



VICTORY
BAPTIST CHURCH

Children's Ministries Handbook



Victory Baptist Church Children's Ministries Handbook

Thank you for being willing to help in the children's ministry of Victory Baptist Church.

Our goal is that God's Word would be honored in all of our children's ministries. We desire to see children come to know Christ at an early age and to see them grow to love Him.

All teachers and helpers instill attitudes that children will carry into their later years through regular attendance, offerings, use of the Bible, etc. We also want our children to know that they are loved and will be missed when they are not in class.

A teacher must be present during all classes and should be available to handle problems or answer questions. Youth Pastor & Security are "on call" during services if needed for problems or emergencies.

We appreciate the servant's spirit of all our staff and ask that everything be done to honor and glorify Christ.
(1 Cor. 10:31)

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Children's Ministries Area Classifications

1. Sunday School (SS)
 - a. Preschool: ages 2-3
 - b. Beginners: ages 4-5
 - c. Primaries: grades 1-3
 - d. Juniors: grades 4-6
2. Children's Church (CC) & Junior Church (JC)
 - a. 10:30 – ages 3 – 5 Children's church
 - b. 10:30 – grades 1st – 2nd Junior church (during the school year)
3. AWANA Clubs: ages 3 through 6th grade (during the school year)
4. Other ministries include: VBS, Music, Puppets, etc.

Arriving at the Classroom

All teachers, assistants, and helpers need to arrive 10-15 minutes before the SS class begins, or earlier if directed by the lead teacher.

Receiving the Children

1. Be cheerful when you receive children in your classrooms. Don't bring your personal problems with you to your class. Pray each week that you are completely focused on your children. You want your children excited about coming to your class each week.
2. The teacher (or assigned helper) is to be stationed at the door to welcome the children and meet the parents each week. The teacher should remain at the door until the class starts. A helper can assist late-comers.
3. Many children find separation difficult. Never pull a crying child from his parent. Offer to take the child or to allow the parent to enter the room momentarily with the child.
4. Most teachers find it easier to begin with a table activity or to group the children for singing. An organized table activity or singing sets the tone for the class. Always avoid having the children merely running around the classroom or being unruly.

New Children and Visitors

1. First-time children or visitors should always be introduced to the teacher.
2. Record the child's name, address, and telephone number.
3. Try to place the visiting children with a friendly child who can make friends with him and make him feel welcome.
4. If the child is a permanent addition, add him to the permanent roll. Usually you will do this when the child has attended 2-3 times.
5. Contact the director if more class materials are needed because of additional children.

Promotion Sunday

1. Promotion Sunday will occur the first Sunday in June. Children will be promoted to the next grade level at that time.
2. If parents bring a child into your classroom (promoting the child themselves) on his birthday, inform the parent of promotion Sunday and ask him to keep his child in his regular class until that time.

Bathroom and Drinks

1. Encourage children to use the bathroom before and after church. If they do have to go during church, then abide by the following:
2. Older children can go by themselves or with a reliable child. Do not allow the children to wander in the hallways.
3. While using the restrooms, teach your students to keep their voices low. There is to be no running.
4. If an adult is in the restroom with children, there must always be at least two adults in the restroom or make sure to be visible while standing at the open door.
5. Single men do not assist in the restrooms. They can be hallway helpers.
6. Physical contact between children and adults is to be avoided. Of course, if you have a child who cannot dress himself and assistance is unavoidable, make sure that the second adult helper observes the situation.

Snacks

1. If the teacher brings her own snack or treats from home, any leftovers are to be taken home afterwards. Care must be taken to ensure that children are not allergic to the snack.
2. Snack areas and table are to be cleaned following use.
3. For any trash, please make sure to avoid leaving the trash can full. Empty out trash and tie up the bag.

Allergies

Because snacks can be given to children in the preschool and primary classes during church services, we ask parents to fill out a form to help us know if there are any food allergies. This would also include other types of allergies (skin, etc.).

Volunteer Policies

1. All teachers are to follow the same procedures regarding recruiting helpers for their class.
2. All volunteers must sign up and be approved to assist in any children's areas. Special times are announced throughout the year for when help is needed. If no help is needed at the time, people can

also volunteer and have their name put on a “waiting list” by contacting the Pastor or Youth Pastor for approval. If someone comes to the class who is not an approved volunteer, ask him to contact the Pastor or Youth Pastor. **Do not allow him to stay!**

3. Approved volunteers must complete a children’s ministries questionnaire as well as consent to and pass a background screening in order to work in the children’s ministries.
4. All volunteers are required to read the children’s ministries handbook each year.
5. There must be at least two workers in the class at all times, even if there is only one child.
6. Volunteers are encouraged to work in only one children’s ministry area.
7. Two men may not work alone together.
8. Helpers should be given the teacher’s telephone number in case they are unable to be in class or if they need to contact the teacher.
9. Helpers may be called upon to take active parts in the class (Bible story, lesson, prayer request, singing, etc.) or to handle other duties assigned by the teacher.

Offerings

1. Offerings are taken during Sunday school and are to be placed in the offering envelope and handed to the church secretary.
2. Special offerings for class missionaries may be taken and are handled by the teacher. Teachers should get prior approval for any offering from the director of the department where the offering is being taken (AWANA clubs, Children’s Church, etc.).

Supplies

1. All supplies and materials should be located in the classroom closet/cabinet.
2. If supplies or materials start to run low, please inform the Youth Pastor or the church secretary.

