



# CHILDREN'S CHURCH COORDINATOR'S GUIDE

A Ste-by-Step Guide For Organizing  
Children's Ministry In The Local Church



*...Raising Champions...Influencing Tomorrow!*

Published by Loveworld Children's Ministry, Loveworld Inc., a.k.a Christ Embassy. Unless otherwise indicated, all Scripture quotations are taken from the King James Version of the Bible.

**KEYS FOR OTHER BIBLE TRANSLATIONS USED:**

NKJV -New King James Version	WEB -The World English Bible
AMP -The Amplified Bible	TNLT -The New Living Translation
TANT -The Amplified New Translation	ASV -American Standard Version
TLB -The Living Bible	TEV -Today's English Version
CEV -Contemporary English Version	RSV -Revised Standard Version
NASB -New American Standard Bible	GNB -Good News Bible
ISV -International Standard Version	WNT -Weymouth New Testament
NIV -New International Version	NRSV -New Revised Standard Version
MSG -The Message Translation	MOFFAT -Moffatt, New Translation

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## **PREFACE**

As a Children's Ministry Coordinator, you have the opportunity to impact the kids in your church and help them become strong carriers and propagators of our message, the Gospel according to Loveworld.

We are thrilled to have you on board and the valuable contributions you will make in helping to train and raise children in the nurture and admonition of the Lord as we guide them in the path of their divine destiny in God to be game changers and influencers in their generation for Christ.

**Effective Children's Church Coordinator's Guide** is a guidebook for Children's Ministry Leaders and Head Teachers in our Christ Embassy Churches across the globe. It is a step-by-step guide for organizing and running an effective Children's Ministry Program as outlined in **The Loveworld Children's Ministry Policy; Guidelines and Procedures** which aims at achieving set goals and objectives.

## SECTION 1: INTRODUCTION

When a child enters our church say at age 3, 4 or 5 years or was even born into the ministry by virtue of his or her parents being members of the ministry and is exposed to our Children's Church Ministry; what is the vision for that child for the next 5 - 10 years through to his teen years? What would become of the child at the end of that period of time?

### **Let's Look At What An Ideal Product Would Look Like;**

- o Born Again
- o Set on the path of his/her divine destiny in God
- o Has a reason for being and a purpose for life
- o Has a distinct knowledge of who he/she is
- o Has a Global Mindset
- o Passionate about Jesus and the Gospel
- o A Leader in his/her generation
- o An influence in his/her generation
- o A barrier to the failure of other children in his/her generation
- o Incorruptible by the corrupting influences of the world

What are our processes? what are the operational guidelines and procedures that would safely navigate that child like a roadmap from where he or she is at the entry point to where they ought to be as highlighted in the vision above; that in-between or roadmap is what the Children's Ministry is all about.

The Children's Ministry evolves, implements strategies, structures and operational procedures that would safely navigate that child from entry point through to teenage years to ensure that they are steered in the direction of God's perfect will for their lives to be game changers in their generation.

### **SCOPE OF THE CHILDREN'S MINISTRY**

Children's Ministry targets Children between the ages of 1 – 12 years.

The scope of The Children's Ministry is not only limited to children in our ministry but to children who live in the communities where our churches are located around the world. – Children who are yet un-churched, who are in our sphere of contact and even in totality children in our generation.

How can we reach these children? How can we influence them? These are the reasons for our Children's ministry materials and the different outreaches we hold – like The Children's Day Distribution and some of the other outreaches to children we already do.

The Children's Ministry develops processes to reach children beyond the church walls. Not only that, we also want to influence some of the things that influence them which we refer to as *“influencing the influencer”*

The children in our churches are only with us for a few hours in the week but then they go to school and have other interactions in the week.

How do we influence the influencers? Such as teachers, Educators, child education policymakers and the multimedia, to name a few.

The Children's ministry has tentacles to where we are influencing these stakeholders.

The Children's Ministry also leans forward in the areas of advocacy for issues that directly affect children and their access to the right information that would impact their destinies and future.

We also seek and create networks amongst our brethren who are involved in relevant areas of the child development "food chain" to form / advocacy groups to educate and raise a level of awareness and influence the right changes to favor the gospel and the children we are reaching.

**The Strategic Children's Ministry** is one that examines the opportunities and threats that it's location presents and create the opportunities to reach children with our gospel.

The Bible declares, ***"train up a child, the way he should go and when he is old he will not depart from it"*** [Proverbs 22:6]

This is a powerful assurance from God's word that if we can get to a child early with our gospel and train that child through a deliberate and consolidated method; there is the guarantee that the child will turn out to be the picture we pre-determined - Spirit-filled, moulded by the Word of God, a leader, and influencer in his/her generation.

