



Spreading the Gospel  
Supporting Families  
Strengthening the Church

***“Evaluating and Elevating Your  
Children’s Ministry”***

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## **Practically Evaluating and Elevating Your Children's Ministry**

- Children's ministry is often the largest ministry in a church, both in size and scope. It's easy to see why, when you factor in the children, their families, and the volunteers and staff who serve them.
- This ministry has the potential to greatly strengthen and impact your church as it seeks to practically do its part in fulfilling your churches mission
- Consider these specific ways in which Children's should effectively support your church
  - Faithful evangelism of the true gospel to the lost
  - Fruitful discipleship for continual servant growth in godliness
  - Family support that further encourages and equips parents
  - Ministry assimilation that provides enormous opportunities for believers to proactively use their giftedness
  - Church growth that actually extends the church spiritually and has the potential the expand it physically
- However, a large ministry doesn't necessarily mean a fruitful or even a biblically faithful ministry
- Thus, this ministry like all ministries can also have a negative impact upon your church through...
  - Manipulating the gospel
  - Spreading false teaching
  - Providing false assurance of salvation
  - Discouraging and usurping parents
  - Exhausting rather than edifying those who serve
  - Depleting the church's finances
  - Distracting the church's focus
- Therefore, it is imperative that you constantly evaluate your ministry's effectiveness lest your ministry be marked by mediocrity and manipulation

- This seminar, seeks to help you elevate your ministry productivity through practically delineating some marks of an effective Children's ministry
- We will evaluate common problems and pitfalls facing every children's ministry and then offer specific, step-by-step solutions to help reform and elevate your ministry
- Furthermore, this seminar will further equip you to identify key aspects of ministry that serve as launching points for discipleship, leadership development, and family ministry
- Some of the critical issues that will be addressed include...
  - **What does a safe and secure children's ministry look like?**
  - **Why do you need discipleship in this ministry, and how does it work?**
  - **How do you overcome the Jericho-like problem of recruiting?**
  - **What does leadership development look like within Children's ministry?**
  - **Why is curriculum critical, and what must it have to be effective?**
  - **How do you guard against ministry ambiguity?**
- Now, one of the aspects of all Children's ministries that needs regular evaluation and continued elevation is the area of ministry safety and security...

## 1. Ministry Safety / Security

- Many studies have shown that a Children's Ministry brings an enormous potential security and safety liability upon the church and its people
- Children's Ministry is usually the number one category or area where a liability claim is filed against the church
- This tends to be the least organized ministry in the church often being over run with children and under staffed with workers
- **Children's Ministry is often marked by a lot of people and programs but minimal policies and protective procedures**
- Thus, this type of ministry has become a magnet for child molesters and church lawsuits
- Therefore, it is imperative that your church proactively establish an environment of safety and security within your Children's Ministry
- In order to accomplish this reality these specific areas must be a priority as you evaluate and seek to elevate your ministry

### A. Selection of Workers

- This is the gate through which most predators, potentially harmful people, or unqualified people slip unaware into a Children's ministry
- Be diligent by aggressively guarding this doorway through these measures...
  - **Have a written application process (Screen every worker)**
  - **Do criminal background checks**
  - **Perform in-person interviews**
  - **Establish a six-month membership rule**
  - **Give clear job descriptions / expectations**
  - **Delineate clearly your child protection policies**
  - **Make agreement with your child protection policy mandatory**
  - **Establish and explain a no 2<sup>nd</sup> chances and 2 strikes rule**

## **B. Supervision of Workers**

- After you properly select Children’s Ministry workers you must also proactively supervise their service amidst church activities
- Many families, children, and volunteers have been physically and emotionally hurt through negligent supervision
- Therefore, it is imperative that you develop supervising procedures and policies to ensure an effective and safe Children’s ministry
- Here are a few pivotal points to consider...
  - **Develop a “two adult” policy minimum**
  - **Establish a child check-in / claim system**
  - **Keep adequate child – adult ratios**
  - **Use only open rooms with keyed locks (do not use remote rooms...lock them)**
  - **Have adequate visibility in every room (windows in every door)**
  - **Live by clear, implemented, and enforced policies**
  - **Provide continual volunteer training and support**
  - **Perform regular volunteer evaluations**
  - **Repeat criminal background checks**
  - **Be very cautious with teenage volunteers**

