



加府生命河靈糧堂  
兒童事工裝備站

CROLCC Children Ministry  
**Volunteer Equipping Workshop**

September 8, 2012



# Agenda 裝備討論

- **Heart of the Children Ministry** 兒童事工核心點
  - Our Hopes & Goals 希望和目標
  - Our Team & Core Values 團隊成員, 服侍心態
  - Our Teaching Principles 教導原則
  - Our Blessings to Children through Love & Discipline 用愛心和管教來祝福孩子們
- **Learning Structure** 學習結構
  - Classroom Rules 教室規則
  - Sequence of Lessons & Activities on Sundays 兒童主日程序
  - Curriculum Demo 教材簡介
- **A Message from Our Experienced Teacher** 老師訊息分享
- **Updates & Announcements** 報告事項
  - Ministry Re-launch Timeline 事工時間表
  - New Team Members 新成員
  - Volunteer Background Screening Forms 義工背景調查表



## 加府 兒童事工

### 我們對兒童的期望和目標

我們期望孩子們到小學畢業時, 他們對聖經有一定程度的瞭解, 並親自有與神同行的經驗來幫助他們:

- 不管發生任何事情都願意相信神 (信心根基在於基督)
- 有智慧去做選擇 (責任感, 延後享受等等)
- 待人如己 (對人親切, 慷慨等等)

## CROLCC Children Ministry

### Our Hopes & Goals for Children among Us

By the time children finish elementary school, they have developed a certain level of Biblical knowledge and personal experience with God, which will enable them to:

- Trust in God no matter what happens (faith rooted in Christ)
- Make wise choices (responsibility, delayed gratifications, etc.)
- Treat others in the way they want to be treated (kindness, generosity, etc.)

Note: Youth Ministry is closely related but separated from the children ministry; therefore, not covered in this material.

筆記: 青少年和兒童雖緊密關連, 卻是分開的事工, 因此這份資料沒有包含青少年的部份

## Our Team & Core Values 團隊成員, 服侍心態

- Children Director & Department Head (兒童事工主任, 部門同工負責人)
- Teacher Team (老師團隊)
- Helper Team (課堂助理團隊)
- Nursery Team (嬰兒看顧團隊)
- Other Volunteers – ministry administration, Special events, etc. (其他同工)

As a team, we learn together and always try our best to:

作為一個兒童事工團隊, 讓我們一起學習並盡力:

<p>彼此看重 VALUE Each Other</p>	<p>This is a place where we get to <b>use our time &amp; gifts to serve</b>. We greatly <b>appreciate</b> each other's contributions and understand that our <b>workload can be shared</b>.</p>
<p>彼此聯繫 CONNECT Each Other</p>	<p>This is a place where we'll be known and know other people as we <b>serve alongside with each other</b>. We understand that relationship is a key to <b>spirit of unity</b>, and we're contributing to a "family project", not just checking off chores on the list.</p>
<p>彼此告知消息和想法 INCLUDE Each Other</p>	<p>This is a place where we are <b>encouraged to give inputs and ideas</b>, and we will <b>inform each other</b> of our progress and direction as a ministry.</p>
<p>彼此挑戰成長 CHALLENGE Each Other</p>	<p>This is a place that would <b>call for our very best</b> and we would feel that we're growing. We <b>believe in each other's potentials</b>, knowing that we're <b>not simply to show up</b> in our role, but as a team we have the potential to <b>make an eternity difference</b> for the kids, their families and beyond.</p>

## 兒童人數 Children Participants

(Estimates, by end of Sept 2012)

- Nursery Room (Newborn to about 2.5 years old): 3-5 children 幼兒
- Nemo Room (Preschool & Kindergarten): 8-10 children 小班兒童
- Big Kids Room (Elementary School): 8-10 children 大班兒童

## 我們的教導原則 Our Teaching Principles

### Children learn best:

1. In environments with **activities targeted to their age group**
2. In environments that are **physically, emotionally and spiritually safe**
3. When lessons are relevant and help them make a **personal application**
4. In the context of a **community group** where shepherding takes place
5. When Bible stories and truths are presented in **engaging, creative ways**
6. When they are having **FUN** and learning with **presence of the Holy Spirit**

孩童在以下的環境有最好的學習:

1. 年齡適當的環境
2. 身體情緒上安全的環境
3. 用的教材與日常生活相關,並可應用在平時的生活
4. 在團體下彼此領受牧養
5. 有創意並可以參與的教導下學習聖經故事
6. 充滿歡樂並有聖靈同在的環境下學習

