



LEADER MANUAL

[3.30.2017]

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Gateway Kids: living the Jesus-centered mission



Leaders Manual

Section 1 – General

Gateway Kids

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Program Descriptions (Brief overview)

Gateway Kids Jr. – A safe and nurturing environment for children from birth to Kindergarten on Sunday mornings. This area is located on the north side of the auditorium.

The Summit @ Gateway Kids – A variety of venues all committed to kids in 1st through 5th grade experiencing Jesus Christ through a mix of learning environments and teaching methods. Kids are involved in large and small group settings where they are exposed to Biblical instruction utilizing multiple media forms including music, video, drama, games, stories and more.

Rangers– Mentoring the next generation of men in character, teamwork, and servant leadership with God’s Word as a guide.

- Providing a highly relational, fun, and interactive environment where boys, from kindergarten through high school, can learn by “hearing”, “seeing”, and “doing.”
- Giving boys a sense of belonging, an image and an identity of which to be proud.
- Creating an opportunity for hands-on adventure and side-by-side relationship building.

Girls Ministries– Winning girls, from kindergarten through high school, to Jesus Christ through love and acceptance.

- Developing girls spiritually and mentally by teaching them to obey God’s call on their life.
- Providing encouragement, support, and accountability through lasting Christian relationships.
- Providing an environment for girls to develop their gifts and abilities.
- Acquainting them with the Great Commission of Jesus Christ our Lord.

Recruitment Policy

Gateway Fellowship desires to provide a safe, nurturing environment for the children, attending our church and also provide an atmosphere that result in spiritual and personal growth.

As a result, Gateway Fellowship has adopted the following Recruitment Procedures which are designed to:

- 1) Protect our children, from abusers and molesters.
- 2) Protect our volunteers and paid staff from false allegations.
- 3) Protect our church from legal liability.

It applies to all workers and paid staff, regardless of job responsibilities.

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Recruitment Procedures for Volunteer Workers and Paid Staff

The following procedures will be followed in recruiting volunteer and staff for any position involving access to children:

- Persons interested in working or volunteering will submit their name to the appropriate department coordinator or Pastor.
- Each interested person must complete a Volunteer Application.
- The appropriate department coordinator or pastor will at his/her discretion check all references (personal and church) and record information.
- A Request for Criminal History Information (Child Abuse Information Act) will be made through the Washington State Patrol.
- When all references have been checked, the department coordinator or pastor will interview the applicant. (in some cases, another approved person will interview the applicant.)
- In the process of hiring staff, additional information regarding past work experience may be requested. The interviewing process may vary according to position.
- The department coordinator or pastor will determine whether or not the person will be approved.
- The applicant will then be notified whether or not he/she has been approved to work/volunteer at the church.
- Note: All information will be kept strictly confidential and only released as otherwise noted in this application. Records will be secure and kept locked.

Dress Code

As example of Christ modest dress is important in order to provide an environment for all of the children and workers that brings glory to God in all that we do. Women should be careful about their neckline, hemline and midriff, so that when moving around and working with children, nothing inappropriate is exposed. Men should also be careful about their appearance. Long pants and nice shirts are preferable. Please remember that your appearance contributes to the impression people form about children's ministries and our church.

Scheduling

Sunday schedules are created on Planning Center. When you are scheduled to volunteer your name will be added to the program. You will be able to view your profile, update your contact info and view when you are scheduled. Many of the schedules are created quarterly. Please make every effort to work your scheduled dates. If you are unable to teach on your scheduled date please make every effort to acquire an approved substitute. You are able to block out dates of unavailability after creating an account on planning center. To view Planning Center visit: www.planningcenteronline.com

Substitutes

In the event of an illness, injury, or any other reason you might not be able to work, please follow the procedures listed below.

- Indicate on Planning Center of the change.
- Call another teacher or substitute to take your place.
- Call the ministry group coordinator to inform him/her of the change.

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- If you are unable to obtain a substitute, then call your ministry coordinator or the Children's Pastor.
 - Early Childhood
 - Sarah Perron (425) 350-6106
 - Girls Ministry
 - Bryanne Salman (360) 473-8354
 - Rangers
 - Leo Pendergraft (206) 947-6563
 - Children's Pastor
 - Shelly Sundberg (360) 394-4172

Security

All workers must:

- Be 10 years of age or older.
- Have completed the recruitment procedures as listed above.
- Wear a Gateway Kids picture ID Badge or check-in badge. Badges must be worn, at all times while working in a classroom.
- If a badge is misplaced, a temporary badge may be issued. See ministry coordinator when this happens.

