



Information Handbook
2017-2018

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Overview

Purpose

The purpose of this document is to provide an overview of Nor'wood Bible Church's (NBC) Children's Ministry. The document is intended to familiarize and inform the reader about the Children's Ministry purpose, vision, ministry philosophy, distinctives, the leadership team and key policies and procedures.

Audience

This document includes a collection of information for our parents, Sunday school teachers, pre-school junior church (PSJC) and nursery volunteers. Anyone associated with the Children's Ministry needs to familiarize themselves with this material.

Scope of Children's Ministry

Children's Ministry includes the following ministries: nursery, Sunday school ages (3s-12th grade) and PSJC (3s-K)

Ministry	Leadership	Ages	Location
Nursery	Diane McFarland	Infants - 3s	1 st floor
Sunday School	Pam McEwan & Heidi Ocken	3s - 5s	2 nd floor
Sunday School	Kara Landess & Jessica Clemens	Kind - 2 nd	2 nd floor
Sunday School	Kathy Burns & Annette Proctor	3 rd - 5 th	2 nd floor
Sunday School	Julie Branch & Ron McEwan	6 th - 8 th	2 nd floor
Sunday School	Michael & Lynette Hill	9 th - 12 th	Modular

Definitions

Assistant: Someone who assists the Sunday school or PSJC teacher. An assistant must be a professing and practicing Christian. An assistant may or may not meet the qualifications of a teacher. An assistant is typically an adult.

Co-Teacher: Someone who meets the qualifications of a teacher as described in this document.

Helper: Someone who helps the Sunday school, PSJC teacher or member volunteer. A helper need not be a member or a Christian. A helper is typically a teenager or young adult.

Substitute: A fully qualified member who carries the same authority and qualifications as the volunteer they are substituting for.

Volunteers: Anyone associated with the Children's Ministry: elder, administrators, teachers, coordinators, substitutes, assistants, helpers and others.

Volunteer Candidate: Someone who has expressed an interest in volunteering for the Children's Ministry – nursery, pre-school junior church, youth and Sunday school. They may be a member or non-member. A "qualified" candidate must be a member and meet the qualifications stated in the section titled, *Teachers, Substitutes and Assistants*.

Purpose, Mission, and Vision

The Children's Ministry purpose and vision statements are intended to explain why Children's Ministry exists and what we hope and pray God will accomplish through the Children's Ministry.

Purpose

To aid parents in shepherding our children to be Christ-centered and Others-oriented** for the glory of God in all things.*

Vision

To see our children come to salvation and live God saturated lives that impact the world for Christ!

Our core values describe principles, actions, desires and behaviors that we hold as matters of the utmost importance and strive to diligently practice and pray over.

Core Values

- Love and Concern for our Children (Cor 16:14, Col 3:14)
- Be Studious, God Saturated, Praying Teachers (2 Tim 2:15)
- Communicate God's Word Accurately and Lovingly (Titus 2:7-8, Mt 28:20)
- Emphasize and Utilize a God-Centered Curriculum (2 Tim 3:16)
- Support Our Student's Parents (1 Peter 4:10)

** Christ-centered*

Keeping our hearts centered on Jesus Christ is consistently honoring God's amazing work for us through the sacrificial and substitutionary work of Jesus on behalf of those He came to save. The work of Jesus on behalf of believers should cause humble appreciation and consistent affirmation of what Jesus has done and continues to do for His followers. Jesus was so significant to the Apostle Paul he made the following declaration to the church in Corinth. "1 And I, when I came to you, brothers, did not come proclaiming to you the testimony of God with lofty speech or wisdom. 2 For I decided to know nothing among you except Jesus Christ and him crucified." (1 Corinthians 2:1-2) Jesus is the central focus of God's redemptive purpose and from Him flows the river of God's sustaining grace. "He who did not spare his own Son but gave him up for us all, how will he not also with him graciously give us all things?" (Romans 8:32) This is what we mean by being Christ-centered.

*** Others-oriented*

One of the significant evidences of knowing Jesus as one's personal Lord and Savior is the love God puts in the hearts of His people for Him and for others. This love is empowered by the Holy Spirit. "...God's love has been poured into our hearts through the Holy Spirit who has been given to us." (Romans 5:5) This love is an active affection that shows care and concern for fellow believers and for unbelievers. "34 A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another. 35 By this all people will know that you are my disciples, if you have love for one another." (John 13:34-35) "7 Beloved, let us love one another, for love is from God, and whoever loves has been born of God and knows God. 8 Anyone who does not love does not know God, because God is love." (1 John 4:7-8) Holy Spirit empowered love for others is what we mean by being Others-oriented.

