



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.

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 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 thank you for letting God use you.

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

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THE BASICS

OUR STAFF



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Let us know if there's anything you ever need. We're here to help!

KidZone is blessed with SO many volunteers that are not listed,
but are the most valued members of our team!!

Our Big Win

It's hard sometimes to know when you're winning in children's ministry. Like, is anything we are teaching sinking in? Are kids growing in their faith? That's why we decided to define the big win for our ministry. We have created Benchmarks and Core Values that will help us with Our Big Win! We win when a kid takes a step toward owning their faith!

Discipleship Benchmarks:

Powerful In Prayer
Responsive in Worship
Baptized by Water & Spirit

Core Values: Our core values are who we are; they are our foundation.

1. JESUS: IS OUR MESSAGE
Methods will come and go, yet our message will remain the same – an Apostolic Message.
2. People: ARE OUR HEART
All People = Our Heart
We unapologetically focus and love those far away from God.
3. GENEROSITY: IS OUR PRIVILEGE
We go first in giving our time, talents, and treasures.
4. EXCELLENCE: IS OUR SPIRIT
If we're gonna do it, it's to the best of our ability, with what we have.
5. SERVANT LEADERSHIP: IS OUR IDENTITY
We believe the greatest leadership is service to others. We, as leaders, are servants first.
6. HONOR: IS OUR CALLING
We choose joyfully to submit to those God has placed over us. We honor and care for those under us.
7. PASSION: IS OUR PURSUIT
Passion for Jesus. Passion for people. Passion for His church.

Staff Values: Our staff values are who we aspire to be. However, we may not always live up to them. They are the attributes we constantly pursue as a staff.

1. JESUS IS OUR WAY

He is our focus and the center of everything we do.

2. MAKE IT BETTER

My role, no matter the job description, is to make the church a better place.

3. WE OWN IT

We are not just church leaders. We are members. We serve fundamental parts of the church wholeheartedly.

4. WORK TOGETHER

Collaboration is valued in all aspects of ministry. God is honored when we are unified by His work.

5. DUPLICATE YOURSELF

If we are not teaching how to do what we do, we are not leading. At First Church, we are creating pathways of growth and purpose for others.

Our Ministry

OUR WEEKLY PROGRAMS

Sundays at 10:00 AM

Our children's ministry meets for fun, kid-friendly worship services during the Sunday morning services.

Wednesday at 7:00 PM

On Wednesday, they receive group lessons to develop a love for the Bible in a friendly and enjoyable atmosphere.

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, JESUS, and each one is designed with every kid in mind! The kids who've grown up in church and the first-time visitors!

EVENTS: Throughout the year, we'll host several significant events designed to help kids connect with each other, their families and with our leaders and volunteers.

WEEKLY PROGRAMS: Our weekly programs happen every single week. They are designed to help our kids grow and meet our benchmarks.

SMALL GROUPS: Small groups are an essential part of what we want to do in 2022. They are designed to connect every kid with a consistent, trustworthy adult and community of peers.

Engaging with Parents

As a volunteer, you are making a significant impact in the lives of the kids in our ministry. However in most cases, parents make an even great impact in their child's life.

We are committed to serving, supporting, partnering with, and engaging the parents in our ministry. As a volunteer, caring for kids isn't our only responsibility, engaging with parents is part of our job.

OUR VOLUNTEER TEAMS

Small Group Leaders

Small group leaders win when they build relationships with kids and help them build relationships with each other.

RELATIONSHIP WITH KIDS

As leaders we can't make a child own their faith, but you can build a relationship with that child that allows you to love them and influence their faith.

So a small group leader wins when they chose to love and embrace the kids God has entrusted to them. Leaders win when a child sees their small group leader not just as a authority figure they have to obey, but someone they trust and want to follow.

RELATIONSHIP WITH EACH OTHER

As important as a child's relationship with a small group leader is, it's not the only relationship that matters. Small group leaders are to help kids build relationships with each other. Discipleship happens best in a community. A leader isn't the only person a child needs to influence their faith, they need each other.

QUALIFICATIONS

- Love Jesus.
- Love Kids.
- Stick to our Code of Conduct.
- Commit to leading a small group for a semester.

THE SPECIFICS

- Be prepared for each small group you are leading.
- Engage with parents during drop-off and pick-up times.
- Build relationships with the kids in your group.
- Attend the adult worship services on a regular basis.
- Attend any children ministry volunteer trainings.
- Read, follow, and enforce all policies and procedures.

Preschool Team

Preschool volunteers win when they help kids feel safe and loved.

If we want preschoolers to love coming to church (and we want their parents to love bringing them) then it's so important for our Preschool volunteers to be consistent in attendance and structure. Preschoolers feel 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 class. We do so much more than childcare, we plant seeds of God's love and truth in the hearts of little ones.

QUALIFICATIONS

- Love preschoolers.
- Stick to our Code of Conduct.
- Commit to serving regularly for at least six months.

THE SPECIFICS

- Show up when you are scheduled to serve.
- Be prepared for each class you are leading.
- Engage with parents during drop-off and pick-up times.
- Build relationships with the kids in your care.
- Participate in the children's ministry if you are serving Sunday mornings.
- Attend the adult worship services on a regular basis.
- Attend any children ministry volunteer trainings or events.
- Read, follow, and enforce all policies and procedures.

Greeter Team

Greeters win when they make a child or family feel welcome and safe.

Our greeters are the first people families meet when they arrive and the last people they see before leaving. It's a vital part of our ministry.

Our greeters can set the tone for the kind of day kids will have when they walk through our doors. It's not just about checking kids in, it's about making them feel seen, cared for, and safe. Our excellent greeters have the opportunity to begin breaking down walls so that, for the rest of our program, kids are more open to connecting with others, our volunteers, and with God.

