



Calvary Chapel San Clemente
Children's Ministry Manual

CALVARY CHAPEL SAN CLEMENTE
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To KNOW God
Through His Word

To LOVE God
Through Our Worship

To REVEAL God
Through Our Witness

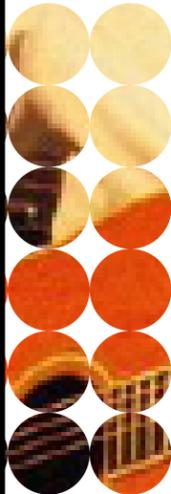
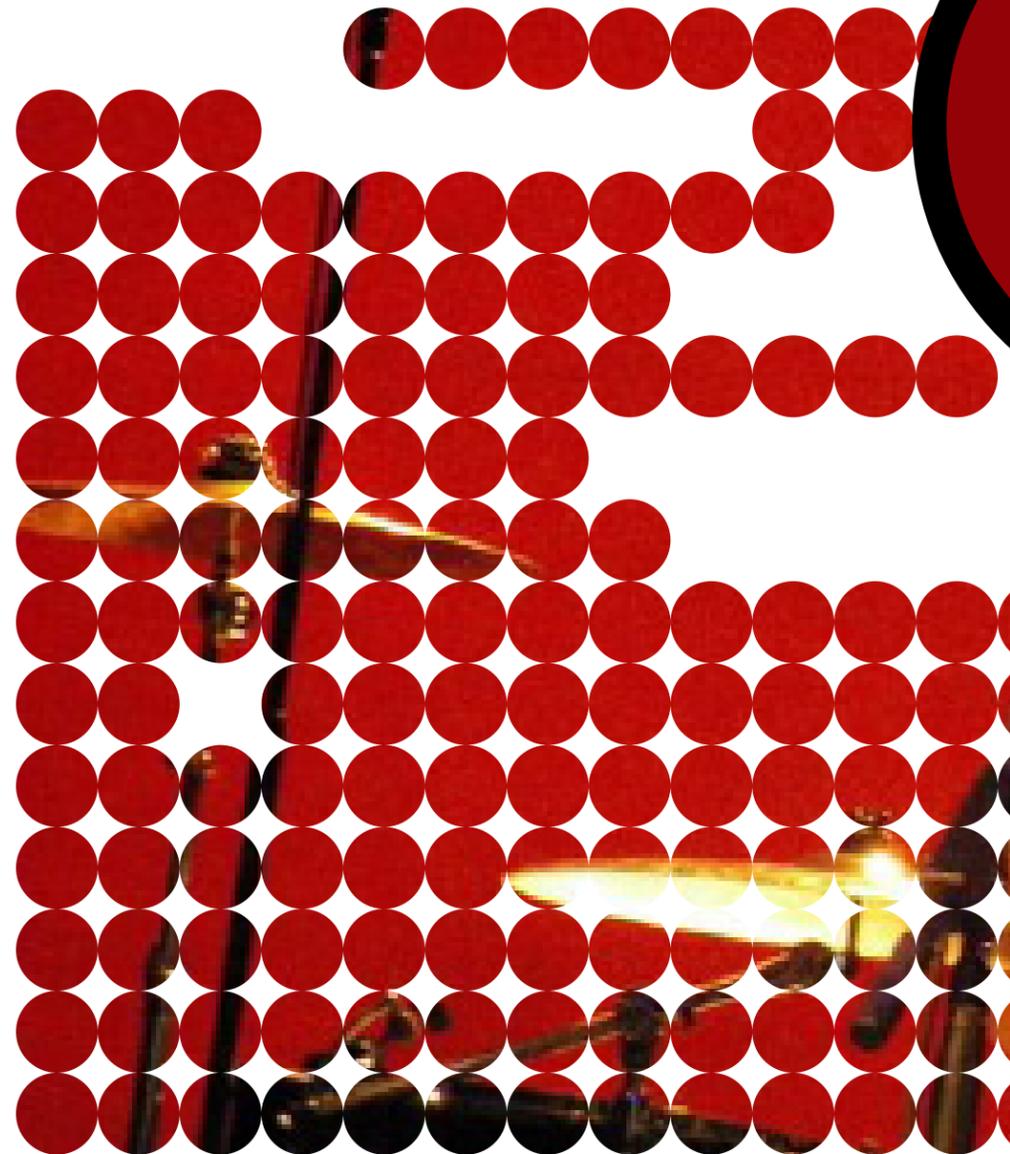
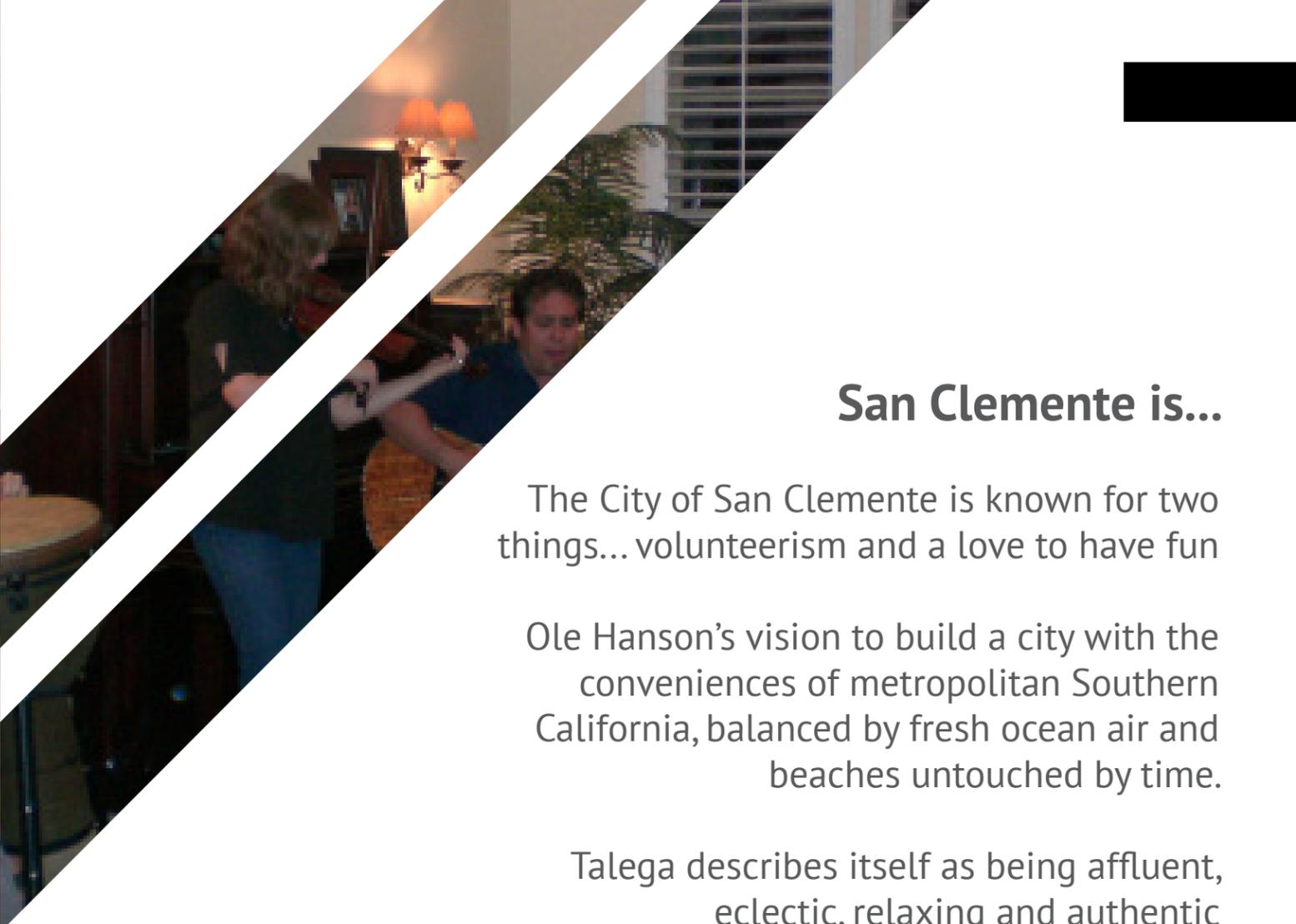


