



KIDS

HAND

VOLUNTEER

BOOK

2024 - 2025

MISSION

*WE JOIN REDEEMER'S FAMILIES
IN HELPING THEIR KIDS
FEARLESSLY FOLLOW JESUS*



VALUES

*WE INVITE KIDS TO BELIEVE IN JESUS,
BELONG TO HIS FAMILY, GROW TO BE LIKE HIM,
AND REACH THE WORLD FOR HIM*

HERE WE GO!

Welcome to the exciting world of kid's ministry at Redeemer's Fellowship. We're so excited that you want to serve in Redeemer's Kids! It's one of the best places to be on the weekend and so much more than just childcare! It's an opportunity to point kids to Jesus 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 into their lives. 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.

Please take some time to read this handbook and keep it handy for reference. Whatever your role is in this ministry, understanding how everything works in the world of Redeemer's Kids will make your time with us more comfortable and will prepare you to handle different situations.

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 to help kids fearlessly follow Jesus!

OUR MINISTRY

WEEKLY PROGRAMS

NEWBORN-5TH GRADE | SUNDAYS 9:30AM & 11:15AM

We offer classes for newborn - 5th grade at two of our weekend services. Classes are divided into several smaller age groups and designed to meet kids right where they're at with teaching, games, worship, and small group discussion.

4TH AND 5TH GRADE GROUP | TUESDAYS 6:30-8PM (SCHOOL YEAR)

This group offers 4th and 5th grade students the opportunity to hang out with friends, discuss life's big questions, and discover what it looks like to follow Jesus as a preteen.

EVENTS

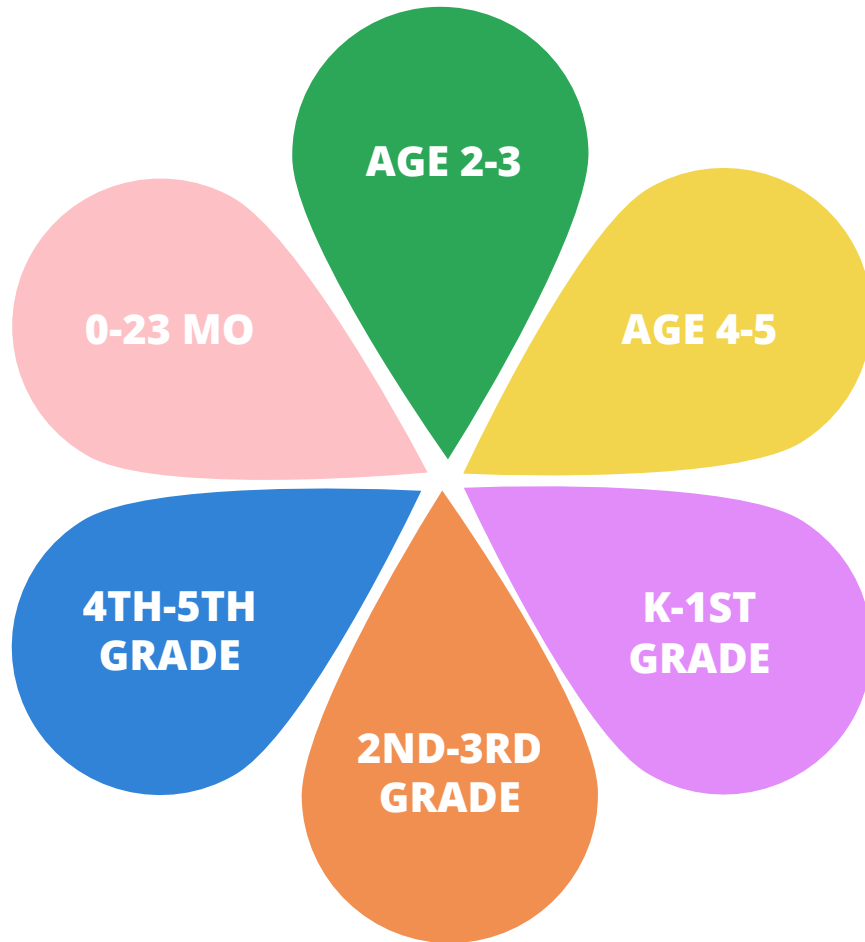
KIDS CAMP

Each summer we invite kids throughout the community to join us for a summer day camp complete with fun, games, music, and introductory teaching from the Bible. Kids have a blast learning together, having fun with friends, and often times, making a decision to follow Jesus.

OTHER EVENTS

Throughout the year, we provide opportunities for kids and families to grow together and have fun at church with special services, movie nights, and other family focused events.