Administrator Information

Below are the members of the Children's Ministry Leadership Council.

Who	Role
Michael Hill	Elder
Lynette Hill	CM Administrator
Kathy Burns	CM Administrator
Diane McFarland	Nursery Coordinator

Philosophy & Distinctives

God Centeredness

We believe that the Bible is a book first and foremost about God. The other characters in the Bible merely point to God. In our curriculum, classes, and activities we want to exalt God—to show Him as the great and almighty God. As a guiding principle for every class, Scripture is to be studied in the context of these questions, "What does this say about God, who God is?" "How is this aspect of God revealed most fully-in Jesus (gospel)?" "How does believing this good news change how we live?"

Biblically-Based Lessons

We want to fill our children with solid biblical truth that will give them a foundation to stand on when they go through deep waters (Is 43:1-3). For this reason, we want our classes and curriculum to direct children to the Word of God. We believe that the Bible must be taught in depth, yet in a child-friendly or age appropriate, interesting manner.

Incremental Education

Truth is presented on a simple level in the preschool years and is reinforced and expanded at primary levels, and so forth. For this reason, truths are reintroduced to the children as they grow older, each time digging deeper and widening the scope of their understanding.

Life Application

We believe that faith comes through hearing the Word of God (Romans 10:17). However, we also believe that teaching falls short if it simply feeds words through the minds of children. We want the truth to be clearly understood by the children. We emphasize God's truth and explain it through illustration, connecting the known to the unknown. Because interaction with God's truth is critical, children are encouraged to look up scripture passages, and then discover and respond to the truth they discover.

Theology

NBC's teaching emphasizes God's sovereignty in directing everything to serve His good purpose. We want to help children understand that nothing is outside the control of the all-powerful and all-loving God of the universe.

Partnership with Parents

We believe that before God, parents, not NBC have the primary responsibility for the spiritual nurturing of their children. We will make every effort to structure our ministry in a way that allows NBC to "walk alongside" parents, enabling and equipping them in this God-given role.

Policies and Procedures

The Children's Ministry policies and procedures are grouped in the following categories:

- Teachers/Substitutes/Assistants/Helpers
- Curriculum
- Classroom and Activity Supervision
- Record Keeping
- Recruiting
- Discipline
- Injury or Illness
- Notification of Abuse, Injury or Molestation
- Violation of Policies or Procedures
- Revision and Review of Policies and Procedures

Each category contains a number of policies and/or procedures. Each policy and procedure is tagged with a colored dot.

- Green dots indicate a policy and/or procedure that must be followed or practiced.
- Yellow dots are policies and/or procedures that may be followed or modified depending on the situation.
- Red dots indicate a policy and/or procedure that must not be done or must be avoided.

Policy Statement

In order to provide a safe, efficient and secure environment for our ministry participants, we have adopted the following procedures.

Teachers, Substitutes and Assistants

- Teaching candidates, substitutes, assistants or anyone wishing to be considered for ministry position involving contact with children or youth, must have been regularly involved in NBC's ministry for three or more months; exceptions may be made by the Elder Council.
- Every applicant for Children's Ministry, including those working with our youth, must be familiar with and agree with these policies and satisfactorily complete our screening procedures.
- Background checks will be performed on any volunteer working with our children.

- Teachers must be members of NBC.
- Teachers must have demonstrated themselves to be committed to the ministry and people of NBC.
- Teachers must be 18 years of age or older.
- Final approval of any teacher or substitute will be the responsibility of the Elder Council.
- Substitute teachers must meet the same qualifications of a teacher and go through the same screening process.
- Substitute teachers must have taught or helped in an NBC Sunday school classroom and be familiar with the curriculum.
- Junior and Senior high lead teachers must be male.
- Teachers are expected to diligently prepare and pray for each lesson.
- The heart of the teacher and the material presented should be Christ-exalting and gospel saturated.
- The teacher and the assistant should make every attempt to prayerfully and personally welcome and connect with each and every student.
- The teacher and the assistant should strive to connect and communicate with the parents of the students in order to be able to aid the parents in shepherding the child's heart towards Christ. For example, e-mail the parent asking them questions about the emotional, spiritual and physical needs of their children. Ask the parents for updated prayer requests. Teachers are encouraged to become partners with their student's parents.
- The teacher should teach from the Bible and encourage the students to look up passages.
- The teacher will notify a Children's Ministry administrator or an elder of any suspected issues of abuse or neglect of a student.
- Background checks will be re-run every 3 years on all volunteers.
- The teacher of Intergenerational Study (5-7 weeks after regular Sunday school) will be selected by the elder of Children's Ministry and approved by the Elder Council.

