

# Sidewalk Funday School

A Children's Church

Teaching GOD's Children From "HIS" Heart

## Missionary Manual



LUKE 4:18

King James Version

The Spirit of the Lord is upon me, because  
He hath anointed me to preach the gospel to the poor;  
He hath sent me to heal the brokenhearted,  
To preach deliverance to the captives, and  
Recovering of sight to the blind, to set  
At liberty, them that are bruised.



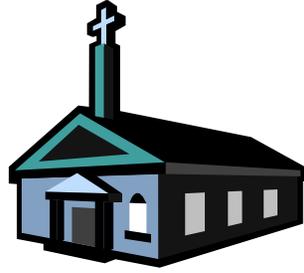
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The purpose of this manual is to educate potential missionaries and remind current missionaries of the policies and practices of **Sidewalk Funday School, A Children's Church, Inc.**

This manual is **ALWAYS CHANGING**, so it is imperative and highly encouraged that you attend any **Training Sessions** to keep up to date on any changes.

You will also get to meet other ministry missionaries and you can also be an encouragement to others as you hear how each **Site Leader** runs their own site ministry.



## Welcome to Sidewalk Funday School, A Children's Church!

Thank you for your interest in helping **Sidewalk Funday School, A Children's Church!** It's one thing to donate money, but the selfless investment of your time, which is irreplaceable, to participate in a local missionary experience results in returns that will only be measured in eternity.

However, there are examples of an earthly reward. Here is an example:

*"My brother, my sister, and I started coming to Funday School, and I got my Dad, step-mom and grandmother involved and now they are all saved and going to church. Every now and then my Dad tries to find time to go to Funday School, and it has changed all of our lives because we found Jesus."*

Charles – a young child from the Jacksonville area.

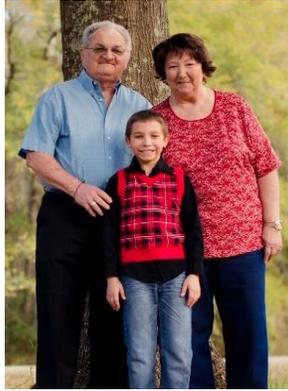
The ultimate success of our ministry is based on the amount of **commitment and preparation** everyone puts into it. This manual will not only strengthen your level of commitment, but it will serve as an excellent resource as you prepare to work with SFS and teach the up and coming leaders of tomorrow.

Since Sidewalk Funday School, A Children's Church began ministering to children in a playground in 1996, hundreds of missionaries have contributed their money, time and efforts, reaching an untold number of children and their parents. For them, for you, and for those yet to come, I and those families are forever thankful.

May God, bless you,

A handwritten signature in cursive script that reads "Kimberly V. Hansen".

Kimberly Hansen, President



## About the Founders

Betty and Burl Traylor were married in 1993 and resided in Jacksonville, Florida. Both were medical professionals. Burl was a paramedic for 12 years and Betty was a Respiratory Therapist for 35 years.

*Luke 4:18 - "The Spirit of the Lord is upon me, because He has anointed me to preach the good news to the poor, He has sent me to heal the brokenhearted, to preach deliverance to the captives, and recovering sight to the blind, to set at liberty them that are bruised, " (KJV)*

That is the verse Betty and Burl took to heart when an event took place in 1995 that would ultimately change the course of their lives. God called them to one of Jacksonville, Florida's local churches, where they began to work with the inner-city ministry. Eventually they both took a trip to New York City and spent some time with Pastor Bill Wilson, who is the founder of Metro Ministries, the world's largest Sunday School.

One year after that trip, they both stepped out of their comfort zone and began to minister to children unable to attend any Sunday School or Church. In the playground of a public housing community in Jacksonville, Florida both Betty and Burl set up their equipment, where they taught praise songs, memory verses, and shared the love of Jesus Christ. Within a short time, they were ministering four days a week at four different community sites.

In 2003, God healed Burl of his severe congestive heart failure and was removed from the heart transplant list. Wanting to be faithful, Betty quit her job and they both ran the ministry full time together.

Robbie came into their lives when he was only two weeks old, just out of NICU, and weighing just over 3 pounds. In 2006, Betty and Burl adopted Robbie when he was just 18 months old and now Robbie celebrates his adopted birthday with Burl and Betty on her birthday.

On March 6<sup>th</sup>, 2015, Betty, the ever-faithful servant of Jesus, met Him. Her ministry continues through the SFS missionaries fulfilling "*Luke 4:18*".



**Kimberly Hansen, President**

## **Love Jesus, Love Children, Share the Gospel.**

I believe those words accurately sums up the theme of the life of my friend and my mentor, Betty Traylor. Betty's life demonstrated what our Lord and Savior said was the greatest Commandment; to love the Lord your God with all you heart, soul, strength and mind and to love your neighbor as yourself. She weaved the greatest commandment beautifully together with Jesus' final command; to Go and Make Disciples.

Before getting to know Betty, I didn't know about or understand the Ministry of Sidewalk Funday School. Like probably many of you, I had heard about the Christmas party, but I did not realize it was a six day a week children's church in multiple locations, all over the city of Jacksonville!

As I got to know Betty and understand the ministry, God drew me to her more and more. My heart has been towards missions since I was a young adult when my husband and I attended the first of what would be several short-term mission trips. We have even had the chance to take our daughter, Sabrina, on one. We had prayed for years to seek God's will on how we were to be involved in missions, but the door never opened for us to go the international mission field. Once we were entrusted with Sabrina, we both very intentionally wanted to teach our daughter how to be a soul winner – and for her to know and appreciate how blessed she was for the circumstances into which she was born.

It became clear to me Sidewalk Funday School was the answer to my prayers. Here was a place not only I could serve as a missionary, but we could serve as a family. The truth is I wish had gotten involved in SFS a lot earlier! Once you experience the kids and see how hungry they are for love and the Gospel – you become convicted of the need and want to keep coming back.

I am going to miss my dear friend. There was so much more I wanted to learn from her. Please know, I view the Ministry she passed on as a Sacred Trust. Sidewalk Funday School will continue with each step bathed in prayer.

I ask you continue to pray for our board members, the missionaries, the ministry and especially the children we serve.

We will continue in Mrs. Betty's footsteps – Love **Jesus. Love Children. Share the Gospel.**



## **Sidewalk Funday School, A Children's Church, Inc.**

### **Our organization:**

Sidewalk Funday School, A Children's Church, Inc. is a 501 (c) 3, non-profit, protestant, non-denominational, children oriented Christian ministry.

### **Our contact information:**

Sidewalk Funday School, A Children's Church, Inc.

124 W. Ashley Street

Jacksonville, Florida 32202

Phone: (904) 545 - 5336 – Kimberly Hansen, President

Website: [www.SidewalkFundaySchool.com](http://www.SidewalkFundaySchool.com)

Email: [info@SidewalkFundaySchool.com](mailto:info@SidewalkFundaySchool.com)

Facebook: [1funday](https://www.facebook.com/1funday) Twitter: [@FundaySchool](https://twitter.com/FundaySchool)

Instagram: [@SidewalkFundaySchool](https://www.instagram.com/SidewalkFundaySchool)

### **Our primary goal:**

Based on Luke 4:18, **Sidewalk Funday School (SFS)** uses biblical principles to teach children and their parents a better way to live by conducting weekly bible lessons, activities, games, giving out candy and prizes as well as singing praise and worship songs.

By preaching the gospel to the poor in spirit, our goal is to:

Establish personal, trusting relationships with the children, and their parents or guardians, by meeting on a weekly basis.

Teach and show children the love of God before they have a chance to turn to drugs, crime, gangs, or a promiscuous lifestyle,

Heal the brokenhearted, so they may see the saving grace of the Lord, Jesus Christ and be delivered from the bondage of sin and,

Have the results tremendously impact their community by creating positive influences for the children, respect for themselves, their family and others, and acceptance of Jesus Christ.

## **Our secondary goal:**

The primary goal of this ministry is to bring the Good News of Jesus Christ, in both word and action, to the children and their families. The secondary goal is the transformation of missionaries' lives.

In light of these goals, missionaries are encouraged to review and remember the following:

Missionaries must be continually in prayer, studying the Word and attending a local Bible-believing church.

Missionaries must know we are worshipping and serving Jesus Christ and He will enable you to minister to those who come to the sites.

God is teaching you (the missionary) through the circumstances of the ministry. The "hands-on" portion of the ministry is not the only area God will use to transform you. Being faithful in the other areas, such as cleaning up, gift wrapping and attending meetings are a test of your commitment.

God will test, strengthen and give you patience through your daily walk with Him as you face the challenges of the ministry, be it the children, the parents or the changing needs of this ministry.

God will use Sidewalk Funday School to prioritize your life. However, we believe no ministry is more important than your family. As your involvement in this ministry develops, be realistic with your time commitment and be open to discussing the issue with any SFS leadership.

# Sidewalk Funday School

A Children's Church

Teaching GOD's Children From "HIS" Heart

**Kimberely Hansen**, President – (904) 545 – 5336

**Grace Stark**, Executive Asst. – (904) 608 – 2345

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**Charles Stevens**, Site Tech – (904) 307 – 9498

*Sidewalk Funday School*

124 West Ashley St. A-121  
Jacksonville, FL 32202

[info@sidewalkfundayschool.com](mailto:info@sidewalkfundayschool.com)

[www.SidewalkFundaySchool.com](http://www.SidewalkFundaySchool.com)

**Based on Luke 4:18.**

Our primary goal is to use biblical principles to teach children and their families a better way to live by conducting weekly bible lessons, activities, singing worship songs and playing games. Which can lead to giving out candy and prizes.



