

Christian Center of Salem

Salem, Oregon



HeirForce Kids Church
Grades 1st -5th
Children's Ministry Manual



Welcome to HeirForce Kids Ministry!

I truly believe that there is no greater ministry, than the ministry to kids. God has placed in our care the future of the church and the responsibility to teach, and direct their paths according to what God has entrusted to us. Children's Ministry for years has been based on entertainment and as a baby sitting service. We here at Christian Center Of Salem believe that children's ministry is more than that. It's an honor and privilege to minister to your children and one that we take with great responsibility before God.

We feel that children need to know and experience God on their own level of understanding. Therefore the challenge is before us as we work to help our children understand God and grow in a relationship with their Lord and Savior. We are here to assist children in developing them into intimate worship, and through providing them ministry opportunities.

We appreciate the part that you will play in achieving the goals in this ministry. The manual you now have in your hands is designed to communicate our vision for this ministry, and to make you aware of the policies, procedures and forms necessary to be effective in ministering to the children. Please read the manual in its entirety and keep it handy for future reference.

For the Children

Pastor Frank Sarvabui



Heirforce exist to:

Help children learn about a real God.

To **E**ncourage them in their Christian walk.

To **I**nvest in them spiritually and emotionally.

To be **R**elevant in approach and method.

To help build **F**riendships with one another.

To help them to trust in God while they **O**vercome life's problems.

To model **R**espect of others and ourselves.

To teach them to be **C**ommitted and **E**quip them for ministry.

Our Purpose:

A fun safe place where kids can build relationships and experience creative Bible teaching that is life-changing.

Our Vision:

To connect Kids to Jesus, making Him their forever friend, teaching them to share their forever friend with their world.

Check in Procedure

Our check in Table is located in the Outer foyer of the Church. Parents need to sign their kids in and they will be given a number which they will have to turn in when picking up their kids at the end of the service. Once a child is checked in they cannot leave the kids secure area for any reason unless discipline reasons or a parent comes to check them out. Once the child is checked out they cannot return to the kid's area. They become the sole responsibility of the parent who checked them out.

Security

We strive to provide our kids area with a fun safe environment so that parents can rest assured that their children are enjoying the word of God and at the same time be safe from all harm. Our workers always are aware of the hallways and our security team's presence is seen every week as they patrol the kid's area.

Children's Church Goals

Our prayer is that each child would:

1. Accept Jesus Christ as Lord and Savior.
2. Develop a relationship with God, the Father, Jesus Christ, The Son, and the Holy Spirit.
3. Learn how to pray effectively to the Father in the Name of Jesus.
4. Know that Jesus loves him/her totally and provides for every need.
5. Feel the Love of Jesus Christ through all persons involved in the Children's Department.
6. Come into a greater knowledge of the Bible by studying its characters stories, principles and verses.
7. Perceive a loving, peaceful and safe environment conducive to nurturing by the Holy Spirit.
8. Perceive an atmosphere in which to freely move in the spiritual gifts.
9. Feel free to be actively involved in ministry and
10. Above all, understand that God has a plan for his/her life and see that plan fulfilled in his/her life.

We additionally seek to encourage and support parents and guardians in their role of "Training children in the way they should go" that they may "grow in the image and likeness of God."

How to become involved in Children's Ministry

Volunteers are Church members who assist in the care of Children during Sunday Morning Heirforce Children's Church Services. Adults as well as Teens who desire to become involved in Children's Ministry must meet Children's Ministry Criteria. Each worker must:

1. Be at least 13 yr. old or older.
2. Have attended Christian Center for at least 6 months and must be regular attendee of services. At least one adult Service per week.
3. Be in Heirforce Kids Ministries on your Sunday Assigned to you. (Unless you

are working full time.)

4. Be able to make a min. of 6-month commitment.
5. Complete a Children's Workers Application, and submit it to the Children's Pastor.
6. Receive an Acceptance letter.
7. Sign and have witnessed affidavit of Good Moral Character.
8. Read and accept the Policies and Procedures Manual, and...
9. Complete all scheduled training and attend all workers meetings.

General Qualifications

Children's Church Ministry Volunteers must have the following Traits:

1. Believe on the Lord Jesus Christ.
2. Possess the traits of I Timothy 3.
 - a. Be blameless. (Both in & outside the church)
 - b. Be vigilant, self-controlled, Patient & Truthful.
 - c. Be sober.
 - d. Be of Good Cheer.
 - e. Be given to hospitality. (Kindness to others).
 - f. Be likely to teach.
 - g. Not be violent, but gentle.
 - h. Not to be greedy for money.
 - i. Not to be envious of others.
 - j. Not be a recent convert.
3. Have a teachable Spirit. (Proverbs 1:5).
4. Be humble, not prideful (I Peter 5:5).
5. Be willing to submit to Oversight (Heb. 13:17).
6. Have a heart for the Children. (Matt. 19:14).
7. Be loyal to the Pastor and the Church Leaders.
8. Be faithful to Assigned Position.
9. Be neat in Appearance.

Responsibilities of Volunteers

The Following guidelines apply to all Heirforce adult workers.

