



# 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 the 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 Age 0-2 years

Sundays.....8:30, 10:00 & 11:45 a.m.  
Wednesdays.....7:00 p.m.

Special Services throughout the year.

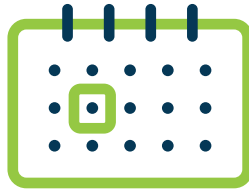
## Sunday School Age 3 years to 5th Grade

Sundays.....8:30, 10:00 & 11:45 a.m.  
Wednesdays.....7:00 p.m.

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

## Special Needs

The goal of the Special Needs Ministry is to offer specialized support, based on the person's needs, to enable him or her to access God's Word and participate in church life. Please contact [specialneeds@cornerstonechapel.net](mailto:specialneeds@cornerstonechapel.net) for more information about services and opportunities available for your child.



# CHILDREN'S EVENTS

## **Vacation Bible School** Kindergarten to 5th Grade • July

VBS is an evangelical outreach to the community, held for 5 consecutive mornings. There are games, crafts, Bible lessons, and praise and worship! Nursery care and a preschool VBS program are available for children of volunteers who have not yet entered Kindergarten.

## **Harvest Party** All Ages • October 31

Each year, Cornerstone Chapel provides this safe alternative to Halloween. The park is transformed into a carnival with rides, games, face painting, pony rides, lots of food, and plenty of candy!



# OUR CLASSROOM POLICIES

## Promotion

- Birth-3 years old will move to the next age on their birthday.
- 4 years-5th grade: We have a promotion day each Fall, correlating with the beginning of the school year. Please do not move your child to the next grade because he/she has had a birthday.

## Restroom

Please take your child to the restroom before leaving him/her with the teacher, particularly if he/she is potty training. If your child needs assistance in the restroom, you will be called.

## Safety

- For the safety and security of the children, 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. After filling out a visitor card you will be able to check in your child 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, nasal secretions that are thick, yellow or green.
- For the safety of Cornerstone Chapel children and volunteers, we ask that if your child has a communicable disease (i.e. Chicken Pox, Diarrhea, Hepatitis A, Hepatitis B, Influenza, Pneumonia, T.B., Meningitis, Pink Eye, HIV) that he/she not attend Children's Ministry events until a doctor has communicated to you that he/she is no longer contagious.

## Allergies

Cheerios, Goldfish crackers, and Rice Chex may be provided as snacks to the nursery and preschool. If your child has allergies of any kind, we ask the following:

- Please provide allergy information to the Welcome Center Attendant so that information may be printed on the child's name tag.
- No child is to bring outside food or drink into the classroom.
- Although we do all we can to be an allergy aware environment, we cannot control all foods brought into the building. Please inform your child's teacher/supervisor of any allergies, as well as the severity, and please make sure your child understands his/her allergies.
- Please keep your cell phone accessible during the service in case we need to contact you.

## Emergencies

In the event of an emergency requiring that 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 any person's first time at Cornerstone Chapel to be a positive experience.** As a result, we will work to support any special needs an individual may have, so they can attend church and hear the Gospel in a way that best suits them. On Sunday mornings, we offer specifically designed programs for elementary-aged children all the way through adults. The Gospel is shared through engaging lessons and interactive activities that best relate to various learning styles.

## **Classroom Requests**

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

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

## **Buddies**

Students with special needs who meet the minimum guidelines for the typical classrooms may provide their own "Buddy" (aide, assistant, therapist, etc.) to assist them in the classroom with 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.

If you are unsure if you or someone you know could benefit from support through the Special Needs Ministry, please email **[specialneeds@cornerstonechapel.net](mailto:specialneeds@cornerstonechapel.net)**.

# 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 3-5 are released from their classrooms (800 & The Chapel) 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, your **CELL PHONE NUMBER** will be texted. (Please proceed to the **CHILDREN'S MINISTRY WELCOME CENTER**, you are needed). Please remember to set your phone on **VIBRATE** while in service. **(703)431-3454** is the number we text from, please enter it into your contacts as "Children's Ministry."

