



## **VOLUNTEER CHILDREN'S MINISTRY LEADERS' INFORMATION PACK (sample)**

This pack includes information and guidance for those volunteering in the Sunday children's ministry, but can be adapted to suit ministry with young people any day of the week.

For examples of job descriptions for paid employees contact: [admin@kidsfriendly.org.nz](mailto:admin@kidsfriendly.org.nz)

It includes a sample of a:

- **Volunteer leader's application form including declaration of non-criminal conviction and agreement to be police checked**
- **Code of conduct and code of ethics for volunteer leaders**
- **Sample Safety and Protection Policy (2015)**
- **Policies for:**
  - **1. Defining and identifying abuse and neglect**
  - **2. Dealing with disclosures of abuse**
  - **3. Responding to, recording, reporting suspected child abuse**
- **Letter of contract and volunteer's position description**
- **Lesson template for a Kids Friendly Sunday Children's Programme**
- **Church and children's programme vision, mission, values, aims**
- **PCANZ police checking procedures and current forms**

### **CONTACT:**



Presbyterian Church  
of Aotearoa New Zealand

To contact a Kids Friendly Coach or Advisor check our website:

<http://www.kidsfriendly.org.nz/about/contact-us/>

or email us at:

[admin@kidsfriendly.org.nz](mailto:admin@kidsfriendly.org.nz)



**(Name of Church) PRESBYTERIAN CHURCH  
VOLUNTEER LEADERS' APPLICATION, INFORMATION AND  
DECLARATION (sample)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position applied for \_\_\_\_\_

Possible starting date: \_\_\_\_\_

**Name and contact details for two referees:**

**1.** \_\_\_\_\_ **2.** \_\_\_\_\_

Briefly describe what experience, training or qualifications you have in working with children:

\_\_\_\_\_  
\_\_\_\_\_

Briefly describe any specific passion, talents or skills you would like to bring to this role:

\_\_\_\_\_  
\_\_\_\_\_

**Leader's declaration: I** \_\_\_\_\_

- Have read, understood and agree to my job description, code of conduct, code of ethics
- Have read and understand (*Name of Church*) Presbyterian Church's Safety and Protection Policies and procedures
- Understand our church's/programmes' emergency procedures
- Have read and understand the policies and procedures on recognising and reporting abuse
- Declare that I do not have a criminal conviction or a pending charge against me
- Agree to notify the minister of any future charges against me
- Agree to my nominated referees being contacted
- Agree to be police checked **or**
- I have been police checked in the last 3 years by: \_\_\_\_\_ date: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**OFFICE USE ONLY**



Reference checks (at least 2) completed

Police checked

Received:

Position description

Code of conduct/ethics

Policies: Safety and protection policy, Emergency procedures, Defining and identifying abuse and neglect, Dealing with disclosures of abuse, Recording, reporting and responding to suspected child abuse

Signed "leader's declaration"

Interviewed by minister

Attended leader's training



## **CODE OF CONDUCT AND CODE OF ETHICS FOR LEADERS OF (Name of Church) PRESBYTERIAN CHURCH GODZONE**

As a volunteer leader in *(Name of Church)* Presbyterian Church children's ministry you are involved in a five-way partnership between the children, their guardians, colleagues in children's ministry, *(Name of Church)* Presbyterian Church and yourself. Primarily, you are accountable to the Children's Minister *(Name of Church)* Presbyterian Church. This document outlines your responsibility in this partnership.

### **Leader's Responsibilities to Children**

1. To ensure the safety and well-being of all children in your care.
2. To make certain that all activities are undertaken with sufficient suitably qualified supervision and approved resources.
3. To treat all children as individuals with dignity and sensitivity, avoiding favouritism, respecting their culture, their home background, their age and their physical and mental abilities.
4. Not to neglect, harass, bully, use sarcasm, bad language, any degree of physical, emotional, mental or spiritual abuse.
5. To respect children's privacy at all times, particularly where activities include sleeping, changing of clothing, bathing and ablutions.
6. To remain in sight of others when dealing with an individual child.
7. To avoid inappropriate physical contact.