1. Arrive at least 15 min. or earlier to children's Church. If unable to work the Sunday you are appointed to work, please notify the Children's Pastor prior to the Sunday service or as soon as you can.
2. Pray for the Children, yourself, the Children's Pastor, and other children's co-workers.
3. Make friendliness your goal and the children your focus. We are involved in Children's Ministry to love them & meet there needs.
4. Set the example you want the children to follow. In songs and worship etc.
5. Attend children at all times including bathroom and water breaks.
6. Help direct parents & children to the visitor's table as they enter Children's Church.
7. Admit no unauthorized persons other than those who are scheduled to work on said day.
8. See the assigned Children's Assistant to reach a child's parent for emergency or disciplinary reasons.
9. Contact the Children's Pastor or an assistant if a question or emergency arises.
10. Help ensure consistent use of rules. Make sure children walk not run and keeps appropriate, godly behavior while in children's church.
11. Be alert for potential problems.

Rules & Procedures

Disciplinary Guidelines

One of the most unique ways we have found to help keep a sense of order is found in the next few paragraphs. Rules are necessary and children must know the rules and they must be aware of the consequences of when those rules are broken. We have implemented from what we have seen in other Children's Ministries what we call the "Get to's". Here's how it works.

The "Get To'S".

The get to's are a list of rules that direct children. We always review the get to's at the beginning of each service, before we do anything! Once this happens the boundaries are set and the children know what's expected of them.

Many times in the past we have always told children that you can not do this and no, don't do that. Which does make children at times not want to listen, or feel as though they have already turned off the adult talking to them? With the "get to's" we can provide a positive atmosphere where children can be more open to God touching in their lives. Here is a list we use.

1. You get to keep your hands to yourself and keep them in your Lap.
2. You get to keep your chair flat on the floor.
3. You get to sing out loud when it's time to sing out loud.
4. You get to talk in the microphone only when you have the mic.
5. You get to leave your toys at home, unless you brought them for the theme

Back-row workers

Another way to help pull in our older children is to use them as a back-row worker. A back-row worker is one who has proven that they are well behaved never needing correction for negative behavior. Also having a well rounded knowledge of Christ.

Every child will want to be able to be a back-row worker. But only a few will be able to be used in this ministry. Back-row workers become our rule enforcers, molded after the ushers in the adult service. After all we are here to prepare our children for the next level in their walk with the Lord. That is, as they go from here to the adult service.

Back-row workers enforce the "Get to's" as well as handing any necessary separation of children. The whole point is to teach and involve children in ministry. Their responsibilities will be to enforce the "Get to's" and the "3 Strikes you're out".

3 Strikes You're Out!

Strike One, If the back-row worker has to tell a child to be quiet or explain that he/she is not following a rule. When this happens the child loses the chance to earn extra points for the day.

Strike Two, The second time the child has to be talked to he/she will be moved to a chair in the back of the sanctuary. They also lose the privilege of playing on the video games at the end of the service for that Sunday only.

Strike Three, The third time we have to confront a child they will be brought to the Adult service and sat with their parents. Rarely have we had to send a child out, but it does help to motivate Positive behavior. Again this rule as well as other are reviewed each service.

Chair's in the back of the room

These chairs are located in the back of the sanctuary and are used for the sole purpose of discipline if necessary. There is nothing horrible about the chair other than it helps us to move the disruptive children to the back.

Ages of Children

Pre-school Beginners Children's Church is for ages 3-K.
Children's Church is for Grades 1st -6th. We do allow for children ages 10 and up to be involved in Ministry in Children's Church. We encourage children 11-12 to seek to help in children's church. They also have the option to become involved in full time ministry in Children's Church if they desire so. Once the child turns 13, they are encouraged to attend the adult services, unless they become workers in the Children's Ministry.

Basic Guidelines for Children's Discipline

The following should be used when disciplining a child:

1. Smile rather than being mad or upset.
2. Be gentle.
3. Speak softly, Calm, and quietly.
4. Speak at the child's eye level.
5. Use positive words; never use negative words or gestures.

Never Grab, jerk, slap, bite, or hit a child! If you cannot control a situation, call the Children's Pastor immediately and explain the problem. The Pastor will then speak with the Parents if necessary.

Also we want to discourage all workers from sitting children on your lap. I know it's hard, at times but we really need to get away from doing this.

Rules and Regulations for Ministry by Children

All Children who express interest in ministering in children's church must comply with the following guidelines.

1. Each child must attend Heirforce Children's Church for 3 months, during which time we will observe his/her behavior, attitude and relationship with Christ, as well as compliance with the principles of the Heirforce Children's Ministry.
2. After the observation period, each child is informed of the conclusions by the observation team. If accepted the child's parents need to meet with the Children's Pastor. If denied, the child will be informed of what area where growth is needed and encouraged to try again after a specified time frame.
3. Approved children and their parents are informed of what is expected for the particular ministry. The child and parents are asked if they can meet this obligation of service to the Lord.
4. Children who make the commitment to meet the ministry's obligations and who have parental consent are added to the rotation list. On a rotating basis children will be used in the various areas: Worship, Puppet, Sound, Camera, Drama.
5. If interested contact the Children's Pastor for application and an interview.