

# **Welcome to the Community Kids Team!**

We're so excited that you want to volunteer in our kids' ministry! It's fun and crazy, and it's **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 to them. Kids of all ages 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. This is why your investment is so valuable in making a lasting impact in the lives and faith of kids.

In Community Kids, we want to partner with families to cultivate a foundation for the next generation of disciples who love and follow Jesus by focusing on:

Knowing God and His Word Investing in Christ-Centered Relationships Discipling with Purpose Serving Others like Jesus

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.

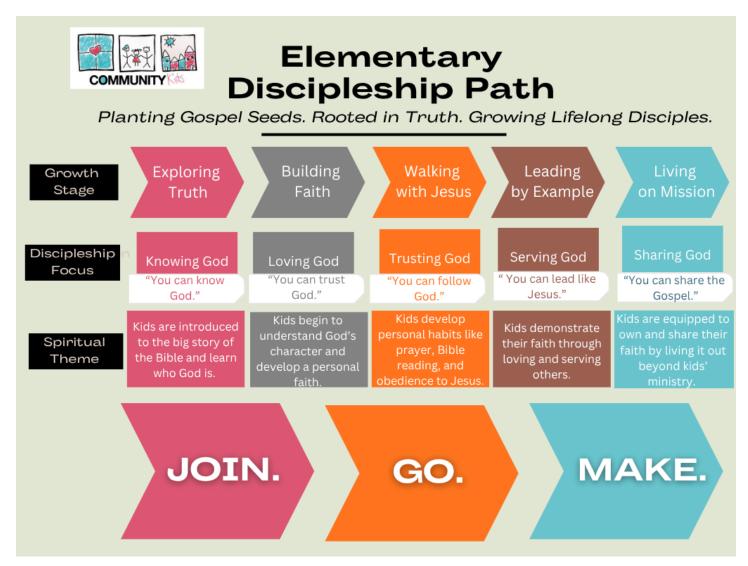
## **Community Kids: Elementary (K-5th):**

During our Elementary gathering, the kids will participate in large group and small group settings. We have four small groups, divided by age: Kindergarten, 1st-2nd grade girls, 1st-3rd grade boys, 3rd-5th girls, and 4th-5th boys. As a small group leader, you will meet with the same small group each Sunday that you are serving.

Elementary volunteers win when they engage kids, build relationships with kids, and help them build relationships with each other. Without a relationship, it's impossible to influence a kid's faith in a significant way. That's why it's so important for leaders to build strong relationships with the kids they lead. You can't make a kid own their faith, but you can build a relationship with that child that allows you to love them and influence their faith. So a leader wins when they choose to love and embrace the kids God has entrusted to them. They win when they leverage their relationship to lead kids, rather than relying on their position. They win when a kid sees their leader not as just an authority figure they have to obey, but someone they trust and want to follow.

As important as a kid's relationship with a leader is, it's not the only relationship that matters. Leaders win when they help kids build relationships with each other because (remember) discipleship happens best in community. A leader isn't the only person a kid needs to influence their faith. They need each other, too





## **Schedule for Elementary Program:**

- Welcome/Free Choice (9:45-10:10)
- Large Group (10:10 -10:40)
  - Worship, Teaching Video, Bible, Game/Activity
- Small Group Teaching (10:40-11:10)
  - o Bible, Discussion, Memory Verse, Activity
- Large Group (11:10-11:20)
  - Worship, Game, Review



## **Expectations for Community Kids Volunteers**

### **Onboarding Process:**

- Because we love children and desire to protect them, Christ Community Church requires all staff members and volunteers working with children or students to complete the following safety steps before serving in Community Kids.
  - Sexual Abuse Awareness Training This training will be sent through email and completed online. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the CCC staff or leadership team.
  - Screening Process Includes application, interview, and references
  - **Expectations & Policies Handbook** Review all policies and procedures in this document and indicate understanding and compliance on application.
  - Background Check All staff members and volunteers must undergo a criminal background check.

### Small Group Leader Expectations:

- Look over your curriculum ahead of time.
- Arrive at least 15 minutes before our gathering begins on your scheduled Sunday. This will provide time
  for any last minute preparations or briefings and you will be able to welcome and greet kids and
  families as they arrive!
- Serve once every 4-5 weeks during the Sunday morning gathering, for one year if possible. This rhythm allows you to:
  - Build meaningful connections with the kids you serve,
  - Stay familiar with the flow of the ministry environment,
  - And regularly attend the main worship gathering. In order to disciple the next generation, we need to be growing in our own faith and relationship with Jesus!
- Participate in the entire children's ministry service and lead with lots of energy, engagement, and control.
- Adhere to all Safety Policies (see below).
- Engage in all volunteer forms of communication including emails, trainings, and scheduling requests.
- Follow our Code of Conduct:
  - SHOW UP FAITHFULLY: Your presence matters! Be on time, be ready, and bring your whole heart to serving. God uses your consistency to make a difference in kids' lives. "Whatever you do, work at it with all your heart, as working for the Lord." – Colossians 3:23
  - LOVE LIKE JESUS: Be kind, patient, and gentle to kids, parents, teammates, and everyone you meet. Let
    God's love shine through everything you do. "Be kind and compassionate to one another, forgiving each
    other, just as in Christ God forgave you." Ephesians 4:32
  - LIVE WITH INTEGRITY: You are a role model. Strive to make wise choices, honor God with your lifestyle, and be someone others can look up to both in person and online. "Set an example for the believers in speech, in conduct, in love, in faith and in purity." 1 Timothy 4:12



## **Community Kids Safety Policies**

In Community Kids, we take our responsibility to care for children very seriously. 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.