Reference: *Making Your Children's Ministry the Best Hour of Every Kid's Week* by Sue Miller, Willow Creek Association

## Bless our Children through Love & Discipline

耶和華阿、你所管教、用律法  
教訓的人、是有福的。

疼愛兒子的、隨時管教。

教養孩童、使他走當行的道、  
就是到老他也不偏離。

詩篇 94:12, 箴言 13:24, 22:6

**Blessed** is the one you discipline, LORD, the one you teach from your law.

The one who **loves** their children is **careful to discipline** them

Start children off on **the way they should go**, and even when they are old they will not turn from it.

Psalm 94:12, Proverbs 13:24, 22:6

Discipline gives children a **sense of security** and **healthy boundaries**, also setting a **good role model** for the whole class.

1. Be consistent with rules & instructions
2. Set clear, reasonable classroom rules and consequences if rules are broken
3. Consider the child's needs and any special conditions
4. Deal with children's misbehavior positively, never takes it personally
5. Always demonstrate both love & discipline

### General Steps for Discipline with Love

1. First Offense – WARNING
2. Second Offense – TIME OUT (separate from peers)
3. Third Offense – REMOVAL FROM CLASS
4. Fourth Offense – CONFERENCE WITH PARENT/GUARDIANS

紀律讓孩子可以感受到一個安全且健康的界線,也可以在班上豎立好的典範

1. 規定和指示要保持一致性
2. 設定清楚,合理的班級規定及違反規定時會產生的後果
3. 考量孩子們的需要及特殊狀況
4. 正面回應孩子的不當行為,對事不對人
5. 同時展現愛及紀律

### 愛的紀律的步驟

1. 初犯(第一次)-口頭警告
2. 再犯(第二次)-暫時讓孩子和同學分開
3. 重複再犯(第三次)-請孩子離開教室
4. 累犯(第四次或以上)-和家長或監護人面談





# 教室規則

## Classroom Rules

(上課前一起讀 Will be posted in all rooms and  
Read together at beginning of each class)

1. Create and build friendships
2. Respect one another
3. Obey and listen to your teachers
4. Love your neighbors
5. Care for everyone
6. Come and have fun



# Sunday School Schedule

(上課前一起讀 Will be posted in all rooms)

1. Prayer
2. Bathroom/Snack Time
3. Worship\*
4. Bible Lesson/Story Time
5. Activities (games, drama, arts and crafts, etc.)
6. Bathroom Break
7. Closing/Lunch Prayer and Offering

\*Special Note: We may be having combined worship in the future.



## References 其他資料

- Ministry Team Structure 兒童團隊角色
- Other Handouts / Resources 參考
- Volunteer Background Screening Form

