

HANDBOOK 2014-2015



**"To REACH children and HELP them GROW into their full unique POTENTIAL
in becoming passionate FOLLOWERS of JESUS"**

ARE YOU READY?

AllStars (Children's Ministry) Director: Alexandra Stok
Crossroads International Church of The Hague: Bezuidenhoutseweg 249, 2594 AM The Hague
Phone: 070-3222485, E-mail: alexandra@crossroadschurch.nl, www.crossroadschurch.nl

Dear parent, volunteer,

Welcome to AllStars (Children's Ministry)!

Why AllStars? AllStars ☆: through God's eyes we see that each child is born a Star in God's Kingdom! With 'AllStars' we refer to children ages 0-11 attending our Children's Ministry. The purpose of this handbook is to provide transparency about AllStars policies and procedures.

What's NEW this season?

- ☆ Starting Sunday 7 September the Crèche has split in 2 groups: the Crawlers (0-1,5 Y) and the Walkers (1,5-2,5 Y)! This was mostly needed because there are currently quite a lot of children attending, besides that this will allow us to alter the program better, depending on the ages of the different groups.
- ☆ A new structure for the GreenStars & OrangeStars (9-11 Y): except for on Familiar Sunday, the children will now begin their lessons in the Mini-Gym from 10:00-10:15 for Activity Stations. They will then move to their separate classrooms until 11:00 where the groups will be combined and meet in the Mini-Gym for game time with the purpose of team building within the groups and forming bonds between the 2 groups.
- ☆ We are very grateful for 2 new coordinators on the Leadership Team and 1 interim coordinator. With that we have now for all the age groups a coordinator!
 - Yes a man on the team! With a passion for the 9-11 years Mike Hammond started in spring as the coordinator for the GreenStars (ENG) and OrangeStars (NL).
 - Malaicha Aniceta is the new coordinator for the Creche and with this young addition on the team we are very happy and we hope to encourage leadership development.
 - Danice Pieternella will cover the maternity leave of Stefanie Croes (RedStars)!
- ☆ Starting January 2015 we will need to meet at a different location than the BSN. We will inform you asap what the new (temporarily) location will be. Can you pray for this proces?

Be blessed in this new season and if you have any questions or suggestions concerning AllStars, please let us know!

On behalf of AllStars Leadership Team:



Alexandra Stok
Director of AllStars
alexandra@crossroadschurch.nl
06-45036150



Stefanie Croes
Coordinator (mat.leave Oct.-Jan.)
RedStars (4/5 Y)
stefaniecroes@gmail.com
06-41191232



Malaicha Aniceta
Coordinator
MiniStars (crèche)
malaicha-aniceta@hotmail.com
06-54627457



Danice Pieternella
Interim Coordinator Oct.-Jan.
RedStars (4/5 Y)
ecinadulce103@gmail.com
06-34844477



Mirjam van Dorp
Coordinator
BlueStars & PinkStars (Toddlers)
mirjamvandorp@me.com
06-4359169



Marieke de Putter
Coordinator
PupleStars & YellowStars (6-8 Y)
mdeputter@hotmail.com
06-23657128



Mike Hammond
Coordinator
GreenStars & OrangeStars (9-11 Y)
mikehammond_56@hotmail.com
06-16133859

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1. AllStars ☆ Introduction

1.1. AllStars Mission

“To reach children and help them grow into their full unique potential in becoming passionate followers of Jesus”¹ (1 Timothy 4:12 NIV)

We believe that every individual Christian is set apart by the Lord for His purposes. As Christ-followers we seek to coach each child in coming into a relationship with Jesus and discovering his or her God given talents which he or she can use in becoming the person God wants him or her to be.

1.2. AllStars Vision

“A growing Children’s Ministry team of dedicated people with a heart for children, providing a safe place for children to experience God through strong and loving relationships via a fun & creative program.

We want to help our children to love God with all their heart, mind and soul. And to help them discover who they are so they can influence their world”.²

AllStars envisions together with the Youth Ministry the spiritual growth of children and youth starting at age 0 to age 18! We believe that ministering to the children with close relations to the youth ministry is essential in developing our young Christ-followers.

¹ Corresponds with Crossroads’ mission: “to help people become fully-devoted followers of Jesus Christ”.

² Corresponds with Crossroads’ vision: “to be a loving and joyful international community, passionately pursuing God together and growing authentic relationships that make a difference in our lives and in our world”.

1.3. AllStars Key Purposes³ and rules



Encouraging 5-Star Children! We aim to help children to become devoted followers of Jesus. We have rewritten the key values and purposes of Crossroads for ministering to children and have written a matching rule.

1. Grace / Genade (Colossians 3:12-14)	Matching rule as tool
Our children accept the grace of God and pay it forward to others.	Be kind to each other, because we are all precious in God's eyes. We zijn aardig voor elkaar want we zijn allemaal kostbaar in Gods ogen.
2. Growth / Groei (Ephesians 4:15)	Matching rule as tool
Our children grow in their knowledge of God, so that they understand that God is interested in them personally and that He can help them thru His Spirit in building up their individual characters.	Look, listen and learn. Kijk, luister en leer.
3. Group / Groep (1 Corinthians 12:12)	Matching rule as tool
Our children build friendships in the small groups, where they can feel safe and at home.	Grow(in) friendship, grow(in) together, grow(in) God. Groei in vriendschap, groei samen, groei in God.
4. Gifts / Gaven (1 Corinthians 12:8-11)	Matching rule as tool
Our children discover and develop the talents God has given them and they learn how they can use their talents to help others.	We share our talents by actively participating. We delen onze gaven door actief deel te nemen.
5. Good Stewardship/ Goed rentmeesterschap (1 Corinthians 9:22)	Matching rule as tool
Our children's hearts and minds change in the likeness of Jesus so that they conceive that everything they possess belongs to God and so that they contagiously live out the good news of Jesus.	Share the treasure! Deel de schat!

