



IGLESIA DE AMOR MINISTERIOS
CHURCH OF LOVE MINISTRIES

Children's Ministry Operations Manual
Policies, Procedures & Ministry Standards

Chapter 1

Mission, Vision & Ministry Philosophy

Mission

The mission of Iglesia de Amor is:

"To make strong disciples of Jesus Christ to bring forth the Kingdom of God."

Our church is committed to discipling people of every age—from toddlers to adults—through the transforming power of God's Word and the work of the Holy Spirit. We believe that biblical discipleship leads to salvation, healing, spiritual growth, restoration, and a lifelong relationship with Jesus Christ.

The Children's Ministry exists to carry out this same mission by intentionally discipling children from an early age. Every classroom, lesson, activity, worship experience, and relationship is designed to help children know Jesus, understand His Word, and grow into mature followers of Christ who will impact their families, churches, schools, and communities for the Kingdom of God.

Vision

The vision of Iglesia de Amor is:

"To bring salvation and complete restoration one family at a time."

We believe that God transforms lives by restoring individuals and strengthening families through the gospel of Jesus Christ. Because healthy families build healthy churches and healthy communities, we are committed to ministering to every generation with biblical truth, authentic relationships, and the love of Christ.

Children's Ministry supports this vision by partnering with parents and guardians to help lay a strong spiritual foundation during the most formative years of a child's life. Our goal is to see every child experience God's love, grow in faith, and become a disciple who influences future generations for Christ.

Children's Ministry Purpose

The Children's Ministry of Iglesia de Amor exists to partner with families in fulfilling the mission and vision of our church by creating a safe, welcoming, engaging, and Christ-centered environment where children can know Jesus, grow in His Word, and become strong disciples who live for the Kingdom of God.

We believe children are not merely the future of the church—they are an essential part of the church today. Every interaction with a child is an opportunity to share the love of Christ, teach biblical truth, encourage spiritual growth, and help shape the next generation of Christian leaders.

Our ministry seeks to help every child:

- Develop a personal relationship with Jesus Christ.
- Build a strong biblical foundation through the teaching of God's Word.
- Learn to worship God with joy and reverence.
- Develop a consistent prayer life.
- Experience the work and presence of the Holy Spirit.
- Build meaningful Christ-centered friendships.
- Discover and develop their God-given gifts.
- Learn to serve others with humility, compassion, and excellence.
- Grow into strong disciples who confidently live out their faith.

Ministry Philosophy

At Iglesia de Amor, Children's Ministry is not childcare—it is discipleship.

Every class, activity, conversation, and event is intentionally designed to lead children toward spiritual maturity while reflecting the mission and values of Iglesia de Amor. We believe that every volunteer, teacher, and ministry assistant has the privilege and responsibility of investing in the eternal lives of children.

Our philosophy is built upon the following principles:

Christ-Centered

Jesus Christ is the center of everything we teach, plan, and do. Every lesson, worship experience, game, craft, and conversation should point children toward a deeper relationship with Him.

Biblically Grounded

The Bible is the inspired and authoritative Word of God and serves as the foundation for all teaching within Children's Ministry. Every lesson and activity should accurately communicate biblical truth and be consistent with the doctrine of Iglesia de Amor.

Discipleship-Focused

Our goal extends far beyond teaching Bible stories. We are committed to developing lifelong disciples of Jesus Christ through biblical teaching, worship, prayer, obedience to God's Word, and dependence upon the Holy Spirit.

Family Partnership

Parents and guardians are the primary spiritual influence in a child's life. Children's Ministry exists to support, encourage, and equip families by reinforcing biblical teaching and providing opportunities for continued spiritual growth throughout the week.

Excellence in Ministry

We believe excellence honors God and demonstrates love for the families we serve. Excellence is reflected through prayerful preparation, organized classrooms, engaging lessons, safe environments, meaningful relationships, and servant-hearted leadership.

Every Child Matters

Every child is uniquely created in the image of God and possesses immeasurable worth. Regardless of background, personality, learning style, or ability, every child will be treated with dignity, patience, kindness, respect, and unconditional love.

Ministry Commitments

Every Children's Ministry volunteer, assistant, teacher, and leader commits to:

- Teach God's Word faithfully, accurately, and with love.
- Model Christlike character in both words and actions.
- Create a physically, emotionally, and spiritually safe environment for every child.
- Pray regularly for the children, their families, and fellow ministry workers.
- Build positive, encouraging relationships with parents and guardians.
- Support the mission, vision, doctrine, leadership, and policies of Iglesia de Amor.
- Serve with humility, integrity, faithfulness, teamwork, and excellence.
- Continue growing personally through prayer, Bible study, worship, and active participation in the life of the church.

- Remember that every interaction with a child has the potential to impact that child's walk with Christ for a lifetime.
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Scripture Foundation

The Children's Ministry of Iglesia de Amor is built upon the truth of God's Word and the calling to make disciples of every generation.

Matthew 28:19–20

"Go therefore and make disciples of all nations... teaching them to observe all that I have commanded you."

This Great Commission is the foundation of our ministry. We are called not merely to teach children about God but to help them become faithful disciples of Jesus Christ.

Deuteronomy 6:5–7

Parents and the faith community are instructed to diligently teach God's Word to the next generation in everyday life.

Psalms 78:4–7

Each generation has the responsibility to proclaim the works of God to the next so that children will place their hope in Him.

Proverbs 22:6

Children should be intentionally trained in the ways of the Lord, establishing a strong spiritual foundation for life.

Mark 10:13–16

Jesus welcomed children, blessed them, and demonstrated their great value within the Kingdom of God. Following His example, Iglesia de Amor is committed to creating a ministry where every child is welcomed, loved, protected, and discipled.

Chapter Purpose

This chapter establishes the spiritual foundation for every policy, procedure, and ministry practice contained in this manual. Every decision, program, classroom, volunteer, and leader within the Children's Ministry of Iglesia de Amor should reflect the mission of making strong disciples of Jesus Christ and the vision of bringing salvation and complete restoration one family at a time.

Chapter 2

Core Values

Purpose

The Core Values of the Children's Ministry define the culture, priorities, and expectations for every volunteer, ministry assistant, teacher, and leader. These values guide our decisions, shape our interactions, and ensure that every aspect of the ministry reflects the mission and vision of Iglesia de Amor.

Every ministry worker is expected to understand, embrace, and demonstrate these values through their service.

1. Christ-Centered

Jesus Christ is the foundation of everything we do.

Our purpose is not simply to entertain children or fill time during church services. Every lesson, activity, worship experience, conversation, and event should intentionally point children toward a deeper relationship with Jesus Christ.

As ministry leaders, we strive to model the character of Christ by demonstrating humility, compassion, patience, forgiveness, integrity, and unconditional love.

Key Principle:

If an activity does not help children know Jesus more deeply, it should be reconsidered.

Supporting Scriptures

- Colossians 1:18
 - John 15:5
 - Hebrews 12:2
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2. Biblical Truth

The Bible is the inspired, infallible, and authoritative Word of God.

Every lesson, curriculum, classroom discussion, and ministry activity must align with Scripture and the doctrinal beliefs of Iglesia de Amor.

Children should not simply hear Bible stories—they should learn how God's Word applies to their daily lives and how to develop a personal relationship with Jesus Christ.

Our goal is to help children develop a biblical worldview that shapes their decisions, relationships, and future.

We are committed to:

- Teaching Scripture accurately.
- Explaining biblical truth in age-appropriate ways.
- Encouraging children to read their Bibles at home.
- Helping children memorize and apply Scripture.
- Answering questions with biblical wisdom and grace.

Supporting Scriptures

- 2 Timothy 3:16–17
- Psalm 119:105
- Joshua 1:8

3. Discipleship

Making disciples is the heart of our ministry.

Every child is on a spiritual journey, and our responsibility is to help them take their next step toward Christ.

Discipleship includes:

- Salvation
- Water baptism
- Prayer
- Worship
- Bible reading
- Obedience
- Serving others
- Sharing their faith
- Living by the guidance of the Holy Spirit

Children's Ministry should never be viewed as childcare or entertainment. Every Sunday is an opportunity to invest in the spiritual development of children and prepare them to become mature followers of Jesus Christ.

Supporting Scriptures

- Matthew 28:19–20
- Luke 6:40
- Ephesians 4:11–13

4. Partnership with Families

God has entrusted parents and guardians with the primary responsibility of discipling their children.

Children's Ministry exists to support—not replace—the role of the family.

We seek to build healthy partnerships by:

- Communicating clearly and consistently.
- Providing biblical resources for families.
- Encouraging family prayer and Bible study.
- Celebrating spiritual milestones together.
- Treating parents with honor, kindness, and respect.

Every interaction with a family should reflect the love and grace of Jesus Christ.

Supporting Scriptures

- Deuteronomy 6:5–7
- Ephesians 6:4
- Proverbs 22:6

5. Safety

Every child deserves to learn and grow in a safe environment.

Safety is both a ministry responsibility and an act of Christian stewardship. We are committed to protecting children physically, emotionally, and spiritually.

Our safety commitment includes:

- Thorough volunteer screening.
- Background checks.
- Child protection policies.
- Secure check-in and check-out procedures.
- Appropriate classroom supervision.
- Emergency preparedness.
- Safe facilities.
- Respectful interactions with every child.

Every volunteer shares responsibility for maintaining a safe environment.

Supporting Scriptures

- Matthew 18:5–6
 - Psalm 127:3
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6. Excellence

We believe excellence honors God and communicates His love to others.

Excellence is not perfection—it is faithfully offering God our best.

Excellence is demonstrated through:

- Prayerful preparation.
- Organized classrooms.
- Engaging lessons.
- Clean facilities.
- Professional communication.
- Dependability.
- Continuous learning.
- Responsible stewardship of church resources.

Every volunteer is encouraged to prepare thoroughly, arrive on time, serve joyfully, and continually seek ways to improve.

Supporting Scriptures

- Colossians 3:23–24
- 1 Corinthians 10:31

7. Love

Love is the defining characteristic of every ministry at Iglesia de Amor.

Every child should know they are loved, valued, welcomed, and accepted.

We demonstrate love by:

- Listening patiently.
- Speaking kindly.
- Encouraging often.
- Showing compassion.
- Offering grace.
- Celebrating each child's uniqueness.
- Treating every child with dignity and respect.

Children often remember how they were loved long after they forget what was taught.

Supporting Scriptures

- John 13:34–35
- 1 Corinthians 13:4–8
- 1 John 4:7–8

8. Integrity

Integrity means doing what is right, even when no one is watching.

Every ministry worker is expected to demonstrate honesty, accountability, and consistency in both public and private life.

Integrity includes:

- Keeping commitments.
- Following ministry policies.
- Protecting confidential information.
- Being truthful in communication.
- Managing church resources responsibly.
- Accepting correction with humility.
- Living a life worthy of Christian leadership.

Our character should consistently reflect Christ.

Supporting Scriptures

- Proverbs 10:9
 - Titus 2:7–8
 - Philippians 2:14–15
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9. Servant Leadership

Jesus modeled leadership through humble service.

Every leader in Children's Ministry is first called to be a servant.

Leadership is not about authority or recognition; it is about serving others with humility, compassion, and excellence.

Servant leaders:

- Encourage rather than criticize.
- Equip rather than control.
- Build up rather than tear down.
- Lead by example.
- Put the needs of children and families before personal preferences.
- Work together as one unified ministry team.

Every position—from volunteer to Children's Ministry Director—is a ministry of service.

Supporting Scriptures

- Mark 10:42–45
 - John 13:12–17
 - Philippians 2:3–5
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Our Ministry Commitment

These Core Values are more than guiding principles—they represent the culture and identity of the Children's Ministry at Iglesia de Amor.

Every volunteer, ministry assistant, teacher, and leader is expected to faithfully demonstrate these values through their words, attitudes, relationships, and service. As we remain Christ-centered, grounded in God's Word, committed to discipleship, partnered with families, dedicated to safety, striving for excellence, motivated by love, marked by integrity, and devoted to servant leadership, we believe God will use this ministry to raise up strong disciples of Jesus Christ who will impact their homes, schools, churches, and communities for the Kingdom of God.

Chapter 3

Organizational Structure & Leadership Responsibilities

Purpose

The Children's Ministry of Iglesia de Amor operates under the spiritual leadership and organizational oversight of the church. Every ministry position exists to support the mission of making strong disciples of Jesus Christ while providing a safe, organized, Christ-centered environment where children and their families can grow in their faith.

Each leader, employee, and volunteer serves an important role in accomplishing the ministry's mission. Although responsibilities differ, every member of the Children's Ministry Team is expected to serve with humility, integrity, biblical accountability, teamwork, and excellence.

The organizational structure exists to provide clear leadership, healthy communication, responsible stewardship, and accountability throughout every level of Children's Ministry.

Organizational Structure

The Children's Ministry functions under the following leadership structure:

Senior Pastor & Executive Pastor

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Stewardship Board (*Financial Oversight & Major Financial Decisions*)
Board (*Ministerial Oversight & Ministry Decisions*)

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Children's Ministry Director

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Children's Ministry Leaders / Teachers

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Children's Ministry Assistants

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Student Helpers (when applicable)

Each ministry position is accountable to the leadership directly above it while working cooperatively with the entire Children's Ministry Team. Leadership within Iglesia de Amor is based upon biblical servant leadership rather than position or authority. Every level of leadership exists to equip, encourage, support, and disciple those entrusted to its care.

Senior Pastor & Executive Pastor

The Senior Pastor and Executive Pastor provide the overall spiritual leadership, vision, and executive oversight of Iglesia de Amor. Together they are responsible for ensuring that every ministry operates in accordance with the mission, vision, doctrine, values, and strategic direction of the church.

The pastoral leadership serves as the primary spiritual authority of the church and provides guidance, encouragement, accountability, and leadership to every ministry.

Responsibilities include:

- Casting and protecting the vision of the church.
- Providing biblical teaching and spiritual leadership.
- Maintaining doctrinal integrity throughout every ministry.
- Approving the overall direction of church ministries.
- Supporting and mentoring ministry directors.
- Developing future ministry leaders.
- Encouraging discipleship throughout every generation.
- Providing pastoral care when needed.
- Addressing ministry challenges and conflicts when appropriate.
- Ensuring that Children's Ministry supports the overall mission of Iglesia de Amor.

Although the Children's Ministry Director oversees the daily operation of Children's Ministry, the Senior Pastor and Executive Pastor provide overall leadership, support, and accountability for the ministry.

Stewardship Board

Financial Oversight & Major Financial Decisions

The Stewardship Board is responsible for the financial stewardship of Iglesia de Amor. The Board ensures that the church's financial resources are managed responsibly, ethically, transparently, and in accordance with biblical principles and the church's governing policies.

The Stewardship Board focuses on financial accountability rather than daily ministry management.

Responsibilities include:

- Approving annual ministry budgets.
- Reviewing significant ministry expenditures.
- Approving paid ministry positions.
- Approving compensation adjustments.
- Monitoring responsible stewardship of church resources.
- Reviewing long-term financial planning.
- Providing accountability for financial policies and procedures.
- Supporting ministry growth through wise financial planning.
- Helping ensure the church remains financially healthy.

The Stewardship Board does not oversee the daily operation of Children's Ministry but provides financial oversight that supports the continued growth and effectiveness of the ministry.

Board

Ministerial Oversight & Ministry Decisions

The Board provides ministerial oversight for Iglesia de Amor by assisting the pastoral leadership with matters relating to church ministry, spiritual health, organizational direction, and long-term ministry planning.

The Board serves as a source of accountability, wisdom, counsel, and support while helping preserve the unity and mission of the church.

Responsibilities include:

- Supporting the mission, vision, and values of Iglesia de Amor.
- Providing accountability in ministry matters.
- Assisting with long-range ministry planning.
- Reviewing significant ministry initiatives.
- Supporting the spiritual health of the church.
- Encouraging unity among ministries.
- Providing counsel to pastoral leadership when requested.
- Assisting with major ministry decisions affecting the church.
- Supporting leadership development throughout the church.

The Board does not manage the daily operation of Children's Ministry but provides ministerial oversight and accountability consistent with the church's Constitution and Bylaws.

Children's Ministry Director

The Children's Ministry Director is responsible for the overall leadership, administration, organization, and spiritual health of the Children's Ministry. The Director serves under the authority of the pastoral leadership and is responsible for ensuring that the ministry reflects the mission, vision, values, and standards of Iglesia de Amor.

The Director leads the Children's Ministry Team while creating an environment where children, families, and volunteers can grow spiritually and serve effectively.

Responsibilities include:

- Providing leadership for the Children's Ministry.
- Implementing the vision established by church leadership.
- Recruiting ministry workers.
- Coordinating interviews and screening.
- Scheduling volunteers and classroom assignments.
- Coordinating background checks and onboarding.
- Providing orientation and ongoing training.
- Supervising Children's Ministry Leaders and Teachers.
- Selecting and implementing approved curriculum.
- Planning ministry events and activities.
- Maintaining classroom supplies and ministry resources.
- Communicating with parents and guardians.
- Ensuring Child Protection Policies are consistently followed.
- Monitoring classroom safety and security.
- Maintaining attendance records.
- Coordinating volunteer appreciation and development.
- Evaluating ministry effectiveness.
- Reporting ministry needs to church leadership.
- Promoting teamwork and unity throughout the ministry.

The Children's Ministry Director should consistently model servant leadership, spiritual maturity, integrity, and a heart for discipleship.

Children's Ministry Leaders / Teachers

Children's Ministry Leaders and Teachers oversee individual classrooms or ministry areas and provide direct spiritual leadership to the children within their assigned age group.

Their primary responsibility is to teach God's Word accurately while creating an engaging, safe, loving, and Christ-centered learning environment.

