

# Abundant Harvest Church



## Children's Church Manual

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Pastor Matthew Zang

## Children's Church Manual

Thank you for your interest in serving as a children's church worker here at Abundant Harvest Church. I believe that children's church is not just a place for parents to drop off their kids so they will be out of the way for the church service rather, this ministry is important because of the following three reasons:

1. First and foremost, this ministry is here to teach and instill a biblically sound and firm foundation rooted in the absolute and infallible truth of the word of God. We also endeavor to show a Godly example by how we live our lives in personal holiness, pleasing to the Lord.
2. Second, this ministry is intended to allow parents a break so that they can receive from the worship and preaching in the church service so they will be better able to teach their children in the ways of God.
3. Third, children's church is a ministry to the pastor by providing a distraction free atmosphere to impact the lives of adults for eternity.

We believe that children are a blessing from God and deserve the very best teaching and learning environment possible. Our goal is to come along side the parent to help them train up their children so that they may always serve the Lord.

Thank you for your willingness to serve,  
Pastor Aaron Rummel

### Requirements & Qualifications

- All Teachers/Doers are required to undergo a background check and must meet the following requirements:
  - Can not have any sexual or violent felonies
  - Can not have any assaults to minor whether physical or sexual
  - Can not be struggling with sexual thoughts, temptations or dealing with sexual addictions in anyway including viewing pornography
- Attendance guidelines
  - Doers (helper's) - In order to serve in the children's department you should have been regularly attending AHC for three months. After the three months have passed an interview and background check will be conducted. AFTER the background check comes back and is acceptable the volunteer will serve as a doer.
  - Teachers – Teachers must have been serving as a doer for 3 month's before they can be considered.
- **IMPORTANT!** Do your best not to be alone with the children. Any worker can escort a child to the restroom but if a child needs help in the restroom, if possible, a female worker should assist them. If a worker helps the child the door should remain open a little. There should always be a teacher and doer for every class. If there is not enough help immediately inform the Children's Pastor first and then Pastor Ken and if they are not available inform Pastor Matt.
- The worker to child ration should not exceed 1 to 10. If there are more than 20 children an additional helper should be asked to help.
- Minimum age for volunteers is 14.

### Age Groups for Children Ministry

- 0-4 Nursery
- 4-10 Children's Church

## Workers Responsibilities

- Follow coordinators instructions and teaching plans supplied.
- Teachers and doers in nursery and children's church should be ready to receive children as follows:
  - Sunday morning - Arrive no later than 9:20am to prepare their rooms and received by 9:30am.
  - Saturday night - Arrive no later than 6:20pm to prepare their rooms and received by 6:30pm.
  - Wednesday night - Arrive no later than 6:20pm to prepare their rooms and received by 6:30pm.
- All toys in the nursery should be wiped down with a disinfecting wipe after each service.
- The children's church and nursery rooms should be vacuumed and put into order after each service.
- If you run out of supplies let the coordinator know immediately.
- Nursery workers should always return children with a fresh diaper.
- Workers should always greet parents with a smile and a positive attitude.
- Nursery is not just a babysitting service. A brief lesson or bible story and or a song should be sung each service. Also please pray over the infants and toddlers while caring for them.

## Disciplinary Guidelines for Children (To be posted on the wall)

- Obey classroom rules
  1. Honor God
  2. Honor your teacher
  3. Honor your neighbor
  4. Have an attitude of gratitude
- Classroom behavior (3 strike rule)
  1. Verbal warning, write name on the chalkboard (There are no prizes if there name is on the board)
  2. Check mark beside name on the chalkboard and separate child from friend if needed
  3. Take child to the parent (Must be escorted to the parent(s) by a teacher or helper with an explanation as to why they were removed.)

## Emergency Guidelines

- **Minor Injuries:** An incident needs to be filled out if a child is:  
(If you are not sure inform your coordinator)
  - a. Bitten
  - b. Gets any visible injury
  - c. Injuries caused by fighting
- Process for filling out an incident report for minor injuries:
  1. Inform the coordinator as soon as possible **after** the child is given first aid.
  2. Coordinator determines if an incident report needs to be filled out. It is the coordinators decision to determine whether one should be filled out.
- **Major injuries** (broken bones major bleeding), seizures or any other major medical emergency
  1. If necessary call 911
  2. Doer (helper) stays with child and the teacher gets parents and informs ushers who gets any medically trained members in the church to assist.
  3. Teacher escorts parents back to the child, informs the coordinator of the emergency and then insures that there is no crowding around the child.
  4. Ushers will follow their emergency guidelines and be in the parking lot waiting for ambulance and guide them into the proper room.

5. After the emergency is over coordinator, teacher and doer will fill out incident report together. Parents will be informed of the whole situation (when appropriate) and if needed given a copy of incident report.
6. **IMPORTANT!** The coordinator must list all actions taken by our volunteer and staff members on the incident report and how much time elapsed between each step of the emergency. Incident report must be signed by the coordinator, teacher and doer involved in the incident. It is very important that these guidelines are followed so we are first of all taking appropriate care of our children and second documenting our actions for any future investigation.

- **Fire or other building emergencies**

- Teacher will immediately account for all children under your care
- Teacher and doer will escort the children to nearest emergency exit. Currently the closest exit for all nursery and children church is through the children's church room.
- All teachers should take their children and congregate at the three crosses.
- Coordinator should then seek an usher and help parents reunite with their children.
- Children's church workers should stay with their children until every child is reunited.

### **Sickness and Illness guidelines (get from nursery)**

Children should not be accepted into nursery or children's church if they have any of the following symptoms or ailments:

- Fever (Other than teething)
- Flu-like symptoms
- Excessive runny nose (associated with an illness)
- Vomiting (If a child vomits while in nursery or children's church the parent should be located and the child should be returned for the remainder of the service)
- Excessive diarrhea
- Unexplained rashes
- Pink eye (when in doubt do not admit the child)
- Lice
- Any other conditions not listed that are highly contagious. If you are not sure ask your coordinators.

### **Snack policy**

- Absolutely no peanuts or peanut products are to be given to the children for snacks.
- Coordinator will ensure there are appropriate snacks available.
- Workers need to ask parents if their children have any food allergies when they drop them off. If a child does have any allergies ask the parent for an appropriate snack and then make sure they only eat the food given by the parent.
- No snacks should be accepted if it is unsealed and not approved by the coordinator or the teacher in charge.