صورة تحتوي على نص, خط يد, الخط, رسالة

تم إنشاء الوصف تلقائياً

HEY THERE!

We’re so excited that you want to volunteer in kids ministry! It’s fun and crazy, and it’s so much more than just childcare! It’s an opportunity to point kids to God and make a difference in their lives. We get to show kids how amazing God is.

But most importantly, we get to reflect God’s love to them, pray for them, and speak His truths to them. Kids need people in their lives who will show up to hang out with them, love them (and like them too), and show them what it looks like to follow Jesus.Whatever your role is in our ministry this year, this Volunteer Handbook will show you some of the ways you can begin making a lasting impact in the lives and faith of kids.

Thanks for being willing to serve. Thanks for caring about kids and families. And thanks for letting God use you.

We are honored to partner with you in ministry to impact the lives of kids and parents.

Cara Turner

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THE BASICS

OUR STAFF

** Cara Turner**

**Director of Children’s Ministry**

**Carat6349@gmail.com**

Our Children’s Ministry aims to create a safe, loving & encouraging environment where children feel respected and empowered to learn about the Love of Jesus and the Legacies of long before.

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**Michelle Bills**

**Volunteer Coordinator**

**Chellebills23@gmail.com**

Our volunteers understand they are a role model for our Kingdom Kids and we show kids the love of Jesus!

** Michelle Von Kaenel**

**Craft Coordinator**

Our Children’s Ministry uses crafts to help children express their creativity while reinforcing Biblical lessons.

OUR MINISTRY

***OUR WEEKLY PROGRAMS***

**Kingdom Kids K-5th | SUNDAYS AT 9:15AM**

During the Sunday School services, we offer preschool and nursery ministry in the Kingdom Kids Island infant-4yrs old.

**Jr Church 1-4yrs old & K-5th - Sunday 11-12pm**

Our children’s ministry begins in the Sanctuary, after Pastors Pals, they meet for fun, kid-friendly worship services during the Sunday morning services in the Kingdom Kids Island.

Infant-1year olds meet in the family Nursery

***OUR ENVIRONMENTS***

There are three kinds of environments for kids in our ministry. Each one is designed to strategically invite kids and families on a journey into deeper relationships with their peers, our adult volunteers, and Jesus, and each one is designed with every kid in mind — the kids who’ve grown up in church and the first-time visitors too.

**WEEKLY PROGRAMS:** Our weekly programs happen every single week. They’re designed to help kids grow spiritually in four key areas. (We’ll get to those in a minute.)

OUR GOAL

**WE WANT TO HELP KIDS GROW TO LIVE OUT**

**THEIR FAITH**

***LIVING OUT THEIR FAITH***

We want kids to learn to live out their faith. We want to help them build the confidence to identify and talk about exactly what they believe about God while making choices informed by their beliefs. So, what does it look like to own their faith? Well, we believe there are four things that both lead to and are a result of spiritual growth. We call these four things our four spiritual habits.

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

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

DISCIPLING STUDENTS

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

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

**DISCIPLESHIP IS ABOUT LIVING, NOT LEARNING**

Rather than asking, “What can we teach a teenager about God?” we ask, “How can we help a teenager live out their faith?” It’s not just about teaching them about Jesus - it’s about modeling what faith in Jesus looks like. That’s why our small groups spend time together outside of church. Because discipleship isn’t taught in a classroom — it’s modeled in everyday life.

**DISCIPLESHIP HAPPENS IN COMMUNITY**

In the Gospels, you don’t really see Jesus doing one-on-one discipleship. That’s because discipleship happens best in a community of people. That’s why we focus so much energy on getting teenagers plugged into consistent small groups, why we emphasize the role of parents and families, and why we surround teenagers with tons of Jesus followers. Because discipleship takes all of us!

