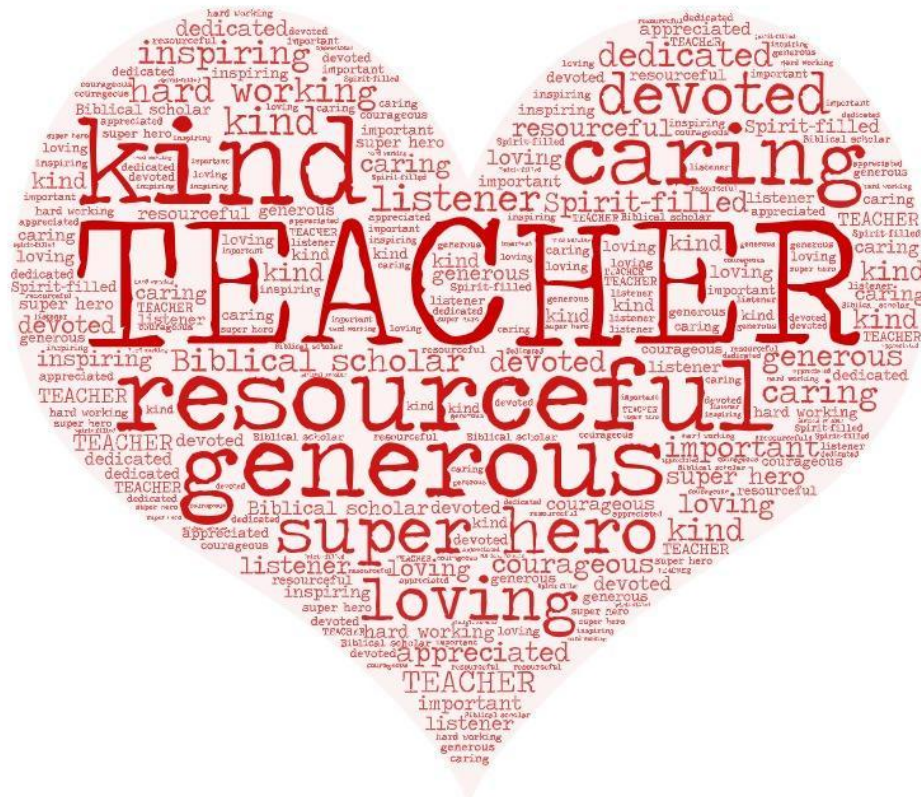


Kids Ministry

Volunteer Handbook

South Campus



Dear Precious Volunteer,

Thank you for your willingness to serve as a Sunday School Family Group leader in Kid's Ministry! You have an opportunity to invest in the lives of our children by guiding them toward a personal relationship with Jesus and ultimately to find God's will in their lives.

In the pages of this handbook, you will find information about your role, your room, policies and procedures and some reference items for your information. Please take some time to read over the pages, especially those related to safety and security!

You are so important to the children's ministry at New Hope. Without you, we could not reach all the children that God sends us. Our prayer is that God will richly bless you as you prepare to teach each week. Thank you for the time you invest – you are making an eternal impact!

Please do not hesitate to contact us with any questions you may have. Thank you for your willingness to share Jesus with His children!

In His Love,

Your Kids Ministry Team

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CHARACTERISTICS OF A KIDS MINISTRY VOLUNTEER

1. Spiritual & Personal Commitment

- A growing Christian with a personal relationship with Jesus.
- A member of New Hope Baptist Church.
- Motivated by love for Christ and called by God to teach children.

2. Preparation & Dependability

- Willing to be trained and prepared.
- Reviews curriculum early in the week and requests materials at least one week in advance.
- Participates weekly and coordinates activities with the team.
- Secures a substitute when absent and informs Kids Ministry staff.

3. Engagement & Leadership

- Encourages a positive, fun, and meaningful learning environment.
- Build relationships with children and help them grow in faith and friendships.
- Regularly contacts children in the group (calls, postcards, visits).

4. Teamwork & Adaptability

- Cooperates within the Kids Ministry team with a positive attitude.
- Demonstrates dependability, diligence, and flexibility.
- Handles classroom dynamics fairly and maintains control.

5. Requirements

- Must have completed Annual Background Check, Volunteer Application Packet and any additional training.
- Faithfully attends worship and spends time with God regularly.

KIDS ARE PART OF A FAMILY

Partnering with Parents

Throughout scripture we see that parents are to be the primary disciple makers of their children. As a church family, we encourage, serve and support the family. Together we help kids begin and grow in their relationship with Jesus.

Connecting Personally

For starters, partnering with parents means they know who you are. That's why it's so important to speak to them, send a note or an email, make a phone call – anything to connect with the parents of the kids in your group. Introduce yourself, share a little bit about yourself, and let them know that your goal is to help their child grow in their faith.