If a parent would like to visit the classroom on a particular Sunday, he/she must **NOT** be left alone with the children unless a Volunteer Background check has been performed. They can come in one time, after that, a Volunteer Application and background check will need to be done.

Verbal Communication

Only the teacher, coordinator or children's pastor should be communicating with the parent.

Always communicate children's behavior (good or bad) to the parent/guardian **in a positive manner** so they can help and so that we are an encouragement to the parent. (i.e. "Adam is learning how to keep his hands to himself.")

In the event that the child had an accident or that a discipline measure was used, present the appropriate form (Accident/Incident Report) to the parents and explain the incident. The original report is to be given to Children's Pastor and copy to parents.

Written Communication

It is important for us to communicate with parents so that they are aware of upcoming activities, events, and the content of our classes. It is our goal that all such communication is accurate and professional in appearance. All written communication should be approved by the ministry coordinator and/or the Children's Pastor two weeks prior to distribution. Any written communication that is not reviewed by the Children's Pastor prior to distribution or display may be removed.

"Permission to Participate" Forms

For any event scheduled off campus, or on campus other than Sundays or Wednesdays, a "Permission to Participate" form must be filled out by the parent/guardian prior to the event.

This form is to have current emergency information on each child and is intended to protect both

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the children's staff and the church regarding liability issues. Please contact your ministry coordinator and/or the Children's Pastor to have the form prepared for the specific event.

Well Child Policy

If any child seems ill as indicated by a "runny nose", fever, vomiting or diarrhea within 24 hours or eye discharge (pink eye) he/she will not be admitted to the classroom. He/She must stay with his/her parent or guardian. Please see ministry coordinator when this occurs.

In the nursery and two-year-old class, toys, tables and chairs must be sprayed with the "toy disinfectant" after the closing gathering on Sunday morning. The toy disinfectant is located in the cabinet of each classroom.

Please require kids to **wash their hands after restroom use** and, ideally, before snack time.

CLASSROOM GUIDELINES

Discipline

Our goal is to encourage good behavior rather than to correct inappropriate behavior. Discipline is the process by which direction and encouragement can be given to set individuals on a course that will help them live according to the principles God has established.

- Constantly praise specific behavior that you would like to see in your class. (i.e. "I see John cleaning up the cars" or "Thank you for sharing.") Praise encourages children exhibiting inappropriate behavior to get attention in appropriate ways.
- Reward appropriate behavior with special privileges. (i.e. "Those who are sitting quietly will get their snack")
- On a case-by-case basis, there can be actual rewards given for good behavior. This would consist of placing a sticker on a chart, etc. and should be done in conjunction with what the parents are doing at home. Be careful to give them in the proper way. (i.e. "Wow, Sally is playing so nicely by following the teacher's directions. She just earned a sticker!")

When discipline is needed we have a 3-step approach to behavior correction in all of our GATEWAY KIDS classes.

Step 1: Take the child aside and with a firm, gentle voice address and redirect behavior. (i.e. "We walk inside the classroom" or "Use your inside voices" or "We are doing our worksheets now and you need to sit and do your work. We will have time to play with the toys later.")

Step 2: Use age appropriate time outs or withdraw the child from the activity. A good rule for these time outs is one-minute per child's age for these time outs. Place the child as far away from the other children as possible without putting him/her outside the room. At the end of the time out kneel down to child's level and explain to the child why you put him/her on a time out. Try to find out why they did what they did. Make sure they know what they did wrong and why their behavior is inappropriate. Remind them of what Jesus would like them to do (obey, be kind, share, etc.) Make sure they know what is expected of them. The teacher should let the parent know that their child was put on a timeout and why. This should always be stated in a positive way. (i.e. "David had a timeout today to remember to keep his hands to himself.") Notify the Children's Pastor/Coordinator each time this kind of situation occurs.

Step 3: If the above steps do not correct the inappropriate behavior, have the Children's Pastor/Coordinator find the parent in the gathering/classroom to come remove their child. The child will have to stay out of the class for the rest of the class time. An Accident/Incident Report



must be filled out by the Teacher and kept on file by the Children's Pastor. After this, the Children's Pastor will work with the family and teachers to create helpful solutions during class.

Appropriate Physical Contact with the Children

Use non-demanding, gentle touch of shoulders, hands, arms, head or back.

Use "high-fives" or shaking hands.

Use hugs, with the child's permission.

Special Needs

Our goal is to provide the most conducive atmosphere possible for children with special needs to learn about God. The term "special needs" is broad in nature and may refer to both mental and physical needs. As with any child, it is important that the teacher establish a relationship with both the child and the parents of the child. Discuss the needs of the child with the parent(s) and methods of interaction. Remember that the parent is the expert and knows their child best. In many cases children with special needs will require individualized attention. Please let the Children's Pastor know if additional staff is required.