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San Clemente is...

The City of San Clemente is known for two things... volunteerism and a love to have fun

Ole Hanson's vision to build a city with the conveniences of metropolitan Southern California, balanced by fresh ocean air and beaches untouched by time.

Talega describes itself as being affluent, eclectic, relaxing and authentic

Who are we ministering to?

POPULATION OF TALEGA

Residents:	9029
Median Income:	\$ 129,130
Median Age:	34 yrs.
2 Largest Age Groups:	0-9 / 40-49
Married with Kids:	52.4%
Married No Kids:	34.3%
Single Parents:	10.1%
Education:	38.5% College Grad

POPULATION OF SAN CLEMENTE

Residents:	65,040
Median Income:	\$ 87,184
2 Largest Age Groups:	45-54 / 35-44
Ethnicity:	77% White 16% Hispanic 4% Asian
Education:	47% College Grad
Language:	81% English

STATISTICS BY ZIP CODES

92673 (east of fwy including Talega)

Population:	29,309 / 12 sq miles
78% Owners / 19% Renters	
2 Largest Age Groups:	5-9 / 40-44
72% Husband / Wife Family Households	
17% Single Households	

92672 (west of fwy)

Population:	34,290 / 8 sq miles
47% Owners / 43% Renters	
2 Largest Age Groups:	25-29 / 50-54
48% Husband / Wife Family Households	
38% Single Households	

AVG FAM: white, upper middle, mom/dad home

SCHOOL ENROLLMENT

1086	0 - Pre K	(8.3%)
839	K	(6.4%)
5535	1-8 / Elementary	(42.2%)
2308	9-12 / High School	(17.6%)
3358	College / Grad School	(25.6%)

LIFESTYLE STATISTICS

The average person travels 30 minutes to work	
Never Married	22%
Married	59%
Divorced	11%
Registered Sex Offenders	23

COMMON OCCUPATIONS

Management
Sales Reps
Top Executives
Sales Support
Maintenance (Grounds and Building)
Retail Sales
Advertising / Marketing

RECREATION (KIDS)

Water Sports (Surf / Swim)
Field Sports (Baseball / Soccer)
Dance



Dear Sunday School Volunteers,

I am so thankful you decided to volunteer to serve in Children's Ministry. Working with children is exciting, fun, and a very rewarding experience. We get to instill in them a love for Jesus and the Bible in a fun learning environment. I am excited to minister alongside each one of you as we take this journey together.

God Bless each one of you,

Terri Warejko
Children's Director

calvarysanclemente.org



Dear Servants and Fellow Co-Workers with Christ,

You have one of the most important roles in the Church. You have the joy and privilege of influencing the next generation of worshippers of God. When I reflect over my own life, I am a product of children's ministry. I didn't grow up going to church on a regular basis. Vacation Bible School, Sunday School and Church Choir were the primary ways that I ended up in church. I think of the grandparents in our fellowship that bring their grandchildren on Sunday mornings. You are their lifeline to Jesus.

Please know that Roxie and I pray for you all. You are on our hearts and in our conversations. Simply stated, we are thankful for you and it is our prayer that you will be blessed and filled to overflowing as you share the Love of Jesus with the children at Calvary Chapel San Clemente.

Blessings...

