



**TEAM WORK MAKES
THE DREAM WORK**

WELCOME TO THE TEAM!

CELEBRATE KIDS

Ministry Handbook

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Dear Celebrate Kids Volunteer,

Thank you so much for your interest in our Celebrate Kids program. We highly value you, our associates, and the ministry you provide to our children on Sundays and Wednesdays. We value our children very much and want to provide for them an environment that is safe and nurturing so that they can actively learn about Jesus Christ.

We created this handbook to share with you some information that we feel is important for those serving in our ministry to know. Please take a moment to review the following pages and contact us if you have any questions or concerns. We are honored that you desire to be apart of our team and look forward to serving alongside you as together we raise our future world changers

Sincerely,

A handwritten signature in black ink that reads "Lance O'Dell".

Lance O'Dell
Generations Pastor

CELEBRATE KIDS

WHO WE ARE

Celebrate Kids offers a place where children from infancy through 5th grade can discover and develop a relationship with Jesus Christ and learn that they were created with a purpose and a destiny.

WHAT WE DO

We offer children a dynamic, high energy "children's church" worship service with fun kids songs and loveable characters as well as an individual class time experience. By doing this, the weekly lesson is taught in both the corporate and individual setting to make sure children learn in the environment that suits them best.

You'll find our mascot Theo in every "children's church" service. That lovable dog, Theo, always brings something to church in his bag. Each Sunday we encourage parents to ask their children, ***"What did Theo bring to church today?"*** This will help families start a conversation about a spiritual truth the children learned that week. Our aim is to partner with celebrate kids parents in their child's faith formation, not replace that critical interaction.

Our children's services are fully staffed with adults and youth associates who are committed to teaching and ministering to children. You can be confident that your child is well cared for and having a great time learning about God while you worship. Celebrate Kids is offered during all Celebration services.

WHAT WE BELIEVE:

Celebrate Kids hinges on three core values:

- Learn the truth of Gods Word
- Learn the plans and purposes God has for our lives
- Have lots of fun along the way

By upholding our core values, we believe we are training up the next generation of world changers.

Proverbs 22:6 "Train a child in the way they should go, and when they grow old they shall not depart from it."

ACTIVITIES AND FLOW

COMPUTER CHECK-IN

In order to attend Sunday/Wednesday classes, children (infants through 5th grade) must be checked-in at one of the computer kiosks located throughout the facility. The check-in system will assign the child to the correct class and print the appropriate security labels. Two labels will be printed – one to be affixed to the child and one for the parent to keep for pick-up. For children in 1st through 5th grades only the label for the child will be printed. Parents must have the correct label in order to pick up a child. The teacher needs to take both the label on the child and the label handed by the parent and put them together on their ROLL CALL SHEET to turn in after service.

SIGN IN SHEET

Make sure that parents sign in their child with the parent name and child name. Upon picking up their child, parent must verify Roll Call sticker and sign their child out. In cases involving multiple children, teacher must verify the alphanumeric match. Place all parent and child stickers on the back of the sign in sheet and initial next to child stickers that have been verified.

LANYARDS

Each teacher is given a lanyard and we you to wear the lanyard provided through out the duration of service. This help kids and parents identify you as the teacher. Each lanyard also has a map and key of the building and other Celebrate Kids classes for reference.

CLASSROOM FLOW

PRELUDE: Setting the tone for the experience
For Leaders Only
Create the Environment

07
minutes

SOCIAL: Providing time for fun interaction
Ideas for Early Arrivers

08
minutes

WORSHIP: Inviting people to respond to God

15
minutes

STORY: Communicating God's truth in engaging ways
Opener
Worship
Bible Story
Prayer
Closer
Potty Break

30
minutes

GROUPS: Creating a safe place to connect

A LITTLE ABOUT THE CELEBRATE KIDS CURRICULUM

We “think Orange!” Let me explain. The concept behind our curriculum is the main reason we believe in “think Orange!” The church is represented by the color yellow as a call to illuminate. The family is represented by the color red as a call to love. What an awesome idea to follow a curriculum which believes in combining the two to work together to create the color orange!

Every lesson will be sent in advance to you in email by a team leader. Each lesson has bible story we are focusing on, the bottom line of our lesson, the memory verse for the month, life application, and basic truth. The activities which are highlighted on the curriculum page will all revolve around those truths. Any supplies needed will be in your classroom available in your tote along with a copy of the curriculum.

252 BASICS JANUARY 2014 GRADES W-1 K-1

PRELUDE SOCIAL 15 MINUTES STORY WORSHIP GROUPS 25 MINUTES HOME

BIBLE STORY

Power Source
City with Broken Walls
Proverbs 25:28
(supporting: 2 Peter 1:3a)

BOTTOM LINE
God can give you the **POWER** to control yourself.

