



Christian Life Church Children's Ministry Team Information Document

"And whoso shall receive one such little child in my name receiveth me." Matthew 18:5 (KJV)

Purpose (Matt. 19:14)

The Children's Ministry of Christian Life Church aims to connect each child who attends our programs to Jesus by experiencing His love, believing in Him, and growing to be like Him as seen through their ability to accept and confess Him as their Savior and Lord and function as a part of His Body, the Church.

Ministry Programs

- *Nursery*—care and supervision of infants and toddlers.
- *Sunday School/Small Groups*—Connect groups for children that include age-appropriate Bible study and learning activities.
- *Children's Church*—Celebration services for kids that include age-appropriate Worship, Bible teaching, and fun applications.

Team Members

- *Director*—the coordinator and supervisor of the Children's Ministry Team and all its events, programs, and functions.
- *Coordinator*—a leader who is responsible for oversight of a specific Children's Ministry event, program, or function.
- *Leader*—an adult (21+) team member who is responsible to perform a certain Children's Ministry leadership duty.
- *Assistant*—a team member who is responsible for assisting a Children's Ministry Leader in performing their duty.
- *Helper*—a teen or adult (12+) team member who helps a Children's Ministry event, program, or function by fulfilling a certain responsibility.

Code of Conduct (Phil. 2:1-7)

1. *Love*—Minister as an act of "Loving God, Loving Others, and Living It Out" (Matt. 22:37-40; Col. 3:23).
2. *Maturity*—Demonstrate Christ-like character in attitude and behavior (Eph. 4:13-15).
3. *Respect*—Show courtesy to children, parents, other team members, and those in authority (Matt. 7:12; Eph. 4:29; Heb. 13:17).
4. *Faithfulness*—Be prepared for and fulfill responsibilities (1 Pet. 3:15; Luke 16:10).
5. *Focus*—Keep ministry the top priority and center of attention (1 Tim. 4:15).



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Team Guidelines

1. All persons wishing to serve in Children's Ministry at Christian Life Church must be a *born-again Christian who has registered* with the Ministry Team Director.
2. Team Members wishing to become a Leader should *submit a Team Member Form and complete Classes 101-301*, to be equipped as a member and minister at Christian Life Church, and will qualify as a Helper upon submitting a form and as an Assistant upon completing Class 101.
3. Team Members must *attend Christian Life Church's weekly and special services, seminars and workshops, and Children's Ministry Team meetings* on a regular basis in order to ensure their own spiritual growth, maturity, and training.
4. Team Members must *be prepared for and fulfill the specific duty* that they agreed to perform at a Ministry Program, such as performing a specific task, teaching specific material, or supervising a specific group of children, and, to avoid confusion or neglect, should confirm with their Coordinator or the Team Director in advance if they are going to do something else, be absent, late, or leave early.
5. To ensure child safety and avoid confusion, unauthorized persons (adults, teens, or children) at a Ministry Program are *not allowed to remain without permission* of the Team Director, including Team Members not assigned to the program.

Dress Code

1. All clothes must reflect Christian principles of decency.
2. Dress should be at least "smart casual" during church services.
3. Pants are appropriate that are not too tight or too baggy.
4. No sleeveless or low-cut shirts, such as tank tops, are permitted.
5. No short skirts or short pants are allowed.

Ministry Procedures

1. *Supervision*—Children attending a Children's Ministry program should be monitored for their wellbeing and behavior and should not be released from the program or allowed to remain outside without a team member during the time of the program, until a parent or guardian has come to pick them up or the main service or program has ended.
2. *Correction*—Children should be verbally corrected, either privately or publicly when appropriate, for any behaviors that do not follow Christian Life Kids' Rules of respect for leaders, others, and the church in order to discourage the repeat or following of such behaviors.
3. *Discipline*—Children may be disciplined by a Children's Ministry Leader, for a specific behavior, by being stood or sat in a corner or moved to a different location for a period of time, such as while others complete an activity, and may, after being spoken to repeated times, be dismissed from the program and sent to their parent, guardian, or other responsible adult for personal supervision.
4. *Stewardship*—Children's Ministry supplies and facilities, such as food, materials, toys, and classroom furnishings, to the best ability of the Children's Ministry Team, should not be wasted or damaged either by children or team members.
5. *Cleanliness*—Children's Ministry areas should be kept organized and clean to the best ability of the Children's Ministry Team, including disinfecting surfaces or toys, changing and laundering linens, cleaning up kitchen or classroom messes, properly disposing of garbage, and putting away or securing ministry supplies or materials.

Christian Life Kids' Rules

1. Respect leaders
 - a. Listen to and obey their instructions and directions.
 - b. Get their permission to do things or go somewhere.
2. Respect other kids
 - a. No name calling, insulting, cursing, or using foul language.
 - b. No hitting, kicking, punching, pushing, fighting, or throwing things.
3. Respect the church
 - a. No littering, stealing, or defacing church property.
 - b. No wasting or destroying materials or food.

Classroom Responsibilities

1. *Team Logs*—When participating in a Children's ministry event, program, or function, such as Nursery, Sunday School, Children's Church, or Breakfast Time, make sure to sign in and out, adding your name if necessary, on the team logs or sign-in sheets, located on bulletin boards in the respective classrooms or areas.
2. *Attendance*—In the Elementary Sunday School, Early Childhood Classes, and Nursery, make sure to record children's attendance by placing a check alongside their names below the appropriate date on the classroom's roll sheet. In the Elementary Children's Church, write down or have children write down their names on that day's sign-in attendance sheet. For all ages, fill in or have parents or children fill in any missing information for that child in the appropriate places on the sheet or on an information card.
3. *Offering*—When collecting tithes and offerings, leave any designated "Tithe" in an individual's marked envelope and place all unspecified or loose monies in an envelope for the class, filling in the total amount on the "Other" line (not the "Tithe" or "Offering" lines) and specifying on the "→ For" line "Children's Ministry." Confirm that the name of the class (i.e. "3-5's Class" or "6-11's Class") and the date and time are filled in and turn in all envelopes to an usher, elder, or the Team Director. Record the offering amount on the designated spot on the attendance sheet.
4. *Folder Racks*—In the Early Childhood and Elementary Sunday School classrooms and in the kitchen off the Elementary Children's Church area, are located folder racks that hold clipboards, CD's and/or DVD's, and folders marked for each Sunday of the month, which include needed supplies such as attendance sheets, handouts, envelopes, lessons, etc. all of which, including any leftover materials, should be returned to their folder and/or place in the rack at the end of class.
5. *Name Tags*—If children have a personal name tag, whether to attach to their diaper bag, hang around their neck, or pin to their clothes, in their classroom, it may be used while they are there and should be left behind and secured in the basket or on the bulletin board where tags are kept in that room when they go to leave.