P.HD

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Children's Ministry Overview

Children's Ministry at Calvary Chapel of San Clemente is the teaching ministry for children nursery through 5th grade. Sunday school classes are held for children at the same time as the adult service which is 10am.

We also provide Children's Ministry for our Midweek Bible Study on Thursday night and childcare for our Flourish Womens' Study on Friday morning.

Children's Ministries values and vision

Since families and children are a gift from God and one of our greatest assets, they have an immense priority within our family ministry. We desire to serve God and give our best effort to be positive role models, as we speak biblical truths and instill Christian values into the lives of the children. Our desire is to see each and every precious child have the opportunity to invite Jesus into their heart and make a soul transforming, life changing decision for Christ as their personal Lord and Savior. As we teach them, our hope is that they will grow spiritually, and grow in the knowledge and understanding of their Lord.

We can achieve this by offering engaging curriculum and programs. For each group and grade level, classroom instruction and activities are designed to teach and apply God's word in age-appropriate and relevant ways. We will encourage and facilitate their expression of love for Jesus through worship and prayer time. Throughout this process, we will be committed to providing a fun and friendly community where the children's faith can flourish and develop a firm and strong foundation.

Teach the Bible Creatively

Teaching the Bible creatively reaches the varied ways children learn.

Some are:

Auditory learners — they use their voices and ears to learn. They like to listen, discuss, repeat aloud, and sometimes sing.

Motion learners – are stimulated to learn through motion and physical activity. They think more clearly and quickly when moving.

Independent learners – prefer and excel in situations where they can work alone. They tend to be aware of their own strengths, weaknesses, interests, and abilities.

Visual learners – depend on what they see to effectively learn. They tend to process information quickly through the gate of the eye.

Hands on learners – remember best when they are actively involved and are able to touch things with their hands.

Group learners – enjoy interaction, discussions and cooperation. They gain energy through contact with others.

Our curriculum supports these learning styles by varying the ways lessons are communicated each week. What we have to teach every week is so important, we don't want any child to miss a learning opportunity.



Incorporating these values

Children's Ministries programming is:

Biblical,

Relevant,

Child targeted to age appropriate levels,

Creative (reaching varied learning styles),

Safe (spiritually, emotional, physically)

and relational...

Relational with God,

Relational in fellowship with classmates and

Relational with adults as they exhibit Christ-like role models.

The end result of these values is what you see on Sunday mornings.

Our Beliefs

WE BELIEVE:

- Children are a gift from God and should be handled with love and care.
- Children are important in the kingdom of God and that Christ died to redeem children from their sin.
- Christ has called children to follow Him and children can be equipped to serve Christ and others.
- Children deserve a safe, positive, nurturing, and age appropriate learning environment that is free of fear, pressure to "grow up," or prejudice.
- God has appointed parents as the primary religious instructors of their children and the church's role is to assist in the cooperative effort of that task.
- Successful ministry is the shared responsibility of children, ministry staff and volunteers, and the church body.
- Effective teachers are the most important component of our ministry.
- Relational ministry is best served with adults who serve as positive role models to the child.



Check in Procedures

Check in volunteers are the first impression of our church. Please be cheerful, friendly and welcoming to all our guests.

Parent will sign in child / children at table outside of classrooms.

- First time guests needs to fill out a form that gives us their name, address, email and cell phone number
- Regular attenders must have a form on file.

Each child will receive a name tag to wear.

When the parents come to pick up child/children they must sign them out. Only the person who signed them in can sign them out.

For infants to kindergarten the parents need to leave a cell # in case we need contact them during service.

Parents will be contacted by text if:

- A child is injured,
- A child is crying uncontrollably and is not responding to attempts by Staff to comfort the child
- A child is exhibiting harmful behavior to himself/herself or others such as biting, kicking, hitting, or spitting.

Security and Safety

A top priority of Children's Ministry is to provide a safe, secure, loving environment for all children, their parents and the church.

