



The Lakeside Kids Volunteer Handbook

Latest Revision: August 2023



Table of Contents

SECTION 1: Welcome to the LK Team!	4
A Note from the NBLC Youth and Kids Ministry Director	4
SECTION 2: General Information	5
Background Check	5
Age Groups	5
Commitment	5
Service Times	5
Volunteer Roles	5
Preparation	5
Scheduling	6
Planning Center Services App	6
Sample Lesson Plan: Baby-Pre K	7
Sample Lesson Plan: Kindergarten-2nd	8
Sample Lesson Plan: 3rd-5th Grade	9
SECTION 3: Volunteer Checklist Form	10
Instructions	10
Background Check Authorization	10
Age Groups Selection	10
Commitment Acknowledgement	10
Service Times Selection	10
Volunteer Roles Selection	10
Preparation Agreement	10
Scheduling Agreement	10
LK Team T-shirt Size	10

SECTION 4: LK Policies and Procedures	11
Check-In Procedures	11
Check-Out Procedures	11
General Classroom Security	11
Sickness Policy	11
Food Policies	12
Restroom and Diaper Policy	12
Sanitation and Hygiene	12
Guidelines for Physical Affection	13
Appropriate Forms of Affection	13
Inappropriate Forms of Affection	13
Inappropriate Forms of Affection (Continued)	14
 SECTION 5: Agreements	 15
Volunteer Info Agreement	15
Policies and Procedures Agreement	16
Confidentiality Agreement	17
 SECTION 6: Contact Info	 18
Contact the Lakeside Kids Ministry	18
Contact New Beginnings Lakeside Church	18



WELCOME TO THE LK TEAM!

A Note from the NBLC Youth and Kids Ministry Director:

Hello! First off, I want to say thank you for your willingness to serve in the Lakeside Kids Ministry. By signing up, you are choosing to help shape the next generation of believers for Jesus Christ. This is very important, so I am incredibly grateful and proud to be serving alongside of you. My hope is that you will experience God's hand at work in not only the lives of the children, but yours as well. At New Beginnings Lakeside Church, it is our mission to **WIN, BUILD, and SEND** people for Christ (**Matthew 28:18-20**). With the same heart, we'd like to continue the Lord's calling to make disciples of all nations and adopt this in the Lakeside Kids Ministry. We believe that Jesus also meant this for children. In fact, in **Matthew 19:14**, Jesus said,

"...Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Therefore, the mission of the Lakeside Kids Ministry is an extension of our overall church mission: "Lead the next generation to **know and love** Jesus, **grow** in a relationship with Him, and **tell** others."

Here is how you can "Lead the next generation..." practically in the Lakeside Kids Ministry:

1) Know and Love

- Faithfully teach the gospel-centered Bible lessons that speak of God's love every time you serve.
- Show the kids God's love by how you act in the classroom.

2) Grow

- Help the kids learn the Bible stories through interactive videos, worksheets, activities, verse memorization, worship, and prayer.
- Encourage the kids to give to God and others (i.e. Operation Christmas Child).

3) Tell

- Talk with the kids about sharing with their parents what they learned in children's church.
- Remind them to invite others to church so that they can learn about Jesus too.

It is my great privilege and honor to welcome you to the Lakeside Kids Ministry team. Please continue to read the "**General Volunteer Handbook**" to learn more about what you can expect as a volunteer.

God bless,

Joel Horner **NBLC Youth and Kids Ministry Director**



GENERAL VOLUNTEER INFORMATION

Background Check

- Safety is our utmost priority for everyone at New Beginnings Lakeside Church. All of our children's ministry volunteers 18 years of age and older **MUST** be background checked. If you are interested in serving and are 18 or older, you will receive an email to complete a simple background check before we place you in this ministry.

Age Groups

- We currently have three classrooms by age group: **Baby-Pre K, Kindergarten-2nd, and 3rd-5th Grade.**
(This is subject to change in the future depending on the need per age group and availability of volunteers).
- On pg. 10 of this document, please select your 1st and 2nd choices of age groups to work with, or the "Where Needed" checkbox.
Note: You will be placed in the classroom where needed if you do not specify.

