be sure that they are saved and walking with Jesus first!) This sharing time will let the children see that being a Christian is a real thing and even plumbers and mothers can be Christians.

7. Say “good-bye” to every child in front of his parents

Children love this exit greeting, and parents do not expect it. It is a good time to ask the parents to call you regarding a problem, to share some joy from the class, or pass on one of their children’s special qualities, characteristics, or contributions.

Conclusion

Remember, the time you spend with the children in the classroom is a small aspect of the total ministry to them. You must minister to and challenge the parents to do their part in the home. This challenge must be done with humility, respect, and compassionate understanding of their own lifestyle (Christian or non-Christian, married or divorced, joyful and happy or frustrated and downtrodden).

Your attitude must be one of humility toward the parents. First, you are a servant of Christ; then, you are a servant to the parents and their children (Philippians 2:1-11).

Know that God has placed each child in your class for spiritual guidance during the time they are with you. Pray for them weekly and watch God work in their lives.

Be there thirty minutes early, showing them you care for your class.

Be prepared. Study your lessons well and prepare your heart before the Lord. The few hours you have with the children each week can be life changing-for both the children and you.

Discipline



The most common discipline problems in classrooms are talking and fidgeting. This type of problem can usually be taken care of by a teacher getting near the child or moving the child in a different place to sit.

After 30 minutes of sitting in worship a child may need to stretch their legs before you begin the lesson; take your class outside and do simple exercises, have them run a lap or two on the grass. This will get

their blood flowing to their brains and may even tire them just enough to sit still for the lesson.

The key to less discipline is good planning, variety of activities in your classroom and well-set boundaries for your own particular group [each will vary] (See suggested classroom rules).

Teachers **never** hit, spank, or verbally abuse children. When a child is causing a problem the child should be given a verbal warning or a choice between behaving correctly or spending time in time-out. (Time-out is when a child sits alone to ponder his or her behavior.) Make sure children understand why you are disciplining them, so they can return to the group. If the problem has to do with the block or game area, then the child may be refused the right to play in that area for discipline.

For discipline problems that totally distract the rest of the class from learning, see the Children's Ministry Director concerning the discipline procedures.

Do's and Don'ts of Discipline

-Be firm and consistent with young children and respect their rights. They will respect adults who are fair and reasonable with them.

-Be sincere and polite with children. Be patient, understanding, and reasonable (expect neither too much nor too little of children).

-Try to gain children's cooperation instead of trying to dominate them. Give children the feeling you believe they are going to cooperate. Allow them to make decisions even if they are sometimes wrong.

-Strive for cooperation on methods of controlling children. Misunderstanding or antagonism between teachers confuses children.

-See that children have a definite schedule that meets their needs. Try to understand and meet their individual needs and concerns.

-Encourage desirable behavior by approval of things well done. Praise is more effective than blame.

-Disapprove of undesirable behavior rather than the child.

-Use suggestions rather than strong direct commands. Positive, unhurried, specific, and encouraging suggestions are most effective. Save the strong, emphatic commands for emergencies or special situations.

-Use dos instead of do nots. Children should be shown or told what to do instead of what not to do. Tell them what they can do.

-Give as few commands as possible. Too many commands confuse and irritate children. When giving a command, be sure it is reasonable and important; then, see that it is carried out.

-Get the children's attention before giving a request or a command and be sure they understand what you mean. Use their names and look at them. Give abrupt commands in an emergency only.

-Whenever possible, give a reasonable explanation to children for doing something; but remember not to give them all of it at once or so many that they become confused by all your talking. Speak in a pleasant tone of voice.

-If it is necessary to reverse a decision or command given to children; then, explain to them why you have changed your mind or tell them you were not aware of all the facts, if it is necessary.

-Children also need to realize teachers are human, too. They can make mistakes, have needs, like respect, and can become angry because they have feelings, too.

Discipline Procedures

1) Pray for the child every day.

2) The teacher needs to counsel the child on the spot by taking the child away from the rest of the group. Pray with them for self-control.

3) If the child continues to disturb the class; then, you need to isolate them in a chair removed from the class, but still in sight. [The length of isolation time depends on the age of the child (about 1 minute for each year of the child's age)].

4) If the behavior does not change, it is time to meet with the parents to share with them the specific behavior problem you are encountering with their child and ask them for any ideas they can offer to help you work with them and their child.