## **C. Retention of Workers**

- What do you do when an accusation comes? Do you have a plan?
- You must be ready to take every allegation serious by thinking when not if
- Here are some helpful tips that will provoke preparation...
  - **Develop a response reporting procedure**
  - **Establish a clear line of reporting**

- **Know and follow your state’s mandatory reporting laws**
- **Know how your state defines child abuse**
- **Never over look any allegation**
- **Initiate an immediate and thorough investigation**
- **Keep copious notes with a sequential timeline**
- **Communicate and deliberate with other leaders**
- **Impose proper restrictions on alleged wrongdoer**
- **Shepherd both alleged victim and wrongdoer**
- **Take appropriate and “reasonable” actions upon investigations findings**
- **Train your people on your policies and prevention**

#### **D. Child Abduction**

- Child abduction is always a concern within Children’s Ministry and must be guarded against diligently
- A clear potential within every church comes from the split family where an estranged or divorced spouse seeks to abduct a child
- Because the child knows the parent and will usually be excited to see them you cannot rely on the child’s testimony
- Therefore, you must have preventive measures in place to protect against this threat of child abduction
- Consider implementing protective measures like these...
  - **Create a child check-in / check-out “claim” system**
  - **Aggressively follow the “claim” system**
  - **Only allow adults to check-in and check-out children**
  - **Establish restricted access points when possible**
  - **Make it hard to walk into your nursery (Barriers-Gates-Doors)**

- **Be alert for suspicious activity**
- **Know your families and their children well (who might be at risk...foster children & fighting families)**
- **Remember the “lost parent” reality in bigger churches**
- **Determine a plan for reporting and finding “missing children”**
- **Develop a security ministry (retired or off duty police officers)**

#### **E. Parental Communication**

- Clear communication is key to an effective Children’s Ministry that proactively encourages parents through ministering to their children.
- Therefore, it is imperative that a system be in place for contacting parents both during services and throughout the week.
  - **Implement a texting, paging, or call number system for reaching parents**
  - **Establish guidelines for when and who will contact parents**
  - **Be thoughtful on who will interact with parents on pick-up**
  - **Regularly inform parents throughout the week of any Children’s ministry changes or health concerns**
  - **Make sure you get all the pertinent contact info for visitors**

#### **F. Child healthcare / sickness**

- One of the most important facets of a Children’s ministry is proactively protecting against an unclean environment and / or unhealthy practices that accentuate the spread of sickness
- The Children’s ministry (especially the nursery) should be the cleanest rooms in your church
- Therefore, aggressively seek to set a high standard of cleanliness that naturally protects against undo infections and illness
- These steps will help you elevate this area of your ministry...

- **Establish a clear policy for a “well-baby” nursery**
- **Institute a regular cleaning schedule of rooms and all toys**
- **Provide non-latex gloves for nursery workers**
- **Change crib sheets after every use**
- **Require hand sanitizer for every Children’s ministry room**
- **Create a food allergy and Epi-pen policy**
- **Regularly notify parents of potentially spreading sicknesses**
- **Graciously turn children away from nursery that display contagious symptoms**
- **Start a “nurse” ministry as soon as possible**

#### **G. Emergency / Evacuation / Shooter**

- Establish an emergency plan that is both clear and concise
- Avoid excessive detail as it won’t be remembered
- Also keep in mind the turnover ratio in your ministry
- Post the plan so that all can see it
- Inform parents of your plan
- Practice with your volunteers and staff
- Consider things like...
  - **Keeping an emergency kit on hand (What will it have in it?)**
  - **Use strollers and cribs to corral nursery children in evacuation**
  - **Use rope-lines to control the little ones while evacuating**
  - **Have a hard copy of your roster in every room for an accurate count**
  - **Establish and communicate where the “safe zone” will be**

- **Use two-way radios for leadership and consider placing them in each room**
- **A shooter could be a higher possibility than a fire are you prepared**
- **A natural disaster plan could be different (earthquake-tornado-hurricane)**

