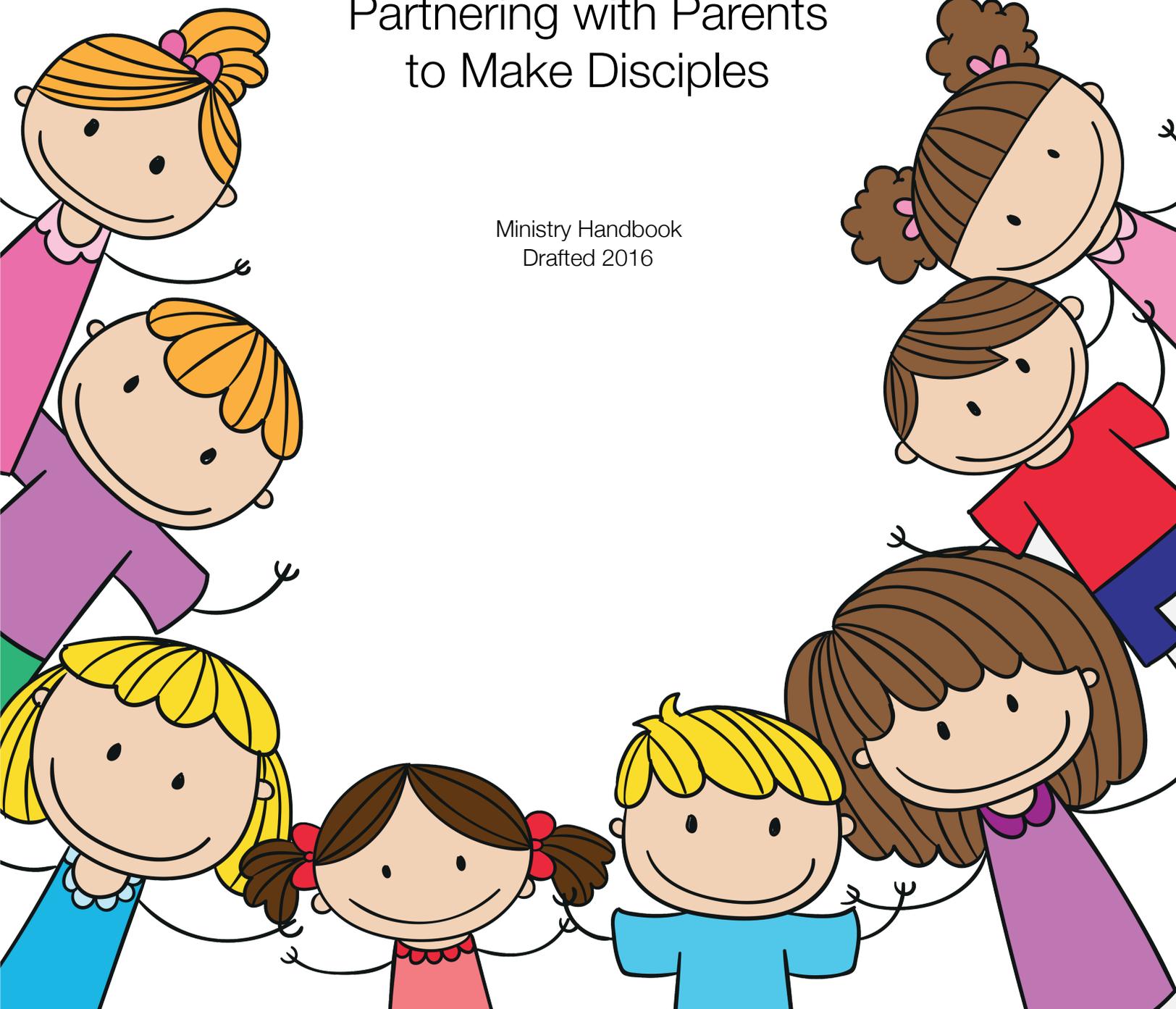




# Little Gilead

Partnering with Parents  
to Make Disciples

Ministry Handbook  
Drafted 2016





## Mission Statement

Little Gilead exists to create a Christian Community of children and adults who enjoy life together as a family and who are committed to Jesus Christ and to each other. Our goal is to teach and train up our children to be future disciple makers of Christ. We care about the hearts of our children more than we do their financial status or happiness when they are adults. First and foremost, we desire our children to be strong in their faith. We are training them to be disciples that by the grace of God, will grow to be followers of Jesus and will spread his word to all corners of the world.

