



Christian Life Fellowship Kids CHURCH GUIDELINES

You have just volunteered to help in Kids Church. This ministry will IMPACT boys, girls, and their families for years to come. Here are some practical guidelines to assist you in doing the best job you can for the glory of God.

THE SERVICE: General Guidelines

1. Cleanliness is next to godliness. Brush your teeth, comb your hair, use deodorant, wear clean clothes. You are representing Jesus. Look and smell your best for Him. The children and other leaders will appreciate this.



2. Prayer changes things. Pray for God's anointing on our service, on the other workers, on your portion of the program and on the other services at church. Pray for the kids. Our desire is that God would do something new in each child each week.

3. Preparation pays big time. Even the person with the smallest part must prepare. Remember Colossians 3:23-24. "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

4. Discipleship is important. You can not minister and help others grow spiritually unless you yourself are constantly growing spiritually. Part of that spiritual growth requires Involvement In discipleship on a regular basis. You need to be regularly involved in a regular Christian Education class where you can continue to grow in your knowledge of Christian.

5. Always treat children with respect. Jesus said, "...I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me."-- Mat 25:40 Your speech should always lift children to Jesus. Be an encourager. Learn and use names with respect.

6. Children want to serve. Whenever possible, involve children in your portion of the service. Have them hold objects, dramatize stories, or run the overhead projector. This, after all, is "children's" church. (Pay attention to children that are used in ministry by the other workers. We want to involve as many different boys and girls as possible in each service each week.)



7. Sit with the children. Workers are to be part of the service. Never stand in the back of the room or congregate in small groups away from the kids.

8. Your life is an example. Workers must be involved in the entire service. Your worship, participation, and following of the rules, NO WALK, NO TALK, set an example to the children.

9. Compliment children for positive behavior. (Proverbs 16:21) Some call this positive reinforcement. Children are motivated by adults/teens who notice their good deeds and recognize them.

10. Remember the theme. Each service follows/teaches a specific theme. Keep the theme in mind and weave it into any lesson you might be called upon to present.

11. The Rule Of Three will be enforced. No worker will have one-on-one contact with a child apart from the group. You do not take a child alone into the hallway or rest rooms. You do not spend time privately with any child either on or off the church grounds. Always walk in three's or more. Spending time with several children is permitted. The Rule Of Three states, "there will never be less than three people in any given situation. This can be two workers and one child, or one worker and two children."



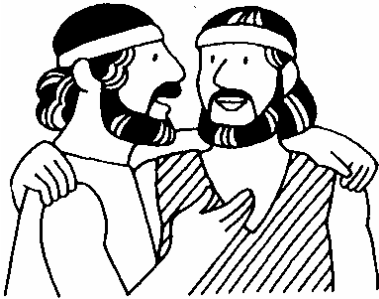
“And whoever welcomes a little child like this in my name welcomes me. But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.”

Matt. 18:5-6

THE SERVICE:

Specific Guidelines

Registration/Check-In



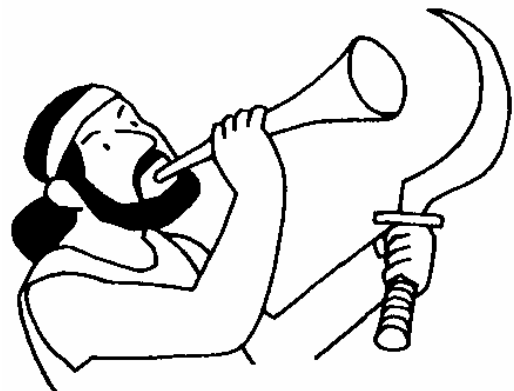
1. Arrive as quickly as possible once dismissed from the adult sanctuary.
2. You are a representative of Christ.
3. Always smile and treat the contact with respect.
4. Take the attendance as quickly as possible.
5. If child is a visitor, welcome him, fill out card, and invite him to return. Instruct the child to keep the card, as visitors will be invited by the MC to come forward at the beginning of the service to receive their visitor bag.
6. Be friendly.
7. Give the child impact bucks corresponding to what they have earned for the day.

