

Manual

Noah's Ark

Crèche & Sunday school
Crossroads International Church

Season
2011-2012



1 Introduction

This manual is an introduction to Noah's Ark, which is Crèche and Sunday School. It gives an overview of the How, the What and the Why of Noah's Ark. The name Noah's Ark will be used this season when we talk about Crèche and Sunday School. God wants to take care of all the children who attend Noah's Ark. You can see the overview of all the animal groups on page 5.

There are 11 different groups with a total of about 160 children each Sunday! Imagine how they can shine their light if they give their lives to Jesus.

In the coming season:

- we offer a Children's Ministry training (see flyer for more info)
- 4-7 year olds join the Family moment (including all Squirrels)
- the 'Paarden' group will turn into the 'Paarden/Horses' group. It will be a Dutch/ English combined groups for the 5 til 7 year old children. It is a different form of Sunday School. Several times Worship with band for the 2-7 year olds

If you have any questions or suggestions about things concerning Noah's Ark, please let me know (tinka@xrds.nl).

I'm really looking forward to this coming season.

Tinka Veninga (tinka@xrds.nl)
Coordinator Noah's Ark (0 - 7)
Amstelveen, August 2011

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2 Noah's Ark

2.1 What we want

Our mission:

Leading the children into a relationship with Jesus and helping them grow in their Faith.

We want our Crèche & Sunday School to be a place where:

- Children have fun and love to come
- Children feel they belong and feel safe
- Children experience and learn about Jesus' love for them
- Children feel comfortable enough to make the decision to give their lives to Jesus
- Children feel free to bring their non-church friends
- Children have the opportunity to express their faith
- Children are known and loved within the community

From 2 til 7 years old the children are together. The same children and parents every year! A small community within Crossroads with the challenge to raise children in a secular world. We know that research has shown that Sunday School can only do 20% of Faith development. The other 80% is done at home! This small community can be a great opportunity to get to know each other better and learn from one another.

2.2 What we do

Noah's Ark is part of the Children's Ministry. The Children's Ministry is divided in the 0 til 7 year olds, Noah's Ark and the 7 til 11 year olds, Children's Church and Rock Solid. Then the Youth groups follow, divided into 12+ and 15+ groups.

Further on you will see an overview of all the different groups that the children can attend on Sunday morning in Noah's Ark. All of them take place during the first service. The only exception is the Bears Purple crèche during the 2nd service. The different groups are divided into age and language.

The vision in the crèche is more shown in 'feel safe, experience Jesus' love, love to come, loved within the community'. From the age of 2 we have a program in which we start leading the children into a relationship with Jesus and helping them grow in their faith. We hope that over the years their relationship with Jesus and their Faith will grow.

| Age | Name | Coordinator | Ratio (volunteer/child) | Max. amount children in class |
|--|---|-----------------------------------|-------------------------|-------------------------------|
| 0 – 2 | Bears Green (ENG and NL) | Manja Verboom and Karlijn de Boer | 1:4 | 16 |
| 0 – 2 | Bears Orange (ENG and NL) | Vicki Traut and Silke Somandin | 1:4 | 16 |
| 0 – 2 | Bears Purple 2 nd service (ENG and NL) | Ruben and Debora de Vos | 1:4 | 16 |
| 2 & 3 (born after 1-10-2008) | Elephants (ENG) | Sandra Gray | 1:6 | 18 |
| 3 – 5 (born between 1-10-2006 and 1-10-2008) | Squirrels (ENG) | Vacancy | 1:8 | 16 |
| 2 & 3 (born after 1-10-2008) | Tijgers (NL) | Vacancy | 1:6 | 18 |
| 3 & 4 (born between 1-10-2006 and 1-10-2007) | Pinguïns Oranje en Groen(NL) | Corrie Graafland | 1:8 | 16 |
| 4 & 5 (born between 1-10-2005 and 1-10-2006) | Dolfijnen Oranje en Groen(NL) | Henk Jan Meints | 1:8 | 16 |
| 5 – 7 (born between 1-10-2003 and 1-10-2005) | Paarden/Horses (NL/ENG) | Antonia Walker | 1:8 | 40 |

2.2.1 Curriculum and songs

The curriculum has a schedule to take care of variation and tuning with the different groups. For the Dutch groups we use 'Timotheüs' Curriculum and 'Hand's on Bible' Curriculum. For the English groups we use 'Hand's on

Bible' Curriculum. This starts from the age of 2. We try to offer different stories from the Bible over the years. You will be informed about the content of the curriculum when a new series starts, so you'll know what your child will be talking about during Sunday mornings. The coordinator of the relevant group will do this by e-mail.

