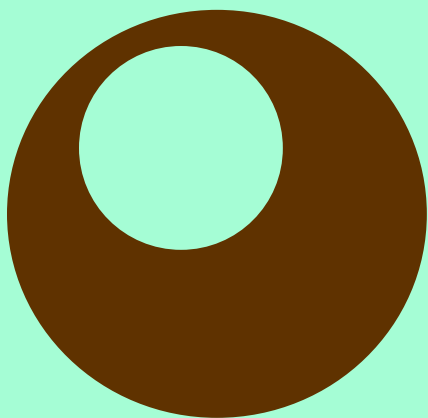


Our Church's

Children's Ministries Volunteer Manual



Jamie Doyle Ministires
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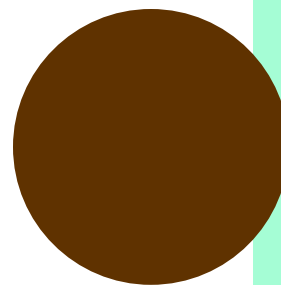
Children's Ministries Manual

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Jamie Doyle Ministries

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Developed and written by Jamie & Jennifer Doyle
Design and layout—Jennifer Doyle

For more information, please contact us at:
info@jamiedoyle.com
<http://JamieDoyle.com>



Welcome to the world of Children's Ministry. Here at River Valley Church we take children and ministering to them very seriously. We know that children are the church of tomorrow, but they are also the church of today. That's what our children's ministry is all about – training kids now, for a lifetime of service.

We've created this manual to help communicate the vision, policies and procedures, as well as give you, the volunteer, the training you need to be effective in reaching boys and girls.

Please read the entire manual and keep it handy for reference as we work together to train the children in the way they should go. Thank you for volunteering to help make a difference in the lives of boys and girls. Without you, we could not provide the kids of River Valley Church with godly examples that they need in order to take their place in the church today.

This manual is a work in progress. Policies will be added/changed as our church continues to grow, and the children's ministry continues to develop. Please bring this manual with you to all of our Quarterly Meetings in the future. We will be adding/changing the pages as needed.

Thanks for joining our team. If I, or any of our staff, can help you in any way, please give us a call at the church office.

For the kids,

Pastor Jamie Doyle
Children's Pastor



Pastor Jamie Doyle

Children's Pastor
email@here.cm

Pastor Jamie oversees the entire Children's Ministries Department. He works closely with each of our directors and meets with them on a monthly basis. He also teaches KidZone Church for the weekend services.

Jennifer Doyle

Administrative Assistant
emil@here.cm

Jennifer coordinates the details for our Children's Ministry event's and activities. She also works on all promotional materials for our weekend services and Wednesday nights. She helps direct the details of our leadership team.

Beth Riege

Timothy Club Director
Elementary Adventure Club Director
emil@here.cm

Beth coordinates our Timothy Club Program for 4th and 5th graders. She creates a monthly rotation schedule that allows each TC member to minister each weekend. She also plans monthly TC meetings and various activities for this age. She also coordinates our Midweek ministries for our elementary age children called: Adventure Club

Paula Yarnes

Curriculum Coordinator
email@here.cm

Paula is responsible for developing curriculum in the Preschool-2, Preschool-3, and KidZone Jr. Room for our weekend services.

Wendy Lynch

Check-in Director
email@here.cm

Wendy is responsible for our check-in system for the weekend services. She recruits volunteers for each service, and makes sure they are trained on the Check-in system.

Becky Herzog

Scheduling Director
email@here.cm

Becky schedules all Children's Ministry volunteers for the Infant, Toddler, Preschool-2, Preschool-3, KidZone Jr. and KidZone classes for our weekend services. She works directly with each teacher and helper, insuring that all rooms are staffed appropriately.

Steph & Krista Prince

Saturday 6:00 pm Service Director
email@here.cm

The Prince's are responsible for setting up and managing the classrooms for the Saturday 6:00 pm Service. They lead prayer time at 5:30 pm each week and insure that each volunteer arrives.

Todd & Lisa Brux

Sunday 9:30 am Service Director
email@here.cm

The Brux's are responsible for setting up and managing the classrooms for the Sunday 9:30 am Service. They lead prayer time at 9:00 am each week and insure that each volunteer arrives.