Store

1. Plan on staying 15 min. after for adequate set-up and tear-down.
2. Help get out boxes of stuff.
2. Plug-in case and turn it on.
3. Be friendly & polite, especially when attending the kids.
4. If we are running low on some item in the store, please let the children's church director know.
5. During the service, sit with the children & participate. Set an example for them.

Sound

1. Turn on system
2. All microphones will be checked prior to the children entering the room.
3. Play slow worshipful music as children enter the room.
4. Pay attention to the platform area at all times.
5. Do not become involved in conversation with others at the sound booth.
6. Insure that mic chords are untangled and rolled neatly next to their stands.
7. Put away any extra equipment used at conclusion of the service.
8. Play the fast, fun, children's music as children exit.
9. Turn off system after children have departed.

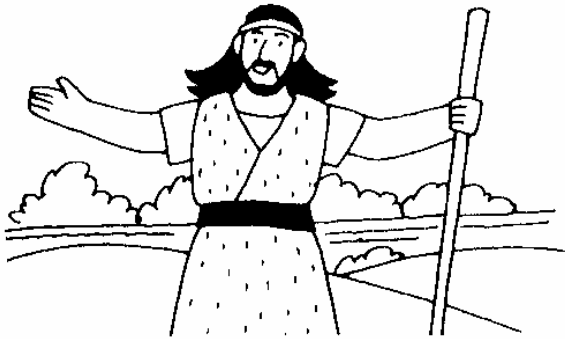


Multimedia/Computer

1. Insure that all video tapes used are properly cued prior to the service.
2. Turn on the computer
3. Refer to the outline for the day and see what song service is being sung.
4. Open PowerPoint to that praise and worship presentation .
5. When it's time for the worship presentation, switch the video switch from the laptop (announcements) to the computer (praise & worship slides).
6. Follow along with the praise and worship service, making sure that the words on the screen match what is being sung. *NOTE* (No slide is used twice, so keep the slides moving forward corresponding to the song).
7. Participate in the worship service as much as possible and still perform your duties.
8. If there are any other slides or videos for the day, you will be given instructions as to when to play them.

Master of Ceremonies

1. Gather workers for prayer prior to opening the service. Discuss order of service, theme, and encourage workers as you pray.
2. Open service in a positive way. Include theme, meet with each other and meet with God, the two rules, No Walk, No Talk, and pray.
3. Tie each segment together with emphasis on the theme of the day. There should be no dead time between segments. Fill time with teaching and theme reinforcement until the next worker is ready to start his/her lesson.
4. You are the controller/authority in the room. The buck stops with you.
5. Remind children of the rules occasionally throughout the service. Praise those kids who are doing a good job following the rules.
6. Be open to the move of God. If worship needs to last longer, keep it going. If you feel the Spirit leading into a special prayer time, do it!
7. Stand at side or back when not on stage and monitor all activity. If children are into a specific part of the service, you have the authority to signal worker to close his portion.
8. Be ready to fill time at the end of the service with an extra lesson or Bible quiz game that will reinforce the theme of the day.
9. Be polite to all and any visitor to the service. Parents may sit with their children, but others should be encouraged to sit near the back.



Worship

1. This is a service. Treat it as such. We are not playing at worship.
2. Pay attention to the children and be sensitive to the Holy Spirit.
3. Begin with two or three fast/action choruses. Conclude with a couple of slower songs.
4. Do not feel rushed. Let God move in and among the children.
5. Use children to assist in worship leading. (Pay attention to children that are used by the other workers. We want to involve as many different boys and girls as possible in each service each week.)
6. Use the microphone. It helps those in the back.
7. Praise breaks, testimonies, or times of silence are recommended.
8. Use familiar and age-appropriate songs. Introduce no more than one NEW song each week.
9. Worship is the key to success in the continuation of our children's service. When children enter into worship, discipline problems fade, and hearts become receptive to the living God.
10. Worship always flows into a time of prayer for needs.



