



Orientation Packet
2013 - 2014



Thank you so much for giving your time and energy to share God's love with our children. We are excited to serve alongside you and watch our children grow in their understanding of the gospel of Jesus Christ. Needless to say it is a ministry that takes faith to serve in week in and week out with the joy of the Lord. It takes faith to believe that we are making a difference in these kids' lives; faith to believe that God sees our sacrifice and is ministering to us because of it in unique ways; faith to believe that God is ministering to parents in the service in powerful ways because of our service to them. Consider everything that happens as we minister to children on Sundays...

1. We are teaching young impressionable minds the truth of God as they formulate their worldview for the rest of their lives.
2. We are modeling the love of Christ and godly behavior as we interact in loving ways through activities and programs. To many kids this may be the first time they experience God's love.
3. We are sowing seeds in one of the most obvious and ripe fields for evangelism we have. 80% of all believers come to know the Lord before age 18.
4. We live in a culture which influences children in many ways, so we are partnering with parents to reinforce godly character and values to compliment the role of parents as a voice of truth.
5. We are modeling an example of humility set by Jesus through our service to the body. Often this commitment will mean arriving early, leaving late, and sacrificing times of corporate worship so that our brothers and sisters in Christ as well as those who have not yet accepted Jesus can experience Sunday worship.

There are other blessings that come from serving, teaching, leading worship, and caring for children each Sunday. Chatham Kids is a power ministry of the Spirit to each of us as we sacrifice and give of ourselves for the benefit of others. This experience is very much like Jesus when he washed the feet of the disciples in John 13. The work of Jesus in our lives as well as our service is a way of being conformed to the image of Jesus.

Thank you so much for modeling Christ to our children.



Vision, Values and Decisions

We want every child to...

- Genuinely know, love, and follow Jesus.
Considering that 80% of Christians come to know Jesus before age 18, we want to share the gospel with every child and give them opportunity to respond.
- Have fun! Fun sets the stage for kids to grow and learn.
We can have fun for "fun sake." We don't have to tailor every activity to the weekly lesson. We feel this fits the "style" of our church culture.
- Experience the whole of God's story through many parts of God's word.
All of Scripture highlights Jesus' person and work. Connect every lesson to Jesus and the gospel. A cyclical curriculum throughout the whole Bible helps us to accomplish this.
- Engage hands-on in God's Word by participating in activities which reinforce the Bible lesson each week.
We will always strive for diversity in modes of learning: Crafts, games, memory, reading, music, large group, small group, etc.
- Apply God's word to everyday life.
We will strive to apply God's word in a way that produces life change. We often say, "Belief precedes behavior." Our goal in sharing God's word is a changed heart not just good moral behavior.

We want the Gospel message we share with children to impact families as well:

- We will provide take home tools for families to re-visit what their children are learning each week.
- We want as many parents as possible to serve with us in Chatham Kids. Parents are equipped to lead in their homes by participating first-hand on Sundays in their child's spiritual growth.
- Parents will be exposed to the Bible stories themselves. We will learn together from God's word and be able to reinforce what our families are learning on Sundays.
- Every believer is a minister (Ephesians 4). We want to see everyone serving in areas of giftedness. Many parents are spiritually and naturally gifted at engaging children.
- Looking at hours invested, 99% of living out the gospel happens through the leading of parents and in the home. We will be mindful of this reality in our ministry.

We will seek opportunities throughout the year to present the following questions to each child:

- Will you ask Jesus into your heart today?
- Will you be baptized?
- Will you try to know God more every day?
- Will you help others?

Procedures

In loving, giving, serving and teaching children about Jesus, we will strive for excellence in all that we do. Our goal is to create the best environment possible for spiritual transformation. Safety, cleanliness, and consistency are key aspects of that strategy. To aid us in achieving those objectives, please help us in following these procedures:

During the Week

- Pray for the children in your class by name.
- Read over the Bible story or curriculum for the week to familiarize yourself with the lesson, crafts, and activities making sure that any work needing to be done by you before hand is complete and ready.
- Prayerfully consider and plan for extra ideas and activities that you may use if you have more time than you planned in the class.

Before Class

- Please plan to arrive at church in enough time to prepare your class room. (See attached Sunday Morning Timeline for exact times). Prior to the first service, the Sunday Crew will construct walls and flooring in the infant, toddler, and preschool classrooms and will also take the elementary case to the upstairs hall. They will also leave a diagram of room furnishings for use after the second service for teachers to break down and rearrange the class room.
- Organize your classroom, materials, and crafts and check to ensure that you have all that you need for the morning. Have a planned activity in place for your first arrivals.
- We will gather for team prayer and announcements 20 minutes before class begins.
- Be in your classroom 15 minutes prior to the start of class to greet early drop offs.

