



Mariners Church Children's Ministry

Surf's Up

volunteer handbook

Dear potential **Surf's up** Lifeguard,

Welcome! We are excited that you have come to check out the Children's Ministry here at Mariner's Church. This handbook will introduce you to the many opportunities available to you within our ministry. We are thorough with our new Lifeguard application and interview process and we work diligently to establish guidelines to ensure a safe, secure and loving environment for the children of Mariner's Church. Together we will explore this handbook so that you can gain an understanding of our purpose, programs and ministry policies.

You don't have to be an expert.

Each member of our **Surf's up** team has one thing in common: a passion for children. If you have come today with a heart to love God and a desire to work with children, then you have the two basic ingredients necessary to become a Lifeguard in children's ministry. You do not need a degree in Early Childhood development or elementary education to be a great Lifeguard.

There are many different opportunities for you to serve within **Surf's up**.

Whether you enjoy holding babies, telling Bible stories, singing songs, playing guitar, working with puppets or assisting in office work, there is a place for you in **Surf's up**. We will discuss these different opportunities with you and will work together to find a place where you can use your God-given gifts to invest in the lives of children.

You do not need all the time in the world.

You can successfully minister to children with a minimal time commitment. In just an hour and a half each week, you will be able to form relationships with children and their parents that will communicate love and value, not only from you, but also from God.

You are not alone.

You will be supported in your ministry through the **Surf's up** Staff and Leadership team. We plan enrichments each year which are designed to encourage, equip, energize and empower you for ministry. You will not be a lone ranger in your ministry to children...guaranteed! As part of the equipping process we offer many training and encouragement tools.

We look forward to getting to know you and to ministering alongside you. It will be exciting to watch God at work in you and through you as you minister to the children of Mariner's Church.

Serving with you,

Len Banks
Children's Ministry Pastor

Orientation Process

Orientation

Attend the orientation for **Surf's up**
Fill out an application

Application

Reference checks
Make an appointment for interview with the children's ministry pastor
Fingerprint and DOJ background check

Conversation

Interview with the **Surf's up** children's ministry pastor
Receive specific Ministry Description for ministry of your choice

Observation

Receive name tag
Observe in the age level of your choice

Invitation

Placement
Schedule appointment for six-week follow up

The Final Piece

Once you have finished the orientation process you will receive your name tag and be placed in a classroom. You may not enter any classroom without this name tag. If you forget your name tag the day you are serving, you will need a temporary replacement tag to be worn during your time of service. You may obtain this name tag from the coordinator or lifeguard of your area.

All Lifeguards in **Surf's up** are required to wear the proper name tag as a means of identifying them as authorized Lifeguards in the room. If someone enters your room and says that they are a parent or are from another church and “just want to look around”, please direct them to wait outside for the coordinator whom you will summon. Do not allow unauthorized individuals in your classroom. If you have any questions about someone entering the room, contact a lifeguard or a ministry coordinator.



Our Purpose

***The Children's Ministry at Mariner's Church is
Connecting with God
Growing with others
Serving our world***

Our name, "SURF'S up" relates to our surfing community theme and is an acronym based on the five purposes of a "purpose-driven" model.

Share Christ
Unite with others
Radically obey.
Find your gifts
Surrender to God



**Everyone is committed to something.
To what are our children committed?**

The Community - Children who are committed to being uncommitted

They attend occasionally, two or three times each year.

Target Statement: We want to reach children in an inviting way so they want to know more about God's love.

The Crowd - Children who are committed to weekend attendance

They enjoy church and want to come.

Target Statement: We want to give children an opportunity to connect so they can learn about who Jesus is and accept Him as their Savior.

Congregation - Children who are committed to a growth group

They are in fellowship with one another.

Target Statement: We want to build a foundation for children to grow in their relationship with Jesus Christ and develop relationships with other believers.

Committed - Children who are committed to spiritual growth

They are growing.

Target Statement: We want to equip children in the application of foundational Biblical truths to their lives.

Core - Children who are committed to service and evangelism

They are serving.

Target Statement: We want to encourage children to model Christ's servant leadership through the discovery and application of their spiritual gifts.

Our Maturity Process

We have a process to develop Christ-like Character

By time a child grades out of Surf's Up they should be well on their way in

**Connecting with God
Growing with others
Serving our world**

Our purpose is our process!

Our Programs

The programs we use are “tools” to help us in our process.

Monthly Blasts

Each month two “outreach parties” will be presented. One for grades K-2 and one for grades 3-5. The format of each will be fun, creative, and used as an opportunity to introduce children to Mariner's Children's Ministry.

First Steps (Grades 3-5)

Recognizing that not all children will participate in the Breakout 101 series, the First Steps class is developed to give parents and children an understanding of what baptism is and its importance. This class will be offered 2-4 times a year with a baptism to follow shortly after.

Little Lambs (Age 3-Pre-K)

During the school months, this weekly afternoon club seeks to intentionally develop and foster spiritual formation. Since the level of understanding of this age group is limited, this club targets all audiences in a preschool context.

Sunday A.M. - Children's Church

Three age specific programs; *nursery*, *preschool (3-pre-K)* and *elementary (Grades K-5)*; are offered during the weekend services at Mariner's. They are designed to be creative and loving, giving children of seeker families an opportunity to connect with Jesus.

