



Orientation Packet  
2009-2010

Dear Teachers,

Thank you so much for giving your time and energy to share God's love with our children. We are excited to serve alongside you and watch our children grow in their understanding of the gospel of Jesus Christ. Needless to say it is a ministry that takes faith to serve in week in and week out with the joy of the Lord. It takes faith to believe that we are making a difference in these kids' lives; Faith to believe that God sees our sacrifice and is ministering to us because of it in unique ways; Faith to believe that God is ministering to parents in the service in powerful ways because of our service to them. Consider everything that happens as we minister to children on Sundays...

1. We are teaching young impressionable minds the truth of God as they formulate their worldview for the rest of their lives.
2. We are modeling the love of Christ and godly behavior to these kids as we interact with them around activities and programs, some of whom may not see that love anywhere else.
3. We are sowing seeds in one of the most obvious and ripe fields for evangelism we have. 80% of all believers come to know the Lord before age 18.
4. We are partnering with parents to reinforce godly character and values so that parents are not the lone voice for truth in the midst of an influential culture around us.
5. We are being humble servants to the body as we arrive early, leave late, and sacrifice times of corporate worship so that our brothers and sisters in Christ and those outside of faith can get the most out of Sunday together.

There is also another blessing that comes from serving, teaching, leading worship, and caring for children on a Sunday. There is a ministry of the Spirit to us as we sacrifice and give of ourselves for the edification of the body that is so powerful. Together we will experience the privilege of becoming a servant for the sake of others just like Christ modeled for us himself when He washed the disciples' feet in John 13. This is just another way to be conformed more and more into the image of Christ. It's obviously not children's ministry alone that produces this, but this will certainly be a part of our times together.

Jesus taught us: "If anyone wants to be first he shall be last of all, and servant of all." And taking a child, He set before them, and taking him in His arms, He said to them, "Whoever receives one child like this in My name receives Me; and whoever receives Me does not receive Me, but Him who sent Me." Mark 9:35-37

The disciples wanted to know what greatness looked like and Jesus pointed to receiving children. My prayer for us all is that we will always maintain the right perspective of the spiritual significance of what we are doing!

Thank you so much for modeling Christ to our children.



Brian McCurry, Pastor of Ministry Development

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## **Procedures**

As we love, give, serve, and teach children about our wonderful Savior, Jesus Christ, we want to strive for excellence in all that we do. We have the great privilege and responsibility to create an environment for spiritual transformation to take place as we encounter God together. To help make that happen we ask that you please follow these guidelines so that we can be safe, clean, and consistent while providing the best possible atmosphere that both the children and parents of our body will love.

### **During the Week**

- Pray for the children in your class by name.
- Read over the Bible story or curriculum for the week to familiarize yourself with the lesson, crafts, and activities making sure that any work needing to be done by you before hand is complete and ready.
- Prayerfully consider and plan for extra ideas and activities that you may use if you have more time than you planned in the class.

### **Before Class**

- Please arrive at church by 10:00 a.m. for a time of prayer before the morning begins. After that time we should be in our classrooms by 10:15 to prepare for children to be dropped off.
- Organize your classroom, materials, and crafts and check to ensure that you have all that you need for the morning.

### **Drop Off**

- Parent drop off will begin at 10:15 a.m.
- A main safety precaution for you as well as our ministry is to ensure as much as possible that there are two teachers with the kids at all times. For this reason, if your teaching partner is late please ask the first parent to drop off their child to stay with you until the other teacher arrives. Please be on time.
- During the drop off time, one teacher should focus on greeting new kids and their parents and the other teacher should begin interacting with the children who are already in the classroom.
- As parents and children arrive, please be sure that each child has the correct nametag/security tag and that the parent has a matching tag. If a nametag or security tag is missing, please ask the family to visit the registration table to complete that process.
- As children arrive, there are many activities you can engage them in without using the assigned crafts and activities for the morning. First and foremost, welcome the kids and engage them to share about their week at whatever level they can handle. You may use coloring pages, games, books, puzzles, and toys during these transition times. For elementary aged children, writing or coloring in their prayer journals will happen at the beginning of class. The idea here is to save the assigned activities until most of the kids have arrived and you are ready to “start” class.