Drop Off

- Parent drop off will begin approximately 15 minutes before the start of the service. A main safety precaution for you as well as our ministry is to ensure as much as possible that there are two teachers with the kids at all times. For this reason, if your teaching partner is late please ask the first parent to drop off their child to stay with you until the other teacher arrives. Please be on time. *It is important to be on time as a way of building parent confidence. First impressions tend to be lasting ones. Parent confidence can be great affected by lack of a teacher in the room or a disorganized drop off experience. Please help us in ensuring a positive parent experience in drop off.*
- During the drop off time, one teacher should focus on greeting new kids and their parents and the other teacher should begin interacting with the children who are already in the classroom.
- As parents and children arrive, please be sure that each child has the correct nametag/security tag and that the parent has a matching tag. If a nametag or security tag is missing, please ask the family to visit the registration table to complete that process.
- As children arrive, there are many activities you can engage them in without using the assigned crafts and activities for the morning. First and foremost, welcome the kids and engage them to share about their week at whatever level they can handle. You may use coloring pages, games, books, puzzles, and toys during these transition times. For elementary aged children, writing about and sharing prayer requests is a great activity. The idea here is to save the assigned activities until most of the kids have arrived and you are ready to “start” class.

During Class

- Two teachers must stay with the class at all times.
- During classroom time, it is important for you as the teacher to maintain good conduct in your class. This is important both for safety and learning reasons. To assist you, a ministry-wide set of expectations is included later in this packet.
- Snack time is a priority time to be thankful for God's blessings. During snack time, please share or have students share a prayer request. If you are in a classroom using prayer journals, please have children share from those at this time.
 - There will always be a snack provided for your class. Feel free to have "snack time" whenever needed during the morning.
 - Please check each child's name tag for important allergy and feeding information. This information can be critical in some cases. We are attempting to be a peanut free ministry because of the severe nature of that allergy with little ones. Please help us watch for potentially harmful foods as well.
- We will have extra hands to help in the event of certain needs such as taking a child to the restroom, discipline issues, injuries, or any other needs you might have. The extra hands will usually be the Program Director and the Registration Team for the morning. Please alert one of these extra staff whenever:
 - Any child is hurt.
 - A child or baby will not calm down with toys, bottle, holding, sleeping, etc.
 - A child does not calm down within 5-10 minutes.
 - A child is a danger to himself or other children.
- Restroom Breaks and Diaper Changes

Sadly there are many illustrations in our society of inappropriate conduct between adults and children. As a result, we must exercise a higher degree of caution than is often warranted in order to ensure safety as well as to maintain parent confidence in the care of children. For these reasons, only women are permitted to take children into restrooms and to change diapers. This procedure is not meant to be exclusive in nature but rather a necessary precaution to ensure the safety and integrity of everyone involved.

 - Please alert one of the extra hands to be in the room with you while a female takes kids to the restroom to maintain two adults in each classroom.
 - Please check the restroom prior to children using the facility and wait outside once children have entered. If you need to enter the restroom to assist a child, please do so with another adult present.
 - Diaper changes
 - Please change every child's diaper before pick up.
 - Use a clean pair of rubber gloves every time.
 - Use a clean changing cloth to place under the child each time.
 - Wipe down the changing table each time with a sanitizing wipe.

Pick Up

- Greet parents as they come to pick up their children and encourage them when appropriate about ways you see their child contributing and growing.
- **You MUST match every child's security tag from the parent before you release the child to them.** Please do not make exceptions to this rule, even if you know the child and their parents. It is important for us to be consistent with everyone for a safe environment now and as we continue to grow.
- Do not release a child to a sibling unless they are older than 6th grade and have the matching security tag.
- When the last few children are left, one teacher may begin to clean up with the help of other children as appropriate.

