



CHRIST'S CHURCH OF JOPLIN

CHRIST'S KIDS POLICY & PROCEDURES

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Table of Contents

Our Mission	3
Our Classes and Staff	3
Our Procedures	4
Before Class	4
During Class	4
After Class	5
Substitutes	5
Policy and Procedures Acknowledgement	6

Our Mission

Our mission at Christ's Church is to love and obey Jesus and to help others learn to love and obey Jesus. Our mission in Christ's Kids is exactly the same. As we make disciples, our goal is to help kids learn the gospel story of Scripture, to grow in their love for God, the author of the story, and to live out their part in God's ongoing gospel story.

Our teachers are committed to the ongoing process of being disciples and making disciples. We value children because Jesus does. We honor and teach the Scriptures because Jesus does. We study and prepare for lessons and take this stewardship seriously because we are serving Jesus and obeying his command to make disciples.

We are passionate about teaching children to know and love Jesus and to know and love God's word.

Our Classes and Staff

Classes are subject to change as needs arise, but we currently offer classes for children from infancy through fifth grade. Those classes are:

- 0-2 Year Olds
- 3-4 Year Olds
- K-1st Grade
- 2nd & 3rd Grade
- 4th & 5th Grade

The **Director of Children's Ministry** is responsible for setting and reviewing policy, overseeing programs, maintaining vision, choosing curriculum, purchasing supplies, overseeing the budget, reporting to the elders, and communicating with volunteers and parents. The Director also recruits, approves, and processes volunteers, obtains background checks, provides training, and performs ongoing evaluations of children's ministry as a whole.

We also have an **Acting Director** each week, who is available to children's ministry volunteers while they are serving. The Acting Director can offer assistance with discipline issues, help with bathroom breaks, or alert a parent when they're needed in the classroom. Acting Directors serve on a rotation, and you'll find the name and phone number of each week's Acting Director posted in your classroom.

There are three types of volunteer positions for those who serve in our classrooms on Sunday mornings: teachers, assistant teachers, and student helpers.

Teachers must:

- Be at least 18 years old
- Be followers of Jesus Christ
- Be members of Christ's Church of Joplin
- Be approved by the elders, the Director of Children's Ministry
- Read/sign our Policy/Security Training material

Assistant Teachers must:

- Be at least 15 years old
- Be followers of Jesus
- Be attendees of Christ's Church

- Be approved by the Director of Children's Ministry
- Read/sign our Policy/Security Training material

Student Helpers must:

- Be followers of Jesus
- Be approved by the Director of Children's Ministry
- Read/sign our Policy/Security Training material

Our Procedures

Before Class

1. **Be Prepared:** Teachers spend time during the week studying the lesson. Be prepared to tell the story. Pray and ask God to guide you in leading your class. Pray for your class. All teaching materials and supplies for crafts and activities will be in the classroom when you arrive.
2. **Dress Appropriately:** This isn't usually an issue, but it bears mentioning. We are teaching. We are representing Christ and his Church. Keep in mind that you will need to bend over, be on your hands and knees, sit on the floor, and lift children, etc.
3. **Be Punctual:** Teachers need to be in their classrooms on time, ready to welcome students. Please arrive and be ready for children 15 minutes prior to the service start time. You can use this time to prepare and pray before class begins.
4. **Check-In:** Please check-in before class and wear your name tag where it is easily visible. Name tags are key to our security system and help parents to identify teachers. They're also how we track attendance and maintain accurate records.
5. **Two-Teacher Rule:** There should be at least two teachers in the classroom at all times. If you are the only teacher in a classroom, call or text the Director of Children's Ministry or the Acting Director immediately.
6. **Child Arrival:** A childcare volunteer should meet parents and their children upon arrival and should show children where to put their belongings.
 - If a child is new, introduce yourself to the parents and ask them if they have any questions.
 - If a child is crying or upset at arrival, let the parent know that we are happy to calm them. Work with the parents, if possible, to find a solution. If the child has not settled in within ten minutes, call the Director of Children's Ministry or the Acting Director to notify parents.
7. **Attendance:** Please take attendance on the clipboard provided. Visitors may show up with a hand-written name tag. Add them to your list. We use these not only for security purposes, but to track attendance and inform pastoral care and follow-up.

During Class

1. **Children Leaving the Room:** No child should leave the classroom unaccompanied. This includes bathroom breaks, going to the water fountain, or going to find their parent. Remember the two-teacher rule: if you only have two teachers in class, call/text the Director of Children's Ministry or the Acting Director for help. If help is not available and one teacher must take a child to the restroom, leave the classroom door open.
2. **Taking Children to the Restroom:** Parents will be asked to fill out a release form for children in diapers or children who still need help in the restroom. If a child is not "cleared" for help with personal hygiene, they will have a sticker indicating that the parents should be called. Teachers should not be behind a closed door while attending a child in the restroom. They should stand

outside the stall, and if the child needs help, the door should remain open, taking care to shield the child's privacy.

3. **Discipline:** We want our classrooms to be places where learning happens. This requires discipline and order. We want to discipline in a way that acknowledges and strengthens proper authority. We have authority, not because we are older or because we are teachers, but because God wants children to obey their parents and their parents have entrusted them to us during class. At the beginning of each class, review the four classroom rules: 1) We listen; 2) We obey our teachers; 3) We control our hands and feet; and 4) We share with others.

If a child is acting out or upset:

- Talk to the child to figure out what is going on. Let them know their behavior is not okay for class. Provide them with an alternative that is okay for class.
Example: "Please don't stand on the chair. Sit on your pockets instead."
- Depending on the severity of the behavior, let the child know that if the behavior persists, you will have to get their parent and they will have to leave class.
- If the behavior persists, a teacher, the Acting Director, or the Director of Children's Ministry should get the parent. If possible, keep the child in class while sending for the parent. This ensures that someone is not one-on-one with the child and prevents taking a distraught child into the meeting.
- Calmly and gently explain the situation to the parent. Let the parent know we are happy to try again next week. We all have bad days and God's mercy is new every morning! If they have any questions about policy and discipline, they are free to contact the Director of Children's Ministry.

After Class

1. **Check Out:** *Children may only be released to an adult who has the matching three-digit code sticker or to a pre-approved adult who may be required to show ID.* Please abide by this rule. It is in place to protect you and the child. Take off the child's sticker and throw it away, so we know the child has been checked out of class. Mark the children's names off the check-in list as they leave class. *If a child has a name tag sticker on, that means he or she should be in class.*
2. **Ten Minute Cut-Off:** Kids should be checked out within ten minutes of the end of the service. Keep in mind that some services run late. If there are still children in your class after ten minutes, contact the Acting Director or Director of Children's Ministry and they will start sending parents to the classroom.
3. **Teacher Check-Out:** Follow the classroom cleanup procedures before leaving. After the classroom is clean and the kids are checked out, turn off the lights and close the door.

Substitutes

If you need a substitute to fill your spot in class:

- First, try to switch weeks with another classroom teacher in your class area.
- Second, refer to the substitute list.
- Third, If you are unable to find a substitute, contact the Director of Children's Ministry about your need for a sub.
- When you find a sub, please call, text, or email the Director so we can enter that information on the weekly roster. That way, we know who is volunteering that Sunday.

Policy and Procedures Acknowledgement

I have read and understand the *Christ's Kids: Policy and Procedures* handbook. I agree to adhere to these policies and procedures during my service in children's ministry at Christ's Church of Joplin.

Name (Printed)

Name (Signed)

Phone Number

Email Address

Date