First Aid Procedures

Minor scrapes, bumps and bruises – Apply a band-aid or ice and comfort as required by the injury. DO NOT use any type of salve on the injury. Gloves must be worn in the event blood (or other bodily fluids) is involved to prevent the transfer of any diseases. Each classroom is equipped with a First-Aid kit which includes band-aids and gloves. Please report need of additional supplies to the ministry coordinator to ensure that each kit is complete at all times. In no circumstances is it acceptable to give aspirin or any type of pain reliever to a child. Please fill out an Incident Report giving the original to the Children's Pastor and a copy to the parents.

Major injury – Notify the ministry coordinator and/or the Children's Pastor immediately so that the proper level of response can be obtained.

Child Abuse

Cases of suspected child abuse or sexual molestation should be reported immediately to the Children's Pastor. Any volunteer or staff person who reasonably believes, in good faith, or who suspects that abusive behavior or neglect has occurred or may have occurred, should report the alleged act immediately following the prescribed reporting pattern.

Step 1: Child discloses allegations of abuse to a volunteer or paid staff (or volunteer or paid staff observes suspicious circumstances). Do not question the child concerning the abuse, but go directly to the Children's Pastor.

Step 2: Volunteer or paid staff immediately reports the incident to the Children's Pastor.

Step 3: Upon receipt of the information, the pastor will examine the report and if deemed necessary will contact the church approved legal counsel.

Step 4: The church approved legal counsel will review the disclosed information and determine reporting responsibilities, corrective measures, and notifications to make.

Appropriate responses may include some or all of the following, not necessarily in this order.

1. Watch child more closely.
2. Contact local pastor.
3. Contact family.



4. Contact parents to inform them of the situation and action taken (Child Protective Services (CPS) report, etc.). If abuse is within the family, ensure the child's safety before contacting parents and/or the alleged offender.
5. Report allegations of abuse to CPS or the police/sheriff's department if necessary. Obtain the name of the person to whom you reported the incident and obtain a report number. Record (in writing) the incident as you observed or had it reported to you.
6. Note: CPS and Police may want to interview the child, the worker, the pastor, or the coordinator who received the disclosure/information.
7. Remove accused from responsibilities.
8. Report to insurance company.
9. Have the family (parents) sign a *release of information* which will enable CPS and police to discuss the situation openly with the pastoral staff or other designated significant persons.
10. Establish support and counseling for the *child* and *parents*.

Registration Procedures

It is our goal to ensure the safety of every child and to make every parent/guardian feel comfortable when leaving his or her child(ren) in our care. The registration process is vitally important as it will leave a lasting impression with visitors and members alike of our Children's Ministries and ultimately our church.

Check-In

New children

- Parent/Guardian must bring child to the designated manned Check-In stations (Gateway Kids Jr., The Summit, or the Gym/Rangers and Girls Ministry)
- The parent/guardian must fill out a child registration form.
- The registration staff will print out badges for the family.
- For infants through 2 year olds – Classroom leaders, give the parent/guardian a pager and record pager # when you welcome them and add the pager number next to the classroom sign-in sheet.
- **If possible, walk the new parent and child(ren) to the appropriate class and introduce them to the teacher.** Parents must walk all preschool child(ren) to their classroom(s).

Returning children

- Parent/Guardian must bring child to a self-check-in station.
- The printer will print out a nametag for the child(ren) and a child pick-up slip.
- Parents may choose to print out up to two name badges. One for the child and one for a backpack or diaper bag.
- Families can request a barcode key-fob at any manned station. This will make check-in quicker and more efficient.

Check-Out

- All children ages Newborn through 5th grade must have a parent /guardian check them out, before they can leave their classroom.

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- For newborns through Kindergarten, parent/guardian must show their child pick-up slip to the teacher. The child(rens) security code (located in the corner of the badge) must match the code on the slip before parent can take child from classroom.
- For Elementary children, parents/guardian must pick-up child(ren) at Gateway Kids The Summit check-in. No child is to be released without parent/guardian.

Additional Registration Information

Registration workers are asked to arrive at the registration table at least 15 minutes prior to the start of the gathering and remain at the table until at least 15 minutes after the start of the gathering. Please make sure to save attendance report for each gathering on the desktop of the check-in computer. This will be used as a roster during an emergency.

Pager System (for nursery and 2 yr olds class)

We have employed the use of a pager system for our younger children. This serves a two-fold purpose. It gives the parent a greater sense of assurance that they will be notified immediately in the event their child needs them, and it allows our staff the ability to contact the parent without leaving the classroom. The operating procedures for the pager system have been included in the appendices of this manual and are posted in both the nursery and the two year old class.

