

## 1. Purpose of Children's Ministry

### **Make Disciples of Christ (The Great Commission)**

*"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."*  
Matthew 28:19-20

### **Build-Up the Body of Christ**

*"It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of men in their deceitful scheming. From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."*  
Ephesians 4:11-14, 16

**Our Mission Is For Kids To:zi f  
Know God,  
Love God, &  
Love Others!**

We only do things that further our purpose and fit in with our mission.

If you share these two purposes with Christ, agree with our mission, and have prayed and received confirmation from the Holy Spirit that God has called you to serve His precious children in these purposes, then we are glad for your commitment to this ministry.

## 2. Attaining Our Purpose

Our desire is for Calvary Chapel Ontario's children's ministry to reflect the character and heart of our Lord, Jesus Christ, as He demonstrated deep sympathy toward children during His ministry on earth. Therefore, we expect every children's ministry worker to strive for:

### **Excellence in loving God's children.**

*"And now I will show you the most excellent way. If I speak in the tongues of men and of angels, but have not love, I am only a resounding gong or a clanging cymbal. If I have the gift of prophecy and can fathom all mysteries and all knowledge, and if I have a faith that can move mountains, but have not love, I am nothing. If I give all I possess to the poor and surrender my body to the flames, but have not love, I gain nothing. Love never fails." -1 Cor. 13:1-3, 8a*

*"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." -John 13:34-35*

### **Excellence in teaching God's Word.**

*"Consequently, faith comes from hearing the message, and the message is heard through the word of Christ." -Romans 10:17*

*"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth." -2 Timothy 2:15*

### **Excellence in discerning spiritual truths and applying them to life.**

*"But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have."  
-1 Peter 3:15*

*"My son, if you accept my words and store up my commands within you, turning your ear to wisdom and applying your heart to understanding, and if you call out for insight and cry aloud for understanding, and if you look for it as for silver and search for it as for hidden treasure, then you will understand the fear of the Lord and find the knowledge of God. Then you will understand what is right and just and fair—every good path. For wisdom will enter your heart, and knowledge will be pleasant to your soul. Discretion will protect you, and understanding will guard you. Thus you will walk in the ways of good men and keep to the paths of the righteous."  
-Proverbs 2:1-5, 9-11, 20*

**Excellence in honoring and supporting the institutions of natural and spiritual families ordained by God.**

*“Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.”*

-Deuteronomy 6:4-9

*“Consequently, you are no longer foreigners and aliens, but fellow citizens with God's people and members of God's household, built on the foundation of the apostles and prophets, with Christ Jesus himself as the chief cornerstone. In Him the whole building is joined together and rises to become a holy temple in the Lord. And in Him you too are being built together to become a dwelling in which God lives by His Spirit.”*

-Ephesians 2:19-22

### 3. Requirements for Serving in Children's Ministry

The first requirement for seeking a position of service in children's ministry is prayer. Commit your way to the Lord, and if the Spirit confirms that He desires your particular passions, giftings, and talents be used in ministering to children, then continue with the following steps:

- 1) Regularly practice disciplines of Christian living to ensure a growing, personal relationship with Jesus Christ. We can't do this without Him!
- 2) You must attend Calvary Chapel Ontario as your home fellowship for 6 months prior to serving.
- 3) You must attend the other Sunday morning service.
- 4) Submit a completed Children's Ministry Application Form to the church office or children's ministry director.
- 5) Meet the children's ministry director for an interview. If a position is available that matches with your qualifications and availability, you will be placed at this time.
- 6) Attend a child safety and protection training at the church, receiving information on church policies and procedures.
- 7) Read the print materials listed below. They are available in the children's ministry teachers resource room.
  - a. 'What Calvary Chapel Teaches' a booklet by Larry Taylor; and
  - b. 'The Philosophy of Ministry of Calvary Chapel' a booklet by Chuck Smith.
- 8) Attend children's ministry workshops and trainings when they are offered.

## 4. Sunday Morning Children's Ministry Positions

There are a variety of roles within children's ministry that contribute to the health and operation of the ministry and which draw from the diverse giftings of individuals within the body of Christ. A listing and description of the various Sunday Morning children's ministry positions at Calvary Chapel Ontario follows:

### **SERVICE COORDINATOR**

(Time Commitment: 2 hrs/wk)

A service coordinator, under the leadership of the children's ministry director, facilitates the smooth conduct of a Sunday children's service. He/she provides support to classroom leaders outside the classroom for the duration of the Sunday service.

#### Roles and Responsibilities

##### **Leader**

A service coordinator, under the guidance of a children's ministry director, leads the ministry workers to care for the children in an excellent way by:

- Modeling Christ-like leadership
- Working with the director and teachers to problem solve
- Maintaining discipline during children's service
- Working to achieve children's ministry goals

##### **Communicator**

The most visible responsibility of a service coordinator is communication. Connecting with teachers, parents and children is a vital part of a service coordinator's responsibilities. Some responsibilities are the following:

- Greet and direct parents and children to their correct classroom assignment
- Communicate children's ministry policies and procedures
- Communicate with classroom leaders and assistants about needs that arise during the service
- Motivate classroom leaders, assistants, and young helpers to perform their best
- Alert classroom leaders to place in service (example: pastor is closing adult service in prayer; or gather children for worship).

