

Welcome to Hope Kidz!



Thank you for using your gifts and abilities to serve on our ministry team! This handbook is intended to give you a brief overview of our ministry so you can see how we operate as a ministry of Hope Christian Church. Reviewing these guidelines will familiarize you with our policies and procedures so we can provide safe, loving ministry to children. If you have any questions about children's ministries, please contact Dawn McLean at (618) 939-9089.

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(This section is for teachers)

About Hope...

Hope's Mission:

Hope exists to Love God and Love people to Jesus for life.

Basis for Hope's mission:

Matthew 22:37

Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind."

Matthew 28:19, 20

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

Hope's Vision:

To be an open community of Christ Followers, reaching out with the unconditional love of God.

What Hope Believes:

- That Jesus Christ is the one and only Son of God who died for our sins and arose from the dead. (1 Corinthians 15:1-8)
- That the Bible is the inspired word of God. (2 Timothy 3:16)
- That every person has worth as a creation of God, but that all have sinned and fall short of the glory of God. (Romans 3:23)
- That forgiveness of sins and the promise of eternal life are available to those who trust Christ as Savior and Lord. (John 3:16)
- That those desiring to accept Christ should repent and turn to the Lord, confess their faith and be baptized by immersion into him. (Acts 2:38)
- That those desiring salvation must confess with their mouth "Jesus is Lord" and believe in their heart that God raised him from the dead. (Romans 10:9-10)
- That the church is the body of Christ on earth, empowered with the Holy Spirit and exists to bring glory to God by evangelizing the lost and building strong disciples. (Ephesians 4:1-16)
- That Jesus will one day return and reign forever as King of Kings and Lord of Lords. (1 Thessalonians 4:13-18)

Hope Staff, Elders & Ministry Directors

Staff

Senior Pastor – Darrell Jones

Associate Pastor – Dennis Jones

Director of Equipping – Nancy Cassens

Director of Student Ministries – Bill Bandy

Director of Children’s Ministries – Dawn McLean

Administrative Assistant – Tanna Schablowsky

Elders

Darrell Jones

Greg Malcom

Bill Bandy

Ministry Directors

The ministries of Hope Christian Church are divided into 5 main areas for oversight. A Ministry Director is assigned to each main area to provide guidance for the team. These are the current Ministry Directors:

Open - Spiritual Development

Open - Programming

Kim Rowton - Building and Grounds

JoAnn Baker - Missions

Open – Administration

*****Hope Kidz is part of the *Spiritual Development* Team.**

About Hope Kidz...

Hope Kidz Mission (Why our ministry exists)

To partner with families to develop life-long disciples of Jesus Christ. Together, we're Loving Kidz to Jesus 4 Life!

Hope Kidz Vision (What we hope to see in the children we minister to)

Kids - transformed by the Living Word, shining the light of Jesus in a lost world.

Hope Kidz Ministries

Nursery (Birth up to 29 months)

Wee Worship (30 months up to 3years)

Sunday School (4 years – 6th Gr.)

Junior Church:

 Joy Jumpers (4 years - K)

 IROC 123 (1st – 3rd Gr.)

 CLUB 456 (4th – 6th Gr.)

AWANA (3yrs – 6th Gr.)

Special Needs (buddies for kids)

Jubilation (K-6th Gr. Choir/Drama)

Summer Camp (all ages)

VBS (Pre-K – 6th Gr.)

Hope Kidz Ministry Leaders/Coordinators

Director of Children's Ministries – Dawn McLean

Administration – Judi Branstetter

Registration Team – Haley Allmond

Nursery Coordinator – Ellen Jones

Wee Worship Coordinator – Stacy Baur

Sunday School Coordinator –

Junior Church Coordinators

 Joy Jumpers – Robin Rohlfing

 IROC 123 – Sharon Eiskant

 CLUB 456 – Tim McLean

 AWANA Commander –

Special Needs –

Jubilation Director – Kim Thaggard

Summer Camp Liaison –

VBS Coordinator –

Hope Kidz Ministry Year

Our ministry year begins on June 1st. Kids 4yrs - 6th Grade move up to the next grade level on June 1st.

Kids **birth up to 3yrs** move up *quarterly* in our Sunday morning ministries. Our quarterly move ups are:

June 1st

September 1st

December 1st

March 1st

Quarterly move ups impact:

- Nursery: Birth - 17 months
- Little Sprouts Nursery: 18 months - 29 Months
- Wee Worship: 30 Months up to 3yrs (3 year-olds who turn 4, will begin attending our Pre-K ministries on the next move-up date).

Safety Guidelines

Our desire at Hope Christian Church is to draw people to Jesus. This includes even the youngest children who attend our church. We take our responsibility to care for children very seriously. These guidelines are intended to provide a safe and nurturing environment where children can get to know Jesus Christ.