## **2. Ministry Discipleship / Shepherding**

- One of the greatest potentials for positive impact within a Children's ministry is in the area of personal discipleship and shepherding of your people
- Children's ministry should be a seed bed for fertilizing future leaders
- **Children's ministry should be the soil from which the tree of adult ministry springs**
- Many pastors, elders, and leaders cut their teeth while serving in a Children's ministry
- However, a lack of discipleship and shepherding also serves as a great pitfall and problem as workers can easily become spiritually neglected
- Sadly, this type of ministry, can easily become a place where people give but never grow
- **Thus, for many, Children's ministry is seen as exhaustion without edification, duty without delight, a sacrificial pursuit without a Scriptural purpose**
- Therefore, one must never allow a Children's ministry to run leaderless but must actively seek the continual spiritual edification of those who sacrificially serve
- Consider how this ministry readily affords you many opportunities to effectively disciple and shepherd both servants and families

### **A. Servants**

- Children's workers are usually the largest group of people serving from one ministry within most churches
- Children's workers are usually the largest group of servants systematically interacting with the Scriptures
  - Children's workers must **study** the Scriptures

- Children’s workers must **meditate** on the Scriptures
  - Children’s workers must **teach** the Scriptures
- Thus, Children’s ministry provides the largest group of people where discipleship can happen **practically** rather than **programmatically**
- This can be effectively accomplished through...
  - **Using a curriculum that edifies servants**
  - **Apprenticeship teacher development**
  - **Teacher training seminars**
  - **Pastoral / leadership counseling**
  - **Children ministry Bible studies**
  - **Special Children’s ministry worship services**
  - **Specific Children’s ministry picnics**
  - **Servant appreciation events**
  - **Active leadership development**
  - **Personal one on one discipleship times**
  - **Articulation of sound devotional material**
  - **Leadership luncheons with servants**

## **B. Families**

- Children’s ministry is ultimately and primarily a family ministry
- Therefore, it is imperative that families be respected and not replaced through Children’s ministry activities
- Children’s ministry must always seek to support and never usurp the God ordained parental role
- **This type of ministry finds its greatest joy in serving and uniting families not separating them**

- However, Children’s ministry also provides a clear and present opportunity for specific familial shepherding and discipleship
- Family struggles, parenting issues, and marital problems will often manifest themselves in and through the Children’s ministry environment
- **Thus, Children’s ministry serves as an effective launching pad for family ministry where parents can be encouraged, equipped, and exhorted to fulfill their God given role in raising their children to love Christ**
- This can be accomplished through...
  - **Marriage classes:** Marriage classes are offered where the purpose, priority, and practices of a godly marriage are clarified
  - **Parenting classes:** Parenting classes are offered where the biblical principles of godly parenting are taught and practically exemplified
  - **Premarital counseling:** Premarital counseling that helps shepherd couples in their decisions concerning marriage through offering biblical edification and practical evaluation
  - **Family camps and events:** Family camps provide lucid teaching opportunities
  - **Family resources:** Solid resources are recommended and made available to further heighten parental education
  - **Godly examples:** Godly examples of faithful parents who serve in Children’s leadership make themselves available to counsel and comfort
  - **Pastoral exhortation:** Pastoral exhortation for those neglecting their parental responsibility to raise their children in the ways of the Lord
  - **Pastoral counseling:** Pastoral counseling is available for those struggling in their roles and responsibilities in the home
  - **Parental preparation and development:** This ministry serves as a great platform to prepare young married couples for parenting as well as further their marital role development
  - **Parental support:** Through reinforcing and repeating the spiritual truths that should be primarily taught within the home and sacrificially caring for, ministering to, and instructing their precious children

