

Calvary Chapel Kaiserslautern

Children's Ministry Policy

“But Jesus called them to Him and said, “Let the little children come to Me, and do not forbid them; for of such is the kingdom of God.”

-Luke 18:16



Purpose:

Kids need Jesus, so our job as teachers is to teach and show them the Gospel.

Vision:

To see the children of Calvary Chapel Kaiserslautern become disciples of Jesus Christ who will serve their local church bodies whether here at CCK-Town, back in America, or wherever the Lord may have them serve.

Mission:

To serve CCK-Town by discipling the children of CCK-Town.

Sunday Mornings:

- All children will attend the worship before being dismissed to class.
- Additionally, the children will remain with their parents on Communion Sundays.

Age Groups:

- Nursery (under 5 years old)
- Lower Elementary (ages 6-8)
- Upper Elementary (ages 8-10)
- Hagiazo (ages 11-13)
- Axios (ages 13+)

Age Promotion to the next class:

- Promotion to the next class occurs twice per year
 1. January 1st
 2. July 1st
- If your child's birthday is between July 1st and December 31st, the student may "promote" to the next age group starting July 1st.
- If your child's birthday is between January 1st and June 30th, the student may "promote" to the next age group starting on January 1st.
- In general, we do not want to promote students early to allow more time for age-appropriate spiritual maturity and discipleship before moving up to the next age group. This is to allow more age-appropriate discussion within each group.
- Spiritual maturity and discipleship are crucial elements in determining when a student progresses to the next age group. We focus on fostering an environment where students can engage in age-appropriate discussions and activities catering to their spiritual and developmental needs. While we recognize that some students may exhibit advanced spiritual maturity or academic capabilities, we generally avoid early promotion to maintain the integrity of these age-based groups and encourage a sense of community and belonging among peers.
- By maintaining age-appropriate groupings, we can create a safe and supportive space where students can explore their faith, ask questions, and develop meaningful relationships while establishing a firm Biblical foundation. Our curriculum and teaching methods are tailored to each age group's specific needs and interests, ensuring that students receive the guidance and support they need to grow in their faith and discipleship.

Curriculum:

- At Calvary Chapel Kaiserslautern, we use a Bible-based curriculum that provides a solid foundation on God's Word. We desire for our children to receive a solid foundation to build their relationship with God through a validated curriculum.
- If an online curriculum is used, the resources will be available in the online teacher guide, and the children's coordinator will provide the login.
- There are binders for each age group with lessons, study guides, crafts, etc., for each lesson, and they are kept at the Info Desk.
- Approval of any change in curriculum requires the review and consent of Pastor Elliott and the Elder board.
 - All proposals will be brought to the Children's Coordinator, who will then bring them to the Elders and Pastor Elliott for prayer and consideration.

Ministry Application

- You may fill out the online application at:
 - <https://www.cck-town.org/ministry-opportunities>
- Or you may request a paper copy to fill out and turn in.
- After you submit your application, the Children's Coordinator will contact you to schedule a meeting.
- After approval of your application, you will be required to 'shadow' some of the children's ministry classes for your 'onboarding.'

Children's Ministry Positions:

Children's Ministry Coordinator

- Must be a committed follower of Christ and be invested in a personal and growing relationship with God. Must also be able to lead both children and children's ministry volunteers in carrying out the mission and vision of
- Responsibilities:
 - Regularly attend CCK-Town and support its leadership and mission.
 - Teacher recruitment and retention.
 - Teacher orientation and training.
 - Teacher scheduling.
 - Classroom design and management.
 - Guest follow-up.

- o Communication with parents and congregation.
- o Supply management.
- o Pray for the children and the ministry.

Lead Teacher:

- Must be a committed follower of Christ and be invested in a personal and growing relationship with God. Must also be able to teach children with provided material and lead both children and fellow workers.
- **Responsibilities:**
 1. Regularly attend CCK-Town and support its leadership and mission.
 2. The goal is to be in Sunday service twice per month but remain flexible if needed, to cover down on a classroom.
 3. Plan and prepare the Bible lesson and gather all needed materials.
 4. Sign all children into the classroom with the help of the classroom helper.
 5. Clean up the classroom after each session.
 6. Track supplies and needed items in the classroom.
 7. Communicate and build relationships with children, families, and fellow classroom workers.
 8. Pray for the children and the ministry.
 9. Preparation:
 - Teachers must prepare lesson plans from the curriculum in advance and ensure that all materials needed for the lesson are available.
 - Plan and prepare to deliver a 45-minute lesson.
- 10. Attendance:
 - Teachers must take attendance at the beginning of each class and maintain accurate records.
- 11. Safety:
 - Ensure the safety and well-being of all children in their care. This includes being aware of any allergies or special needs and having a basic understanding of emergency procedures.
- 12. Engagement:
 - Teachers should engage the children with age-appropriate activities and teachings that align with the curriculum provided by the church.
- 13. Discipline:
 - Handle discipline fairly, consistently, and lovingly according to the guidelines outlined in the child discipline section below.
- 14. Release Time:
 - Teachers will release their children from class at 12:15 PM if their parents have not picked them up. If the sermon is not completed by this time, the children will be escorted back to the sanctuary.

