



PARENT
hand
book



HEY THERE!

We know being a parent is one of the hardest jobs on the planet, but it's also the greatest thing you will ever do.

We know your job isn't always easy, but here's what we want you to know: we're here to help in any way we can. We may be a children's ministry, but we are also a family ministry. We care about you too!

No matter how connected (or not connected) you are with our church, this Parent Handbook will show you some of the ways we're trying to care for your child and serve you at the same time.

Thanks for letting us be another voice in the life of your child. Your trust and partnership means a lot to us.

We can't wait to see what this year has in store!

The Family Ministries Team

CHPC MISSION: We exist to honor God as a growing diverse community of Jesus followers.

FAMILY MINISTRIES VISION: To nurture a creative and innovative holistic culture where families and leaders can experience the fullness of God.

WHAT'S INSIDE?

CONNECTION OPPORTUNITIES	1-2
THE BASICS OUR TEAM OUR MINISTRY OUR GOAL DISCIPLING CHILDREN ENGAGING WITH OUR LEADERS	3-9 3-4 5 6-7 8 9
THE FINE PRINT SAFETY GUIDELINES CONTACT US	10-14 10-13 14

CONNECTION OPPORTUNITIES

Connections Club & Tribe 12 (K-12th Grade)

Connections Club (Grades K-6)

Every 1st Sunday of the Month | 12:00-2:00 PM | Kickoff 10/05

Connections Club is a monthly experience that extends our Sunday School in a fun, relational, and interactive way. It's built to foster deeper connections with God and one another through:

- Short Bible lessons with life application
- High energy games and team challenges
- Creative crafts or mission projects
- Pizza lunch provided
- Friendship-building fun in a faith-centered space

Tribe 12 (Grades 7-12)

Every 3rd Sunday of the Month | 12:00-2:00 PM | Kickoff 09/21

Tribe 12 is CHPC's reimagined Youth Group named after the twelve tribes of Israel, symbolizing identity, belonging, and shared purpose. Here, students are invited to explore faith deeply, ask challenging questions, and grow in Christ together through:

- Bible-based teaching and real-life faith conversations
- Small and large group discussions
- Games and activities that build trust and community
- Student-led prayer and moments of spiritual reflection
- Pizza lunch provided

Contact Lex Bowerman at lbowerman@chpc.org

3Cs Nursery School and Kindergarten

Monday-Friday | 11:00AM-1:15PM

3Cs is a Christian Cooperative Community. We provide students with an excellent foundation for both school and life. Not only is it an excellent preschool and Kindergarten for the students, but it is also a community like no other. It is a supportive environment where parents and teachers support one another.

Contact Shannon Caton at 3csnurseryschool@gmail.com

Whiz Kids Tutoring (K-5th Grade)

Legacy Site | Tuesdays | 5:15PM-6:15PM

College Hill Academy Site | Tuesdays | 2:15PM-3:45PM

College Hill Presbyterian Church is thrilled to offer Whiz Kids Tutoring at two unique sites this school year: our Legacy Site at CHPC and our New Launch Site at College Hill Academy. Both locations are committed to providing high-quality, faith-filled academic support to elementary students in our community through one-on-one mentoring, discipleship, and fun!

Program Features:

- 1-on-1 Tutoring: Every student is matched with a caring adult who is consistent and committed.
- Snack Provided: Fuel for learning and connection.
- Supplies Included: Thanks to the generosity of CHPC covenant partners, all materials are covered.
- Faith Formation: A core part of each session includes time for discipleship, character-building, and prayer.

Whiz Kids is made possible through our partnership with City Gospel Mission and the faithful support from scholarships by our CHPC family. Whether it's at church or in the classroom, Whiz Kids continues to be a life-changing program for both students and volunteers.

Contact Elijah Kenny at ekenny@chpc.org

Jesus University - Ballet

Littles Group (Ages 3-6) | Fridays | 6:30PM-8:00PM

Middles Group (Ages 7-12) | Saturdays | 12:00PM-2:30PM

Advanced Group (Ages 12-18) | Saturdays | 12:00PM-2:30PM

Jesus University was started (in partnership) with City Gospel Mission at CHPC in 2015 with 14 girls, and has now grown to serve 43 in three separate ballet classes. Our dancers are mostly from College Hill, and the majority of our girls could not otherwise afford private dance lessons. Our goal is to make ballet accessible and affordable for the families we serve. Through instruction and mentoring, we help girls build character, self-esteem, discipline, and a love of dance. We also strive to connect our families to Jesus and to CHPC.

