

Redeemer Church (PCA)
Chambersburg, PA
Service and Volunteer Handbook

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Message from the Session

“From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.” - Ephesians 4:16

Thank you for serving in the body of Christ! There are many things needed for our Sunday morning ministry, and we appreciate you giving your time, energy, and gifts to serve the church. The apostle Paul reminds us that the growth of the body only happens “as each part does its work.” Our goal is to equip you well so that your service can be a valuable and joyful experience. We ask that you familiarize yourself with, and take personal responsibility for, your tasks so that we can provide a safe, welcoming, and worshipful environment on Sunday mornings.

How to Use the Handbook

This handbook presents the official descriptions, policies, and guidelines for each Service Volunteer role. Service Volunteers should review and follow the information found below. Any problems with accuracy, or updates that need to be made, should be reported to the Service and Volunteer Coordinator (currently, Trent Coker). Volunteers who have questions or concerns about their roles, or the instructions provided in the handbook, should speak to the Coordinator about those questions and/or concerns. If you are a Volunteer, please find the correct section of the handbook that is relevant to your service role and carefully review the information and guidelines provided. A Table of Contents is provided at the beginning of the handbook to help you navigate to the correct section. Please also review (and follow) any policies or further guidelines included in the Appendix that are relevant to your service role. Note that the description of your service role will indicate which policies or additional guidelines you need to review and follow. You will receive a printed copy of the handbook once each year (or at the beginning of your first service term) and a link to the digital version of the handbook will be provided for you. The digital version will be the most up-to-date version of the handbook and we will notify Volunteers when changes are made.

Part 1: Sunday Morning Worship Service

The service roles described below are those which are essential for making our Sunday Morning Worship service effective. Please note that it is important to know when you are supposed to serve, to have some personal system for reminding yourself about this, and to appropriately plan ahead so that you can accomplish your service role effectively.

If you have any scheduling conflicts and cannot complete your role at the scheduled time, it will be your responsibility to contact other Service Volunteers to arrange a replacement. If you are unable to do this, or unable to find a replacement, then it will be your responsibility to contact the Church Secretary or the appropriate Team Leader to get help finding a replacement. Please remember that each service role requires someone to serve; and if no one serves then the tasks do not get completed. Please also remember that the earlier you can identify scheduling conflicts, the more time you will have to find a replacement. We understand that emergencies will occur, but when scheduling conflicts arise at the last minute they are very difficult to address.

Please tell us how we can better support you as you serve the church. If you have any questions, comments, or concerns, please contact the Service and Volunteer Coordinator, the Church Secretary, or an Elder. We appreciate your willingness to serve, and we want to support you as best as we are able.

Greeter

Description: The role of the Greeter is to greet all of those who are attending the morning worship service. Each Greeter is assigned a location near one of the entrances. Greeters should remember that you are, very likely, the first face that people will see, and the first voice they will hear, upon arriving at our church. Your primary responsibility is to ensure that people feel welcomed and that they know how to navigate their way to the worship room. Please review the following guidelines to help you fulfill your role as a Greeter:

- Please be at your assigned door by 10:15 am.
- Weather permitting, please stand outside the door and open it for people as they arrive. Please do not prop the doors open (because this can cause problems with the air conditioning and heating systems).
- Please greet those arriving at the church warmly, with a friendly welcome, and make sure that they get a bulletin.
- Please watch for those who are joining us for the first time or who are relatively new to worshipping with us. For these guests, please introduce yourself, explain that the church has a nursery available, and direct these guests to the worship room. You can also ask newer guests to fill out a Connection Card and place it in the offering box.
- Please remain at your door until 10:35 am.
- If you run out of bulletins, please inform Stina, and check with other Greeters to see if they can spare any extras so that you can complete your own tasks.

Audio/Visual

Description: A/V Volunteers fulfill the important role of aiding the morning worship by controlling the sound and display equipment. It is essential for those serving in an A/V role to be knowledgeable about operating the technology and for them to exercise an appropriate level of focus so that our morning worship can go smoothly. Please review the following guidelines to help you fulfill your role as an A/V Volunteer:

- Worship rehearsal is from 9-10 am. Please arrive on time and plan to participate in this rehearsal.
- Please follow the instructions in the A/V binder for setting up the sound, slides, and live stream.
- Please play music (at a light volume) from 10:15-10:30 am. Fade out the music as the worship team begins playing.
- Please move to the next slide far enough in advance so that people have time to read them prior to singing.
- Please attentively follow along with the worship service so that you can fulfill your role effectively.