Kid'sQuest (Grades K-2)

Kid's Quest is designed for children in kindergarten, grade one and grade two and helps children discover the Bible in three years. The weekly lessons are focused on the values in Bible stories. Children are placed in growth groups where they have an interactive story time, make an art project, play a game, say their memory verse, learn to worship God through music, and share prayer requests.

Breakout 101-301 (Grades 3-5)

Breakout is designed to guide children, grades three through five, toward spiritual maturity. Similar to Mariner's Discovery classes for adults, the areas of growth covered in Breakout are Knowing Christ, Growing in Christ, Serving Christ, and Sharing Christ. Children work through one book each year in their growth group, where they are encouraged to develop relationships with their leaders and accountability with other children. Each child begins in the first book, entitled "Break In" and will advance to the next book the following year.

101: Knowing Christ by "Breaking In" (Grades 3-5)

Book one focuses on *Knowing Christ* and is entitled "Break In". Children will learn and discuss topics such as salvation, baptism and communion.

201: Growing in Christ by "Breaking Through" (Grades 4-5)

Book two focuses on *Growing In Christ* and is entitled "Break Through". Each child will grow in the wisdom and understanding of who Christ is, while learning and discussing topics such as fellowship, giving and worship.

301: Serving Christ by "Breaking Away" (Grade 5)

Book three is on *Serving Christ* and is entitled "Break Away". Children will discover their S.H.A.P.E. and how they can best use the gifts God has given them.

Spiritual gifts **H**ear **A**bilities **P**ersonality **E**xperiences

Other

In addition to the regular programming outlined above, there are numerous special events, "family fun" events, summer and day camps, service opportunities, and missions trips that will be offered during the course of a year.

Opportunities to Lead

Administrator

Oversees the organization of registration and provides supplies to leaders and volunteers. Helps by updating family registrations. Assists in sending lesson plans and information to volunteers.
2 hrs. / weekdays/ 2-4 times a month

Adult helper - Kid'sQuest, Little Lambs Church or Club

Assists the growth group leader and helps facilitate growth group time.
2 hrs. / During service or club times /1-4 times a month

Craft team

Meets to put together crafts, activities and games for Little Lambs and/or KidsQuest.
2-3 hrs. / weekdays / weekly

Greeter

Welcomes and registers the children into the classrooms.
1.5 hours. / during service / 1-4 times a month

Guest services team

At the Surfboard sign in the auditorium one welcomes and informs new families of the ministry of Surf's Up, explains the check-in process and walks them to the classrooms.
45-min. / before service / 1-4 times a month

Human Resource team

Assists staff in application process - background checks, finger-printing, Photo-ID badge production. Tracks training processes.
1-2 hr. / weekdays / as needed

Large Group Leader/Presenter

Presents and teaches the lessons in Preschool and K-5 Church.
2-4 hr / during services / weekly

Midweek team

Serve by inventorying and restocking snacks and name badge stickers, maintaining and cleaning our toys and play structures.
2 hrs. / weekdays / 1-2 times a month

Music team

Serve by leading worship during the K-5 Sunday and/or Breakout times services. There is also an desire to begin a kid's choir or ensemble.
1-3 hr / during services / weekly

Nursery Administrator

Schedules and equips nursery team. Keeps nursery supplies stocked and room ready for services.
1-2 hr. / weekdays / weekly

Nursery Caregiver

Serves in the nursery to care and teach infants and toddlers.
1-2 hr. / during services / 1-2 times every 6 weeks

Production/Technical

Helps by setting up audio, video and lighting systems and provides technical support during the program and training to other Lifeguards.
2-4 hrs. / During service / 1-4 times a month

Growth group leader - Sunday AM, Breakout, Kid'sQuest

Serves as a shepherd to our children by building relationships with them, leading growth group time and encouraging them to pursue a deeper relationship with Jesus Christ.
2 hrs. / During service / weekly

Student helper (Jr. High/High School)

Assists during the Sunday AM church - nursery/preschool/K-5 - to provide an enjoyable experience for the children.
2 hrs. / During service / 1-4 times a month

Substitute growth group leader

Helps by facilitating/leading growth group time when a growth group leader is absent.
2 hrs. / During service / 1-3 times a month

Customized opportunities

Flexible based upon your availability and interests.

Our Values

P.R.A.C.T.I.C.E. A custom or habit of doing something

Protecting children with an uncompromising safety process

Verse: *If one of these little children believes in me, and someone causes that child to sin, then it will be very bad for that person. It would be better for him to have a large stone tied around his neck and be drowned in the sea. Matthew 18:6 (ICB)*

Quote: “In God we trust, all others must be screened.”

Risking failure through innovation and reinvention of programs

Verse: *“I have commanded you, ‘Be strong and courageous! Don’t tremble or be terrified, because the LORD your God is with you wherever you go.’” Joshua 1:9 (GWT)*

Quote: “Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to rank with those poor spirits who neither enjoy much nor suffer much because they live in that gray twilight that knows neither victory nor defeat.” Theodore Roosevelt

Affirming, honoring and valuing others through authentic Leadership

Verse: *Therefore encourage one another, and build up one another, just as you also are doing. 1 Thessalonians 5:11 (NASB)*

Quote: “Definition of an arch: Two weaknesses leaning against each other to make a strength.” Leonardo Divinci

Creating an exciting, fun learning environment with excellence

Verse: *No one ever pours new wine into old leather bags. Otherwise, the new wine will break the bags, and the wine will be ruined along with the bags. But new wine should be put into new leather bags. Mark 2:22 (NCV)*

Quote: “If you want to succeed you should strike out on new paths rather than travel the worn paths of accepted success.” John D. Rockefeller Jr.

