

CHILDREN'S MINISTRY

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MISSION AND VISION

Mission

"So, affectionately longing for you, we were well pleased to impart to you not only the gospel of God, but also our own lives, because you had become dear to us."

- 1 Thessalonians 2:8

Show Them, Know Them - Each day our direction is simply to *show them* the gospel and to *know them* personally. We do this by sharing God's word, and then walking with them in it to offer guidance along the way.

Vision

"I have come that they may have life, and that they may have it more abundantly."

- John 10:10

The chief aim of *showing them* and *knowing them* is to faithfully shepherd children unto the One who gives true life. Following Jesus isn't just about avoiding what is wrong – it's about embracing something better. Children must know that they have been invited into a life richer and fuller than anything the world can offer: the abundant life found in relationally knowing and walking with the living God.



OVERVIEW

Introduction

The policies and procedures are here to provide a safe environment for everyone involved in the Freedom Calvary Chapel Children's Ministry. They are not to stifle or inhibit your ministry here, but to provide safety and protection for the children, teachers, workers and the body in general. By knowing what is expected of you and understanding the goals of the Children's Ministry you can be equipped to step out into God's complete plan for you in ministry.

Please read these policies completely, even the parts that pertain to areas that you may not be serving in right now. It is important that you have a good knowledge base of the whole ministry. Then you can spend more time getting to know the requirements of the areas in which you are involved. Pray about your ministry here and know what He wants of you.

Leadership

Children's Ministry Director: Alex Spatchek

Email: fcc.pueblo.children@gmail.com
Alex Spatchek: 608.668.1027
Hannah Spatchek: 608.397.7016

Classrooms and Curriculum

<u>Class</u>	<u>Age</u>	<u>Sunday Curriculum</u>
Nursery/Toddlers	0 → 3	Little Kids Can Know God
PreK → Grade 2	4 → 8	Answers In Genesis
Grade 3 → Grade 8	8 → 14	Answers In Genesis

* Eighth-Grade students have the option to join the High School class



VOLUNTEER ATTRIBUTES

Saved

Our main focus is to lead children into a lifelong saving relationship with Jesus, and to encourage their growth in that relationship. Thus, it is imperative that our teachers have a personal relationship with Him as well. If you are not sure of your own relationship with Jesus, this is not the right time for you to serve.

"Abide in Me, and I in you. As the branch cannot bear fruit of itself, unless it abides in the vine, neither can you, unless you abide in Me."

- John 15:4

Growing

We are unable to properly show children how to grow in Christ if we ourselves are not first exercising this as a priority. Serving these children should be done with joy out of an abundance of what He is already doing in our lives outside of this ministry. For this reason, regular involvement in church services and other ministry functions is both encouraged and expected.

"And they continued steadfastly in the apostles' doctrine and fellowship, in the breaking of bread, and in prayers."

- Acts 2:42

Ambassador For Christ

While Freedom Calvary Chapel provides guidelines for serving in ministry, they are not exhaustive. Ultimately, our calling goes beyond a checklist. As a volunteer, you are a living representative of Jesus Christ – not just in what you do, but in who you are. Your presence, attitude, and conduct should seek to properly reflect Him at all times, both within this ministry and in daily life. Volunteers are expected to be an example to, and an uplifting influence upon, the children we work with.

"Now then, we are ambassadors for Christ, as though God were pleading through us: we implore you on Christ's behalf, be reconciled to God."

- 2 Corinthians 5:20

Faithfulness

Faithfulness is not only about spiritual devotion, but also about how we show up in the responsibilities entrusted to us. As ministry volunteers, we're stewards of the time, trust, and lives of the children and families that we serve. This means preparing thoughtfully for lessons, arriving on time, and communicating any scheduling needs in advance. These simple actions reflect a heart that is committed – both to the Lord and to the calling He's given us.

"Moreover, it is required in stewards that one be found faithful."

- 1 Corinthians 4:2



GENERAL POLICIES

Onboarding Expectations

- All Children's Ministry volunteers who are 18 years of age or older must give written consent for a background check. Background checks will also be performed on a recurring basis while you are actively serving in this ministry.
- All volunteers are required to fill out a Children's Ministry application to be submitted to the Children's Ministry director. Additionally, Freedom Calvary Chapel may update the application over time and ask that you fill it out again as needed.
- At the very minimum, all volunteers must be at least 13 years of age and able to actively assist in the ministry to avoid the potential for classroom distractions. Decisions regarding minors serving in this ministry are left to the discretion of the Children's Ministry director.