Each group needs to have two volunteers before they can start welcoming children. The Bears have helpers and one main volunteer who is in charge on the Sunday morning. From the age of 2, when we start working with the curriculum, the groups have a teacher and a helper. You can read about the content of their role in the 'Teacher part (see chapter 4)' and 'helper part (see chapter 5)'.

From the age of 3, 4 different songs will be taught during the season. One each two months. This period will be closed with a kids worship time for the 2 -4 year olds. The Paarden/Horses will join the Children's Church worship time that will be held regularly during the season. After these months of practice we also hope your child can sing the song for you at home. With teaching children different songs we hope to give a base for worshipping our God.

2.2.2 Structure of Sunday School lesson

The curriculum a teacher prepares will be put in a structure we use for the Sunday school lesson (Appendix A is an example). Each season the team of the group together decides on the structure. Teachers of the groups vary and children vary in attendance. By using a familiar structure each week we hope it helps them to feel at home, so they really can share things on their heart. The structure will be something as well as the classroom location that will stay the same. This familiar structure also helps the teachers keep a calm environment. Every week we aim to include: God's Word, reflection, prayer, worship and offering (sharing what we received from God).

2.2.3 Offering

This season we will collect money for 'Leefkringhuis-noord'. They help children (and adults) in the region Amsterdam-Noord. They would like to have a trampoline (with safety nets) in their garden. And the Noah's Ark children will try to collect the money for this. With what we saved last season (almost 1200,- euro), I think they can let us know what else they have on their wish list!

More info on their website www.leefkringhuis-noord.nl.

The offering is something we do from the age of 3. As parents you can give your child a small amount that he or she can give on the Sunday morning. But you can also stimulate your child to think about ways to collect money. Maybe give something away that he or she received themselves. We hope the children will learn that we can share what we receive from our Heavenly Father. In doing this we can help others. Each Sunday the teacher will show how much money is collected in the individual group and explain again what we are saving for. In the hallways there will be a visible indicator to show how much we have collected so far.

2.2.4 Special events

We start each season with a kick-off. This is from the age of 2. The children will have a special festive program.

During the first services for Christmas Eve and Good Friday, we offer crèche for the children from 0 – 3 and a children’s program for the 3 – 7 year olds.

Serve the City is supported by Crossroads. They also offer families the opportunity to serve at a special family project. This usually happens around Christmas and Pentecost. More info will follow.

As well as these special events we give attention to the Christian festivals e.g. Advent, Christmas, Ascension Day, Pentecost, Mothers Day, Fathers Day and the end of the season.

2.3 To make it work

God is blessing Crossroads. Noah’s Ark is growing. That really is a privilege, but it is also a challenge to keep it exciting and secure safe for the children and deal with the growth on a wise way. Therefore it is necessary to have a couple of things organized. They are mentioned below.

2.3.1 Moving up from one group to another

With the exception of the 3 creches (Bears) children are expected to move class only once a year, at the start of the new season.

We aim to offer your child a class where he or she is known by name by the teachers and helpers of the group as well as by the other parents and

children. This way the group can become a small community within Crossroads.

Newcomers to Crossroads as well as visitors are of course always welcome to join the Sunday School Classes at any given moment.

If you think your child should be in another group, then contact the Coordinator Noah's Ark. When the new season starts the children who go to group 4 (Dutch school system) move up to Children's Church. At the end of the season the relevant parents receive more information about this.

