

# CALVARY CHAPEL EAST ANAHEIM



## WORKER'S HANDBOOK

# Children's Ministry Goals

## We strive to:

1. Instill in the children a knowledge of God through His Word.
  - Thy Word have I hid in my heart that I might not sin against Thee (Psalm 119:16).
2. Help the children to understand the Holy nature of God and the reverence due His name.
  - God is greatly to be feared in the assembly of the saints, and to be had in reverence of all (children included) them that are about Him (Psalm 89:7).
3. Teach the children of God's wonderful love and mercy by presenting the Gospel of our Lord Jesus and training them to live in accordance with God's Word.
4. Be sensitive to the leading of the Holy Spirit in recognizing a child's readiness to accept Christ as their personal Savior.
5. Use every moment of God-given time wisely. Some children may walk through our doors only once and may never again have the opportunity to hear of God and His love and the Good News of Jesus Christ.
6. Always inquire of the Lord first when making any decision affecting the children and the Children's Ministry (Joshua 9).
7. Equip children to live out God's Word in their lives in practical ways in day to day living.
8. Continually grow in the grace and knowledge of the Lord Jesus Christ in our own lives; if our lives reflect a passion for God and are characterized by obedience and love, the children will know it.
9. Bring glory to God in all we do and say.

# Children's Ministry Philosophy

1. All (children included) have sinned and fallen short of the glory of God (Romans 3:23).
2. Children, as well as adults, are in need of forgiveness; and through the conviction of the Holy Spirit are able to understand their need for a Savior.
3. When a child demonstrates an earnest desire to accept Christ as their personal Savior through sincere and enlightened questioning, they are ready to be guided through the sinner's prayer. They should never be pressured or made to feel guilty if they are not ready to make this commitment.
4. Children have a remarkable ability to learn and understand Scripture.
5. God places tremendous value on the children; and likewise, so should we.
  - Jesus commanded the disciples to bring the little children to Him and not to hinder them. He then took each one in His arms and blessed them (Mark 10:14-16).
  - And Jesus said "Whoever welcomes a little child in my name welcomes me. But if anyone causes one of these little ones to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea (Matthew 18:5).

We believe that as teachers of God's Word, we are God's representatives before the children. We believe that the awesome responsibility this represents should be fully understood by all who desire to work in the Children's Ministry.

# Statement of Distinctives

## **We hold to...**

- The continuance today of the diversities of spiritual gifts found in 1 Cor. 12:4-11.
- Simplicity in church government, rather than a complex bureaucracy.
- A dependence upon the Holy Spirit to lead, rather than fleshly promotion.
- The pre-millennial, pre-tribulational return of Christ for His waiting church.
- The teaching of the Word of God in such a way that it can be applied to life as beneficial towards a growing maturity.

At a given time certain issues become controversial in the church. Calvary Chapel feels it necessary to take a stand in the following areas:

## **We reject...**

- The teaching of "positive confession".
- The belief that true Christians can be possessed by demons.
- "Dominion theology".
- A fatalistic Calvinistic view, which allows no room for free will.
- Prophecy that supersedes Biblical revelation.
- The incorporation of humanistic psychology and philosophy into biblical teaching.
- "Charismania" (the overemphasis upon spiritual gifts, experiential signs and wonders, etc.).
- The teaching that you must speak with tongues in order to be spirit filled or saved.
- The seeking after experiences not clearly taught in scripture including being "slain in the Spirit", "laughing in the Spirit", and so forth.
- The view that God wills all to be healed and/or that sickness is always a result personal sin. We also reject the teaching that a failure to be healed is caused only by lack of faith.

# Statement of Faith

## Doctrinal Statement and Style of Ministry

In order to identify Calvary Chapel as conservative in theology, and evangelical in spirit, we set forth this general statement of fundamental beliefs:

**WE BELIEVE** that there is **ONE LIVING AND TRUE GOD**, eternally existing in three persons: the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all.

**WE BELIEVE that the SCRIPTURES** of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice.

**WE BELIEVE in GOD THE FATHER**, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.

**WE BELIEVE in JESUS CHRIST**, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and His personal, visible return to earth.

**WE BELIEVE in the HOLY SPIRIT**, Who came forth from the Father and Son to convict the world of sin, righteousness and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.

