



A Children's Ministry Handbook

2010

Hendersonville First United Methodist Church
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Sunday Worship Services

Children In Worship and

PAWS (Praise and Worship Service)

Jesus said, “Let the children come to me,” and we feel the same way. For this reason, we welcome children of any age in our worship service and offer them several special opportunities. There are special activity bulletins filled with puzzles that relate to the service. During the 8:15 and 11:00 am Worship services, there is a special Children’s message for all ages. Children ages three through kindergarten **can be** dismissed after the Children’s message for a special time of activity and learning called PAWS.

A Nursery is also available during our worship services for infants through two years of age. We encourage all other children to attend worship with their families. We do have a Quiet Room located at the back of the Sanctuary for your peace of mind.

If you attend the early service and your child will be attending Sunday School in a different room, please transfer your child to his/her appropriate Sunday School room. If your child attends Sunday School and you are staying for late service, please transfer your child from the Sunday School room to the appropriate location.

Locations for Childcare and Playful Praise:

Infants	Room M103	8:00 — 12:15
Crawlers	Room M101	9:15—12:15
Toddlers	Room M109	8:00 — 12:15
Twos	Room M110	9:00—12:15
PAWS	Room M109	8:15
PAWS	Room 224	11:00

(At the 8:15 hour Infants and Crawlers are together and Toddlers and Twos are together.)

Sunday School is from 9:30am to 10:30am with classes for all ages, infants through adults. Greeters at the main entrances are prepared to help you find appropriate Sunday School classes as listed.

Sunday School Hour (9:30) & Locations

Preschool Children

<u>Class Name:</u>	<u>Age (as of 9-1-09)</u>	<u>Room</u>
God's Miracles	Newborn-Crawlers	M103
Tiny Blessings	Crawlers—Walkers	M101
Little Lambs	Walkers	M109
Promises	2 years	M110
Praisemakers	3 years	CW163
Butterflies	4 or 5 yrs. Not in Kind.	CW166

Kindergarten – 6th grade:

<u>Class Name:</u>	<u>Room</u>
Kindergarten	CW182
1 st Grade – 5 th Grade	CW224

(These classes gather in this room at the beginning of the class. Parents will need to check the map signs in the hall to see in which room they will need to be picked up.)

6 th Grade	CW228
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Drop Off and Pick up Procedures

Nursery:

When you drop off your child, please check in at the computer in the Children's Lobby. You will be able to print your own tags from there. This will include information as to your name, your child's name and age, your location, as well as a space for special instructions. Use this area to note details as to when your child might need a bottle, any allergies, and any instructions that you feel might be of help to our nursery staff. (ie: comfort items, other special needs) You may also include your cell phone number for contacting purposes.

Little Lambs, Promises and Praisemakers:

Please check in at the computers in the Children's Lobby. Then you will put one on your child's back (so they will not pull it off), put one on your child's diaper bag (if they have one) and you will keep one. Each tag is numbered. You will be asked to present this matching tag to pickup your child. For safety purposes, only the parent or other adult can pick up the child. Please do not send any siblings to pick the child up.

Butterflies through 6th grade:

You will also need to sign in your child, or have your child sign in on the computers provided. They may do this at any of the computers located in the Children's Lobby, Kmart Lobby, or up by the Assembly area. You will need to print a tag for all children. We also ask that a parent or other adult please pick your child up from their room. They will not be allowed to meet you, they must be picked up. This holds true for all ages through 6th grade.

Notification

We will make every effort not to interrupt your worship or Sunday School time, but we will call your cell phone to return to the nursery or classroom if your child becomes ill, cries continually for more than 15 minutes, or encounters any other problems.



Nursery Procedures

Childcare is provided for worship services on Sunday mornings. It is also provided for most special services. However, it typically is not provided for the two late services on Christmas Eve. We will try to provide it for meetings and other special events, but we ask that you call at least 4 days in advance, so we can fill this need. You may request it by calling or notifying the Nursery Coordinator. Please leave the event and number of children and ages you will need childcare for.

