



HFC KIDS MINISTRY HANDBOOK



MISSION

We inspire children to fall in love with Jesus. We Connect with others, Commit to worship, Learn to be disciples, and Influence others.



VISION

We join HFC parents in building young disciples through relationship.

HERE WE GO!

Welcome to the exciting world of children's ministry at HFC. We are so glad that you have joined the HFC Kids team!

We believe that we're serving in one of the most important ministries in the church. When we are successful the difference isn't measured just in lives, but quite possibly in generations.

Please take some time to read this handbook and keep it handy for reference.

Understanding how everything works in the world of children's ministry will make your time with us more comfortable and will prepare you to handle different situations.

Thank you for joining us in helping HFC children become lifelong disciples of Jesus.

Building Young Disciples,
Pastor Sarah

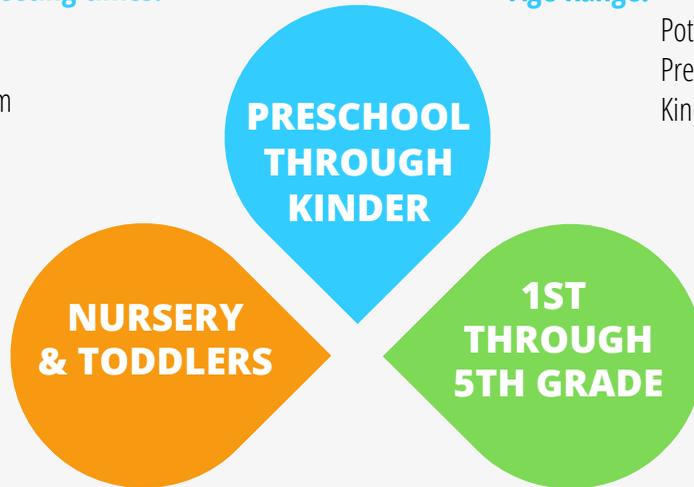
Structure

Room and meeting times:

Room 116
Sunday 11 am

Age Range:

Potty-trained 3's
Pre-K
Kindergarten



Room and meeting times:

Room 114
Sunday 9:30 am
Sunday 11 am

Room and meeting times:

1st-3rd grade - Room 111
4th-5th grade - Room 109
Sunday 11:15 am

Age Range:

Infants
Crawlers
Walkers
Un-potty-trained 3s

Age Range:

1st - 3rd Grade
4th - 5th Grade

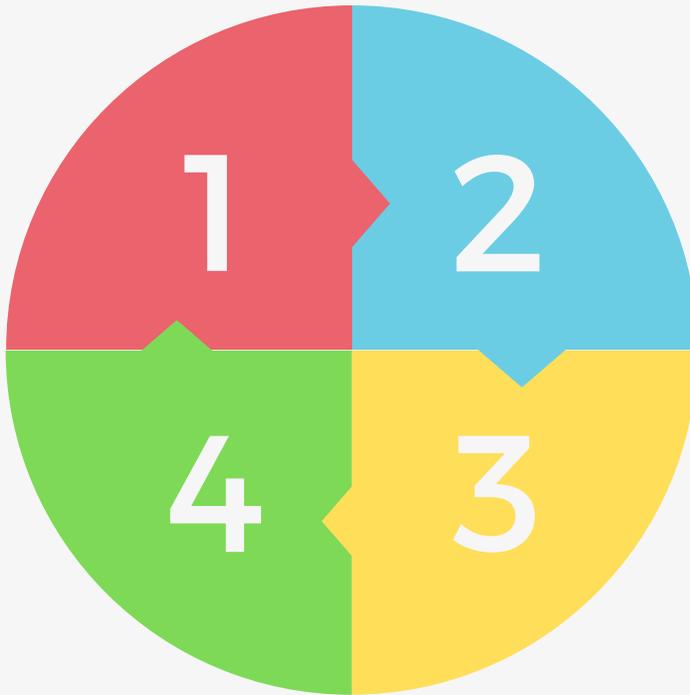
YEAR AT A GLANCE

1 FALL

- September - November
- Back 2 Church Sunday!
- VIP Meeting
- Kids Night Out - October
- 5th Sunday Family Worship!

2 Winter

- December - February
- Family Advent Resources
- "Wrap-It-Up" Kids Night Out Event
- 5th Sunday Family Worship!
- Kids Night Out - February



4 Summer

- June - August
- VBS in June
- Kids Night Out - August
- Fall Teacher Training
- 5th Sunday Family Worship!

3 Spring

- March - May
- VIP Meeting
- Kids Night Out - April
- Easter-In-A-Box Resources
- 5th Sunday Family Worship!