##### **Administrator**

A service coordinator is responsible for the administrative needs of a single children's service on Sunday mornings. He/she is mainly positioned in the children's ministry resource room and must be able to do the following:

- Enforce compliance with church and children's ministry policy, including child protection standards of conduct and discipline procedures
- Ensure accurate attendance records
- Oversee proper check-in and check-out procedures
- Supervise activity in the resource room during the Sunday service
- Ensure necessary equipment availability
- Pair special-needs children with specially-trained helpers at the request of parents

#### Qualifications

The following is expected of service coordinators:

- Trust Christ as his/her personal Savior
- Grow in his/her relationship with Christ
- Demonstrate leadership and administrative abilities
- Communicate effectively to small groups as well as one-on-one

## **CLASSROOM LEADERS**

(Time Commitment: 3-5 hrs/wk)

A classroom leader is a child's main contact in children's ministry. Classroom leaders, under the leadership of the children's ministry director, are specifically responsible for teaching the Bible to the children assigned them, and guiding the children into truth for their lives. They are also responsible for the welfare of these children during the course of the service.

### Roles and Responsibilities

#### **Shepherd**

A classroom leader shepherds the children in their class in the following ways:

- Ensure proper check-in and check-out of child
- Consider the special needs of each child (allergies, developmental issues)
- Demonstrate love and care for the child by greeting them with a smile and learning their name
- Pray with and for the children and class assistants/helpers
- Ensure child safety policies and procedures are followed
- Discipline children in a manner consistent with children's ministry policy and procedure
- Be prepared to share a testimony
- Be able to share the gospel in age-appropriate language
- Look for opportunities to explain the gospel and invite children to believe in Jesus

#### **Leader**

A classroom leader leads by example. Some responsibilities are:

- Practicing disciplines of Christian living to ensure a growing relationship with Christ
- Being in the classroom, ready to receive children, 15 minutes before service begins
- Overseeing the cleanliness and order of the classroom
- Preparing lesson material and having all supplies ready for class
- Directing assistants and helpers to where they are needed
- Establishing a positive environment where children are motivated by kindness
- Keeping the class on-schedule
- Participating in children's worship
- Returning supplies to appropriate place in resource room
- Complying with children's ministry policies and procedures
- Attending scheduled ministry training and events

#### **Communicator**

The most obvious responsibility of a classroom leader is communication. Connecting with the children, parents, and other children's ministry workers is a vital part of a classroom leader's responsibility. Some responsibilities are the following:

- Teach God's Word in a clear and effective manner that is appropriate to the learning level of the children
- Facilitate discussion about the lesson and demonstrate its relevance
- Explain crafts and activities which supplement the lesson, making sure that each activity reinforces the Bible lesson for the day.
- Communicate with assistants and helpers how they may best serve in the classroom.
- Communicate with parents the check-in/check-out procedures and how their child did in class using positive language
- Communicate to service coordinators and the children's ministry director any questions, concerns, and praises regarding the children's ministry program
- Notify the children's ministry director in a timely manner of any changes in his/her ability to serve

### Qualifications

Classroom leaders are expected to demonstrate the following:

- Trust in Jesus Christ as his/her personal Savior
- Growth in his/her relationship with Christ
- Passion for children coming to know, love and serve our Lord Jesus Christ
- Leadership abilities
- Effective communication skills in both large and small groups as well as one-on-one

## **ADULT ASSISTANTS and YOUTH HELPERS**

(Time Commitment: 2 hrs/wk)

An adult assistant and youth helper under the leadership of a classroom leader and the children's ministry director, aids the classroom leader and children in a classroom. He/she helps ensure the positive impact and effective operation of the ministry.

### Roles and Responsibilities

#### **Help-Mate**

The primary role of adult assistants and youth helpers is to provide support to classroom leader(s) in the classroom and to ensure the safety and welfare of the children in the class. Some responsibilities within this role are:

- Comply with church child safety policies and procedures
- Comply with children's ministry policies and procedures
- Help children find passages in their Bibles
- Assist the children in their learning and understanding of the Bible
- Counsel children who respond to invitations to Christ (adult assistants only)
- Assist the teacher and children in the craft and game activities
- Participate in children's worship
- Respond to the leadership and direction of the teacher
- Help maintain order in the classroom
- Help clean the classroom upon completion of the service
- Demonstrate enthusiasm
- Model respect for and unity with the classroom leader
- Notify the children's ministry director of any changes in ability to serve

#### **Shepherd**

An adult assistant may actually have more opportunity to shepherd a child on a one-on-one basis than the classroom leader. Some responsibilities within this role are the following:

- Pray for the teacher, children, and other ministry workers
- Assist in discipline (adult assistants only)
- Be prepared to share a testimony
- Be able to share the gospel in age-appropriate language
- Look for opportunities to explain the gospel and invite children to believe in Jesus

### Qualifications

An adult assistant and young helper need to be qualified in the following ways:

- Have a personal belief in Jesus Christ as his/her Savior
- Be growing in his/her relationship with Christ
- Be in compliance with the requirements of serving in the church
- Have a passion for children coming to know, love and serve our Lord Jesus Christ
- Effective one-on-one communication skills

## **WORSHIP TEAM MEMBER**

(Time Commitment: 3-5 hrs/wk)

A worship team member, under the leadership of the children's worship director, ministers to children through song and drama during the children's worship service on Sundays. He/she demonstrates a heart of worship to the children and helps them press in to know God the Father, God the Son, and God the Holy Spirit.

### Roles and Responsibilities

#### **Facilitator**

A worship team member facilitates a child's ability to worship by leading songs, providing vocal and instrumental accompaniment and AV tech support, demonstrating hand motions, and presenting puppet dramas. Some responsibilities of this role are the following:

- Lead by example both in and out of worship time
- Attend worship practices
- Demonstrate enthusiasm
- Comply with child safety policies and procedures
- Comply with children's ministry policies and procedures
- Practice unity with worship director and team members
- Communicate clearly with worship director and team members.