- **Personal one on one discipleship:** Personal discipleship happens as the older, from all walks of life, teach the younger and pass on the patterns of a Christ exalting life
- ***Can discipleship really happen within a Children's ministry setting and is it really effective?***
- *Serving in Children's ministry...has resulted in a better understanding of God's Word and a deepening of our faith in Him. Upon joining children's ministry, we expected to serve and teach children; Instead, we are the ones being served and taught. What a blessing!*  
—Middle Aged Family
- *Children's ministry has given us the opportunity to serve alongside each other in a way we never thought we would. We've been growing together as a family each week as we read, study, and prepare for Sunday's lesson.*  
—Young Family
- *Serving in Children's ministry has deepened my love for Christ and His church so much. Watching the leaders serve and reach out to one another—and to the children—in genuine love and affection has given me an amazing picture of Christ and the unity He desires to see manifest in His church.*  
—Single College Student
- *Everyone in our family has found a place to serve in Children's ministry. This has unified our family's commitment to the church and to one another. Having a place in the church to serve together has been a blessing as we pursue a common goal of honoring the Lord by serving the children and parents of Grace Church.*  
—Older Family
- *Serving in Children's ministry has helped us to grow in many special ways. We are learning patience, compassion, and child evangelism simultaneously. Working alongside each other helps us see areas in which one of us is strong and the other is weak. We also feel that working with the kids has started to prepare us for parenthood.*  
—Young Married Couple

### **3. Ministry Leadership Development**

- Sound leadership is one of the main keys to sustaining a solid ministry that truly is a blessing and not a burden upon your church
- Every ministry will rise and fall with its leadership especially Children's
- This reality is clarified as one evaluates how a common thread that runs through every struggling ministry is a lack of or failure in leadership

- Consider how the normal ministry model for Children's is to give total oversight and responsibility to one person and then expect them to produce as if they were ten people
- Yet, this will never work because it will eventually exhaust not encourage that leader and will ultimately hinder your church through failing to meet unrealistic expectations
- Therefore, it is crucial that you **patiently, slowly, and systematically** develop a leadership structure marked by multiple leaders who give specific oversight to parts of the ministry and only general oversight to the whole ministry
- This will maximize productivity and the dutiful delight of serving through minimizing discouragement, distractions, and ministry exhaustion
- Remember, many hands make heavy work light especially within leadership
- In order to accomplish this reality you should...
  - **Patiently plan out your leadership structure with great flexibility**
  - **Know your expectations and detail them clearly (MRD)**
  - **Look for, test, and personally develop your leaders**
  - **Cautiously consider elevating your faithful workers to leadership**
  - **Break down your ministry into smaller chunks when possible in order to diversify and further develop leadership**
    - **Nursery**
    - **Sunday School**
    - **Juniors (4<sup>th</sup>-6<sup>th</sup> grade)**
    - **Children's Church**
    - **Wednesday Night**
    - **Sunday morning**
    - **Sunday night**
  - **Think in leadership pairs or teams as much as possible giving you a leader and an assistant**
  - **Highly consider and promote husband and wife teams especially for nursery**
  - **Use your elders and deacons for part of this leadership structure**

- **Empower your leaders through clear directives but do not exasperate them through micromanagement**
  - **Publically promote your leaders as much as is properly possible**
  - **Know your leaders well and you will lead them extremely well**
  - **Shepherd them and you will teach them to shepherd others also**
  - **Always listen to them even as you lead them...you will learn a lot**
  - **Remember, you are the primary leader, especially in a small church, so do not dump on them or abuse them but sympathetically lead them**
  - **Never forget that effective leadership development demands personal sacrifice, proper evaluation, proactive planning, patient expectations, and persistent prayer**
- Here are a few questions you might need to grapple with during leadership development...
- Will we have a male leadership only within your Children's ministry? Why or why not?
  - Will women be allowed to teach older children? Why or why not?
  - How long do people have to be members before they can be on your leadership team?
  - Will you have any formal leadership training, and if so, what will it be?
  - What are the qualifications for Children's ministry leadership?
  - How will you handle the dismissal of unqualified servants or leaders?
  - What would be the most effective way to structure your leadership in order to enhance ministry productivity and fulfillment of your ministry vision

#### **4. Ministry Recruiting**

- A common pitfall that seems to impact every Children's ministry is the difficulty experienced with the recruiting process and low ministry involvement
- Children's can usually be accurately described as place where the ministry demand is often greater than the number of actual ministers

