

Church at the Gateway

Children's Ministry - KidzWorld & Tiny Town

Our Mission/Purpose/Values Information

"Connecting Children to God and Others"

Our children's ministry is grounded on two very important chapters in the Bible.

Matthew, Chapter 22 and Matthew Chapter 28. In these two chapters we find the Great commandment and the Great Commission.

The Great Commandment says:

"Teacher, which command in the law is the most important?" Jesus answered, 'Love **the Lord your God** with all your heart, soul and mind.' this is the first and most important command.

And the second command is like the first: '**Love your neighbor as you love yourself.**' all the law and the writings of the prophets depend on these two commands. Matthew 22:36-40 (ICB). Out of these verses we see two very important purposes. Love the Lord your God, which is worship and Love your neighbor as yourself, which is service. Worship and service are important parts of our children's ministry.

The Great Commission says:

"So **go and make followers of all people** in the world. **Baptize them** in the name of the Father and the Son and the Holy Spirit. **Teach them to obey** everything that I have told you. You can be sure that I will be with you always. I will continue with you until the end of the world."

From these verses we see three very important purposes. The first is "**go and make followers**" which is evangelism. "**Baptize them,**" which is fellowship and "**teach them to obey,**" which is discipleship. Evangelism, Fellowship and discipleship are also important parts of our children's ministry.

Matthew 28:19-20 (ICB)

Statement / Purpose:

- Love the Lord your God (Worship)
- Love your neighbor (Serve)
- Go and make followers (SHARE Go/Bring)
- Baptize them (Belong)

This is our Objective

*Our Children's Ministry exists to bring children into age-appropriate **WORSHIP** where they can **BELONG** to the family of God, **GROW** in their relationship with Christ, learn to **SERVE** and then go **SHARE** Christ in the world!*

Important values of our Children's Ministry

SAFETY AND SECURITY - Protecting children is our number one value!

TEAMWORK - Serving together lightens the load and strengthens the heart!

ACCOUNTABILITY - Helping others to understand and reach their God-given potential!

RELATIONSHIPS - Building a foundation for ministry on authenticity and genuine love for others!

SIMPLICITY and FUN - Developing a process that is fun and easy for volunteers to teach and children to learn!

Large Group Leader Job Description

The KidzWorld Large Group Leader is responsible to:

Plan KidzWorld services with the Leadership and Worship Teams.

Attend Enrichment gatherings.

Pray regularly for KidzWorld, seeking God to guide you in the best way to minister to the children at Gateway.

Collect or purchase any necessary props for lessons.

Arrive 20 minutes prior to the service start time.

Prepare KidzKorner.

- Make sure activity centers are set up.
- Make sure props are in place.
- Make sure "Order of Service" is posted for Media and Worship Teams.
- Make sure Media Team is in place.
- Make sure Worship Team is in place.
- Go over any last-minute details with Media Team and Worship Team.

Greet children as they arrive in KidzKorner.

Begin service on time.

Follow the Order of Service and connect each part.

Dismiss the children to their small groups.

Place the offering on Cynthia's desk (KidzWorld Administrative Assistant).

Report any issues to the KidzWorld Coordinator.

Small Group Leader Job Description

The KidzWorld Small Group Leader is responsible to:

Pick up curriculum quarterly from the classrooms.

Attend Enrichment gatherings.

Prepare for each Sunday's small group, using the curriculum provided.

Arrive each Sunday 15 minutes before the service starts to pick up your Small Group tote and greet the children as they arrive.

Participate in the Large Group lesson by sitting among the children and providing an example to the children as you worship together.

Gather your Small Group at the end of the Large Group worship.

Record your group's attendance in your Small Group Book.

Meet with your Small Group, taking them through the follow-up activities each Sunday, as well as building discipleship relationships with them. Your small group should always meet in view of another adult/group.

Call or write both new group members and members who have been absent.

Pray regularly for your group and seek God's help in the best way to encourage them in their walk with Him.

Coach Job Description

The KidzWorld Coach is responsible to:

Arrive 15 minutes early to begin ministry.

Take leader attendance.

Greet new children as they arrive.

- Explain the days' events to the children and parents.
- Show parents where their children begin the service and where they will pick them up at the end of service.
- Escort children to Kidz Korner.

Notify director of any missing leaders.

During the service, be available to assist leaders at Coaches Station. Some ways that you can assist leaders are:

- Escort smaller children to bathrooms.
- Monitor the halls for any "wandering" children.
- Get any last-minute needed supplies for leaders.
- Help with any discipline issues that might come up, locating parents if necessary.
- Help escort children on special days when they will be in the auditorium.

Stay at Coaches Station during pick-up time to answer any parent questions.

Attend Enrichment gatherings.