Room Clean Up

- Please expect the children in your classroom to help with clean up.
- Wipe down all toys, equipment, and tables with sanitizing wipes.
- Place all trash in the trash can, supplies into their correct containers, and toys in the bins for your class.
- All dirty diapers should be thrown away in the outside container at Woods.
- If you have filled a trash can in a classroom, please also take that to the outside container at Woods.
- Please return empty water pitchers and any dirty laundry items to the registration desk at the end of the morning.
- Please place all classroom supplies in their appropriate bins and cases.
- Volunteers for the second service will be responsible for tearing down walls and flooring and replacing any furniture that was moved during set up. Room furnishings should be returned to their original placement per the diagram provided by the Sunday Crew. Once packed, please help roll our cases to the front door of the school. The entire second service team should work together to complete tear down. (Then we all get to go home a little earlier!!)

Scheduling and Substitution

We are asking each volunteer to commit to serving consistently for three quarters of the year (fall, winter and spring). The schedule will be updated quarterly and will be emailed to all volunteers. You will also be able to access the schedule using the scheduling website, Planning Center Online.

Using Planning Center

- Once you receive your invitation to join Planning Center, you will need to create an account and a password.
- A scheduling confirmation email will arrive early in the week before you are scheduled to serve. You must accept or decline the schedule request by following the instructions in the email.
- If you choose to decline, please follow the substitution steps outlined below.
- A reminder email will arrive on Thursday.

Your regular presence with our children is very important to us as a church, as well as to the kids and parents who look forward to seeing familiar faces that they trust when they come to worship the Lord. We do realize, however, that it's inevitable you will have a schedule conflict with one of your Sundays during the year. You are responsible for making every effort to secure a substitute to fill your slot. You should offer to work an alternate Sunday for someone who works in your place. Please use the following guidelines to help with this process.

Scheduling a Substitute

- The best option for a substitute would be a volunteer who serves in the same classroom that you do.
- You can access the full roster of volunteers using the Planning Center website
 - Once you are logged in to Planning Center, choose the "People" tab at the top of the page.
 - You can refine this list using the categories in the left hand column.
 - Choose "Children's Ministry" and further refine the list by choosing your specific age group or assignment.
 - You can click on a person's name and then on the email icon to send them an email or you can access their email address and use that to send an email from your personal account.
- In the event that you find yourself unable to serve at the very last minute, please call your Program Director or text Cynthia Dekaney at (919) 357-4980

Sunday Morning Timeline

Service Times 9:00 and 10:45

- 8:25** **Arrival time for Program Director, Registration and first service classroom volunteers.**
Complete computer and classroom preparation.
- 8:40** Prayer and announcements in downstairs hallway
- 8:45** **Arrival time for front end greeters.** Teachers to classrooms.
- 9:00** Service begins.
- 10:15** Conclusion of first service
- 10:20** **Arrival time for Program Director, Registration and second service classroom volunteers and greeters.** Set up upstairs classrooms. Transition volunteers in downstairs classrooms.*
- 10:25** Prayer and announcements in upstairs hallway.
- 10:30** Teachers to classrooms.
- 10:45** Second service begins.
- 11:00** Treehouse time in Gym
- 12:00** Conclusion of second service. Teachers will tear down and clean up classrooms.** Classrooms need to be returned to their previous state (or better!).

* Whenever possible parents of infants and toddlers should receive their children from the same volunteer who was present at the time of drop off.

** This is an “all y’all” process. If everyone helps, we all go home sooner!

Policies

Appropriate Behavior

It is our expectation that you will hold the children in your care to high standards of behavior, both in attitude and in action. Because of differences in age groups, we are asking the teachers in each class to appropriately manage behavior in their class. Below is a simple set of positive expectations for our ministry. Use these positive expectations to handle any behavioral concerns which may arise:

- **Come in quietly and find your seat**
- **Respect yourself, others, and our classroom**
- **Raise your hand to speak or leave your seat**
- **Stay on task and follow directions**

Once these expectations have been communicated, please be consistent in handling behavioral problems. If a child needs corrective attention, please try to resolve the situation personally and directly with the child. You may try placing the child in a chair away from play (one minute per year of age). If the issue continues, please call one of the extra hands (Program Director or Registration Team for the morning). While it is your responsibility to set these expectations for your classroom, we are here to help you.

Please follow these guidelines as you establish discipline in your classroom:

- **Consistency** - Maintain consistency in handling behavioral problems. Expectations must be consistent to be effective. Do not threaten a consequence unless you intend to follow through. At the beginning of class, remind your class of these expectations.
- **Response** - Make a prompt and personal response to inappropriate behavior. Correct a behavior the first time and every time
- **Resolution** - Seek both a resolution and reconciliation.
- **Reward** - Acknowledge and reward positive behavior. Encourage children who are behaving and following the rules.
- **Plan** - Often the best deterrent to a discipline problem is a well-planned class time.
- **Pray** - Pray for your children and for your patience often. Ask the Lord to guide you throughout the class.