**DISCIPLESHIP IS A PROCESS**

Discipleship is never really complete because learning to live out our faith is a life-long process. And because we know discipleship takes time, we want to put people in the lives of teenagers who are in it for the long-haul. That’s why our small group leaders don’t bail on their teenagers after a few months, but stick with them for several years - because it’s a process.

THE EXPECTATIONS

THE QUALIFICATIONS

* Love Jesus.
* Love kids.
* Stick to our Code of Conduct.

**THE SPECIFICS**

* Show up to our weekly program when scheduled.
* Look over your curriculum ahead of time. (It won’t be hard, we promise!).
* Engage with parents during drop-off and pick-up times.
* Participate in the entire children’s ministry service.
* Build relationships with the kids and youth helping in your group.
* Attend the adult worship services on a regular basis.
* Read, follow, and enforce all policies and procedure

PRESCHOOL & NURSERY

THE WIN

We already talked about the big win for our ministry — seeing kids take a step toward owning their faith. But not every member of our team has the same role in trying to see that goal accomplished. This team has a very crucial part to play in seeing that goal accomplished. Here’s what we think the win looks like for preschool and nursery volunteers . . .

PRESCHOOL & NURSERY VOLUNTEERS WIN WHEN THEY HELP KIDS*FEEL SAFE AND LOVED.*

If you want a preschooler to love coming to church (and you want their parents to love bringing them) then it’s so important for our preschool and nursery volunteers to show up consistently. That’s because babies and preschoolers feel the most safe when they are connected to familiar trusted adults. There may be tears and tantrums, but there will also be giggles and high fives. In this ministry, we do so much more than just childcare —we plant seeds of God’s love and truth in the hearts of little ones. When our volunteers help babies and prescholers feel safe and loved, they lay a foundation where their faith can take root and grow.

THE EXPECTATIONS

**THE QUALIFICATIONS**

* Love babies and preschoolers.
* Stick to our Code of Conduct.
* Commit to serving regularly for at least one year.

**THE SPECIFICS**

* Show up to our weekly program every week.
* Wear your t-shirt and name tag.
* Look over your curriculum ahead of time. (It won’t be hard, we promise!).
* Engage with parents during drop-off and pick-up times.
* Participate in the entire children’s ministry service.
* Build relationships with the kids in your care.
* Attend the adult worship services on a regular basis.
* Attend all events, meetings, and gatherings for volunteers.
* Attend the pre-service huddle for volunteers every week you’re scheduled to serve.
* Read, follow, and enforce all policies and procedures.

THE GREETER TEAM

THE WIN

We already talked about the big win for our ministry — seeing kids take a step toward owning their faith. But not every member of our team has the same role in trying to see that goal accomplished. Here’s what we think the win looks like for our greeters . . .

GREETERS WIN WHEN THEYMAKE A KID OR FAMILY FEEL *WELCOME* AND *SAFE*.

Our greeters are the first people families meet when they arrive and the last people they see before they leave, so they’ve got a pretty big responsibility.

Our greeters have the ability to set the tone for the kind of day kids are going to have when they walk through our doors. **It’s not just about signing kids in. It’s about making them feel seen, cared for, and safe.** An awesome greeter has the opportunity to begin breaking down walls so that, for the rest of our program, kids are more open to connect with others, to connect with their small group leaders, and to connect with God.

THE EXPECTATIONS

**THE QUALIFICATIONS**

* Love people.
* Love smiling.

**THE SPECIFICS**

* Show up when you’re scheduled to serve.
* Wear your greeter t-shirt and name tag.
* Make sure every family is greeted with a smile.
* Make sure every child is checked-in by their parents or guardians.
* Identify, register, and orient first-time guests.
* Walk first-time guests to their kid’s classroom and introduce them to their kid’s leader.
* Attend the pre-service huddle for volunteers every week you’re scheduled to serve.
* Attend all events, meetings, and gatherings for volunteers.

