

Dear Parent,

Welcome to New Heights Children's Ministry! We are delighted to have the opportunity to serve you and your child(ren). As you may know, our vision is to provide a biblical foundation for children that teaches the deity of Jesus Christ, the love of Jesus Christ, and the ability to have a personal relationship with Jesus Christ. We believe that providing a nurturing, safe, and happy environment is part of making that vision a reality. We wish to serve families within our church, as well as within our community. We currently have a children's ministry for children ages birth to 6<sup>th</sup> grade.

As a parent, you are a vital part of our vision and goals. We hope that through our ministry you and your child(ren) will be able to experience authentic relationships with others in our congregation. While no children's ministry is perfect, we hope that you are able to see the time and care that has gone into developing this program.

The following packet includes our upcoming goals for 2010, a child registration form, policies and procedures, and general information. The packet will answer most of the questions you may have, however, you are always welcome to contact me at [nhkids@newheightsonline.org](mailto:nhkids@newheightsonline.org).

In His Service,

Michelle Areta  
Children's Ministry Director

## Goals for 2010 New Heights Children's Ministry

We are excited to share with you the direction that the Lord is taking our Children's Ministry. The following are ten measurable goals that we have for our program. As you read over these goals, we ask that you pray over them and that you determine which goals you may be able to assist us in achieving. We know that it will take many volunteers with a variety of talents and giftings to see these goals come to pass and we believe that you are a vital part of that process.

### Major Goals:

1. Unite the nursery, preschool, & elementary grades into one cohesive children's ministry.
2. Promote and foster an atmosphere of parental involvement and ownership, as well as whole congregation involvement and ownership.
3. Provide monthly leadership and teacher training for all volunteers.
4. Utilize and expand on Metro Ministry's Transformation Station curriculum.
5. Have quarterly events for children and their families.
6. Develop a service/outreach component of children's ministry.
7. Create small groups for children and their families, i.e. woodworking, basketball, 6<sup>th</sup> grade discipleship.
8. Provide parenting classes for church members and community such as Love and Logic by Foster Cline or Growing Kids God's Way.
9. Provide opportunity for adult mentoring and support for all children.
10. Create a reproducible system that can be carried out by anyone and is not dependent on any one person.

New Heights Children's Ministry  
Child Registration Form

Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Allergies: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_(home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

**Additional Children:**

Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Allergies: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Allergies: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Allergies: \_\_\_\_\_

## **Nursery Policies and Procedures**

### When Signing Your Child In:

- Make sure you update all information with the nursery worker responsible for checking children in.
- Put a name tag on your child and receive a parent number.
- Let us know if your child has any allergies or other special instructions that we may need to be aware of.
- Make sure that extra items such as pacifiers and sippy cups are also labeled with the child's name.

### When Signing Your Child Out:

- Hand the parent number to the nursery worker. You will not be able to retrieve your child without your parent number.
- Be sure to pick up extra items, i.e. pacifiers, bottles, coats, etc.

### Safety:

- Our most important safety feature is our ID system which requires every child to have a nametag with a number and every parent to have a parent number. Nursery workers are instructed to only hand children over if the parent number matches that of the child. We ask that older siblings are not sent to retrieve children, in order keep our system running smoothly and safely.
- If a parent is needed for any reason, the parent number will be displayed on the upper corner of our projection system (this is where songs lyrics and the sermon outline are projected onto the wall). There is a maximum cry time of 15 minutes before parents will be notified.

### Illness and Medication:

- Only well children will be admitted into the nursery
- Signs of illness include:
  - Fever, vomiting, or diarrhea within the last 24 hours
  - Yellow/green discharge from the nose or eyes
  - Coughing
  - Open or oozing rashes
  - Unusual crankiness or irritability
- If your child appears ill while in the nursery, parents will be notified immediately for pick-up.

- We do not administer medication.
- If your child becomes ill with a virus or sickness that is contagious, such as chicken pox, etc. please notify the church office so that other parents can be notified.

#### Feeding:

- Children should be fed prior to coming to the nursery.
- Infants may be fed a bottle by a nursery worker as instructed. Please make sure that clear instructions are noted and entered into the computer by the nursery worker at the time of check-in.
- Spoon feeding will not be provided except in special circumstances
- A small snack may be given to toddlers, however because we are extremely sensitive to children with allergies, snacks from home are not permitted into the nursery.
- Nursery workers will provide a snack of cheerios or animal crackers. If your child is unable to have either of these snacks, please inform nursery worker during check-in. It is only in this type of situation that a child will be permitted to eat a snack from home.

#### Diapering & Cleanliness:

- All diapers will be checked and changed if necessary 45 minutes after arrival.
- Please provide diapers and wipes for your child.
- All toys are sanitized weekly.
- Hand sanitizer will be used before snack time.

Thank you for reading over our policies and procedures. We are committed to providing a safe, loving atmosphere for your child! We appreciate your willingness to assist us in this endeavor.

# **Torch Kid's Church Policies and Procedures**

## **Safety**

We will provide a safe environment for children to enjoy. We want children to be safe and feel safe, and parents to rest assured that their child is well cared-for while they are in the service. For this reason, we obtain applications and background checks on every volunteer. Adults are never alone with children, and there are always two adults with children at all times. Children will be dismissed from the service shortly after it begins and will walk to class together. We ask that parents pick their children up after class. Children will not be allowed to leave until a parent picks them up.

