

# Calvary Chapel Santee Children's Ministry Policies and Procedures

Mark Grisèz 619.504.4250  
Darla Grisèz 619.813-2398 darla@ccsantee.com

**Praise the LORD** for the privilege and blessing of co-laboring with Him and with parents in teaching, loving, training, ministering to the children placed in our care! “Let us not grow weary while doing good, for in due season we shall reap if we do not lose heart (Galatians 6:9). As we consider “the good” that we can (by God’s grace) do, these words come to mind: “Hear, O Israel: The LORD our God, the LORD *is* one! <sup>5</sup>You shall love the LORD your God with all your heart, with all your soul, and with all your strength. <sup>6</sup>“And these words which I command you today shall be in your heart. <sup>7</sup> You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. <sup>8</sup> You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. <sup>9</sup> You shall write them on the doorposts of your house and on your gates.” - Deuteronomy 6:4-9; see also Psalm 78:1-8 Our Sunday School Classes are our “doorposts” and “gates” – a place to be all about Jesus!

**Thank you** for answering God’s call to minister to His children at Calvary Chapel Santee!

**Policies & Procedures:** To provide a safe and loving environment for all of our children and their families so that God’s Word may be taught, His love expressed; for every child to have the opportunity and encouragement to receive Christ as Savior, as Lord, and to nurture their growth of a lifelong relationship with Jesus!

**Children’s Ministry Application:** All Volunteers are required to complete Ministry Application and submit to a full background check.

**Substitutes:** Contact Mark or Darla Grisèz when you need a substitute. Be prepared to share your curriculum, class schedule, their role in the class, and any pertinent info to aid them as they minister to your particular class. *Advance notice is appreciated!*

**Check-In and Check-Out Procedures:** Children may only be checked in to their class when there are two people in the classroom. *Check in begins 10 minutes before the service start time.*

Ideally the same person who checks children in should check them out. This helps the children have consistency and also provides additional security for the children and their families.

## **Check-In:**

- Be ready at the door or check in table to greet parents and children when they arrive.
- Give the child their nametag. **ALL children**, regardless of how often they attend, should wear a nametag. *If the unexpected occurs, the child’s nametag will be important.*
- Make sure the family member has taken their child’s corresponding claim tag.
- Read the sign in sheet to be aware of children with any allergies or special needs.
- If you leave the class with all of the children, take your sign in sheet & claim tags with you so that you can check-in child(ren) arriving late.

## **Check-Out:**

Make sure the parent and or family member signs the child out and that you receive the proper claim tag. You may not release a child without the claim tag. There are times a parent loses or cannot find the claim tag, in those situations please call Mark or Darla Grisèz to allow them to release the child.

\*Send personal belongings (Bibles, jackets, etc.) & other items (crafts/activities) home with the child.

**2-By-2 Rule:** No child (or group of children) should be alone with an adult (or youth) volunteer. Whether in the classroom or taking children to the restroom, children are always to be in the care of a minimum of 2 volunteers - this is not only for the child's safety but for yours as well.

On the rare occasion that you do not have two volunteers in the classroom, keep the door to the hallway open regardless of the length of time and let Mark, Darla, or the hall monitor know you are waiting for assistance. This is vital for the safety of both the children and you.

**Restroom:** Two adults must always accompany a child when they leave the classroom for any reason, including going to the restroom. If you need additional help, call Mark or Darla Griséz for assistance. Sometimes it may be necessary to take the whole class to the restroom.

Before children enter the bathroom, prop open the door (leave the door open the entire time). Check the stalls to know which ones are available; let the children know which stalls they may use.

If a child needs assistance (buttoning pants, etc.) help them inside the bathroom in plain sight outside of the stall.

Hand Washing: For little ones who need the **step stool**, make sure it is the proper distance from the sink to avoid falls. Assist the children as needed, but be visible to the other volunteer at all times.

**Child Safety:** Accidents are the most common safety danger for children in Sunday school. We should be concerned that every ministry setting is a safe place to learn and play. Please be sure to check your room for anything (including little critters like scorpions, tarantulas, millipedes...) that could jeopardize the children's welfare. *\*If taking your class outside to play, an adult should be the first one out the door...check for rattlesnakes as well.*

It is always good practice to do a head count before walking outside of the classroom and a head count before returning to the classroom. This way you are confident that all of your children are accounted for.