WORSHIP & TEACHING TEAM

THE WIN

We already talked about the big win for our ministry — seeing kids take a step toward owning their faith. But not every member of our team has the same role in trying to see that goal accomplished. Here’s what we think the win looks like for our worship and teaching team members . . .

THE WORSHIP & TEACHING TEAM WINS WHEN THEY *ENGAGE KIDS* IN OUR WEEKLY SERVICES.

Worship leaders, teachers, and everyone involved in making our weekly program happen create an atmosphere that gives kids an opportunity to learn about and connect with Jesus. That’s why it’s so important to keep kids engaged — because what’s happening during our program really matters!

THE EXPECTATIONS

**THE QUALIFICATIONS**

* Love kids.
* Love Jesus.
* Stick to our Code of Conduct.
* Commit to helping lead kids in a large group teaching or worship environment.

**THE SPECIFICS**

* Show up when you are scheduled to serve.
* Let us know in advance if you cannot serve.
* Look over the curriculum or songs (and motions) ahead of time and become familiar with them before the service.
* Arrive in time for a weekly run-through.
* Lead with lots of energy, engagement, and control.
* Read, follow, and enforce all policies and procedures.
* Attend the adult worship services on a regular basis.
* Attend the pre-service huddle for volunteers every week you’re scheduled to serve.
* Attend all events, meetings, and gatherings for volunteers.

OTHER VOLUNTEERS

There are so many ways to serve in children’s ministry and every role is so important. Here are a few more ways to serve . . .

STUDENT LEADERS

Our teenage volunteers serve as assistants to our adult leaders, engage with kids or preschoolers, help teach lessons and lead activities, and act as role models for the kids they lead.

PREP TEAM

Our prep team helps us make our Sunday morning program happen by serving during the week, helping our team prepare all the materials needed for our services, and keeping our supply room stocked and organized.

BUDDIES FOR KIDS WITH SPECIAL NEEDS

Both adults and teenagers are welcome to serve as buddies for our kids with special needs. These volunteers commit to serving regularly by caring for a child during our services, adapting our environment and curriculum to meet their needs, and connecting with their family.

TECH TEAM

Our tech team learns to master our computer and production equipment and prepares for our services in advance in order to create smooth and distraction-free experiences.

EVENT TEAM & SUBSTITUTES

Many of our volunteers serve on a temporary or as-needed basis during the holidays, special events, or when another volunteer is out sick or on vacation.

THE FINE PRINT

SAFETY GUIDELINES

As a member of our ministry team, it is absolutely essential that you practice healthy boundaries with kids at all times, for their safety and yours. These guidelines exist to protect kids from harm and to protect you from false allegations.

NEVER BE ALONE WITH A CHILD

No volunteer should ever be alone with any number of children at any time. There should be a minimum of two unrelated adults (who have been screened) in a room at all times. You may not enter a bathroom alone with a child or allow more than one child to enter a bathroom without adult supervision. If a child needs assistance in the bathroom, the door must be left open and other volunteers must be present. If they need assistance wiping or have an accident, parents must be paged.

DOCUMENT ALL INCIDENTS

If a child in your care is injured or falls ill, or an incident occurs, an incident report must be filled out and signed by you, our staff, and the child’s parents.

FOLLOW DIAPER PROCEDURES

Only trained volunteers over the age of 16 may change diapers, and other adults must be present while the diaper change occurs.

PRACTICE APPROPRIATE TOUCH

Showing affection is a natural part of ministry and working with kids. Here are some guidelines for showing appropriate affection to kids while maintaining integrity.

**HUGS:** Hugs should be brief and should be side-hugs. Kids should always initiate any hugs — not adults.

**HANDS:** High fives, handshakes, and fist bumps are always appropriate. Hand holding is acceptable only for kids in 2nd grade or younger.

**HOLDING:** A child over the age of 2 should not be held unless the child is being transported. If a child wants to sit on your lap on the floor, gently move the child to a sitting position beside you.