Becky Herzog

Sunday 11:00 am Service Director
email@here.cm

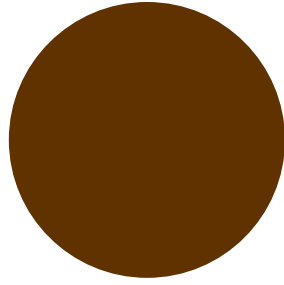
Becky is responsible for setting up and managing the classrooms for the Sunday 11:00 am Service. She insures that each volunteer arrives on time.

Brandy Watkinson

Wednesday Night ECM Service Coordinator
email@here.cm

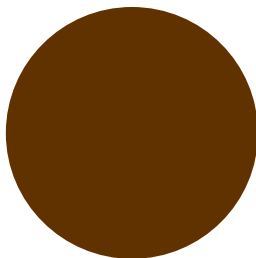
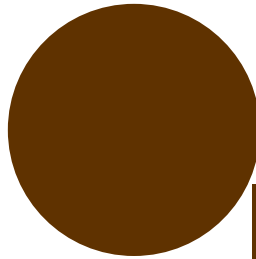
Brandy manages and staff's the Infant and Preschool Rooms during all Wednesday evening classes.

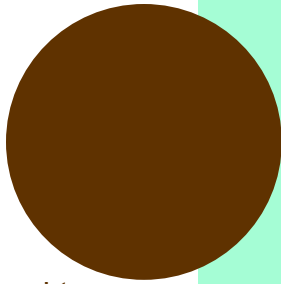
Philosophy of Ministry



In Proverbs 22:6 it says, “Train up a child in the way they he should go: and when he is old, he will not depart from it.” By presenting the Word of God to children in an exciting way that they can understand, and by leading them into a relationship with Jesus through weekly services, special monthly events and activities, camps, and retreats, there can be a generation that grows up loving God with all their heart.

Teaching children about ministry is not enough. By involving them in service to others through effective ministries that they enjoy, children can see that Jesus can use them. They are important to Christ now! Children are not only the church of tomorrow, they are the church of today.





Weekend Structure

The Children's Ministries is set-up as one department. We purposed to do this so that we could develop and maintain a consistent flow of ministry with our church from age birth – 5th grade. Each level builds and prepares young people for the next level. We have never met an adult who was not a child at least once in their life. We want to teach the Word of God to every age group at their own level, while preparing them for the next class and a lifetime of service for the Lord.

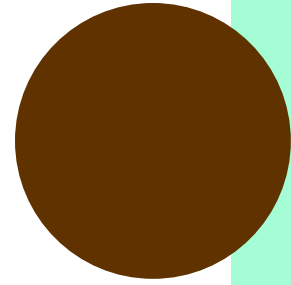
The Children's Ministries is sub-divided into 6 age appropriate classes which include:

- Infant Class** birth – 1 year
- Toddler Class** 1 year olds
- Preschool 2 Class** 2 year olds
- Preschool 3 Class** 3 year olds
- KidZone Jr. Class** 4 - pre-K
- KidZone Church** Kindergarten – 5th grade

We *never* allow a child to be moved up early. The classes are broken up by ages, allowing the teachers the benefit of preparing the lessons for that age group. Some parents feel their kids are ready early, and ask to have them moved to the next class. But, moving certain children and not others, randomly will only cause more confusion for our directors and other parents.

If the parents and the director feels it is necessary, we can allow a child to be held back for a short time. While this is not recommended, sometimes it is necessary due to unforeseen circumstances.



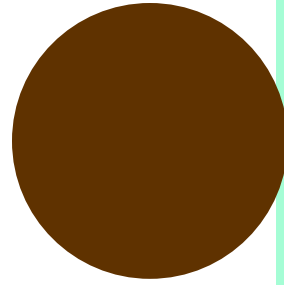


Guidelines

The following guidelines are required of any person who volunteers in the Children's Ministry.

1. Have a personal relationship with Jesus.
2. Be in agreement with the core beliefs of our Church.
3. Complete a Children's Ministries Volunteer Application.
4. Be loyal to the pastors and leaders of this Church.
5. Be faithful to your assigned position.
6. Attend all quarterly meetings and workshops.
7. Be faithful to regular church services.
8. Find a substitute replacement if you will be absent, then call your ministry director to inform them of the change.
9. Be in your assigned room and ready for kids 20 minutes before starting time.
10. Be neat in your appearance.
11. Give 30 days notice when resigning your position.
12. As a leader of the Children's Ministry Department, you are considered a leader and expected to be an example, not only in the classroom but at all times. Failure to live an exemplary life will result in dismissal from leadership.
13. Agree to a background check.





