CFC
CHRIST FELLOWSHIP CENTRE

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Children's Ministry Weekly Fellowship Programme & Branch Organiser's Guide

Weekly fellowship | Monthly services | Quarterly gatherings | Annual conference

Prepared from the CFC Constitution Final 2022
For toddlers and primary-age children, under pastoral and National Office oversight

01 | CONSTITUTIONAL FOUNDATION

Caring for the lambs and forming faith

The constitution names toddlers and primary-age children as the Children's Ministry. It calls the church to care for the lambs and to teach children prayer, praise and worship, simple Christian faith, godly principles and a growing spiritual life.

Core ministry outcomes

- Welcome every child: create a loving, joyful and Christ-centred place where children belong.
- Teach simply: communicate Bible truth in language and activities children can understand.
- Build prayer: help children speak to God, listen, give thanks and pray for others.
- Develop worship: involve children in age-appropriate praise, Scripture and testimony.
- Form character: teach truthfulness, kindness, obedience, courage, forgiveness and service.
- Lead to Christ: explain salvation clearly and involve the Pastor when a child responds.
- Grow gifts: give safe opportunities to read, sing, pray, create and serve.
- Care and follow up: record attendance, notice absence and partner with parents or guardians.

How to use this guide

The constitution supplies the ministry mandate and governance. The detailed timetables, age groups and event formats below are practical recommendations. Each branch should adapt them with the local Pastor and National Office without changing constitutional authority.

Ministry scriptures

Matthew 18:1-14	Receive children humbly and care for every little one.
Mark 10:13-16	Jesus welcomes and blesses children.
Deuteronomy 6:6-7	Teach God's words faithfully in everyday life.
Psalm 78:4-7	Tell the next generation God's works so that they place their hope in Him.
Luke 2:52	Encourage balanced growth in wisdom, stature and favour.

02 | BRANCH LEADERSHIP

Sunday School team and organiser's role

The constitution expects the Sunday School Teacher or Pastor to preach, teach, lead, build, develop, educate and train children in the ways of God. The Branch Pastor and Executive Committee remain responsible for services, plans, care and accountable administration.

Role	Primary responsibility
Branch Pastor	Provide spiritual oversight, approve curriculum and leaders, protect doctrine and receive serious pastoral or safeguarding concerns.
Sunday School Pastor / Teacher	Teach God's Word, lead worship and prayer, develop children, prepare lessons and show consistent love and commitment.
Branch Children's Organiser	Coordinate the calendar, classes, volunteers, supplies, attendance, visits and reports under the Pastor and committee.
Secretary / Register Leader	Maintain child and guardian details, attendance, consent records, minutes, notices and monthly reports.
Class Leaders and Assistants	Prepare age-appropriate lessons, supervise activities, follow the safeguarding plan and report concerns promptly.
Welcome and Collection Team	Manage sign-in, authorised collection, visitors and safe handover to parents or guardians.
Treasurer / Branch Finance Team	Count, record and bank approved ministry funds through branch procedures; the organiser does not keep funds personally.

Branch organiser's weekly-to-quarterly duties

- Pray and prepare: live as a Spirit-filled, Scripture-reading and dependable Christian example.
- Plan together: work through the Pastor and committee on weekly, monthly and quarterly programmes.
- Equip teachers: confirm lesson plans, materials, class assignments and substitutes before each gathering.
- Know the children: keep accurate attendance and guardian contacts and arrange suitable follow-up.
- Visit and support: visit assemblies after quarterly meetings and coordinate care for needy families, widows and orphans.
- Protect finances: be present for counting and banking but never take ministry money home.
- Report faithfully: submit daily activity records in a truthful month-end report and escalate significant matters.
- Communicate clearly: give parents, teachers and leaders confirmed dates, responsibilities and safety arrangements.

03 | WEEKLY FELLOWSHIP

Sunday School or branch-approved weekly gathering

The constitution requires Sunday School and weekly services to function well but does not prescribe a separate children's weekday. A branch may meet before or alongside the Sunday service, or at another Pastor-approved time that is safe for families.

Time	Fellowship item	Leader	Purpose
10 min	Safe sign-in, welcome and free activity	Welcome team	Receive every child and confirm guardian details.
10 min	Praise, worship and action song	Worship leader	Help children enjoy honouring God together.
8 min	Opening prayer and offering	Teacher and children	Practise prayer, gratitude and giving.
20 min	Bible story and simple gospel truth	Approved teacher	Teach one clear truth from Scripture.
10 min	Memory verse and questions	Class leader	Build understanding and recall.
20 min	Age-group activity or craft	Leader and assistant	Apply the lesson through play, discussion or creativity.
7 min	Response prayer, notices and safe collection	Teacher and collection team	Respond to God and return children only to authorised adults.