### **AGE LEVEL STRUCTURE**

The Children's Ministry targets **children between the ages of birth – 12 years segmented in class age groupings as shown below;**

#### **Model 1:**

Nursery Class birth – 24months

Preschool Age 3-5yrs

Early Elementary Age 6-7yrs

Upper Elementary Age 7-10yrs

Preteens Age 11-12yrs

#### **Model 2:**

Nursery Class

Kindergarten 2-3yrs

Preschool Age 4-5yrs

Elementary Age 6-8yrs

Upper Elementary Age 9-10yrs

Preteens Age 11-12yrs

## SECTION 2: LOVeworld CHILDREN'S MINISTRY VISION AND MISSION

### OUR VISION

Our vision is to raise, train and develop a generation of Spirit-Filled Children who are molded by our message, demonstrate the character of the Spirit and subsequently affect their generation with the message of the gospel and vision of our Ministry

Keys Words to note are – **Raise – Train – Develop**

We achieve these through a consolidated process and culturing with the word of God as contained in our gospel in Loveworld packaged in the range of curriculum we deploy with our unique learning approach.

### OUR MISSION

Through the help of the Holy Ghost, our mission is

- To Introduce and awaken the child' consciousness to our Abrahamic Exceptionalism as a Ministry and a lifestyle
- To help the child find his purpose for life and live it.
- To help the child discover his uniqueness, for the edification of the entire body of Christ.
- To teach the child the word of God so that he can enjoy his spiritual blessings and walk in his inheritance in Christ.
- To bring up every child as an agent of social transformation in his world
- To train every child to be actively involved in the soul winning cycle of winning, building and sending.
- To build in every child a culture of giving as the key to becoming financial giants
- To nurture the child with God's word for the purpose of securing his present and eternal future in line with God's pre-planned dream.
- To equip them for the future through leadership development training and projects
- To raise Children to be thoroughly equipped to be bold, confident and effective witnesses and game changers in their generation for Christ

### STATEMENT OF FAITH

This is the statement of Bible doctrine as believed and taught by the Loveworld Inc. aka Christ Embassy. This statement of faith has its source in the Bible and is in total agreement with the foundational principles of the doctrines of Christ.

- We believe that the Bible contains the inspired and infallible Word of God. (2 Timothy 3:16, 2 Peter 1: 20-21)
- We believe that there is only one God eternally existent in three persons; God the Father, God the Son and God the Holy Ghost. (Ephesians 4:5-6, Gen. 1:26, Matthew 3:16-17)
- We believe in the deity of Christ. (John 1: 1-4; John 10:30; Hebrews 1:1-5)
  - He was born of a virgin (Matthew 1:18-25; Luke 1:30-35)
  - He was conceived of the Holy Ghost (Matthew 1:18-25, Luke 1:30-35)

- He died (John 19:30-35)
- He rose again from the dead bodily (John 20:25-29, Luke 24:36-40)
- He ascended into heaven bodily (1 Thessalonians 4:16-17; Matthew 29-30)
- We believe in the rapture of the church and the Second coming of Christ. (1 Thessalonians 4:16-17; Matthew 29-30)
- We believe that the only means of being cleansed from sin is repentance and faith in the precious blood of Jesus (Acts 3:19, Luke 24:47; Ephesians 1:7)
- We believe that regeneration by the power of the Holy Spirit through the Word of God is essential for personal salvation (Titus 2:5, John 3:3-5, Ephesians 5:25-27)
- We believe that the redemptive work of Christ on the cross provides divine healing for the body, salvation for the soul of everyone that believes. (1 Peter 2: 24; Acts 3: 16, Acts 9: 32 -35)
- We believe that when an individual receives the Holy Ghost, he receives divine enablement for Christian service and witness. (Acts 1: 8; 2:4; 3:1 - 26; 4:5 - 12)
- We believe in the sanctifying power of the Holy Ghost. (Romans 15: 16; 1 Corinthians 6:11)
- We believe in the final resurrection of both the saved and the lost; the former to eternal life and the latter to eternal judgment. (Revelations 20: 11 -15; 1 Corinthians 15: 12 - 23)

### **OUR CORE VALUES**

We understand and accept that:

- Every child has the capacity to contain deity.
- Every child has the ability to receive and understand the Word of God.
- Every child can cultivate a relationship with the Holy Spirit.
- Success or failure in the future is determined by a child's upbringing - Proverbs 22:6

**CHILDREN ARE IMPORTANT** - We know that children matter to God. All leaders and servers working in Children's Ministry know that God loves each and every child; therefore, each child matters to them.

**SAFE** - We believe that spiritual growth happens best in an atmosphere of emotional and physical safety. We are committed to exceptional standards in these areas. (See additional section on safety policies and procedures.)

**TRUTH-BASED** - We believe that God's word is foundational and resolve to train every child to use it as their guide and authority in everything.



**CHILD-CENTERED** - Adults working with children should strive to gain a child's perspective. Whether adults are working with two year olds or pre-teens, their perspective needs to be age specific. By understanding the world in which children live, adults are able to relate to whom they are ministering. Thus Loveworld Children's Ministry strives to make sure that the curriculums, teaching approach and classroom culture are designed to meet the specific needs of the different age groupings of children we cater to. In addition, all children are to be accepted, not alienated.

**RELATIONAL** – We believe that building a loving relationship with the children we serve and their families will help foster sustainable impact long after the children have left children's Church. In addition, we will respect the privacy of the children and their families by holding in confidence any information obtained in the course of serving.

**ADVENTUROUS** - We believe that children should have fun! This means that as adults, we must be creative, innovative, and adventurous in reaching them and holding their attention. We believe that children are more receptive to the lessons when they are presented in a creative way. And we know that when children are having fun, they are actively engaged in the lesson; when they are actively engaged in the lesson, they are learning; and when they are learning, they are growing.

