

Kids' Ministry
Team Member
Handbook
2025

SUNDAY **kids**



WELCOME!

We are so glad that you have decided to partner with us in serving the children and families of our church. Our kids' ministries are an exciting and important part of the life of our church as we partner with parents to grow and nurture the faith of children. We want to share the Gospel of our Lord Jesus Christ in everything we say and do in our lives and ministries. We pray that we will see the children in our church joyfully trusting, following and sharing Jesus each day.

As a leader, you will be a role model and example to others in faith, life, conduct and speech. As such, we are called to be 'above reproach' in our personal lives. Outlined below are the expectations that state the important qualities and characteristics to uphold to ensure we adorn the Gospel in our lives and ministries. Yet, we recognise that we all sin and may slip up in these areas. If this happens, we want to live lives of repentance, knowing the grace and forgiveness of our Lord Jesus. We want our ministries to be characterised by an outworking of this grace as we ask God to transform us and walk in step with Him.

QUALIFICATIONS

CONVICTION (WHAT YOU BELIEVE)

We want all our ministry leaders to be thoroughly convinced of the Gospel of grace that comes through faith in the death and resurrection of our Lord Jesus Christ for our sins. We want all our ministry leaders to be thoroughly convinced that we are saved by grace alone, through faith alone, in Christ alone, as revealed in the Bible alone, to the glory of God alone.

These core convictions shape who you are, what you do, and how you make decisions – which is why convictions and character belong together. They mutually reinforce one another. Your character grows and flows from your gospel convictions and your convictions are dead unless they're expressed in your character.

Therefore, we would expect you to:

- Lead a life that is committed to following Jesus.
- Be committed to the five means of growth:
 - o One service
 - o One community group
 - o One ministry (at least)
 - o Rich devotional life through Bible reading and prayer
 - o Gracious witness to the community
- Make it your aim to grow in your love, knowledge, enjoyment and obedience of God and to model the same.¹

¹ Acts 20 – Paul's ministry amongst the Ephesians; 1 Thessalonians 1-2 – Paul's ministry amongst the Thessalonians; 1 Timothy 3:1-16 – The noble task of a minister (1 Timothy 4:1-2); 1 Timothy 4:6-16; 6:10-11; 2 Timothy 2:2-7; 22-26 - Examples of leadership; Titus 1:6-9; 1 Peter 5:1-4

STATEMENT OF BELIEF

God: There is one God in whom there are three and equal persons; Father, Son and Holy Spirit. God is the creator of everything, infinite, eternal, faithful, all powerful and good. (Matthew 28:19 | 1 Peter 1:1-2)

The Bible: The Bible is the word of God written by holy people inspired by the Spirit. The Bible is our supreme authority in all matters of faith and godly living. (2 Timothy 3:16 | 2 Peter 1:21)

Humankind: God created humankind in the image of God and we are unique in all of creation called to live in relationship with our creator, with humanity and as rulers over the rest of creation. (Genesis 1:28 | Psalm 8)

Sin: Every human is by nature sinful, and all of creation suffers the consequences of living in a fundamentally fallen world. In our sinful nature we are all guilty before God and deserving of God's wrath and condemnation. (Romans 3:23 | Ephesians 2:3)

Jesus: Jesus is the Christ, born fully human and fully God, uncorrupted by sin and shared in the struggles and suffering of humanity. Jesus willingly died once for all humankind as our representative and substitute and his sacrifice alone redeems us from the guilt, penalty and power of sin. (John 1:14 | Hebrews 1:1-4 | 1 Peter 3:18, Hebrews 9:25-27)

The bodily resurrection: Jesus was crucified and died, rose in bodily form, is the first fruits of those who have died and ascended to the right hand of the Father where he now rules as king. (John 20:26-28 | 1 Corinthians 15:17-21)

Salvation by grace: Salvation is the free gift of God made possible by the Holy Spirit who compels us to repent and believe the good news about Jesus and our need for salvation. Salvation cannot be earned or made more secure by works but God saves the sinner by grace through faith in Christ alone. (Ephesians 2:10, 2 Peter 1:10-11)

Christian living: The Holy Spirit lives in and restores the Christian. The Spirit convicts the Christian of sin, guides the Christian in truth and transforms the mind and conduct of the Christian so they are more like Christ. Christians sin even with the Holy Spirit and this struggle will continue until we are raised perfect with Christ. (Romans 12:1-2 | 1 Thessalonians 4:1-8).