Recommended age streams

Toddlers | approx. 2-5	Short stories, repetition, movement, play, songs and close supervision.
Primary 1 | approx. 6-9	Bible narrative, memory verses, crafts, questions and guided prayer.
Primary 2 | approx. 10-12	Bible application, discussion, service, leadership practice and preparation for youth ministry.

Weekly teacher checklist

Pray and prepare | Use an approved lesson | Confirm two responsible adults where possible | Check the room and supplies | Sign children in and out | Record attendance and offering | Report injuries or concerns | Follow up absences appropriately.

04 | SAFE AND CARING MINISTRY

Recommended child-protection controls for every branch

These practical safeguards support the constitution's duty of care. They should be applied with the church's approved safeguarding policy, South African law and the direction of the Branch Pastor and National Office.

Control	Branch practice
Approved workers	Use appointed, suitable teachers and assistants who understand doctrine, behaviour expectations and child safeguarding.
Visible supervision	Avoid isolated one-to-one situations. Use open, observable spaces and at least two responsible adults where practical.
Sign-in and collection	Record arrival and release each child only to the parent, guardian or authorised collector.
Health and emergency details	Keep current guardian contacts, allergies, medical needs and an emergency response plan accessible to authorised leaders.
Trips and media	Obtain written permission for transport, outings, overnight events, photographs and public sharing as required.
Behaviour guidance	Use calm, age-appropriate correction. Never humiliate, threaten or use harmful punishment.
Concern reporting	Listen calmly, do not investigate alone, record facts accurately and report promptly through the designated church safeguarding and legal pathway.

Room readiness

Three-point safety check

• Before: inspect entrances, toilets, furniture, electrical points, play equipment and first-aid access.
• During: maintain supervision, headcounts, respectful interaction and allergy-aware refreshments.
• After: reconcile the register, release children safely, record incidents and secure confidential records.

When a child needs prayer or counsel

Minister gently in a visible setting, include another approved adult, avoid secrecy promises, preserve dignity and involve the Pastor and parent or guardian when appropriate. Urgent danger or suspected abuse must follow the approved reporting pathway immediately.

05 | MONTHLY SERVICE

Combined Children's Celebration and ministry review

Recommended frequency: once a month on a branch-approved Sunday or family-friendly date. The celebration brings age groups together, strengthens parent partnership and gives children meaningful participation.

Before	During	After
Organiser: confirm theme, teachers, room and child participation. Secretary: combine weekly attendance and follow-up records. Safety team: confirm registers, collectors, first aid, refreshments and supervision.	1. Welcome and worship 2. Child-led prayer or Scripture 3. Bible message 4. Memory verse or quiz 5. Class presentations 6. Salvation and response prayer 7. Parent notice and blessing	Teachers: record responses, needs and absences. Committee: review teaching, attendance, safety and supplies. Organiser: submit the month-end report and prepare the next month with the Pastor.

Monthly ministry outputs

Minimum monthly standard

- One approved report covering attendance, lessons, responses, visits, incidents, supplies and finances.
- One parent connection such as a short briefing, take-home Bible activity or prayer update.
- One compassion action for a needy child or family, coordinated confidentially through church leadership.
- One teacher-development action such as lesson coaching, prayer or safeguarding review.
- One next-month plan with theme, dates, people responsible and resources required.

Recommended report fields

Branch and month | fellowship dates | attendance by age group | visitors | lesson themes and memory verses | salvations or prayer responses | absent-child follow-up | parent contact | compassion care | incidents and actions | teachers on duty | supplies | finances received and banked | challenges | next-month plan | Organiser and Secretary signatures | Pastor acknowledgement.

06 | QUARTERLY GATHERING

Regional Children's Fellowship, teacher training and review

Recommended timing: March, June, September and December, or dates approved by Regional and National leadership. The day should combine joyful children's ministry with teacher development, reporting and planning.

Quarter	Emphasis	Required outcome
Quarter 1	Jesus welcomes children; vision and readiness	Approve branch plans, volunteers, registers, lessons and safety arrangements.
Quarter 2	Prayer, Bible knowledge and mid-year care	Review six-month progress and align branch reports with the June CFC Church Conference.
Quarter 3	Gifts, kindness, evangelism and family	Hold a regional fellowship or Bible festival and strengthen parent partnership.
Quarter 4	Thanksgiving, evaluation and preparation	Approve annual report, next-year priorities and alignment with the December Convention.