Children Dismissal

- All children must remain in the classroom until picked up by a parent. Even though a child may say they are to meet their parents, do not release them on their own.
- The same Parent must sign their children in and out of class on role sheet.
- In the event that there is one or two children left in the classroom, the teacher can walk the kids over to their parents.

General Security

During the service children are not allowed to wander around the campus.

If you see a child who is outside of the classroom, please approach and make sure they are taken to the appropriate class.



Bathroom rules

- One child at a time can go to the bathroom. No other child or adult should be with them.
- No child is allowed to watch another child use the restroom.
- If a child needs help the adult may help as long as there is another witness.
- Disposable gloves must be used for health reasons.
- No men are allowed to help with bathroom breaks at any time. No exceptions.
- Diapers: Parents are to provide a diaper bag for infants and toddlers who are not potty trained.
- In bathroom emergencies, the parent will be texted during service.

Health Standards

In order to minimize the spreading of infections, parents are not to bring children to class who have the following symptoms:

- Fever within the past 24 hours
- Colored nasal discharge
- Wet, non-allergy related cough
- Rash or skin lesions
- Conjunctivitis or pink eye
- Sore throat, or earache
- Vomiting and or diarrhea
- Communicable disease
- Head lice

Well Child Policy

- **FEVER:** Child is fever free without Tylenol or other fever reducing medicines for 24 hours
- **PINKEYE:** Child has been on antibiotics for 24 hours or the doctor has determined that he / she is no longer contagious.
- **DIARRHEA:** Child has not had an episode for 24 hours
- **STREP THROAT:** Must be on antibiotics for at least 24 hours, or test results returned with negative result.
- **RASH:** DO NOT bring a child that has a rash, unless a doctor has determined it not to be contagious.
- **CHICKEN POX:** DO NOT bring child until all spots are scabbed over.
- **LICE:** DO NOT return until 24 hours after treatment and child is lice and nit free.



Always keep a controlled environment in the classroom, including before and after class.

5 important rules of behavior:

- We worship the Lord by participating in the worship service.
- We do not run in the classroom.
- We do not fight in the classroom.
- We use real names when addressing each other.
- We go to the restroom or get a drink of water before class begins so we are ready to learn

To create a disciplined environment:

- Great each child warmly when he / she arrives
- Be sincerely glad he / she has come and show it
- Act the same outside the class as you do in the class
- If you see one of your kids at the store, speak to them as if they were in your room and show them you really care.
- Don't fellowship with other teachers while children are arriving or during class... remember we are here for them.
- Take a real interest in the kids and minister to them
- The kids will pay attention to you if you pay attention to them.
- Kids get their strength from adults. If you are firm in maintaining order, it will strengthen their ability to control their behavior. The best way to maintain order is to stop, be silent and let the child know you are waiting for them to stop so that you can continue.

Child Abuse

- The first goal of Children's Ministry is to provide a safe, secure, loving environment for children and for parents to feel comfortable leaving their child.
- Therefore we have a policy that reflects our desire to prevent child abuse and to stop child abuse as we become aware of it.
- Our first line of defense in preventing child abuse is the application, screening and interview process that all volunteers in our ministry must complete to be placed permanently in a classroom.
- All people who work with children regardless of their area of ministry are expected to adhere to the following policies.
- All workers must have a completed and approved application on file.
- All workers must have an approved background check
- Churches are mandated reporters. If you suspect a child is being abused, you must inform the Children's Ministry Director or the Senior Pastor immediately.

Classroom procedure:

- Physical contact with children should be minimal and only in the presence of other adults for grades 1 - 5.
- Appropriate touching should be limited to handshakes, "high fives", brief hugs or a brief touch on the shoulder.
- No child should be alone with a worker.
- If a child arrives before other members of the teaching team, the classroom doors should remain open.
- Workers may not have children sit on their lap while the room is darkened or when other workers are not present.

discipline

reporting child abuse



TEACHER RESPONSIBILITIES

You have been entrusted with one of God's most precious gifts... children. It is a joy and a privilege to minister to our children and in order to maintain a high level of excellence we have developed the following guidelines.