STRUCTURE



STAFF

Kid's Ministry Pastor: Abbie Heinrichsen

abbie@redeemers.org | 541.492.0295

Kid's Ministry Coordinator: Holly Heinrichsen

holly@redeemers.org | 541.492.0094

Kid's Ministry Assistant: Jamison Zelif

jamison@redeemers.org | 541.672.0090

WHAT WE TEACH

REDEEMER'S KIDS CURRICULUM

The logo for Wonder Ink is displayed on a dark blue, slightly irregular rectangular background. The word "Wonder" is written in a large, rounded, sans-serif font, with each letter in a different color: 'W' is orange, 'o' is light blue, 'n' is light green, 'd' is light blue, 'e' is yellow, and 'r' is orange. Below "Wonder", the word "Ink" is written in a similar font, with 'I' in light green, 'n' in yellow, and 'k' in light blue. A small registered trademark symbol (®) is located to the upper right of the 'k'.

Faith begins with wonder

Team Leaders use the provided curriculum to lead kids through clear, age-appropriate Bible teaching. Lessons are designed to actively engage kids through play, meaningful conversation, and storytelling that invites them into God's Big Story.



WHAT IS WONDER INK?

Wonder Ink is a children’s ministry curriculum that empowers kids on their journey of curiosity, belief, faith, and identity.

Rooted in the biblical truth that our identity is found in God’s Big Story, where Jesus is Lord and the Holy Spirit is present, Wonder Ink makes room for big questions and big ideas while leaving no doubt about who God is or who we are in Him.

Kids discover:

- God knows me.
- Jesus loves me.
- The Holy Spirit leads me.
- I am a child of God.

Wonder Ink Curriculum has been created and informed by a team of ministry practitioners and discipleship thought leaders to fit the needs of today’s local church—reaching kids and families at church and at home.

Complete lessons—from Bible teaching approaches, group activities, and lesson flow, to family engagement options—have been fully vetted by David C Cook's Online Research Community.

- Three-year scope and sequence, 52 weeks per year
- Explores the entire Bible thematically over the course of the scope and sequence.
- Lessons delivered in themed units, 4–8 weeks in length, including Christmas and Easter
- Available for: Early Childhood (ages 3-5 plus toddlers) and Elementary grades
- Partners with parents through at-home resources and family discipleship experiences.

WHY WONDER INK?

We all want to raise good kids with good character, but we also know that a faith journey is about so much more than managing behavior. It’s about becoming more like the One to whom we belong.

The gospel defines our identity.

As God’s children, our identity is our inheritance: we are family. As God’s family, we set our values according to who we are in Him, not simply the choices we make.

Research also tells us that our earliest experiences of love and loss, security and suffering make deep imprint on us for a lifetime. God is present with us in every moment and extends to us a redemptive invitation to wholeness, ‘inked’ with grace on the very core of our being.

Wonder is where it all begins. Ink writes truth on our hearts.

Wonder Ink reimagines discipleship for today’s kids, parents, and volunteers, equipping them for this journey with curiosity, belief, and faith as they find their place in God’s Big Story.



THE HEART OF WONDER INK

God knows me.

God, the Creator of all, knows me. He has always known me. He has had me in mind from the very beginning. He made me, and I am His masterpiece. He made me in His own image to do the amazing things He has prepared for me to do.

I am **KNOWN** by the Creator and that means I **BELONG**. I get to be part of His family.

Psalm 139:13-14 NIrV

Jesus loves me.

Jesus' perfect life, death, resurrection, and promised return are God's love story. Jesus came to fulfill God's promises to His children. Through Jesus, I have salvation.

Jesus loves me no matter what. His love for me has no beginning and no end, and I get to love Him back. Jesus is God's love in person. God's love is big and generous, and it is for me! Jesus is the way to God's love. Choosing to follow Jesus means choosing God's love and God's way.

I am **LOVED** by Jesus, and I get to share His **LOVE** too.

John 13:34, 35 NIrV

The Holy Spirit leads me.

God gives me the gift of His Holy Spirit when I choose to live for Jesus. The Holy Spirit invites me to live in God's Kingdom—now and not yet.

When I accept Jesus as my Savior, I receive the Holy Spirit as a gift, and He lives inside me. When I let the Holy Spirit lead, He strengthens me, and I grow in belief. As I learn that God's way is the best way, my faith grows too. The Holy Spirit helps me be more like Jesus—the me I was made to be.

Because I am **LED** by the Holy Spirit, I can **FOLLOW** Him.

Romans 8:14, 15a NIrV

I am a child of God.

God's amazing story changes my own. Because God knows me, Jesus loves me, and the Holy Spirit leads me, I get to be a wonder-filled reflection of God to the world. I get to know who I truly am and who I was made to be.

