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**Children's Ministry Department of  
Coastal Family Church**

## Acknowledgments

**We gratefully acknowledge the wisdom and advice received from the established and proven ministries of Rhema Bible Church, Willie George Ministries, and Faith Family Church. We extend our heartfelt thanks to them for sharing their wisdom with us. Most of all, we are thankful for the Holy Spirit without whom anything would be possible. We acknowledge Jesus Christ as our Lord and Savior and submit ourselves as servants to Him.**

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## Welcome

Welcome to the Coastal Family Church Children's Ministry! We are excited about what God is doing in and through children in these last days, and you get to be a part of it! Teaching children the Word of God, providing opportunities for them to experience the power and presence of God are vital. Children have a place and a purpose in the Body of Christ. Jesus desires that children have a close relationship with Him starting when they are little. In Mark 10:14 Jesus said, "Let the little children come to Me, and do not forbid them; for such is the Kingdom of God."

Research has shown that the best time to reach an unsaved person is before the age of 12. In the book *Transforming Children into Spiritual Champions* by George Barna, he states, "We discovered that the probability of someone embracing Jesus as his or her Savior was 32% for those ages of 5 and 12; 4% for those in the 13 to 18 age range; and 6% for people 19 and older. In other words, if people do not embrace Jesus Christ as their Savior before they reach their teenage years, the chance of their doing so at all is slim.

As you can see, by ministering to children, you are reaching the most responsive harvest field in the world. Nothing you do for children is wasted when you do it as unto Him. Jesus said that if we just give a child a cup of water there is a reward! So get ready to embark on the great adventure of ministering to children!

## Core Values

1. We are reaching the greatest harvest field of souls there is ~ Children!! Children are important to God, so they are important to us. It is crucial to win them to Jesus while their hearts are still tender.
2. We are teaching children to overflow in the power of the Holy Spirit and experiencing supernatural encounters with God, so they will not stray away from God and the church when they are older, but will serve Him with zeal the rest of their lives.
3. We believe in teaching the Word of God on a level children can understand, so they can walk in victory as mighty young men and women of faith, accomplishing great things for the Kingdom of God.

## You are now a Life Changer

You are changing the lives of children for eternity. By impacting their lives, they in turn will impact others that we could never reach. Be careful not to always look at the children after the flesh, but remember they are a spirit alive unto God, and that God has a divine plan and purpose for their lives. You are helping to mold them into the person God wants them to be! YOU ARE A LIFE CHANGER!

## **Our Class Structure**

### **Nursery**

**Infants to Walking**

### **Toddlers**

**Walking to Potty Trained**

### **Preschool**

**Potty Trained or 3-5 years**

### **Elementary**

**6-11 years or 5th grade**

# Job Descriptions for Staff and Volunteers

## Children's Pastor

The Children's Pastor is responsible for overseeing the Children's Ministry Department. They are the resource and response persons available to the CFK Staff. They will conduct periodic meetings with CFK Children's Staff for training and information. They are responsible for communication between the Nursery Directors and Pastors. They are responsible for overseeing the class curriculum, communicating problems, concerns and needs to Pastors.

### Qualifications:

- Born again Christian who feels a call by God into ministry
- Love for children and families
- Strong organizational and leadership skills
- Ability to build and lead volunteer teams

### Responsibilities:

- Oversee all programming and ministry for children ages birth – 5th grade, including but not limited to Sunday mornings
- Choose and prepare curriculum for each program and each age level.
- Create environments, activities and programming for each age group that will facilitate learning and encourage spiritual growth.
- Recruit, train, schedule and lead teams of volunteers.
- Provide care for children and families within the church including hospital visits and follow-up.
- Maintain a strategy for reaching and assimilating new children and families.
- Plan and oversee special events such as Children's Fest, Baby Dedications, etc...

## CFK Directors (Infants, Toddlers and Preschool Directors)

Providing excellent level of care and ministry to infants and toddlers during worship services and other events at Coastal Family Church. Recruiting, coordinating, training, and leading nursery volunteers.

