



LOVEWORLD CHILDREN'S MINISTRY
HANDBOOK

POLICIES, PROCEDURES & GUIDELINES

...Raising Champions...Influencing Tomorrow!

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WE ARE SO GLAD TO HAVE YOU ON OUR TEAM!

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CHILDREN'S MINISTRY LEADERSHIP TEAM & TEACHERS HANDBOOK
ACKNOWLEDGMENT

Welcome!

Dear Children's Ministry Leader

A warm welcome to The Children's Ministry Team!

Thank you for choosing to make a difference in the lives of Children all around the world. 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 in their generation for Christ.

The purpose of this handbook is to provide Children's Ministry workers and volunteers an overview of the policies, procedures and guidelines for the Children's Ministry of Loveworld.

Changes may be made in the policies and procedures contained in this handbook when necessary without prior written or oral notice. However, we expect strict compliance and adherence to the policies and procedures at all times.

It is important that you read and understand the contents of this handbook, including the parts that are specific to the ministry you are interested in serving with. If you have any questions or need additional information, please talk with your Pastor.

Kindly indicate that you understand and commit to compliance by appending your signature and date the acknowledgment page enclosed with this manual and forward same to info@loveworldchildrensministry.org through your regional, zonal or children's ministry coordinating office.

God bless you

SECTION 1: INTRODUCTION

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 poised to impact their generation with the gospel of Jesus Christ and vision of our Ministry

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 trainings and projects
- To raise Children to be thoroughly equipped to be bold, confident and effective witnesses and game changers in their generation for Christ

Our 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

OUR THREE POINTS DRIVING FORCE

The Loveworld nation has a three-point driving force which includes the following:

1. Loveworld Exceptionalism

The ideology that we've been called uniquely with a divine and definite message for the world and the Church of Christ. We have a calling to lead and to blaze new trails in doctrine, in music & arts, in education, in organization, in administration, products & services.

2. Loveworld Expansionism

The doctrine and endeavour of expanding our reach and influence and territories through the relentless spreading of our message by all available and innovative means.

3. Loveworld Perfectionism

The doctrine, idea and disposition to regard anything short of perfection as unacceptable, in manner of life, products and service delivery.

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 BLW 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.

CHILDREN'S MINISTRY PERSONNEL: PROCEDURES & REQUIREMENTS TO SERVE

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.

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** are 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;

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. *In applicable 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 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 2: CHILD SAFETY AND PROTECTION

TEACHER & VOLUNTEER / CHILD PROTECTION

It is of utmost importance to ensure that our children be taught and nurtured in a responsible and safe environment that encourages learning and assures parents that their children's comfort, well being and security are prioritized.

As a precaution and to ensure the health, safety, and well being of all teachers / volunteers and children as well as accountability from one adult to another, volunteers must follow these rules:

Abide by The Policy: - Each Teacher / volunteer in the Children's Ministry is required to read and abide by the policies and procedures outlined in this manual.

Each Teacher is required to undergo a "shadowing" (familiarization) process with a seasoned Teacher before assuming classroom responsibilities.

We have a detailed check-in and pick-up procedure outlined in the [parent responsibility section of this manual](#).

Two –Man Team Policy: - Two teachers / volunteers should remain together with children at all times. If a teacher needs to leave a group of children, a hostess or Volunteer must be notified so that the two volunteer policy can be upheld.

In the event that there is a need for last minute Teacher volunteers / helper (who have not be screened according to policy), the affected individuals will be cleared for temporary duty by either the Children's Church Coordinator or the Pastor and placed with an experienced teacher/volunteer who has completed the application process and been cleared for service.

Physical contact:-The Loveworld Children's Ministry is committed to protecting children in its care and recognizes that appropriate touch is part of a positive, nurturing environment in a healthy children's ministry.

Physical contact in any form should be above reproach and the personal behavior of staff members and volunteers must foster trust at all times.

The following guidelines are to be carefully followed by Teachers, Volunteers and other members of the Children's Ministry Leadership Team;

Applying good judgment, the following are appropriate ways to touch kids:

- An Arm Around The Shoulder
- Walking Hand In Hand
- Carrying Small Children Piggy-Back
- Short Congratulatory Or Greeting Hugs
- A Brief, Assuring Pat On The Back Or Shoulder
- Handshakes, High-Fives, And Knuckles

The following are actions a Teacher / Volunteer/ Helper should NEVER take:-

- Never Touch a Child In Anger Or Disgust shoving with your hand, whip, ruler or any object
- Never Touch A Child In Any Manner That May Be Construed As Sexually Suggestive

- Never Touch A Child Between The Navel And The Knee
- Never Touch A Child's Private Parts (*With The Exception Of Diaper Or Bathroom Procedures*)
- Do not force physical contact, touch, or affection on a reluctant child.