THE RULE OF TWO

There must always be two adults (ideally non-related) present when supervising one or more children.



ONE ADULT SHOULD

NEVER

BE ALONE WITH A CHILD

OTHER THAN THEIR OWN

SPECIAL SITUATIONS

- Susan is teaching 2nd grade class together with Jeff. She just received a text message telling her that she's needed in the nursery where her 2-year-old son wouldn't stop crying.
- Jeff is in the classroom getting ready for the morning. Parents are starting to drop off their children, but Susan (the other adult volunteer) is not there yet.
- Jeff and Susan allowed little Jimmy to go to the bathroom. It was 7 minutes ago. They're beginning to get worried. Should Jeff step out to make sure Jimmy is alright?

NOTE: If unforeseen circumstances (unplanned situations) make it difficult or impossible to abide by the two-adult rule, immediately inform the teacher in the classroom next door, prop open your classroom door, and text Pastor Sarah.

Finding a Sub



If for any reason you are unable to be in the classroom on your scheduled day, **finding a substitute is your responsibility**. Don't worry though—it's easier than you think!

1 YOUR TEAM

Call other leaders in the grade/age level where you serve and attempt to coordinate a switch.

2 SUBSTITUTE POOL

Check hfcog.org/teach for the substitute list with names, phone numbers, and areas they are willing to serve.

3 PASTOR SARAH

If steps 1 and 2 didn't produce desired results, please call Pastor Sarah.



In the event of sickness or an emergency late Saturday night or early Sunday, please call Pastor Sarah.

DID YOU KNOW?

Eight out of 10 times, finding a sub (someone to teach in your place) is easier than finding a missing receipt or car key.



VIP meetings



*Children's ministry volunteers are a big deal,
and therefore, deserve a VIP treatment!*



VISION



INFORMATION



PRAYER

WHERE?

- Locations of trainings will be advertised weeks in advance. Typically they are on the HFC campus.

WHEN?

- 8:30 AM prior to Sunday School hour
- 12:30 PM following worship service

WHY?

- To be encouraged.
- To be informed.
- To be prayed up!

Checking Attendance

*The Check In System is installed on your tablet.
It will be logged in and ready to go.*

SS Hour

- As parents drop off, check-in students. Name tag if needed. (Name tags are automatic for all students during fall semester (Sep-Nov)).
- Check students out as their parents pick them up. If the student stays through to the next hour, sign them out of your classroom, then take them to their next room. That teacher will sign them in.

Worship Hour

- As SS Hour teachers/parents drop off, check students in. Name tag if needed. (Name tags are automatic for all students during fall semester (Sep-Nov)).
- Check students out as their parents pick them up. Be sure to send the Family Discipleship tie in home with mom and dad.

Transition Time

The period of time between the First and Second hour when children are dropped off and picked up.



The first service team cannot leave the classroom until the arrival of one of the second service team members.

Dismissal

- A child must remain in their classroom until parents arrive.
- Remove child's name tag
- Teens younger than 16 cannot pick up siblings.
- Do not send children out to look for their parents.
- If parents are not coming in a timely manner, take them to parents in the sanctuary. Do not send them across the sanctuary, but walk them directly to mom and/or dad.

BYE! HAVE A GREAT WEEK!



Good touch vs Bad touch

Age-appropriate, positive physical contact nurtures children and develops a sense of emotional security in their interactions with adults.

It is applied to meet the needs of children and not the adults.



APPROPRIATE

- BRIEF HUGS OR SIDE HUGS
- PATS ON THE SHOULDER OR BACK
- HANDSHAKES
- HIGH-FIVES, HAND SLAPPING AND FIST TAPS
- VERBAL PRAISE
- TOUCHING HANDS, FACES, SHOULDERS AND ARMS OF CHILDREN OR YOUTH
- ARM AROUND SHOULDERS
- HOLDING HANDS WHILE WALKING WITH SMALL CHILDREN
- SITTING BESIDE SMALL CHILDREN
- KNEELING OR BENDING DOWN FOR HUGS WITH SMALL CHILDREN
- HOLDING HANDS DURING GROUP PRAYER

