

# BCA Kids Ministry Leader Manual

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**BCA KIDS Ministries**  
425-339-3303 x124  
[kids@bcachurch.com](mailto:kids@bcachurch.com)

**Bethany Christian Assembly**  
2715 Everett Avenue  
Everett, WA 98201

## BCA KIDS **New Leader Checklist:**

1. Complete the volunteer application
2. Read through and sign to acknowledge that you have fully read this manual and understand all information (if you have any questions ask your BCA KIDS Ministries Director
3. Submit your background check found on BCA's website:  
[www.bcachurch.com/volunteer](http://www.bcachurch.com/volunteer)
4. Meet with your BCA KIDS Ministries Department Director to...
  - Go over emergency/safety producers and Leadership Highlights before serving in that department
  - Confirm you are assigned to the department you will be serving in and go over check in procedures (key tag check-in)
  - That you have been included in the private Facebook page for the department you will be serving in
  - Set up a Planning Center account to view and confirm when you have been scheduled
5. Regularly check leader schedules and updates on your Departments private Facebook page.
6. Log-on and consistently reply to Planning Center emails so your Lead and Director knows you are ready for your service time.

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## **MISSION**

BCA KIDS Ministries exists to:

**Support**—Insuring kids know that they are loved and special | *Fellowship*

**Teach**—Training kids to apply the Bible to their lives | *Discipleship*

**Activate**—Inspiring kids to use their gifts in service to others | *Ministry*

**Reach**—Inviting kids (& families) to become Christ followers | *Outreach*

**Surrender**—Encouraging kids to entrust their entire lives to God | *Worship*

## **VISION**

Teaching kids to love Jesus for a lifetime.

## **VALUES** (BCA KIDS are *C.H.A.M.P.S.!!!*)

These 6 core values focus our efforts and guide our ministry to children:

### **Child-Targeted & Fun** (*1 Cor. 9:22*)

Our focus is to make BCA KIDS Ministries the best hour in every kid's week.

### **Honor Leaders** (*Rom. 12; 1 Cor. 12*)

BCA KIDS Ministries leaders are heroes making an eternal difference in young lives.

### **ACE (Application, Creativity, Excellence) Teaching** (*Ps. 119:11; Col. 1:28*)

BCA KIDS Ministries' teaching is relevant and "makes the point" with excellence.

### **Mentor & Multiply Leaders/Workers** (*2 Timothy 2:2*)

BCA KIDS Ministries is committed to team ministry where apprentices are trained.

### **Protection and Safety Standards High** (*Mark 10:14*)

Safety is the first priority.

### **Shepherd in Small Groups** (*Acts 2:42-47*)

At BCA KIDS Ministries everybody is somebody and nobody is alone.

## **STRATEGY**

Our strategy is laid out in this equation:

**Safety + Smiles + Savior + Significance + Adoption/Assimilation**

If we make sure that our kids are safe, and that they have a great time, we'll earn the right to tell them about Jesus, and that's where we're really making a significant difference in teaching them to love Jesus for a lifetime!

## **BCA KIDS Policies & Procedures:**

### **Special Event Advertising**

Though the majority of our parent communication is electronic through email and our Family Life Facebook Page (if you haven't yet joined – sign up here! - <https://www.facebook.com/groups/393366190735547/>), any flyers or written communication should be reviewed and approved by the BCA KIDS Ministries Staff in advance of publication and/or distribution.

### **Parent Leaders**

Our Children's Department at BCA operates on a *cooperative* basis; therefore, parents who utilize the nursery, preschool, and elementary kids' church are expected to serve regularly in these areas.

### **Leader Dress Code**

Modest dress is important in order to provide a comfortable environment for children and leaders.

Leaders should always dress modestly. Necklines, waistlines, and hemlines should not allow for inappropriate exposure while participating in children's ministries.

### **Restroom Policy**

In the nursery and preschool departments, whenever a child needs to use the restroom he/she will be directed to a nearby restroom.

BCA Kids' Ministries' leaders do not provide assistance to children in the restroom, although leaders may provide supervision if necessary. When supervision is required while children are in the restroom, two staff members—preferably female leaders—should be present.

Leaders should never change diapers or Pull Ups. Parents must be paged if a child needs a diaper change or assistance cleaning up after an accident.