Verbal Interactions: **Verbal** interactions between Teachers / volunteers and children should be positive and uplifting. Verbal interactions should be encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

Children under our care should not be spoken to in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Restroom/ Washroom /Toilet Policy:

- Teachers / Volunteers should provide assistance to a child using the restroom only if the child is three years or younger or has special needs requiring extra assistance. [*Only specified assigned Teachers / Volunteers / Staff Members should provide this assistance*].
- If a child is over three (3) years of age, the volunteer should check the restroom before the child enters and wait outside until the child exits.
- If a volunteer must enter the restroom she should leave the outer door of the restroom open.
- Parents are encouraged to take their potty-trained children to the restroom before check-in.

Diapering Policy:

- Only specified assigned female teachers, volunteers, staff members, or the child's parents are permitted to change diapers.
- The changing area (diapers and supplies) should be prepared well in advance before the start of the service / day's activities in the Nursery Class.
- Assigned Personnel or Volunteers must wear disposable gloves while changing diapers and must wear new gloves with each change.
- Assigned Personnel or Volunteers must dispose of diapers in the provided diaper pail.
- Assigned Personnel or Volunteers must disinfect the changing area after each diaper.
- Assigned Personnel or Volunteers must disinfect their hands and the child's hands after changing each diaper.
- Assigned Personnel or Volunteers are to wash their hands as well as the children's hands (either at the sink or with hand sanitizer) after using the restroom.
- Assigned personnel or Volunteers are expected to pay close attention to any child on the changing table. Individuals changing diapers should never look away, walk away from the table or bend down for a diaper while a child is on the table.
- All diapers should be checked and changed (if necessary) before pick-up.

Teachers / Volunteers Dress Code/Appearance

1. If possible have everyone wear the same color when working with the children. This makes it easier to identify those who work in the Children's Ministry and also helps make the Children's Ministry a safe place for children to be. Badges will be given to all workers in the Children's Ministry and must be worn at all times during service.

Check-In-Policy: - When a parent arrives to drop off a child, the teacher must write down the child's name and any special instruction in the classroom register and a security tag or label given to the parent. The parent must be reminded that the tag is necessary for pick up.

Check-Out-Policy:- A child may not be released unless a parent has the tag which corresponds to the record in the classroom register. If an adult attempts to pick up a child without the corresponding tag, the teacher on duty must get the attention of the Coordinator. When a child has been picked up, indicate in the attendance register that the child has been checked out.

Teachers must remain in the classroom until a parent has picked up the last child.

Strangers: - Only parents, children's church teachers/helpers and church staff and children are allowed in the children's classroom/area. All other adults including church members should be asked for identification and if none provided should immediately be escorted off the children's classroom area. If there are concerns associated with a stranger, the security team should be alerted immediately to question the stranger.

Child Custody Issues:- Only parents with custody of their child are authorized to pick up the child. If there are questions please refer to the coordinator for clarifications.

Policy Against Child Abuse:- We maintain a zero tolerance policy against child abuse and neglect. No allegation and /or suspicion of abuse against a child will be treated dismissively. Any incident in which there is a concern for the safety of a child will be taken seriously and must be investigated.

We do not condone infliction of bodily injury or physical abusive behavior towards a child, emotional mistreatment of children, including verbal abuse and/or verbal attacks.

Reporting & Investigating Child Abuse:-Teachers/helpers shall immediately report and document any incident of abuse. Any person making such report shall keep the information strictly confidential.

Internal Reporting Procedure

The person reporting an incident of abuse shall contact the children's church Coordinator or in his/her absence other appropriate official. The reporter shall provide information regarding all relevant facts with respect to the incident.

EMERGENCY PROCEDURE:

Injury & First Aid: -

- a) If there is any injury in the classroom, the teacher/helper will immediately notify the Coordinator who has the responsibility of notifying the parents
- b) All injuries must be reported no matter how minor they may seem. The teacher must complete an incident report form.
- c) The teacher should call a parent from the service in the event that a child is completely inconsolable (after at least 15 minutes of care), is ill or injured.

We can only administer basic first aid including, Plaster/ Band aids to minor Cuts and Scrapes.

Fire Safety & Evacuation:- If a fire alarm sounds (or an evacuation is ordered) while parents are in service, they are asked to follow the evacuation route established for the Main Grown-Up Church.

Parents flooding the childcare area will cause considerable congestion and prevent the children from being safely evacuated from the building. Children and parents will be re-united as soon as safely possible.

