



Children's Ministry Leadership & Team List

Children's Pastor Shaun McKinley

Preschool Ministries Director LeeAnna Lutz

Children's Ministries Council

Prayer Team

Children's Ministries Prayer Team

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	Elva Howard
Friday	
Saturday	

Kindergarten Ministries Staff

Sunday Morning Worship

Lead Teacher	Amanda Hyberger
Assistant	Brett Hyberger
Assistant	Dana Swain

Wednesday Evening Worship

Lead Teacher	Wenona Patterson
Assistant	Patsy Plumley

Elementary Ministries Staff

Registration & Safety Team

Sunday Mornings

1st Sunday
 2nd Sunday
 3rd Sunday
 4th Sunday
 5th Sunday

Wednesday Evenings

1st Wednesday	Belinda Connor
2nd Wednesday	Belinda Connor
3rd Wednesday	Deneese Adamson
4th Wednesday	Deneese Adamson
5th Wednesday	

Bible TREK

4 & 5 Year Old Guide	Donna Lanier
K & 1st Grade Guide	Vacant
2nd & 3rd Grade Guide	Ruth Cartwright
4th & 5 th Grade Guide	Janet Hutson
MountainTop Teacher	Tabitha Bryant
MountainTop Sidekick	

Faith Factory Teacher
Faith Factory Sidekick

The Dig Teacher Cindy Roberts
The Dig Sidekick

The Deli Teacher Tim Pope
The Deli Sidekick

Children's Church

Lead Pastor	Shaun McKinley
Children's Church Presenter	Daniel Ammons
Worship Coordinator	Bess Howard
Puppet Team Coordinator	Stephanie McKinley
Drama Coordinators	Nat & Sandy Akiona

Wednesday Ministries

K & 1st Monitor	Wenona Patterson
2nd Grade Monitor	Cindy Roberts
3rd Grade Monitor	Shaun McKinley/Sunny Powers
4th & 5th Grade Monitor	Emmy Ferguson

Special Events & Outreach Team

Missions

Missions & Outreach Coord.	Amy Ammons
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Christmas Presentation

Program Director

Christmas Extravaganza

Event Coordinator	Angela Lamb
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Resurrection Celebration

Event Coordinator	Angela Lamb
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Peerless Road Church Mission

Peerless Road Church...Reflecting the Heart of God”

Peerless Road Church Vision

As biblically functioning community of believers, we seek to be a visible expression of the hearty of God, reflecting...His glory in worship, His passion in evangelism; His identity in discipleship; His love in fellowship; and His grace in ministry.

Peerless Kids Vision

Peerless Kids Mission

Peerless Kids exists to partner with parents to help their child become a fully devoted follower of Christ, reflecting His heart in all areas of their life.

Peerless Kids Ministry Commitments

To insure the safety and ministry level of our ministries to children, Peerless Kids make the following commitments to the children we serve and there parents...

1. We will do everything within our control to make our ministry a safe place for your child – physically, spiritually and emotionally.
2. We will teach the Bible and it’s truths in creative, relevant ways.
3. We will give your child opportunities to experience dynamic worship and life-changing prayer.
4. We will offer each child instruction in the essentials of a growing, healthy relationship with Christ.
5. We will value every child and the ministry God has placed in side of them.
6. We will do all we can to support the parents of our children and encourage the family.
7. We will exemplify a Christ-like attitude as we minister to each child.

Peerless Kids Ministry Outcomes

These developmental steps of spiritual formation build on each other and help us work through transitions between age levels. The success of our various age-level ministries will be measured regularly by the outcomes.

Infant – 2 Year Olds

A graduating 2 year old should...

♥ Text here

3, 4 and 5 Year Olds

A graduating Preschooler old should...

♥ Text here

Kindergarten & 1st Grade

A graduating First grader should...

- ♥ Begin to share prayer requests and pray for each other
- ♥ Learn about serving at home and at church
- ♥ Have a better understanding of what God's Word and the Gospel means to them
- ♥ Worship corporately through music, prayer and scripture
- ♥ Develop skills to live Godly lives

2nd & 3rd Grade

A graduating Third grader should...

- ♥ Be developing peer relationships in BFGs
- ♥ Actively participate in worship time
- ♥ Understand the concepts of stewardship and servant hood
- ♥ Further their understanding of God's Word and their need to personalize the Gospel.

4th & 5th Grade

A graduating Fifth grader should...