Commitment

- Unless you say otherwise, you are expected to serve one service per month in a classroom.

Service Times

- You have the option to work during the **9:30 AM first service** or **11 AM second service.**
- You **MUST** arrive **15 minutes** before the service in which you are serving to ensure that the kids are able to get into their designated classroom (**9:15 AM Call Time for 1st service volunteers; 10:45 AM Call Time for 2nd services volunteers**).

Volunteer Roles

- 1) **Team Leader:** If you are comfortable with teaching the Bible lesson, you will be designated as the Team Leader. Your role will include reviewing material before Sunday and leading the kids in the lesson and class activities the week you serve.
Note: You must be high school age or older to be a Team Leader.
- 2) **Volunteer Assistant:** If you want to be in more of an assistant position, you will be designated as Volunteer Assistant. Your role will include maintaining order in the classroom and helping the Team Leader with class activities.

Note: You can be either role for any given week depending on who's in each classroom and what you and your partner decide.

Preparation

- Both the Team Leader and Volunteer Assistant will be sent a lesson plan via email. You should review it before Sunday morning whether you are the Team Leader or Volunteer Assistant. You can usually expect to receive the lesson on the Wednesday or Thursday before the Sunday you serve. All in all, it's a simple lesson that helps give you information about what to teach the kids that week.
Note: Please refer to the sample lesson plans in this document for each age group.

Scheduling

- There are roughly 4 weeks (rarely a 5th week) in a given month for the Lakeside Kids scheduling rotation.
- Please inform the Youth and Kids Ministry Director of your 1st and 2nd choices of which week to serve in a given month (1st, 2nd, 3rd, or 4th), or if you'd be willing to volunteer when needed.

Note: You will be placed on the schedule where needed once a month if you do not specify.

- **Mobile Scheduling:** If you have a smartphone and are signed up through the Church Center app with our church, download the **Planning Center Services** app (green app with 3 sideways exclamation points pictured below). Once downloaded, enter your username/email/phone number and password that you have created with the church (Note: You can also set up an account if you do not have one). Each time you serve, you will receive "**requests to serve**" notifications through this app. This is an efficient way to schedule volunteers and keep track of responses. Our Lakeside Kids Ministry team will be notified whether you have seen the request, so please respond to/confirm the invitation to serve.
- If you ever have trouble with the **Planning Center Services** app, you will always receive "**requests to serve**" via email.
- Please understand that we expect you to serve the week in which you are scheduled. If you are unable to for any reason, it is up to you to find a replacement on the **Master LK Volunteer Schedule** that you will receive once you join the team. Please notify the Youth and Kids Ministry Director accordingly of any change by Thursday of the week you serve.



Here is the link for the **Planning Center Services** app:

Apple App Store: <https://apps.apple.com/us/app/planning-center-services/id327370808>



Google Play Store (Android): https://play.google.com/store/apps/details?id=com.ministrycentered.PlanningCenter&hl=en_US&gl=US



Grades Baby-PreK Sample Lesson Plan

Key Passage: Book Chapter Verse (i.e. Genesis 1:1)

Welcome Time

This is when you greet each kid as he or she arrives. This time will also be used to fill out the **Class Attendance Sheet**. Please write down the number of children present in your class so that we can better protect them while they are in our care.

Key Passage

Even though these younger children will most likely be unable to read or write, please read aloud the memory verse so that they can hear God's Word.

Coloring Page

Allow the older toddlers the opportunity to complete a coloring page that illustrates the Bible story.

Class Activity

This is a time for the kids to play with various toys in the classroom.

Pray

Close the class with prayer.

Ex: "Dear God, thank you for this day, all of your blessings, and each of these kids. We praise you forever and forever. Amen."