Responsibilities include:

- Preparing weekly Bible lessons.
- Teaching biblical truth accurately.
- Leading prayer and worship.
- Creating engaging learning experiences.
- Managing classroom routines.
- Encouraging positive behavior.
- Building relationships with children.
- Supervising classroom assistants.
- Maintaining attendance records.
- Following all Child Protection Policies.
- Reporting injuries or incidents immediately.
- Communicating classroom needs to the Director.
- Caring for classroom supplies and equipment.
- Supporting ministry events and special programs.
- Modeling Christlike character through both words and actions.

Children's Ministry Leaders should intentionally disciple children while serving as positive Christian role models.

Children's Ministry Assistants

Children's Ministry Assistants support the Children's Ministry Leaders and Teachers by helping create an organized, welcoming, safe, and engaging classroom environment.

Responsibilities include:

- Greeting children and families.
- Assisting with classroom setup.
- Helping with check-in and check-out procedures.
- Assisting children during activities.
- Preparing crafts and classroom materials.
- Helping with worship and prayer.
- Supervising games and activities.
- Helping maintain classroom order.
- Assisting during restroom breaks according to ministry policy.
- Supporting children who need extra assistance.
- Helping clean and organize classrooms following each service.
- Assisting during ministry events throughout the year.
- Encouraging children through positive relationships and Christlike example.

Children's Ministry Assistants always serve under the direction of the Children's Ministry Leader, Teacher, or Director.

Student Helpers

When approved by Children's Ministry leadership, students may serve as Student Helpers as part of their own leadership development and discipleship.

Student Helpers serve under the direct supervision of approved adult ministry workers and provide valuable assistance while learning the principles of Christian service and servant leadership.

Student Helpers may:

- Welcome children.
- Assist with classroom setup.
- Help prepare crafts.
- Assist during games and activities.
- Help distribute supplies.
- Participate during worship.
- Help clean classrooms after service.
- Encourage younger children through positive Christian example.

Student Helpers may not:

- Be counted as one of the required supervising adults.
- Supervise a classroom independently.
- Escort children to the restroom alone.
- Be left alone with children.
- Provide discipline without adult supervision.
- Administer first aid or medication.
- Make decisions regarding child safety procedures.

Student Helpers serve as ministry apprentices while developing leadership skills and growing in Christian maturity.

Teamwork & Communication

Children's Ministry is most effective when every member of the team serves with unity, humility, and mutual respect. Healthy communication strengthens relationships, prevents misunderstandings, and helps create a ministry culture that reflects the love of Christ.

Every ministry worker is expected to:

- Communicate respectfully.
- Support ministry leadership.
- Encourage fellow volunteers.
- Resolve disagreements biblically.
- Offer assistance whenever needed.
- Pray regularly for fellow ministry workers.
- Protect the unity of the ministry.
- Maintain confidentiality regarding children, families, and ministry matters.
- Address concerns through the appropriate leadership structure.
- Seek solutions rather than creating conflict.

Questions, concerns, and recommendations should always be communicated through the proper chain of leadership rather than through gossip, criticism, or public discussion.

Leadership Expectations

Every Children's Ministry leader is expected to demonstrate Christian character and spiritual maturity that reflects the values of Iglesia de Amor.

Leaders should consistently model:

- A growing relationship with Jesus Christ.
- Faithfulness in church attendance.
- Commitment to prayer and Bible study.
- Humility.
- Integrity.
- Dependability.
- Emotional maturity.
- Wisdom.
- Servant leadership.
- Love for children and families.
- A teachable spirit.
- Respect for church leadership.
- Commitment to the mission and vision of Iglesia de Amor.

Leadership within Children's Ministry is based on spiritual maturity, biblical character, faithfulness, and a willingness to serve others—not simply on position, experience, or ability.

Unity in Ministry

The Children's Ministry of Iglesia de Amor functions as one unified team working together to fulfill one mission: **to make strong disciples of Jesus Christ and bring forth the Kingdom of God.**

Every position—from the Senior Pastor and Executive Pastor to the Student Helper—plays an important role in helping children encounter Jesus Christ, grow in biblical truth, and become lifelong disciples.

As each leader faithfully serves within their area of responsibility while supporting one another in humility and love, Children's Ministry becomes a place where children are protected, families are strengthened, volunteers are equipped, and Christ is glorified. Together, we are building a ministry that reflects the heart of God and advances the mission of Iglesia de Amor for generations to come.

Chapter 4

Volunteer & Employee Qualifications

Purpose

The Children's Ministry of Iglesia de Amor is committed to building a ministry team that demonstrates spiritual maturity, Christian character, and a genuine love for children. Because those who serve in Children's Ministry represent Jesus Christ and Iglesia de Amor, all volunteers, ministry assistants, teachers, and leaders are expected to meet the qualifications outlined in this chapter.

These standards help ensure that every child is cared for in a safe, loving, and spiritually healthy environment while maintaining the integrity of the ministry.

General Qualifications

Every Children's Ministry worker must:

- Demonstrate a personal relationship with Jesus Christ.
- Support the mission, vision, and doctrinal beliefs of Iglesia de Amor.
- Display Christian character in both public and private life.
- Be dependable and committed to serving faithfully.
- Show a genuine love and patience for children.
- Demonstrate emotional maturity and good judgment.
- Be willing to learn, receive instruction, and work as part of a ministry team.
- Maintain confidentiality regarding children, families, and ministry matters.
- Agree to follow all Children's Ministry policies and procedures.

Serving in Children's Ministry is both a privilege and a responsibility. Ministry workers are expected to model Christlike behavior at all times.

Spiritual Qualifications

Children's Ministry workers should demonstrate evidence of ongoing spiritual growth through a lifestyle that reflects biblical values.

Ministry workers are encouraged to:

- Attend worship services regularly.
- Maintain a consistent prayer life.
- Read and study God's Word regularly.
- Participate in discipleship opportunities offered by the church.
- Pursue continual spiritual growth.
- Demonstrate the Fruit of the Spirit in daily life.
- Maintain healthy relationships within the church family.

Those serving in leadership positions should be actively growing in their ability to disciple others through both teaching and personal example.

Membership and Attendance

To ensure that ministry workers understand the culture and mission of Iglesia de Amor, individuals serving in Children's Ministry should demonstrate faithful participation in the life of the church.

General expectations include:

- Regular attendance at worship services.
- Consistent participation in church activities.
- Support of church leadership.
- Willingness to serve as part of the church family.

Leadership may make exceptions for new attendees who have demonstrated faithfulness, spiritual maturity, and a desire to serve.

Age Requirements

The following minimum age requirements apply to Children's Ministry positions:

Student Helper

- Minimum age: 12 years old
- Must serve under direct adult supervision.

- May not supervise children independently.

Volunteer

- Minimum age: 16 years old
- Must complete all required training and screening.
- May serve independently only after approval from ministry leadership.

Children's Ministry Assistant (Paid or Volunteer)

- Minimum age: 18 years old
- Must successfully complete the application, interview, background check, and training process.

Lead Teacher

- Minimum age: 18 years old
- Demonstrated spiritual maturity.
- Successful ministry experience.
- Approved by Children's Ministry leadership.

Leadership reserves the right to establish additional qualifications for specialized ministry positions.

Screening Requirements

Before serving independently with children, every volunteer and employee must complete the ministry screening process.

This process includes:

- Completed ministry application.
- Personal interview.
- Background check, when applicable.
- Reference verification, when requested.
- Review of the Children's Ministry Policy & Procedures Manual.
- Completion of orientation and safety training.
- Signed Ministry Covenant.
- Signed Code of Conduct.
- Signed Child Protection Agreement.

No individual may begin serving independently until all required screening has been completed and approved by ministry leadership.

Character Expectations

Children learn as much from what they observe as from what they are taught. Every ministry worker should strive to model Christlike character.

Expected qualities include:

- Love
- Joy
- Peace
- Patience
- Kindness
- Goodness
- Faithfulness
- Gentleness
- Self-control
- Honesty
- Humility
- Compassion
- Respect
- Integrity
- Dependability

Workers should demonstrate these qualities in their relationships with children, parents, fellow volunteers, and church leadership.

Professional Conduct

While serving in Children's Ministry, workers are expected to:

- Arrive prepared and on time.
- Dress modestly and appropriately.
- Speak respectfully.
- Use positive and encouraging language.
- Maintain appropriate boundaries with children.
- Follow all safety policies.
- Support ministry leadership.
- Resolve disagreements biblically.
- Maintain confidentiality.
- Represent Christ and Iglesia de Amor with excellence.

Workers should avoid any behavior that could damage the testimony of the church or create unnecessary concern for parents or ministry leadership.

Physical and Emotional Readiness

Serving children requires energy, patience, and attentiveness.

Workers should be physically and emotionally able to:

- Supervise children responsibly.
- Respond calmly during emergencies.
- Participate in classroom activities.
- Maintain appropriate classroom control.
- Interact positively with children and families.
- Exercise sound judgment under pressure.

Individuals who are ill or unable to safely supervise children should notify ministry leadership and refrain from serving until they are well.

Ongoing Development

Serving in Children's Ministry is a continual process of learning and growth.

All ministry workers are encouraged to participate in:

- Annual safety training.
- Children's Ministry workshops.
- Leadership development opportunities.
- Church discipleship classes.
- Ministry team meetings.
- Prayer gatherings.
- Curriculum training sessions.
- Additional education that strengthens their effectiveness in ministry.

The goal is not simply to fill volunteer positions but to develop spiritually mature leaders who can disciple the next generation.

Removal from Ministry

Because Children's Ministry involves the care of children and represents the ministry of Iglesia de Amor, leadership reserves the right to temporarily suspend or permanently remove any volunteer or employee from Children's Ministry when necessary.

Reasons may include, but are not limited to:

- Failure to follow child safety policies.
- Conduct inconsistent with biblical standards or church values.
- Repeated unreliability or excessive absences.
- Inappropriate behavior toward children, parents, volunteers, or staff.
- Breach of confidentiality.
- Failure to cooperate with ministry leadership.
- Misconduct that places children, families, or the church at risk.

Whenever appropriate, ministry leadership will seek restoration through biblical counsel, encouragement, and accountability. However, the safety of children and the integrity of the ministry will always remain the highest priority.

Commitment to Excellence

The Children's Ministry of Iglesia de Amor believes that those who serve children are entrusted with one of the church's greatest responsibilities.

Our desire is to build a ministry team that is spiritually mature, well-trained, dependable, compassionate, and fully committed to making strong disciples of Jesus Christ. By maintaining high standards for those who serve, we create an environment where children are loved, families are supported, and Christ is glorified through every aspect of our ministry.

Chapter 5

Recruitment, Application & Screening

Purpose

The Children's Ministry of Iglesia de Amor is committed to recruiting and developing spiritually mature individuals who demonstrate a genuine love for Jesus Christ and for children. Every volunteer, employee, and ministry leader plays an important role in discipling the next generation and representing the mission and values of Iglesia de Amor.

The purpose of the recruitment and screening process is to ensure that every individual serving in Children's Ministry is spiritually prepared, properly trained, and committed to providing a safe, loving, and Christ-centered environment for every child.

Our screening process is not intended to discourage people from serving, but to faithfully steward the trust that parents place in our church and to protect both children and ministry workers.

Recruitment Philosophy

Children's Ministry is one of the most important ministries within Iglesia de Amor because it provides opportunities to introduce children to Jesus Christ during their most formative years.

Recruitment is an ongoing process of prayerfully identifying and developing individuals who demonstrate:

- A growing relationship with Jesus Christ.
- A servant's heart.
- Love and patience toward children.
- Faithfulness and reliability.
- Emotional and spiritual maturity.
- A willingness to learn and grow.
- Alignment with the mission and vision of Iglesia de Amor.

Ministry leaders should actively encourage individuals with these qualities to prayerfully consider serving in Children's Ministry.

Recruitment Methods

Potential volunteers and employees may be recruited through:

- Personal invitation from church leadership.
- Recommendations from pastors, ministry leaders, or volunteers.
- Church announcements.
- Volunteer interest forms.
- Membership and discipleship classes.
- Leadership development programs.
- Church events and ministry fairs.
- Personal conversations with individuals who demonstrate a heart for serving children.

The most effective recruitment often comes through personal relationships and intentional encouragement.

Application Process

Every prospective Children's Ministry worker must complete the official application process before beginning service.

The application provides leadership with information regarding:

- Personal contact information.
- Church involvement.
- Previous ministry experience.
- Experience working with children.
- Spiritual testimony.
- Areas of gifting and interest.
- Availability.
- Emergency contact information.
- Agreement to ministry policies.
- Authorization for background screening, when applicable.

Applications should be reviewed by the Children's Ministry Director or other designated ministry leader.

Interview Process

Following the application, prospective volunteers or employees will participate in an interview with the Children's Ministry Director or designated church leader.

The purpose of the interview is to:

- Learn the applicant's testimony and spiritual journey.
- Discuss previous ministry experience.
- Understand the applicant's desire to serve children.
- Explain the mission and expectations of Children's Ministry.
- Review ministry policies.
- Answer questions.
- Determine the most appropriate area of service.

The interview should be conversational, encouraging, and focused on identifying each person's gifts while ensuring they are a good fit for the ministry.

Background Screening

To provide a safe environment for children, background screenings are required for all adult volunteers and employees who serve independently with minors.

The screening process may include:

- Criminal history check.
- Sex offender registry search.
- Identity verification.
- Additional screening as determined by church leadership.

Background screening information will remain confidential and will be reviewed only by authorized church leadership.

The church reserves the right to decline or discontinue ministry service based on the results of the screening process when necessary to protect children and the integrity of the ministry.

Reference Verification

When deemed appropriate, leadership may request personal, ministry, or professional references.

References may be contacted to help evaluate an applicant's:

- Character.
- Spiritual maturity.
- Reliability.
- Experience working with children.
- Teamwork.
- Leadership potential.

Reference checks may be waived for long-standing members who are well known by church leadership.

Waiting Period

Whenever practical, individuals should demonstrate consistent participation in Iglesia de Amor before serving in Children's Ministry.

This period allows leadership to become familiar with the applicant's:

- Christian character.
- Faithfulness.
- Church involvement.
- Teachability.
- Commitment to the mission of Iglesia de Amor.

Leadership may determine the appropriate waiting period based on individual circumstances.

Orientation

Applicants approved for service must complete Children's Ministry Orientation before serving independently.

Orientation includes:

- Mission, vision, and ministry philosophy.
- Child Protection Policy.
- Safety and security procedures.
- Emergency response procedures.
- Classroom expectations.
- Check-in and check-out procedures.

- Behavior management.
- Parent communication.
- Ministry culture and expectations.

Orientation ensures that every ministry worker understands both the responsibilities and the privilege of serving children.

Observation & Mentoring

Before receiving independent classroom responsibilities, new ministry workers will participate in a supervised observation and mentoring period.

The typical onboarding process includes:

Week 1: Observe classroom operations.

Week 2: Assist with classroom activities.

Week 3: Participate in portions of the lesson under supervision.

Week 4: Demonstrate readiness for independent responsibilities while continuing to receive coaching.

Leadership may extend the mentoring period when additional training is beneficial.

Final Approval

After completing all required steps, the Children's Ministry Director will determine whether the applicant is ready to begin serving independently.

Approval is based upon successful completion of:

- Ministry application.
- Interview.
- Background screening (when applicable).
- Orientation.
- Observation period.
- Required ministry training.
- Agreement with ministry policies.

Leadership may delay approval if additional mentoring or training is needed.

Placement Within the Ministry

Every volunteer has unique gifts and abilities. Rather than placing individuals wherever there is an immediate need, ministry leadership seeks to match volunteers with areas where they can serve most effectively.

Placement may consider:

- Spiritual gifts.
- Experience.
- Personality.
- Availability.
- Physical abilities.
- Teaching experience.
- Comfort level with various age groups.
- Ministry needs.

Volunteers may be reassigned as ministry needs change or as their gifts develop.

Continuing Screening & Accountability

Approval to serve is not permanent. Ministry workers are expected to maintain the qualifications and standards outlined in this manual.

Leadership may periodically review:

- Ministry effectiveness.
- Attendance and reliability.
- Compliance with safety policies.
- Christian conduct.
- Continued alignment with the mission and values of Iglesia de Amor.

When concerns arise, leadership will seek to provide encouragement, coaching, and additional training whenever possible. However, the safety of children and the integrity of the ministry will always take precedence.

Building a Healthy Ministry Team

Recruitment is more than filling volunteer positions—it is the process of identifying, equipping, and encouraging faithful disciples who will invest in the next generation.

Our goal is to develop a ministry team that serves with humility, excellence, compassion, and biblical integrity. Through careful recruitment, thoughtful screening, intentional training, and ongoing encouragement, Iglesia de Amor seeks to create a Children's Ministry where every child is loved, every family is supported, and every volunteer is equipped to help make strong disciples of Jesus Christ for the Kingdom of God.

Chapter 6

Orientation, Training & Leadership Development

Purpose

The Children's Ministry of Iglesia de Amor is committed to developing spiritually mature, well-equipped, and confident ministry leaders. Every volunteer, Children's Ministry Assistant, teacher, and leader should receive intentional training that prepares them to minister effectively while providing a safe, organized, and Christ-centered environment for every child.

Training is not simply about learning policies and procedures—it is part of the discipleship process. As ministry workers grow in knowledge, skill, and spiritual maturity, they become better equipped to fulfill the mission of making strong disciples of Jesus Christ.

Ministry Commitment to Training

Iglesia de Amor believes that effective ministry requires preparation.

Every Children's Ministry worker is expected to participate in ongoing training to:

- Grow spiritually.
- Develop ministry skills.
- Understand child development.
- Teach God's Word accurately.
- Follow child protection policies.
- Strengthen teamwork.
- Improve communication.
- Provide safe and engaging classroom environments.

