

NWCKids

Northwest Church Children's Ministry Handbook

Our Children's Ministry Vision

Our vision for Children's Ministry is to do what it takes to not only teach kids about Jesus but to introduce them to a personal relationship with Him. We believe that it is important that children have both a knowledge and an understanding of the Word as well as a deep relationship with the Father, so that as they grow old they will always lean on that relationship. We live in a day and age where young adults are walking away from the Lord at a percentage rate that is unacceptable. This raises the question, how do we stop this from happening? We believe the way we do this is through deep discipleship in an environment where kids can learn and experience a true relationship with God. We believe this happens through a two part process, first by partnering with the parents of the children in our ministry and teaching them that they are the primary spiritual leader. We do this by giving them tools to help in discipling their children like curriculum, creative ideas to connect with their kids, parenting classes and constantly communicating our roles. The second way we do this is through age appropriate classes in small settings with a consistent environment. We do this by breaking up kids into classes based off of grades and asking teachers to commit to one year of service in the classroom.

We believe that God has called us to this vision and the results will be spiritually mature children that have accepted Jesus as their Lord and Savior and have been baptized in both water and in the Holy Spirit. We want our kids to have no doubt of who they are in Christ, no matter what comes their way. Thank you for taking the time to look over this handbook and support this ministry in whatever fashion it is that God is calling you to.

Blessings,

A handwritten signature in black ink, appearing to read 'Joe Bulman', with a long horizontal line extending to the right.

Joe Bulman

“Our Core Values”

We Believe each and every child is created in the image of God, therefore we treat each and every child with the love and respect they deserve.

We Believe that the spiritual development of a child is first of all entrusted to a child's parents. Therefore our ministries are intended to involve and support the spiritual training within each family.

We Believe that the Bible is God-inspired, therefore we put a strong emphasis on Scripture memory at the earliest age possible.

We Believe that each child needs to come to know Jesus Christ as their personal Lord and Savior and we must share the Father's love and plan of salvation for all.

We Believe that it is important that children not only know about Jesus, but through the leading of the Spirit, walk in relationship with Him.

We Believe in helping children of all ages understand the power of the Holy Spirit in their lives, as well as learning how to function in the gifts of the Spirit.

We Believe we must train children in the principles of Christian growth by developing their faith according to God's Word.

The Basics

Mission Statement

Our aim is for each child to build a strong Christian walk based on the Word of God and the empowerment of the Holy Spirit.

Purpose

To provide a ministry, in cooperation with the family, that will lay a spiritual foundation for each child.

Our Goals

- Bring kids closer to God
- Develop meaningful relationships
- Deposit the Word of God in the hearts of our kids
- Cooperate with the Holy Spirit
- Give opportunities to serve
- Teach foundational truth necessary for advancement to youth ministry: prayer, worship and relationship²

Profile of a Teacher

- One who is *called* and *confident*. Ephesians 4:1–11; Phil. 1:6
- One who is *teachable* and a *learner*. Proverbs 18:15
- One who *guides* and *impacts*. John 16:13
- One who is a *model* and an *example*. 1 Cor. 11:1
- One who *loves* and *cares*. 1 John 3:18
- One who is *ready* and *prepared*. 2 Tim. 2:15
- One who *surrenders* to and *trusts* the Holy Spirit. John 14:26

Teachers' Responsibilities

Basic Function

Responsible for creating an effective learning environment; guide & involve children in life changing Bible learning

Prayer Responsibilities

For the salvation and personal growth for each child in your class; for Holy Spirit guidance in lesson planning; for others involved with the Children Ministries program

Classroom Responsibilities

Looking over and understand the curriculum supplied by the CM Staff so that you are ready to communicate it to your students. Spend time with God asking Him to speak to YOU through the material you will be teaching.

Guide Children's Bible Learning By

1. Encouraging learners to investigate, engage and respond to God's truths.
2. Being well prepared in the presentation of all Bible stories, verses, questions, comments, to accomplish the Bible teaching/learning aim.
3. Encouraging each student to be honest in expressing their ideas and feelings.
4. Helping children to apply these truths in ways that result in changed lives.

Teachers Need "To"

- **TO** model Christ to the children in your own walk, by sharing His love with them.
- **TO** recognize each child as an individual and encourage them in Christ.
- **TO** greet each child by name.
- **TO** administer appropriate discipline in class.
- **TO** take advantage of training opportunities.
- **TO** be sure that their classroom is prepared for their students.

