



FAITH COMMUNITY CHURCH

HERE WE GO!

Our Mission - We partner with families to help children love Jesus for the rest of their lives.

Welcome to the Children's Ministry at Faith Community Church! We're grateful you've joined the team! As part of our team, you're serving in one of the most influential ministries in the church. When we are effective, the difference isn't just measured in lives, but quite possibly in generations.

Thank you for taking time to read this handbook and keep it handy for reference. Understanding how we do kids ministry at Faith will make your time serving more meaningful and enjoyable. We want you to be equipped to serve well.

Thank you for joining with us in helping the children at Faith love Jesus for the rest of their lives!
Jane Larsen & Jeanne Elbert

Our team:

Jane Larsen, Children's Ministry Director, children@faithccpalmer.org 515-556-7393

Jeanne Elbert, Children's Ministry Associate, cm.assoc@faithccpalmer.org 712-358-0605

We both **LOVE** being part of the Children's Ministry Team and that team includes **YOU!** We share the staff office at church but work from home most of the time. We are both part time, with Jane about 25 hours a week and Jeanne about 10 hours a week. We oversee infants through 6th grades.

FAITH KIDS TEAM

September 2022 through May 2023

Sunday School

Preschool: Mackenzie Daggett, Deb Franics, Traci Meyn
Kindergarten & 1st: Penny Lenz, Susan Ames
2nd & 3rd: Gloria Gunderson & Ruth Smothers
4th: Bret Larson, Scott Larsen
5th & 6th Boys: Dave Pearson, Danielle Pearson
5th & 6th Girls: Cindy DeWall
Subs: Brandi Peters, Candace Brinkman

Kids Church - Elementary

Team 1 - (starting October 22) Justin Daggett, Isaiah Daggett, Jason Thurm, Josh Thurm, Brayden Hudson, Brain Dreith, Collin Dreith
Team 2 - Donna Seehusen, Terri Samuelson, Megan Bindel, Melissa Hoyt, Tech: Mike Hayek & Parker Seehusen
Team 3 - Jane Larsen, Scott Larsen, Paula Ahlrich, Brendon Wiuff, Tech: Joel Thurm & Matthew Ahlrich
Team 4 - Jenn Trenary, Shannon Potts, Sami Wolter, Reagan Wooldridge, Dane Wooldridge, Tech: Ryan Elbert
Team 5 - Grandparents

Preschool/Kindergarten Kids Church

1st Sunday - Hannah Vote (t), April Smith (h)
Marlene Thielmann (h)
2nd Sunday - Roberta Hoyt (t), Kinzie Johnson (h),
3rd Sunday - Geoff and Amber Peterson (t), Caitlyn DeYoung (h)
4th Sunday - Cindy DeWall (t), Mary Seehusen and Ry Potts (h)

Toddler Kids Church

1st Sunday - Amy Seehusen (t), Carly Janssen (h)
2nd Sunday - Brady Weller (t), Ellie Wolter (h)
3rd Sunday - Sara Wiuff (t) & family
4th Sunday - Dawn Hill (t), Nora Seehusen (h)
Sub - Becky Sundblad

Faith Club

Preschool/K: Traci Meyn, Trudi Cabrera, Sami Wolter, Jill Nelson
1st Grade: Russ & Brady Weller, Laurie Ayers
2nd & 3rd Grade: Jolene Duitscher, Jaimie Buchan & Shaylyn DeYoung
4th Grade: Jeremiah & Amy Johnson
5th & 6th Grade: Shannon Potts, Amy Andersen, Alyssa Maske, Paula Ahlrich
Large Group Teacher: Scott & Jane Larsen
Large Group Tech: Sarah Janssen
Special Events/theme nights: Jane Larsen & Jeanne Elbert
Teacher Coach/support: Jane Larsen
Check in/Records: Nancy Duitscher
Worship: Jenn Trenary, Deena Hudson, Sami Wolter
Scripture Memory: Sarah Larson
Scripture Memory Activities: Holly Seehusen
Store: Penny Lenz, Janelle Hinners
Nursery: Carla Coon, Mary Seehusen, Sub: Judy Weller

