

Children's Ministry Handbook



2015

Christ Church Orpington

www.ccorpington.org



christ church orpington

165 Charterhouse Road
Orpington, Kent
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Welcome to the Christ Church Children's Ministry Handbook. In it you will find everything you need to know about what goes on at the Church for children aged 0-11.

If you have any further questions after reading your way through it then please ask any of the people whose phone numbers are listed on the inside back cover and they should be able to help you.

Contact Numbers

Rev Jay Colwill	01689 870923
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Jo Gavin	01689 836172
Children's Minister (0-11 years)	jo@ccorpington.org
Tracy van Rooyen	01689 871601
Children's Ministry Office	tracy@ccorpington.org
Jennie Mapp	01689 832433
Parish Disclosure Officer	dbs@ccorpington.org
Anne Springer	01689 825173
Children's Representative	
Bishop's Adviser on Child Protection (Office Hours)	08703 215159
Out of Hours	07010 715159

Individual Group Leaders

Paula Lynch	01689 600946
Louise Callow	01689 870175
Caroline Rous	01689 822552
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Judith Motto	01689 837351
'Safe Place to Play' Bookings	rainbowroom@ccorpington.org

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Mission Statement

Our mission as a church: **Above & Beyond**: We worship Jesus **above** all things. We go **beyond** these four walls in mission.

Our children's mission is about: **sowing seeds, growing together and changing lives**.

Our Core Values

- 1) To enable children to develop a sense of spirituality and faith and to grow as disciples of Jesus
- 2) To provide positive role models, helping them to develop their own ethics, morals, values and behaviours based on the Christian faith
- 4) To support them with relevant information, advice and guidance about faith and life so that they can make informed choices about their direction and future
- 5) To provide a safe and engaging environment in which they feel someone will listen to them take them seriously and not judge them.
- 6) To enable them to take a full active part in church and have a say about the services that affect them.

We hope you have enjoyed this handbook and found it useful. If you require any further information then please do not hesitate to ask, contact numbers are listed opposite.

This handbook has been put together by Jo Gavin and Liesel Stanbridge. If you have any comments about how we can improve it then please let us know.

In Summary

Children are an important part of our church today. They have much to give, as well as to receive. We will listen to them. As we nurture them in worship, faith and community life, we will respect their wishes and feelings. We will do all in our power to protect them from harm.

This policy was agreed at a Standing Committee of the Parochial Church Council, Christ Church Orpington held on 18th May 2009. It will be reviewed annually at subsequent PCC Meetings, where progress in carrying it out will be monitored.

In an Emergency...

If there is an emergency situation such as a **fire** and the building needs to be evacuated, an alarm will sound. It is the responsibility of group leaders to ensure that the children registered in their care are led calmly and safely to the meeting point, which is the grass area at the back of the church building (LHS corner). This may be accessed through the exit doors leading directly outside. Parents **MUST NOT** attempt to collect children from their groups but must go directly to the meeting point. Group registers should be taken out to ensure everyone is accounted for.

If there is a **first aid** incident, a first aid kit is situated in the church, café area, large kitchen, by the main toilets and downstairs. As well as treating the incident there is a recording book outside the church office that needs to be filled in detailing what happened. This record should then be posted through the Church office letterbox. There is a list of the current first aiders beside each first aid kit.

A note about Additional Needs

Christ Church is committed to supporting those who have any additional needs whether physical, social or behavioural. Some of our groups cater specifically for those with additional needs and we are keen to assist anyone who may need support at any of our other groups.

Service Format for Children

Morning Worship is held on Sunday mornings at 10.30am. Children are registered into their groups about 10.15am. The service then begins with an Altogether Time in church.

Holy Communion is on the first Sunday morning of the month at 10.30am. Registration for children on these Sundays also starts at 10.15am. They are invited to "Outburst!" in the hall and come back into the service with their group leaders for prayer during communion at the rail.

"Outburst!" is our monthly combined session of lively praise! Including testimony, drama, craft & activities, it is held every first Sunday of the month in the hall at 10.30am - 12.00pm.

All Age Services are held at 10.30am on Mothering Sunday, Easter Day, Holiday Club Sunday, Christmas Day, Harvest and at other times during the year. They are shorter and geared towards children. The Rainbow Room Crèche is available for children 0-3 years only.

Sunday Activities

Each group listed below meets in term time during the Sunday morning service 10.30am until 12.00pm.

Each group follows a shared teaching theme which is often introduced in church. Sessions for younger children include a variety of fun activities, craft, Bible story, games, music and small group sharing and praying with refreshments. Older children, will have games, videos, drama and discussions, looking at the Bible and relevant issues. The Children's Ministry team leaders are all committed Christians.

Rainbow Room Creche – ages 0–3

Led by Louise Callow



The Crèche is a fully supervised session which meets in the Rainbow Room Soft Play Facility located by the main doors into the church. Parents may bring children here to be registered before or at any time during the Church service. If parents need to remain with their child, there is a television link into the church. There may be a short story time and song towards the end of the session.

Ratios of Children to Adults

As far as possible a worker will never be left on their own with a child where their activity cannot be seen. This may mean leaving doors open or two groups working in the same room. In a residential situation, workers will not share a room with children on their own.

At the end of a session two adults should remain until the last of the children have left.

These are the required staffing levels for children's groups.

0-2 years	1 adult for every 3 children
2-3 years	1 adult for every 4 children
3-8 years	1 adult for every 8 children
Over 8 years	1 adult for every 10 children

General Safety Information

Transport

Wherever possible children should be dropped off and picked up by parents and there will be no need for workers to transport them.

