



MANHATTAN BIBLE CHURCH GUIDEBOOK

and how from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. 2Tim 3:15

CHILDREN'S MINISTRY LEADERSHIP

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THE GREAT COMMISSION

“make disciples...” Jesus Christ

2 Peter 4:10-11 tells each one of us to employ the special gift that God has given us. Our gifts are different so we can serve the body in different ways. But in Matthew 28:19-20 God calls His children to make disciples.

*Therefore **go** and make disciples of all nations, **baptizing them** in the name of the Father and of the Son and of the Holy Spirit, and **teaching them to obey everything I have commanded you**. And surely I am with you always, to the very end of the age.”*

In response to this command, we are challenging each of you to be involved in the three aspects of Christ’s Great Commission:

- 1) **“go”** Actively seek non-believers to come to Christ in faith.
 - Actively reach out in Christ-like love to serve someone who does not know Christ, and aggressively pray for opportunities to share the gospel with them.
- 2) **“baptizing them”** Establish new believers in Christ and encourage them to publicly testify.
 - Commit for 8 months to come alongside as a friend and support to new Christian. Specifically, to call them weekly to find out how to pray specifically for them and to encourage them to attend the service of MBC (especially the New Believers class and Baptism class)
- 3) **“teaching them to observe all that I commanded you”** mentoring established believers.
 - Get together with them at least once a month... (pray together. Find out what God is doing in their life and share what God is doing in our life. Be transparent, sharing your struggles as well as your victories).

POSITIONS DESCRIPTIONS

CHILDREN MINISTRY DIRECTOR:

Approved by the church leadership to supervise the Children Ministry department from 0-11 age group.

Gathering Times:

Director, teachers and assistants from the CM will gather every three months for:

- Accountability
- Mentoring
- Equipping and coordination

Duties:

Schedule teachers and teacher's assistants for weekly Sunday and other special services.

Unlock classroom at least 30 minutes before the service begins.

Manage all material and resources (curriculum, supplies, equipment) for the department. Request funds and purchase resources.

Provide name tags, supplies lists, attendance charts, and birthday charts.

Spiritual Maturity :

Do personal quiet time and share what God is teaching you.

Call one child's family per week.

Required commitment: Serve for a minimum of 2 years as a director. After the term, assess with church leadership for continuation or reassignment.

TEACHERS:

Teach the class using the curriculum approved by the director and church leadership during scheduled teaching times (Sunday or any special service). Must be a repentant believer in the Lord Jesus Christ, 18 years or older , and with a consistent attendance at MBC for a minimum of 6 months.

Prepare Time:

- Read the lesson a few times.
- Make an outline of the main points of the lesson for reinforcement.
- Pray that God would show how to best communicate the lesson to the children.
- Contact your assistant to express ideas for the lesson.
- Get necessary supplies to teach the lesson.

Duties:

- Arrive at least 20 minutes early to set up the classroom and to greet students and parents.
- If you find the room messy, please straighten up and let the director know after class is over.
- Please check for supplies and notify if the cabinet is running out of any specific item.
- Carry out the specific procedures set by the director.
- Give direction to the teacher's assistants before and during class times.
- Clean up classroom after each class
 - a. Clean all tables and chairs
 - b. Sweep floor
 - c. Discard garbage in waste basket

Professional Development:

- Attend ongoing Children's Ministry schedules training and meetings.
- Be teachable, open to suggestions and new ideas.

Emergency:

- Each children's class is equipped with a first aid kit.
- The children's ministry is not authorized to administer any over the counter or prescribed medication.
- In case of an evacuation, evacuation procedures must be followed according to the class location:
 - building 3816 nursery and preschool evacuation exit is located in the kitchen and leading out to west 204 street.
 - building 3816 school age library evaluation is located at west 205 street.

Meeting point for all ages will be 10th Ave and west 204. Parents will pick up their children at the meeting location to avoid confusion and crowds before evacuation.

Incident Reporting:

Teachers must report all minor or major emergencies, incidences, and behavior issues to the ministry director immediately, and inform the parents of any incident regarding their child in the presence of the director.

Repetitive behavior or incidents might be followed with a higher level of support (social worker, pastors, and outside organizations)

Spiritual Maturity:

Do personal quiet time and share what God is teaching you.

