

**WELCOME TO (kids ministry name)  
THE CHILDREN'S MINISTRY OF (church name)**

**Dear (kids ministry) Team Member,**

**This manual has been created to help communicate the vision, policies, procedures, forms, and articles concerning various aspects of children's ministry needed to effectively minister to children at (church name). Utilizing this tool will only increase our ability to do ministry with excellence. Please read the entire manual and reference it on a regular basis.**

**The only way we will enjoy effective and fruitful ministry is through TEAMwork. TEAMwork is "the ability to work together toward a common vision, the ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." (Andrew Carnegie) Our goal is to develop and to train the greatest children's ministry TEAM ever! Everyone is a valuable player on this TEAM.**

**Thank you for your passion and desire to reach boys and girls for Jesus. If we can minister to you and your family in any way, please call us at (phone number). The Lord bless you and keep you.**

**In His service,**

**(name)  
Children's Pastor**

## (kids ministry) Eight Core Goals

From the time a child enters (kids ministry) Ministries until the time they leave, these are the eight core goals we have for every boy and girl. We want to raise them up to be:

1. **Biblically Fluent**

We believe every child should be solidly knowledgeable of God's Word through preaching, teaching, discipleship, and personal devotion.

2. **Powerful In Prayer**

We believe every child should be a powerful prayer warrior through personal and corporate prayer.

3. **Responsive In Worship**

We believe every child should develop passion for God and intimacy with God through a lifestyle of worship.

4. **Living Like Jesus**

We believe every child needs to live a Christ-centered life by building strong Christian character and by bearing good spiritual fruit. One of the first steps toward living like Jesus is water baptism.

5. **Spirit Empowered**

We believe every child should be baptized in the Holy Spirit with the evidence of speaking in tongues and empowered by the Holy Spirit to live a dynamic Christian life.

6. **Bold In Faith**

We believe every child should be willing to be a bold witness for Christ by sharing their faith with their family, friends, and neighbors.

7. **Giving Selflessly**

We believe every child should understand and practice the principles of giving, primarily tithing and the giving of offerings.

8. **Actively Serving**

We believe every child should be taught the value of service in God's kingdom through opportunities to exercise their gifts and talents as they minister to others.

## **(kids ministry) Ministry Opportunities For Boys and Girls**

- 1. Kids Church (Grades 1-6/Sundays @ 8:30AM & 10:45AM)**  
An explosive worship service designed to help boys & girls in grades 1-6 develop a meaningful relationship with Jesus Christ through various methods: **MUSIC, GAMES, PUPPETS, SKITS/DRAMA, OBJECT LESSONS, CRAZY CHARACTERS, DRAMA, and INTERACTIVE BIBLE STORIES**
- 2. JUNIOR BIBLE QUIZ (Grades 1-6/Sundays @ 9:45AM)**  
A discipleship ministry in which boys & girls in grades 1-6 learn Bible facts and principles through short answer and Scripture memorization. Teams compete regionally each month during the school year.
- 3. Nursery (All services/Ages 3 & under)**  
Babies are special at (church name)! Our nurseries provide a great atmosphere of love, praise, and teaching. You can trust our staff of loving, caring workers and parent volunteers. We believe the nursery should be a pleasant and enjoyable place for your child, and that's why they're so bright, clean, and well-staffed. We realize the importance of quality child care. You, your child, and your family are very valuable to us, and we want to bless you every opportunity we have!
- 5. Preschool (Ages 4, 5, & 6/Sundays @ 8:30AM & 10:45AM)**  
Music! Crafts! Stories! Puppets! Characters! These are the fun-filled, Bible-based tools we use to help 4, 5, & 6 year olds build a strong foundation for their relationship with God. Our wonderful staff of dedicated and fruitful volunteers work together as they strive to build every preschooler's faith, character, and self-esteem. This is a place your preschooler will want to be!

