



HANDBOOK

PLANTING SEEDS FOR GOD TO GROW.



CORNERSTONE CHAPEL



OUR MINISTRY'S HEART

- Provide a safe and caring environment for each child
- Share God's Word at an age-appropriate level
- Teach children how to trust Jesus as their Lord and Savior, and how to live for Him

*"...Grow in the grace and knowledge
of our Lord and Savior Jesus Christ."
2 Peter 3:18*

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OUR MINISTRIES

Nursery 0-2 years

Sundays.....8:15, 10:00 am, & 12:00 pm
Wednesdays.....7:00 pm

Special Services throughout the year.

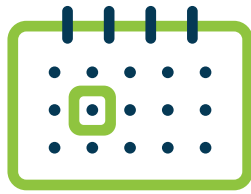
Sunday School 3 years-5th Grade

Sundays.....8:15, 10:00 am, & 12:00 pm
Wednesdays.....7:00 pm

Children are introduced to the lessons of the Bible and how these lessons apply to their daily lives.

Special Needs

The Special Needs Ministry offers specialized support to enable individuals to study God's Word and participate in church life. Email specialneeds@cornerstonechapel.net for more information about services and opportunities available.



CHILDREN'S EVENTS

Vacation Bible School Kindergarten-5th Grade • July

VBS is a week-long evangelical outreach to the community for elementary age children. There are games, crafts, Bible lessons, and praise and worship! Nursery care and a preschool VBS program are available for children who have not yet entered kindergarten whose parents are VBS volunteers.

Harvest Party All Ages • October 31

The Harvest Party is an annual safe alternative to Halloween with carnival rides, games, face painting, pony rides, food, and an abundance of candy!



OUR CLASSROOM POLICIES

Promotion

- Birth-3 years move to the next level class on their birthdays.
- 4 years-5th grade: We have a promotion day each fall at the beginning of the school year. We will notify you when it's time to move your child to the next level class.

Restroom

- Please take your child to the restroom prior to class, particularly if he/she is potty training. If your child needs assistance in the restroom during class, we will text you.

Safety

- Please do not enter the classroom. Only screened ministry workers may be in the room.
- Never leave the property while your child is in class.

Drop Off / Pick Up

- If you are a new visitor, please register your child(ren) at the Children's Ministry Welcome Center. You will then be able to check in each week by entering your phone number.

Illness

- Please do not bring your child to the classroom if he/she has any of the following symptoms: rash, fever, sore throat, eye drainage, diarrhea, vomiting, cough with fever or chills, or nasal secretions that are thick, yellow or green.
- If your child has a communicable disease (i.e. Chicken Pox, Hepatitis A, Hepatitis B, Influenza, Pneumonia, TB, Meningitis, Pink Eye, etc.), please do not bring him/her to the classroom until a doctor has stated that he/she is no longer contagious.

Allergies

No child is to bring outside food or drink into the classroom. We may provide Cheerios, Goldfish crackers, and Rice Chex as snacks to the nursery and preschool. Although we do all we can to be an allergy-aware environment, we cannot control all foods brought into the building. If your child has allergies of any kind, we ask the following:

- Please provide allergy information to the Welcome Center Attendant so that we can print it on the child's name tag.
- Inform your child's teacher/supervisor of any allergies and the severity.
- Make sure your child understands his/her allergies.
- Keep your cell phone accessible during the service in case we need to contact you.

Emergencies

In the event of an emergency that requires we vacate the building, please proceed to the most direct exit. Access to the Children's Ministry Wing will be restricted to allow volunteers to direct children to their designated areas. Please do not attempt to come get your child, as doing so will jam the hallways and hinder our child accounting procedures. Once outside, you will be notified when it is safe to locate your child.

Discipline

Should a child require discipline, the following action will be taken:

- The teacher will speak with the child.
- The department leader will speak with the child.
- The parent will be notified.

Injury

Should one child injure another (i.e. biting, scratching, etc.), the following action will be taken:

- First Aid and TLC will be applied if necessary.
- Both sets of parents will be notified immediately.

SPECIAL NEEDS MINISTRY

We want all people to have great experiences at Cornerstone.