Safety/Evacuation Procedures

In the case of a fire or other emergency, workers must know how many students are in their class at all times. Grab the check-in computer on your way out. The check-in will provide a roster of class attendance. Each classroom is equipped with a map of the building showing both a **primary and secondary evacuation route** as well as a **meeting place (Safety Zone)**. In the event of a fire alarm, workers must calmly lead the children to the designated **Safety Zone**. Use the **primary** evacuation route first. In the event the primary exit route is blocked, use the **secondary** evacuation route shown on the map to reach the **Safety Zone** and await permission from the Children's Pastor or a Gateway Fellowship staff member to return to the classroom.

Restroom Policy

Whenever a child needs to use the restroom, he/she must be accompanied by an approved children's worker and another child or approved children's worker. (In other words, three or more people at a time should be present during restroom use.) This policy allows for both the children to be supervised and the volunteer to have another person present for liability reasons. In the case of older elementary aged children, they may be allowed to use the restroom in pairs (2 girls or 2 boys). Never allow a child to use the restroom alone. (If in the Pearson Fellowship Hall, elementary students may use the kitchen lobby bathroom alone with a leader keeping an eye on the door).

Classroom Ratios

There are two main reasons for worker/child ratios:

Small Groups – Having a smaller number of children “assigned” to a teacher allows children to have a better “sense of belonging.” We want every child to feel loved and wanted.

Safety First – The ratio policy ensures safety for our children and workers.

For Safety reasons, there should always be two approved adult workers in a class room. Children should not be checked into a classroom unless there is a worker present.



As we continue to strive for excellence and safety in our children's ministries, it is our goal that every classroom has the following worker/child ratio.

- Nursery: 1:3 (1 adult for every 3 children)
- Preschool: 1:5 (1 adult for every 5 children)
- Elementary: 1:10 (1 adult for every 10 children)
- Special Events: 1:10 (1 adult for every 10 children)

Snacks

Gateway Kids provides a variety of crackers and snacks for Gateway Kids Jr. Snacks should be served sparingly to preserve the church's resources.

The workers are encouraged to bring special snacks for the holidays/seasons or for special lessons. Whenever special snacks are brought, please check ahead of time in the registration book for any food allergies your class may have or with the ministry coordinator. If a child does have an allergy, check with the parent to find a good alternative to what the rest of the class is having. **Peanuts, peanut butter and nuts** as well as any food that contains nuts are **NOT** allowed for snacks in Gateway Kids Jr. This is due to the many serious and often life threatening allergies related to nuts/legumes.

Classroom Clean Up

These classrooms are used by many groups, so all toys must be sprayed with the water/bleach solution and resources need to be returned to their proper place and nothing should be left on the counters or on top of cupboards. Please wipe down the tables after crafts and snacks and any large messes made on the floor. Rooms will be swept and vacuumed by the facilities staff at the end of the day.

Classroom Storage Cabinets

There are many fun resources in these cabinets to enrich teaching time. Most of the resources are marked with either CM (Children's Ministry) or GK (Gateway Kids) to keep them from getting mixed up with the Gateway Preschool/School/Learning Center. Please put all supplies back in the location they were found and notify the Resource Coordinator via a Supply Request Form when supplies are either exhausted or running low. Please remember that there are many staff members sharing the same cabinets and that maintaining them benefits everyone.

Resource Room

The main Resource Room is located in the Pearson Fellowship Hall in the closet behind the sound board. There are also small resource areas in the EC Wing (upstairs) and with the Rangers and Girls Ministries.

Following is a general list of the available resources:

- Craft supplies
- Costumes
- Video/DVD library
- Craft idea files (Bible stories and general)
- Color/activity resources
- Various toys and activities
- Basic school supplies

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- Flannel graph library for use with Bible stories

Please make sure to return any extra supplies back after your class is done. This helps maintain the resource center so we can track supply needs.

Room Usage Schedule

Due to the number of ministries at Gateway Fellowship each of the rooms are used for numerous classes throughout the week. Please be aware of these multi uses and assist us in keeping these rooms clean and usable for all the various ministries.

Rooms are available for special events upon request. Please fill out an event request form and submit it to the Ministry Coordinator or Children's Pastor for approval. Please ask your Ministry Coordinator for a form or email: ***jaime.schmidt@gatewayfellowship.com***



Leaders Manual

Section 2 – The MEADOW (Nursery)



Job Descriptions

The following lists describe typical duties for nursery staff:
(In addition to General Qualifications for workers in Section 1)

Nursery/Preschool Director

- Recruit workers.
- Schedule workers for Sundays, Wednesdays, and special events.
- Submit material needs to Children's Pastor for approval prior to procurement.
- Plan curriculum.

