



**We have a passion to reach the next generation for Christ.
Our mission is to lead God's keiki to become
fully devoted followers of Christ.**

**At HCM, we believe that children truly are “treasures” from the Lord.
Our teachers provide a safe and nurturing environment to help guide
children to further develop their relationship with Jesus Christ.**

There are 168 hours each week and during that one hour a week at Hope Chapel Mililani, we want to make sure that every child is welcomed into a **SAFE** environment where they can **KNOW** the Father's love, **LEARN** to follow Jesus, and be **EMPOWERED** by the Holy Spirit.

**HCM Keiki
Children's Ministry Handbook**



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WELCOME

Congratulations on joining our team! Thank you for your service, we look forward to serving alongside you, and having you become a part of our HCM Keiki family. Every volunteer is expected to read the handbook and abide by it's rules.

VOLUNTEER OVERVIEW

EXPECTATIONS

Every volunteer must complete the clearance process and orientation before they can begin serving.

GROWING RELATIONSHIP

We are grateful for your heart to serve and the time, love, and devotion you commit to the keiki in this ministry. It is important you continue to develop your relationship with God.

- Daily Devotions – please set aside a regular time to connect with God and be in His word
- Life Group – please join a life group or small community of believers to connect with God together and encourage each other in along the journey
- Service – serving should be out of an abundant heart of joy, thanksgiving and love, not out of obligation or coercion

VIOLATING PROCEDURES

If a volunteer violates HCM Keiki procedures, he/she will be asked to meet with the Director or pastoral staff and may be removed from serving with HCM Keiki for a period of time. If the violation is severe, he/she may be dismissed from his/her position and referred to church leadership for counseling.

LEAVING THE MINISTRY

We understand that God often calls us to serve for a season. If at any time you feel God is calling you to a new ministry, or to a time of sabbath, we fully support you following God's will. We ask you to do the following:

- Contact the Director a minimum of one month in advance, and complete your service schedule up until the agreed upon end date
- As you prepare to leave, please consider and refer others that you know who may enjoy serving with our HCM Keiki

POSITIONS

SET UP AND CLEAN UP

Set up team arrives one hour before service to help sanitize and clean classrooms. Moving tables to the side and arranging furniture as needed. Clean up team will clean up and sanitize after service, rearranging furniture back how it initially was placed.

CHECK-IN GREETER

Will greet families to church and help families sign in with name tags for class. Informing families that keiki will be dismissed during worship to their classroom.

TEACHERS

Facilitate lessons or part of lessons. Keep appropriate headcounts of keiki in classroom.

HELPERS

Assist teacher in facilitating lesson and connecting with keiki. Offering support in activities and praying with keiki.

PRAYER

Prepare and/or lead a prayer activity with keiki.

GAME PLAYER

Prepare and/or lead a game with keiki. This might be during a special weekend service where the game is the lesson.

PREPPERS

Prepare lesson and activities prior to the weekend service.

SPECIAL EVENTS

Plan/coordinate special holiday events or other events

TRAINING

FOURSQUARE STANDARDS

Our ministry follows the rules set forth by the Foursquare Child and Youth Protection Manual. The following Foursquare Child & Youth Safety Standards that must be completed before serving in the ministry.

- Completed Child & Youth Protection Video Series
- Signed Child & Youth Code of Conduct (Appendix)

ORIENTATION

On your first scheduled date of service you will be required to go through an orientation. Each classroom and position will have different roles and responsibilities.

CURRICULUM TRAINING

All Lead teachers classroom assistants are required to complete the curriculum training.

ONGOING TRAINING

Every week during Teacher Talk, we review some of our procedures or other relevant teaching topics to keep our team well informed and adequately trained.

SPECIAL MEETINGS

Team members will also be invited to participate in training meetings including Children's Ministry conferences and workshops.

PRE-SERVICE

BE PREPARED

Your role in teaching our keiki is so important. Lesson Plans are made available before class and emailed out in advanced. Each lesson plan provides activities or optional activities. You are welcome to choose a different activity or craft than the one selected, but you will be responsible to the associated supplies or asking for supplies in advanced. You are welcome to add in your own personality, experience, props, and creativity as it will most likely make your presentation and discussion more meaningful and effective. If you have any questions or need feedback on ideas and activities you may have, you can always email or call the coordinator during the week.

ARRIVE ON TIME

- Your shift starts 30-minutes **BEFORE SERVICE**
- Arrive **EARLY** (at least 30 minutes before service for Teacher Talk & Prayer)
- Let the Scheduler or Shift Leader know **ASAP** if you will be late or absent!
- Volunteers must check-in and sign in

ATTEND TEACHER TALK

The pre-service huddle, 30-minutes before service attends is an opportune time for the Shift-Leader to inform volunteers of important ministry and church announcements, provide ongoing training, assess classroom coverage needs, and to pray.