Children's Ministry Welcome & Check In:
Dawn Janssen, Beth Butcher, Shaylyn DeYoung

Nursery

Carla Coon, Linda Dangelser, Jaimie Buchan, Holly Lake, Carly Janssen, Nancy Duitscher, Gina Wolter, Kyle and Candace Brinkman, Beth Butcher, Lisa Buske, Marlene Thielmann, April Smith
Tim Butcher (sub), Jolene Duitscher (sub), Jill Nelson (sub)

Volunteer information - we want to know you better!
<https://faithccpalmer.org/childrens-ministry-volunteer-information/>

KIDMIN at FAITH

Nursery

Our caring team of trained adults welcome the babies and toddlers each Sunday and Wednesday. Our Nursery is clean and inviting. Children are required to be checked-in and receive a numbered name tag for baby, baby's diaper bag, and matching tag to be used when parents/grandparents come to pick up baby. We consider it an honor to care for your precious little ones and begin helping them know church is a place where they are loved and belong.

Sunday School

We LOVE Sunday School! We think it's one of the best hours of the entire week! Our dedicated team of teachers invest in helping children understand the treasure of God's Word and how it applies to our lives. We use excellent Bible curriculum. Answers Bible Curriculum brings the Bible to life and addresses the real-life issues that confront Christians today. The kids will get a thorough understanding of the teachings and relevance of Scripture. All ages are equipped to defend their faith, becoming conformed to the image of Christ, as they learn to apply God's Word in their everyday lives.

Every week, September 11 through May 21, 2023

Classes for fall of 2022 are Preschool (3's included), Kindergarten & First, 2nd & 3rd, 4th, 5th & 6th boys and 5th & 6th girls.

SOME topic this year include:

- *God's Word our foundation
- *God's Word Guides us
- *Attributes of God
- *Gospel is Good News
- *Dinosaurs & Dragons
- *Cain & Abel
- *Catastrophe: The Flood
- *The Ice Age



KIDMIN at FAITH

Kids Church

Every Sunday, our Toddlers through 6th graders have the opportunity to be in the worship service with their families and then, if parents choose, participate in our age-graded Kids Church ministry designed especially for the kids. We really do have the best of both! Family time together & excellent Bible teaching for the kids. Kids are dismissed about 30 minutes into the worship service and then are picked up by parents/grandparents after the service.

We offer three separate groups:

Toddler Kids Church - TKC for our two and three year olds

Preschool/Kindergarten Kids Church - PK/KC for our preschoolers and Kindergarten kids

Elementary Kids Church for 1st - through 6th grades with 5th & 6th serving on Kids Crew as helpers.

We use GO! Bible curriculum and we LOVE it! Every lesson invites kids to become a part of the Biblical storytelling in wonderfully imaginative ways! It's the secret sauce!

GO! Bible Curriculum is...

CHRONOLOGICAL

It takes your kids through the Bible chronologically every year and helps kids see how they too can be a part of God's story.

GOSPEL CENTERED

GO! regularly presents the Good News of Jesus and gives kids an opportunity to respond by becoming faith-filled followers of Christ.

GOD FOCUSED

Kids see how God is at the center of every story in Scripture and they better understand the character and nature of God.

FAITH FORMING

GO! curriculum teaches Biblical truth with real world application.

FILLED WITH FUN

GO! is tons of fun! We love to see the kids eager (sometimes running!) to get to Kids Church!



KIDMIN at FAITH

Faith Club

Faith Club is for children, preschool through 6th grades. Each night includes excellent Bible teaching, age graded small groups, praise & worship, and Bible memorization support. The kids love Faith Club because it's fun! Families love it because it's a special Family Night with dinner provided. The Bible teaching and support for learning Bible verses is important. We want every child to discover the joy of and awe of getting to know Jesus!