Communion

Description: The role of the Communion Volunteer is to set up and clean up communion materials on communion Sundays. Because the Lord's Supper is one of the two sacraments celebrated in our church, it is very important for you to carefully follow the instructions so that our celebration of communion will go smoothly for everyone. Remember that part of your role is to clean up the communion materials after the service. Please review the following guidelines to help you fulfill your role as a Communion Volunteer:

- Please bring bread that is cut into small pieces to serve 120 people.
- Juice is provided for you and will be found in the refrigerator or kitchen cabinet.
- The bread baskets and communion juice trays are located in the kitchen drawers/cabinets.
- Please place a napkin in the bottom of 4 bread baskets, place pieces of bread inside each basket sufficient to serve 30 people, and cover each with one of the white cloths provided with the baskets.
- Please remove 2 gluten-free slices of bread from the freezer and cut it into appropriately sized pieces. These should be placed in plastic/muffin cups and 1 cup should be placed inside each bread basket.
- Please use the juice filler bottle (found in a kitchen drawer or beside the sink on the clean towel) to fill 4 juice trays with 30 cups per tray. Please do not underfill or overfill the juice cups.
- Please place 1 roll (taken from the freezer) on the communion plate and cut it halfway through so that it will break easily during the communion celebration.
- Bread should be placed on the window side of the communion table and juice should be placed on the opposite side (the overflow side).
- After worship, please clean up and put away the communion supplies. Throw away extra bread, clean out the baskets, and place the supplies back into the communion drawer. Please empty unused juice cups into the sink and throw away the cups. Please wipe down the juice trays to remove any juice that may have spilled. Make sure that you have emptied and washed out the juice filler bottle. You do not need to clean this with soap, just wash it out sufficiently with water and leave it to dry on the drying towel beside the sink.

- Please wipe down the communion table after communion items are cleaned off.

Usher

Description: As an Usher, your primary responsibility is to ensure that the back doors are in the correct state (locked or unlocked) before, during, and after the worship service. It is important for these doors to be unlocked prior to, and immediately following, the worship service so that everyone can use the building easily. It is important for the safety of those attending the worship service (and especially important for the safety of our children in the nursery and those participating in Children's Church) for the doors to be locked (to the outside) at the appropriate times. Please review the following guidelines to help you fulfill your role as an Usher:

- Please lock the back doors using the Allen wrench (hex key) at around 10:50 am. Ensure that the outside door-handles are locked; and please pull/push on the doors to make sure that they are fully latched. If the doors are not latched, then they will not be locked properly.
- Please unlock the back doors prior to the end of the worship service (at or immediately after the benediction).

Offering Counter

Description: As a Volunteer in charge of collecting the Offering your goal is to make sure that the money given to the church is properly counted and filed and that an appropriate and reasonable level of accountability and transparency is maintained. Please review the following guidelines to help you fulfill your Volunteer role.

- Two people are required to be present during the entire counting process.
- The schedule for those counting the offering should be arranged so the same people are paired together as infrequently as possible. A husband and wife should not be paired together as offering counters.
- Separate checks, labeled cash, and unlabeled (loose) cash. Unlabeled cash can be entered under “anonymous”.
- Record all individual gift information (including donor info and fund) on the “Individual Giving Records Sheet” and enter it into the Redeemer Giving spreadsheet.
- Endorse the checks and prepare a deposit slip.
- The “Individual Giving Records Sheet” must be signed by both counters and filed in the appropriate location.
- All of the money is to be deposited in the bank immediately after church.
- Every week, the book-keeper will verify that the deposited amount matches the Redeemer Giving spreadsheet.

Coffee and Tea Setup

Description: As a Volunteer in charge of setting up Coffee and Tea each worship morning your primary responsibility will be to ensure that this setup is done correctly and in a timely manner. Please review the following guidelines to help you fulfill your Volunteer role.

- Please arrive by 9:45 am to begin setup.
- All creamer, sugar, and tea supplies are found in the coffee bar. Please feel free to refill these items on the bar if you notice that they are low or out of stock.
- To make coffee (All items are located in farthest right upper cabinet):
 - Place one filter into the coffee funnel. Add one cup of coffee grounds. Push into the supports on the Bunn machine.
 - Take one carafe and place it all the way back under the coffee filter.
 - Make sure the green “Ready” light is on and press the bottom of the start button.
 - When it finishes dripping, you can make a second carafe of coffee following the same directions.
- To make tea water:
 - Using the front hot water spout (bright red), fill a carafe with hot water.
 - Make sure that the green “Ready” light is on while filling.
 - You will need to pause and wait for more water to heat approximately midway.