Ongoing Expectations

- The primary point of contact for questions and concerns should be to first discuss with the director. This builds off of the structure defined in Calvary Chapel Distinctives.
- All active volunteers are expected to honestly communicate any life events or changes that could affect their ability to serve. Initial onboarding is not a permanent clearance; ongoing alignment with our ministry standards is essential for the safety and spiritual health of the children we serve.
- Whenever possible, please seek to facilitate personal or sensitive discussions in person rather than through a digital means of communication.
- The primary means to communicate regular ministry happenings is via text. However, at any point, all are encouraged to reach out to either Alex or Hannah as you are comfortable. We will both seek to make time to communicate in person, on the phone, or via email as needed.
- The Children's Ministry team will hold occasional meetings to provide a baseline time for communication, exhortation, and alignment. We ask that you attend these meetings as often as possible to stay connected and informed.
- Please communicate areas of interest and/or frequency of serving to the director.
- We will try to get ministry schedules out far enough in advance to help you plan accordingly. Please inform the director if you are aware of any upcoming absences so that we can build the schedule accordingly.
- It is expected that this document may evolve over time. Volunteers will be asked to review it and sign it annually.



DAILY MINISTRY OPERATIONS

Child Interactions

- It is expected that volunteers are in the classrooms and prepared before the children are released from the sanctuary. Likewise, volunteers are expected to remain with the children until checkout.
- Children must be checked-in to their classroom by their parent or legal guardian. Other family and friends are not eligible to perform this responsibility. This same policy applies during check-out. If possible, please also be mindful of any individuals who are specifically *not* authorized for child pick-up.
- We strive to have two volunteers present with each group of children. However, due to the practical limitations of ministry, this may not always be feasible. In light of this, it is essential that visibility and open access are maintained at all times when you are alone with a child. Beyond simply following policy, we must always be mindful to position ourselves in ways that uphold the trust parents place in us. Our goal is to maintain an environment of transparency, accountability, and safety at all times.
- When serving, your full attention should be given to the children and the ministry. Personal cell phone use should be kept to an absolute minimum during class time.
- For the safety and privacy of the children and their families, volunteers are not permitted to take photos or videos of any children placed in our care.
- Children ages 1-3 may be given Graham crackers if a snack is needed. We will provide no other food or treats in the Children's Ministry.
- Always be mindful and respectful with physical contact. If a child seeks affection, such as a hug, offer a side hug instead of a front-facing embrace. Men, in particular, should avoid allowing children to sit on their laps. Act prudently to maintain a safe and respectful environment. These guidelines are in accordance with our commitment to unquestionably maintaining interactions that are above reproach - even in appearance.
- The goal of the Children's Ministry is not merely to teach good behavior independent of Christ, but to introduce children to Christ, who will produce lasting fruit in their lives. When a child misbehaves, the focus should not be simply on correction, but on guiding them back to Christ in all things. Discipline may be necessary, but it should generally be in the form of verbal correction. Physical discipline is never allowed. If multiple attempts at correction fail and a child needs to be removed from class, please contact the director, who will then speak with the child's parents.
- Restroom Policy
 - All children should use the restroom with parents prior to being checked in to Children's Ministry.
 - Parents should be made aware that if their child is toilet training they may get a text message or have someone come get them to take their child to the restroom should they need to go during their time in Children's Ministry.



