



Children's Ministry

SUNDAY SCHOOL PARENT GUIDE



GRACE
COMMUNITY CHURCH

Note from Children's Ministry

Hello Parents,

We want you to know what a great blessing it is for us to serve you. The biblical responsibility of evangelizing our children, encouraging our families, and edifying our servants is one we take very seriously.

If you have any questions, comments, or suggestions, please call 818-909-5631.

In Christ,
Children's Ministry

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Purpose of Sunday School

Our Sunday School exists to serve both parents and children. We serve parents by coming alongside them in their effort to teach their children sound biblical truth with the ultimate desire that the Lord will give them new life and a heart to serve Him. We serve children by providing a safe and enjoyable environment where the Word of God is taught faithfully and Christ is exalted. Please let us know if there is any specific way we may better serve you and your child during his time in Sunday School.



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Structure of Sunday School

Our Ministry

- Sunday School occurs every Sunday morning.
- We serve children three years old through the third grade.
- Children are divided into separate classrooms, based on age and last name.
- Sunday School is divided into two ministry hours that run parallel to our main adult worship services:

First Hour, 8:30–10:15 a.m.

Second Hour, 10:15 a.m.–noon

- Children may attend the first-hour Sunday School class, the second-hour class, or both.
- A separate team of teachers is responsible for each Sunday School hour.

Our Classroom

Each classroom utilizes the following elements...

- Bible Lesson
Each clear, age appropriate lesson follows our three-year Sunday school curriculum, *Generations of Grace*. The curriculum essentially takes the child from Genesis to Revelation, hitting the main events of God's redemptive story. If a child starts out in a three-year-old class and goes all the way through sixth grade, they will have gone through the narrative portions of the Bible three times. This gives our students the big picture about what



God is doing in the world. The curriculum is structured according to three different age levels for age appropriate learning.

10–15-minute lesson for 3–4-year-olds

15–20-minute lesson for 5–6-year-olds

20–25-minute lesson for first- and second-graders

30-minute lesson for third-graders

NOTE: These are general guidelines; the actual length of individual lessons may vary. For more information about our curriculum, visit generationsofgrace.com.

- Music

Our music is designed to exalt the person and work of God through Scripture-saturated lyrics, age-appropriate instrumentation, and engaging hand motions. We strive for a variety of music, including hymns, choruses, and children’s songs.

- Crafts

These creative activities capture children’s attention and reinforce the Bible lesson.

- Playtime

For younger children, there is a specific time set aside to play. This allows the children’s energy to be channeled in a proper way and helps make the rest of the classroom time more productive.

- Snack

Plain cookies are provided by the Resource Room. Any other snack that is offered beyond these cookies must be approved by the Sunday School lay leader because of allergy and health concerns. **Please note that Children’s Ministry strives to be a peanut-free zone.** If you choose to bring your child a snack, please avoid snacks with nuts. If you would not like your child to have a snack, simply inform the Sunday School teacher of your desire.



- Bathroom Break

Most of our classrooms take a trip to the bathroom during the class hour according to a predetermined schedule. **Please note that it is very important for younger children to visit the bathroom before they are dropped off at a classroom.**

Our Leaders

- Sunday School Lay Leader

Assists the Children's Ministry pastor in providing leadership and oversight of each Sunday School hour.

Supports the Sunday School teachers in the classrooms to ensure all their needs are met.

Evaluates the classrooms for safety and efficiency.

Serves the parents by interacting with them regularly and addressing any questions or concerns.

If you need to speak with a lay leader on Sunday morning, please check in at the Resource Room.

- Sunday School Teacher

Oversees the administration, personnel, teaching, safety, and environment of a Sunday School classroom.

- Sunday School Assistant

Assists the Sunday School teacher in overseeing the administration, safety, and environment of a Sunday school classroom.



- Music Leader

Ensures that each Sunday School classroom has quality, Christ-exalting music every week.

- Servant for Christ

Assists the Sunday School teacher and assistant in overseeing the administration, safety, and environment of a Sunday school class while learning about and experiencing the blessings and challenges of serving in the church.

Our Qualifications

The following general qualifications apply to every adult serving in Sunday School...

Member of Grace Community Church

Completed Children's Ministry application

Passed background check

Attends weekly worship service in addition to serving

Committed to fellowship through Bible study

Consistently demonstrates the qualities of biblical character

Meets approval of Children's Ministry leadership



Child Safety

The elders, staff, and volunteers of Grace Community Church take safety seriously and desire to have a safe and God-honoring environment where children can learn the truths of God. To that end we have developed the following policies to help prevent safety or security issues. These policies are for the protection of the children in our ministry, as well as our employees, volunteers, and entire church family.

