

SAMPLE Children's Ministry Policy Summary Sheet

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(Page numbers refer to the CM policy manual – a sample manual is available on this site.)

1. **"Name of your church" Children's Ministry vision**

(Place your CM ministry vision here.)

2. **Maintaining your own spiritual strength** (pg. 13)

Your own personal relationship with Jesus must be strengthened daily! Every Harvest volunteer and employee is strongly encouraged (required) to sit in a weekly church service. You are now an extreme "bother" to the enemy, and he will do all he can to thwart you. Hold onto the Lord, and grow along with your children!



3. **Security – The "Never Alone" rule** (pgs. 14, 22)

Children will never be left alone, nor will any team member be alone with children. There must always be two adult team members when children are present. If you need to leave your room, ask a "Hallway Assistant" to step into your room while you're out. Never let anyone in your room who isn't a "cleared" team member.

4. **Restrooms** (pg. 21)

We have "Hallway Assistants" in the hallway to monitor children who need to use the restroom or get a drink. Make sure to make verbal and eye contact with a "Hallway Assistant" before releasing a child from your room.

5. **Touching / showing physical affection** (pgs. 21, 22)

Children need touching, but we MUST touch appropriately. Side hugs, pats on shoulders, "high-fives," or "fist bumps" are great, safe, touching techniques.

6. **Suspected abuse** (pg. 29)

We are required by law to report signs of suspected abuse. If you think you've heard or seen an indicator of abuse, talk with your coordinator or the Children's Ministry Director or Assistant Director right away. Do not discuss this matter with the parent(s) or any other Children's Ministry team member.

7. **Accidents / Injuries** (pgs. 29, 30)

If a child is injured, contact a "Hallway Assistant" or Children's Ministry leader. They will complete an "Accident/Incident Form." The parent signs the form and is given a copy of the form at checkout.

8. **Use of curriculum** (pg. 27)

The curriculum we provide you is good curriculum; but you can always seek God for wisdom in making it even better. If you ever want to not use the curriculum for a special lesson, you must get permission from your coordinator first. Remember, YOU are the "living Bible curriculum"! The children will learn more from watching and listening to you than they will from the curriculum! Be an example of Jesus to them!

9. **Classroom management / Discipline** (pgs. 31 - 34)

Create an environment of order and learning in your classroom. Be kind, yet firm. Encourage and reward obedience and kindness in your children.

10. **Communications with /support of parents** (pg. 34)

We exist to serve the parents, and to support their vital role in their children's lives. Let your words and actions reflect Jesus' love to them. If you need to express concern for a child to his/her parent, ask a Children's Ministry leader to assist you before the parent(s) arrive.

11. **Being "salty" – evangelizing children**

Let your words and questions to the children challenge their own personal relationships with Jesus. If a child desires to accept the Lord for the first time, let the parent(s) know at checkout. We cannot offer "altar calls" to children in the classroom setting. Do all you can to empower the parents' role as spiritual leaders for their children.

12. **Emergency procedures** (pgs. 84-91)

We are responsible for the safety of the children during emergencies. Become familiar with the exit routes from your classroom. Do not release children to their parents before cleared to do so from a Children's Ministry leader.

13. **Getting a substitute**

If you are unable to serve during your scheduled service, contact the Substitute Coordinator to schedule a substitute. The earlier you request a substitute, the better. "Last minute" calls for a substitute may result in having to close a classroom, then combine classes and over-burden other team members.