The Bible tells me that I am fearfully and wonderfully made, knit together by a loving God who knows all about me and loves every inch of me. He delights in me, and I will celebrate His wonder!

I am a **WONDER**. I get to **BE** part of God's story, and my life **TELLS** of God's wonder

1 Peter 2:9 NIrV



THE STRUCTURE OF WONDER INK

LEADER RESOURCES We invite leaders to pause, listen, and shift their gaze toward the Father and experience the wonder of God's big story as they explore the context of the Scripture passage.

CURIOSITY A multi-sensory object lesson, STEM experiment, or group activity that sparks curiosity, encourages exploration, and gets kids thinking about the wonder of God.

BELIEF A deep and interactive dive into Scripture that guides kids into knowing God more deeply, exploring His big story, and marveling at His wonder.

FAITH An intentional conversation that helps kids see the wonder of God's story and how it connects to their own, emboldening their faith, and fostering a deeper understanding of their place in God's kingdom.

IDENTITY An interactive response activity that ushers kids into worship and creates space for Him to remind them of these core truths: I am known, I am loved, I am led, and my life can tell of God's wonder.

WONDER@HOME Wonder@Home is a family resource of Wonder Ink that engages adults and kids to experience God's Big Story together by sparking wonder and reinforcing the Wonder Truth of each lesson. This resource includes a weekly video, a conversation guide, and simple, interactive activities. Wonder@Home allows churches to partner with parents and minister to families both at church and at home.

THE THEOLOGICAL GUIDEPPOSTS OF WONDER INK CURRICULUM

- God's Big Story of redemption is celebrated in each lesson. Every piece of Scripture is tied to the whole—nothing stands alone.
- The hope of the gospel frames every story. Sin doesn't get the headlines—it points us back to the gospel.
- The people of Scripture are not characters or superheroes—they are real people. People who make mistakes. People who have big dreams. People who are curious. People who believe with their whole hearts. People like you and me.
- Biblical language is introduced and explained in the context of Scripture, adding nothing to it and taking nothing away.
- Our identity is rooted in the same way our faith is: in being confident of what we hope for in Jesus. We become who we were created to be through claiming our inheritance as an image-bearing child of God. The more we look like Jesus, the more we grow in godly character, shaped by the Holy Spirit.

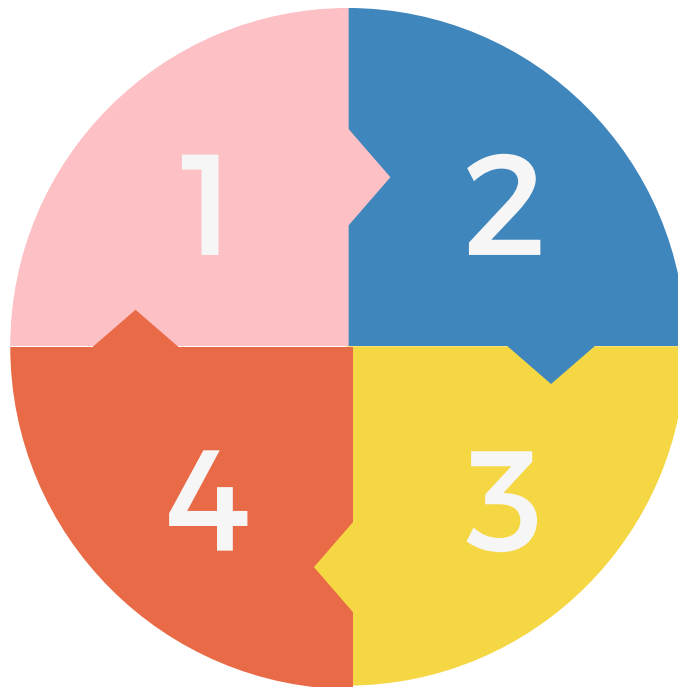
YEAR AT A GLANCE

1 FALL/WINTER SEMESTER

- **Kids Ministry Kick Off Event**
- **Christmas Eve Services** - Family Style with classes for 5 and under
- **New Year's Service** - Family style with classes for 5 and under

2 SPRING SEMESTER

- **Easter Services** - All hands on deck!
- **Kids Ministry Appreciation Event**
- **Would you be willing to continue serving through the summer?**
- **If not, would you be willing to be on the "sub list"?**



4 DECISION TIME

- **Are you missing Redeemer's Kids yet?**
- **We'd love to keep you forever!**
- **Fill out online form and let us know if you will be coming back.**
- **SUMMER TEAM: Would you be willing to be on a "sub-list" during the school year?**

3 SUMMER

- **UP Day** - school aged kids move up to their next grade/class
- **Summer Team serves**
- **Kids Camp** - High energy event for kids in our church and in our community
- **Church in the Park** - Family weekend and river baptisms

OUR TEAM

The Redeemer's Kids team is made up of a variety of roles across each age group. No matter what your role is in this ministry, we're all working together to serve families and to help kids fearlessly follow Jesus.