Greeter Job Description

The KidzWorld Greeter is responsible to:

Arrive 20 minutes early to set up the attendance table (tablecloth, attendance sheets, offering envelopes, any special announcements or calendars).

Make sure KidzWorld news board is in hall in front of elevator.

Begin checking children in 15 minutes before service time.

Hand out security bracelets on those days that we are in the auditorium (KidzWorld Plus)

Guide new families in filling out Child Profiles for their children. While one parent is filling out the profile(s), the other parent and child (ren) can be introduced to the coach who will show them the classrooms and to KidzKorner.

Place new profiles in the attendance folder.

Hand out pagers when requested. If a parent requests a pager, you need to press down the blue button until it vibrates in order to turn it on. Make sure you record what pager # they are given, AND write this information down to be given to the child's small group leader.

Be familiar with the KidzWorld program so that you can answer parents' questions. If you don't have an answer, find the Coordinator or Director to get their questions answered.

Hand out any special announcement pages or calendars to parents.

Take event registration forms (i.e. VBS, musical, video release forms, etc.)

Clean up attendance table – everything goes back in the rolling crate.

Attend Enrichment gatherings.

Coordinator Job Description

The KidzWorld Coordinator is responsible to:

Help choose curriculum to fit the 3 year scope and sequence.

Get the curriculum to the leaders.

Recruit staff: Coaches, Large Group Leaders, Small Group Leaders, Media Team, Worship Team, Attendance Leaders, Small Group Activities Coordinator.

Schedule staff to cover all areas each week.

Communicate with staff.

- Specific instructions for special days/events
- Encouragement
- Address any questions from staff
- Reminders to help things run smoothly

Train staff.

- Help plan Enrichment days with Director
- Take on specific training responsibilities as determined by Director

Evaluate staff.

- Observe leaders in their ministry roles once per quarter
- Give suggestions to make them more effective leaders

Substitute for staff for last-minute, emergency needs.

Plan special events with Children's Director.

Take on specific responsibilities for each event, as determined by Director.

Policies and Procedures

Arrival

ALL KidzWorld leaders are expected to arrive and be in place ready to serve 15 minutes before service time begins. This time is crucial to the relationship-building that is necessary in discipleship.

Scheduling conflicts

If you have a planned absence (vacation, planned medical leave, etc.) it is your responsibility to find a replacement. You can use the KidzWorld Contact List and contact a substitute or switch with another leader.

If you have an emergency absence (late Saturday night or Sunday morning) please call DeVonna's cell phone or Jenny Wilen's cell phone (also on Contact List).

Enrichment

All KidzWorld Volunteer staff is expected to give priority to attending our Enrichment gatherings. These will be planned at least quarterly. Enrichment enables us to get "on the same page" with our ministry – planning, strategizing, resolving issues, and praying for our kids!

Bathrooms

All children must utilize the restroom with some type of accompaniment.

Children from Kindergarten through second grade must be supervised by a KidzWorld volunteer (Coaches may assist with this).

Children in third through 5th grade may attend the restroom without adult supervision but must attend with another child of the same gender.

Children should never be accompanied to the bathrooms by a KidzWorld volunteer of the opposite sex alone.

KidzWorld volunteers should wait outside the bathrooms to escort the children back to the classrooms.

Facilities

Classroom supplies can be found in the Children's Ministry cabinets, which are unlocked and labeled as such. Avoid utilizing all other cabinets. If you need something that is not there, please ask a Coach for help.

If you would like to hang something in the classroom, please utilize the cork strips or the provided "Fun Tac". Taping, pinning or stapling items to the walls should be avoided.

Snacks

Snacks are provided by KidzWorld for Kindergarten groups only. If you would like to bring in snacks for another group, you are welcomed to do so. Please make sure that all food is properly cleaned up and that no extra food is left in the classrooms or anywhere else in KidzWorld. Make sure you consult your children's profiles for food allergies.

If you use the provided water pitchers, please empty completely and store in the cabinet.

Child Profiles

Completed child profiles are kept in attendance notebooks in the classrooms. Small group leaders are encouraged to reference these for food allergies, contact information, and dismissal permission (for 4th & 5th grades only).

Behavioral issues

If a child is behaving in a way that does not allow for the ideal learning environment for the rest of the group, these procedures should be followed:

- Speak to the child privately. Please avoid public correction unless the entire group is in need of a gentle reminder. Addressing behavioral problems privately will avoid embarrassing the child and it will allow you to have the child's full attention. Inform the child that if their behavior persists then you will have to have them sit next to you.
- If the problem persists, kindly have the child sit next to you.
- If the problem still persists, ask a Coach to assist you.