## Sidewalk Funday School Locations

Monday	Desert Winds	4:30 PM
Site Leader: Angela Holden	Address: 300 Silver Creek Trace Jax, FL 32216	
Tuesday	Normandy Estates	4:30 PM
Site Leader: Jamey Webber	Address: 8985 Normandy Blvd. Jax, FL 32221	
Wednesday	Trinity Rescue Mission	4:15 PM
Site Leader: Jamey Webber	Address: 622 Union St. W. Jax, FL 32202	
Thursday	Calloway Cove (WH)	4:30 PM
Site Leader: Julie Scott	Address: 4229 Moncrief Rd. Jax, FL 32209	
Friday	Valencia Way (EG)	4:30 PM
Site Leader: Ola Iyewarun	Address: 1214 Labelle St. Jax, FL 32205	
Saturday	Palmetto Glen (SS)	1:30 PM
Site Leader: Tamara Annett	Address: 2301 Westmont St. Jax, FL 32207	

## Child Sexual Abuse Statistics

- One in three girls and one in six boys are sexually abused before the age of 18
- 1 in 6 boys is sexually abused before the age of 18.
- 1 in 5 youth received a sexual approach or solicitation over the Internet in the past year.
- The average age for first abuse is 9.9 years for boys and 9.6 years for girls.
- Abuse typically occurs within a long-term, on-going relationship between the offender and victim, escalates over time and lasts an average of four years.
- Many child sexual abuse victims never disclose their abuse to anyone. Less than 10% of child sexual abuse is reported to the police.
- Children are most vulnerable between ages 8 -12.
- 29% of all forcible rapes occurred when the victim was under 11 years old.
- 15% of sexual assault and rape victims are under the age of 12.
- 44% of sexual assault and rape victims are under age 18.
- Children with disabilities are 4 to 10 times more vulnerable to sexual abuse than their non-disabled peers.
- Nearly 30% of child sexual assault victims identified by child protective service agencies were between 4 and 7 years of age.
- 93% of juvenile sexual assault victims know their attacker, 34.2% of attackers were family members and 58.7% were acquaintances and only 7% of the perpetrators were strangers to the victim.
- Nearly 50 % of all the victims of forcible sodomy, sexual assault with an object, and forcible fondling are children under the age of 12.
- 60% of girls who had sex before the age of 15 were coerced by males averaging 6 years their senior.
- Women who experienced sexual abuse as a child are 2 to 3 times more likely to be sexually assaulted later in life.
- Like rape, child molestation is one of the most underreported crimes: only 1-10% are ever disclosed. Source: FBI Law Enforcement Bulletin.
- Fabricated sexual abuse reports constitute only 1% to 4% of all reported cases. Of these reports 75% are reported by adults. Children fabricate sexual abuse less than 1% of the time.
- **IT IS ESTIMATED THAT THERE ARE 60 MILLION SURVIVORS OF CHILDHOOD SEXUAL ABUSE IN AMERICA TODAY.**

### What Are the Effects of Child Sexual Abuse?

- The experience of sexual abuse for a child distorts her or his self-concept, orientation to the world and affective capabilities.
- High rates of depression, anxiety, substance abuse, dissociative disorders, interpersonal dysfunction, sexual problems and suicidal ideation have all been identified to varying degrees among men and women who survive child sexual abuse.
- Child sexual assault victims are 4.7 times more likely to be the subsequent victim of a sex crime.
- Adolescents with a history of sexual abuse are significantly more likely to engage in sexual behavior that puts them at risk for HIV infection.
- A 1996 report from the US Department of Justice estimated rape and sexual abuse of children to cost \$1.5 billion in medical expenses and \$23 billion total annually to US victims.
- When sexually abused children are not treated, society must later deal with resulting problems such as mental health issues, drug and alcohol abuse, crime, suicide and the perpetuation of a cycle of sexual abuse.

**Reference:** [http://www.parentsformeganslaw.org/public/statistics\\_childSexualAbuse.html](http://www.parentsformeganslaw.org/public/statistics_childSexualAbuse.html)

## **Definitions of Terms:**

**Bullying** – refers to willful aggressive behavior that is directed towards a victim who may be outnumbered, younger and weaker, with a disability, less confident or otherwise vulnerable more particularly.

**Child Abuse:** – the mistreatment of a child by a parent, guardian or someone that is caring for a child.

**Coercion:** – is the practice of forcing another party to act in an involuntary manner using intimidation, threats or some other form of pressure or force.

**Corporal Punishment:** – a kind of punishment or penalty imposed for an alleged or actual offense which is carried out or inflicted for discipline training or control of the child.

**Cyber Bullying:** – is the use of information technology to repeatedly harm or harass other people in a deliberate manner. It could be limited to posting rumors or gossips about other people on the internet bringing about hatred in other's minds, or it may go to the extent of personality identifying victims and publishing severely defaming and humiliating them.

**Emotional (Psychological) Abuse:** – any act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of identity, dignity, and self-worth. Can also be called **Mental Abuse**.

**Exploitation:** – unfair treatment or use the practice of taking selfish or unfair advantage of a person or situation usually for personal gain.

**Harassment:** – to disturb persistently; torment, as with troubles or cares; bother continually; pester; persecute.

**Offender:** – somebody who is willing to hurt someone or violate the law or a code of conduct.

**Peer Abuse:** – one who brings mistreatment, insult or deception in excessive amounts to another individual of the same peer group, this is done physically, mentally, emotionally or sexually.

**Physical Abuse:** – is an act of a person involving contact of another person intended to cause feelings of physical pain, injury or other physical suffering or bodily harm.

**Punitive:** – a punishment creating burden or difficulty/hardship.

**Retaliation:** – deliberately harming somebody in response or revenge for a harm he/she has done.

**Sexual Assault:** – is any involuntary sexual act in which a person is coerced or physically forced to engage against their will, or any non-consensual sexual touching of a person.

**Sexual Harassment:** – unwanted sexual advances or unwanted sex related behaviors towards somebody.

**Sexual Abuse:** – also referred to as **molestation**, is forcing undesired sexual behavior by one person upon another.

**Sexual Exploitation / Sexual Violence:** – are umbrella terms, encompassing a variety of harmful and abusive behaviors, focusing on children and young people as being anyone under the age of 18 years old.

**Verbal Abuse:** – (also known as **reviling**) is described as a negative defining statement told to the victim or about the victim, or by withholding any response, thereby defining the target as non-existent.

**Victim:** – are those who are experiencing an excessive amount of physical, mental, emotional and sexual abuse from someone of their peer group.

**Voyeurism:** – Sexual interest in or spying on people engaged in intimate behaviors such as undressing, sexual activity, or other actions usually considered to be of a private nature.

***SFS takes the safety of the children and its missionaries very seriously.  
This is the reason SFS strictly enforces the completion of the required  
Application Process and the TWO ADULT rule.***

Florida Statutes

Title V  
JUDICIAL BRANCH

Chapter 39  
PROCEEDINGS RELATING TO CHILDREN

**39.201 Mandatory reports of child abuse, abandonment, or neglect;  
mandatory reports of death; central abuse hotline. —**

(1)(a) Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).

(1)(b) Any person who knows, or who has reasonable cause to suspect, that a child is abused by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).

(1)(c) Any person who knows, or has reasonable cause to suspect, that a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender, as defined in this chapter, shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).

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(2)(b) Each report of known or suspected child abuse by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, shall be made immediately to the department's central abuse hotline. Such reports may be made on the single statewide toll-free telephone number or via fax, web-based chat, or web-based report. Such reports or calls shall be immediately electronically transferred to the appropriate county sheriff's office by the central abuse hotline.

(2)(c) Reports involving a known or suspected juvenile sexual offender or a child who has exhibited inappropriate sexual behavior shall be made and received by the department.

Legislation requires any individual who suspects a child has been abused by any person to report that to the Florida Abuse Hotline. Any allegations a child was abused or neglected by a caregiver will be investigated by the Department of Children and Families, while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately electronically transferred to the appropriate local law enforcement agency where the child lives.

Penalties for those who suspect a child is being abused but fail to report it have been increased from a misdemeanor to a **felony**. Financial penalties have also been increased.

**If you suspect or know of any child who is being harmed, call the Florida Abuse Hotline at 1-800-962-2873 (TDD 1-800-453-5145).**



**If you see a child in immediate danger, call 911.**

When contacting the Florida Abuse Hotline, please have as much of the information listed below available before you call. This information is important to know no matter who is reporting or what method they choose to report.

If you are unable to obtain some of the information below, you may still call the Hotline and a counselor will assess the information available to see if it meets statutory criteria for the Department of Children and Families to initiate a protective investigation.

Use the form **provided on the truck** to fill out any suspected Child Abuse and email the completed form to [info@sidewalkfundayschool.com](mailto:info@sidewalkfundayschool.com)

## Two Adult Rule

**A minimum of two adults must be present  
With a child when separate from the group.**

**(HUSBAND AND WIFE ARE NOT TWO ADULTS!!)**



### **SFS believes it is our responsibility to:**

- Protect the children in our care.
- Protect the staff and missionaries from being exposed to false accusations of sexual misconduct or any other questionable activity.
- Protect the ministry by requiring the successful completion of our application process.

