



Sunday School Handbook

*But to this one I will look, to him who
is humble and contrite of spirit,
and who trembles at My word.*

—Isaiah 66:2

Contents

Introduction to Children’s Ministry 3
 Our Mission Statement 3
 Our Purpose 3
 Our Philosophy of Ministry 3
Introduction to Sunday School..... 6
 Our Ministry..... 6
 Our Classroom 6
 Our Leaders..... 7
 Our Qualifications..... 7
 Our Placement..... 8
 Our Expectations..... 8
Safety & Security 9
 Child Safety 9
 Members of the Church 9
 Six Month Rule..... 9
 Successful Background Check..... 9
 Nametags..... 10
 Child Check-In..... 10
 Child Pick-up/Self Release 11
 Open Door..... 11
 Two Adults..... 12
 Bathroom..... 12
 Discipline 13
 Personal Contact 14
 Displays of Affection 14
 Child Safety Reminders 15
 Reporting Suspected Abuse 16
 Epi-Pen..... 16
 Sick Child..... 18
 Classroom Visitors..... 18
 Missing Child..... 18
 Classroom Evacuation 18
Appendices..... 19

A – Sample Classroom Schedule.....	19
B – Sunday School Lay Leader Ministry Responsibility Description.....	20
C – Sunday School Teacher Ministry Responsibility Description	22
D – Sunday School Assistant Ministry Responsibility Description	24
E – Music Leader Ministry Responsibility Description	26
F – Servant for Christ Ministry Responsibility Description.....	28
G – Character Qualities.....	30
H – Classroom Locations.....	31
I – Children’s Ministry Placement Procedure.....	32
J – Epi-pen Authorization Forms	33
Children’s Ministry Sunday School Handbook Service Agreement	35

Introduction to Children's Ministry

Our Mission Statement

The Children's Ministry of Grace Community Church exists to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may be spread among our children, families may be supported, and the church may be strengthened.

Our Purpose

God's glory is the ultimate purpose of all things (Rom 11:36) and is inseparably linked to redemption (Eph 1:12) through which regenerate man has the desire and ability (2 Cor 3:18) to please and praise God in everything (1 Cor 10:31). The church was established for God's glory and is a primary means through which He is exalted (Eph 3:21) as she shares, defends, teaches, and embodies His truth (1 Tim 3:15). This reality is manifested as the local church embraces its commission to evangelize the lost and its call to equip and encourage the saints, including parents. Therefore, Children's Ministry serves as an effective vehicle through which the church is strengthened as she glorifies God through sharing the gospel, supporting parents, and strengthening the saints.

Our Philosophy of Ministry

1. Evangelizing Children

A. The Mandate

~ The church has a mandate to take the gospel into all the world and to share the good news of Christ with every person (Mt 28:18–20; Lk 24:46–47). Therefore the motivation for Children's Ministry must begin with God's command to evangelize the lost, which also includes children (Acts 2:39). Thus, Children's Ministry is a practical feature of our church's desire to obey Christ as we participate in this facet of the Great Commission.

B. The Mindset

~ We understand that a child's greatest need is regeneration because children are dead in their sin and without hope of salvation (Rom 3:23). Yet, children, as well as adults, can receive forgiveness of sins, a relationship with God, and purpose in life through trusting in Christ as Lord and Savior (Rom 10:9–13). This reality is the cornerstone of our ministry to children as their greatest need for the gospel is our greatest opportunity for eternal impact (Rom 10:14–16).

C. The Mission

~ Therefore, the target of our ministry is heart preparation as we cultivate the soil of children's hearts through sowing the seed of the gospel. This includes teaching children the fear of God, humility over weakness, penitence over sin, facts about the gospel, and an appreciation for Christ. Furthermore, since salvation is of the Lord, we avoid soliciting salvation professions

but encourage the fruit of genuine repentance as demonstrated through a life of submission to Christ's lordship.

2. Encouraging Parents

A. The Mandate

~ Parents have a mandate to raise their children in the discipline and instruction of the Lord (Eph 6:4; Col 3:21). Thus, parents are to be the primary evangelists and spiritual trainers of their children. This is a continuous command that is actively fulfilled by the parent while being a godly example, giving personal exhortation, and specific edification for the spiritual well being of the child.

B. The Mindset

~ The church is called to encourage parents in their God given task of raising godly children. This is clearly implied through the household commands (Col 3:18–21) and the church's mandate to equip, edify, and encourage believers (Eph 4:12–16). Furthermore, the Scriptures call for strong Christian families that are growing and being molded through the ministry of the Body of Christ (Eph 5–6). Therefore, our church seeks to support and enhance the spiritual vitality of the home while never usurping the parental role and responsibility.

C. The Mission

~ Therefore, our mission is to support parents in their God given role of raising children to love Christ. We seek to accomplish this through edifying parents with classes, Bible studies, resources, and personal shepherding geared to elevate their effectiveness. We also provide encouragement through offering quality childcare so that parents can attend worship, Bible studies, or other ministry undistracted. Lastly, we seek to lovingly exhort those parents who may not have fully embraced their God given responsibility to raise their children in the Lord.