- a) Always meet the parents in private to avoid embarrassing the parents in front of others.
- b) Some parents may react in a positive, supportive manner, and others may act negatively.
- c) Report via note or call the Children’s Ministry Director whenever you talk to a parent concerning their child’s behavior, so if step #5 has to be taken they will be aware of the child’s history.
- d) EXCEPTIONS- If a child, during one session, is totally disruptive to the group and will not obey, call the CM Director to your class to remove them so you can continue with your lesson.
- e) NEVER! NEVER! strike a child, shake them, physically restrain them, or call them a name such as “bad” or “dumb”.

5) If the child continues to disrupt class; then it is time to call on the CM Director he or she will keep the child until their parents come to pick them up. The CM Director will also have a talk with the parents asking them to attend class with their child the following two weeks. Teachers, this step will work 95% of the time. (Step #5 is for the extreme discipline problem).

(Excerpts from a seminar given by Mickey Stonier of Horizon Christian Fellowship)



**Some further notes
To help you with discipline...**

Examine your lessons: Are they exciting? Are you using different types of storytelling each week?

Be careful that you do not group those who you feel are disruptive together. Spread them out so they have good examples around them. It is very tempting to group them for our ease, but it is not good for them.

Please do not ever label them as bad children; identify the behavior as unacceptable, but not the child. They are growing up in a family here at Calvary, and acceptance is very important. Often what label they receive even in the 3 year old class, will follow all the way through their older years. In the more extreme case they can even grow up hard and bitter toward the church and God.

Supplies

The best way we have found to keep a hand on our teacher supplies is by using a large plastic stackable container for each classroom filled with supplies most used.

Each box has the following supplies:

- | | |
|--------------------------------|-------------------------|
| -Clipboard with sign in sheets | -Adult scissors |
| -Box of pencils | -Scotch tape |
| -Supply of crayons | -Box of Kleenex |
| -Stapler | -Masking tape |
| -Markers | -Puppets (Some classes) |
| -Ink pens | |

Other supplies in office/resource room:

- | | | |
|---------------------------|----------------------------|---------------------|
| -Markers | -Videos | -Material (variety) |
| -Child scissors | -Office supplies (various) | -Yarn |
| -Glue (white)/Glue Sticks | -Play dough | -String |
| -Paint | -Paper plates | -TV/DVD/VHS Players |
| -Paper | -Craft sticks | -Bible crafts |
| -Staples | -Toilet paper rolls | |
| -Books | -Beads | |

All these items may be checked out or taken from the resource room. If you borrow a book, please return it. If you use the last supply of an item, please record it on the supply order list. Seasonal and holiday crafts items will be available for lessons prior to the season and holiday. Check the resource room regularly to see what is new that you can use to assist you in your teaching.

Resources

We are building our resources weekly. We will keep an ongoing list in the room of the names of books, tapes, and videos.

1. Training tapes
2. Training videos
3. Miscellaneous books
4. Children's music tapes
5. Children's videos/Bible Story Cartoons
6. Bible Maps
7. Bibles, Bible Story Books
8. Snack Box (For Sunday School)

Appendix

Additional Notes, Forms, and Handouts



10 Ways You Can Shape Children's Lives

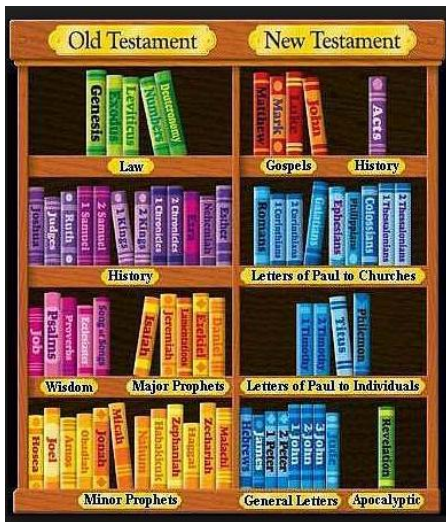
By Dr. Clyde Narramore

- 1. Notice them.** Mention something about them to show that you see or acknowledge their presence in some way.
- 2. Encourage them.** Help them to develop a natural ability. "I knew you could do that!"
- 3. Get them to talk.** Enable them to rid themselves of strong, pent-up feelings. Sift good ideas from poor ones. No corrections, just let them talk.
- 4. Listen to them.** Give them your undivided attention. We can pass on God's goodness as we "incline our ears" and listen to each child.
- 5. Inquire about their plans for the future.** Such questions can cause children to feel that there is someone who is really interested in them and may start a flow of thought toward the future. They need to know that God has a plan for their lives.