### **SFS Requires:**

- A love of Jesus and his children
- A written application with required references
- A background check
- A personal interview

### **What is expected of all Staff and Missionaries?**

- Complete the **Child Sexual Abuse Prevention Training** program.
- Immediately report any inappropriate or suspicious behavior to a staff member, which includes suspected abuse by someone or any child who presents signs of abuse. No one will ever be in trouble for reporting suspected abuse. Penalties for those who suspect a child is being abused but fail to report it have been increased from a misdemeanor to a felony. Financial penalties have also been increased.
- Follow all SFS policies, which are designed to reduce child isolation, increase accountability and protect the missionary and the ministry.



Characteristics of the potentially "**abused**" child include, but are not limited to:

- ↳ Younger age, exhibits shyness, prefers isolation
- ↳ Single parent home
- ↳ Drug/Alcohol abuse by parents
- ↳ Parents emotionally unavailable
- ↳ Inadequate parental supervision

### **How will you know unless you visit the parents of "your" children?**

Characteristics of the potential "abuser" include, but are not limited to:

- ↳ Adults of any sex or ethnicity.
- ↳ Single adults who work / volunteer with children's activities
  - Who seem preoccupied with children
  - Who have no children in the program
  - Spend their free time doing "special" things with children
  - Engage in inappropriate contact
  - Act like children (by dress, behaviors)
  - With no children, yet seem to know a lot about current fads, music, games
  - Overly helpful, especially with children
  - Prefers the company of children
  - Roughhousing and tickling
  - Seeks to spend extra time and attention to one child
  - Buys toys, jewelry or clothes

### **How will you know unless you observe the activities?**

#### **Some steps for prevention.**

- ↳ Get to know the child, so you will notice any change in their personality.
- ↳ Get to know the child's parent/guardian, so you will know more about their background.
- ↳ Keep the children within your sight. If they leave, observe if they are followed.
- ↳ Exercise the **TWO ADULT RULE** - at all times.
- ↳ Watch for inappropriate physical behavior between children and others.
- ↳ If you observe overt sexual behavior or bullying, stop it and report it.
- ↳ No child can sit in your lap, but they can sit beside you.
- ↳ Appropriate physical contact - shoulders, hands, arms, head or back.

Nationally, and in Florida, neglect is the most common form of child maltreatment. In Florida, between 40 and 50 percent of the verified reports every year reflect neglect. Many of these reports involve children who are left unsupervised. In general, children younger than 10 to 12 years of age should not be expected to care for themselves or younger siblings for long periods. Most suspected neglect is not of a life-threatening nature. So, before we conclude the parent or caregiver is willfully failing to provide the necessities needed by the child, we need to determine whether the caregiver has the financial means to do so. The first intervention would be a gentle inquiry made to the parent by a visiting TWO ADULT missionary team. This process is called visitation, which is discussed later in this manual.



### **Incident Reporting Procedures**

If an incident occurs while onsite and either a child or missionary is injured, please fill out an Incident Report that is provided on the truck in a binder. If the injury is significant and requires immediate medical attention, please dial **911** before you do anything else.

Incidents can include, but are not limited to:

- Fighting (Punching, Kicking, Slapping or anything that can cause an injury),
- Cuts or Bruises:
  - If bruises are prominent before the child sits on the mat, please pull the child to the side and refer to **Pages 9-11** of this manual.
  - Only fill out an **Incident Report** if the cuts or bruises are prominent or cannot be contained by a simple Band-Aid. A **First Aid Kit** is provided on the truck.
- Slipping or Falling:
  - Only report if the child has a significant cut or laceration that may require medical attention.
- Head Injuries:
  - If a child sustains a head injury, please get medical attention. Do not take chances with any type of head injury as one little bump may cause severe trauma or damage.

# **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

**QUICKLY DETERMINE THE MOST REASONABLE WAY  
TO PROTECT YOUR OWN LIFE.**

**THE CHILDREN ARE LIKELY TO FOLLOW YOU (SFS MISSIONARIES)  
DURING AN ACTIVE SHOOTER SITUATION.**

## **1. Run**

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

## **2. Hide**

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

## **3. Fight**

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and/or throw different objects at the person who is shooting

**CALL 911 WHEN IT IS SAFE TO DO SO - DON'T STOP!**

**WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE**

- Remain calm, and follow officers' instructions
- Always keep hands visible
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

**INFORMATION YOU SHOULD PROVIDE TO  
LAW ENFORCEMENT OR 911 OPERATORS:**

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location.

## **Missionaries**

Sidewalk Funday School, A Children's Church, Inc. (SFS) recruits, selects and trains qualified applicants to serve in various positions within the ministry as missionaries.

## **Recruitment**

SFS expects the current missionaries to be purposeful and passionate about their calling to the ministry and to tell others. This recruiting effort will help expand the ministry with like-minded missionaries who will be bold enough to tell others about it and ask if they have a desire to join.

## **Selection**

The selection process requires a background check, completion of an application, an interview and supervised instruction sessions.

## **Training**

It is recognized that the effectiveness of this ministry depends upon commitment and preparation. All missionaries will receive initial church site training, will be issued SFS curriculum and participate in periodically scheduled training sessions.

## **Assignment**

Based on your experiences, talents and desire, you will be assigned a position within SFS. Your desired ministry site will be considered but is not always guaranteed.

## **Missionary Bill of Rights**

Sidewalk Funday School recognizes its missionaries have the following rights:

- ➔ To be treated, recognized and appreciated as co-missionaries, not free help.
- ➔ To be engaged in a suitable assignment.
- ➔ To obtain appropriate training.
- ➔ To receive sound guidance.
- ➔ To have a part in the planning process by submitting feedback at training meetings.

## **Missionary Discipline**

A missionary will be immediately discharged from service for theft, dishonesty, falsifying records, excessive tardiness or absences, willful destruction of SFS property, insubordination, inappropriate conduct, sexual harassment or any other serious offense.

A written notice will be given for lesser offenses, such as not following the policies and procedures as stated in this manual. Sidewalk Funday School reserves the right to terminate any missionary at any time with or without cause.

## Site Positions



### **Site Team Leader**

- ↳ Responsible for all aspects of the site,
- ↳ All other involved missionaries will report to and take direction from the Leader,
- ↳ Is the primary teacher,
- ↳ Will teach missionaries the ministry program so they can assume a leadership role,
- ↳ May delegate responsibilities to other missionaries as necessary,
- ↳ May assign a secondary teacher in case of absence.



### **Sound Coordinator / Driver**

- ↳ Responsible for setting up and maintaining the public address/music system,
- ↳ Responsible for notifying the Transportation Manager if repairs are required,
- ↳ Responsible for notifying the Transportation Manager of any incidents involving the vehicle,
- ↳ Coordinate with the Site Team Leader to ensure the correct music program is prepared for the lesson plan.

### **Games Coordinator**

- Will research, obtain equipment and teach approved games to the site's attendees.
- Will report any new games to the Curriculum Director to review for each lesson.

### **Music Coordinator**

- Will research, obtain and teach any approved music to the site's attendees,
- Will report to the Sound Coordinator with any new music to review for each site.

### **Record Keeper**

- ↳ Keep a record of all the attendee's names, addresses, age and any permission slip or emergency information form that may be required.
- ↳ Must complete the web-based form within 24 hours following the event.

### **Site Counselor**

- Is intended to be a spiritual counselor only.
- Will assist the Site Team Leader in answering specific questions a child may have concerning the scriptures and the principles contained therein.
- Will work with children who plan to follow Christ by verifying what the child knows and what the child may need to successfully begin their walk with Christ.
- Must refer to the Site Team Leader with any information that is outside their approved area of involvement.
- Will report to the Site Team Leader on the spiritual status of each child.

## Positions filled by the attendees at each church site

### TEEN Leaders

- TEEN Leaders should be selected from the older children attending the site ministry.
- These children will help the staff call the children to the site, pass out fliers, help with setup/tear down and the control of the other children.

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## Other Positions

(Not required at the church site)

### Website / Database Administrator

- Gather the most useful and up-to-date information pertaining to the ministry from various sources throughout SFS such as testimonies, site reports, future activities,
- Prepare written, visual and audio content of the website, as requested, based on input from any **SFS Staff**,
- Present the proposed changes to the President before posting to the web site
- Maintain the website, which includes installation, configuration, support and ongoing maintenance to ensure web services, programs and links are timely and function securely and efficiently.
- Stay up-to-date on technologies which may enhance the website and present to staff.
- Maintain accurate database of contacts and a list of missionaries
- Send monthly, or as required, emails and letters
- Able to produce a roster from the database as required

### Curriculum Director

- Is in charge of making sure the lesson is passed out to each Site Team Leader,
- Will research and obtain new lessons to be used during the season,
- Will report directly to the President with any new lessons that need purchased.



### Newsletter Publisher

- Gather information from the President and site team leaders
- Write newsletter
- Send to Kim or Wayne for approval
- Print hard copy for mailing
- Mail newsletter

### Party Coordinator

- Coordinate and direct any party happening within the SFS ministry,
- Recruit volunteers and other missionaries.
- Gather information to help assist the setup of any party.



## **Marketing Coordinator**

- Maintain vehicle markings.
- Contact and prepare materials for conferences.
- Sell the ministry to the community.
- Research opportunities to involve the ministry.
- Monitor the website for content and user friendliness, make suggestions.