3. Edifying Servants

A. The Mandate

~ The church also has a mandate to edify and equip servants for the work of the ministry (Eph 4:11–16). This happens as pastor-teachers provide spiritual leadership and resources provoking people to grow in Christ-likeness. Thus, this practical preparation "for ministry" is inseparably linked to actually placing saints in the ministry. This further accentuates spiritual growth as saints exercise spiritual giftedness *through serving the Body, which ultimately strengthens the Body!*

B. The Mindset

~ Children's Ministry is an effective link in the chain of equipping and enlisting saints into productive ministry that promotes the spiritual growth and vitality of the church. This ministry serves as an appropriate place where believers can embrace their mandate to minister while also being ministered to through continual edification. Thus, Children's Ministry provides

a plethora of opportunities for saints to sacrificially serve and grow while simultaneously strengthening the church.

C. The Mission

~ Therefore, our mission is to also provide a place of constant edification for our faithful servants who minister every week. We desire that they would continue to be equipped even though they are already enlisted into the ministry of the church. In order to accomplish this we seek to provide opportunities for growth and encouragement through pastoral oversight, Bible studies, and enriching curriculum that takes them deeper into the Word. Also, we provide events designed for ministry wide worship and fellowship that are always uplifting. These servants are also edified as they communicate God's truth to children and each other on a weekly basis.

Introduction to Sunday School

Our Ministry

- Occurs every Sunday morning.
- Ministry to children three years old through the third grade.
- Children are divided into separate classrooms based on age.
- Divided into two ministry hours that run during our main adult worship services:
 - 1st Hour, 8:30-10:15am
 - 2nd Hour, 10:15am-12pm
- Children may attend the 1st hour Sunday school class, the 2nd hour Sunday school class, or both.
- A separate team of teachers is responsible for each Sunday school hour.

Our Classroom

- Each classroom contains the following elements. Two sample classroom schedules can be found in Appendix A.
- Bible Lesson – Clear, age appropriate, and follows our three year Sunday school curriculum, Generations of Grace
 - 10-15 minute lesson for 3-4 year olds
 - 15-20 minute lesson for 5-6 year olds
 - 20-25 minute lesson for 1st - 2nd graders
 - 30 minute lesson for 3rd graders

NOTE: The length of individual lessons may vary; these are simply general guidelines.

- Music – Exalts the person and work of God through Scripture saturated lyrics, age appropriate instrumentation, and engaging hand motions. We strive for a variety of music (hymns, choruses, contemporary, and children's songs)
- Craft(s) – Creative activities that capture children's attention and reinforce the Bible lesson.
- Snack – Bland cookies provided by the Resource Room. Any other snack that would be offered beyond these cookies must be approved by the Sunday School leader because of allergy and health concerns.
- Bathroom Break - According to the schedule posted in the Resource Room.

Our Leaders

Sunday School Lay Leader

- Assists the Children's pastor in providing leadership and oversight of a Sunday School hour.
- See Ministry Responsibility Description, Appendix B.

Sunday School Teacher

- Oversees the administration, personnel, teaching, safety, and environment of a Sunday school class.
- See Ministry Responsibility Description, Appendix C.

Sunday School Assistant

- Assists the Sunday school teacher in the administration, safety, and environment of a Sunday school class.
- See Ministry Responsibility Description, Appendix D.

Music Leader

- Ensures that each Sunday school classroom has quality, Christ exalting music every week.
- See Ministry Responsibility Description, Appendix E.

Servant for Christ

- Assists the Sunday school teacher and assistant in the administration, safety, and environment of a Sunday school class while learning, firsthand, the blessings and challenges of serving in the church.
- See Ministry Responsibility Description, Appendix F.

Our Qualifications

The following general qualifications apply to every adult serving in Children's Ministry:

- Member of Grace Community Church
- Completed Children's Ministry Application
- Approved Background Check
- Agreement with Grace Community Church Doctrinal Statement
- Attend weekly worship service in addition to serving
- Commitment to fellowship through Bible study (not always a CM study)
- A life that demonstrates the qualities of biblical character (See Appendix G)
- Leadership approval

Our Placement

The following is our method of placing teachers and assistants in the right classroom:

- Completed Children's Ministry Application/Background Check
- Leadership approval
- Classroom observation
- Classroom integration
- Read Sunday School Handbook

*See Appendix I for a detailed explanation of our placement procedure.

Our Expectations

Children will act like children

- Having the proper expectations diffuses frustrations, displeasure, and discontentment.
- Understand that children occasionally have bad days.
- Allow room for isolated incidents of disobedience while watching for patterns.
- Sunday is a long day for children.
 - By the end of the second service, children could easily have been awake for 5 or more hours.
 - Many children are hungry and haven't eaten in hours.
 - Misbehavior and lack of self control are expected in this environment.
 - Our concern is not for their behavior, but how we can make their time more enjoyable.
 - When children err our response is grace.
 - We are not to be heavy on discipline, rules, restrictions and correction.
 - For class management we utilize structure, rewards and guidelines.

Our interactions with parents will be marked by grace, patience, and humility

- We serve parents best by showering them with encouragement, love and extraordinary care.
- Parents are ministered to when they see that you love their child.
- We can demonstrate humble service through joy:
 - In our labor
 - In our interaction at check-in/pick-up (greeting child by name)
 - In our attitude
- Know parents by name.
- Say yes with a willing heart to a parent's instructions and follow as best as you can.
- Do not parent children.
- Do not parent parents.
- Thank parents for the opportunity to spend time with their children (no matter their behavior).
- Praise children in front of their parents.