### **Leader's Responsibilities to Guardians**

1. To take the time to know all guardians.
2. To keep guardians informed, inviting them to participate in or observe the programmes being provided.
3. To find out if children have any special needs or medical requirements.
4. To obtain written consent from guardians prior to undertaking activities off church premises and request their involvement in transport and other arrangements.

### **Leader's Responsibilities to *(Name of Church)* Presbyterian Church**

1. To conduct yourself in a manner in keeping with Christian principles and ethics. (The Values of *(Name of Church)* Presbyterian Church).
2. To be a healthy role model.
3. To use material approved by the Children's Ministry Leader for instruction in the Christian faith, teaching and training.
4. To report regularly to the Children's Ministry Leader.
5. To be educated in the recognition of the warning signs and symptoms of abuse and act on any of these signs observed.
6. To gain advance approval for any unscheduled activities from the Children's Ministry Leader.

### **Leader's Responsibility to Colleagues**

1. To support your colleagues.
2. To avoid placing your colleagues in compromising situations and protect them from actions that might be misconstrued.



## Leader's Responsibility to Self

1. To attend any training or planning meetings.
2. To keep in contact with the Children's Ministry Leader to get support and oversight for your ministry.
3. To avoid placing yourself in compromising situations and protect yourself from actions that might be misconstrued.
4. Report any anxieties you have regarding questionable behaviour of any person participating in Godzone to the Children's Ministry Leader.
5. Be part of a spiritual support group.

## CODE OF ETHICS FOR VOLUNTEER LEADERS

A Code of Ethics is not about practical guidelines for behaviour. It's a set of values, principles, important standards that cannot be taken for granted.

### Ethical guidelines for Children's workers

#### A. How we conduct ourselves towards those in our care

1. I will deal truthfully with others. I will encourage open discussion and respect others.
2. I will refrain from using 'bad' language (swearing) when associating with children.
3. I will respect other people's privacy. Anything shared in confidence will remain confidential unless there is a clear danger to someone. I will let people know about these limits.
4. I will recognise that all people are made in God's image. Everyone is special to God and I will not discriminate between them for any reason.
5. I will not take advantage of people, either for my own benefit or for the benefit of others.
6. I will not become emotionally dependent or intimately involved with anyone that is in my care. I will not abuse, harass or exploit anyone.
7. I see that I can't do everything. I won't try to do things such as formal counselling until I have proven competence in that area. I will refer people to those who do.

#### B. Accountability to our employer

1. I will take a professional approach to my job, always seeking to do the best I can do.
2. I will be responsible about the time I spend in ministry, spending neither too much nor too little.

#### C. Responsibilities to our colleagues

1. I will be helpful to other church workers. I will treat them with respect, courtesy and good faith.
2. I will appreciate what other people are doing in ministry by remembering them in prayer and encouraging them. I will respect the fact they are busy too and have commitments in other areas.



3. If conflicts do occur, I will deal with them sensibly and do something about them. I will ask the appropriate people to help sort things out and seek reconciliation.
4. I will do something about colleagues who are not doing their jobs or who are behaving in an unethical way. I will use the appropriate channels to do this.

#### **D. How we take care of ourselves**

1. I will make sure I eat properly, get enough sleep and stay reasonably fit.
2. I will make sure I am always accountable to someone in ministry.
3. I will make sure I have a support network in place.
4. I will make sure I participate in opportunities for spiritual growth.
5. I will make sure I participate in opportunities for in-service training.
6. I will make sure I have times of recreation, refreshment and renewal.



## **SAFETY AND PROTECTION POLICY** of \_\_\_\_\_ **Presbyterian Church (sample)**

This policy exists to ensure the safety and wellbeing of all the children and youth in our care.

The policy is also designed to protect leaders, of activities and programmes involving children and youth, from allegations that can arise from careless and unwise behaviour.