### 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

SUN, 5/16

Receipt

**6NO**

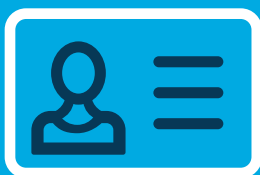
Receipt

**6NO**

 CORNERSTONE CHAPEL

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# 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 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. Afterwards, children return to their classrooms to discuss what was taught and apply the lesson through games and activities.

### **700 Auditorium (Kindergarten-Grade 1)**

All children Kindergarten-Grade 1 check into the 700 Auditorium and sit with their grade for a Bible teaching and worship time. Afterwards, they will divide into small groups by age to discuss what was taught and apply the lesson through games and activities.

### **800 Auditorium (Grades 2-3)**

All children Grades 2-3 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. Parents are required to pick up 2nd graders from the classroom. Parents are not required to pick up 3rd graders from the classroom, and they are released at the end of service. You may wish to arrange a designated spot for your 3rd grader to meet you at the end of service.

### **The Chapel (Grades 4-5)**

All children Grades 4-5 check into the Chapel. 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.

### **300-800 Suites, Auditoriums, & The Chapel**

For the safety of the children, only screened volunteers are allowed in the classrooms. Therefore, 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 teach 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 (1 Thess. 4:3; Ephesians 5:3). We believe that any intimate sexual activity outside of marriage is a sin and that God disapproves any attempt to alter one's gender by surgery or appearance (Genesis 19:5; Lev. 18:1-30; Romans 1:26-29; 1 Cor. 5:1, 6:9; Hebrews 13:4).

## **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**

650 Battlefield Pkwy SE,  
Leesburg, VA 20175  
cornerstonechapel.net

### **Ken Wright**

Assistant Pastor, Children & Family

### **Kristin Thompson**

Director of Children's and  
Special Needs Ministry

### **Misty Miller**

Special Needs Coordinator

### **Monica Knopp**

Children's Ministry  
Resource Coordinator

### **Karli Rounds**

Children's Ministry  
Volunteer Coordinator

### **Debbie Marcus**

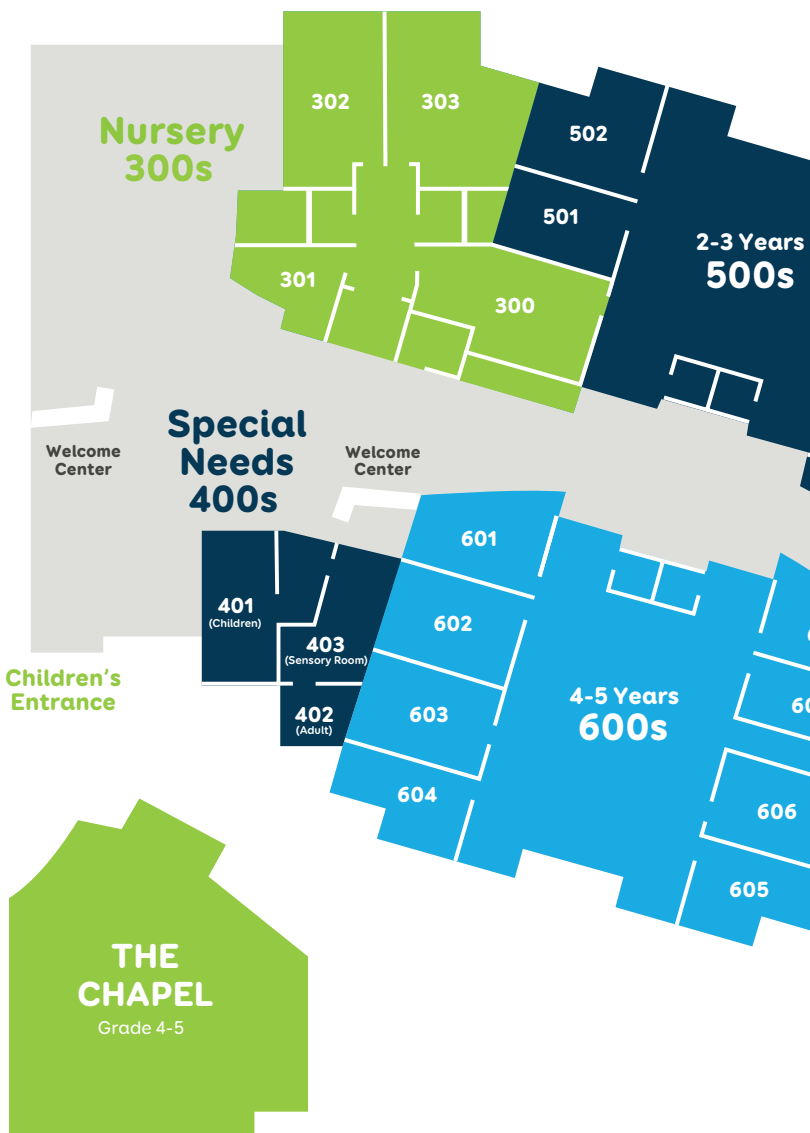
Children's Ministry  
Worship Coordinator