Teacher Helper/Teen Helper:

- Must be open to a growing relationship with Jesus Christ and actively seeking to live a Christian lifestyle. Must also be willing to help and serve the lead teacher and children at all times.
- Age Requirement: Must be at least 14 years old to allow those 12 and under to learn about God through an age-appropriate lesson.
- Responsibilities:
 1. Regularly attend CCK, support CCK's leadership, and be committed to the mission and vision of the church.
 2. Serve at least once per month in the classroom (two "safe adults" per classroom).
 3. During the Bible lesson, assist with gathering supplies, keeping children's attention, and supporting the lead teacher.
 4. Must not be a distraction that impedes the children from learning
 5. Clean the classroom after the last child is picked up (all toys and materials returned to their assigned areas and vacuum/wipe surfaces as needed).
 6. Comply with all policies and procedures at CCK-Town.
 7. Must sit in the Sunday service at least twice per month.

Conflict Resolution in the Classroom

As a teacher in the children's ministry, we know there will be times when a child may need additional direction due to being a distraction.

Below are a few ways to help with disruptive children in the classroom:

- Positive Reinforcement:
 - o Encourage good behavior through positive reinforcement, praise, and rewards.
- Clear Expectations:
 - o Set and communicate clear expectations for behavior at the beginning of each class.
- Consistent Approach:
 - o Address inappropriate behavior consistently and fairly, ensuring that all children understand the consequences of their actions.
- Non-Physical Discipline:
 - o Physical punishment is strictly prohibited.
 - o Give a verbal warning for the first major disruption
 - o For the second, take the student aside and talk to the student about his/her actions and move to a new location that is less disruptive.
 - o If the student does not change his/her behavior, the teacher will notify the children's ministry leader in the "CCK-Town Sunday School Ministry" chat. Then, the parent of the disruptive child will be notified.

- If a helper is available, the helper will escort the student to their parents in the sanctuary.
 - To address behavioral issues, use time-outs, move to a new chair or part of the table, lose privileges, or use other non-physical methods.
- Communication:
 - Communicate any significant behavioral issues to parents or guardians and work together to find appropriate solutions.
- *Please remember that there is often a difference between personal problems and classroom problems. For ALL situations, PRAY, and refer to Matthew 18:15-17 for conflict resolution.

DRESS CODE

- Please wear modest clothing. Consider that you may need to sit on the floor with babies and toddlers, bending over, etc. We want to focus on teaching and prayer, in a godly, non-distracting environment. If you wonder if your attire is appropriate, ask yourself if it would please God.

End of Lesson/Releasing the Children:

- Please mark all children on the attendance sheet so we know who has attended and is in our care.
- Please do not allow any children to leave without a parent or guardian from the nursery classroom. An older sibling may pick up children with the lead teacher's acknowledgment of parental approval (the parent/guardian must communicate this to the lead teacher at drop-off).
- All other classes are dismissed at 12:15 and can be walked back to the sanctuary and dismissed to their parents at this time.
- If a teacher needs to contact a parent, please text the "CCK-Town Sunday School Ministry" group chat so that a ministry leader can reach the child's parents.

Schedule Signup

Sunday School scheduling is completed using the 3-month calendar at the info desk in the foyer.

Once a volunteer has completed their mandatory onboarding, several magnets with their names will be created.

The purpose is for everyone to see the projected weeks over the next three months and for volunteers to put their names next to one of the four classes offered each Sunday.

Again, we highly encourage each volunteer to sit in the Sunday service at least twice monthly.

Schedule Changes:

- We understand that situations may arise at the last minute, and teachers must cancel.
- However, we strongly encourage open communication. This is best accomplished by using the “CCK-Town Sunday School Ministry” chat in WhatsApp. That way, we can ensure proper coverage for each class.

Sick Child Policy

For the protection of your child and the other children, any child who is ill or appears to be sick cannot be left in the Children’s Ministry area

A child should not be left under our care or with other children when any of the following conditions exist:

1. Fever
2. Vomiting and/or diarrhea (even associated with teething or antibiotics)
3. Any symptom of the usual childhood diseases: scarlet fever, German measles, mumps, chicken pox, and whooping cough
4. Sore Throat
5. Croup
6. Any unexplained rash
7. Any skin infection: boils, ringworm, impetigo, head lice, etc.
8. Runny noses with yellow or green discharge

Teachers cannot administer medications of any kind. Children must be symptom-free 24 hours before arriving in a classroom.

If a child appears to have developed a fever or signs of illness occur while in the Children's ministry, the parent/guardian will be notified to pick up the child.

Restroom Policy/Safety

IMPORTANT!!! Never enter the restroom stall with a child. Teachers and Youth Helpers MAY NOT assist with toileting or diaper changing.

Nursery (0-5yo)

For the safety of all children and the protection of workers, we do not change diapers or assist with toilet training. Parents may take their children to the restroom upon drop-off and ensure that their child has a clean diaper. If a diaper needs changing, the parents will be contacted to come and take care of their child.