Opening and Closing the Building

Description: As the Volunteer in charge of opening and closing the building your primary responsibility is to prepare the Church building for use well in advance of the Sunday Morning Worship Service and to close the building once all Worship activities have been completed. Please review the following guidelines to help you fulfill your Volunteer role.

Opening the Building:

- Please arrive prior to 9 AM.
- Please unlock all the doors: After entering the building, please relock the door handle with the key and then use the panic bars to unlock them from the inside. It is essential to lock the door handles so that our security measures will be effective.
 - Front Sanctuary Door (slide bolts open from inside).
 - Alley-Side Door (use Allen key to latch panic bar. Allen key is on top of the door leading to basement steps).
 - Back Door (use Allen key to latch panic bar. Allen key is on top of door closers).
- Lights: Please turn on all lights (sanctuary lights are on the switch next to the A/V table; fellowship area lights are on the wall in the alley-side door hallway).
- Heat: During winter months, turn on baseboard heat in bathrooms (set to medium/low).

Closing the Building:

- Close the building after people have mostly cleared out (Some people can still be in the building, just please ask them to turn off the remaining lights and make sure the doors latch closed behind them when they leave).
- Lock doors (and make sure they latch closed).
- Empty the trash cans in the Nursery bathroom and the Kitchen (x2). Place all trash in the outside bin. (If you need help getting the trash to the outside bin, please ask for help from another knowledgeable volunteer.)
- Dump and rinse coffee pots.

- Turn off baseboard heat in bathrooms and heater in the bell-tower.
- Turn off all lights and ceiling fans.

Part 2: Children's Ministry

Description: The following Service roles are related to the Children's Ministry of Redeemer. Those working with children in the church should take time to reflect on what an important responsibility it is to care for those who are the most vulnerable in our church. This should be done with the utmost care and attention and, therefore, it is essential for all Children's Ministry Volunteers to be knowledgeable about the various policies and guidelines provided in this handbook. The following policies and guidelines are applicable for both the Sunday Morning Worship Service and for any events at which the church provides Child Care or Children's Ministry activities. Please pay special attention to the [Child-care Policy](#) and [Child Behavior Guidelines](#) that are included in the appendix of this handbook. Children's Ministry is always conducted with at least two adult Volunteers (see [Child-care Policy](#) for more information), and it is particularly important to make sure that you follow this policy, and work with others, while serving in roles related to Children's Ministry.

Nursery

Description: Nursery is provided every Sunday during the worship service. Nursery Volunteers are responsible for providing Child Care for those families who have younger children and who need/want this service during the Sunday Morning Worship service or during other church events at which nursery is offered. Please review the [Child-care Policy](#) and the [Child Behavior Guidelines](#) provided in the Appendix. Please also review the following guidelines to help you fulfill your role as a Nursery Volunteer:

- Please arrive and be ready to receive children into the Nursery by 10:15 am. Do not receive any children until both adult Volunteers are present. If you are the only Volunteer present and parents are waiting to drop off their children, please respectfully ask them to wait and explain to them that we cannot receive children into the nursery until both adult Volunteers are present.
- Please make sure that children are signed in and out of the Nursery using the clipboard next to the door.
- Nursery is for ages 0-3. In order to provide a safe environment we do not allow children over 3 years old to attend nursery.

Children's Church Description

Description: Children's Church is offered the first 3 Sundays of each month and it involves three distinct service roles: the Lead Teacher, the Assistant Teacher, and the Helper. It is important to understand those things related to each role and to understand how they work together as a team. If you are involved in Children's Church, please review the guidelines for each role so that you can understand how they fit together and how you can help support your fellow Volunteers. Please carefully review the [Child-care policy](#) and the [Child Behavior Guidelines](#) provided in the Appendix. If you are an Assistant Teacher or Lead Teacher, we have also provided [guidelines](#) in the Appendix to help you plan for these roles.

