



Co-Laborers' Handbook

Table of Content

1.0 READ ME FIRST

2.0 VISION & MISSION

- 1 Vision Statement
- 2 Mission Statement
- 3 Backgrounds for Our Mission

3.0 RESOURCES

- 3.1 Staff
- 3.2 Other Links
- 3.3 Supply Room
- 3.4 Resource Center
 - 3.4.1 Resource Center Catalog
 - 3.4.2 Checkout Procedures

4.0 PROGRAM VARIETY

- Saturday Fellowships

5.0 WELCOMING NEWCOMERS

6.0 SAFETY GUIDELINES

- 6.1 Adult Supervision
- 6.2 First Aid
- 6.3 Emergency Evacuation Plan
- 6.4 Snack Guidelines

7.0 THE LAND OF FAITH

- 7.1 Fun (Fellowship)
 - 7.1.1 Preschool
 - 7.1.2 Children's Garden
 - 7.1.3 BreakOut
- 7.2 Anchor (Worship)
 - 7.2.1 Worship Material
 - 7.2.2 Roles and Responsibilities
 - 7.2.3 Celebration Day (Rewards and Guidelines)
- 7.3 Impact (Evangelism) – To Be Added
- 7.4 Truth (Sunday school)
 - 7.4.2 Roles and Responsibilities
 - 7.4.3 Bible Verse Memorization Program
 - 7.4.4 Celebration Day (Rewards and Guidelines)
 - 7.4.5 Parent Teacher Support
 - 7.4.6 Preschool Age Guidelines
 - 7.4.7 Elementary Grade Promotion Guidelines
- 7.5 Heart for Others (Service) – To Be Added

1.0 Read Me First

This handbook includes all areas of nursery and children's ministry. We understand that you may not find all sections applicable to your areas of ministry. The table below provides you with quick references indicating the sections that pertain to your area.

Areas of Ministry	Relevant Sessions
Fellowship	Sections 1-6, 7.1
Children's Worship	Sections 1-6, 7.2
Sunday school	Sections 1-6, 7.4
Small Groups	Sections 1-6, 7.4

2.0 Vision & Mission

Welcome aboard to the *Land of Faith*, the children's ministry at Silicon Valley Alliance Church. We look forward to serving closely together with you. May you find a fulfilling journey in the *Land of Faith*. The following pages of this welcome package are intended to give you an overview of our children's ministry. If you have any questions, don't hesitate to contact me.

Phyllis Ho
408.942.7223 x107 phyllis@svac-cma.org



1 Vision Statement

Win Kids to Christ and Build up Their Faith

2 Mission Statement

We strike to build up kids' faith through the five landmarks in the Land of F.A.I.T.H. Each landmark represents a core value that is critical in a child's spiritual journey.

Fun Knowing that there are many attractive programs out there to compete with our children's attention, we would like to revisit our ways of conducting lessons to find exciting approaches to better engage our kids. We would love to see them treasure the enjoyable moments spent at church.

Anchor Kids nowadays live in an era full of relative standards, therefore, we would like to enhance our worship programs to help kids build solid relationship with God. Through authentic worship experiences, our kids can learn to anchor their lives on God's absolute standards.

Impact It would be awesome to see our kids not only stand firm in what they believe, but also are able to impact those around them in positive ways! We would like to find ways to equip our kids to witness Christ in their daily lives. When friends around them are able to see the image of Christ, the precious gospel will be spread through their living testimonies.

Truth Growing up at church, many kids are able to recite familiar Bible stories and yet, unable to integrate the independent stories to form a bigger picture. We will seek to find tools to help our kids comprehend the core beliefs of their faith.

Heart for Others Nowadays, our kids are blessed abundantly in terms of material possession. However, it is also very easy to fall into a state of complacency forgetting those around us who are in need. We will strive to provide channels to help our kids learn to appreciate what they have and to cultivate a heart for others.