Contact Helen Brooks at terrycharyse@yahoo.com

THE BASICS

OUR TEAM

	Nikki McKenna Director of Family Ministries NMckenna@chpc.org Interesting Facts: I love creating and inventing new ways to improve lives and one day my goal is to surf the waves on Waikiki Beach in Honolulu!
	Elijah Kenny Family Ministries Coordinator EKenny@chpc.org Interesting Facts: I sing, act, and seek the sky. I'm called to serve and born to fly! Eat my home cooked meals and it might just change your life.
	Kenya Luke Family Ministries Coordinator KLuke@chpc.org Interesting Facts: I played soccer for 5 years and even got the opportunity to be an assistant coach for my little league team. It was an amazing full circle moment. I also have a cat named Steve. He was around \$10 dollars on Craigslist and he's been my best friend ever since.
	Lex Bowerman Family Ministries Coordinator Lbowerman@chpc.org Interesting Facts: I have two dogs, a Newfoundland and a Boston Terrier, named Appa and Happy. I played Rugby for two years in high school and a year in college.

Helen Brooks

**Director of Jesus University
(513) 541-5676**

Interesting Facts: I have 19 grandkids and 2 dogs. I love to dance in the middle of the room with my husband and I love to go camping with my family. My goal is to retire early, travel, and continue to work with underserved girls through the city with Jesus University.



Shannon Caton

**Director of 3C's Preschool and Kindergarten
3cnurseryschool@gmail.com**



Interesting Facts: As a child, my family was on the show Family Double Dare. We won and got to the obstacle course, but got stuck on the giant waffle and couldn't find the flag. I have been a part of the 3C's ministry for 18 years. I have been a teacher, an aide, a parent who participated as all 4 of my children went through it, and now as a director.

OUR MINISTRY

SUNDAYS

FAMILY WORSHIP ZONE | SUNDAYS AT 9:00AM

During the Sunday morning first service, our Family Worship Zone located in the Sanctuary welcomes families with children ages 6 weeks to 6th grade.

NURSERY | SUNDAYS AT 10:30AM

During the Sunday morning second service, we offer nursery services for children 6 weeks to age 3.

SUNDAY SCHOOL | SUNDAYS AT 10:30AM

Our Family Ministries meet for fun, kid-friendly worship services during the Sunday morning second service. Serving children ages 4 to 6th grade.

OUR ENVIRONMENTS

There are several environments for children in our ministry. Each one is designed to strategically invite children and families on a journey into deeper relationships with their peers, our adult leaders, and Jesus, and each one is designed with every child in mind – the children who've grown up in church and our first-time guests too.

SPECIAL EVENTS: Throughout the year, we'll host several big events designed to help children connect with each other, with their families, and with our Sunday leaders. Special events will often be the place where children or families walk into our ministry for the very first time.

WEEKLY DESIGN: Our weekly design was created to help children grow spiritually in four key areas. (We'll get to those in a minute.)

OUR GOAL

It can be hard to know when things are progressing in Family Ministries. Is what you're teaching sinking in? Are children growing in their faith? That's why we decided to go ahead and define the primary goal for our ministry. It's the one thing that we, as a ministry team, want to achieve. It's the goal we want to keep in mind at all times. And it's what motivates and guides everything we do. It goes like this...

**WE WANT TO HELP CHILDREN AND YOUTH GROW TO LIVE OUT
THEIR FAITH**

NEW (AND CONTINUED) GROWTH

Now, we use the idea of "growth" for a reason. All things considered, we're only with these children for a short amount of time. We know there's no finish line or certificate of completion when it comes to spiritual growth, so our goal is to get them moving in the right direction. Spiritual growth is a journey (a life-long journey), so we want to set these children up to grow with God throughout their whole lives. So, any time a child makes progress toward embracing, sharing, or living out their faith, we get to celebrate.

LIVING OUT THEIR FAITH

We want children to learn to live out their faith. We want to help them build the confidence to identify and talk about exactly what it is they believe about God while they make choices informed by their beliefs. So what does it look like for a child to live out their faith? We believe there are four areas that both lead to and are a result of spiritual growth. We call these four areas our four spiritual habits.