Children Ministry Website

加府兒童事工網站

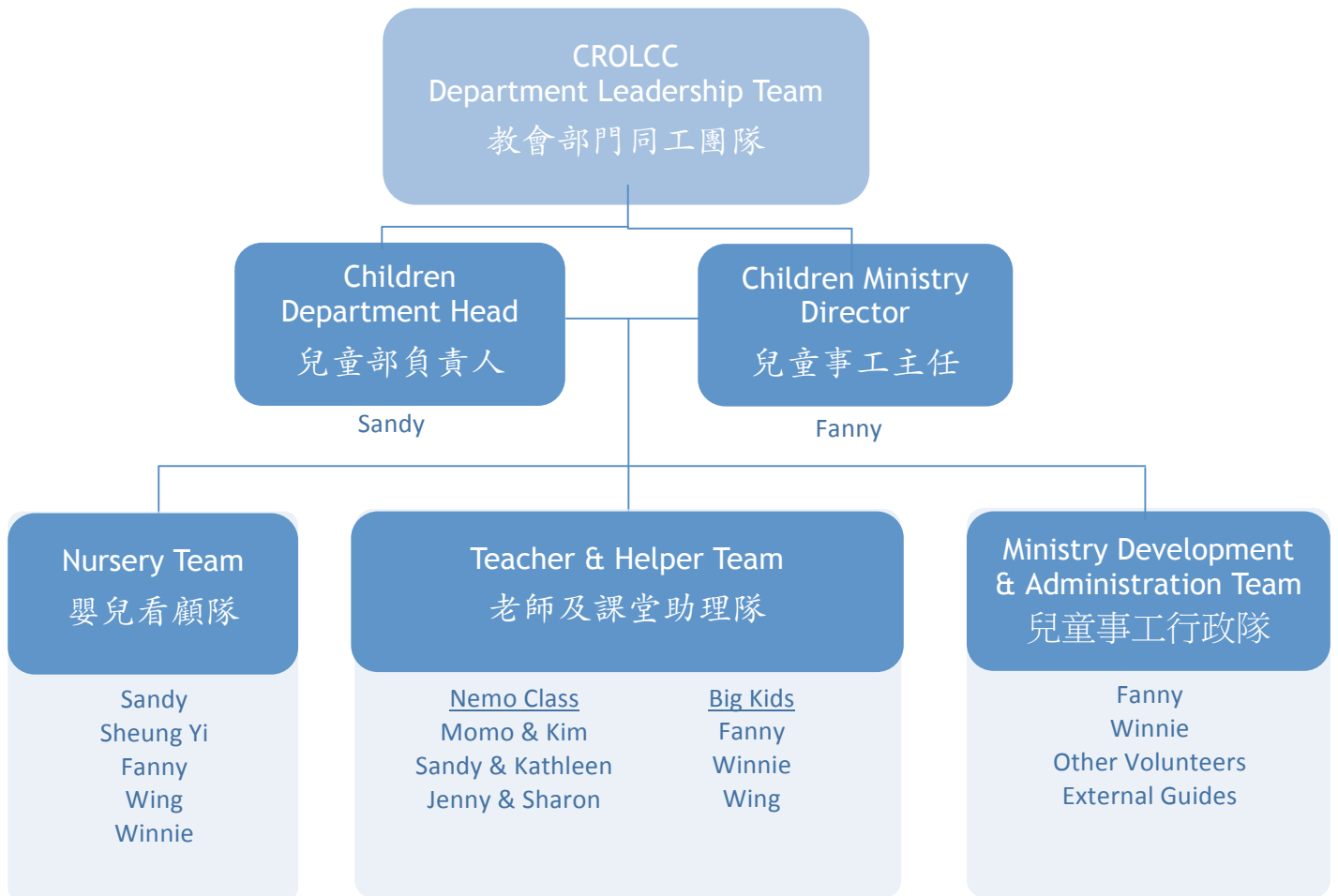
<http://crolccchildrenministry.wordpress.com/>





## CROLCC Children Ministry Team Structure 加府兒童事工團隊

(As of Sept 2012)



# TEACHER VOLUNTEER

## — *Our Hopes & Goals for Children* —

By the time children finish elementary school, they have developed a certain level of Biblical knowledge and personal experience with God which will enable them to:

- Trust in God no matter what happens (faith rooted in Christ)
- Make wise choices (responsibility, delayed gratifications, etc.)
- Treat others in the way they want to be treated (kindness, generosity, etc.)

## — *Your Role* —

1. **Be Prepared** – Plan your lesson and know your material well. Have your supplies and copies made ahead of time
2. **Arrive Early & Pray** – 30 minutes before class to pray and get ready to welcome children
3. **Leave Your Classroom Clean** – Chairs pushed in, all supplies back in storage, erase white boards, throw away extra papers, turn off lights. Encourage children to help and teach them accountability and a joyful serving heart.
4. **Know the Age Group of Your Children** – Study your kids, learn their characteristics and apply the best teaching approach. Each age group has its own tendencies, learning capabilities and emotional/spiritual maturities.
5. **Regularly Interact with Children Director/Department Head** – Inform the Children Director how students are doing in the class, any supplies refill needed, etc. If there is a recurring/discipline issue it is important that we serve together as a team for the best of the kids & their family.
6. **Absences & Vacations** – Please look for opportunities to switch dates with another teacher, and communicate with Children Director at least 2 weeks prior your scheduled week.
7. **Pay Attention to Updates and Attend Required Meetings** – We communicate ministry updates via emails and other channels throughout the year. Team meetings are held once a quarter (or more) to fellowship, share our updates & feedback, and promote unity.
8. **Withdrawal from the Children Ministry** – Should there be a time when you need to take a break/withdraw from the ministry, please do not simply disappear. We appreciate your commitment to finish the existing schedule (typically quarterly) to minimize interruptions to children’s learning and ministry operations. We understand that emergencies do come up, however, we request that you give as much notice as possible.
9. **Always Serve with a Cheerful and Teachable Heart** – Each children ministry setting is unique, regardless of our prior experience at home, school, and other churches/ministries. The best teachers are those who seek unity and humbly look for opportunities to learn & grow in any circumstances.
10. **Enjoy Serving and Be Encouraged!** Know that your commitment in the Children Ministry will make an eternal difference in children’s lives, it will! At the same time we’re growing spiritually and being rewarded by our Heavenly Father. Let’s enjoy our “ride” together as a team!