*We use The Gospel Project for Kids curriculum. Every lesson helps the kids understand God had a plan to redeem us from the very beginning.

*Every child will receive a Faith Club Handbook and tote bag to keep their belongings in.

Replacement handbooks are 5.00 or we will provide the file for you to print at home.

*We use Bibles every week and encourage kids to bring their own Bible. Our small group leaders will help them learn how to use them! Classroom Bibles are provided when needed.

*Parents & grandparents are invited to join the kids in Bible memorization and can even earn a gift card to enjoy a date with your child!

*Registration is appreciated so we can plan for your child.

Faith Club meets the 2nd & 4th Wednesday of each month, September through April.

Faith Club begins at 6:30 and ends at 7:45. A free meal is available for all families, 5:45 - 6:30 pm.

NEW THIS YEAR -

*Scripture memory songs to go with each week's verse & a QR code you can use to watch at home!

*Family Orientation required for a parent/grandparent/adult of all kids attending Faith Club.

Wednesday, September 14th, 6:30 pm in the Sanctuary

*Families join in! Parents, grandparents or another adult family member can earn a date with your Faith Clubber by choosing to learn a few Bible verses along with them!

Register your children - every July/August for the following school year.
<https://faithccpalmer.org/childrens-ministry-registration/>

The Good News in 4 Words!

This helpful and handy resource will be available in book form, in each classroom for any moment when you want to share the Good News of Jesus with the kids. We also have handy tracts for you to keep on hand and use with the kids or at home. We really like this one! *(by Dandi Mackall)*

Wow!

Everybody, say Wow!

God looked over all he had made, and he saw that it was very good! Genesis 1:31

God, the Creator, loves us! He made a beautiful world for us to live in, and he wants us to enjoy it. Most of all, he wants us to love Him back.

Uh-Oh!

Everybody, say Uh-Oh!

All people have sinned and are not good enough for God's glory. Romans 3:23

Sin is anything we think, say, or do that goes against God. Sin separates us from God. If something isn't done about our sin, we will be far from God forever.

Yes!

Say Yes to the Savior named Jesus!

The payment for sin is death. But God gives us the free gift of life forever in Christ Jesus our Lord. Romans 6:23.

Jesus took the punishment for our sin and offers us the gift of being with God forever. If we say yes - believing in Jesus and accepting all he's done for us - God forgives our sin.

Ahhh!

Ahhh..we are never alone.

This is what God has testified: He has given us eternal life, and this life is in His Son. Whoever has the Son has life: whoever does not have God's Son does not have the life. 1 John 5:11-12

Saying yes to Jesus gives us eternal life and peace. God is always with us, no matter what.

Wow!

Wow! Now we can share Jesus!

Jesus came and told his disciples....Go and make disciples of all the nations...Teach these new disciples to obey all the commands I have given you." Matthew 28:18-20

Everyone needs to know about God's wonderful gift! It's up to us to share Jesus with the world!