In accordance with the Vulnerable Children's Act 2014 (amended) we also have policies to provide information and processes to improve the identification and reporting of child abuse and neglect namely:

### **DEFINING AND IDENTIFYING ABUSE AND NEGLECT DEALING WITH DISCLOSURES OF ABUSE RESPONDING TO, RECORDING, REPORTING SUSPECTED CHILD ABUSE**

We strive to ensure that all staff (paid and unpaid) working with young people have a thorough understanding of these policies and are practising them. (see [copies of these policies in this pack](#))

### **Safety and Protection Mission Statement:**

***"We will seek to ensure that children and youth in our care are nurtured and cared for in a safe environment and are protected from any potential harm."***

This church is committed to keeping the law and will therefore operate in accordance with Occupational Safety and Health requirements, the Human Rights Act, the Privacy Act, the Vulnerable Children's Act 2014 and other relevant legislation. This church is also committed to being an agent of healing and justice and to prevention of abuse: spiritual, emotional (psychological), physical and sexual abuse.

### **Recruitment and appointment process:**

*This applies equally to "volunteers" as to any paid worker:*

- All those who want to work with children through this church will undergo a suitable screening process including an interview process and reference checks.
- A condition of appointment will be that applicants must respond to questions about whether they have ever committed or been accused of any acts of child molestation or abuse.
- No-one who has sexually abused a child will ever be appointed.
- Appointees must sign a declaration of commitment that divulges any criminal conviction (or pending) and acknowledges willingness to adhere to the Code of Ethics and the Code of Conduct for those working with children and young people.



- Appointees must provide personal contact details.
- Appointees will be given a job description.
- It is compulsory for paid employees to be police checked every three years.
- It is strongly recommended that volunteers working with children be police checked.



## **Protective boundaries for leaders, children, parents and the church, endorsed and implemented by this church:**

- Leaders will abide by the requirements of the leadership of this church including acceptance of the principles of the **Code of Ethics for Pastoral Care** and the **Code of Conduct for those working with children and young people**
- Protective strategies are in place to protect children and young people including:
  - *"Teaching" in an open environment to which parents and other teachers have free access.*
  - *Preventing visitors from accessing children without the supervision of an approved leader.*
  - *Supervising children at all times and preventing them from playing in dangerous places.*
  - *Avoiding being alone with one child unless they are within sight of others.*
  - *Not touching children on any part of their body that would normally be covered by swimming togs.*
  - *Not kissing or tickling a child or doing anything that is potentially sexual.*
  - *Keeping parents fully informed about church programmes including starting and finishing times.*
  - *Being aware of and following the church process and procedures for reporting any suspected abuse to the appropriate legal authority [ i.e. Child, Youth and Family or Police ]*
  - *Maintaining sensitivity and confidentiality in disclosing sexual abuse.*
- ✓ **Strategies, policies and procedures are in place to ensure physical, psychological, sexual and spiritual safety of children and youth. Staff and volunteers are aware of these and receive training in ensuring safety.**



## **DEFINING AND IDENTIFYING ABUSE AND NEGLECT (sample)**

The Children, Young Persons and their Families Act, 1989, defines child abuse as "...the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person".

### **Physical Abuse**

Physical abuse is a non-accidental act on a child that results in physical harm. This includes, but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child. Physical abuse also involves the fabrication or inducing of illness.

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a child. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes seeing or hearing about the ill treatment of others.

### **Sexual Abuse**

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities (penetrative and non-penetrative, for example, rape, kissing, touching, masturbation) as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.

Staff should be aware of their 'duty of care' which precludes developing a sexual relationship with or grooming of a child. A sexual relationship between an adult and a child will always be wrong, unequal and unacceptable.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing long term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs. Neglect is a lack of action, emotion or basic needs.