THE EXPECTATIONS

- Love people.
- Love smiling.

THE SPECIFICS

- Show up when you are scheduled to serve.
- Make sure every family is greeted with a smile.
- Make sure every child is checked-in and checked-out by their parent or guardian.
- Identify and register, in planning center, our first-time visitors.
- Engage with parents during drop-ff and pick-up times.
- Introduce first-time visitors to the leader.
- Attend the adult worship services on a regular basis.
- Attend any children ministry volunteer trainings or events.
- Read, follow, and enforce all policies and procedures.

Worship & Teaching Team

The Worship and 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 give kids an opportunity to learn about and connect with Jesus.

THE QUALIFICATIONS

- Love kids.
- Love Jesus.
- Stick to our Code of Conduct.
- Commit to helping lead kids in a large or small 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 song (and motions) ahead of time and become familiar with them before the service.
- Arrive on time to scheduled pre-service practice.
- Lead with lots of energy, engagement, and control.
- Attend the adult worship services on a regular basis.
- Attend any children ministry volunteer trainings or events.
- Uphold the platform standards set by Pastor.
- Read, follow, and enforce all policies and procedures.

Other Volunteer

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

STUDENT LEADER

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

BUDDIES FOR KIDS WITH SPECIAL NEEDS

Both adults and student leaders are welcome to serve as buddies for kids with special needs. These volunteers commit to serve 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 experience.

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.

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 adults (who have been screened) in a room at all times. 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 if they have an accident, parents must be paged.

DOCUMENT ALL INCIDENTS

If a child in your care is injured, ill, or an accident occurs, an incident report must be filled out and signed by you, KidZone Director, and the child's parents.

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.

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

HOLDING: A child over the age of 3 should not be held unless the child is being transported. Refrain from letting a child sit on your lap, 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 hugs
- Kisses
- Holding children over the age of 3
- Touching private areas or helping a child in the bathroom alone
- Piggyback rides
- Any form of unwanted affection (Be mindful of the child's comfort level of physical touch)

REPORT DANGEROUS SITUATIONS

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

Contact the children's ministry director 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.

SIGNS OF ABUSE OR NEGLECT

Contact the children's ministry director immediately if you see signs of abuse, such as depression, sudden changes in behavior, paranoia, fear of their caregiver, aggressive behavior, anxiety, accident in their underwear, imitating or talking about sexual behavior, wounds or pains, unexplained bruises, or untreated illnesses.

BE AWARE OF ALLERGIES

Due to the risk of allergies, we do not allow outside foods in the classrooms unless approved by the children's ministry director, and we are a peanut free facility.

Parents should let the child's leader or greeter 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 contact a parent at any point during the service, let the children's ministry director of the service leader know and they will reach out to the parent. The security team will also alert the parent that their presence is needed in our area.

Parents can be paged if a child 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, evacuations, and predator situations.

If an emergency occurs, kids will not be released to parents until the area is cleared. At which time the parent of guardian ONLY will be allowed to remove the child from our care.

Behavior Plan

Discipline should always be done in a positive and grace-filled way that focuses on helping the kids instead of enforcing punishment. 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 suggestions for the right way to act or behave and help them do it.

REMOVE

- If the child does not respond when you give them 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. Remain with the child, until such time they are ready to join the group.

REFER

- If the child is still not obeying, refer the child to your children ministry director for assistance.

Never attempt to physically discipline or belittle a child.

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, greet and engage them

2. ESTABLISH RULES AND EXPECTATIONS EARLY

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

3. BE PROACTIVE

Follow proper ratios and make sure there are enough adults to maintain order in the room. Look for kids who may talk to 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.

4. TALK TO PARENTS

If you have to take disciplinary action with a child, let the children's ministry leader know. Together you will speak with the parents, 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 only will meet 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 into our children's ministry. We require all 6th grade and under to be checked in by a parent or guardian. We also want to ensure that the following steps are taken...

- Children must be checked in for services by a parent or guardian.
- Children must be checked out of services by a parent or guardian. **Children will not be released until their parents check-out their child at the host desk.**
- Children cannot be checked in until 30-minute before service. (9:30 AM on Sunday mornings and 6:30 PM on Wednesday nights)
- A child may NOT be picked up by anyone under 16 years of age or by anyone NOT on the authorized list of guardians. Confirm authorized guardians are in our computer system. If they are not listed, they CANNOT check out the child.
- If a child has a special need, medical issue, or allergy, parents should alert the host team who will alert the child's teacher or children's ministry director.

CODE OF CONDUCT

As a ministry team, here are a few things we would like everyone to abide by.

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 with the responsibility entrusted to you.

“Do your best...Keep in mind always that the ultimate Master you’re serving is Christ.” (Colossians 3:23)

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.

“Get along amongst yourselves... And be careful that when you get on each other’s nerves you don’t snap at each other.
Look for the best in each other, and always do your best to bring it out. “ (1 Thessalonians 5:13-15)

BE LIKE CHRIST: As volunteers we want to not only teach our kids how to be more like Christ, we want to show them by living it daily. In these key areas we need to focus on being like him, our treatment of others, social media presence, and living a consecrated life.

“Watch what God does, and then do it.” (Ephesians 5:1)



CONTACT US

Let's stay in touch

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

EMAIL

New this year...we will send an email just for volunteers every month. It's packed with information on our ministry and some excellent volunteer tips.

PLANNING CENTER MESSAGING CENTER

We will use planning center to send mass group communications pertaining to a service or event.

REMIND APP

We use Remind messaging app to send out friendly reminders on events or information.

- KidZone text @fpckzteam to 81010