Quarterly programme

1	Registration, welcome, praise and prayer	Host branch
2	Branch attendance, teaching and care reports	Regional Secretary
3	Teacher training and safeguarding refresher	Approved facilitator
4	Children by age group: Bible story, verse and activity	Class teams
5	Bible quiz, gifts, testimony or compassion project	Branch children
6	Organiser feedback, next-quarter plan and prayer	Regional leaders and Pastor

Regional reporting

Each branch should send a concise written report through the approved Church Council and regional structure. The report should identify progress, children needing support, teacher-development needs, finance, safeguarding matters requiring leadership action and the next-quarter plan.

07 | YEARLY CONFERENCES

Annual Children's Conference and CFC-wide gatherings

The constitution does not prescribe a separate date for a Children's Conference. One annual Children's Conference, Bible Festival or Family Faith Day is recommended, subject to National Office approval and the official CFC calendar.

Gathering	Timing	Purpose and participation
National Children's Conference / Bible Festival	Once yearly on approved dates	Children gather for worship, prayer, Bible teaching, salvation, memory work, gifts, fellowship and family partnership.
CFC Church Conference	Normally June	Apostle, pastors, organisers, IEC members and branch delegates review church matters, the constitution and year plan.
CFC Convention	December	Conference agreements move to the wider membership for implementation and the movement gathers in fellowship.

Suggested Children's Conference framework

Session 1	Jesus welcomes me	Salvation, belonging, prayer and worship.
Session 2	God's Word in my heart	Bible stories, memory verses and simple Christian faith.
Session 3	Growing like Jesus	Character, kindness, obedience, courage and healthy choices.
Session 4	My gifts can serve God	Song, art, Scripture reading, testimony, generosity and service.
Session 5	Faith at home	Parent or guardian partnership, family prayer and continued discipleship.
Closing	Blessing and commissioning	Pray for children, families, teachers, organisers and branch actions.

Conference planning team

National Children's Organiser | National and Regional leadership | Host Pastor and branch committee | Teachers and assistants | Intercession and worship | Registration and authorised collection | Parent liaison | Transport | Finance | Safeguarding and medical support | Communications and reporting.

08 | ANNUAL OPERATING CALENDAR

A consistent rhythm for every branch

All dates should be confirmed through the Branch Pastor, Regional leadership and National Office before publication. The organiser keeps the ministry regular, safe, accountable and connected to the wider church.

Frequency	Gathering	Organiser's responsibility
Weekly	Sunday School / Children's Fellowship	Ensure approved teaching, prepared workers, prayer, registers, safe supervision and collection.
Second Sunday monthly	Regional Church Council, 14:00-16:30	Ensure appropriate representation and a written branch report through approved structures.
Monthly	Combined Children's Celebration	Review lessons, participation, attendance, follow-up, parent contact, safety, supplies and finances.
Quarterly	Regional Children's Fellowship and review	Present reports, train workers, visit assemblies and coordinate the next quarter.
June	CFC Church Conference	Carry children's ministry matters through the authorised conference and delegation process.
Once yearly	National Children's Conference / Bible Festival	Mobilise branches, confirm permissions and logistics, and implement approved outcomes.
December	CFC Convention	Support church-wide fellowship, implementation, thanksgiving and next-year preparation.

Approval and reporting pathway

WEEKLY RECORDS	MONTH-END REVIEW	CHURCH COUNCIL / QUARTERLY	PASTOR / NATIONAL OFFICE
Attendance, lesson, responses, follow-up, safety and finances	Committee checks; Organiser and Secretary sign; Pastor acknowledges	Written branch report; regional guidance, visits and consolidated planning	Serious matters escalate; wider programmes and dates receive approval

Final standard

Every gathering should help children know Jesus, understand God's Word, pray and worship, develop godly character, participate safely and take a clear next step. Every report must truthfully reflect what happened and what help is needed.

Constitution reference

Prepared from CFC Constitution Final 2022, especially: Children's Ministry - toddlers and primary age, care for the lambs, prayer, praise and worship, simple Christian faith and godly principles (p. 3); Sunday School Teacher / Pastor responsibilities (p. 8); conferences, Church Council and reporting (pp. 8-9); weekly services (p. 11); organiser and reporting principles (pp. 13-17); and branch leadership duties (p. 19).