- o Ensure that All Volunteers/Teachers/Coordinators and staff have been thoroughly briefed and are aware of the plan to follow in case of emergency.
- o Ensure that Evacuation routes are posted throughout the building.

General Evacuation Procedures:

This procedure serves as guide that you can tailor to your facility;

- o Take the children through designated exit points. The Children's Church Ministry Coordinator will give you a list of the children that have been checked in. Children should be evacuated by age groupings following the classroom structure
 - [0 – 3 year olds] & [4- 5year olds]
 - [6- 10 year olds] & [11 – 12 year olds]
- o Count your children as soon as you are out of the building to make sure everyone is safe and accounted for. Check children off the list as the parents pick them up.
- o Keep your class in a straight line and as quiet as possible. Do not allow them to play or run as you make your way through the evacuation route
- o Make sure you collect the pager or security tag number disc from each parent as they pick their child up. Do not release a child to anyone other than the parent who has that child's pager and matching parent security tag.
- o When the "all clear" is sounded, it is safe to re-enter the building.

SECURITY GUIDELINES

- o Teachers are required to sign in upon arrival at the welcome desk and pick up their nametag.
- o If someone is not wearing the approved nametag, they are not allowed to enter the classroom. If there is a problem please get the attention of the Coordinator.

SECTION 3: TEACHER / VOLUNTEER GUIDELINE

Arrival & Set Up:

- All personnel serving in various capacities in the Children's Church Leadership Teams must arrive a minimum of 60 minutes before the service begins (or sooner if you need additional preparation time). PLEASE BE ON TIME! Keep in mind that tardiness is often contagious and adversely affects everyone. Upon arrival, sign in at the check-in desk and pick up your nametag/lanyard.
- Wash (sanitize) your hands before you start your classroom set-up.
- Post the classroom rules and the Evacuation Route (stored with the classroom curriculum)
- Set out any materials needed for class.
- Opening and closing instructions are posted on the classroom wall, beside the class schedule.

Class Time:

- One Teacher /Volunteer should welcome the children and take attendance while the other volunteer engages/entertains the children with relevant activities in the lesson.
- Take note of any children wearing security tags reflecting an allergy alert.
- Review the special needs and conditions sheet thoroughly. *(if applicable)*
- Review the classroom rules with the children each week. Remember, repetition and consistency increases retention. (Refer to the class management section for rules of the house)
- Volunteers in the Nursery and Preschool classes are encouraged to sit on the floor while interacting with the children. Being at "eye level" often aids in gaining and maintaining the children's attention.
- Volunteers and children will remain in the classroom at all times. Supervised restroom and Fun / Play breaks are the only exceptions.
- Teachers and Volunteers are not permitted to use telephones or personal any handheld device during the class time.
- Enjoy the children and the opportunity to minister to them.

Check-out/Departure Procedures:

- When a parent arrives, ask for the child's security tag and page before releasing the child. This is imperative! You cannot release a child without having received the security tag or matched pager first. Upon receipt of the security tag and pager (for ages birth – 5) dispatch a runner to retrieve and release the child.
- When all of the children have been dismissed, return classroom supplies, sweep the carpet and sanitize toys and tabletops. Use rubber gloves while cleaning. Seal all trash bags completely.
- Once your room has been cleaned/sanitized, return your nametag / lanyard and classroom materials box to the check-in desk and sign out.

Absences:

Duly certified Teachers / Volunteers who have been cleared under the guidelines in this

handbook are responsible for their assigned shifts. Should the need arise for a volunteer to be absent, The team leader for the relevant age grouping and Coordinator must be notified of upcoming absence in sufficient time to secure a substitute.

The Coordinator should keep a register of certified auxiliary teachers and volunteers pre-approved by the Pastor as replacement in case of absence.

An emergency telephone number should be provided in the event of absence due to a last-minute emergency where teachers / volunteers and leave a message with their name, time, and location of scheduled service, and reason for absence.

CLASS PROGRESSION SYSTEM

The Loveworld Children's Ministry promotes children to the next class level once each year at the beginning of the new school year with exceptions as evaluated by the Children's Ministry Coordinator.

DISCIPLINE & CLASSROOM MANAGEMENT

DISCIPLINE POLICY

Hebrews 12:7 - 11 tells us that discipline, though sometimes painful, produces a harvest of righteousness and peace for those trained by it. It also tells us discipline should be born out of love and not be intended solely as punishment or behavioral control. It should be a growth mechanism through which we receive necessary correction, guidance, training and molding of character.

Discipline is important for the smooth operation of any program in which children are involved and several rules must be followed for disciplinary measures to be successful.