Arrival & Departure

Teachers & Assistants

- Arrive 15 minutes before service time.
- All children should be checked in through CCB with a name tag.
- **Entrance door** - As children arrive verify that each child is wearing a name badge and collect the second badge (later attach second badges to attendance clipboard sheets). If the child does not have any name badges send them back to their parents to get checked in to CCB. If the child has only one badge; write the child's name and badge number on attendance clipboard sheet.

Dismissal

- All children must be picked up by an adult with a pickup tag that correlates with the number on the child's name tag.
- If the person picking up the child does not have a pick up ticket, a CM staff member will need to approve their dismissal.
- Teachers stay until all children are dismissed with a parent.

- **Exit door** - Stand just inside exit door in classroom. Match name badge to parent receipt.
- **Entrance door** – Stand just inside the door way welcoming parents and directing them to the exit door.
 - Do not allow children to exit through the entrance.
 - Do not allow people to enter that do not have children to pickup in the room. Kindly but firmly ask them to exit the classroom for the safety of our kids.

Discipline Policy

This is a basic plan of action to be followed by each teacher so that we can have **unity and consistency**. In order to make this policy work, you must first set up classroom rules so that the children have boundaries in place. Please use a positive, loving, yet firm approach at all times. You have the authority, so take charge of your class.

- 1. Communicate:** Establish rules and expectations. Be sure each child clearly understands those rules.
- 2. One Warning:** When an infraction occurs, give the child one warning, reminding them and confirming their understanding of what is expected.
- 3. Call for Assistance:** If the behavior problems persist, send for the Children's Ministry Pastor, Department Head, or the person in charge for that service.

Prevention of Potential Abuse

- All volunteer workers/parent helpers will submit to an international background check. This includes but is not limited to all childcare workers and classroom teachers for any and all activities either held at NWC or hosted by NWC (MOPS, Mini-church etc.) These background checks will be kept on file in the CM office and only reviewed by authorized church personnel.
- All volunteer teachers and childcare workers will submit an application for consideration before he/she is allowed to work directly with the children of NWC.

This will include at least two personal references pertaining to his/her experience working with children in the past. Family members are excluded as potential references. These applications will be kept on file in the CM office and only reviewed by authorized church personnel.

- All volunteer workers and childcare workers can potentially have their names presented before the pastoral & church staff for any vital information that might hinder their ability to work with the children of NWC. This in no way means they would be excluded from working but used as an additional background source for the Children's Ministry department to utilize.

Classroom Oversight

Northwest Church (NWC) desires to provide a safe, loving classroom environment where kids feel comfortable and where learning can take place. Therefore, the following guidelines shall be standard in all classrooms:

- There should be a minimum of two adults in any room with children, except in the event of an emergency situation. This standard not only helps provide a safe and loving classroom; it also gives the volunteers more encouragement, creativity and flexibility. It also provides an "Above reproach" for any potential accusations of impropriety. The two adult rule does not allow for spouses to be alone with the children. There should always be a third adult in that situation.
- When it is necessary that only one adult teacher/volunteer be in a closed room with children, the door of that room will remain open to allow a clear view of the room without interrupting the teaching process.
- At no time is the door to a classroom to be locked while children are present.

Restroom Visits

- At least one adult (preferably of the same sex as the child) will accompany a child or group of children to the rest room at all times. If at all possible, a second adult should always be in visual contact of the adult and child/children.
- The adult should stand outside of the restroom until the child/children are done. If restroom is occupied the adult must step inside doorway.
- 2 adults must be present if a child needs assistance to use restroom.

Appropriate Ways to Show Affection

Firmly believing that children need loving and meaningful touch, we ask that wisdom and discretion be used when showing physical affection. Please use the following guidelines:

- **Safe Hugs:** One-arm side hugs can be used with elementary and preschool children. Hands should be restricted to the head and shoulders of the children. Keep hugs brief. Some kids do not like to be hugged, respect their feelings.
- **No Sitting In Lap.**
- **High Five Hand Slaps:** Use your hands to say, “I care”, “You’re important”, “Good Job!” A handshake, a pat on the back, or joining hands in prayer is a good way to communicate.
- **Words of Affection:** Be positive and encouraging to the children. In difficult situations let your words reflect self-control, tempered with love. Always avoid any sexually suggestive comments, swearing, sarcastic, or degrading remarks.