**WE BELIEVE that all PEOPLE are sinners** by nature and choice, and therefore are under condemnation; that God regenerates by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord; that Jesus Christ baptizes the seeking believer with the Holy Spirit and power for service, often subsequent to regeneration.

**WE BELIEVE in the universal CHURCH**, the living spiritual body, of which Christ is the Head and all regenerated persons are members.

**WE BELIEVE that the Lord Jesus Christ committed two ORDINANCES** to the Church: 1) Baptism, and 2) the Lord's Supper. We believe in baptism by immersion and communion open to all believers.

**WE BELIEVE also in the LAYING ON OF HANDS** for the baptism of the Holy Spirit, for ordination of pastors, elders, and deacons, and for receiving gifts of the Spirit for healing.

**WE BELIEVE in the personal, visible RETURN OF CHRIST** to earth and the establishment of His Kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous and endless suffering of the wicked.

**WE BELIEVE in what is termed "THE APOSTLES' CREED"** as embodying fundamental facts of the Christian faith.

## Worker Essentials

1. Arrive 20 minutes prior to the service.
2. Dress appropriately to work with the children in your class. Remember, you will be bending over and squatting down to kid level.
3. Remain in the classroom until all children are safely returned to their parents. Students should be engaged in a supervised activity while check-out is occurring. No men are to be left alone with the children at any time, including check-out time. Workers are not to leave the premises with a child.
4. Notify the Service Coordinator whenever you will be absent by completing a “Time Off” form. The “Time Off” forms are located in the Children’s Ministry Copy Room and must be hand delivered to your Service Coordinator. See example form on page 10. In case of a last minute absence, please call your Service Coordinator. For emergency cancellations prior to the start of service, please call the church at 695-9650, ext. 308; please make every possible effort to arrange for a substitute teacher. The Service Coordinator can help provide names of individuals who are approved as class substitutes.
5. As a Children’s Ministry worker, you are required to attend one of the scheduled services in the Main Sanctuary. Either the 9:00 AM or 11:00 AM Sunday morning service, the Saturday evening service or the Wednesday evening service.
6. Under no circumstances is a child allowed to be released to a person who does not have the tag for that child. The child must be kept in the Children’s Ministry until positive identification can be made by the Service Coordinator or Director.
7. Immediately report any suspicion of child abuse to a Service Coordinator and follow the Child Abuse Policy.

## Nursery / Preschool Worker Responsibilities

1. When a child is checked in, the parents are to receive a tag with a number. This same number is to be put on every item the child brings. These belongings should then be placed in the same number storage shelf.
2. No food or hot beverage is allowed in the Nursery or Pre-school Rooms (water bottles only). For non-walking babies, formula that has been pre-measured, and the bottle filled with pre-measured water is acceptable. No jar food is allowed.
3. If a parent wishes to be notified if their child cries for more than 10 minutes, advise the parent to return to check on their child. They may take their child to the cry room.
4. It is important to oversee these little ones at all times to minimize the potential of harm.
5. A parent may accompany their child in the Nursery, or Pre-School Room, if they receive approval from the Service Coordinator. The parent should wear a name tag labeled “visitor”.
6. If a parent wishes to change their child’s diaper, refer them to the diaper changing stations located in the handicap stalls, in the restrooms.
7. Each child's diaper should be **checked** approximately 15 minutes before the end of service. At no time is a child’s diaper to be changed by a male worker or a youth worker. Children may only be escorted to the restroom by female workers 13 years of age and older.
8. Workers are to remain in the classroom until all materials are returned to their proper place, the area is clean, and all children are safely returned to their parents. At the end of the service, turn off the lights and thermostat, and lock the door (except for the 9:00 a.m. service).
9. Toys should be cleaned and carpets are to be vacuumed after each service.

## Above Reproach

“Above Reproach” - this is the description of the man or woman who is Biblically qualified to be involved in church leadership or ministry, according to the Apostle Paul in 1 Timothy 3. Sometimes the word is translated “blameless”. It always has the idea of being a person of complete moral and ethical integrity, who is not or has not recently been involved with behavior bringing shame to him, or to the ministry of Jesus Christ.

We apply that standard to everyone who takes on the mantle of ministry in any way among us at Calvary Chapel East Anaheim. It applies to elders, ushers, children’s ministry workers, greeters and worship team members, etc., and you, too!