Christians who are in places of responsibility in the church are required to be examples in faith, conduct, and business affairs. To maintain a high standard for volunteers is one of the best ways to present Christ to the people of our community. Therefore, to work within the Children's Ministries, all potential workers must meet the following policies and guidelines:

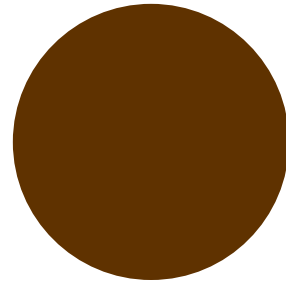
- All those interested in working must fully complete a Children's Ministries Volunteer Application.

- Candidates must meet qualifications for children's and youth volunteers.

- A background check needs to be completed.

- All applications, background check forms must be approved by the director of the ministry to which you are applying. All background check forms will be kept locked up in the church office.

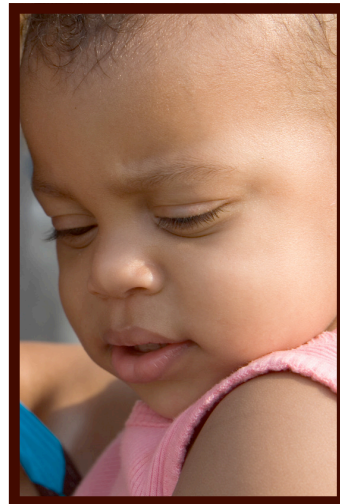
- All volunteers, regardless of who they are and how long they have attended this Church, must fill out a Children's Ministries Volunteer Application and it must be reviewed and approved by the Director.



We appreciate our teens' willingness to serve in the Children's Ministries Department. We believe God can use young people to minister now, not only in the Youth Department, but also in the Infant, Toddler, Preschool and KidZone Classes.

The following guidelines are given to help clarify our policies:

- to volunteer in the Infant or Toddler areas, you need to be at least 18 years of age.
- to volunteer in the Preschool and KidZone Jr. Classes, you need to be in 6th grade or 12 years old.
- no teens can work in Wednesday night classes, unless they have graduated from high school.
- all teens who work in the Children's Ministries Department are required to be active in the youth ministry and faithful to attend youth services and activities.
- all teen volunteers are required to complete a Children's Ministries Volunteers Application. This application must be approved by the Student Ministries Pastor.
- all teens who volunteer in the Children's Ministries Department are expected to attend all meetings and trainings, as well as abide by all policies and procedures as stated in our Volunteer's Manual.



Early Childhood Ministries

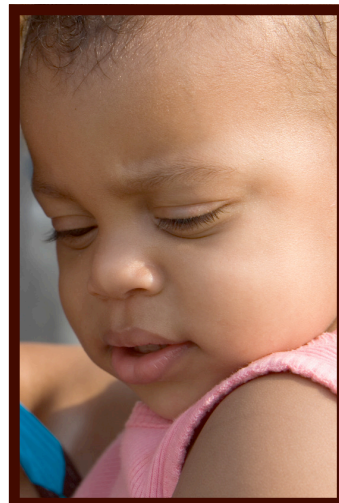
General Job Responsibilities

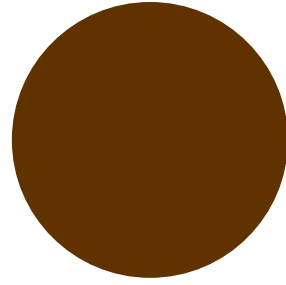
Please pray for the Early Childhood Ministries and your team. If you are volunteering in any Children's Ministry Classroom, it is mandatory that you attend **Prayer Time** in the KidZone Jr. Room 1/2 hour before each service. (11:00am Service is the only exception)

Please be on time! Check-in begins 20 minutes before service. All volunteers need to be ready to receive children at that time. This is very important, since most visitors come early. We want them to have a great first impression of our Church!

No one younger than 18 years old is allowed in the Infant and Toddler Rooms, and no one under 12 years old/6th grade is allowed in the Preschool and KidZone Jr. Room, during services. If you as a parent are volunteering, please do not allow your child to "hang-out" in the room, unless they meet the age requirements and have been approved by the director.

- Do not take a child out of the room for any reason.
- Never leave a child unattended.
- Never change the diaper of a child, instead use our number system to call the parents from the auditorium.
- No men are allowed to change diapers or help with bathroom breaks at any time!
No exceptions!