## **Transportation Manager**

- Ensure all vehicles / trailers are properly licensed.
- Ensure all vehicles / trailers are properly maintained.
- Ensure all vehicles / trailers are clean and presentable to the public.
- Ensure all equipment on the vehicles / trailers is properly maintained (sound, signs, etc.).



## **BEFORE YOU ARRIVE**

### **Leadership is where it all begins**

There's an old saying in Christian education: *"If you don't put on a program for the kids, they'll put one on for you."* You don't want that to happen!

Everything rises or falls on leadership. It begins with spending preparation time during the week. You cannot stand up with a handful of material you haven't studied and expect to succeed. You must prepare: prepare yourself, prepare the materials, prepare your staff, and prepare your "Church Room". As a leader, you must lead. You are responsible for what will be accomplished. You are responsible for the sites being prepared. You are responsible for the staff being prepared. You are responsible for what the kids will learn. You are responsible for setting the tone or mood. The kids at your site will rise no higher than the expectations you have set.

There is no reason for coming to any session unprepared. Each week, in your teacher's manual, the lesson has been outlined for you. All the props you will need to present an exciting program for your kids are available or you can make your own.

There is a definite correlation between the amount of time you spend in preparation and the success of your CHILDREN'S CHURCH. Being responsible does not mean the leader is to do everything. Jesus trained 12 people to take His place. We should follow His leadership example. Everyone has a strength or talent. There is a link to a [Spiritual Gifts Evaluation](http://www.SidewalkFundaySchool.org) on the ministry web site, [www.SidewalkFundaySchool.org](http://www.SidewalkFundaySchool.org). Great leaders surround themselves with people who have strengths different from their own and are willing to let them work.

Get your team to create backdrops and designs or to use the poster boards we have bought with positive sayings on them. Maybe use one of them as a theme point and constantly reference it during your teaching time. Encourage creativity. Delegate the responsibility for these designs. You do not have to do all the work yourself. Working with your team is one way a site is successful.

Train the older kids to play a part. People want to be part of success. In many cases, helpers are set up to fail. We set a bad example by putting helpers into last minute, ill-prepared efforts and expect them to know what to do. Instead, set aside an afternoon or right after the service, to brief your team for the next week's lesson and what you have in mind to happen. Tell them what you need them to do for the following week.

We feel the ministry should be exciting with the children on the edge of their "seats", eager to return next week. This ministry is a matter of life or death. God's business is the most significant business in the world. Nothing is more important and as the leader you must understand and believe that truth.

Power comes through prayer. Experience is no substitute for prayer. No materials are so well-designed that you do not need prayer. Without prayer, you are going to fall short. You must know God, and you have to know what He wants you to teach. Be sure to pray through the week.

### Weekly Check List

\_\_Prayer

\_\_Whistle

\_\_Lesson

\_\_Any extra items you prepared which **ARE NOT ON THE TRUCK / TRAILER**

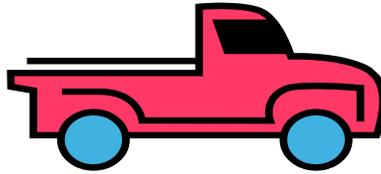


### Weather Conditions:

During any kind of storm, it is vigilant that safety become a **Primary** concern for both the children and the workers. Below is a contingency plan in case of such weather conditions.

- ↪ **Lightning and/or Thunder:** That day's session will be cancelled
- ↪ **Rain:** Driver and/or Site Leader will need to go to the site and make an assessment. If it is raining, then please inform the other missionaries not to come.
- ↪ **Cold Weather:** If temperature drops below 45°F / 7°C then that day's session will need to be cancelled.
- ↪ **Hot Weather:** If the temperature reaches above 100° / 37°C the day's session will need to be cancelled.
- ↪ The **Site Leader** has the final call determining the day's session.

Any other weather will be assessed by the **Site Leader** to determine that day's session. Please remember **Safety is key to our success** and always inform your team of any decision you make regarding the weather...



## WHEN YOU ARRIVE:

### Genesis 24:42

“So today when I came to the spring, I prayed this prayer: ‘O LORD, God of my master, Abraham, please give me success on this mission.’”



### **All team missionaries should pray together before the session starts.**

Why is prayer so important? Prayer releases us to trust God. It takes the focus off of us and puts it where it belongs, on HIM. Prayer covers us especially where we are lacking. Where we lack, God is not slack. All of our knowledge and experience and materials cannot substitute for allowing the Holy Spirit freedom to have done that which the FATHER desires through prayer.

## CHURCH SITE SETUP

The site area, which is outside, should be set up and ready to go at least 15 - 20 minutes prior to the designated start time. It is important to be ready to go before the first child arrives. If children are there, teach them and assign tasks to help in the set-up process.

### SETUP CHECKLIST

1. Set out the two SFS signs, (yard signs on distance from the area, facing site. We want to let everyone and they can join us.



the truck/trailer), a away from the ministry know what is happening

2. Crank up the volume, but no so loud it causes problems...

When you are ready for the program to start, have the music playing upbeat music. We want the kids to know this is an exciting place, even though it is outside.

3. You may select children to assist the TEEN LEADERS for certain tasks during the ministry. You will want some help to set up, clean up and with the pledges, music and passing out materials.



4. Get the tarps, sandbags and the equipment you will use for the games on the ground. Divide the boys from the girls. Sit boys on one side, girls on the other. At this age, boys usually don't like to sit with girls, and vice versa, so it is a natural separation. Do this as they are being seated. Tarps should already be placed on the ground, so just show them which tarp is for the boys and for the girls. There are important reasons for this. First, it helps with discipline at this age. You can make a contest out of seeing which side behaves the best. Another reason is sportsmanship. The games are usually designed for boys against the girls. This separation also helps during the teaching time because you can create a positive motivator between the boys' side and the girls' side to determine which side can be the quietest and win the prize.

5. Setup the truck with flags, prizes, signs, etc.

6. **PLAY GAMES** and Have Fun!!!!

# WELCOME

## Order of Service

**Welcome!!**

**Mark 9:37**

*Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me.*



Do you know what “mosaic thinking” is? It’s the prevalent kind of thinking in today’s generation---multiple input. Here it is-music, decorations, smiling faces, warm greetings. Don’t miss that--you want things to be exciting from the beginning, so be excited! It will carry over to the kids. Your site and the team should be friendly. If you have a child who looks scared and afraid to come to the site, maybe ask another child to go over and talk with them and encourage them to come over to the mat.

Five minutes before starting time announce on the microphone to let them know it is now five minutes before Funday School starts. *“Funday School will start in 5 minutes. Don’t forget to sign in and get your ticket for the drawing today. We will have prizes today and you may be the one who wins it!”* After four minutes, has passed, announce Funday School is going to start in 1 minute.

About ten seconds before the start time, start the countdown - - - **10, 9, 8.....3, 2, 1**, then blow the whistle,  indicating Funday School has now started. During this 5-minute countdown, have missionaries encourage the children to take their place on the mats.

Now the service is about to begin. It’s the Super Bowl of the week! The music volume comes down and you, the leader, walk up to the microphone. Always start on time. Always start upbeat and energetic.

“Hi boys and girls! Welcome to Sidewalk Funday School! I’m so glad you came. We will begin today’s session with the study of...” Continue to be enthusiastic in your welcome. “We are going to have fun! We are going to sing; we are going to have games! We are going to have a powerful teaching time! Get ready for a great day!” God is here and He wants you to learn about Him and to have fun!!





## Opening Prayer

### **1 Chronicles 4:9**

*There was a man named Jabez who was more honorable than any of his brothers. His mother named him Jabez because his birth had been so painful. He was the one who prayed to the God of Israel, "Oh that you would bless me and expand my territory! Please be with me in all that I do and keep me from all trouble and pain!" And God granted him his request.*



It may be wise to blow the whistle, then when everyone is quiet, go right into the prayer time. Always open with enthusiastic prayer of thanks to God.

Don't hesitate to explain why we do the things we do in Sidewalk Funday School. For example: Why do we pray? Because we're talking to God and we want to experience God in our service.

If you would like, use the poster board on the truck/trailer and have the children read together the Lord's Prayer. This is not taught in school anymore, so this is a perfect opportunity to teach it to the children.

Always open with a prayer of thanks to God. Prayer will establish in the child's mind who we are as a team and what we stand for. Use some of the team members and/or the children to pray. This teaches them prayer is important and we can have a regular time of prayer and talking to God about anything and we will not be ashamed. Everyone should bow their head. Keep it short and to the point. Be simple in your prayer speech and terminology. Assume most people are not saved and do not know what to do.

In time, begin to have some of the children offer prayer for the beginning of your service. Give them enough notice (a week or two) so they can feel comfortable. Instruct them to pray out loud and with confidence. If you are using a microphone, teach them how to use it properly. You may need to whisper the words in their ear. Keep the prayer simple.



## Explain the Rules

### Isaiah 45:18

*For the LORD is God, and he created the heavens and earth and put everything in place. He made the world to be lived in, not to be a place of empty chaos. "I am the LORD," he says, "and there is no other.*

---



Everyone has to know what's expected of them. Every kid is a "good kid". There are no bad kids. However, often kids come into the service and misbehave, but they don't know they are misbehaving. They need guidelines and boundaries by which to live by, as we all do. Most of the children we minister to do not have any of that for varying reasons. Our "Rules" shows them we love them. If a child forgets the rules, be sure your team is trained in how to handle a situation properly and in love.