Nursery Worker

- Change sheets in portable crib beds, if used.
- Place dirty sheets in laundry basket.
- Pick-up the room, spray with bleach water & put away all toys.
- Clean counter with bleach water.
- Be sure everything is put away in its proper place.

Well Baby Nursery

We endeavor to provide a healthy and safe place for children. If a child has any symptoms of cold or flu (diarrhea, runny nose, coughing, vomiting, fever) we must request that the child stay with their parent until they are well. This is important so that we minimize the passing of germs.

Snacks

Snacks are given out once during the service time. Please have all children eat snack at the designated areas. Snacks can be found in the cabinets. Please have all children use the hand sanitizer or wash their hands prior to having snack. Be aware of any kids in your class who have food allergies. Parents will provide snack for any child who has food allergies. Please contact Sarah Perron or Shelly Sundberg if you would like to bring in a special snack.

Opening Procedures

1. Unlock pagers, set out clipboard (in check-in counter drawer). Check-in sheets are in the top drawer of the blue filing cabinet.
2. Please make sure the light is on in the nursing area and the restroom.
3. Set out **hand sanitizer**. It should be located by the sink or in one of the upper cabinets.

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4. Please wear comfortable and clean shoes in the nursery. You may take off your shoes and wear socks only if you would prefer.

Closing Procedures

1. All toys and counters must be wiped with bleach solution (1/10th bleach, 9/10th water) and put away. The bleach solution is locked under the sink or up in the cabinet. Clorox wipes also work well.
2. Put away pagers.
3. Wipe and clean changing station.
4. Sweep snack area and clean tables.
5. Turn off the lights in the nursery area and close the door.
6. If you are using the nursery other than Sundays, please take out ALL nursery trash before you leave.

Check- in Procedures

1. Greet the parent(s)/guardian(s) and child.
2. Write child's number (corresponding to the pager that will be handed to the parent) on the sign in sheet. Include any special instructions as well as the location of the parents/guardians.
3. Make sure any bags, coats, etc. are placed in a cubby.
4. Tag all pacifiers, bottles, and cups with child's name.

Check-out Procedures

1. Greet the parent(s) or guardian(s).
2. Collect the claim ticket and verify it against the security number on the child's nametag (upper right corner). Children may not be released to anyone other than the person possessing the claim ticket. Please take off the child's nametag and stick it to the claim ticket. If they have more children to pick up, give the claim ticket back (or rip in half). Otherwise you may throw the collected claim ticket and nametag in the garbage.
3. Collect a pager if one was given.
4. Return all items belonging to the child.
5. Inform the parent(s) about the child's activities and behavior. Be very positive. If there is an issue during class, please communicate this to the person in charge (Sundays would be Julianne).

SAMPLE SCHEDULE

Sunday Schedule

9:00 - 9:15	Arrival and check in
9:15 - 9:45	Playtime (includes reading)
9:45 - 10:00	Snack and Bible Story time or songs
10:00 - 10:15	Diaper changes and pack up

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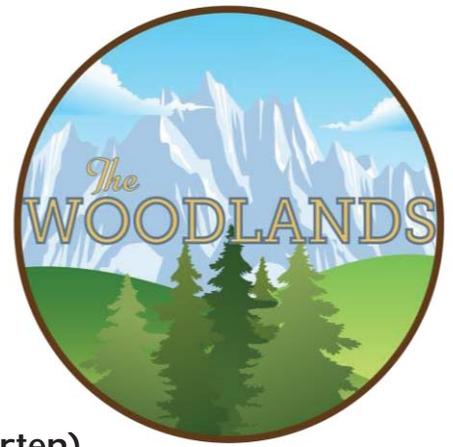


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Section 3 – The Woodlands (Preschool)



Job Descriptions

(In addition to General Qualifications for workers in Section 1)

Woodlands Coordinator (for ages 3 years – Kindergarten)

- Interface with all preschool teachers and assistants.
- Assist the Children’s Pastor in recruiting teachers and assistants.
- Manage the preschool schedule.
- Do follow-up and reminder phone calls and e-mail during the week.
- Pray for and find ways to encourage teachers. (i.e. postcards, small gifts etc.)

Woodlands Teacher

- Prepare lesson from curriculum.
- Gather necessary supplies for the day.
- Facilitate the class through the various activities. (see sample class schedule)
- See Nursery/Preschool coordinator for any resources you may need.
- Clean up after class.