Lower Elementary (6-8yo)

- Teachers cannot enter the restroom stalls with a child.
- Students are not allowed to leave the classroom on their own. They will be escorted by a teacher or assistant who will walk the student to the restroom and back to class.
- It is the teacher's responsibility to ensure the children are not left alone in the classroom. If you are teaching the class by yourself, ask another teacher for assistance to watch the children.

Reporting Injuries

What if a child bites or hits another child? Or a child gets hurt?

- All bites/cuts need to be cleaned with soap and water.
- The Children's coordinator must be notified.
- Notify parents immediately that their child was bitten/hit/fell IF skin has been broken and/or the child is inconsolable.

Help parents understand that we are sorry this happened, but unfortunately, it is inevitable with young children sometimes. We will do everything in our efforts to prevent

accidents and help frustrated or aggressive children. Let the parents know that you are concerned and listen to them.

Notify the parents of the child who bit/hit when they pick up their child and assure them that we love their child and look forward to their return the following week.

Do not use the names of those who bit/hit or were bitten/hit. Please be as general as possible.

PRAY, and ask that God help us use circumstances such as these to model grace and forgiveness.

Vacation Bible School

Vacation Bible School (VBS) is an incredible opportunity for the children of our congregation to learn more about God's Word while fellowshipping and having fun with friends.

This is a large group ministry focusing on evangelism and outreach to the community. It is a free event for all children of appropriate ages. The theme varies each year, but the curriculum we routinely use is from "Answers in Genesis."

We strive to provide a fun atmosphere for all who attend while sharing the gospel message. VBS is entirely volunteer-run. Volunteering is an enriching experience, and we always seek help to make the program run smoothly.

- **Areas to volunteer for VBS:**

1. VBS Coordinator
2. Assembly Leader
3. Group Leader
4. Group Helper
5. Games Leader
6. Games Helper
7. Teaching Leader
8. Teaching Helper
9. Snacks Leader
10. Snacks Helper
11. Check-in leader
12. Sound Booth and Media

- **Age groups of participants:** 4-12 years old

- **Age groups of teen helpers:** 14+

Midweek/Thursday Night Youth

On Thursday nights at 7 pm, we offer three groups for the CCK-Town students to participate.

1. Good News Club (5-10yo)
2. Hagiazo (11-13yo)
3. Axios (13+)

Good News Club

- This is a time of fun, singing, and games while learning God's Word
- The focus is more on the elementary school ages so that they get age-appropriate lessons and teaching

Hagiazo ("Sanctified" or "Set Apart")

- This group is focused more on the middle school age group.
- We do a weekly Bible study/discussion with a time for prayer.
- This is a time focused on growing in Christ while keeping the focus on God's Word.

Axios ("I Am Worthy")

- This group is focused on the High School ages
- There is an age-appropriate weekly Bible study/discussion to help our high schoolers navigate these difficult times while staying rooted in God's Word.

CCK-Town Thursday Night Youth Group Policy on Promotion to the Next Age Group

Purpose

To establish a fair and consistent process for promoting youth group students:

1. From **Good News Club** (<11 years old) to **Hagiazo** group (11-13 years old)
2. From the **Hagiazo** group (11-13 years old) to the **Axios** group (14-18 years old).

In general, we do not want to promote students early to allow more time for age-appropriate spiritual maturity and discipleship before moving up to the next age group. This is to allow more age-appropriate discussion within each group.

Spiritual maturity and discipleship are crucial elements in determining when a student progresses to the next age group. We focus on fostering an environment where students can engage in age-appropriate discussions and activities catering to their spiritual and developmental needs. While we recognize that some students may exhibit advanced spiritual maturity or academic capabilities, we generally avoid early promotion to maintain the integrity of these age-based groups and encourage a sense of community and belonging among peers.

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Policy

Youth group members will be promoted from the Good News Club to Hagiazo and also from Hagiazo to the Axios group based on the following criteria:

- Hagiazo age: Youth group members must be 11 years old by the promotion date
- Axios Age: Youth group members must be 14 years old by the promotion date.

Promotion Process

Promotion Dates:

January 1st:

1. **Good News Club** kids who turn 11 between January 1st and June 30th of the current year will be promoted to the Hagiazo group on January 1st.
2. **Hagiazo** students who turn 14 between January 1st and June 30th of the current year will be promoted to the Axios group on January 1st.

July 1st:

1. **Good News Club** kids who turn 11 between July 1st and December 31st of the current year will be promoted to the Hagiazo group on July 1st.
2. **Hagiazo** students who turn 14 between July 1st and December 31st of the current year will be promoted to the Axios group on July 1st.

Exceptions

- The youth group leaders may make exceptions to the promotion criteria in exceptional cases.
- This will require a discussion between the youth leaders and the students' parents.
- The exceptions are for parents and leaders who want to keep their 'promotion-eligible' students in their current group instead of moving them to the next age group.
- All exceptions must be approved by the ministry leadership with input from the Elders and Pastor team.

For any questions, please see the Children's Ministry Coordinator or one of the Elders.

All questions may also be sent to ministry@cck-town.org