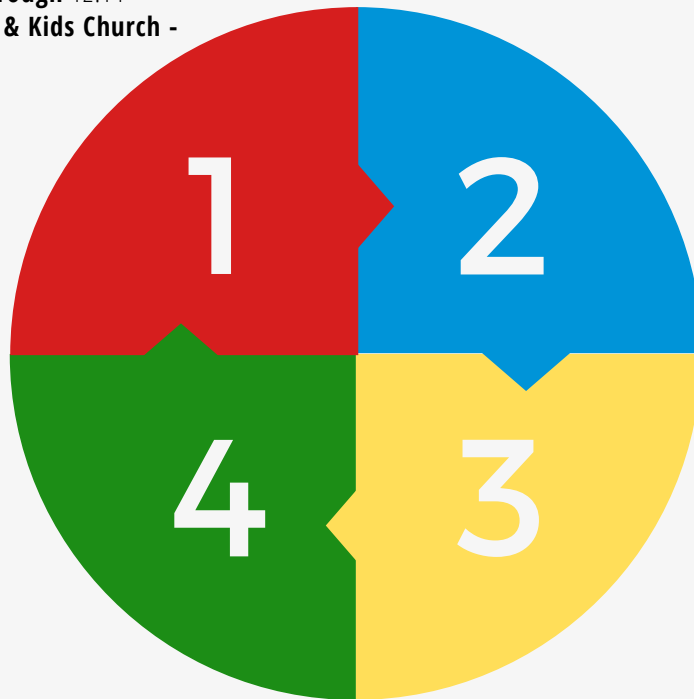
YEAR AT A GLANCE

1 FALL SEMESTER

- **Team Time** - All Children's Ministry Team Meeting - 9.7
- **Launch Sunday** - 2nd Sunday in September 9.11
- **Faith Club Begins** - 9.14, 2nd & 4th Wednesdays
- **Harvest Party** - 10.30
- **Gingerbread Bash** - 12.7
- **Faith Club** - through 12.14
- **Sunday School & Kids Church** - through 12.18

2 SPRING SEMESTER

- **Sunday school** - January 8 through May 21
- **Faith Club** - January 11 through April 26
- **Kids Church**
- **No Sunday School Easter weekend**



4 INVITATION TIME

- Did you experience God at work in and through you?
- We'd love to keep you!
- We look forward to seeing the many ways the Lord will put our Team together for the 2023-2024 year just like He did this year!
- Talk to Jane or Jeanne about your continuing involvement.

3 SUMMER

- Kids Church Ministry (all 3) and Nursery first Sunday in June through the last Sunday in August.

POLICIES FOR SAFETY & SECURITY

1. Two-Person Rule: "Rule of Two" We will always have two adults present in every children's ministry class, event, etc. An adult is 21 or older. An exception may be one adult and a high school aged student. No minor is allowed to be alone with an adult during any church activity.

2. Background checks: All volunteers will give written consent for background screening checks.

3. Volunteers: All volunteers will fill out, annually, a volunteer information form so we continue to know you and can support you in your role on our team.

4. Restroom: As a general guideline, Children's Ministry team members may not be alone in a restroom with a child. When children need assistance, have another adult present or at least keep the door ajar. Children should not be sent to the restroom alone. A children's ministry volunteer must accompany them but remain outside the door. Nursery: Our little ones who are potty training, may be helped in the Nursery restroom while keeping the door slightly ajar.

5. Six Months: Individuals wanting to join the Children's Ministry Team will need to be actively attending and involved for at least six months.

6. Sickness Guideline: Families are asked to keep kids home if:

- they have a fever of 100.4 or higher
- they have vomited in the past 24 hours
- they have had diarrhea in the past 24 hours
- they have an unidentified rash
- they have a runny nose with green, yellow, or is milky in color

Children may return when:

- they are free of fever for 24 hours without fever reducing medication
- they are free of vomiting for 24 hours
- they are free of diarrhea for 24 hours
- rash is cleared or a doctor has confirmed its not contagious
- nose is no longer runny or is now clear

If you feel a child may be sick or just not feeling well, please contact the parents or let a staff person know and we will help.



FINDING A SUB

We are **thankful and blessed** to have willing help when needed. The good news is, most of the time, finding a sub is as simple as one phone call.

1 PLANNING FOR A SUB

- trade with someone for another week (Kids Church, PKC, TKC, Nursery)
- ask someone from the sub list
- contact Jane or Jeanne for suggestions



2 EMERGENCY SUB

When you need a sub last minute due to illness or emergency - contact Jane Larsen or Jeanne Elbert and we will take care of it for you.

3 DON'T FORGET

- Kindergarten and younger, always notify via phone/text Jeanne Elbert of any changes.
- 1st grade and older, always notify via phone/text Jane Larsen of any changes.
- Let the others on your team know of your change.
- Do NOT email or call the church office with a need for a sub.