Woodlands Assistant Teacher

- Assist the teacher in all aspects of the class.
- Help maintain a calm class environment.
- Help clean after class.

Curriculum

- The goal of our preschool curriculum is to give the children a better understanding of how much God loves and cares for them. This is done through telling the basic Bible stories in fun and interesting ways and providing opportunities for interactive learning. We also endeavor to instill in the preschooler the importance of obedience to God through, prayer, songs, tithing, “reading” God’s word, missions giving and helping others.
- Our preschool curriculum currently works on a quarterly basis. There is a Leaders Guide as well as a supply box containing story telling and class activity supplies. Some duplicating and gathering of supplies is needed for the crafts, activities and snacks.
- All curriculum and supplies are available in the Resource Room from the Curriculum/Resource Coordinator. (Refer to the Resource Room section for additional information)

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Class Time

- The class time will consist of numerous elements including the Bible story, prayer, crafts, activities and snacks.
- Teachers are encouraged to plan in advance for each class. While the curriculum is not difficult to teach you will be much more successful and more comfortable if you have the lesson planned and organized.
- A great time for prayer time is just after your Bible story and song/worship time. Ask the children if they have any prayer requests. Be sensitive if the requests are really serious ones and make sure that all children who have a request get to share. Encourage them to pray for each other. This is a great way to teach children to pray and also helps shy children feel encouraged to open up. Younger children may need assistance by repeating the prayer of the teacher
- Encourage the children to assist with clean up throughout the class time. Keep the room as clean as possible, so whenever someone observes the class (parents, Pastor, visitor, etc.) it will look clean, orderly, and inviting.

Large Muscle Time

- "Large muscle time" is a short, 10-15 minute period in which the children will have a chance to move around utilize their limbs in order to help build motor skills and hand-eye coordination. Games like "Red Light, Green Light", "Duck, Duck, Goose" and others that have the children move around freely are recommended. Singing a song and doing motions is another great time to let them move around! Please see ministry coordinator about outside or playground time.

Arrival

- All children should be brought to the class by their parent or guardian and should have a nametag. If not, please ask them to return to the registration kiosk to check in. Refer to the registration procedures in Section 1 for additional information.
- Greet each child with a smile and kneel/bend down to their level. Ask them a question of interest to them. (i.e. "How was school this week? Or "You have a new baby brother, what is his name?") If they are new, ask them their name and welcome them to the class. Introduce them to one of the other children and show them the activities they can play with. If needed, the parent may come in for a few minutes to help the child adjust.

Departure

- When the children are leaving, make sure they take their papers and coats. Tell them goodbye and remind them to tell their parent/guardian about the Bible story. Greet the parents and try to say something positive about their child regarding that class time. (i.e. "Sarah had a great morning; she enjoyed our craft today.") You will not be able to greet every parent this way, because many parents are picking up their child at the same time. Just make sure you

are natural and friendly. It would be good to make eye contact and smile to as many parents as possible.

Sample Woodlands Schedule

10:30 Gathering

10:00 – 10:15	Find all supplies and props needed for class
10:15 – 10:45	Check-in and free play
10:45 – 11:00	Bible Story
11:00 – 11:15	Craft
11:15 – 11:30	Snack
11:30 – 11:45	Large Muscle Time & Free Play
11:45 – 12:00	Check-out & clean up

Woodlands Post-Service Checklist

- When all children are gone, make sure all resources and equipment are put in the correct cabinets. Nothing should be left on the counters or on the tops of cupboards unless they are being used by the next service.
- All toys and counters must be wiped with bleach solution (1/10th bleach, 9/10th water) and put away. The bleach solution is locked under the sink or up in the cabinet. Clorox wipes also work well. Turn off the lights.
- Return any supplies/resources borrowed from the Resource Room. Or to the nursery/preschool coordinator.

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Section 4 – The Summit (Elementary)

Job Descriptions

The Summit Coordinator

- Facilitate The Summit @ Gateway Kids at 9:00am or 10:30am
- Work with GK teachers and volunteers.
- Create weekly schedule for a particular service.
- Will make sure curriculum organized/available as well as the supplies needed for the service.

The Summit Lead

- A part of the GK team in creating and producing awesome kids services
- Teaches Bible stories, object lesson, memory verse, missions, performs skits and/or runs fun games

The Summit Small Group Coordinator

- Prepare small group supplies for each week.
- May work whenever they choose to organize all materials, curriculum and bins for the small group leaders to use weekly.