- ♥ Understand that Salvation is a restored relationship with God and be able to share the Gospel with others
- ♥ Be able to apply the living Word of God to their daily lives
- ♥ Be able to glorify God through music, prayer, giving, scripture and service
- ♥ Understand that we are part of the family of God and the local church of believers
- ♥ Develop deepening peer relationships

Peerless Kids Policies

Child Pick Up & Drop Off

Peerless Kids respectfully requests that children arrive to the ministry area at least five minutes prior to the beginning of our services. At the printing of this manual, our service times and requested drop off times are as follows:

<i>Session</i>	<i>Starting Time</i>	<i>Drop Off By</i>
Sunday Bible TREK	9:45 am	9:40 am
Sunday Worship	10:45 am	10:40 am
Wednesday BFGs	6:30 pm	6:25 pm

By following this drop off schedule, you will be certain that your children doesn't miss any of the fun or instruction during our sessions. Additionally, it allows for the children to be seated and ready to learn and worship and for additional seating to be placed before the service begins. Finally, this minimizes the disruption that can be caused by a child arriving late.

We also request that children not be picked up until the dismissal times. Registrars are specifically instructed not to release any child during prayer or altar times, as this causes great disruption. Should you have a special need or know you will need to leave early, please instruct us at the time of drop off so that we may accommodate your request.

For the safety of the children we serve, children will only be released to the individual who brought him or her, or someone previously approved by the parent who has custody of the child. At the time of sign-in the parent will be provided with and ticket that should be presented at the time of pick-up.

Children with Disabilities

Peerless Kids welcomes all children to our ministries, including those with physical and/or mental disabilities. The communication of the degree and nature in which a child is disabled will determine the success of their being ministered to in a regular class situation. The more severely they are handicapped, the more individual attention they will need. If a mother or father of a disabled child would like to attend our ministries to children with their child, he or she is welcomed. However, as a ministry to these parents, Peerless Kids can provide a monitor (pre-screened and pre-approved) to assist the child. Arrangements for this can be made by preplanning the schedule with the Children's Pastor.

Fire

In the event of a fire or the sounding of the fire alarm, children should be evacuated immediately by exiting immediately from the nearest door. Teachers should maintain order with their children and remain together as a group. As a group, the teacher should lead their class across the parking lot to one of the grassy locations around the perimeter of the building. Once situated, the teacher should take role and make sure that all of the children in their care are accounted for. The Children's Pastor, or an usher, will come to each group to take account of their safe evacuation of the building.

Illness

For the protection of the children we serve, children with a fever, rash or other signs of illness will not be allowed to attend any Peerless Kids class or group. If a child becomes ill during class time, the parent will be contacted immediately. If the parent cannot be located, the child will be isolated from the other children and encouraged to rest until the parent comes.

Refreshments

When providing refreshments to your children, teachers must use caution to be aware of allergies or other dietary needs of the children they serve. A data sheet of children with allergies is available from the Children's Pastor or Preschool Ministries Coordinator and should be reviewed regularly, especially if refreshments are regularly served in your class or small group.

Registration

Proper registration of each child attending Peerless Kids is essential to insure that children remain safe during their time with us. No child will be allowed into one of our ministry areas without first properly being registered with a registrar. Each child must be "signed in" by a parent or guardian and be "signed out" before being released from the ministry area. Volunteers monitor and record all incoming and outgoing children.

Siblings

Occasionally a child might request to attend the same class as a sibling. It is best for siblings of different ages to attend their own class. Exceptions may be made in the case of a first-time visitor, or when a sibling is physically or mentally challenged. The ultimate decision will be made by the Children's Pastor in consultation with the classroom teacher,

Use of Video

The use of film or movies is acceptable when reinforcing the taught Bible truth or story, or when used to "fill in" time at the closing of a session. However, teachers should not use videos with children that promote values inconsistent with biblical principles. Videos containing occultic messages or discussing unsuitable themes should not be used. The Children's Ministries Resource Room has a collection of videos and DVDs that are approved for viewing by any of our classes or small groups.

Volunteer Selection & Screening

At Peerless Kids, we strive to provide our children with an exciting, safe environment where they will grow in their relationship with Christ. Since the safety of our children is central to our commitments, every person desiring to serve on our ministry team, must complete a written application. Adult church attendance for at least six months prior is desired as well as participation in ministry training courses scheduled throughout the year.

Peerless Kids Procedures

Discipline

At Peerless Kids we want each child to enjoy their experience, whether it be during a special event, in a classroom setting or in a worship service. From time to time it may be necessary to discipline a child for inappropriate behavior. As the individual entrusted with the children, it is your responsibility to maintain order of your classroom and safety of all children at all times.