*Proverbs 22:6  
Train up a child in the way he should go,  
And when he is old he will not depart from it.*

*Matthew 28: 19-20  
Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.*

In order to accomplish this mission, Christ's servants in Little Gilead will:

- Aim to equip, support and encourage parents.
- Pray and intercede for children and families.
- Offer Gospel-Centered curricula.
- Teach for response, aiming for God-loving and God-fearing hearts and lives.
- Model God's truths and character.

## Little Gilead Times & Ages

Little Gilead ministry serves primarily each Sunday at the following times:

- **9:30 a.m. (Sunday School)**
- **10:30 a.m. (Worship Hour)**

Little Gilead ministry serves the following 3 age groups:

- **Nursery**- Birth through 35 months
- **Preschool**- Age 3 through Pre-Kindergarten
- **Elementary**- Kindergarten through 5th grade.





## Communication

- All concerns or questions regarding Little Gilead should be directed to the LG Director and second to the Elder of Education.
- If there are questions regarding policies and procedures relating to LG, first direct them to the LG Director and second to the Elder of Education.
- Should a complaint be made, the LG Director will initiate the corrective action with communication to the Elder of Education.

## Registration

- All initial registration and check-in will be done at the check-in desk. Children are not permitted to their classrooms until 9:25 a.m. and need to be escorted by their parents. During the church hour, children will need to be checked in prior to worship and will be dismissed following the church worship time.
- **Registration Staff** is responsible for attendance sheets for children and teachers.
- **Greeters** are responsible for greeting each family with a warm welcome, orienting new families to the children's church program, and answering any questions they may have.
- **Teachers**, if the family is new to Gilead Friends, introduce yourself, give the parent a warm welcome and help answer any questions they may have.

## Little Gilead Staff

- Primary Teachers must be 18 years of age or older. Teacher assistants must be in 7th grade or older.
- Be a regular attender of Gilead Friends Church for 6 months or greater.
- Have no other responsibilities while serving on Sunday mornings (ex: leave to go usher).
- Report on time for duty (9:00am). Arrive 30 minutes early to set up, meet with your team and PRAY for the children.



- The Primary Teacher must be in a classroom before the classroom is opened and children are allowed in.
- There must ALWAYS be at least one Little Gilead worker in the room working with a parent (this is for background check/safety precautions!)
  - Clean up afterwards! No one else is responsible for your materials and supplies being returned to the prep room.
  - Be aware and/or prepared for children with special needs (e.g. autism, allergies, ADD). Please address any concerns or questions to the LG director.
    - Communicate positively and effectively with parents.
    - Act in accordance with the mission of Gilead Friend's Little Gilead.
    - Model God's truths and character.
  - Create a positive environment where the truths of God can be learned by the children.



## Scheduling

- Primary teachers will be notified and receive their curriculum via email at least 2 weeks in advance of their scheduled Sunday. Monthly rotation schedules are available on the Little Gilead tab on GileadFriendsChurch.org.
- All LG workers are responsible for finding a replacement and for notifying the church office at least two weeks in advance of an expected absence.
- If you are ill or in the event of an emergency, please notify the LG Director as early as possible. If it is less than 36 hours before you are scheduled to serve please call the LG Director rather than e-mail. Please refer to the last page for contact information.



## Restroom Guidelines

- Preschool Teachers- Please inquire about any special instructions from parents regarding the restroom when children are dropped off.
- Do not allow preschool children to lock the bathroom door! Hold the doors closed for them, and remain nearby to provide any assistance needed. Assist the child with clothing as needed.
- Children first grade and younger are not allowed to go outside the classroom alone and should be accompanied by an adult. From the point of check-in until the point of check-out, teachers are responsible for the safety of the children.
- LG Staff will ensure that both they and the child will wash hands before returning to the classroom.
- LG Staff will assist the child in washing their hands after use in the restroom if needed.
- If a young child needs help in the stall, a female volunteer should assist while another volunteer is within eyesight.
- Men are never allowed to assist a child in the restroom.
- At no time should you touch a child's skin where they are normally covered. (There should be toilet paper, a wet-wipe, or clothing between your hand and their skin.)



## Discipline

We use a **3 step warning** to correct individual behavior.

- **Step One:** Teacher Correction (Toddlers & Preschoolers). If a child is engaging in inappropriate behavior:

1. Get down to their level and look them in the eye.
2. Using a low, firm tone, tell them “We do not \_\_\_\_\_. When we are at church, we \_\_\_\_\_” Ex. We do not hit. When we are at church, we touch gently.
3. Engage the child in a new activity.
4. If the problem persists, go on to step 2.

Remember to use a firm voice with a low tone. Do not yell at the child, but they should be aware that you are serious and mean what you say.