- The Children's Ministry elder will approve the substitute teacher for Intergenerational Sunday school. In the elder's absence, the Children's Ministry administrator and a member of the Elder Council will approve of a substitute.
- The elder of Children's Ministry will help train, equip and support the Intergenerational Sunday school teacher.
- Sunday school classrooms may have assistants, co-teachers and/or helpers.
- The nursery may have helpers to assist member volunteers.
- Nursery helpers must be at least 12 years old or older. Children 12 to 18 are required to have a signed permission form their parents or guardians.
- No solo male teachers.

Curriculum

- The elder of Children's Ministry will approve curriculum for all Sunday school classes and Intergenerational Sunday school.
- Ages 3 through Jr. High will use Children's Desiring God curriculum. Exceptions will be approved by elder of Children's Ministry.
- The material presented in the classroom, the illustrations used, and the point of the crafts or activities should be in line with the Christ-centered theology of NBC.
- Teachers may use other material to support or augment the curriculum, including videos, music, flannel graphs, etc...
- Theologically accurate lessons can be prepared that express a biblical burden God has placed on his or her heart for the class and its needs.
- Man-centered curriculum, lessons and songs will be avoided. The elder of Children's Ministry should review questionable material.

Classroom and Activity Supervision

- Each classroom will have two adult volunteers. A classroom must have at least one-qualified teacher. Permissible combinations include: 1 male & 1 female or 2 females.
- Teachers, assistants, substitutes and helpers should arrive at least 10 minutes before a scheduled activity.

- At least two adults should be present at every youth function, and in each classroom, and any other Children's Ministry activity. Two adults is the ideal, but it is understood that there are situations where only one teacher is available in a classroom. For large groups of children, the number of adult supervisors will be increased as needed.
- In situations where the activity involves the same gender situations (all girls) or (all boys) a single adult of the same gender may supervise the event. (e.g. adult female taking girls for coffee; adult male taking a group of boys to a baseball game)
- Teachers, substitutes, assistants and helpers should keep watch over those in their care until an authorized person has picked up all students.
- Children ages 3 through 2nd grade are to be released only to parents, guardians, or persons in possession of bar-code matching that worn by the child.
- Children under the age of five (male and female) needing to use the restroom will be escorted and assisted as needed in the restroom by an adult female.
- Children over the age of five, yet young enough to require supervision to use the restroom will be escorted to the restroom. The volunteer should check to make sure the facility is safe to use, and then wait outside the restroom.
- Children who are 10 or more minutes late to Sunday school may be required to attend adult Sunday school with their parent or guardian at the discretion of the teacher.
- Approved activities outside of class time could be used to build community and disciples.
- Teachers, substitutes, assistants, or helpers will not direct children to find their parents or take students to their parents
- Teachers, substitutes, assistants, or helpers will not release any child or youth to await transportation without supervision.
- Teachers, substitutes, assistants, helpers or anyone working with children will never touch a person's private areas except when necessary, as in the case of changing a diaper.
- Children's Ministry volunteers will avoid the appearance of impropriety, such as sitting older children on their lap, kissing or inappropriate touching, etc.

Record Keeping

- An attendance list should be kept for all of the ministry's activities involving children or youth. The date of the activity, description of the function, along with the names of all participants, adult sponsors and other volunteers should be recorded. An adult volunteer will document any abnormal behaviors (e.g. bad behavior, symptoms of illness, etc...) and things that were not pre-planned.

Volunteer Recruiting

Recruiting Children's Ministry volunteers is a continual process.

The following procedures and guidelines are intended to give the reader some instruction on how to actively recruit volunteers for the Children's Ministry.

