

THE PLANET KIDS HANDBOOK

We're glad that you have shown interested in joining one of our Ministry Teams. Please take a few minutes to carefully read *The Planet Kids Handbook* before making your commitment. Please contact the Planet Kids Coordinator if you have any questions or concerns. We are here to help you find your place in ministry.

CHURCH VISION

REACH

Reach people through honest relationships and effective outreach.

RELATE

Relate to one another through genuine and loving friendships.

RAISE

Raise people up through relevant teaching and heartfelt worship.

RELEASE

Release people with a contagious desire for the life found in God.

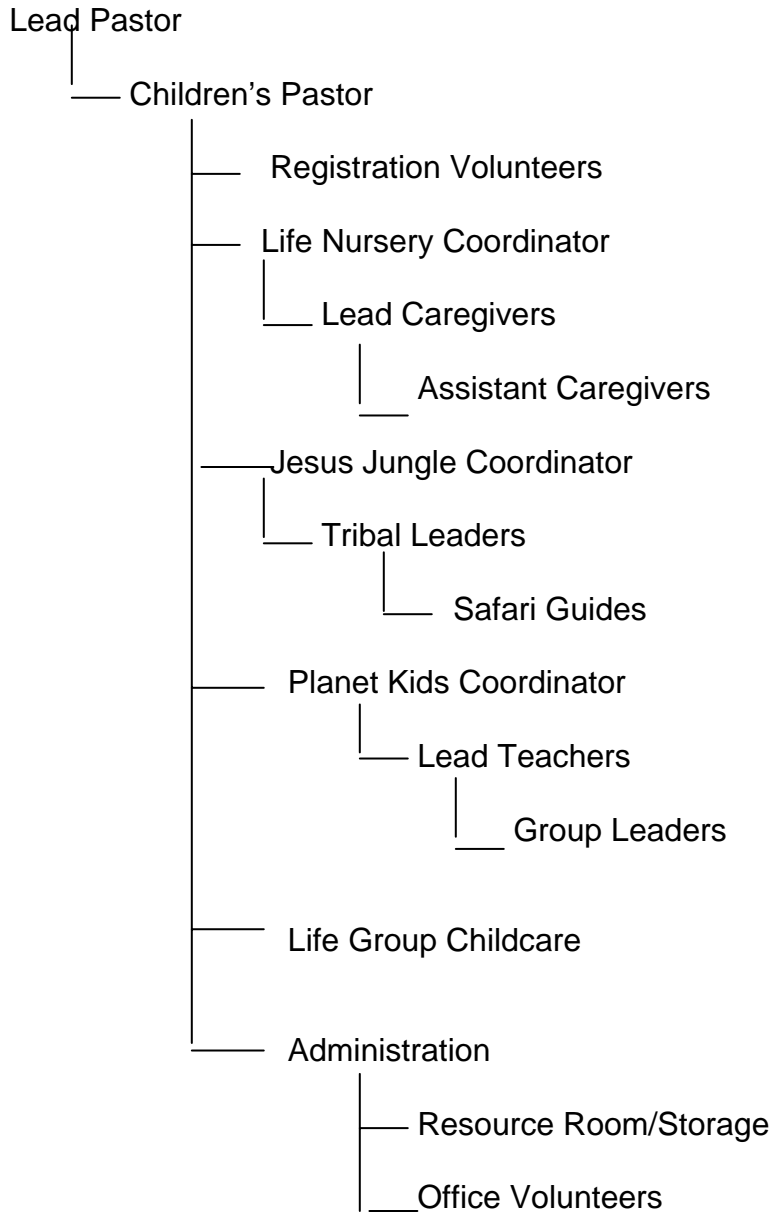
I. THE PURPOSE FOR PLANET KIDS MINISTRY

Our main purpose for Planet Kid's Ministry is to connect kids in a relationship with God. Through relevant music, creative messages, and fun learning games, we show kids how God's principles can be applied in their daily lives. We also provide opportunities for kids to form relationships with other kids.

