



LifeKids Handbook

(2026/27 Edition)

Mission, Vision & Values
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⁴ "Hear, O Israel: The Lord our God, the Lord is one! ⁵ You shall love the Lord your God with all your heart, with all your soul, and with all your strength.

⁶ "And these words which I command you today shall be in your heart. ⁷ You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. ⁸ You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. ⁹ You shall write them on the doorposts of your house and on your gates.¹

¹ [*The New King James Version*](#) (Dt 6:4–9). (1982). Thomas Nelson.

Vision, Mission, & Core Values

Vision

The children's ministry of LifeChurch, named "LifeKids" exists to glorify God by growing deeper and reaching farther. We aim to accomplish this by educating our children in the truth of God's Word, by encouraging our parents for their ministry in the home, and by equipping our volunteers to faithfully serve in the local church.

Mission Statement

We are continually GOING to the children of our world, INVITING them into welcoming communities, and PARTNERING with families to lead them in a GROWING relationship with Jesus Christ.

Core Values

"You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets."
(Matthew 22:37-40)

Love for God evidenced by...

- **Trusting God:** Our love for God is shown when we express humble dependence on God rather than ourselves. (Prov. 3:5-6; Matt. 7:7-11, John 15:5)
- **Knowing God:** Our love for God is shown when we seek to know and follow God through His written Word. (John 14:15; 1 Peter 2:2-3; 1 John 2:3-6)
- **Worshipping God:** Our love for God is shown when we demonstrate a personal devotion to Him and His church. (Rom. 12:1-2; 1 Cor. 10:31; Heb. 10:24-25)

Love for others evidenced by...

- **Putting Others First:** Our love for God and others is shown when we treat others the way we want to be treated and consider others better than ourselves. (Matt. 7:12; Luke 14:7-11; Phil. 2:1-11)
- **Showing Others Respect:** Our love for God and others is shown when we give respect to those who are in positions of authority. (Rom. 13:1-2; Col. 3:20; Heb. 13:17)
- **Loving Others Together:** Our love for God and others is shown when we love one another in unified worship. (John 13:34-35; Eph. 4:1-6; Heb. 10:19-25)



What To Expect

We have age-appropriate curriculum and classes for infants through 5th grade. Our Bible-based curriculum is taught by trained adults that love God and have a heart for serving and teaching children. We want all children to feel invited, welcomed, and safe! We want to get to know each child and their family so that we are able to meet the unique needs of each one.

Age Groups

Infants: ----- Birth – 2y/9mo
Toddlers: ----- 2y/10mo – 3 Years
Pre-School: ----- 4 Years to Pre - K
Elementary: ----- Kindergarten to 5th Grade

Classroom Schedules

Infants

Free play, snack, music/worship time, and a short Bible story/activity – Parent Pick Up.

Infants and Toddlers

Free play, snack, music/worship time, and a short Bible story/activity – Parent Pick Up.

Pre-School

Free Play Worship and Bible Lesson Snack, Craft/Activity
Free Play – Parent Pick Up.

Elementary

Fellowship, Worship and Bible Lesson / Snack
Small Group Activity, Craft, or Game – Parent Pick Up.

Philosophy of Ministry

God's Love for Every Child: We believe the Scriptures communicate God's special love for all children. They are valuable in His sight and demonstrate the necessary characteristics of those who will enter His eternal kingdom. Therefore, we treasure each child God has entrusted to our care. (Ps. 127:3-5; Matt. 18:1-10, 19:13-15)

God's Desire for Every Child: We believe the Scriptures express God's desire for every human to worship and glorify His name. Those who follow the Lord Jesus Christ are called to make much of God in every aspect of life. Therefore, it is our desire to see every child become a faithful worshipper of God and servant of His Church. (Matt. 22:34-40; Luke 10:27; Acts 2:39; Rom. 11:36; 1 Cor. 10:31; 1 Tim. 2:1-4; 2 Peter 3:9)