### Qualifications

A worship team member needs to be qualified in the following ways:

- Have a personal belief in Jesus Christ as his/her Savior
- Be growing in his/her relationship with Christ
- Be in compliance with the requirements of serving in the church
- Have a passion for children coming to know, love and serve our Lord Jesus Christ
- Effective communication skills one-on-one and in large groups.



## **SPECIAL NEEDS KID PARTNER**

(Time Commitment: 2 hrs/wk)

A special needs kid partner has a unique opportunity to minister to individual families within the body of Christ. Not all special needs children require a special needs kid partner, but for those children who require more individual attention than a typical classroom set-up provides, a special needs kid partner is offered. Special needs kid partners free-up parents of special needs children so they may attend adult church service and have a unique opportunity to develop a close relationship with the child and their family.

### Roles and Responsibilities

#### **Shepherd**

A special needs kid partner shepherds the child they are committed to in the following ways:

- Prays for the child and family
- Studies and learns the unique needs of the child
- Provides for the needs of the child during church service
- Ensures the child's safety and protection
- Develops a rapport with the child and his/her family that encourages close-knit relationships
- Looks for opportunities to share and explain the gospel to the child
- Participates with the child in worship service

#### **Communicator**

Special needs kid partners are an advocate for the child they are paired with and must be able to communicate well for the child's benefit. Some responsibilities in this role include:

- Communicating the particular needs of the child to other ministry staff
- Regularly contacting the family of the child to better understand the current needs of the child
- Communicating effectively with the child

### Qualifications

A special needs kid partner must qualify in the following ways:

- Have a personal belief in Jesus Christ as his/her Savior
- Be growing in his/her relationship with Christ
- Be in compliance with the requirements of serving in the church
- Have a passion for special needs children coming to know, love and serve our Lord Jesus Christ
- Effective one-on-one communication skills

## 5. Leading Children to Christ

We do not want to pressure or coerce a child into salvation, but we certainly do not want to miss an opportunity to lead a child to Christ. This is the most important decision of his or her life! Pray for each child.

### These basic facts should be emphasized:

1. God loves all kids – including me. I don't have to earn His love.
2. I have done wrong, and this wrong (called sin) must be punished.
3. Christ died to pay for my sin.
4. I must accept Jesus as my Lord and Savior to receive God's forgiveness.
5. When I do this, I become God's child.

### Things to remember in leading a child to Christ:

1. Memorize scripture.
2. Establish a key in your Bible.
3. Read from the Bible.
4. Share your faith / Testimony.
5. Be clear! Use terms that they will understand.
6. Know what age group you are speaking with.
7. They need to understand the basic facts listed above.

### When they receive Christ:

1. Lead them in prayer to receive Christ and pray for them.
2. Review.
3. Make sure they understand what just took place.
4. Explain what they need to do next.
5. Discipling begins after they receive Christ.

## **Plans for Presenting Salvation**

There are many plans and methods for presenting salvation. Choose one that is easiest for you to remember and learn it by heart. Consider using one these plans:

### The Romans Road

1. Romans 3:23 - All have sinned.
2. Romans 6:23 - For the wages of sin is death.
3. Romans 5:8 - But God demonstrates His own love for us in this: While we were still sinners, Christ died for us.
4. Romans 6:23b - But the gift of God is eternal life, through Jesus Christ, our Lord.
5. Romans 10:9-10,13 - If you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised Him from the dead, you will be saved.
6. Romans 6:1-4 - The old self is dead. You have been raised to a new life.

### Salvation

1. God's part - John 3:16
2. Christ's part - Romans 5:8
3. Man's part - John 6:37

### The A-B-C's of Salvation

1. *Acknowledge* self as a sinner. Romans 3:23; Isaiah 53:6; James 2:10; Romans 3:10-12; John 3:3; Acts 4:12
2. *Believe* in Christ. Acts 16:31; Luke 5:32, 13:3; Hebrews 11:6; Romans 2:4, 10:17; John 3:16, 10:21
3. *Confess* to Christ as Savior. Romans 10:9-10; Acts 19:18; 1John 1:9, 4:15

### Four Words of Salvation

1. Needed - Romans 3:3
2. Provided - 1 Peter 2:24
3. Offered - Ephesians 2:8
4. Accepted - 1 John 5:12

### The Four Spiritual Laws (by Campus Crusade)

1. God LOVES you, and offers a wonderful PLAN for your life. John 3:16; John 10:10
2. Man is SINFUL and SEPARATED from God. Therefore, he cannot know and experience God's love and plan for his life. Romans 3:23, 6:23
3. Jesus Christ is God's ONLY provision for man's sin. Through Him you can know and experience God's love and plan for your life. Romans 5:8; 1 Corinthians 15:3-6
4. We must individually RECEIVE Jesus Christ as Savior and Lord; then we can know and experience God's love and plan for our lives. John 1:12, 3:1-8

### The Wordless Book

**Gold Page** - This page reminds us of Heaven. In heaven there are streets of pure gold. God lives in heaven and He loves you so much that He wants you to be with him someday. *Revelation 21:21; John 3:16*

**Black Page** - This page reminds us of the darkness of sin. Sin is anything we think, say or do that displeases God. It is things like lying, cheating, stealing, disobeying your parents, fighting your brothers or sisters or not being kind to someone. Sin separates us from God. Just like we face consequences at home when we do something wrong, there are eternal consequences for our sin. This consequence is death and being separated from God (the one who loves you best) forever. God doesn't want you to be apart from Him. *Romans 3:23; Romans 6:23*