- Pray that God would raise-up and call inspired, passionate, motivated volunteers!
- Children's Ministry volunteers can ask qualified candidates of their potential interest in being involved in the Children's Ministry. Please note: all "qualified" candidates must be members of NBC.
- An elder, teacher or administrator may ask a potential candidate to sit in on a Sunday school class, or participate in the nursery or PSJC, and observe. Notify the Children's Ministry administrator or elder of your invitation. NOTE: Please ask the Sunday school teachers, nursery coordinator or PSJC teachers before inviting someone to sit in on the their class or the nursery.
- Children's Ministry volunteers may invite potential candidates to participate in our Appreciation Dinner (usually first quarter of new year), or the Sunday School Teacher Kickoff (usually in August).
- At various times the Children's Ministry will solicit volunteers via bulletin announcements, e-mails and pleas from the pulpit. Special events, seminars or the like may also function as a recruiting tool.
- Anyone learning of someone's desire to work in the Children's Ministry should contact a Children's Ministry administrator and encourage the candidate to do the same.
- The Children's Ministry elder will review each new application for membership to determine if the member candidate has any desire to volunteer for the Children's Ministry. The elder will follow-up with the member to learn more about their interest. The purpose of the meeting will be to determine the candidate's background, teaching experience and specific interest (nursery, PSJC, teaching,

music, drama and age group). The elder will then decide how to proceed with that candidate.

Candidate Indoctrination

The following procedures and guidelines define the steps and procedures for introducing and involving the qualified candidates with the Children's Ministry.

Once it has been determined that a member wishes to volunteer for the Children's Ministry and is qualified according to the procedures and guidelines defined herein, the following steps will be taken.

Nursery Candidates

- Candidates interested in volunteering in the nursery will be directed to the nursery coordinator. The nursery coordinator will be notified of the candidate's interest.
- The nursery coordinator will instruct the candidate on the procedures and policies of the nursery and notify the scheduler of the candidate's availability. Please see, "*Children's Ministry Nursery Procedures*"

Pre-School Jr. Church Candidates

- Candidates interested in volunteering for PSJC and who have never taught PSJC will be put into contact with the current PSJC volunteers to schedule a time for classroom observation. It is expected that during this time the PSJC teacher will inform the candidate of the curriculum, procedures and guidelines for teaching PSJC.
- In cases where PSJC classroom observation is not possible or waived, the current PSJC volunteer or a Children's Ministry Administrator will inform the candidate of the curriculum, procedures and guidelines for teaching PSJC.
- Non-members wishing to volunteer in the PSJC must do so as assistants to a qualified teacher.
- Candidates who have observed the PSJC classroom or who have previously taught PSJC will be added to the teaching rotation and/or added to the substitute list.

Qualified Sunday School Teacher Candidates

Please note, the following steps are broad guidelines and each individual candidate and their unique circumstance will be considered.

In most cases, new Sunday school teachers will start their ministry at the beginning of the school year – September. In rare cases it may be necessary to bring in a new teacher during the school year.

- A Children's Ministry administrator or elder will notify the current teacher that a candidate is interested in teaching or substituting, and discuss with them the possibility of the candidate observing their classroom.
- Upon approval from the teacher the candidate will be encouraged to observe and assist the teacher. The purpose of this observation is for the candidate to learn of the class structure, format, lesson organization, teaching methods and approaches. The duration of the observation period will be determined and agreed upon by the candidate, teacher and elder of Children's Ministry.
- A Sunday school teacher candidate, who meets all the qualifications of a teacher, yet has not observed a classroom, will be encouraged to co-teach with a qualified teacher.

Discipline

Order and structure in the classroom are critical to classroom effectiveness in ministry. Maintaining order provides for the health and benefit of all the students. Our desire is to provide an environment that is safe and conducive to learning.

What To Do

We have a system that we believe is effective in maintaining order, yet provides an environment that promotes creativity and participation. These steps are designed to help the teacher effectively maintain structure and order, while also protecting the children.

- Acceptable forms of discipline:

Step 1. Clearly communicate to the students the rules and regulations of the classroom. Communicate the following rules (2-4) to the students as often as necessary. Review these rules with a new student.