Training is considered an essential part of ministry rather than an optional activity.

New Volunteer Orientation

Before serving independently, every Children's Ministry worker must complete the Children's Ministry Orientation.

Orientation introduces new workers to the culture, mission, expectations, and policies of the ministry.

Topics include:

- Mission, Vision, and Core Values of Iglesia de Amor.
- Children's Ministry philosophy.
- Organizational structure.
- Volunteer expectations.
- Child Protection Policy.
- Safety and security procedures.
- Classroom procedures.
- Emergency procedures.
- Check-in and check-out procedures.
- Parent communication.
- Classroom management.
- Code of Conduct.
- Ministry Covenant.

Orientation should be completed before a volunteer is assigned independent classroom responsibilities.

Initial Training Process

Every new Children's Ministry worker will complete a structured onboarding process designed to build confidence and ministry effectiveness.

Week One – Observation

The volunteer observes classroom operations while becoming familiar with:

- Classroom routines.
- Lesson flow.
- Safety procedures.
- Worship time.
- Games and activities.
- Classroom transitions.
- Parent interactions.

Observation provides an opportunity to learn without the pressure of immediate responsibility.

Week Two – Classroom Assistance

The volunteer begins assisting the Lead Teacher by:

- Greeting children.
- Assisting with check-in.
- Helping with crafts.
- Participating in games.
- Supporting classroom transitions.
- Assisting with cleanup.

Leadership provides encouragement and coaching throughout the service.

Week Three – Guided Ministry

The volunteer begins taking an active leadership role by:

- Leading prayer.
- Reading Scripture.
- Teaching a portion of the lesson.
- Leading a small group discussion.
- Assisting with worship.
- Helping children memorize Scripture.

The Lead Teacher remains available for guidance and feedback.

Week Four – Ministry Evaluation

The Children's Ministry Director or Lead Teacher evaluates the volunteer's readiness for ongoing ministry responsibilities.

Areas of evaluation include:

- Dependability.
- Communication.
- Classroom interaction.
- Teamwork.
- Safety awareness.
- Spiritual maturity.
- Ability to follow classroom procedures.

- Positive interaction with children.
- Teachability.

Additional mentoring may be provided whenever needed.

Continuing Education

Learning does not end after orientation.

Every Children's Ministry worker is encouraged to continue developing through ongoing ministry education.

Training opportunities may include:

- Quarterly ministry meetings.
- Annual safety training.
- Curriculum workshops.
- Leadership development classes.
- Teaching seminars.
- Child development workshops.
- Prayer gatherings.
- Church discipleship classes.
- Conferences and ministry events approved by church leadership.

Continual growth strengthens both the individual and the ministry as a whole.

Classroom Training

Training should equip ministry workers to confidently manage every aspect of the classroom.

Topics include:

- Preparing lessons.
- Classroom organization.
- Age-appropriate teaching methods.
- Classroom transitions.
- Behavior management.
- Worship leadership.
- Leading prayer.
- Scripture memorization.

- Small group discussions.
- Games with purpose.
- Craft preparation.
- Parent communication.
- Classroom cleanup.

Every classroom should provide children with a safe, organized, engaging, and spiritually meaningful experience.

Safety Training

Because protecting children is one of the highest priorities of Iglesia de Amor, every Children's Ministry worker must complete child safety training.

Safety training includes:

- Child Protection Policy.
- Two-Adult Rule.
- Appropriate supervision.
- Bathroom procedures.
- Emergency evacuation.
- Fire safety.
- Tornado procedures.
- Medical emergencies.
- Missing child procedures.
- Incident reporting.
- Mandatory reporting requirements.
- Preventing accidents.
- Facility awareness.

Safety procedures should be reviewed regularly throughout the year.

Spiritual Development

Serving in Children's Ministry begins with a growing relationship with Jesus Christ.

Every ministry worker is encouraged to cultivate spiritual disciplines including:

- Daily prayer.
- Bible reading.

- Worship.
- Church attendance.
- Personal discipleship.
- Fellowship with other believers.
- Service.
- Stewardship.
- Dependence upon the Holy Spirit.

Healthy ministry flows from healthy spiritual lives.

Leadership Development

One of the goals of Iglesia de Amor is to raise up future ministry leaders from within the church.

Volunteers who demonstrate faithfulness, humility, teachability, and spiritual maturity may be invited to participate in additional leadership development opportunities.

Potential areas of development include:

- Lead Teacher training.
- Classroom leadership.
- Event coordination.
- Volunteer mentoring.
- Curriculum development.
- Children's Ministry administration.
- Teacher coaching.
- Ministry planning.
- Leadership meetings.

Leadership is developed through faithful service, spiritual growth, and a willingness to disciple others.

Performance Coaching

Training is an ongoing relationship rather than a one-time event.

Children's Ministry leaders should regularly encourage volunteers by:

- Providing constructive feedback.
- Celebrating successes.

- Offering additional coaching.
- Identifying opportunities for growth.
- Praying together.
- Answering questions.
- Encouraging continual improvement.

Correction should always be given with grace, respect, and the goal of strengthening the ministry worker.

Ministry Excellence

At Iglesia de Amor, we believe that excellence is achieved through continual growth.

Every Children's Ministry worker is encouraged to become more effective each year by growing spiritually, expanding ministry skills, strengthening relationships, and faithfully serving wherever God has called them.

Our desire is not simply to build volunteers—we seek to develop mature disciples and servant leaders who will faithfully invest in the next generation and help fulfill the mission of making strong disciples of Jesus Christ for the Kingdom of God.

Chapter 7

Performance Reviews, Accountability & Ministry Standards

Purpose

The Children's Ministry of Iglesia de Amor is committed to developing faithful, spiritually mature, and effective ministry leaders. Performance reviews are intended to encourage growth, provide support, recognize faithful service, and maintain excellence in ministry.

Evaluation is not intended to be punitive, but rather an opportunity to strengthen ministry workers through encouragement, coaching, accountability, and discipleship. Every volunteer and employee should receive regular feedback that helps them grow both personally and spiritually.

Biblical Foundation

Scripture teaches that those who serve the Lord should do so faithfully and wholeheartedly.

Children's Ministry workers are entrusted with the spiritual care of children and should continually pursue growth in both character and ministry effectiveness.

Our goal is not perfection, but faithfulness.

Supporting Scriptures

- Colossians 3:23–24
 - 1 Corinthians 4:2
 - Proverbs 27:17
 - 2 Timothy 2:15
-

Ministry Accountability

Every Children's Ministry worker is accountable to the leadership structure established by Iglesia de Amor.

This accountability provides encouragement, guidance, protection, and healthy communication throughout the ministry.

Each ministry worker is responsible for:

- Following ministry policies and procedures.
- Supporting church leadership.
- Maintaining Christian character.
- Protecting children.
- Serving faithfully.
- Working cooperatively with the ministry team.
- Pursuing continual spiritual growth.

Accountability strengthens the ministry and creates a culture of trust, excellence, and mutual support.

Performance Reviews

Formal evaluations may be conducted annually or as determined by ministry leadership.

Additional evaluations may occur:

- At the completion of a volunteer's onboarding period.
- Prior to advancement into leadership positions.
- Following significant ministry changes.
- When additional coaching is needed.

Reviews are intended to celebrate strengths while identifying opportunities for continued growth.

Areas of Evaluation

Children's Ministry workers may be evaluated in the following areas:

Spiritual Growth

- Demonstrates a growing relationship with Jesus Christ.
- Supports the mission and vision of Iglesia de Amor.

- Models Christian character.
 - Maintains a teachable spirit.
 - Demonstrates humility and servant leadership.
-

Reliability

- Arrives on time.
- Serves consistently.
- Honors scheduled commitments.
- Communicates absences promptly.
- Completes assigned responsibilities.

Reliable ministry workers strengthen the entire ministry team.

Ministry Effectiveness

- Prepares adequately for service.
 - Follows classroom procedures.
 - Teaches accurately and effectively.
 - Engages children appropriately.
 - Maintains classroom organization.
 - Demonstrates initiative when appropriate.
-

Child Safety

- Consistently follows Child Protection Policies.
- Maintains appropriate supervision.
- Understands emergency procedures.
- Completes required documentation.
- Demonstrates sound judgment.

Because child safety is our highest operational priority, compliance with safety procedures is expected at all times.

Teamwork

Children's Ministry is built on collaboration rather than individual performance.

Workers should demonstrate:

- Respect for fellow volunteers.
- Positive communication.
- Cooperation.
- Flexibility.
- Willingness to help others.
- Encouragement toward teammates.
- Unity within the ministry.

Healthy teamwork creates healthy classrooms.

Parent Relationships

Ministry workers should:

- Welcome parents warmly.
- Communicate respectfully.
- Protect confidentiality.
- Handle concerns professionally.
- Support families with grace and encouragement.

Parents should consistently experience the love of Christ through every interaction with Children's Ministry.

Coaching & Encouragement

Leadership is committed to helping every ministry worker succeed.

When improvement is needed, coaching should include:

- Clear expectations.
- Practical suggestions.
- Additional training.
- Mentoring.
- Prayer and encouragement.
- Follow-up conversations.

The goal of coaching is growth—not criticism.

Recognition of Faithful Service

Faithful service should be recognized and celebrated.

Leadership may acknowledge volunteers through:

- Volunteer appreciation events.
- Personal thank-you notes.
- Church recognition.
- Ministry celebrations.
- Leadership opportunities.
- Additional ministry responsibilities.
- Training scholarships or conference opportunities when available.

Every act of faithful service contributes to the Kingdom of God and deserves appreciation.

Ministry Advancement

As volunteers demonstrate faithfulness, spiritual maturity, and leadership ability, they may be invited to assume additional responsibilities.

Advancement may include opportunities such as:

- Classroom Helper
- Children's Ministry Assistant
- Lead Teacher
- Classroom Coordinator
- Curriculum Team Member
- Volunteer Mentor
- Event Coordinator
- Children's Ministry Director

Advancement is based upon:

- Christian character.
- Spiritual maturity.
- Faithfulness.
- Leadership ability.
- Teachability.
- Ministry effectiveness.

- Agreement with the mission and values of Iglesia de Amor.

Leadership positions are opportunities to serve others more effectively—not positions of status or authority.

Corrective Action

When ministry standards are not being met, leadership will seek to address concerns in a loving, biblical, and constructive manner.

Depending on the situation, corrective action may include:

- Informal coaching.
- Additional training.
- Verbal guidance.
- Written improvement plan.
- Temporary reassignment.
- Temporary suspension from ministry responsibilities.
- Removal from Children's Ministry when necessary.

Whenever appropriate, leadership will seek restoration through grace, accountability, and discipleship.

However, any situation involving child safety, abuse, misconduct, harassment, dishonesty, or behavior that places children or the church at risk may result in immediate removal from ministry responsibilities pending review.

Ministry Standards

Every Children's Ministry worker is expected to uphold the following standards:

- Maintain a Christlike attitude.
- Demonstrate integrity in all situations.
- Follow all ministry policies.
- Support church leadership.
- Protect confidential information.
- Serve children with patience and love.
- Continue growing spiritually.
- Participate in required training.
- Represent Iglesia de Amor with excellence both inside and outside the church.

Our conduct should consistently reflect the love and character of Jesus Christ.

Commitment to Excellence

Excellence is not achieved through talent alone—it is the result of faithful service, continual learning, humility, and dependence upon God.

The Children's Ministry of Iglesia de Amor seeks to cultivate leaders who are spiritually mature, committed to biblical discipleship, and passionate about investing in the next generation.

Through regular encouragement, accountability, training, and servant leadership, we believe God will continue raising up faithful ministry workers who help fulfill the mission of **making strong disciples of Jesus Christ and bringing forth the Kingdom of God.**

Chapter 8

Child Protection Policy

Purpose

The Children's Ministry of Iglesia de Amor is committed to providing a safe, secure, loving, and Christ-centered environment where every child is protected physically, emotionally, spiritually, and relationally.

Children are one of God's greatest gifts and have been entrusted to our care. We recognize that parents place tremendous trust in our ministry each time they leave their children in our classrooms. Therefore, protecting children is one of our highest ministry responsibilities.

Every volunteer, Children's Ministry Assistant, teacher, and leader shares responsibility for creating and maintaining a culture of safety, accountability, transparency, and biblical integrity.

These policies exist to:

- Protect every child entrusted to our care.
- Protect volunteers and ministry workers from false accusations.
- Reduce opportunities for abuse or misconduct.
- Provide consistent procedures for every classroom.
- Maintain the trust of families.
- Honor Christ through responsible stewardship of His children.

The safety and well-being of children will always take precedence over convenience or personal preference.

Biblical Foundation

Jesus demonstrated His love and concern for children throughout His ministry and instructed His followers to do the same.

Scripture teaches us to value, protect, and nurture children with great care.

Matthew 19:14

"Let the little children come to Me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Mark 9:37

"Whoever welcomes one of these little children in my name welcomes Me."

Matthew 18:6

"If anyone causes one of these little ones who believe in Me to stumble, it would be better for him to have a large millstone hung around his neck..."

Protecting children is not only a legal responsibility—it is a biblical calling.

Commitment to Child Safety

Iglesia de Amor is committed to maintaining an environment where:

- Every child is welcomed with love.
- Every child is treated with dignity and respect.
- Every child is physically safe.
- Every child is emotionally safe.
- Every child is spiritually encouraged.
- Every parent can confidently entrust their child to our care.

Every ministry worker is expected to actively support this commitment.

Screening Requirements

No individual may serve independently in Children's Ministry until all required screening has been completed.

Requirements include:

- Completed ministry application.
- Personal interview.
- Background check for adults.
- Reference verification when requested.
- Completion of orientation.
- Review of this manual.

- Child Protection Policy training.
- Signed Ministry Covenant.
- Signed Code of Conduct.
- Signed Child Protection Agreement.

Leadership reserves the right to deny or discontinue ministry service whenever it is determined that doing so is in the best interest of child safety or the ministry.

The Two-Adult Rule

Whenever reasonably possible, at least two approved adults should be present during every Children's Ministry activity.

This policy exists to:

- Protect children.
- Protect volunteers.
- Increase accountability.
- Reduce opportunities for misconduct.
- Promote transparency.

If an unexpected circumstance results in only one approved adult being present:

- Another screened volunteer should periodically observe the classroom.
- The classroom door should remain open or have unobstructed visibility whenever practical.
- Leadership should be notified immediately so assistance can be provided.

Under normal circumstances, volunteers should never intentionally place themselves in situations where they are completely alone with a child.

Adult-to-Child Ratios

To provide safe supervision, the following minimum ratios should be maintained whenever possible.

Age Group Recommended Ratio

Nursery 1 Adult : 4 Children

Preschool 1 Adult : 6 Children

Age Group Recommended Ratio

Ages 5–7 1 Adult : 8 Children

Ages 8–11 1 Adult : 10 Children

Preteens 1 Adult : 12 Children

Leadership may assign additional volunteers whenever activities require increased supervision.

Appropriate Physical Contact

Healthy physical interaction can communicate care, encouragement, and comfort. However, all physical contact must be appropriate, observable, and respectful.

Examples of appropriate contact include:

- Handshakes.
- High-fives.
- Fist bumps.
- Side hugs.
- Helping with crafts.
- Assisting an injured child.
- Holding a young child's hand while walking when necessary for safety.

Physical affection should always respect the child's comfort level and should never be forced.

Inappropriate Physical Contact

The following behaviors are strictly prohibited:

- Corporal punishment.
- Spanking.
- Hitting.
- Shaking.
- Slapping.
- Pinching.
- Tickling.
- Wrestling.
- Sitting children on an adult's lap when avoidable.
- Kissing children.
- Massaging children.

- Any physical contact that could reasonably be interpreted as inappropriate.
- Any isolated or secretive physical interaction.

Any concerns regarding inappropriate physical contact must be reported immediately.

Verbal & Emotional Safety

Children should always be treated with kindness, patience, dignity, and respect.

Children's Ministry workers shall never:

- Shame a child.
- Humiliate a child.
- Ridicule a child.
- Use profanity.
- Threaten a child.
- Belittle a child.
- Use intimidation.
- Mock mistakes.
- Compare children negatively.

Instead, volunteers should:

- Encourage.
 - Redirect gently.
 - Speak respectfully.
 - Build confidence.
 - Demonstrate patience.
 - Reflect the love of Christ.
-

One-on-One Interactions

Whenever possible, one-on-one interactions with children should occur in visible, public areas.

If private conversations are necessary:

- Another screened adult should be nearby.
- Doors should remain open whenever practical.
- Conversations should be brief and ministry-related.

- Parents should never be intentionally excluded from important conversations involving their child.

Transparency protects everyone involved.

Digital Communication

Children's Ministry workers should not engage in private electronic communication with minors.

Communication regarding ministry activities should occur through:

- Parents or guardians.
- Official church communication platforms.
- Group communication approved by church leadership.

Workers should not:

- Send private text messages to minors.
- Exchange personal social media messages with minors.
- Build secret online relationships with children.

Parents should remain the primary point of communication.

Photography & Media

Photographs and videos may be taken only in accordance with church policy.

Children's Ministry workers should:

- Respect parental preferences regarding photography.
- Avoid posting pictures of children on personal social media accounts without authorization.
- Use photographs only for approved church purposes.
- Protect children's privacy at all times.

Leadership will maintain any required media release documentation.

Reporting Concerns

Every Children's Ministry worker has a responsibility to report concerns immediately.

Examples include:

- Suspected abuse or neglect.
- Inappropriate volunteer behavior.
- Unsafe facilities.
- Injuries.
- Security concerns.
- Policy violations.
- Missing children.
- Suspicious individuals.

Reports should be made immediately to the Children's Ministry Director, Executive Pastor, or Senior Pastor.