### **Colleen Shrout**

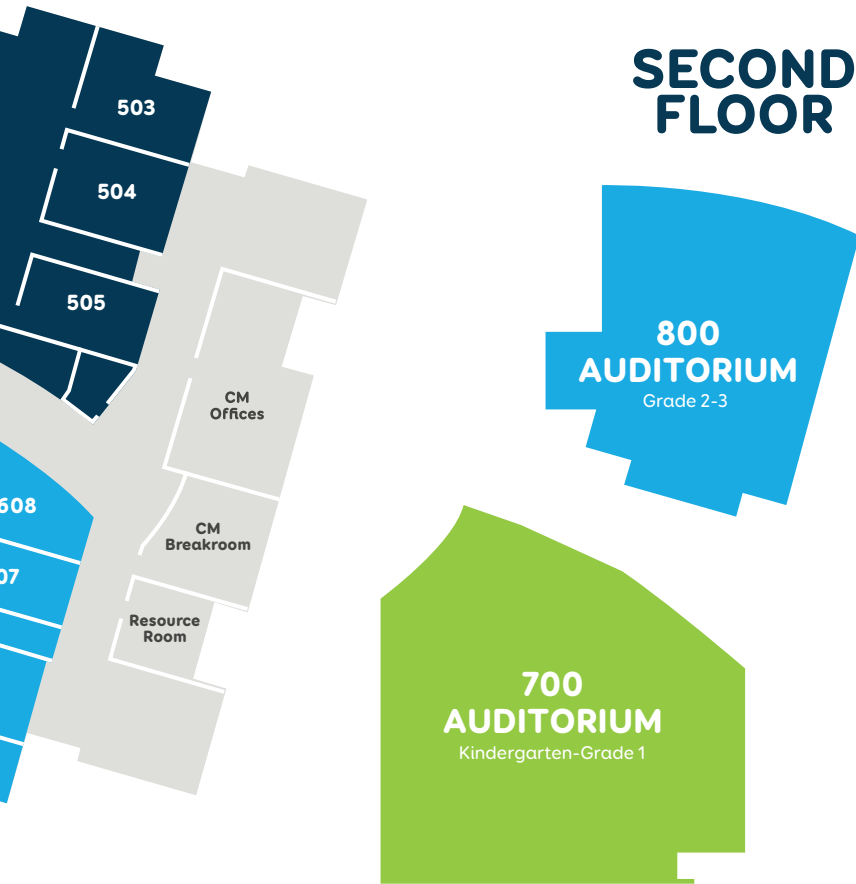
Children's Ministry Admin

**Phone: 703-771-1500**

**children@cornerstonechapel.net**



CORNERSTONE CHAPEL  
**CHILDREN'S  
MINISTRY MAP**





CORNERSTONE CHAPEL

**650 Battlefield Parkway  
Leesburg, VA 20175  
(703) 771-1500  
cornerstonechapel.net  
children@cornerstonechapel.net**

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