Connecting Informationally

It is vital for families to have good intentional conversations at home, so every week we send information to our families letting them know what their kids are learning. We want our parents to know what's going on and what their children are learning so they can continue the discussion at home.

Connecting Spiritually

Sometimes kids express a desire to become a part of God's family while they are at church. When this happens, contact parents so they can follow up at with prayer and more conversation!

Always Remember

While God may give us a brief window of opportunity to impact a child's life, we know that a parent's role is forever! The Bible commands children to honor their parents. Your job is to help them. No family is perfect, and you may hear kids complain about their parents. Remember to always point them to Jesus and God's Word. Parents have the greatest influence on their child's life, and they are there long after we're gone! Help kids build family relationships. Even if parents are not believers, they are still parents. Encourage kids to honor their parents!

GENERAL INFORMATION

- **Worship Services:** 8:45 AM & 10:00 AM
 - **Praise Place:** 9:50 AM & 11:05 AM
 - **Family Groups:** 10:00 AM – 11:05 AM & 11:15 AM – 12:15 PM
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Sunday School Schedule:

Teachers should be in their classrooms before the children arrive. Please start promptly and ensure the session doesn't end early. Keep an eye on your watch! Elementary teachers should meet students in the Kids Warehouse.

Resource Rooms:

Rooms 116 & 120 – Please return any unused items to original location.

Copy Codes: Preschool 1162 / Elementary 1152

Records & Responsibilities:

Please ensure that records are placed outside your classroom door. Someone will come by to collect them. Before leaving, be sure to wipe down all tables used, sweep floor if needed and place tied trash in the hallway.

Teacher Absences:

If you need to miss a class, please plan for a ministry approved substitute. If you are unable to do so, inform the children's minister as soon as possible.

SAFETY & SECURITY

Classroom Guidelines

- Two adults must always be present with children.
- Keep door windows uncovered for visibility.
- Keep the door closed during class.
- Be aware of allergies on children's nametags.

Check-In Procedures

- Wear your name tag when greeting children and parents. Name tags are available at check-in stations.
- Children must check in and wear a nametag. Only parents or responsible teens (15+) may pick up children with a security sticker. If the person picking up doesn't have a sticker, get approval from Kids Ministry staff before releasing the child.

Restroom Procedures

- Two adults should be present during restroom visits.
- One worker may escort a child and wait outside.
- Keep hallway doors open.
- Never send a child alone.
- Contact the parent if child needs restroom assistance.

Physical Touch

- Use side hugs only; no lap sitting, bear hugs, or kissing.
- Only pick up a child if in immediate danger.
- Appropriate touch: pats on the back, high fives, fist bumps.

Emergency Procedures

- Follow evacuation procedures in your room and take the class roster. Stay with your group.
- Lockdown: Secure doors, turn off lights, move children to a corner. Do not open the door until "All Clear" from authorities.
- Weather: Go to Kids Warehouse for tornadoes; evacuate for fire.
- Alerts: Red = Lockdown, Blue = Medical, Green = Weather.

Bullying & Social Media

- No tolerance for bullying—report any incidents.
- No physical, verbal, or relational bullying.
- Post pictures only in the New Hope Kids group. Be respectful online.

Medical & First Aid

- First Aid Kits are in hallway stations and the resource room.
- Report injuries, complete an incident report, and submit it to the ministry director.
- We cannot dispense medications. If more attention is needed, the ministry director will contact parents.
- For serious injuries, contact the ministry director to call 911.

HOUSEKEEPING GUIDELINES

1. Set-Up

- o Return room to original set up (take a picture for reference).

- o Use only masking or Mavalus™ tape for wall displays. Avoid pushing pins, staples, or command hooks.
- o Keep the room neat and avoid overcrowding walls with too many items. Rotate decorations when new units begin.
- o Organize materials to avoid clutter and time wasted searching for items.

2. Clean-Up

- o Keep counters and spaces free of unnecessary items.
- o Cover tables with butcher paper or plastic for easy cleanup. If not covered, wipe down before leaving the classroom.
- o Set bagged trash in hallway, wipe down tables, sweep floor and return any unused items.
- o Before leaving, check the room to ensure it's ready for the next use.

3. Food and Drinks

- o Avoid providing food every week; water is the best drink choice. Be mindful of allergies, especially with guests.
- o Clean up spills promptly and avoid drinks that can stain.

4. Resources & Making Copies

- o Return all unused resources to assigned cabinet space or Resource Room (116/120), do not send children to retrieve supplies or let them play there.
- o Return completed curriculum to Kids ministry team.
- o Use the appropriate key/code for making copies to ensure accurate budgeting. Codes: Preschool 1162 / Elementary 1152