- **Step Two:** Director Intervention

After correcting the child and giving a warning, if the child still chooses not to follow direction, call in the LG Director. They will take the child out of your room to discuss their behavior and then return them to the room after the conversation. They may ask for one volunteer to specifically sit with that child for the rest of service to keep a better eye on the situation and help the child stay on task.

- **Step Three:** Parent Intervention

If a child chooses to continue in the behavior, call in the LG Director for step three. The parent will be called and asked to either remove the child from the classroom for the rest of the day or stay in the room to address their behavior.

- Actions that lead to an immediate Step 3:
  - Any behavior where there is intentional injury.
  - Any behavior that leaves another child crying or emotionally upset.
  - Overt verbal or behavioral disrespect for a leader in the room.

## Parent Responsibilities

- If you are a regular attender and your children are attending Little Gilead, we want you to be involved in Little Gilead.
- We want you to be a part of teaching your children and making lasting memories with them. Children’s ministry is a small team and we need your help to make it a success. There are opportunities beyond teaching a class on a Sunday morning. We need parents who are willing to volunteer for events such as an Easter egg hunt, Trunk or Treat, and Children’s Christmas program.
- Our expectations are for each regularly attending parent to actively participate in at least 2 Children’s ministry events throughout the course of the year.
- Please see the LG Director for volunteer positions.
- Complete registration card for each child (listing allergies and special concerns).





- Sign your child in, drop them off to their classroom, and pick them up from their teacher every week.
- Please keep your child with you or at home if he/she has had a rash, fever, vomiting or cold symptoms in past 24 hours so that the other children stay healthy.
- Follow up with what your child learned at Sunday School or Children's Church during the week. Talk and pray around the same topics.
- Talk to your child's teachers if you have special concerns or would like to know more about the curriculum.

## Crying Children

- Tell the parents we will pray with their child and attempt to calm them.
- If a child is crying uncontrollably, pray with them and try to calm them. Locate the parents if the child does not calm down after 10 minutes.
- Never force a crying child to participate in classroom activities. Stay with the child speaking softly and find an individual activity that might engage and distract them.
- Do not allow children to cry by the door. Move them as far from the door as possible to try to work with them.

## Illness

- No child will be allowed in class if they are ill.
- If it is questionable, err on the side of caution and have the child stay with the parent. IF there is an issue, please refer to the LG Director.
- Child must be symptom free for 24 hours before participating in the LG program.
- If you notice a child exhibiting one of the aforementioned symptoms, notify the parent immediately to pick the child up from LG. Keep the child from the other children as much as possible until the parent arrives.
- No medications will be given in LG at any time.
- If an emergency occurs, immediately get help and locate parents. Have someone notify the LG Director. Call 911 if appropriate.





## Contact Information

**Greg Carnes**, Elder of Education  
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**Michelle Webb**, LG Director  
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**Loni Frazier**, LG Committee Member  
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**Gilead Friends Church**  
Rachel Marozzi, Office Manager  
Office Hours: M-F 9am-5pm  
419-946-1100  
[gileadfriendschurch@gmail.com](mailto:gileadfriendschurch@gmail.com)





## Little Gilead Staff

I have received a copy of the Little Gilead Handbook. I have read and understand what is expected of me to full-fill the role of Little Gilead Staff member. I am willing to give of myself and time, sacrificially at times, for the purpose of teaching and discipleship.

I understand that as a Little Gilead staff member I am expected to:

- Arrive 30 minutes before the start time in order to prepare my materials and pray with my team members.
- Clean up my materials and return them to the designated storage area (small group and large group leaders).
- Create a positive environment where the truths of God can be learned by the children.
- Act in accordance with the mission of Gilead Friend's Children's Ministry.

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Signature

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Date



## Parents

I have received a copy of the Little Gilead Handbook. I have read and understand what is expected of me as a regularly attending parent of a Little Gilead young person. I understand that it takes a village to raise a child and am willing to partner with Little Gilead to provide further opportunities of outreach, growth, and community building events.

We would like to see parents who are not involved in teaching on a monthly basis be involved in planning, coordinating, and/or participating in the set-up/tear down of at least two events throughout the course of the year.  
I am willing to participate in the following events:

\_\_\_\_\_ Children's Easter Event, which may include a gospel-centered community egg hunting activity, refreshments etc.

\_\_\_\_\_ Vacation Bible School (we need people who are willing to lead, teach, play instruments, provide snack, set-up and/or tear down...etc)

\_\_\_\_\_ Children's Christmas program

\_\_\_\_\_ Christmas caroling and hot chocolate bar

\_\_\_\_\_ Fall Harvest- trunk or treat

\_\_\_\_\_ Be a helping hand for our preschool teachers especially during the church hour (year around)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date