



**SPECIAL
NEEDS**
MINISTRY

HANDBOOK



CORNERSTONE CHAPEL



OUR MINISTRY'S HEART

- Provide a safe and caring environment for each student
- Share God's Word at an age-appropriate and ability-based level
- Teach students how to trust Jesus as their Lord and Savior and how to live for Him
- Help students see and reach their full potential in Christ

**“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 MINISTRY

We want everyone's first time at Cornerstone Chapel to be a positive experience. We will work to support any special needs that individuals may have, so they can attend church and hear the Gospel in a way that best suits them. We offer specifically designed programs for individuals with special needs, from elementary-aged children to adults. The Gospel is shared through engaging lessons and interactive activities that best relate to various learning styles.

Elementary

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

Wednesdays.....7:00 pm

Teens/Adults

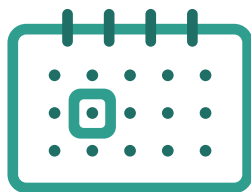
Sundays.....8:15, 10:00 am, & 12:00 pm

Wednesdays.....7:00 pm

Special services occur throughout the year.

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

The goal of the Special Needs Ministry is to offer specialized support, based on a person's needs, to enable him or her to access God's Word and participate in church life. Email **specialneeds@cornerstonechapel.net** for more information about services and opportunities available for your student.



SPECIAL NEEDS EVENTS

Vacation Bible School **Kindergarten to 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 **Elementary • 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!

Coffee House **Twice Annually**

Coffee House is a fun social gathering with food, games, music, and more for teens and adults with special needs. Caregivers welcome.

Operation Christmas Child **November**

Each year, the teen and adult students come together to fill shoeboxes with toys, school supplies, and hygiene items for children in need around the world.



CLASSROOM POLICIES

Although we have services available for elementary and teen/adult students, we provide support and will make adjustments based on individual needs.

Restroom

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

Safety

- For the safety of Cornerstone Chapel students and volunteers, please do not enter the classroom. Only screened ministry workers may be in the room.
- Never leave the property while your student is in class.

Drop Off / Pick Up

If you are a new visitor, please register your student at the Children's Ministry Welcome Center. After filling out a visitor card you will be able to check in your student each week by entering your phone number at the Special Needs Ministry kiosks.

Illness

Please do not bring your student 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 student 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

Approved snacks may be provided to the students in our program. If your student 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 student's name tag.
- No student 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 student's teacher/supervisor of any allergies, as well as the severity, and please make sure your student 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 students to their designated areas. Please do not attempt to come get your student, as doing so will jam the hallways and hinder our student accounting procedures. Once outside, you will be notified when it is safe to locate your student.

Discipline

We will make every effort to work with students and keep a calm, enjoyable environment based on the needs of the group. We will utilize our Sensory Room as needs arise. Should a student require discipline, the following actions will be taken:

- The teacher will speak with the student.
- The department leader will speak with the student.
- We will notify the parent.

Injury

Should one student 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.

Classroom Requests

If the parent of a student with special needs would like to place him/her in a Children's Ministry 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 minutes while instructed
- 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

Students with special needs who meet the minimum guidelines for the Children's Ministry 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 Children's Ministry office and return it at the end of service

CHECK-IN GUIDE

1. Upon check-in, students 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 student. ID will be required.

PARENT NOTIFICATION SYSTEM

3. 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

Please pick up your student promptly at the end of service. You must remain in the building while your student is in Special Needs Ministry. Check-in is for one service time only. If you are staying for more than one service, please pick up your student and then recheck him/her 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).

CORNERSTONE CHAPEL 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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Ken Wright