3 Backgrounds for Our Mission

We formed our mission based on the great commandment and the great commission shared by Jesus in the book of Matthew along with our church's overall focus.

- The Great Commandment (Matthew 22:36-40)
"Teacher, which is the greatest commandment in the Law?" Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments."
- The Great Commission (Matthew 28:19-20)
"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."
- Our Church's Overall Focus
If you have been to our church for a while, you probably notice the banner with the words "Equipping the Saints, Spreading the Gospel" posted in our sanctuary. It sums up the mission mindset of our church well.

With the three bases in mind, we will build up the five landmarks of the **Land of Faith**: Fun (Fellowship); Anchor (Worship); Impact (Evangelism); Truth (Sunday School); Heart for others (Service). The table below sums it well.

Biblical Basis	Purpose	Land of Faith Landmarks
Love the Lord your God	Worship	Anchor
Love your neighbor 1	Service	Heart for others
Love your neighbor 2	Fellowship	Fun
Go and make disciples & baptize them	Evangelism	Impact
Teach them to obey	Sunday school	Truth

3.0 Resources

There are over 100 co-laborers (volunteers) serving in the *Land of Faith* in various ministry positions throughout the year. We are grateful to have you as one of the team members. If you have any questions or concerns regarding the ministry, don't hesitate to contact any one of us.

3.1 Staff

Children's Ministry	Phyllis Ho	(408)942-7223 x107	phyllis@svac-cma.org
Nursery Ministry	Irene Wong	(408)262-8724	irewon@sbcglobal.net

3.2 Other Links

Links to other children's ministry related websites:

<http://www.childrensministry.net/>

Pronunciation for names of Biblical places and characters:

<http://netministries.org/bbasics/bbwords.htm>

<http://www.biblegateway.com/>

Pronunciation for Bible passages:

<http://bible.gospelcom.net/>

3.3 Supply Room

The *Land of Faith*'s supply room is located in room B3. If you are not familiar with the building, it is the room located on your left hand side when you face our sanctuary. The room has basic supplies such as crayons, scissors, snacks and boom boxes, etc. Before you start teaching, be sure to stop by the room to check out what is available.

If you need any regular supplies replenished, please fill in the items you need on the [Supply Replenishment Request Form](#) posted on the file cabinet.

3.4 Resource Center

3.4.1 Resource Center Catalog

Our Resource Center is also located in room B3 (same as supply room). There are over 150 items of books and over 80 items of video in our Resource Center to assist your teaching. For a complete listing, please refer to the catalog (a blue binder) in the supply room. To avoid duplications, if you have come across any valuable resource, please check with Phyllis before buying it.

3.4.2 Checkout Procedures

The Resource Center is run by an honor checkout system. There is a checkout card attached to every item. See details below for checkout procedures.

- Finding Resources:
 - Look up an item from the blue binder and get the call number.
 - Locate the item on shelf using the call number.
 - The call number is labeled on the lower left-hand corner on the cover of the book or at the back of the video package.
 - The video cabinet is locked at all times. If you want to check out a video, please refer to the blue binder for the code of the combination lock.

- Checking out:
 - Every item has a labeled ticket inside the cover.
 - Fill in your name and the checkout date.
 - Put the ticket in the checkout box according to the category.

- Return policy:
 - You can keep the item as long as you class needs, but be sensitive to other teachers' needs too.
 - Pull the ticket from checkout box, cross out your name and put the ticket back in pocket of the item. Put the item back on shelf according to the call number.

4.0 Program Variety

The *Land of Faith* takes care of children from Preschool up to 5th grades. In the *Land of Faith*, we offer a variety of program to build up children's faith. Regular programs include Saturday children's fellowships, Sunday children's worship, Small Groups and Sunday school. There are also special programs such as Vacation Bible School (VBS), neighborhood outreach events arranged throughout the year.

