

“For where your treasure is, there your heart will be also.”

Matthew 6:21

Dear Vineyard Kids Volunteers,

Thank you for your time and commitment to our Children’s Ministry. Without your dedicated help, we would not see as much spiritual growth in the children of TVC. You are so much more than just a babysitter who watches the kids. Each Sunday you have the opportunity to make an eternal difference in the lives of our children. In this season of seeking God’s presence in all that we do, working in our ministry is more exciting than ever. We appreciate all that you do!

The purpose of this manual is:

- to impart the vision for Vineyard Kids Ministry
- to explain what is expected of our volunteers in this ministry
- to educate you about the classroom in regards to discipline, health and safety policies
- to equip you, so you feel confident in the classroom

We are confident that putting our treasure: our time, energy, and money into our kids will yield fruit in our lives as well as theirs. We want to value kids and their spiritual growth, that they would indeed become our treasure, just as they are the Lords. Thank you for joining us in the journey.

Many thanks,

Jodi Marie Hammond  
Children’s Ministry Director

Donna Grady  
Children’s Ministry Assistant Director

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## **Vineyard Kids Mission**

To introduce and equip the children to know the love and presence of God through the foundations of worship, Bible teaching, and prayer. We will value the children and love them unconditionally as Christ loves us.

### **Objectives**

1. To show unconditional love to every child in order to teach each one about God's unconditional love.
2. To create a fun, safe and exciting environment where children learn about the Bible.
3. To see children accept Jesus as their Savior.

### **Goals**

It is the goal of Tempe Vineyard Kids' Ministry to partner with the parents to meet the needs of each child physically, socially, emotionally and spiritually.

1. We desire to exalt the Lord Jesus Christ in all we do.
2. We desire to lead each child towards a personal relationship with Jesus Christ.
3. We desire to give parents a feeling of security when they leave their children in our care.
4. We desire to provide a loving, safe and clean environment.
5. We desire to create a fun and teachable atmosphere for learning.
6. We desire children to feel Jesus' love through the staff of volunteers.
7. We desire children to grow in their knowledge of the Bible.
8. We desire to train children how to pray to their Lord and Savior.

## **Volunteer Screening Policy**

In order to ensure the safety of the children, we ask that each adult volunteer to go through the following screening process:

1. Application completion with a list of references (outside of TVC).
2. Fingerprinting to check for violent crimes or crimes against children.
3. Leadership approval.

We also ensure child safety by asking that only authorized volunteers are in the room, and that are at least two volunteers in every room at all times.

## **Our Classrooms**

**Wee Ones: Birth – 18 months**

**Cherubs: 18 months – 2 years**

**Warriors: 3 & 4 years/Pre-Kindergarten**

**Praisers: Kindergarten & 1<sup>st</sup> Grade**

**Eagles: 2<sup>nd</sup> & 3<sup>rd</sup> Grade**

**Seekers: 4<sup>th</sup> – 6<sup>th</sup> Grade**

## **Greeting**

## **Games and Crafts**

Note:

Children move into the next class upon their birthday or when they have completed the prior grade. For grade-school children, this is usually the first Sunday in September. Exceptions are made with the Children's Ministry Director's approval.

## **Classroom Content**

Each class will consist at a minimum of:

- Solid Bible teaching through scripture reading or story telling
- Worship
- Craft
- Snack
- Prayer

## Check-In/Check-Out Procedure

We have changed the check-in and check-out process for the kids entering and leaving Children's Ministry. Each family has been assigned a family number. You will receive two cards with your family name and number on the cards.

### **Regular attendees**

#### **Signing in your child**

1. You bring your family card and, of course, your child to the front desk.
2. The greeter will ask you a few questions depending on age and sign your child in on the computer.
3. You escort your child to class

#### **Signing out your child**

1. You bring your family card and sign your name on the sign-out sheet for each child.
2. The teacher matches the family numbers and returns the child to you.

### **Guests**

#### **Signing in your child**

1. First timers: Fill out a family information card that includes child specific information.
2. Greeter will fill out the numbered name tags for each child and give the parents the numbered portion (laminated card) and fasten the child's matching numbered tag.
3. During this time the greeter will answer any questions and direct the parent to the appropriate classroom.
4. The teacher will match the parent's number with the child's name tag and direct the parent on which line to sign their child in.

#### **Signing out your child**

1. They bring the numbered sticker back to the classroom for the teacher.
2. The teacher receives and matches the number to the appropriate child.
3. The parent signs their name on the sign-out sheet.

- Returning guests will start at step #2 (Guests sign-in). Our guests who return 4 times within 6 months will receive a permanent family card and number.
- Either parent or a sibling over the age of 12, with the family card can check a child in or out.
- Replacement cards are \$1

## Coming To Class

Children will have less trouble with separation anxiety if the parents are encouraged to give a short, cheerful hug goodbye with a reassurance to the child that they will be back soon.

Please have children leave personal toys, blankets, food, medications etc. with parents. We are not authorized to give medicine of any kind to a child.