We desire to support any special needs individuals may have so that they can attend church and learn about God's Word in a way that works for them. We offer specifically designed programs for elementary-aged children through adults. We share the Gospel through engaging lessons and interactive activities suited to various learning styles. If you or someone you know could benefit from support from the Special Needs Ministry, email specialneeds@cornerstonechapel.net.

Classroom Requests

If a parent of a child with special needs would like to place him/her in a typical classroom, the student must meet the following requirements (with the assistance of an approved "Buddy" provided by the student's family, if needed):

- Able to sit quietly for 20-30 mins during instruction.
- Fully potty-trained without the use of pull-ups.
- Able to tolerate loud noises and large groups of people.
- Have a way to communicate his/her needs (verbally, sign language, communication devices, etc.).
- Able to control and express emotions at an appropriate level.

Buddies

A student with special needs who meets the guidelines for typical classrooms may bring his/her own "Buddy" (aide, assistant, therapist, etc.) to assist him/her in the classroom once the Buddy has met the following requirements:

- Background check approval.
- Pastoral approval.
- If under 18, must complete Volunteer Classroom Training.
- Each week, must sign out a "Buddy Badge" from the CM office and return it at the end of service.

CHECK-IN GUIDE

1. Upon check-in, your child(ren) will receive a **NAME TAG** and you will receive a **PARENT RECEIPT** with a matching **ALPHA NUMERIC NUMBER**.
2. If you lose the **PARENT RECEIPT**, you will need to go to the **CHILDREN'S MINISTRY WELCOME CENTER** for assistance before you will be able to pick your child(ren) up. ID will be required.
3. Children in grades 2-5 are released from their classrooms to meet their parents in the Atrium at the end of the service. If you would prefer to pick up your child from their classroom, please inform your child and the volunteers when you drop him/her off.

PARENT NOTIFICATION SYSTEM

4. If we need to contact you during the service, we will text your **CELLPHONE NUMBER**. Please set your phone to **VIBRATE** while in service. We text from **(703) 431-3454**. Please enter it into your contacts. If you receive a text from us, please proceed to the **CHILDREN'S MINISTRY WELCOME CENTER**.

NAME TAG

Little Joe

Sample

Sunday School
Sunday, 5/16 8:00 a.m.

Room 503

6NO

PARENT RECEIPT

Retain receipt for child pickup

SUN, 5/16

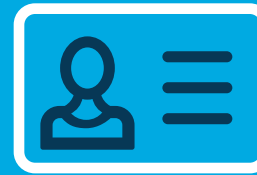
Receipt
6NO

CORNERSTONE CHAPEL

SUN, 5/16

Receipt
6NO

CORNERSTONE CHAPEL



CHECK-IN GUIDE

300 Suite (Nursery)

Children ages 0-23 months are checked into their assigned classrooms and remain there the entire service. They will be taught the Gospel through age-appropriate Bible stories and activities. Please drop your child off at the door and relay any special instructions. Our trained volunteers will gladly care for your child and alert you if you are needed.

500 Suite (Toddlers & Preschool)

2-year-olds check into the side rooms, and 3-year-olds check into the open rug area. They come together in the rug area for worship time, and then return to their individual classrooms for teaching and activity time. 3-year-olds then continue with a Bible teaching and small group time in the open rug area.

600 Suite (4-5 Years Old)

Children age 4 and 5 check into the 600 Suite or side rooms as they arrive. When the service begins, they come together in the middle of the suite for a Bible teaching and worship time. Afterward, children return to their classrooms to discuss what was taught and apply the lesson through games and activities.

900 Auditorium (Kindergarten-Grade 1)

All children Kindergarten-Grade 1 check into the 900 Auditorium and sit for a Bible teaching and worship time. Afterward, they divide into small groups by grade to discuss what was taught and apply the lesson through games and activities.

700 Auditorium (Grades 2-3)

All children Grades 2-3 check into the 700 Auditorium. They may play games and socialize until service begins. Then, they participate in worship and sit for a Bible teaching. Afterward, they divide into small groups by grade to discuss what was taught and apply the lesson through games and activities. Parents are not required to pick up 2nd and 3rd graders from the classroom, and they are released at the end of service. You may wish to arrange a designated spot for your child to meet you at the end of service.