³ These five purposes are based on the five key indicators Willow Creek Community Church uses to describe the spiritual maturity process of children (5-G kids).

2. AllStars ☆ Kids-Safe Policy

At Crossroads we value children. We value ministry with children. We value adults who invest their time and energy in teaching children the ways of the Lord. We also respect God's design for creating the church as the environment that works with parents in teaching children the ways of the Lord. We are committed to making this environment a safe place for children to learn and experience God's love and truths. Kids-Safe is our approach to ministry placement and our commitments to safety.

2.1. Screening policy

Crossroads depends on volunteers to serve in various roles throughout AllStars.

All AllStars volunteers are screened using the following procedures:

1. Before a leader or helper works with the children, the group coordinator or the AllStars Director has an 'introduction talk' with the person about their motivation, expectations and explains the structure of the group.
2. All AllStars volunteers receive and read the AllStars Handbook, complete the 'AllStars application form' (see Appendices 5.6.). Applicants indicate their interests and talents for serving the ministry. We do ask for 2 references.
3. All volunteers who lead the groups aged 2 + to 11 are required to apply for a 'Certificate of Good Conduct' (Verklaring Omtrent Gedrag) with the local municipality.

For more information contact the AllStars Director.

2.2. Restroom policy and procedure

Volunteers should help a child use the restroom only if a child is three years or younger.

In this case, a class should go together with the volunteer or the volunteer accompanies the child(ren) that needs to go. If a child is three years or younger, the volunteer should leave the outer door of the restroom open.

If a child is over the age of three, the volunteer should check the restroom before the child enters it and then wait outside for the child.

2.3. 'AllStars Check-In'

Maintaining attendance records allows us to plan for growth as well as follow up with children. Attendance is recorded each week.

- a. 'AllStars Check-in': every child needs to check in at the 'AllStars Check-in' before going to the class/ gym (for activity stations)/worship. The child receives his/her button and is marked for attendance.
- b. All buttons must be returned afterwards in the classroom.
- c. The attendance sheets are brought to the classes after children are checked in at AllStars Check-in, on that sheet special needs / allergies per child can be found.
- d. If a child's name is not on the attendance sheet:
 - the child receives 2 golden 'Guest' buttons, with a number on it: one button for the child, one for the parents. The number together with 'Guest' will appear and blink in the corner of the screen in adult service when a parent is called for him/her to pick up their child immediately at the classroom.
 - if the family plans on attending more often: parents receive the AllStars Handbook and are asked to complete the 'registration form' (see Appendices 5.7.) so that the child receives a button with his/her name the following week and the family can be added to our database.
 - the name of the child is written on the right attendance sheet and the golden buttons
- e. MiniStars and Toddlers groups (0-3 Y): receive 2 buttons with, besides their name, also a number: one for the child, one for the parent. This number together with the group name (or 'Guest'), will appear and blink in the corner of the screen in adult service. The parents need to pick up their child immediately at the classroom.

2.4. Emergency procedures

Be alert every Sunday morning if emergency exits are not blocked: windows and doors.

a. Medical concerns

Immediately report any medical needs or concerns to the AllStars Director (or Day Coordinator if Director is absent).

The AllStars Director decides to get the parents or if 112 (Dutch emergency number) should be called or in the service has to be asked for a doctor. Notify the doctor (on call), preferably with consent of the parent. The leader should remain calm and divert the attention of the other children. The child should not be moved until the doctor/medic arrives.

b. Missing child

In the event that a child is missing, the parents and the AllStars Director/Day coordinator should be notified to continue the search or increase church awareness. All should remain calm and rational.

c. Fire /evacuation

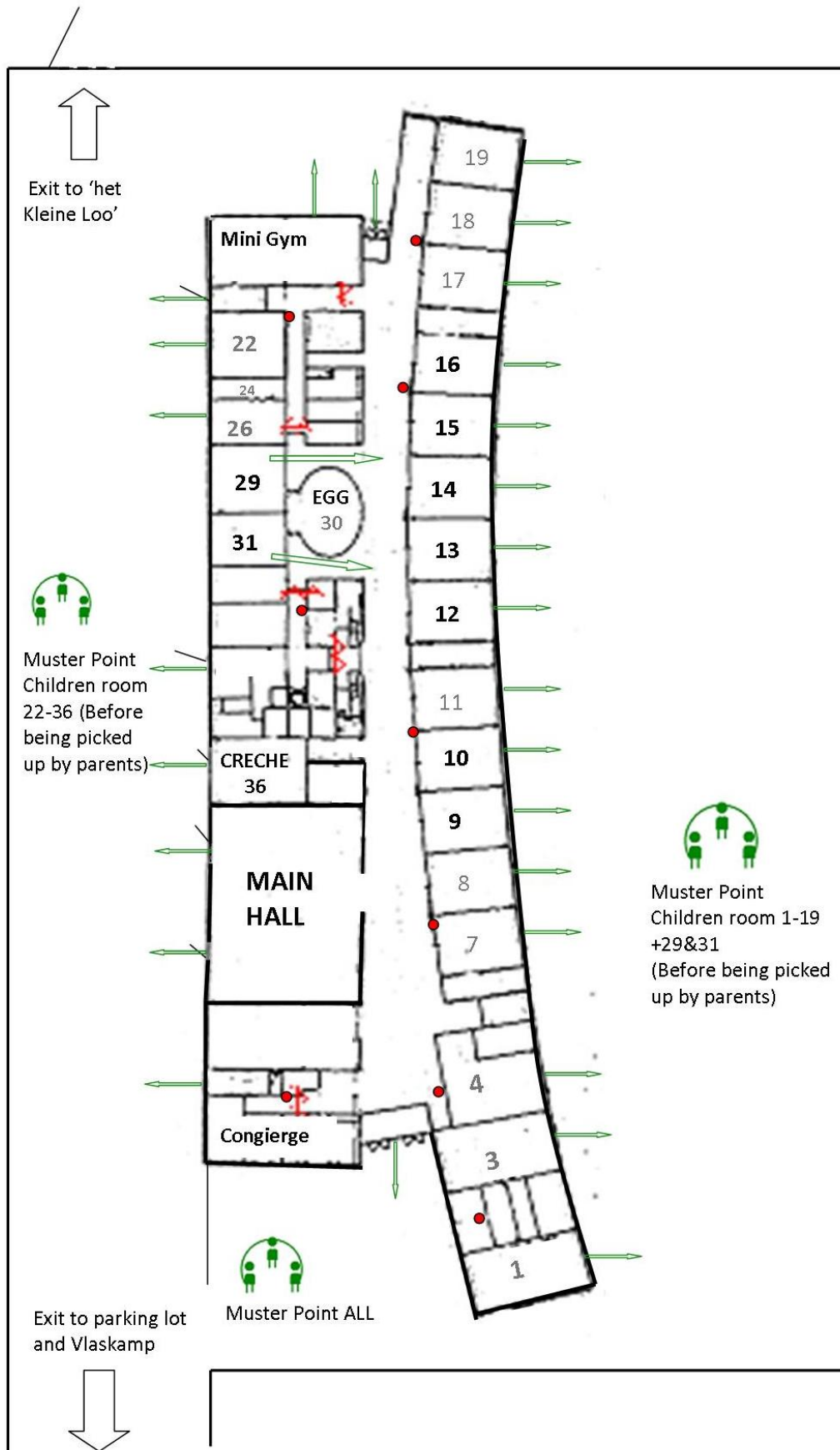
Parents do NOT pick your children up from AllStars (classes)! The leaders take the children outside and you can pick them up at the muster point (see picture).