The Church: As Christians we are all gathered by Christ and are part of the body of Christ. Christians express their relationship together by gathering regularly to worship God in a committed community. (Matthew 16:18; Ephesians 4:11-13 | Hebrews 10:25)

The End: Jesus will come again to judge the living and the dead and establish his new heaven and new earth. (2 Timothy 4:7-9 | Revelation 21:1-4)

CHARACTER

Essential to any ministry leader is their character. In 1 Timothy 3 and Titus 1, Paul emphasises the character of leaders (not their skills).

Therefore, we expect you to:

- Be trustworthy and reliable
- Be self-controlled
- Be gentle
- Be sincere
- Be teachable
- Be generous and hospitable
- Not to be argumentative or quarrelsome but if you have a disagreement to talk to the person respectfully
- Be genuine encouragers, speaking positive words to each other and to those whom we serve (Eph 5:1-4)
- Have a godly attitude to your work and/or studies

Being Above Reproach in our Relationships

- Be 'above reproach' in your relationships. We ought not to place ourselves in situations where our integrity in our relationships with others may be - or even thought to be - compromised. For example all leaders should strive for purity and to not engage in sexual activity before or outside marriage. We must avoid all sexual immorality and be very careful about time spent alone with a boyfriend/girlfriend and make sure we are accountable to others in this.
- Be relationally pure and faithful (for single people this includes not dating a non-Christian boyfriend or girlfriend).
- Maintain family relationships in a respectful and loving way. Leaders must always be aware that they are being observed as role models and are seen as an example to follow.

Being Above Reproach concerning Alcohol and Drugs

- Be responsible with alcohol for those 18 and over (e.g. not getting drunk) (Eph 5:18)
- Do not use illegal drugs or misuse legal drugs.

Being Above Reproach concerning Clothing

- Be sensible with our clothing choices (no distracting or offensive slogans, not revealing, length of shorts/skirts/dresses to be no higher than mid-thigh)

Being Above Reproach in our use of the Internet and Social Media

- Be godly in the use of social media, especially when kids and parents are able to read what we say and how we say it
- We should not have anything to do with pornography or sexual immorality. If we find ourselves being tempted in this area we should seek help from a leader of the same gender with pastoral oversight over us.
- We should never involve ourselves in any form of bullying through the internet.

Being Above Reproach in our Finances

- Show integrity in managing your finances. This involves your personal commitment to giving in response to the blessings that God has given to us.

Being Above Reproach in our Driving

- Model safe and responsible driving at all times and abide by the road rules.
- No leader on their RED Provisional license [P] should drive a child or young person to or from ministry events and outings. If you are a 'Green P' driver, then you must obtain individual WRITTEN permission from the parent of the child or young person before doing so.

COMPETENCY (SKILLS)

When doing ministry within a team, there are core skills and ministry specific skills to learn and grow in.

Core skills

1. *Development* – being open to develop and improve in personal skills.
 - Be willing to receive and apply feedback
 - Ask questions and seek to improve
 - Attend and participate in training sessions (once per term)
2. *Relating to your team*
 - Commit to being at the group each week - To avoid stress and miscommunication, let your family know your weekly leadership and church commitments so, where possible, important family events can be scheduled for other days. If you will be away, let your team leader know in advance so we can arrange a replacement.
 - Be on time – if running late let your team leader know.
 - Be there for the leaders meeting before and after the ministry program.
 - Be well prepared - follow through on your rostered responsibilities.
 - Follow all instructions of your team leader where appropriate.
 - Maintain confidentiality – do no voice discontent about a decision or another leader to the children or parents.
 - Serve one another – help and encourage each other.
 - Respond in a timely manner to ministry related communication.
 - Help set up and pack away
3. *Stewardship* – using resources wisely
 - When buying resources, stay within budget

Ministry specific skills as a team member include all skills for children's ministry as per the role description below.