GREETERS

Greeters are the first point of contact in Redeemer's Kids and love to help people feel welcome. They set the tone as families arrive and ensure the check-in process goes smoothly for regulars, first-timers, and visitors alike.

CLASSROOM TEAM MEMBERS

Classroom team members make up the bulk of our serve team and are the backbone of creating a safe and fun place where kids can discover who God is and what it looks like to follow Him. They actively engage with kids through play, conversation, and care.

CLASSROOM TEAM LEADERS

Classroom team leaders direct each classroom and individual team of volunteers. They work with their team to create an atmosphere where kids can learn about and connect with God in an age-appropriate way. They share God's word with kids and direct the class through various activities to reinforce the lesson.

SUBSTITUTES

Substitutes serve on a temporary or as-needed basis during the holidays, special events, or when another volunteer is out sick or on vacation. Substitutes are extremely valuable to the ongoing health of our leaders and to our ministry to kids and families.

STUDENT LEADERS

Student leaders serve as assistants to our adult leaders by engaging with kids, helping to teach lessons and lead activities, and acting as role models for the kids they serve.

FINDING A SUB



If for any reason you are unable to be in the classroom on your scheduled day, **finding a substitute is your responsibility.** Don't worry though—it's easier than you think!

1 YOUR TEAM

Call other leaders in the grade/age level where you serve and attempt to coordinate a switch with someone from the opposite rotation.

2 SUBSTITUTE POOL

Check the substitute list that was provided to you in print and email form. There you will find names and contact information of the people eligible (and willing) to serve in kid's ministry. A text message is usually best.



3 OUR STAFF

Let the Kid's Ministry Assistant know of any subs or switches arranged. If steps 1 and 2 didn't produce desired results, please call/text the Kid's Ministry Assistant.



In the event of sickness or an emergency late Saturday night or early Sunday, please DO NOT email or call the church office. Text or call the staff member's cell phone. See specific numbers on page 2.

DID YOU KNOW?

Eight out of 10 times, finding a sub (someone to serve in your place) is easier than finding a missing receipt or car key.



CELL PHONE & PHOTO POLICY

- Out of respect and protection for our children and families, it is important to **put away anything that may cause a distraction** while in the classroom; this includes cell phones, headphones, cameras, and any similar devices.
- It is also important that you refrain from taking pictures of children. **No pictures should be taken, stored on devices, or posted to any website or social media outlet.** This is to protect our children and our families.



ATTIRE

Please be aware of your appearance so that you present a **positive** and **welcoming** impression. Redeemer's Kids shirts are provided for everyone on the team as a serving uniform. This helps families, students, and the Security Team identify those on the serve team.

Keep in mind that you will be interacting with children, which could involve quite a bit of up-and-down movement and floor time.

Please do not wear any clothing that will prevent you from comfortably bending over, squatting down, sitting on the floor, or playing with kids.

Use discretion— if you think your clothing is questionable or could be a distraction, please do not wear it.

Please also ensure that your clothing is clean. Smocks are provided for everyone who serves in our Babies or Toddlers room. These smocks are very helpful in *keeping* your clothing clean. Feel free to use them.

Each volunteer must wear the provided name tag while serving. This name tag indicates that you have been screened and background checked in order to serve with children. Colored lanyards distinguish which classroom you're serving in.

HYGIENE

Please help us prevent the spread of illness by washing or sanitizing your hands:

- When you first arrive in a room
- After a diaper change
- After accompanying a child to the restroom
- After contact with body fluid (wiping a child's nose, etc.)
- Before handling food
- Whenever else is needed

Please instruct children to wash their hands:

- After using the restroom
- Wiping their nose
- Before eating



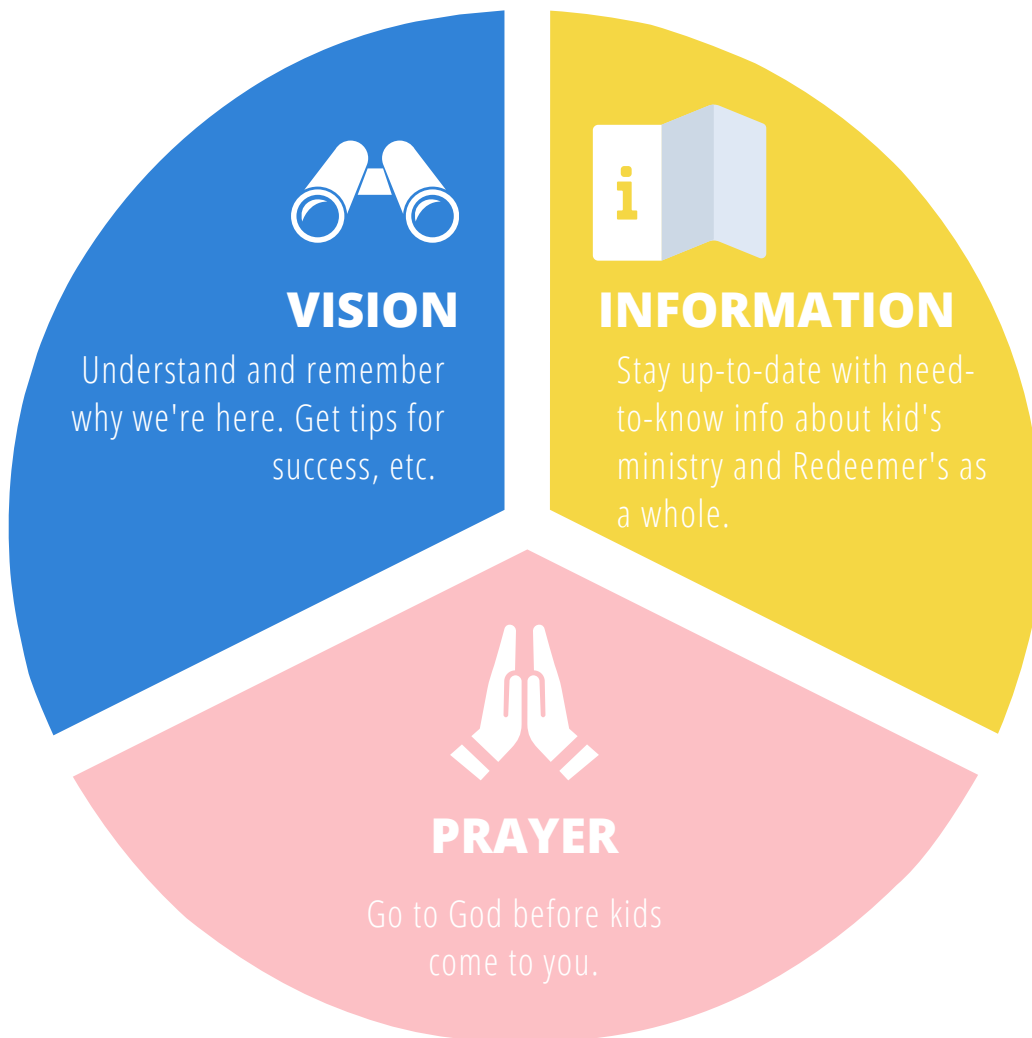
spread the Word, not the germs



WASH YOUR HANDS

LEADER HUDDLES

Before each service, we gather as a team for three important things.



- **WHERE?** Resource Room in Kid's Hall
- **WHEN?** 9AM for 9:30AM serve team; 10:45AM for 11:15AM serve team
- **WHY?** To be informed, encouraged, and prayed up. And sometimes snacks.

SUNDAY FLOW



9AM | 10:45AM

LEADER HUDDLE

HEAD TO CLASS + FIND NAME TAG



RADIO CHECK

WELCOME KIDS AND THEIR FAMILIES AS THEY ARRIVE.

9:15AM | 11AM

READY OR NOT, HERE THEY COME!

REVIEW LESSON PLAN. CHECK SUPPLIES. COMMUNICATE WITH TEAMMATES.

MAKE SURE EACH CHILD HAS A NAME TAG

(ON SHIRT AND ON CHECK-IN SHEET)

1ST TIMER?

GATHER INFO FROM GUARDIAN, CREATE NAME TAG AND GUARDIAN RECEIPT

PLAY, LEARN, GROW!



WHEN ALL KIDS HAVE BEEN PICKED UP

RESET ROOM ACCORDING TO CHECKLIST BEFORE LEAVING

ENSURE GUARDIAN RECEIPTS MATCH NAME TAGS BEFORE RELEASING KIDS

STOP

10:30AM | 12:15PM

FINISH UP!

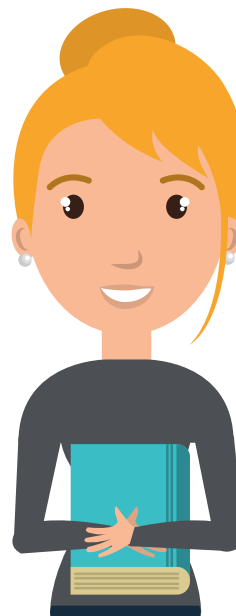
AWARD PRIZES, HAVE KIDS GATHER PERSONAL ITEMS, AND GET READY FOR CHECK-OUT



THE RULE OF TWO

There must always be two adults (ideally non-related) present when supervising one or more children.