You will need to establish the rules right away. You will need to have the rules posted on poster board. Learning is a process. The power of "spaced repetition" works in advertising and in the children's ministry, as well. You will want to review the rules every week. Introduce the rules as a review for the regular children and explain the rules to visitors like this:

*"Good morning boys and girls! We love visitors here at Sidewalk Funday School. For our visitors, let me go over the simple rules we all follow."* Then simply explain the rules and consequences to the kids.

**Rule number 1** – You **must** stay in your seat on the tarp.

**Rule number 2** – The  whistle means **QUIET!!!** 

No matter what is going on, when the whistle is blown it means everyone gets quiet. Give it a practice run. Blow the whistle and make sure everyone understands and gets quiet. We want this done so when the kids come together, or another teacher has to take your place for that week, the children know the routine.



***Refrain from excessive use or it will become meaningless!***



**Rule number 3** – Place any devices , food or objects away during today's session.

**Rule number 4** – If you need to use the bathroom please go before the lesson starts. If you leave during the lesson you will be allowed back but you will not get any candy.



**Most Important Rule** – **HAVE FUN!!!**



## Quiet Seat Prize Explanation

Job 6:24

*Teach me, and I will be quiet; show me where I have been wrong.*



## Psalm 78

*O my people, listen to my instructions. Open your ears to what I am saying, for I will speak to you in a parable. I will teach you hidden lessons from our past—stories we have heard and known, stories our ancestors handed down to us. We will not hide these truths from our children; we will tell the next generation about the glorious deeds of the LORD, about his power and his mighty wonders. For he issued his laws to Jacob; he gave his instructions to Israel. He commanded our ancestors to teach them to their children, so the next generation might know them, even the children not yet born, and they in turn will teach their own children.*



**This is the most important part of your time with the kids.**

Now is the time to be totally quiet. During your story, take the time to acknowledge the good listening of those who are paying close attention.



Discipline requires more than one approach. One method is to use group pressure to have the offenders conform to your rules. Here's how it works:

Hang three balloons on each side of your stage area. Explain that whenever one child misbehaves, one of the balloons on their side of the stage will be popped.

Offer to give them a prize or treat if there are still any un-popped balloons remaining at the end of the service. If all three balloons on one side are popped, then the whole side of either the boys or girls' side is deprived of the treats. This technique involves negative reinforcement and peer pressure from the whole group to achieve the desired behavior.

Another approach uses positive reinforcement. Give the kids an example of the kind of behavior that you expect - sitting up straight, hands in laps, listening and quiet. Have your helpers be quiet seat watchers. They watch to see which children are keeping their eyes on the teacher and behaving. The quiet seat watchers will award bubble gum to the "perfect" children who pay attention the most. Not all the children will receive the reward. They must be looking straight ahead and paying attention at all times.

Using the positive and negative forms of discipline is very important. Remember the mosaic philosophy of working with kids. In any form of discipline that you use, it is essential that you follow through. Kids quickly figure out how much they can get away with. Your best weapon against unruly behavior is simply a well-run, fast paced program. The kids won't have time to get out of line.

### **Try not to discipline from the front as you are speaking.**

Train your helpers to handle the majority of the discipline, so you don't have to interrupt the teaching to deal with discipline problems.

#### **Sample of a Quiet Seat Explanation:**

- ✓ Boys, I have three balloons on your side. If we see you talking to your friends or playing with your neighbor, we are going to pop a balloon. If all three balloons are popped, we are going to give all of the candy to the girls.
- ✓ Girls, you also have three balloons. If we see any type of distraction on the girls' side, we are going to pop a balloon. If all three of your balloons are popped, we are going to give all of the candy to the boys.
- ✓ We have quiet seat watchers walking around looking for the behaving kids, the child who is sitting up straight, hands in lap and paying attention to the lesson. If the quiet seat watchers see a behaving kid, they will slip a piece of candy into that child's lap.
- ✓ You are not to eat the candy until you are leaving.
- ✓ No one should be moving except the quiet seat watchers. Their jobs are to watch you, not anything else.
- ✓ If we see anyone talking, we will pop a balloon. You know what happens if we pop all three balloons. You go home today with nothing.
- ✓ We are ready now for the most important time of the day. It is now time for the teaching of the word of God. On the count of three, I will blow my whistle and quiet seat time will start.



### **How to deal with Problem Kids**

How do you deal with kids who are perpetually a problem? It is important to know the child's emotions and how to deal with the child's behavior. There is a reason that a child will act up, being that there may be a severe problem in their home or personal life. You need to know that there are no bad kids.

It is important that you sit down with your leadership team. The teacher should visit with the child's parent or guardian and relate the problem to them. Also, if another parent attends the site, use them to discipline. They most often can say things to them that you or your site helpers could not say to them. Pray for the child. Remember, hurting people hurt people. So, pray, talk with your team, use another parent that attends to speak to them, and then to that child's parent or guardian.

It is essential in the teaching time each week there is one main theme. If you can get one spiritual truth across to them that they can take home and apply to their lives you have done your job. Keep in mind that 80% of everything we learn comes through our eyes, so, as much as possible, illustrate everything you do.

We are to help provide answers from the Word of God to the situations that they live every day. Don't avoid talking about drugs, school, peer pressure, sex, violence, obedience or crime. Bring everything back to Jesus.

It is a lesson, but it is GOD'S story. Not a fairy tale, but the story of God and his people written for us to learn from, obey and live by. Make the lesson come alive for them. SFS has all kinds of props and materials for you to use. Make it short, simple and relative to their lives. This is a children's church service. The kids can learn the Bible which can be applied to their lives and helps shape their futures. As you pray fully approach the lesson, the Holy Spirit will give you great ideas.



## Pledges

### Numbers 30:2

*A man who makes a vow to the LORD or makes a pledge under oath must never break it. He must do exactly what he said he would do.*



Recite the pledge to the **American Flag**,  to the **Christian flag**  & to

the **Bible**.  Why  do we do this? There are a lot of schools and organizations that do not lead the pledge to the American flag anymore. The pledges teach and remind the kids this country was founded on Christian values. We pledge to remind us of God's goodness and to establish a sense of commitment to what we believe.



## Recite the Ten Commandments

### Exodus 20:1

*Then God gave the people all these instructions.*



The **Ten Commandments** are listed on the truck and also provided on poster board if needed. Make sure to instill in the children what each commandment means and why it's bad to break just one of them.





## **Praise Song** **Psalm 28:7**

*The LORD is my strength and shield. I trust him with all my heart. He helps me, and my heart is filled with joy. I burst out in songs of thanksgiving.*



Using poster boards with the songs on them will help the kids learn the words for the songs of praise. Using pictures in the place of some words is even better, like this manual is written. That helps our little ones that cannot read yet. The words for the songs must be large enough and, in a place, where everyone can see them. To miss this will result in visitors feeling unwelcome and will stifle participation.

The song times are one of the few times when everyone can participate. This is a time to get everyone involved. It's crucial to get all the kids to sing. Do motions with the songs. Make it fun. A lot of the energy they have stored up can be expressed in singing.

Let them sing loudly. Competition singing between boys and girls works well and can be incorporated into Game Time. Get some excitement going, "Who can praise God the loudest, the boys or the girls?"

Sometimes a few kids can be brought up on the platform to be a kid's choir. Maybe pick one or two children that show a real interest in the music and leading the choir. Give them a cd of the music to be sung for that month so they can take it home, learn it and help teach it to the other children.



## **Game Time** **Ecclesiastes 8:15**

*So, I recommend having fun, because there is nothing better for people in this world than to eat, drink, and enjoy life. That way they will experience some happiness along with all the hard work God gives them under the sun.*



Now it is Game Time!! Kids ask: Do Christians have fun? Boys and girls need to know church is for them and it includes fun times. The children need to know God wants us to have fun. Learning about Jesus can be fun.

We want to spend a lot of time with games. These games are part of the church structure, not a free for all. Every segment of the program has a specific purpose.

The key to making the games an effective part of the service is the review questions. You will use the review time to pick the kids that will participate. It will encourage them to pay close attention to the lesson, so they might be able to play next week. Games need to be done before the service begins, as well, to ensure every child has a chance to participate

**Make sure you have two opposing teams.**

Divide the children into two teams. It's the boys against the girls. Game time is not only fun, but it is a competition. Healthy competition provides energy and excitement during game time. Whenever we have an arm-wrestling contest for example, the atmosphere is bursting with excitement. We have great team spirit because all the girls are cheering for their team and all the boys are cheering for their team.

Nothing makes Funday School more stagnant than doing the same games. Running, relay races, tug of war and limbo is always a hit. The games will be provided on the activities list which is provided to you in this manual.

Make sure the music is being played in the background while the games are being played. Music adds to the excitement and attracts interest from onlookers. If there are any parents, get them involved too.

If you would like to suggest any games or anything that will result with the kids having fun, You are always welcome to tell a staff member (or Site Leader) so they can incorporate that game into their time for next week's session.



## **Giving** **Acts 20:35**

*And I have been a constant example of how you can help those in need by working hard. You should remember the words of the Lord Jesus: 'It is more blessed to give than to receive.'"*



Now it is time to talk with the children about giving and how important it is to put God first.

We like to give to God to help His Kingdom grow and glow.

Give a  penny, a  nickel, or whatever you can find anywhere around you.

Let them know this goes to help support these missionaries:

- Costa Rica (Mark & Meg)
  - They perform a Funday School like we do, and we help get them supplies and other important things we have access to, but they don't.
- First Coast Women's Services
  - They help women who are pregnant or soon to be pregnant cope with their unborn child before seeking abortion.

