



# VOLUNTEER HANDBOOK

Everything you need to know  
to be part of the eKids team

# Meet the Team



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# Why We Exist

eKids exists to partner with parents in leading children into a real, life-changing relationship with Jesus Christ. We serve kids from infancy through 6th grade, helping them **know God, love God, and share God** with others.

## Our Mission & Vision

We create a safe, fun, and engaging environment where children grow in their faith by:

- Learning God's Word
- Understanding His love
- Seeing His truth lived out

By leading through example, we inspire kids to live out their faith and boldly share it with the world.

## Our Goals for Kids

We pray our kids will grow into:

- Prayer Warriors – consistent in talking with God
- Responsive Worshipers – expressing gratitude and experiencing God's presence
- Joyful Givers – serving others with generosity
- Active Followers of Christ – living out faith daily

## Your Role

What God is doing through eKids is powerful, and you are a vital part of it. This handbook gives you the essentials you need to serve well and share in our vision of raising lifelong followers of Jesus.

# Dedication to a Safe Space

We are committed to creating physically, emotionally, and spiritually safe environments for every child.

## **Expectations:**

- All volunteers 18+ must pass a background check
- Clear guidelines and procedures are provided to ensure safety

## **Safe Spaces & Room Ratios**

- Each age group has its own space for safety and focus
- Proper ratios ensure effective supervision, increased safety, and a more enjoyable experience for children and volunteers

## **Check-In & Check-Out Procedures**

### **Check-In:**

- Children must be checked in at the eKids welcome desk and receive a printed name tag

### **Check-Out:**

- Parents/guardians must present a matching tag
- Unauthorized persons (without tag or background check) are not allowed

**\*\*Notify eKids staff or security immediately if concerns arise**

## **Bathroom & Diaper Procedures**

- Encourage children to use the bathroom independently
- If assistance is needed, contact the parent; only parents may assist

### **In the nursery:**

- Diaper changes require parental permission
- Volunteers 18+ may change diapers
- Inform another leader, wash hands, and sanitize the changing table.

# Dedication to a Safe Space Cont.



## **Snack Policy**

- Always check a child's name tag before giving snacks
- Record and communicate any allergies immediately with the team and eKids leadership

## **Incident & Abuse Reporting**

All incidents must be reported to Lindsay immediately, regardless of severity.

### **Abuse Reporting:**

- If abuse is disclosed or suspected, report immediately
- Take detailed notes, but do not investigate
- eKids staff are mandatory reporters under Utah law
- eKids leadership will handle follow-up to ensure child safety

## **Security**

- Security team supports volunteers and responds to emergencies
- Security wears walkie-talkies (Channel 16)
- Each small group room has a walkie-talkie for emergencies or leader contact

# We Aim High

Our goal: children encounter Jesus through Bible lessons, crafts, games, and discussions.

## Partnering with Parents

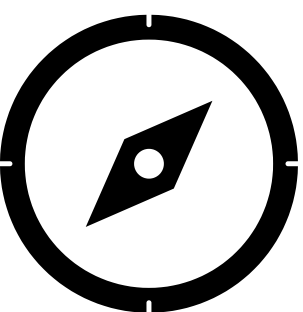
- Reinforce Bible truths at home
- Encourage conversations about what children learned
- Model faith in action

## Expand Our Reach

- Teach kids generosity and service through BGMC and other projects
- Think big about reaching children and families with the Gospel

## Weekend Experience by Age

- Nursery (0–2 years): Safe, nurturing introduction to Jesus
- Preschool (3–5 years): Interactive lessons with crafts and activities
- Elementary (K–3rd): High-energy Bible lessons, games, and worship
- Preteens (4th–6th): Lessons and discussions to understand God's plan and personal role





# Volunteer Experience

## Creating a Fun & Engaging Environment

- Fun, age-appropriate activities help children connect with God
- Volunteers' energy and creativity leave a lasting impact

## Large Group

- Teaches God's Word through worship, lessons, and scripture memorization
- Inspires children to love God and develop a lifelong love for learning