1. **SPEND TIME WITH GOD:** Sometimes it's the only spiritual habit we can name. After all, isn't "growing spiritually" synonymous with "spending time with God"? Well, not exactly, but it's still pretty important. After all, if children are ever going to make their faith their own, they've got to start spending time with God on their own. It means opening the Bible, having conversations with God, and discovering how they best connect with God through worship, on their own.
2. **SPEND TIME WITH OTHERS:** Engaging in healthy community can, and should, be a spiritual habit we help children develop. But "healthy community" doesn't just mean hanging out with Christians. This spiritual habit is about growing in Christlike relationships with everyone.
3. **USE THEIR GIFTS:** Children need to know that God made them unique, special, and with really specific gifts, talents, passions, and resources. Then they need to use those gifts to love God, love others, and influence the world around them. Because when children begin to discover who God made them to be, and then use their unique identity to love both God and others, they will grow.
4. **SHARE THEIR STORY:** Children need to learn how to talk about God. Sharing your story is the spiritual habit of making faith a regular, everyday, go-to topic of conversation in our lives. Because when we talk about God and His place in our story (or, more accurately, our place in His story), it helps us believe, understand, and take ownership of our faith.

We count it as a win whenever a child takes a step toward owning their faith by practicing one, or maybe even all four, of these spiritual habits.

DISCIPLING CHILDREN

Do you know the last thing that Jesus said to His followers while He was on earth? "Go and make disciples." It is The Great Commission: Duplicate yourselves. Go and make more of you. Take your faith and pass it on to someone else.

When we talk about helping children begin to own their faith, we're really just talking about discipleship. So what is discipleship? Here are three thoughts...

DISCIPLESHIP IS ABOUT LIVING, NOT LEARNING

Rather than only asking, "What can we teach a child about God?" we ask, "How can we help a child live out their faith?" It's not just about teaching them about Jesus – it's about modeling what faith in Jesus looks like. That's why relationships are such a key part of our ministry. Because discipleship isn't taught in a classroom – it's modeled in everyday life.

DISCIPLESHIP HAPPENS IN COMMUNITY

One way discipleship happens best is in a community of people. We focus our energy on getting children plugged into consistent environments, emphasizing the role of parents and families, and surrounding children with a community of Jesus followers. Discipleship takes all of us!

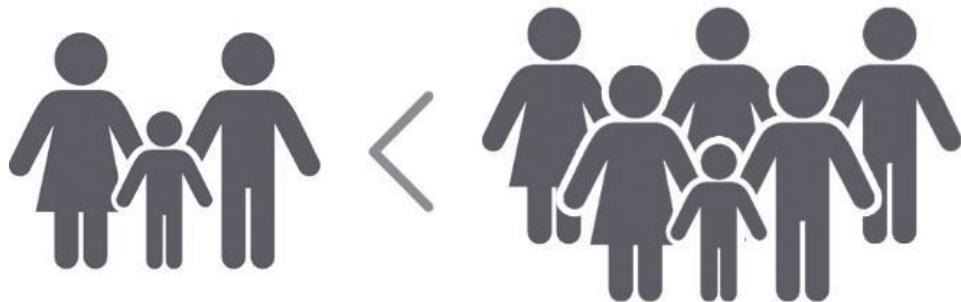
DISCIPLESHIP IS A PROCESS

Discipleship is never really complete because learning to live out our faith is a life-long process. And because we know discipleship takes time, we want to put people in the lives of children who are in it for the long-haul - because it's an ongoing process.

ENGAGING WITH OUR LEADERS

As a parent, you are making a huge impact in your child's life. The impact you're making is far more significant than any impact we, their church, could ever hope to make. You are the most important voice in your child's life, both now and for a lifetime.

But in all of our time caring for children, we've learned something really important. (We drew a picture to help you remember it.) We believe that, in every child's life, this is true: your best chance at influencing your child's faith and future is to recruit other adults to influence them with you.



Dr. Kara E. Powell and Dr. Chap Clark, authors of *Sticky Faith*, encourage parents to "develop a sticky web of relationships" for their children. We love that idea! Especially during the childhood years, when you're laying a foundation for your child's future faith and choices, we want to come alongside you by creating a pool of trustworthy adults who can help you influence your child.

That's why we are so committed to our Family Ministries Leaders. Sundays are focused on connecting your child with an adult you can trust so together we can better influence their faith and future.

So, this year, engage with your child's Sunday leader(s). They can be a powerful ally for you and your family!

We wholeheartedly believe our Family Ministries' success is directly correlated to consistent parent/guardian involvement. Throughout the year we will request your participation in these specific areas: special events & outreach, weekly design, and connections camp.

THE FINE PRINT

SAFETY GUIDELINES

The safety of your child is a priority for our ministry, so we wanted to get you in the loop on how we plan to care for and protect them.

WE SCREEN LEADERS

Before any leader is permitted to serve with us, they undergo a criminal background check.

WE SET BOUNDARIES

We have set a number of guidelines for our Family Ministries staff and leaders. As a parent, you can help us make sure your child is well-cared for by helping us maintain these boundaries.

