

**WHITE BLUFF CHAPEL
COMMITTEE POLICIES AND PROCEDURES MANUAL**

2.2

CHILDREN'S MINISTRIES PROGRAMS

6/28/2016

Introduction:

This document outlines programs that are or have been presented by White Bluff Chapel's Children's Ministries. It is neither all-inclusive nor limiting of future programs. It documents guidelines and best practices and may be used as a template for future programs.

Definitions:

Program: An activity designed or implemented for children and, in some instances, their parents, grandparents or guardians. These events are created to grow and support the White Bluff Chapel's Statement of Faith.

Guidelines: Rules set by the Children's Ministries Committee to ensure safe and consistent implementation of the program.

Practices: Current and/or past actions determined by Children's Ministries to best address White Bluff Chapel's unique needs at the time the program is/was presented.

Registration, Permission and Release Form: A form documenting participating children's personal information including guardian contacts and health information. The form provides legal release from parents or legal guardians for the children to participate in WBC programs.

Tweens: Youth ages 10 through 12.

Teens: Youth ages 13 or older.

Nursery

I. Guidelines

- A. Children, infant through 3 years of age, receive care.
- B. Children's parents, grandparents or guardians must be attending a chapel function.
- C. A Registration, Permission and Release Form is required for every child.

II. Practices

- A. Care is provided for the duration of the chapel function.
- B. Typically, care is provided in the Children's Room. If space limitation requires, the Chapel Office is used as a nursery, e.g. Easter.
- C. Parents, grandparents or guardians register children in the Narthex upon arrival and then escort them to the Nursery.
- D. If a child is inconsolable, parents, grandparents, or guardians may be called from the function.

Children's Sunday School

I. Guidelines

- A. Children 3 through 12 years of age participate each Sunday.
- B. Tweens 10 through 12 years of age and Teens 13+ may participate in an extended Sunday School on the 2nd and 4th Sundays of each month.
- C. A [Permission and Release Form](#) is required.

II. Practices

- A. Parents, grandparents or guardians sign-in and register children in the Narthex upon arrival at WBC on Sunday morning. Teens 13 or older may sign in without an adult present.
 - 1. A Sunday School worker greets the children, Tweens, and Teens and provides a name tag with allergy or health notation. Those who attend on a regular basis have a permanent name tag.
 - 2. The Sunday School worker insures the sign-in and permission form are complete.

- B. Sunday School workers escort the younger children and Tweens from the sanctuary to the classroom(s) during the Doxology. On the second and fourth Sundays of each month, Sunday School workers for Tweens choosing to attend the extended Sunday School and Teens will escort them to their class in the Fellowship Hall at the beginning of the worship service.
 - 1. Number of classes and locations are set by the Sunday School workers based on the number and age of students.
 - 2. The Fellowship Hall and Hallway may be used as classroom space.
 - 3. Property workers are contacted to set-up additional classrooms.
- C. Parents, grandparents or guardians pick up the children from classroom(s) when the service or business meeting is adjourned. Those Tweens 10 through 12 years of age and Teens 13 or older attending the extended Sunday School class in the Fellowship Hall will be dismissed when church is dismissed.
 - 1. Ushers notify the Sunday School when the last song begins.
 - 2. Parents of baptized children may collect them early so they can participate in the communion portion of the service on the first Sunday of each month (see **Communion** guidelines below).
 - 3. Children are served a snack during Sunday School.
- D. Graduation
 - 1. Children graduate from Sunday School at the end of the public school year in which they reach 12 years of age.
 - 2. Sunday School graduates are acknowledged during a regularly scheduled chapel service.
 - 3. Children receive gifts from Children's Ministries
 - a. Bible
 - b. A White Bluff Chapel artisan's creation
- E. Sunday School workers review and approve or change the Sunday School curriculum annually.
 - 1. Curriculum and supply expenses are included in the annual Children's Ministries budget.
 - 2. Workers notify the Sunday School Committee Chair when supplies are needed.
 - 3. Workers purchase additional supplies as needed and complete a check request for reimbursement.
- F. Sunday School workers are recruited each year.
 - 1. Teams of teachers and helpers are responsible for the Sunday School lesson for one Sunday each month.
 - a. The first and second Sunday teams are rotated allowing workers to participate in a communion service bi-monthly.
 - 2. Teachers are typically responsible for presenting the lesson or the activity or craft.
 - 3. Helpers assist with nursery care, snacks, set-up, clean-up, guiding individual children and the like.
 - 4. When the Sunday School team is certain that all children have been picked up by their parent, grandparent or guardian, they prepare the classroom space for the next team.