Teachers and Helpers should wear a name badge when working in the classroom. Please greet the child by name, and introduce yourself.

When check-in is over, and the Greeter has brought the sign-in sheets to the classrooms, the Teacher or Helper should verify that the amount of children in the room is the same as on the attendance sheet.

Also, he or she should receive from the Greeter and new ID cards, and note any pertinent information in regards to the child (i.e. allergies, ADHD, dyslexia etc).

In the younger classes, separation anxiety is likely. We encourage volunteers to offer distraction and comfort to kids as the parents leave. We will do our best to ease their transition into class, but if they are unable to calm down we will come get a parent to help soothe them.

## Health Policy

In order to protect children from contagious diseases, we have set the following medical guidelines. The decision as to whether or not a child will be admitted to the children's rooms will be made by the Coordinator or Teacher. If there are any questions about the child's illness, it will be brought to the Children's Ministry Leader's attention.

No child will be admitted into the classrooms if they have:

1. Fever – any temperature over 99 degrees.
2. Vomiting – vomiting within 24 hours of class.
3. Diarrhea – Frequent watery bowel movements within 24 hours of class.
4. Rash – Any body rash that is not being treated.
5. Runny Nose – Clear or cloudy is okay as long as there are no other symptoms.
6. Cough or Sneezing – Coughing or sneezing within 24 hours of class that is not allergy related.
7. Impetigo – Children not admitted to class even if under treatment.

Note – Children may enter the classroom if they have been on antibiotics for 24 or more hours before class.

## Health and Personal Hygiene of Volunteers

1. All volunteers must follow the same health policies listed above.
2. Good personal hygiene is important. Our personal appearance is part of the first impression a visitor receives.
3. Wear clothing that will allow you to get on the floor to play with the children and is modest in appearance.

## Bathroom Policy

1. A Teacher or Helper of the same gender as the child should bring the child to the bathroom whenever possible.
2. Make sure there is another volunteer present in the classroom when assisting in the bathroom, and leave the door slightly open.
3. Take only one child to the bathroom at a time.
4. Be sensitive to the child's needs. Ask them if they need any help.
5. Always encourage children to wipe themselves.
6. Help children to properly flush and wash their hands after each bathroom use.

**Note –**

Diapers cannot be changed in any classroom other than the nursery. If a 2 or 3-year old needs a diaper changed, a volunteer needs to get the parent. Encourage parents to change the child's diaper at the changing table located outside the bathroom in the rear of Children's Ministry area.

## Snack Time

1. Only snacks provided in the classroom (water, pretzels, Goldfish, animal crackers and/or Cheerios) are to be given to the children unless other arrangements have been made with the Coordinator or Children's Ministry Leader.
2. The Greeter will deliver snacks to the classroom.
3. Remember, snacks are not a meal replacement.
4. Please pray over the snack before eating.
5. Wash/sanitize hands before and after serving or eating the snack.
6. Make sure children do not share cups. Throw away cups as soon as they are finished.
7. Stay seated during snack time.

## Clean Up

Please make sure the following is done after each service:

1. Wipe down classroom furniture and toys with disinfectant spray/wipes.
2. Wipe down bathroom (toilet, training seat, and sink) with disinfectant spray/wipes.
3. Put toys back in labeled bins.
4. Return supplies to cabinet or assigned location.
5. Replace all cover outlets.
6. Report any needed supplies to Coordinator using supply form.

After 2<sup>nd</sup> Service, please also do the following:

1. Empty trash cans.
2. Vacuum.
3. Stack chairs.

## **Wee Ones (Nursery)**

### **Feeding Instructions**

1. Follow parent's feeding instructions at all times.
2. Parents must give approval before babies can have classroom snacks.
3. Before and after giving snacks, always wash/sanitize your hands and the baby's hands.
4. Put all snacks away, throw away used cups, return bottles to baby's bag.

### **Diaper Changing**

1. Two volunteers should be in the room.
2. Wear gloves.
3. Get everything ready before placing baby on changing table. Never leave the baby on the changing table to get something. Always keep one hand on the baby while changing.
4. Use baby wipe to gently clean the baby.
5. Dispose of diaper in diaper hamper.
6. Spray changing table with disinfectant spray and wipe down with a paper towel or wipe table with a disinfectant wipe.
7. Wash hands/use antibacterial hand sanitizer.
8. Please check with parent if they prefer to change their own baby's diaper.

# Discipline Policy

## #1 Rule: Do not keep others from learning about God.

### Consequences:

1. Warning – a gentle but authoritative verbal correction.
2. Time Out – Place child in a “time-out” chair for the amount of minutes that is his/her age. (ex. A 2-year old for 2 minutes). Afterwards, briefly discuss behavior with child, pray with the child and return the child to normal activities.
3. Get Parent + Classroom Removal – Send Helper to get a parent. The Teacher can explain the situation to the parent and encourage the parent to take the child out of class to discuss the situation. The child should remain out of the class until the following Sunday.

