



CHRIST CHURCH
KINGWOOD

**Children's Ministry
Volunteer Handbook**

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Mission of Christ Church Kingwood:

Christ Church Kingwood is a Christian community in the Kingwood area that seeks to proclaim the good news of Jesus Christ in word and deed. We exist to glorify God and make disciples.

Mission of Christ Church Kingwood Children's Ministry:

To impart the truth of the gospel for children to know Jesus, make disciples, and to partner with parents in building and establishing a gospel-centered foundation with their families.

The Christ Church Kids' Culture:

- Gospel-centered
- Intentional
- Nurturing
- Safe
- Fun

CCK Leadership Contact Information:

Leah Brown- Children's Co-Coordinator/PreK & Older Classes Lead Teacher

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Jill Honeycutt- Volunteer Coordinator/Nursery & Toddler Lead Teacher

jillehoneycutt@yahoo.com 281-608-2517

CCK Roles & Leadership Structure

Children's Ministry Co-Coordinators are responsible for volunteer care, curriculum development and Sunday operations. Any questions on a Sunday or during the week can be directed toward a coordinator.

Lead Teachers will be responsible for scheduling their own classroom teachers. This means lead teachers will be responsible for contacting their teachers and helping them find coverage in the event of an absence. In addition, the lead teacher will be required to set expectations for volunteers based upon the given curriculum. It is important to note that the Lead Teacher role is not a management role but instead a discipleship role. Lead Teachers are the disciples of their students and fellow volunteers.

Volunteer

As a volunteer you will be working under the supervision of the Lead Teacher. The Lead Teacher will be responsible for sending the lesson each week to ensure a successful Sunday class period. For the safety of CCK Kids, ALL volunteers must submit to and pass a background check* and complete a serving application. In depth expectations of volunteers can be found under the VOLUNTEER EXPECTATIONS section of the CCK Kids Ministry Volunteer Handbook.

*This does NOT include Junior volunteers.

VOLUNTEER EXPECTATIONS

In volunteering on a Sunday, we know this is big sacrifice for anyone to make. Therefore, we want to make sure all volunteers have adequate time to rest and recover from the activities of a Sunday in Kids' Ministry. This means all volunteers are asked to not miss more than two worship services per month due to serving. Everyone has a different schedule. Therefore, how often you serve can worked out in detail with your Lead Teacher.

We ask volunteers to serve in the same room regularly to help form relationship and build trust between you, the children, and their parents. Please arrive to your assigned classroom 5 minutes before your scheduled service to help assure everything is ready to go. Coming prepared by reviewing and familiarizing yourself with the classroom lesson plan, if possible, PRIOR to arriving for your scheduled service.

During Service

Ensure all material needed is available and all activities are preplanned and set up prior to class time starting. Staying consistent with the schedule posted in class is a requirement. Keep in mind, the that different segments of the class schedule, such as Memory verse, Discussion time, and Prayer can be shared with fellow volunteer teachers.

Volunteer-to Parent Relationships

The volunteer responsible for sign-in will introduce themselves and sign in children while allowing for time to build relationship with parents. Parents will feel safe and secure dropping their children off with someone they feel like they know. This is a responsibility that a Lead Teacher may take, but any volunteer teacher can take ownership of on a Sunday.

Dress Code

As a volunteer in CCK Kids' Ministry, you should always wear clothing that is appropriate for interacting with kids. For women, this means avoid long dangly jewelry, dresses that are too short and long flowing clothing that can be easily pulled on. **Volunteer Name tags should be worn when serving in a classroom.**

Scheduling/Communicating Absences:

If you are unable to serve on your designated weekend, please do the following as soon as you know that you will be unable to serve:

- Check the schedule first to see if another volunteer is available to switch weekends or fill in for you, then notify Jill Honeycutt.
- If no one is able to switch weekends or fill in for you, please contact Jill Honeycutt. As stated above, the sooner you let us know, the easier it will be to fill the void.
- If you become ill or if an emergency arises last minute (the day before or the day of your scheduled service time), please text Leah or Jill and they will work to find a sub for you.
- Check your email! This will be the most common form of communication regarding scheduling. Please reply in a timely manner.

CCK Kids' Classes:

9:15am Bible Classes:

Preschool 3-5yrs.

Lower Elem. K-2nd

Upper Elem. 3rd-6th

All-Morning Classes

9:10-11:30

Nursery: Birth – new walkers

Toddlers: Walkers to 2yr. old (not potty trained)

During Service

Training Time: PreK - 7yr. (flexible for family needs)

CLASSROOM STRUCTURE

- **Check in** - Check-in is going to be the most valuable time we have when it comes to building relationships with parents. When checking in kids, be sure to stand at the door to greet parents. This greeting time can be used to welcome them to CCK Kids, introduce yourself, and give them a brief overview of what their kids will be doing while in class that day. Use the sign in sheet to take down kids names along with any other important notes like allergies or snack privileges. Please use the security method for your classroom (i.e. number stickers or invisible ink marker with parent initials) Have visitors fill out info. card. Once kids are signed in, you can guide them towards a busy center until it is time for the next activity.