If anything, discipline at Peerless Kids ministries must at least be fair and consistent for each child. Be sure that all discipline is administered with the love of Christ— both tender and firm.

All discipline needs to be done quietly so that attention is not taken away from the service and negative attention is not drawn to a child. Do not embarrass or bring shame on a child. Be discrete.

Under no circumstances should a child be spanked or shaken while in our care. Any staff member using unnecessary or excessive disciplinary measures as deemed so by the Children's Pastor and/or Senior Pastor will not be allowed to continue serving in our ministry to children.

Additionally, under no circumstance are workers allowed to be alone with any child. There must be two workers present when a child is in our ministry.

Suggested procedures for disobedient or uncooperative children will be as follows:

- ♥ **LOOK.** Make eye contact with the child, put your finger over your mouth to signal quiet, smile and look away.
- ♥ **TOUCH.** Put your hand on the child's shoulder. Touch the hand of the child. Put your arm around the child. Many times a touch can be reassuring and can return the child to the proper behavior.
- ♥ **MOVE.** First, move yourself to the most disruptive child. Second, move the child to another seat close to you or simply separate the children that are bothering each other.
- ♥ **FINALLY,** if the bad behavior continues, the child should be escorted to the back of the room and further discipline will be administered at the close of the service by the Children's Pastor.

Peerless Kids Ministries Overview

Appendix A: Peerless Kids Job Descriptions

Children's Ministries Council

Ministry Expectations:

- ♥ To plan and coordinate ongoing ministry and special events that target children of the Peerless Road congregation, Operation Discovery children and their families and the unchurched children of Bradley County. The events will focus on evangelism, discipleship, family values and good clean fun.
- ♥ To review monthly all aspects of the Children's Ministries in order to provide quality care for the children and adequate resources for ministers.

Preschool Ministries

A wonderful, dynamic team leads in ministry to children ages birth—Kindergarten. The vision for the preschool ministry is to provide a safe, healthy and fun environment for children by meeting their spiritual needs as well as their mental and physical needs. The Preschool Center is a place for children to be loved, nurtured and encouraged in the ways of our Lord Jesus Christ. Preschool workers are ministering to the children and their families (not just “babysitting”) and are assisting the parents in raising mighty “commissioned” kids.

Preschool Director

Ministry Expectations:

- ♥ To spend time in personal prayer for God's direction of the ministry
- ♥ To communicate to the Children's Pastor special needs of children (prayer needs, discipline problems, etc.)
- ♥ To welcome and inform all visiting parents of all the preschool ministry provides
- ♥ To maintain a clean, safe and calm environment for all children ages birth—Kindergarten
- ♥ To maintain supplies in the preschool rooms, notifying the Children's Pastor of additional needs
- ♥ To use training opportunities to improve preschool staff leadership skills
- ♥ To organize and oversee all preschool worker rotation and scheduling, including all Wee Kidz and Junior Kidz ministries, approving all workers through the Children's Pastor
- ♥ To complete Sunday and Wednesday preschool attendance reports and return them to the Children's Pastor
- ♥ To formulate and administrate a preschool volunteer procedure list
- ♥ To give recommendations to the pastoral staff and oversight to child care needs for all church events

Preschool Assistant Director

Ministry Expectations:

- ♥ To assist the preschool director in all his/her ministry needs
- ♥ To help with volunteer training and recruitment
- ♥ To help with the physical “teaching” of the preschool age classes
- ♥ To pray for the preschool director and all the preschool department

Bible T.R.E.K. Ministries

For children, Sunday mornings begin with Bible T.R.E.K. (Teaching, Raising, Equipping Kids), which is our version of Bible Fellowship ministries. Kids travel each week with their Guide to a different location in the world to learn the Bible in creative ways taught by various thematic characters. Wee Kidz Bible T.R.E.K. also approaches learning with age-appropriate curriculum.

Bible T.R.E.K. Guides

Ministries Expectations:

- ♥ Arrive by 9:30 a.m.
- ♥ Greet your group and distribute name tags as they enter the Children's Chapel.
- ♥ Maintain attendance record, follow-up on absences and birthdays
- ♥ Assist T.R.E.K. Characters with materials
- ♥ Listen attentively for discussion and summation topics
- ♥ Lead closing discussion and prayer after Character is finished
- ♥ Monitor bathroom and water break
- ♥ Lead to chapel for Jr. and Sr. Kidz Church
- ♥ Pray for your children regularly
- ♥ Attend monthly lesson planning and training meeting with T.R.E.K. Characters
- ♥ Attend church regularly