DID YOU KNOW?

Eight out of 10 times, finding a sub (someone to teach in your place) is easier than finding a missing receipt or car key.

CHECK-IN & DISMISSAL

ATTENDANCE & CHECK-IN

- Check in for all kids is done at the Children's Ministry Desk using one of the three kiosks.
- Adults only, will use the check-in kiosk.
- Children will receive a printed, adhesive name tag when they are checked in.
- Nursery through Kindergarten children will have a # on their name tag.
Parents/grandparents will receive a tag with a matching number. This tag must be presented at dismissal time.
- If a child does not have a name tag: if possible, have the child go back and get checked in by an adult. If not possible, make note and let us know at the Children's Ministry Check-in desk.
- Visitors will check in at the Children's Ministry Check-in desk with assistance. They will have a name tag. We will follow up with them and will provide any important information
- Because of our electronic check-in, teachers do not need to keep attendance. Hooray!
- All teachers will be provided with a class list which will include the child's name, parents/grandparents names, birthdate, email, phone, and address.

DISMISSAL

- Children, 4th grade and younger will remain in the classroom until parent/grandparent or other approved of adult arrives.
- We will not release children to older siblings.
- Children Kindergarten and younger will have a # on their name tag. Whoever picks them up must have the matching #tag.
- Teachers are encouraged to stay near the door and connect with parents/grandparents. Relationship building opportunity!

BYE! HAVE A GREAT WEEK!



GOOD TOUCH VS. BAD TOUCH

Then people brought little children to Jesus for Him to place His hands on them and pray for them. — Matthew 19.13



APPROPRIATE

- BRIEF HUGS OR SIDE HUGS
- PATS ON THE SHOULDER OR BACK
- HANDSHAKES
- HIGH-FIVES, HAND SLAPPING AND FIST TAPS
- VERBAL PRAISE
- TOUCHING HANDS, SHOULDERS AND ARMS OF CHILDREN OR YOUTH
- ARM AROUND SHOULDERS
- HOLDING HANDS WHILE WALKING WITH SMALL CHILDREN
- SITTING BESIDE SMALL CHILDREN
- KNEELING OR BENDING DOWN FOR HUGS WITH SMALL CHILDREN
- HOLDING HANDS DURING GROUP PRAYER

Age-appropriate, positive physical contact that nurtures children and develops a sense of emotional security in their interactions with adults. It is applied to meet the needs of children and not the adults.

INAPPROPRIATE



- LENGTHY EMBRACES
- KISSES
- HOLDING CHILDREN OVER THREE YEARS OLD ON THE LAP
- TOUCHING BOTTOMS, CHESTS OR GENITAL AREAS OTHER THAN FOR APPROPRIATE DIAPERING OR TOILETING OF INFANTS AND TODDLERS
- SHOWING AFFECTION IN ISOLATED AREAS
- OCCUPYING A BED WITH A CHILD
- TOUCHING KNEES OR LEGS
- WRESTLING
- TICKLING CHILDREN
- PIGGYBACK RIDES
- ANY TYPE OF MASSAGE GIVEN BY A CHILD TO AN ADULT OR BY AN ADULT TO A CHILD
- ANY FORM OF UNWANTED AFFECTION
- COMMENTS OR COMPLIMENTS (SPOKEN, WRITTEN, OR ELECTRONIC) THAT RELATE TO PHYSIQUE OR BODY DEVELOPMENT
- GIVING MONEY TO INDIVIDUAL CHILDREN

VERBAL INTERACTIONS

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. — Ephesians 4.29

AFFIRM

Keep your communication positive and uplifting. ALWAYS look for ways to express praise, encouragement, kindness and respect.

NEVER speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation. DO NOT talk in a way that is or could be construed as intimidating, shaming, derogatory, or demeaning. In challenging moments, let us know if you need assistance!