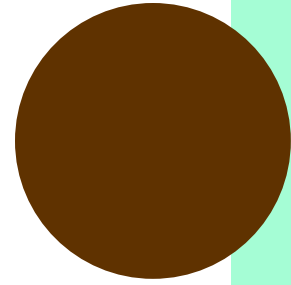




Loving the kids and meeting their needs are the reasons why we are involved in Children's Ministry. Always make the kids feel welcome and important. Be friendly, talk to them before and after class. Let them know you care about them by asking about their interests, sports, hobbies, where they've been, etc. Be sure to communicate needs or potential problems to the Children's Pastor. (Many times kids will reveal to you problems at home, needs and prayer requests. Be sure to pass this information on.)

- Faithfulness and punctuality are required by all volunteers. You are expected to be at your assigned post 20 minutes before starting time.
- Get involved with what is going on in the service. Be an example of a worshipper and don't forget to take part in the action songs.
- Pray for the service. Your sensitivity to kids needs can make a big difference in the accomplishment of each service.
- Because of our multiple service schedule, please help pick up papers and straighten chairs after each service to get ready for the next class.
- If you know you are going to be absent, please find a substitute replacement for your position. Then contact the ministry director over that area and let them know of the change.
- No men are allowed to help with bathroom breaks at any time! No exception!





Discipline

Always keep a controlled environment in the classroom, including before and after class. Be sure to read the portion of this manual titled, “Dealing with Discipline Problems”. Remember, it is every volunteer’s job to enforce these 5 important rules of behavior:

- No running in the classroom at anytime.
- Children are not permitted to be on stage, behind the stage, in the sound booth, behind the Registration Table at anytime, unless they are “on duty” as part of the Timothy Club.
- No fighting or rough play.
- Remind kids to go to the restroom and get a drink of water before class begins.
- Encourage all children to stand during the worship service.



To maintain discipline in a classroom and still be an example of the love of Christ, is sometimes very difficult. Some teachers think that everything should be sweetness and light, and others believe that children should be ruled with an iron fist. The truth of the matter is that in effective classroom discipline, both rules apply.

Before any teacher can begin to think about maintaining order in a classroom, one very important foundation must be established – the foundation of love. Hebrews 12 tells us that God chastens us because He love us. Many teachers simply correct children out of anger or frustration and not because they have a sincere desire to see the children mature emotionally and spiritually. To build the foundation of love in your class, here are some things you can do:

- Greet each child warmly when he arrives. Be sincerely glad he has come and show it.
- Act the same outside of class as you do in class. If you see one of your kids at the store, speak to them as if they were in your room and show them you really care.
- Don't fellowship with other teachers during class. Take a real interest in the kids and minister to them. The kids will pay attention to you if you pay attention to them.

It takes wisdom to know how to effectively correct children in a classroom situation, because children are not all the same. If you really love the kids, you will take the time to get to know them and find the most effective mode of discipline for each one.

#1 Sensitive Children

3 types of children:

Without oversimplifying things, we could say that children's personalities primarily fit into three major categories. These three different types of children respond to correction differently.

Sensitive Children - These kids are usually tenderhearted and don't misbehave often (girls who know all the answers to the questions and boys who come dressed in three-piece suits which stay on during the entire class time) When they misbehave, they're usually talking too much or not paying attention. They rarely get in trouble for anything we would consider really bad.

Usually a stern look from the teacher or a quiet reprimand is enough to correct sensitive kids. When they're doing something wrong, their own hearts are already convicting them. You just need to confirm that their own actions are unacceptable. You may have to move them to a different chair occasionally, but the conviction of their own conscience is usually the most severe punishment you could mete out. The iron-fist rule will only make these kids afraid or cry. (Visitors to your class should always be treated as if they are in this category. If you're harsh with a first-time visitor who is a sensitive child, it's not likely that he will ever come back.)

#2 Tough Guy (or Girl)

3 types of children:

Tough Guys (or Girls) - These kids are not always tough physically, but their hearts are tough. They are often referred to as strong-willed. For this group, a firm hand early in class is required. They get one warning when they disobey, and then they are moved.

Give these kids front-row seats so that you can get to them in a hurry. If you put them in the back of the room, their behavior will get worse and it will take one worker (something you can't spare) to control them. If a child is disruptive, remove him from the room until he is calm.

The trick here is to try to stop him before he misbehaves, because the tough guy's disobedience is usually hurtful to other children. If you know how these tend to behave, you'll be better prepared to deal with problems that might arise. It's a good idea to point out potential offenders to your helpers before class so no one gets surprised during class.