It's important for volunteers who work with children to see themselves as partners with parents, seeking to provide quality care and instruction in the ministries and programs of our church.

Everyone who teaches, helps, or cares for children must agree to follow these guidelines - they represent our minimum requirements. Individual ministry leaders/coordinators may develop additional guidelines to suit their specific area(s) of ministry.

Child Security Policies

Registration

Children attending our ministries for the 1st time need to register at our registration desk *prior* to check-in.

Check-In/Out

- Parents will not be permitted to leave children in our care if they have something contagious (flu, pink eye, poison ivy, chicken pox etc...)
- To be left in our care, kids Birth-6th Gr. must be checked in at their designated room by a parent/caretaker.
- Children should never be dropped off in a classroom or anywhere else in the church without a Hope Kidz Team member available for supervision.
- The following information needs to be noted on the check-in/out sheet: the child's name, badge number, allergies/medical concerns and the location(s) of parent/caretaker while the child is in our care.

***Parents are responsible for notifying us of allergies & health concerns each time they check their kids in

***Parents/Caretakers of kids 4yrs-6th Grade are permitted to leave the church building/grounds as long as they provide a cell phone number and are able to return to the church quickly in the event of an emergency.

***Parents/Caretakers of kids 3yrs and under must remain in the building or on church grounds.

Check-In/Out (continued)

- At check-in, parents/caretakers will receive a child security tag for kids birth-3rd Grade. This tag must be presented at check out to pick kids up.

***In the event that a parent/caretaker loses their child's security tag, the parent/caretaker will need to go to the registration desk to get a new tag.

- Older siblings (7th Gr. and up) are allowed to pick up younger siblings (Pre-K – 3rd Gr.) as long as they have the child's security tag.
- For the time being, kids in 4th-6th Gr. are permitted to check out on their own, unless a parent/caretaker indicates otherwise
- HCC will not release kids into the care of anyone who appears to be under the influence of drugs or alcohol.

Team Member Guidelines

Policies pertaining to our team members are intended to reduce the potential for child abuse/neglect and to deter unfounded allegations involving our ministry team.

- Students & adults who want to join our ministry team must complete a ministry application & commitment, a background check and a ministry orientation.
- Hope Kidz team members should be active in Christ's body at Hope for at least 1 year *before* serving as a teacher or team leader/coordinator
- Age requirements for serving with children:

| Age Group | Minimum age required for serving |
|---|----------------------------------|
| Nursery (Birth up to 17 months) | 16 years and up |
| Little Sprouts (17 up to 29 months – walkers) | 14 years and up |
| Wee Worship (30 months up to 3 years) | 12 years and up |
| Pre-K (ages 4 & 5) | 12 years and up |
| K (ages 5 & 6) | 12 years and up |
| 1 st Gr. (ages 6 & 7) | 13 years and up |
| 2 nd Gr. (ages 7 & 8) | 13 years and up |
| 3 rd Gr. (ages 8 & 9) | 13 years and up |
| 4 th Gr. (ages 9 & 10) | 14 years and up |
| 5 th Gr. (ages 10 & 11) | 15 years and up |
| 6 th Gr. (ages 11 & 12) | 16 years and up |

*Kids under the age of 12 are permitted to serve in children's ministries as long as they're serving with a parent/caretaker.

*These ages are subject to the discretion of the Children's Minister due to the maturity level of the prospective Team Member.

Team Member Guidelines (continued)

- A minimum of 2 team members should be scheduled to work with any group of children – 1 team member needs to be an adult
- Team members should remain in areas visible to the public when ministering to children. Classrooms have windows and another adult will be circulating in areas where ministry is taking place
- Children should not be removed from the classroom for any reason other than to go to the restroom or for class field trips
- Desired ratio of team members to children

| Age Group | Ratio |
|--|------------|
| Nursery (Birth up to 17 months) | 1 to 2-3 |
| Little Sprouts (17 up to 29 months – walkers) | 1 to 4 |
| Wee Worship (30 months up to 3 years) | 1 to 5-6 |
| Pre-K (ages 4 & 5) | 1 to 8-10 |
| K (ages 5 & 6) | 1 to 8-10 |
| 1 st Gr. (ages 6 & 7) | 1 to 8-10 |
| 2 nd Gr. (ages 7 & 8) | 1 to 8-10 |
| 3 rd Gr. (ages 8 & 9) | 1 to 8-10 |
| 4 th Gr. (ages 9 & 10) | 1 to 10-12 |
| 5 th Gr. (ages 10 & 11) | 1 to 10-12 |
| 6 th Gr. (ages 11 & 12) | 1 to 10-12 |
| <p>NOTE: These ratios are goals for ministering to children in smaller groups. The ratios may need to be increased for large group activities or decreased depending on the characteristics of the children. The church recognizes that in some circumstances achieving these ratios may not be feasible, such as an unexpected number of children showing up for an event.</p> | |

- Team members may take children to the restroom, but they should only assist if a child needs help. If the restroom has multiple stalls, the stall door is to be left open when helping a child. Parents are encouraged to take their children to the restroom before class begins.
- For overnight outings and camps, whenever both genders are present as participants, both genders need to be present in leadership.
- Counseling is to be by a leader of the same gender and is to be done in public areas where both the child and leader are visible to other people.