**Red Page** - The red page reminds me of Jesus. Jesus is God's perfect son. He is God and become man. He was the only person that lived without sinning. When he grew up he died upon the cross, taking the punishment of all our sins upon himself. The red page reminds us of his blood that was shed. He didn't stay dead though. Three days later he rose from the dead! This means that he can take our sins away forever. *Hebrews 9:22; 1 Corinthians 15:3*

**White Page** - The white page reminds me of being washed. When we receive Jesus as our Savior, he washes us so that we can be with him in heaven. You can do this by praying, *"Dear God, I know that I have sinned and done wrong against you. I believe that Jesus is God's son and died upon the cross for the punishment of my sins. I believe that he rose again. I receive you as my Savior from sin. Thank you for making me one of your children. In Jesus name, amen."* Isaiah 1:18; 1 John 1:7

**Green Page** - The green page reminds us of things that grow, like grass and trees. Just like grass and trees grow, when we receive Jesus as our Savior we need to grow. We grow by learning more about Jesus and God's Word. We can grow in three ways: reading the Bible, praying, and going to church. 2 Peter 3:18

## Focus on the Core Group

Every children's ministry service is comprised of three groups of kids:

Visitors: Perhaps a child is visiting family in the area who attend Calvary Chapel, or is visiting Calvary Chapel for the first time. There is no commitment to return to the church and little opportunity exists to forge a relationship with the child.

Irregulars: These children are familiar to the children's ministry, but do not attend regularly. Efforts to build a relationship with these children are often disrupted. Rather than being able to settle-in to receive the message, these kids are constantly having to reorient themselves to their environment and the expectations therein, causing them to be easily distracted from receiving the message.

Core Group: Children who attend regularly are referred to as the core group. Consistent attendance has permitted them the time that is necessary for building relationships within the ministry. They understand what is expected of their time in children's ministry and are less distracted. Therefore, they are in a better position to receive the message.

Effective ministry to all groups will transpire when you focus the message on the core group.

## 6. Typical Class Structures

### **For Everyone: Prayer**

The Children's Ministry team meets for Prayer in the Resource room half an hour before the service begins. That means 8:30 for first service and 10:30 for second service. This time is not required, but it is HIGHLY encouraged. THE MOST IMPORTANT THING WE DO IS PRAY!!

### **Fifth thru Sixth Grades**

#### 1) Worship

All students, leaders, and helpers will go to worship in the service with their families. When worship is over, students and leaders will meet at the back of the sanctuary and head to the children's ministry building.

#### 2) Prayer Time (5 minutes)

When you arrive in your classroom, please review a short list of class rules with the kids and pray to prepare their hearts for the lesson.

#### 3) Bible Time (15-20 minutes)

a. Read directly from God's Word. You may want the children to read, but only call on volunteers.

b. Retell the story visually, ideas include:

i. Flash cards

ii. Dramas (assign parts to children who volunteer, or use puppets)

iii. Short video

iv. Draw the story

c. Use the Inductive Study Method

i. Find out what it says (using Bible Study Page)

ii. Find out what it means

iii. Find out personal application

d. Ask the kids for questions and use the time to bring up a tough question that applies from the lesson about what these kids are facing at school. (example: the question of evil... If God is good and He loves us, why is there so much evil in the world?)

e. Memory verse.

f. Close lesson with prayer.

#### 4) Closing Activity (use one or more as time permits) (5-10 minutes)

a. Games which reinforce the Bible story or memory verse.

b. Fellowship together! Talk to kids about their lives, get to know them.

c. Clean-up

d. After the service is over, dismiss the kids. They are free to go back to their parents without sign out or supervision.

## First through Fourth Grades

- 1) The Greeting  
All leaders and assistants/young helpers are in the rooms ready to receive children from parents **15 minutes** prior to the beginning of church service. This is a time where the parent is looking at the environment of the classroom (in control, out of control, warm & loving, cold, etc.) It is also a time to let the incoming child know that he or she is welcome and important to the class.
- 2) Introduction Activity (use one or more as time permits) (5-20 minutes)
  - a. Memory Verses
  - b. Coloring
  - c. Wordsearch
  - d. Crossword Puzzle
  - e. Craft
- 3) Prayer Time (5 minutes)  
5 minutes after the hour, review a short list of class rules with the kids and pray to prepare their hearts for worship. Remind them of appropriate behavior in worship. Assistants help receive any latecomers.
- 4) Children's Worship (20-25 minutes)  
10 minutes after the hour walk the class single-file to the Small Sanctuary for children's worship. Each class has an assigned place. Teachers, assistants, and helpers stand with their class and participate in worship. The service coordinator will check-in and deliver any late-coming children to you in worship. Children's worship time will include worship songs, puppet dramas, occasional missions presentations, and more.

### **--Classes Closed--**

- 5) Bible Time (15-20 minutes)
  - a. Read directly from God's Word. You may want the children to read, but only call on volunteers.
  - b. Retell the story visually, ideas include:
    - i. Flannelgraphs
    - ii. Flash cards
    - iii. Dramas (assign parts to children who volunteer, or use puppets)
    - iv. Short video
    - v. Draw the story
  - c. Do Bible Study Page (using the support curriculum - see the following pages for instruction)
  - d. Use the Inductive Study Method
    - i. Find out what it says (using Bible Study Page)
    - ii. Find out what it means
    - iii. Find out personal application
  - e. Memory verse.
  - f. Close lesson with prayer.
- 6) Closing Activity (use one or more as time permits) (10-15 minutes)
  - a. Games which reinforce the Bible story or memory verse.
  - b. Finish crafts begun at the start of class.
  - c. Clean-up

*--Your class will end when the service is concluded. You definitely will have until 10:15 or 12:15--*

- 7) Sign-Out Time  
This time is again important for parent/teacher relationship. The parent looks at the classroom environment and assumes that the present situation has been the environment all class long. Try to say 'good-bye' and some words of encouragement to each individual child.

