

URC  
Children & Youth  
Ministry Handbook  
for Sunday School Teachers and other volunteers.  
2007-2008

Thank you so much for your ministry to kids here at URC. We are excited at the opportunities our kids have for learning the Bible with you and pray that the Holy Spirit would both use and teach you during this year.

The following handbook is designed to help you figure out some of the questions you may have about this ministry you've undertaken. If you have further questions, please direct them to Dave Hinkley, Children & Youth Ministry Director at [hinkley@urc-msu.org](mailto:hinkley@urc-msu.org).

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## Your Job:

### *Teachers*

- Prepare age-appropriate lessons with creativity, based on the curriculum provided.

### *Class Helpers*

- Support the teachers as needed.

### *Children & Worship Leaders*

- Prepare (memorizing is best 😊) to tell the story from the Children & Worship book, checking to see if the material for your story is in order in advance.
- Please see the Children & Worship supplement for more.

### *Children & Worship Greeters*

- Please see the Children & Worship supplement.

### *Everyone*

- Please arrive 10-15 minutes before the class or session begins.
- Pray for your time and for the kids.
- Please also attend a worship service yourself 😊
- Take attendance on the provided

attendance sheet. (Preschool & nursery attendance are taken by the sign in / sign out sheet)

- Sit with children and model appropriate behavior during group times.
- It is your responsibility to find a substitute when you are unable to attend.
  - You must inform the coordinator of your switch.
  - You should have been provided a list of subs (or a schedule with other folks on it). If not, contact your coordinator.
  - Substitutes must have already gone through the screening process.
  - Preschool teachers are responsible to let the office know that there has been a change.

### **Class Time**

- Follow the recommended schedule for class provided in your curriculum Leader's Guide (or Teacher's Manual). Use your discretion as to what may need

to be cut from the lesson plan for time's sake.

- While your curriculum should provide enough material for you to fill up the class time, make sure to do the following each week:
  - Read from the Scripture.
  - Pray for and with your students.
  - Take the offering (there are offering envelopes in your drawer).
- A snack time is highly recommended.
  - There are extra snacks in the cupboard in the kitchenette upstairs. Feel free to bring your own snack if you wish.
  - BE SURE TO CHECK YOUR CLASSLIST FOR FOOD ALLERGY INFORMATION. ALSO FIND OUT FROM NEW PARENTS IF THERE ARE ANY FOOD ALLERGIES.

### Curriculum

- Supplies you may need (crayons, glue, construction paper, etc.) should already be in your room. If you are out of such

materials, the cupboard in the westernmost hall of the upstairs (between rooms 204 and 205) should have a supply. Please feel free to use what you find in there and let the Children's Ministry Director know if any supplies have run out.

- Contact the Children's Ministry Director if there are additional supplies you need for class.
- If you need copies made, do not feel that you must do them yourself. Feel free to contact the URC office for copies of class material. Please make sure to contact them a week in advance.

### *Elementary*

- We have chosen the Children Desiring God curriculum for the elementary age classes. Please prepare your lessons according to the Leader's Guide you were provided at the beginning of the semester.
- Our classes usually aren't large enough to break into the smaller discussion groups that the curriculum recommends,

or to have discussion group leaders who are not teaching also. Teachers should lead the discussion part of the class as if they were the discussion group leader.

- Follow the instructions provided for discussion group leaders in your *Teacher's Guide*.
- If you are able to break into discussion groups, try to break the class along age lines (older and younger).
- Refer to your leader's kit for the music or other accessories needed for each class.
- Each child should have a workbook with weekly activities and materials to which your *Leader's Guide* refers.
- Please use the extra books for visitors (try not to give an entire book to a child who will not be staying in the class)

### *Middle School*

- We have chosen the *Show Me Jesus Curriculum*. Please prepare your lessons according to the *Teacher's Manual* you

were provided at the beginning of the semester.

- The Visual Aids referred to in the Manual come in the Teacher's kit.
- Each child will have activity papers and take home papers. Feel free to give extras to visitors.

### *Preschool*

- There is a box with story and materials for each week on the counter. During or after snack is a natural time to read the story or lesson.
- Older children should be expected to participate in the activity.

### *Children & Worship*

- See the supplemental pages for Children & Worship.

### **Check in Check out procedures**

#### *All Sunday School classes*

- A family member must pick up children through second grade.
- All older children can be dismissed at 12:15pm.

