

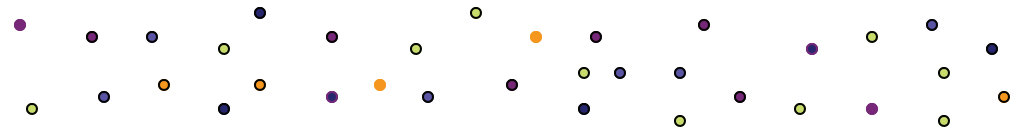
# Heritage Baptist Church Children's Ministries

"Leading Children to Be Disciples"

Let's just start this out by saying a sincere Thank-you! Thank-you for being a part of the Children's Ministry team. We can not do this alone. The task is, not only too big for one person, the task can only be accomplished by a team that has risen to the call of Christ and is committed to making a difference in the next generation.

As Pastor has talked about, if we singly devoted ourselves to securing God's blessing of salvation on all the children of this congregation, we would be fulfilling the great commission and securing an essential part of our responsibility in God's redemptive world-wide strategy.

We are blessed as a congregation to have over 150 children on our roles. It is exciting to be a part of their lives! You are truly touching not only their lives but the next generation as well.



## Ministry Schedules and Descriptions

We know it's not going to be hard to get to your ministry on time because you can hardly wait to see the children's faces! We also know that visitors come early! As a team we encourage you to get to your classroom on time so visiting families will have a pleasant experience and feel safe leaving their child in Heritage's children's ministry program.

### Nursery

Our nursery provides our infants and toddlers with a safe environment to play, eat snacks, and introduces them to some basic concepts of our faith.

9:15 Sunday morning

10:30 Sunday morning

6:15 Sunday evening

6:15 Wednesday

evening

These times represent what time the teacher should be in the classroom.

### Sunday Morning

Preschool Worship

9:15

Preschool Community

Groups

10:30

Elementary Community

Group

9:15

Elementary

10:30

The backbone of our Children's Ministry is our Sunday morning program.

We offer Community Groups

for elementary and

preschoolers and we offer a

Preschool Worship

program for ages

3-5 during the second hour.

We encourage your elementary age child to attend

worship with you.

### Kidstuf

Kidstuf is a family production for children K-6th, and is offered on the fourth Sunday of the month.

We also offer a virtue based study on Sunday evenings both in the preschool and elementary departments.

KidStuf reinforces that families learn together and encourage parents to pick up a virtue take home pack to let the learning continue at home.

**Wednesday evening**

6:15

Our Wednesday programming differs every 13 weeks. Please check with Beth or Debby to see what is being offered.

A DISCIPLE IS MARKED BY THE FOLLOWING CHARACTERISTICS.

**D**ISCIPLINED

**I**NTIMATE FAMILY LIFE

**S**TUDIES GODS WORD

**C**ORPORATE WORSHIP

**I**NTIMATE FRIENDSHIPS

**P**RAYS DAILY

**L**AY MINISTRY

**E**VANGELISTIC

**S**ACRIFICIAL GIVING

"Only a life lived for others is worth living."  
Albert Einstein

## Heritage Baptist Church Children's Ministries Classroom Procedures

### 1. Arrival

Please, Please arrive no less than 15 minutes before your class begins. This gives you time to greet your children and visitors who arrive early.

### 2. Start-up Activities

Plan start-up activities, which provides something to do as soon as they enter the room. This will get your class off to a good start and let the parents know your excited to teach there kids.

### 3. Parents

Get to know the parents of the children you teach. Knowing the parents can help you minister more effectively to the child. Take advantage of moments before or after the class to get to know the parent.

### 4. Prayer

Prayer is what fuels our children's ministry. Please remember to pray for our Directors, leaders, teachers, and children throughout the week.

### 5. Bibles

Encourage the children to bring their Bibles to Sunday School, and make sure your lesson provides an opportunity to use them.

### 6. Visitors

When visiting children come, make it a priority to provide a warm and welcoming atmosphere.

Outreach helps our ministry grow and makes an eternal impact! You will be given a visitors card that allows you to contact the visiting family. The CMD staff will also follow up and contact the visiting family.

### 7. Supplies

We'd love to help your supply needs, we have a Resource Room and a Resource

Director ready to assist you!