II. STEPS TO JOIN THE CHILDREN'S MINISTRY

- A. Fill out the Children's Ministry application and turn it in to the church office.
- B. Read *The Children's Ministry Handbook* and agree to follow the guidelines. Also commit to the Honor Code.
- C. Go through an interview with the Children's Pastor. Be willing to have a background check.
- D. Complete the Discovery 101 class.
- E. Read Ages and Stages.

III. MINISTRY TEAM CHART



IV. CLASS FORMAT

PRE-SERVICE

We provide separate childcare for parents who come early to prepare for the service. Planet Kids Ministry Team should arrive 30 before the start of the service. Registration starts 15 minutes before the start of the service.

Pre-service activities

A. LARGE GROUP (30 minutes)

1. WORSHIP
2. BIBLE VERSE
3. LESSON & PRAYER

Use an object lesson or attention grabber to introduce the Bible Point.

B. SMALL GROUPS (30 minutes)

Children are divided into small groups by grade. The Bible Point should be repeated in the small groups. Curriculum activities are meant to show children how the Bible Point can apply to their lives. Small group activities encourage child participation and spark interaction and conversation.

1. GROWTH CHARTS
2. ACTIVITY #1
3. ACTIVITY #2

C. LARGE GROUP (15 minutes)

End the service with a review game to reinforce the lesson and so children leave having fun.

REVIEW GAME

CONCLUSION

Hand out take-home papers.
Help registration by escorting children and their belongings for dismissal.

V. MINISTRY TEAM RESPONSIBILITIES

A. LEAD TEACHERS

1. The Planet Kids Coordinator will give you a copy of the curriculum with your schedule. Organize and prepare the large group activities including the Bible verse game, the Bible Point presentation, and the Review Game.
2. Prepare small group activities for Group Leaders. Make sure everyone has something to do.
3. Oversee the service. Continually be training Ministry Team members.
4. Only a Lead Teacher is authorized to call a parent out of the service. Keep a chart of disciplinary actions to make sure a child has been warned and given a time out with a discussion before calling the parent.
5. If you need forms, copies made, or items purchased, fill out the appropriate forms from the Registration desk.
6. Reward children and motivate them to memorize scripture and learn how to use their Bible.
7. Communicate with coordinator, workers, parents, and children.

B. GROUP LEADERS

1. Help set up pre-service activities and interact with the children when they arrive. Remind the children to use the restroom before class begins.
2. During large group activities, help position younger children toward the front of the class.
3. Handle any distractions so the Lead Teacher doesn't have to stop the activity and bring attention to the disruption.

Some suggestions for avoiding disruptions:

- Separate children that are misbehaving.
 - Take away toys that distract children from the lesson.
 - Remind the children to raise their hand if they have a question.
4. Encourage child participation by getting involved in the large group activities.

5. Assist the Lead Teacher with large group activities.
6. During small group activities, children are divided into groups by age. As a group leader you will be assigned an activity to do with the children.
7. After the small group activities, help the Lead Teacher with the review game.
8. As parents come to get their child, call the child whose parent has arrived and help them collect their belongings.

VI. MINISTRY TEAM RESPONSIBILITIES

A. IDENTIFICATION

For safety and recognition, wear your identification photo ID when working.

B. ARRIVAL & DEPARTURE

Team members must arrive 30 minutes before the start of their scheduled service and remain until each child has been picked up.

C. SET UP AND TEAR DOWN

Team members should make sure that everything in their classroom has been properly packed according to the list on the container and taken to the trailer. They should help clean, pick up trash, straighten tables and chairs, and place lost and found items at the registration table.

D. ABSENCES

If you cannot serve on a scheduled date, it is your responsibility to contact your coordinator with a replacement. If you are planning on going on vacation, give your coordinator notice before the schedule is made.

E. CHURCH ATTENDANCE

It is important to stay connected with the vision of the church, so please make sure you are attending at least one service every two weeks.

F. FREE CDS OF THE MESSAGES

The Children's Pastor will fill out and turn in Message Request forms for each team member that works the service.

G. DRESS CODE

Be comfortable, neat, and modest.