- Only fully toilet trained children will be taken to the restroom by a volunteer. Please stand outside the restroom and wait for the child to finish. A volunteer can enter to help a child wash their hands if needed as long as the child is dressed and the door is open.
- Adult female volunteers are allowed to change diapers at their discretion when another volunteer is present in the room, unless told otherwise by the parent. Always use diapers and wipes in the child's bag first, unless none are supplied. Use disposable gloves while changing diapers and always wash and sanitize your hands and the changing station after every use.
- **Illness**
 - In order to minimize the transmission of illness, sick children cannot participate in Children's Ministry. Symptoms may include:
 - Fever over 100.4 within 24 hours.
 - Vomiting/diarrhea within 24 hours.
 - Skin rashes
 - Consistent nasal discharge (abnormal in color)
 - Persistent cough
 - Conjunctivitis (Pink Eye)
 - Lice
 - Ringworm
 - Any other contagious symptom
 - Should a child arrive with these symptoms, kindly explain that they must stay out of class until they are symptom-free. If a child develops symptoms while in class, remove them from the group and contact their parent or guardian promptly to make them aware of the situation.
 - Volunteers are subject to follow these same health guidelines.
 - After each class, please clean and sanitize commonly used items such as toys, tables, chairs, and other shared surfaces. Supplies for cleaning will be provided.
- **Injuries**
 - Always tell parents about any falls or injuries to their child, even if minor.
 - Minor injuries may be treated with first aid. First aid kits are available in the kitchen and the nursery. Never provide medicine to a child.
 - Accident Report forms are available. Any serious or visible injury should be reported. If in doubt, please fill out a form just in case. Accident reports are protection for you, the child, and the church. Provide the report to the director.
 - Call 911 immediately and seek help if an incident is life-threatening.



Lessons and Teaching

- The primary goal of class time is to build a foundation of biblical knowledge so that children may have an accurate understanding of God and His plan for salvation. Teaching the Word should remain central, with application and apologetics used to support and reinforce understanding. While discipleship certainly includes modeling Christ through our relationships with the children, that relational component is not a substitute for clear, intentional teaching. The curriculum and classroom time should be structured to reflect this focus. Further relational discipleship is encouraged outside of structured class time.
- The very act of teaching directly from the Bible has inherent value and communicates our deep value for God's Word in a way that storybook Bibles and other resources simply cannot. Even if you're covering just a few verses with younger children, using a real Bible reinforces the truth that it is the absolute Word of God. Structure your lessons to reflect this core concept, and invite kids to be part of it. For example, let them retrieve the Bible and return it each week. Make it a goal for children to get their hands on a Bible during class, and to constantly remind them that this is God's Word. These small actions help instill big truths.
- We operate from the conviction that children are far more capable than we often give them credit for. They naturally aspire to the level of challenge and expectation presented to them. Therefore, a core tenet of our approach is to avoid imposing artificial limitations on children, but rather to cultivate an atmosphere that encourages their full development. We strive to be a catalyst for their growth, not a barrier.
- We aim to provide the upcoming lessons at least one week before your scheduled teaching, giving you time to prepare. As each lesson is structured to build on the last lesson, it's important to stay on track so that children can develop a progressive understanding of biblical truth. That said, you are encouraged to make each lesson your own – using the provided material as a foundation while praying and seeking the Lord for how best to communicate it.
- Each classroom will be stocked with basic supplies. Additional materials can be found in the middle classroom. An inventory list will be available there for you to log low supplies or request new items. Please avoid bringing in outside materials unless they are specific to your current lesson and taken home afterward.
- Media can be a helpful tool to support your lesson, but it must always be age-appropriate and used with the intent of advancing the gospel in the hearts of the children. Any media not prescribed in the curriculum must be pre-approved before sharing. The world seeks to distract, but we aim to *intentionally* direct the focus of children to Jesus. Remember, we are ambassadors for Christ – not entertainers.



Emergencies

- In the event of severe weather:
 - Gather all children and move them to the hallway
 - Keep the children calm and wait for further instruction
- In the event of a fire or fire alarm:
 - Gather and count all children
 - Follow the evacuation route outside. Everyone should hold hands while walking out. The teacher should be the last one out.
 - Recount the children in your care
 - Bring children to the FCC sign on the corner and wait with them until they are reunited with their parents
- In the event of an emergency in the sanctuary:
 - A lockdown will be announced
 - Gather all children into your room
 - Lock the doors, shut off the lights, and close available curtains.
 - Get the children to lie on the floor away from viewing windows
 - Nobody leaves the room until "All Clear" is announced



VOLUNTEER AGREEMENT FORM

I acknowledge that I have received and read the *Freedom Calvary Chapel Children's Ministry Policies & Procedures* document.

By signing this form, I confirm that I both understand and agree to the responsibilities and expectations outlined in this document.

Date: _____

Name (Printed): _____

Signature: _____

Phone: _____

Email: _____