Serving in the church of the Lord Jesus Christ is a high honor, which isn’t open to all, but only to those who show themselves faithful to Him and His calling – those who are “Above Reproach.” We ask and expect you to evaluate your own behavior as to whether it is acceptable for someone who represents the Lord to others and is serving in the church in any capacity.

Our desire is that each saint serving at Calvary Chapel maintains a walk with the Lord through fellowship, personal Bible study and prayer that overflows into holy, heartfelt service. If you should stumble, it is not only your responsibility to confess that failure to the Lord, but also to the ministry leader under whom you serve. Ministry is a trust from the Lord, and also from those whom He establishes us to work and serve under. Therefore, we are not to decide to confess our sin privately or to an agape group and continue in service, without the consideration of those we serve under. God will use those to whom you are responsible spiritually, to seek His face and discern what His will is for your ministry. This is part of being a man or a woman of integrity.

You need to also be aware that as you have been called to ministry, you have higher standards placed upon you. Paul makes it clear in 2 Corinthians 6:3 “Giving no cause for offense in anything, in order that the ministry be not discredited, but in everything commending ourselves as servants of God.”

He tells us that we are to be careful about not only what God thinks of our lives, but also other people. “For we have regard for what is honorable, not only in the sight of the Lord, but also in the sight of men.” -2 Cor. 8:21 “Abstain from all appearances of evil.” -1 Thess. 5:22 KJV.

That doesn’t make you a man-pleaser! A God-pleaser desires to please God by doing what is honorable in the eyes of man. For instance, for a single man to live with his girlfriend or spend the night at her apartment may not involve sexual sin - but it definitely does not appear “honorable” in the eyes of the neighbors or other believers who may be aware of it!

The Lord doesn’t demand that you be perfect to serve Him and neither do we, but He does require moral integrity, honesty and accountability. Let’s raise up a standard that honors God and gives no opportunity for the enemies of God to blaspheme as they did in David’s day.

He loves you and is using you. Continue to let His standards be your safeguard. May your devotion be fueled by a single holy passion for Christ! -Pastor Bob Kopeny

# Dress Code Standards

You have been chosen by God to shepherd His little ones. As a “leader”, others will look to you as an example. As you know, young girls are especially interested in expressing their identity through the way they dress and are constantly looking to others they admire. **We want to be a good example to them. Also, we would like to be as supportive as possible to those parents who are teaching their children about modesty.**

As such, we must never seek to draw attention to ourselves by our attitude or our attire. Clothing must be modest and non-distracting, allowing others to see God shine through instead of ourselves. In order to help our children and other adults not stumble, please adhere to the following dress code any time that you are involved with any church function (e.g., working in class, picnics where children may see you, weekday office attire for employees).

1. No skin may show around abdomen. The following test is helpful: Stand in front of a full length mirror. Now bend over and look into the mirror. What you see is what a child will see. Is it OK? Now stand up and lift your arms (as you may do in worship or playing games with kids). Does your blouse still cover your abdomen? Remember, with kids you never know what position you may end up in!
2. No spaghetti straps. Sleeveless shirts/dresses must have at least one inch of cloth on the strap with no undergarment straps showing. Check sleeveless blouses /dresses to be sure they don't gap, exposing from the side the chest or bra area.
3. Ladies, please make sure that you are adequately covered on your chest. Also, a bra must be worn at all times.
4. No extremely tight clothing.
5. No see-through blouses.
6. Please be aware of the length of your dresses, skirts or shorts and also of proper coverage with low rise pants.
7. If a worker does show up to class and has violated this dress code, the Service Coordinator will remind them of the Dress Code Policy for the future.

We thank you for your cooperation and for being a godly role model.

