



# 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

**"Train up a child in the way he should go, and when he is old, he will not depart from it."**

**Proverbs 22:6**

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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 occur throughout the year.

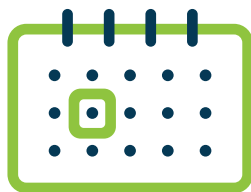
## Sunday School 3 Years-Grade 5

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](mailto:specialneeds@cornerstonechapel.net) for more information about services and opportunities available.



# CHILDREN'S EVENTS

## Vacation Bible School

Kindergarten-Grade 5 • 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 and whose parents are VBS volunteers.

## Harvest Party

All Ages • October 31

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



# CLASSROOM POLICIES

## Promotion

- 0-3 years move to the next class level on their birthdays.
- 4 years - grade 5 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 class level.

## 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 (e.g., Chicken Pox, Hepatitis A, Hepatitis B, Influenza, Pneumonia, TB, Meningitis, Pink Eye), 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 their 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 actions 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), the following action will be taken:

- First Aid and TLC will be applied if necessary.
- If needed, parents will be notified for assistance.
- When needed, medically trained volunteers will render appropriate care until the parent or medical personnel arrive.

# SPECIAL NEEDS MINISTRY

**We want all people to have great experiences at Cornerstone.**

We desire to support any special needs that individuals may have so 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](mailto:specialneeds@cornerstonechapel.net)**.

## **Classroom Requests**

If a parent of a child with special needs would like to place him/her in a Children's Ministry 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 minutes during instruction
- Fully potty-trained without the need for pull-ups
- Able to tolerate loud noises and large groups of people
- Has 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 Children's Ministry 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 Children's Ministry 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 up your child(ren). 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 the 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 this number 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, then return to their individual classrooms for teaching and activity time. 3-year-olds continue with a Bible teaching and small groups in the open rug area.

## **600 Suite (4-5 Years Old)**

Children ages 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 worship and a Bible teaching. 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. 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.

### **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. Children in grades 2 and 3 are released at the end of the service and do not require parent pick-up. 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. Children in grades 4 and 5 are released at the end of the service and do not require parent pick-up. 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 judgement 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).

13. We believe that human life is sacred from conception to its natural end and abortion is in direct violation of God's law. We are unapologetically pro-life and believe that we must have concern for the physical and spiritual needs of others, both preborn and born (Psalm 139:13; Isaiah 49:1; Jeremiah 1:5).

## 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](http://cornerstonechapel.net)

### **Ken Wright**

Assistant Pastor, Children & Family

### **Kristin Thompson**

Director of Children's and Special Needs Ministry

### **Karli Rounds**

Assistant Director of Children's Ministry

### **Ashley Luehr**

Children's Ministry Volunteer Coordinator

### **Monica Knopp**

Children's Ministry Resource Coordinator

### **Debbie Marcus**

Children's Ministry Worship Coordinator

### **Staley Lyle**

Children's Ministry Coordinator

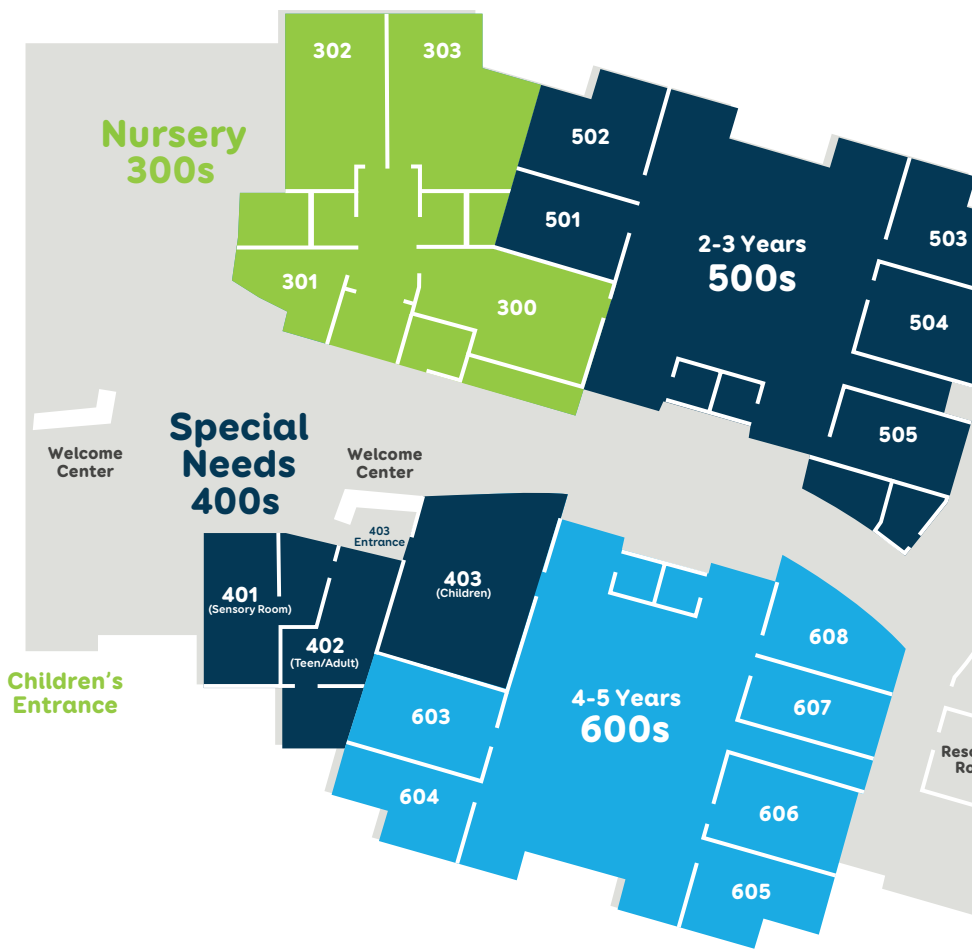
### **Colleen Shrout**

Children's Ministry Admin

### **Heather Jenkins**

Special Needs Coordinator

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**[children@cornerstonechapel.net](mailto:children@cornerstonechapel.net)**





CORNERSTONE CHAPEL  
**CHILDREN'S  
MINISTRY MAP**

**SECOND  
FLOOR**

**800  
AUDITORIUM**

Grade 4-5

**900  
AUDITORIUM**

Kindergarten-Grade 1

**700  
AUDITORIUM**

Grade 2-3

CM  
Offices

CM  
Breakroom

Source  
Room







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

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