### III. JOB DUTIES/RESPONSIBILITIES:

- A. Create a welcoming, safe environment for infants, toddlers and preschool while at CFK. Including weekly maintenance of the following:
  - Wash and sterilize toys and furniture
  - Purchase, request and restock supplies
- B. Provide a learning experience for infants, toddlers and preschool during Sunday services under direction of CFK Children's Ministry.
  - a. Prepare monthly curriculum and supplies for babies, toddlers and preschool.
  - b. Purchase supplies as needed for the curriculum.
- C. Contact and manage volunteers for infants, toddlers and preschool
  - a. Create a monthly schedule of nursery volunteers.
  - b. Contact and confirm current volunteers at least 5 days before they are scheduled to serve.
  - c. Contact and confirm substitute volunteers as needed.
  - d. Manage an "on-call" system of volunteers.

D. Train volunteers on nursery policies, procedures, safety, and curriculum. Ensure that all policies, procedures, safety measures, and curriculum are being carried out on a weekly basis.

### **Lead Teacher**

The lead teacher is responsible for the flow and order of the class. The lead teacher teaches the main Bible lesson and assigns supplementary stories, object lessons, and other duties to their small group leaders. The lead teacher should report information to their director when needed.

### **Small Group Leaders**

The SGL assists in teaching the Bible lesson according to the assignments given by the lead teacher. They also assist in maintaining order and discipline, accompany children to the bathroom, and complete any assignments which they might be given by the lead. His/her stationed area for the class is assigned by the lead teacher. He/She is to report any problems or needs to the lead teacher.

## **Joining the Team**

### **Qualifications for Adult Children's Volunteers**

Christians who are in places of responsibility in the church are required to be examples in faith, conduct, and business affairs. Maintaining a high standard of excellence is one of the best ways to present Christ to the people in our community. Therefore, the following qualifications will be required for any person applying for, or currently volunteering in, the Children's Ministry Department at Coastal Family Church.

1. Must be in agreement with Tenants of faith of Coastal Family Church.
2. Be loyal to the Pastor and Ministry Team of Coastal Family Church.
3. Must have completed Growth Track.
4. Be able to make a 1 year commitment.
5. Complete a personal interview and classroom orientation.
6. A follow-up report will be completed with all references, as well as a background screening.
7. Be faithful to your assigned position.
8. Attend all volunteer meetings and workshops.

9. Be neat in your appearance.
10. **You must attend at least one adult/youth service each week in which you volunteer in the Nursery or Elementary classes.**
11. Live a separated Christian life. Keep your home life in order.
12. Give thirty (30) days notice when resigning from your position.

Only the Children's Staff will have access to this information. All volunteers, regardless of who they are or how long they have attended Coastal Family Church must follow the same procedures as listed above. They must also be approved before they can begin ministering in the Children's Department.



# Security

**This section covers the following:**

- A. Check-in**
- B. Volunteer Identification**
- C. Observer Identification**
- D. Abuse Prevention**
- E. Child Abuse & Neglect Reporting Policy**

**Romans 12:1&2-** “I beseech you therefore brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world.....”

**Ephesians 4:27-** “....Neither give place to the devil.”

**1 Timothy 3:7-** “Moreover he must have a good report of them which are without, lest he fall into reproach and the snare of the devil.”

**A. Check-In**

To ensure the safety and well-being of all the children in our care, we require all children to be checked-in when they arrive. This includes both regular attendees and visitors. Nursery registration begins 15 minutes prior to service.

### **1. Electronic Check-In**

Parents will receive a numbered claim card in sticker format for their child/children, whether a regular attendee or visitor. This card number **must match up to their child's/children's** at pick up. These sticker cards act as security to ensure that no one other than the parent/guardian will be permitted to pick up their child from class without parent's/guardian's permission. If you are a parent volunteering in another department, please let the teacher know where you will be volunteering.

### **2. Children's Name Tags**

Upon check-in, children will receive name tags. They will be placed on their back in the Nursery and on their chest in Elementary.

### **B. Pick-Up**

The Parent/Guardians must show the numbered claim card or sticker that corresponds with their child. An adult attendant must match the card with the child's name and number before releasing. If a parent claims to have lost the card, ask them to make another effort to find it. If they are still unable to find it, then proper photo ID must be shown, and authorization from a Service Supervisor or Department Director before releasing the child (the exception being those parents you know well).

