



Children's Ministry Policy and Procedures

I. BIBLICAL PRINCIPLES

- A. Children are a gift from God. (Psalm 127:3-5 & Luke 17:2).
- B. Children are sinners and in need of redemption (Genesis 8:21 & Psalm 51:5, Proverbs 22:15)
- C. Children from an early age can understand deep Biblical truths. (II Timothy 3:15 & Psalm 78:1-8)
- D. Children can grow in grace and use their spiritual gifts for the glory of God. (I Peter 3:18 & Psalm 8:2)
- E. Children must be included in corporate worship. (Deuteronomy 31:12-13 & Baptism)
- F. Discipleship begins from a child's earliest days.
- G. Parents have the primary responsibility for teaching God's truth to their children. (Deuteronomy 6:7).
- H. All church members are responsible to assist parents in spiritually mentoring children. (Deut. 11:18-21; Ps. 78).

II. PHILOSOPHY OF CHILDREN'S MINISTRY

- A. The goal of the Children's Ministry is for each child to understand that Jesus Christ is an integral part of life so that he or she will say, "for me to live is Christ." Philippians 1:2. Our emphasis is not on developing great programs, but developing children of faith who will grow "in wisdom, stature, and in favor with God and man." Luke 2:52
- B. The way the Children's Ministry pursues this goal is by coming alongside parents as they seek to raise their children in the love and admonition of the Lord. To assist parents, we will provide opportunities for children to:
 - 1. Receive instruction in God's Word
 - 2. Engage in worship
 - 3. Participate in fellowship

4. Express their faith through service and evangelism.
- C. Scripture is the firm foundation for teaching and training in righteousness; it judges the thoughts and intents of the heart. (Hebrews 4:12) It is our prayer that our children will “delight in the law of the Lord and on His law meditate day and night” (Psalm 1:1).
- D. The people who teach our children must demonstrate a life committed to Jesus Christ and a desire to model the love of God. We provide on-going training to equip teachers and helpers to successfully work with children “Let my teachings fall like rain on tender plants” (Deuteronomy 32:2).
- E. The Children’s Ministry seeks to provide materials, curriculum, and an environment that stimulates worship and learning. In planning classroom arrangement, furnishings and supplies, we must keep in mind the age characteristics of the children in each room. We want our children to “rejoice when they go into the house of the Lord” (Psalm 122:1).

III. SPECIFICS OF CHILDREN’S MINISTRY

A. Leadership

The Children’s Ministry is led by the Children’s Ministry Director. The primary responsibilities of the Children’s Ministry Director are to direct the ministry to the children of Christ Community Church, ages birth-5th grade, both those children already within the covenant community and those we are seeking (along with their parents) to become part of that community.

Believing that parents hold the primary responsibility before God for teaching, training and encouraging their children in the faith (Deut. 6:4-9; Eph 6:4; Pro 1:8), the Children’s Ministry Director will assist parents in this role through developing, implementing and overseeing all church programs for children.

Specific Responsibilities of the Children’s Ministry Director:

1. Responsible for recruiting and overseeing those in coordinating roles for the Children’s Ministry, consisting of but not limited to Nursery Coordinator, Preschool and Elementary Sunday School Coordinators and Children’s Worship Coordinator.
2. Responsible for securing and evaluating Christian education resources and curriculum for Sunday school and Children’s Worship classes, under oversight of the Session.
3. Responsible for overseeing the implementation of Children’s Ministry Summer Outreach programs (i.e. Backyard Bible Clubs)
4. Responsible for administrative tasks specific to the Children’s Ministry

5. Responsible for communicating with parents and Session with regards to the Children's Ministry
6. Responsible for meeting regularly with Director of Youth Ministries for the purpose of coordinating efforts between the two ministries.

B. Nursery Ministry

Our Nursery Ministry partners with the families of Christ Community Church to show infants and toddlers the love of Jesus through consistent care and nurture provided by dedicated adults.