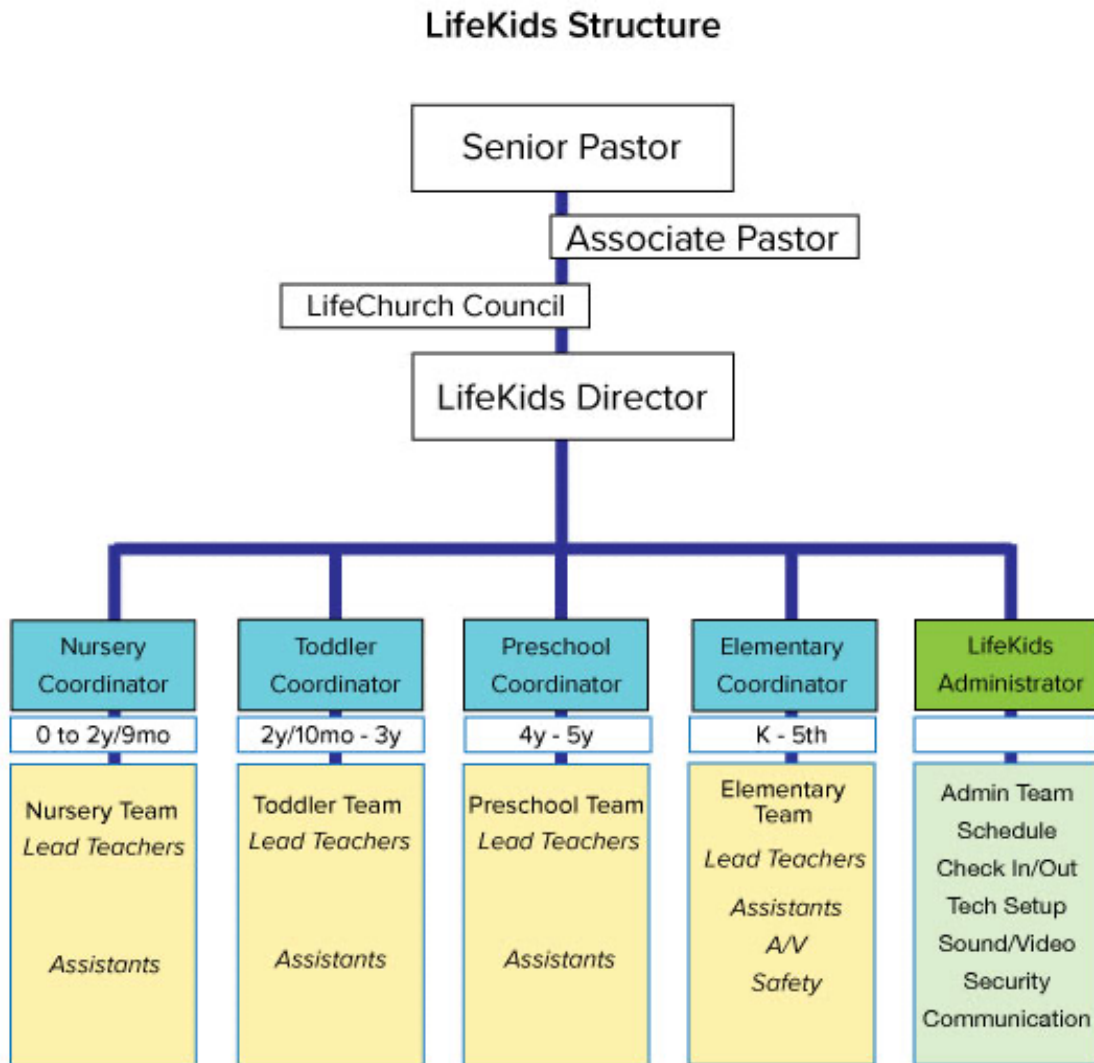
The Problem Facing Every Child: We believe the Scriptures reveal sin as the problem facing everyone. All humans are conceived in sin, separated from God, and destined for eternal judgment in hell. Therefore, it is our responsibility to show children their true problem and point them to their need for a Savior. (Ps. 51:5; Rom. 3:23, 6:23)

The Solution Available to Every Child: We believe the Scriptures teach that forgiveness for sin is made possible by the grace of God through the saving work of Jesus Christ. Those who place their faith in the atoning death of Jesus will be brought into a right relationship with God and will receive the gift of eternal life in heaven. Therefore, it is our goal to continuously teach the gospel of Jesus Christ to the children entrusted to our care. (Matt. 28:18-20; Rom. 10:9-17; Eph. 2:1-10)

God's Desire for Every Child's Home: We believe the Scriptures prioritize the responsibility of parents to shepherd their children toward greater Christlikeness. Godly parents are called to raise their children in the instruction and discipline of the Lord. Therefore, it is our privilege to regularly train and equip our parents for this task through biblical instruction. (Deut. 4:9, 6:4-9; Eph. 6:4; 2 Tim. 3:14-17)

God's Desire for Every Child's Church: We believe the Scriptures emphasize the importance of every believer's contribution to a local church body. Christians are expected to be good stewards of the spiritual gifts He has entrusted to their care, including the ability to teach, love, and disciple children. Therefore, it is our ambition to recruit and train believers within our congregation to serve the children in our ministry. (Ps. 145:3-4; Eph. 4:12-16; Col. 1:28-29; 1 Peter 4:7-11).

