



CBC KIDS
HANDBOOK



HEY THERE!

We're so excited that you want to volunteer in kids ministry! It's fun and crazy, and it's so much more than just childcare! It's an opportunity to point kids to God 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 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.

Whatever your role is in our ministry this year, this Volunteer Handbook will show you some of the ways you can begin making a lasting impact in the lives and faith of kids.

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.

Sincerely,
Sarah Gardner & Katie Petroni



OUR STAFF



Sarah Gardner



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THE BASICS



OUR MINISRTY

WEEKLY PROGRAMS

Sunday School Classrooms |

Sundays @ 9 am & 10:30 am

We offer a safe enironment for age appropriate Sunday school classrooms to learn about the love of God! We communicate the love of God through worship, teaching, crafts, and fun!

Nursery = Birth - 1yrs

Toddler = 1 yrs (walking) - 2 yrs

Preschool = 3yrs - Kindergarden

Elementary = Kindergarden - 6th Grade

ENVIRONMENTS

Weekly Programs:

We gather every Sunday morning with each of our classrooms!

Events:

Kids Campus: Our very own twist on VBS! It's a fun, messy, camp-like experience for kids. Will happen every June and last for a few days!

Family Camp: Where our church family gathers for a weekend trip at The Cole Ranch for fun & fellowship!

Glow Night: A fun-filled whole family event. We turn the Sanctuary into an amazing Glow-in-the Dark experience with upbeat Music lead by our Worship Team!

****Always be on the lookout for more dates, details & events!***

THE BASICS



OUR BIG WIN

It's hard sometimes to know when you're winning in children's ministry, you know? Like, is anything we're teaching actually sinking in? Are kids really growing in their faith? That's why we decided to go ahead and define the big win for our ministry. It's the one thing that we, as a ministry team, want to achieve. It's the goal we want to keep in mind at all times. And it's what motivates and guides everything we do. It goes like this . . .

**WE WIN WHEN A KID
TAKES A STEP TOWARD
OWNING THEIR FAITH.**

TAKING A STEP

We say this because there's no finish line or certificate of completion when it comes to spiritual growth. Instead, spiritual growth is a journey **and** no two journeys are identical. So our big win has nothing to do with a specific skill or achievement. We take it one step at a time.

OWNING THEIR FAITH

What, exactly, does it look like for a kid to own their faith?

- **Kids reading their Bible**
- **Making prayer a habit**
- **Asking questions!**
- **Sharing God's Love**
- **Serving their community**

THE BASICS



VOLUNTEER GUIDELINES

Pre/Post Service Expectations

Arrive ready to serve **10-15 minutes** before service begins. Once you arrive please check in with the CBC Kids Staff Member in the kids building. Please follow cleaning policy described below after service.

Dress Code

Please wear your CBC Kids Apron & Name tag that will be ready for you at check in. We want you to be comfortable, but encourage all volunteers to not wear leggings/workout clothes, short skirts, short dresses, or shorts. And no clothing with vulgar profanity.

Personal Belongings

All personal belongings should be hung and placed on the rack in your classroom. Although cell phones are valuable tools for communication and organization, they can also be our biggest distractions.

Photography Policy

NO photos may be taken while serving unless given permission by a CBC Kids Staff Member. NO photos of minors may be posted online by any volunteer.

Nursery Specific

Follow Diaper Policy:

Parents are responsible for changing diapers. If a child needs a diaper change during service times then, either a CBC staff member or volunteer must locate the parent and notify them of the need.

VOLUNTEER TEAMS



CLASSROOM TEAMS

THE WIN

All classroom volunteers win when they help kids feel safe and learn about how God loves them.

All classrooms focus on using an environment geared towards their age to teach about the Bible. Through music, dancing, crafts and colors, and fun games, our goal is that all kids will begin to understand HOW God loves them.

THE EXPECTATION

Qualifications

- Love serving kids
- Stick to our Code of Conduct

Specifics

- Show up on time (15 minutes before service) to your assigned week
- Look over the curriculum ahead of time
- Attend the adult worship services on a regular basis.
- Attend all events, meetings, and gatherings for volunteers.
- Read, follow, and enforce all policies and procedures.

Scheduling & Notifications

We make monthly volunteer schedules on a month to month basis. We all get very busy very quickly so if you have dates that you CANNOT volunteer please communicate with Sarah or Katie. Be on the look out for the monthly schedule via email.

VOLUNTEER TEAMS



CHECK-IN TEAM

THE WIN

Check-In volunteers win when parents know without a doubt their child will be safe and cared for

Our check in team will be committed to making parents feel welcome and safe as they drop off their kids. They will follow the procedures for check in and check out to kids ministry building.

THE EXPECTATION

Qualifications

- Welcoming & engaging
- Familiar with technology
- Stick to our Code of Conduct

Specifics

- Show up on time (15 minutes before service) to your assigned week
- Understand the check in/out method we use
- Attend the adult worship services on a regular basis.
- Attend all events, meetings, and gatherings for volunteers.
- Read, follow, and enforce all policies and procedures.

Scheduling & Notifications

We make monthly volunteer schedules on a month to month basis. We all get very busy very quickly so if you have dates that you CANNOT volunteer please communicate with Sarah or Katie. Be on the look out for the monthly schedule via email.

VOLUNTEER TEAMS



STUDENT HELPERS

THE WIN

Student helpers win when their adult volunteers feel supported through the service.