TEAM MEMBER (SUNDAY KIDS) ROLE DESCRIPTION

REPORTS TO: TEAM LEADER

Diligently prepare and teach the Bible in age-appropriate ways as per the roster, using the program as a guide.

Prepare and run activities as per the roster:

- Craft
- Games
- Singing
- Prayer
- Memory Verse
- Discussion Group

Engage in all activities of the program.

Build relationships with kids and their parents/carers.

Support children to engage with the program.

Ensure safety of children.

Manage behaviour of children, including help the up-front leader by encouraging quiet and helping kids to listen and follow instructions.

Manage transitions between activities.

Pray for the kids, families and other members of the team.

Keep the space organised and tidy.

TIME COMMITMENT

Weekly program (term time) **2 hours**

- Hammondville 8:30am-10:30am*
- Moorebank 9:30am-11:30am*

(*depending on church finishing time)

Preparation for program up to **1-2 hours** (depending on roster allocation)

Total: **4 hours** (max.)

TEAM MEMBER (FRIDAY KIDS CLUB) ROLE DESCRIPTION

REPORTS TO: TEAM LEADER

Diligently prepare and teach the Bible in age-appropriate ways as per the roster, using the program as a guide.

Prepare and run activities as per the roster:

- Afternoon Tea
- Activities/Craft
- Games
- Singing
- Prayer
- Memory Verse
- Discussion Group

Engage in all activities of the program.

Build relationships with kids and their parents/carers.

Support children to engage with the program.

Ensure safety of children.

Manage behaviour of children.

Manage transitions between activities.

Help organise outings.

Pray for the kids, families and other members of the team.

Keep the space organised and tidy.

TIME COMMITMENT

Weekly program (term time) **2.5 hours**

- Friday Kids Club 3:30pm-6:00pm

Preparation for program up to **1.5 hours** (depending on roster allocation)

Total: **4 hours** (max.)

RELATIONSHIPS WITH CHILDREN

We live in a world where many children and young people have been abused physically, sexually and emotionally by trusted members of their communities, including in churches. As a result, there are requirements that we as leaders must comply with both under NSW law and the Anglican Church's Ordinances regarding Safe Ministry.

As a leader you are required to:

- Get a Working With Children Check clearance,
- Complete the Safe Ministry Check as part of a Safe Ministry Assessment,
- Complete Safe Ministry training prior to starting as a leader, and attend a Refresher course every three years after that,
- Read and comply with Safe Ministry Blueprint for Children's Ministry Leaders and Faithfulness in Service
- Meet with the ministry area leader about the children's ministry position

The most important principle to remember when it comes to being above reproach in our relationships with children and young people is this: **Never be alone with a child or young person.**

There are good reasons for this principle. People who abuse children may try to use group-based activities as a platform for developing trust so that they can engage in one-on-one activities that provide an opportunity for sexual abuse to occur. Sexual abuse often starts with something relatively minor and gradually builds up to more serious behaviour through a process of grooming. It is characterised by secrecy. That is why it is so important that there always be more than one leader present, and that no leader spends time one-on-one with a child or young person.

Following this principle protects children and young people in our churches, and also protects you from situations where your integrity or actions might be questioned.

DEALING WITH MISTAKES

- Any incident should be reported to the team leader or Sarah Barber, who will decide if further action is required. If in doubt about whether something qualifies as an incident, then err on the side of caution and inform the team leader. Attempting to cover up an incident undermines trust and may imply guilt.
- If there is a lapse in any of the above leadership expectations, the leader concerned should be directed to the code of conduct with the aim of rectifying the problem. If the problem cannot be resolved, the leader concerned will be asked to accept the direction of the team leader of the group.
- A leader will be asked to step down if there is a gross breach of these expectations which would undermine the confidence of the parents, the leaders and the children in the person's ability to be a Christian role model. In this situation, the decision will be made in consultation with the Senior Minister. The person is still supported as a brother or sister in Christ but cannot be supported as a leader.
- If an allegation is made against you about child abuse or neglect, the matter may be referred to the police or other relevant authority for investigation.

