
6 CHILDREN AND THEIR FAMILIES MINISTRY TEAM

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.

Specific Ministries

- 1) The Ministry Team will provide oversight for the major responsibilities of Sunday School, Vacation Bible School, Nurseries (separate manual) and Children's Worship. This Ministry Team is one of the teams making up the Christian Nurture team (along with the Youth & Families and Adult Nurture teams.)
 - a) Provide spiritual leadership and vision in discerning direction, focus and objective of children's ministries.
 - b) Recommend annually to the Session for approval:
 - i) At the June Session meeting, Directors, teachers, assistants and the basic curriculum for Vacation Bible School (VBS.)
 - ii) At the July or August Session meeting, staff for Sunday School, Promises Preschool, Nurseries and Children's Worship; and the basic curriculum for the year.
 - iii) 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)
 - c) Provide leadership / teacher training events for these people with guidance from staff.
 - d) Oversee curriculum selection and ordering for all children's programs.
 - e) Plan class configurations and assign classroom space.
 - f) Keep up to date rolls of children and encourage record keeping in classes and by superintendent.
 - g) Via the Clerk of Session, report annually to the Presbytery of the James attendance figures for all Christian Education programs by grade level.
 - h) Publicize ministries in newsletters, brochures, visitation materials, etc.
 - i) Present baptismal letters to parents of recently baptized children.
 - j) 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 others, as appropriate.
- 2) The Ministry Team will publicize programs and educate members using electronic methods (eNews, other emails, pre-worship videos / electronic displays, web site) and paper methods (bulletins, bulletin boards, brochures.)
- 3) The Ministry Team will promote camps and conferences of the Presbytery, Synod and General Assembly.
- 4) The Ministry Team will oversee the CE resource closet and those who maintain it.
- 5) The Ministry Team will provide worship bags / activities for children's use during services in the sanctuary.
- 6) The Ministry Team will oversee the review of and implementation of the Sexual Abuse Prevention policy.
- 7) The Ministry Team will join with and support the Director of Promises Preschool in the maintenance of the playgrounds and outdoor learning areas.

48 8) The Ministry Team will accept other responsibilities assigned by the Session.

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50 Planning Calendar

51 **JANUARY**

52 Conduct FFF program (Fun & Faith on Friday Program)

53 Plan for / Order spring curriculum

54 Recruit directors for VBS; select dates; select curriculum

55 Host Wednesday Night dinner as needed

56 **FEBRUARY**

57 Conduct FFF program

58 **MARCH**

59 Conduct FFF program

60 Plan for Mothers' and Fathers' Days

61 Begin contacting present volunteer staff to see if they will serve next year

62 Check into curriculum options for following year

63 Plan volunteer appreciation event with other Christian Education Ministry Teams

64 Plan for Intergenerational Fellowship during Sunday School period on Easter, coordinating
65 through the Christian Nurture Team

66 **APRIL**

67 Conduct FFF program

68 Plan for Teacher / Volunteer Appreciation Sunday in late May

69 Prepare for evaluation of programs

70 Begin recruitment of volunteers for fall

71 Plan for Vacation Bible School and order curriculum

72 Plan for summer Sunday School; Order curriculum

73 **MAY**

74 Conduct FFF program

75 Finalize plans for VBS

76 Finalize teacher recruitment for fall

77 Ministry Plan Update

78 Promote camps & conference centers (Camp Hanover, etc.)

79 Review and update Sexual Abuse Prevention Policy

80 Review and update Security and Emergency Procedures for Promises Preschool Programs

81 **JUNE**

82 Begin work on proposed budget for next year

83 Present VBS volunteer names and curriculum to Session

84 Recruit Ministry Team for fall

85 Begin planning for Rally Day (coordinate with other Ministry Teams as needed)

86 Manual of Administrative Operations review

87 **JULY**

88 Set meeting schedule with Christian Nurture Team (typically every other month starting in July)

89 Ensure staff for Children's Worship Leaders in the Fall

90 Budget planning for August submission

91 Plan for Rally Day, coordinating through Christian Nurture Team

92 Plan publicity for Fall programs, design brochures, etc.

93 Plan for / Order fall curriculum

94 Plan location of Sunday School classrooms

95 Plan for teacher training

96 **AUGUST**

97 Submit Budget Proposal

98 Initiate publicity for fall programs kickoff (postcard invitations to Rally Day for children, etc.)

99 Plan teacher commissioning

100 Present curriculum and names of teachers for Sunday School, Promises Preschool, Nurseries,
101 and Children's Worship to Session