Trusting God for the impossible, the unknown and the unseen

Verse:

Trust the LORD with all your heart, and don't depend on your own understanding. Remember the LORD in all you do, and he will give you success. Proverbs 3:5-6 (NCV)

Quote:

"Act as though it were impossible to fail." Winston Churchill

Investing in others through open and honest relationships in the context of growth groups

Verse:

Do not be interested only in your own life, but be interested in the lives of others. Philippians 2:4 (NCV)

Quote:

"One thing for sure, if you see a turtle on top of a fence post you know he had help getting there."

Coaching leaders and children to realize and fulfill their potential through use of their spiritual gifts

Verse:

Let us think about each other and help each other to show love and do good deeds. Hebrews 10:24 (NCV)

Quote:

"A good leader takes people where they want to go and ought to be, but a great leader takes people where they don't want to go but ought to be."

Empowering leaders and children through active ministry opportunities

Verse:

He also gave apostles, prophets, missionaries, as well as pastors and teachers as gifts to his church. Their purpose is to prepare God's people, to serve, and to build up the body of Christ. Ephesians 4:11-12 (GWT)

Quote:

"If you want one year of prosperity, grow grain. If you want ten years of prosperity, grow trees. If you want one hundred years of prosperity, grow people." Proverb

Ministry Enrichment

Ministry Enrichments are ways we try to offer encouragement and support in your ministry. Team meetings or gatherings may be called from time to time in order to communicate ministry directions and vision, as well as to offer a “high-five” thanks for your service. Your service to the children is very much appreciated.

In addition, the following methods are offered to give you support in your ministry service:

The Leading Edge

Occasionally a CD is sent to all Children’s Ministry Lifeguards. Each CD’s message covers a different aspect of children’s ministry and provides encouragement and equipping for your ministry to kids.

Conferences

There are times when conferences are made available to you to encourage and offer training for your areas of ministry. Please take advantage of these times as they are refreshing and encouraging and offer some “out-of-the-box” ideas..

Child/Lifeguard Ratio Guideline

The following is an ideal suggested goal for worker to child ratio

Nursery (0-2 years)

Infant Ratio: 2 babies per 1 Lifeguard.

Crawlers Ratio: 3 crawlers per 1 Lifeguard.

Walkers Ratio: 4 walkers per 1 Lifeguard.

Preschool (Age 3 - Pre-K)

6 children per 1 Lifeguard.

Elementary (Grades K-5)

10 children per 1 Lifeguard.

Our W.A.L.K.

Four Intentional Reminders As We Serve In **Surf's up**

We would ask that all Lifeguards in **Surf's up** be intentional about our WALK. Here are some expectations we have and hope you will have for yourself as you intentionally serve and grow in your walk with God before men.

Warm heart and welcoming personality

Warm Heart

A happy heart is like good medicine, but a broken spirit drains your strength.
Proverbs 17:22 (NCV)

As parents and children participate in ministry opportunities we want their first interaction to be a positive one. As this verse reminds us, a happy and warm heart is like good medicine to the person on the receiving end of your smile.

Welcoming Personality

A cheerful look brings joy to the heart, and good news gives health to the bones.
Proverbs 15:30 (NIV)

When parents and children come to the area or age group you are serving in, be mindful of your facial expression and body language. A happy face and welcoming personality can calm an anxious child or parent. What are you saying when you don't open your mouth?

Arrive early for your ministry opportunity

Use every chance you have for doing good, because these are evil times.
Ephesians 5:16 (NCV)

Don't act thoughtlessly, but try to find out and do whatever the Lord wants you to.
Ephesians 5:17 (TLB)

Arriving early for your ministry opportunity will get you off on the right foot. If you arrive early and prepared, and have surrendered your heart to the Lord, you will have a great time.

If you arrive late to your ministry opportunity, you will always feel rushed and a little bit behind. Arriving early will be central to your success as a **Surf's up** Lifeguard.

We ask that you arrive at least 10 minutes prior to your ministry start time, 20 if you have room set-up.

Leading and learning are important in *SURF's up*

Be shepherds over the flock God has entrusted to you. Watch over it as God does: don't do this because you have to, but because you want to. Don't do it out of greed, but out of a desire to serve. 1 Peter 5:2-6 (GWT)

Leading

Leading children involves heart, motivation, skill, honor, tactfulness, awareness and lots of energy. Because we believe things are more often “caught” than taught, leading children also means being a role model to them. It means being consistent in what you teach, and in how and where you teach. It will mean arriving early to greet and staying after to “high five”. It's tough, it's rewarding, it's life changing. Thanks for learning to become a Lifeguard in “***SURF's up***”.