1. The nursery is designed to provide a safe, clean and loving environment for the infants and toddlers.
2. Childcare is provided for children birth to age 2 during both Sunday school and Worship.
3. Volunteers for Nursery are recruited based on the following policies:
 - a. All members are asked to serve in the Nursery
 - b. Members will be asked to sign up to serve in the nursery using an online process. The sign-up process will take place 2 times during the year (Sept-May and June-Aug.)
 - i. The session of Christ Community Church has approved a nursery care policy that automatically assigns nursery duty to all who are members or who are on track for membership in CCC (and not teaching in SS or Children's Worship).
 - ii. Reasons for the Session's policy are:
 - (1) Fulfilling our membership vows as many hands work together to lighten the load of caring for our little ones.
 - (2) The opportunity to get to know other members of CCC while caring for our children.
 - (3) Giving members a tangible way to fulfill the vow we make when infants are baptized in our church: "Do you as a congregation undertake the responsibility of assisting the parents in the Christian nurture of this child?"
 - c. All members assigned to the nursery are provided with training and support to ensure a safe and caring nursery environment.

- d. Regular attenders who are not yet members who would like to serve in the nursery can do so by submitting a volunteer registration form. They are then allowed to serve in the nursery upon approval of the Children's Ministry Director and/or Session as needed.
4. The Nursery is overseen by the Nursery Coordinator.
- a. The Nursery Coordinator is responsible for implementing tasks needed so that the Nursery of Christ Community Church is a secure, nurturing environment where each child will see, hear, and feel the love of Jesus Christ and where parents can feel confident their child will receive the highest quality of care and ministry.
 - b. Specific Responsibilities of the Nursery Coordinator:
 - i. Staffing
 - (1) Facilitate nursery worker online sign-ups for summer and school year (April and July)
 - (2) Communicate with congregation about sign-up process through bulletin and Connection announcements
 - (3) Send out weekly email reminders to nursery workers reminding them of their service
 - (4) Keep master worker schedule updated with all nursery worker changes.
 - (5) Maintain safe adult:child ratios in each Nursery room.
 - (6) Coordinate Nursery Team Leaders
 - (a) Recruit and Train Sunday school and Worship Nursery Team leaders (school year and summer schedules)
 - (b) Schedule Team leaders for summer and school year.
 - (c) Follow-up with team leaders to see if nursery is running smoothly. Discuss any needed changes with Children's Ministry Director
 - (7) Troubleshoot scheduling problems.
 - (8) Communicate to Children's Ministry Director and/or Ruling Elders as needed to express member's concerns with serving in the nursery.
 - (9) Ensure on Sunday mornings that workers have arrived and team leaders are in place.

ii. Set-up and Clean-up

- (1) Oversee Nursery Set-up Team
- (2) Recruit team leader for the set-up team.-
- (3) Oversee and assist this team leader as he/she recruits 3-4 additional people to assist with set-up once a month.
- (4) Keep set-up instructions updated and communicate to Deacons as needed.
- (5) Oversee set-up and clean-up to ensure that it has taken place properly each week.

iii. Communication

- (1) Update existing Nursery policy and procedures as needed
- (2) Collect and maintain registration information for all children
- (3) Maintain sign-in sheet by updating with new members or regular attendees
- (4) Follow-up with visitors by sending postcards, follow-up emails
- (5) Communicate with parents as needed with regards to changes, updates with nursery.
- (6) Provide welcome information to new parents about Nursery policy.

iv. Care

- (1) Communicate supply and equipment needs to Children's Ministry Director as needed.
- (2) Communicate need for improvements, repairs to Nursery areas.
- (3) Coordinate Nursery Cleaning Ministry

5. Children Serving in the Nursery

The Session has established the following policy regarding children serving in the nursery. This policy seeks to uphold and balance two priorities: On the one hand, we want to give children age-appropriate opportunities to serve in our nurseries. On the other hand, we must maintain safety and consistency in our nurseries. With these values in mind, the Session approved the following guidelines:

- a. Children under the age of 15 are not allowed to serve or assist in the Infant nursery.
- b. Communicant and Non-Communicant members, ages 12-14, are allowed to work in the Toddler nursery without parental supervision. (They can sign up during the online process)
- c. Children under age 12 may work in the Toddler nursery (Little Lambs Room) with their parent(s). Both parent and child need to sign up ahead of time to work in the Toddler Nursery.

C. Children's Sunday School

The Children's Ministry is responsible for developing and carrying out a regular Christian education program designed specifically for children ages three through fifth grade, a quality nursery for children two years and younger, and other opportunities which it deems important for teaching and training both children and their parents.

1. The Sunday school program will be divided into age-appropriate classes, specifically for toddlers, preschoolers and elementary age children.
2. Classes can include but are not limited by the following divisions:

- a. Little Lambs (2 and 3 year olds)

In Little Lambs, children play and have fun together while also having structured time to engage in a short Bible lesson. The morning involves singing, crafts and learning how to talk to God through prayer. During the Worship hour, our Little Lambs will be cared for through our Nursery Ministry.

