

# Children's Ministry Handbook



Heritage Baptist Church

Last Revised:

December 2020

# Table of Contents

Mission, Vision, Core Values, Overview

Core Values Explained

Requirements of Volunteers

Opportunities to Serve

Heritage Kids Guidelines



# Heritage Kids

## Mission



To meet children where they are to inspire and disciple them to become more like Jesus.

## Vision



We believe passionately in God's ability to change lives, and ultimately the world, through the Gospel of Christ as families follow Jesus in salvation and spiritual growth and involvement in local church ministry.

## Core Values



- Bible
- Creative Bible Teaching
- Family
- Service
- Safety

## Core Values

- **Bible:** Emphasizing God's Word as the authority on truth while drawing attention to the Gospel
- **Creative Bible Teaching:** Creating Biblical fun-filled lessons that kids can readily apply to their lives.
- **Family:** Assisting families in training their children for spiritual growth by supplying resources, training, and opportunities to serve together.
- **Service:** Kids serving the Lord through local church ministries while growing in their relationship with Jesus to become imitators of God.
- **Safety:** Providing a safe environment spiritually, physically, emotionally, and intellectually for kids.

---

*“Train up a child in the way he should go; even when he is old he will not depart from it.” —Proverbs 22:6*

---





## Requirements of Volunteers

1. Must have a personal and growing relationship with the Lord.
2. Must be a regular or associate member of Heritage and be faithful in attendance.
3. Must submit a Volunteer Worker Application and be approved, including 4 state-required clearances and 2 references.
4. Must read & abide by the Child Protection Policy and the Children's Ministry Handbook.
5. Teens: Must be in 7<sup>th</sup> grade or 13 years old, to be approved as *leaders-in-training*.
6. Must love children and be committed to leading children to Christ.
7. Must be committed for at least 6 months to a position in *Heritage Kids*.

# Opportunities to Serve

There are a variety of ways that an HBC member can serve in our children's ministries! (Babies – 4<sup>th</sup> Graders)

- **HK Head Teachers (Sun.):** Coordinate the teaching schedule, decorate classroom, organize lesson plans & teaching materials, track attendance, support & encourage fellow leaders & helpers, communicate with volunteers on classroom changes.
- **HK Department Leaders (Sun.):** Coordinate department, recruit new leaders, administer leaders, track attendance, and monitor absentees. (Dept. Areas: DOD & Check-In)
- **HK Teachers (Sun.):** Use provided curriculum to create and share an interactive Biblical fun-filled lesson that children can readily apply to their lives.
- **HK Helpers (Sun.):** Assist the teacher by helping maintain classroom discipline, assist in crafts/activities, and getting to know the children one-on-one.
- **HK Nursery Ministry (Sun.):** (Ages: 0-2) Care for our littlest ones by holding and playing with them! (*AND*, changing diapers, giving out cheerios, greeting parents, etc.!)
- **AWANA Leaders (Wed.):** Work under the AWANA Commander(s) and Club Directors (*Sparks*; K-2<sup>nd</sup> grades, and *T&T*: 3<sup>rd</sup>-4<sup>th</sup> grades) in a small group setting with children.
- **HK Check-In (Sun.):** Serve on Sunday mornings by greeting parents, checking children in and out on our computer system and assisting with online check-in when needed.
- **HK Dads on Duty (Sun.):** Serve by providing a safe environment for our children and families.
- **Other Needs:** Seasonal involvement with Fall Fun Day, Vacation Bible School, Heritage Kids events, etc.

# Heritage Kids Guidelines

1. Be *AT LEAST* 15 minutes early for your scheduled time slot.
2. There should always be at least 2 adult volunteers in every class when children are present.
3. All volunteers need to check-in/check-out at the *Volunteer Check-In Center* and pick up their name badges to wear during ministry time.
4. Please be mindful of tidying up your area. Clean tables & spray toys before leaving.
5. **You** are responsible for finding a replacement if you cannot be there for your slot and letting your head teacher know.
6. There are Dads on Duty on Sunday to provide safety and assistance.
7. Our goal is to have each class self-sustaining. We need to keep all areas clean and uncluttered.
8. Work as a team; assisting, putting others before self.



# Who We Are

Heritage Baptist Church exists to make “*More People More Like Jesus.*” We accomplish this mission by *growing up, growing deep, and growing out* in our faith.

- **Growing Up:** *WORSHIP*, growing in our relationship with Christ
- **Growing Deep:** *COMMUNITY*, growing in love towards one another
- **Growing Out:** *OUTREACH*, sharing Jesus with others



415 Venard Road | S. Abington Twp, PA | 18411  
570.587.2543 | [info@wearehbc.com](mailto:info@wearehbc.com) | [www.wearehbc.com](http://www.wearehbc.com)