## Preschool/Kindergarten

### 1) The Greeting

All leaders and assistants/young helpers are in the rooms ready to receive children from parents **15 minutes** prior to the beginning of church service. This is a time where the parent is looking at the environment of the classroom (in control, out of control, warm & loving, cold, etc.) It is also a time to let the incoming child know that he or she is welcome and important to the class. Assistants/helpers label any belongings and help children begin activity. Put on a CD of children's songs to help make the room more welcoming.

### 2) Introduction Activity (use one or more as time permits) (5-20 minutes)

- a. Free play (have quiet toys and activities set out)
- b. Coloring Page/ Play Dough
- c. Begin a craft

### 3) Prayer Time (5 minutes)

5 minutes after the hour, turn off the songs, put away toys, and review a short list of class rules with the kids. Pray to prepare their hearts for worship and remind them of appropriate behavior in worship. Assistants receive any latecomers.

### 4) Children's Worship (20-25 minutes)

10 minutes after the hour walk the class single-file to the Small Sanctuary for children's worship. Each class has an assigned place. Teachers, assistants, and helpers stand with their class and participate in worship. The service coordinator will check-in and deliver any late-coming children to you in worship. Children's worship time will include worship songs, puppet dramas, occasional missions presentations, and more.

*Take time for a Bathroom Break    --Classes Closed--*

### 5) Bible Time (10 minutes)

- a. Invite children to come sit near you (or with you) in the area marked out on the floor for Bible story time. Read the story from the children's Bible.
- b. Retell the story visually, ideas include:
  - i. Flannelgraphs
  - ii. Flash cards or Pictures
  - iii. Finger or hand puppets or Stuffed animals
- c. Close the Bible story time with prayer. Have children fold hands and thank Jesus for the snack to come.

### 6) Snack Time (10 minutes) (wash table before and after)

- a. Pass-out snacks and water (check sign-in sheet for allergies.) You are welcome to bring in your own snack for class.
- b. Sit with children and visit with them, asking questions about the Bible story and listening to their answers.

### 7) Closing Activity (use one or more as time permits) (10-15 minutes)

- a. Games which reinforce the Bible story or memory verse.
- b. Finish crafts begun at the start of class.
- c. Video
- d. Quiet Play
- e. Clean-up

*--Your class will end when the service is concluded. You definitely will have until 10:15 or 12:15--*

### 8) Sign-Out Time

This time is again important for parent/teacher relationship. The parent looks at the classroom environment and assumes that the present situation has been the environment all class long. Try to say 'good-bye' and some words of encouragement to each individual child.

## 7. Verse By Verse Teaching

Teaching God's Word is about bringing children into fellowship with God as they meet with the Lord through the Word of God and respond to Him through the enabling of the Holy Spirit. The Calvary Chapel Children's Bible Study Support Curriculum is designed as a verse by verse approach of studying the Bible with children. It supports the lessons which have been clearly thought out and prepared during the week by the teacher (using an inductive form of study). This curriculum has been designed to use the Bible as the primary text of study, and benefits the children because a teacher is teaching from his or her own fresh experience with God in the Word. The curriculum will not work without using the Bible alongside it in class.

### **Inductive Bible Study Method**

This study method asks three questions of Scripture as it is being studied:

- 1) What does the passage say?
  - a. List the facts (the outstanding facts)
  - b. Do not get spiritual - just facts
  - c. Do not look into it for some application to life
  - d. Read the passage thoroughly (perhaps several times)
  - e. Determine the main subject of the text.
  - f. Who is being spoken to?
  - g. Make a list of these facts
  
- 2) What does the passage mean?
  - a. What do those facts mean?
  - b. Find lessons from each one of those facts.
  - c. What would you want it to mean to your child, your husband or wife, your co-worker?
  - d. Why were those facts recorded?
  - e. Do they mean something other than historical facts?
  - f. What are the people doing that I should do? That I should not do?
  - g. Is there something that we can learn for our daily life through the facts?
  - h. Look for lessons you can learn from these facts:
    - i) Is there an example to follow?
    - ii) Is there a sin to forsake?
    - iii) Is there an error to avoid?
    - iv) Is there a promise to claim?
    - v) Is there a command to obey?
    - vi) Is there a warning to heed?
  - i. Pray about the answers.



- 3) What does the passage mean to me?
  - a. Go back to step 2, re-read the lessons, and put them in the form of a question that you would ask yourself.
  - b. In answering this question, very often, you begin to hear the voice of God speaking to you through the passage.

### **Using the Inductive Form of Study to Prepare for the Lesson**

This is one example of how a teacher could study and prepare during the week for the upcoming week's lesson.

*"Open my eyes, that I may see Wondrous things from Your law."* Psalm 119:18

#### (Day 1)

- 1) Pray and ask the Lord to speak to your heart about the Scripture.
- 2) Read from your Bible the passage of Scripture for the upcoming lesson.
- 3) Find out what it says:
  - a. List the facts.
  - b. List the main subject.
  - c. List the main events.
  - d. Who is being spoken to?
- 4) Look in a Bible handbook to find historical facts.