The first priority in any case of a fire/evacuation is that all children and volunteers' safety is maintained. Any attempt by volunteers to put out a fire is absolutely forbidden unless judgment to do so is unquestionable and presents no possible danger to anyone present. In case of discovering a fire, press the manual alarms on the wall to activate the alarm system.

In the event of a fire/evacuation, you will be warned by the evacuation alarm ('slow woop').

What to do for leaders?

1. Leaders and helpers lead children outside the building through the nearest exit: sliding door in class (close after exiting!) and go to the muster point/verzamelplaats (see picture). Absolutely no talking and/or running
2. Room 29: exits via door -> hall, finds the nearest exit and goes to the muster point.
3. Creche/MiniStars: children exit with helpers via the door to go outside. The last helper closes the door from the inside and leaves via door -> hall, finds the nearest exit and goes to the muster point.
4. Take the 'attendance sheet' + pen (if this has not been brought to your class by the Check-In Point Person, take a blank sheet and write down names) with you so you can do a head count!
5. Follow instruction of BHV-ers (to be recognized by a yellow vest)
6. If parents collect their child, mark this on the 'attendance sheet'
7. Stay at the muster point until the BHV has checked your class by using your 'attendance sheet'.
8. If all children are collected by their parents, go to the general muster point (playground in front of the BSN entrance) and await further instruction of the BHV-ers or emergency services. See also picture.



3. AllStars ☆ Volunteer Team

AllStars is built on a team whose members use their unique God given talents. Not one person is responsible for the whole of the ministry, but every member of the AllStars team uses their talents to serve kids.

All members must be sincere believers who seek God through their spiritual gifts and have a passion for children, we believe in:

“People with passion at the right position!”

This principle is of vital importance for having a positive and effective working team of volunteers. When AllStars volunteers complement their individual talents with their tasks they enjoy ministry and their responsibilities become rather energizing to them instead of energy draining.

3.1. How to get involved?

AllStars has room for people who love and have faith in Jesus, have a servant’s heart and a passion to be part of a team creating an atmosphere where children are nurtured in the ways of the Lord.

Please contact the AllStars Director or any other member of the leadership team to take the next step to find the best fit for using your spiritual gifts and abilities to serve the Lord!

3.2. AllStars Leadership Team

Every leader on the AllStars Leadership Team is responsible for recruiting, training, developing and equipping volunteers and new leaders within specific areas of AllStars, helping others to become effective in doing ministry. This secures the long-term vision we have for our ministry.

AllStars Director

The AllStars Director must be a sincere believer to whom God has given the spiritual gifts of pioneering and shepherding and a great ability in leadership and encouragement. The AllStars Director is a visionary and gives general oversight to this ministry, supervises all corresponding staff and volunteers, and provides general spiritual and emotional care for the children in this ministry. The AllStars Director works together with the other members of the AllStars Leadership Team.

Group coordinators

These leaders and members of the AllStars Leadership Team enjoy children and participating with them in interactive activities. They are accountable to the AllStars Director and report about the children and volunteers in their group on a regular basis (in meetings) or on any specific occasion. They shepherd the volunteers in their teams and work on teambuilding. They meet regularly with their team members about content and schedule and inform the AllStars Director about the outcome.

3.3. Other volunteers AllStars

Leader/shepherd

They help children discover the relevant life application of Bible truth at different age levels by showing God's love to them. They teach for at least once and preferably twice a month and work with other small group leaders and helpers to create and provide an environment where children can experience, learn about, respond to and grow in the truth and love of Jesus in a fun and safe way. They have the passion to nurture and care for the children in our community by showing God's love to them and creating a warm and loving environment for them to grow and have fun!

Helper

They help the leader with any practical matters during the time children attend to create and provide an environment where children can experience, learn about, respond to and grow in the truth and love of Jesus. They have the passion to nurture and care for the children in our community by showing God's love to them and creating a warm and loving environment for them to grow and have fun!