- b. Bible Buddies (Pre-K)

In Bible Buddies, children will have a time of interactive singing, large group Bible teaching, craft and prayer time. Their time is aimed at teaching God's truth to the children in a caring, fun and nurturing environment.

- c. Kids' Connection (1st -5th)

Kids' Connection strives to help children connect the truth they learn about Christ with the situations they might face during the week at home, school and play. There are 2 Kids Connection Classes: KC Junior (1stand 2nd) & KC Senior (3rd, 4th and 5th grade).

Once a month, the Bible Buddies and Kids Connection Classes join together for a large group time of singing, teaching and fellowship during the Sunday school hour.

3. Teachers

- a. All Sunday school teachers must be members of Christ Community church and exhibit both a love for children and love for Scripture.
- b. A team of at least 4 teachers will be recruited for each Sunday school class with 2 adults serving together in the classroom each week.
- c. Teachers are provided with a lesson schedule and curriculum to use in their classroom. They are also expected to participate in provided teacher training times throughout the year.

4. Selection of Curriculum

- a. The selection of curriculum for Christian Education will be done under the leadership of the Children's Director and with the approval of the Session.
- b. All teachers will be trained to use any curriculum provided and supplied with needed materials and lessons.
- c. The Children's Ministry Director will evaluate yearly the curriculum being used to determine its effectiveness for the Children's Ministry and make any improvements and changes as needed.

5. Classroom Management and Discipline Policy

- a. The Children's Ministry's discipline policy is upheld by the following guiding principles:
 - i. Children are the glorious image of God, but also, because of the fall, sinners who are sometimes foolish (Proverbs 22:15)
 - ii. Responding to foolish behaviour is an important and expected part of a teacher's responsibility
 - iii. Teacher's work towards the training and turning of Hearts, not just Actions
 - iv. Teachers should train and turn with Great Compassion, Gentleness and Graciousness
 - v. Teachers are to partner with a child's parents in this work.
 - vi. Teachers should approach discipline with humility, mindful of their own sinfulness, but also with firmness, remembering their obligation to God's truth.
- b. In order to ensure a positive and loving classroom environment, teachers are encouraged to establish the following preventative steps in their classrooms:

- i. Create a loving, caring atmosphere.
 - ii. Establish and communicate realistic expectations for children.
 - iii. Focus on positive actions.
 - iv. Be fair and consistent with children.
- c. In order to help the children take ownership of their behavior in class, each classroom teacher team establishes classroom expectations with the cooperation of the children in their class at the beginning of each school year. The classroom expectations are then posted in the classroom areas and communicated to the parents. While they may be stated differently based on the differing age ranges of each class, they all share the following principles:
- i. Classroom rules: Obey the teacher. Listen. Be kind. Be Safe. Keep your hands and feet to yourself.
 - ii. Corrective Actions: Try to handle any issues individually. Give a warning when a child does not follow the expectations. Remind the child of the expectations. Explain to children why the behavior is unacceptable. Redirect the child to something positive. Explain the consequences of unacceptable behavior by telling children the correct way to behave. If the child again repeats the action, guide him or her to a quiet place separate from the others for a short but designated time.
- d. All Sunday school teachers are expected to communicate with the Children's Ministry Director and the child's parents if misbehavior persists in the classroom.
- e. Examples of common misbehaviors that require communication with parents are:
- i. Talking back to the teacher in a disrespectful manner
 - ii. Temper tantrums or loud outbursts of crying
 - iii. Repeated refusal to cooperate with group activities (or in acceptable alternative, such as sitting quietly and watching)
 - iv. Profanity
 - v. Teasing or other disrespectful behaviors towards another child
 - vi. Hitting, biting, kicking, or other violent behaviour

D. Children's Worship

1. Children's Worship allows the preschoolers of Christ Community Church to worship Christ and embrace His teachings in age-appropriate ways. Children will sing, pray and listen to God's Word each Sunday.
2. Serving as a way to help transition children to the Corporate Worship service, Children's Worship is offered for children ages 3 through Kindergarten. The summer before children enter 1st grade, there will be a "graduation" type celebration recognizing those children who moving full time into the Corporate Worship service
3. In order to help children both be a part of the Corporate Worship service and also engage in age appropriate Worship, Children are dismissed to Children's Worship approximately 20-30 minutes into the Worship Service at a time that is not disruptive to the Worship service. (i.e. the Meet and Greet time)

E. Outreach Opportunities

1. As a way to serve the families of Chapel Hill and share the gospel to un-churched children and families, the Children's Ministry organizes and provides outreach opportunities. (i.e Backyard Bible Clubs)
2. Under the supervision of the Session and with the cooperation of the Deacons, the children's ministry will also look for ways to support either financially and/or through prayer and contact children providentially connected to the Global ministries of Christ Community Church.