NOTE: If unforeseen circumstances (unplanned situations) make it difficult or impossible to abide by the two-adult rule, **immediately** inform kid's ministry staff or a member of the security team.



CHECK IN AND OUT

CHECK IN

- All kids 5th grade and under must be checked in by a parent/guardian and escorted to their class.
- One name tag will be placed on the child and one on the classroom check-in sheet.
- All Babies/Toddlers will be assigned a pager at check-in.
- Parents/guardians must keep the matching Guardian Receipt for pick up.
- New families bypass electronic check in and fill out the "info block" on the check-in sheet.
- New families will need a handwritten name tag for their child as well as a handwritten Guardian Receipt.

CHECK OUT

- Parent/guardian must show matching Guardian Receipt in order to pick up child.
- Collect pager, if applicable.
- Ensure children leave with their personal items and any "take homes" they received.
- Draw a diagonal line over the child's name on the check-in sheet.
- When all children have been picked up, fold check-in sheet in half and place on shelf under check-in counter.

DISMISSAL

- A child must remain in their classroom until parents/guardians arrive.
- A child may not be picked up by anyone under the age of 16.
- Ensure Guardian Receipt matches child's name tag. No exceptions are made for a missing guardian receipt. Please contact staff if a parent/guardian cannot find their receipt.
- Do not send children out to look for their parents.
- Do not take children out to meet their parents. Notify a staff member if parents are unusually late.

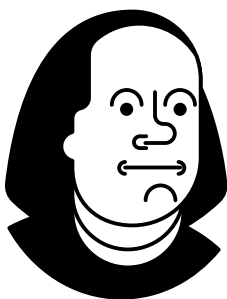
BYE! HAVE A GREAT WEEK!

The serve team cannot leave the classroom until all children have been picked up.



CLASSROOM SPACE & CABINETS

- Everything you'll need for your service can be found in your classroom. Contact a kid's ministry staff member if you're missing anything.
- Do your best to keep the classrooms looking clean and tidy.
- Your space is used throughout the week by many different groups of people.
- Each classroom has a checklist for resetting the space. Please complete it before leaving.
- Use the info board on the wall to communicate any items that need refilled or replaced.
- There's a vacuum cleaner and a broom in the Resource Room (in case you need it.)



*A place for everything,
everything in its place.*

CLEANING

While we do have fabulous custodians, it is not their responsibility to tidy up after your class.

Please honor them and be considerate of the people serving next by putting all of your supplies away in the appropriate places.

Wipe any obvious spills or messes off tables and vacuum any obvious messes.

Mess kits (for throw-up, etc.) are located in the Kitchen closet.

**THIS IS A SELF-CLEANING
CLASSROOM.
CLEAN UP AFTER
YOURSELF!**



SPECIAL CONCERNS/ALLERGIES

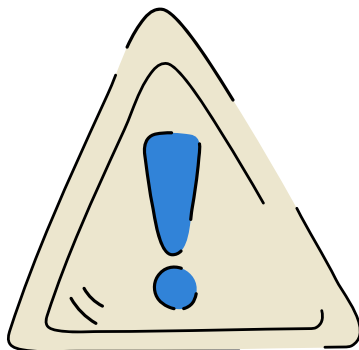
Any special concerns or allergies that we are aware of will be noted on a child's name tag. Please be in the habit of checking that information regularly.

Bottles and snacks are only served in the Babies & Toddlers classes and only with parent/guardian approval.

Due to the risk of allergies, we do not allow outside food in any other classroom. Kids can choose to leave any outside food or drink with a parent/guardian or finish it before entering class.

On the rare occasion that any special food or drink is used in our kid's ministry rooms, an allergy alert sign will be posted.

Parents/guardians should let a child's leader know if their child has a medical need or allergy.



WELLNESS POLICY

To ensure the health of the other children and volunteers, we ask that sick children and sick volunteers not attend any kid's ministry event. Please stay home when any of the following symptoms are present:

- A fever of 99 degrees or higher
- Diarrhea or vomiting— no matter what the cause (i.e. medication , teething, etc.)
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough
- Sore throat, constant cough, or croup
- Colored mucus (runny nose that is not clear; in the eyes)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo, or any open sores that leak fluid/blood
- Pinkeye, redness of the eyes, or any other eye infection
- Any communicable disease
- Lice— including the presence of eggs or nits

Again, this applies to all children and volunteers. If you have any of these symptoms, please stay home from your scheduled time to serve.