Dealing With Suspected Abuse

If abuse or neglect is suspected contact the Children’s Ministry Pastor or a Department Head immediately. Volunteer is **not** to conform or inform parent of any suspicion of abuse.

Symptoms to watch for (note: one or more of these symptoms does not necessarily mean that child abuse is occurring):

- **PHYSICAL ABUSE:** Bruises or welts (especially those that are unexplained and at unusual places on the body), burns, unexplained fractures, abrasions, and lacerations.
- **NEGLECT:** Severe malnourishment, grossly inadequate hygiene care or lack of supervision.
- **EMOTIONAL ABUSE:** Behavior which indicates apathy or depression, is antisocial or hostile.
- **SEXUAL ABUSE:** Itching, pain bruises or bleeding in genital or anal areas. Clothing may appear stained, torn or bloody.

Illness & Medical Emergency

Children

Parents are encouraged to keep their children home when they are sick. The child will not be allowed in the classroom under the following conditions:

- A temperature of 100 degrees or higher
- Cold symptoms- nasal discharge, persisant cough
- Diarrhea or vomiting within the last 24 hours
- Symptoms of Conjunctivitis
- Any contagious skin condition

If a child is considered to be ill, notify the **Department Head** so that they may assist in paging the parents. We ask that you remember to radiate the love of Jesus to parent and child.

Medical Emergencies

- First Aid kits are available in each classroom
- Rubber gloves are available in every classroom and must be used by everyone coming in contact with blood or any other body fluid.
- If a major accident occurs, contact the Department Head on duty immediately. They in turn, will contact the parents and the appropriate medical and church authorities. Complete an *Accident Report* and file it with the Children's Ministry office.
- If a minor accident occurs, contact the Department Head and alert the parents of the incident when the child is picked up. An *Incident Report* must also be completed and filed with the Children's Ministry office.

Infection Control Policy

The Children's Ministry Department agrees with and agrees to adhere to the church's "Infectious Diseases Control Policy Statement" which addresses in general, the church's position on ministering to people infected with AIDS/HIV and other infectious diseases.

Because of the unique nature of our department, however, a detailed infection control policy is warranted. We want to protect the staff and children from possible exposure to all communicable diseases as well as minister life and the love of Jesus to the child infected with AIDS/HIV.

In order to achieve that goal we ask that all teacher staff, classroom helpers, child care workers, or anyone working in a classroom in Children's Ministry be familiarized with and will utilize "Universal Precautions" as outlined below. When properly implemented, these precautions will aid in protecting both workers and children from exposure to infectious diseases including the AIDS VIRUS.

Universal Precautions

Body Fluid Cleaning Procedure

- All body fluids are to be cleaned up by using the provided disinfectant cleaner; wearing rubber gloves doubled; and disposal towels. After removal of gloves, hands are to be washed with soap and water.
- All body fluid or body fluid contaminated objects are considered potentially infectious. (This would include diapers). All body fluid spills are to be recorded on an Accident Report Form found in each classroom.
- All cleaning supplies and dirtied items are to be bagged separately and marked so.
- In order to assure that procedures are being followed accurately, all Accident Report Forms received, must be reviewed by the Children's Ministry Pastor.
- When possible all children, helpers and teachers will clean up their own spill, using cleaning procedure below. When it is not possible to have the person clean up their own spill, the Department Head, P.I.C., or facility staff will clean up the spill following the cleaning policy below.
- Exchange of saliva by kissing on the mouth, by sharing items that have been mouthed, and by putting fingers in others' mouths should be discouraged.
 - All known children with AIDS/HIV will be given their own separate classroom supplies container with pencils, scissors, crayons, etc., to avoid sharing.
 - The classroom Teacher will be responsible for monitoring activities which involve potential saliva exposure such as eating utensils, glasses etc., and will insure that these items are not shared and are disposed of properly in a timely manner.
- Teachers and /or Helpers with cuts, scratches or other lesions on the hands or other exposed areas are asked to wear protective bandages to prevent blood/body fluid contamination of their surroundings, themselves or other persons.
- Teachers **will immediately notify the Children's Ministry Pastor or appropriate Department Head of any biting incident, which occurs in class, as well as complete an Accident Report Form.** Parents of children with persistent biting problems will be asked to accompany their child to class until the behavior stops, if the parent cannot accompany the child, the child will be dismissed from activities until the behavior ceases.
- Parents should refrain from bringing their children to any church function when known outbreaks of communicable illnesses such as chickenpox and influenza occur. The Children's Ministry Pastor will ask the child who has AIDS/HIV be temporarily excluded from church activities for their own safety.