Bible T.R.E.K. Teachers

Ministry Expectations:

- ♥ Arrive by 9:15 a.m. to prepare and dress
- ♥ Be at your site by 9:45 a.m. Children will be dismissed to the sites at 10:00 a.m.
- ♥ Teach one monthly theme four times based on the style of the site
- ♥ Create age-appropriate approaches for the lesson
- ♥ Finish lesson by 10:35 a.m. allowing time to change and attend service
- ♥ Attend quarterly lesson planning and training meetings
- ♥ Pray regularly for your classes
- ♥ Schedule with T.R.E.K. Sidekick in case of absence
- ♥ Attend church regularly

Bible T.R.E.K. Sidekicks

Ministry Expectations:

- ♥ Arrive by 9:15 a.m. to dress and assist in lesson preparation
- ♥ Assist T.R.E.K. teacher in their site responsibilities
- ♥ Coordinate absences with T.R.E.K. teachers
- ♥ Attend quarterly lesson planning and training meetings
- ♥ Pray regularly for your classes
- ♥ Attend church regularly

Sunday Kids Church

Following T.R.E.K. time, it's Jr. Kids and Sr. Kids Church adventures. The T.R.E.K. lesson themes are carried over into the Sr. Kids worship time with the goal of experiencing God and climbing to new heights with Him. These worship services are very similar to adult services featuring Bible preaching, offertory and altar prayer time. In addition, the Bible will come alive with age-appropriate object lessons, puppet skits, videos and drama. Jr. Kids Church is for ages two through kindergarten and Sr. Kids Church is for grades first thru fifth.

Ministry Expectations:

- ♥ To spend time in personal prayer for God's direction of the ministry
- ♥ To communicate to the Children's Pastor special needs of children (prayer needs, discipline problems, etc.)
- ♥ To review and recommend curriculum to the Children's Pastor
- ♥ To give assignments to rotating ministers no later than the Wednesday before they serve
- ♥ To notify the Children's Pastor of any supplies needed before purchase
- ♥ To use training opportunities to improve children's ministry and leadership skills
- ♥ To acclimate and provide special assistance to children of the outreach program
- ♥ To follow the Discipline procedure as set forth in this manual
- ♥ To communicate with each child outside of the classroom in order to build relationships
- ♥ To assist in organizing and overseeing Children's Church worker rotation scheduling (workers are to be approved by the Children's Pastor prior to scheduling).
- ♥ To complete a Sunday attendance report

Crosstraining University

*For the Wednesday evening discipleship program, The Kidz Kommission is called Crosstraining University (C.T.U.). These discipleship classes, based on Mark 8:34 ("...deny yourself, take up your cross and follow me.") focus on a variety of ministry experiences taught with a relaxed approach. Children can choose from practical subjects such as choir, basic first aid, sign language, puppetry, arts and crafts, etc. with one purpose - using their skills and talents to **Share Jesus With the World**. Diplomas are awarded on our annual Graduation night in May. Also, special training courses for fourth and fifth graders (Ministers In Training) allow them the chance to serve in church leadership and support roles during Sr. Kidz Church.*

Ministry Expectations:

- ♥ To spend time in personal prayer for God's direction of the ministry
- ♥ To communicate to the Children's Pastor special needs of children (prayer needs, discipline problems, etc.)
- ♥ To communicate outside the classroom with every child at least one time each month for the purpose of building relationships
- ♥ To recommend and consult with the Children's Pastor for curriculum and extracurricular activities
- ♥ To notify the Children's Pastor of any supplies needed before purchase
- ♥ To use training opportunities to improve children's ministry and leadership skills
- ♥ To complete and return the Wednesday attendance report

School Partnership Program

Through the auspices of The Cleveland Center for Spiritual Renewal, Peerless Road Church partners with E. L. Ross Elementary School. Support of this school includes consistent prayer for the faculty, staff and students as well as providing any Chaplainry representation throughout the year. Also, the students are invited to attend “PowerUp”, a fifteen-minute song, lesson and prayer time every Tuesday morning before school.

Outreach & Special Events

Children’s Outreach ministries provide opportunities to share Jesus with the children of our community and their families. These activities involve the entire congregation as staff. The ministries included in the outreach are the following:

Resurrection Celebration Egg Hunt
Christmas Extravaganza
Community Christmas Gifts

Appendix B: Peerless Kids Calendar of Upcoming Events

September 2005

October 2005

November 2005

December 2005

January 2006

February 2006

March 2006

April 2006

May 2006

June 2006

July 2006

August 2006