Large Group (creative/worship) leaders

He or she teaches the Bible creatively to the children as presented in the curriculum and recruits creative helpers as needed to help present creative pieces/worship in the lessons, serve as an alternate leaders and help design and create sets. He or she presents drama skits, puppet shows, object lessons, magic tricks, creative drawing presentations, clowning skits, worship for the large group sessions at scheduled times. Help complement worship with creative (multi-media) presentations.

Events Team

Helps to organize AllStars events throughout the year such as Campfire Party, Christmas, Easter, the Summer program and Summer Party and Summer program.

Check-In Team

Helps on the Sunday morning with checking in all the children and welcomes the families and guests.

Office Administrator

Helps with office administration, such as processing registration forms, updating our database and making new buttons for children/volunteers.

For more information ask for full job descriptions available with the AllStars Director.

4. AllStars ☆ Sunday School program

4.1. Structure

See chapter 5 'Appendices' for detailed lesson plans per group.

Offering

We collect an offering each Sunday in the classes to encourage children to learn the practice of financial stewardship and giving by supporting a children's home in Uganda, Child's Destiny of Hope (www.cdhope.org).

1st Sunday of the month = Familiar Sunday

AllStars ages 4-11 start in the service with their parents for 'Familiar Sunday': for the entire Crossroads family to take part in, where children will get 'Familiar' with the service and where we celebrate the Crossroads family life. After that children are released to their assigned classrooms, where parents pick them up immediately after service.

Before and after church services

- Before and after church services children are their parents' responsibilities. BSN materials and classrooms are not to be used for playing and to be kept in their original state.
- AllStars volunteers close their classrooms after use to keep the children from going in and playing with materials after services.

4.2. Room assignment at the BSN

Group name, age and language	Classroom	Where
MiniStars Crawlers: 0-1,5 Y, Bilingual	Room 36	Left hand side: behind the BSN kitchen
MiniStars Walkers: 1,5-2,5 Y, Bilingual	Egg	The glass oval room on the left down the hall
BlueStars: 2+-3 years, English	Room 13	Right hand side: down the hall
PinkStars: 2+-3 years, Dutch	Room 12	Right hand side: down the hall
RedStars: 4-5 years, Bilingual	Start in gym activity stations Pick up: Room 10	Right hand side: beginning of the hall
PurpleStars: 6-8 years, English	Start in gym activity stations Pick up: Room 29	Left hand side: down the hall, just behind the Egg
YellowStars: 6-8 years, Dutch	Start in gym activity stations Pick up: Room 14	Right hand side: down the hall
GreenStars: 9-11 years, English	Start in gym activity stations Pick up: Room 16/Gym	Right hand side: down the hall
OrangeStars: 9-11years, Dutch	Start in gym activity stations Pick up: Room 15/Gym	Right hand side: down the hall
Children 4-11 Years start in service at Familiar Sunday (1st Sunday of the month) ALL children: First check in at 'AllStars Check-in' to receive a button		

Summer program

During the Summer we have a special program since the number of children is less. Classes are combined and the children rotate in workstations. We aim to give the regular volunteers a break and we recruit volunteers who'd like to help out during the Summer.

Please let us know if you are able to help out one or two Sundays!

5. AllStars ☆ Appendices

5.1. MiniStars Sunday Checklist for AllStars volunteers

Starting 7 September the MiniStars has split into 2 groups:

- The Crawlers, age 0-1,5 in room 36.
- The Walkers, age 1,5-2,5 in the Egg.

1. Set-up room 36 and the 'Egg' (09:15-09:30)

Arrival time for the volunteers is (latest) 9:15 on regular Sunday mornings to prepare the room. Upon arrival, collect juice, rice crackers, and plastic cups/tumblers from the kitchen on your way to the crèche. Walk around the room and check for any sharp or dangerous objects. Pick up boxes and toys for the crèche and set up by putting out: rugs and some toys and books; 15 Toddlers' stools in a circle; 1 table with 'attendance sheet' (allergies and special notes are mentioned on this, also your safety sheet in case of emergency), snacks & drinks ready and CD-Player with music playing.

2. Opening with all scheduled volunteers (09:30-09:45)

At 9:30 in the mini-gym, we meet and connect with each other to pray for the children and for the morning/the program. This is for EVERY AllStars volunteer scheduled for that Sunday and for anyone else who would like to join in prayer.

Be sure to be back in the classroom at 9:50 as children are brought in by their parents who are expecting to find the leaders up and ready, warmly welcoming them in!

3. MiniStars Program (09:50-11:15)

09:50-10:10

- Welcome 'checked in' children (to be recognized by a button). If they have not checked in yet, direct them to the 'AllStars Check-in' to be checked in and receive a button with his/her name.
- Allow children that are arriving to engage in free play. Choose to play calm background music (classical or children's songs) as kids arrive and during free play.
- Once the children are in, do a head-count and please close the door.
- Discourage children from touching/playing with the musical instruments in the room and the other stuff.
- Toilet strips or changing nappies to be done by one person at a time, leaving at least one other person to keep watch over the rest of the children. Dirty nappies are NOT to be put in the rubbish bin in the toilets (they smell terribly by Monday morning). There will be a rubbish bin in the crèche and kitchen. Please put soiled nappies in a bag and tie it up before disposal.
- If any child becomes unduly distressed and inconsolable, please inform the multimedia by the number + group (MiniStars) of the child. Parents will pick up their child.

10:10-10:20 Free play I

10:20-10:30 Circle stools I: connection time. Let the children old enough sit down on stools in a circle and tell a bible story from one of the bibles available.