AVOID AND REPORT ALL INAPPROPRIATE TOUCH

The following forms of affection are inappropriate in our children’s ministry in any circumstance:

* Lengthy or full-body hugs
* Kisses
* Holding children over the age of two
* Kids sitting in your lap
* Touching genitals or helping a child in the bathroom
* Tickling
* Piggyback rides
* Any form of unwanted affection

REPORT DANGEROUS SITUATIONS

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

Contact a staff member immediately if you suspect a child is the victim of abuse or neglect. Do not attempt to gather information from the child or speak with the parents about your concerns. Do not talk with other team members about your concerns.

DEFINING ABUSE

**Sexual abuse** is any occurrence in which an adult engages in sexual activity with a minor. It could be contact behavior (touching) or non-contact behavior (pictures, spying, exposure, or conversation).

**Physical abuse** is any contact intended to cause physical pain or injury to a child. The law does permit parents to use corporal punishment, but the discipline has to be reasonable.

**Emotional abuse** is any non-physical behavior meant to control a person's emotional well-being through behaviors including, but not limited to manipulation, threats, condescending comments, humiliation, and/or any other verbal acts that cause damage and trauma to a person.

**Neglect** is the failure to provide a child with basic necessities, such as food, clothing, shelter, hygiene, medical attention, or supervision. Neglect can also include exposure to harmful substances or situations.

SIGNS OF ABUSE

Contact a staff member immediately if you see signs of abuse, such as . . .

* depression
* sudde change in behavior, such as isolation or withdrawal
* paranoia
* fear of their caregivers or others
* aggressive behavior
* anxiety
* bed-wetting or accidents in their underwear
* imitating or talking about sexual behaviors
* wounds or pain
* unexplained bruises
* untreated illnesses
* apparent lack of supervision
* self-harm behaviors or suicidal ideation

BE AWARE OF ALLERGIES

Due to the risk of allergies, we do not allow outside foods in the classrooms, and we are a peanut free facility.

Parents should let the child’s leader or a host team member know if their child has a medical need or allergy. We cannot administer any medications. When food and drink are used in our children’s ministry rooms, an allergy alert sign will be posted.

KNOW WHEN TO PAGE PARENTS

If you need to get ahold of parents at any point during the service, let a member of the host team know, and they will put the child’s number on the screen in the worship center.

Parents can be paged if children exhibit symptoms of illness, are crying inconsolably for more than 10 minutes, or if a child behaves in a violent manner.

HANDLING EMERGENCIES

We have emergency procedures posted in every classroom and regular trainings for weather emergencies, medical emergencies, evacuations, and predator situations.

If an emergency occurs, kids will not be released to parents until the area is cleared and the parents have the claim sticker.

DISCIPLINE POLICY

Discipline should always be done in a positive, patient and grace-filled way that focuses on helping the kids instead of enforcing punishments. When discipline is necessary to keep a safe and effective environment for everyone, here are three steps to take:

REDIRECT

* + - * Get on the child’s level and look them in the eye.
      * Give a verbal warning, explaining why the behavior is not acceptable.
      * Give a suggestion for the right way to act or behave and help them do it.

REMOVE

* + - * If the child does not follow directions when you give them a redirection, it may be necessary to remove them from the situation or activity so they can calm down and prepare to rejoin the service.
      * Place them in an area away from the other kids for no more than one minute per year of age.

REFER

* + - * If the child is still not obeying, refer the child to your ministry leader for assistance.

***Never attempt to physically discipline a child, belittle a child, or administer corporal punishment.***

To limit the amount of discipline needed, here are some tips:

1. **PREPARE AHEAD OF TIME**

Become familiar with the curriculum and gather supplies before kids enter the room. When they arrive, be prepared to greet and engage them.

1. **ESTABLISH RULES AND EXPECTATIONS EARLY**

Communicate the rules and expectations consistently at the beginning of every service. Remind the kids often.