Giving no cause for offense in anything,  
in order that the ministry be not discredited,  
but in everything commending ourselves as servants of God.  
2 Corinthians 6:3

# Safety Guidelines

To ensure the safety of the children and to avoid false accusations, adhere to the following safety and protection guidelines:

1. All workers must have an approved application on file prior to serving
2. All workers must be fingerprinted prior to serving.
3. All workers must have a photo I.D. and wear it at all times while serving.
4. Always make sure there are at least two workers in a class when working with young children. If one of the workers is male, there must also be two females working in the class, one of which must be over 16 years of age.
5. There must be an approved female worker in the classroom at all times.
6. Never leave a man or unsupervised youth alone with a child.
7. Men are not allowed to change diapers or take the children to the restroom.
8. Two year olds – five year olds need to be escorted to the women’s restroom by a female at least 13 years of age.
  - a. Take two children at a time.
  - b. Help the child use the seat cover.
  - c. Have the children wash their hands with soap before leaving the restroom.
9. Kindergarten – 6<sup>th</sup> grade will be dismissed to the restroom accompanied by a buddy (two children of the same gender), carrying a hall pass. When sending Kindergarten children to the restroom with a buddy, send a female escort or be sure they are supervised by a hall monitor. Monitor how long they are gone.
10. **In the event that there are only two workers (male & female), use the classroom phone to call your Service Coordinator and ask them to assist in the restroom runs. Both workers must stay in the class at all times.**
11. Children may not be dismissed to the restroom during the last five minutes of service or during check-out.
12. Parents that wish to stay in a classroom with their child need the approval of the Service Coordinator. They should not stay more than two times and should only observe, not help. They are never allowed to assist in restroom runs.

13. Disinfect toys after each service.

14. Fill out injury reports for all injuries that occur.

15. Ratio goals: 1 adult for every 2 babies  
1 adult for every 4 toddlers  
1 adult for every 6 2/3 year olds  
1 adult for every 8 4/5 year olds

16. Cautions regarding touching:

- Do not kiss a child or coax a child to kiss you – but, a handshake is great!
- Do not engage in extended hugging or tickling – but, a short, “sideways hug” is great!
- Do not touch a child where the bathing suit covers – but, touching the shoulders or head is great!
- Do not carry, or sit an older child on your lap – but, sitting next to a child is great!
- Do not be alone with a child – but, being together with others is great!
- Do not touch a child when disciplining him/her – but, direct eye and voice contact is great!

Remember, God has called us to be the shepherd over His little lambs. Our job is to protect them!

- **Calvary Chapel East Anaheim's Position and Response**

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. Unfortunately, some churches have become targets of child molesters because they provide immediate and direct access to children in a trusting and often unsupervised environment.

The leadership at Calvary Chapel East Anaheim is committed to confronting this problem, and therefore has instituted safeguards to protect children from physical and sexual abuse.

- **Definition of Child Abuse**

The Child Abuse Prevention Handbook provided by the Attorney General, California Department of Justice defines child abuse in four categories:

- 1) Physical Abuse: Any act which results in a non-accidental physical injury.
- 2) Physical Neglect: Negligent treatment or maltreatment of a child by a parent or caretaker under circumstances indicating harm or threatened harm to the child's welfare. The term includes both acts and omissions on the part of the responsible parent.
- 3) Emotional Maltreatment: Only suspected cases of severe emotional abuse that constitute willful cruelty or unjustifiable punishment of a child are required to be reported by mandatory reporters.
- 4) Sexual Abuse: Acts of sexual assault on and sexual exploitation of minors.

- **Reporting Requirements**

The state's definition of a mandatory reporter leaves church workers in a "gray area" as to their legal reporting responsibilities. **We, however, will expect every worker who is involved with the children, whether compensated or volunteer, to consider themselves a mandatory child abuse reporter. This means that anyone involved with the children shall immediately report any suspicion of child abuse they observe, or have knowledge of within the scope of their duties, to their designated Service Coordinator or the Children's Ministry Director.**

When reported, all Service Coordinators shall immediately, in conjunction with the initial reporter, complete a Calvary Chapel East Anaheim Suspicion of Child Abuse Form.

A determination must be made at this point whether an emergency child abuse report must be made to the Police Department's 911 line.

**The Children's Ministry Director will then take responsibility to report the suspected abuse to the local Child Abuse Registry within 24 hours. A written report must also be submitted by the Children's Ministry Director within 36 hours as part of the state's requirements.**

The above procedures apply when the suspected abuser is either someone outside of the church or is a children's ministry worker within the church. In the case that the suspected abuser is NOT a church worker, once the report is made to the Child Abuse Registry by phone and written report, the Child Abuse Committee of Calvary Chapel East Anaheim (the Pastor, an attorney, and Children's Ministry Director) will convene to decide what action the church should take to reach out and minister to the people involved. If the suspected abuser is a children's ministry worker, they will immediately be relieved of their duties until further investigation.