## **Drop-off and Pick-up**

- 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.
  - o If a child has a special need or medical issue or allergy, parents should alert the host team and the child's teacher.
  - o ALL first time visitors must fill out a Welcome Form.
- **Children in the Elementary program** are signed in at the check-in table. Parents will receive 2 ID stickers: one for the child to wear and one to present for check out.
  - When signed in, the children will walk through doors to the elementary room.
  - Parents must present ID sticker and check-in table to pick up child(ren)
    - o Parents will wait in the check in area for their children to be called out.

## Supervision

- **No child will be left unattended** in a ministry area during regular gathering time. All volunteers are responsible for ensuring that the ministry program area is monitored when serving children.
- **No volunteer should ever be alone with a child**. There should be a minimum of two volunteers (who have been screened) assigned to a room.
  - If a married couple or family members are serving together, the door must remain open at all times OR another unrelated volunteer must be present in the room.
  - If there are brief periods of time when only one volunteer is in the room, the door must remain open and another volunteer should be monitoring the hallway.
- Only parents (dropping off children), screened volunteers, church staff, and children are allowed in areas where ministry to children is occurring. All other adults should be escorted out of the area.
- If any questions or concerns arise related to any person in the area, a ministry coordinator, staff member, or security team member should be notified immediately.

### **Restroom Procedures**

- Elementary students will use the bathroom pass AND ask an adult volunteer for permission to use the restroom. The volunteer will monitor the door to ensure the child returns and in a timely manner.
- You may not enter a bathroom alone with a child or allow more than one child to enter a bathroom. If you must check on an individual child, go to the exterior bathroom door, knock, and ask if the child needs assistance.



- If a child requires immediate assistance, first try to verbally assist the child in completing toileting activities. Any assistance with the straightening or fastening of garments should be done in the presence of another volunteer with the exterior bathroom door open.
- o If they need assistance wiping or have an accident, parents must be paged.
- SPECIAL NEEDS: Parents will offer instruction to volunteers to change the diapers of individuals with special needs. After the age of 3, parents or legal guardians will change the diapers of all individuals with special needs. If someone with special needs requires assistance using the restroom, a parent may be called to assist them in the restroom.

### **Behavior**

 Behavior correction 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 the steps to take:

#### Prevent

- Set the tone of the gathering time by reviewing church expectations and using consistent language.
  - We show respect for God and His Word.
  - We show respect for our leaders.
  - We show respect for each other.
  - We show respect for our space.

#### Redirect

- Use the room expectations to give a verbal warning and explain 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.

## **Allergies**

- 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.



### **Parent Contact**

- If you need to get ahold of parents at any point during the service, you may text the parents on the given contact number on the child's sticker OR found in a contact database for each age-group located in the small group binders.
  - If the child is a new attender/visitor, contact information is located alphabetically in the registration binder at the check in table.
- Parents can be contacted if children exhibit symptoms of illness, are crying inconsolably for more than 10 minutes, if a child behaves in a violent manner, or needs assistance in the restroom.

## **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.

### **Walkie Talkies**

• Each area/classroom in the ministry program is equipped with a walkie-talkie that is connected to the security team. The walkie talkies are used for important notifications and emergency situations that arise during the program time. They are located on the shelf under the computer..

## **Physical Contact**

The following guidelines are to be carefully followed by anyone working in Children's Ministries programs in order to promote a positive, nurturing environment while protecting children:

- Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, staff member, or the Safety Committee.
- Physical contact and affection should be given only in observable places or when in the presence of
  other children's staff members and volunteers. It is much less likely that touch will be
  inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children's Ministries must foster trust at all times. Personal conduct must be above reproach.
- Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
- Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.



- Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
- Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, staff member, or Safety Committee.

## **Reporting Suspicious Or Inappropriate Behaviors**

We are committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Safety Committee and the Police Department, Child Protective Services, or other appropriate agency. When in doubt, report.

- Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to the ministry director, staff member, or security team. We report all suspected or alleged abuse or neglect of children to the Department for Community Based Services (DCBS).
   Reports may also be made to a local police department, Kentucky State Police, or any legal prosecutor.
   Non-emergency reports may also be made using the Kentucky Child/Adult Protective Services Online Reporting System. Abuse Hotline: 1-877-597-2331
- Kentucky law indicates that it is the duty of anyone who has reasonable cause to believe that a child is dependent, abused, or neglected to report this information. Because many adults are unfamiliar with reporting requirements and may be fearful of the process, we are able to utilize a 'tandem or dual report' model, where permitted. A 'dual report' occurs when a CCC supervisor reports the suspicion or allegation together with the individual who saw, heard or received information causing him or her to suspect abuse or neglect. THIS PRACTICE IS NOT REQUIRED, OR INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM REPORTING TO LAW ENFORCEMENT, CPS OR THE ABUSE HOTLINE DIRECTLY. Instead, it is meant to facilitate reporting, protect children and support individuals who may not feel able or willing to report alone. NO PERMISSION IS NEEDED from Christ Community Church before reporting to law enforcement personnel or the Child Abuse Hotline.
- While not required by state law, please report all suspicions of child abuse or neglect (or any
  inappropriate or 'grooming' behaviors of a colleague or coworker) to the ministry director, staff member,
  or security team. This request is intended to assist the church in properly protecting children involved in
  Community Kids programs.