**NURTURING:** We believe that spiritual growth happens best in an atmosphere of emotional safety, physical security, and sanitary conditions. We are committed to exceptional standards in these areas.

### **CASE FOR AN EFFECTIVE CHILDREN'S MINISTRY IN YOUR LOCATION**

The vision is clear; we have a definite purpose, direction, and focus and strategically well positioned to make the desired impact in the lives of Children all around the world.

Isaiah 54:13

***“And all thy children shall be taught of the Lord and great shall be the peace of thy children”***

When children are taught, great will be their peace and they will never be victims in their generations

This makes Children's Ministry and the overabundance of Ministry Materials for Children of critical importance to equip our children with the Truth and the Conviction that would make them activists for Jesus.

# SECTION 3: CHILDREN'S MINISTRY PERSONNEL ENGAGEMENT: PROCEDURES & POLICIES

## **WHO CAN WORK IN CHILDREN'S MINISTRY?**

We recognize that children in their formative years are very impressionable and we take great care in ensuring that workers and volunteers in Children's Ministry are duly processed and certified to serve in different capacities in the Children's Ministry.

All personnel in children's ministry are required to go through ALL Prescribed-training programs upon successful completion of the preliminary screening and application process.

## **Profile of Children's Ministry Leadership Team**

### **Zonal Children's Ministry Coordinators**

- Must have been a member of the ministry for 5 years.
- Must be appointed by the Zonal Pastor and well known by other pastors in the zone.
- A full-time Management Staff of the ministry

### **Group Coordinators**

- Must have been a member of the ministry for 5 years.
- Must be appointed by the Group Pastor and well known by other pastors in the Group
- A senior committed member of the ministry.

### **Church Coordinators**

- Must have been a member of the ministry for 3 years.
- Must be appointed by the Church Pastor and well known by other pastors in the Church.
- A Senior Committed member of the ministry.

## **Minimum Requirements To Serve in Children's Ministry:**

A list of minimum requirements for being a **Children's Church Worker or Volunteer** is as follows:

- He/She must be born again
- He/She must have graduated from foundation school
- He/She must be in an active member in a Cell.
- Be regular to church services.
- Be neat and modest in your dressing.
- Complete a Children's Ministry Worker form & Screening Process

## **Teacher/ Volunteer Application Process:**

Children's Ministry requires all workers and volunteers working with children to complete the following volunteer application steps.

Children's Ministry requires all workers/teachers and volunteers working with children to complete the following volunteer application steps;

### **1. Application**

- a. All intending children's ministry workers/teachers and volunteers must complete the Application, including providing references and signing the Consent to Our Statement of Faith and Values

**2. Reference Check**

- a. All References Provided By The Worker / Volunteer Will Be Duly Contacted and asked to confirm ministry involvement claims and assess the Applicant's Suitability/Capability For Working With Children.

**3. Policies & Procedures**

- a. Workers / Volunteers are required to review the policies contained in the ***Loveworld Children's Ministry Handbook*** and sign the acknowledgment page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

**4. Interview**

- a. All Children's Ministry Workers / Volunteers must be willing to submit to an interview by either the Pastor or Zonal Coordinator / Church Coordinator

**5. Criminal Background Check**

- a. ***Inapplicable locations***, we employ established processes to check the background of all volunteers for possible criminal history and/or registered sex offender information.
- b. Individuals who have been arrested for, charged with, are on deferred adjudication or regular probation for or have been convicted of sexually oriented or sex-related crimes, either a misdemeanor or felony, cannot serve in any area of children's ministry.

- 6. **CPR Training:** Each Teacher/volunteer will be expected to complete a Red Cross approved CPR course with **The Trauma Care International Foundation** and maintain certification while serving

## SECTION 4: ESTABLISHING AN EFFECTIVE AND STRATEGIC CHILDREN'S MINISTRY IN YOUR LOCALITY

**The scriptures say; “Train up a child in the way he should go; and when he is old, he will not depart from it”...Proverbs 22:6.**

Children's Ministry is a place where children are nurtured into a loving; serving relationship with Jesus that forms the foundation for a vibrant Christian walk the rest of their lives.

Our Man of God often refers to the influence and impact of the word of God and lessons he learnt at Children's Church growing up as a boy in His family church. Children are very impressionable and need the wisdom of God and direction to navigate through the maze of the changes they will experience at different levels of their development and growth.

Children are always being taught in one form or another as they grow and develop at different stages of their lives. Be at school, Television, peers, adult figures in their lives, the environment, etc. The fact is they are engaged in active learning (*formal or informal*) during this period of their lives and the loudest voice is the most consistent influence that they are exposed to.

The church, the Bible declares is the ground and pillar of truth. Children's Church is the only place where they can be taught the truth of God's word as the standard for right living and shown the picture of who God has made them so they can attain to it.