Be sure it is done in an orderly fashion, as to not allow chaos and confusion. Pray with the children over the offering. Ask God to bless the offering and to use it to bring the Good News of Jesus' love to others.



## Memory Verse

### Review Questions (Previous Week)

#### Isaiah 43:26a

*Review the past for me...*



Give the girls section an opportunity to answer a review question. Then give the boys section a chance. The ones who give the right answer will be invited to come up and participate in a game (Games provided in a folder given to you).

Play the music in the background. Do not let “dead time” in! Whenever you are picking kids to answer the question, the action of Funday School stops until you get an answer. This



is what we call “dead time”. It can make Funday School boring. To avoid dead time, play music while you are looking for the person with the answer, when you choose the person, music stops. Music should fill the dead space.

Put someone in charge of giving out prizes or extra pieces of candy. We give prizes / candy to the ones that win. Have the one that is in charge of giving out the toy hand the toy to whoever the winner was. Always give them a toy that is age appropriate and girl/boy toy. If you have a child that is crying because they did not win, give them a piece of candy.



#### Review time leads into game time!

Game time is the result of reviewing last week’s lesson.

Ask the girl’s team the first question. Find a girl who knows the answer to the question and pick her to play the game. Ask a question to the boy’s team. Find a boy who knows the answer to the question and pick him to play the game. Do this twice on both sides, using the review questions on the activities list. If you use your game time as a result of a successful review time, you will give the kids an incentive to listen to the lesson being taught. Every kid wants to play a game. Every teacher needs to review last week’s lesson.



Ask the provided four review questions. Remember the object behind game time is to review the lesson from last week.



Each child who answers the question correctly will be allowed to play the game.



A prize will be given to those who answer correctly.



## Scripture Memory Verse (Current Week)

### Psalm 119:11

*I have hidden your word in my heart, that I might not sin against you.*



The Memory verse can be taught in different ways. Here are a few examples.

- ✓ Scripture Scramble: Cut up the words of the verse and scramble them (use a poster board and some stick pins for them to post it together) this could be one of the games.
- ✓ Puppet: Have a puppet who messes up the verse.
- ✓ Song: Put the verse to music
- ✓ Key Words: Have kids just memorize key words in a long verse
- ✓ Fill-in-the-Blanks: Write out the Scripture but leave some words out.
- ✓ Competition: Select teams such as boys against girls.
- ✓ Mistakes: Quote the verse incorrectly and let the children correct you
- ✓ Window shades: Starting at the bottom of an old window shade, write the memory verse. AS the children learn one line, pull down the next line
- ✓ Sign Language: If someone knows sign language to teach kids how to sign the verse.



## Worship Song

### Exodus 15:2



*The LORD is my strength and my song; he has given me victory. This is my God, and I will praise him— my father's God, and I will exalt him!*



This is the time to get everyone involved. Be sure to teach the children the words to the songs. (Use poster boards. We have all the supplies that you should need to prepare for this at our "520" building downtown.) You can use colorful markers etc. You may even want to laminate them.

Do motions to the songs. The kids love hand motions. It is FUN!! Sing out loud! You can have a competition between the boys and the girls... make it fun and involve the children.

Remember that the way we praise, and worship should be an example to the children.

Praise songs go first, then slow things down with worship songs. Worship songs are sung from the heart to the Father. They slow us down and prepare us for listening to the word of God in the lesson time. Leading the children in worship to the lord prepares them for God to speak to their hearts.



## Bible Lesson



### Psalm 78

*O my people, listen to my instructions. Open your ears to what I am saying, for I will speak to you in a parable. I will teach you hidden lessons from our past—stories we have heard and known, stories our ancestors handed down to us. We will not hide these truths from our children; we will tell the next generation about the glorious deeds of the LORD, about his power and his mighty wonders. For he issued his laws to Jacob; he gave his instructions to Israel. He commanded our ancestors to teach them to their children, so the next generation might know them, even the children not yet born, and they in turn will teach their own children.*



## When it is, Lesson Time



Start with a short over-view of the lesson. Teachers should take time to review all the key words and key phrases before they start to teach. Whenever a key word is communicated throughout your teaching, make sure you stop and put special emphasis on that keyword or phrase. One major mistake that communicators make is to continually find other words to express an important thought.

We have signs for the theme point. It is **ALWAYS** the same throughout the lesson. Here is an example. If your theme point is “God made you for a reason”, then at the end of the day, that’s the one thought you want them to walk away with. What will happen to the retention of that fact if:

- ➔ The teacher walks out on stage and says repeatedly, “You are special to God and He has a purpose for you, that’s why he made you.”
- ➔ Then the teacher says: “God created you because each of you has a very important place in God’s heart, then God formed you for His purpose.”

Even though these things are true, they divide the student’s attention. They will only retain about 20 percent of what was taught when they walk away.

Repetition is an important key to learning. Whenever we ask kids questions about God and the bible, they repeat theme points and key words that were taught at Sidewalk Funday School.



Now it is time for the teaching. This is important part of your time with the kids. You’ve just gone over the quiet seat explanation. The kids have calmed-down and they’re focused on you. **One, two, three, blow the whistle.** Now is the time to be totally quiet. The teaching is about to begin. The teaching always begins with the lesson introduction.

The purpose of the lesson Introduction is to set up the lesson. You should arrange your thoughts in such a way that you capture the audience’s full attention and help them to completely understand the lesson’s theme point and direction. It’s not enough to just walk out on stage and start talking, you must engage your audience in what you are saying. The teacher who teaches the lesson introduction must lay a clear foundation for the lesson. Every word counts! Every sentence should cause the audience to think.

Here is an example of the basic ingredients included in the lesson Introduction:

1. Theme Point: God made you for a reason
2. Direction: Nothing was created by accident
3. Memory Verse: In the beginning, God created the heavens & the earth.”  
(Genesis 1:1)
4. Sub Points: He made you: In His image.... To Know Him.....For a Purpose

Considering what we learned earlier about the importance of key words and key phrases, begin constructing the lesson introduction around the keywords and phrases in your theme point, direction and memory verse. The sub-points are mentioned in

the lesson introduction but never taught. They will be taught later in the lesson. They are mentioned in the lesson when the kids hear them again. It is not a new thought being thrown into the lesson.



## CREATIVITY

Review your lesson, talk to your team and develop ideas to get the message to the kids. Be a story teller, not a book reader.

Example: Mr. Luscious, (a helper) is very opinionated and ornery. He would show up during the lesson and start asking questions and being very difficult. But before he left, he had something to think about because of the theme point. He would leave knowing that he received something that touched his heart.

Then Mrs. Frizz would arrive. She was a worm with fuzzy hair and she always had a problem with other people. She also left with something to think about.

### **Here's a list that will help you get on your creative journey**

Skits, props, pictures, Gospel Illusions, common household objects, music, sound effects, puppets and theme point posters.



## HELPFUL TIPS FOR TELLING THE LESSON

- ➔ Don't try to memorize the story word for word but read through the script to get a sense of what the story is about.
- ➔ Pray and ask the Holy Spirit How He wants you to present this message.
- ➔ Look at each picture and write one sentence per picture.
- ➔ Practice telling your "outlined" story
- ➔ Now tell the story again and add in more details (in your own words), key words, and key phrases throughout the life lesson.

Don't teach to long. Beware of your audience. If they start moving around and getting restless.... you have lost them.

Please remember parents and neighbors are listening and you are also teaching them. So, draw the kid's attention back to the lesson with something that is unusual. Maybe a clap that you can incorporate in the lesson, or yell loud. Once you get their attention, go to the theme point, make it short and close!

Some teaching techniques:

- ➔ The story must not be boring. Make it interesting. Use TWO voices: a story telling voice and a teaching voice. It's also a good idea to imitate one of your characters as much as possible.
- ➔ Use sound effects. Ask the Sound Coordinator to play an unusual sound.
- ➔ Find items in the story that you can bring on stage with you and use the same as the character uses them

- ➔ Use pauses
- ➔ Use your body to act out parts of the story.
- ➔ Use music to build suspense, excitement, or dramatic effect.
- ➔ Add real life characters. Bring others up on stage and let them act out a scenario.



## BIBLE LESSON

The Bible is filled with true events that occurred in the life of real people. We use the Bible lessons to connect each lesson to a real person with real struggles, just like you and me.

### Add Visual Impact

Make the Bible lesson visual. Make it relate to their lives. We are not teaching lessons; we are teaching people. Make it come alive!! The kids must learn that the Word of God can be applied to their lives and help shape their futures.

Variety is important. Don't always use a skit to tell the Bible Lesson. Skits are very good but combine them with puppet plays and other visual methods. It will require preparation. You cannot just grab a couple of kids and try to throw a skit together. It won't work. Be ready and you will reap the benefits.

## Object Lesson

### Mark 4:33

*Jesus used many similar stories and illustrations to teach the people as much as they could understand.*



Object lessons are a vital part of the teaching time. Teaching is serious business. It's heaven or hell for your kids. Object lessons can be funny, but don't get carried away with being "cute" or "clever"

The wrong way to present an object lesson is to read it from the book. The object is what you use to bring the theme point home. It has to illustrate the truth, so your focus has to be on the truth that you are trying to convey, not the object. The message must be in your head and in your heart.

Object lessons are great because they help to take abstract spiritual truths and make them concrete and visual. Kids at this age learn best with concrete rather than abstract concepts. Most object lessons can be done with simple household items.