If you suspect a child is sick during class, please contact a staff member and they will contact the family if needed.



SICK OR INJURED CHILDREN

You should make every effort to provide a welcoming, fun, and safe environment for children. In the event that a child is injured or injures another child, please follow these reporting procedures.

- Fill out an Accident Report for anything that leaves a mark: bump, bruise, scratch, blood, red mark, etc. Accident Reports can be found in each classroom next to the first aid kit.
- Sign the Accident Report where indicated.
- At pick up, explain the incident to the parent/guardian and have them sign where indicated.
- If another child is involved, have that parent/guardian sign as well.
- Keep any Accident Reports with check-in sheet for Redeemer's Kids staff.

In the event of an accident involving injury in the classroom, all witnesses to the accident must give their account on an accident report and sign the form.



If a child continually uses inappropriate behavior that causes harm to another child, the child should be removed from the classroom by notifying parents/guardians or staff.

ILLNESS

- If a child becomes ill during class, move them to an area of the room away from other children. Page the parent/guardian or call the on-duty staff member to contact their family.
- See *Wellness Policy* for a detailed list of symptoms.

LICE

- If you discover lice on a child—don't freak out and don't make a big scene.
- Quietly isolate a child without embarrassing them and scaring or confusing the rest of the class.
- Stay with the child until his or her parent/guardian comes.
- Notify a staff member about the lice incident in your class.
- They in turn will notify the parents via email.

In any case where a parent/guardian needs to be notified immediately, text the on-duty staff member or use the radio to notify the Security Team to locate the parent/guardian.



VERBAL INTERACTIONS

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. — Ephesians 4.29

Keep your communication positive and uplifting. ALWAYS look for ways to express praise, encouragement, kindness and respect.

NEVER speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation. DO NOT talk in a way that is or could be construed as intimidating, shaming, derogatory, or demeaning.

Think about the tone of voice you use, and pay close attention to how you can soften it when you speak to your students, even if you're correcting a behavior problem.

DISCIPLINE POLICY

It is the heart of our kid's ministry to make **every effort possible** to ensure the safety and well-being of each child and volunteer in our area.

There can be occasions where some children have a difficult time adjusting to a classroom environment. **We ask that you be proactive in letting a staff member know of any cases in which our safety standards are being compromised by a child.**

Please avoid using words or tones of voice that may frighten a child or may make them feel shameful.

While in our care, we will never attempt to physically discipline a child, belittle a child, or administer corporal punishment.

If any inappropriate behavior choices require the kid's ministry staff to intervene on two consecutive Sundays, the following Sunday a parent will need to stay with the child for the duration of the class in order to provide direction and assistance to the volunteer and demonstrate appropriate behavior to the child.

Any instances of physical altercations or violence with other children or leaders, will result in immediately contacting parents.

Discipline should always be done in a positive, patient, and grace-filled way that focuses on helping the child rather than enforcing punishments. Discipline can be necessary to maintain a safe and effective environment for everyone, so here are three steps to take:

1 REDIRECT

- Get on the child's level and look them in the face.
- Give a verbal warning, explaining why the behavior is not acceptable.
- Give instruction for the right way to act or behave and help them do it. Choices are helpful!
- NOTE: Many redirections may be necessary for some students.

2 REMOVE

- If the child does not choose to follow direction when you give them redirection, it may be necessary to remove them from the situation, activity, or proximity to another child so they can reset and prepare to participate in class appropriately.
- Direct them to an area of the classroom away from other kids for no more than one minute per year of age.
- NOTE: Consider offering an appropriate and quiet alternative option for children with special needs.

3 REFER

- If a child continues to disrupt the class, let staff know. They will decide when to contact a parent/guardian.

BEST PRACTICES

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

PREPARE AHEAD OF TIME

Become familiar with the lesson plan, discuss as a team, and gather supplies before kids enter the room. When they arrive, be prepared to greet and engage them - building trust and respect from the moment they arrive.

ESTABLISH RULES/EXPECTATIONS EARLY

Communicate rules and expectations consistently at the beginning of every service. Remind kids often, and use the same verbiage to reference expectations.

BE PROACTIVE

Follow proper ratios and make sure there are enough adults to manage the flow of class. Let a staff member know if you're struggling to maintain order in the room. Look for kids who may struggle 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.

TALK TO PARENTS

If you have to take disciplinary action with a child, let your kid'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. Make sure they walk away feeling that we're on their team.