102 Update Roll books and distribute to teachers

103 Restock CE Closet

104 Conduct teacher training and orientation, including Sexual Abuse Prevention Policy

105 Plan for Rally day

106 Begin preparation for 3rd grade Bible presentation

107 Plan SOS (Serving on Sundays) activities for the year

108 **SEPTEMBER**

109 Conduct Sunday School and Preschool Teacher Commissioning Service

110 Rally Day - program start-up

111 Finalize plans for 3rd grade Bible presentation; order Bibles

112 Determine if Christmas Pageant will be during Sunday worship or a separate event

113 Work with staff to schedule dates for key events:

114 • Christmas Pageant

115 • Bible presentation to 3rd Graders

116 • Teacher / Volunteer Appreciation Sunday

117 Recruit for major tasks and oversight for Christmas Pageant

118 Select and edit script for Christmas Pageant

119 Provide information for Stewardship events, as needed

120 Initiate and pursue Advent plans and programs

121 Explore Family Festival Event

122 **OCTOBER**

123 Conduct FFF program (program runs October – May)

124 Third graders' Bibles presented

125 Explore Advent Activities (including Advent Festival)

126 **NOVEMBER**

127 Conduct FFF program

128 Determine if FFF program will occur in December, or merge into Christmas Pageant activities

129 **DECEMBER**

130 Conduct FFF program, if scheduled

131 Christmas pageant

132 Submit final financial vouchers for calendar year

133 Coordinate through Christian Nurture Team to plan last Sunday in December as

134 Intergenerational Sunday School, as needed

135 Finalize / Submit Ministry Team Report for Annual Congregational Meeting

136 Provide Children's Christian Education statistics to Clerk of Session for annual Presbytery of
137 the James report

138 Prepare and distribute timesheets and pay schedule for Nursery and Children's Worship staff

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140 Christian Education Appreciation Day Checklist

- 141 1) Christian Education Appreciation should be a Sunday in May or June before Sunday School ends
142 for the “year”
- 143 2) This event is coordinated with C&F, Y&F and Adult Nurture to recognize the teachers, leaders and
144 volunteers for the past year and conclude our school year.
- 145 3) This event is held as part of worship as coordinated with the pastor.
- 146 4) The groups recognized are:
- 147 a) Preschool Director (the Preschool teachers are individually recognized at a separate event)
- 148 b) VBS Director(s) and volunteers
- 149 c) Children’s Worship Coordinator(s) – those leading the children’s worship
- 150 d) Sunday School Teachers
- 151 e) Nursery staff and volunteers
- 152 f) Confirmation leaders
- 153 g) Christian Nurture elders and ministry team members
- 154

155 Ongoing Responsibilities

- 156 1) Sunday School
- 157 a) Write and distribute rotation model curriculum - monthly
- 158 b) Write & mail monthly parent letters about Sunday School and coming activities
- 159 c) Order necessary supplies for each lesson set
- 160 d) Check in with each classroom on Sunday
- 161 e) Coordinate children’s stewardship program
- 162 f) Stock treasure boxes and memory verse incentives
- 163 g) Post monthly memory verses in each classroom
- 164 h) Maintain Children’s Sunday School bulletin board in the downstairs fellowship hall
- 165 2) Children’s Worship
- 166 a) Hire, train and serve as contact point for Children’s Worship teachers
- 167 b) Recruit one parent volunteer per class per week as an assistant
- 168 c) Lead the Children’s Worship classes when no volunteer or paid leader is available
- 169 d) Encourage and record children’s attendance in the Children’s Worship classes
- 170 e) Make connections with first time visitors and when regular attendees have been absent for long
171 periods of time.
- 172 f) Be aware of opportunities for children to be a part of the adult worship experience and schedule
173 accordingly (ex. Youth Sunday, 3rd grade Bible presentation, Communion). Occasionally,
174 invite members who are not routinely associated with children’s programs to discuss aspects of
175 worship or church life with the older class (ex. Communion, stewardship)
- 176 g) Stock and review children’s worship activities – weekly
- 177 3) Infant/Toddler Nursery
- 178 a) Hire / manage 2 nursery workers to cover Sunday morning services and Sunday School
- 179 b) Provide nursery for special events, as needed (ex. Ash Wednesday, Maundy Thursday, Good
180 Friday)
- 181 c) Monitor nursery attendance and recruit parent volunteers, substitutes when needed
- 182 d) Stock nursery with supplies, toys, etc.
- 183 e) Make sure all certifications are current
- 184 f) Coordinate and maintain contract with River City Sitters for nursery staff as needed to maintain
185 two nursery workers each week
- 186 g) Sign monthly timesheets
- 187 4) Diaconate Opportunities/Fellowship:

- 188 a) Work with deacons to identify and coordinate fellowship opportunities at and away from
189 church
- 190 b) Stay connected with deacons regarding needs and concerns of families with young children
- 191 5) General Responsibilities
- 192 a) Identify ways to engage children & families in age appropriate mission opportunities (some
193 past ideas have included SOS (Serving on Sundays), Music & Mission (a periodic offering
194 coordinated with Music Director)
- 195 b) Identify opportunities for children to participate in worship (some past ideas have included
196 presentation of Lenten symbols in worship, lighting the Advent candles, choir, handbells)
- 197 c) Coordinate with Pastor on plans for weekly children's message during worship
- 198 6) Administrative Duties
- 199 a) Maintain data base of involved children & families (utilize integrated church system)
- 200 b) Maintain volunteer data base (utilize integrated church system)
- 201 c) Stay connected with families of young children
- 202 d) Communications with parents (e-mail opportunities, visitor letters, baptismal letters, program
203 information letters, etc.)
- 204 e) Keep publications current (website and C&F MT brochure)
- 205 f) Maintain bulletin boards
- 206 g) Provide articles for eNews, bulletin and other publications
- 207 h) Attend scheduled Christian Nurture Team meetings