<p><u>Saturday Fellowships</u> Gathers 1st, 2nd and 4th Saturdays 7-9 P.M.</p>
<p><u>Preschool</u> Age over 3 years old on Dec 1st in the previous year.</p>
<p><u>Children's Garden</u> K-G2</p>
<p><u>Break Out Disciple Fellowship</u> G3-G5</p>

<p><u>Sunday Programs</u></p>
<p><u>Sunday School: 2 Classes</u> 8:30-9:45 A.M. (CS1) Preschool & Kindergarten G1 & G2</p>
<p><u>Children's Worship: 3 Classes</u> 10 – 11:15 A.M. (ES) Preschool Kindergarten Children's Worship (G1-5)</p>
<p><u>Sunday School:</u> 11:30 A.M.-12:45 P.M. (CS2) Preschool, Kindergarten G1, G2</p>
<p><u>Small Group</u> G3-5 Girls' groups Boys' groups</p> <p>8:30-9:45 A.M. (CS1)</p> <p>11:30 A.M.-12:45 P.M. (CS2)</p>

5.0 Welcoming Newcomers

We would like to make newcomers to our church feel at home. If there are kids who come to your class the first time, please do the followings:

- Ask the child if your class is the very first class he/she attends at our church.
- If so, please get a newcomer's packet from the supply room (the packet includes a flyer with children's ministry information and some gifts).
- Please also ask the child or the parent to fill in a "**Newcomer sheet**", you will find the sheets in the construction paper shelf at the supply room.
- Return the completed newcomer's sheet in the "**Returned Newcomer Sheet**" mail box in the supply room
- In some cases, the child may have attended other classes before coming to yours. If he/she has already received a welcome packet before and have turned in their information sheet, then this part can be skipped.

We have also included a copy of the newcomer's information sheet below. Feel free to make copies if you need. There are also some stocked up in the supply room.

**Silicon Valley Alliance Church
New Comer's Information**

Name: _____ Date of Birth: _____

Father: _____ email: _____

Mother: _____ email: _____

Home Address: _____

Home Phone: _____ Present Grade: _____

I will attend SVAC: Regularly / Occasionally / just this time!

Brought By: _____

Allegies/Concern: _____



**Silicon Valley Alliance Church
New Comer's Information**

Name: _____ Date of Birth: _____

Father: _____ email: _____

Mother: _____ email: _____

Home Address: _____

Home Phone: _____ Present Grade: _____

I will attend SVAC: Regularly / Occasionally / just this time!

Brought By: _____

Allegies/Concern: _____



6.0 Safety Guidelines

6.1 Adult Supervision

To ensure the safety of children who are entrusted under our supervision, please be aware of the following guidelines:

- Please make sure your students are under adult supervision at all times.
 - Parents or adult guardians should drop off and pick up students personally to and from the classrooms.
 - Parents usually won't accompany children of G3 and above to their classrooms, however, we require the parents to come to the classroom to pick up their kid. Please **DO NOT** let any child leave the classroom without their parents.
 - Never leave your students in the class unattended.
 - You have to arrive the class at least 10 minutes before the lesson and stay with your students until the next class' teachers arrive or until their parents have come to pick them up after the class.

6.2 First Aid

- The First Aid kits are placed in each classroom, inside the church office and the supply room.

6.3 Emergency Evacuation Plan

- Once you know your assigned classroom, be sure to check the closest emergency exit doors.
- If the fire alarm goes off, please lead your students go out to the parking lot through the nearest fire exit doors.
- Annual fire drill practice takes place once a year in the summer time.
- If you are teaching preschool or kindergarten classes, in case of emergency, pull out the ropes that the class usually use for bathroom break and have the preschoolers or kindergartners hold onto the ropes as they walk out. The ropes are effective tools to keep the younger students focused and stay in a group.

6.4 Snack Guidelines

Snacks will be provided during break time (11:15-11:30 A.M.). Please let the teacher know if your child has any food allergy.

7.0 The Land of Faith

7.1 Fun (Fellowship)

All Children's fellowships meet from 7:00 to 9:00pm on 1st, 2nd, and 4th Saturdays of each month; no class meetings on long weekends (i.e. Labor Day, Thanksgiving, Christmas, New Year, Memorial Day, etc.)