If you know a girl is a hitter, warn a helper to break up any disputes before they become violent. Don't allow the girl to get too close to another child. If you know a boy has a problem with stealing, have someone watch him and make sure the children around him keep their personal items with them or put out of sight.

If one of the tough guys does get out of line and more serious correction than you can give is necessary, send for the parents to come and discipline the child. (Never administer physical discipline in your class. Doing so could mean a potential lawsuit for you and your church.)

Once the parent administers discipline, make sure he or she brings the child back to your class after quieting him. Remember that it's the disobedient kids who need to hear the Word the most. Avoid banishing a child from your class unless he is physically dangerous to the other children – and then for a season, giving him the opportunity to change.

#3 The Manipulator

3 types of children:

The Manipulator - often these children whine and cry to get sympathy, but they really need correction. If they misbehave, they will beg you not to tell their parents or run up and hug you when you try to discipline them. The manipulator may blame his faults on other kids or on you, but he must understand that he - alone - is responsible for his actions.

In many cases, the manipulator is a chronic complainer. If you have a child who comes to you every Sunday morning and tell you she has a stomachache, you are most likely dealing with a manipulator. Usually the child wants you to let her leave or to give her special attention. If you give in to her desires, the child had succeeded in manipulating you.

Don't allow yourself to be used in a child's manipulation. Make them responsible for their own feelings and actions. In other words – put the ball back in their court.

No matter which type of child you may be dealing with, it's important to remember that without the peace of God, you cannot effectively keep your classroom in order.

We must let the God of peace rule in our hearts at all times and be thankful that God has given us the opportunity to reach children for Him (Colossians 3:15). If we become unthankful and think that what we are doing is a burden and a curse, then the peace of God cannot rule in our hearts or our classrooms.

Teaching children the Word of God is a blessing. Even the most disobedient child can be changed. All too often children's volunteers are only thankful; for the good children in their classrooms. If that's your attitude, then your class will not be ruled by God's peace and you will open the door for trouble.

Ephesians 2:14 tells us that Jesus is our peace. No teacher had everything together every moment of every day. However, if you allow the peace of God to remain in your heart, then when you face situations you don't know how to deal with, the Holy Spirit inside you will give you the wisdom that you need not only to maintain order but also to demonstrate God's love in your class.



Bathroom Policies

When a child needs to go to the restroom, take at least one other child or volunteer along. This is called the “Rule of Three”.

When helping a preschooler in the restroom, always leave the door open far enough that other workers can see in. Never shut the restroom door.

Do not allow the children to watch while another child is using the restroom.

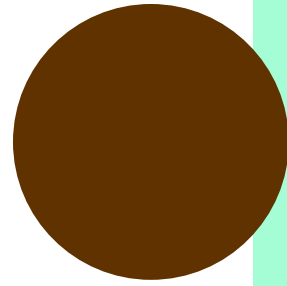
Be sure to take children to the restroom in age appropriate groups.

Timothy Club kids may go to the restroom in pairs. However, permission must be given by an adult volunteer.

In bathroom emergencies, use disposable gloves when handling soiled clothing. Soiled clothing should be placed (unrinsed) in a plastic bag and labeled with the child’s name.

Diapers: we do not permit volunteer to change a child’s diapers. Diapers must be changed by a parent.

No men are allowed to help with bathroom breaks at any time!
No exceptions!



Well Child Policy

It is our goal to provide the healthiest environment possible for our children. To prevent the spread of illness, parent cooperation in following the health guidelines outlined below is necessary.

FEVER: Child is fever free without Tylenol or other fever reducing medicines for 24 hours.

PINKEYE: Child has been on antibiotics for 24 hours or the doctor has determined he/she is no longer contagious. This includes lack of mattering or drainage from the eye and child is able to keep from touching their eye.

DIARRHEA: Child has not had an episode for 24 hours.

STREP THROAT: Must be on antibiotics for at least 24 hours, or test results returned with negative result.

RASH: DO not bring a child that has a rash, unless a doctor has determined it not to be contagious. (other than a diaper rash)

CHICKEN POX: Do not bring child until all spots are scabbed over.

LICE: DO not return until 24 hours after treatment and child is lice and nit free.