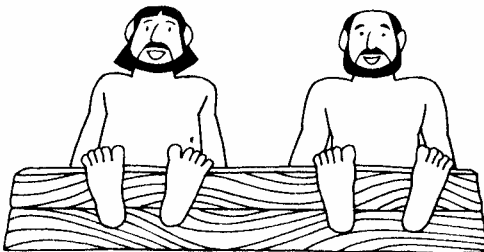
Giving

1. Prayer for needs will be conducted as a transition between worship and giving. If this is not led by the worship leader or MC of the day, the responsibility falls on you. Praying one for another is an incredibly intimate way of giving to the Lord.
2. You may prepare some kind of lesson concerning giving of tithes, offerings, time, or talents. This can be an object lesson, story, costumed character, or other illustration. (No lectures allowed!)
3. Involve children in the giving lesson. (Pay attention to children that are used by the other workers. We want to involve as many different boys and girls as possible in each service each week.)
4. Choose children to be ushers prior to the opening of the service. These can be any age and will be instructed to be ready at the offering time.
5. Insure that offering receptacles are in place and ready to be used prior to the opening of the service.
6. Always pray for the offering and those who participate.
7. Use the microphone when teaching the children.



Crowd Control

1. You may sit with the children, but be ready to move at any time.
2. Pay attention to the children around you. The happenings on the platform are supposed to be interesting, but do not require your undivided attention.
3. You are here to help every child have a positive experience in church. A disruptive child can ruin church for those around him.
4. Every child has occasional lapses in self control. Treat the disruptive child with respect.
5. When a child misbehaves follow these guidelines.
 - a. Never physically hurt a child. No corporal punishment will be tolerated.
 - b. Handle all difficulties quietly and efficiently.
 - c. Treat child as an individual created in the image of God.
 - d. A gentle touch on the shoulder may be all that is needed to halt a disruption.
 - e. Eye contact with the child may be enough to bring peace.
 - f. You may need to move the child or make room to sit by him.
 - g. If a child needs to be disciplined, take him to the back of the room and remember:



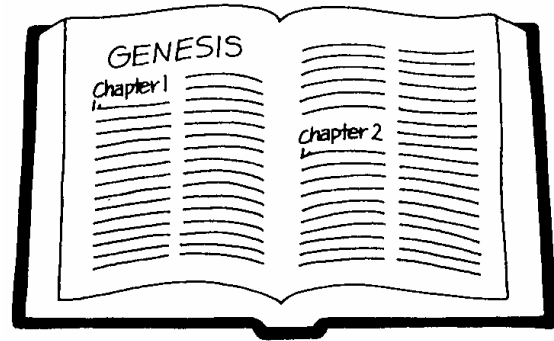
**Discipline includes...
Instruction...Correction...
Encouragement
Always pray with the child and return
him to a different location in the room.**

Scripture Verse

1. The same verse is used for all children's church services in a given month.
2. Do not use the same method for teaching a verse two weeks in a row.
3. Recite the verse once or twice for the children.
4. Introduce your visual method.
5. Have children repeat the verse two-five times as your method is used.
6. Before taking your seat, say the verse together one last time. Unity is far greater than increased volume.
7. Keep the Scripture time brief and exciting. The Bible must always be presented as the most exciting book ever written. Remember, God inspired the Bible.

8. Involve the children in teaching, holding visuals or sorting words. (Pay attention to children that are used by the other workers. We want to involve as many different boys and girls as possible in each service each week.)

GENESIS 1:1



Bible Story

1. Pray for creative ways to teach the story. Most children have heard these stories before. You must make it new and interesting to them.
2. Use children to help teach, act out, or hold visuals for the story. (Pay attention to children that are used by the other workers. We want to involve as many different boys and girls as possible in each service each week.)
3. Keep the Bible Story time brief and exciting. The Bible must always be presented as the most exciting book ever written. Remember, God inspired the Bible.
4. Emphasize the theme of the day as it relates to the story. Children need to learn the message behind each story as well as the facts.
5. Whenever possible use an open Bible as you tell the story.
6. Practice your storytelling technique. the story should stand on its own if your visuals fail.
7. Wherever possible recreate the story visually. It doesn't have to cost money or be elaborate to be effective.



Thanks again for your willingness to help in kids' church! If you ever have a question or need help with anything, please let me know.

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