Scissors, glue, and craft materials should be age appropriate and safe for children. Please monitor use of all craft items to ensure they are being used appropriately. *Note: glitter can cause severe eye damage; small items can be a choking hazard...etc.*

Each class has a First Aid kit in the event a child is injured. If you treat any injury (Band-Aid, Ice, etc.) parents must be notified – usually when the child is checked out of class after service.

In case of a **life-threatening emergency please call 911**. Have another volunteer get Mark or Darla Griséz and the Parents (cell phone # should be on sign-in sheets). *Call Mark or Darla Griséz with any other incident that is significant, but not life threatening.*

**Snack: Food Allergies** are an increasing concern; some are life threatening if not treated properly. Please be aware of any allergies listed on the sign in sheet. Animal & Fishy Crackers are available, but feel free to supply your own. However, we ask that there are no peanut-based snacks (peanuts, peanut butter, etc.) be used in classes. Limit sugary snacks; slices of fruit or vegetables, popcorn, etc. are better choices.

**ALL Children are to be seated at a table during snack time and supervised closely;** even older children can choke on their food.

**Incident Report:** If a child is injured during class, please fill out an “Incident Report” (located in your file box). Parents should be given a copy of the incident report; a copy should be placed in the “completed sign in sheets” folder in your file box so that we also have a record of the incident and can follow up if needed. Take time to talk to the parent and listen for any additional concerns they have.

### **Classroom Schedule:**

**Opening Activity** set up for children to join in as they arrive. Once greeted & checked in, encourage children personally to join in. Some may need to observe for a few minutes before participating.

**Prayer** for and with your class. Provide opportunities for children to pray out loud, but do not require it. Even adults often pray silently and/or in agreement with others without saying a word.

**Worship** with words of thanksgiving to God and with age appropriate songs children can learn – include some with motions too! If you are excited to sing to the Lord, they will be too!

**Bible Story** taught to the children at their age level – keep it simple. Have your Bible open to the story you are teaching – know your story well so you can look at the children while you talk to them; use visuals, posters, flannelgraph, voice inflections, etc. as you teach.

**Memory Verse** is an opportunity to show them how to “hide God’s Word in their heart” that they might not sin against Him and that they might find God’s Word to indeed be a lamp to their feet; a light to their path. (Psalm 119:11,105). Explain what the verse means and include the reference!

**Activities** such as Craft / Object lesson / Games that reinforce or review the Bible Story.

**Crafts** should be pertinent to the lesson to help the child remember (and maybe tell someone else) the Bible verse or Bible story they learned in class.

**Games** should also be pertinent to the lesson – a way to review what was learned, to memorize their Bible verse, to take turns, share, and have FUN!

**Snack** (optional) – if you do have snack, note food restrictions, allergies, and no peanuts of any kind) Plan to use snack time is an opportunity to interact and get to know the children as well as talk about the day’s lesson. Snack is also an opportunity to teach / commend good manners and eating habits.

**Note:** Check snack supplies before class including cups, water, napkins, etc. *If you run out of snack or notice you are running low please email Darla Griséz.*

**Classroom Discipline:** includes warning, instruction, restraint...for the purpose of training our children in behavior that pleases God and shows respect to / consideration of leaders and classmates; providing a safe and loving environment.

### **Prevention is the Best Discipline**

**Establish good class rules** and set clear boundaries. Be sure to communicate them clearly and enforce them consistently. If you give a child an inch they tend to take a mile so be true to your word and they will respect the boundaries you’ve set in place.

### **A word from Colossians 3:21**

“Fathers, do not provoke your children, lest they become discouraged.” NKJV

NASB says it like this: “Father, do not exasperate your children, so that they will not lose heart.”

**Be over-prepared for class** – have a plan in place that has been communicated with all class leaders – have all the necessary supplies ready to go so that as children enter your classroom, there is an activity or 2 for them to immediately engage in as well as extra activities if needed at the end of class.

\* \* Let the children know when it’s going to be time to clean up and move on to the next activity. \* \*

Spend class time interacting with the children and helping them stay involved in the current activity whether it is singing, playing, listening to the Bible story, etc.

### **Discipline Options:**

Depending on child’s age, communicate with them what behavior is expected

Remove younger children (older ones too if necessary) from the situation and place in another Time Out – as short as necessary; talk with the child before reintegrating into the class.

**\*\*Under no circumstances may you paddle or strike a child; nor yell or use abusive language.\*\***

## **Discipline Options Continued...**

Ask the Lord for insight to the child's behavior and for His wisdom to respond; pray for the child...

