

Vision

God has called the Athey Creek Christian Fellowship Children's Ministry to be a safe and loving environment in which kids of all ages can grow closer to Jesus. We strive to teach our kids about Jesus in a fun, ageappropriate way. Kids should walk out of our doors knowing they are loved by the Lord and by their teachers! Parents, should feel confident about leaving their kids with us, so they too can worship the Lord without distraction. This handbook is designed to provide an overview of kids ministry at ACCF. There is a lot more info available at the Children's Ministry info table and on the Children's Ministry page of our website: AtheyCreek.com/childrens.asp. You can also call James our children's pastor, at 971.327.2120.

Class Information

The following classes are available for all Sunday and Wednesday services.

Sleepers - Newborns to 6 months

Creepers - 7 to 12 months

Walkers - One year-olds

Talkers - Two year-olds

Pre-school - Three year-olds and four year-olds*

Kindergarten - Five year-olds*

Grade School - First through fifth graders*

*(Children graduate to the next class in mid-June)

Additionally, we have three rooms equipped with a live video and audio transmission of the church service. The '**Nursing Mom's Room**' is available to allow nursing moms to take part in the church service. There is a '**Squawker's Room**' which allows parents to sit with their kids if, for some reason, their child is unable to remain in his/her classroom. Also, a '**Sniffler's**' room is available for children (and one of their parents) who are sick, and therefore cannot be in a classroom.

Check-in

There is an official 'check-in' process for all children classes up until Grade school. The parents can sign the kids in anytime before kids are dismissed from the service. To avoid lengthy lines, we encourage parents to check their children in before the service begins. That way, when the children are officially dismissed from the main service, during worship time, the parents can avoid spending extra church time on the check-in process.

Check-in continued...

At Sunday morning service, children sit with their parents for worship, and then get formally dismissed to their classes by the worship leader. At all other services children are checked-in and dropped off at the beginning of the service. This is how the process works:

1. The parent or guardian fills out the information on the sign-in sheet, and affixes the child's name (using a sticker) to the child. Any diaper bags, etc... are left in the classroom.
2. The parent will be given a pager and that pager number will be recorded on the sign-in sheet. Pagers are only handed out at the Sleepers, Creepers, Walkers and Talkers classes.
3. The check-in attendant will then put a wristband with corresponding colors and numbers onto both the parent and the child. This number is also recorded onto the sign-in sheet.
4. The child should be picked up directly after the service by the same person that dropped the child off. The check-in attendant will check the parent's wristband and match it with the number on the check in sheet and on the child's wristband. When everything is verified, the check in attendant will then release the child to the parent.

Sleepers, Creepers, Walkers, Talkers

- Pagers are used when a child is crying and cannot be consoled.
- Parents are expected to check their children in with clean diapers, and we are also expected to check their children out with clean diapers.
- Children need to be potty trained and diaper free to move from the 2 old toddler class into the 3 year old pre-school class.

Pre-School, Kindergarten, Grade School

- There are no pagers handed out at the pre-school, kindergarten, or grade school classes.
 - Potty Breaks- Parents, please ensure that your child goes to the bathroom before class to keep class disruptions to a minimum.
- Thank you!

Grade School

- Grade-schoolers do not have a formal check-in process as the other classes do. When they are dismissed from the worship time, the grade schoolers are then free to walk to the kids wing and enter the grade school room on their own, or with a parent/guardian.
 - When the service ends, the grade school kids will be released from class after a minimum of two minutes.
 - Please note that the grade school class does not do potty breaks.
- Thank you!

More Information

-**Pre-school, Kindergarten** and **Grade School** sometimes go outside for games and activities during the church service.

-drinks and snacks are sometimes offered during classes.

Diapers- Only women aid in diaper changing and bathroom breaks for the children.

Sickness - In order to keep the germ-sharing to a minimum, we ask that children are kept home if the child has:
-a fever, or has had a fever in the previous 24 hours.
-a cough
-any green discharge (eyes, nose, etc...)
-any other contagious illness

Bibles - The Pre-school through Grade School kids are encouraged to bring their Bibles with them to class. We have Bibles available for children who may have forgotten to bring their own.

Special Needs - If your child has special needs such as a food allergy, or a handicap, please inform the check-in attendant (if applicable) or teacher prior to admitting them to class.