7.1.1 Preschool

Material

We try to match the topics with the weekly Sunday School material. Currently we are using 3 material, The Bible Teaches Me; Growing in God's Love; and The ABC of the Bible for the class.

7.1.2 Children's Garden

A place for kids, aged from Kindergarten to G2, to build up Christian characters like different seeds are planted from God's garden.

- **Class Flow**

7:00-7:30 Group Games: to help kids build up bonding with one another

7:30-8:00 Singspiration: to let kids have the worship time for God

8:00-9:00 Theme Lesson: to help kids understand what Christian characters should be like.

- **Four-year Class Materials: Kids' Travel Guide**

1. Kids' Travel Guide to the Lord's Prayer (2005-2006)

2. Kids' Travel Guide to the Ten Commandments (2006-2007)

3. Kids' Travel Guide to the Armor of God (2007-2008)

4. Kid's Travel Guide to the Fruit of God (2008-2009)



- **Parents' Participation**

We invite parents to sign up to help out the class and bring in snack once a year. By helping out the class, feedback will be collected from the parents to improve this fellowship.

7.1.3 BreakOut

- **What is Breakout all about?**

Based from 2 Corinthis 5:17 **“Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come!”** Breakout is a program designed to move children from Grade 3-5 toward spiritual maturity through building relationships and Bible study.

- **Syllabus**

G3: Know Christ - “Break In”

G4: Grow in Christ - “Break Through”

G5: Apply to life – Writing testimony & daily life challenge topics



- **Class Flow**

We start our fellowship from the Group Time to let kids to have chance building up fellowship among themselves through different activities, games, outing, and special programs.

During Growth Time, the children spend time doing Bible Study, share and pray together.

- **Awards:**

We will give points each night to each child according to the times they do devotion, pray for others during the previous week at home. Bringing Bible back to the fellowship; pray aloud in class. They will have award for their individual points; and we will have some special program when the whole class can reach certain amount of points altogether.

- **Special Program:**

Here's a list of special programs that we had tried and may have in the future:

- movie night
- BBQ
- Bowling
- Cooking Night
- Free choice Game Night from kids
- Chuck n Cheese Night Out
- Miniature golf
- Special craft, e.g. porcelain making
- Small Olympic

- **Devotion:**

We strongly encourage children to keep up with devotion time at home. Kids are free to use their own devotion material or the devotion material that we provide at Sept. 1 point will be given for each day's devotion as an incentive!

- **Absent:**

If any child was absent from previous meeting, please send him/her home the lesson that she/he's missing. And we require the kid to finish it at home and bring it back the following program. 5 points will be deducted from the kids if she/he hasn't finished it or brought it back.

7.2 Anchor (Worship)

7.2.1 Worship Material

FaithWeaver Curriculum

In the *Land of Faith*, we use FaithWeaver's curriculum (Group) in our Sunday School (P & K) classes. We started using FaithWeaver in September 2002. There are several characteristics of FaithWeaver that are worth noting.

- **Systematic approach of walking through the Bible:**
 - six-month-lesson on OT studies & six-month-lesson on NT studies
 - a 3-year scope helps students walk through the Bible systematically.
- **Studying the same Bible passage across all age groups:**

This feature gives parents a great opportunity to have follow-up devotional time with their kids of different grades using the same passage.
- **Same Bible passage for both Children's Worship and Sunday school:**

Sunday school curriculum focuses on the details of the Bible story while Kids Own Church will reinforce the same message but with praise and worship theme.

Own Lesson Plan

For Children's Worship (G1-5), we write our own lesson plans, hopefully to provide tailor-made material to better fit our children's need.