Learning

Here are a few areas in which we would like to help and encourage you to grow and learn:

1. Your relationship with Christ.

We must become like a mature person, growing until we become like Christ and have his perfection. Ephesians 4:13 (NCV)

2. Attending church services weekly.

You should not stay away from the church meetings, as some are doing, but you should meet together and encourage each other. Hebrews 10:24-25 (NCV)

3. Becoming the Lifeguard that God intends for you to be.

Dear brothers and sisters, not many of you should become teachers in the church, for we who teach will be judged by God with greater strictness. James 3:1 (NLT)

4. Getting involved in a growth group.

If we walk in the light as He is in the light, we have fellowship with one another and the blood of Jesus, His Son, purifies us from all sin. 1 John 1:7 (NIV)

Know the children you minister to

Life Stage	Characteristics	Lifeguard Action
Birth-12 months	Key Word: Dependent Physical: Cries to communicate Mental: Starting to learn all five senses Spiritual: Absorbs attitudes of those around them	Give Care 1 Peter 5:7
Toddlers	Key Word: Discovery Physical: Active, Growing Rapidly Mental: Sees everything, wants to handle Spiritual: What they do is determined by others	Right Responses Exodus 2:9
Age 2 - 3	Key Word: Imitation Physical: Active, "Let me do it" Mental: Realistic, likes to touch and feel Spiritual: Likes prayer before meals and bedtime	To Impress Mark 10:14
Age 4 - 5	Key Word: Receptivity Physical: Continual motion, restless, wiggler Mental: Open mind, a bundle of questions Spiritual: Trusting, literal	To Guide Psalm 32:8
Grades 1 - 2	Key Word: Activity Physical: Active, play is important Mental: Curious, imaginative, wants certainty Spiritual: Discerning, capacity for reverence	To Control Proverbs 22:6
Grades 3 - 4	Key Word: Involvement Physical: Steady growth, better coordination Mental: Influenced by group approval Spiritual: Makes decisions based on right and wrong	To Love 2 Corinthians 2:4
Grades 5 - 6	Key Word: Energy Physical: Loud, boisterous, thoughtless Mental: Hero worshiper, inquisitive Spiritual: Worshiper, "doer of the Word"	To Direct 2 Timothy 3:15

Safety Reminders

What Age Range Can You Serve?

Junior Lifeguard: Grades 5 through 8

May serve without a parent. Can serve with children no closer than four years their age and no younger than new walkers.

Student Lifeguard: Grade 9 through age 17

May serve without a parent. Can serve with children no closer than four years their age and no younger than new crawlers.

Lifeguard (Regular Adult Worker): 18 years old and above

May serve in any area

Male Lifeguards

Surf's up welcomes and encourages males to work with children at Mariner's Church.

We do want you to recognize some of the sad realities of our world:

- Most sexual abuse accusations, false or true, are made towards men
- Most pedophiles are in fact men

We are not imposing any limitations on your ministry. But we do want you to be aware and use wisdom in things such as diaper changing, bathroom escorts, etc. This is in no way a statement about individual trust. If a worker was not trusted, they would not be invited to serve in the

Surf's up ministry.

Child Abuse

If you suspect that a child has been the victim of child abuse, California State Law requires that *you* notify the authorities. Please see the **Surf's up** children's ministry pastor for further guidance. Do not confront the parent or child in any way as being wrong in such an instance can prove to be very harmful, as well.

General Safety Reminders

- Never be alone with a child.
- Lifeguards must leave the bathroom stall door open if it is necessary to help a child.
- Make sure that the restroom is clear before allowing a child to enter. Ask adults who are entering the restroom to please wait until the children are finished.
- For safety purposes we do not permit people to wander around the children's ministry area unattended. We depend upon you to assist us in helping to make **Surf's up** a safe environment for all our children.

Bathroom Safety Reminders

Preschool and Elementary have restrooms within their ministry spaces. If a child in the nursery is potty-trained and needs to be escorted to a restroom, the Lifeguard must take no less than two and no more than four children to the restroom at one time.

Children With Special Needs

We are committed to offering the best teaching and services to all children regardless of disabilities. To that end we have a team of volunteers with expertise to offer training and guidance as to how we may best serve every child. With that said, however, some disabilities may be beyond our ability to serve. Should this be the case, the Lifeguard may arrange for a meeting with the parents and the **Surf's up** children's ministry pastor to establish a way in which the ministry could be conducted. In all cases the Lifeguard should encourage the other students to learn about and treat the child as a beautiful creation of God and a fellow friend.

General Reminders

Keeping Records

Attendance records are important as we strive to serve our children well. They are useful for absentee and guest follow-up, as well as, parent recruitment when a child has been attending regularly. Please make efforts to maintain them.

Maintaining Discipline

All discipline should be given in *love*. It is better to take steps to prevent the need for discipline such as constant verbal affirmation of positive behavior; established class rules; show of physical care by hugs or hand on the shoulder; and effective planning to reduce idle time. Before proceeding to steps of discipline, pray with the child and allow the presence of God opportunity to soften the child's attitude. These methods may be used after a time of prayer with the child:

1. Restrict involvement
2. Redirect child's focus and activity
3. Last resort - Contact the Parent

When disciplining, anger should not be evident. When the discipline process is over, the worker should allow for the child to be restored and for self-esteem to be built. Always treat the child as if he had never done wrong. Do not fall into the trap of treating a child unfairly because of reputation. Lean towards grace tempered by justice rather than justice tempered by grace, yet maintain authority in the classroom.