Missing Child Procedure

For Weekend Service Times:

If a teacher or parent notices that a child is missing, they need to immediately notify the Children's Pastor, Children's Ministry Staff, or Foyer Pastor. The Staff person then needs to find out the following information:

- Name of child
- Age of child
- Description
- Last time and place the child was seen

After gather the information, the staff person needs to communicate h to the rest of the CM Department. At this time, page the parents of the missing child. One of the staff members will contact an Usher to begin the security procedures. CM staff will begin the interior search of the building while the Usher team secures the exits.

- Emergency Only pager system informs the foyer pastor to come to "C" Wing.
 - o Foyer Pastor-103 *912#

CE Fire Alarm Response Procedures

When you hear the fire alarm, remain calm and walk to the nearest exit. Escort the children in a calm manner. **Take the "Sign In" clipboard with you.** You will take all the children to the North parking lot away from the building. If you notice someone is missing, notify a CE Staff person. Do not enter the building to find them. CE Staff will notify the Civil Authorities to find the missing person.

Parents are allowed to pick up their children. Follow the standard sign-out procedures. Please remain with the children until they have all been picked up by their parents, or released by a CE Staff member.

Preschool "C" Wing Evacuation Plan

The doors will automatically close, sealing off hallways and rooms.

Classroom C4 & C5 (nursery and toddler) will exit out of door at end of hall on north side of the building.

Classroom C1 & C2 (3, 4, & 5 year old rooms) will exit out of the door in classroom. C1 (4 & 5 years olds).

General Preschool /C-Wing Classroom Policy

Purpose

Our goal is to consistently teach and disciple children about Jesus and the loving kindness of God. We put policy/procedures in place to create an environment that allows us to be consistent in safety and order so we can focus on teaching them in an appropriate, caring, clean and safe environment.

Outer doors to C-wing should be unlocked but closed after 30 minutes. Only people bringing children should be in the hallway during event. Restroom not open to public except disabled/elder

Arrival

- **Unless there is an emergency no one should be alone with a child. There should always be two people in the room to open class and during entire time children are present. This is a protective measure for the child as well as for the worker. Call PIC for assistance.**
- Preschool Staff will arrive and sign-in on time card a minimum of 30 minutes before service. 10 min for restroom, prayer. In rooms; ready 15-29 min. before service starts. Volunteers arrive 15 minutes for assigned room and instruction. Keep doors open at all times (Fire code).
- Pray before starting.
- Make sure sign in sheets are in place. (If a child is hurt we must be able to contact parent quickly and remain in room).
- Wear an apron or nametag so parents can easily identify who is helping in classroom.
- Call PIC if you need to leave for restroom break, assistance of any kind.

Preschool Children Sign- In

- As much as possible, one person needs to stand at counter when parent/child is signing in.
- Make sure they place number on clip board and on child.
- Believe in ministering to our families new and regular. Be ready and welcoming.
- Greet and welcome child. Ask helpers to draw child into room and make nametag for child

New Families and Attendance

Be alert, kind and as welcoming as possible.

If it is a new family (not sure what to do) and PIC is not there please explain procedure:

- Strict policy- Because of custody issues only parent with correct number can have child released to them. No exceptions unless arranged with PIC. You must ask to see number. There are situations that can transpire in a family that we do not know about. This includes siblings and grandparents.

Child Pickup

- Must be 18 or older to pick up child including siblings or other family members.
- Person **MUST** have number tag to pick child up. This is a security measure that **must be followed even if you know the parents.** (We do not always know what is transpiring within the family). Other arrangements must have PIC/Pastor approval and noted on sign out sheet. Staff children only will have special permission slips with names of other persons.

Classrooms set up

- Classrooms are set up for age/childproof appropriate.
- Children under 3 should not be placed in older children's rooms and vice-versa. (Safety/ age appropriate stimuli)

Ratios

Each room requires 2 people minimum to open. Additional help as number increases.

Each age has an adult safety ratio. One adult per number of children.