800 Auditorium (Grades 4-5)

All children Grades 4-5 check into the 800 Auditorium. They may play games and socialize until service begins. Then, they will find a seat to listen to the lesson through group teaching and worship with a live band. Parents are not required to pick up 4-5th graders from the classroom, and they are released at the end of service. You may wish to arrange a designated spot for your child to meet you at the end of service.

300-900 Suites & Auditoriums

For the safety of the children, only screened volunteers are allowed in the classrooms. Any child who arrives after classes have begun will be escorted to their class by a Children's Ministry Hall Host or Staff Member.

Notes:

Please pick up your child promptly at the end of service. You must remain in the building while your child is in Children's Ministry. Check-in is for one service time only. If you are staying for more than one service, please pick-up your child and then recheck your child in for the next service.



ARTICLES OF FAITH

1. We believe there is one living and true God, eternally existing in three persons: the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all.
2. We believe in God, the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.
3. We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings; His substitutionary atoning death; bodily resurrection; ascension into heaven; perpetual intercession for His people; and personal, visible return to earth. We believe that He is one and the same as God. He was fully human and fully God.
4. We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower in ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide. We believe that Jesus Christ baptizes the seeking believer with the Holy Spirit and power for service, either at the time of or subsequent to regeneration, which is a separate work from the indwelling Spirit for salvation. We believe in the present ministry of the Holy Spirit and in the exercise of all biblical gifts of the Spirit as reflected through the fruit of that same Spirit.

5. We believe that all the Scriptures of the Old and New Testaments are the Word of God, fully inspired and without error in the original manuscripts, and that they are the infallible rule of faith and practice.

6. We believe all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as his/her personal Lord and Savior, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all of his/her sins are forgiven, and that person becomes a child of God, assured of spending eternity with the Lord.

7. We believe in the universal Church, in the living spiritual body, of which Christ is the head and all regenerated persons are members.

8. We await the pre-tribulation rapture of the Church, and we believe in the literal Second Coming of Christ with His saints to rule the earth, which will be personal and visible. This motivates us to holy living, heartfelt worship, committed service, diligent study of God's Word, regular fellowship, and participation in baptism and Communion.

9. We believe the Lord Jesus Christ committed two ordinances to the Church: 1) baptism, and 2) the Lord's Supper. We practice baptism by immersion and regularly celebrate Communion according to the Scriptural guidelines found in 1 Corinthians 11:17-34.

10. We believe in the laying on of hands for the sending out of pastors and missionaries, and in conjunction with the anointing of oil by the elders for the healing of the sick.

11. We believe that marriage is exclusively the union between one man and one woman in a lifetime commitment to each other (Genesis 2:23-24; Matthew 19:4-6). Marriage reflects the relationship between Christ and the Church and provides for

procreation, intimate companionship, and we believe is the only basis for any form of sexual expression. We believe that any intimate sexual activity outside of marriage is sin (1 Thess. 4:3; Ephesians 5:3).

12. We believe that God disapproves of any attempt to alter one's gender (as revealed at birth) through surgery, medicine, appearance, or otherwise and such an attempt violates God's creative order. Sex and gender are inseparably determined by God at the moment of creation and may not be legitimately changed by human action (Genesis 1:27; Genesis 2:18-22; Romans 12:1-2; 1 Corinthians 6:19-20).

STATEMENT OF PURPOSE

Our purpose is to glorify God through the teaching and application of God's WORD, and through personal and corporate WORSHIP, with an emphasis on equipping believers for service within the church to strengthen the body of Christ, and for service outside the church to minister the gospel of Christ.