- 6. Let them ask you questions.** Most people who ask questions are not so much seeking an answer as a chance to talk about the subject. Lead children to talk further rather than giving a pat answer.
- 7. Lift up ideals before them.** Children are natural hero worshippers. It's never too early to bolster their admiration for people who have done noble things in their lifetime, as well as great Bible heroes.
- 8. Compliment them.** This will assure them of your love and concern.
- 9. Share from your own life experience.** "Let me tell you what happened to me once," helps more than a lecture. By sharing what God has done for us we help the child have a hope-filled outlook.

Lead them to Christ to encourage them. The greatest influence we can have on children is for eternity. After leading them to the Lord we need to guide and encourage them regularly in their Christian walk.

**You may do a number of worthwhile things in your life,
but nothing will pay such dividends as investing in a child.**



The Greatest Teaching Aid

A Parallel to 1 Corinthians 13

Though I teach my class with the Word of God and carefully prepared materials, and have not love for my pupils, I am nothing more than a teaching robot or an unconcerned mimic.

And though I have the ability to tell good stories and to understand this age group and attend teachers' meetings and teaching seminars, and though I know the attention span of the children, and have not love, I am not God's example of a good teacher.

And though I study my lesson, and though I spend much time preparing visuals and have not love, it is of little profit or worth.

Love makes me pray for my students by name; love makes me aware of the needs of each of my pupils. Love for my pupils makes me think less of my own needs.

Love makes me spend time with my pupils in church and in their homes. It makes me stay calm when my pupils are overactive in their behavior.

Love helps us when we become discouraged. It helps us believe that God's Spirit will work in the hearts of our students. It gives us hope that our students will accept Jesus as their Savior and be filled with the Holy Spirit. And love helps us serve even though no one pats us on the back for the work we have done.

Love never fails, even though we as teachers fail. For if we teach in the flesh, we shall only reap fleshly results—a smile, a nod of indifference, or a blank expression.

Our job, that being of teachers, is limited. We can diligently study and adequately present the day's lesson and still have no results. But when the Holy Spirit teaches through us, then the hearts of our boys and girls respond to God's Word.

When I teach in my own power, I speak only words and my pupil's understand only words; their lives are not touched. But when God's Spirit guides my teaching, I am completely usable by Him, and my boys and girls are blessed and drawn closer to Jesus.

Although we do not see the immediate results of our teaching, when we get to heaven, God will reward us for our faithful service.

And now we have access to good Sunday School literature, excellent teaching methods, Godly love—these three; but the greatest of these is God's love manifested through our lives.

Love is by far the greatest teaching aid for the Sunday School teacher. Children can quickly detect a teacher's love and concern. They can just as readily sense one's

indifference. Before we can show others our Godly love, we must first experience it ourselves. If there is envy, bitterness, or mistrust in our lives, God's love is not operable. John writes, "If God so loves us, we ought also to love one another" (1John 4:11).

God greatly loves us and each of our students. How will our boys and girls learn of God's love except through us? We can tell them, "God is love" (1 John 4:8). However, our demonstration of love to these boys and girls is much more effective.

Our students watch us carefully as we speak of Jesus and His Word. They watch us as we deal with the problems within our class. They even watch our lives when we are outside the classroom.

Does our love extend to every student, expecting nothing in return? Do we truly demonstrate Godly love?

Accident Report Form

First-aid kits are located on the wall upstairs by the Kindergarten class and downstairs by the Nursery. If the child is in need of additional medical attention call 911. Inform the Children's Ministry Director as soon as the situation permits.

CHILD'S NAME _____

PHONE _____

ADDRESS _____

PARENT/GUARDIAN NAME(S) _____

DATE OF ACCIDENT _____

LOCATION OF ACCIDENT _____

DESCRIPTION OF ACCIDENT _____

ACTION TAKEN _____

WAS THE CHILD'S PARENT/GUARDIAN CONTACTED? _____

WAS THE CHILDREN'S MINISTRY DIRECTOR CONTACTED? _____

TEACHER'S NAME _____

HOME PHONE _____

CELL PHONE _____

Teachers:

Please follow up on all accidents that require more than a band-aid. Whenever there is an accident during class or an outing we need you to fill out this information completely.

Hand in this form to the Children's Ministry Director or the Pastor.