

# MINISTRY DESCRIPTION FOR CHILDREN'S WORKERS

## **Purpose**

A children's ministry worker's main goal is to be a model. Jesus said, "Let your light so shine among men, that they may glorify your Father in Heaven" (Matthew 5:16). You are influencing the lives of children. This is a very high calling. In James 3:1, the Bible admonishes us, "Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly." If you work with children in any capacity, you are teaching them. Your purpose is to model Jesus Christ.

## **Qualifications of a Children's Ministry Worker (Paid and Volunteer)**

- A. Must be a born-again believer.
- B. Must be a member of Mount Paran in good standing for at least six months.
- C. Must have a personal interview with the director of children's ministries.
- D. Must complete an Application for Ministry Involvement, have references checked, and possibly submit to a background check.

## **Ministry Responsibilities of a Children's Ministry Worker**

### **A. Training**

- 1. Attend any scheduled training meetings for your department. These happen about six times a year. There are also periodic training seminars and conferences available to those who seek to further their skills with children.
- 2. Nursery workers are required to take a CPR class through the Red Cross. Mt. Paran will pay for these classes for all paid nursery employees.
- 3. Must be familiar with all policies regarding communicable diseases, bodily fluids, and child protection policies.

### **B. Arrival Time**

Arrive at least twenty minutes prior to the beginning of your class time. You should be ready to receive children at this time. Parents get anxious when there is no one to greet their child.

*(continued)*

## MINISTRY DESCRIPTION, continued

### **C. Absences**

Call ahead of time when you are going to be absent so a replacement can be secured. It is understandable that absences will occur among children's ministry workers. Please give us as much notice as possible. In the event of a sudden illness or emergency, please call the church and leave word with the operator or the appropriate department:

1. Nursery
2. Preschool
3. Grade school

### **D. Duration of Commitment**

We ask that you give at least a one-year commitment to your area of service (volunteers only).

### **E. "Go the Second Mile"**

1. Follow up on students. Try to send cards whenever possible.
2. Pray for your class every week before you come to teach.
3. Involve yourself in extracurricular activities that involve your class whenever possible.

### **F. Personal Life**

1. Exhibit a lifestyle that would be pleasing to God throughout the week.
2. Must attend one service a week when not serving.

### **G. Discipline in the Classroom**

1. Never strike a child under any circumstances.
2. If there are children who cannot be dealt with due to special handicaps, see the director of your department.
3. Remember: If you don't control your classroom, the children will.

### **H. "Two Adult Rule"**

1. Two adults must be in a classroom during any church activity
2. If a male is teaching, the other leader must be a female.

### **I. Suspicious Behavior (See Child Abuse & Molestation)**

Behavior exhibited by a child or adult leader that is suspicious should be reported immediately to the director of your department.

### **J. Bathroom Usage**

There should be an adult within earshot of the bathrooms to ensure that children do not linger in the bathrooms and make it back to class safely.

*(continued)*

## MINISTRY DESCRIPTION, continued

### C. Unapproved Workers in the Classroom

There should not be any children or adults in a classroom unless they have gone through proper procedures for working as an assistant or a classroom teacher.

### D. Problems in the Classroom

1. Parents who have upset children will be allowed to stay for a short period of time until their child adjusts. However, parents are not allowed to stay through entirety of the class. If their child will not adjust, they should be encouraged to take the child with them to the service or leave them in the classroom.
2. If a child is left and continues to cry persistently, the parents should be sought out so that the child does not disrupt the entire class. Please contact the director of your department so that the child's parents may be contacted.
3. Preschool children's parents can be contacted via the Number Paging System. This should be used in emergency situations ONLY! Only the director may input numbers into the keypad, which is located in the nursery office.

### M. Ratio of Teachers to Children

If the ratio ever exceeds the following for any classroom, please notify the director of your department immediately:

Birth-12 months	1 to 3
12-24 months	1 to 4
Ages 3-5	1 to 6/8
Grade School	1 to 12/15

### N. Dismissing Children From Classrooms

All children in fifth grade and below should be dismissed only with an approved adult or guardian (see "Checkout" Procedures).