### **Indicators of Abuse**

There may be **physical indicators** that a child is being emotionally abused. Some examples of this are:

- Bed-wetting or bed soiling that has no medical cause
- Frequent psychosomatic complaints (eg. Headaches, nausea, abdominal pains)



- Prolonged vomiting or diarrhoea
- Has not attained significant developmental milestones
- Dressed differently from other children in the family
- Has deprived physical living conditions compared with other children in the family

There may also be **indicators in a child's behaviour** that could indicate emotional abuse. Some examples of this are:

- Suffers from severe developmental gaps
- Severe symptoms of depression, anxiety, withdrawal or aggression
- Severe symptoms of self-destructive behaviour – self harming, suicide attempts, engaging in drug or alcohol abuse
- Overly compliant; too well-mannered; too neat and clean
- Displays attention seeking behaviours or displays extreme inhibition in play
- When at play, behaviour may model or copy negative behaviour and language used at home

There may be **indicators in adult behaviour** that could indicate emotional abuse. Some examples of this are:

- Constantly calls the child names, labels the child or publicly humiliates the child
- Continually threatens the child with physical harm or forces the child to witness physical harm inflicted on a loved one
- Has unrealistic expectations of the child
- Involves the child in "adult issues", such as separation or access issues
- Keeps the child at home in a role of subservient or surrogate parent

There may be **physical indicators** that a child is being physically abused. Some examples of this are:

- Unexplained bruises, welts, cuts, abrasions
- Unexplained burns
- Unexplained fractures or disclosures

There may also be **indicators in a child's behaviour** that could indicate physical abuse. Some examples of this are:

- Is wary of adults or of a particular individual
- Is violent to animals or other children
- Is dressed inappropriately to hide bruises or other injuries
- May be extremely aggressive or extremely withdrawn
- Cannot recall how the injuries occurred or gives inconsistent explanations



There may be **indicators in adult behaviour** that could indicate physical abuse. Some examples of this are:

- May be vague about the details of the cause of injury and the account of the injury may change from time to time
- May blame the accident on a sibling, friend, relative or the injured child
- Shakes an infant
- Threats or attempts to injure a child
- Is aggressive towards a child in front of others
- May delay in seeking medical attention for a child

There may be **physical indicators** that a child is being sexually abused. Some examples of this are:

- Torn, stained or bloody underclothing
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
- Blood in urine or faeces
- Sexually transmitted disease
- Unusual or excessive itching or pain in the genital or anal area

There may also be **indicators in a child's behaviour** that could indicate sexual abuse.

Some examples of this in young children are:

- Age-inappropriate sexual play with toys, self, others
- Bizarre, sophisticated or unusual sexual knowledge
- Comments such as "I've got a secret", or "I don't like Uncle"
- Fire lighting by boys
- Fear of certain places e.g. bedroom or bathroom

Some examples of this in older children are:

- Eating disorders
- Promiscuity or prostitution
- Uses younger children in sexual acts
- Tries to make self as unattractive as possible

There may be **indicators in adult behaviour** that could indicate sexual abuse. Some examples of this are:

- May be unusually over-protective of a child
- Is jealous of a child's relationships with peers or other adults or is controlling of the child
- May favour the victim over other children
- Demonstrates physical contact or affection to a child which appears sexual in nature or has sexual overtones



There may be **physical indicators** that a child is being neglected. Some examples of this are:

- Inappropriate dress for the weather
- Extremely dirty or unbathed
- Inadequately supervised or left alone for unacceptable periods of time
- Malnourished
- May have severe nappy rash or other persistent skin disorders or rashes resulting from improper care or lack of hygiene

There may also be **indicators in a child's behaviour** that could indicate neglect. Some examples of this are:

- Demonstrates severe lack of attachment to other adults
- Poor school attendance or school performance
- Poor social skills
- May steal food
- Is very demanding of affection or attention
- Has no understanding of basic hygiene

There may be **indicators in adult behaviour** that could indicate neglect. Some examples of this are:

- Fails to provide for the child's basic needs, such as housing, nutrition, medical and psychological care
- Fails to enrol a child in school or permits truancy
- Leaves the child home alone
- Is overwhelmed with own problems and puts own needs ahead of the child's needs

More details and examples of indicators of neglect are available in the book 'How Can I Tell?'. You can [view 'How Can I Tell?' online](#) or you can [order copies of 'How Can I Tell?'](#) through our shop.