2.3.2 Guidelines for number of volunteers and children

We need 2 volunteers in order to open a group. This means that if a volunteer has not arrived when the group is open then a parent will be required to stay.

For each group the number of children that can participate with two volunteers is different. See the ratio for the relevant group in paragraph 2.2.

If this number is exceeded then a third volunteer is required. Because of the max group number, this is not possible in all the groups.

For safety and sharing the Good News with the children there is a maximum number of children set for each group. See the fifth column in the overview in paragraph 2.2. In exceptional circumstances that the max group number is exceeded then further children will be asked to remain with their parents.

Parents can either take their child into the service or watch the service on the screen in the coffee corner.

2.3.3 Registration list

These are the lists that are on the table in the class next to the name tags and schedule for volunteers. It is very important that you as a parent register your child on the list. If your child is not on the list and is not a visitor, please update the Crossroads administration by filling out the Child registration card (see paragraph 3.4 and 4.2.5 for more information).

Sometimes the teacher and helper are busy with another child or another parent, then it is up to the parent.

Purpose:

- Know the number of children in the classroom in case of evacuation
- Information for Coordinator Noah's Ark to be able to anticipate the growth or decline of the different groups.

Teachers and parents, can you make sure the registration list is filled in correctly? Thank you!

2.3.4 Safety

Before a teacher or helper works with the children, the Coordinator Noah's Ark talks with the person. In this talk they discuss an application form which the person filled in before the meeting and for teachers or stage leaders a spiritual reference form filled in by a life group leader or another ministry leader.

We also have at least two volunteers at a group, so the children are never with one adult alone. At least one of these two volunteers needs to have approval to work with the children. If there is no one with this approval to volunteer, the group is closed.

2.3.5 Evacuation

We are almost done with making the evacuation plan. When we have the plan finished, all the volunteers will be instructed and we will have an evacuation practice. For parents it is very important **NOT TO COME UPSTAIRS!** You need to leave the building the way all the adults need to leave. You can meet your child at the right side of the school building on the pavement. Make sure the teacher knows that you are taking your child with you!

2.3.6 Wellness guidelines

Is your child not feeling well? Out of consideration for other children, parents, and volunteers, our guidelines state that children who are unwell should not attend classes. Specifically, we ask that you refrain from bringing your child to Crèche and Sunday School if he/she is experiencing one or more of the following symptoms:

- Fever over 38,5
- Vomiting (overgeven)
- Diarrhea
- Skin rashes or eruptions
- Coughing associated with a respiratory (ademhalings) infection
- Eye infections accompanied by a yellow/green discharge or thick drainage from the eye
- Parasites such as nits, lice, mites, or ringworm
- Drainage from the ear
- Impetigo (krentenbaard) that hasn't been treated or where spots haven't dried up (nog niet ingedroogde blaasjes).

3 What parents need to know more

3.1 Noah's Ark season 2011-2012

Mark your calendar:

| | |
|-------------------|---|
| 27-11-2011 | Advent period |
| 04-12-2011 | |
| 11-12-2011 | |
| 18-12-2011 | |
| 24-12-2011 | Christmas Eve children's program during the first service |
| | |
| 06-04-2012 | Good Friday children's program during the first service |
| 08-04-2012 | Easter |
| 13-05-2012 | Mothers Day |
| 20-05-2012 | Ascension Day theme |
| 27-05-2012 | Pentecost |
| 17-06-2012 | Father's Day |
| 15-07-2012 | Last Sunday of the season |

3.2 Bringing and picking up children

3.2.1 Bringing

Until 09.45 the children (2-7 year olds) have time to play. At 09.45 the program begins. We encourage you to bring your child by the start of the first service.

If your child experiences negative feelings in attending Noah's Ark, please contact the coordinator of the group or the coordinator Noah's Ark. These feelings are in contrast with what we want:

- Children have fun and love to come
- Children feel they belong and feel safe

Register your child on the registration list. These are the lists on the table in the class next to the name stickers and the schedule for teaching. It is very important that you as a parent register your child on the list.