- If a child was disruptive enough to have to be spoken to several times, this behavior should be discussed with the parents upon pick-up. You should also jot a brief report of the incident on the Incident Report sheet located at the Coaches Station. Informing parents immediately allows the parent to address the problem early on, hopefully preventing future issues. It also provides a documented history that may be important to have in the event that a child's participation in KidzWorld needs to be customized.
- Never, under any circumstances, should you isolate yourself alone with a child.

Dismissal

Children in fourth and fifth grades must have permission to be released to their own care. There is a place for this permission to be recorded in the Child Profile.

Children may only be released to the individuals listed in the Child Profiles. If the individual picking up the child is unknown to the KidzWorld team, photo I.D. will be required.

Children should be dismissed at the door – avoid allowing them to wait in the hallway to watch for their parents.

Emergency

Evacuation plans for each class can be found on the door of the classroom and in the Coaches Station.

Upon evacuation each small group leader must check every name that exits with their small group book attendance chart.

Upon arriving at the designated location each small group leader must once again check that every child is accounted for.

Pagers

If a parent needs to be paged, dial the nursery directly at ext 120. If no one can be reached in the nursery, call the front desk at ext 100.

Injury

Every injury must be reported on an Incident report Form located at the Coaches Station.

If a serious injury occurs the parent/guardian must be immediately summoned via the Coach.

First Aid Kits can be found in each classroom.

Age Group Characteristics Kindergarten

Physical: Coordinated; Likes to use fine motor skills; Draws a recognizable person; Cuts on line with scissors; Good balance

Mental: Curious about everything; Sorts objects by color and shape; Can count to 10 objects; Rote counts to 20; Uses complete sentences regularly; Insists "I already know that"

Social/Emotional: Sensitive to ridicule; May get silly; Enjoys group and competitive games; Chooses own friends and is sociable; Aware of rules and defines them for others; Likes adult companionship

Needs

No matter what the age or stage of development, a 5 year old learns best when the learning environments allows “hands-on” experiences. There is no such thing as a textbook child and teachers need to be aware of each child’s uniqueness.

A child needs to develop a healthy sense of trust. When adults meet a child’s needs, the kindergartner begins to develop trust.

5 year olds also need love – unconditional love. Parents and teachers show children love by spending time with them. Children need to hear “I love you no matter how you act.”

Preschoolers need security. Security is provided as teachers express love through consistency and availability. As kindergartners show their independence, they need to know you’re available to rescue them if needed.

As they venture out in showing their independence, they will often need guidance in being reminded of limits. Limits set by teachers help a child feel safe.

Lastly, kindergartners need acceptance about the things that they do that are right. Affirm them through praise and encouragement.

How Preschoolers Learn

Experience (Doing) – The “you sit still while I instill” approach is not very effective. Involvement stimulates them to explore, inquire, and retain.

Relationships – One of the most significant ways 5 year olds learn is through relationships.

Imitation – The popular game of follow the leader. Kindergartners model the behavior and reflect the feelings and attitudes of those around them.

Curiosity-Senses – They are interested in the world around them. They enjoy seeing, touching, feeling, hearing, and smelling.

Play – It has been said the “play is the child’s work.” Through play 5 year olds test, and examine to see what is true, what works and what is real. While involved in play they learn to solve problems and relate to others.

Repetition – They seldom tire of repetition, and actually gain a sense of accomplishment.

Teaching Tips

1. We cannot teach kindergartners adult-size religion.
2. We must speak about God in very simple and very kind ways – simply so that the child will understand; kindly so that the child will want to understand.
3. Attitudes and action are communicated primarily through body language and vocal tone.
4. Children have unique learning styles: Visual learners (must see it to learn it), auditory learners (must hear it to learn it), tactile learners (must touch it to learn it), and kinesthetic learners (must move to learn). A balanced approach is a must!
5. Because of attention spans, keep things short, moving and interesting.

Age Group Characteristics

1st-2nd grades

Intellectually

There is an intense eagerness to learn and they ask many questions. The child likes to repeat stories and activities. There is a limited concept of time. They think in the here and now, rather than past and future.

Listening and speaking skills are developing rapidly. Girls are ahead of boys. The child thinks everyone shares his view. They see parts rather than how the parts make up the whole. Thinking is very literal.

Teaching Tip: Consider the skill and ability levels of the children. Some can handle reading, writing activities and others may do better with music or art. Use pictures to help them understand the Bible times and people. Avoid Symbolism.

Spiritually

The children can sense the greatness, wonder and love of God when helped with visual and specific examples. The non-physical nature of God is baffling, but omnipresence is generally accepted because parents and teachers communicate this belief by their attitudes and actions. The child can think of Jesus as his friend, but needs specific examples of how Jesus expresses love and care. He can comprehend talking to God anywhere, anytime in his own words, and needs regular opportunities to pray. He can also know that the Old Testament tells what happened before Jesus was born and that the New Testament tells of His birth, work on earth, return to Heaven, and the work that occurred afterwards on earth.