**I have read the above statement and I am committed to doing all the above-mentioned responsibilities. By signing this document, I agree to these expectations.**

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Print Name

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Signature

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Date

# HELPER VOLUNTEER

## — *Our Hopes & Goals for Children* —

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- Trust in God no matter what happens (faith rooted in Christ)
- Make wise choices (responsibility, delayed gratifications, etc.)
- Treat others in the way they want to be treated (kindness, generosity, etc.)

## — *Your Role* —

1. **Arrive Early** – arrive 30 minutes ahead of class time to assist teachers in getting materials and classroom ready.
2. **Greet Families & Welcome Students** – help set a joyful atmosphere each Sunday! Parents and children need to know who you are. Receive and assign seating for new students.
3. **Help Manage Classroom Discipline** – oversee tone, order and safety of the class. Quiet down talkers and distractions to allow undivided attention from students.
4. **Set a Role Model for Children** in their learning and worship experience. Help them with their crafts and projects as needed. Teach them to be good listeners.
5. **Assist Bathroom Requests** – Most children can go for couple hours without using the bathroom. Be flexible for emergencies – especially for younger children. Make every attempt to have parents/guardians take care of this need prior to entering the classroom.
6. **Leave Your Classroom Clean** – Chairs pushed in, all supplies back in storage, erase white boards, throw away extra papers, turn off lights. Encourage children to help and teach them accountability and a joyful serving heart.
7. **Absences & Vacations** – Please look for opportunities to switch dates with another team member, and communicate with Children Director at least 2 weeks prior your scheduled week.
8. **Pay Attention to Updates and Attend Required Meetings** – We communicate ministry updates via emails and other channels throughout the year. Team meetings are held once a quarter (or more) to fellowship, share our updates & feedback, and promote unity.
9. **Always Serve with a Cheerful and Teachable Heart** – Each children ministry setting is unique, regardless of our prior experience at home, school, and other churches/ministries. The best teachers are those who seek unity and humbly look for opportunities to learn & grow in any circumstances.
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Print Name

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Signature

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Date

# NURSERY VOLUNTEER

And Jesus took a child and put him in the midst of them, and taking him in his arms, he said to them, “Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me.” –Mark 9:36-37

## — *Your Role* —

Your role is to provide safe, secure, nurturing, clean and efficient care to our children. Your responsibilities include playing with the child or directing his/her play, praying for each child, and exhibiting Christ-like patience and love.

## — *Your Duties* —

1. Arrive 30 minutes before scheduled service time
2. Keep track of your timesheet and turn it in at the end of each service
3. Pray individually for children as they play and for other caregivers as you work together
4. Oversee the check-in process. All children should have nametags on their back.
5. Oversee the check-out process. Parents will need their “ticket” to claim their child.
6. Keep the room clean after the children leave
7. Report any concerns or ideas for improvement to the Children Ministry Director
8. Attend Children Ministry meetings, typically once a quarter
9. Always keep a positive environment and a happy smile on your face
10. Always tell the parents about any diaper change or feeding events

## — *Requirements* —

1. Must be a parent or a church member who have been committed to our church for one or more years
2. Need to have a loving and patient heart to care for children
3. Must have experience working with infant and toddlers

**I have read the above statement and I am committed to doing all the above-mentioned responsibilities. By signing this document, I agree to these expectations.**

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Print Name

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Signature

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Date





**APPLICANT AUTHORIZATION  
VOLUNTEER SCREENING**

The following is information required in order for **Capital River of Life Christian Church** to obtain a background screening report:

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FULL LEGAL NAME (First, Full Middle Name, Last Name)

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STREET ADDRESS

---

CITY

STATE

ZIP

---

SOCIAL SECURITY NUMBER

DATE OF BIRTH \*

---

DRIVER'S LICENSE NUMBER

ISSUING STATE

---

OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)

---

SIGNATURE

DATE

This information will be used for background screening purposes only.