- Physical discipline, such as spanking, is never permitted. Using "reasonable" physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary. Affirmation and encouragement is always preferred.
- Set clear reasonable rules and be sure that the children know the set classroom rules and the consequences if those rules are broken. *(Please refer to Loveworld Children's Ministry Classroom Rules)*
- Always discipline the child not the action with a firm, gentle voice. You must let the child know that it is the behavior that is wrong and that you love him/her. Avoid any words or tone that would cause a child to think that he or she is a problem.

Here are a few rules for Effective Discipline;

- **Consistency**:- Discipline must be consistent to be effective. Do not threaten a consequence without the intention to follow through.
- **Response**: Make a prompt and individualized response to inappropriate behavior. Correct a behavior the first time and every time.
- **Resolution**: Seek to both resolve the conflict and reconcile relationships.
- **Reward**: Acknowledge and reward positive behavior. Encourage children who are behaving well and following the rules.
- **Preparation**: Read the lesson before you arrive at your classroom on Sunday.

Often the best deterrent to discipline problems is a confident, prepared teacher.

- o **Prayer:** Pray for your kids and for you to increase in the virtue of patience consistently.

Ask the Lord to grant you the wisdom to deal wisely and to help each child receive all they are supposed to without the distraction of naughtiness and misbehavior.

Guidelines in Non-Physical Method Discipline: -Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, volunteers should observe the following guidelines:

- o Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (*for example, removing a toy from the hands of a child that is hitting another*).
If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- o Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. (***“Toby, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.”***)
In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
- o Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child’s life (*3 years old, 3 minutes*).
- o Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (***“Toby, you’re doing a great job of sitting quietly – just 2 more minutes.”***)
- o Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.
- o If the behavior continues, The Teacher should contact the team leader or coordinator for assistance who will determine what further action should be taken (*calling the attention of the parent from the main Church, discussion with parent, etc.*)

TEACHERS / VOLUNTEER CERTIFICATION TRAINING / CONTINUING EDUCATION

The Loveworld Children’s Ministry offers a robust training program for all levels of Children’s Church Ministry Leadership Teams, Teachers and Volunteers;

Orientation Training Program: For New Intakes - All Children Ministry Coordinators, intending teachers and volunteers serving in Children’s Ministry are required to undergo a compulsory Certification Loveworld Children’s Ministry Orientation Course and informational training in their specific areas of the Children’s Ministry.

However, ongoing training is an important, effective, and required step in fulfilling your

responsibility as a Coordinator, Teacher or Volunteer. Coordinators, Teachers and Volunteers are required to attend any ongoing training sessions as designated by the Coordinator for his/her area of ministry. As required, training sessions will be provided by The Loveworld Children's Periodic Training: - Ministry Department or Zonal Coordinating Office to address specific needs and/or topics of interest for coordinators, teachers and volunteers respectively. Training Modules should include assessment tests for all attendees. In addition to the Zonal trainings, a church coordinator must meet with all workers every week to develop the scheme of work for the week's lessons. Such meeting can be held online or onsite. All Children's Ministry Teams are required to Quarterly Refresher Training Programs: participate in a Quarterly Refresher Course organized by The Loveworld Children Ministry Department. Here is an annual calendar of training programs from The Loveworld The Children's Ministry Department;

S/N	EVENT	TIMEFRAME
	TRAINING PROGRAMS	
1	Global Children's Church Teachers Training & Certification Course	Year-round
2	Bible Craft	Year-round
3	Global Certified Teachers Refresher Course	Year-round
4	Global Online Teachers & Coordinators Summit (Quarterly)	February week 1 April week 2 July week 2 October Week 3
5	Loveworld Children's Tier-1 Training Program	January – September
6	Loveworld Children's Tier-2 Training Program	April – October
7	On-The Road Hands –on Funshops	Year – round
	CONFERENCES	
8	Zonal / Regional Children's Teachers Convention	Year – round

SERVING MINISTRY SPECIFIC INFORMATION & GUIDELINE FOR TEACHERS / VOLUNTEERS: PRESCHOOL UNIT: [Ages Birth – 3Years, 4 – 5 Years] Unless express permission is granted by the Volunteer / Helper Age Requirement: Children's Ministry Coordinator, volunteers must be at least 16 years of age to volunteer in the Nursery Class

Room Clean-Up Policy: - It is the responsibility of the teachers / volunteers to disinfect and put away all toys and equipment used in the nursery area after each service.

PRIMARY & PRETEENS UNITS [Ages 6 – 10 Years & 11-12 Years]

Volunteer / Helper Age Requirement: Unless express permission is granted by the Children's Ministry Coordinator, volunteers must be at least 18 years of age to volunteer in the Nursery Class

Transfer of kids: Children should be taken to another program or classroom in an orderly fashion with one teacher monitoring the front of the line and another monitoring the back of the line.