7.2.2 Roles and Responsibilities

- Teaching Terms:

In the *Land of Faith*, we recommend the “ABC” rotation model. All worship teachers are committed for one year of teaching while helpers are committed for one term (four months) at a time. Each class has a team of three teachers (A,B,C). We follow school year instead of calendar year. Hence, the commitment starts in September and ends in August the next year. We divide the year into three terms and each term is four months long. Out of 12 months, each teacher will be teaching four months, helping four months and off four months (see the table below). If you are a new teacher, we recommend you to be either teacher B or C. It provides you opportunities to get to know the kids and to learn from the more experienced teachers before you start teaching in term #2 or #3.

Terms	Teacher	Helper	Off
#1 Sep-Dec	A	B	C
#2 Jan-Apr	B	C	A
#3 May-Aug	C	A	B

- Benefits of Using the ABC Model:

There are several positive aspects of following the ABC model.

- First, the model is meant to provide better team support. Be sure to discuss ideas with your team members and pray for each other. If you cannot be in class on certain Sundays, there are always two other team members for you to count on. If your partner will be out as well, please contact brothers and sisters from our suggested substitute teacher list. The rule of thumb is always to have two adults present in the class: one teacher and one helper.
 - Second, there are always four months overlapping from term to term. For example, teacher B has been helping in term #1 and should have known the students pretty well before start teaching in term #2. By the same token, when it is time for B to be off, C would have already stayed in the classroom for four months and should be able to help the kids go through a smooth transition.
 - Third, the model allows you to have a four-month break in a year. We line up the terms with the adult Sunday school classes. If it is your term off, we encourage you to attend the adult Sunday school classes for your own spiritual growth. The break helps teachers reduce the burnout rates, and hence, be able to commit for consecutive years of teaching.
- However due to individual preference and reasons, we also have the team to finalized the rotation schedule on their own team during the meeting before the new school year start in Summer.

- Checklist for Sundays (teachers and helpers need to discuss how to share the workload listed below).
 - Arrive the classroom at least 10 minutes earlier to set up.
 - Take attendance and mark celebration award record.
 - Conduct a headcount of the total number of students after 15 minutes into the lesson time. Your diligence in performing this task will help ushers gather headcount in an effective manner.
 - Clean up classroom after class.
 - Be sure to have at least one team member stay with the kids until their parents have picked the children up. We are responsible for the kids' safety all the time until the parents check them out.
 - Contact parents if there are some special concerns for a child. Parents' contact information will be provided at the beginning of the term.
 - If any student in your class has missed more than three classes in a roll, please give the parents a call.
 - Regular communications with parents are encouraged. This can be done through various fashions: E-mails, newsletter, phone calls, face-to-face communications and other creative means.
 - Pray for your students

- Meetings:
 - We expect every teacher and helper to attend:
 - Town Hall Meetings: In order to improve the attendance at these meetings, we have picked the time slot at ES. We will arrange someone else to substitute for the classes. We expect all teachers including the ones who are off to attend the meeting. This may require you to make pre-arrangement on your worship schedule or other ministry commitments. Your support is greatly appreciated.

- Attendance Records:
 - For all classes, you will see an attendance chart in your classroom, please ask your students to put on stickers for attendance record.
 - At the end of the term, we will collect attendance chart for data entry and award presentation.

- Teaching material
 - Teaching material will be passed to you a few weeks before class starts.
 - Please save all teaching material (teacher book, visual aids, extra student books & CD) and bring them back on the last lesson of your term. Please drop them off in Supply Room. We recycle the material, it saves a lot of expense from church.

7.2.3 Celebration Day (Rewards and Guidelines)

(Applicable to G1-5 ONLY)

Purpose: *Celebration Day* is a reward system to encourage students' positive behaviors during class time. To ensure consistency among classes, we encourage all teachers for G1-G5 (both Sunday school and children's worship) to participate.

Guidelines: Each student can earn up points per children's worship class and Sunday School classes. Total points accumulated can be used to exchange for gifts on Celebration Day. At the end of each term, teachers should add up the total points for each student and award the points to the students on Celebration Day. A gift booth will be displayed during the Celebration Day in the Sunday school time slot and students may use their points (Sunday school + children's worship) to exchange for gifts.