### **During Class**

- Two Teachers must stay with the class at all times.
- Please begin your instruction between 10:35 and 10:40 a.m. (Please see the included schedule for an idea of a typical morning).

- During classroom time, it is important for you as the teacher to feel responsible to maintain the conduct of your class. The best way to do this of course is to engage as a positive role model in what the teacher is doing and asking the class to do.
- Snack time is a priority time to be thankful for God's blessings. During snack time, please share or have students share a prayer request. If you are in a classroom using prayer journals, please have children share from those at this time.
  - There will always be a snack provided for your class. Feel free to have "snack time" whenever needed during the morning.
  - Please check each child's name tag for important allergy and feeding information. This information can be critical in some cases. We are attempting to be a peanut free ministry because of the severe nature of that allergy with little ones. Please help us watch for potentially harmful foods as well.
- We will have extra hands to help in the event of certain needs such as taking a child to the restroom, discipline issues, injuries, or any other needs you might have. The extra hands will usually be the Program Director and the Registration Team for the morning. Please alert one of these extra staff whenever:
  - Any child is hurt.
  - A child or baby will not calm down with toys, bottle, holding, sleeping, etc.
  - A child does not calm down within 5-10 minutes.
  - A child is a danger to himself or other children.
- Restroom Breaks and Diaper Changes
  - For your own protection, men are not allowed to take kids into the restroom or change diapers.
  - Please alert one of the extra hands to be in the room with you while a female takes kids to the restroom to maintain two adults in each classroom.
  - Please check the restroom prior to children using the facility and wait outside once children have entered. If you need to enter the restroom to assist a child, please do so with another adult present.
  - Diaper changes
    - Please change every child's diaper before pick up.
    - Use a clean pair of rubber gloves every time.
    - Use a clean piece of wax paper to place under the child each time.
    - Wipe down the changing pad each time with a sanitizing wipe.

### Pick Up

- As the class time wraps up, please place each child's crafts, activities, and take home sheets that will be provided that morning by the door of your class and help direct parents to pick it up.
- Greet parents as they come to pick up their children and encourage them when appropriate about ways you see their child contributing and growing.
- **You MUST match every child's security tag from the parent before you release the child to them.** Please do not make exceptions to this rule, even if you know the child and their parents. It is important for us to be consistent with everyone for a safe environment now and as we continue to grow.
- Do not release a child to a sibling unless they are older than 6<sup>th</sup> grade and have the matching security tag.
- When the last few children are left, one teacher may begin to clean up with the help of other children as appropriate.

### **Room Clean Up**

- Please expect the children in your classroom to help with clean up.
- Wipe down all toys, equipment, and tables with sanitizing wipes.
- Place all trash in the trash can, supplies into their correct containers, and toys in the bins for your class.
- Tie up the trash bag and place in the large trash can in the hall.
- Please return the following to the registration desk at the end of the morning:
  - Empty water pitchers, any dirty laundry, and extra craft supplies.
- Please help the tear down crew for the morning by carrying signs and equipment out to the front of the school.

**Chatham Kids  
Sunday Program Schedule**

**Infants and Crawlers, Toddlers to 2 year olds**

10:00-10:15 Teacher meeting and prayer time  
10:15-10:30 Parent drop off  
10:30-11:45 Take care of kids and change every diaper  
11:45-12:00 Parent pick up and clean up room for tear down crew

**Toddlers to 2 year olds**

10:00-10:15 Teacher meeting and prayer time  
10:15-10:30 Parent drop off  
10:30-11:45 Take care of kids, snack time, bathroom break, and change every diaper  
11:45-12:00 Parent pick up and clean up room for tear down crew

**3 and 4 year Olds, Kindergarten to 2<sup>nd</sup> Grade, and 3<sup>rd</sup> to 5<sup>th</sup> Grade**

10:00-10:15 Teacher meeting and prayer time  
10:15-10:30 Parent drop off  
10:30-11:30 Lesson, games, crafts, and bathroom break  
11:30-11:45 Snack time and discuss their prayer journals  
11:45-12:00 Parent pick up and clean up with help from children

## Policies

### Discipline

It is our expectation that you will hold the children in your care to high standards of behavior, both in attitude and in action. Because each age group is so different, we are asking the teachers in each class to establish age appropriate rules for their class.

