



Greensboro Chinese Christian Church

Children's Ministry Handbook

Revised on August 23, 2018

1910 Hickwood Road
High Point, NC 27265
gcccnc.org



Table of Content

- I. Ministry's Vision and Mission
- II. Volunteer's Qualifications and Responsibilities
 - A. Primary Teachers/Leaders
 - B. Teacher Assistants
- III. Ministry guidelines: policies and procedures
 - A. GCCC Classroom Policies and Procedures
 - B. Playground Safety Guidelines
 - C. Emergency / Accident processing
 - D. Discipline Policy:
 - E. Health Rules and Procedures
- IV. Expectations to parents/guardians, and GCCC adults
- V. Children's Ministry Committee and Communication Processes
 - A. Formation and Responsibilities of Children's Ministry Committee
 - B. Communication Processes
- VI. Appendix
 - A. Accident/ Incident Report
 - B. Annual Children's Registration Form
 - C. Waiver Form
 - D. Guest Form
 - E. Consent Form on GCCC Children's Ministry Rules and Guidelines
 - F. Fire Evacuation Procedures & Diagram



I. Ministry's Vision and Mission

異象 Vision

因材施教導孩童，使他行走神的道，就是到老也不偏離。

Train a child in the way appropriate for him, and when he becomes older, he will not turn from it.

(箴言 Proverbs 22:6)

使命 Mission

以身作則，殷勤教訓我們的兒女要盡心、盡性、盡力愛耶和華神，並把他的話記在心上。

Being living examples, we shall diligently teach our children to love God with all their hearts, with all their souls and with all their might, and to keep God's commandments.

(申 Deuteronomy 6:4-7)

II. Volunteer's Qualifications and Responsibilities

A. Primary Teachers/Leaders' Qualifications, Training, Certification, and Responsibilities

1. Qualifications:

- 1) Be a born-again Christian in Christ – Having true understanding of Salvation and Faith
- 2) Be committed to GCCC– Regularly attend church services such as worship and fellowship, and accept GCCC Confession of Faith.
- 3) Be 9th grader or above; must be a good example in spirit and characters to children
- 4) Be obedient to the Lord and follow His lead; and be willingly under the supervision of and is responsible to the CM Committee

2. Training and Certification Process:

- 1) Interview - Meet above qualifications and with right attitude and motivation to serve
- 2) Training – Must go through new teacher's training with at least one-month's classroom observation and interim
- 3) Evaluation - Must be reviewed by the classroom coordinator and CM Committee
- 4) Certification – Must pass the evaluation and recommended by the CM Committee, and willing to commit a two-years term
- 5) Renew – (1) Evaluate himself/herself teaching periodically and find ways to improve the effectiveness, (2) attend annual teacher training course, (3) evaluated by CM annually, and (4) decide whether to commit another two-year term to the CM.

3. Responsibilities and Duties

1) Class Responsibilities:

- a. Before Class Prepare a lesson in a thorough manner
 - a) Pray earnestly for self, each student, and the whole class
 - b) Fully prepared - Prepare a learning lesson with songs, Bible story, flash-a-card lesson guide, crafts, etc.
 - c) Prepare the take-home lesson, memory verse, CDs & CD players
 - d) Remind parents assist child finish his/her homework and Bible memory verse