- Birth to Walking 1 adult to 2 children (minimum 2 to open) Maximum 8/4 adults
- Walking thru 18-2 yrs is 3 to one adult. (min. 2 to open room) Maximum 9
- 18 mo thru 2yrs is 1 adult for 5 children (min. 2 to open) Maximum 13
- 3 yrs. old 1 adult to 6 children (min 2 to open) Maximum 18 Room
- 4 yrs is 6 to one adult. (min. 2 to open room) Maximum 22
- *Other church events ONLY:*
- 6-10 yrs is 8-10 to one adult (min. 2 to open room) C1 and gym only
- Combining: Birth-15 mo. *Keeping in mind childproof toys, potty training*
15 mo thru 24 mo. *and the need to change diapers needs*
3,4,5 year olds *to be localized.*

Diaper changing

- Diaper changing is contained to existing changing stations only. Rms. C4 & 5 & 6. Line of sight needed. (Minimizes spreading contamination/risk of feces related illnesses).
- Family bathroom has a changing station.
- *Follow posted procedures.* (18 yrs., use gloves, disinfect after etc.)
- If older child has accident; parent must be called to change clothes.

In class restrooms

- Children under four years can be helped in bathroom. Ask child and they will tell you if they need help. Stand by door for assistance.
- Always tell other helper and have line of sight from helper when helping a child in restroom.
- If child has an accident, parent must be called to change the child's clothes.
- Plastic bag for wet/soiled clothes in room. Rarely do we have a change of clothes for them.
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Outside public restroom

- At least one adult (preferably of the same sex as the child) will accompany a child or group of children to the rest room at all times (common sense; don't let the child have an accident) If at all possible, a second adult should always be in visual contact of the adult and child/children.
- The adult should stand outside of the restroom until the child/children are done. If restroom is occupied the adult must step inside doorway. Ask for assistance when needed.
- Two adults must be present if a child needs assistance to use restroom.
- Be alert at all times. Help to prevent unnecessary accidents.

Children Disciplinary Issues

We have a zero tolerance on hitting, biting, out of control defiance. Parent who signed child in is called to handle discipline/removal of child. Let parents discipline *their* children.

- Do not be accusatory when explaining to parent disruptive behavior. Children are still learning boundaries and do not always know correct behavior. Assure child we love them/welcomed.

Please work with child in areas of sharing toys, pushing in line placement, minor squabbles etc. These are learning opportunities to teach about forgiveness, kindness and Jesus' love:

- One Warning: Reminder of what is expected. (Keep hands to self, mind teacher, listening ears)
- Time Out: If offense is repeated, take child for a BRIEF time out in class. One minute per year in age. This is for discipline not humiliation. Gently remind them of possible removal from class.
- Assistance: Page PIC to take child or lead class so child can be warned of removal and pray.
- Parent Contact: Parent called for removal. Use kindness when describing disruptive behavior.
- Pastoral Assistance: Consistent pattern of behavior problem will be discussed with parents by the Children's Pastor.

NOTE: Northwest Church reserves corporal punishment for PARENTS ONLY. We cannot allow any form of punishment that includes spanking, shaking, pinching, grabbing, slapping or physically or verbally threatening a child.

Parents to Comfort

When child is upset and crying use distractions such as the window, toys or storybooks to see if that calms the child. Crying over 10 minutes without child being comforted, please call parent. Suggest to parent they stay in the classroom to calm their child, if possible. They are welcome to come to story time to help their child acclimate.

- If child is upset/fussy/disruptive for more than 30 minutes call parent. Please use kindness when describing disruptive behavior to parent. Affirm child when possible
- If there were other issues with the child, only the lead should discuss with the parent.

In Nursery

Parents are allowed and encouraged to stay with their children if the child is having separation anxiety or difficulty in calming down.

- For 2's we will wait 8-10 minutes before paging parent depending on the level of stress. Tantrums 5 minutes or less.
- Under 18 months it is max.10 minutes. In all cases use kindness. Usually this is a trust/protest issue and parents need to respond.
- We want the children in our classrooms, but we also want a calm and safe environment for all of the children.
- *Person who dropped off/signed in child is the one picking child up unless arranged with PIC and noted.*

- **Children Move up**

- Children move up on their birthday unless other arrangements have been arranged by Pastoral staff.

Shoes

- Kids should keep their shoes on at all times. One reason is sanitation the other is if there is an emergency evacuation (fire etc) you do not have time to find shoes and put them on. You will need both hands and not be encumbered by carrying a child to protect them from glass, ice, scrapes etc. (In most public settings children keep their shoes on.)
- At the end of service children and their items should be ready to be picked up by parents without having to look for personal items.
- Personal items should be labeled as much as possible.
- Personal toys/food need to stay with parent or on counter tops during story time.