Children's Church Helper

Description: The Children's Church Helper does not have any teaching responsibilities and is there to support both the children and the teachers. Your primary responsibility will be to focus on, and work with, kids who are participating in Children's Church. You will have a variety of duties and will need to use your own judgment to determine where you are needed the most. Please carefully review the [Child-care Policy](#) and the [Child Behavior Guidelines](#) provided in the Appendix. Please also review the following guidelines to help you fulfill your role as a Children's Church Helper:

- Please arrive at the Children's Church room promptly after dismissal from the Worship Room. Please do not receive any children into Children's Church until at least one other adult Volunteer is present. Note: If you are a junior Helper do not receive any Children into Children's Church at all; please wait for adult Volunteers to arrive.
- Please be knowledgeable about how to operate the TV and access the curriculum videos so that you can help support the teachers.
- During those times outside of teaching (e.g., at the start of Children's Church) please actively work with children; helping them to be engaged in tasks. These tasks will often include coloring, working on the Curriculum Activity Pages, and transitioning from one activity to the next. Many children will ask for supplies or help with activities. Please help them as is needed. Please also use this time to talk to kids, get to know them, and build relationships with them.
- At all times, one of your most important tasks is to monitor and address behavior issues. We understand that this can be a difficult and even daunting task. Please review the [Child Behavior Guidelines](#) provided for you in the Appendix; this should provide helpful direction for doing this task well.
- Please pay close attention to when supervision is needed for the hallway (for children using the restrooms). Helpers should stand in the doorway so that they can monitor children who leave the classroom to go to the restrooms. Be especially diligent to make sure that kids are not going anywhere else (especially toward the stairs/back door). Note: Jr. Helpers should not be assisting with bathroom use.
- During the period of Children's Church, when the group is split into two separate groups and the older kids go with their teacher to Jeff's office, you should remain with the group in which most help is needed. Usually this will be the younger group but if the older group is much larger than the younger group

then you may be needed there. Consult the teachers to determine where you are needed most. Whichever group you are with, however, please also periodically monitor the other group to see if that teacher is in need of support.

- During dismissal from Children's Church please help children to remain calm and relatively organized and help them look for their parents or guardians to pick them up. It is important for children to remain in the room until they are picked up by someone who is supposed to be picking them up. Note: Junior Helpers should not dismiss kids.

Children's Church Assistant Teacher

Description: The role of the Children's Church Assistant Teacher is essentially the same as the Children's Church Helper except with the added responsibility of teaching a short lesson to the younger group of children. Please carefully review the [Child-care Policy](#) and the [Child Behavior Guidelines](#) provided in the Appendix. Please also review the following guidelines to help you fulfill your role as a Children's Church Assistant Teacher:

- Please review and follow the guidelines for the [Children's Church Helper](#) during those times when you are not engaged in teaching your lesson.
- If you need help planning to teach the Bible lesson to the younger group of children, please review and follow the [Children's Church Lesson Plan and Guide](#) provided for you in the Appendix.

Children's Church Lead Teacher

Description: The Children's Church Lead Teacher is the primary organizer and facilitator of Children's Church for that morning. It is your responsibility to plan a schedule that uses the time wisely and effectively and you are responsible for most of the teaching that happens during Children's Church. This includes appropriately reviewing past materials, teaching the new lesson, utilizing the curriculum materials (the guide and videos), and providing a game or physical activity to reinforce the lesson. Please carefully review the [Child-care Policy](#) and the [Child Behavior Guidelines](#) provided in the Appendix. Please also review the following guidelines to help you fulfill your role as a Children's Church Lead Teacher:

- Please review and follow the guidelines for the [Children's Church Helper](#) during those times when you are not engaged in teaching your lesson.
- If you need help planning any element of Children's Church that you are responsible for, please review and follow the [Children's Church Lesson Plan and Guide](#) provided for you in the Appendix.

Appendix

Child-care Policy

Description: The following policies are important not only for protecting our church but, most importantly, for protecting those who are the most vulnerable among us: the children who are placed in our care. If you are engaged in working with children in the church, it is your responsibility to be knowledgeable about these policies and to ensure that you follow them. By being approved to work with children in the church, you are given the responsibility of caring for them as well as the authority to ensure that these policies are followed. Please do not hesitate to speak up if you see any situations in which the policies are not being followed (but please do so respectfully). If you do not feel comfortable speaking to others, please speak to one of the Elders about your concerns. It is also your responsibility to report to the Elders any issues that you are aware of related to these policies.