This ministry exists to assist teachers in creating quality lessons for the children. Please see the "Resource Room guidelines" on the page 2, for more information on how to use this room.

### 8. Absences

Please tell your Director as soon as you know you are going to be absent. Of course you know that the two most important parts of teaching are the teacher and the students, so please, *make it a priority to let us know if you cannot be there. We also have a substitute teacher list available for you to call.*

### 9. Snacks

A snack will be served on the preschool side during the 10:45 service. If you choose to serve additional snacks please check with your Director for any food allergies that may exist.

### 10. Special Activities

We encourage out-of-the-class activities to help build relationships. Your CMD should approve these activities and parents should be informed at least 2 weeks in advance.

### 11. Sickness and Injury

If a child becomes sick or injured during class, immediately inform your Director of the situation. An "incident report" must be filled out for all injuries and your Director should inspect the injured area of the child before they are picked up.

### 12. Bathroom Tips

To protect yourself and the child, at no time is an adult allowed to be in the bathroom alone with a child. Within the PS dept, CM leaders should stand outside the door with the door cracked for available assistance, if the child should

need any. When assistance is given the child should come to the door and the leader should help them there, without entering the bathroom. If a situation dictates that a leader must go into the bathroom with the child, another adult must be present to observe and ensure that there is no inappropriate behavior on part of the child or adult.

### 13. Fire Alarm

If a fire alarm goes off, immediately take the following steps:

- A. Lineup your class with the Teacher in front and the Assistant in the rear.
- B. Make a classroom count to ensure that you have all of your students.
- C. Leave the building at the nearest exit and proceed to the Manor.
- D. When you reach the Manor, make another classroom count
- E. Keep the children together there and involve them in a calming activity.

### 14. Discipline in the classroom

Please see the "Behavior Management Policy" located on the page 3.

### 15. Decorations

We encourage you to decorate your rooms to go along with the units you are teaching, whether it be your own creativity or the children's. Have fun with decorating but please use the "Building Use Guidelines" located on page 4 of this packet.

page 4 of this packet.

### 16. Dismissal

Parents are provided with a Security Tag which corresponds to the children's nametags. Parents must show these tags at the door to pick up their children. **If there is ANY question as to whether or not a child should go with someone, call for a Director and allow him or her to assist in the situation. NEVER release a child to someone unless you are sure that child is supposed to go with that person.** Do not allow a child to go with another adult, even if you know them. Your Director is the only person who can release a child without the parent being there.

### 17. Clean-up

Please be sure your classroom is clean and neat once you leave it so it is ready for the next service. Please turn off the lights when you leave.

### 18. Getting assistance

If you need immediate assistance in your classroom, press the red button on the intercom box in your room. This will alert the Director at the Welcome Center Desk. If there is no response ask for assistance from a nearby classroom to help.

### 19. Spiritual Growth

In order to minister effectively, you need to be ministered to. You cannot fill other's cups if yours is empty. We encourage you to attend services you are not serving in.

### 20. Enthusiasm in Ministry

Enthusiasm means...God within. We are striving for a ministry that is enthusiastic. With anything that is worth doing, sacrifices need to be made. We appreciate the sacrifices you are making to invest in the next generation

## Behavior Management Policies

“If I could  
relive my  
life, I would  
devote my  
entire  
ministry to  
reaching  
children for  
God.”  
Dwight L.  
Moody  
Evangelist

### Positive Reinforcement First!!!

In general, we encourage you to seek behavior management within the classroom through positive reinforcement. This involves complimenting and rewarding children when they do the right thing, not simply disciplining when they are wrong. Children naturally seek positive attention, and the more you reward them with words of affirmation, the more they will desire to be good. Well, that is the general theory, but we know with kids this doesn't always work. Here are our policies:

1. Ask the child to change their behavior.
2. Warn the child that they will be disciplined if their behavior continues.
3. Pull the child aside, explain to them why they

have been pulled aside, and have them quietly sit for a few minutes while they

4. decide if they will change their behavior. (*Note: the number of minutes a child sits out should not exceed their age in years up to 5 years.*)
5. Go back and ask them if they can continue in the class without misbehaving.
6. If they say yes, invite them to rejoin the class. If misbehavior continues, go back to steps 2 or 3 depending on the seriousness of the behavior and the discretion of the teacher. If they say no, then call the Director and have the Director talk to the child about the problem and what solution can be made.