Assistant Pastor, Children & Family

Kristin Thompson

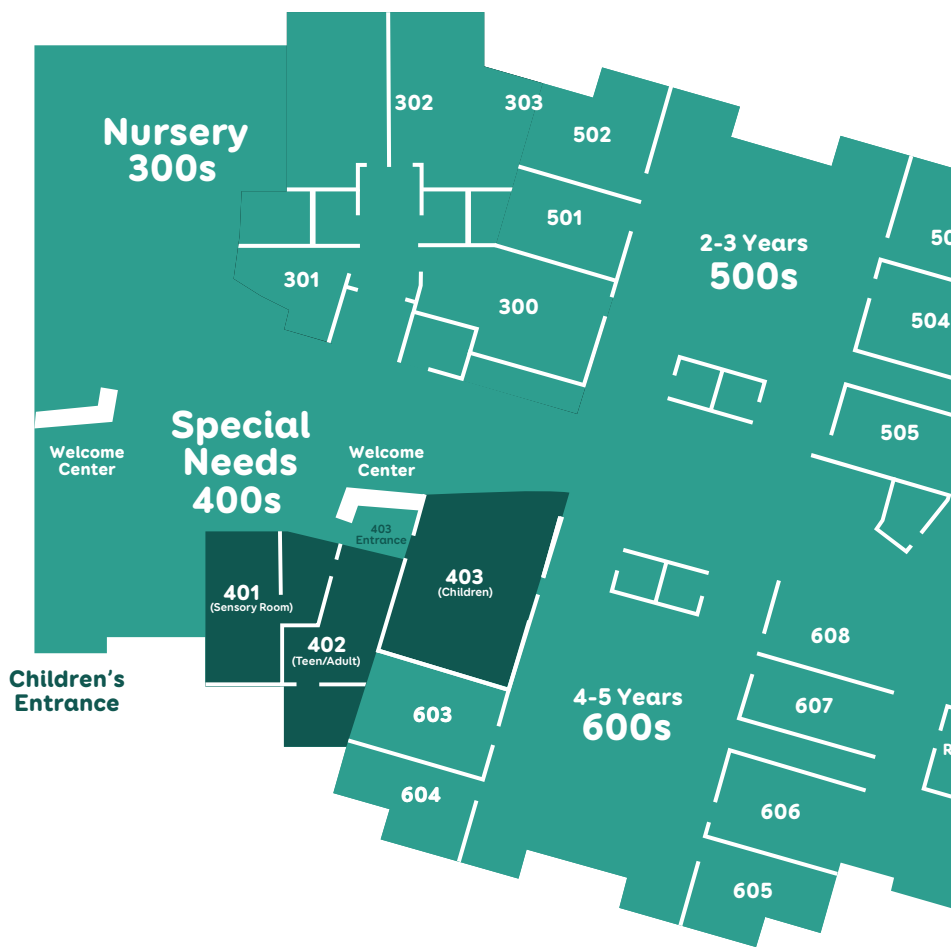
Director of Children's and Special Needs Ministry

Heather Jenkins

Special Needs Coordinator

Phone: (703) 771-1500
specialneeds@cornerstonechapel.net

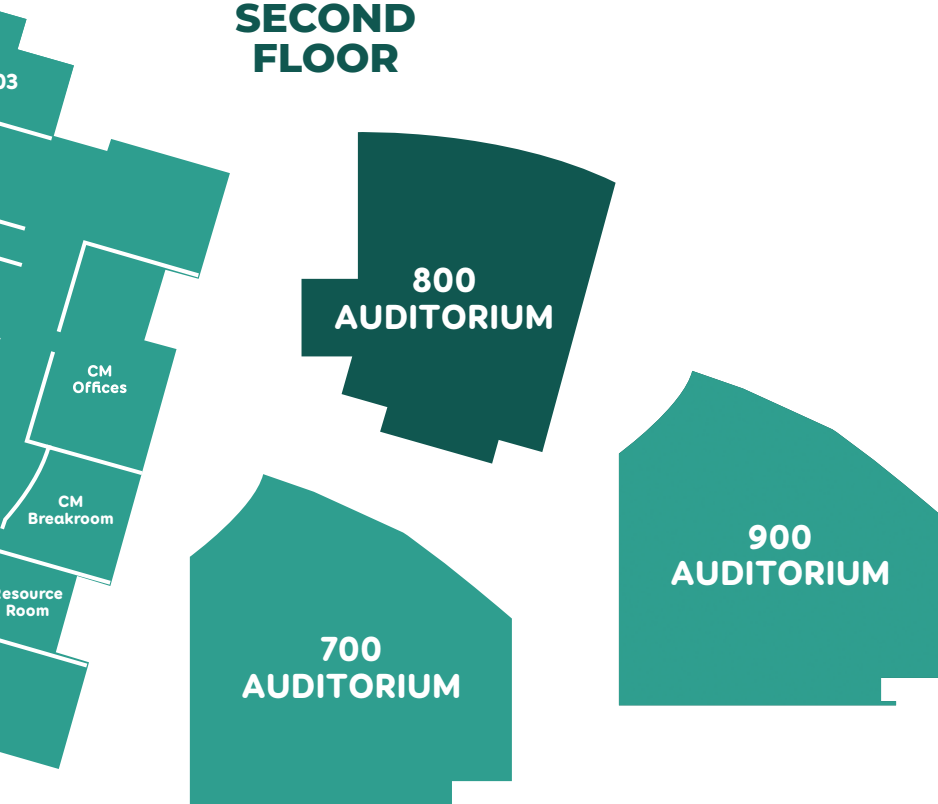




CORNERSTONE CHAPEL

CHILDREN'S MINISTRY WING

SECOND FLOOR





CORNERSTONE CHAPEL

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

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