Safety & Security

Child Safety

- The Elders, staff, and volunteers of Grace Community Church take safety seriously, and desire to have a safe and God-honoring environment where children can learn the truths of God.
- To that end we have the following policies regarding the operation of, and the workers in, Children's Ministry to help prevent the occurrence of child abuse. These policies are for the protection of the children in our ministries, employees, volunteers, and our entire church family.

Members of the Church

All volunteers who work with children must be members of Grace Community Church

Six Month Rule

- It is our normal practice that no volunteer will be allowed to work with children in any capacity until they have been an active and participating member of the church for a minimum of six months. The applicant must have been a regular attendee and involved in church activities for that period of time. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with the children.

Successful Background Check

- Anyone (volunteers, paid employees, private nurses, aids, and assistants) who has regular contact with children in any of our ministries must have a background check performed. Anyone who refuses to have a background check will not be permitted to continue in any Children's Ministry activity or class.
- In addition the initial background check, criminal background checks may be performed on workers on an ongoing basis, randomly or as deemed necessary.
- All information from the background check will be kept strictly confidential.
- Workers will be notified when they have been approved to serve at church-related functions. Only approved adult or teen workers are allowed in classrooms with minors. Approved workers should avoid being in the classrooms unless they are scheduled to be working in those classrooms.

- There are no exceptions for substitutes or occasional volunteers – all workers must complete the entire process.
- Any prospective worker that has prior incidents of sexual misconduct of child abuse will not be allowed to serve in any capacity where they would have contact with minors.
- Whether disclosed voluntarily or by result of the criminal background check, the following items will automatically disqualify a volunteer from participating in the leadership, sponsorship or supervising of any activity or program involving minors:

Any conviction for:

- Criminal homicide
- Aggravated assault
- Crimes related to the possession, use or sale of drugs or controlled substances
- Sexual abuse
- Sexual assault (rape or statutory rape)
- Injury to a child
- Incest
- Indecency with a child
- Inducing sexual conduct of sexual performance of a child
- Possession or promotion of child pornography
- The sale, distribution, or display of harmful material to a minor
- Employment harmful to children
- Abandonment or endangerment of a child
- Kidnapping or unlawful restraint
- Public lewdness or indecent exposure
- Enticing a child

Nametags

- All church employees and volunteer workers, who work with children, are required to wear a Children’s Ministry nametag whenever they are supervising children.

Child Check-In

- Check-in and pick-up are two of the greatest opportunities to encourage parents. Please maximize these times to get to know parents!
- Children will check-in at the Children’s Ministry Center before arriving at the room. The child will wear one of the identification tags in a visible location. Please place the other identification tag in the classroom roster.

- Please check the identification tag for any special instructions before parents leave. These tags all contain information vital to caring for the children.
- Please remind parents that if their child needs them during the service that they will receive a text message on their cell phone.
- Saying good-bye can, at times, be difficult for children. It is normal for little ones to cry when a parent leaves. This does not usually last long, and separation becomes easier as parents develop regular attendance routines. If this should happen, try to create immediate interest in a toy or activity and assure the child that their parents will return after the worship service. If you are not able to console the child please contact the superintendent in the Resource Room.

NOTE: It is imperative that parents not leave the church campus while their child is in our care.
They need to be readily available in the event of an emergency.

Child Pick-up/Self Release

- Please check every parent's security tag before releasing a child. Even if you know the parent, please ask to see the security tag. If the parent does not have the security tag DO NOT release the child. Please contact the superintendent, Resource Room, or Welcome Center for assistance.
- Parents are free to give their security tag to another person (16 or older) to pick up their child.
- Please draw a line or an "x" through the child's identification tag in the classroom roster after releasing the child. Please do not place parent security tag over nametag in roster, because the Children's Ministry secretary needs to be able to read each tag.
- Children are not permitted to release themselves from class unless they are in the third grade or above. NOTE: Third graders must also have written approval from parents.
- Parents should pick-up their children within 15 minutes of the close of the service.
- Please make sure that children have all their personal items before releasing for check-out. Lost and found items should be brought to the Resource Room. Any unclaimed items will be given to Facilities.

Open Door

- Church activities for children should be scheduled and conducted in areas visible from adjoining areas. Such visibility will be maintained by leaving blinds open and, wherever

possible, by leaving the door to the room open. Under no circumstances will an adult meet alone with a child in any room where the door is closed or in an area where they cannot be seen.

Two Adults

- A minimum of two adult workers will be in attendance at all times when children are being supervised during a church activity regardless of the number of participants, location, or activity. For the purpose of this policy two adults related to each other, whether by marriage or by birth, shall count as one adult.

Bathroom

- Trips to the bathroom must be overseen by at least two adults (a Servant for Christ does not qualify as an adult). If you need an additional adult (or another female to assist with potty) for your bathroom break, please stop by the Resource Room on your way.
- The entire classroom travels to the bathroom at the same time (all children and adults). Adults are not to use the bathroom at this time. Every leader is needed to ensure the safety of the children.
- Please place the “bathroom break” sign on the door before leaving.
- If a child requires help with a button, snap, belt, etc., an adult female should assist the child, regardless of the child’s gender.
- The bathrooms in the G building are reserved for exclusive use by children on Sunday mornings. No adult should use these bathrooms.
- Ensure that no one is in the bathroom before allowing children to enter.
- Keep the door propped open.
- Have one adult remain outside the bathroom.
- Prepare your class for bathroom break
 - Line all the children up in two lines: boys and girls.
 - Count the children – write it down, don’t rely on memory.
 - Put out your signs, and close the door.
- Travel to the bathroom
 - Carefully walk to your assigned bathroom.
 - Adults supervise the children with a supporting role by the Servants for Christ.