[www.childmatters.org.nz](http://www.childmatters.org.nz)



## DEALING WITH DISCLOSURES OF ABUSE (sample)

Only a minority of children actively disclose abuse. Most child abuse is disclosed accidentally or through observation by an adult of a child's behaviour, words and physical appearance.

When a child does disclose abuse, this needs to be taken very seriously. It is important that any disclosure is dealt with appropriately, both for the wellbeing of the child and also to ensure that your actions do not jeopardise and legal action against the abuser.

There are a number of basic 'rules' that should be followed to ensure the safe handling of any disclosures of abuse from a child:

- Don't panic.
- Remember that the safety and well-being of the child come before the interests of any other person.
- Listen to the child and accept what the child says.
  
- Look at the child directly, but do not appear shocked.
- Don't seek help while the child is talking to you.
- Reassure them that they did the right thing by telling someone.
- Assure them that it is not their fault and you will do your best to help.
- Let them know that you need to tell someone else.
- Let them know what you are going to do next and that you will let them know what happens.
- Be aware that the child may have been threatened.
  
- Write down what the child says in their own words – record what you have seen and heard also.
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure.
- Tell your manager or supervisor as soon as possible and the Recording Reporting Abuse procedure will be followed
- After making the referral to Child, Youth and Family or the Police, look after yourself. Discuss the matter with your manager, supervisor or relevant person.

### Important Notes:

The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to the children



Dealing with an allegation that a professional, staff member, foster carer or volunteer has abused a child is difficult but must be taken seriously and dealt with carefully and fairly.

[www.childmatters.org.nz](http://www.childmatters.org.nz)

## **RESPONDING TO, RECORDING, REPORTING SUSPECTED CHILD ABUSE (sample)**

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Under the amended Vulnerable Children's Act 2014 (applicable from 1 July 2015) every church is responsible for developing a policy for **Responding to, recording and reporting suspected child abuse**.

Below is a sample policy for this.

### **Recording, Responding and Reporting Suspected Abuse**

Any issues of suspected child abuse must be taken seriously and handled in an appropriate manner that ensures the child's safety.

Only a minority of children actively disclose abuse. Most child abuse is disclosed accidentally or through observation by an adult of a child's behaviour, words and physical appearance

Any staff, parent, caregiver, volunteer (or any other persons that may spend time with the children) who suspects abuse or has any concerns must discuss this with the .....(e.g. the supervisor of the programme and/or the minister of the church.)

In the case of a leader, staff member, supervisor or volunteer being involved in the action or suspicion, then any parent, caregiver, volunteer, other staff person (or other persons that may spend time with the children should contact ..... (e.g. the supervisor and/or minister of the church).

It is the responsibility of the..... (e.g. the supervisor and/or the minister of the church) to take any action and to ensure that the correct procedure for recording and responding to concerns is followed.

It is always preferable that the parent/caregiver is involved and or informed of any concerns but the .....(supervisor's and/or minister's) first priority will always be ensuring the safety of the child, and this may require the.....



(e.g. supervisor and/or minister) to immediately contact CYF or Police if they have concerns about the child's immediate safety.



## **(Name of Church) PRESBYTERIAN CHURCH VOLUNTEER LEADERS CONTRACT AND POSITION DESCRIPTION (sample)**

Date

Dear

Thank you for agreeing to join our team of volunteer Godzone leaders. Your positive relationship with our children and their parents is key to promoting Christ and the Christian faith. Please try to get to know our children (and their parents) by name and take a keen interest in their activities, problems, achievements etc.