- A place where servant opportunity is usually far greater than servant involvement
- Thus, recruiting becomes a Jericho-like problem which seems impossible to overcome
- Now, this reality often flows from a lack of clarity and pastoral conviction concerning a biblical perspective and philosophy of ministry
- Establishing these foundational truths will go a long way in improving ministry involvement
- However, this is usually not enough so one must be proactive in his pursuit of faithful servants while remaining patient in prayer for God's timely provision
- Therefore, to further improve upon the recruiting dilemma you should...
  - **Have a clear and biblically convicting message for your ministry's validity...focus more on why and less on what**
  - **Recruit from the perspective of the positive opportunity not the negative need**
  - **Always be prepared to give an accurate assessment of your ministry needs and never stop recruiting for Children's ministry**
  - **Persistently pray for your specific personal and ministry needs**
  - **Empower your current workers to recruit as they will always be your best advocates**
  - **Place people into ministry positions according to giftedness and desire not necessarily needs...this means it will take time so go slow**
  - **Develop an apprenticeship procedure for assimilating workers**
  - **Make expectations clear and concise during recruitment (MRD)**
  - **Do not fall into the warm body trap as it will snare you...big time**
  - **Be diligent but not discouraged knowing Children's has an unbiblical stigma that inhibits recruitment**
  - **Be patient but persistent knowing it will take time...steady growth is usually solid growth when recruiting workers**

- **Seek to develop a cultural of involvement by establishing a ministry that is both fun and spiritually fruitful**
- **Brand the ministry and promote it regularly...out of sight out of mind**
- **Recognize faithful service within the ministry**
- **Equip your people properly and encourage them personally**
- **Develop a recruiting day or ministry fair for promoting opportunities and finding servants**
- **Regularly highlight the benefits and blessings of serving in this ministry**
- **Develop a volunteer packet that edifies and equips the applicant for serving**
- **Effective recruiting will always be manifested by...**
  - **Thinking with clarity**
  - **Speaking with conviction**
  - **Aiming for commitment**

## **5. Ministry Curriculum**

- One of the most important tools in establishing an effective Children's ministry that glorifies God through evangelizing children, encouraging parents, and edifying servants is your core teaching curriculum
- The curriculum is suppose to serve as the conduit through which the Word of God is practically and purposefully taught to your children
- Ministry curriculum is the number one channel for carrying the truth of the gospel to your children
- Furthermore, your curriculum should instigate a deeper walk in the Word for your teachers as they prepare each week's lesson
- Moreover, your curriculum should also serve as a launching pad for productive parental involvement as families interact with each week's lesson promoting growth in godliness

- However, if the curriculum is weak both Scripturally, pedagogically, and philosophically it will stifle not serve, hinder rather than help your ministry
- This often happens through spoon feeding teachers moralistic stories that often conceal the primary point of the Biblical text or totally miss the gospel
- Thus, the spiritual growth of your servants is inhibited and the eternal impact on your children through that ministry is halted
- Therefore, one must seek out a curriculum that has these primary characteristics...
  - **Theocentric throughout its overall theme**
  - **Christological in its exaltation**
  - **Scripturally based not story driven**
  - **Evangelistically connected with gospel clarity**
  - **Age appropriate but not watered down**
  - **Accessible to the lay person but not shallow**
  - **Unified lessons within different age groups**
  - **Devotional resources for family involvement**
- Here are a few questions that will help you evaluate Children's ministry curriculum...
  - How does this curriculum highlight, explain, and illustrate the character and work of God?
  - How does this curriculum exalt Christ?
  - How does this curriculum help children see their need for the gospel?
  - How does this curriculum point children to Christ as the only way of salvation?
  - How does this curriculum effectively aid teachers in their study and lesson preparation?
  - How does this curriculum provoke growing in grace and godliness among teachers?

- How does this curriculum actively involve and equip parents to scripturally interact with their children?