The purpose is:

- To know the number of children in the classroom in case of evacuation
- Information for coordinator Noah's Ark to be able to anticipate the growth or decline of the different groups.

If your child is not on this list and you attend Crossroads regularly please fill in a registration card (in the group folder) and hand it over to the teacher. Add the name of your child on the registration list by hand.

Make sure your child gets a sticker with their name on it. This benefits the teacher and helper.

On this table there is a schedule for the teachers and helpers as well. Do you maybe know someone who loves to help serve the children or you want to help yourself, let the Coordinator Noah's Ark know.

If necessary take time to help your child settle. Inform the teacher or helper about any special requirements e.g. allergies. And in the crèche do pass on individual details about food and sleeping.

The children from 0 till 2 will get a number bracelet. If this number appears on the screen in the service, you are asked to pick up your child.

Enjoy the service. We hope you will be build up to be an example for your child so they see Christ in you.

3.2.2 Picking up

Please collect your child within 15 minutes of the end of the service. This makes it possible for teachers and helpers to attend the second service after they served in the Sunday School.

A teacher or helper can ask for your part of the number bracelet (for the 0-2 year olds), if they are not sure that you are the parents of the child you want to take with you.

Most of the time your child will have made something during Sunday School. Please take this home and use it to talk about the lesson.

From time to time it might be nice to help tidy up the classroom.

3.3 Special need children

In Noah's Ark we also want to welcome children who have special needs. Special needs can be any physical or mental need that requires special attention from the volunteers. For instance; diabetes, autism, epilepsy, attending a special school, etc. If your child has a special need, please contact the Coordinator Noah's Ark. We will talk with you individually about what will be best for your child and help instruct the volunteers. Crossroads will do its very best to find a way for your child to attend Noah's Ark and hear and experience the Good News we want to share.

3.4 Administration

The registration lists in the classrooms are generated from the Crossroads database. If the information is not correct, this will have an effect on:

- the amount of children we think attend a group
- children who are not on the registration list can feel more part of the group and welcomed if they are on this list
- anticipate on allergies children might have

That is why we need your help.

If a new baby is born or your family moves or changes contact details please let us know by filling in a registration card (in the folder of the group). You can hand this card over to the teacher.

We use email addresses to send information about the group your child attends and about Noah's Ark in general.

If your family stops coming to Crossroads, please let us know by e-mail.

In the database we register any allergies children may have. They then will be shown on the registration list. Please inform us about allergies that are not on the registration list.

A good up-to-date database helps us to know how many children there are in the children's ministry and if the number of children is growing.

Thanks for your help!

3.5 How can you help?

In Sunday School we want to teach the children about God and Jesus' love for them. In order to do this we need your support. We encourage parents to help once a month. In addition we are looking for people who can offer other support. E.g. specific prayer for the group, sending birthday cards, helping with storage, being involved in music and worship. Please do speak to the co-ordinator about these and other ideas.

4 What does a teacher do

4.1 Before the Sunday morning

The teacher prepares the lesson during the week before with the provided curriculum and the structure of the Sunday School lesson agreed upon with the team of the group (see Appendix A and Appendix B).

4.2 On the Sunday morning

Teachers and helper should arrive by 09.10 to set up the room, pray and discuss the session. Together with the helper they start in prayer. That way God can help and lead them in the morning. After this there is enough time to set up the class room before the children arrive.

4.2.1 Set up

Near the entrance prepare a sign up table. On this table should be the following things: registration list, schedule, name stickers and a normal pen.

In the classroom there are three blocks of six tables. One can be prepared for colouring, the other for Playdough and the last one for games and puzzles. The play carpet can be laid down on the floor for the Lego, dolls and cars to play on.

4.2.2 Children arrive

When the children arrive the teacher and helper makes them feel welcome and help them settle in.

It is very important that there is always someone (teacher or helper) at the door when children are brought and picked up, so no child can slip out of the classroom unattended.

When the teacher thinks all the children have arrived around 09.45 he or she needs to fill in the total number of children in attendance. Please adjust this number when someone enters or leaves during the lesson. This is very important for evacuation.