Ministry Structure & Roles



Structure

The Children's ministry at LifeChurch is spiritually led by the Senior Pastor and the Church Council. On a day-to-day basis, the Children's Director reports to the Associate Pastor, who provides direct oversight and management of the ministry.

The Children's ministry consists of five main elements: the Nursery for infants up to 2.9 years old; the Toddler program for ages 2.10-3 years old; the Preschool program for ages 4-5 years old; the Elementary program for grades K-5; and Administration which includes management of the ministry budget, volunteer scheduling, training, and child safety policies.

Roles Defined

Senior Pastor: Provides the overall spiritual direction of the LifeKids Ministry.

Council: Works with the Senior Pastor providing spiritual oversight to all aspects of the ministry.

Associate Pastor: Provides direct oversight and management of the ministry as well as the final decision maker.

Life Kids Director: Responsible for the strategy and implementation of ministry programs. Their primary role is to nurture the spiritual growth of children and partner with parents to build a strong Christian foundation during the early years.

Key responsibilities include:

- Developing curriculum, activities, and events for Sunday School and midweek children's programs that teach and reinforce biblical truths.
- Recruiting, training, and scheduling teachers and volunteers to staff nursery, preschool, and grade school classes. Ensuring child safety policies are known and followed.
- Setting yearly goals for outreach, discipleship, and special events for the children's ministry. Evaluating effectiveness of programs on a regular basis.
- Managing children's ministry budget, supplies, and facilities needs.
- Fostering family involvement through parent classes, communication, and at-home resources.
- Providing pastoral care and spiritual guidance to children and parents during times of crisis or needs.
- Partnering with other children's leaders and staff to ensure alignment across ministries.

The LifeKids Director needs strong organizational, leadership, teaching, and communication skills. A caring heart, patience, and high energy are essential to meet the constant needs of children and families. The role requires a person of spiritual maturity and wisdom to shepherd young souls.

Nursery Coordinator: oversees the nursery ministry for infants and young toddlers. Their role is to provide a warm, nurturing, and safe environment for the church's youngest children. They are also responsible recruiting and training nursery teachers and assistants, ensuring the nursery is clean, safe and stocked with the appropriate supplies.



Toddler Coordinator

The Toddler Coordinator oversees the church's ministry for toddlers, providing a calm, loving, and secure environment that supports their unique developmental needs. This role focuses on helping young children feel comfortable away from their caregivers while introducing them to God's love through simple Bible truths, short songs, prayer, sensory activities, and age-appropriate play. The Toddler Coordinator recruits, trains, and supports volunteers in areas such as comforting children, managing transitions, maintaining consistent routines, and following diapering, toileting, hygiene, allergy, and safety procedures. They also ensure the toddler room is clean, sanitized, well organized, and stocked with developmentally appropriate toys, supplies, and care items. Regular communication with parents and caregivers is an important part of creating a safe and positive ministry experience for each child.

Preschool Coordinator

The Preschool Coordinator oversees the church's ministry for preschool-aged children, providing a warm, engaging, and safe environment where children can grow in their understanding of God and the Bible. This role recruits, trains, and supports preschool teachers and assistants; prepares and teaches age-appropriate Bible lessons; leads worship songs, prayer, crafts, games, and group activities; and encourages children to participate, build friendships, and practice positive behavior. The Preschool Coordinator also ensures the preschool room is clean, safe, organized, and stocked with the supplies needed for each lesson and activity.

Elementary Coordinator: oversees the elementary student Program. They are also responsible recruiting and training elementary teachers and assistants, ensuring the classroom is clean, safe and stocked with the appropriate supplies. They also teach the day's lesson, sing songs, and lead in the spiritual development of the student.

Administrator: works hand-in-hand with the Associate Pastor & LifeKids Director to ensure the technical needs of the LifeKids Ministry are met, works with each coordinator for scheduling of teachers and volunteers, works with Security Director for scheduling safety personnel, and maintains the check-in process.

Teachers: Teach the lesson for assigned Sunday.

Assistant: Assist the teacher for the assigned Sunday.



LK-Team Values

Holiness: All LifeKids Ministry Team Members (LK-Team) are expected to live in a way that reflects Christlikeness to our children. This means being an example in all areas of life including speech, conduct, and attitude.

1 Corinthians 7:1 ESV

¹ Since we have these promises, beloved, let us cleanse ourselves from every defilement of body and spirit, bringing holiness to completion in the fear of God.

Commitment: All LifeKids Ministry Team Members (LK-Team) are expected to be faithful in their commitments to the ministry and the larger church context. This means consistently attending planned ministry activities during the week and church services on Sunday.