## 6. Ministry Clarity

- Ambiguity is the mother of all Children’s ministry pitfalls or better yet potholes
- **Children’s Ministry is often an endeavor paved with good intentions but plagued by an unclear philosophy, expectations and policies**
- This reality will eventually promote disunity, discouragement, and disillusionment among your people
- **Ambiguity is usually the heartbeat of ineffective leadership and the number one hindrance to ministry productivity**
- Therefore, it is critical that your ministry be marked by clarity in at least 3 specific areas

### A. Clear Expectations

- Unclear, unrealistic, and unbiblical expectations is usually the impetus for most personnel problems within every ministry
- This reality is often the foundation by which the mindset of the “Judges” is manifested within ministry where **“everyone does what is right in their own eyes”**
- Therefore, it is pivotal that you provide personal clarity and biblical conviction for what is expected of your staff-volunteers-leadership
- In order to accomplish this non-negotiable part of your delegation you must provide an **MRD (Ministry Responsibility Description)**<sup>1</sup> for each legitimate ministry position
- These job descriptions must be clear and concise, 1 page max and bullet points
- A must for recruiting, regular evaluation, and efficient delegation
- An example would be...
  - **MRD for Children’s Ministry Leadership**
  - **MRD for Sunday School Teacher**

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<sup>1</sup> See attached examples of MRD’s in appendices

- **MRD for Nursery Worker**
- Many common Children's ministry problems will be averted and guarded against when clear expectations are codified including these negative realities...
  - **Children's workers parenting children**
  - **Children's workers parenting parents**
  - **Overly zealous and independent workers**
  - **Having a daycare instead of a nursery**
  - **Having a concentration camp instead of a Sunday School class**
  - **Having adult sermons instead age appropriate lessons**

#### **B. Clear Policies / Procedures**

- While MRD's bring clarity to individual ministry positions your policies and procedures serve as specific boundaries for individual ministry activities and programs
- The greater the policy clarity the greater the confidence your people will having in serving because they will know exactly what is expected of them
- **Furthermore, clear policies and procedures provide effective and necessary hedges of protection around your ministry, your families, and your servants**
- Some areas that must have clear policies and procedures are...
  - **Security and safety procedures**
  - **Children's Ministry assimilation process**
  - **Guidelines for men serving in the nursery**
  - **Bathroom policies (This is a black hole in security)**
  - **Discipline policy**
  - **Epi-pen policy**
  - **Evacuation procedure**

- **Child check-in / check-out procedure**
- All of these policies and procedures should be coalesced into a Children's Ministry Manual or handbook
  - **Nursery Parent Handbook**
  - **Nursery Worker Manual**
  - **Sunday School Manual**
  - **Sunday School Parent Handbook**

### **C. Clear Ministry Vision**

- If your leaders and their people do not know what they are aiming for they will never hit it
- Children's ministry will often generate a worm's eye view because your servants will be so focused on their individual/departamental tasks and needs
- They will regularly forget why they are serving especially during the difficult days
- Therefore, it goes without saying that you must consistently help your people remember and fully embrace the bird's eye view of the eternal realities that come with this and every biblically faithful ministry
- Thus, a clear ministry vision is a non-negotiable necessity for enlisting, encouraging, and the continual equipping of the saints to do the work of this type of ministry
- This correlates directly into a solid and scripturally sound perspective and philosophy of Children's ministry
- Your philosophy serves as a blue print for guiding your ministry and a road map for propelling your people
- Here are some questions to provoke your thought regarding mission clarity...
  - **Why do you have a Children's ministry?**
  - **What is the ultimate goal for your Children's ministry?**

- **What are the practical steps your ministry implements for achieving its ultimate goal?**
- **How does your Children’s ministry strengthen your church?**
- **How does your Children’s ministry support your families?**
- **How does your Children’s ministry positively impact your servants?**
- **Where and how do you regularly promote your ministry vision to your people?**
- **Can your people articulate with confidence why they serve?**
- **How do you regularly encourage those who serve in your ministry?**
- Follow Dr. Busenitz when it comes to your ministry vision, that is, your philosophy
  - *Develop it...absorb it...live by it...and teach it to your people*
- Clarity in your mission is the beginning of having a ministry marked by clear, confident, and committed ministers
- Life for the leader is constant interaction with and the promotion of the ministry’s vision
- No vision-no persuasion...no persuasion-no productivity in leading your people
- Vision is the life of a leader
- Leaders live to help others see what they see, to love what they love, to believe what they believe
- See last years Shepherd’s conference session on defining a biblical philosophy of Children’s ministry  
<http://www.shepherdsconference.org/media/details/?mediaID=7609>
- Detailed notes from last year’s session on defining a biblical philosophy of Children’s ministry are available by emailing the Children’s secretary at [childrens@gracechurch.org](mailto:childrens@gracechurch.org)

## Appendix 1

### **Ministry Responsibility Description** Sunday School Teacher

#### **Purpose**

To oversee the administration, personnel, teaching, safety, and environment of a Sunday school class.