While in the elementary department, children should only use the restrooms located in the children's center and not be allowed to go outside the children's center to use the restrooms located in other parts of the facility.

### Well Child Policy

If a child shows signs of illness, **he/she should not be admitted** to the classroom. He/she must be picked up by his/her parent(s). If signs of illness become apparent after a child has been dropped off, please page the child's parents immediately and inform them that they must pick up their child. The Well Child Policy is documented in the Nursery Guidelines brochure and Children's Ministry brochure. Please encourage newcomers to read and abide by these policies.

NOTE: The Nursery guidelines are more specific: "For the protection of all the children, we cannot admit a child who has been ill within the previous 24 hours with any of the following symptoms: fever, vomiting, discharge in or around eyes, green or yellow nasal mucous, excessive coughing, diarrhea, questionable rashes, head lice, or any communicable diseases. Colds, flu, and ear infections are assumed contagious as long as the child exhibits symptoms. If a child has a clear runny nose due to allergies, the child may be admitted to the classroom, but a parent will be notified if the child's nose needs to be wiped more than three times during a service."

Leaders are not allowed to administer or apply any type of medication. If a child needs medication, the parent should administer the medication.

Nursery & Preschool Departments -- The toys, tables, and chairs must be sprayed with toy disinfectant after each closing of each service. Toy disinfectant is located in each classroom.

**Kids must wash their hands** after restroom use and before snack time.

### Nursery Specifics

Small babies are to be fed only if the parents provide a bottle. Closely follow the feeding instructions provided by the parents.

Inform new parents that the nursery **does** provide snacks (usually crackers) sometime during each service. All areas of the children's center are tree nut and

peanut-free. Please do not bring any food containing nuts--or that may have been exposed to nuts--into the children's center.

Show new parents the Nursing Mothers' Room and the Family Room.

Parents are responsible to change their own child's diaper and may do so at any of the changing tables in the restrooms or the Nursing Mothers' Room.

### **Preschool Specifics**

Storage Cabinets and Supplies: Most of the cabinets in the classrooms will be unlocked on Sundays. Most supplies and resources regularly needed are located in these cabinets. Please return all supplies to their rightful spot after use.

Snacks: All areas of the children's center are tree nut and peanut-free. Please do not bring any food containing nuts--or that may have been exposed to nuts--into the children's center.

### **Security Policy**

All KIDS Leaders must meet the following criteria before working in a classroom:

Be at least 11 years of age.

Receive background check approval through BCA.

Submit documentation that this manual has been read completely and safety procedures are understood.

Meet with your BCA KIDS Ministries Department Director/Lead.

All Leaders must have attended BCA for at least 6 months.

Interim Leaders must have attended BCA for 4 weeks and be accompanied by another BCA KIDS Leader in the children's center at all times.

Wear a printed name badge and BCA KIDS Ministries Leader Badge.

**Badges must be worn at all times while working in a classroom.** A leader without a printed name badge will not be allowed to work in the children's department. A

printed name tag shows that our leaders have cleared the background check. A BCA KIDS Ministries Staff member must confirm their background check is cleared and assign the person to a department which allows them to print a name tag. IF a temporary name tag needs to be created due to a printing error this much be approved by the director on site.

Parents that want to visit the classroom must receive approval from the department director. Parents must complete background check applications prior to entering any classroom, with the following exception: parents can stay for a **10-minute grace period** to help their child adjust to their new environment.

### **Safety/Evacuation Procedures**

In case of a fire or other emergencies, leaders must know how many children are currently in their classroom. This information is located at the check in counter on each floor of the children's center.

In the event an alarm is set off, leaders must calmly and confidently lead children to the designated safety zone highlighted on the map that is posted in each classroom. Each classroom is equipped with a map of the building, including a primary and secondary evacuation route as well as a meeting location. Leaders must always use the primary evacuation route first. In the event the primary exit is blocked, leaders will lead their children to the secondary meeting place and await permission from a departmental director or BCA staff member before returning to the classroom.

BCA leaders will **NOT** release children to parents until evacuation procedures are complete and they are directed it is time to do so by their Director. Leaders must be able to keep all children accounted for during the evacuation.

### **General Check-In/Out Procedures**

**Newcomer Registration:** If a child is new to BCA and his/her parents wish to have him/her attend a class, the child's parents must register their child at a guest check in counter located on the first and second floor of the children's center.