**6. ROYAL RANGERS (Wednesdays @ 7PM)**

The ultimate indoor and outdoor adventure for boys! This discipleship ministry to boys in grades K-12 teaches spiritual and practical values. Your son will enjoy camping trips, having fun, group outings, having fun, learning new skills, having fun, earning achievement awards, and having fun! Best of all, your son will enjoy learning how to have a personal relationship with the Master Ranger, Jesus Christ! Boys are divided into 4 age-specific groups:

- 1) Ranger Kids (Grades K-2)
- 2) Discovery Rangers (Grades 3-5)
- 3) Adventure Rangers (Grades 6-8)
- 4) Expedition Rangers (Grades 9-12)

One thing is for certain - our Royal Ranger ministry will build your son's faith and character as he builds his relationship with God, his commanders, and the other boys!

**7. MPACT GIRLS CLUBS (Wednesdays @ 7PM)**

Mpact Girls Clubs offer many learning opportunities for girls ages 3 through Grade 12. Through games, crafts, Bible stories, life application activities, Scripture memorization, prayer, and service projects, your daughter will be mentored to become the young woman of God He intends for her to become. Girls are divided into 4 age-specific groups. Each group has its own motto, pledge, colors, and Scripture verse:

- 1) Rainbows (Boys & girls ages 3 & 4)
- 2) Daisies (Kindergarten)
- 3) Prims (Grades 1-2)
- 4) Stars (Grades 3-5)
- 5) Friends Club (Grades 6-8)
- 6) Girls Only Club (Grades 9-12)

Your daughter will experience fun, love, acceptance, and sound Bible teaching as she participates in this ministry to girls!

**8. BGMC (Boys and Girls Missionary Challenge)**

BGMC is the missions education emphasis for the children in the Assemblies of God. It provides resources to help teach kids about missions. It supports our missionaries in their fields of ministry in America and around the world through giving, prayer, and special missions projects. Each year we also have a children's missions banquet.

9. **OUTREACH MINISTRY** (Sunday Mornings @ 9:45AM)

Every Sunday morning our buses go out to several major communities in our city and come back filled with boys, girls, and teenagers.

This ministry is helping us fulfill the Great Commission by meeting the spiritual and relational needs of these young people.

10. **Kids L.I.F.E.** (Birth-5th Grade/Sundays @ 9:45AM)

Formerly known as Sunday School, boys and girls will continue to learn important spiritual truths and principles through interactive methods that will build their faith and encourage them to live out their faith daily. Kids L.I.F.E. focuses on four key areas: Learning, Interaction, Faith, and Encouragement.

11. **“THE NUCLEUS”** (Grades 4-6/Wednesdays @ 5:45PM)

“The Nucleus” is an opportunity for boys and girls in grades 4-6 to learn proven leadership skills and to gain practical ministry experience. Children are the church of tomorrow, but they’re also the church of today. These students will be involved in three key areas: 1) Service Ministries, 2) Creative Arts, and 3) Worship Ministries. Through “The Nucleus”, students will gain and/or develop a sense of purpose, passion for God, a teachable spirit, and a strong work ethic. Students involved in “The Nucleus” need to be committed, consistent, and confident.

## (kids ministry) Ministry Opportunities For Parents/Adults

1 Corinthians 12:27 reminds us, "Now you are the body of Christ, and EACH ONE of you is a part of it." Everybody has a place and ministry in the body of Christ. If you have a heart to minister to children, there are many ways to join the (kids ministry) Ministries Team. Determine which of these areas you feel would be most meaningful and fulfilling for you and turn this sheet in to...