Remember, nothing takes the place of your personal communication to these kids as you are teaching. Props are just a tool,   not a crutch. 



## Life Application

### Matthew 13:34

*Jesus always used stories and illustrations like these when speaking to the crowds. In fact, he never spoke to them without using such parables.*



This is simply an illustrated sermon that brings the session to a turning point. This will bring all the pieces of the lesson together. You make the application as you tell the story. The kids should be seeing (visualizing) what you are saying. The story should be memorized by you, not word for word necessarily. Lean on the Holy Spirit to help and work through you. You may change some of the words, but do not change the message. Prayer is what gives you the victory here. The telling of the story should bring the listener to the point of decision. Use the truth of the lesson and help them to apply it to their world and circumstances.



## Invitation and Closing Prayer

### Matthew 18: 1-5

*About that time the disciples came to Jesus and asked, "Who is greatest in the Kingdom of Heaven?" Jesus called a little child to him and put the child among them. Then he said, "I tell you the truth, unless you turn from your sins and become like little children, you will never get into the Kingdom of Heaven. So, anyone who becomes as humble as this little child is the greatest in the Kingdom of Heaven. And anyone who welcomes a little child like this on my behalf is welcoming me. But if you cause one of these little ones who trusts in me to fall into sin, it would be better for you to have a large millstone tied around your neck and be drowned in the depths."*



The closing is the most crucial part of the ministry time. Our emphasis is on salvation. **ALWAYS** ask them to respond to the message in some way. Allow time for the Holy Spirit to convict and draw them to repentance and a decision.



Lead them into a time with God. They can confess their sin and ask for strength in each area as they listen to that still small voice of the Lord. Pray a simple prayer the kids can remember.

Always allow the kids to participate in this prayer, because you are teaching them how to pray. You can have them repeat after you. Romans 10:10 is very good. "If I believe in my heart and confess with my mouth that Jesus is Lord, I shall be saved. I am asking you Lord to come in my heart and wash away my sins. I do believe and am confessing with my mouth that you are Lord. Thank you, Lord Jesus. Amen."

This is where you ask for a response from the boys and girls. Your kids should be evangelistic. Always ask the kids to respond to the message in some way. They must decide on something. If you've spent the last 20 minutes teaching on accepting Jesus as your savior, you will want the kids to make that decision.

The closing is the most critical part of the service. All the segments of the lesson are woven together, and this is where your heartbeat and passion for the kids is evident.

An example:

- You have asked them to bow their heads and the music is playing softly in the background. Speak to the ones that have already accepted Christ.
- “For those of you who have asked Jesus to come into your heart and to wash away your sins, God is there for you and with you and you will always live with Him forever and ever. But for those of you who have not asked Jesus into your life, there is time today for you to allow God to come into your heart so that you can live with Him forever and ever.”

You have now addressed the saved and the unsaved. The ones that have accepted Him don't feel now that they have to make that decision because they don't feel conflicted anymore.

After an invitation is given and a child responds, take time to speak with that child about their decision. You should have a track or booklet to hand out to the child. See if they need a Bible.

If you do not have the child's contact information, be sure to get that so you can follow up within a week's time and give them some information on salvation and meet with their family. Discuss baptism.



## Dismiss

### **Acts 19:41**

*After he had said this, he dismissed the assembly.*



Dismiss the group and have the TEEN Leaders and assistants clean up and pack up the equipment. Thank them for coming and you look forward to seeing them the next time SFS meets.



Funday School can be the most positive and exciting hour in the week. It makes no difference when you meet or where you meet. You don't have to schedule classes on Sunday, or even hold your meetings in a Church. Of far greater importance is the preparation that you give to making every session the best it can be.

The kids should know when they come to Funday School what they will see and hear will be the highlight of their week.

Christian education should be fun!! They should know that when they go to Church that it is fun and exciting and loving.

They can only come to that conclusion when it is not dull and lifeless.

Use your lessons as a guide to present the gospel in a stimulating, even “electric,” atmosphere. You now have tools. You know what to do with them. Let's get to work for the souls of the kids and the glory of God!!



## Visitation - The secret to High Attendance

### **Personal visitation places people in someone else's world.**

Because of the nature and composition of our society, few average, middle-class Christians make a concerted effort to enter the world of a child, teenager, or adult outside those in their own families. But when this is done on a consistent basis, something begins to happen to both the visitor and the child being visited.

### **Personal visitation provides a person-to-person relationship.**

The kids will come to know you and like you. Therefore, they will listen to you.

### **Personal visitation prevents alienation.**

Once you allow yourself to become alienated from the people you minister to, you lose your effectiveness.

### **Personal visitation prepares personalities.**

As a result of visiting, many of the kids to whom we minister learn to give back what someone has given to them.

### **Personal Visitation promotes productivity.**

If you brag about good soul-winners and a good visitation program, that is what you will get.

### **Personal visitation projects an image.**

We want to project an image of caring and we are doing it by consistent visitation. Back in the days of the old west, the only way to keep the wolves away at night was to keep the campfire ablaze. We have seen the visitation program provide the fire that has kept the Devil away from our kids.

## VISITATION

- ↳ What is visitation? It's a program of going to the children's homes, getting to know them and the challenges and joys of their lives. It is simply developing a relationship with the children and allowing them to see Jesus through you
- ↳ The secret to having a successful church site is the visitation of the children outside of the ministry hour. This is a perfect opportunity to step in to their world and get to know the family and the home. It will provide you with a means of knowing how to meet their needs prayerfully as well as tangibly.
- ↳ We have had the privilege of coming along side many families in crisis situations and helping them out. It is an amazing blessing by all involved. The Sidewalk Samaritan initiative was formed for this very purpose.
- ↳ Visitation also builds relationship and establishes a trust between you, the child and their parents. When they know that you care, it makes all the difference. It also removes any false notions that we may think we are better than they are.
- ↳ We require **you and another member (TWO ADULT RULE)** of your team to conduct visitation no less than once a month on your site. Since every site is different, we will leave it to your discretion as to when the best time would be.
- ↳ Relationship building is a priority for effective ministry and it's important to develop a personal relationship with the children you teach. It's not enough to merely deliver weekly lessons. Your kids need to see the Bible truths you are talking about put into action. They need to see the lessons alive in your life.
- ↳ The gospel was never meant to be part of some exclusive club. It was meant to be shared and talked about in schools, streets and homes.
- ↳ The actual visit can be a simple reminder of what's going on in Sidewalk Funday School that week and a sincere inquiry on how the child and their family are doing. Most of the time, the children (or the parent) will respond by saying that everything is fine. However, as the relationship and trust begin to grow, you get answers that reflect the real needs of the family.
- ↳ It's an opportunity to be a prayer partner for sicknesses, school problems, heartaches and frustrations. It is meeting needs, not only as a Christian, but as a trusted friend. Most visits are a short one-minute stop, but you will occasionally spend more time when a family opens up and has specific problems or concerns.
- ↳ Use visitation to invite new kids to come to your Sidewalk Funday School program. Get to know the people of the neighborhood. It's an excellent opportunity to be a witness. When you see your "regulars" playing with their friends, get to know those kids and invite them to the next Sidewalk Funday School service. They'll be open to coming to church with their friends.
- ↳ Make sure you introduce yourself to that prospective visitor's parent and explain to them who you are. Visitation becomes an outreach as you meet other people in the neighborhood.
- ↳ Finally, encourage the visitation team members. It can be tiring, lonely and discouraging, so you need to build them up. Share testimonies of what has been happening as a result of the visitation team's efforts. Let the members know what they are fulfilling is one of the most important jobs in the ministry. Keep them moving forward with a positive outlook as you serve Jesus together.

## LEADING A CHILD TO CHRIST

It is important that we as teachers and leaders believe children can be born again. Some people will have strong opinions that will run contrary to this belief but there is no biblical basis for this. The majority of adults who are saved today can identify with a childhood experience that began their walk with Jesus.

Salvation must come before any meaningful Bible learning or life application can take place. Psalm 78:1-8 makes it clear that it is possible to teach biblical truths to children.

Psalm 78:1 – 8: King James Version (KJV)

*“Give ear, O my people, to my law: incline your ears to the words of my mouth.*

*<sup>2</sup> I will open my mouth in a parable: I will utter dark sayings of old:*

*<sup>3</sup> Which we have heard and known, and our fathers have told us.*

*<sup>4</sup> We will not hide them from their children, showing to the generation to come the praises of the Lord, and his strength, and his wonderful works that he hath done.*

*<sup>5</sup> For he established a testimony in Jacob, and appointed a law in Israel, which he commanded our fathers, that they should make them known to their children:*

*<sup>6</sup> That the generation to come might know them, even the children which should be born; who should arise and declare them to their children:*

*<sup>7</sup> That they might set their hope in God, and not forget the works of God, but keep his commandments:*

*<sup>8</sup> And might not be as their fathers, a stubborn and rebellious generation; a generation that set not their heart aright, and whose spirit was not steadfast with God.”*

Let's believe for their salvation and give them early opportunities to receive Christ. In general, children can receive Jesus as soon as they begin to learn the difference between right and wrong.

Children most often will make several decisions and responses to the gospel message- it is normal. Some children may follow what their friends are doing rather than making a personal decision. When that happens, take time to explain to them again what it is you are asking them to do. Be sincere and loving, just as Jesus would. Don't judge them and send them back to their seat. We are all sinners, and we must present salvation in a loving and accepting manner. Trust God to work in their hearts.