1. Have a personal relationship with Jesus
2. Be in agreement with the core beliefs and values of our church
3. Pray for and support the pastors and leaders of our church
4. Be faithful to your assigned position
5. Attend all required teacher training meetings and workshops
6. Be faithful to attend church when you're not serving in children's ministry
7. Find a substitute replacement if you will be absent with your ministry director's approval
8. Be in your assigned room and ready for kids 20 minutes before start time
9. Be neat in your appearance
10. Give 30 days notices in person when resigning your position. Do not resign over text
11. As a volunteer, you are considered a leader by the children and expected to be an example in the classroom and outside the classroom.
12. Agree to a background check

Christians who are in places of responsibility in the church are examples in faith, conduct and business affairs. To maintain a high standard for volunteers is one of the best ways to represent Christ to the people of our community.



YOUTH VOLUNTEERS

We appreciate our teen's willingness to serve in the Children's Ministries Department. We believe God can use young people to minister now in every area of church life.

The following guidelines are given to help clarify our policies:

- To volunteer in the Infant or Toddler areas, you need to be at least 12 years of age and under the direct supervision of an adult
- To volunteer in the 1st through 5th grade, you need to be in 7th grade or 12 years old and under the direct supervision of an adult
- No teens can serve Thursday nights, unless they have graduated from middle school
- All teens who serve in Children's Ministry are encouraged to be active in the youth ministries and faithful to attend youth services and activities
- All youth volunteers are required to fill out a ministry application and agree to a background check
- All youth volunteers in the Children's Ministry are expected to attend all meetings and trainings



WHAT TO EXPECT

Sunday morning is a key focus for Children’s Ministry. This is our one opportunity during the week to connect with families. Here are some things to keep in mind.

IMPORTANT: Be prepared to welcome our guest kids with a smile on your face, a joy filled attitude and an attentive eye.

REMEMBER: Parents are entrusting their most precious treasures to us... their kids and we need to present ourselves in a way that builds trust between the parents and Calvary Chapel San Clemente.

THINK: We are here for them. Fellowship and friendship is good, but when our guests are present be prepared to focus on them.

ARRIVE: 9:30 am for prayer

SET UP: 9:40 am for classroom preparation and to be ready to greet our kids

CLASS SCHEDULE:

Infants - Kindergarten

- 10:00 - 10:20 Color take home bag or coloring sheet
- 10:20 - 10:35 Worship
- 10:35 - 10:45 Story
- 10:45 - 11:05 Snack Time
- 11:05 - Pick Up Free Play until a parent picks up

1st - 5th Grades

- 10:00 - 10:20 Game or Activity
- 10:20 - 10:30 Worship
- 10:30 - 11:15 Teaching
- 11:15 - Pick Up Free Play until a parent picks up

HOW TO LEAD A CHILD TO CHRIST

Often times, as Sunday School Teachers, we tend to focus so heavily on the Bible story, memory verse, and craft or activity, that we neglect or have no time to lead children to Christ. Though the Holy Spirit draws sinners to himself, we have a responsibility to our students to give them an opportunity weekly to receive Christ as their Savior.

The Gospel message is clear. God sent his son Jesus to earth to die once and for all for our sins. He was placed on a cross, died, and rose again on the third day. For one to receive Christ as their Savior, one must acknowledge that he / she is a sinner and that the price for one’s sin is death (eternal separation from Christ). But God showed his love for us even though we have sinned by sending his son to die in our place. The gift God has given, to all who believe, is eternal life through Jesus Christ our Lord. We must believe in our heart and confess with our lips that Jesus Christ is Lord.