***Please note that this younger age group will require more assistance than older groups. Don't hesitate to ask for extra assistance from church leaders or the parents if you are unable to attend to the child's needs.**

Grades Kindergarten-2nd Sample Lesson Plan

Unit # • Session #

(Note: Typically 4 Sessions per Unit because 4 weeks in a month)

Bible Story Title

Bible Passage: Book Chapter Verse (i.e. Genesis 1:1)

Story Point: The main points in the Bible lesson that you will be teaching your week.

Key Passage: Book Chapter Verse (i.e. Exodus 1:1). The Key Passage for the entire Unit.

Big Picture Question: The main questions that will be addressed in the Unit.

Leader Bible Study: A brief description of the Bible lesson with key terms and people highlighted. Volunteers must review this beforehand so that they have background information for the Bible story.

Welcome Time (5 Minutes)

This is when you greet each kid as he or she arrives. Use this time to build relationships and help new kids connect to your group. This time will also be used to fill out the **Class Attendance Sheet**. Please write down the number of children present in your class so that we can better protect them while they are in our care.

Corporate Worship (15 Minutes)

At this time, you will take your class to the sanctuary for worship with the entire church.

Tell the Bible Story (15 Minutes)

This is when the weekly teacher reads the Bible story to the kids. There will be text here for them to read, as well as a video that brings the story to life. The K-2nd Graders will join the 3rd-5th Graders in the big Lakeside Kids room at this time.

Activity Page/Coloring Page (15 Minutes)

Once the K-2nd Graders have returned to their room, the kids can work on the activity page. It is a page that allows the kids to interact with elements from the story (i.e. word puzzles and games). The kids should also complete a coloring page that illustrates the Bible story.

Session Game (10 Minutes)

This is a fun interactive game that helps kids remember the importance of the Bible lesson.

Review the Bible Story (10 Minutes)

At this point in class, you can review the story with the kids to see what they learned. There will be text for you to refer to under this section.

Key Passage (1 Minute)

This is where you lead the kids in reading aloud the Unit memory verse. Please remind them to practice it at home and try to memorize it every week for the whole month.

Sing (2 Minutes)

This is when you should play the key Bible verse theme song video.

Missions Moment (1 Minute)

Use this time to remind the kids about collecting various items each month to donate to Operation Christmas Child with their parents' help.

Pray (1 Minute)

Close the class with prayer.

Grades 3rd-5th Sample Lesson Plan

Unit # • Session #

(Note: Typically 4 Sessions per Unit because 4 weeks in a month)

Bible Story Title

Bible Passage: Book Chapter Verse (i.e. Genesis 1:1)

Story Point: The main points in the Bible lesson that you will be teaching your week.

Key Passage: Book Chapter Verse (i.e. Exodus 1:1). The Key Passage for the entire Unit.

Big Picture Question: The main questions that will be addressed in the Unit.

Leader Bible Study: A brief description of the Bible lesson with key terms and people highlighted. Volunteers must review this beforehand so that they have background information for the Bible story.

Welcome Time (5 Minutes)

This is when you greet each kid as he or she arrives. Use this time to build relationships and help new kids connect to your group. This time will also be used to fill out the **Class Attendance Sheet**. Please write down the number of children present in your class so that we can better protect them while they are in our care.

Corporate Worship (15 Minutes)

At this time, you will take your class to the sanctuary for worship with the entire church.

Tell the Bible Story (15 Minutes)

This is when the weekly teacher reads the Bible story to the kids. There will be text here for them to read, as well as a video that brings the story to life. The 3rd-5th Graders will remain in the big Lakeside Kids room while the K-2nd Graders join them for the lesson.

Activity Page/Coloring Page (15 Minutes)

Once the K-2nd Graders have left the room, the 3rd-5th Graders can work on their activity page. It is a page that allows the kids to interact with elements from the story (i.e. word puzzles and games). The kids should also complete a coloring page that illustrates the Bible story.

Session Game (10 Minutes)

This is a fun interactive game that helps kids remember the importance of the Bible lesson.