F. Church Membership

1. The Lord's Supper (Communion) is the covenantal seal of a believer's on-going spiritual nourishment from and life in Christ.
2. Children of church members are themselves members of the church. They are not, however, allowed to take communion or to vote. One milestone of discipling a child is that he or she should, in due time, become a communing (and voting) member of the church. The Children's Ministry helps families move toward this milestone.
3. There is no definite age at which a child should become a communing member. Scripture says that for a Christian to receive communion, that person must know how to examine his own heart and how to discern the Body of Christ (1 Cor 11.28-29). This means a person must have sufficient wisdom and faith to apply both God's law and the grace of Christ to his own circumstances and conscience. This person must put aside childish ways of depending only on the spiritual direction of others and take on the responsibility of his own individual relationship with Christ (1 Cor 13.11-12). Put another way, the person must engage in the Covenant of Grace not merely indirectly, due to his submission to his parents, but directly, freely, and willingly. Such a person is taking his place as a responsible servant of the Lord and as a mature member of Body of Christ. A communing member is

allowed to vote in congregational elections because he is judged to have the spiritual discernment necessary to take part of congregational decisions.

4. The session of the church determines when a person is ready to become a communing member. In the case of a child, this determination includes consulting with the parents as well as examining the child.
5. There should not be undue delay in a person becoming a communing member since this would be to encourage spiritual childishness and to deprive that person of the spiritual nourishment required by a mature member of the church. Nor should there be undue haste in becoming a communing member since an unseasonable burden could damage a young foal. Parents should not look on their child receiving communion as a goal to achieve as soon as possible but as a beginning point from which their child is living as a responsible member of the Body of Christ.
6. A minor child may be a communing member because being a communing member is a mark of spiritual maturity that is not limited by the age of legal majority.

G. Baptism of Covenant Children

1. Baptism is the covenantal seal of a person entering into the Covenant of Grace and being engrafted into Christ through the washing of the indwelling Spirit.
2. Baptism is to be administered once to all those who make a credible profession of faith in Christ and to any child of a believing parent. Such a child is placed under the authority of the Covenant of Grace by God's providential placement of him under the authority of his believing parent. While it is true we cannot know for certain if an infant has saving faith, we also cannot know for certain if a professing adult has saving faith. In both cases, however, we know enough, either through providence of birth or through credible profession, to administer baptism. Act 2.38-39.
3. Baptism should be administered as soon as practical to any appropriate person. Baptism marks the admission into the covenant community and should therefore take place in the presence of that community.
4. Baptism is of lasting spiritual benefit to those who receive it and look to it ever after in faith as the mark of their new birth in Christ. This is true even for those who believe their regeneration may have happened considerably before or after the time of their baptism.
5. Baptism is a visible sign of the spiritual reality that the subject of baptism has been made a member of Christ's church by the initiative and by the grace of Christ. Therefore, the salvation of a child of the Covenant or professing adult dying before baptism is in no way diminished.

6. Some parents, following the conviction of their conscience under Scripture, chose to baptize their children only after they see some evidence of faith. Such parents, if they are acting in good faith, are trying to insure the right administration of the sacrament. As such, they are neither neglecting nor holding in contempt the sacrament. While CCC will teach the Scriptural support for and the benefit of baptizing all covenant children, we accept such parents as members in good standing and respect their liberty of conscience in this matter.

H. Securing Childcare for Church Events

1. The Children's Ministry is responsible for providing childcare for all church events where the Sessions deems it important for both spouses to attend the event. (i.e., congregational meetings).
2. When possible, volunteers will be recruited to serve as childcare workers. However, if needed the Children's Ministry will use funds from the church budget to provide payment for Childcare workers.
3. For all other church events, the ministry team responsible for organizing the event will also be responsible for providing any needed childcare. (i.e., Community Team fellowship events, Bible Studies, etc.)