1. Young children are welcome in all of our Worship services and activities, and no family is required to, or should feel pressured to, make use of Child Care.
2. Each Child-care Volunteer who is over 18 years of age must have all required [background checks, clearances](#), and training completed and on file with Redeemer Church, and be approved by Session, prior to being scheduled to serve in Child-care settings. This includes training in Redeemer's [Child-care policies](#) and practices.
3. A minimum of two adults (unrelated/unmarried, 18 years and over, at least 1 female) must be present in each Child-care setting. No other persons should be present in Child-care settings except those cleared and serving, and parents dropping off and picking up their children. Related/married persons can serve together only after this minimum of 2 unrelated/unmarried adults is present.
4. Junior Helpers must be at least 12 years of age, must be approved and scheduled to help, and must always be under the supervision of two adults.
5. Children should not be checked into Nursery or received into Children's Church until this minimum is present.
 - a. For Children's Church: The Children's Ministry Team Leader will verify that all Volunteers are present prior to the announcement time. If not, they will try to find a replacement which meets the requirements of #3. If they are unable to find a replacement, they will notify the worship leader that Children's Church is canceled.
6. One-to-one adult/child situations will be strictly avoided. It is permissible for one adult to be present with multiple children for short periods of time.
7. When helping children use the restrooms:

- a. In Nursery: the nursery bathroom should be used, with the door left open and the curtain pulled for privacy. The bathroom door should be left open while changing diapers.
 - b. In Children's Church: Children can be accompanied to the hallway bathroom by an Adult Volunteer. Adult Volunteers should ensure bathroom vacancy first, and then wait outside, or the child can be walked to the Nursery bathroom.
- 8. Children must be signed into nursery by a parent or guardian and signed out from the Nursery room by a parent or guardian. Children must be picked up from Children's Church by a parent or guardian.
- 9. Medication (beyond simple first aid, i.e., Band-Aids, antiseptic, etc.) shall not be administered by Volunteers. Minor injuries requiring first aid should be reported to parents at pickup. For anything beyond this, parents should be called immediately.
- 10. If any behavioral issues arise which cannot be resolved by Volunteers, or pose safety concerns, a Volunteer should take the child out to a parent or contact a parent to pick up the child. Please see the [Child Behavior Guidelines](#) below for more information.
- 11. Pictures or videos may not be taken, except under the direction and oversight of the Children's Ministry team leader, and only after written consent of parents has been obtained. Pictures shall only be posted on church websites/media (not personal pages) and shall not contain any identifying information of children.
- 12. Child-care rooms will be accessible to parents at all times to check on their children. However, parents will be encouraged to drop off their children as opposed to staying in the room and will be assured that we will contact them if needed. Any parent in the room attending to their own children should not have contact with or help with the care of any children except their own. Parents who wish to have regular participation in Children's Ministry must complete screening and training.
- 13. Those people new to our congregation and wishing to serve in Child-care roles must first attend Redeemer services on a regular basis for at least 6 months. Then the individual may serve only when teamed with an experienced caregiver for a 6-month probationary period, and only after the requirements of #2 have been satisfied.
- 14. Child-care Volunteers must participate in annual training and review, as directed by the Children's Ministry Team Leader. Furthermore, they are expected to comply with, and are empowered to enforce, the policies in this document. Violations of the policy or other concerning behaviors witnessed by Volunteers

must be reported immediately to the Children's Ministry Team Leader **and** Session.

15. All Redeemer Child-care volunteers are mandatory reporters. New Redeemer Church child-care volunteers will be required to complete mandatory reporter training prior to serving.

Mandated reporters are legally required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse. The Commonwealth of Pennsylvania has the **ChildLine** reporting system where reports can be made online or through the hotline.

Phone Hotline: **1-800-932-0313**

Online Portal: <https://www.compass.dhs.pa.gov/cwis>

Information to include when making a report:

- Name and physical description of the child
- Age or approximate age range of the child
- Name, home address, and telephone number of legal guardian or parent of the child
- Name or physical description of suspected child abuse perpetrator
- Home address and telephone number of suspected child abuse perpetrator
- Suspected perpetrator's relationship to the child
- Description of the suspected injury to the child
- Where the incident took place
- Any concern for the child's immediate safety
- Your relationship to the child
- Your contact information, although you may report anonymously if you are a permissive reporter

Additional information (including reference videos) can be found on the following:

Commonwealth of Pennsylvania's *Keep Kids Safe* website:

<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/report-child-abuse>.

