

HOW TO BECOME A WORKER

CHRISTIANS WHO ARE IN PLACES OF RESPONSIBILITY IN THE CHURCH ARE REQUIRED TO BE EXAMPLES IN FAITH, CONDUCT AND BUSINESS AFFAIRS. MAINTAINING A HIGH STANDARD FOR WORKERS IS ONE OF THE BEST WAYS TO PRESENT CHRIST TO THE PEOPLE OF THE COMMUNITY. THEREFORE, TO WORK WITHIN THE CM DEPARTMENT OF COFM, ALL POTENTIAL WORKERS MUST FOLLOW THESE POLICIES AND GUIDELINES:

1. All those interested in working, regardless of who they are and how long they have attended COFM must fill out a Worker's Application, and it must be reviewed and approved by the Children's Pastor.
2. Candidates must meet all qualifications for ministry workers as listed on page one of the COFM Worker Application.
3. All provided references will be contacted.
4. There will be an ID Verification, a national criminal records search, a local criminal records search, and a State Sex Offender Registry search provided by Shepherds Watch on all applicants.
5. A personal interview will be conducted before an applicant is approved to work.
6. All applications, follow-up reports and interview records will be reviewed by the Children's Pastor. Copies will be kept confidential and on file in the C.M. office.

GENERAL JOB RESPONSIBILITIES

LOVING STUDENTS AND MEETING THEIR NEEDS ARE THE REASONS WE ARE INVOLVED IN CHILDREN'S MINISTRY. EACH OF OUR CLASSROOMS CONSISTS OF A LEAD TEACHER, ASSISTANT TEACHER AND VARIOUS OTHER VOLUNTEERS COORDINATING EACH OF THE DIFFERENT AREAS OF MINISTRIES. THE FOLLOWING IS A LIST OF GENERAL GUIDELINES THAT ALL WORKERS MUST ADHERE TO. IF THERE ARE ANY QUESTIONS, NEEDS OR POTENTIAL PROBLEMS PLEASE COMMUNICATE THEM TO THE CHILDREN'S PASTOR OR THE LEAD TEACHER:

1. Make sure all of the children feel welcome and important. Be friendly, talk with them before and after service and use the time to find out what their interests are. There are times when students will reveal to you problems at home, needs or prayer requests. Be sure to pass this information on to the Children's Pastor or the lead teacher. **Also, give special attention to children wearing yellow name tags, as they are first time visitors!**
2. Be early! Faithfulness and punctuality are required by all workers. You are expected to be at your assigned post ten minutes before service begins.
3. Get involved! Allow your actions to be an example to the children throughout the service by taking part in praise and worship, listening attentively to the messages, etc. Remember with children, more is "caught" than "taught".
4. Monitor the room. Workers will be assigned by the lead teacher to stand in various locations during service. All other workers should sit with the children unless assigned to other areas such as the Media Booth, Door Monitor, etc. Workers are not to congregate at the back of the room. The Lead Teacher may relocate workers in the event of a discipline problem to maintain proper control in the classroom.
5. Pray continually. Take time both during the week and before the service to pray. Your sensitivity to the leading and prompting of the Spirit can make a big difference in the accomplishments of each service. Remember to pray for the lead teacher, the worship team, all of the other leaders, and for the children.
6. Do not forget to help clean up at the end of each service! Because of our multiple service schedules, please help pick up papers and straighten chairs in order to get ready for the next service.

ABSENCES

IF YOU KNOW YOU ARE GOING TO BE ABSENT, PLEASE GIVE YOUR LEAD TEACHER AT LEAST THREE (3) DAYS NOTICE. IF THAT IS NOT POSSIBLE, PLEASE CONTACT YOUR LEAD TEACHER AS SOON AS YOU CAN. YOU ARE AN IMPORTANT PART OF THE MINISTRY THAT HAPPENS HERE. YOU ARE MISSED WHEN YOU ARE NOT PRESENT.