- **Busy Centers** - The busy centers are meant to do just that, keep the kids engaged and busy during the first 10 minutes of class. The busy centers will be set up before class and can consist of two to three different centers/tables. Examples of busy centers are: blocks, puzzles, card games, coloring/drawing, etc. Busy time will function as a time to keep the kids engaged while waiting for more kids to arrive and to keep kids engaged.
- **Review & Memory Verse** - This is the time to review the lesson from previous week and the Memory Verse or Big Truth. Just like in worship service, the Pastors review what was preached the week before. This is also a time to quickly catch up the kids who may have missed the week before or may have never been to CCK Kids.
- **Large Group Teaching**- This another prime opportunity to model what a good listener does. Always set the expectation for kids prior to beginning lesson.
 1. Have fun!
 2. Keep our hands and feet to ourselves.
 3. Listen to our teachers and be respectful of others.
- **Lesson Time** - This will be a time for one of the teachers to tell the story and the other teachers to help make telling the story easier by encouraging kids to be on task and listening. A lesson or story will be provided in the curriculum.
- **Discussion & Questions** - Discussion time will not just be a time for teachers to ask questions and kids to answer them. Instead this is a time to encourage kids to tell back what they hears, ask their own questions, and also answering questions.
- **Prayer** - Prayer is an important Gospel rhythm and should be put into practice during every CCK Kids class time. As teachers we are given the opportunity to model what prayer looks like, and give them opportunities to pray as well. We can always be reminding kids that prayer is simply talking to God.
- **Activity**- Some weeks the curriculum will have activities and some weeks will only be a coloring page. In either case it is the teacher's job to make sure the activity connects to what the kids have learned that day.
- **Snack** - Snack is not something that we do in every classroom but it is similar to prayer in that it can be an important rhythm where we sit down and eat together while thanking God for providing for us. Animal crackers and water are provided.
- **Clean-up** -No matter which classroom kids attend we want them to know cleaning up is routine every Sunday.

- **Checking Out Children-** When parents arrive to pick up their child, please ask for their "security code" and make sure the "security code" matches the code on the child's tag or hand (even if you know the child's parents). Make sure all of the child's belongings are returned to the right bag and given back to the parents.

If time permits before parents arrive, please line up the children's bags and/or papers for parents to pick-up in the hallway. Once a child is checked out of their designated classroom, they are NOT allowed to enter any other classrooms. The only exception to this is if you are volunteering in a room and your own child comes in your room while you finish closing down the classroom (after you have properly checked them out of their designated classroom).

- **Closing Down the Classroom**

At the end of class, teachers will also be responsible for using disinfecting spray or wipes to clean surfaces and toys and put away in our storage tubs. We want to work to the best of our ability to ensure our areas/toys are clean and illness free, as much as possible. Please put sign in sheets and all supplies away properly for next volunteer. Since we share the building space and want to respect the teachers who share, please put all furniture and items back where they belong or were found.

Safety Protocols

- Always think safety. We do not want a child to suffer an injury due to our negligence since this breaks trust between us, the child, and their parent.
- A good rule of thumb to ask yourself: "What would a parent think if they came in and saw this? What does it look like?" OR "If a child went home and told his parents about this, what would it sound like?"
- All rooms have first aid kits in the totes for minor injuries. Please notify a Coordinator in case of a minor or severe injury. **An accident report must be filled out and signed by the volunteer and parent if any injury occurs.**
- Only volunteers, staff and parents with volunteer name tags should be in classrooms during service. If you see someone that you do not recognize or looks out of place, please notify a CCK Kids' Coordinator immediately.
- Only background checked volunteers may be inside the classrooms – please encourage parents to stand outside of the classroom when they are dropping off and picking up their children.
- Always know how many kids are in the classroom.
- If you suspect that a child is being abused, please let the CCK Kids' Coordinator know immediately.
- Please do **not** use cell phones in classrooms except for emergencies, unless texting parent who designates they want to perform diaper change or you need help from Coordinator.

Bathroom Policy

CCK Kids has a "no assistance" bathroom policy. This means if a child can not use the restroom on their own then we must call their parent to come help them. This is extremely important for the Toddler and Preschool rooms to communicate during drop off. Parents should also know we DO change diapers in the toddler room but DO NOT in the preschool room.