Children should be counted prior to leaving one area as well as upon arrival at the new area

CLASSROOM MANAGEMENT

Loveworld Children's Ministry Classroom Rules

- I. I can Obey the Teacher
- II. I can Listen to the Teacher
- III. I can Be kind
- IV. I can Be safe
- V. I can Be Tidy
- VI. I can Keep your hands and feet to yourself

Play Break Rules

- I. No running
- II. No screaming
- III. No climbing up slides
- IV. Obey the teacher(s)
- V. Have Fun

Preventative Actions

1. Create a loving, caring atmosphere
2. Establish and communicate realistic expectations
3. Focus on positive actions
4. Be fair and consistent

Corrective Actions

1. Handle situations individually as much as possible.
2. Give a warning when a child fails to follow the rules
3. Remind the child of the rules
4. Explain why the behavior is unacceptable
5. Redirect the child to something positive
6. Explain the consequences of unacceptable behavior by describing the correct way to behave.
7. If a child repeats the action, guide him/her to a quiet place separate from the other children for a short, but designated period of time.
8. After a third time, the child will be escorted to the Director of Children's Ministry for appropriate discipline and parental notification.

Aggressive Behavior

1. Biting, hitting, pushing, scratching, or pulling are considered aggressive behaviors and will be addressed promptly.
2. If a child repeatedly displays any of these behaviors, he or she will be removed from the class and the parents will be notified.

CLASSROOMS & RATIOS

The Children's Ministry offers classes for the following ages:

Pre-School Unit	Nursery	Birth – 2years
	Kindergarten	Ages 3 – 5years
Primary Unit	Early Elementary Level	Ages 6 – 7years
	Upper Elementary Level	Ages 8 – 10years
Pre-Teens	Preteens Level	Ages 11 – 12 years

It is recommended that the Children's Church Facility or Children's Area open to receive Children at least 45 minutes before each Sunday morning service

In an effort to provide the best possible care and learning experience for Children we cater to, we closely monitor the adult-child ratio in each classroom and make every effort to achieve an optimum environment.

Recommended Class Size/Ratio

	Adult/Child ratios	Promotion Marker	Recommended Max Enrollment
Nursery	1:10	Developmental	30
Preschoolers	1:15	Upon turning 5 years	60
Early Elementary	1:15	When 6 years old	90
Upper Elementary	1:15	When 8 years old	90
Preteens	1:20	Upon turning 11years	60

CURRICULUM

The Loveworld Children's Ministry has a robust range of curriculum for children ranging from birth to 12 years and serves as the discipleship training tool for our children's Church

The Children's Ministry Curriculum is based on the Word of God packaged in the range of ministry materials for children by our Man of God, Pastor Chris Oyakhilome [PHD]

The curriculum is tailored to teaching Children Ages birth – 12years segmented into four (4) levels by age groupings. Teaching methods as well as teacher trainings will follow the same structure as shown below;

The Children learn about the Bible as the authentic word of God, foundational truths in Gods word, Discover God The Father and how the world came to be, His Son Jesus Christ and his work of Salvation for mankind and relevance to the child today, Knowledge of their Identity in Christ, introduced to the awesome personality of The Holy Spirit and His Ministry in their lives, develop good Christian virtues and godly character, develop the culture of study of the Bible and be thoroughly equipped to be bold, confident and effective witnesses and game changers in their generation for Christ.

In summary, the curriculum deliver the product of Children who are taught and well established in the word of God according the gospel of Loveworld with a sound spiritual and moral foundation that can be built upon as they transit to teens Ministry.

The curriculum also covers **Topical** and **Seasonal Subjects**(*Easter, Thanksgiving, Christmas, etc*) and our **Word for The Month** as given by our Man of God each Month and **The New Year Message**.

TEACHING APPROACH OF THE LOVEWORLD CHILDREN'S MINISTRY CURRICULUM

Studies have found that there are majorly four (4) ways children learn

- **Visual Learners:** Need to See The lesson
[See, watch, read, write, view and glimpse]
- **Auditory Learners:** - Need to Talk About The Lesson
[Talk, Discuss, Answer and Argue]
- **Kinesthetic Learners:** - Need to Practice the Lesson
[Move, Try, Practice and Go-and-do]
- **Tactile Learners:** - Need to Touch
[Do, Make, Touch, Feel and Create]

It has been observed that children will retain 10% of what they READ, 20% of what they HEAR, 30% of what they SEE 50% of what they HEAR and SEE, 70% of what they DISCUSS and a whopping 90% of what they TEACH to others that they have understood and retained.