DISCIPLINE

ALWAYS KEEP A CONTROLLED ENVIRONMENT IN THE CLASSROOM, INCLUDING BEFORE AND AFTER CLASS. KEEP YOUR EYES OPEN AT ALL TIMES DURING THE SERVICE TO LOOK FOR POTENTIAL PROBLEMS (TALKING, DISTRACTING BEHAVIOR, ETC.). REMEMBER, IT IS EVERY WORKER'S JOB TO ENFORCE THESE **NINE** IMPORTANT RULES OF BEHAVIOR:

1. No running allowed in the classroom at any time.
2. Children are not permitted to be on stage, behind the puppet stage, in the Media Center, or in the General Store.
3. No fighting or rough play allowed in the classroom at any time.
4. Children must go to the restroom and get a drink of water **before** class begins. No one is allowed to leave the classroom once class begins (*unless it is an emergency or a medical problem*). If a child asks to go to the bathroom, the worker must first have them wait a few minutes. If the child returns to ask again, they are probably serious. The children are not to leave the classroom just to get a drink of water unless it is obviously necessary. **Never take a child to the restroom alone** – If absolutely necessary - always have another adult with you.
5. Boys are not to wear hats in the classroom at any time.
6. All children must stand during praise and worship.
7. The lead teacher or whoever is teaching at the front should never have to correct children while he/she is teaching.
8. Every worker is to adhere to the: "3-Strikes And Your Out" Policy

ASK THEM TO PLEASE STOP...

- ⇒ If a child is talking
- ⇒ If a child is bothering another child
- ⇒ If a child is playing with a toy (REMOVE THE TOY & ASSURE THEM THAT IT WILL BE RETURNED)

WARN THEM – STRIKE ONE!

- ⇒ If a child continues the same unwanted behavior warn them that they may be moved to a different location in the room or possibly to the sanctuary.

ASK THEM – Once More - TO PLEASE STOP...

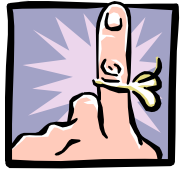
WARN THEM – STRIKE TWO!

IF THE CHILD DOES NOT STOP ...

MOVE THEM – STRIKE THREE!

REMEMBER:

- ⇒ Always work with children with another worker nearby
- ⇒ Move a child **only** if they are still having problems after the second warning
- ⇒ Never move a child without them knowing why
(Otherwise they'll not learn anything of their behavior)
- ⇒ At your discretion; move the child to another seat in or out of the room
- ⇒ If a child is uncontrollable, you and another monitor remove the child quickly from the room and work with the child and help them re-adjust.
- ⇒ If a child has been asked to move more than once, the Children's Pastor or lead teacher is to be made aware of the situation after the service, so they can contact the parents (if necessary).



9. Each child must wear a name tag at all times during the service.

TEEN WORKERS

WE APPRECIATE OUR TEEN'S WILLINGNESS TO SERVE AND THEIR DESIRE TO BE A BLESSING TO THE CHILDREN'S MINISTRY HERE AT CHURCH ON FIRE. WE BELIEVE GOD CAN USE YOUNG PEOPLE TO MINISTER NOW, NOT ONLY IN THE YOUTH MINISTRY, BUT ALSO IN THE NURSERY, PRE-SCHOOL, AND ELEMENTARY CLASSES. THE FOLLOWING GUIDELINES ARE GIVEN TO HELP CLARIFY OUR POLICIES:

1. To work in the Elementary Ministries, workers must be 12 years old or older.
2. All teens who work in a Kid's Rock Ministry area are required to be active in the youth ministry and faithful to attend youth services and activities.
3. All teen workers are required to complete a C.M. Application. This application must be approved by the Children's Pastor.
4. All teens who work in the Kid's Rock children's ministry are expected to attend all meetings, training services, training seminars and other special functions, as well as abide by all policies and procedures as stated in the CM Workers Manual.
5. As a worker in the Kid's Rock children's ministry, teens are considered leaders and are expected to be an example not only in the classroom but at all times. Failure to live an exemplary life will result in dismissal from leadership.

DRESS CODE

ALL WORKERS SHOULD WEAR APPROPRIATE, COMFORTABLE DRESS FOR WHATEVER THEY NEED TO DO. DRESS SHOULD BE MODEST AND IN GOOD TASTE BECAUSE EVERYONE IS REPRESENTING THE LORD JESUS TO THE CHILDREN. WORKERS SHOULD BE CLEAN AND NEAT IN APPEARANCE. WORKERS SHOULD ALWAYS BE AWARE OF BODY ODOR OR ANYTHING IN THEIR OUTWARD APPEARANCE THAT WOULD DISTRACT FROM THE MINISTRY. GOOD HYGIENE IS A MUST!