Refreshments

When offering snacks or refreshments please be aware of any food allergies the children in your care may have. When selecting refreshments try to avoid ones that are high in sugar, contain Nutrasweet, or which may stain the facilities. And most emphatically, any snack containing nuts is not to be served. Please make sure that proper clean-up is done.

Promotion to Next Age-Appropriate Program

In order to accommodate the developmental stages and the cultural values of children, we have a split promotional policy. Nursery advancing to Preschool and Preschool advancing to Elementary programs will advance the first Sunday of September. Elementary advancing to Student Ministries will advance in June the first Sunday after the local schools have completed their term.

Medical Procedures

Typically an injury can be treated with a little tender loving care, a cool cloth and a Band-Aid, but we need to be prepared for everything. We keep a well-stocked first aid kit in all ministry areas. Please treat the child and complete an “Ouch Report”. Ouch Reports are in duplicate so you can give one copy to the parent and the other needs to be given to the children’s ministry pastor. Please talk with the parent upon their arrival and let them know what happened. The children’s ministry pastor will follow up with the parent, if necessary, the following week.

Keep in mind that we are not authorized to dispense any over the counter or prescription medications. The only exceptions may be in the case of a medication that is “as needed emergency measures” (e.g. asthma medication) For such cases there must be a parental wavier and instruction sheet on file. In the event a child needs more attention than we can provide, the parent will be notified.

Serious Injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

- Keep calm and keep children and the injured person as calm as possible. Speak assuringly to the child.
- Do not move the injured child and do not leave them alone.
- Send a fellow teacher to call 911 if necessary and then find a coordinator or the children’s ministry pastor for assistance.
- The coordinator or the children’s ministry pastor will then contact the parent and advise them of the child’s situation.
- The children’s ministry pastor will refer to the parents for details on doctor or hospital preferences.
- If the child is to be transported to a hospital and the parent cannot be located in time, the children’s ministry pastor will accompany the child to the hospital.
- The children’s ministry pastor will follow up with the parent as needed.
- All persons involved in the emergency should write out a report of what happened immediately following the emergency.

Ouch Report

Ouch Report

Dear _____,

Today your child cried “ouch” when _____

We treated it by _____

_____ We feel your child is ok now

_____ We suggest further treatment

_____ Further treatment is advised

Sincerely,

Evacuation Information

Classroom Evacuations

1. Read and understand the evacuation route for your classroom, which are posted at the exit door of each room.
2. Before evacuating count the number of children in your class. Call roll again when you arrive safely in the area you are to evacuate to. Take your attendance sheet or book with you.
Nursery: Place in evacuation cribs.
Preschool: Provide ropes to hold on to; four children and one teacher per rope.
3. Once evacuated, please wait for further instructions from a member of the **Surf's up** staff.
4. Please stay with your group at all times. Do not leave to go get your own children, to obtain first aid or for any other reason. First aid will be brought to you if needed.
5. Release children only to their parents (for ALL ages) and only after you have been given the okay to dismiss by a member of the **Surf's up** staff. Parents must have their child's number cards. Do not dismiss any children to go on their own. Do not allow parents to take their child from your care during the "process" of your evacuation. Remind the parents they can walk with you but you cannot release a child until you have arrived at your designated location.

Earthquakes

1. Direct students to "drop and cover" until earthquake stops.
2. Nursery: At the first signs of an earthquake quickly cover the babies/crawlers/toddlers with either cribs or your body ensuring that the children have room to breathe but are protected from any falling debris.
3. If there is little or no damage to your room please remain in the room until you receive instruction from a coordinator or the children's ministry pastor. If evacuation is necessary, follow the procedures outlined above.

Check In and Check Out Process

Sunday Programming and On-Campus Clubs

When parents check in a child they are given a number card and a name tag to fill out for their child.

It is imperative that you only return the child to the parent with the number card. There may be a custody situation between parents of which we are unaware. Therefore, even if you know the parent, do not return the child to anyone other than the person with the number card. If a parent has lost their number card or appears to be upset regarding the enforcement of this policy, please refer them to a ***Surf's up*** coordinator or the children's ministry pastor. **Under no circumstances are you to return a child to anyone without the number card.** This includes parents, grandparents, aunts, uncles, siblings, baby-sitters, friends and neighbors.

Nursery through 5th grade:

Children must be checked in and out by a parent. Even if a child says he is to meet his parent, do not release him.

Off-Campus Meetings and Special Events

Every attempt should be made to use the number tag system whenever possible. While the number tag system may not be practical for all events, under no circumstances are children to be left in the care of a Mariner's Church representative without parental supervision unless a formal check in procedure has been used. In addition, no child should be released to any individual other than the one who checked the child in unless written authorization has been given.

Nursery

Newborn through Two Years

Nursery Set-Up and Check In

Nursery Lifeguards are asked to arrive 20-30 minutes prior to the beginning of the service time. Upon your arrival you will need to set up a few things for the checking in of little ones.

Please be mindful of these things:

- Perform a Safety check of the room (e.g. look for hazards, broken toys, etc)
- Remove your shoes and wear socks or foot covers
- Make sure your class door sign is properly displayed for parents to see.
- Open and display your sign-in book to the proper page.
- Open and display your box numbers for the parents.
- Set out name tags for each of the children.
- Set out “Welcome To The Nursery” packets for first time guests.
- Have **Surf's up** diaper tags available for parents who do not have a diaper bag tag.
- Wipe antibacterial lotion on each child's hands - this action helps remove stress too!
- Prepare to offer distractions for children having difficulty separating from their parent.
- Smile...all the time!
- Greet parents when they enter the room and go to them to receive their child.