Think about the tone of voice you use, and pay close attention to how you can soften it when you speak to your students, even if you're correcting a behavior problem. Tip: Smile! Your tone of voice will change when you smile!

DISCIPLE-LINE POLICY

It's the heart of our children's ministry to make every effort to come alongside the kids with gentle, loving correction when needed. The root of the word is 'disciple' and these moments are certainly an opportunity for teaching.

There can be occasions when children have a difficult time adjusting to the classroom environment. Children misbehave for a reason. Understanding the "why" is very important.

- Wilful disobedience is different from childish misbehaving.
 - Are they tired?
 - Are they sad?
 - Are they hungry, thirsty, not feeling well?
 - Are they mad - hurt feelings?
 - Did something hard happen at home? At school?
 - Are they feeling threatened, insecure, unsafe?
1. Avoid using harsh words and harsh tone of voice.
 2. Keep calm and do not lose control.
 3. Take a positive approach first:
 - redirect the child
 - separate the child from other kids
 - give the child a job, task, or some way to help
 4. Affirm children with good actions as an example for others.
 5. Find something positive to affirm the child who is struggling.
 6. When class ends, take a minute to make sure the child knows you care about them & are not holding anything against them. Show kindness, forgiveness, and affirmation that next time will be better!

We never:


- send a child to the corner or use place them in time-out
- spank or use any physical form of correction
- leave them unattended

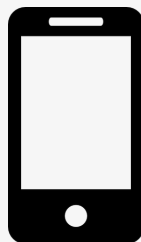
When is a child separated and parents contacted?

- when the safety of the child, other children, or adults in the room is at risk
- if the child has a 'tantrum' or fit and won't settle down
- if the child refuses to join in the class activities or demands to leave the room

Please notify the Children's Ministry Staff of any instance when a child was removed from the room or if you have ongoing challenges.

TECHNOLOGY

- **CELL PHONE USE:** We value the precious time we have teaching the kids about Jesus. It's important to put away anything that may cause a distraction in the classroom: this includes cell phones, ipods, cameras, and other similar devices
- **PHOTO USE:** Use discernment when taking photos and posting to social media. As a parent/grandparent, your photos are personal and will be about your child. As a teacher and part of the Children's Ministry Team, you are in a different role. We do love photos as they tell a story and help our families SEE all the Lord is doing. When you have story-telling photos to share, please send them to Jane Larsen or Jeanne Elbert and they will post on our private Children's Ministry FB and/or the church Facebook page.
- **TV USE:** To connect your iPhone, iPad, or Macbook to the classroom TV, follow these steps:
 1. Turn on AppleTV (small black box with small remote).
 2. Connect your device to the same Wi-Fi network as your Apple TV. (make sure your bluetooth is on)
 3. Find the video that you want to stream on your device.
 4. Tap AirPlay on your device. 
 5. Choose your Apple TV from the drop down menu (labeled with your room #).
 6. A four digit code will appear on the TV screen. Type the code into your device prompt.
 7. The TV should mirror your device screen.



CLASSROOM SPACE

- Do your best to keep the classrooms looking clean and new.
- Your space may be shared by another class during the week. Clearing off the counter and putting away supplies is helpful and important.
- Use the whiteboard in the closet to communicate any items that need refilled or replaced or leave a note or stop by the Resource Room.
- Talk to Jenny Abens or Jeanne Elbert or Jane Larsen for any special crafts or supplies you would like.
- Label personal items you store in the cabinets or room.
- There's a vacuum cleaner in the Nursery bathroom and the kitchen.
- Be sure to visit the Resource Room to see all we have available for you!
- Please use white FunTak, or blue painters tape to hang anything in your room.
- Painters tape will be provided for marking any spaces on the carpets.
- Each classroom has a whiteboard that it also magnetic.
- Do not tape anything to the whiteboards.
- Clean the white boards with a soft cloth or a mildly damp soft cloth. Do not use cleaners!
- If a child has an accident or vomits, we have a cleaning powder in the maintenance room just off the East Fellowship Hall. Leave the powder and let a staff person know.