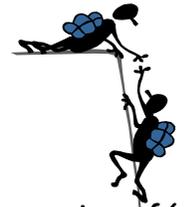
However, if the need does arise then, where possible, children should be accompanied by more than one adult. If this is not possible then the child should be asked to sit in the back of the car. The child must wear seat belts and the driver's insurance must cover the journey.

Any trips out with children ensures that the mode of transport is safe. If using a minibus, check that you are licensed and insured to drive it. If using a coach, check that the company is fully insured.

Consent/Registration Forms

Consent forms are required for all children that come to activities at the church so that we can be aware of medical conditions or emergency contact details. These forms will only be accessible by the group leaders. Children are the responsibility of their parent/carer until they are safely registered into their group for their activities.

Climbers - ages 3-7



Led by Caroline Rous

The Climbers meet in the small hall located off the main café area. Registration takes place from 10.15am. Children are invited to sit towards the front of church with their parents/carers for a short 'altogether time' at the beginning of the service, which is geared towards them. Parents are then invited to take their children to their group before returning into church. Children may only be collected from their group by the person returning the registration card with the child's name on.

Explorers - ages 7-11



Led by Jo Gavin

The Explorers meet in the large hall located at the back of the café area. Registration takes place from 10.15am. Children are invited to sit towards the front of church for a short 'altogether time' at the beginning of the service, where they remain the responsibility of their parents/carers. Parents/carers are then invited to take their children to their group. Children may only be collected from their group by the person returning the registration card with the child's name on.

School Holiday Provision



Led by Bob & Mary Kendall

During school holidays, the Sunday morning groups will be held collectively in the hall for teaching and games.

Weekday & Saturday activities

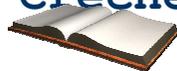
Tea and Toys (Wednesdays) – Ag 4



Led by Paula Lynch

This is a term time 'drop-in' for parents/carers and their children 0-4 years. It is held on Wednesdays 1.00pm - 3.00pm in the large hall and includes toys, refreshments, songs and a story time. Children are the responsibility of their parent/carer.

Meeting Point (Fridays) – Crèche



Led by Judith Motto

This is a daytime home group where a crèche is provided for those with pre-school children. It includes fellowship, Bible study, prayer and care and meets at 13 Woodlands Road, Orpington from 9.30am - 11.45am aiming to start Bible Study at 10.00am

Children's Representative



A Children's Representative is appointed to have an overview of all the children in the parish. They can also act as an independent adult for parents, leaders or children to talk to. The Children's Representative for Christ Church is Anne Springer.

Parish Disclosure Officer



The Parish Disclosure Officer oversees the appointment of those applying to work with children. Our Parish Disclosure Officer is Jennie Mapp. In addition, the Child Protection Administrator, Sarah Gardiner, deals with Appendix 5 forms and references.

Disclosure and Barring Service

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office. The disclosure process provides a check on whether an individual has a criminal record, has been under police investigation or has been banned from working with children by the courts or having their name placed on the lists held by the Dept of Education and Skills or the Dept of Health.

Before anyone can begin working with children in the church they will have a DBS check carried out. Jennie Mapp undertakes the administrative work involved in making these checks.

The Role of our Leaders

Relationships

- To build positive relationships with the children
- To commit to regular prayer for the children in their care
- To commit to providing quality and consistent preparation of teaching materials and work

Personal Life

- To role model a positive Christian example and share own Christian journey when appropriate
- To regularly attend Sunday services

Practical Safety

- To act fully in accordance with the Church's Child Protection policy
- To maintain a safe environment and report any dangers perceived in the relevant way

Rainbow Room - Safe Place to Play - Ages 0-11



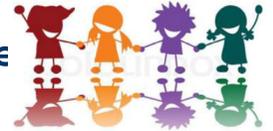
Led by Liesel Stanbridge

The Rainbow Room is a soft play room and can be booked through the church office for private sessions for children with additional needs and their families. It is accessible, small, safe and secure. By additional needs we mean any child who has difficulty accessing mainstream play spaces, due to developmental difficulties of any kind, including social/communication.

Mini Movers (Fridays) - Age

Led by Jo Gavin/Katie Travers

with the Elevate dancers from Springs



This is an activity of singing, dancing and Bible stories for toddlers in the large hall, while parents/carers can relax and unwind with some refreshments in the café, 2.00pm - 3.00pm.

Other Activities

Holiday Club - Ages 5-11



The Church holds an annual holiday club for children of primary school age (5-11) and 4 year olds who are due to start school in September. It is usually held during the first full week of the summer holiday and is extremely popular!

Big Breakfasts - Ages 5-11



"Big Breakfasts" are hosted by a number of Children's Leaders from churches in Orpington. Events are for those aged 5-11 years and include a morning of fun activities, team challenges, friendship and a story.

Moving Up - Ages 9-11 (Years 5 & 6)

This is a fun evening for everyone facing the challenge of moving up from Year 5 to Year 6 or into secondary school. It includes food, challenges, music, chances to make new friends and talk about the next year with those who have been there before.

Safeguarding Children Policy

As a Church we are committed to the physical, emotional and spiritual well-being of all the children in our care. Many children are involved in church life: in worship and in various activities under the guidance of a devoted group of leaders and helpers. These workers mostly give their time freely and generously so that our children can grow in the faith of Jesus Christ. Both children and adults need a safe and secure environment in which to work.

To help us fulfil this aim the Church is committed to following the Home Office Code of Practice 'Safe from Harm'. From this code the Diocese of Rochester has produced a Safeguarding Children Policy for Children and Young People in the Church of England. If you would like to see a copy of the Policy Document, this is available at the Parish Office during normal opening hours.

Most of the guidelines and procedures outlined in the next few pages are common sense and require those who work with children to use their wisdom and judgement. They should never become a barrier to people wanting to work with children, so if you are interested in helping at any of the above activities, then do let us know.