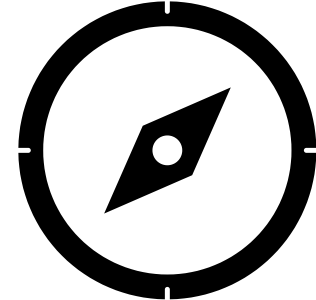
## Small Group

- Breaks down lessons for practical application
- Builds relationships with leaders
- Encourages personal spiritual growth

## Key Spiritual Growth Areas for Kids

- Powerful in Prayer – consistent conversation with God
- Responsive in Worship – express gratitude and experience God
- Biblically Literate – know Scripture to guide faith and decisions
- Spirit-Empowered – rely on the Holy Spirit
- Active in Service – serve at home, church, and community
- Bold in Faith – confidently share God's goodness
- Giving Selflessly – bless and meet others' needs
- Living Like Christ – model Jesus' character and obedience

# WE DO IT TOGETHER



## Unity is a Big Deal

- eKids runs on teamwork—there are no “one-person shows.”
- Volunteers work together to model community and help kids engage as a group.

## Volunteer Rotation

- Volunteers serve on a three-month rotation aligned with the seasons:
  - Fall: Sept–Nov
  - Winter: Dec–Feb
  - Spring: Mar–May
  - Summer: Jun–Aug
- We encourage volunteers to serve at least twice per month during their rotation.
- You can sign up for 3, 6, 9, or 12 months, with opportunities for breaks or trying different roles.

## Building Our Volunteer Community

- We want to create a strong, connected community of volunteers.
- Current volunteers are encouraged to invite friends, family, or others they know to join the team.
- Bringing in people you trust helps strengthen relationships, support one another, and grow our team together.



# WE DO IT RIGHT

## JR LEADER GUIDELINES

### Check-in & Check-Out

- Interact positively with kids.
- Ensure a smooth transition and maintain a clean space.

### Small Group & Activities

- Be hands-on with children during lessons, crafts, and games.
- Encourage participation and help when kids need it.
- Support kids in engaging with the lesson, motions, and prompts.
- Help with clean-up and return materials to their proper places.
- Assist with check-out when needed.

### Safety & Supervision

- Always work under an adult volunteer or Small Group Leader.
- Never be alone with children.
- Report any safety, behavior, or abuse concerns immediately to an adult.

### Behavior & Attitude

- Model Christlike behavior with patience and positive language.
- Work as a team with other volunteers and leaders.

### Confidentiality & Privacy

- Respect children's privacy—do not share photos, personal info, or incidents outside leadership.

### Name Tags

- Wear your name tag so kids and volunteers can identify you.

### Participation & Engagement

- Be actively involved—help kids enjoy and participate in all activities, not just observe.

# WE DO IT RIGHT

## EKIDS GUIDELINES

To create a safe and effective learning environment in eKids, we ask our leaders to follow these guidelines.

### **Preparation & Arrival**

- Arrive 30 minutes before service. Join the brief team meeting and head to your space 15 minutes early to welcome kids. Kids should not enter without leaders present.
- Review your lesson plans ahead of time—they are sent on Thursday before your scheduled Sunday.
- Wear your name tag each morning and return it after service.
- Silence your phone and keep it in your pocket or bag.

### **Behavior & Attitude**

- Model Christlike behavior at all times: use positive language, show patience, and encourage children.
- Resolve conflicts privately with leadership, not in front of children.

### **Engagement Expectations**

- Actively participate with children—sit with them, lead discussions, and engage in activities rather than just supervising.
- Assist at check-out, ensuring parents/guardians have proper tags and children leave safely.

### **Confidentiality & Privacy**

- Respect children's privacy—do not share photos, personal information, or incidents outside leadership channels.

### **Reporting Concerns**

- Report any safety, behavioral, or abuse concerns immediately to leadership (see Incident & Abuse Reporting section).

### **Team Communication**

- Check email or messaging platforms weekly for updates, schedule changes, and prayer requests.

Thank you for your commitment to creating a positive environment for our kids!