1. **BE PROACTIVE**

Follow proper ratios and make sure there are enough adults to maintain order in the room. Look for kids who may talk too much around each other, and split them up. Encourage kids who have trouble listening to be leaders, and look for ways to include them in the service.

1. **TALK TO PARENTS**

If you have to take disciplinary action with a child, let your children’s ministry leader know. If you have to talk to parents, always do so in an encouraging, gentle and positive way. Ask the parents how you can help their child.

If a child exhibits violence to the teacher or other kids, parents will be contacted immediately, and the children’s ministry leader will talk with the parents.

CHECK-IN AND CHECK-OUT PROCEDURES

DROP-OFF AND PICK-UP POLICIES

Kids are under the care and supervision of their parents until they are checked in to our children’s ministry. We require all kids 5th grade and under to be checked in by a parent or guardian and escorted to their class by the parent or guardian, and that the following steps are taken . . .

* + - * Kids must be checked in for services by parents, using our check-in system. Parents will get a claim sticker that matches their child’s.
      * They must show their sticker with a matching code to the volunteer in order to pick up their child.
      * A child may not be picked up by anyone under the age of 16 years old.
      * If a child has a special need or medical issue or allergy, parents should alert the host team and the child’s teacher.

IF PARENTS LOSE THEIR STICKER

Do not release a child to a parent unless they have a matching sticker, even if it’s a parent you know. This will communicate to everyone that we take safety seriously.

If a parent loses their sticker, they will meet with a member of the host team and show their ID, and we will look them up in our computer system to make sure they are authorized to pick up the child. If there are any custody issues, we will notate them in our check-in system.

CODE OF CONDUCT

As a ministry team, there are a few things we’d like everyone to abide by. Here they are!

ALL VOLUNTEERS

**WORK HARD:** You are so important to our ministry! We need you! So please show up on time, give it your all, and be faithful to your responsibilities.

*"Whatever you do, work at it with all your heart, as working for the Lord." — Colossians 3:23 (NIV)*

**BE KIND:** Ministry is all about people, so to be effective in ministry, you’ll need to reflect God’s heart for people. With kids, parents, other volunteers, and our staff, treat people with gentleness, forgiveness, patience, kindness, and love.

*"Live in peace with each other ... be patient with everyone ... always strive to do what is good for each other and for everyone else." — 1 Thessalonians 5:13–15 (NIV)*

SMALL GROUP LEADERS

**BE LIKE JESUS:** More than any other volunteer role, small group leaders have the most responsibility because they have the most influence on the lives of kids. While we don’t expect anyone to be perfect, we do expect every small group leader to be striving to make wise decisions, to glorify God with their lives, and to look more like Jesus every day—especially in key areas like their treatment of others on our team, social media presence, drug or alcohol use, and sexual behavior.

*“Follow God's example.” — Ephesians 5:1 (NIV)*

COMMITMENT

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m ready to serve!

**I promise to follow through on my responsibilities.** If I can’t, for whatever reason, I promise to keep our staff informed and to give them as much notice as I possibly can, knowing they’ll need to find a replacement for me and that takes time.

**I promise I’ve read this Volunteer Handbook.** I understand the mission and strategy of our ministry and will support the vision and leadership of the staff.

**I promise I’ve read the Safety Guidelines and will abide by them,** for my safety and for the safety of our kids and families.

**I promise I’ve read the Code of Conduct and will abide by it.** If I mess up, I promise to be honest with our staff about my actions and will accept whatever consequences they think are reasonable and necessary, knowing that, while they must always act in the best interest of kids, they are committed to treating me with respect, love, and grace.

**I promise I understand the expectations of my role** and will work hard to fulfill them. If I’m having trouble fulfilling any of my expectations, I promise to communicate with the staff and ask for help, knowing they’re here to support me.

And finally . . .

I promise to do my part in making a huge difference in the lives and faith of the kids who walk through our doors. And I promise to have a lot of fun doing it.

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