Secondly, The Bible makes it very clear that children are very special to God;

- o *Children are a gift from God.* He gives children to parents as a special sign of love and personal fulfillment (Deut. 7:13; Ps. 127:3).
- o *Children are desirable.* From Creation, God has instructed us to bear children (Gen. 9:7; Deut. 6:3).
- o *Children bring joy and blessings to adults.* God provides many benefits to parents through parenting their children (Num. 5:28; Deut. 28:4, 11).
- o *Children need to be taught how to develop a relationship with God.* One of our greatest obligations is to pass on our beliefs and understanding of God to our children (Exod. 12:26, 37; Deut. 6:1-7; Prov. 22:6).
- o *Children are so valuable to God that He commands us to protect them.* Parents are to ensure the spiritual and physical security of their children (1 Sam. 20:42; Ezra 8:21)
- o *God loves children enough to ensure that they receive discipline.* (Prov. 3:11, 12; 13:24; 19:18; Eph. 6:4).
- o *God enjoys the nature and personality of children and asks adults to learn from them.* Scripture identifies attributes such as sincerity, humility, simplicity, and trusting as qualities found in children, and God treasures these characteristics (Matt. 18:3; 19:14; Phil. 2:15).

If children matter this much to God, then they should matter as much to us, too. It is vital that we take children seriously as the heritage of the Lord.

Jesus' great commission is: ***“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”*** (Matthew 28:19, 20, NIV).

Surely, this includes making disciples of children and leading them to make a personal commitment to Jesus.

Establishing an effective model Children's Church that successfully builds the vision of our ministry into children, raising them on the principles and doctrines of our ministry, train them in the way they should go and prepare them for the next level – *the teenage years* is what would attempt to explore in this handbook

## BEFORE YOU BEGIN;

### FIRST THINGS FIRST: UNDERSTANDING AND RUNNING WITH THE VISION

The first step to establishing an effective Children's Ministry in your local church is knowledge and understanding of the vision.

Children are individuals with emotional, social, physical, spiritual and mental needs. They are not miniature adults. They all need love and care. They need to be free to play, explore, create and express themselves. They need to be instructed with the right values and be challenged to learn and master new skills and knowledge.

**Vision:** The vision of the children's church is founded on the vision of our ministry which is to take God's divine presence and healing to the nations and peoples of the world and to demonstrate the character of the Spirit.

**Our vision is to raise, train and develop a generation of Spirit-Filled Children who are molded by our message, demonstrate the character of the Spirit poised to impact their generation with the gospel of Jesus Christ and vision of our Ministry**

The vision is clear; we have a definite purpose, direction, and focus and strategically well positioned to make the desired impact in the lives of Children all around the world.

Isaiah 54:13 ***“And all thy children shall be taught of the Lord and great shall be the peace of thy children”***

When children are taught, great will be their peace and they will never be victims in their generations

This makes Children's Ministry and the overabundance of Ministry Materials for Children of critical importance to equip our children with the Truth and the Conviction that would make them activists for Jesus

Understanding the vision, conducting relevant needs assessments and analysis of the opportunities as well as threats your location presents would help form the framework for the kind of structures to put in place and strategies to employ to actualize the model Children's Church in your location

# REALIZING THE VISION IN YOUR LOCALITY

The need to reach Children with our gospel is ever more urgent.

Children are facing increasing pressure with the bombardment of negative information and vices that they are exposed to through different media, unstable family situations, societal norms, vices and unwholesome role models.

These happenings are not haphazard at all but part of the devil's strategy to influence and destroy lives by attacking them early on in their lives...

The scriptures let us know ... we are not unaware of the schemes and stratagems of the devil.

This is why an effective and strategic approach to the Children's Ministry is so very vital in your Church and Community and we are winning!

## **So, How Do We Realize the vision in Your Location?**

First, there is an assurance that the vision of the Loveworld Children's Ministry will work in any location; the systems and structures will win in any location.

Plus we have received the mandate and license to spread and flourish in everyman's world including the world of children with our ministry and message! Glory to God!

The Vision is very strategic in itself.

The strategy is synonymous with military operations that give the impression of an opposing force and carefully devised plans excellently executed to achieve the definite and repeatable results.

One of the things about being strategic is to be aware of opposing forces that are bombarding the children in the opposite direction

- Plan in spite of opposition
- Execute the plan to deliver repeatable results

Now looking at your particular location, examine the opportunities and even the threats that your location presents and how to create further opportunities to reach the children and their families and friends.

**Remember we are activists!**

## **Some of the obvious challenges of your location may include;**

- o Educational System (that seeks to dis-embrace faith-based learning)
- o Unwholesome Media & Entertainment
- o Peer Pressure (Children who are not from Christian homes)
- o General norms in society that are detrimental to a faith culture

We also want to conduct an assessment or evaluation of your location as it affects child-related issues to ensure that your children's ministry is well positioned in relevance and impact for today as well the future

Assessments can be in the following areas:

- o What are the demographics of children and families with young children in your locality?

It might interest you know that some families will choose a church based on their opinion of the children's ministry

- o Where are the schools and other institutions for children located in your catchment?
- o What are the prevalent issues or challenges that children in your locality are facing?
- o What are the Educational Policies and legislation affecting children?
- o What are the current trends in the children's world?

Such is the exceptionalism of our message --- that even if after your assessment a good % percentage of children are already churched that we must work to ensure that every child is exposed to our message and our books are in the hands of every child, schools, and institutions for children

### **CREATE A CHILDREN'S CHURCH COMMITTEE**

A Children's Church committee would serve amongst other things to ensure concentrated focus on driving the objectives and targets of the Children's Ministry.