10:30-10:40 Circle stools II: snack & drink time. Let the kids sit down on stools and offer them a drink and rice cracker. Use their tumbler/bottle if available; otherwise use the crèche tumblers. Combine the snack time with music (singing)

10:40-10:55 Groups: teach creatively. Please feel free to use your own creativity to do things with the older children (e.g. storytelling/puppet play/crafts/game, etc.)

10:55-11:15 Free play II. Involve the children in tidying up the toys and books just before 11:15. They like to help!

11:15 Children are collected by the parents/guardians. A crèche helper returns the jug and cups to the kitchen to the kitchen and cleans them.

- Important: make sure every child is back with parent/guardian before you leave.
- Use this time to relate to parents and if necessary discuss areas of concern.
- Inform your crèche coordinator of these discussions as your small group coordinator brings raised concerns to the AllStars Leadership Team meetings.

4. Clean-up (after service and when all children have been picked up).

Make sure that:

1. leave room 36 set up for 'Kids-Parents-Room' during 2nd service: 1 rug, 1 box of toys.
2. class is left as found! (if chairs were on table, put them back, etc.)
3. rugs are rolled up and put in their covers (box or bag)
4. toys and nursery items are organized in boxes and
5. boxes are properly fitted with the lids (for the 'tear-down' team)
6. tables, stools and floor are wiped off and put back in their original places
7. tumblers are returned to the kitchen and cleaned
8. empty rubbish bin and bring the trash bag to the kitchen
9. leave floor clear of trash and scraps (vacuum when necessary)
10. remove the CD from the CD-player and put it back in the clear plastic folder and crèche box
11. switch off the lights
12. return crèche supply boxes and stools to hallway between main hall entrance and kitchen
13. check supply boxes regularly and inform your crèche coordinator if supplies are running low

5.2. Toddlers (2,5-3 years) Sunday Checklist for AllStars volunteers

The Toddler classrooms do not provide any facility to change diapers. When a diaper needs to be changed, the parents will be called from the service (via the button/beamer system) so that parents can take their child to the disabled toilet (close to the kitchen) to change the diaper.

1. Set-up (09:15-09:30)

Arrival time for scheduled Toddlers' group volunteers is (latest) 9:15 on regular Sunday mornings. Upon arrival, pick up boxes and toys for the toddlers, set-up the room by setting tables and chairs up and have lesson/activity ready.

2. Opening with all scheduled volunteers (09:30-09:45)

At 9:30 in the mini-gym, we meet and connect with each other to pray for the children and for the morning/the program. This is for EVERY AllStars volunteer scheduled for that Sunday and for anyone else who would like to join in prayer.

Be sure to be back in your classroom at 9:50 as children are brought in by their parents who are expecting to find the leaders up and ready, warmly welcoming them in!

3. BlueStars and PinkStars program (09:50-11:15)

9:50-10:10

- Welcome 'checked in' children (to be recognized by a button). If they have not checked in yet, direct them to the 'AllStars Check-in' to be checked in where they receive a button with their name.
- Free play I /welcome activity, usually craft, puzzles, play-dough or toys related to the Bible Story of that week.

10:10-10:40 Bible story

Every one or two weeks a different Bible story is taught, using the Instant Bible lessons for toddlers or a Dutch program issued by Kinderwerk Timothëus.

Toddlers learn by experiencing their surroundings through their senses, through social interactions and through physical movement and music. Research tells us that Toddlers benefit from repetition. So, we teach the same Bible story or theme over a two to four-week module. The activities and craft ideas vary each week.

10:40-11:15 Snack and drink time.

Be sensitive to the children's needs and pray for and with them when there is time.

10:40-10:55 Groups: teach creatively.

Please feel free to use your own creativity to do things with the children (e.g. storytelling/puppet play/crafts/game, etc.)

10:55-11:15 Free play II.

Involve the children in tidying up the toys and books just before 11:15. They like to help!

If there is time left, take children out to play with nice weather or play a game in the classroom until parents come to pick up their children.

4. Children are collected by the parents/guardians

- Use this time to relate to parents if necessary discuss areas of concern.
- Inform your group coordinator of these discussions as your group coordinator brings raised concerns to the Leadership Team meetings.
- Children are only to be released to parents or taken to the parents if the parents forget and if no child is left in classroom!

5. Clean-up classroom (after service and when all children have been picked up).

Make sure that:

1. class is left as found! (if chairs were on table, put them back, etc.)
2. tables are wiped off
3. toys and nursery items are organized in boxes
4. cups and tumblers are cleaned
5. chairs and tables, etc. put back as they were before
6. leave floor clear of trash and scraps (vacuum when necessary)
7. empty rubbish bin and bring the trash bag to the kitchen
8. return supply boxes to hallway between main hall entrance and kitchen
9. check supply box regularly and inform your group coordinator if supplies are running low

5.3. 4-11 years Sunday Checklist for AllStars volunteers

1. Set-up (09:15-09:30)

Arrival time for scheduled volunteers is (latest) 9:15 on regular Sunday mornings. Upon arrival, pick up the group boxes at the kitchen (recognizable by the color label, set tables and chairs up and have lesson or activity ready.

Help set up the 'activity stations' in the mini-gym.

2. Opening with all scheduled volunteers (09:30-09:40)

At 9:30 in the mini-gym, we meet and connect with each other to pray for the children and for the morning/the program. This is for EVERY AllStars volunteer scheduled for that Sunday and for anyone else who would like to join in prayer.

Be sure to be back in the gym (for the groups 4-8 y) at 9:50 as children are brought in by their parents who are expecting to find the volunteers up and ready, warmly welcoming them in!

3. Activity stations (4-11 years) (9:50-10:10)

Activity stations are relational, fun, theme-related activities provided prior to the start of the lesson. All scheduled leaders and helpers (4-11 y) participate and connect with the children.

Make sure children are checked in at the 'AllStars Check-in' (to be recognized by a button). If they have not checked in yet, direct them to the 'AllStars Check-in' (after the kitchen/toilets) to be checked in and where they receive a button with their name.