MINISTRY OVERVIEW

SAFE

ADEQUATE ADULT SUPERVISION RATIOS:

Birth to 2.5 years	3 children to 1 adult
Preschool (2.5 to 5 years)	8 children to 1 adult
Elementary (5 to 9 years)	10 children to 1 adult
Tweeners (9 to 12 years)	15 children to 1 adult
Youth (12 and older)	25 youth to 1 adult

*for mixed age group events or sessions, the ratio is maintained to the youngest child present.

BATHROOM VISITS

An adult may not be alone in the bathroom with a child, go in groups, keep the door open where people can see the adult, or ask the parent to assist child to bathroom.

SIGN-IN/SIGN-OUT PROCEDURES

Keiki ministry greeter will help welcome families. Families will check in keiki when entering service. Keiki will sit with family for first two songs then be dismissed in the middle of worship after keiki prayer. Keiki ministry greeter will help check out keiki.

PROMOTION

Grade appropriate promotions will occur during the month of July, as school begins the first week of August.

VISITATION AND OBSERVATION

Parents or prospective volunteers are welcome to visit/observe the class, but are not allowed to be left alone with students, take students out of the classroom (for bathroom breaks), etc until they have completed appropriate background checks.

INJURIES

If a child needs medical attention, beyond what can be handled by more than a band-aid, contact the child's parents immediately. Be sure to keep record of all injuries and inform parents of injury at time of pick up. Injury worksheets are to be filled and kept in permanent records.

ILLNESS

Children with contagious conditions (coughs, cold, flu, runny nose, lice, fever or other symptoms) will not be allowed to check-in for class. Should a child become ill during class, parents will be notified and called out of service.

SANITATION

Toys are to be disinfected regularly. Any toy that is mouthed by a child is to be removed from the toy bin and disinfected prior to another child having access to it. Any food stored in the trailer must be in plastic airtight containers: cardboard, zip lock bags or paper bags are not sufficient.

DISASTER PLANS

In case of a fire, hurricane, tropical storm or other natural disaster during service, the safety of our students is the number one priority:

1. If the disaster is out of the class the children will remain in the class, doors and windows to be shut until parents can safely pick up children. Please keep lights ON.
2. If the classroom is not appropriate, the students will be escorted to a safe area, please bring sign-in clipboard the open sidewalk in front of their classroom, remain seated in a group until parents come out
3. If this is not suitable, students will be escorted to the grass by the playground area

*(Students are not to be escorted to the main sanctuary, unless instructed by pastoral staff, as this may create confusion if there is a natural disaster. We do not want the students getting mixed up in the larger crowd of adults without their parents)

Teachers are to first call the lead pastors/staff members for other specific instructions. Then either an announcement will be made to the congregation or teachers will call parents individually after staff have been informed.

KNOW, LEARN, & EMPOWER

Know Father God, Learn to follow Jesus, and be Empowered with the Holy Spirit
HCM Keiki Ministry is a great introduction to the Bible for many children. Each lesson will incorporate specific elements which are conducive to learning about God the Father, examples of how to follow Jesus, and empowering our keiki to be filled with the Holy Spirit.

BIBLE LESSON

Scripture is read often and discussed. Bible Stories are shared to gain an understanding of Father God, and examples of how people encountered Jesus.

PRAYER

Prioritizing praying for the lesson and praying together. Letting keiki know they can pray and connect with God at any time.

CONNECTING WITH GOD

Allow children time to pray and discuss, this helps them to foster their personal relationship with God. Encouraging children to hear from God for themselves and giving them opportunities to share immediately also creates safety and prepares them for future Life Group experiences in their future.

Sample questions include:

- What does God think about it/you?
- How does Jesus feel about it/you?
- Holy Spirit, what do I do next?

APPENDIX

Please complete the application, background check form, and interview.

- Application – date: _____
- Background check – date: _____
- Interview – date: _____



Date _____

Last Name First Middle

Street address City State Zip Code

Email Phone number

REFERENCES:

Name address phone

Name address phone

I, _____, because I feel called by God, commit to the following guidelines to volunteer with HCM Keiki Ministry.

I am personally committed to God.

I am committed to Hope Chapel Mililani.

I am committed to the children. I will promote safety and well-being, both physically and spiritually, of children and my fellow volunteers.

I will care for my surroundings and property.

I will connect with other ministry volunteers providing appropriate feedback.

I confirm everything here is true to the best of my knowledge.

Signature Date

Signature of parent if volunteer is a minor Date

BACKGROUND CHECK