Review the Bible Story (10 Minutes)

At this point in class, you can review the story with the kids to see what they learned. There will be text for you to refer to under this section.

Key Passage (1 Minute)

This is where you lead the kids in reading aloud the Unit memory verse. Please remind them to practice it at home and try to memorize it every week for the whole month.

Sing (2 Minutes)

This is when you should play the key Bible verse theme song video.

Missions Moment (1 Minute)

Use this time to remind the kids about collecting various items each month to donate to Operation Christmas Child with their parents' help.

Gospel Story/Pray (1-5 Minutes)

This is a brief section reviewing the Gospel story at the end of class. Then, close the class with prayer.



VOLUNTEER CHECKLIST FORM

Instructions: Below is the Volunteer Checklist Form. It is our utmost priority to ensure the well-being of both the children and volunteers at New Beginnings Lakeside Church. We want to be proactive with you as ministry partners to protect your mental, physical, and spiritual health. The information that you provide will help our team place you in the role that best suits your personality and schedule. Please read each section carefully and check the appropriate boxes below. **This can now be accessed at nblakeside.org/lakesidekids.**

Background Check

I acknowledge my desire to serve in the Lakeside Kids ministry as a volunteer. Therefore, I give New Beginnings Lakeside Church permission to conduct a background check before I serve in this capacity.

☐ YES

☐ NO

☐ I AM UNDER 18

Age Groups

Please indicate your 1st and 2nd age group choices, or select "Any":

☐ 0-PREK

☐ K-2ND

☐ 3RD-5TH

☐ ANY

Commitment

Please indicate how often you'd like to serve and your 1st and 2nd week choices.

☐ ONCE

☐ TWICE

☐ WHEN NEEDED

☐ WEEK 1

☐ WEEK 2

☐ WEEK 3

☐ WEEK 4

Service Times

Please indicate the service time you'd prefer to serve at:

☐ 9:30 AM

☐ 11:00 AM

☐ EITHER

Volunteer Roles

Please choose the volunteer role that best suits you:

☐ TEAM LEADER

☐ VOLUNTEER ASSISTANT

Note: Team Leaders must be high school age or older.

Preparation

I acknowledge that it is my responsibility to review the lesson plan each week that I serve, whether I am the Team leader or Volunteer Assistant.

INITIAL _____

Scheduling

I understand that I am expected to serve the week in which I am scheduled. If I am unable to serve for any reason, I must find a replacement on the Master LK Volunteer Schedule. I will notify the Youth and Kids Ministry Director accordingly of any changes by Thursday of the week I serve.

INITIAL _____

LK Team T-shirt

Please write in your size for a LK Team T-shirt.
Note: Sizes run small due to dryer shrinkage.

SIZE _____

Name

Please write your name here: 



GENERAL POLICIES & PROCEDURES

1) Check-in Procedures:

- Registration will be completed for each child the first time that child attends.
- The registration attendant will ask about any allergies their child may have.
- Children will receive a security tag with their name, allergy alerts, and a security code. Parents will also receive a tag with that code.
- Registration attendants will inform the parent that the code will appear on the main screens in the sanctuary if they are needed during the church service.
- Registration attendants must also inform parents that the security code must be used to check-out their child at the end of service.
- As children enter their classrooms, teachers should make certain they have a security tags to ensure that the children have come through the check-in process.
- Parents must remain on the church premises while their child is checked into children's ministry.

2) Check-out Procedures:

- The classroom teacher must match the security code on the child's tag to the tag returned by the parent. All security tags have a security number on them. The parent's tag must match the tag worn by the child.
- Parents must have their security tag. If someone else will be picking up a child, that person must have the security tag and their name must have been given to the registration attendant and classroom teacher as a person authorized to pick up the child.
- In the event that a parent loses their security tag, they will be asked to show their driver's license. If a computer database of families is available, the registration attendant will match the license to the child using this system.

Children's safety is our first priority, even if it requires extra time.