PAGING PARENTS

If you need to get ahold of parents at any point during the service, use the paging system to contact them. If you are serving in a classroom without pagers, use the call button in your room to contact the on-duty staff member. Parents should be contacted if children exhibit any of the following:

- Symptoms of illness
- Crying inconsolably (past parent's comfort level)
- Utter defiance and repeated refusal to cooperate
- Use of foul language
- Hitting, biting, kicking, or other violent behavior



BATHROOM POLICY

DIAPER CHANGING PROCEDURES

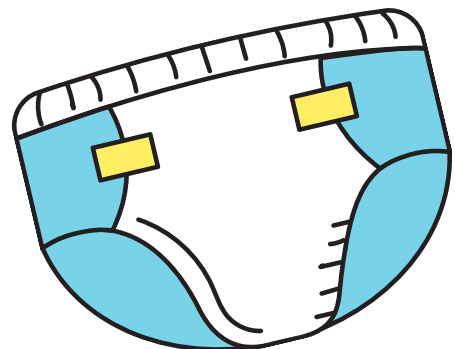
Diaper changes should only occur at the diaper changing station in the Babies and Toddlers Rooms. Another volunteer must be present while the diaper change occurs.

If a parent/guardian needs to change their child's diaper, please direct them to the Family Bathroom located in the Lobby.

BATHROOM PROCEDURES

If a child needs assistance in the bathroom, the door must be left open (or top half open) and another volunteer must be present.

If a child older than 5 needs assistance wiping or has an accident, parents must be paged. Never enter a bathroom alone with a child. Never allow more than one child to enter a bathroom without adult supervision.



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.



APPROPRIATE

- BRIEF HUGS OR SIDE HUGS - KIDS SHOULD ALWAYS INITIATE ANY HUGS, NOT ADULTS
- PATS ON THE SHOULDER OR BACK
- HANDSHAKES
- HIGH-FIVES, HAND SLAPPING AND FIST BUMPS
- VERBAL PRAISE
- TOUCHING HANDS, FACES, SHOULDERS AND ARMS OF CHILDREN OR YOUTH
- ARM AROUND SHOULDERS
- HOLDING HANDS WHILE WALKING WITH SMALL CHILDREN
- SITTING BESIDE SMALL CHILDREN
- KNEELING OR BENDING DOWN FOR HUGS WITH SMALL CHILDREN

AGE-APPROPRIATE, POSITIVE PHYSICAL CONTACT THAT NURTURES CHILDREN AND DEVELOPS A SENSE OF EMOTIONAL SECURITY IN THEIR INTERACTIONS WITH ADULTS. IT IS APPLIED TO MEET THE NEEDS OF CHILDREN AND NOT THE ADULTS.

INAPPROPRIATE ✘

- LENGTHY EMBRACES
- KISSES
- HOLDING CHILDREN OVER FIVE YEARS OLD ON THE LAP
- CARRYING CHILDREN OVER FIVE YEARS OLD
- TOUCHING BOTTOMS, CHESTS OR GENITAL AREAS OTHER THAN FOR APPROPRIATE DIAPERING OR TOILETING OF INFANTS AND TODDLERS
- SHOWING AFFECTION IN ISOLATED AREAS
- WRESTLING/CLIMBING ON LEADER
- TICKLING CHILDREN
- PIGGYBACK RIDES
- ANY TYPE OF MASSAGE GIVEN BY A CHILD TO AN ADULT OR BY AN ADULT TO A CHILD
- ANY FORM OF UNWANTED AFFECTION
- COMMENTS OR COMPLIMENTS (SPOKEN, WRITTEN, OR ELECTRONIC) THAT RELATE TO PHYSIQUE OR BODY DEVELOPMENT
- GIVING GIFTS OR MONEY TO INDIVIDUAL CHILDREN

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 parents about your concerns. Do not talk with other volunteers 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.

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.

CODE OF CONDUCT

As a ministry team, there are a few things we'd like everyone to abide by in order to be the kind of people that draw kids to Jesus.

WORK HARD: You are so important to this ministry! We need you! So please, show up on time, give it your all, and be faithful with the responsibilities 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 JESUS: As a kid's ministry volunteer, you have great influence in the lives of kids. While we don't expect anyone to be perfect, we do expect every volunteer to be striving to make wise decisions, to glorify God with their lives, and to live to look more like Jesus every day - especially in key areas like their treatment of others, social media presence, drug or alcohol use, lifestyle choices, and sexual behavior.

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

COMMITMENT

(YOUR COPY)

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 the time it takes to find a replacement.

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 guidelines, policies, and procedures in this handbook and will abide by them, for my safety and for the safety of our kids.

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 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 _____

COMMITMENT

(CHURCH COPY)

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 the time it takes to find a replacement.

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 guidelines, policies, and procedures in this handbook and will abide by them, for my safety and for the safety of our kids.

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