- b. In the Classroom: Conduct a lesson appropriate to the understanding of the students
 - a) Arrive classroom 15 minutes before class starts, to prepare and to pray
 - b) Before class starts, inform classroom assistant about his/her assisting roles.
 - c) Execute rules in love and patience (Rules include general rules, classroom rules, discipline rules, and playground rules)
 - d) Oversee student's safety in class and in playground; instruct assistant carry out the playground safety rules during recess time.
 - e) Two-adult-rule of thumb: two volunteers should be present in the classroom at all time. Should there be just one volunteer present, one should keep the classroom door open at all time. Parents are more than welcome to join the classroom and help until a 2nd volunteer shows up.
 - f) After teaching, put all teaching materials back to where they should be, be responsible to keep classroom neat and clean
 - g) Understand the Emergency and Accident processing completely
 - c. After Class: Plan, Communication and Pray
 - a) Via WeChat, communicate with parents regarding today's lesson, Bible memory verse, and homework, etc.
 - b) Keep close communication with classroom coordinator, such as teaching experience, suggestions and prospects for your class, or classroom- and teaching-related issues or problems.
- 2) Teaching Team Responsibilities :
- a. Attend teacher's meetings - Teachers need to have a cooperative relationship and consistent attitude toward implementation of discipline with the other teachers.
 - b. Attend parents-teachers' meeting - Build support and communication with the parents and/or other family members.
 - c. Maintain and improve your own spiritual life by attending regular services of the church and conduct a private devotional life. In addition, continue self-improvement by attending annual teachers' training course, and revival conference when provided.
- B. Teacher Assistant's qualifications and responsibilities and duties
1. Qualifications :
- 1) Be in 6th grade and older.
 - 2) Junior helper, i.e., 6th-12th graders, may serve under the direction of primary teacher, and are not be left alone in the classroom with the children.
 - 3) Junior helpers can serve in the school-aged classes only.
 - 4) Have a servant's heart in God and show confidence in managing children
2. Responsibilities and Duties :
- 3) Have no other responsibilities during the time of classroom serving (ex. leave to go usher)
 - 4) Report 5 minutes before class begin to review general assistant duties and/or requests by teacher, Read through the guidelines in Classroom
 - 5) Be aware and prepared for children with special needs, to assist as directed by teacher
 - 6) Attend to children at all time
 - 7) Help teacher to set up and clean up classroom
 - 8) Understand the importance of health, safety, and discipline issues



II. Ministry Guidelines: Policies and Procedures

A. GCCC Classroom Policies and Procedures

1. “3 Golden Rules” – children must follow:
 - 1) No talking without permission.
 - 2) No getting out of the seat without permission.
 - 3) Eyes on the teacher during his/her teaching.
2. According to children's age and maturity differentiation, each classroom may have its classroom policies and procedures to follow. For example, “diaper guidelines”, “crying children procedures”, “lap policy”, and “restroom guidelines”
3. Releasing Children
Only the parent/guardian can pick up their own child, unless parents notify teachers/coordinator (in writing) before class begin
4. New Comer or Guest
 - 1) If the child is first time guest, the parents should fill out the Guest Form (*Appendix D*) and hand it to the member of CM on duty.
 - 2) New comer comes after 3 times, the parent need to go through the normal registration process (*Appendix B, Appendix C*).

B. Playground Safety Guidelines

1. Playground Schedule during Sunday School Hours:

Class	Time
Babies & Toddlers (0 – 2 yrs)	12:05am – 12:15 pm
Preschoolers (3 -5 yrs)	11:05am – 11:20 am
Beginners (K- 1 st Grades)	11:20am – 11:40 am
Middlers (1 st -2 nd Grades)	11:40am – 12:00 pm
Juniors (3 rd – 5 th Grades)	12:00pm – 12:20 pm

2. Playground safety guidelines:
 - 1) Guidelines to teachers and assistants:
 - a) When the teachers or teacher assistants are out on the playground with their class, please focus on watching the kids instead of talking with other adults.
 - b) Do not leave a child alone in the classroom during playground time for disciplinary purposes.
 - c) Count the number of your class before leaving the classroom and the playground to make sure none of the kids are left behind.
 - d) DO NOT use the door inside the classroom to access the playground except for emergency. Always use the door in the hallway to exit out to the playground and enter into the building.



- e) If a child needs to use the restroom, have the teacher assistant accompany the child to the restroom. A child may go into the restroom with a trusted child only if you are the only adult on the playground.
- f) Once your class is about to come back into the building, have them line up quietly. Never allow your class to enter into the building in a rowdy manner.
- g) If a child is injured, ask the teacher assistant to watch the class while you take care of the child. If the child falls, do not pick him up. Allow him to lie there until medical attention arrives unless he gets up on his own. Insist that the other children return to their play. If you are alert, you will have very few accidents on the playground.
- 2) Guidelines to children and adults:
 - a) A child at the top of the slide should wait until the child ahead of him is safely out of the way. Children shall slide down sitting up and feet first.
 - b) No child should hang onto the playset with his legs or jump down from the top of the playset.
 - c) DO NOT allow any children to chase each other up onto and down the playset.
 - d) DO NOT allow any children to push or grab each other while at play.
 - e) All children on the swings should face the same way. Children should not push each other on the swings
 - f) Need to respect and care all church's equipment and playsets, do not be abusive.
 - g) Every child should clean his shoes by rubbing them against the door mat before entering into the building.
 - h) Parents are responsible for looking after their own children on the playground during non-Sunday School and Friday ministry hours