Spiritual Guidance Tips

Be a worshiper of God
Matthew 15:21-28

Be quick to forgive.
Hebrews 12:14-15

Don't skip church
Hebrews 10:24-25

Guard you family relationships
Ephesians 5:21 - 33

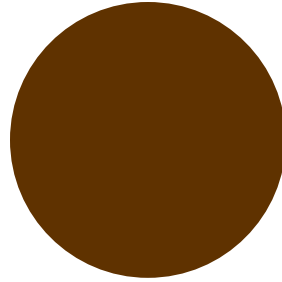
Learn to share your faith
Proverbs 11:30

Obey God in your giving
Malachi 3:10

Guard against being critical
Romans 2:1

Develop regular prayer and study habits
II Timothy 2:15

Choose your friends carefully.
II Corinthians 6:14



Maslow's Hierarchy

All people have basic life needs, which need to be met in order for them to survive. Typically, as a person's more basic needs are met, other needs surface and become a priority. A psychologist by the name of Abraham Maslow, ranked people's life needs in order of their importance of survival. He suggested that people will be concerned about any given level of need until the need below that level has been met. We as a church recognize that God cares about all of our needs, and he is the ultimate supplier for all our needs!

Level One: Physical

A child's most basic needs are physical ones. We need to be concerned about the whole child and not just focus on spiritual things (James 2:15-17). Some people's physical needs demand attention so loudly that they can't even hear the gospel until those needs are met. If children are hungry, or if the classroom is too cold, or the seats are too uncomfortable, or if they have to use the restroom – then even the best and most interesting Bible lessons may fall on deaf ears. If the children we are trying to reach, teach and keep for Christ are malnourished, or if they have inadequate clothing, or if they are homeless – then we must care and do some thing to help.

At the same time, we must teach children not to be too focused on material things but to store up treasures in heaven (Matthew 6:19-21). As they mature, children can learn to place God first in their life, allowing their own spiritual needs to take a higher priority than their own physical/material needs.

Level Two: Security

If we are going to maintain a healthy, ongoing ministry, then children need to feel safe in our church and with other workers. That's one reason why we screen our workers and train them on how to create an environment of safety and love.

For mature Christians, security (both physical and emotional) is not found in the absence of danger but in the presence of God. Christ's disciples were afraid for their lives as their boat took on water during a storm at sea. They awoke Jesus, who was asleep in the boat, and cried for help. He "Got up and rebuked the wind and raging waters; the storm subsided and all was calm." (Luke 8:24) Then he rebuked the disciples for not having enough faith. We can help children feel safe in the storms they encounter by teaching them to pray and ask Jesus for help. He can either calm their storm, or calm them in the storm.

Level Three: Social

Children need to be part of a group that provides a sense of belonging and acceptance. According to God's design, the individual family unit is the most important group for children to belong to, followed by the church. When family relationships break down (between father/mother/sister/brother), children may seek to have the family needs met through substitute-family units such as schools/clubs/gangs or church. While these groups may give a child a sense of "family," strong Christian homes are essential to help children reach their full potential in Christ.

The local church acts as a community of faith made up of a number of individual family/home units. Jesus said that we must love the other members of our church;

“By this men will know that you are my disciples, if you love one another.” (John 13:35) The church has a unique opportunity to be a reflection of God’s love to the world by the way we love each other. The church also plays a key role in meeting children’s social needs by supporting the family and providing important times for Christian fellowship (Hebrews 10:25).

Level Four: Self-Esteem

Self-esteem (i.e., the appropriate love of self, or self-acceptance) is a major step in personal development, which many people never reach. Many children suffer from a low self-esteem because the world teaches them to base their feelings of self-worth on what they can do, how good looking they are, how much money they have and other things they may not be able to attain. They also suffer from low self-esteem because of the way that others treat them and talk to them. It’s important that we do not belittle children or deal with them harshly, because our words and actions will either build them or break them.

Leading children to Christ is the best way to help them to develop self-esteem, because only in Christ is true self-esteem possible. No matter who we are, what our accomplishments are or what has been done to us – God loves us and thinks we’re worth saving (“...while we were yet sinners, Christ died for us.” Romans 5:6-8). In Christ we can have a new identity that gives us a real and unshakable sense of personal value (“...the old has gone, the new has come.” 2Corinthians 5:17). Teaching children to base their sense of self-worth on what Christ has done for them and to them will help to build their self-esteem on a solid foundation.