4. Promiseland curriculum (10:15-11:15)

For detailed structure per age group see below.

The groups 4-11 years use the Promiseland curriculum. Promiseland aims to teach biblical truths in a child targeted, relevant, and creative way in a Large Group setting and to model loving, biblical community in a Small Group where life change happens best.

Promiseland values:

- lessons that are relevant to kids now
- teaching the Bible creatively
- intentional shepherding of children through Small Groups
- keeping children safe-spiritually, emotionally, and physically
- FUN!

4-11 years structure table

Time	4/5 yrs (RedStars)	6-8 yrs (PurpleStars & YellowStars)	Time	9-11 yrs (GreenStars & OrangeStars)
9:50-10:10	Activity stations (Gym) Activity stations are relational, fun, theme-related activities provided prior to the start of the lesson.			
10:10-10:15	Clean up and Kids Connection (Gym/classroom) Personal interaction between children and their Small Group Leader.			
10:15-10:45	Large group (Classroom) Worship, creative Bible teaching. [KNOW WHAT & SO WHAT?]	Large group (ENG/NL together) (Gym) Worship, creative Bible teaching. [KNOW WHAT & SO WHAT?]	10:15-11:00	Large Group & Small group (ENG/NL separate) (Classroom) Creative Bible teaching. [KNOW WHAT & SO WHAT?] Life-application Activities and Discussion Questions. Offering & prayer. Key time for intentional shepherding to occur and is designed to build community. [NOW WHAT?]
10:50-11:15	Small group (Classroom) Life-application Activities and Discussion Questions. Offering & prayer. Key time for intentional shepherding to occur and is designed to build community. [NOW WHAT?]	Small group (ENG/NL separate) (Classroom) Life-application Activities and Discussion Questions. Offering & prayer. Key time for intentional shepherding to occur and is designed to build community. [NOW WHAT?]	11:15	Game Time (ENG/NL together) (Gym/outside) A fun game/activity to work on teambuilding in the separate groups and to get to know the 'other' group.

6. Clean-up classroom (11:15)

Include children in the cleaning-up procedure. Make sure that:

1. class is left as found! (if chairs were on table, put them back, etc.)
2. tables are wiped off
3. chairs and tables, etc. put back as they were before
4. leave floor clear of trash and scraps (vacuum when necessary)
5. return supply boxes to hallway between main hall entrance and kitchen
6. check supply box regularly and inform your group coordinator if supplies are running low.
7. empty rubbish bin and bring the trash bag to the kitchen
8. reimbursement: if you need supplies that are not in your small group supply box, contact the AllStars Director for approval within the budget. After approval, please purchase them and keep the receipt if you want to be reimbursed. Hand in receipts with the AllStars Director including your name and bank account information.

7. Children are collected (11:15)

- Children 4-8 yrs are collected by the parents/guardians. 9-11 yrs are dismissed at 11:20.
- Important: make sure every child is back with parent/guardian before you leave.
- Use this time to relate to parents. If necessary discuss areas of concern.
- Inform your group coordinator of these discussions as your group coordinator brings raised concerns to the Leadership Team meetings.
- Children are only taken to the parents if the parents forget and if no other children are left in classroom!

5.4. Large group (6-8 years) Sunday Checklist for AllStars volunteers

1. Set-up (09:15-09:30)

Arrival time for scheduled volunteers is (latest) 9:15 on regular Sunday mornings. Upon arrival, for Large group set-up, be sure that sound, multi-media and worship musical equipment and instruments are set-up. Also, stage settings, offering basket, props, puppet-stage and puppets need to be set ready including the objects that are used for the creative teaching lesson.

2. Opening with all scheduled volunteers (09:30-09:40)

At 9:30 in the mini-gym, we meet and connect with each other to pray for the children and for the morning/the program. This is for EVERY AllStars volunteer scheduled for that Sunday and for anyone else who would like to join in prayer.

3. Activity stations (4-11 years) (9:50-10:10)

Activity stations are relational, fun, theme-related activities provided prior to the start of the lesson. All scheduled leaders and helpers (4-11 y) participate and connect with the children.

4. Large Group (10:15-10:45)

See detailed lesson plan for every weeks lesson to bring the Bible message in a creative way.

Note: every 1st Sunday of the month there is no Large group because children join adult service for 'Familiar Sunday'.

5. Take-down (10:45-11:15).

When taking down, make sure that:

1. all Large group equipment is stored where supposed to: multi-media, musical & sound equipment, props to be in the assigned 'Large Group' boxes and suitcases
2. leave floor clear of trash and scraps (vacuum when necessary)
3. return Large groups equipment and supply boxes to hallway between main hall entrance and kitchen
4. return laptop and projector to the kitchen (for safety) in black small suitcase
5. check supply box regularly and inform your group coordinator if supplies are running low
6. reimbursement: if you need supplies that are not in your small group supply box, contact the AllStars Director for approval within the budget. After approval, please purchase them and keep the receipt if you want to be reimbursed. Hand in receipts with the AllStars Director including your name and bank account information.