Vacation Bible School

- I. Guidelines
 - A. Vacation Bible School is held annually for one week in June or July.
 - B. Children 3 through 12 years of age may attend.

1. All children must be bathroom trained.
 2. A parent, grandparent or guardian of 3 year old children must serve in a volunteer capacity at the chapel during VBS week.
 3. Tweens age 10, 11 or 12 may travel off-campus for classes or field trips.
- C. Teens 13 years and older may volunteer as helpers.
1. Helpers must be 15 or older to assist with children 10+.
 2. Helpers must be 15 or older to assist on field trips.
- D. A Registration, Permission and Release Form is required for all children and teen helpers.
1. If children leave the chapel grounds for field trips a copy of the forms must be in the possession of the Trip Leader.
- E. First aid kits
1. At WBC, kits are located in the Children's Room, the Kitchen, and the WBC Office.
 2. A first aid kit is carried by the Field Trip Leader.
- F. Restroom breaks
1. Group restroom breaks are taken in conjunction with snack and recreation periods.
 2. Individual restroom breaks are monitored by helpers acting within the Children's Ministries Policies and Procedures.
- II. Practices
- A. Vacation Bible School enrollment may be capped by space limitations at the chapel campus.
- B. Activities for older children may take place away from the chapel campus.
1. Classes may be held at other White Bluff locations.
 2. Children may experience mission work and classes during field trips in the community.

Easter Treasure Hunt

- I. Guidelines
- A. WBC Easter Treasure Hunt is held the Saturday morning before Easter Sunday.
 - B. Children, infant to 12 years old, participate in the event.
- II. Practices
- A. WBC congregation donates Easter eggs filled with small toys, candy, coins or stickers.
 - B. WBC congregation donates cookies which are served with lemonade as refreshments for all in attendance.
 - C. Publicity is coordinated with White Bluff Resort management to encourage participation for all White Bluff residents, visitors and guests.
 - D. Additional notices are published in The Lakelander to encourage participation from Whitney and surrounding communities.
 - E. Appropriate trinkets and toys are purchased by Children's Ministries as favors and treasures.
 - F. Parents and guardians sign in the children providing Children's Ministries information about children in the community who do not attend a Sunday School.
 - G. Weather permitting, children sit on blankets on the chapel's front lawn to hear the Easter story.
 - H. Other activities, such as music, games and bubbles are provided to entertain the children and their families.
 - I. Children are divided into age groups for the treasure hunt, 2 and under, 3-4, 5-6, 7-12.

Fall Event

- I. Guidelines: An event held annually in the Fall, the Saturday before Halloween, which is the date of the Whitney Chamber of Commerce event.
- II. Practices
 - A. A Trunk or Treat event may be set up in the chapel parking lot.
 - B. Chapel members volunteer to dress as Bible characters.
 - C. Participants tell children about their characters.
 - D. Candy is donated by chapel members.
 - E. Chapel members will distribute candy and Christian favors during the Whitney Chamber of Commerce event in downtown Whitney.

Child Dedication

- I. Guidelines
 - A. Child dedication is available to parents, grandparents or guardians of children, infant to 12 years old.
 - B. Child dedication is available as requested.
- II. Practices
 - A. Dedicated children receive a Bible from White Bluff Chapel.
 - B. An annual child dedication is done at the chapel service on Mothers' Day.

Baptism

- I. Guidelines
 - A. Children are taught about baptism in Children's Ministries programs.
 - B. Children's Ministries provides baptism information to parents and guardians.
- II. Practices
 - A. Parent's, guardian's and children's requests for baptism are conveyed to the Pastor and Board of Trustees.
 - B. Children's Ministries helps to facilitate baptism ceremonies that are outside the practice of the Pastor.

Communion

- I. Guidelines
 - A. Children are taught about communion in Children's Ministries programs.
 - B. Upon parental or guardian request, children who have been baptized and/or who have completed a confirmation class participate in White Bluff Chapel communion services.
- II. Practices
 - A. Parents, guardians, and children's requests for communion are conveyed to the Pastor.
 - B. Parents or guardian collect children from the Sunday School class before communion is served the first Sunday of each month.

Notes: Children's Ministries supports chapel events on an as needed or requested basis. Examples include activities for ch during the Chapel Craft Fair and Art Show and childcare services for retreats or other special services.

Related document in Organization and Procedures Manual:

[4.4.2 Children's Ministries Committee](#)

Related documents in Committee Policies and Procedures Manual:

[2.1 Policies and Procedures for Workers](#)