THEN PEOPLE BROUGHT LITTLE CHILDREN TO JESUS FOR HIM TO PLACE HIS HANDS ON THEM AND PRAY FOR THEM. — MATTHEW 19.13

INAPPROPRIATE ✘

- LENGTHY EMBRACES
- KISSES
- HOLDING CHILDREN OVER THREE YEARS OLD ON THE LAP
- TOUCHING BOTTOMS, CHESTS OR GENITAL AREAS OTHER THAN FOR APPROPRIATE DIAPERING OR TOILETING OF INFANTS AND TODDLERS
- SHOWING AFFECTION IN ISOLATED AREAS
- OCCUPYING A BED WITH A CHILD
- TOUCHING KNEES OR LEGS
- WRESTLING
- TICKLING CHILDREN
- PIGGYBACK RIDES
- ANY TYPE OF MASSAGE GIVEN BY A CHILD TO AN ADULT OR BY AN ADULT TO A CHILD
- ANY FORM OF UNWANTED AFFECTION
- COMMENTS OR COMPLIMENTS (SPOKEN, WRITTEN, OR ELECTRONIC) THAT RELATE TO PHYSIQUE OR BODY DEVELOPMENT
- GIVING GIFTS OR MONEY TO INDIVIDUAL CHILDREN

Verbal Interactions

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. — Ephesians 4.29

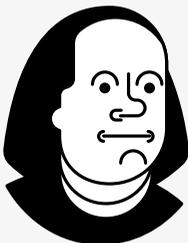
Keep your communication positive and uplifting. ALWAYS look for ways to express praise, encouragement, kindness and respect.

NEVER speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation. DO NOT talk in a way that is or could be construed as intimidating, shaming, derogatory, or demeaning.

Think about the tone of voice you use, and pay close attention to how you can soften it when you speak to your students, even if you're correcting a behavior problem.

Classroom Space and Cabinets

- Do your best to keep the classrooms looking clean and new. Clean up after your group, and ensure all trash is thrown away.
- These spaces are used throughout the week by many different groups of people. If something is not as it should be, please reset it, and/or contact Pastor Sarah to report missing or broken items.
- Each classroom has a cabinet labeled and locked for HFC use. Please be sure to place all items back in the cabinet and lock the door. The keys will be stored in the copy room with your age group's materials.
- Email PastorSarah@hfcog.org for any supplies requests you have.
- Note that the Resource Room is available to you - please ensure proper time to peruse and gather any necessary items prior to your teaching time.



*A place for everything,
everything in its place.*

Allergies

- Ask mom and at drop off if the student has any allergies, food or otherwise.
- Post a snack sign outside of classroom door for snacks related to your lesson.

HOW TO AVOID AN ALLERGIC REACTION?

- Know your students allergies!
- If food or snack is desired as part of your lesson, coordinate with Pastor Sarah ahead of time.

WHAT TO DO IF A REACTION OCCURS?

- Allergic reactions can range from hives, to lightheadedness, to life threatening swelling.
- If mild symptoms occur, have the assistant pull parents from service and allow them to determine the next step.
- If a severe reaction occurs, have the assistant pull parents from the service, and have an usher pull a member of the emergency response team.
- If the child is visibly having difficulty breathing/ experiencing anaphylaxis call 911.

Snacks

- Snacks are only served in the Mighty Church Worship Hour class (11am-12pm)
- Serve at **11:15 AM** and finish by **11:25 AM**.
- Snacks and supplies are located in your room's cabinets.
- It is the parents' responsibility to provide a snack for their child who cannot eat what we provide.
- Surfaces must be cleaned before and after snack.
- The shepherd who is serving snack must wash hands prior.
- Students must wash hands before and after eating.

What is a sea monster's favorite snack?



Ships and dip.

Sick or Injured Children

You should make every effort to provide a welcoming, fun and safe environment for children. In the event that a child is injured or injures another child, please follow these reporting procedures.

If a child is injured during class, please do the following:

- Clean the affected area, using warm water and mild soap.
- Apply a Band-Aid if necessary.
- If the child was acting out when this injury occurred, discuss proper use of toys, or appropriate classroom behavior.
- If the child was injured due to another student's behavior, address it with the offending student.
- At pick up, speak discreetly with both sets of parents.

If a parent needs to be notified immediately, have an usher pull the parents from service.

If a child continues to use inappropriate behavior that causes harm to another child, the child should be removed from the classroom by the parents or the parents may stay in the classroom until the behavior is under control.

VOMITING

- In the event of vomiting, notify the parents and call for assistance to monitor the children while you do the clean-up.

LICE

- If you discover lice on a child—don't freak out and don't make a big scene. Discreetly send the assistant to retrieve the parents.
- Quietly isolate a child without embarrassing them and scaring or confusing the rest of the class.
- Be careful not to act repulsed by the child or angry toward them.
- Stay with the child until his or her parents come.
- Notify Pastor Sarah about the lice incident in your class.
- They in turn will notify the rest of the parents via email.

Mandated Reporting

According to TX state law all volunteers that work directly with children are considered **mandated reporters**. Here are the Instructions for Reporting Suspected Child Abuse/Neglect.

