

6. CHILDREN AND THEIR FAMILIES MINISTRY TEAM

6.1 STATEMENT OF PURPOSE

In our ministries to children and their families (members, visitors and the surrounding community) we seek to teach and model our faith in a way that facilitates our children's discovery of what Christianity really is in relationship to God, ourselves and others; setting in motion a natural curiosity and desire to continue their journey of faith through adolescence and into adulthood.

6.2 SPECIFIC MINISTRIES

- A. The Ministry Team will provide oversight for the major responsibilities of Sunday School, Promises Preschool, Vacation Bible School, Nurseries (separate manual) and Children's Worship.
1. Provide spiritual leadership and vision in discerning direction, focus and objective of children's ministries.
 2. Recommend annually to the Session for approval:
 - a. At the June Session meeting, Directors, teachers, assistants and the basic curriculum for Vacation Bible School (VBS.)
 - b. At the July Session meeting, staff for Sunday School, Promises Preschool, Nurseries and Children's Worship; and the basic curriculum for the year.
 - c. The Ministry Team will accomplish this by making contacts and securing commitments from among the congregation. (Volunteer job descriptions can be found in Section 18 of this manual)
 3. Provide leadership / teacher training events for these people with guidance from staff.
 4. Oversee curriculum selection and ordering for all children's programs.
 5. Plan class configurations and assign classroom space.
 6. Keep up to date rolls of children and encourage record keeping in classes and by superintendent.
 7. Via the Clerk of Session, report annually to the Presbytery of the James attendance figures for all Christian Education programs by grade level.
 8. Publicize ministries in newsletters, brochures, visitation materials, etc.
 9. Present baptismal letters to parents of recently baptized children.
 10. Coordinate teacher commissioning, Rally Day, Christmas Pageant, Intergenerational Sunday School events and Christian Education Appreciation Day with Church staff, Youth and Their Families Ministry Team, Adult Nurture Ministry Team and Membership & Evangelism Ministry Team, as appropriate.
- B. The Ministry Team will use bulletin boards (shared with other Ministry Teams) to publicize programs and educate members.
- C. The Ministry Team will promote camps and conferences of the Presbytery, Synod and General Assembly.
- D. The Ministry Team will oversee the children's media center materials and CE resource closet and the volunteers who organize staff them.
- E. The Ministry Team will provide worship bags for children's use during services in

- the sanctuary.
- F. The Ministry Team will oversee the review of and implementation of the Sexual Abuse Prevention policy.
 - G. The Ministry Team will oversee the review of and implementation of the Security and Emergency Procedures for Promises Preschool Programs.
 - H. The Ministry Team will oversee the Promises Preschool subcommittee and the annual recertification process for it as a religiously exempt day care center.
 - I. The Ministry Team will oversee the use of and maintenance of the playground.
 - J. The Ministry Team will accept other responsibilities assigned by the Session.

6.3 CHRISTIAN EDUCATION APPRECIATION DAY CHECKLIST

- A. Christian Education Appreciation should be a Sunday in June before Sunday School ends for the “year”
- B. This event is coordinated with C&F, Y&F and Adult Nurture to recognize the teachers/leaders for the past year and conclude our school year.
- C. This event is held as part of worship as coordinated with the pastor.
- D. The groups recognized are:
 - Preschool Director (the Preschool teachers are individually recognized at a separate event)
 - VBS Director (the VBS teachers are individually recognized at a separate event)
 - Children’s Worship Coordinator(s) – those leading the children’s worship
 - Sunday School Teachers
 - Nursery Coordinator and committee
 - Wednesday evening class leaders
 - Confirmation leaders

6.4 ONGOING RESPONSIBILITIES

- A. Sunday School
 - Write and distribute rotation model curriculum - monthly
 - Write & mail monthly parent letters about Sunday School and coming activities
 - Order necessary supplies for each lesson set
 - Check in with each classroom on Sunday
 - Coordinate children’s stewardship program
 - Stock treasure boxes and memory verse incentives
 - Post monthly memory verses in each classroom
 - Maintain Children’s Sunday School bulletin board in the downstairs fellowship hall
- B. Children’s Worship
 - Hire, train and serve as contact person for Children’s Worship teachers
 - Recruit one parent volunteer per class per week as an assistant
 - Lead the Children’s Worship classes when no volunteer or paid leader is available
 - Encourage and record children’s attendance in the Children’s Worship classes