#### (Day 2)

- 1) Read from your Bible the passage of Scripture for the upcoming lesson.
- 2) What do the facts mean that were found on Day 1?
- 3) Why were these facts recorded?
- 4) Is there something through those facts that we can learn from for our daily life?
- 5) Look for the lessons you can learn from these facts.

#### (Day 3)

- 1) Read from your Bible the passage of Scripture for the upcoming lesson.
- 2) Now answer the question, "What does this passage mean to me?" Go back to Day 2, find the lessons you've learned from the facts recorded and apply them to yourself in the form of questions.
- 3) When you have a list of questions, ask the Lord to show you creative ways to present these Bible truths to your students.
- 4) What materials will you use to share those truths with your class?
- 5) Briefly outline the Bible story.
- 6) Pray.

*\*\*\* Take some time during the week to listen to Pastor Paul's and/or Pastor Chuck Smith's past audio teachings that relate to the portion of Scripture being studied.*

## Using the Inductive Form of Study in Class

As a teacher enters into the Bible Study portion of class, they should begin with prayer, thanking God for His Word and asking Him to help each person receive and understand the Scripture to be studied.

### 1<sup>st</sup> thru 6<sup>th</sup> Grades

- 1) Read the Word, verse by verse.
  - a. Ask the children to open their Bibles and turn to the select Scripture. When a child has found the passage in the Bible have them stand up and wait for everyone to find their place.
  - b. Once everyone has found their place, let the children know that if they don't want to read they may sit down and silently follow along, otherwise, go around the room having each of the standing children read one verse of the passage at a time.
  - c. Next, if appropriate, visually present the passage in the Bible through drama, flannelgraphs, pictures, etc.
- 2) Study the Word, verse by verse.
  - a. Pass out the Bible Study Page from the curriculum.
  - b. Read aloud verse #1 on the Study Page and let the children find the answer by going back to the passage. Keep students working on the same Scripture. Do not let them move ahead.
  - c. Define unfamiliar words.
  - d. Discuss the verse with the children, asking questions that lead them to consider the facts, the meaning of the facts, and what the facts mean to them (these questions have been prepared before class by the teacher.)
  - e. Provide an opportunity for the children to respond after each section on the Study Sheet. Sometimes the response is best done in prayer.
  - f. Be real with the children about how God has moved you to respond to this passage. Don't try to be all intellectual and don't lecture - it's the worst form of interaction with the children.
  - g. Continue this pattern with the rest of the verses on the Study Page.
  - h. When the page is completed, go to the Lord once more to thank Him for meeting with you and guiding you through His Word.
- 3) Reinforce the Word

If there is time, move on to crafts or activities that reinforce the Scripture studied.

### **Preschool/Kindergartners**

- 1) Read the Word  
Read the bible story to the class using, "The One Year Children's Bible," "The Jesus Storybook Bible," or the "Pray and Play Bible" depending on the age group.
- 2) Study the Word
  - a. This age group does not use the Bible Study Page because most of them are unable to read. Therefore, the teacher will ask questions and lead discussion using the parent handout and curriculum provided.
  - b. At check-out, parents will be given the handout so they may follow-up the lesson at home.
- 3) Reinforce the Word  
If there is time, move on to crafts or activities that reinforce the Bible story and memory verse.

## 8. Child Safety and Protection

Calvary Chapel Ontario is committed to providing a safe and secure environment for those children entrusted to its care and for the workers who serve in children's ministry. Therefore, the church has adopted a Child Safety and Protection Program which lays out specific policies and procedures to help ensure appropriate conduct from all persons. Child safety and protection trainings are provided by the church on a regular basis and workers are required to attend a training prior to serving in children's ministry. Every parent and children's ministry worker is to be apprised of the following child protection measures:

### **Check-in and Check-out Procedures**

Parents or adult guardians are required to bring their child to class. Older siblings (15+ years of age) are only allowed to check-in little sisters or brothers if a parent or adult guardian did not come to church. When a children's ministry worker (a teacher, adult assistant, or service coordinator) receives a child, they will:

#### Check-in

- 1) Write the child's name and birthdate on the attendance sheet.
- 2) Ask the parent about any allergies the child may have and if they have any other prudent information to share that might help assure the child's comfort and success in the classroom (learning disabilities, developmental disabilities, fears, etc.)
- 3) Assign the child a number (see the inside cover of the wristband box for number series) and write it beside their name on the attendance sheet and on a wristband (with a permanent marker). Also, If the Parent is dropping off more than one child to the classroom, the parent only needs one number and wristband.
- 4) The teacher or assistant is to attach the wristband snugly, not too tight or too loose, on the parent's wrist.
- 5) Remind the parent that they are the only one who is able to check-out their child from class following service and that they must have their wristband.
- 6) Also, remind them that they are the only person with that specific number and it will appear on the screen in the Main Auditorium if we need them to come back early.

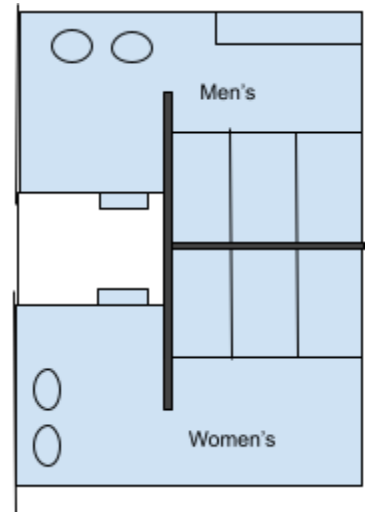
#### Check-out

- 1) The parent with the wristband signs their name next to the child's name on the attendance sheet. **No wristband, no child.** If there are any problems, speak with the service coordinator or children's ministry director.
- 2) Discuss any praises or concerns about the child with the parent.
- 3) Cut the wristband from the parent's wrist.
- 4) If a parent is 20 minutes late, a children's ministry director or service coordinator may release a child and walk the child to their parent(s).