Colossians 3:23-24 ESV

²³ Whatever you do, work heartily, as for the Lord and not for men, ²⁴ knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.

Unity: All LifeKids Ministry Team Members (LK-Team) are expected to uphold the mission, doctrine, and core values of LifeChurch. We ask that all personal preferences regarding mission, doctrine, and values be set aside for the sake of unity in the body.

Psalms 133:1 ESV

¹ Behold, how good and pleasant it is when brothers dwell in unity!

Love: All LifeKids Ministry Team Members (LK-Team) are expected to love the children of LifeChurch in a manner that is consistent with our philosophy of ministry. This means sacrificially giving one's time, talents, and treasures for the good of our children.

1 Corinthians 13:4-7 ESV

⁴ Love is patient and kind; love does not envy or boast; it is not arrogant ⁵ or rude. It does not insist on its own way; it is not irritable or resentful; ⁶ it does not rejoice at wrongdoing, but rejoices with the truth. ⁷ Love bears all things, believes all things, hopes all things, endures all things.



LK-Team Requirements

Training

LifeChurch will provide training on all LifeKids Ministry policies and procedures to all new Lk-Team members and will strive to provide additional training on a regular basis (or as deemed necessary). All LK-Team are strongly encouraged to attend these training events.

Screening

LifeKids Ministry is dedicated to the safety and security of the children entrusted to our care. We consider this a stewardship responsibility that reflects the values and priorities of our church. Since children are among the most vulnerable in our society, God calls us as Christians to help look after them. We believe the steps specified in this section communicate our value for family safety at LifeChurch. The following forms are required of all LifeKids Ministry members and can be located in the appendices section at the back of this handbook:

LK-Team Application: All prospective team members must complete our LifeKids Ministry Team Application prior to serving in LifeKids Ministry. This includes a combination of personal, spiritual, and confidential information, as well as two personal references. This application will be submitted to the LifeKids Ministry Leadership Team for their review and final approval.

Child Protection Acknowledgement: All prospective team members must read and acknowledge our Child Protection Policy. The Child Protection Policy can be found in this Handbook.

Background Check Authorization: All prospective team members must submit to a mandatory background check prior to serving in LifeKids Ministry. In order to uphold our current insurance requirements and convey our value for family safety, all volunteers will be asked to submit to a background check once every three years.



LK-Team Expectations

Arrival: All teachers, helpers, and teens must arrive at minimum 30 minutes prior to the start of service, 9:30 am. Check in with the LifeKids Administrator to ensure you are prepared for your class and setup as needed. During the “Time of Prayer for LifeKids” during our service, Teachers and Assistants will go to their respective classrooms ready to receive the children. As soon as the first child arrives, all LifeKids ministry team must be in place and should not leave the children’s area until the last child is gone and the room is cleaned up. It is disruptive to families when we are not ready to accept their children and it communicates a lack of concern and care.

Supervision: Never leave children unsupervised! Do not leave the classroom while children are in your care unless there is an emergency. Please ask an usher, sign-in table attendant, or the LifeKids Director to step into your classroom, to retain two-deep while you are away. Please return to the classroom as soon as possible. If you need to leave LifeChurch due to an emergency, the LifeKids Director and Ushers will help find someone to take your place.

Media & Phone Use: No texting, checking social media, or talking on your phone while you are in the classroom. Please give the children your undivided attention and care. No taking pictures using a camera or other device without prior permission by LifeKids Director.

Safety: When you are in the classroom, you are responsible for safety, security, evaluating the environment, and guiding behavior.

Attendance: Please realize that children need consistency in schedule as well as caregivers. You are missed when you are not in attendance. As a teacher, you are ministering to the needs of the child and their family. Please make an effort to establish a relationship with the children and their families. Outreach is necessary in making sure all the needs of the family are met and to show Christ’s love.

Confidentiality: LK-Team members will, to the best of their ability, ensure confidentiality, respect, and privacy when it comes to the history, records, and conversations about families in LifeChurch.





POLICIES AND PROCEDURES

Child Protection Policy

General Purpose Statement:

LifeChurch seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of LifeChurch from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (servants) from false accusations.

Definitions

For purposes of this policy, the terms “**child**” or “**children**” include all persons under the age of eighteen (18) years of age. The term “**servant**” includes all unpaid persons who work with children in Sunday school, overnight activities involving minors, or in one-on-one mentoring of minors.

Selection of Servants:

All persons who desire to work with the children participating in our programs will be screened. This screening includes the following:

1. Six Month Rule

No person will be considered for any volunteer position involving contact with minors until he/she has been involved with LifeChurch for a minimum of (6) months. This time of interaction with our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

2. Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at LifeChurch.

3. Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

4. Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of these reference checks will be maintained in confidence on file at LifeChurch.

5. Criminal Background Check

A national criminal background check is required for all employees (regardless of position) and volunteers and servants as defined above.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing LifeChurch to run the check. If an individual declines to sign the authorization form, he/she will be unable to work with children.

A disqualifying offense that will keep an individual from working with children will be determined by the LifeKids Pastor on a case-to-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background authorization form and results will be maintained in confidence on file at LifeChurch.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult leader. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling session.

Responding to Allegations of Child Abuse

For Purpose of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse-** any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse-** emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, and persistent teasing.
- **Sexual abuse-** any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect-** depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at

LifeChurch becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Associate Pastor for further action, including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at LifeChurch or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian will be notified.
2. The worker or church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation. He or she shall be instructed to have no contact with the victim or with witnesses.
3. All allegations of abuse should be reported to the civil authorities, and the church will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The church will fully cooperate with the investigation of the incident by civil authorities.
4. The insurance company will be notified, and the church will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The church will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal council will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of the church should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Check-in/Check-out Procedure

For all children birth through fifth grade, a check-in check-out procedure will be followed

- On Sunday mornings the child will be checked-in using our online registration program which assigns a unique number to both child and parent. The parent must present the claim check with said number in order to check-out the child from our care. In the event that the parent is unable to present the "tag", the Associate Pastor will be contacted. The Associate Pastor will be responsible for releasing the child to the care of the parent or guardian after discussing the surrounding circumstances with the parent or guardian.
- During our mid-week program parents must provide a list of people who can check-out their child. This will be retrieved on our registration form. At time of check-out, the

responsible adult will provide identification when necessary, in order to check-out the child. They will then sign the sign-out sheet.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at LifeChurch. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, Diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Any other symptoms of communicable or infectious disease.

Children who are observed by our childcare teams to be ill will be separated from other children and the parent or guardian will be contacted to pick up the child.



Children's & Student Volunteer Application

This information is confidential. This application is to be completed by all those desiring a ministry position involving the supervision or custody of minors. It is being used to help the church provide a safe and secure environment for those children who participate in our programs and use our facilities.

PRIMARY INFORMATION FOR CHILDREN'S OR STUDENT WORK		
LAST Name:	FIRST Name:	MIDDLE Name:
Birth Date:	Home Phone:	Cell Phone:
Present Address:		City:
State:	Zipcode:	
Email Address:		
Marital Status:	Spouse Name (If Applicable):	
Occupation:		
Are you CPR certified or have other medical training?		
How long have you attended LifeChurch?		Are you currently a member of LifeChurch?
<i>Where would you be willing to serve?</i>		
☐ Nursery	☐ Toddler	☐ Preschool
☐ Elementary	☐ Middle School	☐ High School
☐ Admin/Technical Support		
What prompted you to start volunteering?		
Share your personal testimony: Please tell us about how you became a Christian.		



Children's & Student Volunteer Application cont.

References:

Personal References: (non-relative over the age of 18 whom you have known for more than 2 years)

1. Name: _____ Relationship: _____
Address: _____ Phone: _____
2. Name: _____ Relationship: _____
Address: _____ Phone: _____

Ministry References:

Please list any previous church work that involved children and/or youth. (if any)

Church: _____ Contact Person: _____
Responsibilities: _____ Phone: _____

Church: _____ Contact Person: _____
Responsibilities: _____ Phone: _____

Experience:

Please list any gifts, training, education or other factors that have prepared you to work with children or youth.

Please list any other LifeChurch ministries that you have been or currently are involved with:

Applicant's Statement

I, _____, certify that all of the information in this application is correct to the best of my knowledge, and I understand that any omission of material fact on this application may be grounds for rejection of this application. I understand that all information in this application will be held confidential, but can be released to duly authorized local, state, or federal agencies. I authorize any references, churches or other organizations listed in this application to give any information they may have regarding my character and fitness for working with minors, and I release all such references from liability for any damage that may result from furnishing such evaluations. If a situation involving inappropriate conduct arises, I agree to withdraw from active involvement until the issue is resolved.

Having committed to serving with the children and/or students of LifeChurch,
I commit to:

- ☐ continuing to follow Christ's teachings in my life
- ☐ cooperating with other ministries and placing the greatest good of the whole body over the needs of my ministry
- ☐ continuing my personal connection with LifeChurch including attending Sunday morning service, and/or participating in the overall congregational life here at LifeChurch

I have read this statement and agree to all of its contents.

Signature

Date