Required commitment: Teach for a minimum of 2 years according to the department rotation schedule.

TEACHER'S ASSISTANT:

Duties:

- Arrive 20 minutes early to help set up the classroom and greet students and parents.
- Assist the teacher during the schedules class times (Sunday or any special service)

Spiritual Maturity:

Do quiet time and share what God is teaching you.

GENERAL GUIDELINES

Greeting and Receiving:

Decide if the teacher or the assistant will be the greeter or will be the receiver.

Greeter

- Welcome the parents and make them feel comfortable about entrusting their child to the ministry's care.
- Make sure parent(s) sign in and indicate special instructions and any allergies. Please indicate if the child is a visitor or new to the church.
- If the child is here for the first time, give the parent a Welcome letter.
- When parents sign their child out, encourage them to practice the scripture verse, and be responsive to any questions or concerns that the parents may have.

Receiver

- Receive the child with their belongings and make the child comfortable.
- Introduce them to other children and provide him/her with an age-appropriate activity, toys, coloring books and/or puzzles.

Name Tags:

Please wear a tag while serving and place them in the designated place before leaving. If you do not have a name tag, please let the director know.

To Call Absent Children:

If a child has been absent for 2 weeks, please notify the director for a follow up call. Perhaps the child or parent is sick. Calling will give an opportunity to pray and to encourage them.

Birthday Cards:

There will be a birthday chart to remind children's birthday and to prepare a birthday card on the Sunday close to their birthday. Each team is responsible for monitoring the birthday chart for the month they are on duty; Birthday cards can be found in the supply cabinet or ask the director.

Dismissing Class:

When the class is finished, children must remain in the classroom until their parent (or assigned person) comes to pick them up. Both workers must also remain in the classroom until the parents have picked up every child.

Absence/Coverage Procedure for Teachers and Assistants:

If the teacher or assistant are unable to come to church on the scheduled day, they will do the following as early as possible:

- Call another teacher or assistant from the same age group team and confirm if that person is willing to cover. If the person is willing and able, they will switch days between them. If a replacement is not available, please let your director know immediately.

Supply Cabinet:

Supplies of the more frequently used items (e.g. snacks, water, cups, paper towels, napkins, etc....) are kept in the cabinet. If you run out or see that supplies are running low, please inform the director by indicating the item on the supply list clipboard.

- If you need a special supply for craft, please call the director as soon as possible so it can be purchased on time.

Recording:

Those serving in the children's ministry are encouraged to watch the service missed during the time they are serving through the church's social media.

The Two Worker Rule:

There **MUST** always be 2 approved workers in every class. At least one of the adults must be 21 years or older. The second worker may be a teenager that has been approved by the Children's Ministry director. If for any reason there are not 2 approved workers in a class, the director and a volunteer must cover or the class will be combined with another class.

Mixed Classes:

In classes that have both genders children (boys and girls) at least one of the workers must be a female (2 male workers are not acceptable).

Never Alone:

A worker is never permitted to be alone with a child at any time during any MBC Children's ministry activity whether on or off the premises of MBC. To ensure that a volunteer is not left alone with a child all workers must arrive at least 15 minutes prior to the class starting time. If the worker desires to meet alone with a child for any reason, permission must be obtained in writing from the child's parent(s).

Classroom Doors:

Classroom doors must be unlocked during the entire class, including the periods immediately before and after the class. If the classroom has windows to a hallway, these windows must always be uncovered to allow viewing from the outside. If a child has the tendency or behavior of running outside the class, an additional staff will be assigned to that class for more supervision.

Inappropriate Touching:

Workers must be careful never to touch any child in an inappropriate manner (challenging behaviors or sexual). Contact the ministry director and parents immediately.

Discipline:

- Substitute a negative activity for a positive activity.
- Help the child identify the problem, and encourage the child to acknowledge their feelings or reaction.
- When these fail, a child is to be briefly separated from his classmates for a walk/talk in the hall.

Corporal Punishment:

Corporal punishment (spanking, slapping, etc.) is also strictly forbidden. If a parent tries to give a worker permission to spank his or her child, the worker should explain to the parent that workers are never allowed to carry out corporal punishment, even with parental permission.