Creative teaching methods that engage every kind of learner across all age groupings have been applied in the development of the Loveworld Children's Ministry Curriculums to teach valuable spiritual lessons in the Children's Church.

Every Lesson will give children the opportunity to SEE, DISCUSS, TOUCH and EXPERIENCE to ensure a high % of retention of what they have been taught.

Our goal is to achieve 90 – 100% retention of the lessons we teach them for their spiritual development and growth.

LOVEWORLD CHILDREN'S MINISTRY CURRICULUM RANGE [AGES BIRTH – 12 YEARS] :

52 – WEEK THEMED CURRICULUM PACKAGE

Includes;

- Lesson Outlines & Guide
- Teaching Resources
- Pupil Activity Resources & Coloring Pages
- Teaching Posters [*For Classroom decoration and Visual Strengthening of the Messages in the curriculum*]
- Memory Verse Cards
- Songs [CD] (*where applicable*)
- DVD (*where applicable*)
- How-To- Use Handbook or Instructional Video [For teachers to aid effective use and teaching of the curriculum]
- Take Home Parents Letter Templates [*To Connect with Parents*]
- Attendance Charts Template

TOPICAL CURRICULUM BUNDLES

Includes;

- 8 Weeks Lesson Guide
- Teaching Posters
- Teaching & Activity Resources
- Verse Cards
- Instruction Video
- Take Home Printable Templates

1. SEASONAL CURRICULUM

Includes;

- Christmas
- Easter
- Thanksgiving
- Mothers Day / Fathers Day

LOVEWORLD CHILDREN'S BIBLE CLUB [LCBC]

Includes;

- 8 weeks Complete Lesson Guide
- Craft & Activity Resources
- Attendance Charts
- Branding Graphics
- Posters

SPECIALTY CURRICULUM

Includes;

40 – Weeks lesson
Teachers Guide
Pupil Workbooks
Classroom Posters

CURRICULUM DISTRIBUTION

Curriculum is distributed on a Monthly /Weekly basis as applicable You will be introduced to the full range of our curriculums, scope and sequence during your training. You can contact the Children’s Church Ministry Coordinating Office through your Pastor or Coordinator if you have further questions.

PARENT FORUMS

Plan and organize a quarterly Parents Forum at the zonal, Group and Church levels to engage the parents and keep them abreast of what their Children have been learning at Children’s Church.

Typical cycle for Parent Forum is April, July & October each year.

PARENT VOLUNTEERS: Maintain an open door policy to encourage Parents to visit and observe the services and programs in which their child is involved. We encourage our parents to volunteer in our Children’s Ministry. If a parent is interested in serving in any capacity, He/ She will be required to complete the volunteer application form and screening process.

PARENTAL RESPONSIBILITY: For the safety and well being of the children, we implore that Parents adhere to the policies and procedures outlined in this manual.

Alerts & Requests

- If the child has any allergies, special needs or conditions, Parents should ensure that the Childs teacher is notified at check-in.
- Parents should ensure that their child uses the restroom before signing in the child at Check in.
- It is often beneficial for the parents to expedite the check-in process. This reduces separation anxiety and helps the child adjust to the classroom.
- To eliminate confusion and crowding in the classrooms and halls, we ask that Parents refrain from entering the classroom area at check-in.

Items You Bring

- Please make sure all of the child’s belongings are clearly labeled, including diaper bags, cups, bottles, pacifiers, coats, etc.
- We recommend Parents leave toys and dolls at home. These items are easily lost and can often be objects of contention between the children.

Security Tags

Parents are required to wear a parent security tag before entering the Children’s Church

classroom and nursery areas. This is an important security measure designed to control access to the children's area and eliminate unauthorized contact with the children.

Regular Attenders

Security tags bearing the child's name, classroom and special conditions information (e.g. allergy alert) will be printed or handwritten by the Children's Ministry Lead registrar on a Security Tag at check-in. An accompanying parent tag will also be issued.

Each child's security tag will be placed on his/her back and a volunteer runner will escort your child to his/her classroom (This Service is for Preschool only). Children ages 6-12 will be escorted to their respective classrooms by their parent/guardian following check-in.

First Time Visitors

First timer's security tags should be obtained from the children's Church check-in desk. The following process has been established for first-time visitors.

New Parents will be issued a **New Parent Tag [NPT]**, which they must present to retrieve your child at checkout time. A security tag will be printed for each child. Make sure Parents advise the check-in volunteer of any allergies, special needs, or conditions your child may have which should be reflected in the security tag.