Mandatory Reporting

Iglesia de Amor will comply with all applicable Oklahoma laws regarding the reporting of suspected child abuse or neglect.

Any ministry worker who becomes aware of suspected abuse should immediately notify ministry leadership. Church leadership will ensure that all required reports are made to the appropriate authorities as required by law.

Ministry workers should never attempt to investigate allegations independently or question a child beyond what is necessary to ensure the child's immediate safety.

Confidentiality

Information involving children, families, or safety concerns must remain confidential.

Ministry workers shall not:

- Discuss incidents publicly.
- Share confidential information with unauthorized individuals.
- Gossip regarding families or children.

- Post confidential information online.

Information should only be shared with those who have a legitimate ministry or legal need to know.

Commitment to Protection

The Children's Ministry of Iglesia de Amor is dedicated to creating an environment where every child is loved, protected, respected, and discipled.

Every volunteer, teacher, Children's Ministry Assistant, and ministry leader shares the responsibility of protecting those entrusted to our care. By faithfully following these policies, serving with integrity, and remaining vigilant in every situation, we honor Christ, strengthen families, and uphold the mission of Iglesia de Amor to **make strong disciples of Jesus Christ and bring forth the Kingdom of God.**

Protecting children is not simply a policy—it is a sacred trust and a vital expression of our commitment to love, serve, and shepherd the next generation.

Chapter 9

Security Procedures

Purpose

The Children's Ministry of Iglesia de Amor is committed to providing a safe, secure, and welcoming environment for every child and family. These security procedures are designed to protect children, assist parents, support ministry workers, and provide clear expectations for everyone serving in Children's Ministry.

Every volunteer, Children's Ministry Assistant, teacher, and leader is responsible for understanding and following these procedures without exception.

Security procedures should be consistently followed every week, regardless of attendance or class size.

General Security Principles

Children's Ministry security is built upon five foundational principles:

- Protect every child entrusted to our care.
- Verify the identity of those authorized to pick up children.
- Maintain accountability at all times.
- Prevent unauthorized access to children's ministry areas.
- Respond quickly and appropriately to emergencies.

Every ministry worker should remain alert, observant, and proactive in maintaining a secure environment.

Classroom Access

To ensure the safety of every child, access to Children's Ministry classrooms should be limited during ministry activities.

The following individuals are generally permitted access:

- Children's Ministry Director
- Executive Pastor
- Senior Pastor
- Assigned Lead Teachers
- Approved Children's Ministry Assistants
- Scheduled Volunteers
- Parents or guardians when necessary
- Emergency personnel

Individuals who are not serving in Children's Ministry should not enter classrooms without permission from ministry leadership.

Check-In Procedures

Every child should be checked in before entering the classroom.

The check-in process should include:

- Greeting each family warmly.
- Verifying the child's name.
- Recording attendance.
- Confirming emergency contact information when necessary.
- Identifying any allergies, medical needs, or special instructions.
- Providing a name tag for the child, if used.
- Issuing a parent pickup tag or security number, if applicable.

Children should never enter the classroom without being accounted for through the established check-in process.

Visitor Check-In

Families visiting Iglesia de Amor for the first time should receive a warm and organized welcome.

First-time families should be asked to provide:

- Parent or guardian name.
- Child's name.

- Child's date of birth or age.
- Emergency contact information.
- Allergy or medical information.
- Any special needs or accommodations.

Visitors should also receive information regarding:

- Classroom location.
- Pickup procedures.
- Restroom procedures.
- Service schedule.
- Children's Ministry expectations.

Every effort should be made to help visiting families feel welcomed and valued.

Attendance Records

Attendance should be recorded for every class each week.

Attendance records should include:

- Child's name.
- Classroom.
- Date.
- Teacher or volunteer present.
- Visitors.
- Special notes when appropriate.

Accurate attendance records assist with emergency accountability, ministry planning, follow-up, and family care.

Name Tags

Whenever possible, children should wear name tags while participating in Children's Ministry.

Name tags help:

- Identify children quickly.
- Assist new volunteers.
- Improve classroom security.

- Help children build relationships.
- Reduce confusion during pickup.

If a security numbering system is used, the corresponding parent tag should match the child's tag.

Authorized Pick-Up

Children will be released only to:

- A parent or legal guardian.
- An individual specifically authorized by the parent or guardian.
- An individual approved by ministry leadership in special circumstances.

If there is uncertainty regarding authorization, the child will remain in the classroom until the situation is verified.

The safety of the child always takes priority over convenience.

Late Pick-Up

If a parent or guardian is delayed:

- Two approved adults should remain with the child whenever possible.
- The Children's Ministry Director should be notified.
- Reasonable attempts should be made to contact the parent or guardian.
- The child should remain calm, supervised, and reassured until pickup.

Children should never be left alone while waiting for pickup.

Hallway Security

During services:

- Hallways should remain orderly.
- Children should not wander unattended.
- Volunteers should remain attentive to hallway activity.
- Suspicious or unusual behavior should be reported immediately.

- Classroom doors should remain appropriately monitored.

Children leaving classrooms should be accompanied according to ministry procedures.

Restroom Procedures

Children should be encouraged to use the restroom before class begins.

When restroom assistance is needed:

- Follow the Child Protection Policy.
- Protect the child's privacy and dignity.
- Maintain appropriate supervision.
- Avoid situations where a volunteer is isolated with a child.
- Notify another volunteer whenever restroom assistance is provided.

Detailed restroom procedures are found in Chapter 8.

Classroom Supervision

Children should remain under adult supervision at all times.

Volunteers should:

- Maintain awareness of every child.
- Frequently count children during transitions.
- Position themselves where the entire room is visible.
- Avoid unnecessary distractions.
- Report missing children immediately.

No child should ever leave the classroom without proper authorization.

Classroom Ratios

Whenever possible, the following supervision ratios should be maintained:

Age Group	Adult Ratio
Nursery	1 Adult : 4 Children
Preschool	1 Adult : 6 Children
Ages 5–7	1 Adult : 8 Children
Ages 8–11	1 Adult : 10 Children
Preteens	1 Adult : 12 Children

Additional volunteers should be assigned whenever activities, classroom size, or individual needs require increased supervision.

Classroom Doors

Whenever practical:

- Classroom doors should remain unlocked during ministry activities unless otherwise directed during an emergency.
- Windows in classroom doors should remain unobstructed.
- Volunteers should avoid blocking visibility into classrooms.
- Classrooms should remain observable by ministry leadership.

Transparency promotes both safety and accountability.

Unauthorized Individuals

If an unknown or unauthorized individual attempts to enter a classroom:

- Remain calm and respectful.
- Politely ask if assistance is needed.
- Notify the Children's Ministry Director immediately.
- Do not leave children unattended.
- If necessary, request assistance from church leadership or security personnel.

Volunteers should never place themselves or children in unnecessary danger.

Child Release During Service

Parents who need to pick up their child before the conclusion of the service should notify the classroom volunteer.

The volunteer should:

- Verify the identity of the individual.
- Confirm authorization for pickup.
- Record the early dismissal when appropriate.
- Ensure the child leaves safely with the authorized adult.

Lost or Missing Child

If a child cannot be located:

1. Immediately notify the Children's Ministry Director.
2. Keep all other children safely supervised.
3. Search assigned ministry areas.
4. Notify the Executive Pastor or Senior Pastor.
5. Inform the child's parent or guardian.
6. Contact emergency services if the child cannot be located promptly or circumstances warrant additional assistance.

Every missing child situation should be treated as a priority.

Security Incident Documentation

Any security concern should be documented as soon as possible.

Examples include:

- Unauthorized pickup attempts.
- Missing children.
- Security breaches.
- Visitor concerns.
- Suspicious individuals.
- Policy violations.
- Facility security issues.

Incident reports should be submitted to the Children's Ministry Director and maintained according to church policy.

Commitment to Security

Every family who entrusts their children to Iglesia de Amor should have confidence that their children are being cared for in a safe, organized, and secure environment.

Security is not the responsibility of one person—it is the shared responsibility of every volunteer, Children's Ministry Assistant, teacher, ministry leader, pastor, and staff member. Through consistent procedures, clear communication, vigilance, and teamwork, we demonstrate our commitment to protecting children while creating an environment where they can learn, worship, and grow as strong disciples of Jesus Christ.

Chapter 10

Health & Wellness Policies

Purpose

The Children's Ministry of Iglesia de Amor is committed to providing a healthy, clean, and safe environment where children can learn, worship, and grow. Because children often gather in close proximity, it is important to take reasonable precautions to reduce the spread of illness while ensuring appropriate care for children with medical needs.

These policies are intended to protect children, families, volunteers, and ministry workers while promoting a healthy ministry environment.

General Health Guidelines

Children should be healthy enough to comfortably participate in classroom activities before attending Children's Ministry.

Parents and guardians are asked to keep children home when they are experiencing symptoms of a contagious illness or are unable to participate in normal classroom activities.

Ministry workers should also refrain from serving when they are ill or experiencing symptoms that could place others at risk.

Serving while sick is discouraged out of love and consideration for the children, families, and ministry team.

Illness Policy

For the protection of all children, a child should not attend Children's Ministry if they have experienced any of the following within the previous 24 hours:

- Fever of 100.4°F (38°C) or higher.
- Vomiting.

- Diarrhea.
- Unexplained rash.
- Persistent or severe coughing.
- Contagious eye infection (pink eye).
- Head lice.
- Any contagious illness that could be transmitted to others.
- Any condition that prevents the child from comfortably participating in classroom activities.

If symptoms develop during the service, the parent or guardian will be contacted and asked to pick up the child as soon as possible.

Illness During Service

If a child becomes ill while attending Children's Ministry:

1. A volunteer should immediately notify the Lead Teacher.
2. The child should be moved to a quiet area within sight of approved ministry workers whenever possible.
3. A parent or guardian should be contacted promptly.
4. The child should remain supervised until picked up.
5. If necessary, an Incident Report should be completed.

Children should never be left alone while waiting for a parent or guardian.

Medication Policy

As a general rule, Children's Ministry volunteers and assistants should **not administer medication** to children.

This includes:

- Prescription medication.
- Over-the-counter medication.
- Vitamins.
- Herbal supplements.
- Eye drops.
- Cough medicine.
- Pain relievers.

If a child requires medication during ministry activities, arrangements should be made with the parent or guardian whenever possible.

Exceptions may be approved by church leadership in accordance with church policy and applicable laws.

Emergency Medications

Some children may require emergency medications such as:

- EpiPens® for severe allergic reactions.
- Rescue inhalers for asthma.
- Other physician-prescribed emergency medications.

Parents should notify ministry leadership of these needs before leaving their child in class.

Emergency medications should remain immediately accessible according to the parent's instructions.

Volunteers should receive instruction regarding emergency procedures when caring for children with known medical needs.

Emergency medical services (911) should be contacted whenever symptoms appear life-threatening.

Allergies

Parents are responsible for informing Children's Ministry of any known allergies.

These may include:

- Food allergies.
- Medication allergies.
- Insect allergies.
- Environmental allergies.
- Latex allergies.

When allergies are reported:

- Volunteers should be informed on a need-to-know basis.

- Classroom snacks and activities should be adjusted whenever practical.
- Emergency procedures should be reviewed before class begins.
- Parents should provide emergency medications when necessary.

The safety of children with severe allergies should receive special attention.

Food & Snacks

When snacks are provided:

- Food should be age appropriate.
- Known allergies should be considered.
- Hands should be cleaned before eating.
- Children should remain seated while eating whenever practical.
- Volunteers should supervise snack time carefully.

Parents should be notified in advance whenever special food will be served during ministry events.

Hygiene Practices

Good hygiene helps reduce the spread of illness.

Children's Ministry workers should:

- Wash hands before and after serving.
- Encourage children to wash or sanitize hands before snacks and after restroom use.
- Clean surfaces regularly.
- Dispose of tissues and waste properly.
- Wear disposable gloves whenever exposure to bodily fluids is possible.

Healthy hygiene habits should be modeled and encouraged consistently.

Universal Precautions

Whenever blood or bodily fluids are present, ministry workers should follow Universal Precautions.

This includes:

- Wearing disposable gloves.
- Cleaning affected areas using approved disinfectants.
- Properly disposing of contaminated materials.
- Washing hands thoroughly afterward.
- Avoiding direct contact with bodily fluids whenever possible.

An Incident Report should be completed whenever significant injuries occur.

Injuries

Minor injuries such as small scrapes or bumps should receive basic first aid appropriate to the situation.

For any injury:

- Remain calm.
- Comfort the child.
- Notify the Lead Teacher or Children's Ministry Director.
- Contact the parent or guardian when appropriate.
- Complete an Incident Report if necessary.

Volunteers should never provide medical treatment beyond basic first aid unless they are responding to an emergency while waiting for emergency medical personnel.

Medical Emergencies

If a child experiences a serious medical emergency:

- Call 911 immediately.
- Notify the Children's Ministry Director.
- Contact the parent or guardian immediately.
- Keep the child calm and supervised.
- Do not move the child unnecessarily unless required for immediate safety.
- Complete an Incident Report following the event.

Every ministry worker should know who to contact during emergencies and where emergency contact information is located.

Sanitation of Classrooms

Classrooms should be cleaned regularly to maintain a healthy environment.

Routine cleaning should include:

- Tables.
- Chairs.
- Toys.
- Craft supplies.
- Frequently touched surfaces.
- Door handles.
- Light switches.
- Shared equipment.

Broken or unsafe toys and equipment should be removed immediately.

Restroom Hygiene

Volunteers should encourage healthy restroom habits by reminding children to:

- Wash hands thoroughly.
- Use soap and water whenever available.
- Dry hands completely.
- Dispose of paper towels properly.
- Report spills or accidents immediately.

Children should always be treated with dignity and privacy while receiving appropriate supervision.

Wellness of Ministry Workers

Children's Ministry workers should care for their own health as well.

Volunteers should refrain from serving when experiencing:

- Fever.

- Vomiting.
- Diarrhea.
- Contagious illnesses.
- Severe respiratory symptoms.
- Any condition that could impair safe supervision of children.

When unable to serve, volunteers should notify ministry leadership as early as possible so substitute arrangements can be made.

Commitment to a Healthy Ministry

The Children's Ministry of Iglesia de Amor is committed to maintaining a clean, healthy, and safe environment where children can grow in their faith without unnecessary health risks.

By practicing good hygiene, exercising sound judgment, communicating openly with families, and following these health and wellness policies, we demonstrate our love for children and our commitment to responsible stewardship. A healthy ministry environment allows children, families, and volunteers to focus on what matters most—growing together as strong disciples of Jesus Christ.

Chapter 11

Emergency Procedures

Purpose

The Children's Ministry of Iglesia de Amor is committed to providing a safe environment for every child, family, volunteer, and ministry worker. While emergencies are uncommon, proper preparation allows ministry leaders to respond quickly, calmly, and effectively.

Every Children's Ministry worker is expected to become familiar with these emergency procedures before serving independently. During any emergency, protecting human life is always the highest priority.

Workers should remain calm, communicate clearly, and follow the direction of ministry leadership or emergency personnel.

General Emergency Procedures

In any emergency:

- Remain calm.
- Protect the children first.
- Notify the Children's Ministry Director immediately.
- Contact the Executive Pastor or Senior Pastor.
- Follow established emergency procedures.
- Call 911 whenever immediate emergency assistance is needed.
- Maintain supervision of every child.
- Do not leave children unattended.
- Keep parents informed as appropriate.
- Complete an Incident Report following the event.

Children often respond to the emotions of adults. Calm leadership helps children remain calm during stressful situations.

Emergency Contact Information

Children's Ministry leadership should maintain immediate access to:

- Parent and guardian contact information.
- Emergency contact numbers.
- Medical information forms.
- Allergy information.
- Classroom attendance records.

These records should be readily available during every ministry activity.

Fire Emergency

If a fire or fire alarm occurs:

1. Remain calm.
2. Immediately begin evacuation.
3. Lead children to the designated evacuation route.
4. Bring the classroom attendance roster if it can be done safely.
5. Perform a head count before leaving the room.
6. Close classroom doors if possible, but do not lock them.
7. Proceed to the designated outdoor meeting location.
8. Conduct another head count upon arrival.
9. Report any missing child immediately.
10. Do not re-enter the building until authorized by emergency personnel.

Children should remain together and under adult supervision at all times.

Tornado or Severe Weather

When a tornado warning or other severe weather emergency is issued:

- Immediately move children to the designated storm shelter area.
- Stay away from windows and exterior doors.
- Bring attendance records whenever possible.
- Keep children calm through prayer, conversation, songs, or quiet activities.
- Remain sheltered until church leadership or emergency officials determine it is safe to return.

Parents should not be allowed to enter unsafe areas during severe weather emergencies.

Medical Emergency

If a child experiences a serious illness or injury:

1. Notify the Children's Ministry Director immediately.
2. Call 911 if emergency medical care is needed.
3. Contact the child's parent or guardian immediately.
4. Keep the child calm and comfortable.
5. Do not administer medication unless specifically authorized under church policy.
6. Do not move the child unless remaining in place presents greater danger.
7. Complete an Incident Report following the emergency.

Only trained medical personnel should provide medical treatment beyond basic first aid.

Missing Child

A missing child should always be treated as an emergency.

If a child cannot be located:

1. Notify the Children's Ministry Director immediately.
2. Inform the Executive Pastor or Senior Pastor.
3. Secure Children's Ministry entrances and exits if possible.
4. Search assigned ministry areas.
5. Keep all remaining children supervised.
6. Notify the child's parent or guardian immediately.
7. Contact law enforcement if the child cannot be located promptly or if circumstances warrant immediate assistance.

Every volunteer should understand that rapid communication is critical in these situations.