Don't make salvation an impossible task- it is a free gift. At the same time, it should not be just a mumbled prayer. Consider these steps:

1. Explain to the child that God loves everyone and wants us all to become a member of His family. (*John 3:16*)

2. Sin prevents us from being a part of God's family. The bible says that sin is disobedience and selfish thoughts and actions. Wanting our own way instead of God's way. Romans 3:23 says that all have sinned. The child needs to understand that the word "all" includes them.

3. Romans 6:23 says that there is punishment for our sin. God loves us and does not want us to perish. (Eternally separated from God) Jesus died for our sins. (*2 Corinthians 5:21, 1 Peter 2:24*)



## REMEMBER THIS!!

### IT IS A CHURCH - FOR CHILDREN!

Remember, you are conducting a church service - for children! Avoid the use of religious terminology. It will be like a foreign language to them. Use everyday language and keep it simple. Initially, they will not understand terms like, "saved", "born again", etc.

### YOU'RE THE GUEST.

You are the guest and intruder into their world and thereby you have no invitation. If you're not welcoming them and receiving them, then they won't come. Act like the guest.

### MEET THEM WHERE THEY ARE AND IN A WAY THEY UNDERSTAND.

The single most important principle in the field of interpersonal relations is this: *Seek first to understand, then to be understood. Most people listen, not with the intent to understand, but with the intent to reply.* – Steven R. Covey

Reference: Covey, S. R. (1991). *The Seven Habits of Highly Effective People*

Most people want only to be understood. At the root of personality conflicts is the feeling that "he or she doesn't understand me." We can be different, with tremendous benefit to the relationship, by seeking first to understand. When we seek to understand, we are applying the principle of *empathy*. Empathy is a Greek word. The *em*-part of the empathy means "in." The *-pathy* part comes from *pathos*, which means "feeling" or "suffering." We have empathy when we place ourselves within the other person, so to speak, in order to experience his [or her] feelings as he [or she] experiences them. Empathy does not mean we agree; it means simply that we understand the other point of view.

Be real, have no pretensions, understand their world and communicate to them in words and way they can easily relate.

### MEET EVERYDAY ISSUES HEAD ON.

Your message needs to address issues they face in everyday life and provide an answer. Avoiding issues does not help. Talk about drugs, school, peer pressure, sex, violence, obedience, crime. If you don't know about something, then find out.

### BRING EVERYTHING BACK TO JESUS.

Provide the alternative by bringing the focus back to Jesus. Talk about how you have Jesus in your life, praying daily for Him to help you, and reading your Bible. Use simple words to convey simple principles. It's simply glorious and gloriously simple.

### Dress code

Do not wear expensive jewelry.

Leave your personal belonging locked in your car.

Wear your SFS logo shirt (Lime Green). - It will identify you as a SFS team member.

Wear your SFS name badge (If applicable).

Dress appropriately to represent God and SFS

### Smoking

Don't do it while onsite.

### Timeliness

Be at the site 15 – 20 min. before your set to begin so the site can start and end on time.

If you are going to be late, tell your **Site** Leader or someone on your team.

### Meeting attendance

You are required to attend any scheduled SFS or BOGT meeting.

### Record-keeping

Keep accurate records at the site of the attendees (children).

Within 24 hours of your ministry, complete the on-line SITE REPORT FORM.

### Background check

All missionaries are **REQUIRED** to complete a background check.

### Two Adult Rule

A minimum of two adults must be present with a child when separate from the group.

### Visitation

At least two team members, and preferably the site team leader, should visit the children at a minimum of once or twice a month.

### Inter-action with the children - RE-READ PAGES 7 and 8!

If a child runs, DO NOT CHASE THEM! To run after them will only frighten them.

Don't put your hands on them. Some have been taught to fight back. Talk calmly but sternly to them.

If they use curse words, DO NOT argue or debate with them.

### **A few tips to remember**

1. Don't expect to know exactly what to do and how to handle every situation but be committed and faithful every week.
2. Share the vision with potential volunteers, by showing them a neighborhood that needs them.
3. Get teenagers involved. Committed teenagers make great role models for the children you are working with.
4. Remember, the goal is not to pass out as many flyers as possible, but to build relationships with people.
5. Weekly visits show parents and children you are faithful and care about them.
6. Remember, they don't care about how much you know until they know how much you care.
7. Build each week on previous visits, take interest in them. Pray for them while you are there.
8. Make sure your appearance is neat and clean. Always say "hello"
9. Be positive. Be ready to minister to the family that is opening up to you,
10. Learn names, pray for them, remember specific things about each of their families. As your relationship develops be prepared to listen and to become one of the few people they trust to talk to about certain issues.

## Do's

1. One of the main purposes of visitation is to show love. Most of these children see very little love. There will be times when you are the only kind person they will see. Don't let your bad day show through. This is why you are there, to pray with and minister to the children and their families.
2. Be informed of your surroundings. At all times know who is around you, what is going on, and where you are. Never let anything surprise you. If one member of your team is talking to someone, the other one needs to be looking around for possible trouble and alert the rest of team.
3. Always work in teams. It is not safe to go alone. If the children follow you, that is fine. Just be sure they don't get too far from home and make sure their mothers know they are walking with you and it is o.k. Make sure they get back home before you leave.
4. If shooting starts, help get the children and yourself on the ground quickly. If a child gets away from you and runs, let him go. He's going home. He will have a better chance of making it than you will.
5. If police come to make an arrest, or raid, please COMPLY with their instructions. We are not there to make his job more difficult or to endanger the children.
6. If someone wants to argue, **PLEASE DON'T!** This just encourages them. Remember, Satan wants to discredit you.
7. Wear the dress code. This makes us easier to spot for you for security reasons. If the police must come, we can let them know that our group members are the ones with SFS shirts.

## Don'ts

1. **Never** go on visitation alone. You have no personal support, no prayer support, and no one to help you.
  2. Don't pressure people. If you have knocked and nobody answers, leave. Even if the TV is playing. Put your flyer or door knocker in the door and go to the next house.
  3. Don't get into deep theological discussions. You will have some that want to debate some obscure verse. It is not important. If they insist on this, tell them they need to call a church and talk to one of the pastors.
  4. Don't go inside a house! Do not get separated from your team. Do not leave your team to go pray with a mother in a separate area.
  5. When you talk to the people, step back 2 or 3 steps. Don't get in their face.
- If you must, wear modest jewelry.



Sidewalk Funday School, A Children's Church, Inc.  
124 W. Ashley St.  
Jacksonville, FL 32202







# CHILD ABUSE

## Transmittal Form

**REPORTER INFORMATION** – This information is mandatory. Please refer to Chapter 39 of Florida's Statutes.

First Name: \_\_\_\_\_ MI: \_\_\_\_ Last Name: \_\_\_\_\_ **Today's Date:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**Address:** Street # \_\_\_\_\_ Street Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

**VICTIM INFORMATION** – Give as much information as you possibly can.

**Where did the incident occur?**

Complex Name: \_\_\_\_\_

**Address:** Street # \_\_\_\_\_ Street Name: \_\_\_\_\_ Apt./Bldg. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Child's Name	Age	Sex	Race	Is this child a victim?
(1)				<input type="checkbox"/> Yes <input type="checkbox"/> No
(2)				<input type="checkbox"/> Yes <input type="checkbox"/> No
(3)				<input type="checkbox"/> Yes <input type="checkbox"/> No
(4)				<input type="checkbox"/> Yes <input type="checkbox"/> No
(5)				<input type="checkbox"/> Yes <input type="checkbox"/> No

**PERSON(S) RESPONSIBLE FOR ALLEGED ABUSE, NEGLECT, ABANDONMENT OR EXPLOITATION**

Name	Age	Sex	Race	Relationship to Victim
(1)				
(2)				

**DESCRIPTION OF INCIDENT**

**Describe what happened:**



# Sidewalk Funday School

A Children's Church

Teaching GOD's Children From "HIS" Heart

## Incident Report Form

Use this form to report accidents, injuries, medical situations, or student behavior incidents. (Incidents involving a crime or traffic incident should be reported directly to the Site Leader or to SFS Staff.) If possible, the report should be completed within 24 hours of the event. Submit completed forms to info@sidewalkfundayschool.com.

INFORMATION ABOUT CHILD INVOLVED IN THE INCIDENT								
First Name		Last Name		D.O.B.	___ / ___ / ___	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
If Child, Parents Name					Phone #			
Address							Apt. #	
City		State		Zip				

INFORMATION ABOUT THE INCIDENT					
Date of Incident	___ / ___ / 20__	Dialed 911?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Time of Incident	: AM / PM
<b>Where did the incident occur?</b>					
Complex Name: _____					
<b>Address:</b> Street # _____ Street Name: _____ Apt./Bldg. #: _____					
City: _____ State: _____ Zip Code: _____					
Description of Incident (what happened, how it happened, factors leading to the event, etc.) Be as specific as possible (attached additional sheets if necessary)					

**Were there any witnesses to the incident?**  Yes  No

If yes, please attach a separate **Witness Statement** sheet to this report.

REPORTER INFORMATION	
Individual Submitting Report (print name)	
Signature	Date Submitted: ___ / ___ / 20__

**FOR OFFICE USE ONLY**

STAFF INFORMATION	
Approved Staff Member (print name)	
Signature	Date Reviewed: ___ / ___ / 20__

Confidential Document