Committee members can be appointed from these categories of brethren and should be approved by the Pastor;

- o Children's Ministries Coordinator (Chair)
- o Member of the Pastorate
- o Identified Leaders in the Women's PCF's & Group
- o Others carefully selected from brethren who have demonstrated a keen interest and passion for Children's Ministry

A suggested optimal number of committee members is between 5 and 10.

### **RESPONSIBILITIES OF THE COMMITTEE**

The committee will work to:

- Create Framework for the Children's Ministry in the Zone/ Church
- Conduct a needs assessment of children in the church and community.
- Develop an overall plan.
- Review and Plan the execution of the yearly calendar of programs/events as outlined in the LWCM Dept Calendar and any other programs as directed by the Pastor.
- Develop a budget for planned programs.
- Generate Funds
- Keep up-to-date records and submit to the central PCD Office and the Pastor.
- Resource and support program leaders.



## CONDUCT A NEEDS ASSESSMENT SURVEY

To run an effective Children's Church program, it is extremely important to conduct a needs assessment survey of the families and their children in your church and community. The results will be used to assist the Children's Ministry Coordinator and the Committee to design best-fit strategies, organizing activities, engage all stakeholders, and set goals to achieve overall ministry objectives for the Children's Ministry in the location. The Church community can fill out in 3-5 minutes.

The following sample can be used;

<p style="text-align: center;"><b>CHILDREN'S MINISTRY ASESSEMENT SURVEY</b></p> <p style="text-align: center;">In order to better serve you and your children, we have designed this survey. Please take a few moments to answer the following questions.</p> <p>1. How many children do you have? _____</p> <p>2. What are the ages of your children? _____</p> <p>3. Do you have a child with special needs? YES /NO Age: _____</p> <p>4. Apart from our regular Sunday Church Services, What type of programs do you like us to organize for your children? Check (✓) as many as they apply. ( ) retreat ( ) crafts day/weekend ( ) service project ( ) choir ( ) prayer group ( ) Mentoring Program ( ) cooking ( ) Bible quiz/game ( ) health fair ( ) picnic ( ) conducting ( ) Children's bible club Other: _____</p> <p>5. What type of programs would you like us to organize for parents?</p>
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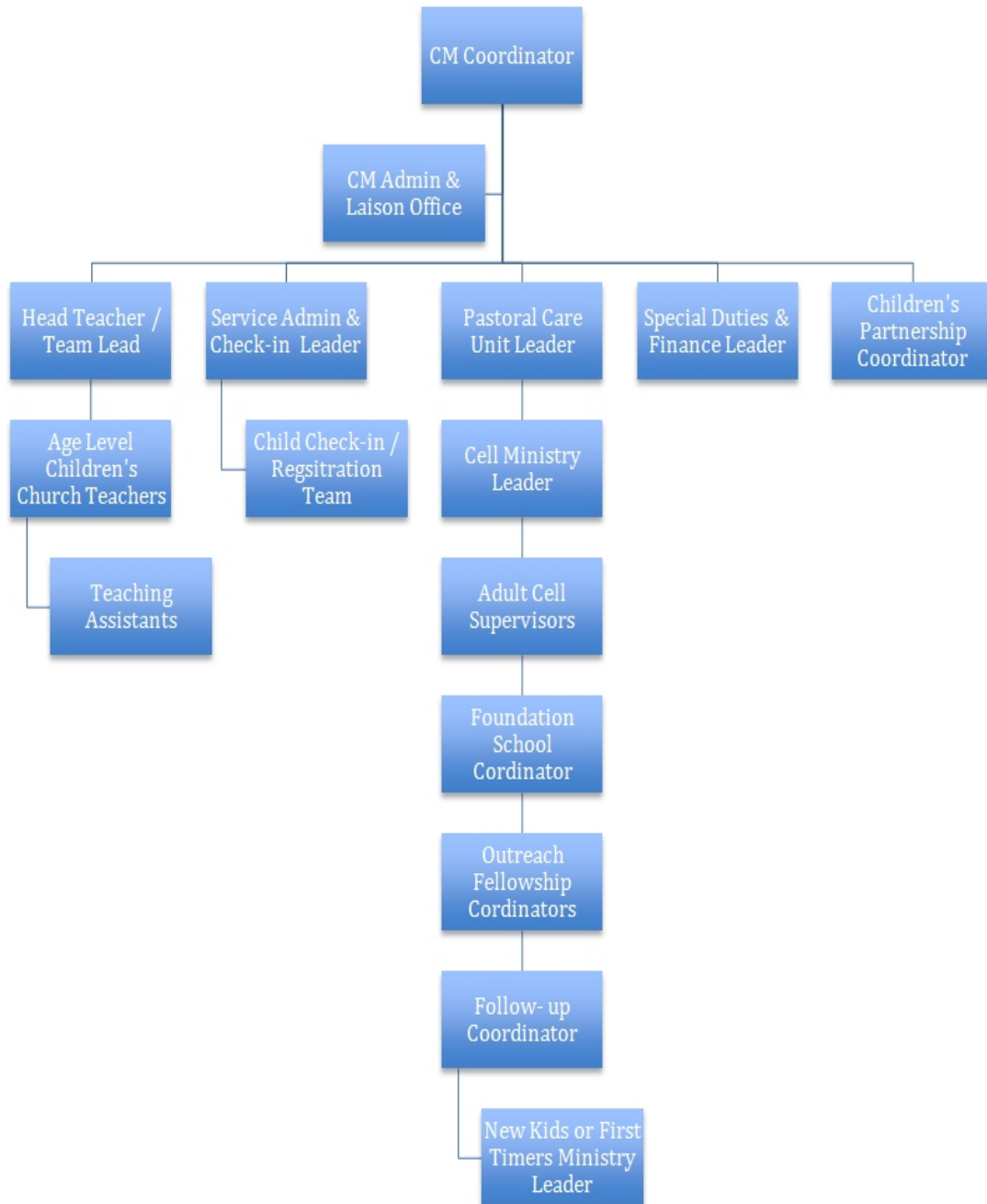
### 4.) CREATE OPERATIONAL STRUCTURES:

The results of analysis from the needs survey would provide vital information on the age demographics of the children for defining the groupings for the classes. Which curriculum to choose from our range of age level curricula and resources, operational and staffing structures that must be created to achieve desired results and impact would also be based on inferences from the surveys.

A typical structure for an effective Children's Ministry would comprise of teams of;

	<b>Full-Time Staff Positions</b>	<b>Engagement Criteria(s)</b>
1	Children's Ministry Coordinator	Full-time staff (Please refer to LWCM Policy Handbook for criteria of engagement)
2	Children's Ministry Admin & Liaison Office	Full-time staff (Please refer to LWCM Policy Handbook for criteria of engagement)
	<b>Volunteer Positions</b>	
1.	Head Teacher or Team Lead	Must successfully complete the LWCM Certification Course
2.	Age Level Children's Church Teachers Nursery Teacher Preschool Teacher Early Elementary Teachers Upper Elementary Teachers Preteens Teacher	Must successfully complete the LWCM Certification Course
3.	Children's Cell Ministry Leader  - Adult Cell Supervisors (Elementary)  - Adult Cell Supervisors (Preteens)  - Leadership or Prefectship Body (Class wardens recruited from amongst the children for training as potential leaders.)	Must successfully complete the LWCM Certification Course  Children Cell leaders or Cell Executives
4.	Pastoral Care Unit Leader Follow up Coordinator New Kids (First Timers ministry Coordinator) Children's Outreach Fellowship Coordinator Foundation School & Baptism Coordinator	Must successfully complete the LWCM Certification Course
5.	Children's Partnership Coordinator	Must meet all requirements stipulated for LWCM volunteer or servers engagement criteria (Please refer to LWCM Policy Handbook for criteria of engagement)
6.	Service Admin & Check-in / Registration Team Coordinator Child Check-in or Registration Team	Must meet all requirements stipulated for LWCM volunteer or servers engagement criteria (Please refer to LWCM Policy Handbook for criteria of engagement)
7.	Special Duties Coordinator	

**TYPICAL TEAM STRUCTURE FOR CHILDREN'S MINISTRY**



## **SECTION 5: COMPONENTS OF AN EFFECTIVE CHILDREN'S MINISTRY:**

The Children's Ministry has well-defined Structures and Systems and each component is a necessary part to help deliver the result we intended as highlighted in the vision of the child that we described earlier.

If any of these components are deficient it will have an impact on the outcome because it is a system.

### **Here are the components of The Children's Ministry Systems**

#### **1. KNOWLEDGE AND COMMITMENT TO THE IMPLEMENTATION OF THE LWCM OPERATIONAL GUIDELINES / POLICIES**

Loveworld Children's Ministry has well-defined processes and procedures that when deployed as prescribed will yield the desired and pre-determined results in any locality.

Guidelines and policies for different aspects of Children's Ministry are captured in The LWCM Policy Handbook (Guidelines & Procedures) available on the Children's Ministry Portal for download. [www.loveworldchildrensministry.org](http://www.loveworldchildrensministry.org) Knowledge and Commitment to implementing the policies outlined is part of the very vital foundation for establishing an effective and strategic Children's Ministry.

#### **2. LWCM CURRICULUM & RESOURCES**

Loveworld Children's Ministry has a wide range of curricula and resources for Children's Ministry derived from messages by our Man of God with our unique learning approach.

The age levels of children (age birth – 12years) we minister to in the children's Ministry has different characteristics and different ways they learn.

Studies show that we retain 10% of what we READ, 20% of what we HEAR, 30% of what we SEE 50% of what we HEAR and SEE, 70% of what we DISCUSS and a whopping 90% of what we TEACH to others that they have understood and retained.

#### **Pastor has often told us that; “when you teach you learn twice”**

Our Learning Approach embraces all kinds of learners that enable the children to HEAR – SEE- TOUCH – EXPERIENCE every lesson that is taught and applicable to the life of the Child.

#### RANGE OF CURRICULA FROM LWCM:

##### **52-Weeks Themed Curricula**

(Each curriculum pack has 4 Bible Lessons, Graphics Pack, Pupil activity resources and Parent Pages.)