The Summit Tech Team

- Run the sound board and computer during GK Summit
- Will work with 9:00am or 10:30am
- Will be trained in ProPresenter

The Summit

The Summit is our service for all elementary children (1-5 grade). Kids are encouraged to participate in worship, interactive stories, drama, and small groups, allowing the children to experience God's love on a deep, personal level while learning about God's truth. The Summit utilizes multiple forms of media to convey timeless Bible truths in order to assist children in developing their relationship with Jesus Christ and participating in His mission to evangelize the world.

Sample Schedule

For the 9:00am gathering:

8:45-9:00	Check-in/Activity Table
9:00-9:10	Welcome/Greeting
9:10-9:20	Game
9:20-9:30	Worship

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9:30-9:35	Memory Verse
9:35-9:55	Bible Lesson
9:55-10:10	Small Groups/Prayer Cards
10:15	Dismiss to Free Time Play

Discipline

- To keep the focus of The Summit on the worship and lesson, there is a need to help the children stay motivated to listen and engage. If a child has become a distraction to those around them, a leader should use this 3-step disciplining process:
 1. Kneel down in front of the child and place a hand on their shoulder, letting them know that there are consequences to inappropriate actions.
 2. Sit next to the child and be a good example of someone who sits quietly and focuses on the worship and/or lesson.
 3. If the child is still being disruptive, move them away from other children, or to children they do not know and sit next to them (You may also take a point away from their team if the same issues are not being resolved).

Arrival

- The elementary children (1– 5 grade) are to be checked in by the parent/guardian at the Check-in Station. For Registration Information, refer to Section 1 – General.
- After the children are checked in they may play at the activity tables or do any of the activities set out in the Pearson Fellowship Hall. We endeavor to provide a fun and safe environment for the children here at Gateway. For these reasons, there must be an approved adult worker in the Pearson Fellowship Hall at all times when children are present.
- Greet each child with a smile and kneel/bend down to their level. Ask them a question of interest to them. (i.e. “How was school this week? How was your soccer game?”) If they are new, ask them their name and welcome them to the class. Introduce them to one of the other children and show them the activities they can play with. If needed, the parent may come in for a few minutes to help the child adjust.

Departure

- When the children are leaving, make sure they take their Bibles and coats. Give them a challenge card. Greet the parents and show an interest in them and their child(s). You will not be able to greet every parent this way, because many parents are picking up their child at the same time. Parents will pick up their children using their pick-up slip (see Section 1). Just make sure you are natural and friendly. It would be good to make eye contact and smile to as many parents as possible.

Clean Up

- When all children are gone, make sure all resources and equipment are put in their proper spots in the resource closet (located behind the sound board). Make sure all trash is picked up and games are put away. Nothing should be left on tables or stage. Turn off all the lights and arm alarm system (if applicable)
- Return any supplies/resources borrowed from the Resource Room.

Leaders Manual

Section 5 – Rangers & Girls Ministries

Job Descriptions

Rangers Coordinator

- Facilitate Wednesday night Rangers
- Recruit/Train Ranger Commanders and volunteers
- Event organization and calendaring
- Will make sure groups are resourced with curriculum, supplies and badges/awards

Girls Ministry Coordinator

- Facilitate Wednesday night Girls Ministries
- Recruit/Train Club Leaders and volunteers
- Event organization and calendaring
- Will make sure groups are resourced with curriculum, supplies and badges/awards

Group Teacher

- Prepare groups lessons and activities
- Communicate with parents as to assignments, badge requirements or events.
- Keep track of all badges and awards earned.
- Communicate resource needs with Ranger Coordinator or Girls Ministry Coordinator.

Rangers

Welcome to Royal Rangers, an action-packed, life-changing ministry to boys Kindergarten through High School.

When Royal Rangers began in the early 1960s, its focus was to reach, teach and keep boys for Jesus Christ. Johnnie Barnes was asked to spearhead this ministry, and under the direction of the General Council of the Assemblies of God, he formed the basic purpose and goals of the Royal Rangers ministry. He had a passion for souls, which was sensed and appreciated by the many leaders he trained, encouraged and mentored. Using Luke 2:40 as the basis by which boys grow mentally, physically, spiritually and socially, the Royal Rangers ministry has been developed to train the whole boy. Weekly meetings are filled with the activities, camaraderie and spiritual challenge that boys need. Royal Rangers offers additional events, such as the Pinewood Derby, hiking trips, camp-outs and day camps.

The goal of Royal Rangers is to evangelize, equip and empower the next generation of Christ-like men and lifelong servant leaders.

Gateway Kids: living the Jesus-centered mission



Girls Ministries

Welcome to Girls Ministries, an action-packed, life-changing ministry to all ages of girls and preschool boys.