Level Five: Self-Actualization

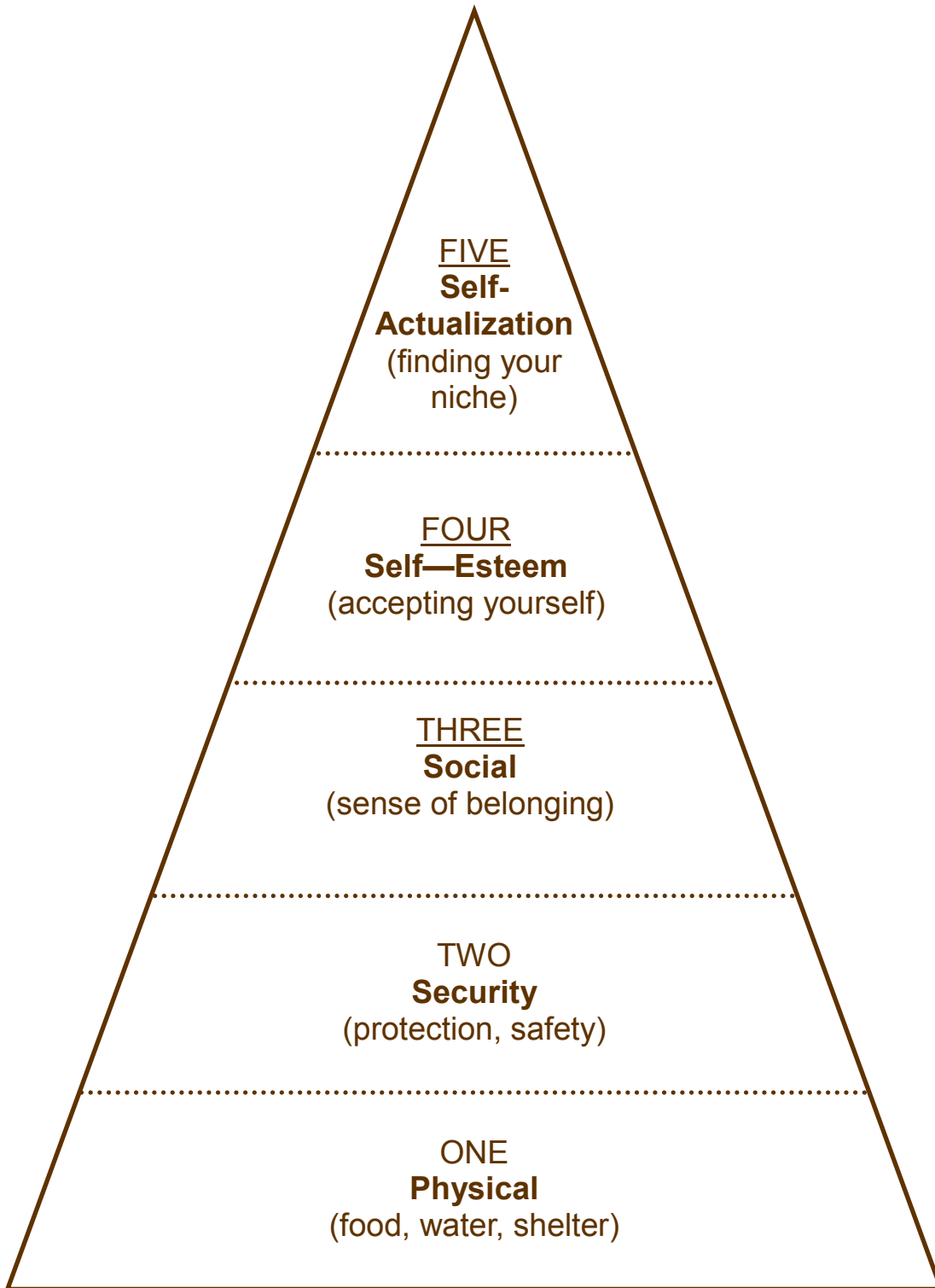
According to Maslow, self-actualization is the highest form of human development. It is found in knowing of one’s self, discovering one’s purpose in life, and in learning to use one’s talents and abilities to face life’s challenges and opportunities in creative and productive ways. Reaching this level of maturity is supposed to make a person feel complete and fulfilled. But without God doing a work of spiritual development in our lives, we are still incomplete.