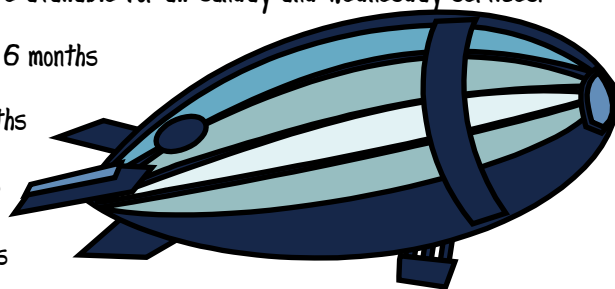
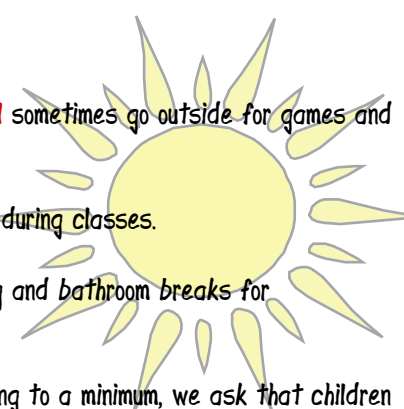
Safety - Parents: Please watch your children while at church, unless they are in a classroom. Please note that no one is allowed in the library.

Volunteers- If you would like to find out about serving in our Children's Ministries, please sign up at the Children's Ministry information table.

Security

Deacons - We have deacons roving the children's wing throughout each service. They are there to keep watch over the classroom area, to assist anyone coming into the building during a service and to help any of our teachers who may need assistance of any kind.

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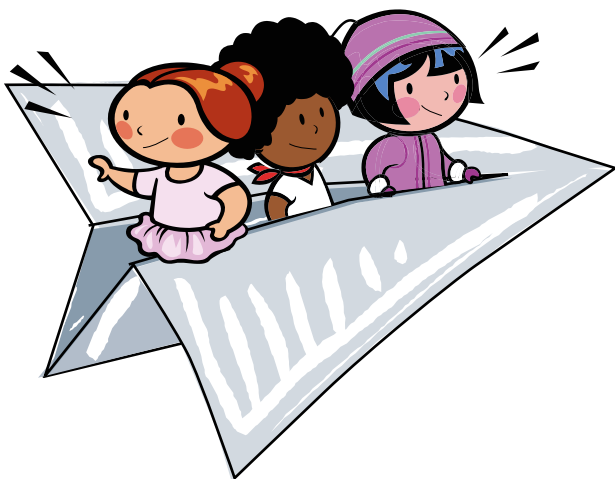
Security continued...

I.D. Badges – In order to ensure the safety of our kids, all of our deacons, our teachers and our check-in attendants have to clear a background check before being allowed to participate in our Children's Ministries. These individuals have been issued I.D. badges and are the only ones permitted inside the classrooms.

- If someone forgets their badge, they need to acquire a temporary badge to be used for that day.
- Men shouldn't be left in a classroom alone, this is for THEIR protection. We trust the guys who are serving, but we don't want them to be placed in a potentially questionable situation.
- Blinds should always be open and at least one set of lights always on.
- Back door – this door should be open before each service begins and should remain open until 30 minutes after service starts.

Resources

We have books, toys, craft materials, etc. available in the totes we bring to church each week, to provide ideas and resources for classroom needs. We want our classes to be fun and dynamic for the kids, so if there are any additional needs or ideas that you may have to effectively teach the Word and bless the kids, please contact James. You can also use our website to see the schedule, get craft and game ideas, and access other Children's Ministry resources. ACCF kids event pictures and videos can be accessed through a link on the kids web page as well.



Schedule

We use a schedule to document the classes, teachers, and Bible stories for each service. The rotation for this schedule for Sunday services is that you are on for three months then off for 3 months before coming back on again. The rotation for Wednesday nights is that you are on for one month then off for 2 months before coming back on again. One reason our schedule is set up this way is so that everyone can actively participate in worship and fellowship at Athey Creek, on an ongoing basis.

If you are scheduled to serve in a class on Sunday morning, then you are expected to be in that class and also attend church at one of the other services. If you are scheduled to serve in a class on Wednesday night, then you are expected to be in that class and to listen to the Bible study for that service (via our website or a CD; teachings for a given service are made available within one week following the service).

Timelines – We ask that each helper/teacher arrive 15 minutes before the service begins. This gives you time to prepare, and it gives the parents peace of mind when they bring their children to class and see that you're already there.