Once the rules have been communicated, please be consistent in handling discipline problems. If a child needs disciplinary attention, please try to resolve the situation personally and directly with the child. You may try placing the child in a chair away from play (one minute per year of age). If the issue continues, please call one of the extra hands (Brian McCurry or the Program Director for the morning). While it is your responsibility to establish the rules for your classroom, we are here to help you reinforce them.

Please follow these guidelines as you establish discipline in your classroom:

- Consistency—Maintain consistency in handling discipline problems. Discipline must be consistent to be effective. Do not threaten a consequence unless you intend to follow through. At the beginning of class, remind your class of the guidelines.
- Response—Make a prompt and personal response to inappropriate behavior. Correct a behavior the first time and every time
- Resolution—Seek both a resolution and reconciliation
- Reward—Acknowledge and reward positive behavior. Encourage children who are behaving and following the rules
- Plan—Often the best deterrent to a discipline problem is a well-planned class.
- Pray—Pray for your children and for your patience often. Ask the Lord to guide you throughout the class

Also, please discuss any discipline issues with Brian McCurry or the Program Director for the morning and **they will communicate with the child's parents as needed**. Ultimately, developing Christian character, not just control, is the goal of all wise discipline, as Hebrews 12:11 teaches: “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”

### Appropriate Touch

Appropriate touch is part of a healthy ministry. These are the following guidelines for when, where and how to use appropriate touch. These are also the guidelines for actions you as a volunteer should NEVER take.

Using good judgment, the following are appropriate ways to touch kids:

- an arm around the shoulder
- walking hand in hand
- carrying small children piggy-back
- short congratulatory or greeting hugs
- a brief, assuring pat on the back or shoulder
- handshake and high-fives

#### NEVER:

- never touch a child in anger or disgust
- never touch a child in any manner that may be construed as sexually suggestive
- never touch a child between the bellybutton and the shin
- never touch a child's private parts

Volunteers must keep classroom doors open at all times for safety and accountability measures.

#### Taboo topics

Certain topics of discussion are best left for parents and their children to discuss.

The following topics should only be discussed as part of the official curriculum of Chatham Community Church or left for parents and their children to discuss. If you have a question about the propriety of discussing any of these topics, speak with Brian McCurry or the Program Director for the morning.

- The rapture
- The tribulation
- Satan - if the purpose is to incite undue fear or confusion
- Hell - if the purpose is to incite undue fear or confusion
- Speaking in tongues
- Human sexuality or reproduction
- Female menstrual cycle
- Drugs, alcohol, or other questionable behavior before salvation

#### Emergency Procedures

- **Stranger in the hall**—Only parents, children's ministry volunteers, church staff, and children are allowed in the children's ministry area. All other adults (including any other church members) should be asked for identification (child security tag) and immediately be escorted out of the children's area if proper ID is not given. If there are any questions or concerns associated with a stranger in the children's area, Brian McCurry or the Program Director for the morning should be notified immediately.
- **Child custody issue**—Due to the nature of child custody laws, volunteers must act diligently in making sure the correct people are picking up their children. Please be aware that only parents with custody of their child may pick up the child. No child may be picked up from a classroom without a matching security tag. If there are any questions regarding this procedure, please notify Brian McCurry or the program director for the morning.
- **Medical concerns**—Immediately report any medical needs or concerns to Brian McCurry or the Program Director for the morning. The notified person will decide if 911 should be called and/or send a runner to the auditorium. The teacher should remain calm and divert the attention of the other children. The victim should be kept quiet and lying down.

- **Weather**—If there is a fear of dangerous weather, volunteers should wait for the morning Program Director for instructions. Please be sensitive to ensure calm and not incite panic among children or other volunteers.
  
- **Fire**—The first priority in any case of a fire is that all children and volunteers' safety is maintained. In the event of a fire, an alarm should sound. Teachers are asked to lead children from the building through the nearest marked exit. Please stress the following rules:
  - Absolutely no talking.
  - Absolutely no running.
  - Follow the teacher's lead.
  
- **Missing child**—In the event that a child is missing, please contact Brian McCurry or the Program Director for the morning immediately. Children's ministry leadership will notify parents or increase church awareness if necessary. Please be sensitive to ensure calm and not incite panic among children or other volunteers.
  