### General Guidelines

1. Follow up on all warnings of discipline. Be consistent and show the children that

your word can be taken in all situations and that you mean what you say.

2. If at any time the children are putting themselves or the other children in danger, call the Director and have the Director remove them from the classroom.
3. The only physical contact involved in discipline should be if the child needs to be restrained from running away, hurting themselves, or hurting others. A teacher should never spank, slap hands, jerk limbs etc.

## How to Use the Resource Room

The Resource Room exists to assist ministry leaders in creating fun, quality lessons for the children. We also have a Resource Director who will be happy to help you gather the items you need for your lesson in advance.

### General Policies

1. Teachers are encouraged to use the Resource Room throughout the week to plan, create, and put together their lesson.
2. Materials can be gathered from the Resource Room on Sunday, but teachers are encouraged to requisition supplies in advance.
3. Whenever the Resource

Is used, we request that all items be returned to their proper place.

4. There is a list of supplies available within the Resource Room on the wall. All sections are labeled and the boxes within each section are in alphabetical order.

### Procedures

1. You will find in this packet a Supply Requisition Form. This form should be filled out one week in advance and placed on the cork board in the Resource Room.
2. On the day your resources are needed, they will be in the Resource Room marked with

a box with your name on it. Resources should be picked up by the teacher before class and returned with any unused resources after class is over.

3. Please return resources to the resource room!
4. Specialty items can be requested in the resource room, but availability depends on budget.

## Building Use Guidelines

**We would love to encourage you to decorate your room! Over the years we have found it necessary also to put forth some guidelines so we as a church body can take care of the church building that God has so richly blessed us with.**

- ◆ Any decorations that are put up need to be completely removed when they are no longer needed. This means tape and any type of residue left from hanging the decorations.
- ◆ Only use masking tape or sticky-tack on the paneled walls. Do not use scotch tape, packing tape or duct tape. These types of tape will pull the paint, finish or sheet rock off the wall.
- ◆ Please no tape on the chalk boards, it will ruin them.
- ◆ One the brick walls there have been hangers placed on the ceiling. Use the hangers to hang pictures, signs, etc.
- ◆ Glass-doors and windows—use scotch tape. Just know that this works but taking it down requires some work. A razor blade and some glass cleaner will make it look like new.
- ◆ Ceilings—Once again a nice and easy way to decorate. We have found paper clips and fishing line hung from the ceiling makes a quick transformation. Once again, the task of taking it down can be a bit tedious.
- ◆ If you use masking tape on a carpeted floor only use it for the day you are having the activity. If you leave it longer the fibers will have a continuous stickiness to it and will attract dirt.
- ◆ Doors—Please use only temporary measures to hang signs on doors. Please not stick pins.
- ◆ Tables—once you are through with your tables please clean them off.

**The biggest thing to remember when dealing with our church building is "If it goes up, it must come down!" Please treat it with the respect you would give your own home.**

**Feel free to ask a Director if you have any questions.**

## Psalm 78:1-8

Listen, O my people, to my instruction; incline your ears to the words of my mouth. 2 I will open my mouth in a parable; I will utter dark sayings of old, 3 which we have heard and known, and our fathers have told us. 4 We will not conceal them from their children, but tell to the generation to come the praises of the LORD, and His strength and His wondrous works that He has done. 5 For He established a testimony in Jacob, and appointed a law in Israel, which He commanded our fathers, that they should teach them to their children, 6 that the generation to come might know, *even* the children *yet* to be born, *that* they may arise and tell *them* to their children, 7 that they should put their confidence in God, and not forget the works of God, but keep His commandments, 8 and not be like their fathers, a stubborn and rebellious generation, a generation that did not prepare its heart, and whose spirit was not faithful to God.

**Kid Homer**

**One Sunday a young child was "acting up" during the morning worship hour. The parents did their best to maintain some sense of order in the pew but were losing the battle. Finally the father picked the little fellow up and walked sternly up the aisle on his way out. Just before reaching the safety of the foyer the little one called loudly to the congregation, "Pray for me! Pray for me!"**