Teaching Tip: The gospel becomes real as the child feels love from adults. Teachers who demonstrate their faith in a consistent loving way may become channels through which the loving nature of God can be made known to a child.

Physically

Small muscle coordination is developing and improving. Girls are ahead of boys at this stage of development.

Teaching Tip: Use activities that involve cutting and writing skills; give children opportunities to move about; vary the activity.

Emotionally

The child is experiencing new frequently intense feelings. There is deep need for approval from adults/peers. Sometimes they find it hard to control behavior.

Teaching Tip: Be sure each child in your class KNOWS and FEELS you love them. Show genuine interest in activities and accomplishments. Learn children's names and use them frequently.

Socially

The child is concerned with pleasing his teacher. He is struggling to become socially acceptable to the peer group. However, the "Golden Rule" is a tough concept. Being first and winning are still important. Taking turns is hard.

Teaching Tip: Provide opportunities for children to practice turn-taking. Help each child accept other's opinions and wishes and to consider the welfare of the group as well as his own. Call attention to times when the group cooperated successfully.

Age Group Characteristics 3rd – 4th grades

Intellectually

The child is beginning to realize there may be other valid opinions. He is becoming a reasoning person; beginning to think in terms of the "whole" he thinks more conceptually and has a high level of creativity.

Teaching Tip: Encourage them to look up information; discover their own answers to problems; use art, music and drama. Help children learn Bible information and concepts. Allow them to use their Bibles by finding and reading portions. Bible learning games are good for this age and these are good years for Bible memory work. Help children understand the meaning of the verses they memorize.

Spiritually

Beginning to sense the need for God's continuous help and guidance, they can recognize the need for a personal Savior. There is a desire to become a member of God's family. Children who indicate an awareness of sin and concern about accepting Jesus as Savior need careful guidance without pressure.

Teaching Tip: Help children to develop a feeling for communication with God through prayer. Help them understand the forgiving nature of God. Provide opportunities to make choices and decisions based on Bible concepts.

Physically

Now children have good large/small muscle coordination. The girls are still ahead of the boys at this time. Children can work diligently for longer periods but can become impatient with delays or their own slowness.

Teaching Tip: Give clear, specific instructions and allow children more independence in preparing materials. Let them assume the responsibility of clean-up.

Emotionally

There is a good emotional balance in a 10 year old. They are usually cooperative, easy going, content, friendly and agreeable. The 11 year old is experiencing unsteady emotions. Peer acceptance is vitally important.

Teaching Tip: 10-11 year olds need loving, accepting relationships with significant adults. They still need to share problems and successes with understanding people.

Socially

Friendships and activities with age mates flourish. Children draw together and away from adults in the desire for independence. The child wants to be a part of the group and does not want to stand alone in competition.

Teaching Tip: They no longer think aloud and so, keeping the communication open is prime. Listen, ask questions and avoid being judgmental.

Age Group Characteristics **5th – 6th grades**

Intellectually

They are verbal! Making ethical decisions becomes a challenging task. They are able to express ideas and feelings in a creative way. At 11 years, the child begins to reason abstractly. He begins to think of himself as an adult and questions adult concepts. Hero worship is strong.

Teaching Tip: Include many opportunities for talking, questioning, and discussing. These are good years for poetry, songs, drama, stories, drawing and painting. Give guidance in a way that does not destroy the child's effort in becoming a thinking, self-directed person.

Spiritually

They can have deep feelings of love for God; they can share the gospel with friends and are capable of involvement in evangelism and service projects. The child may seek guidance from God to make every day and long-range decisions.

Teaching Tip: Provide opportunities for children to participate in prayer, Bible reading and worship. Involve them in work and service projects.

Physically

They have a mastery of physical skills; are active and curious; seek a variety of new experiences. Physical changes cause 11 year olds to tire easily

Teaching Tip: 10 year old boys will still participate in activities with girls, but by 11 years old, they tend to work/play better separately. Good age for explore/research activities. Use creative ways to memorize Bible verses through games.

Emotionally

It is the age of teasing, nicknames, criticism and increased verbal skills to vent anger. At 8 years, the child is developing a sense of fair play and a value system of right and wrong. At 9 years, they are searching for identity.

Teaching Tip: A marvelous opportunity for the teacher to present a Christian model at the time the child is eagerly searching for a model! Provide experiences that encourage creativity and a development of self-concept.

Socially

The desire to have status within the peer group becomes more intense. The child decreases dependence on adults.

Teaching Tip: This is the time to use activities where pairs of children can work together.