3) General Classroom Security:

- Children's ministry team members will wear nametags or some other identifying mark at all times.
- A team of two or more volunteers will staff all classrooms at all times. Under no circumstances is a child to be left in a classroom or anywhere unattended. A parent must stay with a child until teachers arrive.
- One adult should never be alone with a child. Children should always be in the presence of two volunteers.
- Head counts of all children should be made whenever the class or portion of the class leaves the classroom for any reason (including restroom trips and the initial assembly of class).
- Children's ministry volunteers should NEVER take photographs of children. No photos with children in it should EVER be posted online.

4) Sickness Policy:

- Parents are asked not to bring their child to children's ministry programming if one of the following conditions exists or has existed in the last twenty-four hours:
 - o Temperature of 100 degrees or higher
 - o Vomiting
 - o Diarrhea
 - o Severe Coughing
 - o Colored nasal drainage
 - o Pink eye
 - o Head lice
 - o Undiagnosed rash
 - o Open skin lesions
 - o Any infectious disease
- If a child shows signs of sickness (including, but not limited to all listed above, teachers/volunteers should contact the parents and ask that the child be removed from the children's ministry area).

5) Food Policies:

- If there is ever an instance where snacks or food are offered during children's church, a ministry leader will post an Allergy Alert at the check-in desk and classroom door to inform parents.
- It is the responsibility of the classroom teacher to ensure that allergy alerts for their classroom are posted before feeding the snack to children.
- Volunteers are expected to check each child's allergy section of his/her nametag before the distribution of any snack or food item.

6) Restroom and Diaper Policy:

- Restroom breaks will be offered during each class. The entire class MUST go with the volunteers. No child or volunteer are to be left behind due to our 2 volunteer per room policy.
- All diaper changes and all toilet assistance will be done by adult female volunteers and in the presence of two. This often requires the help of a LK volunteer or other female volunteer attendant. If you need help, please ask.
- To protect children and volunteers, males will NOT change diapers or provide toilet assistance to a child (unless that child is their own).
- Older children who do not need toilet assistance should be taken to the restroom as a group, and two volunteers (male volunteers for boys and female volunteers for girls) should enter the restroom together with these children to provide necessary supervision.
- The exception to the above rule is if there is a shortage of either male or female volunteers. In this scenario, please find two male security team members to supervise the boys, and two female LK volunteers or security team members to supervise the girls.
- If a child age 5+ needs toilet assistance, please send another volunteer to retrieve the child's parent.
- Diapers are to be changed at the diaper changing station in the Nursery. Disposable gloves must be worn when

changing a diaper. Children are to be securely placed on the changing table.

- The child's bottom and buttocks are to be thoroughly cleansed with moist disposable baby wipes.
- Wipe the child from front to back. The diaper and wipes are to be wrapped inside the disposable gloves and placed in the disposal diaper can. After placing a clean diaper on the child and re-clothing the child, the changing surface should be cleaned thoroughly with disinfectant cleaner.
- The LK ministry does not change the diaper of children over age 5. In this circumstance, the parents of the child must be retrieved from service.

7) Sanitation & Hygiene:

- The very nature of childhood behavior can create an environment that has the potential to spread infection. Therefore, it is our commitment to try and maintain the safest, cleanest atmosphere possible to ensure the health and welfare of all children.
- Hands must be washed with warm soap and water for 60 seconds after using the restroom, diapering, and after handling cleaners.
- Disposable gloves are to be worn when contact with body fluids is anticipated. This includes blood, stool, urine, nasal discharge, eye secretions, and vomit. The gloves must be discarded after each use and are never to be washed and reused.
- A disinfectant spray will be used to sanitize areas that are routinely in contact with children, such as diaper changing stations, toys, cribs, mattresses, walkers, etc., after each service and during the session if needed.
- Objects to be disinfected include toys, teaching pictures, blocks, tables, chairs, cribs, shelves, walkers, swings, doorknobs and changing surfaces. These items should be disinfected after each session or, if appropriate, after each use by an individual child (such as a toy that has been in a child's mouth).