- At the bathroom
 - If you use the G building bathroom
 - Adults check the bathroom to make sure that no one else is in the bathroom (G building only).
 - Adults remain outside of the bathroom holding the door open while the children use the bathroom and wash their hands.
 - Gather the children away from the bathroom.
 - Adults distribute snack if that is your custom.
 - Count the children. Do not leave until you have the exact number you came with – no more, no less.
 - If you use the J building bathroom
 - Adults check the bathroom to make sure it is safe for the children to enter.
 - Adults remain in the hand washing area while the children use the bathroom and wash their hands.
 - Gather the children away from the bathroom.
 - Adults distribute snack if that is your custom, but not inside the J building hallway.
 - Count the children. Do not leave until you have the exact number you came with – no more, no less.
- Return to class
 - Carefully walk back to your class.
 - Count the children.
 - Remove your signs.

Discipline

- Behavior issues will be handled with gentleness and grace. Do not punish (physically, verbally, or emotionally) children for disobedience. Correction is only permitted to maintain classroom safety and order. If a child is out of control or his actions are threatening the safety of other children, please inform the Sunday school lay leader. He will be able to help with the child or contact the parents (if needed).
- Please watch for repeated patterns of disobedience. Most behavior problems are sporadic and inconsistent and, therefore, are to be expected and can be overlooked. Repeated and regular disobedience, however, should be noted and communicated to the Sunday school lay leader. Please communicate all behavior issues with the lay leader before talking with parents.

Personal Contact

- Common expressions of affection (hugs), affirmation (pats on the back), support or physical caretaking (diaper-changing, helping small children in the rest-room) are appropriate in this community of caring Christians. Expressions of affection shall not be excessive, or be imposed upon others.
- Please consider (men especially) giving children a “high five” instead of a hug. This is a great way to respond to the excitement of children in a way that will not be as easily misinterpreted.
- Employees and volunteers shall not interact with each other or children in any way that could be interpreted as inappropriate.
- Corporal punishment or verbal abuse is never permitted and is grounds for immediate dismissal. If you must discipline your own children please do it in private.
- Additional policies for men serving in Sunday school:
 - Men will not carry/hold children
 - Men will not allow children to sit on their laps but will have children sit next to them on the floor
 - Men will not provide piggyback rides, place children on their shoulders, or be involved in wrestling/roughhousing
 - Men will not assist with buckles, belts, zippers, underwear, pull-ups, pants, or any other clothing item during bathroom time. Only adult female leaders may assist children in these ways.
 - Men must be especially careful with their interactions and contact with children so that their conduct could not be construed in any way as inappropriate. Behavior that could be interpreted as inappropriate would be acts such as hugs, holding hands, hovering over a child, concentrating on one child for a prolonged period of time, and other like actions.
 - Men can positively defend against seemingly inappropriate behavior by proactively engaging children who affectionately approach them through high-fives, fist bumps, and handshakes. This will allow the servant to engage the child, before the child embraces them.

Displays of Affection

- Hugging a child is a natural response when children seek affection. We discourage any contact with a child that could be seen as possibly inappropriate.
- If a child runs to a leader for a hug, the “catch and release” method is preferred. Quickly give a hug and release from the hug gently.

- Side hugs are most appropriate. Instead of a body to body front hug, try a side-to-side hug.
- A child over the age of two years should not be held unless it is an emergency; piggy back rides are not permitted.
- There is a difference between holding an infant under the age of two years and hugging an older child. Infants will need more attention. If holding a baby is necessary for their comfort and safety, we require the leader to be an adult (18 years or older)
- If a child wants to sit on the lap of the leader; we require the leader to gently place the child next to them and away from their lap.

Child Safety Reminders

- The following acts or omissions are violations of this policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to leadership after the safety of the child, children, youth, or minor involved has been assured.
- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Physically abusive behavior or infliction of bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Grace Community Church.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any function of Grace Community Church.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at Grace Community Church.

NOTE: All allegations of reasonably suspected child abuse will be reported to the proper authorities in accordance with the mandatory reporting laws.

Reporting Suspected Abuse

- Any time a worker sees something at a church-related activity or program that creates a concern regarding child abuse, the following procedure should be followed:
 1. Intervene as necessary to halt the suspected abuse.
 2. Immediately notify one of the leaders of Children's Ministry.
 3. Continue involvement and cooperation as requested by the Children's Ministry leadership in any additional reporting requirements.

NOTE: All allegations of reasonably suspected child abuse will be reported to the proper authorities in accordance with the mandatory reporting laws.