Snack time

- Snack time "seconds" is at the discretion of the lead.
- Everyone use hand sanitizer.
- Goldfish crackers/cheerios are in cupboard.
- Use coffee filters as a little bowl for goldfish crackers. Cups for water.
- Check sign-in sheet for allergies, parents usually will tell you. Give an allergy card to them.
- Parents must provide dry, labeled snack each time. We do not store them.
- NO peanut food ie: Honey Nut Cheerios, granola, PB jelly sandwich etc.
- We do not feed children specialized foods or at special times. *Parents will be called to do that.*
- Pray and encourage children to pray before eating.
- Use the time to talk about lesson, memory verse or other interactive topics.
- Children must stay seated while eating. Encourage them to help clean up when finished.

Close up rooms

- Our facilities including C- rooms are shared with other ministries during the week.
- All Toys, games (pieces), DVD's, crayons put back together and put away in appropriate place.
- All leftover snacks, craft items, papers thrown in garbage.
- All left personal items to welcome center lost and found.
- After 5:00 and 11:30 service and other Events: Chairs, tables, toys should be lightly sprayed with disinfectant spray (under counter). Only after 11:30 service and Events Chairs are restacked.
- Leave rooms intact. Do not move toys, furniture or items among different rooms.
- Lights off.

Other

- We have a teacher training/fellowship lunch. This is not mandatory but we desire you to fellowship and pray for one another involved in all the different areas of children's ministry. We try to provide training, questions, policy information at these times as well. TBA.
- Please attend a service for your own growth. CD's and podcasts are available if needed at times.
- Do not hesitate to ask for prayer if you need; we all need to support each other.
- Please see a Pastor if you have seen something/have concerns or offenses. Do not give place to the enemy in these areas. This is frontline ministry and we need to be unified and not divide.

General Jubilee Junction Procedures

Arrival

- Please arrive **15 minutes** before service begins to start check-in at Jubilee Junction.
- An **adult** must check child/children into Kids Church. That adult must remain in the building during service.
- Supervise families as they check kids into classes.
- Make sure each family selects a phone number to be texted at during service. (Note: If they do not have a cell phone with them please hand them a display number and write it on each name badge.)

Family Self Check In

- Family member enters their phone number and click **<enter>**, or scans there barcode.
- They then select the child/children to check in to class by touching child's name. A blue check mark appears next to the child's name.
- After they have selected everyone to check in they click **<Finish>**.
- They then select the phone number that we can text them at during service. A blue check mark will appear next to the parent's name. (Note: If they do not have a cell phone with them please hand them a display number and write it on each name badge.)
- Click **<Check in>** button to finish the process.
- A white screen appears displaying the badges to be printed. The printer will automatically print the badges.

Guest – Child of Family in Our System.

- If a child brings a guest and is with a family that is in our system, add the child to the family profile as **other**.
 - On the laptop look up family and click on **<Edit Family>** up in top right corner.
- Click **<Add Family Member>** along the bottom left.
- Add child's first name, last name, type (other), date of birth, male/female, and special needs/allergies.
- Click **<Save Family>** in upper left corner.

New Family

- Take family over to laptop and invite their kids to play in the area next to the laptop.
- Add family to data base (CCB)
 - Click on **<Add Family>** icon along top right.
 - Type in **last name, email, and/or contact phone number.**
 - Click **<Check for Duplicates>** along bottom of window.
 - Verify the new family is not in the list of possible matches.
 - Click **<Add Family>** along bottom of window.
 - Type in address
 - Click **<Add Family Member>** along the bottom left.
 - Add person's first and last names.
 - Select type (Parent/Guardian: primary or spouse)(Child: child or other)
 - Select marital status, date of birth, male/female, email, contact #, home phone, cell #, cell provider (so we can text them).
 - For children also add special needs and/or allergies.
 - Continue to add family members until the whole family is entered. Then click **<Save Family>** in upper left corner.
 - Click **<Back to Search>** along top left of window.
 - Click **<Back>** along top left of screen. Should be at the start screen.

Closing Procedure – During Service

- Close Jubilee Junction 45 minutes after service starts.
- At 5pm and 11:30am shut down computers – Go to “Jubilee Junction Closing/Tear Down Procedure”
- At 9am service reset computers for 11:30 service and turn off the monitors.