Upon check in, the Nursery Lifeguard will place a **Surf's up** name tag on the child's back. This will let you know the child's name as well as what number card the parents were given. The child will also be assigned a cubbyhole for their diaper bag. If they are a first time guest the parents will be given a diaper bag tag as well as a “first time visitor” packet.

Once in a while, a child will not want to enter the classroom or become fussy when leaving the parent. If a parent wants to enter the classroom to help their child acclimate to the surroundings, please welcome them to stay as long as they need.

During Your Time Of Service

Well Baby Nursery:

If a child has a cloudy or green/yellow runny nose, persistent cough, fever, rash, or any other signs of illness we will ask the parent to keep their child with them. If the Nursery Lifeguard notices this during the service time please notify the coordinator or the children's ministry pastor and we will contact the parent. Also, for safety reasons, we will not be able to accept any formula or any baby food of any kind from anyone.

Reasons For Summoning A Parent:

- If the child becomes ill.
- If the child has been injured.
- If the child has been crying for more than 10 minutes.

If a child becomes ill or injured, a Nursery Lifeguard must immediately contact the coordinator or the children's ministry pastor. An "Ouch Report" will be filled out and a phone call will be made later in the week to see how the child is doing.

Sample Classroom Schedule

A loving and caring environment for our youngest ones. "While you are changing diapers, God is changing lives."

9:00 - 9:15	Interaction	In room activities as children arrive (15 minutes)
9:15-10:00	Invest	Lesson and play time (45 minutes)
		Say - Play - Pray - Take Away

Welcome time (10 minutes)

Hugs, bubbles and toys

"I am glad you came to church today, Chad!"

"Jesus loves you and so do I."

Worship time (10 minutes)

Musical instruments and singing

"Let us sing our praises to God."

Teaching time (10 minutes)

Curriculum and curriculum toys

"Let us learn about God's love for us."

Diaper changing time (10 minutes)

Free-play time (10 minutes)

Bye-Bye time (10 minutes)

Hugs and take home papers

"I am so glad you came today, Chad. I hope you will come back to church next week."

Diaper Changing Standards

- Only an adult Lifeguard over 18 may change a diaper.
- Please attempt to only change a diaper in the presence of another Lifeguard.
- Never leave a child unattended on the changing table.
- Get a clean diaper from the child's diaper bag.
- Put latex gloves on your hands.

- Place a piece of wax paper on the diaper changing pad.
- Place child on diaper changing pad, making sure their bottom is on the wax paper.
- Change soiled diaper.
- Bag soiled diaper and wax paper and discard in diaper pail.
- Remove latex gloves and discard in diaper pail.
- Disinfect your hands
- Spray changing pad with disinfectant.
- Place a “Changed with Care” sticker on the back of the child you have changed.

Lifeguard, 18 years old and older, responsibilities

- Supervise children in the classroom.
- Supervise junior/student lifeguards.
- Meet, greet and receive children at sign-in counter with a smile and a kind tone in your voice. Move slowly communicating care non-verbally to the child and parent.
- Teach nursery curriculum, “Say, Play, Pray, Take Away” throughout the hour.
- Check and/or change diapers.
- Address any parent questions/concerns.
- Supervise cleaning and/or closing of classroom.
- Report any questions/concerns to the Lifeguard/Coordinator/Children’s Ministry Pastor.
- Pray with teaching team.
- If you will not be able to serve at your expected time and room please call your staff coordinator to let them know of your absence.

Junior/Student Lifeguard, grade 5 to age 17, responsibilities

- May minister in classroom without parent. Supervised by adult Lifeguard(s) in the room.
- Help teach nursery curriculum - “Say, Play, Pray, Take Away”.
- Remove clean diapers from diaper bags, write children’s names on diapers, and place clean diaper on changing table ready for adult Lifeguard.
- Place diaper bag tag on and “First time guest” packet in each visitor’s diaper bag.
- Place “Take Away” in each diaper bag.
- Restock classroom and diaper changing table with supplies.
- Pray with teaching team.
- Regularly attend **Surf’s up** /Jr High/High School Ministry.
- If you will not be able to serve at your expected time and room please call your staff coordinator to let them know of your absence.

Note: Junior/Student Lifeguards may NEVER pick up a baby, crawler or toddler.

Nursing Mothers

We lovingly provide rocking chairs in the nursery for their convenience. Please let them in without issue so they can take the time they need.

Closing procedures for Nursery classrooms

- Place all door signs, clips, extra curriculum, books, Toddler Bibles and seasonal audio cassettes in curriculum tub.
- Place sign-in book, pens and other small baskets in clear tub.
- Put curriculum tub, clear tub, clean linens, tape player and cassettes in metal cabinet.
- Wipe down with disinfectant all furniture and toys. (Including tables, foam mats, swings, riding toys, etc.)
- Lock all clean toys in their storage areas.
- Disinfect cribs and changing area. Set crib and changing pad on side, identifying that it has been disinfected.
- Bag all dirty linens to be taken home by designated volunteer for washing.
- Take down current week's curriculum off curriculum board.
- Empty trash and diaper pails. Replace liners. Place all trash inside large outside trash cans.
- Vacuum floor.
- Leave knowing that you have been an instrument of God's love for our children.