As you leave your room...

- Spray the tables & chairs with a light mist of the DoTerra surface cleaner and wipe dry.
- Clear off the counter and spray clean if needed.
- Additional cleaning supplies can be found in the Resource Room & the Maintenance room.
- Turn off the lights.

SNACKS

- Snacks and supplies for them may be located in the Nursery, Toddler Kids Church Room, Preschool Kids Church Room, and the Kids Church room.
- Only serve what we provide in the room for Nursery, Toddlers and Preschoolers.
- Surfaces must be cleaned before and after snack.
- The person who is serving snack must wash hands and wear gloves.
- Students must wash hands before and after eating.
- All classrooms have a few small bottles of water and cups on hand. Children are more likely to feel aggressive if they are thirsty.
- Extra bottles of water are available in the Resource Room or the Kids Church room or the Nursery.
- Do not drink the water from the faucets in the building.

Snacks can be a fun part of the lesson! If possible, use snacks that fit the following criteria -

- low sugar or smaller portions if its sugary
- small portions in general
- avoid sticky messy items like frosting, sticky candy
- avoid foods with red dye - many of our kids are sensitive to this

The NO List -

- no peanuts or peanut butter
- no red dye
- no popcorn or grapes for preschool and younger

What is a sea monsters favorite snack?



Ships and dip.

ALLERGIES & RESTRICTIONS

Teachers will be provided with a list of any allergies or restrictions for children in their class.

HOW TO AVOID AN ALLERGIC REACTION?



- Know your students allergies! A full list of allergies is provided in your classroom Resource Folder.
- If food or snack is served, please refer to the list of snack tips and avoid all allergens in your class.

WHAT TO DO IF A REACTION OCCURS?

- Allergic reactions can range from hives, to lightheadedness, to life threatening swelling.
- If symptoms occur, notify the parents and contact one of our staff members.
- If the child is visibly having difficulty breathing/ experiencing anaphylaxis call 911.



HYGIENE

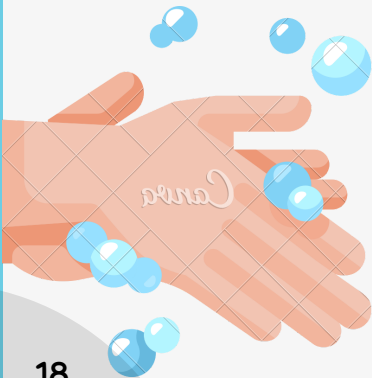
Please help us prevent the spread of illnesses by washing or sanitizing your hands:

- When you first arrive in a room
- After a diaper change
- After accompanying a child to the restroom
- After contact with body fluid (wiping a child's nose, etc.)
- Before handling food

Please instruct children to wash their hands:

- After using the restroom
- Wiping their nose
- Before eating

Non-toxic hand sanitizing spritz is available in all our Kidmin classrooms.



HAPPINESS IS



...accidentally making a soap bubble
while washing your hands.

KEYS TO EFFECTIVE MINISTRY WITH KIDS:

1. Feed your own soul, tend to your own soul, **guard your heart**
2. *Repeat #1*
3. A week ahead **preparation** makes a *huge difference*.
4. **1/168** - It's one hour and it matters! *Make it excellent!* Trust God to help you.
5. Use your **Bible** & help the kids use theirs. The time they spend finding the text is **Holy Ground**.
6. Include the **5 senses** as much as you can.
7. When choosing what to use from the curriculum, **focus on the Bible story** and application. The Bible story is always the main thing.
8. Before you prep, **pray**. Ask the Lord to *guide, inspire, lead, help, give ideas*, help you remember and recall. He will!
9. **Praise** - praise Him for what you get to do. What a special way to serve our Heavenly Father.