Severe Allergies/Epi-Pen Policy

- Do not give food to children with identified allergies (unless otherwise instructed by parents). These conditions will appear on the child's identification tags in the form of a red "A" (Allergies) or "EP" (Epi-pen).
- We ask parents to notify our supervisors if their child has allergies or uses an Epi-pen. These needs will appear each week on the child's identification tags when he is checked in at the Children's Ministry Center.
- Obtain a medical release to keep on file for every child using an Epi-pen. Please include a lay leader when talking with parents about obtaining a medical release.

Steps to follow should you need to check in a child with severe allergies/epi-pen:

1. Explain to parents our severe allergy/epi-pen policy located in the classroom binder
2. Distribute the medical release form and waiver also located in the classroom binder to the parent (See appendix J)
3. Explain these forms require a doctor's signature and need to be returned the following time the child is checked in
4. Receive the child the into the room

EPI-PEN Parent Guide

(This is the severe allergy/epi-pen guide for parents located in the classroom binder)

The following steps are designed to protect the health of your child. Please complete each of the following before dropping off your child in the Nursery or Sunday School:

1. Turn in your child's Epi-Pen Medical Release Form to the Nursery or Sunday School room your child will be attending. This form will remain in your child's classroom and move with your child to his future room upon promotion.

***Please note this form requires a signature by your child's physician

2. Communicate information vital to caring for your child to Nursery room supervisor/Sunday School teacher and Nursery Lay Leader (Nursery only).

Information to include:

- * Child's allergy(s) and any symptoms typical for your child.
- * Location of your child's Epi-Pen (travels with child to room).

* Snacks your child may eat during snack time.

Please note the following:

1. Nursery workers and Sunday School teachers will administer Epi-pens on a child who is suffering an allergic reaction.
2. Your child's Epi-Pen must remain with him in class (in diaper bag or on his person).
3. Be aware that we may need to contact you during class time. Please keep your cell phone or pager within reach.
4. Please go directly to your child's room if you are contacted. If you cannot remember your child's classroom number or location, please go to the Welcome Center.
5. Allergen exposure from adult volunteers or what other children have consumed outside of the classroom is outside of our control.
6. Children's Ministry classrooms are **peanut free zones**.

Steps to follow should a child experience an allergic reaction:

1. Identify
 - a. Child's first and last name
 - b. Parents' cell phone numbers
 - c. If child carries an epi-pen for allergic reactions
2. Retrieve the epi-pen
3. Administer the epi-pen
 - a. Open the epi-pen
 - b. Stabilize the child's thigh
 - c. Inject and hold
4. Call
 - a. Have additional leader call Security to alert nurse by dialing 5777 from any campus phone (818-909-5777 from any cell phone). Security may also be reached by dialing 818-319-1521. Security will call 911 (if needed). Security will send a nurse to your room.
 - b. Have additional leader call the Welcome Center by dialing 5788 from any campus phone (818-909-5788 from any cell phone). Provide child's name and parents' cell number/pager number.
 - i. Welcome Center will alert parents
 - ii. Welcome Center will also alert Nursery Lay Leader
 - c. Have additional leader place epi-pen Medical Release Form on the counter.
 - d. The leader who administers the epi-pen should stay with the child until the nurse/security arrives.

Sick Child

Steps to take if a child should suddenly become ill:

1. Isolate the child
2. Inform the Sunday school lay leader
3. Sunday school lay leader will contact parents and nurse
4. Take the child to the Resource Room to wait for parents and nurse

Classroom Visitors

- Church staff, parents, or church workers may visit classrooms and child care rooms at any time without prior notice.
- Children's Ministry leadership will make periodic observations of child care rooms and classrooms during the times when children's programs are being conducted.
- Children's Ministry leadership will perform annual classroom evaluations assessing classroom efficiency and effectiveness.

Missing Child

Steps to take if a child is missing:

1. Confirm child was checked into the room in attendance roster
2. Identify child's name and parent's cell phone numbers. Be prepared to give a description of child.
3. Immediately inform the Sunday school superintendent in the Resource Room
4. Sunday school superintendent will contact security and Children's Pastor
5. Assist superintendent and security in whatever way necessary

Classroom Evacuation

- It is imperative that parents stay on the church campus while their child is in Sunday school. Parents need to be readily available in the event of an emergency.
- When evacuating the classroom:
 1. Count all the children in the room
 2. Line up children in two lines (boys/girls)
 3. Grab the room binder which contains the attendance roster
 4. Move as a group to the southeast corner of the parking lot
 5. Count children again after having arrived at the southeast corner of the parking lot
 6. Go through the room roster to ensure all children are accounted for

Appendices

A – Sample Classroom Schedule

3 – 5 Year Olds

8:15-8:45	Games and activities at tables
8:45-9:05	Music and offering
9:05-9:25	Lesson time
9:25-9:40	Bathroom break and snack
9:40-10:00	Craft and coloring page
10:00-10:15	Games and activities at tables

1st – 3rd Graders

8:15-8:45	Review of last's week lesson through activity/game
8:45-9:05	Music and offering
9:05-9:35	Lesson time
9:35-9:45	Bathroom break and snack
9:45-10:00	Craft
10:00-10:15	Activity

B – Sunday School Lay Leader Ministry Responsibility Description

Purpose

To assist the Children's Pastor in providing leadership and oversight of a Sunday School hour.

Goal

To provide godly leadership and edification to Sunday school teachers enabling them to effectively evangelize children in a safe and enjoyable classroom environment and to encourage parents as they seek to fulfill their parental role.