**Welcome Newcomers:** Staff working at the guest check in centers will provide newcomers with a newcomer gift. Newcomer children's nametags will be printed. Security (green) bracelets (preschool and nursery) will be attached to both parent and child at the guest check in counter. Check in staff will walk the family into the

children's department and introduce them to the director. Please make a special effort to make these newcomers feel welcome by smiling and welcoming the child and the child's parents to BCA. Remember, you may be the first impression our guests have of BCA. Be sure to share the love of Jesus!

**Security bracelets:** For nursery and preschool children, be sure to match up security bracelet numbers of children and parents before releasing children to parents. Only the parent with the matching security bracelet can pick up his/her child in the nursery and preschool departments.

**Claim tickets:** In the elementary department, parents must present their claim ticket with the matching letter/number code to their child's printed name tag. All families exit the Elementary department through the designated exit so tickets can be matched before leaving. If parent has lost their ticket, one can be reprinted from check in and photo ID must be checked.

**Pagers:** Please check out pagers to parents of nursery-age children (or if the parent prefers, take down their cell phone number) and include the pager information on the bracelet and/or nametag of the child. Please be sure to retrieve the pager from the parent at check-out time. Pagers are expensive to replace.

### **Contacting Parents**

If a parent does not respond to his/her pager during a service (nursery and preschool), leaders may use the digital call system so that the child's bracelet number is displayed on the LED screen in the Worship Center. Though it is rare in the elementary department, on occasion a parent must be contacted. In most cases, the director will be the one to contact a parent through cell phone numbers.

## Classroom Ratios

As we continue to strive for excellence and safety in BCA KIDS Ministries, it is our goal that every classroom maintains the following REQUIRED leader/child ratio:

Nursery	1:3 (1 adult for every 3 children)
Preschool	1:4 (1 adult for every 4 children)
K-2 grade	1:6 (1 adult for every 6 children)
3-4 grade	1:10 (1 adult for every 10 children)
Big Events	1:15 (1 adult for every 15 children)

**Please Note:** All classrooms must have AT LEAST TWO approved adult Leaders working at all times. Approved youth leaders and Interim Leaders can work in the classrooms, but must make up less than 50% of the total leaders in a classroom. Approved youth leaders may not be considered as an accompaniment for an Apprentice adult Leader. If one leader needs to step out of the classroom they should first find the director to come in the classroom while they go. ALWAYS need to have 2 leaders in a room no exceptions.

There are two main reasons why BCA KIDS Ministries incorporates these ratios:

**BCA believes in small groups.** Having a smaller number of children “assigned” to a teacher allows children to have a better sense of belonging. We want every child to feel loved and wanted.

**BCA puts safety first.** The ratio policy ensures safety for both our children and our leaders.

### Active Inclusion Ministries (AIM/Special Needs)

Our goal is to provide the most conducive and consistent atmosphere possible for kids with special needs to learn about God. AIM/Special Needs is an extension of Compassion Ministries and works with parents to minister to children with special needs while they are in the classroom. For more information about this important and vital ministry, please read the AIM/Special Needs brochure provided at the newcomer registration station or contact an AIM/Special Need Leader.

# BCA KIDS **Child Behavior Policy:**

## THE THREE THINGS

1. Respect Others, Yourself, & BCA Property.
2. Listen To Your Leaders.
3. Give Your Best And Have FUN!!!

## What do these “Three Things” Mean...?

1. **Respect Others, Yourself, & BCA Property.**
  - a. Keep your hands to yourself.
  - b. Listen when another classmate or leader is sharing an idea with the class.
  - c. Use only kind words.
  - d. Use BCA property in a way that is respectful to God.
2. **Listen To Your Leaders.**
  - a. Follow your leader’s directions.
  - b. Raise a hand if you wish to make a comment or ask a question.
  - c. Remain seated during large group teaching times.
3. **Give Your Best & Have Fun!**
  - a. Participate in all classroom activities.
  - b. Have a great time and lead the kids to have fun!

## CONSEQUENCES OF VIOLATING BEHAVIOR POLICY

**First Violation:** A Warning. Each child is given the chance to correct his/her behavior. If the behavior continues, the child will be taken aside and reminded of the rules and expectations.