##### **Seasonal Curriculum Bundle Packs**

- The Easter Story Curriculum Volume Packs
- The Christmas Story Curriculum Volume packs
- Thanksgiving Curriculum Volume Packs

##### **Loveworld Children's Bible Curriculum Packs**

- All About God
- All About Jesus

- All About You
- I Know Who I am

**OTHER RESOURCES AVAILABLE ON THE PORTAL:**

**Bible Reading Plans**

- Book of John
- Book of Matthew
- Book of Mark

**Useful Resources & Templates Available for Your Children's Church Ministry**

- Loveworld Children's Ministry Facility & Child Space Guidebook
- "The Children's Ministry Coordinator - Handbook on Establishing Your Children's Ministry.
- Children's Foundations School Outline
- Child Baptism Prep Outline
- Children's Partnership – How-To Guide
- Children's Cell Ministry Guidebook
- Preteens Graduation Toolkits
- "Teacher's Helper "Useful Templates

(Classroom Rules, Attendance Sheet Templates, Children's Church Brochure Editable Template and Classroom Posters)

**3. CHILDREN'S MINISTRY PERSONNEL OR TEAM**

The right personnel or team is a vital component in the effective children's ministry. Policies that guide the engagement of different levels of personnel serving in Children's Ministry are clearly outlined in the LWCM Policy Handbook.

All personnel in Children's Ministry are required to go through ALL Prescribed-training programs upon successful completion of the preliminary screening and application process.

**Profile of Children's Ministry Leadership Team**

**Zonal Children's Ministry Coordinators**

- Must have been a member of the ministry for 5 years.
- Must be appointed by the Zonal Pastor and well known by other pastors in the zone.
- A full-time Management Staff of the ministry

**Group Coordinators**

- Must have been a member of the ministry for 5 years.
- Must be appointed by the Group Pastor and well known by other pastors in the Group
- A senior committed member of the ministry.

**Church Coordinators**

- o Must have been a member of the ministry for 3 years.
- o Must be appointed by the Church Pastor and well known by other pastors in the Church.
- o A Senior Committed member of the ministry.

### **Minimum Requirements To Serve in Children's Ministry:**

A list of minimum requirements for being a **Children's Church Worker or Volunteer** is as follows:

- o He/She must be born again
- o He/She must have graduated from foundation school
- o He/She must be in an active member in a Cell.
- o Be regular to church services.
- o Be neat and modest in your dressing.
- o Complete a Children's Ministry Worker form & Screening Process

### **Teacher/ Volunteer Application Process:**

Children's Ministry requires all workers and volunteers working with children to complete the following volunteer application steps.

Children's Ministry requires all workers/teachers and volunteers working with children to complete the following volunteer application steps;

#### **Application**

- a. All intending Children's Ministry workers/teachers and volunteers must complete the Application, including providing references and signing the Consent to Our Statement of Faith and Values

#### **Reference Check**

- b. All References Provided By The Worker / Volunteer Will Be Duly Contacted and asked to confirm ministry involvement claims and assess the Applicant's Suitability/Capability For Working With Children.

#### **Policies & Procedures**

- c. Workers / Volunteers are required to review the policies contained in the ***Loveworld Children's Ministry Handbook*** and sign the acknowledgment page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

#### **Interview**

- d. All Children's Ministry Workers / Volunteers must be willing to submit to an interview by either the Pastor or Zonal Coordinator / Church Coordinator

#### **Criminal Background Check**

- e. ***Inapplicable locations***, we employ established processes to check the background of all volunteers for possible criminal history and/or registered sex offender information.
- f. Individuals who have been arrested for, charged with, are on deferred adjudication or regular probation for, or have been convicted of sexually oriented or sex-related crimes, either a misdemeanor or felony, cannot serve in any area of Children's Ministry.

**CPR Training:** Each Teacher/volunteer will be expected to complete a Red Cross approved CPR course with **The Trauma Care International Foundation** and maintain  certification while serving

#### 4. **FACILITY OR CHILD SPACE**

Facility or child space where children are ministered to should be 2<sup>nd</sup> in priority only to the teaching team. Your facility speaks of the Church's commitment to its children.

The ambiance of Your Children's Church Facility or Child Spaces should provide a quality-learning environment that is welcoming to the kids and their families.

Pastor often tells us that we can use architecture to control human behaviour, how true.

There are behavior characteristics that are peculiar to the different age groups of children in the Children's Church, which affects the teaching styles and artifacts that are relevant to their classes.

Inferences from the needs survey would help a great deal in designing the space for the Children's Church and ensure an environment that is conducive for learning and encourages order.

A typical layout for a Children's Church includes;

- Preschool/toddler zone [minimal furniture, soft furnishings, diaper changing station, snack corners, creative/craft corner, etc]
- Early Primary / Upper Primary zone [chairs, mini library, writing board, teacher's corner, etc.]
- Welcome/Registration Point

Please find below; specification of facility type by church categorization for our Christ Embassy Churches;

#### **FACILITY GUIDELINE BY LOVEWORLD CHURCH GROWTH CATEGORIZATION**

<b>S/N</b>	<b>Church Categorization</b>	<b>Type of Facility</b>
1.	CE Zonal Churches CE Virtual Zonal Churches	Dedicated Children's <u>Church Facility</u> with specifications as recommended in the policy
2.	CE Group Churches	Dedicated Children's <u>Church Facility</u> with specifications as recommended in the policy
3.	CE Church Chapters [Category A]	Dedicated Children's <u>Church Venue transiting to a Children's Ministry facility in 12months</u>
4.	CE Church Chapters [Category B]	Dedicated Children's <u>Church Venue or Ministry Area / Child Space transiting to a Facility in 12-24 Months</u>
5.	Pioneering CE Church	Start-Up Children's Ministry Area transiting to Dedicated Children's Church Venue or Facility within a 6 months period.

