

Guidelines & Procedures

**The core team will help to encourage families and their children to fellowship ONLY before the service begins. NO BALLS OR PLAYING in the gym, hallway or eating area until tables and chairs are torn down after the service.

**After service we are going to encourage the children to help with tear down of the service, so that, they can play in the gym after church. The faster we work as a team, the faster we can play.

**All leaders serving in Children's Ministry must arrive no later than 10:15AM to set up and receive children.

**Leaders serving in the nursery/preschool room must be ready to receive children at 10:15AM in the assigned room. Parents will bring their children to you at that time. Please make sure the pack-n-play and baskets of infant/toddler toys are set up in preschool room (they are stored in the school age room across the hall).

**Leaders serving in the school age room will need to make sure they have connected with each other for the lessons prepared for the day before the children are dismissed to you (ie. meet during breakfast to assign tasks or email one another).

** Fred will ask the leaders to stand at the exit door of the gym to wait for the children as they are being dismissed from the service. The leaders will line up the children at the door before escorting them down to the assigned room (Please take bibles prior to dismissal).

** Fred will let the parents know how to pick up their children from the assigned classrooms after the service is over. Leaders will dismiss from the classrooms to ensure that each child is taken safely. Please DO NOT let kids leave unless they are being picked up by a parent or guardian!

**Rosters will be given to you on a clipboard for Sunday morning , so that, you know who to expect. You will also be able to add visitors as well!

** Leaders need to have eyes on children at all times. [Please text Jenn \(717-880-0518\)](#) or [Michelle \(717-439-0116\)](#) during service to help you with bathroom breaks if needed.

** Cell phones should NOT be used during this time. ONLY use in the case of an emergency.