C. Emergency / Accident processing

- 1. In case of an accident / incident (including biting, hitting, etc.), alert the class coordinator and/or on-duty CM committee (Babies/Toddlers : Liana; Preschoolers: Liana, Beginners: Marilyn; Middlers: Janet; Juniors: Mimei) immediately; and the coordinator will complete an Accident / Incident Report Form (see *Appendix A*). Inform the parents and get their signature when releasing the child.
- 2. First aid kits are available in the church office and the back of the Kitchen.
- 3. Teachers and volunteers do not give any medications to a child. Only parents are allowed to do so.
- 4. In the event of a fire, evacuate with the whole class through the playground door to the outside of the building. Parents, do not come to pick up your child if the fire alarm sound.

D. Discipline Policy

- a) Preventive measures:
 - i. Teachers are prepared and be able to move from one thing to the next quickly and smoothly.
 - ii. Remind the children of the rules often.
 - iii. Attempting to redirect a child's attention should be tried first.



- iv. Taking away privileges: remove their stickers, shorten or cancel their playground time, or etc.
- v. There should be NO corporal punishment – not even with teacher's own child while in the room.
- b) If there continues to be a problem, teachers follow the steps below when handling misbehaviors in the classroom:
 - i. Warning – Students should receive a warning before proceeding to the next step. A warning can be non-verbal or verbal. If a warning does not stop the behavior, proceed to step two.
 - ii. Separation – Separate the child from the group. The general rule for separating the child from the group is one minute for every year of his/her age. For example, if a child is six years old, he/she will sit alone for six minutes away from the group. As an alternative to a set number of minutes, the teacher may give the child the option of returning to the group when the student is ready to behave. If the child continues to misbehave, proceed to step three.
 - iii. Leave the classroom – Students who continue to disrupt the class should go outside of the classroom with the teacher's assistant. The teacher's assistant will talk to the student about ways to improve his misbehaviors and will pray with him before giving him the final chance to correct himself. If his misbehavior continues, proceed to the final step.
 - iv. Sit with Parents – If the teacher determines that the student's behavior is severe enough, he/she will get an usher to find the student's parent(s). The student will be asked to sit with his or her parent(s) for the remainder of the service.

E. Health Rules and Procedures

For the protection of each child in our children's program, parents are requested not to bring a child to church classroom if he or she have ANY of the following symptoms within the last 24 hours:

- | | |
|--------------------------------------|--|
| - Fever over 100°F | - Infectious skin infections, any unexplained rash |
| - Vomiting or diarrhea | - Symptoms of childhood diseases (i.e. scarlet fever, mumps, chicken pox or measles) |
| - Green or cloudy running nose | - Lice, including the presence of eggs or nits |
| - Inflamed throat or mouth | |
| - Runny or pink eyes | |
| - Croup, Severe coughing or sneezing | |

A volunteer must be free of fever for 24 hours before attending any children program.



III. Expectations to parents, guardians, and GCCC adults

A. From pastor, deacons, and Children's Ministry committee

- a) Be on time and be consistent
- b) Work with your kids, care about their spiritual growth
- c) Understand and respect CM rules and guidelines
- d) Serve, get yourself involved in CM
- e) Cooperate, work in unity at church under God

B. From the Children's Ministry team: we would like to bring parents' attention to few things that will make you and your child's experience at GCCC the best it can be:

a) Annual Registration

We update all our students' records and enroll new students at the end of August every year (*Appendix B, Appendix C*). Each child is assigned to the classroom according to his or her school grade year. Each year we re-group the classroom so that each classroom's size fits in its appropriate students-to-teacher ratio.

b) Rules, Guidelines, and Discipline Policy

In order to strive for a good and healthy learning environment for your child, all children have to obey our rules and guidelines, and discipline policy. We need all parents to be aware of and respect these rules and policy; and support our teachers in enforcing them.

c) Parents' Involvement and Volunteers

Since all of our programs are free, we need your support and participation in our ministry. Please fill out the attached Parent Volunteers Form and join us in teaching and training your child to know Jesus. You are your child's best teacher!