### **OUR GODZONE AIMS**

ON ARRIVAL we aim to:

- Welcome every child by name (at the welcome table in the foyer).
- Welcome new children with a welcome pack at the welcome table.
- Acknowledge and reward attendance by asking children to place a sticker next to their name on the sticker charts at the welcome table. When children receive 5 stickers they choose a "reward" from the treasure box at the table. (Please draw a line after the 5<sup>th</sup> sticker to show they have received their gift).

IN CHURCH we aim to:

- Involve and engage children in the first 20 minutes of all age worship.
- Develop and encourage children's leadership by inviting them to contribute (please praise them for their contributions).
- Introduce our lesson theme in church during the children's talk (let the minister know if you would like to do this on the days you are teaching or if you have ideas of how you would like it done).

IN GODZONE we aim to:

- Welcome and know children by name (see ideas for welcome games in the Godzone structure document attached).
- Offer a safe programme, leaders and environment.
- Provide Godzone rooms that are appealing and informative.
- Celebrate children's successes and achievements.
- Encourage children's prayer through a variety of creative ways.
- Worship through fun songs
- Explore the bible and its stories creatively
- Learn some key memory verses
- Encourage questions
- Learn through a variety of methods using multisensory teaching including games, arts, crafts, discussion, drama etc
- Seek opportunities to involve children in local and global mission
- End with grace and morning tea
- Have FUN!

DURING TERM we aim to:

- Organise regular social events for children and families to get to know each other (please attend these so you get to know the children and their families).
- Organise one planning and fellowship meeting for Godzone leaders. Please try to attend these for support, encouragement and feedback.



## YOUR TASKS

### PREPARATION:

- ✓ Please collect the Godzone box including resources and curriculum the Sunday before you are teaching/leading. If you wish to collect it during the week please phone Cheryl Mostert on 5756098 to organise a suitable time.
- ✓ Read over the curriculum early in the week. Pray for God's guidance and creativity. (You will find ideas will crop up during the week if you give it time).
- ✓ Prepare your lesson and resources well in advance of Sunday (if you are stuck for ideas contact the people below).

### ON SUNDAY

- ☺ Arrive at 8.30 to set up Godzone rooms.
- ☺ Turn on lights (and heaters if cold) to create warm atmosphere.
- ☺ Place large carpet on floor with prepared children's altar table (at front) with resources you need for welcome, prayers, stories etc eg world globe, Christ candle, matches and taper, prayer wheel, prayer ball, children's bible etc.
- ☺ Lay out tables in back half of room with colourful striped table clothes, resources and chairs (if you are doing craft activities).
- ☺ Set up OHP or data projector or CD (if you are singing)
- ☺ Check room is tidy and boards are looking good.
- ☺ Check Godzone Guardian Angel is setting up welcome table (with rolls, stickers, prize box, enrolment forms).

### OUR GODZONE STRUCTURE:

Please refer to the attached template to guide your lesson structure. Children love consistency and as our teachers change according to the roster we promote consistency in our structure. However we encourage you to be as creative as you like within the structure and bring your gifts to your teaching. (So if singing isn't your gifts, leave it out and do something else to reinforce the teaching that uses your gifts).

### CURRICULUM:

Please let Cheryl know how you are finding the curriculum or if you would like to see it changed. We are open to suggestions and feedback from our leaders. Remember it is a resource for you to pick from. You do not need to follow it exactly as it is laid out.

### BEHAVIOUR MANAGEMENT

Our Godzone behaviour code is: **AT GODZONE WE SHARE AND CARE FOR EVERYONE AND EVERYTHING.** Please use this as you manage behaviour in a gentle, loving and consistent way. Please speak to Pauline (or Cheryl and Jill) if you are having behaviour issues. You may also choose to discuss any problems with parents out of the earshot of other children or parents.

### SAFETY

We encourage all our leaders to be police checked as we strive to meet the safety standards of the Presbyterian Church of New Zealand and our nation. Please can you complete the attached volunteer leader's application form and return it to Cheryl Mostert.