[Children should never be allowed to leave the class without being picked up by a parent. No one under 16 is permitted to pick up a child. Once they are in our care, they must be under constant supervision.](#)

### **C. Volunteer Identification**

Only authorized and scheduled persons are allowed in the room (scheduled persons include substitutions). Lead Teachers: If you should need extra help, notify your Classroom director, and they will find the extra help for you. **Never allow someone in the class just because they say they want to help.**

**C. Observer Identification:** Never allow unauthorized persons into the room. If a parent or any person wants to observe the class, they may do so after obtaining a directors permission. The Service Supervisor or Lead Teacher will give the approval to enter the room. They are to stay quietly in the back of the room. They may not interact with any child

other than their own. Make sure the observer is aware of these rules before they enter the room. Do not allow them to be alone with the children. Observers are NOT permitted to enter the Nursery. Exception: If the parent is already an approved Coastal Family Church Children's Volunteer.

**D. Abuse Prevention** It is the policy of Coastal Family Church that no teacher or attendant will ever be alone with a (single) child behind closed doors. We want to protect our children, and we also want to protect our volunteers.

Specifics:

1. A helper can be out in the hall with one child when taking them to the bathroom. This is a public area. Always be visible.
2. No teacher or helper is to be alone with the children. In case of emergency, should a teacher or adult helper be left alone, make sure the classroom door is open. At no time are children to be left alone in the classroom without an adult. If the Lead Teacher needs to leave for any reason, and there is no other adult, call the class Supervisor to relieve you. Teen Volunteers are not to be left in the room by themselves with the children.
3. When preschool and elementary age children are taken to the bathroom, the door must be propped open. If you assist in tying a bow, shoe lace, or buckling a belt, it must be done in the open.
4. A male teacher or helper will not assist a single child to the restroom. They may accompany the group if the class is taking a group bathroom break. DO NOT ENTER THE RESTROOM.

**E. Touching the children:**

1. Children will never be touched on an area of their body that would be covered by a bathing suit (the obvious exception being when diapers are changed or holding babies). We do not assist children in wiping themselves once they are toilet trained. If a toilet trained 2-year-old is having difficulty wiping himself, then another adult is required as a witness as you assist them. Children older than two years must wait for a parent/guardian to assist them.
2. Only women 16 years or older may change diapers. Diaper changes are done in the room in the presence of other Children's Department Volunteers and in front of our classroom one way windows.
3. Elementary age children are not permitted to sit on an attendant's lap.
4. When praying for children, touch only their heads, hands, shoulders or arms.

Remember, these guidelines not only protect the children, they protect you. There is a lot of fear and paranoia these days regarding abuse, and rightly so. By following these guidelines, you will protect yourself from false claims and misunderstandings.

#### **F. Child Abuse and Neglect reporting policy**

Coastal Family Church recognizes the serious problem of child abuse and neglect and the legal mandate for reporting suspected cases of child abuse and/or neglect. It is our position that our number one purpose is to protect the children in our care, and we will report suspected cases of child abuse and/or neglect to the proper authorities.

Definition of Child Abuse and Neglect: Abuse represents an action against a child. Abuse is the intentional maltreatment of a child and can be physical, sexual, or emotional in nature. Neglect, on the other hand, is the failure to give children the necessary care they need. *North Carolina Department of Social Services*

#### **KEY POINTS TO REMEMBER:**

- 1. TWO-DEEP RULE (always have two approved volunteers in a room at a time)**
- 2. ALWAYS IN THE OPEN (never be with a child behind a closed door without windows)**

# **Guidelines and Information**

**This section covers the following:**

- A. Dress Code**
- B. Absences**
- C. Guidelines for Youth Volunteers**
- D. Health Standards**
- E. NO Strife Policy**
- F. Bathroom Guidelines**

## **Dress Code**

We encourage men, women, and youth to look your best every time you volunteer. Look neat and clean. Avoid short shorts, tight pants and inappropriate shirt slogans. Ladies, make sure your clothing is modest. Avoid low necklines, high hemlines, and exposed midriffs. Sleeveless shirts and dresses are acceptable. If you are unsure that your outfit is appropriate, ask your Director. You will be leaving an impression on our people, new visitors, and the children. It is important to represent Jesus and Coastal Family Church to the best of our ability.