General Policies:

1. The nursery opens 15 minutes prior to Worship or other scheduled events.
2. Children are to be brought to their age appropriate room by their parent and will only be released to their parent when they present their identifying numbered tag.
3. Parents should pick up their children immediately following the service or event they have been attending. We love the chance to spend quality time with your little ones, but please respect our volunteers' and staffs' desires to rejoin their own families.
4. Please have your child's belongings properly labeled. This includes:
 - diaper bag
 - bottles
 - pacifiers
 - drinking cups
 - coats
 - blankets
5. Children should not bring personal toys to the nursery.
6. Your child's diaper will be checked every hour. It will

be changed if needed. However, if a dirty diaper is discovered, it will be changed immediately.

7. We ask that you feed your child before bringing them to church. You may send a bottle if needed. Please be sure and label it.
8. Medications can not be given by nursery personnel. Please do not put any type of medication in your child's bag. (If an epi-pen is kept due to severe allergic reactions, please inform the nursery personnel before leaving your child.)
9. Toddlers will be served a snack when appropriate. Please be sure and tell us if your child is allergic to anything.
10. If you are nursing, you may do so in the Nursery. However, please provide a bottle for your baby in the event your return is delayed.

Health Policies:

1. For the protection of your child and the other children, parents are requested not to bring a child who appears to be ill. A child should not be placed in the nursery when any of the following exist.
 - Fever – currently or within previous 24 hours
 - Vomiting or diarrhea
 - Significant, persistent nasal drainage which is green or yellow in color
 - Any symptom of a childhood disease, such as chicken pox, mumps or measles
 - A cold or persistent cough
 - Sore throat
 - Pink eye
 - Unexplained rash or skin infection

2. If your child has a physical condition which may require specialized intervention or precaution, please contact the Children's Ministry Director to discuss special arrangements.
3. If your child develops an infectious disease (chicken pox, etc.) after he/she has been in the nursery, please contact the Children's Ministry Director, so we may notify other parents of their child's exposure.
4. If the child develops a fever or other symptoms of illness while in the nursery, he/she will be separated from other children and the parents will be contacted to take the child home.

Accident Reports

An accident report will be completed if a child is hurt or has an accident so that parents and the church can be informed even when minor accidents occur. If the injury is not too serious, an ice pack is applied and the parents are not notified until the child is picked up. If the injury is serious or the child cannot be comforted, then the parents will be paged. An accident report will be filled out, signed by the parents and then kept on file in the Children's Ministry Office.

Staffing/Caregiver Qualifications

HFUMC nursery area is staffed by both paid and volunteer workers. All staff members should enjoy being with children, show patience and love for children, have proper childcare skills, (ie: diaper changing, bottle feeding, soothing, etc.) and have attended the HFUMC childcare orientation and training and is Safe Sanctuaries approved. Anyone interested in paid or volunteer work in this area is encouraged to contact the Childcare Coordinator.

How Parents Can Help

Assist your child in adjusting to his/her surroundings, bring him/her to church on a regular basis.

Please keep your cell phone in a place that can be heard easily.

In order to provide the best possible care for children in the Nursery, a fully-stocked diaper bag is requested. The following are some suggested items to include:

- ❖ Several diapers
- ❖ Change of clothes
- ❖ Bottle of milk or toddler cup filled with child's favorite drink – stock two if the child drinks while traveling to/from church
- ❖ Pacifier or other comfort item

Please do not bring food from home for your child to eat while in the nursery. By excluding food from home, we will avoid the possibility of allergic reactions that may occur should a child come in contact with food intended for another child.

We want all parents to feel comfortable leaving their children in our nursery, so feel free to check on your little ones at any time. However, we would ask that you do this discreetly so as not to upset a child that has otherwise settled into the nursery. A quick peek may be all you need to calm your concerns or curb your curiosity.

Parents' Night Out

One Friday night a month, except June and August, HFUMC provides a Parents' Night Out program. You can bring your child no earlier than 6:30pm and pick them up no later than 11:30pm. PNO (Parents' Night Out) will provide dinner (Pizza), activities, and a movie to help your child enjoy this time.