- Name tags

All church employees and volunteers who work with children are required to wear a Children's Ministry name tag whenever they are supervising children.

- Child Check-In

To register for the kiosk system, go to gracechurch.org/cm and complete the registration form. Please allow one week for the information to process and be integrated into the system.

Upon arriving at church, visit the Children's Ministry Center kiosk room to check your child in before dropping him off at his Sunday School classroom. Once checked in, please put one of the identification tags on your child in a visible location.

Once you arrive at the classroom, the Sunday School teacher will greet you and help you complete the check-in process. If your child needs you during the service, you will receive a text message on your cell phone. **Please keep your phone on vibrate during the service.** If you do not have a cell phone, you may request a pager from the Welcome Center.

If you arrive at a classroom while they are on a bathroom break, please wait to check your child in until the class returns. This will further ensure the safety and security of your child.



- Child Pick-up

When you check your child in at the Children's Ministry Center, you will also receive a security tag. You must present this tag when you return to your child's classroom after the service.

The security tag is duplicated so that it can be torn in half, allowing parents to simultaneously pick up multiple children.

After the Sunday School teacher verifies that the security code on the child's name tag matches your security tag, they will release your child. You are free to give your security tag to another person (16 or older) to pick up your child. We are very careful to release a child only to the person with the correct security tag. **You are responsible for who has your child's security tag!**

If you lose your security tag, please make your way to the kiosk room where one of our attendants will be happy to reprint the tag.

Make sure that you have all of your child's personal items before you leave the classroom. Lost and found items will be brought to the Resource Room. Any unclaimed items will be given to Facilities. Please call 818-909-5631 for additional help.

Please consider those volunteering in the classrooms and pick-up your child within 15 minutes of the close of the service.

More information about the check-in/pick-up process is provided in the Children's Ministry *Kiosk Guide*, which is available in the kiosk room.



- Third Grade Self-Release

Third-graders have the option (with their parent's approval) to be self-released. This means that at the end of class the child can leave without a parent picking them up.

You can register your child for self-release by obtaining the form from the third-grade classroom or the resource room. Please return the self-release form to the classroom.

Note that the bathroom break for third grade is in between first and second hour. Children are permitted to use the bathroom without formal supervision and expected to return directly to the classroom. Please let us know if you have any concerns about your child handling this responsibility.

- Behavior/Discipline

Behavior issues will be handled with gentleness and grace. We will not physically, verbally, or emotionally punish children for disobedience. Correction will only be given to maintain classroom safety and order. If we are unable to control your child, or his actions are threatening the safety of other children, we will contact you during the service. **We will contact you by sending a text message, so please have your phone available and on vibrate mode.**

- Severe Allergies

If your child has allergies or uses an Epi-pen, please notify the Sunday School teacher in his classroom. They will inform you of our severe allergy policy and procedure.



- Sick Child

At times children can become ill suddenly. Should your child exhibit any signs of illness, we will isolate him from other children and contact you immediately. We will also notify the nurse on duty if we feel your child would benefit from additional care.

- Classroom Evacuation

It is imperative that parents stay on the church campus while their child is in Sunday School. Parents need to be readily available in the event of an emergency.

Should an emergency occur and an evacuation be necessary, all children will be escorted by Children's Ministry volunteers to the **southeast corner of the parking lot**. In the event of an evacuation, parents may go to the southeast corner of the parking lot to pick up their children. Each classroom will be identified with individual signs marking the room number, class division, and alphabet breakdown.

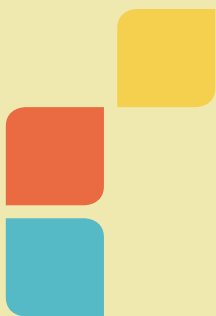
In an effort to protect the children, please keep in mind that normal checkout procedures will apply. Please be patient as we work for the safety and security of the children.

Promotion Sunday

- Your child will be promoted to the next grade level once a year, at the beginning of September.
- Third-graders are promoted to Juniors, our ministry to fourth-, fifth-, and sixth-graders, at the end of May. This allows them to enjoy all the summer activities designed for Juniors.



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**Children's
Ministry**

The logo for Children's Ministry features three icons in a 2x2 grid. The top-left icon is a red square with a white heart. The top-right icon is a blue square with a white letter 'G'. The bottom-left icon is a blue square with a white book. The bottom-right icon is a red square with a white cross.