Children must go to the toilet with a teacher or helper – never alone.

Some of the classrooms have a digital board. Make sure no one writes (or draws) on them.

If the parents arrive before the lesson is finished please ask them to wait just outside the room and then invite them in when you are ready.

After the children have gone home please make sure the classroom is left the way it was at 09.10.

4.2.3 Before the teacher leaves

If children leave any possessions please put these on the lost and found table downstairs by the coffee corner. Please also take downstairs left over juice and biscuits.

Make sure your materials (including the CD player) fit in the box and nothing is left on top. Do ask for an additional box if needed. If the CD player is not in the box, there probably won't be a CD player the next Sunday!

The custodians pile up the grey boxes in the storage room in the Squirrels classroom .They also need to put the tables back the way they were. On the black board (or digital board) they will have drawn a picture the way the classroom was. Make sure this stays on the board.

4.2.4 Offering

What to do with the money from the offering?

- Count the money,
- Let the helper count it as control,
- Write down the money on the list in your folder,
- Add it up with the total of last week,
- Put the money in the envelopes who are also in the folder
- Write on the envelopes: date, name of group, amount of that Sunday
- Put the envelope in the Yellow communication box

4.2.5 Procedure Child's registration

When a child isn't on the registration list and is not a visitor, parents need to fill in a Child's Registration Card (yellow). Make sure to put the name of the Coordinator Noah's Ark on it. You need to put the card(s) in the yellow communication box that is located in the Welcome area. Then it will come to the Coordinator Noah's Ark. We will make sure the data is added to the Crossroads database and therefore the registration lists.

4.2.6 Materials used for teaching

In the Squirrels classroom there is a storage room with extra materials. The following things should be in there:

| | | |
|------------------------------|--|---|
| Kleenex tissues | Face paint | Chenille draad |
| Name stickers | First aid kits | Play dough materials |
| A2 sized shiny paper | 'Crepe' paper | Foam stickers |
| Felt tips | Crayons | Pencils |
| Glue sticks | Scotch tape | Scissors |
| Chalk | Crafts material (straws, wooden sticks, cotton buds, cotton wool, wooden clothes pegs) | Administration stuff (pins, staples, elastic band, small plastic bags, big blue plastic bags) |
| Small strips | Wide strips (to make a hat) | A4 coloured paper |
| Folder with craft activities | | |

When you take the last item from the main storage, please inform the co-ordinator Noah's Ark ASAP.

Please keep the storage room in good order, then everyone can find what they need.

Materials for each group are in the grey boxes which the custodians put in the different classroom every Saturday with the play carpets or in the closet that is in the classroom. It is the responsibility of the teachers to keep the boxes in order.

Please contact the coordinator of your group for extra materials. The coordinators have meetings three times a year (beginning of the season, January and at the end of the season) when extra materials for your group can be requested.

4.2.7 Reimbursement Policy

If you incur costs on behalf of the Sunday School please fill in a reimbursement form in your group's folder. Examples of costs are photocopying and extra materials. The reimbursement policy is explained on the form.

Filled in forms can be send to the Coordinator Noah's Ark, Tinka Veninga, at the following address:

Buitenplein 55
1181 ZD Amstelveen
020 - 545 1451
children@xrds.nl

You can also use the yellow communication box in the Welcome area. Please mark it for the attention of Coordinator Noah's Ark.

5 What does a helper do

The helper comes alongside the teacher to help with any practical matters during the time the children attend. That is why it is important that a helper knows what is expected of a teacher. Helpers can read this in chapter 4.

A helper needs to be in the classroom at 9.15. If the helper cannot attend, they can swap a Sunday with another helper. The coordinator provides the personal data of the other helpers, so helpers are able to contact each other.

One of the reasons we try to work with a consistent team of helpers is to enable the children to feel comfortable with familiar faces and to share with the helpers.

Normally a helper will receive a digital version of the curriculum so that they are aware of the lesson content.