To reserve a space for your child, you need to sign the PNO sign up sheet or contact the PNO Director by phone.

The deadline for reservations is Wednesday before PNO on Friday.

Space is limited and is on a first-come, first-serve basis. Payment is due in advance. A new reservation must be made each month. PNO is for infants through 6th grade. Each age group has their own schedule and activities.

The cost of PNO is

One child	\$20.00
Two children	\$23.00
Family MAX	\$25.00

(Please add an additional charge of \$2.00 additional per child if they are in diapers.)

If you do not pay by Wednesday, then a \$10.00 late fee will be assessed. You will also be responsible for payment unless you cancel your reservation by the Wednesday before PNO.

PNO is staffed with adults and youth. They also have attended the Childcare orientation and training program and are to be Safe Sanctuaries approved..

Children's Programs

There are many programs that help the children of HFUMC connect, grow, worship, share, and serve. Below is a list of programs at HFUMC.

Connect — *with others at HFUMC and the community.*

Fall Festival: This is a time for families to join together and simply have a good time. It is held around Halloween and includes a Trunk or Treat time for all to enjoy.

Advent Fair: This is for those 3 years through 6th graders. It is usually held in accordance with Parents Day Out in December. It is a time to come together and make crafts or cook surprises all around the Advent theme. The learning comes in when they are presented with the many symbols of Christmas for Christians.

A Night in Bethlehem: This is just another way for families to give back to the community. There is nothing more wonderful than to see a Live Nativity bring the meaning of Christmas to life. This is held on the front lawn of Hendersonville FUMC. We encourage families to share in this moment to bring the spirit of Christ to the family.

Easter Egg Hunt: This event is available for walkers through 5th graders. It is a great time for fellowship, fun, and excitement. It includes crafts, the egg hunt, pictures with the Easter Bunny, and more to share.

Wednesday Night Programs: Wednesday evenings we have our Children's Choir programs and childcare.

Childcare: While we encourage families to eat together, we also understand that children typically finish eating before their parents. For this reason, we have a special fun time for children at 6:00pm on Wednesday evenings. This takes place in the Fellowship Hall. Parents will need to sign their children in before returning to dinner. At 6:30, children are either

taken to choir or can remain in the Fellowship Hall. After choir, they can return to the Fellowship Hall where childcare will continue until the evening programs are completed.

Children's Consignment Sale: This major bi-annual event helps to fund many of our children's programs and extras that happen in our ministry efforts. They are held in March for the Spring/Summer sale and in September for the Fall/Winter sale. You may help by consigning your children's clothes, toys, infant items, etc. or by volunteering. It takes many volunteers to make this major event happen.

Grow — *in relationship with God.*

Sunday School classes: There are classes for all ages. Several types of curriculum and styles are used. Teachers for these classes are volunteers. There are at least two teachers in each classroom. These classes usually promote in mid-August.

Little Lambs – The curriculum is Early Christian Awareness. It helps to teach basic concepts like it is good to be at church, God loves me, the Bible is God's special book and I can help others.

Promises – The curriculum is the Toddlers and Twos curriculum by Cokesbury. This curriculum is a special year long study geared for the two year old.

Praisemaker through Kindergarten – The curriculum used is Rock Solid by Cokesbury. This curriculum uses a variety of learning styles, but the children all stay in one room due to their young ages.

1st through 5th graders – The curriculum used is Power Express, a rotational Sunday School curriculum by Cokesbury. The children all gather

for an assembly type worship and then rotate each week to a different class in storytelling, crafts, games, science, and computers and cooking. All of these classes are centered around the same Bible story for 5 weeks.

6th grade – This is the confirmation year for our church. A variety of curriculum is used to share as much information as possible about becoming a Christian Disciple.

Bible Workshop: During the end of September the church presents a Bible to all 3rd grade members. We feel that this is a time when a child's reading ability allows them to really understand the Bible. The church wants to encourage this ability and presents them with their own Bible during the worship service. We also present the opportunity for the 3rd grader along with their parent(s) to take part in a Bible workshop to learn how to use their new Bibles. This is a special time for the 3rd grader and for the parents to encourage and promote the study of the Bible.