5.5. AllStars Teaching Aims

Age needs and characteristics	
2 & 3 year olds	need repetition and simple one-step directions, learn through play and exploration. (2-4 min. interest span)
4 & 5 year olds	need emphasis on reality of Bible stories, frequent change of activities. (5-10 min. interest span)
6-8 year olds	need drama activities to Bible truths, directions in series, models of forgiveness, reconciliation. (10-15 min. attention span)
9-11 year olds	need more complex activities, writing, speaking, research activities, clear presentation of gospel. (longer attention spans)
The Bible	
2 & 3 year olds	The Bible is a special and important book. The Bible is a book with stories about God and Jesus. It is fun and exciting to hear stories from the Bible.
4 & 5 year olds	The Bible is true. Life in the Bible times was different from the way we live now. The Bible is from God.
6-8 year olds	The Bible has answers to my questions. The Bible can help me with problems I face. It is important to memorize God's Word so I can know how God wants me to act. The Bible is divided into an Old Testament, which was written before Jesus was born, and the New Testament, which tells about Jesus and the early church.
9-11 year olds	The Bible reveals God's plan through history. The Bible is the inspired Word of God. The Bible contains major figures and historical events that are important for us to remember. We can use the history and organization of the Bible to help us to study the Bible. Current archeology confirms the truths of the Bible.
Teaching Aims	Explain in his or her own words why the Bible is true. Describe how the Bible is organized. Describe the kind of books contained in the Bible. Identify some major figures and historical events of the Bible. Understand the connection between the Old Testament promise of a Savior and the New Testament accounts of the life of Jesus.
God the Father	
2 & 3 year olds	God is real. God loves me. God made me. God made the world.
4 & 5 year olds	God can be trusted. God is wise. God is powerful. God controls nature. God knows everything.
6-8 year olds	God is loving. I can share God's love with others. God is real and with me. God has a plan for my life.
9-11 year olds	God has a spiritual nature. God has revealed Himself in the Bible and through His Son, Jesus. No one can know everything about God.
Teaching Aims	All of the above. I can share God's love with others.
Jesus	
2 & 3 year olds	Jesus is real. The stories about Jesus are in the Bible. Jesus is my friend.
4 & 5 year olds	Jesus is God's Son. Stories of Jesus show me how I can be kind. We celebrate Jesus' birthday at Christmas. Jesus was born, grew up, helped people, died, and came back to life.
6-8 year olds	Jesus died, but He came back to life. Jesus had power to do all the things described in the Bible because He is God's Son. Jesus is real, even though I can't see Him. Jesus' words can help me know what to do and are important enough to memorize.
9-11 year olds	Jesus was both man and God. Jesus is my hero and my Lord. Jesus lived in a historical context. Jesus understands everything about me. Jesus died to prove His love for me.
Teaching Aims	All of the above. Jesus died and came back to life to prove His love for me. Jesus did miracles because He is God.
The Holy Spirit	
2 & 3 year olds	God's Holy Spirit leads us. We must follow God's leading. God's Holy Spirit helps us do good things.
4 & 5 year olds	The Holy Spirit is not a ghost. The Holy Spirit is a helper. The Holy Spirit will help me be good.
6-8 year olds	The Bible teaches me about the Holy Spirit. The Holy Spirit helped Jesus' friends. The Holy Spirit can help me develop the fruit of the Spirit in my life. The Holy Spirit lives in Christians.
9-11 year olds	The Holy Spirit does important work. The Holy Spirit gives each Christian a way to serve God. All the gifts of the Holy Spirit are important to God's plan. Christians can use their special gifts to work together.

Teaching Aims	All of the above. The Holy Spirit is God's Helper. The Holy Spirit lives in and helps Jesus' followers. We need to work together using our gifts from the Holy Spirit.
Devil, Sin and Salvation	
2 & 3 year olds	Some behaviors are bad. Some behaviors are good. God wants us to be good. God's book, the Bible, has rules. I want to obey God's rules.
4 & 5 year olds	The devil is real. The devil is God's enemy. The devil wants us to break God's rules. God is more powerful than the devil. I sin when I break God's rules. When I sin, I should be sorry and ask to be forgiven. God will forgive me when I ask Him.
6-8 year olds	Good can overcome evil. Jesus will help me resist the devil. The devil wants me to disobey God. I can choose to obey God. Wrongdoing must be punished and God loves us so much that He did send Jesus to die for our sins instead. Only Jesus could pay for all my wrongs. Jesus died to pay for the sins of everyone.
9-11 year olds	God will help me in my struggles to resist evil. Evil doesn't always look evil. There are consequences for choosing evil. The devil and evil are present in the world and in my life today. God loves me so much that He sent his only Son to die for me to pay for my sins. Good deeds cannot cover sin.
Teaching Aims	All of the above. God made rules to live by that are in the Bible. I want to obey God's rules and the devil will try to make me disobey God's rules. God is more powerful than the devil. We should overcome evil with good and God will help me in my struggles to resist evil. I sin when I break God's rules, I should be sorry and ask forgiveness.
Prayer and Trust	
2 & 3 year olds	I can talk to God about everything!
4 & 5 year olds	God listens to me and answers my prayers. The Bible teaches me about prayer. Praying is different than wishing.
6-8 year olds	God answers prayers. My behavior is not the basis for God's answers to my prayers. God answers prayers in many ways.
9-11 year olds	God answers my prayers in the way He knows is best for me. Prayer connects me to the powerful Creator of everything. Prayer is a wonderful privilege.
Teaching Aims	All of the above.
The Church	
2 & 3 year olds	My church is a happy place. My church has a special place for me.
4 & 5 year olds	I'm part of my church family. I can help at my church. My church has lots of special places. I like my church.
6-8 year olds	I have special friends at church. The church of God is bigger than just my church.
9-11 year olds	The body of Christ includes me. My special talents are needed by my church.
Teaching Aims	All of the above. My church is a happy place, and has special places for me. I'm an important part of my church family. The church of God is larger than just my own church. Church is a place for special relationships. God has given me special talents that I can use in my church.

Based on: *Teaching on Target* by Group Publishers

5.6. Application form for serving in AllStars (Children’s Ministry)

To be completed (digitally) by all volunteers who wish to work with children at Crossroads International Church. Email to Alexandra@crossroadschurch.n

Date.....

Name.....

Age.....

Occupation.....

Marital Status.....Single / Married / Divorced.....

Spouse name (if married)

Education (highest level finished).....

E-mail.....

Address.....