As a student helper you are there to support the adult volunteers in the classroom. You help keep kids focused and engaged. Help explain accomplish activities. Support and respond when the adult volunteer asks for your help.

THE EXPECTATION

Qualifications

- Love serving kids
- Stick to our Code of Conduct

Specifics

- Show up on your assigned week
- Look over the curriculum ahead of time
- Attend the adult worship services on a regular basis.
- Attend all events, meetings, and gatherings for volunteers.
- Read, follow, and enforce all policies and procedures.

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VOLUNTEER TEAMS



BASIC SAFETY

These guidelines below exist to protect kids from harm and to protect you from false allegations.

Never be alone with a child

Two adults (or 1 adult & 1 student helper) should be with a student at all times. If assisting in the restroom the door must be left open. If assistance is needed wiping, tell CBC Staff & they will contact the parent.

Bathroom procedure

Never use the same restroom as a child at the same time. Make sure children are escorted to and from the bathroom facilities.

Document all incidents

If a child is injured, gets ill, or has a behavioral incident it must be written down on our Incident Report found in each classroom. Follow Medical & Discipline procedures explained below.

Practice appropriate touch

Hugs should not be long and should be initiated by the child only. Hand holding is only acceptable for kids 2nd grade and under. A child over 2 should not be held. If they sit in your lap, kindly move them to be seated to your side.

Be aware of inappropriate touch

This includes lengthy and full body hugs, kisses, tickling, piggyback rides, and any form of unwanted affection.



Be aware of allergies

Due to the risk of allergies, we do not allow outside foods in the classrooms. 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.

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 the parents about your concerns. Do not talk with other team members 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.



DISCIPLINE POLICY

Discipline should always be done in a positive, patient and grace-filled way that focuses on helping the kids. When discipline is necessary, here are three steps to take:

REDIRECT

- Get on the child's level
- Give a verbal warning & explaining why
- Give a suggestion for correction

REMOVE

- If the child does respond to redirection, it may be necessary to remove them from the situation to calm down and rejoin the service.

REFER

- If the child is still not obeying, refer the child to your ministry leader for assistance.
- Begin filling out incident report

Never attempt to physically discipline a child, belittle a child, or administer corporal punishment.

MEDICAL POLICY

- 1.** Contact a CBC Kids Staff Member.
- 2.** Provide appropriate First Aid treatment (which may include calling an ambulance).
- 3.** Stay with the injured individual until appropriate staff & help arrives
- 4.** CBC Kids Staff will contact and communicate with parents
- 5.** Complete Incident Report located in each room.

FINE PRINT



ILLNESS POLICY

Children will not be admitted into CBC Kids ministries if they are showing signs of any ailment that could be contagious (fever at or above 100, persistent cough, or green discharge) which could affect the ministries ability to care for the child and the other children in attendance. The same goes for any CBC Kids Staff or Volunteer. Children who become unwell will be made comfortable and will be cared for until their parent or guardian comes after being contacted by a CBC Kids Staff Member. An Incident Report will be filled out and signed by CBC Kids Staff and Parent.

LOST CHILD POLICY

If a child is ever “misplaced”, inform a CBC Kids Staff Member using the phrase “There is a lightbulb out in the Kids Building...” From their your CBC Staff Member will search for the child while you run the service. Once the child is located the CBC Staff Member will announce “The lightbulb is fixed”. Please DO NOT use the phrase “Missing” or “Lost Child”.

EMERGENCY POLICY

In case of an emergency, like a fire, the CBC Kids Staff Member will contact emergency services. Help evacuate children to a safety point, and then check the area thoroughly. There is an areal view map of the campus in each classroom to guide you on where to go.



CHECK-IN/OUT PROCEDURES

DROP OFF & PICK UP POLICIES

Kids are under the care and supervision of their parents until they are checked in to our children's ministry. We require all kids 6th grade and under to be checked in by a parent or guardian. Preschool and nursery children must be escorted to their class by the parent or guardian. For everyone the following steps are taken:

- Kids must be checked in for services by parent/guardian using our digital check in system
- They must print out the name tag for each child and make sure their child wears it into Sunday school.
 - Nursery/Preschool must stick on the back of their shirt.
- Parent/guardian must keep the check out tag with them to check out their child(s).
 - If the tag is lost parent/guardian must provide ID
- A child may not be checked out by anyone under the age of 16 years old.
- If a child has a special need or medical issue or allergy, parents should alert the host team and the child's teacher.

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CODE OF CONDUCT

As a ministry team please abide by these things below!

PERSONAL PREPARATION

Body: Working in a family environment can be physically demanding at times. Make sure you show up with plenty of rest and energy to serve.

Spirit: We want the kids to experience God. To arrive spiritually prepared, pray for yourself, the kids, and your team members!

Mind: Come to CBC Kids with the right mind-set and attitude. Come to serve our kids and serve the church.

BE LIKE JESUS: Every leader, no matter how involved with students they are, must reflect the character of Jesus. While we don't expect anyone to be perfect, we do expect every small group leader to be striving to make wise decisions, to glorify God with their lives, and to strive to look more like Jesus every day - especially in key areas like their treatment of others on our team, social media presence, and character in and out of the church.

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

FINE PRINT



COMMITMENT

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 they'll need to find a replacement for me and that takes time.

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 Safety Guidelines 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 huge 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:** _____

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