### Behavior Expectations:

1. Children should keep their hands and feet to self.
2. Children should sit on chairs, floor, and our couches only (not tables).
3. Children should walk inside the building and along sidewalks.
4. Children should respect others by listening when someone else is talking.
5. Children should raise their hand for their turn to speak.
6. Children should obey all volunteers.
7. Children should use language that encourages others.

Note – If a child physically harms another child or a volunteer, get the parent and immediately remove the child from class. The time when the child may return to class can be determined by Vineyard Kids Staff.

### Guidelines

When disciplining children, remember that one of our main objectives is for them to know that we love them and that Jesus loves them. The following guidelines will help children know that even though they made the wrong choice, they are still loved.

1. Avoid negative facial expressions, body language and tone of voice.
2. Keep voice quiet, yet firm.
3. Never grab, jerk or hit a child.
4. Tell children the correct behavior and then praise them as soon as you see them doing it. Catch them doing something right.
5. Give a hug after the correction – if appropriate.
6. Tell children you love them and that Jesus loves them (no matter what their behavior is).
7. Pray with the child.
8. Communicate with parents and thank parents for being involved.

# Children's Ministry Teacher Job Descriptions

**Position: Children's Ministry Teacher**

Reporting Relationship: Children's Ministry Classroom Coordinator

Talents/Abilities: Good organizational, teaching, and communication skills

Requirements:

1. Must be a Christian and a committed member of the Tempe Vineyard.
2. Must be at least 18 years of age.
3. Must fill out a Teacher application.
4. Must be fingerprinted for a background check.

Responsibilities:

1. Observe at least one class prior to Teaching.
2. Arrive 30 minutes before scheduled class time.
3. Plan and prepare the Bible lesson prior to class.
4. Plan and prepare any projects prior to class.
5. Plan and prepare worship songs.
6. Greet and meet children and parents as they enter classroom.
7. Pastor and teach the children attending Children's Ministry.
8. Enforce classroom rules and disciplinary procedures as necessary.
9. Utilize Helpers as needed.
10. Oversee the clean  
up and appearance of the classroom after each service.
11. Find replacement  
and notify the Classroom Coordinator if unable to report to class.
12. Attend weekly  
adult worship service whenever possible.
13. Attend quarterly  
scheduled Teacher trainings.
14. Communicate  
regularly with the Classroom Coordinator regarding any issues with  
parents or children.
15. Complete  
additional tasks as directed by the Classroom Coordinator.

Resources and Support: CM Director, Assistant CM Director, CM Coordinator, Conferences, Books, Videos, and Tapes

Term of Service: Four (4) months per year

**Position: Children's Ministry Helper**

Reporting Relationship: Children's Ministry Classroom Coordinator

Talents/Abilities: Follows instructions, willing to help others

Requirements:

5. Must be a Christian and a member of the Tempe Vineyard.
6. Must be at least 6<sup>th</sup> grade or older.
7. Must fill out a Helper Application.
8. Must be fingerprinted for a background check.

Responsibilities:

1. Arrive 15 minutes before scheduled class time.
2. Greet and meet children and parents as they enter classroom.
3. Participate in all activities in the classroom.
4. Assist the teacher with the clean up and general appearance of the classroom after each service.
5. Find replacement and notify the classroom Teacher and Coordinator if unable to report to class.
6. Attend weekly adult worship service whenever possible.
7. Communicate regularly with the Teacher and/or Classroom Coordinator regarding any issues with parents or children.
8. Complete additional tasks as directed by the Teacher and/or Classroom Coordinator.

Resources and Support: CM Director, Assistant CM Director, CM Coordinator, CM Teacher, Conferences, Books, Videos, and Tapes

Term of Service: At least three (3) months per year, every other month

**Position: Children's Ministry Greeter**

Spiritual Gifts: Administration, Hospitality

Talents/Abilities: Good organizational and communication skills

Reporting Relationship: Children's Ministry Director

**Responsibilities:**

9. Arriving 30 minutes before classes begin.
10. Greeting and meeting children and parents as they enter the building.
11. Having parents fill out an ID card for all children, and following check-in bringing the cards to the teacher in the appropriate class.
12. Ensure that all children are properly checked in to the correct class, all children have a number and a nametag, and parents have a receipt to pick up their child following the service.
13. Overseeing the clean up and appearance of the check-in area after each service.
14. Finding replacement and notifying the CM Director if unable to report to work.
15. Deliver snacks to classroom.
16. Attending weekly adult worship service.
17. Attending quarterly scheduled teacher meetings.
18. Completing additional tasks as directed by the CM Coordinator.

Resources and Support: CM Director, Assistant CM Director

Term of Service: Three (3) months, serving at least every other month

# Acknowledgement

I have read and fully understand the contents of TVC's Children's Ministry Policy Manual.

I agree to follow the policies described in this manual to the best of my abilities.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please detach and return this form to your Class Coordinator or the Children's Ministry Leader.

Thank you!