**Second Violation:** Time out and Speak with Parents. Time outs may be used if child continues to make poor choices. Be positive and remind the student that you know they can do a wonderful job, just take a minute and regroup. Let him/her know that when you are confident he/she is ready to be kind and respectful he/she can rejoin their classmates. A BCA Incident Report needs to be filled out by the departmental director at this time. After class, the departmental director, parents, and child will have a conversation about the child’s behavior and the parents will need to sign the

BCA Incident Report. The parents and departmental director will determine how best to achieve the goal of positive behavior in the child.

**Third Violation:** Conference with Parents. A BCA KIDS Ministries departmental director or the BCA KIDS Ministries Director will contact the parents to discuss a plan to help achieve more positive behavior in the child. A behavior contract between the family and BCA KIDS Ministries may be developed at this time and may include time away from class and/or a requirement for a parent to accompany the child to class while we continue to work towards the goal of positive behavior.

### **Child Behavior Expectations**

Physical aggression towards others and bullying of any kind is not tolerated in BCA KIDS Ministries. If a child makes a poor choice that results in physically hurting another individual or choose to engage in behavior that is targeted and intended to intimidate or control another individual he/she will be subject to the following plan of action:

The first time a child physically hurts or bullies another individual, the departmental director will immediately notify parents and an incident report will be prepared.

The second time a child physically hurts or bullies another individual, the departmental director will immediately notify parents, an incident report will be completed, and the child will be removed from the classroom for the day.

The third time a child physically hurts or bullies another individual, the departmental director will immediately notify parents the parents, an incident report will be completed, and the child will be removed and only allowed to attend class in the future if he/she is accompanied by one of his/her parents and complies with classroom rules. A behavior contract between the family and BCA KIDS Ministries may be developed at this time and may include time away from class and/or a requirement for a parent to accompany the child to class while we continue to work towards the goal of positive behavior.

### **Appropriate Discipline in the Classroom**

Leaders should use a firm but gentle voice to address and redirect negative behavior (e.g. "You are running--please walk.").

Leaders should praise desirable classroom behavior (e.g. “Good listening!”; “Thank you for raising your hand.”; “Thank you for sharing.”).

Leaders should use age-appropriate time outs or withdraw the child from the activity. An Incident Report should be completed and gone over with the child’s parents to let them know when and why the child was placed in time-out

The departmental Director or service Lead should be the **only** person who discusses a child’s behavior with a child’s parents.

### ***Use Only Appropriate Physical Contact***

- Use only non-demanding, gentle touch of shoulders, hands, arms, head or back.
- Use “high fives” or shaking hands.
- Use hugs **ONLY** with the child’s permission.

Under No circumstances is it appropriate to physically discipline a child in any way. Nor should any type of physical discipline be discussed or threatened to a child even in a teasing manor.

Should a safety issue arise where a child needs to be removed from a classroom a Director is the only one who should do this, if a director is not available, a trained Lead may remove a child. If neither are available, remove the rest of the class and leave unsafe child in room with two people watching over the student until help arrives.

### **Steps to Changing Behavior**

Talk directly to the child. Ask the child: “Is there a problem?” Tell him/her what you believe took place and ask the child, “Is this what happened?” Explain to the child why his/her behavior is inappropriate.

Ask the child how he/she believes his/her behavior made others feel, followed by, “How could you make the other person feel better?”

## Encouraging Good Behavior

**Catch them being good** – Constantly praise good behavior in children. It helps to build relationships with the children. Praise encourages children exhibiting inappropriate behavior to get attention in appropriate ways.

### **Extrinsic Incentives**

When appropriate, use incentives like stickers or rewards to acknowledge good behavior.

Incentives should not be used in a bribing way (e.g. “If you stop running, I’ll give you a sticker.”). This rewards children for bad behavior.

Use these incentives in the right way (e.g. “Wow, Sally is playing so nicely by following the leader’s directions. She just earned a sticker!”).

**Parent Communication** – Departmental Directors will regularly communicate with parents about their child’s behavior so that parents can help reinforce good behavior. Never hesitate to ask a departmental Director to notify a parent at any time if a situation requires it. The departmental Director should always be the one person who communicates directly with the parent.

## Mandatory Reporting the Abuse of Minors

All employees and volunteers who have reasonable cause to suspect that...