1. Visit www.DFPS.state.TX.us to view Frequently Asked Questions. To make an accusation or a report of this manner is serious thing. Make sure that you are aware of what the state views as abuse or neglect. It will help you in making your report.
2. Make a report to DFPS using the following phone number **1-800-252-5400**.
3. Inform Pastor Sarah you have reported suspected abuse.

Cleaning

While we do have fabulous custodians, it is not his/her responsibility to clean up after your class.

Please honor them and be considerate by putting all of your supplies away in the appropriate places.

Wipe any obvious spills or messes off tables and vacuum any obvious messes.



**THIS IS A SELF-CLEANING
CLASSROOM.**

**CLEAN UP AFTER
YOURSELF!**



Discipline Policy

It is the heart of our children's ministry to make **every effort possible** to ensure the safety and well-being of every child and volunteer that is in our area.

There can be occasions where some children have a difficult time adjusting to a classroom environment. **We ask that you be proactive in letting Pastor Sarah know of any cases in which our standards are being compromised by a child.**

Please avoid using words or tones of voice that may frighten a child or may make them feel shameful.

While in our care, we will never send a child to the corner, place them in time-out, or physically discipline — spanking or hand popping, etc.

If children continue to disobey, separate them.

If they continue to disrupt the service, let Pastor Sarah know. She will decide when to contact the parents.



Any instances of “foul language” or physical altercations with other children or leaders, will result in immediately contacting parents to pick up the child.

Parents will be contacted **immediately** when a child exhibits the following behaviors:

- Temper tantrums or loud outbursts of crying
- Utter defiance and repeated refusal to cooperate
- Use of foul language
- Hitting, biting, kicking, or other violent behavior

If the inappropriate behavior choices require the children's ministry staff to intervene on **two consecutive Sundays**, the following Sunday a parent will need to stay with the children for the duration of the class in order to provide direction and assistance to the volunteer and demonstrate appropriate behavior to the child.



Cell phone & Photo policy

- Out of respect and protection for our children and families, it is important to **put away anything that may cause a distraction** while in the classroom; this includes cell phones, iPods, cameras, and any other similar devices.
- It is also important that you **refrain from taking pictures of children unless you have permission** from Pastor Sarah. Not all families are comfortable with this, and we need to have parental consent ahead of time. Please coordinate with Pastor Sarah if you'd like to video/photograph activities in your room.



WELLNESS POLICY

To ensure the health of the other children and volunteers, we ask that sick children and sick volunteers not attend any children's ministry event. Please stay home when any of the following symptoms are present:

- A fever of 99 degrees or higher
- Diarrhea or vomiting— no matter what the cause (i.e. medication , teething, etc.)
- Common cold (from onset through one week)
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough
- Sore throat, constant cough, or croup
- Colored mucus (runny nose that is not clear; in the eyes)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo, or any open sores that leak fluid/blood
- Pinkeye, redness of the eyes, or any other eye infection
- Any communicable disease
- Lice— including the presence of eggs or nits

Again, this applies to all children and volunteers. If you have any of these symptoms, please stay home from your scheduled time to serve.



If you suspect a child is sick during class, please contact a staff member and they will contact the family if needed.

Attire

Please be aware of your appearance so that you present a **positive** and **welcoming** impression.

Keep in mind that you will be interacting with children and that could involve quite a bit of up-and-down movement and floor time.

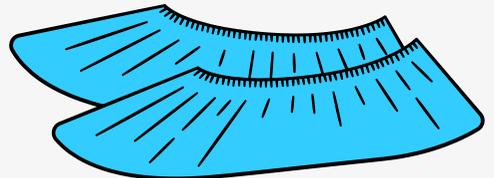
Please do not wear low cut, strap-less, spaghetti strap, or halter tops. You should also refrain from wearing shorts.

Only dresses that are 3 inches above the knee or longer should be worn.

Use discretion— if you think your clothing is questionable or could be a distraction, please do not wear it.

HFC t-shirts are provided for everyone who serves in our program. Please wear these either on the first Sunday of the month and/or when you serve.

In our nursery we provide blue shoe covers that must be worn throughout the entirety of the service.



Hygiene

Please help us prevent the spread of illnesses by washing or sanitizing your hands:

- When you first arrive in a room
- After a diaper change
- After accompanying a child to the restroom
- After contact with body fluid (wiping a child's nose, etc.)
- Before handling food
- As needed

Please instruct children to wash their hands:

- After using the restroom
- Wiping their nose
- Before eating



HAPPINESS IS



...accidentally making a soap bubble
while washing your hands.

Building

young disciples
who make disciples
through relationship.