MINISTRY COMMITMENT

Personal Commitment

- I have read, and will work within, the expectations as laid out in this ministry Code of Conduct.
- I commit to serving in my role (as per the role description) for 1 year.
- If I can not meet the expectations, I will discuss the matter with my team leader.

Safe Ministry Commitment

- I have completed a Working with Children Check
- I have completed a Safe Ministry Check form
- I have completed Safe Ministry training in the last 3 years

Name:

Signature:

Date:

TERM DATES

TERM 1

Planning and Launch Day: **Saturday 1st February**

Friday Kids Club: **14th February – 11th April** (9 weeks)

Sunday Kids: **9th February – 13th April** (10 weeks)

Holiday Sunday Kids program: **20th April – 27th April** (2 weeks)

TERM 2

Friday Kids Club: **2nd May – 4th July** (10 weeks)

Square One Camp (Year 3-6): 30th May – 1st June

Sunday Kids: **4th May – 29th June** (9 weeks)

Holiday Sunday Kids program: **6th July – 20th July** (3 weeks)

Holiday Kids Club: 9th – 11th July

Training: **Saturday ... Youthworks Regional Training (Leppington Anglican Church)**

TERM 3

Friday Kids Club: **25th July – 26th September** (10 weeks)

Sunday Kids: **27th July – 28th September** (10 weeks)

Big Day In: 6th September

Combined Service: 7th September

Holiday Sunday Kids program: **5th October – 12th October** (2 weeks)

Training: **27th July 3pm**

TERM 4

Friday Kids Club: **17th October – 12th December** (9 weeks)

Sunday Kids: **19th October – 14th December** (9 weeks)

Training: **17th October 3pm**

End of Year Celebration: **TBC**

TEAM LEADER (MOOREBANK OR HAMMONDVILLE SUNDAY KIDS) ROLE DESCRIPTION

REPORTS TO: MINISTRY AREA LEADER

SUPERVISES: TEAM MEMBERS, JUNIOR LEADERS, HELPERS

Planning

- Roster who will run activities each week
- Find replacements for leaders who are away
- Organise term meetings

Administration

- Ensure sign in/sign out process is followed
- Communicate with team members about important children registration information e.g. allergies/additional needs etc.
- Fill in the incident record book if any injuries occur
- Communicate to ministry area leader if any first aid supplies were used and need replenishing
- Monitor and replenish resources (before buying and being reimbursed, communicate with ministry area leader)
- Ensure the spaces used are organised and kept tidy

Communication

- Communicate with parents about any incidents
- Organise and run briefing and debriefing meetings with team members
- Follow up kids/families who haven't attended for more than a month

Team Members

- Encourage team members in their role
- Think about areas the team can improve and coach team members in these areas
- Check-in with leaders
- Liase with ministry area leader about potential new team members to be recruited

TEAM LEADER (FRIDAY KIDS CLUB) ROLE DESCRIPTION

REPORTS TO: MINISTRY AREA LEADER

SUPERVISES: TEAM MEMBERS, JUNIOR LEADERS, HELPERS

Planning

- Roster who will run activities each week
- Find replacements for leaders who are away
- Organise term meetings
- Organise outings including risk assessments

Administration

- Make and give out term program flyers
- Ensure sign in/sign out process is followed
- Communicate with team members about important children registration information e.g. allergies/additional needs etc.
- Fill in the incident record book if any injuries occur
- Communicate to ministry area leader if any first aid supplies were used and need replenishing
- Maintain accurate records of weekly donations and expenses
- Monitor and replenish resources using Friday Kids Club allocated money (staying within budget)
- Ensure the spaces used are organised and kept tidy

Communication

- Communicate with parents about any incidents
- Organise and run briefing and debriefing meetings with team members
- Ensure permission notes are given out and parents return them for children going on outings
- Make weekly post during term on the Friday Kids Club fb page
- Communicate with ministry area leader about new kids/families to follow up
- Follow up kids/families who haven't attended for more than a month

Team Members

- Encourage team members in their role
- Think about areas the team can improve and coach team members in these areas
- Check-in with leaders
- Liase with ministry area leader about potential new team members to be recruited