TO SUPPORT YOU we attach the following:





## LESSON TEMPLATE FOR OUR KIDS FRIENDLY SUNDAY CHILDREN'S MINISTRY PROGRAMME (sample)

Date: \_\_\_\_\_ Leaders: \_\_\_\_\_

Theme: \_\_\_\_\_ Scripture: \_\_\_\_\_

Lesson objective/message: \_\_\_\_\_

Memory verse (optional): \_\_\_\_\_

### **Welcome and getting to know you**

### **Kids Friendly Ritual**

### **Prayer Time**

(for ideas on the above see "Planning a Kids Friendly Children's Programme" resource [www.kidsfriendly.org.nz](http://www.kidsfriendly.org.nz)) or email [admin@kidsfriendly.org.nz](mailto:admin@kidsfriendly.org.nz) to be sent a digital copy.

### **Introduce theme/scripture of the day:**

**Reinforce the theme or scripture through activities:** (this may be when you want to break into smaller groups appropriate to the activities and discussion)

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### **Take home challenge:**

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### **Resources needed:**

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### **Closing**

Prayer/grace and morning tea

**Remember have one clear theme or message and reinforce it in as many ways as possible, using as many senses as possible. This is the way children learn best.**



## **(Name of Church) PRESBYTERIAN CHURCH AND GODZONE VISION, MISSION, VALUES, AIMS (sample)**

VISION: "God's love making the difference". (How does God's love look, feel, sound for children in our midst?)

MISSION: "Reaching out and welcoming in children to a community that worships, loves and serves God."

OUR CHURCH VALUES: We strive to....

- Trust in the Love of Christ.
- Show love and respect for all people.
- Be generous, tolerant and encouraging.
- Take joy in what we do.
- Get involved.
- Put the good of all ahead of individual preference.

GODZONE AIMS:

In Church:

- We welcome every child by name.
- New children receive welcome packs.
- Children's attendance is acknowledged and rewarded.
- Children are involved and engaged in and contribute to the first 20 minutes of all age worship.
- Children's leadership is encouraged.
- Lesson theme is introduced in church.

In Godzone we:

- Welcome and know children by name
- Encourage and explore creative forms of prayer
- Worship through fun songs
- Explore the bible and its stories creatively
- Learn some key memory verses
- Encourage questions
- Learn through games, arts, crafts, discussion, drama etc. Seek opportunities for local and global mission
- End with grace and morning tea

At Godzone:

- We offer a safe programme and environment
- The Godzone rooms are appealing and informative
- We celebrate children's successes and achievements
- We organise regular social events for children and families to get to know each other
- We have FUN!



# Presbyterian Church of Aotearoa New Zealand

## POLICE CHECK PROCEDURES AND FORMS

Individuals undergoing a Police check will need to supply a copy of either their passport or drivers licence to their Session Clerk along with their Police check Consent Form.

To ensure you are using the correct Consent Form and Application Form, you are advised to print off copies of the forms on the PCANZ website each time you request Police checks.

[http://presbyterian.org.nz/sites/public\\_files/hr/Application\\_for\\_Police\\_check.pdf](http://presbyterian.org.nz/sites/public_files/hr/Application_for_Police_check.pdf)

Anyone who is paid to work with children, youth and families must undergo a police check prior to their appointment. The Presbyterian Church also strongly encourages police checks for volunteers working with vulnerable people.

The mandate for this comes from the [minutes of General Assembly 2006 section 06.047 h](#)

The Police Vetting Service will only process Consent Forms that are signed within the last three months.

Before you send a consent form to us, please check

- The Date and Place of Birth have been entered.
- The person is over 17 years of age.
- The form has been signed within 3 months.
- That you are using the new form with the Presbyterian Church of Aotearoa New Zealand Code (P30173) on it.

An application form should be completed and signed by the Session Clerk. If your parish is taking part in the OSCAR programme, be sure to tick this box as we can then return the original consent form to you for your parish audit.

For more information, please contact [Margaret Fawcett](#)

Click here for the current [Application Form](#) and [Consent Form](#)