- |  |   |
|--|---|
| <input type="checkbox"/> Kids Church Worker<br><input type="checkbox"/> Early Childhood Lead Teacher<br><input type="checkbox"/> Early Childhood Asst Teacher<br><input type="checkbox"/> Early Childhood Class Helper<br><input type="checkbox"/> Nursery Teacher<br><input type="checkbox"/> Nursery Helper<br><input type="checkbox"/> Resource Room Coordinator<br><input type="checkbox"/> Resource Room Worker<br><input type="checkbox"/> Missions (BGMC) Coordinator<br><input type="checkbox"/> Kids L.I.F.E. Teacher<br><input type="checkbox"/> Kids L.I.F.E. Helper<br><input type="checkbox"/> Prayer Coordinator<br><input type="checkbox"/> Multimedia Technician<br><input type="checkbox"/> Set/Prop Design<br><input type="checkbox"/> Carpentry<br><input type="checkbox"/> Art/Painting<br><input type="checkbox"/> Sewing<br><input type="checkbox"/> Drama Coordinator<br><input type="checkbox"/> Storytelling<br><input type="checkbox"/> Characters/Drama<br><input type="checkbox"/> Big/Special Events<br><input type="checkbox"/> Visitation/Follow Up | <input type="checkbox"/> Registration Coordinator<br><input type="checkbox"/> Registration Worker<br><input type="checkbox"/> Puppet Director<br><input type="checkbox"/> JBQ Coach<br><input type="checkbox"/> JBQ Assistant Coach<br><input type="checkbox"/> Mpack Girls Clubs Sponsor/Teacher<br><input type="checkbox"/> Mpack Girls Clubs Helper<br><input type="checkbox"/> Royal Ranger Commander<br><input type="checkbox"/> Royal Ranger Helper<br><input type="checkbox"/> Bus Captain/Driver<br><input type="checkbox"/> Bus Worker<br><input type="checkbox"/> Outreach Coordinator<br><input type="checkbox"/> Outreach Worker<br><input type="checkbox"/> First Impressions Coordinator<br><input type="checkbox"/> Craft Coordinator<br><input type="checkbox"/> Snack Coordinator<br><input type="checkbox"/> Puppet Ministry<br><input type="checkbox"/> Children's Choir<br><input type="checkbox"/> Praise & Worship For Children<br><input type="checkbox"/> Bulletin Boards<br><input type="checkbox"/> Games<br><input type="checkbox"/> Vacation Bible School |
|--|---|

The age group I desire to work with is:

- Ages 3 & Under    
  Ages 4-6    
  Grades 1-6    
  Bus Ministry

I am willing to serve the children:

- Sunday AM    
  Sunday PM    
  Wednesday Night    
  Saturday

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**(kids ministry) MINISTRIES  
GENERAL GUIDELINES & EXPECTATIONS**

Reaching boys and girls for Jesus Christ is one of the greatest privileges we have in ministry. In order to maintain the highest standard of ministry excellence, every Kids Ministry team member must adhere to certain guidelines and must satisfy certain expectations set by the leadership. Doing so is the best way to present Christ to the people of our community. Therefore, the guidelines/expectations will be required of any person serving in Kids Ministries at (church name):

**GENERAL GUIDELINES**

- ◆ Be a regular attendee (Sunday AM, Sunday PM, and Wednesday PM) at (church name) for at least one year
- ◆ Be a member of (church name) or be in the membership process.
- ◆ Be able to make a one year commitment.
- ◆ Complete our “Reducing The Risk” Safety Course, which includes child safety instruction and training, Children’s Ministry Worker Application, and a criminal background check. Any person unwilling to complete any of these steps will not be allowed to serve in children’s ministry.
- ◆ Be loyal to the pastor and leaders of (church name).
- ◆ Be an example of Jesus Christ at all times. Remember, as a Christian, you not only reflect Jesus but our church as well.