Neglect or physical abuse of minors,

Sexual abuse of minors, or

Criminal acts against minors...

may have occurred, *must* report that information to the appropriate local authorities (see resources below) and the Bethany Christian Assembly (BCA) Children’s Ministry Director and Executive Pastor for Family Life at the first opportunity, and in no case more than 48 hours after learning of the incident. This reporting requirement specifically applies to neglect, abuse or criminal acts against minors that may have taken place on BCA property or at a BCA sponsored event, may involve students enrolled or registered for any BCA program or activity, or was learned about by BCA employee or volunteer personnel acting in a BCA ministry role. This requirement is in addition to other reporting requirements, including Clery Act reporting (for Bethany Ministry College as required by partner Universities), and all pertaining laws and regulations. When appropriate, it will be the responsibility of the Office of Executive Pastor for Family Life to serve as a

liaison between all state agencies responding to the report and all church personnel, BCA Ministry College students and church adherents.

## **Resources**

Imminent threat of harm:

**Call 911**

Contact information about reporting neglect or abuse of a minors:

<https://www.dshs.wa.gov/ca/child-safety-and-protection/how-report-child-abuse-or-neglect?2>

## BCA KIDS **Wednesday Night Programs:**

BCA KIDS Ministries Wednesday Night programs are a great way for kids to get together, have fun, and learn about Jesus during the middle of the week. Leaders are needed to greet and check children into class, teach, assist teachers, and help with special projects or activities. The following is a list of children's classes offered on Wednesday nights...

### **Nursery:**

Nursery care is available for infants and toddlers during Wednesday night classes.

### **Preschool:**

On Wednesday nights, preschoolers will experience stories from the Bible and learn to connect with God, each other, and their parents through creative teaching methods.

### **Royal Rangers:**

Boys—kindergarten and older—can participate in Royal Rangers where boys are strengthened mentally, physically, and spiritually by an advanced awards-based program.

### **Mpact Girls:**

Girls—kindergarten and older—have a place for girls at BCA to invite their friends to meet Jesus, gather with other girls who love God, earn badges, be creative with their talents, and be mentored by a leader who cares about them. (Formerly Missionettes)

### **BCA Kid TRACKS:**

Boys & Girls – kindergarten through 5<sup>th</sup> grade – have a place to join one (or all) of our 5 TRACKS sessions. Each session detail and timeframe is posted on the BCA website ([www.bcachurch.com/wednesday-nights/](http://www.bcachurch.com/wednesday-nights/)). These sessions are meant to be hands on activities with a focus on God. All 5 sessions for 2018/2019 are different and have a maximum participant cap.

## BCA KIDS Annual Events at BCA:

There are plenty of ways to get involved in BCA KIDS Ministries annual events. Whether it's behind the scenes or having fun being crazy with the kids, there is always a place for you.

These annual events exist as a method to reach out to the kids in the community by showing them that learning about God and being involved in church can be a fun and positive experience.

Annual Event	Month	Age Group
<b>Royal Rangers/Mpact Girls Pinewood Derby</b> A pinewood car derby race for boys involved in Royal Rangers.	<b>February or March</b>	Kindergarteners and older who are participating in Royal Rangers and Mpact Girls
<b>Eggstravaganza</b> A Huge Easter egg/candy hunt and a great outreach to our community. 10am – Noon	<b>March or April</b> (Saturday before Easter)	Preschool through 5 <sup>th</sup> Grade
<b>Vacation Bible School (VBS)</b> Monday - Thursday from 9:00am to 12:30pm Thursday at 7 pm – Family & Friends Night	<b>June</b> (last full week of month)	4 year olds through 5 <sup>th</sup> Grade
<b>Special Summer Camps and Retreats</b> A variety of special summer camps and retreat opportunities are offered during the summer months.	<b>Summer</b>	Elementary
<b>Pumpkin Patch Party</b> A harvest party for families and a great outreach to our community.	<b>October 31st</b> (6-9 PM)	Preschool through 5 <sup>th</sup> Grade
<b>SHOUT Kidz' Choir</b> An opportunity for the kids of BCA to share the message of Jesus through performance of song, dance, and drama.	<b>Sept-Dec</b> (9:30am service time)	Preschool through 5 <sup>th</sup> Grade
<b>Boys Night Out</b> Dads and boys K-5 <sup>th</sup> grade are invited to a night of fun including nerf wars, nacho bars, and lots more!	<b>Spring</b>	Elementary
<b>Girls Night Out</b> Moms and girls K-5 <sup>th</sup> grade are invited to a night of yummy treats, fashion shows, prizes and so much more!	<b>Spring</b>	Elementary

# BCA KIDS Classroom Job Descriptions:

The following are general descriptions of leader positions available in BCA KIDS Ministries. Our desire is that everyone has a positive experience in the classroom.