All children going to the bathroom must be escorted down the hallway by an adult volunteer. (This policy is the same for use of the drinking fountain). A volunteer should never be in a bathroom stall with a child with the door closed. If there is a situation where an adult must enter the bathroom stall . The adult must first call over another adult to wait outside the door then the adult can enter the bathroom leaving the door partially open. The adult waiting outside the door must keep the bathroom area clear of other children or adults.

Disciplinary Policy

CCK Kids follows a 3-strike disciplinary policy. Teachers will be responsible for discerning what constitutes a strike in their classroom. After a child gets two strikes they should be placed in a “think about it” spot. Our ultimate goal is to empower our kids to make decisions that honor God on their own, so please use a calm voice and be specific about what they did wrong. Offer to pray with them.

Upon receiving the third strike parents will be called out of service and the child will not be allowed to remain in class for the remainder of that Sunday. The conversation about any third-strike incident should always include a CCK Kids' Coordinator.

Automatic 3rd strikes include hitting, biting and inappropriate language. Additionally, if any of the following behaviors occur on a Sunday the parents will be asked to NOT drop their child off on the following Sunday. We enforce this rule because we value the safety of all our kids.

Contacting Parents

A child's parents will be contacted/texted by a Coordinator if...

- Child is crying inconsolably for longer than 10 minutes
- Child is injured (with blood, bruise or persistent pain)
- Child's behavior is disruptive and unresponsive to authority
- Child is sick

Minor –Aged Volunteers

We are so thankful for our Junior volunteers! Please treat them with respect and kindness. This is great training for them on how to serve. If you see any questionable behavior that needs to be addressed, please handle it by notifying a Coordinator. Please refrain from discussing the situation with other volunteers and/or embarrassing any party involved. Volunteers under the age of 12 are not allowed to change diapers, assist with accidents, or pick-up babies/young toddlers. We do not require background checks on minors under the age of 16.

What It All Comes Down To:

Our heart is to point these children and their parents to Christ through our loving and authentic interactions with them. We are all in agreement that we want to see our kids come to know Christ (John 3) and faithfully follow him for the rest of their lives (Jude 1:20-22). We will minister to many kids that will one day have a huge impact locally and even the world! Remember that your interaction with other volunteers, parents and children will be noticed by little eyes – even outside of church!

Ending your Commitment:

We understand that there are seasons in life when you cannot serve. Please let us know if you wish to end your commitment to Christ Church Kids ministry or if you would like to be added to our “sub” list. Serving the church is a great honor and responsibility that we are called to as believers. This commitment is sometimes a pleasure, and other times it is a sanctifying, selfless commitment. Thank you for serving with us!

Emergency Plan: FIRE

Alarm will sound

Infant Class – Each teacher and volunteer will carry and walk children down the main hall. Exit out main doors, through playground and stand by back fence. Bring sign-in sheet with you.

Toddler Class – Teacher and volunteers line children up at door and have them hold the hand held, walk-along rope. One volunteer walks in front, one in back to make sure all kids are accounted for. Exit through infant classroom to outside hallway and out the building, across parking lot. Bring sign-in sheet with you.

Training Time Class- Teacher and volunteers will line children up at door. One volunteer walks in front, one in back to make sure all kids are accounted for. Exit through side door to outside hallway and out the building, across parking lot. Bring sign-in sheet with you.

Coordinators – Last ones to evacuate, make sure each room is evacuating and assist where needed.

Emergency Plan: TORNADO

Coordinator will alert each room.

Infant/Toddler Room – Each volunteer carries children down the main hallway into sanctuary. All volunteers and staff can assist with carrying children if the baby to volunteer ratio is too high. Sit on the left side of Sanctuary. Bring sign-in sheet with you.

Pre-school Room – Volunteers line children up at door and have them hold the hands. One volunteer walks in front, one in back to make sure all kids are accounted for. Exit hallway into sanctuary. Sit on left side of sanctuary. Bring sign-in sheet with you.

Coordinator – Last one to evacuate, make sure each room is evacuating and assist where needed.

Emergency Plan: CODE “RED”

(Suspicious/dangerous person in building)

Coordinator – Close and lock doors. Coordinator will alert each room.

All Classrooms – Volunteers will close and lock door. Volunteers, students and babies will sit/stand along interior wall. Door does not open for anyone but police, coordinator or church staff member.

Acknowledgement of Receipt of the CCK Volunteer Handbook

I have been given a copy of the CCK Volunteer Handbook. I have read and understand this document. I understand that my service as a volunteer worker who works with children at Christ Church Kingwood is dependent on my strict adherence to these policies.

NAME (please print): _____

Signature: _____

Witness: _____

Date: _____