MEMORY VERSE
“A person without self-control is like a city whose walls are broken through.”
Proverbs 25:28, NIV

LIFE APP
Self-control—choosing to do what you should do, not what you want to do.

BASIC TRUTH
I need to make the wise choice.

PRELUDE: Setting the tone for the experience
For Leaders Only
Create the Environment

15 MINUTES
SOCIAL: Providing time for fun interaction
Ideas for Early Arrivers
Hidden Power

25 MINUTES
STORY: Communicating God's truth in engaging ways
Opener
Worship
Bible Story
Prayer
Closer

10 MINUTES
WORSHIP: Inviting people to respond to God
“This Little Light” from Living Inside Out
“Every Move I Make” from Walk This Way

25 MINUTES
GROUPS: Creating a safe place to connect
Power Up!
The Walls Fall Down
Broken Down

HOME: Prompting action beyond the experience
GodTime
Parent Cue

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252 BASICS JANUARY 2014 GRADES W-1 K-1

PRELUDE SOCIAL 15 MINUTES STORY WORSHIP GROUPS 25 MINUTES HOME

SOCIAL: PROVIDING TIME FOR FUN INTERACTION
Welcome kids and spend time engaging in conversation and catching up. Get ready to experience today's story.

Before kids arrive, pray for each regular attendee by name. Pray for those who might visit your group for the first time. Ask God to speak to kids' hearts as the concept of self-control is introduced. Pray that He would bring to mind times when they've lost control of themselves and that He would guide your group's conversation as you talk about how God gives them the power to have self-control.

1. EARLY ARRIVER IDEA
WHAT YOU NEED: Offering container

WHAT YOU DO:

- Invite the kids to place their offerings in the container.
- Then encourage kids to name as many things as they can that use or have power (TVs, iPods, computers, lights, cars, thunderstorms, super heroes, rocket ships, God, etc.)
- Add challenge and fun by asking: Which has more power: a light bulb or the sun? A mouse or an elephant? A lightning bug or a lightning bolt? A night light or a shooting star? A car or a rocket ship?

2. HIDDEN POWER
WHAT YOU NEED: “Hidden” Activity Pages; 1 for each kid, crayons or markers

WHAT YOU DO:

- Give each child an Activity Page.
- Guide kids to point to the pictures at the bottom of the page and identify each.
- Next, give each child a marker or crayon and lead him to find and mark each item in the picture above.
- As kids search, ask them to talk about what each item does. Ask them what each item's job is and if they've ever seen or used one. Ask leading questions about what some of the items have in common.
- Once you ask them what ALL of the items have in common, kids may come up with the answer quickly or be completely stumped! (They all keep something safe. They all protect things.) Whatever the case, give them ample time to make a connection between the items. The pause gives each child's brain time to process the riddle. If kids are still stumped after a minute or two, lead them to compare three particular items. This may jumpstart their thinking.

WHAT YOU SAY:
“These things all keep something safe or protected. What are some things that keep YOU safe? (parents, house, teachers, firefighters, police officers, God, etc.) [Emphasized] Let's go to Large Group where we'll hear about something ELSE that can help keep you safe. What is it might surprise you?”

Lead your group to the Large Group area.

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Trust Putting your confidence in someone you can depend on

MEMORY VERSE
“Trust in the Lord with all your heart. Do not depend on your own understanding.”
Proverbs 3:5, NIV

1 Joseph Sold Into Slavery
Genesis 37: 39:1-2
BOTTOM LINE:
When you think you're alone, you can trust God is with you.

2 Joseph In Jail
Genesis 40: 39 supporting
BOTTOM LINE:
When life doesn't make sense, you can trust God is with you.

3 Joseph Interprets Pharaoh's Dreams
Genesis 41
BOTTOM LINE:
When the pressure is on, you can trust God is with you.

4 Joseph Forgives His Brothers
Genesis 42-45
BOTTOM LINE:
You can trust God no matter what.

MORNING TIME
Before your kid leaves for the day say a quick prayer with them asking God to help them trust Him no matter what happens today.

DRIVE TIME
Next time you're on-the-go together, listen to the new family podcast available to stream through the Parent Cue app and Studio252.

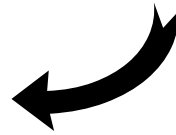
MEAL TIME
Ask a kid: Would you rather let your parents pick out your clothes every day for the rest of your life or let them choose your friends all the way through high school? Why do you trust them more in that area?
Ask a parent: What is the most physically demanding thing you've ever done?

BED TIME
Read Genesis 37: 39:1-2. Pray together and ask God to remind you He is always with you—even when you feel alone.