Unauthorized Person

If an unfamiliar or unauthorized individual attempts to remove a child or enter a classroom:

- Remain calm.
- Do not release the child.
- Notify the Children's Ministry Director immediately.
- Request assistance from church leadership.
- Contact law enforcement if necessary.

Volunteers should never physically confront an individual unless immediate action is necessary to protect a child from imminent harm.

Active Threat / Violent Intruder

Although rare, Iglesia de Amor desires to be prepared for any situation involving an active threat.

If an active threat is identified:

- Immediately notify 911.
- Follow the church's established emergency security plan.
- Follow instructions from church leadership or law enforcement.
- Secure children in the safest available location.
- Remain quiet.
- Silence cell phones whenever possible.
- Do not open classroom doors unless instructed by law enforcement or authorized church leadership.
- Remain sheltered until an official "all clear" has been given by law enforcement.

Children should remain with their classroom leader unless directed otherwise by emergency responders.

Evacuation Procedures

Evacuation may become necessary because of:

- Fire.
- Gas leak.
- Structural damage.
- Hazardous materials.
- Security concerns.
- Utility emergencies.

During an evacuation:

- Walk—do not run.
- Keep children together.
- Use designated evacuation routes.
- Perform frequent head counts.
- Bring attendance records if safely possible.
- Proceed to the designated assembly area.
- Await further instructions.

Children should never be released directly from an evacuation area unless authorized by church leadership and released to an authorized parent or guardian.

Shelter-in-Place

Certain emergencies may require individuals to remain inside the building.

Examples include:

- Severe weather.
- Hazardous material incidents.
- Law enforcement activity nearby.
- Community emergencies.

During a shelter-in-place event:

- Keep children inside assigned classrooms or designated shelter areas.
 - Secure classroom doors if instructed.
 - Continue supervising children.
 - Provide reassurance through calm conversation, prayer, or quiet activities.
 - Await instructions from church leadership.
-

Utility Failure

If electrical power, water, heating, air conditioning, or other essential utilities fail:

Leadership will determine whether ministry activities should continue.

Considerations include:

- Child safety.
- Weather conditions.
- Lighting.
- Sanitation.
- Building security.
- Duration of the outage.

Parents should be notified if services are significantly affected.

Communication During Emergencies

During emergencies:

- One designated leader should communicate with parents whenever possible.
- Volunteers should avoid sharing unverified information.
- Media inquiries should be referred to the Senior Pastor or designated church spokesperson.
- Confidential information should never be shared publicly.

Clear, accurate communication helps reduce confusion and anxiety.

Incident Documentation

Following any emergency, the appropriate documentation should be completed as soon as practical.

Documentation may include:

- Incident Report.
- Injury Report.
- Witness statements.
- Emergency response timeline.
- Follow-up recommendations.

These records help improve future emergency preparedness and provide accountability.

Emergency Drills

To maintain readiness, Children's Ministry should periodically review and practice emergency procedures.

Training may include:

- Fire evacuation drills.
- Tornado shelter procedures.
- Medical emergency reviews.
- Child protection training.
- Security procedure reviews.
- Classroom emergency discussions.

Regular training helps volunteers respond confidently and consistently during actual emergencies.

Commitment to Safety

The Children's Ministry of Iglesia de Amor believes that preparation is an important part of faithful stewardship. While we trust God for His protection, we also recognize our responsibility to prepare wisely and respond with excellence.

By understanding these emergency procedures, remaining calm under pressure, working together as a ministry team, and placing the safety of children first, we honor the trust families place in us and demonstrate Christ's love through responsible care. Our commitment is to provide an environment where children can worship, learn, and grow as strong disciples of Jesus Christ with confidence that their safety and well-being are always a priority.

Chapter 12

Classroom Standards

Purpose

The Children's Ministry of Iglesia de Amor is committed to creating classrooms that are safe, clean, welcoming, organized, spiritually meaningful, and focused on discipleship. Every classroom should reflect the mission of making strong disciples of Jesus Christ and the vision of bringing salvation and complete restoration one family at a time.

Classroom standards help ensure that every child receives consistent care, every volunteer understands expectations, and every family experiences excellence when they entrust their children to the ministry.

A well-prepared classroom communicates love, safety, order, and intentional ministry.

Classroom Environment

Every Children's Ministry classroom should be prepared to help children feel welcomed, loved, and ready to learn.

Classrooms should be:

- Clean.
- Safe.
- Organized.
- Age-appropriate.
- Spiritually encouraging.
- Free from unnecessary clutter.
- Prepared before children arrive.
- Welcoming to both regular attenders and visitors.

The physical environment should support the spiritual purpose of the ministry. Decorations, supplies, furniture, and classroom setup should help children engage with the lesson and participate safely in activities.

Arrival Time for Workers

Children's Ministry workers should arrive early enough to prepare the classroom before children arrive.

General expectation:

- Lead Teachers should arrive at least 20–30 minutes before class begins.
- Children's Ministry Assistants and volunteers should arrive at least 15–20 minutes before class begins.
- Special events may require earlier arrival times as assigned by ministry leadership.

Arriving early allows time for prayer, setup, supply preparation, volunteer communication, and a smooth welcome for families.

Repeated lateness affects the safety and effectiveness of the ministry and may be addressed by ministry leadership.

Classroom Preparation

Before children arrive, the classroom should be fully prepared.

Preparation may include:

- Unlocking or preparing the classroom.
- Checking the room for safety hazards.
- Setting up tables and chairs.
- Preparing lesson materials.
- Organizing craft supplies.
- Reviewing the lesson plan.
- Preparing worship or media equipment if used.
- Checking attendance materials.
- Preparing name tags if used.
- Removing broken or unsafe toys.
- Ensuring walkways are clear.
- Praying over the classroom and the children.

A prepared classroom helps the service begin peacefully and allows volunteers to focus on the children rather than rushing to gather supplies.

Prayer Before Class

Whenever possible, the classroom team should pray together before children arrive.

Prayer may include:

- Asking God to prepare the hearts of the children.
- Praying for wisdom and patience.
- Praying for safety.
- Praying for families.
- Praying for unity among volunteers.
- Asking the Holy Spirit to lead every part of the class.

Children's Ministry is spiritual work. Prayer reminds every worker that the goal is not simply to complete a lesson but to disciple children in the presence and love of God.

Welcoming Children

Every child should be greeted warmly when they arrive.

Workers should:

- Smile.
- Use the child's name when possible.
- Welcome visitors with kindness.
- Help children feel comfortable.
- Notice children who appear nervous, sad, or hesitant.
- Help new children connect with the group.
- Communicate joy and readiness to serve.

A warm welcome helps children feel safe and valued. For some children, the way they are greeted may shape how they experience church.

Welcoming Parents and Guardians

Parents and guardians should also be welcomed with kindness and respect.

Workers should:

- Greet parents warmly.
- Answer simple questions when possible.
- Direct policy questions to ministry leadership.
- Listen respectfully to parent concerns.
- Receive special instructions about allergies, medical needs, or behavioral concerns.
- Maintain professionalism and confidentiality.

Positive parent interactions build trust between families and the church.

Attendance

Attendance should be recorded every time children are present in class.

Attendance records help with:

- Safety.
- Emergency accountability.
- Parent follow-up.
- Ministry planning.
- Classroom ratios.
- Visitor care.
- Tracking ministry growth.

Attendance should include:

- Child's name.
- Date.
- Classroom or age group.
- Visitor status when applicable.
- Teacher or volunteer present.
- Notes regarding early pickup or special circumstances when needed.

Attendance should be handled carefully and submitted according to ministry procedure.

Classroom Schedule

Each classroom should follow a consistent schedule whenever possible.

A typical classroom schedule may include:

1. Welcome and check-in.
2. Opening activity.
3. Prayer.
4. Worship.
5. Bible lesson.
6. Discussion or memory verse.
7. Craft or activity.
8. Game or movement activity.
9. Review and closing prayer.
10. Pickup and dismissal.
11. Cleanup.

The schedule may vary depending on the lesson, age group, service length, or special event. However, consistency helps children feel secure and helps volunteers lead with confidence.

Classroom Flow

A strong classroom flow helps minimize confusion and behavior issues.

Workers should plan transitions between activities in advance.

Examples of transitions include:

- Moving from free play to lesson time.
- Moving from lesson to craft.
- Moving from craft to snack.
- Moving from worship to small group.
- Preparing children for pickup.

Transitions should be calm, clear, and age-appropriate. Volunteers should give simple instructions and help children understand what is happening next.

Lesson Time

The Bible lesson is the central part of the classroom experience.

During lesson time:

- Children should be gathered in a way that allows them to listen and participate.
- The teacher should use age-appropriate language.

- Scripture should be taught accurately.
- Children should be encouraged to ask questions.
- Volunteers should help maintain attention and participation.
- The lesson should point children toward Jesus and practical discipleship.

The goal is not only for children to hear a Bible story, but to understand how God's Word applies to their lives.

Worship and Prayer

Worship and prayer should be a regular part of the classroom experience.

Children should be encouraged to:

- Worship God with joy and respect.
- Pray in simple and sincere ways.
- Thank God.
- Ask God for help.
- Pray for others.
- Listen for God's direction according to their age and maturity.

Volunteers should model reverence, participation, and sincerity during worship and prayer. Children learn by watching the adults and leaders around them.

Scripture Memory

Scripture memory helps children hide God's Word in their hearts.

Teachers should present memory verses in ways that are:

- Age-appropriate.
- Repetitive.
- Interactive.
- Encouraging.
- Connected to the lesson.

Activities may include motions, games, repetition, call-and-response, songs, or visual aids.

Children should never be shamed for struggling to memorize Scripture. Encouragement should always be used.

Crafts and Activities

Crafts and activities should reinforce the lesson whenever possible.

Activities should be:

- Safe.
- Age-appropriate.
- Organized.
- Purposeful.
- Prepared in advance.
- Supervised carefully.

Before class begins, volunteers should make sure supplies are ready and any potentially unsafe items are removed or used only with close supervision.

The goal of crafts and activities is not simply to keep children busy, but to help them remember and apply the biblical truth being taught.

Games and Movement

Games and movement activities can help children learn, connect, and release energy in a healthy way.

Games should be:

- Safe.
- Inclusive.
- Age-appropriate.
- Easy to explain.
- Connected to the lesson when possible.
- Properly supervised.

Rough play, unsafe running, pushing, wrestling, or activities that could cause injury should not be allowed.

Volunteers should make sure all children are treated fairly and no child is intentionally embarrassed or excluded.

Snacks

If snacks are served, workers must follow the Health & Wellness Policies of this manual.

Before serving snacks:

- Check for allergies.
- Confirm approved snack options.
- Make sure children wash or sanitize hands.
- Seat children while eating whenever practical.
- Supervise carefully.
- Clean up afterward.

Snacks should never become a distraction from the purpose of the class. They should be simple, safe, and appropriate.

Classroom Supervision

Children must be supervised at all times.

Workers should:

- Position themselves where they can see the room.
- Avoid gathering only with other adults.
- Watch doors and exits.
- Notice children who separate from the group.
- Maintain appropriate ratios.
- Count children during transitions.
- Follow restroom and hallway procedures.
- Never leave children unattended.

Active supervision prevents many safety and behavior issues before they happen.

Classroom Boundaries

Children should understand the boundaries of the classroom.

Teachers should clearly explain:

- Where children may sit.
- Which supplies may be used.
- Which areas are off limits.
- When children may leave the room.
- How to ask for help.
- How to participate respectfully.

Boundaries should be communicated with kindness and consistency.

Cleanliness During Class

Volunteers should help maintain a clean and orderly classroom throughout the service.

This includes:

- Picking up trash.
- Keeping supplies organized.
- Cleaning spills quickly.
- Removing unsafe objects.
- Keeping walkways clear.
- Encouraging children to help clean up after activities.

A clean classroom supports safety and communicates excellence.

Classroom Cleanup

After class, workers should restore the classroom for future use.

Cleanup may include:

- Collecting attendance records.
- Throwing away trash.
- Returning supplies to their proper place.
- Wiping tables when needed.
- Stacking or arranging chairs.
- Cleaning craft areas.
- Checking for lost items.
- Turning off electronics.
- Removing food items.
- Reporting damaged supplies or safety concerns.

The classroom should be left clean, organized, and ready for the next ministry use.

Supplies and Materials

Each classroom should use church-approved supplies and curriculum materials.

Workers should notify the Children's Ministry Director when supplies are:

- Low.
- Missing.
- Damaged.
- Unsafe.
- Needed for upcoming lessons.

Supplies should be used responsibly. Volunteers should avoid waste and help teach children to care for church property.

Technology Use in the Classroom

Technology may be used when it supports the lesson, worship, communication, or classroom administration.

Technology should be:

- Appropriate.
- Supervised.
- Ministry-related.
- Approved by ministry leadership.
- Used in a way that does not distract from discipleship.

Workers should not use personal phones for unrelated activities while supervising children, except in emergencies or for necessary ministry communication.

Classroom Communication

Clear communication helps the classroom run smoothly.

Before class, the Lead Teacher should communicate:

- The lesson plan.
- Volunteer roles.
- Safety reminders.
- Special instructions.
- Allergy or medical concerns.
- Behavior concerns when appropriate.
- Cleanup responsibilities.

During class, volunteers should communicate respectfully and discreetly. Concerns should be handled calmly and brought to leadership when needed.

Handling Classroom Concerns

If a classroom concern arises, workers should respond calmly and appropriately.

Concerns may include:

- Behavior challenges.
- Injuries.
- Illness.
- Missing supplies.
- Parent concerns.
- Volunteer confusion.
- Safety hazards.
- Unusual child behavior.

The Lead Teacher should be notified first. If the concern requires additional support, the Children's Ministry Director or church leadership should be contacted.

Dismissal Preparation

Before parents arrive for pickup, volunteers should help children prepare to leave.

This may include:

- Gathering personal belongings.
- Sending home crafts or papers.
- Cleaning the classroom.

- Reviewing the lesson.
- Praying together.
- Reminding children of the memory verse or main point.

Dismissal should be orderly and secure. Children should remain supervised until released to an authorized adult.

Commitment to Classroom Excellence

Every classroom in the Children's Ministry of Iglesia de Amor should reflect the love, order, safety, and excellence of Christ.

Classroom standards are not merely about organization. They help create an environment where children can encounter God's Word, experience His love, build healthy relationships, and grow as strong disciples of Jesus Christ.

When classrooms are prepared, volunteers are attentive, lessons are meaningful, and children are loved well, the ministry becomes a place where families are strengthened and the next generation is disciplined for the Kingdom of God.

Chapter 13

Behavior Management & Biblical Discipline

Purpose

The Children's Ministry of Iglesia de Amor is committed to creating a classroom environment where every child is loved, respected, protected, and disciplined. Behavior management is not simply about controlling a classroom. It is about helping children learn self-control, respect, kindness, obedience, and Christlike character.

Discipline within Children's Ministry should always reflect the heart of Jesus. It should be loving, patient, consistent, age-appropriate, and focused on restoration rather than shame.

Every volunteer, teacher, assistant, and leader is expected to follow the discipline standards outlined in this chapter.

Biblical Foundation

Biblical discipline is rooted in love, correction, discipleship, and restoration.

The goal of discipline is not punishment for its own sake, but growth in wisdom, character, and obedience to God.

Children's Ministry workers should remember that children are still learning how to express emotions, follow instructions, interact with others, and participate in group settings. Our responsibility is to guide them with patience, consistency, and grace.

Supporting Scriptures:

- Proverbs 22:6
 - Ephesians 6:4
 - Galatians 5:22–23
 - Colossians 3:12–14
 - Hebrews 12:11
-

Discipline Philosophy

At Iglesia de Amor, discipline is discipleship.

Our goal is to help children:

- Understand expectations.
- Learn self-control.
- Respect others.
- Make wise choices.
- Take responsibility for their actions.
- Restore relationships when conflict occurs.
- Grow in Christlike character.

Discipline should never be harsh, humiliating, angry, or fear-based. It should always be done with love, clarity, and the goal of helping the child grow.

Classroom Expectations

Each classroom should maintain simple, clear, and age-appropriate expectations.

Suggested classroom expectations include:

1. Listen when someone is speaking.
2. Keep hands and feet to yourself.
3. Use kind words.
4. Follow directions the first time.
5. Respect teachers, friends, and church property.
6. Participate with a good attitude.
7. Stay with the group unless given permission.

Expectations should be explained positively and reviewed regularly.

For younger children, expectations may be simplified into three main rules:

- Love God.
 - Love others.
 - Make safe choices.
-

Positive Reinforcement

Children should be encouraged when they make good choices.

Positive reinforcement helps children understand what behavior is expected and builds confidence.

Examples include:

- Verbal praise.
- Encouraging words.
- Thanking the child for making a good choice.
- Recognizing helpful behavior.
- Celebrating participation.
- Giving small classroom privileges when appropriate.
- Encouraging teamwork.

Examples of positive statements:

- "Thank you for listening."
- "I appreciate how you helped your friend."
- "You made a safe choice."
- "I love how you participated today."
- "Thank you for using kind words."

Encouragement should be sincere and specific.

Redirection

Redirection should be the first response to minor behavior issues.

Redirection means gently guiding the child toward a better choice without embarrassment or unnecessary correction.

Examples of redirection include:

- Moving closer to the child.
- Offering a quiet reminder.
- Giving the child a helpful task.
- Changing the activity.
- Repeating instructions clearly.
- Offering two appropriate choices.

- Redirecting attention back to the lesson.

Example:

Instead of saying, "Stop being bad," say, "Let's use our listening ears so we can hear the Bible story."

Age-Appropriate Correction

Correction should match the child's age, maturity, and understanding.

For younger children:

- Use short instructions.
- Stay calm.
- Give clear choices.
- Redirect quickly.
- Use visual cues when helpful.