<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/keep-kids-safe-media#accordion-3164b205a2-item-6c78f33919>

Child Behavior Guidelines: Children's Church

Properly managing children's behavior can be one of the most challenging aspects of serving in Children's Ministry. The guidelines below are provided to help Teachers and Volunteers navigate this in a way that brings glory to God, cares for children, and provides a safe and effective environment. Ultimately, it will be up to each Teacher or Volunteer to discern what is appropriate and helpful (while also remaining compliant with the [Child-care Policy](#)), but please review and follow the guidelines below.

(1) Managing child behavior is a balance between showing grace and mercy while also protecting others and providing for an effective environment for ministry. Our goal is to show grace, mercy, and love toward every child and our desire is for each Child to fully participate in Children's Church.

(2) Teachers and Volunteers should give children every opportunity to participate and should work with them as much as is possible to help them engage with the Children's Church routine, materials, and curriculum. There are many strategies that Teachers and Volunteers can utilize to help children participate more fully when behavior problems arise.

- Gently and lovingly reminding children that in order to remain in Children's Church they will need to follow directions and be compliant
- Redirecting children back to the task at hand and away from whatever is causing a distraction or problem
- Separating children when there are behavior problems that arise between one or more children
- Using "attention getting" strategies to focus group attention (e.g., "nose goes," call-and-answer, clapping patterns, etc.). [These are strategies where a Teacher or Volunteer will model a physical action and then ask children to repeat it (e.g., touch your nose and say a color, clap a particular pattern).]
- Take individual children aside (in a corner of the room) and speak to them calmly about behavior problems

(3) However, when a child's behavior becomes either (a) harmful to others or (b) so disruptive that it significantly hinders the ministry of Children's Church then the child should be removed and returned to their parents. Behaviors that are harmful should be addressed immediately and with all due seriousness: hitting, kicking, biting, shouting, throwing things, etc. If these behaviors cannot be managed *quickly* then the child should

be removed and returned to their parent(s) or guardian(s). Other, less harmful or disruptive behaviors (e.g., refusing to follow instructions, talking at inappropriate times, etc.) should be dealt with according to the strategies listed above (or similar strategies). If these lesser behavior problems cannot be resolved in a timely manner, then the child should be removed and returned to their parent(s) or guardian(s). The ideal procedure for removing a child from Children's Church is to have one of the adult Teachers/Volunteers (not a junior Helper) contact parents and ask them to come and collect their child. Please be gracious when doing this. You can simply say, "We need you to come get your child. It's not working out this week, but we'll look forward to trying again next week." If a child is removed from Children's Church, please let Amy know. You should also reach out to her if you experience any other behavioral challenges that you aren't sure how to address.

Child Behavior Guidelines: Nursery

Properly managing children's behavior can be one of the most challenging aspects of serving in Nursery. The guidelines below are provided to help volunteers navigate this in a way that brings glory to God, cares for children, and provides a safe and effective environment. Ultimately, it will be up to each volunteer to discern what is appropriate and helpful (while also remaining compliant with the [Child-care Policy](#)), but please review and follow the guidelines below.

(1) Managing child behavior is a balance between showing grace and mercy while also protecting others and providing for an effective environment for ministry. Our goal is to show grace, mercy, and love toward every child and our desire is for each to fully participate in Nursery.

(2) Volunteers should give children every opportunity to participate and should work with them as much as is possible to help them play and engage with other children well (such as: playing together, sharing toys, listening to directives of volunteers, etc). These behaviors can be encouraged and corrected by gentle yet firm instruction.

(3) However, when a child is being overly disruptive, not listening to corrections from volunteers repeatedly, or engaging in behaviors that are harmful to others (such as: hitting, kicking, biting, shouting, throwing things, etc), then the child should be removed and returned to their parents. The ideal procedure for removing a child from Nursery is to have one of the adult Volunteers (not a junior Helper) contact parents and ask them to come and collect their child. Please be gracious when doing this. You can simply say, "We need you to come get your child. It's not working out this week, but we'll look forward to trying again next week." If a child is removed from Nursery, please let Amy know. You should also reach out to her if you experience any other behavioral challenges that you aren't sure how to address.

Clearances Policy and Instructions

Description: The following table lists the clearances that are potentially needed for Service Volunteers. Volunteers should speak to Kate Marvin to ensure that they have the appropriate clearances completed before they serve.