Opening Jubilee Junction Procedure

- Plug in label printers. Printers are labeled Reg1, Reg2, and Reg3. It is critical that the right print is put with the right computer! Reg1 is the north computer closest to the entry doors. Reg2 is the middle computer. Reg3 is the computer closest to the gym doors.
- Power cord and cable attaches to the back bottom of printer. (Printers are stored in gym game closet. Use cart to transport)
- Plug in scanners. Scanners are labeled Reg1, Reg2, and Reg3. Reg1 is the north computer closest to the entry doors. Reg2 is the middle computer. Reg3 is the computer closest to the gym doors. (Printers are stored in gym game closet. Use cart to transport)
- Turn on monitors. (Push button on bottom right of monitor. It should glow yellow.)

- Turn on three computers by pushing the power button on the front middle of the tower. (The computer towers are in the closets on the other side of the wall. Reg1 computer is in the closet that the printers and scanners are stored in. Reg2 tower is in the next closet over. [Need to pull gray closet out of the way to get to tower.] Reg3 tower is in the next closet over.)
- Wait for computers to boot up to network log-in menu.
 - Enter user name "**Jubilee Junction**"
 - Enter password "_____"
 - Push Enter and wait for Windows to load.
- Click on the firefox icon along the bottom of screen. (This icon looks like a red fox chasing it's tail.)
- Log into CCB Check in system. (https://nwc.ccbchurch.com/checkin_login.php)
 - Enter user name "**checkmein**"
 - Enter password "_____"
 - Push green **<login>** button.
- Setup three wall and mobile touch screen computer as self sign in.
 - Select **Self**
 - Attendance Grouping = **CE Weekend** (Push green **<Done>** button.)
 - Date = **today's date** (Push green **<Done>** button.)
 - Service Time = **Service start time.** (Push green **<Done>** button.)
 - 2nd Service Time = **None**
 - Print Labels = **On**
 - Default Label Count = **2**
 - Name Tag Only = **Off**
 - Security Code = **3 Digit Numeric (~900)** (Push green **<Done>** button.)
 - Printer Setup = **Printer Setup Help**
 - Text Message Paging = **On**
 - Touch Screen = **On**
 - Click blue **<Start Check-In>** button at bottom of window.
 - Scroll to bottom of window and click blue **<Continue Check-In>** button.
- Set up laptop New Family Sign ups.
 - Plug scanner into USB port on side of laptop.
 - Click on **<Connect>** user icon.
 - Enter user name "**Connect**"
 - Enter password "_____"
 - Push **<enter>**
- Click on the Safari icon along the bottom of screen in the dock. The dock will appear by hovering the cursor over the bottom of screen. (This icon looks like a blue compass.)
- Log into CCB Check in system. (https://nwc.ccbchurch.com/checkin_login.php)
 - Enter user name "**checkmein**"
 - Enter password "_____"
 - Push green **<login>** button.
 - Select **Manned**
 - Attendance Grouping = **CE Weekend** (Push green **<Done>** button.)
 - Date = **today's date** (Push green **<Done>** button.)
 - Service Time = **Service start time.** (Push green **<Done>** button.)
 - 2nd Service Time = **None**
 - Print Labels = **On**
 - Default Label Count = **2**
 - Name Tag Only = **Off**

Security Code = **3 Digit Numeric (~900)** (Push green **<Done>** button.)
Text Message Paging = **On**
Printer Setup = **Printer Setup Help**
Pagers = **Off**
Check-Out = **Off**
Membership Type = **New/Fam Reg** (Push green **<Done>** button.)
Report Access = **On**
Click blue **<Start Check-In>** button at bottom of window.
Scroll to bottom of window and click blue **<Continue Check-In>** button.

Jubilee Junction Closing/Tear Down Procedure **(after 5pm & 11:30 services)**

- Close Fire Fox by tapping in the screen in the top left corner.
- Click **<Start>** button in bottom left of screen.
- Click **<Shutdown>** at bottom left of start menu.
- Push monitor power button located on the right bottom side of monitor. (light on button should go off.)
- Unplug printers - (Printers are stored in gym game closet. Use cart to transport)
- Unplug scanners - (Scanners are stored in gym game closet. Use cart to transport)
- Note: **Key for portable touch screen computer** is stored in gym game closet. It hangs from the light switch. Store the printer and scanner for this computer underneath it in the cabinet. Lock up the cabinet and return key to closet. (Store cabinet and computer just inside door in C1.)