- No adult may ever be alone with children.
- Adults may never be in a bathroom alone with children.
- All rooms will have the proper ratios of trained adult leaders.
- All staff members and leaders must maintain appropriate physical boundaries with children at all times. Leaders will be trained in appropriate touch.
- To help keep children safe and healthy, children will not be allowed to enter into Family Ministries if they have any of the following: fever of 100° or greater (children must be fever-free without the use of medications for 24 hours prior to returning to a classroom), vomiting, diarrhea, chills, sore throat, excessive runny nose, bad cough, rash, pink eye, or lice.

WE HAVE FIRM PICK-UP AND DROP-OFF POLICIES

Children are under the care and supervision of their parents until they are checked in to our Sunday morning ministry. We require all children 6th grade and under to be checked in and escorted to their class by a parent or guardian.

We encourage parents to make drop-off quick, even with younger children who may have a hard time. Separation anxiety is normal (and healthy!) but if you want us to contact you after a certain amount of time of crying, let our leaders know.

Our check-in and check-out policies are...

- Children must be checked in for services by parents, using our check-in kiosk. When you check your children in, you will get a guardian label that matches your child's.
- A parent or guardian must be present for child pick-up and drop-off.
- You must show your guardian label to the leader in order to pick up your child.
- If you lose your guardian label, see a member of our Family Ministries team.
- Children should use the restroom before coming to class.
- Children should leave personal belongings at home.
- If your child has a special need or medical issue or allergy that we need to know about, let our Family Ministries team know when you register your child.
- To request late arrival or early pickup please contact Nikki McKenna (513-491-5571)

Key FOBs

Families who are consistently in attendance over a 120 day period may request a key FOB from either Nikki or Kenya.

Tribe 12 (7th-12th)

Permission must be given at registration for your child to perform self check-in/check-out, drive to and from Youth Group with a non parent/guardian, and to walk home from Youth Group alone.

WE TAKE SAFETY SERIOUSLY

We take the safety of your children very seriously. We screen and background check all the adults working with children and we do not allow adults into our Family Ministries if they aren't screened. If you want to observe your child in class, see a member of our host team for a guest pass.

If you lose your guardian label, a Family Ministries leader will need to contact Nikki and they will verify in our computer system to make sure you are authorized to pick up the child. If there are any custody issues, this information will need to be provided at the time of registration.

All guests must be registered before attending any Family Ministries activity.

SAFETY & SUPERVISION PROTOCOL

For the safety and security of all staff and participants, Family Ministries follows a clear housing protocol.

When overnight accommodations are required, staff and volunteers under the age of 18 may not share a room with staff or volunteers over the age of 18 unless there are always two or more adult leaders of the same sex present.

Male and female staff or volunteers may not share a room together. Same-sex staff, volunteers, or students may share a room, but everyone must have their own separate bed.

These guidelines are in place to promote healthy boundaries, safeguard our staff and students, and ensure the highest level of care and accountability in all ministry settings.

WE CONSIDER ALLERGIES

Due to the risk of allergies, we do not allow outside foods in the classrooms.

If your child has a medical need or allergy, let a Family Ministries member know at registration. We cannot administer any medications. An allergy alert sign will be posted when food and drink are used in the Learning Center.

WE TEXT PARENTS

If we need to get a hold of you at any point during the service, we will text you. We will text parents if children exhibit symptoms of illness, are crying inconsolably for more than 10 minutes, or if a child behaves in a disruptive manner.

WE HAVE EMERGENCY PROCEDURES

Our church has emergency procedures posted in every classroom and all leaders are trained for weather emergencies, medical emergencies, evacuations, and lockdown procedures. If an emergency occurs, children will not be released until the area is cleared and the parents have their guardian label.

WE REPORT DANGEROUS SITUATIONS

Our church policy is to report any signs or suspicions of child abuse or neglect.

CONTACT US

LET'S STAY IN TOUCH

This year, we'd love to stay in conversation with you. Here are a few ways we're hoping we can keep the lines of communication open...

EMAIL

We send an email just for parents every month. It's packed with information on our ministry and on how to be an even more awesome parent. Visit <https://chpc.org/families/>.

SOCIAL MEDIA

We post photos, videos, and updates from our ministry each week. Follow along at...

FACEBOOK: www.facebook.com/chpc

INSTAGRAM: www.instagram.com/chpc

DISCUSSION GROUPS

We will host 2 discussion groups for parents throughout the year. Look out for updates in the Family Ministries Newsletter, Sunday Bulletin, End-of-Service Announcements.