MISCELLANEOUS

Snacks

- Children's hands must be cleaned/sanitized before eating snacks.
- A light snack is provided for children who are old enough. The usual snack pack includes water / Juice and one serving of packaged snack.
- If the child has allergies, please have this noted each time you check your child in. An allergy alert will be printed (identifying the type of allergy) on the child's name tag. The alert will be highlighted in yellow.
- Children will be served only when they are seated. Children are prohibited from walking around with snacks or filled cups (for sanitation reasons/ prevention of potential cross-contamination by allergens).
- Cups will be removed and discarded as soon as each child finishes
- All bottles must be pre-mixed. Nursery workers are NOT allowed to mix formulas. This restriction is for the child's protection.

Medications

Please Note: We are unable to administer medications. If the child requires medication, please advise parents to make arrangements to personally administer what is required before check-in.

SECTION 4: CHILDREN'S CHURCH CLASSROOM FACILITY GUIDELINE

MAKING A GREAT FIRST IMPRESSION:

Many factors affect how children learn. The teacher and curriculum are among the most important influences in the learning process. However, the learning environment impacts the child's readiness, as well as the learning experience itself.

Think about this; what does your preschool and Children's space say about your church's ministry?

Walk to the Children's hallway in your church building. Enter the rooms as if you are a child. What do you feel?

Does it communicate that you are important if compared to other areas of your building? Is it cheerful, bright and clean?

Do your senses tell you that something stimulating, relevant and interesting takes place in this room? Is it inviting?

Now consider that you are a parent looking at this space for the first time as a possible place to involve your child in ministry.

Is it up to your standards for your child? Is it safe, clean and inviting to you?

The following pages are a compilation of recommendations to help you improve the learning environment of your children's classes, hallways and other ministry areas. Much of what is presented is the ideal, while other ideas are provided to help you do the best with less than the ideal specifications.

First Impressions Checklist:

It doesn't matter whether you have 5, 500 or 5,000 children in your children's Church, the first impression parents have of your ministry is very crucial in their decision to keep bringing their kids to the Children's Church to avail them of the services on offer.

Ask a Leader in the church or a parent to come into your children's Church or Children's Ministry area on Sunday morning and give their first impressions. Use checklist below;

- Does the area smell clean? Does it look clean and uncluttered?
- Does a greeter warmly welcome you and your child and know how to direct you and your family to the right ministry areas for your children?
- Is a secure check-in/pick up system in place for younger children? Are you given a security card or sticker to pick up your child at the end of the session?
- Are allergy alert posters easily seen if food or nature items are to be used in the session?
- Are at least two adult teachers present in each classroom?
- Is the room prepared for teaching when the first child arrives?
- Are children greeted by name upon entering their classroom?
- Are the tables and chairs sized appropriately for the age group using the room?

- Are the supplies neatly placed on shelves or counters?
- If a bulletin board is in the room, is it up to date and attractively decorated with appropriate and relevant information?
- Are there easy to follow directional signs to the Children's Church area?
- Is the room an adequate size for the number of children in the class? Is there a room arrangement that allows for open space?
- Are the walls free from clutter and painted a soothing color?

CHILDREN'S CHURCH FACILITY / CHILD SPACE POLICY

The ambience of our Children's Church Facility or Child Spaces goes a long way to impact the learning experience as we carry out ministry to Children.

Please find below; a general specification guideline as well as a specification of facility type by church categorization for our Christ Embassy Churches

General Facility / Space Specifications:

- Allow for 25-30 square feet per person, based on 80 percent of enrollment.
- Large, open classrooms are preferable. If you have an assembly room surrounded by small classrooms, consider removing walls (check for asbestos before removing walls). Another option is to remove the doors from the classrooms and use as one large room with small group teaching options in the smaller classrooms.

CLASSROOMS

Elementary & Preteens Classrooms

- Space per child: 25 square feet recommended
- Room proportions: approximately 1 1/2 times as long as it is wide
- Windowsills: 18 to 30 inches from floor
- Room capacity: 24 maximum
- Sink at adult height in each room

(Check your state and local codes for detailed requirements.)

Preschool Classroom recommended Specifications

- Location: ground level
- Space per child: 35 square feet recommended
- Room size: 320 square feet recommended minimum; no walls less than 16 feet long
- Windowsills: 18 to 24 inches from floor

Hallways or Corridors

- Hallways should be wide and inviting to children and parents. Hall decorations need to be simple and fresh. Murals are not recommended since they can visually "crowd" a hallway. The hallway should set the stage for the learning and worship that will take place in the classrooms. Use color and changeable, realistic pictures (some on the children's eye-level), or perhaps geometric shapes to make the hallways interesting.