IV. Children's Ministry Committee and Communication Processes

A. Formation and Responsibilities of Children's Ministry Committee

Please see *Appendix F* "The Formation and Responsibilities of GCCC Children's Ministry Committee".

B. Communication Processes:

1) Children's Ministry Committee → Deacon Board and Pastor:

- a) Communicate with and update the Education deacon of the CM frequently
- b) Report CM progresses to Deacon Board monthly
- c) Should there is a need, with the approval of Pastor and Deacon Board, CM committee can announce the CM recent progress to GCCC congregation so that the congregation can understand and participate the Children's Ministry.
- d) CM Committee need to submit a request to Education deacon if there are new Sunday School or Friday's classroom arrangements, or if there is any significant change of teaching materials. Any of above change need to receive Deacon Board and Pastor's approval before putting it in effect.
- e) Should there is any emergency situation, committee needs to report to Education deacon, the Deacon Board, or Pastor immediately.

GCCC Children's Ministry Handbook

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- 2) Children's Ministry Committee → parents, teachers, and church congregations
 - a) To clarify CM goal and responsibilities to parents and teachers.
 - b) To reinforce the policies and regulations of the children's ministry in parents meetings.
 - c) To make sure that teachers send parents weekly announcements about class assignments and updates through WeChat.
 - d) To communicate and help teachers with any schedule conflicts or problems regarding teaching and students if needed.
 - e) To provide training sessions for the new teachers before actual teaching and training workshop for all teachers every year.
 - f) To address problems or follow up any comments suggested promptly.
 - g) Any meeting related to the CM must have at least two CM committee members attend.
 - h) To notify upcoming changes in Children's Ministry directed by Education Deacon, Pastor and Deacon Board.
- 3) Parents, teachers, and church congregations → Children's Ministry Committee
 - a) To inform the CM committee about any issues or problems that you have observed in the children's program before directly going to other parents, the deacon board or the pastor.
 - b) To give suggestions or ideas for helping our ministry grow stronger.
 - c) All are encouraged to write suggestions and questions to Children Committee's email address childrenministry@gcccnc.org . Teachers and parents are also encouraged to communicate via WeChat in a proper communication manner.
- 4) Pastor and Deacon Board → Children's Ministry Committee
 - a) To be an advocate of the committee to the congregation.
 - b) To assist the Children committee and help remove ministry roadblocks.
 - c) The Education department is responsible primarily to the CM Committee, the Education deacon should:
 - i. Attend CM major meetings and/or review meeting minutes; approve annual budget, CM special activities, and ministry-related purchases.
 - ii. Work with the CM committee to set up major CM policies
 - iii. Provide resources when needed



Appendix A

Accident/ Incident Report

Directions:

1. Notify the children's ministry coordinator and/or on-duty CM committee immediately.
2. Complete a separate form for each child who was involved in the accident.
3. Have the parent sign the bottom of the form to show that we have informed them of the situation. This report is then turned into the coordinator and kept on file for a period of time.

Date of accident/ incident (mo/day/yr): _____/_____/_____

Time of accident/ incident: _____AM PM

Location (room#, playground, hallway, etc.):

Name of child involved:

Description of the accident:

Treatment administered/ action taken:

Signature of person completing this form:

Children's ministry coordinator's signature:

Parent's signature:

Would you like a follow up phone call: Yes/ No _____Telephone Number: _____



Appendix B

B.1 GCCC Children's Program Registration Form

STUDENT'S INFORMATION

Name of Child: _____ (English) _____ (中文)

Date of Birth: _____ Gender: F (____) M (____)

Age: _____ Grade: _____

Address: _____ City: _____ State: _____;