PARENT TIME
Trust comes from understanding that someone else knows more than we do and realizing we can depend on them. It can be difficult for parents to teach trust, but instead parents need to model it. Allow your kids to see you making decisions that show you trust others. Talk with them about who you trust and why. Their trust in others will grow as they see how you trust others.

parent cue For more ideas, visit Studio252.tv

Encourage parents to pick up our monthly Parent Cue located at the check-in kiosks to help them keep the dialogue and be apart of the teaching experience at home!



General Policies

Health In order to provide a safe, healthy children's area, children exhibiting the following symptoms should not be permitted into class:

- Fever the previous 24 hours Vomiting or diarrhea in the previous 24 hours
- Any symptoms of childhood diseases such as scarlet fever, measles, mumps, chicken pox, or whooping cough
- Runny nose with any colored discharge or persistent runny nose
- Any unexplained rash or skin infection
- Pink eye or other eye infections
- Head lice

Food

- Children will be fed pre-measured formula, milk or juice only as provided by the parent. Each toddler will be provided with a low-sugar snack. Please provide a sippy cup for your toddler with his/her name on it.
- If your child has any food allergies, please notify the Nursery Director. (This can also be added to the child's contact info when checking in.)
- Our volunteers and staff cannot give medications. Please do not put any type of medication in your child's bottle or cup.

Clothing

- Please include a change of clothing each time your child comes to church. Spilling or soiling may occur, and the child will be much happier if he/she has familiar clothes to put on. Make sure all clothing is labeled.
- For your child's comfort and enjoyment, it is suggested that he/she be dressed in comfortable, machine-washable clothing that will not restrict free movement.
 - Lost items will be taken to the lost and found.

Discipline: Physical discipline, such as spanking, is never permitted. In case that a child is in need of discipline, please stick to guidelines below. We have divided the the guidelines by GREEN, YELLOW, RED

1. Verbal Warning (Green)
2. Physical separation from group activity; "time out" (Yellow)
3. Send assistant to notify director. Director will then take over responsibility for disciplinary action.

Restrooms (**Male teachers are NOT permitted to change diapers or assist children in the restrooms*)

Nursery Restrooms

One associate may provide assistance for a child 3 years or younger in one of these restrooms, as long as the top half of the split door to the restroom remains open and one or more volunteers are present in the room adjoining the restrooms.

Hallway Restrooms

Two associates are required to take children to these restrooms. One volunteer should be in the restroom and the second to stand in the hallway outside the restroom.

(*Please notify director if child needs to be taken to restroom apart from group bathroom break.)

Associate Attendance

Celebrate Kids takes seriously the obligation to it's children and ask associates to abide by the following guidelines.

- **Arrival**-Associates must arrive 15 minutes prior to the event in which they are serving
- **Departure**-Associates must remain in the assigned classroom until the last child is picked up or until relieved by another associate or ministry director.
- **Absences**- Should the need arise for an associate to absent it is the associates responsibility to secure a substitute. The associate must (1) seek out an approved substitute (from a list provided by their team leader). (2) contact their team leader to inform them of their upcoming absence, replacement status, and the name of replacement.
- **In the event of a last-minute illness or emergency**, associates should call Sasha Breeden (832-768-1684) or Caleb Sumner (832-770-1216)

CELEBRATE KIDS CONTACTS

Please feel free to contact us at any time if you any questions or concerns:

Pastor Lance O'Dell

Generations Pastor

713-204-4087

lodell@woodlandscelebration.com

Sasha Breeden

Generations Administrative Assistant

832-768-1684

sabreeden@woodlandscelebration.com

Caleb Sumner

Generations Assistant

832-770-1216

csumner@woodlandscelebration.com

General inquiries from teachers or parents can be made to:

Generations@woolandscelebration.com

**POLICIES AND PROCEDURES
STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT**

I have received and read a copy of Celebrate Kids' Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving at Celebration Church.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Celebrate Kids Administration.

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and Celebrate Kids. If applying as an associate, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines, which may be created and distributed.

I acknowledge receipt of the Celebrate Kids policies and procedures manual.

Signature

Date

Printed Name

Director of Children's Ministry

Date



SafeChurch®

Background Check Consent Spirit Filled Celebration Church

Spirit Filled Celebration Church

BACKGROUND INVESTIGATION CONSENT

I, _____ (applicant complete name), hereby authorize Spirit Filled Celebration Church and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with Spirit Filled Celebration Church.

I release Spirit Filled Celebration Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

Full Name (Printed): _____

Maiden name or other names used: _____

Present street address: _____ How long? _____

City/State: _____ Zip: _____

Former street address: _____ How long? _____

City/State: _____ Zip: _____

Date of birth: _____ Social Security: _____

Driver's license: _____ State of license: _____

Signature Date: _____

Signature

Contact Information

Email: _____

Phone Number: _____