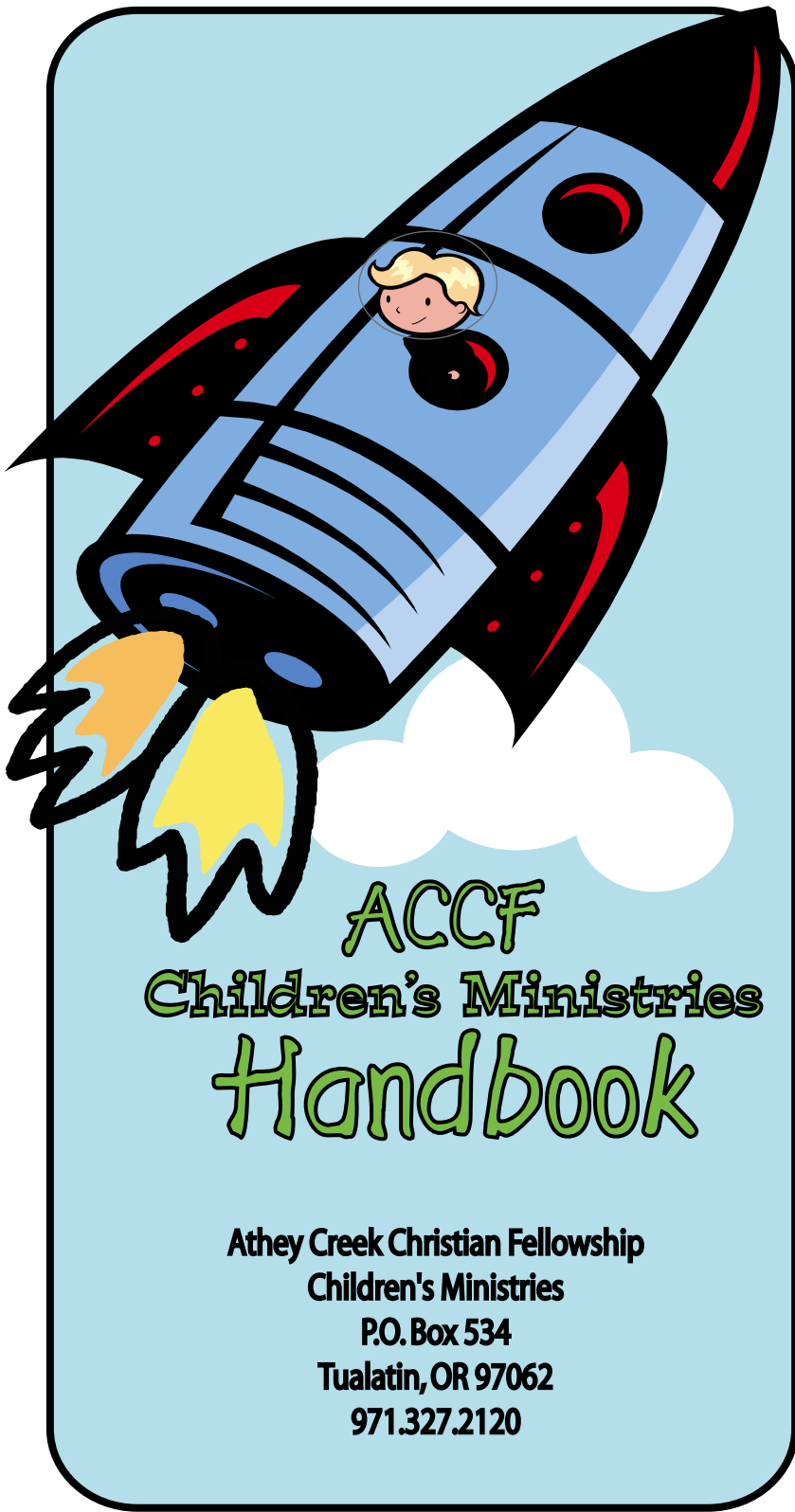
Absences – If for some reason you aren't able to make it to your class, please find a replacement, by calling other teachers of your class category. For example, if you help with the nursery on Sunday mornings, try to call other nursery workers who aren't on the schedule for that same day. If this doesn't work, please call James for help in getting coverage for your class.

Prepare – As a general rule try to overprepare with enough of God's love and age appropriate activities for your class.

Our Children's Ministries would simply fail without the help of our amazing volunteers!!! Having people who love the Lord love on our kids is such a special blessing! The time and the devotion you pour into this ministry is hugely appreciated.

At that time the disciples came to Jesus and asked, "Who is the greatest in the kingdom of heaven?" He called a little child and had him stand among them. And He said: "I tell you the truth, unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven."

Matt. 18:1-4



ACCF Children's Ministries Handbook

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Children's Ministries
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