Zip Code: _____

Parent(s)' Name(s): _____

Email Address: _____

Home Phone _____ Cell Phone: _____

Does your child have any allergies or medical conditions that the teachers should be aware of:

☐ No / ☐ Yes (if yes, explain):

List Emergency Contact:

Name _____ Relationship _____ Cell Phone _____



Appendix B

B.2 Class Registration Form

Your child is interested in attending the following classes (check the box):

Grades/Time	Sunday 9:45-10:50am	Sunday 11-12:30pm	Friday 7:30-9:15pm	
0-2 years old	<input type="checkbox"/>		<input type="checkbox"/>	
3-4 years old	Childcare		Childcare	
K – 1st grade	<input type="checkbox"/> Children's Church		<input type="checkbox"/> Children Sunday School	<input type="checkbox"/> 中文圣经班 (K-5th)
2nd – 3rd grades				
4th – 5th grades				

***Since there is a limit of only 15 students in each of the Children's Chinese Bible Class, children whose parents are willing to teach this class will be given priority in attending this program (fill out "Parent Volunteer" on the next page).



Appendix B

B.3 PARENT VOLUNTEER

Parent (Name: _____) is willing to volunteer in the following classes (check the box):

年級/ 時間	Sunday 9:45-10:50am	Sunday School 11-12:30pm	Friday 7:30-9:15pm
0-2 years old	幼兒照管 <input type="checkbox"/>	嬰孩託管 <input type="checkbox"/> 老师	Childcare (0-4 years) <input type="checkbox"/>
3-5 years old		幼兒主日学 <input type="checkbox"/> 老师 <input type="checkbox"/> 助理	
K – 1st grade	Children's Church <input type="checkbox"/> 老师 <input type="checkbox"/> 助理	Beginners <input type="checkbox"/> 老师 <input type="checkbox"/> 助理	中文圣经 A 班 <input type="checkbox"/> 老师
2nd – 3rd grades		Middlers <input type="checkbox"/> 老师 <input type="checkbox"/> 助理	中文圣经 B 班 <input type="checkbox"/> 老师
4th – 5th grades		Juniors <input type="checkbox"/> 老师 <input type="checkbox"/> 助理	

备注：GCCC 儿童中文圣经班是专为 GCCC 的成员（指定期参加教会每周五晚敬拜和查经班的成年人，不限是否会员或基督徒）的子女设立的中文圣经班。即当父母亲同时或其中之一参加成年人周五查经班受造就时，GCCC 接受青少年在中文圣经班受造就。因此，GCCC 不收费。本注册表是专为教会记录所用，所有信息不对外公布。

Note: Due to limited resource and safety consideration, the GCCC Children's Chinese Bible Class ONLY accepts children whose parent(s) regularly attend the Friday night adult's Bible study at GCCC. The information in this form is only for the purpose of the church record and will not be disclosed publically.

Statement & Claims: I have read, understood and accepted the enclosed documents.

(Signature of Parent/ Guardian) 签名

(Date) 日期



Appendix C

Liability Waiver Form

My child(ren) _____ has my permission to participate in indoor/outdoor activities during the regular class hours at the Greensboro Chinese Christian Church located at 1910 Hickwood Rd, High Point, NC 27265. I agree to be within the premise of the building during the class hours. I also agree to pick him/her up immediately at the end of class, and I have the sole responsibility for my child's care and safety before and after the class hours. I understand and acknowledge that there are risks involved in being in and around the GCCC's facilities, including, but are not limited to, the risks involved in utilizing the equipment or participating in the activities. I will not hold the Greensboro Chinese Christian Church and any of its coworkers accountable for injury, accident, illness, or death occurring during or as a result of our children's programs. In case of medical emergency, any children ministry's coworkers have my permission to obtain medical emergency treatment for my child before I or the designated person can be contacted at the phone number(s) provided below.

I have read and understood the foregoing statements. I agree to assume the responsibility stated above and waive all claims indicated.