If a child has never made a commitment to Christ, you can say something like this to them:

Would you like a chance to know once and for all that you are forgiven for any bad thing (sin) that you have done? All you have to do is believe in the Lord Jesus Christ, and ask Him into your heart. Pray this prayer and mean it with all your heart, and you will become a child of God. He will forgive your sins and live inside your heart forever:

Dear Jesus,

Thank you for dying on the cross for my sin. Please forgive me for the bad things that I’ve done. Please come into my heart and be my Lord and Savior. Help me to always follow after you.

Amen.

If a child prays with you to become a member of God’s family, encourage the child to tell his or her parents about the decision. Give your pastor and the Children’s Director the child’s name. Boys and girls who make decisions need to be followed up to help them grow.



TRANSITIONS THROUGH THE STAGES OF LIFE

In the Jewish tradition, when a boy or girl reaches the age of 13 they go through a ceremony that empowers them to understand they are now at the age of accountability and responsible for their own faith. It also is their entrance into adulthood. At Calvary Chapel, we want to provide ways for this to happen with our children to help them move from one maturity level to the next with the goal of becoming a full, functioning member of the Body of Christ by high school. We have developed 4 key transition points for our kids:

Pre-school to elementary

- When a child moves from pre-school to elementary, this begins the learning phase of their development.
- In this phase they are learning, growing, discovering what it means to be a follower of Jesus, what faith is and who God is.

When a child reaches this transition point:

- They will receive a diploma
- The Sunday before moving up, their new elementary Sunday School teacher will bring graduates in to see class.
- The pre-school teacher has cupcakes or a cake for graduates

Elementary to Middle School

- When a child moves from elementary to middle school, this begins the ownership phase of their development.
- In this phase they are learning to own their faith.
- This is a critical point because most decisions to follow Christ are made during this phase of development.

When a child reaches this transition point:

- They will receive a card from the Middle School teachers welcoming them to Middle School.
- They will receive letters from their elementary teachers that speak into the kids life prophetically and pastorally
- Pray and acknowledge them in the Sunday Morning Service
- The week before moving up the 5th graders tour Jr. High class, during tour explain they will now go to big worship or they may serve in children's ministry, then go to class

Middle School To High School

- When a child moves from middle school to high school, this begins the authentic phase of their development.
- In this phase they are learning to live out their faith in the midst of peer pressure and condemnation.
- If a child has been rooted and grounded in God's love they will do well.
- If a child has been rooted and grounded in performance based religion, they will often question their faith during this phase of development.

When a child reaches this transition point:

- They will receive a copy of the Daily Light Devotional with their name on it
- They will receive letters from their Middle School Teachers that speak into the kids life prophetically and pastorally
- They will receive a letter from the High School Pastor welcoming them
- They will receive a letter from the Senior Pastor welcoming them to Church
- Pray and acknowledge them in the Sunday Morning Service
- The week before moving up the Middle School kids the High School Pastor comes to class with some of the youth and invites them to youth group.
- The High School Pastor will also invite them to join the youth group in the main service to worship and serve in BIG CHURCH.
- **NOTE:** This is the time when it is important to be intentional about helping the student connect with mentors that will influence his life.

High School Graduation

- When a child graduates from High School, they are now a fully functioning member in the Body of Christ.
- They are no longer children, they are adults and ready to serve in any capacity within the church.

When a child reaches this transition point we:

- They will receive a Study Bible with their name engraved on it
- They will receive a letter from the High School Pastor that speak into the kids life prophetically and pastorally pointing our gifts, talents, abilities
- They will receive a letter from the Senior Pastor that speak into the kids life prophetically and pastorally
- Pray and acknowledge them in the Sunday Morning Service
- Hold a banquet with graduate, parents and mentors where the parents and mentors speak into the kids lives.
- The parents They will receive the book *The Blessing* by Gary Smalley in preparation for the banquet.
- Encourage them to find a ministry and serve in the local church.

