



Trinity Baptist Church Children and Family Ministry (CFM)

In Children and Family Ministry we equip children to

KNOW Jesus,
GROW in relationship with Him and others, and
GO to share His love.

Our Christ-focused Sunday morning programming provides children a safe, caring, and fun place to learn the truths of God's Word, build relationship with Jesus and others through age-appropriate, interactive lessons, fun games and activities, worship, and prayer.

What Are CFM's Zones?

The Parent Zone

Located at the top of the stairs off the main floor foyer, the Parent Zone is a space for parents to tend to their little ones and still be able to take in the worship service, happening in the sanctuary, via live streaming. This room is equipped with comfortable seating, age-appropriate toys, a changing station, and privacy room for nursing or letting a little one close their eyes to sleep. This is a parent-supervised space, so parents must stay with their little ones while in the parent zone. This can also be a great chance to meet other parents and make connections. The Parent Zone is open from 10:15 to the end of the worship service every Sunday throughout the year.

Trinity Tots

13mos – 4 Years

The Trinity Tots ministry, located downstairs in the north end of the CFM foyer, is for the youngest members of our congregation, and is divided into two separate areas: the Nursery for babies aged 13-35 months and the Preschool for children ages 3 & 4. Check-in for Trinity Tots is open at 10:15 on Sunday mornings at the downstairs Check-in station.

The Trinity Tots Nursery caters to the needs of toddlers from 13 to 36 months. Ministry Team Members provide care and activities that reinforce important Biblical truths and values at an age-appropriate level that is comforting and engaging.

Trinity Tots Preschool is a fun and inviting class for 3- and 4-year-olds who are ready to explore new activities, games and age-appropriate interactive lessons about Biblical truths and values.

Trinity Tots typically runs both rooms during the entirety of the upstairs worship service every Sunday of the year (excluding Easter Sunday or Sundays that fall on December 24/ 25/26).

Trinity Kids **Grades K – 4**

Children in grades K-4 will start their morning upstairs in the sanctuary for the singing portion of the Sunday worship service with the opportunity for families to check-in their children prior to the service at the check-in station in the foyer.

After the “Children’s Sermon” in the service upstairs, children will be dismissed with their leaders to go to age-specific ministry time where they will engage in interactive large group lessons and games as well as small groups for each grade. The curriculum we use for Trinity Kids is packed with interactive Bible stories, games, scripture memory, activities, and prayer. At the end of their small group time, Trinity Kids will again join as a large group for a review of their morning lesson and to pray as a group.

Trinity Edge **Grades 5-6**

Children in grades 5 & 6 are at a unique point in their lives. They are starting to look at their lives and faith with a more grown-up perspective. In Trinity CFM we want to foster their growing maturity and curiosity in an environment that challenges them, inspires them, and helps them build strong relationships with God and each other. After the Children’s Sermon in the morning service, preteens will be dismissed and the kids in Prayer Room (above the church library) for a Small Group ministry time tailored to their developmental stage. Throughout the ministry year (September to May) social events are also held for kids in The Edge every 6 weeks or so. These events are organized by Pastor Ashley and Pastor Ethan and are a great time for pre-teens to invite their friends. Parent chaperones are always encouraged to join us!

What Does It Look Like to Serve with CFM At Trinity Baptist Church?

Who Is Our CFM Leader? – As a team member in Children and Family Ministry you will work with Pastor Ashley Winkel. If you have any questions, concerns, or needs that arise outside of Sunday morning, please contact her directly at:

Ashley@tbcsherwoodpark.ca
780 464 4040 (Ext. 305)

How Will We Communicate? – Communication is an important aspect of being on a team. Planning Center, (the planning software used by Trinity Baptist Church), is an important channel for communication for volunteers and leaders in CFM. Planning Center is where you can always access your schedule and where you can block off any dates you are unable to serve with CFM. It is imperative that you become familiar with Planning Center so you can stay up to date and informed about where you are serving with CFM. If you are unsure how to use Planning Center, or are new to CFM, you will be contacted by Pastor Ashley to get you started and orientated in how to use this software.