Parent's Name (Print): _____

Parent's contact: _____

Relationship to Child: _____

Signature: _____

Date: _____



Appendix D
Guest Form

GCCC Children's Ministry

Guest Forms (来访者登记表)

Name of Children(儿童名字):

_____ (English 英文)

_____ (Chinese 中文)

Gender (性别) _____ (F/女) _____ (M/ 男)

Grade (班级) _____ **Age (年龄)** _____

Parent Information (家长信息) :

Mother (母亲) _____

Father (父亲) _____

Guardian (如果不是父母, 监护人) _____

Emergency Contact (临时联络电话) _____

Signature (签名) : _____

Date (日期) : _____

Liability Wavier (责任免除) I _____ will not hold the GCCC and any of its coworkers accountable for injury, accident, illness, or death occurring during or as a result of our children's programs.



Appendix E

Consent Form on GCCC Children's Ministry Rules and Guidelines

GCCC Children's Ministry

異象 Vision

因材施教導孩童，使他行走神的道，就是到老也不偏離。

Train a child in the way appropriate for him, and when he becomes older, he will not turn from it.

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Being living examples, we shall diligently teach our children to love God with all their hearts, with all their souls and with all their might, and to keep God's commandments.

(申 Deuteronomy 6:4-7)

I have heard, read, and understand the information presented to me (please check all that applied).
Should I have any question, I will follow Church's communication processes.

_____ Volunteers: primary teachers/leaders and assistants' qualifications and responsibilities

_____ Ministry guidelines: policies and procedures (Classroom Policies and Procedures, Playground Safety Guidelines, Emergency/Accident processing, Discipline Policy, Health Rules and Procedures)

_____ Expectation to parents, guardians, and GCCC adults

_____ Communication processes

Sign: _____

Date: _____



Appendix F
Fire Evacuation Procedures and Diagram

Steps	Items	Responsible Persons
Teachers and students		
1.	<ul style="list-style-type: none"> When fire alarm sounds, teachers, with the help of teaching assistants, need to gather ALL children and account for any missing children in class, Leave any personal items that may hinder evacuation. 	Teachers
2.	<ul style="list-style-type: none"> Following the evacuation routes (see diagram below), teacher and teaching assistant quickly yet calmly and orderly bring the whole class to the designated area at the back of the playground. Need to stand at a safe distance from fire, at least 30-50 feet. 	Teachers and teaching assistants
3.	<ul style="list-style-type: none"> At least two Children's Ministry Committee will be present around the playground to assist all classes to evacuate to designated area. 	Children's Ministry (CM) Committee
4.	<ul style="list-style-type: none"> Children will stand in line, waiting for parents to pick them up. Each kid must be picked up through teacher. CM Committee assist teachers and guide parents about the pick-up process. 	Teachers, CM Committee
5.	<ul style="list-style-type: none"> When most of the kids were picked up from parents, CM Committee will direct teachers and teaching assistants the time that s/he shall go to Church's front grass (Family Units Standing Area) . 	CM Committee
6.	<ul style="list-style-type: none"> After all children and their family move to Church's front, CM Committee shall leave Church's back area quickly 	CM Committee
Parents		
1.	<ul style="list-style-type: none"> Upon fire alarm parents shall depart from building using the nearest fire exit. DO NOT try to pick up kids from classrooms inside the building. 	Fire master (Fire team)
2.	<ul style="list-style-type: none"> Seek, find and gather family members after (both) parents are out of building by walking along the parking lot sides quickly to Church's back area. Children shall stand in line behind the playground. 	Parents, Fire master (Fire team)
3.	<ul style="list-style-type: none"> Following CM Committee's direction, each child must be picked up from classroom's teacher. DO NOT grab kids without teacher's notice and permission. 	Parents, CM Committee, Teachers
4.	<ul style="list-style-type: none"> After pick up all your kids, as in one family unit, walk quickly to Church's front standing area, at a safe distance from fire, at least 30-50 feet. 	Parents
5.	<ul style="list-style-type: none"> If a family member is missing alert the fire alarm master standing in the front door area of the church. 	Fire alarm master (Fire Team)
6.	<ul style="list-style-type: none"> Do not leave the church until dismissal is announced so to be accounted for. 	Fire alarm master (Fire Team)

- Don't leave until the fire alarm master has declared all-clear (or official dismissal).



Appendix F
Fire Evacuation Procedures and Diagram