### Personal Hygiene

1. Clean breath - Use breath mints freely.
2. Clean bodies - Use deodorant, please.
3. Clean, neatly groomed hair

## **Absences**

1. Notify your immediate supervisor (e.g., Service Coordinator call the Director of your department). Together, you can work on a solution such as switching or finding a replacement. Please give at least one week's notice, if possible.
2. For All Other Volunteers: It is your responsibility to find a replacement if you are unable to serve when scheduled. Your replacement (or "switch") must be an approved Children's Volunteer, and they must be approved for your specific position.
3. Names and phone numbers will be made available. A youth may only fill in or trade with a youth. An adult may, however, fill in but not switch with a youth.
4. An adult attendant must be present in the room at all times. After you have found your replacement, it is then your responsibility to call your leader with the change. Basically, follow the chain of command. If possible, please do not wait until the last minute. Give at least three (3) days notice if possible. Last minute changes create confusion and frustration.

## Guidelines for Youth Volunteers:

1. Youth helpers are required to be 12 years old or older to volunteer in the Children's Department, 13 years old to volunteer in the Walker or Two-Year Old Nursery and 16 years old to volunteer in the Infant Nursery or Elementary Class. Exception: A younger youth may volunteer in the class that his/her parent is also volunteering if there is no one for him/her to sit with in the adult service.
2. All youth helpers must be faithful to attend church services or Jr. High/Youth services.
3. All youth helpers are to submit to the adult attendants and Service Supervisor present.
4. Ask the Teacher for instructions concerning the care of the children present.
5. No one is permitted to bring a friend or relative into any class.
6. Please try to comfort crying and upset children. Don't just play with the happy ones.
7. No child should be held the entire service. An upset child (depending on age) can be held then gradually encouraged to get involved with a toy or activity away from you.
8. Never take any child out of the nurseries or classroom and into the hall or anywhere else in the church. Get permission from the Lead Teacher before taking a child out.
9. Youth helpers are encouraged to interact with the children. Don't just sit there and watch them. Read to them, color with them, play with them, talk to them, etc.
10. Never play roughly with the children. They are not as tough as you and could be injured. Rough and rowdy play also gets the children over-excited, and you will lose class control.
11. Youth may only fill in or trade with a youth. An adult, however, may fill in but not switch with a youth. Remember, when you don't show up, you leave a gap that is hard to fill. Please make every effort to show up when scheduled.
12. Don't fellowship with others during class. Please do not hang out by the door or visit with your friends in the hallway. Take a real interest in the kids and minister to them. The kids will pay attention to you if you pay attention to them.
13. Youth helpers must NEVER talk with a child's parent regarding a problem. You can talk to the parent about only good things concerning their child.
14. Only an adult is to complete an Incident Reports and check in or check out the children.
15. As a helper, you are a leader. You are not only to be an example in the classroom, but at all times. Failure to live an exemplary life will result in dismissal.

Your help is greatly needed and appreciated. Ministering to children is very important. Jesus will reward you greatly. If you have a special talent or idea, we want to hear about it.

## **Coastal Family Church Health Standards:**

No child will be accepted for child care if he or she displays any of the following symptoms:

1. Fever
2. Diarrhea and/or vomiting within the last 24 hours
3. Any communicable disease - These often manifest by a rash. Remember that chicken pox is communicable until all pock marks are scabbed over. If a communicable disease is present, parents will be asked to remove the child from the class immediately.
4. Rashes of unknown origin
5. Eye infections manifested by redness or drainage (yellow, white, or green) from the eye.
6. Common cold, which may or may not be contagious - any child with a persistent, severe, or productive cough and/or any nasal discharge caused by a cold will not be accepted for child care. If your child has persistent problems with allergies, please indicate this at check-in so we will know it's not communicable.
7. Impetigo - runny cluster of blisters that are transferred by scratching or touching other parts of the body and other people.
8. Children taking medications such as antibiotics are still not acceptable as long as they are displaying symptoms (i.e. colored nasal drainage or diarrhea).
9. Head lice and/or other infestations - A child with an infestation may not remain in a classroom or the sanctuary due to the contagious nature. An authorized Coastal Family professional must check and clear the child before returning to class.



We pray that all of our children remain in good health at all times. However, when symptoms are present, your child is being attacked. Even though you are believing and standing against the attack, bringing them out around other children is unfair to both your child and other children. Remember, it is the PARENT that stands, not the child.

## No Strife Policy

### Purpose

The reason for this policy is to state Coastal Family Church's position on strife, and our major purpose is the prevention and correction of strife.