## Classroom Safety and Protection Procedures

Unfortunately, in our present day and age, the mere accusation of abuse, whether guilty or not, is a huge stigma for both the person AND the church. The following procedures have been established to help prevent any accusations against you and the church.

- ~No children's ministry worker is to be alone with a child. Children may not be received into the classroom until multiple children arrive or two workers are present in the classroom. This is why it's important to arrive at least 15 minutes prior to the start of the service. Two workers must remain in a classroom until all children are released back to parents.
- ~Avoid being alone with a child in a room that has no window in the door (i.e. the maintenance room and restrooms.) If you must, keep the door open. This also extends to ride ministries. If you are transporting a child in your vehicle or the church van, make sure you are not alone together.
- ~Children under first grade need to be escorted to the restroom in pairs (the rule of 3). After making sure the restroom is empty, allow the children to go in and position yourself in the open restroom doorway or just outside the door. Better yet (for the 2 – 5 year olds) plan a class trip to the restroom at some point during the course of a service. If a worker must help a child with pulling up pants or other similar contact, have another worker nearby to oversee.
- ~Children above kindergarten should seldom be allowed restroom visits. If a child of this age must use the restroom, they do not need to be escorted. Make sure you send kids one at a time (and make sure the child knows where the restroom is).
- ~Children may not be sent to the kitchen to get drinks. Fill water pitchers and supply cups ahead of time.
- ~Do not send children to the restroom to wash hands. Baby wipes are stocked in each classroom supply closet for washing hands. A bowl of soapy water may be brought to class for really messy hands and/or feet.
- ~Children may not sit on the lap of a worker or other child. Exceptions to this are the 2 and 3 year olds who may require the comfort of a children's ministry worker.
- ~Be aware of situations where an accusation may occur, especially males.



## **Background Checks**

A background check will be performed on every applicant for children's ministry before they are assigned a position. Background checks on active children's ministry workers will be updated every three years.

## **Name Tags with Picture I.D.**

Every children's ministry worker will be provided a name tag with picture identification to be worn during service.

## **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all ministry workers and affect the image Calvary Chapel Ontario presents to our church family and guests. This is why we provide a uniform for all servants within children's ministry. Children's ministry workers are expected to present a clean and neat (modest) appearance and to dress according to the requirements of their positions. This includes wearing your uniform. Jeans are appropriate during any service time as long as they are not excessively baggy, faded and torn. Short shorts are not to be worn while serving. Remember, you may be on the floor or stooping over to assist children.

## 9. Discipline Policies and Procedures

Discipline in the classroom should always start from the premise of God's love (Hebrews 12:6-13 and Proverb 3:11-12.) The purpose and focus of discipline in the classroom is training for future correct deeds, not inflicting punishment for past misdeeds. Our attitude is to be one of love and concern in discipline. Anger and frustration has no place in children's ministry. Correct discipline will result in a child feeling secure rather than feeling fear, shame, guilt or anger.

Why do children misbehave? Well, first off, we must not forget that children are sinners. The only difference between young sinners and old sinners is that young ones are more honest and haven't learned how to cover-up their sin yet. Another reason for misbehavior is discouragement and frustrations the child may be experiencing in their home, classroom, or relationships. Sometimes misbehavior stems from an ignorance of rules and expectations. Boredom may also incite misbehavior.

Remember, God made us each to be unique individuals, a witness to His diversity. No two children are the same and we shouldn't expect them to be. However, God's love for each child is unconditional. Can we do any less than to follow the example of our Lord and Savior? *Lord, enable us to be consistent in our discipline and to be the example of love these children need to know the power of You in their own lives.*

### **Ways That Children Are Provoked to Anger and Misbehavior**

Calvary Chapel children's ministry workers shall heed the warning in Ephesians 6:4 (thou directed to fathers, it is also applicable to persons responsible for the care of children...) *"Do not provoke your children to anger...lest they be discouraged."* Children can be provoked to anger in these ways:

- ~Belittling them in front of their peers.
- ~Unfair and inconsistent enforcement of rules.
- ~Speaking harshly - yelling.
- ~Using sarcasm to make a point.
- ~Being forced or coerced against their will to do something they are not comfortable with (i.e., reading or praying in front of class, sitting by someone.)
- ~Being teased or made fun of.
- ~Being talked to without having an opportunity to express themselves.

## How to Demonstrate Love and Concern for a Child

As a children's ministry worker, you may be a child's only model of Jesus - and you can be certain the children are watching you! You have a great impact and influence on the lives of the children. *"You, dear children, are from God and have overcome them, because the one who is in you is greater than the one who is in the world."* 1 John 4:4

- ~Listen.
- ~Know the child's name.
- ~Look at them directly.
- ~Smile at them directly.
- ~Encourage ("God loves you, God wants you, God has great plans for you".)
- ~Be consistent.
- ~Plan on loving the 'unlovable's'.
- ~Show the same care and respect that you expect from them.
- ~Give clear options ("You don't have to worship, but that means you have to sit here, keeping your hands to yourself and not making a peep.")
- ~Know all the facts, before doing anything.
- ~Pray for them.