Schedule: Unless noted otherwise, Celebration Day is always held on the last Sunday of each term (Dec, April and August). Because Celebration Day will be hosted in the Sunday school time slot (11:30 A.M. -12:45 P.M.), it will not impact worship schedule at all (other than distributing the points to students). Teachers should prepare regular worships. On top of redeeming gifts, each Celebration Day also has its own unique emphasis:

- Dec - Class Photo and Frame Making
- April - Bible Verse Contest/Game Day/
- August - Award Presentation & Graduation Day

Standard Scale:

I. Attendance	
On time	3 Points
Late	1 Point
On-Time star (every month)	20 Points
Super On-Time Star (every 4 months)	50 Points
II. Serving	5 Point each

7.3 Impact (Evangelism) – To Be Added

7.4 Truth (Sunday school)

FaithWeaver Curriculum

In the *Land of Faith*, we use FaithWeaver's curriculum (Group) in our Sunday School classes. We started using FaithWeaver in September 2002. There are several characteristics of FaithWeaver that are worth noting.

- **Systematic approach of walking through the Bible:**
 - six-month-lesson on OT studies & six-month-lesson on NT studies
 - a 3-year scope helps students walk through the Bible systematically.
- **Studying the same Bible passage across all age groups:**

This feature gives parents a great opportunity to have follow-up devotional time with their kids of different grades using the same passage.
- **Same Bible passage for both Children's Worship and Sunday school:**

Sunday school curriculum focuses on the details of the Bible story while Kids Own Church will reinforce the same message but with praise and worship theme.

Own Lesson Plan

For upper grades in Small Groups, we write our own lesson plans, hopefully to provide tailor-made material to better fit our children's need.

7.4.2 Roles and Responsibilities

- Teaching Terms:

In the *Land of Faith*, we recommend teachers to use the “ABC rotation model. All worship teachers are committed for one year of teaching while helpers are committed for one term (four months) at a time. Each class has a team of three teachers (A,B,C). We follow school year instead of calendar year. Hence, the commitment starts in September and ends in August the next year. We divide the year into three terms and each term is four months long. Out of 12 months, each teacher will be teaching four months, helping four months and off four months (see the table below). If you are a new teacher, we recommend you to be either teacher B or C. It provides you opportunities to get to know the kids and to learn from the more experienced teachers before you start teaching in term #2 or #3.

Terms	Teacher	Helper	Off
#1 Sep-Dec	A	B	C
#2 Jan-Apr	B	C	A
#3 May-Aug	C	A	B

- Benefits of Using the ABC Model:

There are several positive aspects of following the ABC model.

- First, the model is meant to provide better team support. Be sure to discuss ideas with your team members and pray for each other. If you cannot be in class on certain Sundays, there are always two other team members for you to count on. If your partner will be out as well, please contact brothers and sisters from our suggested substitute teacher list. The rule of thumb is always to have two adults present in the class: one teacher and one helper.
 - Second, there are always four months overlapping from term to term. For example, teacher B has been helping in term #1 and should have known the students pretty well before start teaching in term #2. By the same token, when it is time for B to be off, C would have already stayed in the classroom for four months and should be able to help the kids go through a smooth transition.
 - Third, the model allows you to have a four-month break in a year. We line up the terms with the adult Sunday school classes. If it is your term off, we encourage you to attend the adult Sunday school classes for your own spiritual growth. The break helps teachers reduce the burnout rates, and hence, be able to commit for consecutive years of teaching.
- However due to individual preference and reasons, we also have the team to finalized the rotation schedule on their own team during the meeting before the new school year start in Summer.