Responsibilities

- Arrive 15 minutes before the service begins.
- Oversee basic Sunday School operations while interacting with volunteer staff and parents as they drop off children.
- Interact with parents to encourage, answer questions, and address potential concerns.
- Interact with teachers regularly to encourage, instruct, and inform concerning lessons, announcements, and updates.
- Maintain security in accordance with established safety policies and GCC Security ministry.
- Observe activities in the classroom to learn the strengths and weaknesses of teachers.
- Perform annual classroom evaluations assessing classroom efficiency and effectiveness.
- File evaluation report with Children's Ministry secretary.
- Oversee the selection and preparation of substitute teachers.
- Schedule and coordinate semi-annual teacher training events.
- Facilitate fellowship among the volunteer staff through the planning and execution of corporate ministry events.
- Demonstrate appreciation to volunteer staff through encouraging conversations, emails, calls, and activities.
- Assist volunteer staff by removing (if necessary) and supervising disruptive children.
- Assist in the recruitment of qualified volunteer staff.

- Report all significant incidents involving children, parents, and teachers to Children's Pastor.
- Regularly pray for the volunteer staff serving in your hour by name.
- Attend lay leader and Sunday School related meetings.

Qualifications

- Member of Grace Community Church | Deacon and Deaconess qualified
- Successful background check, CM Application, and pastoral interview.
- Husband and wife team.

Children's Mission Statement

We exist to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may spread among our children, families may be supported, and the church may be strengthened.

C – Sunday School Teacher Ministry Responsibility Description

Sunday school Teacher

Purpose

To oversee the administration, personnel, teaching, safety, and environment of a Sunday school class.

Goal

To provide a safe and enjoyable classroom environment for children to learn about the gospel and to encourage parents through joyful service.

Responsibilities

- Arrive by 8:15am (1st service) or 10:15am (2nd service).
- Remain in class until every child has been picked-up or the second hour teacher arrives.
- Communicate vision/strategy with co-teacher(s), assistant teacher(s), Servants for Christ, and parents.
- Prepare and teach an age appropriate Bible lesson using the Generations of Grace curriculum and following the published GCC schedule.
- Evangelize children and parents through the communication of God’s Word, the demonstration of the love of Christ, and regular, intentional interaction.
- Oversee the implementation of a GOG related craft and age appropriate music each class time.
- Make an effort to interact with and encourage parents during drop-off /pick-up.
- Maintain the security of the children in accordance with established safety policies, check-in/check-out procedures, and GCC Security ministry.
- Coordinate and supervise the bathroom break at the scheduled time and according to church guidelines.
- Protect the safety of the children in case of emergency (e.g. fire, earthquake, shooter).
- Communicate all substitute needs and/or absences to Sunday school lay leader (2 weeks notice preferable).

- Assist in the recruitment of qualified volunteer staff.
- Report all behavior issues and significant incidents involving children, parents, and teachers to lay leader.
- Know each child by name | Regularly pray for the salvation of the children
- Attend teacher training and other meetings.

Qualifications

- Member of Grace Community Church | Deacon and Deaconess qualified
- Successful background check, CM Application, and Sunday school lay leader approval.

Children's Mission Statement

We exist to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may spread among our children, families may be supported, and the church may be strengthened.

D – Sunday School Assistant Ministry Responsibility Description

Purpose

To assist the Sunday school teacher in the administration, safety, and environment of a Sunday school class.

Goal

To provide a safe and enjoyable classroom environment for children to learn about the gospel and to encourage parents through joyful service.

Responsibilities

- Arrive by 8:15am (1st service) or 10:15am (2nd service).
- Remain in class until every child has been picked-up or the second hour teacher arrives.
- Communicate regularly with teacher(s), fellow assistant teacher(s), Servants for Christ, and parents.
- Supervise the Servants for Christ and children during teaching time.
- Evangelize children and parents through the communication of God's Word, the demonstration of the love of Christ, and regular, intentional interaction.
- Assist the teacher and children during craft time and music time.
- Make an effort to interact with and encourage parents during drop-off /pick-up.
- Maintain the security of the children in accordance with established safety policies, check-in/check-out procedures, and GCC Security ministry.
- Protect the safety of the children in case of emergency (e.g. fire, earthquake, shooter).
- Communicate all substitute needs and/or absences to teacher and Sunday school lay leader (2 weeks notice preferable).
- Assist in the recruitment of qualified volunteer staff.
- Report all behavior issues and significant incidents involving children, parents, and teachers to lay leader.
- Know each child by name | Regularly pray for the salvation of the children

- Attend teacher training and other meetings.

Qualifications

- Member of Grace Community Church | Deacon and Deaconess qualified
- Successful background check, CM Application, and Sunday school lay leader approval.

Children's Mission Statement

We exist to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may spread among our children, families may be supported, and the church may be strengthened.

E – Music Leader Ministry Responsibility Description

Purpose

To lead children in worship through age-appropriate music that exalt the person and work of God through edifying lyrics and musical accompaniment.

Goal

Lead a 10-15 minute music time that engages children in the worship of God.