CONTACT INFORMATION

Cornerstone Chapel

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Monica Knopp

Children's Ministry Resource Coordinator

Debbie Marcus

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Colleen Shrout

Children's Ministry Admin

Misty Miller

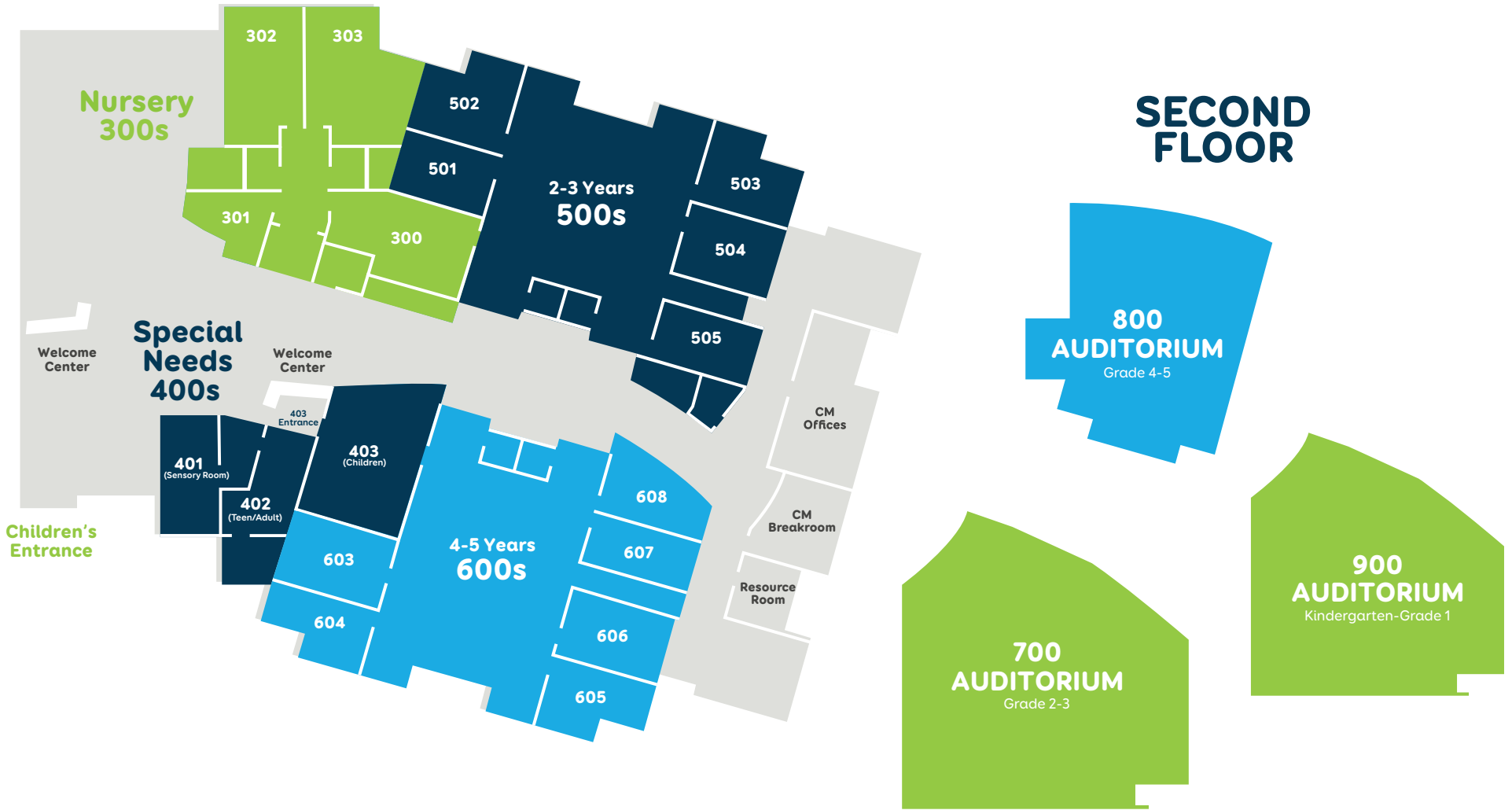
Special Needs Coordinator

Ashley York

Special Needs Assistant Coordinator

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children@cornerstonechapel.net

CORNERSTONE CHAPEL CHILDREN'S MINISTRY MAP







CORNERSTONE CHAPEL

**650 Battlefield Parkway
Leesburg, VA 20175
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cornerstonechapel.net
children@cornerstonechapel.net**

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