

The A-Es of Serving In Children's Ministry

Read Matthew 18:1-6. Jesus' heart for children shines out. Never forget – we are passing on a legacy of faith.

A – Arrive

- Be there on time! Be reliable in this (Proverbs 25:13). Lateness can impact the teacher and the children and shows a lack of awareness for the importance of your role.
- Make a note of the classroom layout so it can be put back correctly.
- Please leave the rooms in the same state that you find it.

B – Be Like Jesus

Be Humble

- Get down to the level of the children – they will appreciate it.
- Ask teachers how you can best serve them and how to connect with the children if this is a new situation for you.

Be eager to learn

- Assistant teachers (ATs): Ask what assistance can you give.
- Teachers: Be clear about what you want the ATs to do and give instructions in advance.
- Reflect on the lesson – What went well/not so well?

Be involved

- Out of yourself and giving. Never arrive with an attitude. Leave your troubles at the door; children are perceptive.

Be evangelistic

- When bringing friends, please plan ahead. Think of who can sit with your friend whilst you are serving.

Be responsible

- If unable to serve your class, find a replacement. Failing this, contact the KK Co-ordinator asap.
- If your rota falls on a Sunday when there is a churchwide service you will be expected to teach or assist in the class.

C – Communicate

With Co-ordinators

- Please phone in good time and not the night before.
- With opposite teacher – there needs to be consistency in the topics taught to the children.

With ATs

- Involve them in the delivery of lessons. Need to be briefed on what the children are going to learn.

With children

- Talk to them – in and out of class. Know all their names and be their friend.

With parents

- It is the lead teacher's responsibility to bring up any issues or concerns. Express positive aspects of being with their children. ATs speak directly to the teacher about any child's behaviour that you maybe worried about.

D – Discipline

There are several important rules or disciplines in the children's ministry that you must become familiar with and discipline yourself in adhering to in order that the church be held above reproach.

CRB

- Everyone who serves in the KK, by law, needs to have an enhanced CRB check. Please speak to the co-ordinators to pick up a form.

Classroom procedures

- Adult to child ratios within each class is very important (see under directives below)
- Two adults must be with children at all times – in the classroom and in the toilets. No child under age of 8 years must leave the room unless accompanied by two adults. Two adults must also remain in the class. If you have only three adults in total in a class, a solution would be for all to go to the toilet at the same time. Older children will be required to go to the toilet before or after class, unless it is an emergency. Do not allow children to wander around unaccompanied during class time.

Toilet

- Men should only take boys whereas women can take both. With all children, allow them to fend for themselves. If younger and needy, ask them if they would like help first.
- Encourage parents to take their children to toilet before entering KK.

Register

- The register is the responsibility of the teacher, however an AT can be asked to complete it. This should be done at the start of the class. Write down the names of all the adults in the room.
- Visiting children – find out if they have any allergies or special instructions and make a note in the register.

Discipline

- No physical punishment should be given. When children are disruptive, 'Time Out' is appropriate. Follow the teacher's lead. Parents maybe contacted to take charge.

Time Out

- Removal of child from a fractious situation to a chosen area in the classroom or outside the classroom (if an adult can be present). This allows time for thinking and discussion of why child was removed. If the situation is not resolved, return the child to the parents' care.

Class Rules

- These should be made in conjunction with the children and the children should be reminded of these rules.

E – Emergencies

Fire Procedures

- Be sure to make yourself acquainted with the procedures for evacuation in the event of the fire or emergency. Immediately put the children in pairs and leave the classroom quickly and quietly, with the lead teacher at the back (Teachers take the register)
- Go through the designated fire exits for your classroom. If children are in the toilet exit through the doors that lead into the evacuation area

Accidents

- In the event of an accident please contact the First Aid Person. A First Aid Kit is kept with the Kingdom Kids Co-ordinators. Parents must give permission for any first aid attention given to their children (some children maybe allergic to plasters).
- A record of every accident, however insignificant is kept in the Accident Book (with the Co-ordinators).

Key Children's Ministry Directives

It is obvious that we must take very seriously our responsibility of working and looking after our children safely. The Government has issued very strong and clear guidelines for all institutions that work with both children and the vulnerable; hence the need for CRB checks. You may have a CRB for your place of work but you will still be required to complete a CRB form for children's ministry.

The following procedures must be adhered to at all times:

- No person must work in the children's ministry until they have been a disciple for at least 6 months.
Two adults must be with the children at all times, in the classroom and when taking them to the toilet.
All classes must be adequately staffed at the following ratio:
2-3 yrs 1 Adult: 3 children
4-5 yrs 1 Adult: 4 children
6-7 yrs 1 Adult: 5 children
8-9 yrs 1 Adult: 6 children
Children should remain with their parents if there are insufficient ATs to meet this ratio.
- Toddlers are not to be changed by either the teachers or the ATs during class time. This is for the sake of hygiene.
Encourage mothers to change children before leaving them in the class. Any child that requires changing during class time, the mother should be collected from the main service to do it.
- No physical punishment should ever be given. Please read the guidance 'Time Out' in the Discipline section.

IMPORTANT: No person with a history or even an inclination of being involved in child abuse, physical or sexual, should help. This protects both the children and the Christian. Similarly if you have been a victim of child abuse and you have reason to believe that working with children will put them any kind of risk, please talk to your children's ministry leaders and DECLINE TO SERVE whenever asked in this capacity.

This 'A-E' sheet must be read, signed and returned to your KK Co-ordinator before starting you start serving in the KK. You will have to sign two copies; one to be kept by the co-ordinator and also a copy for you own records.

'I have read and understand the directives given on this sheet and agree to comply with the children's ministry procedures for the UK Churches of Christ. I am also signing to confirm that I do not have a history or inclination towards child abuse and therefore am eligible to serve in this capacity.'

Signature..... Print Name..... Date.....

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