### Policy

Throughout the Bible, we are taught and exhorted to be of "one accord and one mind, letting nothing be done in strife" (Phil. 2:3); "do not speak evil about or accuse one another..." (James 4:11 Amp.); "Where there is strife there is confusion and every evil work" (James 3:14-16). Proverbs 10:12 reminds us, "Hatred stirs up strife; but love covers all sins." Should a volunteer find themselves in a situation of strife, the following Biblical principles found in Matthew 18:15-17, should be followed: "Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear thee, tell it unto the church;"

- The volunteer should first go to the person they have offended or who has offended them. Approach them in love, and make every effort to work out the situation, apologizing and forgiving each other.
- Should the situation remain unresolved, then approach your Department Head, and explain the situation. Your Department Head will make every effort to work with both of you to resolve the situation and diffuse any strife.
- If the strife occurs between you and someone from another department, your Department Head will work with you, that individual, and their Department Head to resolve the situation and diffuse any strife.
- Should the situation still remain unresolved, it should be taken to the Group Leader over the Department(s) of the individual(s) involved. If the situation remains unresolved, it will be brought to the attention of the Director over your Department.

## Price

Should the volunteer fail to take the above steps, or continue in strife after every effort has been made to correct it, the volunteer may be asked to step down from serving in their department for a period of time to be determined by the Department Head and Group Leader/Pastor. This period should be used by the volunteer to productively resolve the strife that has occurred. During this break, the volunteer is expected to receive this correction with a good attitude and not use this time to grumble, complain, and spread strife among other volunteers or the general congregation. To do so may result in an immediate removal from volunteer service. Our hope is that strife never occurs, and if it should, that it can be resolved in its earliest stages to the benefit of both the volunteer and Coastal Family Church.

*It is a man's honor to avoid strife, but every fool is quick to quarrel.  
Proverbs 20:3 NIV*

*Your reactions to your enemy can hurt you more than your enemy can.  
- Hannah Hurnard-author of Hinds feet in High Places*

*The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy. - Martin Luther King, Jr.*

## Bathroom Guidelines:

1. If a child requests to go to the restroom after being checked into class, and it is still before the start of service, call the parent to take the child to the restroom.
2. Avoid sending a child to the restroom near the end of class. The halls become congested, and some parents return early.
3. Make sure the Hall Monitor sees you sending a child; otherwise, you will need to escort the child to the restroom. If this is the case, the most desirable method for a restroom break is to have one helper take only two children at a time. The children are to walk with the helper and not go ahead of them. Hold their hands, if needed.
4. Allow only one child at a time in the bathroom stall. Once a child is washing their hands, the next child may enter. Monitor preschool-age children by keeping the outside door slightly ajar. You want to be able to see them at the sink and monitor their use of the soap and water. Allow Elementary age children some privacy by closing the outside door and waiting in the hall.
5. Make sure each child flushes and washes their hands. Assist the younger ones, if necessary, but remember, keep the outside door open for security reasons (see the section on Abuse Prevention).

6. If you need to help a child get dressed, do so outside the stall with the outside door open.
7. Remember, we do not wipe children at this age. The parent must be called if the child needs assistance wiping themselves. As a volunteer, you may not wipe a child who is your relative without a witness since you are wearing an ID badge. Others may not realize that you are related and see you as violating the guidelines.
8. Check to see that the bathroom is tidy after it is used. If it is not, then have the child clean up before returning to class.
9. If there are children waiting to use the bathroom, have them stand in line along the wall. Children are not to roam or run in the hallway.

## Children's Department FYI's

### **Help Numbers**

If you'd like to be available to be a help number let us know. This will be a separate time from when you are scheduled to serve. We will text you and ask that you come to a classroom to help.

### **Planning Center**

Most communication and all scheduling is done through planning center. You have the ability to edit your profile and share times and your availability to serve. For any questions see one of our CFK staff members.

### **Dream Team Prayer Time**

Every Sunday at 8:35 the entire dream team gathers for prayer and announcements. This is a great time to see who you serve with and hear what's happening at Coastal.

## **Children's Ministry Annual Events**

### **Children's Fest**

Children's Fest is an annual event held on Halloween Night. It is open for children up to fifth grade. The purpose is to provide a fun and safe environment to our community on Halloween night.

### **Fuel 4 School**

Fuel 4 School is an event held in August right before the first week of school. The purpose of this event is to "fuel" the Elementary age children with the Word of God in order to withstand the challenges they face in school and from peers.