Phone..... Mobile.....

I’m giving permission to Crossroads to put this information in the church database. Crossroads agrees not to distribute or disclose any of the data.

A. General information:

When did you decide that Crossroads was the place for you?

Are you a member? (since?)

Are you involved in any other ministries at Crossroads right now? What?

Have you attended the S.H.A.P.E. class at Crossroads?

Would you be willing to do the S.H.A.P.E. class and find out what your special talents are and to apply them to AllStars?

Have you taught/worked with kids before? (in church or outside the church?)

Could you tell us what you did and how long ago was it, briefly?

Write on this sheet:

1. Please tell us how and when you became a Christian.

2. Give an example of what God has been teaching you lately.

3. Are there any special issues of concerns in your life right now (i.e. Just married or getting married, death in the family, stress at home/ work, just moved)

B. Foundation Questions:

1. Do you feel that the Scriptures (the Old and New Testaments) represent the authentic Word of God and are our guide for Christian living? Yes or No
If NO, why not?
2. Do you believe that God exists in three persons: God the Father, Jesus the Son and the Holy Spirit? Yes or No
Comments:
3. Do you believe that Jesus Chris came in the flesh, was born of a virgin through the power of the Holy Spirit, died for our sins, was buried and raised on the third day according to Scripture, ascended to heaven, and will return some day? Yes or No
Comments:

C. To protect you from problems that may arise in the care and safety of the children we need to know if: (all information will be kept confidential)

1. Have you any drug addictions in the past or are being treated for addiction now?
Yes or No
2. Have you been charged and/or convicted of a crime? (Other than traffic violations?) Yes or No
3. Or been accused of any form of child abuse?
Yes or No

Please talk with the AllStars Director if any of the answers above are 'yes'.

* If you have been a victim of child abuse please discuss this with the AllStars director or your coordinator. This information will be confidential and does not limit your ability to serve in AllStars.

References:

Please provide the contact information of two people (non-family members if possible) that may be contacted who have seen you interact with children in the past.

Name: _____ Phone: _____

Relationship: _____ e-mail: _____

Name: _____ Phone: _____

Relationship: _____ e-mail: _____

We ask for your commitment to:

- At least one year of involvement in this ministry
- Be responsible to be there for a class when scheduled or make every attempt to switch with another teacher or volunteer on my team to cover class, understanding fully that it is very confusing and frustrating for the children (and their parents) when their teacher does not show up for class.
- Inform my coordinator of my absence in time to confirm that a substitute has been found.
- Meet the key values and commitments for AllStars at Crossroads International Church, as listed in the Handbook.
- Teach and work according to your groups Sunday School checklist
- Be accountable to the AllStars Director and the group coordinator in respect to the AllStars ministry key values and key purposes
- Participate in AllStars Team (training) sessions to increase skills and knowledge in various AllStars areas;
- Pray for the kids in my area of ministry regularly
- Report to the AllStars Director or a Leadership Team member any behavior involving a child that seems abusive or inappropriate, and to follow the Kids-Safe policy and procedures as described in the Handbook.”

I would like to serve.....(state area of AllStars)

“By signing below, I indicate that I have read the Crossroads International Church AllStars Handbook and accept its mission, vision, purposes, rules and policies regarding working with children.”

Date.....

Printed name.....

We commit to:

- Encourage you toward deeper spiritual growth in your own walk with God
- Pray for you as you prepare, teach, care for and love the kids that God has given you
- Help you to learn, use and develop your spiritual gifts and leadership abilities

Thank you for expressing interest in serving our children at Crossroads!

5.7. Child Registration Form

Child Registration Form

Date today

To be completed by parent (1 per child).

Please hand in at 'AllStars Check-In' or email to alexandra@crossroadschurch.nl

Group name:

Child's Name: Date of Birth:

Gender: Boy/Girl Native language:

Parent's Names:

Address:

Phone number(s):

E-mail:

Allergies or other physical problems:

Anything else helpful for leaders/helpers to know (special needs?):

.....

What do you expect from us?

What do we expect from you?

To be actively involved in AllStars (Children's Ministry) by:

- Reading AllStars handbook
- Informing the leader about any specifics or changes regarding your child
- Safety first: please be aware that sometimes our volunteers need an extra hand during Sunday School
- Sharing your passion and talents:

I would like to help out in / get more information on:

Leading/helping out in a group

Helping out that the AllStars Check-In.....

Events.....

Praying.....

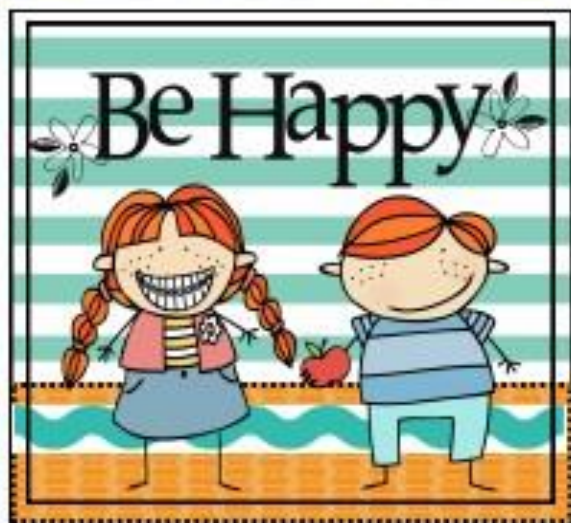
Other.....

After completing this registration form you'll receive an email from the AllStars Director that your child is registered and your child will receive his/her personal button.

In this way we can contact you and keep you updated!

I'm giving permission to Crossroads to put this information in the church database + send me the weekly newsletter. Crossroads agrees not to distribute or disclose any of the data.

FOR IN THE LUNCHBOX OF YOUR CHILD/FRIEND/SPOUSE!



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