Also, please discuss any behavioral issues with the Program Director for the morning and **they will communicate with the child's parents as needed**. Ultimately, developing Christian character, not just control, is the goal of all wise discipline, as Hebrews 12:11 teaches: "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

Appropriate Touch

In Chatham Kids, appropriate touch is an important part of our ministry. Children feel loved and accepted in this way. However, as noted above, we must guard against inappropriate conduct between adults and children. To help you in determining what is acceptable and what is not, please adhere to the following guidelines:

Using good judgment, the following are **appropriate** ways to touch kids:

- an arm around the shoulder
- walking hand in hand
- carrying small children piggy-back
- short congratulatory or greeting hugs
- a brief, assuring pat on the back or shoulder
- handshakes and high-fives

The following are **never** appropriate ways to touch kids:

- never touch a child in anger
- never touch a child in any manner that may be construed as sexually suggestive
- never touch a child between the bellybutton and the shin
- never touch a child's private parts

Volunteers must keep classroom doors open at all times for safety and accountability measures.

Taboo topics

Certain topics of discussion are best left for parents and their children to discuss.

The following topics should only be discussed as part of the official curriculum of Chatham Community Church or left for parents and their children to discuss. If you have a question about the propriety of discussing any of these topics, speak with the Program Director for the morning.

- The rapture
- The tribulation
- Satan - if the purpose is to incite undue fear or confusion
- Hell - if the purpose is to incite undue fear or confusion
- Speaking in tongues
- Human sexuality or reproduction
- Female menstrual cycle
- Drugs, alcohol, or other questionable behavior before salvation

Emergency Procedures

- **Stranger in the hall** - Parents, children's ministry volunteers, church staff, and children are the only people allowed in the children's ministry area once the service has started. All other adults (including any other church members) should be asked for identification (child security tag) and asked to leave the children's area if proper ID is not given. If there are any questions or concerns associated with a stranger in the children's area, the Program Director for the morning should be notified immediately.
- **Child custody issue** - Due to the nature of child custody laws, volunteers must act diligently in making sure the correct people are picking up their children. Please be aware that only parents with custody of their child may pick up the child. No child may be picked up from a classroom without a matching security tag. If there are any questions regarding this procedure, please notify the Program Director for the morning.
- **Medical concerns** - Immediately report any medical needs or concerns to the Program Director for the morning. The notified person will decide if 911 should be called and/or send a runner to the auditorium. The teacher should remain calm and divert the attention of the other children. The victim should be kept quiet and lying down.
- **Weather** - If there is a fear of dangerous weather, volunteers should wait for the morning Program Director for instructions. Please be sensitive to ensure calm and not incite panic among children or other volunteers.
- **Fire** - The first priority in any case of a fire is that all children and volunteers' safety is maintained. In the event of a fire, an alarm should sound. Teachers are asked to lead children from the building through the nearest marked exit. Please stress the following rules:
 - Absolutely no talking.
 - Absolutely no running.
 - Follow the teacher's lead.
- **Missing child** - In the event that a child is missing, please contact the Program Director for the morning immediately. Children's ministry leadership will notify parents or increase church awareness if necessary. Please be sensitive to ensure calm and not incite panic among children or other volunteers.
- **Suspected child abuse** - From the perspective of the elders and staff of Chatham Community Church, child abuse is a serious crime. In the event of an abuse situation, Chatham Community Church will cooperate fully with authorities to prosecute this crime. As a result, we have certain expectations of volunteers and employees regarding the reporting and investigation of child abuse:
 - Any observed incident of abuse should immediately be reported to the Program Director. Any person making such a report shall keep the information strictly confidential.
 - Program Director and the designated Elder will determine the next steps in the process as outlined in the church's policies on Reporting and Investigating Suspected Child Abuse. (Available as a separate document)

- **Media Response**—In the event of a severe accident or death, it is likely that the media will be on site to cover the incident. It is important that all volunteers not say anything which could be mistaken or misquoted by the interviewer. A Chatham Community Church Elder or their designee shall be the only persons to make any statement. If asked by a media member for a statement, please direct them to Chatham Community Church elder or staff.

We hope that this packet is clear and that you know we are here to serve and support you in any way you need. Please don't hesitate to call on a Program Director, Children's Ministry Leader or one of the Elders if you have any questions.