**EXPECTATIONS**

**I. CONDUCT POLICY**

- ◆ Be loyal to each other as a team:
  - A. Do more than is expected of you to help a fellow team member if at any time one needs your assistance.
  - B. Work load should be shared equally among team members.
  - C. An atmosphere of acceptance and love is a desired necessity if we are to operate efficiently and effectively.
- ◆ Be loyal to the leadership of the church.
- ◆ Have a good attitude:
  - A. Attitude is our top priority!
  - B. Keep your heart set on the goals our children’s ministry wants to reach so that everyone is working together and not against one another.
  - C. If at any time there is an unresolved problem with something or someone in the children’s ministry, please contact the children’s pastor as soon as possible. Discussing unresolved conflict with other team members will result in a course of discipline determined by the children’s pastor.
- ◆ Be honest and truthful in everything you do.
- ◆ Always be an example of Jesus Christ. Do nothing that will any way endanger the reputation of Jesus or this church through your words, your actions, or your attitude.

## II. ATTENDANCE POLICY

- ◆ Be punctual and arrive as scheduled for all service and class times (Arriving on time will allow you to set up and clean your class and to be ready for any children that may arrive early):
  - A. Sunday 8:30AM
    1. Kids Worship Service - 8:00AM
    2. Early Childhood Ministries - 8:00AM
    3. Nursery - 8:00AM
  - B. Sunday 10:45AM
    1. Kids Worship Service - 10:30AM
    2. Early Childhood Ministries - 10:30AM
    3. Nursery - 10:30AM
  - C. Sunday 6:00PM
    - All Classes - 5:30PM
  - D. Wednesday PM
    1. Mpact Girls Clubs - 6:30PM
    2. Royal Rangers - 6:30PM
    3. Nursery - 6:30PM
- ◆ If you will not be able to serve during your scheduled ministry time, you **MUST** notify your ministry leader or the children's pastor. This includes vacations and holidays (at least 2 weeks notice is desired):
  - A. Mpact Girls Clubs Coordinator -
  - B. Royal Ranger Outpost Coordinator -
  - C. Bus Ministry Coordinator -
  - D. Early Childhood Pastor -
  - E. Nursery Coordinator -
  - F. Kids L.I.F.E. Coordinator -
  - G. Children's Pastor -
- ◆ When you are not serving in ministry, regular attendance of all services is required. If there is a pattern of inconsistent attendance, you may be released from your area of ministry. If so, this will be done at the discretion of the children's pastor. Consistent tardiness will be taken into account as well.
- ◆ We understand that sickness and emergencies often occur. In the event of sickness or family emergencies, please notify your ministry coordinator or the children's pastor and explain the situation. This will help us in praying for you as well.



### **III. DRESS POLICY**

- ◆ Be neat in your appearance. Wear modest clothing at all times.
- ◆ Kids polo shirts and T-shirts may be worn during any ministry time
- ◆ Dress code:
  - A. Sunday AM - Slacks/khakis/nice jeans and a nice blouse/shirt  
(No shorts or T-shirts permitted)
  - B. Sunday PM - Slacks/khakis/nice jeans and a nice blouse/shirt  
(No shorts, or T-shirts permitted)
  - C. Wednesday PM - Slacks/khakis/jeans and a nice shirt/T-shirt  
(No shorts permitted)
  - D. Other ministry/service times - Jeans and nice shirt/T-shirt  
(No shorts permitted)
- ◆ Maintain good personal hygiene in order to be clean and fresh for every service/class time

### **IV. CLEANLINESS POLICY**

- ◆ Be sure to thoroughly clean your room BEFORE AND AFTER each time it is used:
  - A. Clean the floors. Floors must be free of litter, debris, or crumbs. Please sweep or vacuum as needed.
  - B. Properly dispose all trash (no garbage on floors, tables, etc)
  - C. Straighten all chairs, tables, and equipment.
  - D. All clutter such as papers, projects, or crafts are stored properly or thrown away.
  - E. Be sure all food is disposed of or stored properly.
- ◆ Properly store and/or return all teaching materials, including books, craft supplies, visuals, and equipment that may have been used.
- ◆ Look for all ways to keep our facilities clean and presentable at all times.