Lighting and Ventilation

- If possible, provide outside windows in each classroom. Use clear glass with the windowsill low enough for children to see outside. Mini-blinds or shades can block direct sunlight or glare, as well as allow you to control light for videos or other teaching methods that require a darkened room.
- Curtains that block light are not recommended. A short valance at the top of the window will add color if needed. Window decorations should not block the windows (diminishing natural light) or draw attention from the teaching materials. Windows should be washed or cleaned often to remove dust.

Flooring

- Either tile or carpeting is acceptable.

Walls

The classroom walls are background to the learning or worship experience and should not call attention to themselves. Walls in classroom space should be light, cheerful and durable.

- Color: Consider a color that will be cheerful but not over-stimulating. Bold colors can over-stimulate and over-power some children. Consider pastels in light or medium intensity rather than intense colors. An option to add visual interest is to paint one wall as an accent wall using a darker shade of the base color.

Doors

- Solid doors with a window at adult eye-level are a necessary part of any standard safety and security policy. This allows anyone outside the classroom to monitor leaders and children during teaching sessions. Door windows should not be covered or obscured at any time. If a solid door cannot be replaced with a door that includes a window, the door should remain open at all times.
- In addition, the doors should be fire-rated to meet building fire codes.

FACILITY GUIDELINE BY CHURCH CATEGORIZATION

S/N	Church Categorization	Type of Facility
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] CE	Dedicated Children's <u>Church Venue</u> transiting to a <u>Children's Ministry facility</u> in 12 months
4.	Church Chapters [Category B]	Dedicated Children's <u>Church Venue</u> or <u>Ministry Area / Child Space</u> transiting to a <u>Facility</u> in 12-24 Months
5.	Pioneering CE Church	Start-Up Children's Ministry Area transiting to Dedicated Children's Church Venue or Facility within a 6 months period.

CLASSROOM SET UP GUIDELINES

The typical layout and set up of the Classroom in the Children's Church plays a great role in the learning experience and overall impact of the lessons on the children.

Please see ideal models for the different classrooms in The Loveworld Children's Church Ministry;

CLASSROOM MODEL	AGE GROUPING
 A bright, colorful nursery or preschool classroom. It features a large circular rug with a sun and the letters 'A-Z'. There are wooden tables and chairs, a bookshelf, and a window with colorful decorations.	NURSERY / PRESCHOOL CLASSROOM MODEL
 A nursery classroom setup featuring a baby changing station, a crib, and a rocking chair. The room is decorated with colorful wall art and toys.	BABY CHANGING STATION IN NURSERY CLASSROOM MODEL
 A kindergarten or early elementary classroom. It has several round tables with blue chairs, a whiteboard, and various educational decorations on the walls. A yellow banner at the bottom of the image reads "KINDERGARTEN CLASSROOM".	KINDERGARTEN / EARLY ELEMENTARY CLASSROOM MODEL [OPTION 1]



KINDERGARTEN / EARLY
ELEMENTARY CLASSROOM
MODEL [OPTION 2]



UPPER ELEMENTARY /
PRE-TEENS CLASSROOM
MODEL [OPTION 1]



UPPER ELEMENTARY /
PRE-TEENS CLASSROOM
MODEL [OPTION 2]

*FOR MORE DETAILS;
PLEASE REFER TO THE LOVEWORLD CHILDREN'S CHURCH &
CHILDREN'S SPACE GUIDELINE HANDBOOK*

SECTION 5: A SPECIAL NOTE OF THANKS

Dear Esteemed Children's Ministry Leader & Children's Church Teacher,

YOU are heroes!

God is not unrighteous to forget your work and labor of love in that you minister to Children and do minister

THANK YOU FOR YOUR COMMITMENT TO SERVE GOD THROUGH INVESTING IN THE LIVES OF CHILDREN!

WE ARE SO GLAD TO HAVE YOU ON OUR TEAM!

Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain. [1 Corinthians 15:58]

SECTION 6: ACKNOWLEDGMENT

CHILDREN'S MINISTRY LEADERSHIP TEAM & TEACHERS HANDBOOK ACKNOWLEDGMENT

I have received and read a copy of Loveworld Children's Ministry policies and procedures and understand the importance of the information in the manual.

I agree to abide by the guidelines while serving the Loveworld Children's Ministry. I understand the manual may be modified and that any guideline may be amended, revised or eliminated by Loveworld Children's Ministry.

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship. I acknowledge and agree that I will receive no monetary compensation.

I understand it is my responsibility to review new guidelines that may be created and distributed.

I acknowledge receipt of the procedure manual.

Name: _____

Church Zone / Group: _____

Designation _____

Signature: _____

Date: _____