- **Media Response**—In the event of a severe accident or death, it is likely that the media will be on site to cover the incident. It is important that all volunteers not say anything which could be mistaken or misquoted by the interviewer. A Chatham Community Church steering team member or their designee shall be the only persons to make any statement. If asked by a media member for a statement, please direct them to Chatham Community Church steering team member or staff.

## Child Abuse: Reporting and Investigations

Child abuse is a serious crime and Chatham Community Church intends to prosecute child abuse in any form to the fullest extent of the law. You are under these obligations as a volunteer:

- **Reporting requirements**—All volunteers and employees shall immediately report and document any incident of abuse which they have observed. Any person making such a report shall keep the information strictly confidential.
- **Incident of abuse defined**—An “incident of abuse” means any occurrence in which any person:
  - Has threatened to inflict or has inflicted physical injury upon a child, youth worker, or vulnerable adult, other than by accidental means, or is reasonably suspected to have done so.
  - Commits or allows to be committed any sexual offense against a child, youth or vulnerable adult, or is reasonably suspected to have done so.
  - With respect to a child, youth, or vulnerable adult makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact or is reasonably suspected to have done so.
  - Exposes a child, youth or vulnerable adult to verbal, visual, or physical conduct of a sexual nature, or is reasonably suspected to have done so.
- **Imminent threat**—In all cases where an imminent threat of continued or actual abuse exists, any witness shall immediately contact Brian McCurry or the Program Director for the morning to request that immediate steps be taken to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, the person witnessing or with knowledge of the incident of abuse shall complete a written report of the incident of abuse and submit the report to Brian McCurry or in his absence other appropriate staff or steering team member.
- **Obligation to report to Law Enforcement**—In all cases where any volunteer or staff member has reasonable cause to believe that a child or youth, known to the volunteer or staff member in a professional capacity, has been or may be abused or neglected by either known or unknown persons inside or outside of Chatham Community Church, the worker shall make a report to the local law enforcement agency’s child abuse investigators. If the volunteer or staff member is in doubt regarding whether a report should be made, he or she may call the agency anonymously and discuss the situation with an investigator to determine whether the report should be made. The volunteer or staff member shall make a written record of the name and the title of the investigator with whom he or she spoke and the recommendation made by the investigator. Then, please submit a copy of the written record to Brian McCurry or other appropriate staff or steering team member.

- **Internal Reporting Procedure**—The person reporting an incident of abuse shall contact Brian McCurry (or in his absence, a Pastor or any member of the steering team). The reporter shall provide information regarding all relevant facts with respect to the incident of abuse. Upon receiving a report of an incident of abuse, the person receiving the report, together with the reporter, shall complete a written report of the incident and submit a copy of the report to Chatham Community Church’s legal counsel. However, in all cases where the alleged wrongdoer is the person to whom a report should be made, he or she shall be considered absent for the purposes of this reporting procedure and the report should be submitted to another appropriate Chatham Community Church representative and to Chatham Community Church legal counsel.
  
- **Responding to the report**—when someone receives a report of an incident of abuse, he or she shall immediately take steps to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, and after the report has been appropriately documented, the person receiving the report shall:
  - Immediately contact Brian McCurry, Jeff Lawrence or other steering team member who will then contact the parents or guardian of the alleged victim to inform each of them of the incident.
  - Immediately contact Brian McCurry, Jeff Lawrence, or other steering team member. The legal counsel shall -- within 72 hours of the report -- conduct an investigation and determine whether there is reasonable cause to believe that the abuse may have occurred.
  - Take all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged victim pending investigation.
  - Take all steps necessary to ensure that the alleged wrongdoer is barred from further work with children, youth, or vulnerable adults pending the investigation.
  
- **Conclusion of no abuse**—If Chatham Community Church’s legal counsel concludes that there is not reasonable cause to believe the abuse may have occurred, legal counsel shall provide a written report to the Chatham Community Church Steering Team documenting the conclusions reached and the basis for those conclusions. The contents of the report presented by legal counsel where no abuse was found shall be confidential unless requested by law enforcement officials.

**We hope that this packet is clear and we are here to serve and support you in any way you need so please don’t hesitate to call if you have any questions.**