Clearance Needed
Act 34 Criminal History Record https://epatch.pa.gov/home
Act 114 Federal Crime History IdentoGO
Act 126 Child Abuse Recognition and Reporter Training reportabusepa.pitt.edu
Act 151 Child Abuse History Clearance Pennsylvania Child Welfare Information Solution (state.pa.us)

Children's Church Lesson Plan and Guide

Description: Children's Church Teachers should feel free to use their own judgment and creativity to plan for their service role in Children's Church. We welcome you to use the curriculum to create your own schedule and lesson plan so long as you are accomplishing the goals of effectively teaching the bible lesson and engaging children for the whole period of Children's Church. If you find yourself struggling to accomplish these goals, then please refer to the guides below to help you.

Children's Church Suggested Schedule: 1 hour total (with an adaptive/flexible 10 minutes at the end)

10 minutes: Music and Activity Sheets/Coloring (Play the song (without movements) at least twice; Welcome children; Provide time for latecomers to arrive)

2 minutes: Key Verse – introduce and discuss

3 minutes: Big Picture Question Review

5 minutes: Bible Passage and Bible Story Video (Introduce and read the bible passage (from the curriculum guide); Watch the video)

10 minutes: Bible Lesson – Split into Big/Little Kids' Groups (Teach Lessons; Make sure to include a time of prayer related to the Bible lesson)

3 minutes: Big Picture Question and Bible Lesson Review

2 minutes: Kids' Questions Video

15 minutes: Physical Activity

10 minutes: Final wrap-up (Continue coloring/working on activity sheets; Invite kids to come to the mat and participate in the music video with movement)

Lesson Plan Template

Children's Church Segment	Responsibilities and Preparation for Teachers (and Assistant Teachers)
10 minutes: Music and Activity Sheets/Coloring	Most of the tasks listed below are the responsibility of the Lead Teacher. Please refer to the Handbook for more information on the Assistant Teacher's role and responsibilities. The Teacher needs to arrive in the Children's Church room with enough time to set up. Setup involves: (1) Making sure copies of activity sheets are printed out and ready, (2) Placing crayons and markers on tables, (3) Turning on the tv, finding the video files, previewing to make sure that they are working, (4) Getting the first video file (song without movements) turned on and paused.
2 minutes: Key Verse	The Teacher needs to be able to ask and answer: What is this verse saying? What is it teaching us about God, ourselves, or the world? The Teacher needs to be prepared to lead children to find the answers and briefly discuss this with them.
3 minutes: Big Picture Question	The Teacher should be prepared to discuss the Big Picture Question. What have we been learning about? How does that impact what we are learning about today?
5 minutes: Bible Passage and Bible Story Video	The Teacher should introduce and read the Bible passage (found in the curriculum). The Teacher should play the Bible lesson video. (Note: This is NOT the Bible lesson that you teach; that is the next part. This part is only related to introducing the story, reading it, and watching the video.)

10 minutes: Bible Lesson	The Lead Teacher needs to prepare for the Big Kid Group breakout: Prepare how to talk about the passage with more depth. Use the questions provided on the activity sheet along with questions from the curriculum and any questions that the Teacher believes will help to reinforce the lesson. Make sure to connect it to something real and tangible in the life of a child. The Teacher should pray with children. Remember that it is important to incorporate the Bible lesson into the prayer (i.e., Given what we have just learned, how could we pray?).	The Assistant Teacher needs to prepare for the Little Kid Group breakout: The goal is to make sure that they (1) understand the bible passage and (2) understand the <u>big idea</u>. Beyond that the Teacher is free to do whatever they deem meaningful with the time. The Assistant Teacher should pray with children. Remember that it is important to incorporate the Bible lesson into the prayer (i.e. Given what we have just learned, how could we pray?).
3 minutes: Big Picture Question and Bible Lesson Review	(Come back together as a whole group.) Review one final time the Big Picture Question and the big ideas from the Bible Lesson.	
2 minutes: Kids' Question Video	Watch the Questions from Kids' Video	
15 minutes: Physical Activity	The Teacher should prepare a 15 minute physical/tangible activity for kids that should reinforce the lesson and big ideas. The Teacher should use the curriculum to help them in planning this but should also feel free to plan something of their own (as long as it is <u>appropriate, safe, and meaningful</u>).	
	The Teacher should bring kids back to their seats and let them continue with the coloring and activity sheets.	

10 minutes: Final Wrap-up	The Teacher should turn the music back on (with an option of doing the movements video for kids who are finished coloring or who cannot be engaged in that any longer).
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