Note: In general, a student will be given two warnings. The issuance of a warning is at the discretion of the teacher. Continued disruption of the class, direct disobedience or nit picking are examples of when a warning is warranted. There are many things to consider when issuing a warning. In instances of extreme behavior problems (fighting, threatening a teacher or student, etc...) no second warning is necessary before escorting a child to the parent (Step 4). If you would like more information about what warrants a warning please talk to the elder over Children's Ministry.

Step 2. First warning:

- Clearly explain to the student that they have *received a warning*.
- Clearly explain to the student *why* they have received a warning.

Make sure the student knows and understands why he/she has been warned.

Step 3. Second warning:

- Apply Step 2.
- Either
 - Assign the student to a specific seat in the classroom – OR –
 - Escort student to parent or guardian.

For the 3s and 4s class, escorting children to parents may impede the development of the child's adjustment to class participation; therefore the child may sit with the teacher's helper away from other children.

Note: If there is no escort available, do not leave your classroom or the student unattended. If, for whatever reason, you are unable to remove the child from the classroom, continue with class and follow up with Step 4 after class is completed. It is desirable that you or another adult escort the child to their parents. An escort should try to minimize disruption of the activity in which the parent is participating by delivering the child to the door and visually assuring the child is in the parent's care. A "follow-up" card will be given to the student to be passed on to the parent as a reminder to follow-up with the teacher after church service.

Follow-up Card – a laminated card given to the parent(s)/guardian of a child who has been removed from the classroom for disciplinary reasons. The card is a reminder to the parent(s)/guardian to "follow-up" with the teacher after church service. The card is to be returned to the teacher. Follow-up Cards are located in the attendance notebooks.

Step 4. Explanation for discipline to parents:

If a child is sent to their parents an explanation needs to be given. Depending on severity of disobedience or if there is a pattern of repeated discipline, inform the elder over Children's Ministry or the pastor of the situation. If there are any problems or concerns after communicating with the parents, please inform an elder.

It is up to the discretion of the teacher if they wish to inform a parent that their child was warned once for bad behavior, but not required.

What Not To Do**Understanding of and adherence to these rules is imperative.**

- No Children's Ministry volunteer will physically discipline a student. If this is not clear, please see the elder over Children's Ministry or the pastor.
- All Children's Ministry volunteers will avoid any physical contact with a child as he or she is being disciplined.

- Time-out is prohibited. Specifically, a child will not be put in a corner as a form of discipline.
- When parents teach a class, which includes one of their own children, their children are to be disciplined according to the above guidelines. This will prevent scaring other children or potential misunderstanding of NBC's classroom disciplinary policies.

These rules are to protect the children, our teachers, and NBC.

Injuries or Illness

- A substitute teacher must be used to take the place of teachers who are ill. Children's Ministry administrators or the elder of Children's Ministry will assign substitutes.
- Ill or absent teachers unable to garner a substitute teacher, can have their class join another class.
- Children, teachers, substitutes, assistants and nursery workers who are acutely ill (fever, nausea, vomiting, diarrhea and/or other symptoms of communicable diseases) should not be admitted to the classroom or nursery.
- Children should be returned to their parent or guardian as soon as illness is discovered. If this is not possible, the person who is ill should be isolated in a manner that will allow supervision to continue until the person can be returned to their parent or guardian.
- Any teacher, substitute or assistant who becomes aware of an injury to a volunteer or child will take steps to ensure proper medical attention is given to the injured person.
- Children who have received an injury, which is obviously minor (e.g. paper-cut), should be given first aid as needed at the time of injury. The child's parent or guardian should be notified of the minor injury when they pick up the injured child.
- Any injury requiring medical treatment beyond simple first aid should be given immediate attention. The parent or guardian of the injured person should be immediately notified, along with qualified medical personnel (Heidi Ocken, Mary Rasmus, Cheryl Burr) and an elder. 911 should be called immediately if warranted by the injury.
- The Center for Disease Control (CDC) has established a set of universal precautions for handling bodily fluids to minimize the risk of spread of communicable diseases. These have been adapted for all ministries that involve children at NBC. Bodily

fluids include the following: blood, fecal material, nasal discharge, saliva and urine. Reasonable steps should be taken to avoid contact with bodily fluids of any kind.