#### **Goal**

To provide a safe and enjoyable classroom environment where children will learn about the gospel and parents will be encouraged through joyful service.

#### **Responsibilities**

- \* Arrive by 8:15am (1<sup>st</sup> service) or 10:15am (2<sup>nd</sup> service).
- \* Remain in class until every child has been picked-up or the second hour teacher arrives.
- \* Communicate vision/strategy with co-teacher(s), assistant teacher(s), Servants for Christ, and parents.
- \* Prepare and teach an age appropriate Bible lesson using the Generations of Grace curriculum and following the published GCC schedule.
- \* Evangelize children and parents through the communication of God's Word, the demonstration of the love of Christ, and regular, intentional interaction.
- \* Oversee the implementation of a GOG related craft and age appropriate music each class time.
- \* Make an effort to interact with and encourage parents during drop-off /pick-up.
- \* Maintain the security of the children in accordance with established safety policies, check-in/check-out procedures, and GCC Security ministry.
- \* Coordinate and supervise the bathroom break at the scheduled time and according to church guidelines.
- \* Protect the safety of the children in case of emergency (e.g. fire, earthquake, shooter).
- \* Communicate all substitute needs and/or absences to Sunday school lay leader (2 weeks notice preferable).
- \* Assist in the recruitment of qualified volunteer staff.
- \* Report all behavior issues and significant incidents involving children, parents, and teachers to lay leader.
- \* Know each child by name | Regularly pray for the salvation of the children
- \* Attend teacher training and other meetings.

#### **Qualifications**

- \* Member of Grace Community Church | Deacon and Deaconess qualified
- \* Successful background check, CM Application, and Sunday school lay leader approval.

#### **Children's Mission Statement**

We exist to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may spread among our children, families may be supported, and the church may be strengthened.

## Appendix 2

### **Ministry Responsibility Description**

#### Sunday School Lay Leader

#### **Purpose**

To assist the Children's Pastor in providing leadership and oversight of a Sunday School hour.

#### **Goal**

To provide godly leadership and edification to Sunday school teachers enabling them to effectively evangelize children in a safe and enjoyable classroom environment and to encourage parents as they seek to fulfill their parental role.

#### **Responsibilities**

- \* Arrive 30 minutes before the service begins.
- \* Oversee basic Sunday School operations while interacting with volunteer staff and parents as they drop off children.
- \* Interact with parents to encourage, answer questions, and address potential concerns.
- \* Interact with teachers regularly to encourage, instruct, and inform concerning lessons, announcements, and updates.
- \* Maintain security in accordance with established safety policies and GCC Security ministry.
- \* Observe activities in the classroom to learn the strengths and weaknesses of teachers.
- \* Oversee the selection and preparation of substitute teachers.
- \* Schedule and coordinate semi-annual teacher training events.
- \* Facilitate fellowship among the volunteer staff through the planning and execution of corporate ministry events.
- \* Demonstrate appreciation to volunteer staff through encouraging conversations, emails, calls, and activities.
- \* Assist in the recruitment of qualified volunteer staff.
- \* Report all significant incidents involving children, parents, and teachers to Children's Pastor.
- \* Regularly pray for the volunteer staff serving in your hour by name.
- \* Attend lay leader and Sunday School related meetings.

#### **Qualifications**

- \* Member of Grace Community Church | Deacon and Deaconess qualified
- \* Successful background check, CM Application, and pastoral interview.
- \* Husband and wife team.

#### **Children's Mission Statement**

We exist to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may spread among our children, families may be supported, and the church may be strengthened.