- Make connections with first time visitors and when regular attendees have been absent for long periods of time.
 - Be aware of opportunities for children to be a part of the adult worship experience and schedule accordingly (ex. Youth Sunday, 3rd grade Bible presentation, Communion). Occasionally, invite members who are not routinely associated with children's programs to discuss aspects of worship or church life with the older class (ex. Communion, stewardship)
 - Stock and maintain children's worship bags – weekly
- C. Wednesday Night Programs
- Assist with dinner when MT is responsible for dinner preparation
 - Stay connected with King's Singers/children's choir program
 - Create and/or identify mission & service curriculum and opportunities for the children
 - Teach and/or train and work with teachers for the Mission & Service time with the children
- D. Infant/Toddler Nursery
- Hire / manage 2 nursery workers to cover Sunday morning services and Sunday School
 - Provide nursery workers for Saturday service
 - Provide nursery for special events
 - Monitor nursery attendance and recruit parent volunteers, substitutes when needed
 - Stock nursery with supplies, toys, etc.
 - Make sure all certifications are current
 - Sign monthly timesheets
- E. Diaconate Opportunities/Fellowship:
- Work with deacons to identify and coordinate fellowship opportunities at and away from church
 - Stay connected with deacons regarding needs and concerns of families with young children
- F. Administrative Duties
- Maintain data base of involved children & families
 - Maintain volunteer data base
 - Stay connected with families of young children
 - Communications with parents (e-mail opportunities, visitor letters, baptismal letters, program information letters, etc.)
 - Keep publications current (website and C&F MT brochure)
 - Maintain bulletin board near upstairs elevator
 - Provide articles for newsletter
 - Attend monthly Joint Christian Education Team meetings

6.5 PLANNING CALENDAR

JANUARY

Plan for / Order spring curriculum

Recruit directors for VBS; select dates; select curriculum
Submit Ministry Team Report for Annual Congregational Meeting
Host Wednesday Night dinner as needed

FEBRUARY

Host Wednesday Night dinner as needed

MARCH

Plan for Mothers' and Fathers' Days
Begin contacting present volunteer staff to see if they will serve next year
Check into curriculum options for following year
Plan volunteer appreciation event with other Christian Education Ministry Teams
Plan for Easter Egg Hunt
Host Wednesday Night dinner as needed

APRIL

Prepare for evaluation of programs
Begin recruitment of volunteers for fall
Plan for Vacation Bible School and order curriculum
Publicize "Turn Off TV" Week
Plan for summer Sunday School; Order curriculum
Host Wednesday Night dinner as needed

MAY

Send thank you note to Roland Houghton family for providing Bibles
Finalize plans for VBS
Finalize teacher recruitment for fall
Ministry Plan Update
Promote camps & conference centers (Camp Hanover, etc.)
Review and update Sexual Abuse Prevention Policy
Review and update Security and Emergency Procedures for Promises Preschool Programs

JUNE

Begin work on proposed budget for next year
Present VBS volunteer names and curriculum to Session
Recruit Ministry Team for fall
Begin planning for Rally Day (coordinate with other Ministry Teams as needed)
Policy and Procedure Manual review

JULY

Budget planning for August submission
Present curriculum and names of teachers for Sunday School, Promises Preschool, Nurseries, Children's Worship and Wednesday Night programs to Session
Plan for Rally day
Plan publicity for Fall programs, design brochures, etc.
Plan for / Order fall curriculum

Plan location of Sunday School classrooms
Plan for teacher training

AUGUST

Submit Budget Proposal
Initiate publicity for fall programs kickoff (postcard invitations to Rally Day for children, etc.)
Plan teacher commissioning
Update Roll books and distribute to teachers
Restock CE Closet
Conduct teacher training and orientation, including Sexual Abuse Prevention Policy
Plan for Rally day
Recruit for Wednesday Night dinner planners to prepare dinner once a month Oct.-April
Begin preparation for 3rd grade Bible presentation

SEPTEMBER

Conduct Sunday School and Preschool Teacher Commissioning Service
Rally Day - program start-up
Finalize plans for 3rd grade Bible presentation; order Bibles
Recruit for major tasks and oversight for Christmas Pageant
Select and edit script for Christmas Pageant
Provide information for Stewardship events, as needed
Initiate and pursue Advent plans and programs
Explore Family Festival Event
Begin recertification process for Promises Preschool

OCTOBER

Third graders' Bibles presented
Explore Advent Activities (including Advent Festival)
Begin practices for Christmas pageant
Arrange for inspections for Promises Preschool recertification
Host Wednesday Night dinner as needed

NOVEMBER

Continue practices for Christmas pageant
Host Wednesday Night dinner as needed

DECEMBER

Christmas pageant
Submit final financial vouchers for calendar year
Assist Adult Nurture Ministry Team in planning last Sunday in December
 Intergenerational Sunday School, as needed
Finalize Ministry Team Report for Annual Congregational Meeting
Provide Children's Christian Education statistics to Clerk of Session for annual
 Presbytery of the James report
Prepare and distribute timesheets and pay schedule for Nursery and Children's
 Worship staff

Host Wednesday Night dinner as needed
Submit Ministry Team Report for Annual Congregational Meeting