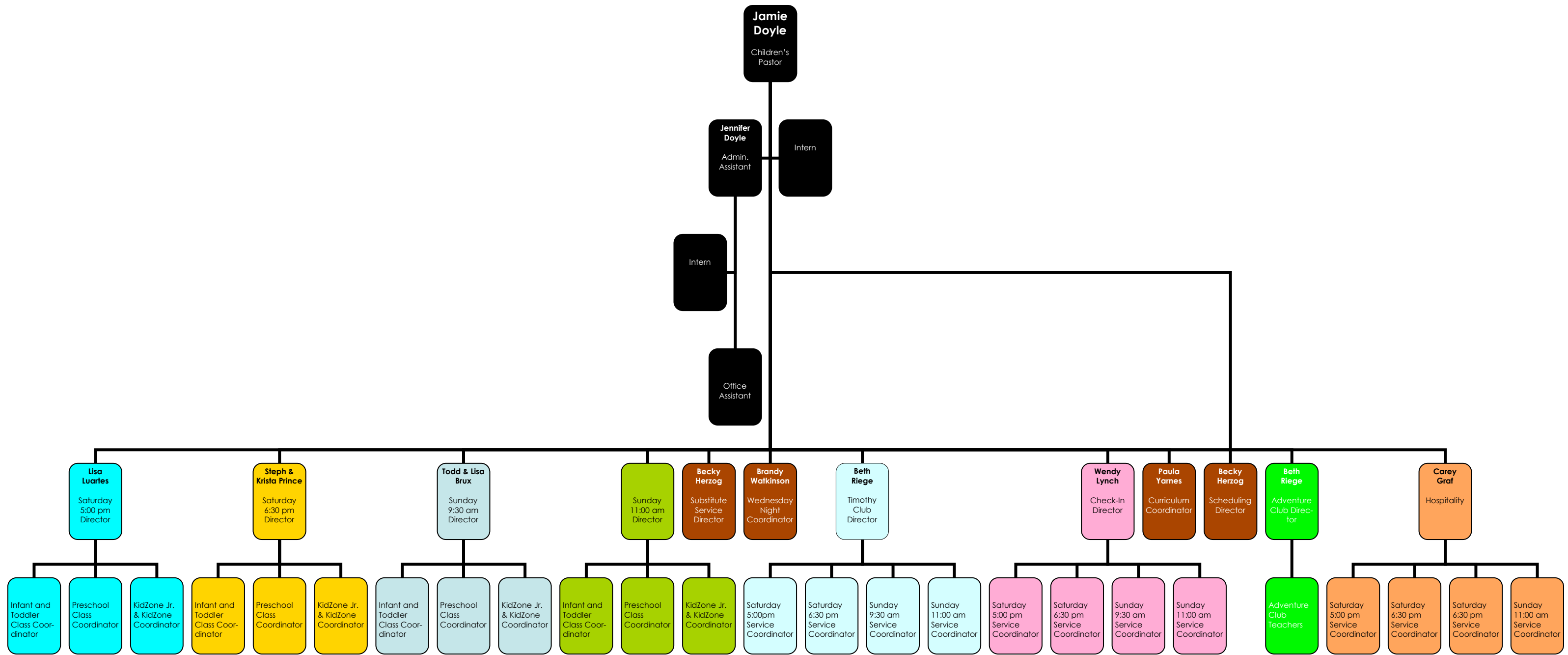
Real fulfillment only occurs when we know who we are in Christ, discover what purpose God has for our life, and learn to use our spiritual gifts for God’s glory. When we give Christ ownership of our lives (I Corinthians 6:19-20), and lose our life – we will find it better than before when Christ gives it back to us (Matthew 10:39).

We can help children become self-actualized in Christ by: (1) teaching them to obey the word of God, (2) affirming them for their talents and good qualities, and (3) by helping them find ways to use their abilities to serve the Lord.

Children's Needs

understanding





Children's Ministry Leadership Structure

Meet the Author



Jamie Doyle has over 15 years of experience as a Children's Pastor, evangelist, conference speaker and children's entertainer. He and his wife, Jennifer, continue to disciple and pastor all ages to effectively reach children. Every Sunday the Doyle's develop and present unique and relevant object lessons, stories and illustrative sermons to effectively teach children the Word of God. This includes giving lessons that are presented each week before the offering is taken.

Other Books by the Author:

TEACHING KIDS TO GIVE
TEACHING KIDS TO GIVE Vol.2 – More Giving Lessons
ADDING FLASH TO YOU LESSONS
ADDING MORE FLASH TO YOU LESSONS
ARTICLES ON CHILDREN'S MINISTRY
INCREDIBLE OBJECT LESSONS
MORE INCREDIBLE OBJECT LESSONS
EVEN MOREA INCREDIBLE OBJECT LESSONS
MAGIC WITH A MESSAGE – *Lecture Notes*
IT'S BASICALLY PUPPETS

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