Responsibilities

- Prepare 3-5 age appropriate songs to share during music time.
- Communicate with teacher to confirm music time, number of songs, and lesson content.
- Arrive early to set-up before ministry event begins (when applicable).
- Contact music lay leader as soon as possible when going to be absent or late.
- Provide musical accompaniment (piano, guitar, etc.).
- Sing a variety of types of music (hymns, choruses, contemporary, and children's songs). Not every type needs to be present during each music time. Strive for a balance over the course of your ministry.
- Engage children in music through participation, hand motions, etc.
- Explain difficult words and concepts so that children understand what they're singing.
- Contact music lay leader about all equipment needs before your scheduled music time.
- Respect the schedule and authority of the leader/teacher overseeing the event.
- Be flexible. The leader/teacher may not be ready for music time when you arrive.
- Communicate regularly with music lay leader | Attend all Children's Ministry worship leader training events.
- Evangelize children through gospel centered music and demonstration of the love of Christ.
- Maintain the security of children in accordance with established safety policies | Protect the safety of children

- Assist in the recruitment of qualified volunteer staff.
- Report all behavior issues and significant incidents involving children to teacher and music lay leader.

Qualifications

- Member of Grace Community Church | Deacon and Deaconess qualified
- Successful background check, CM Application, and music lay leader approval.

Children's Mission Statement

We exist to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may be spread among our children, families may be supported, and the church may be strengthened.

F – Servant for Christ Ministry Responsibility Description

Purpose

To assist the Sunday school teacher and assistant in the administration, safety, and environment of a Sunday school class.

Goal

To provide a safe and enjoyable classroom environment for children to learn about the gospel while learning, firsthand, the blessings and challenges of serving in the church.

Responsibilities

- Arrive by 8:15am (1st service) or 10:15am (2nd service).
- Remain in class as much as 15 minutes after the end of the service.
- Parents call or text SFC Program Leader prior to Saturday evening to arrange for a substitute if child will be absent (vacation, illness, etc.) | Serve on a regular basis
- Parents communicate with teachers to monitor their child's ministry in the room.
- Responsible to the adult teachers and assistants | Abide by class rules and schedule.
- Assist teacher and assistant wherever help is needed.
- Show respect at all times and whole-heartedly serve in the responsibilities given by teacher/assistant.
- Take the initiative to find out where help is needed and go the extra mile.
- Talk to teacher or assistant before making any changes to the room or schedule.
- Contact SFC Program Leader about issues with teacher and assistant.
- Not allowed to check children in or out of the classroom.
- Not allowed to take children to the bathroom (unless accompanied by an adult).
- Maintain the security of the children in accordance with established safety policies.
- Report all behavior issues/incidents involving children to the teacher or assistant | Never discipline a child

- Know each child by name | Regularly pray for each child | Protect safety of children

Qualifications

- 5th or 6th grade | Regularly attend both hours on Sunday morning | Nominated by small group leader
- Strong character qualities as observed in Juniors ministry | Completed Parent Consent Form | One year commitment to the program

Children's Mission Statement

We exist to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may spread among our children, families may be supported, and the church may be strengthened.

G – Character Qualities

Service - We are here to provide a service of care to parents and families. We will do this best by being sacrificial and accommodating to the parents. Romans 15:1–3

Worship - Our primary commitment is to the Lord Jesus Christ and His church. It is expected that every Children’s Ministries servant-leader will participate in the corporate gathering of believers on Sunday morning. Hebrews 10:25

Humility - We are to view others as more important than ourselves and put their needs above our own. Christ is our supreme example. Being Lord of the universe, He lowered Himself to serve the needs of others. Philippians 2:3, 4

Teachability - God has graciously provided elders for the leadership of His church (Titus 1:5), and we are to lovingly submit to their rule. Hebrews 13:17

Joy - Our life should reflect the joy of the Lord because of all that He has done. Psalm 5:11

Graciousness - With all of the grace we’ve received in Christ, we ought to extend grace to the body of Christ and to others who have never yet experienced His loving-kindness. Colossians 4:6


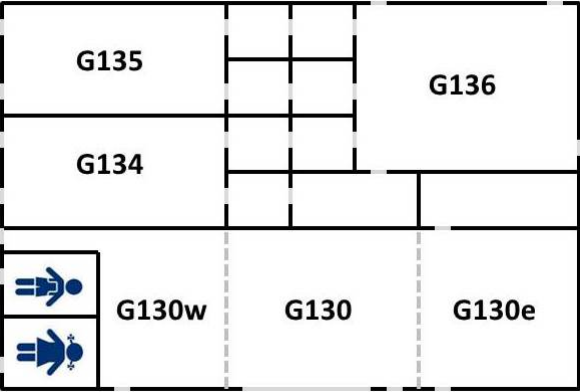
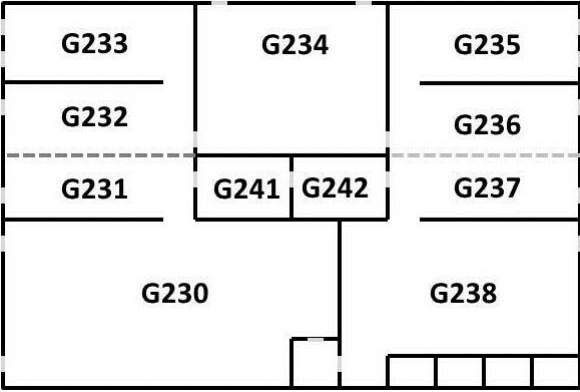
Enthusiasm - We should be excited when we consider that God has chosen us, sinful man, to play a role in the extension of His kingdom. Matthew 28:18–20