### **V. SAFETY/SECURITY POLICY**

- ◆ Wear proper identification at all times so parents/adults will know that you are an approved worker. Anyone without a picture ID badge will not be allowed into classes/services except with pastoral permission.
- ◆ NEVER should physical or verbal abuse be used with any child. NO EXCEPTIONS! Either will be grounds for immediate termination.
- ◆ Two workers should be with children at all times, including going to the restroom. Children must be escorted to restrooms by adults only.
- ◆ Never should a child(ren) be left in a room without supervision by a leader/worker, including your own.
- ◆ Any incident involving children should be reported verbally and in written form to your ministry coordinator and/or children's pastor. Please do not discuss incidents among team members.

- ◆ If any child receives a mark that would be a surprise to a parent (bump, bruise, bite, cut, etc), please explain the situation to the parent when they pick their child up. Also, ensure them that the incident has been reported to your ministry coordinator and/or children's pastor.
- ◆ Report broken toys, equipment, or other items to your ministry coordinator and/or children's pastor so that appropriate action can be taken.
- ◆ **NO ONE** except approved workers should be in classrooms at any time (This includes older children, teenagers, and/or parents/adults).
- ◆ Keep all cleaning supplies or other hazardous materials and/or items out of reach of children.
- ◆ Under no circumstance will a child be allowed to leave their service/classroom once it begins. This includes the restroom, except in the case of an extreme emergency. No child will leave without being escorted by two adults. This is for the safety and well being of every child.

## **VI. PROCEDURES (All Team Members)**

- ◆ Arrive promptly to your class and make sure it is prepared and ready for ministry.
- ◆ Greet each child and parent as they arrive. It is important that we make **EVERY** child and parent feel welcome and important. Be friendly and wear a smile at all times!
- ◆ Loving the children and meeting their needs should be our primary focus at all times.
- ◆ Pray for the service/class. Your sensitivity to the leading of the Holy Spirit can make a difference in your service/class. Pray for other ministries as well.
- ◆ Take time each day to prepare for your class time. Good preparation often eliminates potential discipline problems.
- ◆ Be sure children are checked in and out properly. Help new or visiting parents with this procedure as well. Do all you can to communicate warmth and friendliness to parents. Children must be picked up by a parent or adult (**NO ONE AGES 17 & UNDER MAY DROP OFF OR PICK UP ANY CHILD FOR ANY REASON**)
- ◆ When parents arrive to pick up their child(ren), tell them something good about their child that you noticed during the service/class.
- ◆ If a serious discipline problem occurs with any child, please discuss first with your ministry coordinator before talking with the parent.
- ◆ Stay in your room until every child has been picked up. Do not let children leave on their own.

## VII. DISCIPLINE POLICY

- ◆ Always keep a controlled environment in the classroom, including before and after the class:
  - A. No running in the classroom
  - B. No fighting or rough play
  - C. Keep your eyes peeled for potential problems
  - D. Students should not be allowed on stage, in the sound booth, or in any other restricted areas without permission from the children's pastor or children's ministry leaders
- ◆ Use the following procedure when dealing with a discipline problem:
  - A. First Infraction - Verbal warning
  - B. Second Infraction - Separate or move children
  - C. Third Infraction - Discussion with parents concerning the problem
  - D. Any Further Infractions - 2 week suspension from the service/class (This will be handled strictly by the children's pastor)
- ◆ Remember, when it comes to disciplining a child, deal with the problem not the personality. In other words, let the child know which rule they've broken and the benefits of following said rule. Along with this, NEVER use the phrase "bad child."

## STATEMENT OF COMMITMENT

I hereby state that I have fully read, understand, and comply with this policy concerning my commitment as a Kids Ministries worker and team member at (church name). I understand that any abuse or failure to comply with any part of this policy will result in disciplinary action. I commit to give my very best in fulfilling every requirement mentioned so as not to endanger the reputation of (church name), the children's ministry, and God Himself.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date