Procedures for Handling Body Fluids

- Gloves should be worn whenever there is evidence or a chance of coming in contact with a bodily fluid. Gloves should then be properly disposed of after each use.
- Volunteers will use disinfectant hand spray or wash their hands with soap after each diaper change, or after coming in contact with urine or feces.
- Changing tables must be sprayed with mixture of bleach solution and dried thoroughly with a paper towel after each diaper change.
- All contaminated cleanup materials and diapers must be disposed of in either sealed or tie bags.
- Soiled clothing should be placed in a plastic bag that can be sealed or tied.
- Any child who is potty-trained should be reminded to and assisted in washing their hands after using the restroom.
- All wounds and skin sores must be covered with a bandage.
- Toys, which have been exposed to saliva or any other bodily fluid, must be washed with a proper disinfectant soap and permitted to dry after each use.

Notice of Injury, Abuse, or Molestation

- Volunteers who become aware of any injury, abuse, or molestation connected with any ministry activity will immediately inform parent or guardian, qualified medical personnel and an elder of such injury, abuse, or molestation.
- An elder will inform the volunteer(s) who reported an incident on what action has been taken.
- All allegations of abuse or molestation will be taken seriously and will be investigated by ministry leaders and reported to the appropriate authorities.
- A member of the Elder Council, preferably the elder of Children's Ministry, will contact an attorney to provide a written opinion as to whether NBC should report the abuse or molestation to law enforcement authorities. The written opinion should be

obtained within 24 hours of when the ministry leader first becomes aware of the abuse or molestation; the Elder Council will review the attorney's opinion.

- Upon notice of abuse or molestation, the Elder Council will notify NBC's insurance carrier.
- Any employee of the ministry, who is the subject of an investigation, will be removed from their position, with pay, pending completion of the investigation.
- Any employee found guilty of abuse or molestation charges will be terminated in accordance with organizational practices.
- Any volunteer under investigation will be removed from the position pending completion of the investigation.
- Volunteers found guilty of abuse or molestation will be removed from any activity relating to children or the youth. NBC will consult legal counsel.
- All ministry leaders, employees, and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, or molestation in connection with activities of NBC.
- An elder will be designated as spokesman following notice of any abuse or molestation in connection with activities of the ministry. This elder will be the only person to convey information concerning the situation and (to avoid compromising any ongoing investigation) will convey only such information as is necessary under the circumstances.

Violation of Policies and Procedures

- Volunteers must promptly notify an elder of any activity undertaken on their own behalf or by others that violate these policies or procedures. The elder will notify the Children's Ministry elder of the violation.
- Any elder who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy and procedures by all workers, and will temporarily remove workers from their position if such removal is warranted, or if the worker poses a potential threat to others. The elder will notify the Children's Ministry elder of the violation.

Revision and Review of Policies and Procedures

- These policies and procedures will be regularly reviewed and can be modified in accordance with the by-laws of NBC. Any such modification should be promptly conveyed to all persons affected by the modification.

These policies and procedures will be made known to all volunteers no later than at the beginning of the new school year (September).

Curriculum Road Map

Curriculum in **Red** – being taught in 2017-2018

Curriculum	Age & Grade	Source
He Established a Testimony (first half) Old Testament Stories	3,4,5	DGM
He Has Spoken by His Son New Testament Stories	3,4,5	DGM
the Jesus Story Bible (second half)	3,4,5	Sally Lloyd-Jones
Faithful to All His Promises... The Promises of God	K-2	DGM
Jesus, What a Savior! A study on Redemption	K-2	DGM
The ABC's of God Greatness and Worth of God	K-2	DGM
I Stand in Awe God's Word	K-2	DGM
He Has Been Clearly Seen The Work of God's Hands	K-2	DGM
Faithful to All His Promises... The Promises of God	3-5	DGM
In the Beginning Jesus	3-5	DGM
To Be Like Jesus	3-5	DGM
How Majestic is Your Name	3-5	DGM
Teach Me Your Way	6-8	DGM
Abiding in Jesus	6-8	DGM
Fight the Good Fight Persevering in Faith	6-8	DGM
Your Word is Truth	9-12	DGM
Your Word is Truth	9-12	DGM
Rejoicing in God's Good Design	9-12	DGM
Apologetics	9-12	Various Sources

Supporting References

Nursery Procedures and Policies

For nursery procedures and policies see, "*Children's Ministry Nursery Procedures*"

Sunday School Emergency Exit Procedures

For emergency exit procedures see, "*Children's Ministry Emergency Exit Procedures*"