H. CHILD WELLNESS

Children are not to be in the classroom if they have had any of the following symptoms in the past 24 hours: suspected fever, diarrhea, vomiting, consistent coughing or sneezing, colored nasal discharge, any discharge from the eyes, any communicable disease manifesting in a rash.

I. FIRST AID

Every worker should go through our Child Safety course. The First Aid Kit is kept at the registration desk. Team members are not to administer medication of any kind. CPR and choking procedures are kept at Registration. If a child has a food allergy, the Registration person should inform the Lead Teacher.

J. CARE OF CURRICULUM

Keep all curriculum in the curriculum box. File visuals aids and any extra materials.

K. SECURITY TAG SYSTEM

Registration has their own procedures and schedule. We have a security tag system for the safety of the children. Children cannot be released without the security tag. If someone suspicious tries to take a child without the security tag, call the Planet Kids Coordinator or Children's Pastor. Always keep the doors to the classroom shut.

L. CHILD/TEACHER RATIO

Our aim is to have a 1-10 ratio for children in small groups.

M. CHILD PROTECTION

There is ALWAYS to be at least two adults present with a child. Never touch a child in any area that would be covered with a bathing suit. If you observe another Ministry Team member showing inappropriate expressions of affection, inform the Planet Kids coordinator.

N. REPORTING CHILD ABUSE

If you suspect that a child has been abused, molested or severely neglected, bring it to the attention of the Children's Pastor.

O. INCIDENT REPORTS

If an incident occurs, such as a child being accidentally hurt, Incident Report forms must be completed by the teacher, signed by a parent, and given to the Children's Pastor. Incident Report forms are at the Registration desk.

P. EVACUATION ROUTE

In case of fire, children are to line up with an adult leader in the front of the line and an adult in the back of the line. Crawl low under smoke if there is a fire. Leave the classroom and turn left to exit. The Lead Teacher is responsible to get the registration list and account for each child. Close all doors behind you.

Q. WORKSHOPS & CLASS MEETINGS

All team members should attend workshops and class meetings for ministry training, fellowship, and inspiration.

VII. DISCIPLINE PROCEDURES FOR PLANET KIDS

A. RULES

1. No talking when the teacher is talking.
2. Don't bother your neighbor.
3. Stay in your group.
4. No running.
5. Have fun!

B. REWARDS & CONSEQUENCES

Attending Planet Kids and participating in the activities is a privilege. If a child does not obey the rules, there are three steps of action to take in this order:

1. A warning and move the child to another seat.
2. Time out with a discussion about their behavior.
3. Call the parent. Have the hall monitor give the child's number to the production department. Only the Lead Teacher is to communicate disciplinary problems with the parent. Note: Call the Children's Pastor if the child is a visitor or has special needs.

C. GUIDELINES FOR DISCIPLINE

1. Present the rules positively before the start of each class. Make sure the children are disciplined for rebellion and not for ignorance or forgetfulness.
2. Ask the child why they think they are being disciplined. Make sure they clearly understand the reason. You may also discover why the child is acting out and minister to them.
3. NEVER SPANK A CHILD. Grabbing, pinching, or slapping a child is absolutely not allowed. Never degrade or embarrass a child.
4. Never label a child as "bad."
5. Pray with children and teach them self-control.
6. ALWAYS display your forgiveness after administering discipline.
7. If there is a behavioral problem that needs to be communicated to the parents, report it to your coordinator.

VII. TEACHING TIPS

Additional information will be shared at workshops and meetings.

- A. Have fun with the kids. Show excitement.
- B. When communicating, get on the child's level and look into their eyes so the child knows they have your undivided attention. Make sure you include things that interest him or her.
- C. Catch a child doing something good.
- D. Let kids know what behavior is acceptable and what is not by consistently following through with discipline.
- E. Don't show favoritism.
- F. Promote total classroom participation. Be careful not to embarrass shy children.
- G. Teach children to respect one another and the property of others.
- H. Encourage children to invite their friends to church and special events.
- I. Remind children to make visitors feel comfortable and welcome.
- J. Speak positively to children and let them know you believe in them.

Thank you for taking the time to read The Worship Ministry Handbook. It is our desire that you find your place in ministry and know the joy and fulfillment that goes along with being a team member.