The first Girls Ministries (Missionettes) was officially chartered in January 1956. Since then, clubs continue to be organized across the United States and in many foreign countries. The ultimate purpose of Girls Ministries clubs—winning girls to Jesus Christ and teaching them to live victoriously—has never changed.

Our clubs meet each week for Bible lessons, activities, games, friends and fun. Your child will be challenged by awesome leaders, friends and Bible lessons that will help further their personal relationship with Jesus.

Sample Schedule

6:15-6:35	Check-in/Pre-club activities
6:35-6:45	Welcome/Pledges
6:45-7:10	Lesson
7:10-7:15	Memory Verse
7:15-7:30	Badge activity or lesson craft
7:30-7:45	Large Muscle Time (Game or activity)
7:50-8:00	Clean up
8:00	Check-out

Discipline

- In order to keep the focus of the group on the lesson and teaching, there is a need to help the children stay motivated to listen and engage. If a child has become a distraction to those around them, a leader should use this 3-step disciplining process:
 1. Kneel down in front of the child and place a hand on their shoulder, letting them know that there are consequences to inappropriate actions.
 2. Sit next to the child and be a good example of someone who sits quietly and focuses on the worship and/or lesson.
 3. If the child is still being disruptive, please bring them to the Ranger Coordinator or Girls Ministry Coordinator.

Arrival

- The children are to be checked in by the parent/guardian at the Check-in Station. For Registration Information, refer to Section 1 – General.
- After the children are checked in they will be brought to the classroom. Have a few pre-group activities available for the children.
- Greet each child with a smile and kneel/bend down to their level. Ask them a question of interest to them. (i.e. “How was school this week? How was your soccer game?”) If they are new, ask them their name and welcome them to the class. Introduce them to one of the other children and show them the activities they can play with. If needed, the parent may come in for a few minutes to help the child adjust.

Departure

- When the children are leaving, make sure they take their Bibles, binders/books and coats.
- Greet the parents and show an interest in them and their child(s).
- Parents will pick up their children using their pick-up slip (see Section 1). Just make sure you are natural and friendly. It would be good to make eye contact and smile to as many parents as possible.

Clean Up

- When all children are gone, make sure all resources and equipment are put in their proper spots in the resource closet (or classroom closets). Make sure all trash is picked up and activities are put away.
- Nothing should be left in the classrooms, gym or on the stage
- Wipe down all tables and desks
- Turn off all the lights
- Return any supplies/resources borrowed from the Resource Room.

Children's Ministry Fire Alarm and Emergency Procedure

In case of a fire alarm the following procedures should be followed. Note that precautions must be taken before the instance of an alarm. All Children's Ministry Directors and Small Group Leaders should be aware of their responsibilities in case of an alarm. For another emergency, the ministry coordinator will communicate what needs to happen.

Elementary Sunday School Procedures 9.00am, 10.30am & 5:00pm

Preparing for a fire alarm:

- Keep current emergency contact information for each attending child
- All information is stored on the check in computers
- Review the **posted escape plans** and gathering locations for the Gateway campus
- Gateway Kids will gather in the main field as long as it is safe.

In case of a fire alarm:

SMALL GROUP LEADERS / TEACHERS

- Evacuate the children according to the posted escape routs
- Guide children safely out of the building in an orderly fashion
- Take a count of the number of children as you leave
- Be the last one out; turn off lights and close windows
- Escort children to the gathering locations (main field)
- Do another count of the children present and make sure everyone is with you
- Contact the GK Ministry Coordinator (Pastor Shelly, Julianne or coordinator in charge) and let them know that you have accounted for your children

GK MINISTRY COORDINATOR

- Make sure each group is evacuating
- Collect the check-in laptop and go to the gathering area
- Area Coordinator will collect the emergency contact information computer and go to the gathering area
- Check with each group leader to make sure that everyone in their class evacuated
- Take attendance and make sure that every child marked present can be accounted for

Wednesday Night Clubs Procedures 6.30pm

Preparing for a fire alarm:

- Keep current emergency contact information for each attending child
- All information is stored on the check in computers
- Review the posted escape plans and gathering locations for the Gateway campus

In case of a fire alarm:

CLUB LEADERS

- Evacuate the children according to the posted escape routs
- Guide children safely out of the building in a single file line
- Take a count of the number of children as you leave
- Be the last one out; turn off lights and close windows
- Escort children to the gathering locations (main field if possible)
- Do another count of the children present and make sure everyone is with you
- Contact the Club Director and let them know that you have accounted for your children

CLUB DIRECTOR

Make sure each group is evacuating

Area Coordinator will collect the emergency contact information computer and go to the gathering area

Check with each group leader to make sure that everyone in their class evacuated

Take attendance and make sure that every child marked present can be accounted for