## **1. TRAINING**

LWCM Department is committed to the development of our network of teachers and coordinators and has created purpose fit training programs to cater for your needs, equip you and impact much-needed grace to carry out your ministry as a Children's Church Teacher or Coordinator.

Here is a list of training opportunities available for Children's Ministry Teams and teachers;

- Year-Round Online Global Certification Course for new teachers & coordinators (Available Online ONLY)
- Pre- Convention Online Courses
- Certification Course Online
- Onsite Live Courses
- Online Refresher Course for Certified Teachers (Available Online ONLY)
- Onsite Hands-on LWCM Bible Craft Workshop
- Online Hands-On Curriculum Demo Workshop
- Zonal and Regional Teachers Conventions

Please Contact the Children's Ministry Office to make a booking for any of these training...

## **2. ACTIVE CHILDREN'S CHURCH MINISTRY**

A structured and vibrant Children's Church is important to effectively deploy the systems and procedures to achieve the vision of the Children's Ministry to raise, train and develop Spirit-filled children who are molded by our message.

A vibrant Children's Church would have all the elements and activities of "big church" except that its members are children... little people including;

- Church Administration
- Age Level Classroom Structure
- Children's Cell Ministry (For upper Elementary & Preteens)
- Pastoral Care – Follow Up Structures
- Preteens Foundation School
- Structured Outreaches Programs
- Children's Ministry Materials Use Culture & Distribution
- Children's Partnership
- Child Baptism
- New Kids or First-Timers Ministry

## **3. EFFECTIVE PARENT PARTNERSHIPS**

Parents are important stakeholders and we must have a structured system to engage them. LWCM Pastors – Parent - Teachers Forums are an important platform to achieve this. It is recommended that this hold at the top of every quarter.



## **7. HIGH VISIBILITY AND USE CULTURE OF CHILDREN'S MINISTRY MATERIALS**

The scriptures say; *“Train up a child in the way he should go; and when he is old, he will not depart from it”.....Proverbs 22:6.*

Introducing kids to the culture of the word and the message of our ministry through a systemic use of ministry materials cannot be overemphasized.

The genre of Books and other resource materials for children by Pastor Chris Oyakhilome includes;

- Rhapsody of Realities Devotional range for children Ages 1-5 & 6-12 respectively
- Illustrated Bible storybook series
- Comic Books & Graphic Novels
- Digital Children's Product range

## **4. CHILDREN'S OUTREACH: LOVEWORLD CHILDREN'S BIBLE CLUB**

Loveworld Children's Bible Club is an initiative to reach children beyond the church walls; children who are un-churched in our communities in an informal way and fun-filled atmosphere.

It is a great non-threatening platform for outreach to children of all backgrounds and can evolve into Children's Outreach Churches in your localities.

Other Outreaches you could organize;

- Global Children's Day Outreaches
- Monthly Cell Neighborhood Outreaches.
- Easter Family Fun Outreaches
- Easter Fiesta in conjunction with The InnerCity Mission for Children to reach children in the inner city communities
- School Outreaches (ROR Cells, LCBC Clubs)
- LCBC Summer Camps
- Halloween Neighborhood Soul Winning Outreach
- Christmas Outreach (*Angels @ Christmas with ROR AND Send Portions @ Christmas*)

## **5. ADOPT AND IMPLEMENT THE GLOBAL CHILDREN'S MINISTRY EVENTS & ACTIVITIES CALENDAR**

At the beginning of each year, The Children's Ministry HQ sends out an annual calendar of events and activities to be deployed across the Ministry to achieve set objectives in your locality;

This should be adapted for use in your Local Church/ Zone or Region accordingly.

6. **BE COMPLIANT! A COMPLIANT CHILDREN'S MINISTRY IS AN EFFECTIVE CHILDREN'S MINISTRY**

Below is a summary list of Compliance Parameters in Children's Ministry;

Compliance with approved guidelines and Procedures as highlighted in the **Loveworld Children's Ministry Policy Handbook**

Access and Usage of Loveworld Children's Ministry Curriculum and Resources

Participation of Teams in ALL Prescribed Training Programs

Monthly Report Submissions to LWCM HQ

Deployment of LWCM Prescribed Initiatives in Your Churches & Localities as highlighted in the Global Calendar of Events.

High Visibility and Use of Children's Ministry Materials by Pastor Chris Oyakhilome

**THANK  
YOU!**

*For more information please contact; : 08123445243  
or Email: [childrensministry@loveworld360.com](mailto:childrensministry@loveworld360.com),  
Web: [www.loveworldchildrensministryportal.org](http://www.loveworldchildrensministryportal.org)*



*...Raising Champions... Influencing tomorrow*