Guidelines for Physical Affection

New Beginnings Lakeside Church is committed to creating and promoting a healthy and nurturing environment for the Lakeside Kids Ministry that protects children from any form of abuse or misconduct. We have made it our highest priority to both establish and promote boundaries for appropriate and inappropriate affection. Distinguishing between appropriate and inappropriate behavior also protects our team of volunteers. We want to promote positive affection, but also identify any individuals that are not maintaining safe boundaries with children. The following list of guidelines related to physical affection **MUST** be followed by all volunteers and leaders in the Lakeside Kids Ministry. Those who fail to do so will be immediately removed from serving and disciplined accordingly. Please inform our Youth and Kids Ministry Director of any suspicious or inappropriate activity at any time.

Appropriate forms of Affection

- Brief side hugs (volunteers cannot initiate)
- Brief Pats on the head, shoulder, or back
- Handshakes
- “High-fives” and knuckle pounds
- Verbal praise
- Holding hands during prayer
- Holding hands while walking with small children
- Holding small children to calm them when distressed
- Sitting beside small children
- Kneeling or bending down for brief side hugs with small children

Inappropriate forms of Affection

- Any form of intentional touching of private parts given by a child to an adult (Adults must redirect the children without verbally addressing their action and inform the Kids Ministry Director of the incident)
- Any form of intentional touching of private parts given by an adult to a child (Any witnesses must report the incident to the Kids Ministry Director immediately for disciplinary action)
- Inappropriate or lengthy embraces
- Kissing children
- Holding children over two years old on the lap (Male volunteers are not allowed to hold children of any age on their lap unless it's their own child or grandchild)
- Touching knees or legs of children
- Wrestling with children
- Striking a child (If a child is unresponsive to verbal discipline, the child's parents must be retrieved from the main service to address the matter)
- Tickling children
- Piggyback rides (Volunteers must redirect a child if he/she attempts to jump on their backs)
- Hugging children from behind (Volunteers must redirect a child if he/she attempts to hug them from behind)
- Any type of massage given by a child to an adult (Adults must redirect the children without verbally addressing their action and inform the Kids Ministry Director of the incident)

- Any type of massage given by an adult to a child (Any witnesses must report the incident to the Kids Ministry Director immediately for disciplinary action)
- Any form of unwanted affection
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development
- Spending time alone with children, other than your own, outside of Lakeside Kids



VOLUNTEER INFO AGREEMENT

By signing below, you are stating that you have received a copy of the General Volunteer Information. You are also stating that you understand all of the content and that you agree to comply with the material listed within.

This can now be accessed at nblakeside.org/lakesidekids.

Signature _____

Date _____

Printed Name _____



POLICIES & PROCEDURES AGREEMENT

By signing below, you are stating that you have received a copy of the General Policies & Procedures. You are also stating that you understand all of the policies and procedures covered by this checklist and that you agree to comply with all the material listed within.

This can now be accessed at nblakeside.org/lakesidekids.

Signature _____

Date _____

Printed Name _____



CONFIDENTIALITY AGREEMENT

As a member of the Lakeside Kids Team, I understand that I may come into contact with personal information about children and their families that could be sensitive and should be kept confidential. I agree to keep all information I might encounter about children's health, behavior, disabilities, and related matters confidential and only disclose it to New Beginnings Staff and Leaders who need to know. I agree that I will uphold this confidentiality statement whether or not I continue to be a member of the Lakeside Kids Team, in order to protect the families and children who attend New Beginnings Lakeside Church.

This can now be accessed at nblakeside.org/lakesidekids.

Signature _____

Date _____

Printed Name _____



CONTACT INFORMATION

Contact the Lakeside Kids Ministry

Joel Horner (NBLC Youth and Kids Ministry Director)

Phone: 812-470-9283

Email: joelmhorner@gmail.com

Contact New Beginnings Lakeside Church

Address: 11420 Middle Mt. Vernon Rd., Evansville, IN 47712

Phone: 812-985-5288

Email: nblakeside77@gmail.com

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