How Will I Be Trained and Equipped? – It is important that you feel confident and supported in your CFM role; that your gifts and abilities can shine, and that you feel success and fulfillment. To ensure you have the best experience possible, Trinity CFM commits to the following:

- You will be placed on a team with other volunteers because together, we are better, and we sharpen one another.
- **Team orientation and training for all team members is held annually every August to prepare for the fall. Online training can be sent to you at any time with follow up from Pastor Ashley**
- During the ministry year, we will occasionally have CFM team building meetings on Sunday mornings from 9:00-10:00 before the service. These meetings will consist of refreshments and as well as further training, volunteer recognition and enrichment. Stay tuned to email, for updates and team meeting schedules.
- Expect to receive communication from Pastor Ashley via email concerning specific training opportunities, helpful videos and/or articles that will enrich and encourage your role with CFM.
- Your CFM role will be supported and equipped by having materials and lesson plans prepared for you to use on the Sunday that you are serving. Resources and lesson plans will be emailed to you ahead of time and Pastor Ashley will send out links to view things digitally. All props, supplies, lesson plans and all other resources will be organized and available for Trinity Kids volunteers on Sunday mornings in the Volunteer Hub. Trinity Tots volunteer lesson plans and supplies will also be organized and available in the Preschool classroom on Sunday mornings.

What Does A Typical Sunday Morning Look Like In CFM?

10:00-10:15: All CFM team members meet in the CFM foyer with Pastor Ashley for a rundown of the morning and to pray together.

10:15 a.m. – Check ins Open upstairs in the Main Foyer as well as downstairs in Trinity Tots. All CFM team members are encouraged to become orientated in how to help families check in. Your help is GREATLY appreciated, and it is such a great way to connect with children and families as well as visitors to our church!

Trinity Tots Members - Head to your designated Trinity Tots room and be prepared for little ones to be dropped off and checked in. Parents will be issued a pager so they can be contacted if their little ones require tending during the service.

10:30: Trinity Baptist Church main service begins in the sanctuary.

10:50-10:55- Children's sermon in main service. Children in Trinity Kids will be dismissed to the Fellowship Hall or Edge Small Group.

11:00- 11:45 a.m. – Ministry team members will engage in Large Group and Small Group lessons and activities with children that reinforce Biblical truths and values.

11:40 a.m. – Post service, stick around to socialize and help with any clean-up or tidying of classrooms if needed.

What Are Some of The Roles I Could Serve in With Trinity CFM?

Trinity Tots Team Members: These team members play a vital role on Sunday mornings providing care and ministering to little ones aged 13 mos-4 years. Members of these teams will have experience in different activities such as using the pager system when necessary, playing with little ones, leading, or assisting with lesson activities and games. General maintenance of the room and some light cleaning will also be required. Please see job descriptions for more information.

Trinity Kids' Small Group Leaders: These team members are fundamental to ministry on Sunday mornings. Small group leaders have the unique opportunity of getting to engage with kids on a more personal level and building meaningful relationships through guided discussion times, lesson-reinforcing activities, and prayer time. Small group leaders also assist kids in playing Large Group Games, handing out snacks, supervising activity stations and helping to tidy up the Trinity Kids' / Fellowship Hall after the Sunday morning ministry time is over. For a fuller description of this role, please see the job description.

The Edge Small Group Leaders: These team members will meet with students in grades 5 & 6 for short video teaching and small group activities and discussion. For a fuller description of this role, please see the job description. Edge Small Group Leaders are also encouraged to participate in Edge Events when possible (September- May)

CFM Substitute Superheroes: These team members are true superheroes who can answer the call when needed to fill in when another team member is unable to keep their post. Often absences are planned for well in advance and Pastor Ashley will be able to schedule substitutes in with plenty of warning ahead of time too, so there's no need to be worried about always being surprised! These team members are necessary to keep our ministry running and full training and orientation is provided so you can save the day with confidence and support!

What Am I Committing to When I Serve in Trinity CFM?

Serving with Children and Family Ministry at Trinity Baptist Church means committing to:

- Praying for our ministry and for the children and families we serve.
- Serving in a role with Trinity CFM **Once to twice a month or casually as a substitute**. It is important to this ministry that we serve the children with consistency while still protecting the health and sustainability of our CFM ministry volunteers. Please see job descriptions for commitment and time requirements.
- Know the dates and times that you are scheduled and be faithful and dependable to confirm dates, to arrive on time and to be prepared for your scheduled role.
- Communicating with fellow team members and CFM leadership through Planning Center and other avenues of communication regarding needs, concerns, scheduling conflicts or blocked out dates when you plan to be absent.
- Follow-up on communication from CFM leadership regarding scheduling, training, enrichment etc.
- Being part of a team. This means working together with others to minister in a way that is gracious, creative, and solution-oriented.
- Build each other up with our positive attitudes, wholesome actions and encouraging words.
- Being spiritually fed. Fed people have something to feed others. It is important to make sure you are growing in your personal walk with Jesus to minister to others. If you need help or ideas to accomplish this, please speak to CFM leadership.
- Participate in team meetings as often as possible. This is an important opportunity for us to grow as a ministry team, to be trained, mentored, and fed together as a group.
- Smile and have fun! Psalm 127:3 tells us that “Children are a gift from the Lord” (NLT). Indeed, children are a gift to our church, and they sure can remind us to have fun. Commit to enjoying the time you spend with the kids; the blessing will be yours!

Ok, I Want to Serve, What Happens Next?

If God has stirred in your heart a desire to serve with Children and Family Ministries at Trinity Baptist Church, then the next step will be filling out an application form and submitting it to either Pastor Ashley directly or to administration at the church Info Desk.

Upon receiving your application, you will be contacted by CFM leadership for an interview. It is important that you be placed in your “sweet spot”. CFM Leadership will work with you to find the placement that works best for you!

If you are over the age of 16, you will be given a Child Safety Packet that you will need to fill out, obtain an RCMP record check.

Upon receipt of these documents, you will be contacted again by CFM Leadership to be placed on a team and schedule. At this time, you will also be oriented with Planning Center to ensure you stay up-to-date and informed about your placement and schedule. You will also be taken for an orientation tour of the classroom space where you will be serving to get a chance to familiarize yourself with your role and ask any questions before the start of your placement.

How Long Will I Be Committed to Serving With CFM?

You are committing yourself to faithfully fulfill this job, unless the Lord directs you elsewhere, for a period of: September-August.

The ministry season typically runs from September –June. Summer programming covers the months of June, July and August. Scheduling is done three times per year in 4-month chunks (September – January; February – May; June – August). You will be contacted by CFM Leadership in the month prior to each scheduling period to have the opportunity to go on to your Planning Center profile and block off any dates you know you will be unavailable. When the 4-month schedule has been tentatively set, you will be sent a Planning Center email with the new dates you have been scheduled for. At that time, you may confirm or decline your ability to serve on those dates.

At any time, you are free to decline your scheduled serving date if necessary. All CFM team members are encouraged to share their contact information with other team members so that teams can communicate and swap dates with one another if they are unable to make their scheduled post. If this does not come together, contact Pastor Ashley to assist you in finding a substitute to cover your date. If you are stepping away for the long-term, please provide Pastor Ashley with 30 days’ notice if possible so the vacancy on your team may be filled with a new team member.

I’d like to serve but I don’t have that much availability? Where can I fit in?

We still have a spot for you! Perhaps it would work well for you to serve with seasonal events such as Christmas or Easter; join us as a chaperone for an Edge Event, help with Adventure Day Camps in the summer, do behind-the-scenes jobs for Trinity Preschool or welcome children and families during morning Check-Ins! There are lots of ways to use your gifts and give back in serving the children in our church. These are important roles with a lighter time commitment and more flexibility that serve a vital part in the health and sustainability of our ministry.

For more information, please see the Job Description or contact Pastor Ashley (Ashley@tbcsherwoodpark.ca).

How Can I Give Feedback on My Experience?

It is important that ministry team members feel well supported and encouraged in their roles. Ongoing communication is a major part of this.

As well as weekly opportunities to give feedback on your experience to CFM Leadership, we hold team building meetings during the year where you can offer feedback on your experience in your role and will receive coaching feedback from leadership as well.



Children and Family Ministries (CFM)
Application Form
Trinity Baptist Church

Name: _____

Birthdate: _____

Phone #: _____ **Cell Phone #:** _____

Email: _____

Tell Us A Bit About Yourself

Share a summary of your journey of faith:

How long have you attended Trinity Baptist Church?

Why would you like to serve with Children and Family Ministries at Trinity?

Do you have a history of experience volunteering in children and family ministries?

What skills, gifts or abilities do you have that you feel will be an asset to Trinity's CFM?

Is there a particular CFM serving role that you feel drawn to?

Are there any areas of your life, or your family's life, that may hinder your ability to commit to volunteering with this ministry?

Thank you for your desire to serve in Children and Family Ministry at Trinity Baptist Church!