Preschool

Age Three through Pre-Kindergarten

Preschool Set-Up and Check In

Preschool Lifeguards are asked to arrive 20-30 minutes prior to the beginning of the service time. All curriculum for your service opportunity will be set up in your room prior to your arrival. Upon your arrival you will need to set up a few things for check in of the children. Please be mindful of these things:

- Make sure your class door sign is properly displayed for parents to see.
- Open and display your sign in book to the proper page.
- Open and display your box of number cards for the parents.
- Set out name tags for each of the children.
- Smile...all the time!

Parents will fill out the name tag for their child and be given number cards.

Once in a while, a child will not want to enter the classroom or become fussy when leaving the parent. If a parent wants to enter the classroom to help their child acclimate to the surroundings of the room you may let the parent do so following these standards:

- Only one parent at a time.
- You must have an adult Lifeguard in the room with the parent at all times.

- The parent may only be in the room for a maximum of ten minutes.
- After ten minutes kindly ask the parent to step out of the room.

Note: There is flexibility as to the time limit, as well as, some parents may want to observe the class longer to gain trust. The principle here to communicate is that adults in the room, other than those with roles, generally are a distraction to the class activity and that is why we have such restrictions.

During Your Time Of Service

Reasons For Summoning A Parent:

- If the child becomes ill.
- If the child has been injured.
- If the child has been crying for more than 10 minutes.

If a child becomes ill or injured, a Preschool Lifeguard must immediately contact the coordinator or the children's ministry pastor. An "Ouch Report" will be filled out and a phone call will be made later in the week to see how the child is doing.

Sample Classroom Schedule

Children enjoy hands-on learning, story time and "Rally Time" throughout their 60 minute stay.

Typical Service

9:00- 9:30	Interaction	Theme-centered Active Learning Centers (30 minutes)
9:30- 9:50	Involvement	Story and craft time (20 minutes)
9:50-10:00	Invest	Snack time (10 minutes)

Welcome time (30 minutes)

Kids playing with toys or coloring a page centered on the day's lesson theme.

Prayer and Song Time (10 minutes)

Lifeguard takes prayer requests and introduces the story and theme with the song selections.

Bible Story Time (10 minutes)

A creative story telling of the Bible story for that day.

Snack (10 minutes)

A snack chosen to reinforce the day's lesson is selected and a prayer of thanks is said.

Free-play and Music time

Interactive play time until parents arrive.

Lifeguard, 18 years old and older, responsibilities

- Supervise children in the classroom
- Supervise Junior/Student Lifeguards
- Meet, greet and receive children at sign-in counter with a smile and kind tone in your voice. Move slowly communicating care non-verbally to the child and parent.
- Teach Preschool curriculum as prepared by the **Surf's up** staff.
- Address any parent questions/concerns as they arise.
- Supervise cleaning and/or closing of classroom.
- Report any questions/concerns to the Lifeguard/Coordinator/Children's Ministry Pastor.
- Pray with teaching team.
- If you will not be able to serve at your expected time and room please call your staff coordinator to let them know of your absence.

Junior/Student Lifeguard, grade 5 to age 17, responsibilities

- May minister in a classroom without parent, supervised by an adult Lifeguard in the room.
- Help teach Preschool curriculum as has been prepared by the **Surf's up** Staff.
- Pray with teaching team
- Regularly attend **Surf's up** /Jr High/High School Ministry
- If you will not be able to serve at your expected time and room please call your coordinator to let them know of your absence.

Note: Junior and Student Lifeguards may NEVER pick up a child.

Elementary

Kindergarten through Grade Five

Elementary Setup and Check-In

Elementary Lifeguards are asked to arrive 20-30 minutes prior to the beginning of the service time. Upon your arrival you will need to set up a few things for check in of the children. Please be mindful of these things:

- Make sure your class door sign is properly displayed for parents to see.
- Open and display your sign in book to the proper page.
- Open and display your box of number cards for the parents.
- Set out name tags for each of the children.
- Have activities to engage the children prior to starting
- Smile...all the time!

Parents will fill out the name tag for their child and be given number cards.

Once in a while, a child will not want to enter the classroom or become fussy when leaving the parent. If a parent wants to enter the classroom to help their child acclimate to the surroundings of the room you may let the parent do so following these standards:

- Only one parent at a time.
- You must have an adult Lifeguard in the room with the parent at all times.
- The parent may only be in the room for a maximum of ten minutes.
- After ten minutes kindly ask the parent to step out of the room.

Note: There is flexibility as to the time limit, as well as, some parents may want to observe the class longer to gain trust. The principle here to communicate is that adults in the room, other than those with roles, generally are a distraction to the class activity and that is why we have such restrictions.

Restroom Safety Reminders

- A female adult Lifeguard must accompany all children to the restroom.
- No less than two and no more than four children may be taken to the restroom at one time
- Children must never go to the restroom by themselves.

Sample Classroom Schedule

Grades K through 5

High energy and age-appropriate music and teaching lead the program for this age group.