Confirmation: This is a year-long study that helps in the Christian Decision-Making process. This is taught during the child's 6th grade year and it helps them to decide if they would like to become a member of the church and dedicate their lives to Christ. There are many special events that happen during this year. There is usually a meeting early in September to go over the year ahead.

Human Sexuality Seminar: This is a class for 5th and 6th graders that teaches them about the great gift that we are Created By God. This is a Cokesbury curriculum that involves parents in the process. This is usually taught in August.

Celebration Sunday: A special time on a Sunday morning in August to kick off the new school year. This is usually a

joint Sunday School for Praisemakers through 5th grade.

Summer Camp: This is a conference event that is held at Cedar Crest Camp near Dickson. It is for completed 3rd through 6th graders and lasts from Monday morning to Friday morning. We provide transportation during one week of these summer camps.

Vacation Bible School: This week long program is for children 4 years old through 6th grade. There are also programs available for those that are younger if their parents are volunteering. Children who are in the Children First program participate on the days they attend Children First. If they fit the above age qualification, then they can participate on any day. If they are too young, then they can only come on the days they attend Children First. This is a great week of fun and excitement for children. We typically use the VBS curriculum provided by Cokesbury.

Worship — *Helps us to be in worship with God.*

God's Children In Worship: This is a study that helps the 1st and 2nd graders learn about worship. They will learn about the different components of worship, the seasons of the church, church symbols and leaders, and things we do in worship each week. It is taught early in September.

Hey God Let's Talk: This is a 5 week class for 4th graders that teaches about prayer. It will be taught on Sunday afternoons during the Spring.

Children's Baptisms: You may contact Pastor Don Hutchinson to schedule a Baptism.

Children's Message: This is a special time in the 8:15 and 11:00 worship services that helps children understand the scripture that is used for the sermon.

PAWS (Praise and Worship Service): This is a special program for those 3 years—Kindergarten. After the children’s sermon these children can be dismissed to a special time downstairs filled with activities.

Children’s Worship Bulletins: A special bulletin just for children filled with puzzles to help them understand the scripture.

Share — *The faith and all they have with others.*

Club M & M: This is a summer program that revolves around missions. We come together to do a mission project, have lunch, and then do a fun activity.

Sprouts: This is a Covenant Discipleship group for 5th graders. It meets on Sunday evenings during the school year. They learn more about and agree to spend time each week in the areas of kindness, devotion, justice and worship. It is a growing experience to help them get in touch with everyday aspects of their spiritual life.

Serve — *Ways to serve at HFUMC.*

Acolytes: HFUMC offers the opportunity for 3rd through 6th graders to serve our church by being an Acolyte or Cross-bearer. This worship leader position is an important reminder as the light is being brought in that Christ is present with us as we worship.

Children’s Choirs: HFUMC has three children’s choirs. They each take turns singing in worship and sharing at some special programs. They are:

Cherub Choir (3-pre Kindergarten) meets in Room 160..

Primary Choir (Kindergarten – 2nd grade) meets in Room 224.

Junior Choir (3rd – 6th grade) meets in Room 226.

Ways for Parents to Get Involved

Please contact the Children's Ministry office if you are interested in helping in any of these ways.

- Volunteer to join the Children's Ministry Team. We meet once a month and plan all of the activities for our children. If you have an interest please call the Children's Ministry office.
- Be a Sunday School teacher. Serve on a team to help share your faith with our children.
- Volunteer to help at any of the above children's events.
- Join FIRST MATES– a special needs ministry to help those children who need extra help while in the Sunday School classroom.-contact Kristi Huffine if you would like to volunteer or need a First Mate for your child.
- Join MomUP!- a Mom's group that offers support and God's guidance as moms journey to be all that God calls them to be. Contact Kathryn Good for more information.

To help in any area involving children or youth you must first be Safe Sanctuaries Trained and Approved. Contact the Children's Ministry Office if you need help with this.

Please do not hesitate to contact us about any questions that you may have. Thank you for your involvement in Children's Ministries.