**Nursery Leader** – Cares for babies and toddlers in the nursery department during regular service times. Assists with check-in/out procedures before and after services.

## **Lead Teacher**

Teaching: Studies the lesson plan; teaches children in big group lessons. In age appropriate classrooms teacher provides lesson connections at interest centers; provides or delegates musical movement and craft activities that connect to Biblical principles. In older elementary classrooms lead teacher will facilitate small groups. Leading children through activities that will deepen their understanding of the Bible lesson.

Leading: Delegates tasks and teaching opportunities to assistants; guides children towards positive behavior; ensures that the classroom is left in a clean and orderly manner when class time is finished.

## **Teacher's Assistant**

Teaching: In age appropriate classroom teachers assistants participate with children in interest centers to teach lesson concepts to children. In older elementary classrooms assistants will run a small group of students through a prayer time and additional activities intended to reinforce the concepts from the bible lesson. Assists teacher with set up and clean-up of activities; helps teacher wherever needed; assists teacher in guiding positive behavior in children.

Small Group Leader: Provides individualized and personalized supervision for a small number of children; sits with their small group during class; ensures appropriate behavior conducive to maximum learning.

**Check-In/Check Out Staff** – Welcomes children as they enter the children's center; assists parents in registering electronically, assists with check-in and check-out; helps children reunite with parents at check-out time.

**Behind the Scenes** – Helps the programs director organize curriculum for the teachers. Helps with other miscellaneous tasks such as designing bulletin board displays.

# BCA KIDS **Support/Resources:**

## BCA Resource Room

(Located upstairs in Room 206)

The Resource Room has a wealth of fabulous supplies for use by leaders in our BCA kids' ministries. We all work together to maintain the space, so be diligent about returning supplies to the place you borrow them from and be sure to let department directors know if you have used the last of something or notice we are low on a particular item.

Additional curriculum supplies can also be found in the Resource Room.

## BCA Website

The BCA website is packed with many helpful tools: [www.BCAchurch.com](http://www.BCAchurch.com)

*Including (but not limited to):*

*Staff Contact Information*

*Monthly Leader Schedules for each department (e.g., nursery, preschool, elementary, AIM/Special Needs, Check in/Check out)*

*Calendar/Event Information*

*Saturday/Sunday/Wednesday Program Information*

*Leader Applications, Rosters, Leader Manual, etc.*

*Event Permission & Release Forms*

## Childcare Ministries Provided (CMP)

When it comes to ministry events that are scheduled at times other than weekend service times (e.g. Meetings, Membership Classes, choir practice, etc.), childcare ministries is provided. For more information on childcare ministries for specific events, contact the CMP director.

## BCA KIDS Ministries Department

If at any time you have any questions or need assistance, please contact the BCA KIDS Ministries office at 425-339-3303 or [kids@bcachurch.com](mailto:kids@bcachurch.com). We welcome your questions and feedback and appreciate your willingness to contribute your time as a leader in BCA KIDS Ministries. May God bless you!

# Discover Your Ministry Gifts:

It is our goal to connect you with areas of ministry where you can best use your ministry gifts.

**“Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others.” (Romans 12:4-5)**

Those who put their spiritual gifts to work in ministry make an important heart shift – they offer a joy-filled sacrifice of time to God. Of course, there are times when someone must serve in a position that does not match his or her gifts, but ultimately, our goal is to find areas that best suit your talents.

If you have the desire to find out what your ministry gifts are, you can take the simple test and then total your score to find your answer. Have fun!