Appendix A Possible Structure Sunday School lesson

Suggestion for a structure of a general Sunday School lesson.

| Time | Activity |
|-------------|--|
| 09.20-09.45 | Children entering and sign in. Free play (skips when children are in service for first 15 min) |
| 09.45-09.50 | <u>Together in the circle:</u> Talk about the rules. The foundation in which we work. |
| 09.50-09.55 | Prayer (to invite God to speak to us this morning) Introduction of the purpose/theme (in a creative way). |
| 09.55-10.00 | A song (which relates to the purpose/theme) and/or song to learn. |
| 10.00-10.05 | Offering |
| 10.05-10.10 | Tell the Bible story. |
| 10.10-10.25 | Reflecting (verwerking). Does not have to be in the circle. 3 to 4 options in which the theme/purpose will be engraved by repeating in different ways. You can think about: <ul style="list-style-type: none"> • song • object lesson • skit/ replay the Bible story • game • craft • learn the Bible verse in a creative way |
| 10.25-10.30 | <u>In small groups:</u> Drinking and eating where you will pray and with the groups you will pray in (this way you don't have to move them and they can calm down before they go into prayer). |
| 10.30-10.40 | Prayer. (Prayer book.) Prayer with the hand. Make the connection between the theme/purpose and daily life. Pray for this. Split the group into two or three (depending on the number of volunteers). |
| 10.40-10.45 | Closing. Come back to what is learnt and what they can do with it. Pray and ask a blessing before everyone goes home. |
| | If time left. Sing another song together or end with free play. |

Appendix B Lesson preparation for teacher

General:

Before you start preparing your lesson it is important to know what you want to teach the children from the curriculum you received. What do you want them to tell their parents when they ask what the lesson was about?

Underneath is an example that you can fill in for yourself before you start preparing. Pray for God's guidance before you start, what does He want you to teach the children.

Lesson purpose/ theme:

God wants to help you.

Bible part:

David and Goliath (1 Samuel 17).

Key concept:

God will help you in difficult situations.

Bible verse: 1 Samuel 17: 37. The Lord who rescued me from the lion and the bear will rescue me from Goliath. (a bit simplified for children)

Know What: Children will learn that you can trust God to help you in difficult situations.

So that: Children will learn that they don't have to be afraid in difficult situations, because God will help them.

Hopefully children will say to their parents after this lesson that God wants to help them.

Things to take into account by preparing the lesson:

Keep it short (not more than 7 minutes per part), keep it concrete and repetition, repetition, repetition (of the theme/purpose).

Make sure there are no unexpected gaps in the program because children will get restless (be prepared), be clear to the children about what will happen when and what is expected of the children.

Rules:

- We join the program.
- Silent sign (forefinger/ wijsvinger to the mouth and other hand in the air).
- We respect each other.

How to explain 'Respect' to children:

Don't do to others, what you wouldn't want them to do to you.

Toilet:

Before and/or after the reflection is a good moment to take children to the toilet. Ask all the children if they need to go. Otherwise you can be disturbed several times.

Appendix C Prayer with the help of 5 fingers

Praying for others

Forgiveness

A relationship with

God is good

To ask



Explanation of prayer with the help of five fingers

A hand has five fingers. Five fingers, each could represent a part of prayer:

The thumb

To say that God is good. In prayer, we praise Him. It is important for children to learn. Through songs, but also in words: to pray out loud.

The finger we point out

We point the finger at ourselves and confess that we are not as God intended. And it implies that we ask for forgiveness.

The middle represents prayer for others

In 1 Timothy 2:1 we are called to pray for all people. Not only for "poor people", but also specifically for people in our surroundings. A Grandfather or grandmother who is ill, or a classmate who is being bullied. When the prayer points are more concrete, it is easier to see when God answers prayer.

A ring on a ring finger indicates a relationship

Our relationship with God is through the blood of Jesus his son. God shows his faithfulness to us every day. Thank him for everything, he blesses us with.

Finally, the little finger

Last but not least, we should ask God for what we need. He gives the Holy Spirit to those who ask him (Luke 11:13).

< With special thanks to Suzanne Pronk >

get
informed



Walk with us,,, towards Jesus