For older children:

- Explain expectations.
- Ask reflective questions.
- Encourage responsibility.
- Discuss better choices.
- Allow appropriate consequences when needed.

All correction should be done respectfully and without shaming the child.

Steps for Handling Behavior Concerns

When a child is struggling with behavior, volunteers should follow these steps whenever appropriate.

Step 1: Gentle Reminder

Give a calm, simple reminder of the classroom expectation.

Example:

"Remember, we use kind words in class."

Step 2: Redirection

Help the child move toward a better choice.

Example:

"Would you like to sit here by me while we finish the lesson?"

Step 3: Choice

Give the child two appropriate options.

Example:

"You may sit with the group and listen, or you may sit quietly at the table until you are ready to join us."

Step 4: Temporary Separation Within View

If needed, the child may be moved to another area of the room to calm down while remaining visible and supervised.

This should not be used to shame the child, but to help the child regain self-control.

Step 5: Lead Teacher or Ministry Leader Support

If behavior continues or becomes unsafe, the Lead Teacher or Children's Ministry Director should be notified.

Leadership may speak with the child, contact the parent, or provide additional support.

Unsafe Behavior

Unsafe behavior should be addressed immediately.

Examples of unsafe behavior include:

- Hitting.
- Kicking.
- Biting.
- Throwing objects.
- Running out of the classroom.
- Climbing on furniture.
- Threatening another child.
- Destroying property.
- Refusing to follow safety instructions.
- Repeated aggressive behavior.

When unsafe behavior occurs:

1. Protect the child and others.
2. Stay calm.
3. Remove dangerous objects if possible.
4. Notify the Lead Teacher.
5. Contact the Children's Ministry Director when needed.
6. Notify the parent or guardian when appropriate.
7. Complete an Incident Report if necessary.

The safety of all children must remain the priority.

Prohibited Forms of Discipline

The following forms of discipline are never permitted in Children's Ministry:

- Spanking.
- Hitting.
- Slapping.
- Shaking.
- Pinching.
- Pushing.
- Yelling in anger.
- Threatening.
- Humiliating.

- Public shaming.
- Name-calling.
- Sarcasm directed at a child.
- Withholding restroom access.
- Withholding necessary water or food.
- Physical restraint except when necessary to prevent immediate harm.
- Any discipline that could reasonably be considered harsh, abusive, or inappropriate.

No volunteer may use corporal punishment under any circumstances.

Physical Restraint

Physical restraint should not be used as a form of discipline.

Physical intervention may only be used when immediately necessary to prevent a child from harming themselves or others.

If physical intervention becomes necessary:

- Use the least amount of physical contact needed to ensure safety.
- Call for another adult immediately.
- Notify ministry leadership.
- Notify the parent or guardian.
- Complete an Incident Report.

Volunteers should never attempt to physically restrain a child in anger or frustration.

Emotional Regulation

Children may sometimes become overwhelmed, frustrated, afraid, or upset.

When this happens, volunteers should respond with patience and calmness.

Helpful responses include:

- Speaking softly.
- Giving the child space while maintaining supervision.
- Offering a quiet activity.
- Helping the child take deep breaths.
- Praying gently if appropriate.

- Reassuring the child that they are safe.
- Asking simple questions.
- Avoiding arguments.

Children should never be mocked or punished for having emotions. They should be guided toward healthy ways of expressing those emotions.

Conflict Between Children

When conflict occurs between children, volunteers should help children resolve the issue in a biblical and age-appropriate way.

The volunteer should:

- Listen calmly.
- Separate children if needed.
- Allow each child to speak when appropriate.
- Help children identify what happened.
- Encourage apology and forgiveness when appropriate.
- Teach kindness, patience, and respect.
- Avoid taking sides without understanding the situation.

The goal is not simply to stop the conflict, but to help children learn how to treat others in a Christlike way.

Bullying

Bullying is not permitted in Children's Ministry.

Bullying may include:

- Repeated teasing.
- Exclusion.
- Name-calling.
- Threats.
- Physical intimidation.
- Mocking.
- Spreading rumors.
- Targeting a child because of appearance, ability, language, background, or personality.

If bullying is suspected:

1. Notify the Lead Teacher.
2. Notify the Children's Ministry Director.
3. Provide care and reassurance to the child who was harmed.
4. Address the behavior clearly with the child responsible.
5. Communicate with parents when appropriate.
6. Monitor future interactions.
7. Document the situation when needed.

Every child should feel safe, welcomed, and valued.

Children with Special Needs or Additional Support Needs

Some children may need additional support due to developmental, emotional, sensory, behavioral, physical, or learning needs.

Children's Ministry should seek to serve these children with patience, dignity, and compassion.

When additional support is needed, ministry leadership may:

- Speak with the parent or guardian.
- Develop a simple classroom support plan.
- Assign additional volunteers when possible.
- Adjust activities.
- Provide sensory breaks.
- Use visual instructions.
- Offer modified participation.
- Create a safe plan for transitions.

The goal is inclusion whenever safely and reasonably possible.

Parent Communication Regarding Behavior

Parents should be informed when behavior concerns are ongoing, unsafe, or require additional support.

Communication with parents should be:

- Respectful.
- Private.
- Calm.
- Specific.
- Solution-focused.
- Encouraging.

Volunteers should avoid labeling the child or speaking harshly about the child.

Instead of saying:

"Your child was bad today."

Say:

"We had a little trouble today with keeping hands to ourselves during group time. We redirected and helped him calm down. We want to partner with you so he can have a great experience in class."

Parent communication should be handled by the Lead Teacher or Children's Ministry Director when the concern is serious or repeated.

When a Child Needs a Parent During Class

There may be times when a parent or guardian needs to be contacted during the service.

This may occur when:

- A child is inconsolable.
- A child becomes ill.
- A child is injured.
- A child repeatedly attempts to leave the classroom.
- A child becomes unsafe toward themselves or others.
- A child refuses to participate after multiple attempts to redirect.
- The classroom team needs parental assistance.

Contacting a parent is not a punishment. It is a way to care for the child and maintain a safe environment.

Documentation of Behavior Concerns

Not every minor behavior issue needs a written report. However, documentation should be completed when behavior is serious, repeated, unsafe, or involves injury.

Documentation may be needed for:

- Aggressive behavior.
- Repeated unsafe behavior.
- Bullying.
- Property damage.
- Injury to another child.
- A child leaving the classroom without permission.
- Parent notification regarding serious behavior.
- Any situation requiring leadership intervention.

Documentation should be factual, respectful, and free from personal opinions or labels.

Volunteer Attitude During Discipline

The attitude of the volunteer is just as important as the correction given.

Volunteers should never discipline children while angry, embarrassed, frustrated, or emotionally out of control.

If a volunteer feels overwhelmed, they should ask another approved adult or ministry leader for help.

Workers should remember:

- Children are still learning.
 - Correction should be loving.
 - The goal is discipleship.
 - The child should still feel valued after correction.
 - Every situation is an opportunity to model Christ.
-

Restorative Discipline

Whenever possible, discipline should include restoration.

Restorative discipline helps children repair what was harmed.

Examples include:

- Apologizing.
- Helping clean up a mess.
- Returning an item.
- Speaking kindly after using hurtful words.
- Praying with a teacher.
- Rejoining the group after calming down.
- Making a better choice.

The goal is for the child to learn, grow, and return to healthy participation.

Consistency

Consistency helps children feel secure.

All volunteers should follow the same classroom expectations and discipline procedures. Inconsistent discipline can create confusion, frustration, and unfairness.

Lead Teachers should communicate classroom expectations clearly to assistants and volunteers before class begins.

When all workers follow the same standards, the classroom becomes more peaceful and effective.

Grace and Accountability

Children need both grace and accountability.

Grace reminds children they are loved even when they make mistakes.

Accountability teaches children that choices matter and that God calls us to grow in wisdom, obedience, and love.

Children's Ministry should reflect both the kindness and truth of Jesus Christ.

Commitment to Biblical Discipline

The Children's Ministry of Iglesia de Amor is committed to guiding children with love, patience, wisdom, and biblical truth.

Discipline is not about control. It is about discipleship. Every correction should help children understand God's love, respect others, and grow in Christlike character.

By maintaining clear expectations, responding with grace, protecting every child, and partnering with families, we create classrooms where children can learn, worship, build friendships, and become strong disciples of Jesus Christ.

Chapter 14

Teaching Standards & Curriculum

Purpose

The Children's Ministry of Iglesia de Amor exists to make strong disciples of Jesus Christ by faithfully teaching the Word of God in a way that is biblically accurate, engaging, age-appropriate, and life-changing.

Every lesson should lead children beyond simply gaining knowledge of the Bible. Our goal is to help children develop a personal relationship with Jesus Christ, understand God's Word, experience the work of the Holy Spirit, and apply biblical truth in their everyday lives.

Every volunteer, teacher, and Children's Ministry Assistant shares the responsibility of creating an environment where children can learn, grow, ask questions, and encounter God's presence.

Our Teaching Philosophy

At Iglesia de Amor, we believe teaching is one of the greatest acts of discipleship.

Children learn best when biblical truth is presented through:

- God's Word.
- Prayer.
- Worship.
- Discussion.
- Hands-on activities.
- Object lessons.
- Games with purpose.
- Real-life application.
- Loving relationships.

Every lesson should intentionally point children toward Jesus Christ and encourage them to become lifelong disciples.

Biblical Foundation

The Bible is the inspired, infallible, and authoritative Word of God.

Every lesson taught in Children's Ministry must be:

- Biblically accurate.
- Christ-centered.
- Age-appropriate.
- Consistent with the doctrine of Iglesia de Amor.
- Focused on helping children know, love, and obey God.

Children should learn that the Bible is not merely a collection of stories but God's living Word that teaches us how to live.

Supporting Scriptures:

- 2 Timothy 3:16–17
 - Psalm 119:105
 - Joshua 1:8
 - Matthew 28:19–20
-

Curriculum

The Children's Ministry of Iglesia de Amor uses an approved curriculum that reflects the mission, vision, and doctrinal beliefs of the church.

Curriculum should:

- Teach the whole counsel of God's Word.
- Be centered on Jesus Christ.
- Encourage discipleship.
- Include opportunities for prayer and worship.
- Be appropriate for each age group.
- Help children apply biblical truth in everyday life.
- Build upon previous lessons throughout the year.

No volunteer should substitute or significantly alter curriculum without approval from the Children's Ministry Director.

Lesson Preparation

Teachers are expected to prepare before every class.

Preparation includes:

- Reading the Bible passage.
- Studying the lesson.
- Praying for the children.
- Gathering supplies.
- Reviewing activities.
- Practicing object lessons.
- Preparing discussion questions.
- Reviewing the memory verse.
- Confirming technology or media needs.

Prepared teachers create confident and engaging classrooms.

Lesson Objectives

Every lesson should clearly communicate:

- A biblical truth.
- A memory verse.
- A practical life application.
- An opportunity to respond to God.

Children should leave class knowing:

- What they learned.
- Why it matters.
- How they can live it this week.

Teaching should move beyond information to transformation.

Teaching Methods

Children learn in different ways.

Teachers should vary instructional methods by including:

- Bible storytelling.
- Interactive teaching.
- Visual aids.
- Object lessons.
- Questions and discussion.
- Demonstrations.
- Hands-on activities.
- Crafts.
- Games.
- Worship.
- Prayer.
- Scripture memorization.

Using a variety of methods helps children remain engaged and improves understanding.

Gospel Presentation

Every teacher should be prepared to clearly explain the Gospel in an age-appropriate manner.

The Gospel presentation should include:

- God's love.
- Sin and our need for a Savior.
- Jesus' death and resurrection.
- Salvation by grace through faith.
- Repentance.
- Following Jesus as Lord.

Teachers should never pressure children into making decisions but should lovingly invite them to respond to the Holy Spirit.

Whenever a child expresses a desire to receive Christ, a ministry leader should speak with the child in an age-appropriate manner and notify the child's parent or guardian.

Prayer

Prayer is an essential part of every classroom.

Children should be encouraged to:

- Pray aloud when comfortable.
- Pray silently.
- Thank God.
- Ask for forgiveness.
- Pray for others.
- Pray for personal needs.
- Listen for God's guidance.

Teachers should model sincere, biblical prayer and encourage children to develop a personal prayer life.

Worship

Worship should be included regularly within Children's Ministry.

Worship helps children:

- Express love for God.
- Learn biblical truths through music.
- Experience joy in God's presence.
- Develop reverence for the Lord.

Volunteers should actively participate in worship and model joyful, respectful engagement.

Scripture Memory

Memorizing Scripture helps children develop a lifelong foundation in God's Word.

Memory verses should be:

- Age-appropriate.
- Repeated often.
- Connected to the lesson.
- Explained clearly.
- Applied practically.

Creative methods may include:

- Motions.
- Songs.
- Games.
- Repetition.
- Partner activities.
- Visual displays.

Children should always be encouraged rather than pressured.

Classroom Discussion

Discussion allows children to process and apply biblical truth.

Teachers should encourage questions by creating a safe environment where children feel comfortable participating.

Questions should:

- Reinforce the lesson.
- Encourage biblical thinking.
- Allow children to share.
- Point children back to Scripture.
- Help children apply God's Word.

Teachers should answer questions honestly while remaining consistent with Scripture and the doctrine of Iglesia de Amor.

If a teacher does not know an answer, it is appropriate to say, "That's a great question. Let's study God's Word together and talk about it."

Object Lessons

Object lessons help children understand spiritual truths through everyday experiences.

Object lessons should:

- Support the Bible lesson.
- Be simple.
- Be memorable.
- Be safe.

- Clearly connect to Scripture.

Object lessons should never distract from or replace the teaching of God's Word.

Crafts and Activities

Crafts and activities should reinforce the lesson rather than simply entertain.

Activities should help children:

- Remember the lesson.
- Apply biblical truth.
- Participate actively.
- Work together.
- Express creativity.

Volunteers should assist children while allowing them to complete projects as independently as possible.

Games with Purpose

Games are valuable teaching tools when they reinforce biblical truth and encourage healthy relationships.

Games should:

- Be safe.
- Be inclusive.
- Be age-appropriate.
- Encourage teamwork.
- Reinforce the lesson whenever possible.
- Allow every child to participate.

Competition should remain friendly and never embarrass or discourage children.

Ministry to Every Child

Children learn differently and develop at different rates.

Teachers should strive to include every child by:

- Being patient.
- Adjusting teaching methods.
- Giving clear instructions.
- Encouraging participation.
- Offering additional support when needed.
- Celebrating effort as well as achievement.

Every child should leave knowing they are loved by God and valued by the church.

Teacher Example

Children often learn as much from watching their teachers as they do from listening to lessons.

Every teacher should model:

- Christian character.
- Joy.
- Patience.
- Kindness.
- Humility.
- Faithfulness.
- Integrity.
- Love for God's Word.
- Love for children.

Teaching begins with the example of the teacher.

Measuring Success

Success in Children's Ministry is not measured only by attendance or completed lessons.

We measure success by seeing children:

- Grow in their relationship with Jesus.
- Learn and apply Scripture.
- Develop a love for prayer and worship.

- Build Christian friendships.
- Demonstrate Christlike character.
- Share their faith.
- Serve others.
- Continue growing as disciples.

Faithfulness in teaching God's Word is the true measure of successful ministry.

Partnership with Parents

Parents are the primary spiritual leaders of their children.

Children's Ministry supports parents by:

- Communicating lesson topics.
- Encouraging family devotions.
- Providing memory verses.
- Celebrating spiritual milestones.
- Offering biblical encouragement.

Our goal is for discipleship to continue beyond Sunday and become a way of life within every home.

Commitment to Biblical Teaching

The Children's Ministry of Iglesia de Amor is committed to faithfully teaching God's Word with excellence, love, and integrity.

Every lesson, activity, conversation, and prayer is an opportunity to help children know Jesus Christ, understand His Word, experience the Holy Spirit, and grow into strong disciples who faithfully live out the Gospel.

As teachers and ministry leaders, we recognize that God has entrusted us with the privilege of investing in the next generation. We therefore commit ourselves to teaching with faithfulness, serving with humility, and pointing every child to the transforming love and truth of Jesus Christ.

Chapter 15

Parent Communication

Purpose

The Children's Ministry of Iglesia de Amor recognizes that parents and guardians are the primary spiritual leaders of their children. Our ministry exists to partner with families by encouraging, equipping, and supporting them as they disciple their children throughout the week.

Healthy communication builds trust, strengthens relationships, and creates a ministry where children and families feel welcomed, valued, and cared for. Every interaction with parents should reflect the love, grace, and excellence of Jesus Christ.

Our Commitment to Families

Children's Ministry is a partnership between the church and the home.

We are committed to:

- Supporting parents in their God-given role.
- Communicating with honesty and respect.
- Providing a safe and welcoming environment.
- Sharing biblical truth consistently.
- Celebrating spiritual growth.
- Listening to concerns with compassion.
- Protecting the privacy of every family.
- Serving every family with excellence.

Our goal is not simply to care for children during a church service, but to encourage families as they grow together in Christ.

Building Positive Relationships

Every interaction with parents is an opportunity to build trust.

Children's Ministry workers should:

- Greet parents warmly.
- Learn family names whenever possible.
- Welcome first-time guests.
- Answer questions respectfully.
- Listen carefully to concerns.
- Thank parents for entrusting their children to our care.
- Maintain a friendly and professional attitude.

Families should leave each service knowing they are loved, appreciated, and supported by their church family.

Communication Standards

All communication with parents should be:

- Christ-centered.
- Honest.
- Respectful.
- Professional.
- Encouraging.
- Timely.
- Confidential.
- Solution-oriented.

Workers should avoid assumptions, gossip, criticism, or emotionally charged conversations.