## **Fun**

We want your child to have fun! Our desire is to see your child have such a good time they will be begging you to come back next week. We believe creating this fun environment for kids will help children learn more about Jesus. We use games, crafts, props and creative stories to communicate the message, and we think it's okay to have a good time at church.

## **Truth**

We don't want to simply entertain children, and we're not here to babysit. We want children to learn about Jesus. Lessons about Christ and the Bible will be age appropriate and will help them understand God's love and plan for their life. Your child will be learning scripture weekly and encouraged to memorize scripture throughout the week. You can help them with this!!!

## **Rules**

Every classroom is based on the same two rules:

1. Be respectful at all times
2. Participate with a cheerful attitude

## **Discipline**

Children will be reminded of the rules each week. In the event that a child is struggling to honor one of the rules, teachers will step through three steps to encourage your child to honor the rules.

1. A verbal warning will be given to remind the child to change the disruptive behavior.
2. A second warning will be given and parents will be informed at the end of class.
3. If the behavior continues after a first and second warning, a child will be escorted back to parents for the remainder of class.

\*Positive reinforcement is the primary style of classroom management. Under NO circumstances will corporate punishment or verbal negativity be allowed as a form of discipline.

## Children's Ministry Parent/Worker Involvement Questionnaire

Name:

Children's Name(s):

Please check the box that indicates your desired level of involvement.

- 2x per year
- 4x per year
- 6x per year
- 9x per year
- 12x per year

Circle the area(s) that you believe that you are the most gifted in:

Work in the nursery

Teach a preschool or children's class

Organize volunteers

Make phone calls

Work on the website

Plan and participate in quarterly events

Mentor a child

Plan and participate in outreach events

Teach a parenting class

Teach a leadership training class

Lead a children's small group

Gathering donations from local businesses

# VOLUNTEER APPLICATION

This application is to be completed by all applicants for any position involving the supervision or custody of minors. It will help our church family provide a safe and secure environment for children and youth.

## Personal

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Marital Status \_\_\_\_\_

Home Phone(\_\_\_\_\_) \_\_\_\_\_ Work Phone(\_\_\_\_\_) \_\_\_\_\_

Occupation \_\_\_\_\_

Drivers License number \_\_\_\_\_ State \_\_\_\_\_

Social Security Number \_\_\_\_\_

(This information will be kept confidential and will be used to obtain a background check)

## Spiritual Journey

Describe how you became a Christian (If you have not accepted Christ as your Savior, please state your journey thus far.)

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Have you been baptized? \_\_\_\_\_ If so,when? \_\_\_\_\_

What are your gifts, callings, training, education, or other factors that have prepared you for teaching/serving. \_\_\_\_\_

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Please list other churches that you have attended regularly during the past five years. Include the type of work involving children/youth that you performed.

Church Name \_\_\_\_\_

Church Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Church Phone Number \_\_\_\_\_  
Type of work involving children/ youth \_\_\_\_\_  
Dates of Service \_\_\_\_\_

Church Name \_\_\_\_\_  
Church Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Church Phone Number \_\_\_\_\_  
Type of work involving children/ youth \_\_\_\_\_  
Dates of Service \_\_\_\_\_

**Personal References (not former employers or relatives)**

Name	Zip	Phone
_____		
_____		
_____		
_____		
_____		

List all previous non-church work involving children. Attach additional sheet if necessary.

Organization	Zip	Phone
_____		
_____		
_____		
_____		

Have you ever been charged with, indicted for, or pled guilty to an offense involving a minor?  
\_\_\_ No \_\_\_ Yes

If yes, please describe all convictions for the past five years. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Statement (Please read and initial each statement.)**

\_\_\_ The information contained in this application is correct to the best of my knowledge.

\_\_\_ I authorize references or churches listed in this application to provide information (including opinions) they may have regarding my character and fitness for working with children.

\_\_\_ I authorize any background check corporation, law enforcement agency, city, state, county or federal agency, military service to release my personal information to New Heights Church.

\_\_\_ I release all such references from any liability for furnishing such evaluations, provided they do so in good faith and without malice.

\_\_\_ I waive any right I may have to inspect references provided on my behalf.

\_\_\_ Should my application be accepted, I agree to be bound by the policies of this church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

\_\_\_ I further state that I have carefully read the forgoing release and know the content there of and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

If you are under the age of 18, you must have your parent/guardian sign:

Parent/ Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Volunteer Contract

As a volunteer, you are a vital part of the New Heights Children's Ministry. To better understand what you can expect as a volunteer and what is expected of you, we ask that you read and sign the following Volunteer Contract.

New Heights Children's Ministry will provide for you:

- Monthly training and leadership development
- Quality curriculum and supporting training
- Volunteer Schedule (quarterly)
- Brief description of specific duties
- Opportunities to serve using your God-given gifting with support of leadership

New Heights Children's Ministry asks that you:

- Maintain the scheduled shifts/duties that you volunteered for
- Choose to serve in a way that is within your ability, giftedness, & availability
- Arrange your own substitutes in the event that you cannot fulfill an obligation
- Take advantage of training and leadership opportunities
- Follow the designated format for teaching the children's classes
- Be in communication with Children's Ministry Director with any questions or concerns
- Be 15 minutes early to serve in the Nursery, teach in classrooms, or facilitate/participate in an event
- Pray for children
- Prepare for classes, events, etc. well in advance
- NEVER simply not show up to fulfill your agreed upon shifts/duties

By my signature, I declare that I have read, understand, and agree with all parts of the Volunteer Contract and will strive to fulfill all parts therein.

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Volunteer Signature

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Date