All efforts in handling a case of suspected child abuse will be documented and kept on file by the Children's Ministry Director and a report immediately made to the Pastor. The Pastor will then make the necessary reports to the church elders, insurance company and attorney.

All workers, upon becoming a part of the ministry team, will receive a copy of this Children's Ministry Handbook with the Child Abuse Policy Statement included. They shall become familiar with the policy and reporting procedures; and shall sign a Children's Ministry Commitment Form attesting to this fact.

- **Suspicious Behavior**

Any inappropriate conduct or relationships between an adult worker or a minor must be immediately, confidentially described to the Service Coordinator.

- **Safeguards for Workers**

Workers in the Children's Ministry are often in more of a "spotlight" position. In order to protect our workers against unfounded accusations, the following safeguards should be followed:

- 1) Use only "appropriate" touching (e.g., a hand on the shoulder or a hug from the side). Children in our care definitely need our loving touch, but there is no reason to touch children in a way that might be misconstrued.
- 2) Only adult women may accompany young children to the restroom. Never one on one; always take two children at a time.
- 3) Always make sure there are at least two workers in a class when working with young children. If one of the workers is a male, there must also be two females working in the class, one of which must be over 16 years of age.
- 4) When mentoring or spending time with a child outside of a church service, always obtain consent from the parent. Always meet in a public place - never alone.

# Special Needs Ministry

Special Needs Coordinator: Children's Ministry Office  
(714)695-9650, ext. 308  
[cmstaff@cc-ea.org](mailto:cmstaff@cc-ea.org)

## Our Mission Statement:

We believe that all children are created in God's image. Every child has value and purpose to God – and to us! Our desire is to help children with disabilities or special needs to experience the joy of knowing they are valuable to God and to grow in their understanding of God's Word in an inclusive Sunday School setting.

## Our Ministry Design:

Parents will share with us, through our special needs form, their child's disabilities and/or special needs. Parents will offer specific ways our ministry can meet their child's needs. If it is determined that a child requires additional assistance, a special needs ministry team member will be assigned to the child during their time with us. The type of assistance will vary depending on the child's age, grade, maturity, and ability.

## Confidentiality:

As a teacher or helper you may be entrusted with private information. You may not at any time or in any way discuss this information with anyone else, without consent of the parent and the special needs coordinator. If at any time you have questions or need additional information, please contact the special needs coordinator.

## Language:

It is very important that we address special needs children with words that are respectful, kind, and uplifting. They *have* a disability, they *are not* a disability. Refer to the person first, and then their special need.

For example: "Sally has autism." Not, "The autistic girl."

Avoid terminology like handicapped, retarded, mental, slow, afflicted etc.

Speak directly to a child with a special need. Do not speak about them while they are standing right there. Do not assume that your words will not affect them.

# AWANA & Summer Programs

Approved Workman Are Not Ashamed - 2 Timothy 2:15

**AWANA** is an exciting club that meets on Wednesday nights during the school year. Service starts at 7:00pm for children ages 4 years old through 6<sup>th</sup> grade. \*Check-in starts at 6:45 p.m. We ask that workers arrive before 6:30 p.m. to be ready to greet the children as they arrive.

The Awana program includes lively worship, fun games and lessons that point them to a deeper relationship with God. Awards are earned for scripture memorization. All children are welcome, however, registration is required to participate and earn the awards, and to receive the uniform (shirt/vest), and the program books/materials.

Children participate in the club based on their age/grade:

**Cubbies:** 4 & 5 Year Olds

**Sparks:** Kindergarten – 2<sup>nd</sup> Grade

**Truth & Training:** 3<sup>rd</sup> – 6<sup>th</sup> Grade

Volunteers serving in Awana are asked to help during check-in time, wear the approved Awana shirt, participate in worship at the start of service, assist during game time, handbook time, at the listening table, and crowd control during transition time, teaching time, and whenever needed during service.

## Summer

Our summer program is also held during the Wednesday night service time from June through August. The program is designed in a “VBS” format, and includes bible teaching time, crafts and/or activities.

All children are welcome during our Wednesday night summer program, and there is no registration required.

**CALVARY CHAPEL EAST ANAHEIM  
ADVENTURE KIDS  
CHILDREN'S MINISTRY**



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