When difficult conversations are necessary, they should always be handled with grace, humility, and respect.

Weekly Communication

Whenever possible, parents should receive information regarding what their children learned during class.

This may include:

- The Bible lesson.
- Memory verse.

- Big idea or life application.
- Prayer focus.
- Family discussion questions.
- Upcoming events.
- Special announcements.

Our desire is to help parents continue the discipleship conversation at home throughout the week.

Welcoming First-Time Families

First impressions matter.

When welcoming new families, volunteers should:

- Introduce themselves.
- Explain the check-in and check-out process.
- Escort families to the classroom when possible.
- Explain classroom expectations.
- Ask about allergies, medical concerns, or special needs.
- Answer questions with kindness and patience.

Every first-time family should feel genuinely welcomed into the Iglesia de Amor family.

Sharing Information About Children

Parents appreciate knowing how their children are doing.

When appropriate, volunteers are encouraged to share positive observations such as:

- Participation during class.
- Acts of kindness.
- Scripture memorization.
- Worship participation.
- Helpful behavior.
- Leadership shown.
- Questions asked about God or the Bible.

Celebrating spiritual growth encourages families and strengthens the partnership between home and church.

Discussing Behavior Concerns

Behavior concerns should always be communicated respectfully and privately.

When discussing concerns:

- Speak with the parent away from other families whenever possible.
- Begin with something positive about the child.
- Describe behaviors rather than labeling the child.
- Explain how the situation was handled.
- Ask how the church can partner with the family.
- Maintain a calm and encouraging attitude.

The goal is to work together in helping the child grow, not to assign blame.

Medical or Safety Incidents

Parents should be informed promptly whenever:

- Their child becomes ill.
- Their child is injured.
- Medication concerns arise.
- An Incident Report has been completed.
- A significant behavior concern occurs.
- A safety concern affects their child.

Whenever possible, communication should be handled by the Lead Teacher or Children's Ministry Director.

Honest and timely communication builds confidence and trust.

Confidentiality

Children's Ministry workers must respect the privacy of every family.

Confidential information should never be shared with:

- Other parents.
- Other children.
- Friends.
- Extended family members.
- Social media.
- Individuals without a legitimate ministry need to know.

Examples of confidential information include:

- Medical conditions.
- Family situations.
- Behavioral concerns.
- Counseling matters.
- Custody arrangements.
- Incident reports.
- Personal contact information.

Protecting confidentiality demonstrates integrity and respect for every family.

Social Media & Electronic Communication

Communication with families should occur through approved church communication methods whenever possible.

Ministry workers should:

- Communicate with parents rather than directly with minors.
- Use official church communication platforms when available.
- Obtain appropriate permission before posting photographs or videos of children.
- Respect the privacy preferences of every family.

Volunteers should not initiate private online conversations with children or communicate with minors through personal social media accounts.

Photography & Media

Photographs and videos are valuable tools for celebrating ministry and sharing what God is doing through Iglesia de Amor. However, children's privacy must always be respected.

Before using photographs:

- Follow church media policies.
- Respect parental preferences.
- Avoid identifying children by full name in public posts.
- Use photographs that reflect dignity and respect.

Only church-approved photographs should be used for ministry promotion.

Family Follow-Up

Following up with families demonstrates that we genuinely care about them.

Follow-up may include:

- Welcoming first-time guests.
- Thanking families for visiting.
- Celebrating birthdays.
- Recognizing spiritual milestones.
- Encouraging families who have been absent.
- Inviting families to upcoming ministry events.
- Providing prayer and encouragement.

Our goal is to build relationships that extend beyond Sunday morning.

Parent Questions & Concerns

Parents should always feel comfortable asking questions.

If a volunteer cannot answer a question, they should respectfully refer the parent to the Lead Teacher, Children's Ministry Director, or Executive Pastor.

Workers should never argue with parents or attempt to resolve significant concerns without involving ministry leadership.

Every concern should be treated with respect and handled promptly.

Conflict Resolution

Occasionally, misunderstandings or concerns may arise.

When they do, ministry workers should:

- Listen before responding.
- Speak calmly and respectfully.
- Seek understanding rather than winning an argument.
- Involve ministry leadership when appropriate.
- Pray for wisdom.
- Pursue reconciliation whenever possible.

All conflict should be handled in a manner that reflects the character of Christ.

Spiritual Partnership

One of the greatest privileges of Children's Ministry is partnering with parents in the spiritual development of their children.

We encourage parents to:

- Pray with their children daily.
- Read the Bible together.
- Practice the weekly memory verse.
- Attend worship faithfully.
- Discuss Sunday lessons throughout the week.
- Model Christian living at home.
- Celebrate spiritual milestones together.

The church and the home are most effective when they work together to disciple the next generation.

Commitment to Families

The Children's Ministry of Iglesia de Amor is committed to building strong, Christ-centered relationships with every family we serve. By communicating with honesty, compassion, professionalism, and grace, we strengthen trust, encourage spiritual growth, and support parents in their God-given calling.

Chapter 16

Special Events & Annual Ministry Calendar

Purpose

Special events provide unique opportunities to introduce children and families to Jesus Christ, strengthen relationships within the church, and reinforce the mission of making strong disciples. These events should be intentionally planned, spiritually meaningful, well-organized, and consistent with the mission, vision, and values of Iglesia de Amor.

Every special event should be more than entertainment—it should provide opportunities for worship, biblical teaching, fellowship, outreach, and discipleship.

Ministry Philosophy for Special Events

Children often remember experiences long after they forget individual lessons. For this reason, every event should intentionally point children toward Jesus Christ.

Special events should:

- Support the mission of Iglesia de Amor.
- Reinforce biblical truth.
- Strengthen families.
- Build Christian friendships.
- Encourage church involvement.
- Create opportunities for outreach.
- Demonstrate the love of Christ to every guest.

Every event will be planned with excellence, safety, and intentional discipleship.

Annual Ministry Calendar

The Children's Ministry maintains an annual calendar that aligns with the overall church calendar. Events will be planned 3-6 months in advance.

Chapter 17

Facilities, Supplies & Classroom Care

Purpose

The Children's Ministry of Iglesia de Amor is committed to providing a clean, safe, organized, and welcoming environment where children can learn about Jesus Christ without unnecessary distractions. Every classroom, hallway, restroom, storage area, and ministry space should reflect excellence, good stewardship, and respect for God's house.

Every volunteer, Children's Ministry Assistant, teacher, and leader shares responsibility for caring for the facilities and resources entrusted to the ministry.

Biblical Stewardship

Everything entrusted to Iglesia de Amor belongs to God. We are called to be faithful stewards of the facilities, equipment, supplies, and resources He has provided.

Good stewardship demonstrates our gratitude to God and allows us to wisely use ministry resources for future generations.

Supporting Scriptures

- Psalm 24:1
 - Colossians 3:23
 - Luke 16:10
 - 1 Corinthians 4:2
-

Classroom Appearance

Every classroom should be inviting, organized, and prepared before children arrive.

Each classroom should be:

- Clean and uncluttered.
- Safe for children.
- Organized for efficient teaching.
- Decorated in an age-appropriate manner.
- Free from hazards.
- Well supplied for the day's lesson.
- Ready before the first child enters the room.

The classroom environment should communicate warmth, joy, creativity, and biblical truth.

Daily Classroom Setup

Before each service, classroom workers should:

- Unlock and prepare the classroom if assigned.
- Turn on lights and climate controls if needed.
- Arrange tables and chairs.
- Prepare lesson materials.
- Organize crafts and activities.
- Test audio or video equipment when applicable.
- Check for safety hazards.
- Remove broken or unsafe toys.
- Ensure emergency exits remain clear.
- Pray together before children arrive.

Preparation before service allows volunteers to focus their attention on children rather than classroom setup.

Daily Classroom Cleanup

After each service, volunteers should leave the classroom clean and ready for future ministry.

Cleanup responsibilities include:

- Returning furniture to its proper place.
- Throwing away trash.
- Cleaning tables and work surfaces.
- Organizing classroom supplies.
- Returning toys to storage.
- Turning off lights and electronics if assigned.

- Reporting damaged equipment.
- Securing the classroom before leaving.

Every worker shares responsibility for maintaining a clean classroom.

Care of Church Property

Church property should always be treated with respect.

Workers should encourage children to:

- Handle toys carefully.
- Respect classroom furniture.
- Care for books and Bibles.
- Return supplies after use.
- Avoid unnecessary damage.

Intentional or repeated misuse of church property should be addressed appropriately and, when necessary, discussed with parents.

Classroom Supplies

Each classroom should maintain adequate teaching supplies.

Examples include:

- Bibles.
- Curriculum materials.
- Craft supplies.
- Crayons and markers.
- Glue and scissors.
- Paper products.
- Name tags.
- Attendance sheets.
- Cleaning supplies.
- First aid supplies.
- Audio-visual materials.

Lead Teachers should periodically review supplies and notify the Children's Ministry Director when items need to be replenished.

Supply Requests

When classroom supplies become low or additional materials are needed, workers should submit a supply request to the Children's Ministry Director.

Supply requests should include:

- Item needed.
- Quantity requested.
- Purpose.
- Date needed.

Advance planning helps avoid unnecessary last-minute purchases and supports responsible budgeting.

Storage Areas

Storage rooms and supply cabinets should remain organized.

Workers should:

- Return items to designated locations.
- Label storage containers when appropriate.
- Keep walkways clear.
- Store hazardous materials out of children's reach.
- Avoid overcrowding storage areas.

Only authorized ministry workers should access designated storage areas.

Toys and Equipment

Toys and classroom equipment should be inspected regularly.

Items should be removed immediately if they are:

- Broken.
- Sharp.

- Unsafe.
- Missing parts.
- Difficult to sanitize.
- Age inappropriate.

Unsafe equipment should never remain available for children to use.

Technology & Audio-Visual Equipment

Technology is a valuable teaching tool when used appropriately.

Workers should:

- Operate equipment carefully.
- Report malfunctions promptly.
- Turn off equipment after use when appropriate.
- Avoid unauthorized software or downloads.
- Use technology only for ministry purposes during class.

Equipment should only be used by individuals who have received appropriate instruction.

Decorations

Classroom decorations should:

- Support biblical teaching.
- Be age appropriate.
- Be visually engaging.
- Maintain a welcoming atmosphere.
- Avoid creating safety hazards.
- Be securely attached.
- Be updated periodically to reflect lessons, seasons, or ministry themes.

Decorations should never block exits, windows, emergency equipment, or classroom visibility.

Food & Beverage

Food should only be used when appropriate for ministry activities.

Workers should:

- Follow allergy guidelines.
- Clean food preparation areas.
- Dispose of food waste promptly.
- Store unopened supplies appropriately.
- Avoid leaving food in classrooms after service.

Drinks with secure lids may be permitted for volunteers, provided they do not interfere with ministry activities or create safety concerns.

Lost and Found

Items left behind after service should be placed in the church's designated Lost and Found area.

Common items include:

- Jackets.
- Bibles.
- Water bottles.
- Toys.
- Glasses.
- Personal belongings.

Workers should make reasonable efforts to return valuable items to their owners.

Reporting Maintenance Concerns

Volunteers should immediately report any maintenance issue that could affect safety or ministry operations.

Examples include:

- Water leaks.
- Broken furniture.
- Damaged flooring.
- Electrical concerns.
- Heating or cooling problems.

- Broken locks.
- Plumbing issues.
- Pest concerns.
- Playground damage.
- Safety hazards.

Problems should be reported to the Children's Ministry Director or church leadership as soon as they are discovered.

Security of Facilities

At the conclusion of ministry activities, designated workers should ensure:

- Children have been safely dismissed.
- Classrooms have been cleaned.
- Windows are closed if necessary.
- Electronics are turned off.
- Doors are secured as assigned.
- Lights are turned off when appropriate.
- Personal belongings have been removed.

Good closing procedures help protect church property and prepare classrooms for future ministry.

Stewardship of Ministry Resources

Financial resources, classroom supplies, and ministry equipment should always be used wisely.

Workers are encouraged to:

- Avoid unnecessary waste.
- Reuse materials when appropriate.
- Care for ministry resources.
- Suggest cost-effective improvements.
- Respect church property as God's provision.

Faithful stewardship allows the ministry to serve more children and families effectively.

Commitment to Excellence

Every classroom, hallway, and ministry space should reflect the excellence of Jesus Christ and the welcoming spirit of Iglesia de Amor.

By caring for our facilities, using resources wisely, maintaining clean and organized classrooms, and demonstrating faithful stewardship, we create an environment where children and families can focus on what matters most—knowing Jesus Christ, growing in His Word, and becoming strong disciples who bring forth the Kingdom of God.

Chapter 18

Code of Conduct

Purpose

Every volunteer, Children's Ministry Assistant, teacher, and leader serving in the Children's Ministry of Iglesia de Amor represents Jesus Christ, the Children's Ministry, and the church as a whole. This Code of Conduct establishes the standards of behavior, professionalism, integrity, and Christian character expected of every ministry worker.

Our goal is not simply to establish rules, but to cultivate a ministry culture that honors God, serves families with excellence, and provides children with positive Christian role models.

Every ministry worker is expected to read, understand, and comply with the standards outlined in this chapter.

Christian Character

Children's Ministry workers should strive to live lives that reflect the character of Jesus Christ.

Workers are expected to demonstrate:

- Love.
- Joy.
- Peace.
- Patience.
- Kindness.
- Goodness.
- Faithfulness.
- Gentleness.
- Self-control.
- Humility.
- Integrity.
- Compassion.
- Forgiveness.

Our words, attitudes, and actions should consistently point children and families toward Christ.

Spiritual Life

Children's Ministry workers are expected to maintain an active and growing relationship with Jesus Christ.

This includes:

- Regular church attendance.
- Consistent prayer.
- Personal Bible study.
- Worship.
- Participation in discipleship opportunities.
- Support of the mission and vision of Iglesia de Amor.

Healthy ministry flows from a healthy walk with Christ.

Professionalism

Every ministry worker should conduct themselves in a manner that reflects excellence and respect.

Workers should:

- Arrive on time.
- Come prepared.
- Dress appropriately.
- Treat everyone with dignity and respect.
- Communicate professionally.
- Accept direction from leadership.
- Maintain a positive attitude.
- Fulfill assigned responsibilities faithfully.

Professionalism builds trust with parents and strengthens the ministry team.

Dress Code

Children's Ministry workers should dress in a manner that is modest, neat, clean, and appropriate for serving children.

Clothing should:

- Allow comfortable movement during ministry activities.
- Be modest and not distracting.
- Display positive and Christ-honoring messages if graphics or wording are present.
- Be appropriate for active interaction with children.

Workers should avoid clothing that could be considered offensive, revealing, or unsafe for ministry activities.

For special events, ministry leadership may establish additional dress guidelines or provide ministry shirts.

Language & Communication

Children's Ministry workers should use words that encourage, build up, and reflect the love of Christ.

Workers should:

- Speak respectfully.
- Encourage children.
- Listen patiently.
- Avoid sarcasm directed toward children.
- Resolve disagreements respectfully.
- Maintain a calm tone even during stressful situations.

The following are never acceptable:

- Profanity.
- Insults.
- Gossip.
- Threats.
- Humiliation.
- Yelling in anger.
- Inappropriate jokes.
- Disrespectful comments.

Every conversation should reflect grace and truth.

Respect for Children

Every child is created in the image of God and deserves to be treated with dignity and respect.

Workers should:

- Learn children's names.
- Listen carefully.
- Encourage participation.
- Show patience.
- Celebrate progress.
- Protect every child's emotional well-being.
- Treat every child fairly.

Favoritism, ridicule, intimidation, or discrimination are not consistent with the values of Iglesia de Amor.

Respect for Parents

Parents and guardians should always be treated with courtesy and professionalism.

Workers should:

- Welcome parents warmly.
- Listen respectfully.
- Maintain confidentiality.
- Communicate concerns privately.
- Support parents as partners in discipleship.
- Refer difficult conversations to ministry leadership when appropriate.

Healthy relationships with parents strengthen the ministry.

Respect for Fellow Ministry Workers

Children's Ministry functions best when volunteers serve together with humility and unity.

Workers should:

- Encourage one another.
- Offer assistance when needed.
- Communicate respectfully.
- Resolve disagreements biblically.
- Pray for one another.
- Celebrate each other's successes.
- Support ministry leadership.

Team members should never criticize or undermine one another in the presence of children or parents.

Confidentiality

Children's Ministry workers are entrusted with sensitive information.

Workers shall maintain confidentiality regarding:

- Children's personal information.
- Medical information.
- Behavioral concerns.
- Family circumstances.
- Incident reports.
- Ministry discussions.
- Volunteer matters.

Confidential information should only be shared with authorized ministry leadership when necessary.

Social Media Conduct

Children's Ministry workers represent Iglesia de Amor both inside and outside the church.

Workers should use wisdom when participating on social media.

Workers should:

- Demonstrate Christian character online.
- Avoid inappropriate or offensive content.
- Protect the privacy of children and families.
- Obtain appropriate approval before posting photographs of children.

- Support the testimony of the church through their online presence.

Private online communication with minors is prohibited except through approved ministry communication channels involving parents or guardians.

Technology Use

Personal electronic devices should not interfere with ministry responsibilities.

While serving:

- Phones should be used only for ministry purposes or emergencies.
- Social media browsing should not occur during classroom supervision.
- Workers should remain attentive to children at all times.
- Technology should support ministry rather than distract from it.

Children deserve the full attention of those serving them.

Attendance & Dependability

Faithfulness is an important part of ministry.

Workers are expected to:

- Arrive on time.
- Serve as scheduled.
- Notify leadership as early as possible if unable to serve.
- Participate in required meetings and training.
- Honor ministry commitments.