Discipline

1. Victory Baptist Church has a “hands-off” policy (see Child Protective Policies for more details) regarding discipline. Workers are not to spank, swat, shake, etc. any child.
2. Never yell or raise your voice with children. Keep a calm but firm voice. Always be friendly but firm in confronting a child.
3. Prevent problems before they happen. Transition times (from one activity to another) are often when problems occur. Plot your strategy to keep control.
4. Separate children who have a bad effect on each other. If a child is in the position to harm another child, separate them.
5. If a child is not obeying or being aggressive have him sit next to a worker or by himself for time out.
6. If you feel that a child is uncontrollable, or you cannot control a situation, inform the teacher or teacher’s assistant.
7. Inform the Youth Pastor if you have any such problems.

8. Avoid “SShhhSShhing” your class. Locate the loudest child and stop it there.
9. Praise good behavior. Children are naturally “pleasers” and desire praise. Avoid praising the same children. Seek good behavior and praise it, even when it’s a small improvement.
10. Always remember that this is church not school and we want the children to enjoy coming to church.

Child Protective Policies

Because every child is a gift of God, we believe that it is our responsibility to protect them while they are in our care. It is a high priority that children be protected from the possibility of abuse, and that each volunteer be protected from false allegations of abuse.

1. Anyone interested in ministry with children is required to complete the volunteer recruitment process:
 - a. Complete and submit a “Children’s Ministry Questionnaire.” All questionnaires will be reviewed, and interviews may be requested if needed.
 - b. Receive approval through the church office (your Youth Pastor will seek this on your behalf).
 - c. Consent to and pass a background screening.
2. All volunteers will have access to the Children’s Ministries Handbook to read and reference.
3. All head teachers must be members for at least 6 months and regular attenders of VBC. Any non-member may help but must be a regular attendee for at least 6 months and pass a background check. Non-members may not be head teachers.
4. Hands-off policy
 - a. Workers are not to spank, sway, shake, etc. any child.
 - b. If you are giving a loving touch it should be on the head or the shoulder.
 - c. Workers should not ask a child for a hug. If a small child hugs you or asks to give you a hug, it is fine to pat their head or shoulder.
 - d. Giving a handshake, high fives, and fist bumps are great ways to connect with a child and avoid inappropriate touching.
 - e. Older children (1st grade and up) should not sit in a worker’s lap.
 - f. No one is allowed to take pictures of children without permission from the Church Office. This includes the use of cell phones.
 - g. Reporting abuse:
 - i. Any allegation or suspicion of child abuse or any behavior which seems abusive or inappropriate should be reported to the Pastor/Youth Pastor immediately.
 - ii. Report immediately
 1. If you have reasonable cause to suspect that a child is being abused or neglected, report it to the teacher/supervisor of the class immediately.
 2. The teacher/supervisor will immediately contact the Pastor/Youth Pastor.
 3. Leaders should be contacted immediately so they can view the concern and ask necessary questions. At least two leaders should view and confirm the concern prior to making an official report.

Sick Children

1. Sick children (children with fevers, green nasal discharge, or contagious infections) may not remain in the children's areas.
2. If a child becomes ill, separate him from the rest of the class and call for his parents.
3. If the teacher feels that a child is ill, a parent needs to be called from the service.
4. No one is to administer medication. A parent must return to the class to administer medication.
5. Emergency clean-up kit
6. Medical kit and thermometer are located

Injured children

1. If there is any injury or accident, retrieve the parent from the service and complete the incident/accident report. All serious injuries are to be reported to the Youth Pastor.
2. If the injury is serious or life threatening, call 911.
3. Adults are to keep calm and encourage children to remain calm. Remain positive. Remove children from the scene if necessary.

Emergencies

1. For serious emergencies: call 911 and give them the address where you are located – 5481 Main St. Millbrook, AL.
2. There is a defibrillator located in the stairwell of the choir loft. Only those who are properly trained and certified may use this.

Evacuation

Always assume that the danger is real and prepare to evacuate immediately.

1. If there is a fire/smoke or if the fire alarm sounds, you must evacuate the building with your class.
2. Line up your children and follow the evacuation route posted in your classroom.
3. The teacher is to take the class roster with her in order to take attendance once the class is safely away from the building.
4. The teacher should be the last one out of the class, having confirmed that everyone else has left and doors and windows are closed.

Closing up the Classroom

1. There must always be at least TWO adults in a classroom with a child even if the parent is "late" to get their child and there is only one child left.
2. Older children (3rd grade and above) may be released to meet their parents.

3. Plan a “pick-up time” activity so that control is maintained while parents pick up their children.
4. Teach your children to be courteous of other classes. When dismissed, they are not to run and yell in the hallways.
5. Help keep the classrooms neat and orderly. Remember that other teachers use the classroom during the week. If everyone takes an active part in cleaning up the classroom, it will be easier for all teachers involved.

Resources

1. Any material that you use must be signed out. This includes flashcard packets, missionary stories, etc.
2. These supplies are for the use of Victory Baptist children’s ministries only. If you find that you do not need all that was originally taken, please return what is not used.
3. Children may not retrieve items from the resource closet.

Curriculum and Presentation Standards

1. Curriculum will be provided for the teacher by the church.
2. Salvation is to be taught clearly.
3. Bible doctrine should be in accordance to the teaching of Victory Baptist Church and should be taught in a way that is age appropriate.
4. Lessons are to center on a Biblical story, passage, or topic.
5. Any supportive material should not supersede the Bible lesson.

Other Groups

The children’s ministry consists also of a music program, Vacation Bible School, and other special children’s programs or events. Though this handbook does not address these areas specifically, the general information still applies.

One Last Reminder

Most children want to please. Work to help them enjoy pleasing Jesus. Most children want to come to church. Help them love church by helping them to develop a love for God.