### *Preschool*

- For Preschoolers, due to size and safety issues, parents should drop their children off at the welcome desk rather than bring their child into the room.
  1. Visitors should be allowed to come in and look around, even stay with their kids for awhile, but regular attendees should be encouraged to stick to check-in.
  2. Help parents to do this by helping the child get acclimated to the room quickly and helping the child out to their parents quickly at pick up time.
- Visitors, friends, relatives and all other nice and helpful folk should be encouraged to adhere to these rules and stay out of the rooms when there is class time.

### *Children & Worship*

- Ends at 10:45am. Parents should pick up their children and bring them to their Sunday School Class.

### **Visitors**

- Greet them in the name of the Lord!
- Refer new parents to the children's ministry brochure, which will introduce them to the program. Tell them what you are studying this semester in class.
- Ask new parents to fill out a Children's Ministry Information Sheet (you have a supply of them in your room), IT IS ESPECIALLY IMPORTANT THAT YOU FIND OUT ANY FOOD ALLERGIES THE CHILD MAY HAVE.

### **Discipline**

- Physical discipline of any kind (with the exception of gentle physical redirection or restraint as needed in the case of violence by the child) will not be used.
- Short "time away" periods will be used to correct inappropriate behavior; a good rule of thumb is one minute for each year of age.
- In cases of extreme disruptiveness the parents of the child should be called upon to manage the behavior.
- Please inform parents (as well as Class

- Coordinator) of behavior problems.
- If a pattern of inappropriate behavior develops, you should work with parents and Coordinator to develop a plan to handle this behavior.
  - Please call or email your coordinator to help you address these issues. They want to help you, but can't if they don't know!

### **Safety: Abuse and Prevention**

- For your protection and that of the children, URC adheres to a two adult rule. This means that two adults should be present during any activity that includes children.
- Be sure to report any suspected child abuse to the Children's Ministry Director immediately.

### **'Graduation'**

- Children who are attending a class (or Children & Worship session) should not be switched to another class mid semester. If parents would like their

kids to 'graduate' to the next class,  
they should inform the coordinator for  
the class in advance and it should  
happen at the semester break.

## Your Room:

### Decorations

- Please decorate your rooms in ways that help your ministry to the kids. Especially use the bulletin boards.
- To hang items on the wall, please use removable putty. (Available in your room.)

### Supplies

- Again, the church is more than happy to supply any items needed for your classroom. Most items are kept in the supply closet upstairs and the kitchenette.
  - You do not have to spend your own money on supplies.
- Be sure to let the Children's Ministry Director know if any supplies are running low.

### God's House

- Please model and encourage an appropriate attitude towards the church building. We can do this by:
  1. Cleaning up messes that we make.

2. Keeping your room and supplies organized. Please keep your counter tops neat.
3. While we want to encourage a fun attitude towards being at church, excessive rowdy play should be discouraged.

### **Emergency Procedures**

- **Fire/ Evacuation**
  1. Children should be assisted to the nearest exit via posted exit routes. For classes upstairs, the back steps (off the easternmost hallway) should be used
  2. In the event of a fire, do not use the elevator.
  3. All areas evacuated should be visually swept, including corners and bathrooms to make sure that all children have been assisted out of the building.
  4. The children are encouraged to stay with teachers until an all-clear has been given.

- Severe Weather
  1. Classes upstairs, proceed to the main stairwell.
  2. Classes downstairs, proceed to the nursery hallway or Room 100.
- First Aid Kits are available in all classrooms
  1. If an injury or illness is serious, find the parent immediately. Then ask the coordinator to locate a medically trained volunteer or call 911, if needed.



**Important Phone numbers/ email  
addresses:**

**Dave Hinkley,**  
Children's Ministry Coordinator  
(517) 352-6810 x14      [hinkley@urc-msu.org](mailto:hinkley@urc-msu.org)

**Jenny Basch,**  
co-coordinator for the Nursery  
(517) 694-2818      [jennybasch@hotmail.com](mailto:jennybasch@hotmail.com)

**Rachel McAlvey,**  
co-coordinator for the Nursery  
(517) 372-0487      [heimsat1@msu.edu](mailto:heimsat1@msu.edu)

**Jenny Vanderwey,**  
co-coordinator for Preschool  
(517) 347-7422      [vanderwey@cablespeed.com](mailto:vanderwey@cablespeed.com)

**URC Office**  
(517) 351-6810      [urc@urc-msu.org](mailto:urc@urc-msu.org)

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University Reformed Church  
4930 S. Hagadorn Road  
East Lansing, Michigan 48823  
(517) 351-6810  
[urc@urc-msu.org](mailto:urc@urc-msu.org)