If a child has inappropriate behavior in class, address it with them right away (preferably pulled aside out of earshot of the other kids). If they show repentance and apologize to the people involved there is no need to tell the parents (unless you feel it is very important to do so). We don't want to give the children "double jeopardy"; if they've repented there is no need for further punishment by the parents.

If a child continues to behave inappropriately, address it with the parents privately. Pull the parent aside before or after class (without the child present). Work together with the parents to come up with strategies to help solve the problem. Please keep in mind during these circumstances to show your love and concern for their child; we want all families to know that they are loved and welcome regardless of their child's behavior.

## **Classroom Tips for Effective Teaching:**

**Preparation is Key:** Pray throughout the week for God to prepare your heart and the hearts of your children for class each week. Consider the children in your class during your preparation time.

Read your lesson (in the Bible & in your curriculum) several times so you know the lesson well.

**Arrive early** and be prepared before class begins. Have all printing, cutting, etc. done; gather all materials (scissors, glue, stickers, etc.), and have your classroom set up / ready for the children BEFORE check-in time so that you can focus your attention on the children.

**Talk to the Children:** Redeem the time! Make good use of informal conversation during your class. Build relationships with the children...if they know you care about them, they will be much more receptive to what you say.

**Know** each child's name and use it in positive, loving, affirming ways. Look for opportunities to express praise and encouragement.

**Ask** questions or share observations to help children think about and understand the Bible story or theme; help them see how it relates to their own life. Listen to the children's responses closely; this will help you discover what they do or do not know about a particular topic.

**Plan** to listen as much as you talk. Look directly at the child who is talking. Demonstrate your interest by responding to the specific ideas the child expresses.

**Be** sensitive to each child's home situation and plan your conversation to include a variety of family situations represented in your class.

**Stay** with children as they complete activities. Whenever possible, sit at the children's eye level. They need to know you are there - ready to help and ready to listen.

More importantly, **Pray** for God to guide all your discussions with the children placed in your care.

If you have a child acting disruptively, move near the child as you speak. Asking the child to answer a question can help get them back on track.

## **Leading a Child to Christ:**

One of the greatest privileges of serving in children's ministry is helping children become members of God's family. Pray for the children you teach and ask God to prepare them to understand the good news about Jesus. Ask God to give you the sensitivity and wisdom you need to communicate effectively and to be aware of opportunities that occur naturally.

Offer opportunities to talk and pray individually with any child who expresses interest in becoming a member of God's family. Let them know they can talk to God anytime; anywhere.

When talking about salvation with children, use words and phrases they understand. Never assume they understand the concept just because they can repeat certain words.

**The basic idea:** (pray and plan ahead how you will share the Gospel when the opportunity arises)

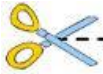
1. God wants you to become His child. Why do you think He wants you in His family? (See I John 3:1)
2. You and I and every other person in the world have done wrong things. The Bible word for doing wrong is sin. What do you think should happen to us when we sin? (See Romans 6:23)
3. God loves you so much He sent His Son to die on the cross to take the punishment for your sin. Because Jesus never sinned, He is the only One who can take the punishment for your sin. On the third day after Jesus died, God brought Him back to life. (See I Corinthians 15:3-4; I John 4:14)
4. Are you sorry for your sin? Tell God that you are. Do you believe Jesus died for your sin and then rose again? Tell Him that too. If you tell God you are sorry for your sin and believe that Jesus died to take your sin away, God will forgive you. (See I John 1:9)
5. The Bible says that when you believe that Jesus is His Son and that He is alive today, you receive God's gift of eternal life. This gift makes you a child of God. This means God is with you now and forever. (See John 1:12; 3:16)

There is great value in encouraging a child to think and pray about what you have said before responding. Encourage the child who makes a decision to become a Christian to tell his or her parents. A child's initial response to Jesus is just the beginning of a lifelong process of growing in their faith. Follow up with children who make decisions for Christ to help them grow.



*Jesus loves me He who died, Heaven's gate to open wide  
He will wash away my sin, let His little child come in*

*Yes, Jesus loves me; yes, Jesus loves me;  
yes, Jesus loves me, the Bible tells me so!*



After you have read the Polices & Procedures, please sign, detach, and return this portion. We truly welcome your comments, questions, insights; we are co-laborers together desiring the Lord's blessing on us as His team of Children's Ministry Workers at CC Santee...so please share with us. Thank you!

Name \_\_\_\_\_ Date \_\_\_\_\_

Comments / Questions, etc. \_\_\_\_\_

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Contact us... Mark (619.504.4250) & Darla (619.813.2398) [darla@ccsantee.com](mailto:darla@ccsantee.com)