



# Missio Dei Kids Ministry Handbook

Updated November 2021



## **Welcome**

Welcome to Missio Dei's Children's Ministry program! We are so honored to serve you and your children. Our goal is to partner with you to guide your children into a personal relationship with God and to help them grow in Jesus. We are committed to providing a Christ-centered, interactive, and safe environment for your children.

## **Vision**

The Children's Ministry of Missio Dei encourages children to know and love Jesus in a safe and consistent environment. We hope children will grow in their faith as they get to know and understand God through His Word. We aspire to help children establish habits of godly living into a daily lifestyle.

## **Mission**

The mission of Missio Dei's Children's Ministry is to meet the children in their spiritual journey. We will introduce and continue to lead them in the Lord through engaging activities and reading His Word. In addition, we will encourage children to grow their Biblical foundation and spread the Word of God with others. We exist to help the children in our care know God and grow to become more like His Son, Jesus.

## **Sunday Morning at a Glance**

We have two services for children. During the first service, we minister to 0-8-year-olds. During our second service, we minister to 9-12-year-olds. We have dedicated volunteers that are eager to share engaging and faith-filled activities. Our volunteers deliver lessons in an age-appropriate and relevant way. We read the Word and discuss the meaning. We also offer snacks, and we are allergy-sensitive. Generally, we hand out organic juice boxes and goldfish. We do have gluten-free snacks as well. A typical class time will run for 90 minutes.

## **Policies**

### **Health and Wellness**

Parents must keep their child home when they are sick or experiencing any of the following:

- A fever of 100 F or above. (Must be fever-free without the use of over-the-counter medications for 24 hours before coming to church)
- Vomiting
- Diarrhea
- Redness or drainage from eye(s)
- Undiagnosed rash
- Persistent itching of the body or scalp

### **First Aid**

We can provide basic first aid in the classroom (i.e., sanitizing cuts, band-aids, tissues, and hand sanitizer). For anything more extensive, we will find and alert the guardian.

**Safety & Security** - We take safety and security seriously at Missio Dei.

### **Background Checks**

All of our volunteers have verified background checks.

Only approved teen volunteers are allowed to work in the classrooms with minors.

### **Child Check-In**

- Parents must sign their children in to the Children's ministry room.
- Parents may check their child in starting at 8:30 AM
- Parents must make sure a volunteer is in the Children's room before entering and leaving their child.
- If a volunteer is not in the room and a parent leaves a child, we are not liable for damages or injuries. Parents may stay in the room to supervise their children until a volunteer arrives.
- Once children enter the room, they are not allowed to leave until checked out by a parent.

### **Child Check-Out**

- The process remains the same as check-in. After service is over, please sign your child out for them to leave.

### **Restroom**

- Parents are encouraged to take their children to the restroom before service starts.
- Children will be escorted to the bathroom by a volunteer during service. If a child needs a diaper change, we will find the parent to do so.

### **Curriculum**

- **0-8-year-olds**- We use the Grow Curriculum. <https://growcurriculum.org/>
- **9-12-year-olds**- We are currently using a book called *The 13 Most Important Bible Lessons for Teenagers*. Next up, *Foundation- Comparative Worldview Curriculum* <https://foundationworldview.com/curriculum/year-one>

## Volunteers

**Qualifications:** The following general qualifications apply to every adult serving in our Children's Ministry program:

- Be a regular participant at Missio Dei
- Read our Children's Ministry Handbook
- Approved Background check
- Leadership approval

### Scheduling

- Scheduling will happen a month in advance. Don't hesitate to contact Kate Johnson if you want to learn more about volunteering or have a scheduling question.

### Communicate

- We want to hear from you. If you are going to be absent, please let your coordinator know. We also want to know how we can help you while you are volunteering. Please don't hesitate to reach out to the coordinator.

### Arrival

- Please arrive at least 10 minutes before service. This allows you to prepare and connect with others before the start of service.
- Parents must sign their children in and ensure a volunteer is in the room before leaving the kid's room.
- Please wear your nametag so parents and children can quickly identify you.

### Snacks

- We are allergy-sensitive. Generally, we hand out organic juice boxes and goldfish. We do have gluten-free snacks as well.

### Departure

- Make sure the correct parent picks up each child.
- Wipe down tables and the counter
- Pick up and trash
- Check out with the coordinator, and enjoy the rest of your Sunday!

### Classroom Rules

- Be kind- Ephesians 4:32
- Be respectful- Proverbs 15:5
- Be honest- Ephesians 4:25
- Do your best- Colossians 3:23
- Have a good attitude- Philippians 2:14

## Tips to Teaching

- Call children by name
- Engage them in your lessons and activities
- Use positive language and encouragement
- Listen to them share and learn their interests
- Ask open-ended questions
- Modify your lesson if needed when you see and hear the kids needs
- Break up the time- don't have them sit for too long
- Set a time limit on activities (like a song or two)
- Use multimedia devices
- Give them tasks to help you or lead other children
- Set clear expectations
- Use an attention-getter/call and response like God is good... all the time or if you can hear me touch your ears.

## Positive Classroom Management Steps

- Be a positive disciplinarian and give positive praise often
- Move around the room
- Refer back to the rules and routines
- Get on the child's level and talk to them
- Talk to their parents at pick-up

\*You can't teach children to behave better by making them feel worse. When children feel better, they behave better." - Pam Lee

## Staff Contact Information

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