## Gift Test

### Instructions

Read each question, and then choose the number that indicates the degree to which the statement is true or false in your life. Use the following scale in your scoring:

- 1 - Never, not at all
- 2 - Usually or mostly false
- 3 - Occasionally or partially true or false
- 4 - Usually or mostly true
- 5 - Greatly or completely true

- 1) I have been known for my directness and frankness in speaking to people about their spiritual lives.
- 2) I am eager to pitch in and help when a menial task needs to be done involving an individual or group.
- 3) I love to do research on Christian topics with the purpose of presenting what I discover to a group, whether in writing or orally.
- 4) I enjoy encouraging and comforting others who are going through trying times.
- 5) In an appeal for a worthy cause, I am among the first to give.

- 6) I enjoy coordinating the activities of others to achieve a common goal.
- 7) I am a caregiver... I want to ease the pain of people in distress.
- 8) It hurts me deeply when I see Christians living sinful lives or not up to their true potential, and I am not afraid to confront them about these things when I get the opportunity.
- 9) I am good with my hands and have excellent physical stamina.
- 10) It upsets me greatly when a speaker takes a verse of the Bible out of context.
- 11) People with problems seem to be drawn to me and they often ask me to help them resolve their problems.
- 12) I try to be careful in managing my money so I can give more to the work of the Lord.
- 13) I enjoy leading a group of people to accomplish something for God.
- 14) I am concerned for the helpless (babies, young children, the retarded, the infirm, the underprivileged, etc.).
- 15) When I speak to a group or sit in a church, I am concerned that people be given a chance right then and there to find Christ or straighten out their lives.
- 16) I prefer to assist wherever I am needed most in the church rather than take on a regular ministry.
- 17) When people ask me an important question about spiritual things, I tend to give them an involved answer rather than a simple one because I do not want them to misunderstand. If I don't have an answer, I promise to do some research and get back to them.
- 18) When others share their problems with me, I can visualize goals and steps of action for them to take.
- 19) I can make quick decisions regarding helping others who are in need.
- 20) I can get others to work to get a job done for God.
- 21) I am very sensitive about how others feel.
- 22) I have a profound sense of right and wrong and it hurts me deeply when I hear of people being treated unjustly or hear of people treating others unfairly.

- 23)I prefer to busy myself behind the scenes at a social gathering.
- 24)I enjoy communicating God’s truth to people and I do so in a systematic, orderly way.
- 25)I tend to forget time when listening to others sharing their hurts.
- 26)I have no trouble tithing and giving beyond my tithe, and am concerned about other Christians who don’t tithe.
- 27)I tend to assume leadership, organize, and delegate responsibility if no assigned leader exists in a group.
- 28)I am able to identify with and comfort those who are suffering.
- 29)I have deep insight into the hearts of people – I seem to know when there is something wrong in another Christian’s life or group that needs correcting.
- 30)I am often called on to help someone fix something or help them with a test.
- 31)I am not given much to small talk, but I do enjoy a good discussion on ideas or truths from God’s Word.
- 32)When someone is hurting, I am able to say something that comforts them.
- 33)I am greatly moved when I hear about a missionary project or a missionary in need, and try to rally others to help support the project.
- 34)I react inwardly when church business is not done in an orderly fashion.
- 35)I enjoy visiting those in the hospital or shut-ins.

### Instructions for Scoring (Gift Test)

Transfer totals written in blanks on questionnaire to its respective square on the score sheet.

Total the squares across.

Consult the gift explanations, especially for the highest scores, to see if the gift fits you.

Test the gift by leading for service along the lines of the gifts with highest scores.

# BCA KIDS

## Leader Manual Acknowledgement:

I acknowledge the receipt of Bethany Christian Assembly's BCA KIDS Ministries Volunteer Leader Manual. I have read and familiarized myself with the contents and I understand my responsibility for adhering to the policies outlined in the BCA KIDS Ministries Leader Manual. I am aware that I should speak with one of the BCA KIDS Ministries departmental directors if I have any questions about the policies of Bethany Christian Assembly's BCA KIDS Ministries.

Today's Date: \_\_\_\_\_

First & Last Name (Please Print):

\_\_\_\_\_

Signature:

\_\_\_\_\_

*Please sign and return this receipt to a BCA KIDS Ministries departmental director. Thank you for caring for kids at BCA KIDS Ministries.*

----- *Department Director to complete the following* -----

Today's Date: \_\_\_\_\_

Departmental Directors Name (Please Print):

\_\_\_\_\_

Departmental Directors Signature:

\_\_\_\_\_