Consistent attendance allows children to build trusting relationships with their teachers and volunteers.

Conflict Resolution

When disagreements occur, ministry workers should seek biblical reconciliation.

Workers should:

- Address concerns privately whenever possible.
- Speak respectfully.
- Listen carefully.
- Seek understanding.
- Involve ministry leadership when necessary.
- Pray for unity.

Gossip, division, and public criticism are inconsistent with the values of Iglesia de Amor.

Integrity

Integrity means doing what is right even when no one is watching.

Workers should:

- Be honest.
- Keep commitments.
- Follow ministry policies.
- Protect church property.
- Demonstrate financial integrity.
- Accept responsibility for mistakes.
- Seek continual growth.

Children learn integrity by observing the adults who serve them.

Personal Conduct Outside of Church

Children's Ministry workers are ambassadors of Christ beyond Sunday services.

Workers are encouraged to live lives that consistently reflect biblical values at home, at work, online, and within the community.

While no policy can address every situation, ministry workers should exercise wisdom and avoid conduct that could damage their personal testimony or the witness of Iglesia de Amor.

Violations of the Code of Conduct

Failure to follow this Code of Conduct may result in:

- Informal coaching.
- Additional training.
- Written documentation.
- Temporary removal from ministry responsibilities.
- Permanent removal from Children's Ministry when necessary.

Serious violations involving child safety, abuse, harassment, criminal conduct, dishonesty, or behavior that compromises the safety or testimony of the ministry may result in immediate removal pending review by church leadership.

Commitment to Christlike Leadership

Serving in Children's Ministry is both a privilege and a sacred responsibility.

Every volunteer, Children's Ministry Assistant, teacher, and leader is expected to serve with humility, integrity, excellence, and love. By living lives that reflect the character of Jesus Christ, we create a ministry where children are safe, families are encouraged, volunteers are unified, and God is glorified.

Together, we commit ourselves to faithfully represent Christ and Iglesia de Amor as we make strong disciples of Jesus Christ and bring forth the Kingdom of God.

Chapter 19

Ministry Policies

Purpose

The policies contained in this chapter establish the day-to-day operating expectations for every volunteer, Children's Ministry Assistant, teacher, and leader serving in the Children's Ministry of Iglesia de Amor. These policies promote consistency, accountability, professionalism, and excellence while helping provide a safe and welcoming environment for every child and family.

Every ministry worker is expected to become familiar with these policies and faithfully follow them while serving.

Attendance Policy

Faithfulness is an important part of Christian service. Children benefit from seeing familiar faces and building trusting relationships with consistent ministry leaders.

All ministry workers are expected to:

- Serve according to their scheduled assignments.
- Arrive on time and prepared.
- Attend required meetings and training sessions whenever possible.
- Notify leadership promptly if they are unable to serve.
- Demonstrate dependability and commitment to the ministry.

Repeated absences or excessive tardiness may result in a meeting with the Children's Ministry Director to determine continued ministry placement.

Scheduling Policy

Volunteer schedules will be prepared and distributed in advance whenever possible.

Ministry workers should:

- Review the schedule upon receiving it.
- Notify leadership promptly of any conflicts.
- Accept assignments prayerfully and responsibly.
- Honor scheduled commitments.

While leadership will make every effort to accommodate scheduling requests, ministry needs may occasionally require adjustments.

Requesting Time Off

Ministry workers who know they will be unavailable should notify the Children's Ministry Director as early as possible.

Whenever practical, requests should be submitted at least two weeks in advance.

Examples include:

- Vacation.
- Family events.
- Work obligations.
- Medical appointments.
- Personal emergencies.

Advance communication allows adequate time to arrange substitute coverage.

Substitute Policy

If a scheduled worker is unable to serve, they should notify the Children's Ministry Director or designated scheduler as soon as possible.

Workers should not independently recruit or assign substitutes without approval from ministry leadership.

All substitutes must:

- Be approved Children's Ministry workers.
- Meet ministry qualifications.
- Have completed required screening and training.

Leadership is responsible for confirming all schedule changes.

Classroom Assignment Policy

Workers should remain in their assigned classroom unless directed otherwise by ministry leadership.

Assignments are made based on:

- Ministry needs.
- Volunteer gifts.
- Experience.
- Classroom ratios.
- Child safety considerations.

Changing classrooms without approval may create staffing or safety concerns.

Ministry Meetings

Regular ministry meetings help strengthen communication, teamwork, and ministry effectiveness.

Meetings may include:

- Prayer.
- Ministry updates.
- Training.
- Safety reviews.
- Curriculum planning.
- Volunteer encouragement.
- Event preparation.
- Team discussion.

Whenever possible, ministry workers are encouraged to attend scheduled meetings.

Communication Policy

Healthy communication strengthens the ministry.

Workers should:

- Respond to ministry communication in a timely manner.
- Read ministry announcements carefully.
- Keep contact information current.
- Notify leadership of scheduling changes.
- Ask questions whenever clarification is needed.

Communication should always remain respectful, encouraging, and solution-focused.

Confidentiality Policy

Information learned while serving in Children's Ministry should remain confidential.

This includes:

- Medical information.
- Family situations.
- Behavioral concerns.
- Incident reports.
- Counseling matters.
- Volunteer information.
- Security procedures.

Confidential information should only be shared with authorized church leadership when necessary for ministry or legal purposes.

Photography & Video Policy

Photographs and videos are valuable tools for celebrating ministry and communicating with families.

Workers should:

- Follow church media policies.
- Respect parental preferences.
- Never post photographs of children on personal social media without permission.
- Use photographs that reflect dignity and respect.
- Allow only approved individuals to capture or distribute ministry media.

Questions regarding photography should be directed to ministry leadership.

Social Media Policy

Ministry workers represent Christ and Iglesia de Amor both online and in person.

Workers should:

- Demonstrate Christian character on social media.
- Avoid inappropriate language or content.
- Protect children's privacy.
- Refrain from discussing confidential ministry matters online.
- Avoid engaging in arguments that damage the testimony of the church.

Private electronic communication with minors is prohibited except through approved church communication involving parents or guardians.

Transportation Policy

For the protection of children and ministry workers:

- Volunteers should not transport children in personal vehicles unless specifically authorized by church leadership and the child's parent or guardian.
 - Any transportation provided through church-sponsored activities must comply with church insurance requirements and applicable laws.
 - Appropriate supervision ratios should always be maintained during transportation.
-

Personal Belongings

Children's Ministry workers should keep personal belongings to a minimum while serving.

Personal items should:

- Be stored in designated areas.
- Not create distractions.
- Not interfere with supervision.
- Remain secure during ministry activities.

The church is not responsible for lost or damaged personal property.

Use of Church Property

Workers are expected to use church property responsibly.

This includes:

- Classrooms.
- Teaching materials.
- Technology.
- Audio-visual equipment.
- Furniture.
- Toys.
- Supplies.

Church property should not be removed from the building without approval from ministry leadership.

Financial Stewardship

Workers should practice careful stewardship of ministry resources.

This includes:

- Avoiding unnecessary waste.
- Using supplies responsibly.
- Reporting damaged equipment.
- Requesting purchases through proper channels.
- Following approved ministry budgets.

Financial decisions are made through established church procedures.

Reporting Concerns

Workers should promptly report concerns involving:

- Child safety.
- Facility maintenance.
- Volunteer conduct.
- Policy violations.
- Security concerns.
- Equipment damage.
- Supply shortages.
- Parent concerns requiring leadership involvement.

Early communication helps prevent larger problems and strengthens the ministry.

Progressive Ministry Care

When ministry policies are not followed, leadership will seek to respond with grace, wisdom, and biblical accountability.

Depending on the situation, leadership may provide:

- Informal coaching.
- Additional training.
- Verbal correction.
- Written documentation.
- Temporary reassignment.
- Temporary suspension from ministry duties.
- Permanent removal from Children's Ministry if necessary.

The purpose of correction is always restoration whenever possible while protecting children and maintaining the integrity of the ministry.

Policy Review

This manual should be reviewed periodically by the Children's Ministry Director, Executive Pastor, and church leadership.

Policies may be updated as:

- Ministry needs change.
- Church procedures develop.
- Legal requirements are revised.
- Child safety best practices evolve.

- Ministry growth creates new opportunities.

Workers will be informed of significant policy changes and may be asked to acknowledge updated procedures.

Agreement to Follow Ministry Policies

Every Children's Ministry volunteer, Children's Ministry Assistant, teacher, and leader is expected to read, understand, and comply with the policies contained in this manual.

Questions regarding any policy should be directed to the Children's Ministry Director or Executive Pastor before serving.

By serving in the Children's Ministry of Iglesia de Amor, every ministry worker affirms their commitment to uphold these standards with humility, integrity, and excellence.

Commitment to Faithful Service

The policies contained in this chapter are designed to support—not hinder—the ministry entrusted to us. They provide a framework for safe, effective, and Christ-centered service while allowing volunteers and leaders to minister with confidence and consistency.

As we faithfully follow these policies, we honor the trust that families place in Iglesia de Amor, strengthen our ministry team, and create an environment where children can encounter the love of Jesus Christ, grow in His Word, and become strong disciples who will bring forth the Kingdom of God.

Chapter 20

Forms & Templates

Purpose

The forms contained in this chapter provide standardized documentation for the Children's Ministry of Iglesia de Amor. Proper documentation promotes consistency, accountability, child safety, effective communication, and responsible stewardship.

All ministry forms should be completed accurately, legibly, and submitted promptly to the Children's Ministry Director or designated church leadership.

Completed forms containing confidential information shall be maintained securely and accessed only by authorized personnel.

Required Ministry Forms

The following forms are maintained as official Children's Ministry documents:

- Children's Ministry Volunteer Application
- Children's Ministry Assistant Employment Application
- Background Check Authorization
- Reference Check Form
- Interview Evaluation Form
- Ministry Covenant
- Code of Conduct Acknowledgment
- Child Protection Agreement
- Medical Information Form
- Emergency Contact Form
- Classroom Attendance Record
- Visitor Registration Form
- Parent Communication Log
- Incident Report
- Injury Report
- Behavior Concern Report
- Supply Request Form
- Classroom Inspection Checklist

- Weekly Classroom Preparation Checklist
- Classroom Closing Checklist
- Volunteer Performance Review
- Annual Ministry Evaluation

These forms may be updated periodically as ministry needs change.

Volunteer Application

Every prospective volunteer shall complete the official Children's Ministry Volunteer Application before serving.

The application includes:

- Personal information.
- Church involvement.
- Spiritual testimony.
- Ministry experience.
- Availability.
- Emergency contact information.
- References when requested.
- Agreement to ministry expectations.

No volunteer may begin serving independently until the application and screening process have been completed.

Children's Ministry Assistant Application

Applicants for paid Children's Ministry Assistant positions shall complete the official employment application in addition to all ministry screening requirements.

Additional information may include:

- Employment history.
- Work references.
- Availability.
- Position qualifications.
- Interview documentation.
- Hiring recommendation.

Employment decisions remain subject to church approval and available funding.

Background Check Authorization

Every adult serving with children shall complete the Background Check Authorization before beginning ministry responsibilities.

Background checks help provide a safe environment for children and support the church's commitment to responsible stewardship.

Background information shall remain confidential.

Reference Check Form

When required, ministry leadership may contact personal, ministry, or professional references to better understand an applicant's:

- Christian character.
- Reliability.
- Ministry experience.
- Ability to work with children.
- Teamwork.
- Leadership potential.

Reference information shall be treated confidentially.

Ministry Covenant

Every Children's Ministry worker shall sign the Ministry Covenant acknowledging their commitment to:

- Support the mission and vision of Iglesia de Amor.
- Serve children with love and integrity.
- Protect every child entrusted to their care.
- Follow church policies and procedures.
- Demonstrate Christlike character.
- Serve faithfully and humbly.

The signed covenant serves as a reminder that ministry is both a privilege and a sacred responsibility.

Code of Conduct Acknowledgment

Each volunteer and employee shall sign a statement acknowledging that they have:

- Read the Code of Conduct.
- Understand the expectations.
- Agree to comply with ministry standards.
- Understand the consequences of policy violations.

Signed acknowledgments should be maintained in ministry personnel files.

Child Protection Agreement

Every Children's Ministry worker shall sign the Child Protection Agreement before serving.

The agreement confirms the worker's commitment to:

- Follow child safety procedures.
 - Maintain appropriate boundaries.
 - Report concerns immediately.
 - Protect children physically, emotionally, and spiritually.
 - Support all Child Protection Policies contained in this manual.
-

Medical Information Form

Medical information provided by parents assists ministry workers in responding appropriately during emergencies.

Information may include:

- Allergies.
- Medical conditions.
- Medications.
- Emergency contacts.

- Physician information.
- Special instructions.

Medical information shall remain confidential and accessible only to authorized ministry leaders.

Emergency Contact Form

Emergency contact information shall be maintained for every child participating in Children's Ministry.

Information should include:

- Parent or guardian names.
- Primary phone numbers.
- Secondary emergency contacts.
- Individuals authorized for pickup when applicable.

Parents should notify the church whenever emergency contact information changes.

Classroom Attendance Record

Attendance should be recorded during every Children's Ministry service.

Attendance records should include:

- Date.
- Classroom.
- Child's name.
- Visitor designation when applicable.
- Teacher or Lead Volunteer.
- Notes when appropriate.

Attendance records assist with emergency accountability, ministry planning, and family follow-up.

Visitor Registration Form

First-time guests should complete a visitor registration form.

Information may include:

- Child's name.
- Parent or guardian information.
- Emergency contact.
- Allergies.
- Medical concerns.
- Special instructions.
- Church visit information.

Visitor information should be handled confidentially and may be used for appropriate follow-up.

Parent Communication Log

A Parent Communication Log may be used to document significant conversations involving:

- Behavioral concerns.
- Medical concerns.
- Follow-up discussions.
- Ministry recommendations.
- Ongoing support plans.

Documentation helps ensure consistent communication and continuity of care.

Incident Report

An Incident Report should be completed whenever significant events occur, including:

- Injuries.
- Medical emergencies.
- Behavior incidents.
- Security concerns.
- Property damage.
- Policy violations.
- Any unusual occurrence requiring leadership involvement.

Incident Reports should be completed promptly and submitted to the Children's Ministry Director.

Injury Report

An Injury Report should document:

- Date and time.
- Child involved.
- Description of injury.
- Witnesses.
- Care provided.
- Parent notification.
- Leadership notification.
- Follow-up actions.

Accurate documentation protects both the child and the church.

Behavior Concern Report

Repeated or serious behavioral concerns may require documentation.

Behavior reports should include:

- Description of behavior.
- Classroom interventions.
- Parent communication.
- Leadership involvement.
- Recommendations for future support.

The purpose of documentation is to help the ministry partner effectively with families.

Supply Request Form

Workers should submit a Supply Request Form when classroom materials need to be replenished.

Requests should include:

- Item requested.

- Quantity.
- Purpose.
- Date needed.
- Classroom.

Advance planning helps maintain effective stewardship of ministry resources.

Classroom Inspection Checklist

Periodic classroom inspections help maintain safe and organized facilities.

The checklist may include:

- Furniture safety.
- Cleanliness.
- Emergency exits.
- Toys and equipment.
- Electrical hazards.
- First aid supplies.
- Fire extinguisher accessibility.
- General classroom condition.

Safety concerns should be addressed promptly.

Weekly Classroom Preparation Checklist

Before each service, classroom workers should verify that:

- Lesson materials are ready.
- Attendance sheets are available.
- Craft supplies are prepared.
- Classroom is clean.
- Safety hazards have been removed.
- Technology has been tested.
- Emergency information is available.
- Volunteers have received assignments.

A preparation checklist promotes consistency and excellence.

Classroom Closing Checklist

At the conclusion of each service, volunteers should verify that:

- Children have been released safely.
- Attendance records have been completed.
- Supplies have been returned.
- Trash has been removed.
- Tables have been cleaned.
- Toys have been organized.
- Electronics have been turned off.
- Classroom has been secured.

Closing procedures prepare the room for future ministry.

Volunteer Performance Review

Volunteer evaluations may include:

- Spiritual growth.
- Dependability.
- Classroom effectiveness.
- Teamwork.
- Safety compliance.
- Parent relationships.
- Leadership potential.
- Ministry involvement.

Evaluations are intended to encourage growth and strengthen ministry effectiveness.

Annual Ministry Evaluation

The Children's Ministry Director should conduct an annual review of the ministry to evaluate:

- Attendance trends.
- Volunteer development.
- Safety procedures.
- Curriculum effectiveness.
- Outreach efforts.

- Parent feedback.
- Budget stewardship.
- Ministry goals.
- Areas for improvement.

Annual evaluations help ensure continual growth and alignment with the mission and vision of Iglesia de Amor.

Records Management

All Children's Ministry records should be:

- Accurate.
- Complete.
- Securely stored.
- Accessible only to authorized personnel.
- Retained according to church policy and applicable legal requirements.

Confidential information shall never be shared with unauthorized individuals.

Final Commitment

This Children's Ministry Policy & Procedures Manual represents Iglesia de Amor's commitment to honoring God through safe, organized, Christ-centered, and discipleship-focused ministry.

Every volunteer, Children's Ministry Assistant, teacher, ministry leader, pastor, and staff member shares the responsibility of faithfully implementing these policies and procedures. Together, we commit ourselves to serving children and families with humility, excellence, integrity, and love while fulfilling the mission of **making strong disciples of Jesus Christ to bring forth the Kingdom of God** and the vision of **bringing salvation and complete restoration one family at a time**.

May every child who enters the Children's Ministry of Iglesia de Amor encounter the love of Jesus Christ, grow in His Word, experience the power of the Holy Spirit, and become a lifelong disciple who faithfully serves the Kingdom of God.