Typical Service

9:00- 9:15	Inspire	Worship band plays one or two songs (15 minutes)
9:15- 9:20	Interaction	Lifeguards interact with kids around games (5 minutes)
9:20- 9:45	Involvement	Large Group Lifeguard presents lesson (25 minutes)
9:45- 10:00	Invest	Growth group interaction (15 minutes)
10:00-	Invest	Open Play (until parents arrive)

Lifeguard, 18 years old and older, responsibilities

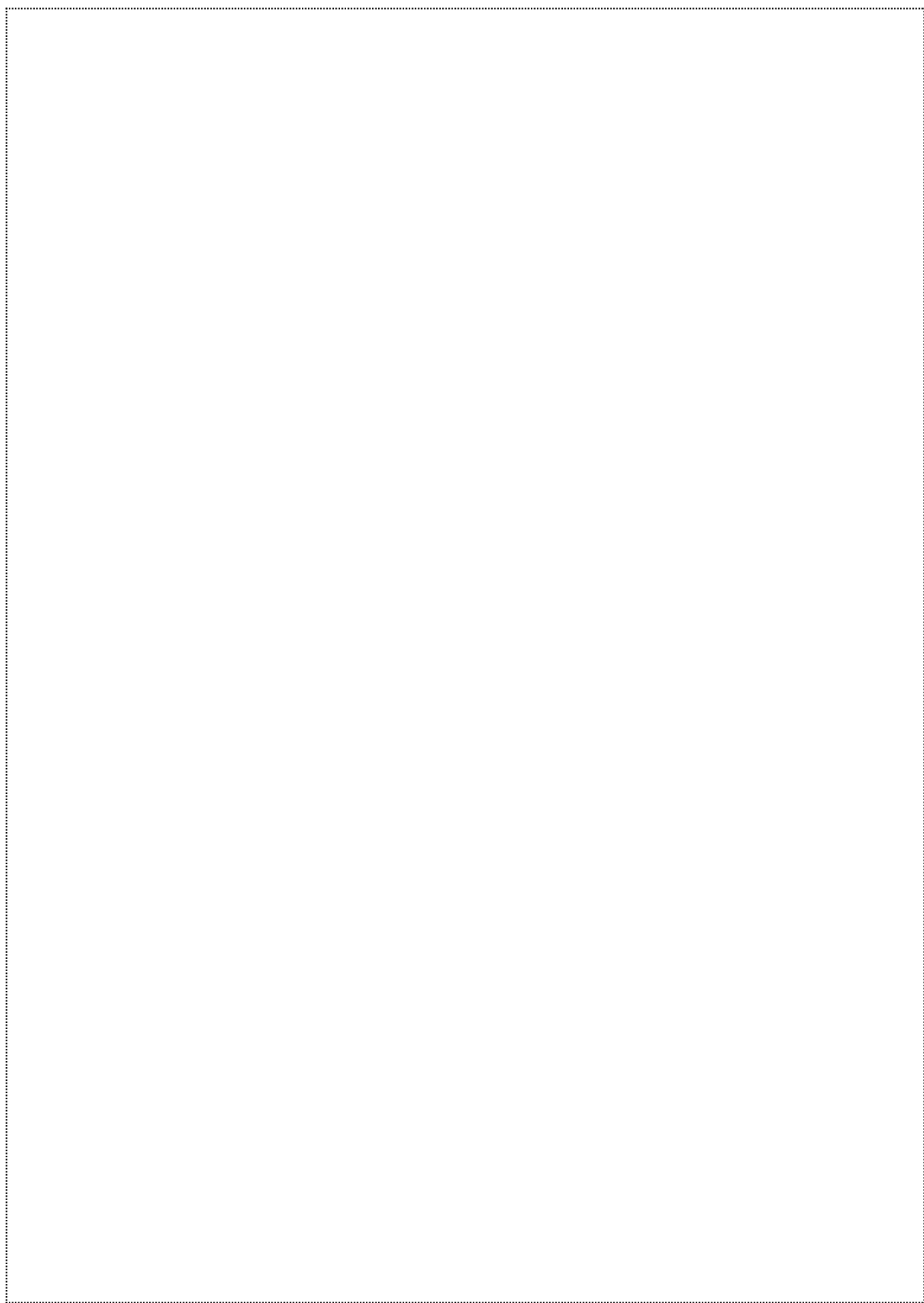
- Supervise children in the classroom
- Supervise Student Lifeguards
- Meet, greet and receive children at sign-in counter with a smile and kind tone in your voice. Move slowly communicating care non-verbally to the child and parent.
- Teach Elementary curriculum as prepared by the **Surf's up** staff.
- Address any parent questions/concerns as they arise.

- Supervise cleaning and/or closing of classroom.
- Report any questions/concerns to the Lifeguard/Coordinator/Children's Ministry Pastor.
- Pray with teaching team.
- If you will not be able to serve at your expected time and room please call your staff coordinator to let them know of your absence.

Student Lifeguard, grade 5 to age 17, responsibilities

- May minister in a classroom supervised by an adult Lifeguard in the room.
- Help teach Elementary curriculum as has been prepared by the **SURF's up** Staff.
- Pray with teaching team
- Regularly attend Middle/High School Ministry
- If you will not be able to serve at your expected time and room please call your coordinator to let them know of your absence.

Note: Student Lifeguards may NEVER pick up a child.





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