## The Value of Rules and Limits

Rules and limits provide the framework around which children organize their learning. Having boundaries helps children understand what behavior is expected of them and what will happen if they don't comply. Age-appropriate rules that are consistently enforced offer children the following benefits:

- ~Firm limits reassure children that the adults in their world are in control.
- ~Rules prepare children for successful living in a complex world.
- ~Rules help children learn about appropriate social interactions (like apologizing.)
- ~Rules and limits provide essential structure, order, and predictability.
- ~Rules teach children to obey authority figures and prepares them for the challenge of obeying God.
- ~Rules help children obey appropriately and to feel competent.
- ~Gradually expanding a child's limits builds his confidence and sense of responsibility.
- ~Rules and limits help assure the physical safety of children.



## **Classroom Rules**

Every teacher needs to establish classroom rules. Keep the list short. The fewer rules, the better. Make sure the rules are relevant, meaningful, positive, and posted. Here are some sample rules:

- ~We keep our hands to ourselves.
- ~We speak only when we've raised our hand and the teacher calls on us.
- ~We walk quietly in the hallway.
- ~We listen when others in the room are speaking.
- ~We do what someone says, right away, without being reminded.
- ~We treat people as special, because they are.
- ~We do more than what is expected with a good attitude.
- ~We put god first.
- ~We respect others and ourselves.

## **How to Handle Behavior Problems**

Your first response to the behavior problem of a child should be a quick prayer, asking the Lord to give you wisdom and discernment in the situation. You also need to be able to read the difference between a defiant child and a disruptive child. The best way to tell is to look in their eyes. A strong-willed, defiant child is wanting "control at any cost". A disruptive child is often a talker/mover and tends to act this way because of their learning style. In disciplining these children, follow these steps:

- 1) If possible, gently and quietly put your hand on the child's shoulder to calm or quiet the child.
- 2) Kindly and firmly remind the child of the rules.
- 3) Give logical consequences, making sure they understand what is expected of them.
- 4) If offensive behavior persists after the warning, then administer consequences such as a timeout (# of minutes/year of age) or seat them elsewhere in the room.
- 5) If the child's behavior continues to persist after consequences have been administered, pull the child out of class (usually done by an adult assistant if teacher is occupied with lesson) and talk to the child about how they can change their behavior.
- 6) If poor behavior continues, remove the child from class and put them with the service coordinator. The service coordinator may choose to have the child join their parents for the rest of service.
- 7) Talk with the children's ministry director about more major behavior problems. We want to know which children are having problems so that we can pray, and help facilitate communication between the children's ministry and the parents.

## **Talking to Parents About Behavior Problems**

When you talk with the parent about their child, DO NOT show anger. First, keep the love of Christ foremost in your thoughts and say something positive about their child. Look the parent in the eye and say, "I am having a little trouble with \_\_\_\_\_" and state the problem. Then say, "I wonder if you could help me?"

If you approach a parent aggressively, they will totally defend their child no matter what. Parents will be much more willing to listen and receive your comments if they perceive you are trying to work with them and aren't trying to assign blame. Some kids have special problems or issues. Talk with parents about such things and gain advice from them. Don't forget, the child is theirs.

## **Problems in Children's Worship**

During worship, the helpers, assistants and teachers need to be alert for problems. The worship leader does not have the time or ability to deal with the talkers, fidgeters, and disruptive ones. Please apply the following steps to resolve the problem:

- 1) Put your hand on the child's shoulder to calm or quiet the child.
- 2) Separate talkers by standing in-between them or by moving one.
- 3) If there continues to be a problem, pull the child to the back of the room to conference with them. Kindly and firmly remind them of the worship time rules and consequences.
- 4) Persistent behavior will next result in the child being pulled completely out of worship and class and being sent to the service coordinator.

## 10. Resources

### **Resource Room:**

Come and check-out the Teachers Resource Room and become familiar with its layout.

A few things to remember:

1. We share this room with many other ministries, so please be thoughtful.
2. Write down on the white board if we run out of something. Include your name.
3. If you take something to your classroom, please bring it back.
4. Place items on the table in the middle of the room if you can not remember exactly where they belong. (Please don't put things in bins that they did not come from).
5. If you put a bin back, make sure the label is facing out.
6. All food in the basement must be stored in this room and in plastic storage bins.
7. We have tons of great books. Please feel free to check them out with the Children's Ministry Director.

When a teacher needs material that is not supplied in the resource room, they simply need to write the material needed and their name on the whiteboard at the back of the room and we will see to purchasing the item and contacting the teacher when it is available. Teachers are also welcome to purchase items for their class lessons and submit receipts to the church for reimbursement (please contact the children's ministry director before making the purchase so we can be certain the church doesn't already have the item and that the cost is reasonable.)

### **Other Resources:**

You can find the Calvary Curriculum that we use on the web at:

<http://children.ccm.com/curriculum/>. There are some other great resources there as well.

After you have spent time in the Word asking God what He would have you teach, doing a quick **Google** search for ideas can be a huge help! **Pinterest** also has great Ideas.

Archived video recordings of Pastor Paul's messages can be found on **YouTube Channel, Calvary Chapel Ontario**.

The 'Through the Bible' Series by Pastor Chuck Smith can be found at:

<https://calvarychapel.com/pastorchuck/twft?page=c2000>

Another excellent resource for teachers that Pastor Paul uses often in his study time is a free online Bible Commentary by Pastor David Guzik, found at:

<https://enduringword.com/>