Patience - We should reflect the same patience that Christ had and still has with us when dealing with parents and children. Ephesians 4:1, 2

Gentleness - We must be gentle as Christ was gentle. He did not lash out, nor did He respond harshly when not respected or obeyed. Proverbs 15:1

Purity - God greatly cares for the purity of His church. We should too. Ephesians 4:22–24

Unity - We must work together with our leaders and fellow workers, not complaining, but supporting and upholding one another. Putting on all the character qualities listed above will be a great expression of love for one another in our ministry. Colossians 3:12–14

H – Classroom Locations 	F223 2nd (M-Z) F224 1st (A-L)
	G130 1st (M-Z) G130w 3yr (P-Z) G134 3yr (H-O) G135 3yr (A-G) G136 4yr (O-Z)
	G230 3rd (A-Z) G231 4yr (A-F) G233 5yr (A-G) G234 4yr (G-N) G235 5yr (H-P) G236 5yr (Q-Z) G238 2nd (A-L)

I – Children’s Ministry Placement Procedure

- CM applications are deposited in lock box
- Security supervisor collects them and initiates the background checks
- Security supervisor drops off the applications to the CM secretary
- CM secretary gives the pastor a first glance overview of applications
- Secretary then divvies up the applications and places them in the appropriate intern’s box
- The interns inform lay leaders about incoming applications
- Either the intern or lay leader will make initial contact with the applicant
 - Inquire about their membership and involvement at Grace Church
 - Inquire about their ministry experience
 - Inquire about their desire to serve (Why do they want to serve?)
 - Inquire about which ministry they would like to serve in (Where do they want to serve?)
 - Inquire about their personal testimony
 - Inquire/Inform them of their commitment
- Interns will inquire about the status of the background check with the secretary
- After the background check is cleared, intern will set up a meeting with applicant and lay leader
- Assimilate the applicant into the ministry according to the lay leader’s wishes
- File the application

Important Notes

- *In order to start serving under most circumstances you must be actively involved for at least six months and in the process of becoming a member.
- *No one gets assimilated into Children’s Ministry without a face-to-face interview and reading ministry handbook

Appendix J
GRACE COMMUNITY CHURCH
Private Physician Authorization For Emergency Use of Epi-Pen

Child's Last Name _____ First Name _____ DOB _____

ALLERGY TO _____

Dose Prescribed _____ Date of Prescription _____ Date first diagnosed _____

Printed Name of Physician _____ Signature _____

SIGNS AND SYMPTOMS OF AN ALLERGIC REACTION

Parent Name(s) _____

Parent Cell Number(s) Cell #1 _____ Cell #2 _____

Parent Location 1st Hour _____ 2nd Hour _____

**Release and Waiver of All Claims
To Administer an Epi-Pen and
To Provide Additional Emergency Medical Services**

I, the undersigned parent, parents, or legal guardian of _____, a minor (hereafter referred to as "My Child"), do hereby voluntarily release and agree to hold harmless Grace Community Church, Sun Valley, Ca and its officers, directors, employees, volunteers, agents, and affiliates (hereinafter referred to collectively as "GCC") from any and all losses, damages, and claims of any kind that may arise from GCC administering the Epi-Pen or any other emergency medical services to My Child. Pursuant to this agreement, I understand that in consideration for GCC agreeing to administer the Epi-Pen and other necessary emergency medical services, I am knowingly and willfully agreeing to waive all claims I or My Child may have against GCC.

Parent Signature

Date

Authorization and Release Expires January _____. PMD review and renewal required.

Children's Ministries/Grace Nurse Ministry
Epi-Pen PMD Authorization/Parent Release

Date: _____

Children's Ministry Sunday School Handbook Service Agreement

I will serve ultimately for the glory of God (1Cor 10:31)

I will serve in a manner that reflects the character of Christ (Phil 2:4-7)

I will serve with gratefulness understanding that ministry is a mercy from God (2Cor 4:1)

I will serve in such a way that children are properly evangelized (Mt 28:18-19)

I will serve with a weekly goal of personally encouraging parents (1Thess 5:11)

I will serve in a manner that edifies and supports my fellow servants (Gal 5:13-15)

I will serve with an attitude that sees the needs of others greater than my own (Phil 2:3-4)

I will serve with the safety and security of our children as a main priority (Ps 127:3-5)

I will serve with humility, integrity, and purity as my hallmarks (Gal 5:22-24)

I will serve with a submissive, loving, and teachable spirit (Eph 5:19-21)

I will serve as a steward knowing I will give an account to God for my life (2Cor 5:10)

I will serve so that I seek to fulfill my responsibilities set forth in this handbook (Heb 13:17)

Cut off this portion and turn it in to your Children's Ministry lay leader

I acknowledge that I received and read a copy of the Grace Community Church Children's Ministry Sunday School Handbook. I fully understand and agree to abide by all the policies and procedures explained throughout the handbook while serving in this ministry. I acknowledge that a failure on my part to follow the guidelines set forth in this handbook could result in my removal from Children's Ministry.

Signature: _____ Date: _____

Printed Name: _____

GRACE
COMMUNITY CHURCH

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