Reporting Child Abuse

Please review the definitions of child abuse/neglect as defined by the National Committee for Prevention of Child Abuse:

Physical Abuse

Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and

welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage or death.

Reporting Child Abuse (continued)

Neglect

The failure to provide a child with basic needs, including food, clothing, education, shelter and medical care; also abandonment and inadequate supervision.

Sexual Abuse

The sexual exploitation of a child by an older person, as in rape, incest, fondling of the genitals, exhibitionism or pornography. It may be done for the sexual gratification of the older person, out of a need for power or for economic reasons.

If you suspect a child has been abused/neglected, follow these guidelines:

- Do not interview the child regarding the suspected abuse – this should be done by trained personnel.
- The church is required to report suspicions of child abuse/neglect. Report the suspected abuse to your team leader/coordinator or to the Director of Children's Ministries. Your assistance will be required to file a report.
- Do not discuss the suspected abuse. It is important that all information about the suspected child abuse (victim and abuser) be kept confidential.

In the Classroom

We strive to provide a classroom environment that allows for fun, learning and relationship building. Appropriate disciplinary measures are taken if a child is disrupting an entire class. Whenever discipline is necessary, children will be treated with gentleness and respect - physical punishment will not be used.

These are the general rules for participating in Hope Kidz Ministries:

1. Participate.
2. Talk when it's your turn to talk.
3. Keep your hands to yourself.
4. Stay with your Class Leader.
5. Respect everyone.
6. Have Fun.
7. OBEY ALL THE RULES!

Methods for enforcing these rules correlate to the age of the child:

- With our youngest children, attempts are made to redirect kids when they misbehave. However, if re-directing a particular child doesn't work, the child may need to go to their parents to avoid disrupting the entire class.
- For kids Pre-K and up, kids will be warned about inappropriate behavior and they may be temporarily separated from the class if they continue to misbehave. If taking them out of class for a short time doesn't work, the child will be taken to a parent/caretaker for the remainder of the class.
- If a child disrupts a class on an on-going basis, it may be necessary for parents to meet with the team leader/coordinator & Director of Children's Ministries to come up with solutions before the child is allowed to participate in the class again.

Tactful and loving communication with parents/caretakers is a must for addressing concerns about a child's behavior. If a Hope Kidz Team member isn't sure about how to handle a situation, then they need to take the situation to their team leader/coordinator or the Director of Children's Ministries.

Emergencies/First Aid

If there is an emergency that requires evacuation, team members will exit the building with their classes. Teachers need to take check-in/out sheets with them so they can account for all of their children. Class Helpers need to go to the nursery to help them evacuate. Kids are not to be released to parents inside the building. Parents and children will be reunited at a central location outside.

Emergencies/First Aid (continued)

If there is a medical emergency, team members should call 9-1-1 and send for someone in the congregation with medical training. Team members should not administer First Aid if they're not currently certified to do so.

A First Aid kit, fire extinguisher and telephone are available on each floor.

An Incident Report needs to be completed if a child is injured, involved in an accident, or unable to be accounted for while in your care. A separate form is to be completed to report suspected abuse.

If a child gets sick while in your care, please remove the child from the classroom and send for their parent/caretaker. (Extra clothing is available if needed.) Team members ARE NOT permitted to give medicine to kids without parental consent – this includes over-the-counter medication.

Supplies & Snacks

Team leaders/coordinators can give you information about the supplies and resources we have available (also listed in "Teaching Hope Kids").

Snacks are kept in the snack cabinet. Team members should always check about food allergies before giving snacks to children.

Mice & other critters also enjoy snacks! Leftover snacks should be taken home or kept in a sealed container in the snack cabinet. ☺

Offering

If kids bring money for offering, seal it in an envelope and mark the envelope "Hope Kidz." Turn the envelope into the church office.

Room Clean Up

Room clean up procedures are posted in each room. All of our team members need to follow these guidelines so the room is ready for the next scheduled activity/event.

Classrooms should be locked when not in use. The classroom key is hanging on the "Key" board.

There is a lost and found for anything left in the classroom.

Thank you for taking the time to become familiar with our ministry handbook. If you have any questions about Hope Kidz guidelines, please talk with your team leader/coordinator or contact the Director of Children's Ministries, Dawn McLean, at (618) 939-9089 or hopekidz@htc.net.

Together, We're Loving Kidz to Jesus 4 Life!