- Checklist for Sundays (teachers and helpers need to discuss how to share the workload listed below).
 - Arrive the classroom at least 10 minutes earlier to set up.
 - Take attendance and mark celebration award record.
 - Conduct a headcount of the total number of students after 15 minutes into the lesson time. Your diligence in performing this task will help ushers gather headcount in an efficient manner.
 - Clean up classroom after class.
 - Be sure to have at least one team member stay with the kids until their parents have picked the children up. We are responsible for the kids' safety all the time until the parents check them out.
 - Contact parents if there are some special concerns for a child. Parents' contact information will be provided at the beginning of the term.
 - If any student in your class has missed more than three classes in a roll, please give the parents a call.
 - Regular communications with parents are encouraged. This can be done through various fashions: E-mails, newsletter, phone calls, face-to-face communications and other creative means.
 - Pray for your students

- Meetings:
 - We expect every teacher and helper to attend:
 - Town Hall Meetings: In order to improve the attendance at these meetings, we have picked the time slot at ES. We will arrange someone else to substitute for the classes. We expect all teachers including the ones who are off to attend the meeting. This may require you to make pre-arrangement on your worship schedule or other ministry commitments. Your support is greatly appreciated.

- Attendance Records:
 - For G2 and below, you will see an attendance chart in your classroom, please ask your students to put on stickers for attendance record.
 - For Small Group, hard copy attendance chart is kept at your classroom's door, please use that to keep track of the attendance in class and always leave the chart remains at the door.
 - At the end of the term, we will collect attendance chart for data entry.

- Teaching material
 - Teaching material will be passed to you a few weeks before class starts.
 - Please save all teaching material (teacher book, visual aids, extra student books & CD) and bring them back on the last lesson of your term. Please drop them off in Supply Room.

7.4.3 Bible Verse Memorization Program

On top of regular Sunday school lessons, we have also prepared each student in K or above a Bible verse handbook to bring home. Students are encouraged to study the verses at home and learn at their own pace.

If your child is in K-G3, please have their parents signed their names at the bottom of each handbook page for verification. We want to encourage the involvement of parents as much as possible in their kid's spiritual growth. When the kids come to their Sunday school class, they will recite the verses at their own pace to the teachers. Only those who have successfully recited the verses will be promoted to the next one. Those who couldn't will try the same verse again the next week until they get it. Teachers will sign at the bottom of the page to verify the progress of the kid.

If students are very eager to study the Bible verses, they are welcomed to recite more than one verse each week. If anyone loses the handbook, we will give him/her another one. But the child has to start the verse from the very first page again. We want our kids to cherish and take care of the handbooks.

There are two types of Bible verse booklets: the Core Bible Verse Booklet and the Bonus Bible Verse Booklet. The Core Bible Verse Booklet should last for the most of the school year. If the students are able to finish the Core Bible Verse Booklet before school year ends, we encourage them to start the bonus ones. The making of Bonus Bible Verse Booklet will be an on-going fashion. As of now, we have the seven bonus booklets:

- Bonus #1 – first 6 Attributes of God
- Bonus #2 – another 6 Attributes of God
- Bonus #3 – Prayer
- Bonus #4 – Fruit of the Spirit
- Bonus #5 – Blessing
- Bonus #6 – Discipleship
- Bonus #7 – Imageries

More details will be in the Bible Verse Booklets inside.

Core Bible Verse Program

	Kindergarten	G1	G-2	G-3	G-4	G-5	G-6
<u>Salvation</u>	6 Verses 1 maze 1 review	6 Verses 1 maze 1 review 1 code	7 Verses 1 maze 1 review 1 code	8 Verses 1 code 1 matching	9 Verses 1 code 1 matching	10 Verses 1 code 1 matching	11 Verses 1 code
<u>Application</u>	10 Verses Lord's Prayer 1 Thx drawing 1 Prayer Chart	10 Verses Lord's Prayer 1 Thx drawing 1 Prayer Chart 2 Matching	10 Verses Lord's Prayer Fruits of Spirit 1 Thx drawing 1 Prayer Chart 1 Matching	10 Verses Lord's Prayer Fruits of Spirit Psalms 23 1 Prayer Chart 2 Matching 1 Review	10 Verses Lord's Prayer Fruits of Spirit Psalms 23 1 Prayer Chart 2 Matching 1 Review	10 Verses <i>Lord's Prayer</i> Fruits of Spirit Psalms 23 Beatitudes 1 Prayer Chart 2 Matching	10 Verses Lord's Prayer Fruits of Spirit Psalms 23 Beatitudes Psalms 1 1 Prayer Chart
<u>Facts</u>	Content of Bible # of Books Names of NT 3 Review	Content of Bible # of Books Names of NT 2 Review	Content of Bible # of Books Names of NT 3 Review Names of OT 1 Review	Content of Bible # of Books Names of NT 1 Review Names of OT 1 Puzzle	Content of Bible # of Books Names of NT 1 Review Names of OT 1 Puzzle	Content of Bible # of Books Names of NT 1 Review Names of OT 1 Puzzle 1 Numbering 12 Apostles	Content of Bible # of Books Names of NT 1 Review Names of OT 1 Puzzle 1 Numbering 12 Apostles 10 Commandments

7.4.4 Celebration Day (Rewards and Guidelines)

Purpose: *Celebration Day* is day of joint-class event. It is a fun day for all our children in Land of Faith during CS2. It also has a reward system to encourage students' positive behaviors during class time from G1 and up

Rewards and Guidelines- Applicable to G1-G5 ONLY

Guidelines: Each student can earn up points per Sunday school & Worship classes. Total points accumulated can be used to exchange for gifts on Celebration Day. A gift booth will be displayed during the Celebration Day and students may use their points to exchange for gifts.

10-Point Scale for Sunday School:

I. Attendance	2 Points
II. Memorized Bible Verse	2 Points
III. Good Behavior	2 Points
IV. Class Participation	2 Points
V. Bonus (set by individual teachers)	2 Points
Maximum Per Class	10 Points

For Preschool and Kindergarten children, we prepare gifts for them to choose since they do not have the point system.

Lesson: On top of redeeming gifts, each Celebration Day also has its own unique emphasis:

- Dec - Class Photo and Photo Frame Making
- April - Bible Verse Contest/Game Day
- August - Award Presentation & Graduation Day

Point sheet: Please find suggested copies after this page and make copies according to your size of class.

Teacher(s):
 Class:
 Student Name:

Land of Faith
Celebration Day Award Chart
Sunday School

Date																			
Points																			
Attendance																			
Memorize Bible Verse																			
Good Behavior																			
Class Participation																			
Bonus (eg. Bringing friends or being a good helper)																			
Sub-total Points																			
Teacher Initials																			
Total Points Quarterly																			

7.4.5 Parent Teacher Support

A child's spiritual growth greatly relies on the parental supports. We encourage our teachers maintain regular contacts with parents. Every year, we arrange a parent teacher conference for one-on-one communication opportunity. We will give out detailed information a few weeks before to prepare the teachers for this event.

7.4.6 Preschool Age Guidelines

As a benchmark, we follow the San Jose United School District (SJUSD)'s enrollment birth date requirement. According to the SJUSD, students who turn five on or before December 2 will be qualified to apply for kindergarten class that starts in fall of the same year (http://www.sjUSD.k12.ca.us/Schools/EnrCent/reg_req.html).

In the *Land of Faith*, we use the same date as our preschool enrollment age. Children who turn three on or before December 2 will graduate from the nursery class in September of the same year. For example, children who were born on or before December 2, 2000 will start attending children worship or Sunday school classes in September 2003.

7.4.7 Elementary Grade Promotion Guidelines

In order to provide a long term healthy and fair spiritual path for each kid, we try our best to objectively match each kid according to their regular elementary grade level instead of looking at individual spiritual level.

****We believe such consistent policy will help each kid of same age build up friendship and bonding since he/she will most likely be entering into the same grade in both the children's and youth programs at the same time.****

7.5 Heart for Others (Service) – To Be Added