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Dear Valley Kids Volunteer,

Thank you so much for volunteering to serve with us in Valley Kids and joining us to help make Sunday the best hour of the week for the kids of CCV. Our vision is to make each Sunday like a day at our kids' camp. We are so excited to have you on a team that will make a difference in the lives of the children and families at CCV!

We know a child's spiritual development is as important as their academic, social, and emotional development and has eternal significance. The purpose of Valley Kids is to assist parents in providing a strong spiritual foundation that consists of an understanding of God's Word and Biblical principles, and how to apply them to everyday life. By the time kids' complete elementary school, our goal is to have nurtured their faith to the point where it is strong enough that they can independently make wise choices when faced with life's difficult situations.

Children are taught creative, age-appropriate curriculum. This means that Bible lessons are both developmentally and spiritually appropriate for your child, as well as fun. Children learn that Jesus loves them and wants to be their best friend, as well as how to live a life devoted to Christ.

You are part of a wonderful team of volunteers who work together to share God's love with children "just born" through 5th grade. Our volunteers have been selected based on their ability and desire to honor God by serving his children. In-service training is provided to our Valley Kids' staff so that we can provide an awesome children's ministry to the families of Christ's Church of the Valley.

Your commitment to children's ministry is an investment in their future, and will impact our current as well as our future generations of children! We hope you will find your involvement in this ministry a rewarding and positive experience. We pray that as God uses you through your service to touch these little hearts that you will also find your heart and life touched by His grace and love.

Serving Together,

**Stephanie Carter**

Children's Pastor

## To help people become fully devoted followers of Jesus



### **Biblically Based**

The Bible alone dictates what we believe and practice.

### **Culturally Relevant**

To be effective the church must remain culturally relevant.

### **Evangelistic**

Followers of Jesus are passionate about evangelism.

### **Church Planting**

We will be a church planting church.

### **Community**

Life change happens best in community with other believers.

### **Discipleship**

Followers of Jesus obey his teachings.

### **Excellence**

Excellence honors God and inspires people.

### **Grace**

We will foster an environment of love, grace and acceptance.

### **Stewardship**

We will give our time, spiritual gifts, abilities and finances to extend Christ's kingdom.

At the time the disciples came to Jesus and asked, "Who, then, is the greatest in the kingdom of heaven? He called a little child, whom he placed among them. And he said: "Truly I tell you, unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever takes a humble place-becoming like this child-is the greatest in the kingdom of heaven. And whoever welcomes one such child in my name welcomes me. *Matthew 18: 1-5*

## Enriching your walk through serving in Valley Kids



One of the side benefits of providing service to the children in Valley Kids is the deepening of your own walk with Christ.

- ② Interacting with children in a Christ modeled way is good practice.
- ② Jesus said that children should be our model of understanding Heaven.
- ② Building a foundation of Christian knowledge in a fun and easy to understand way.
- ② Getting to do movements during songs without feeling goofy.
- ② Learning the Bible through preparation for class.
- ② Making Bible stories personally relevant by linking the lesson story to real life examples to share in small group.
- ② Communicating with other adults about a Bible lesson once a month.
- ② Sharing in the excitement of leading children to Christ re-energizes your own walk with God.
- ② Sharing in your children's experience in Valley Kids so you can talk together about important topics later.
- ② Learning about children as you learn about God.

# Procedures



## **First Aid Procedures**

For minor injuries, a first aid kit is available in each Valley Kids classroom. After attending to the child's immediate needs, alert the lead teacher.

For serious injuries, immediately alert the Security Team or Stephanie.

## **Fire Drill and Evacuation Procedures**

If the fire alarm is activated during service, the goal is to evacuate all children in a swift, orderly manner to the soccer field.

When the fire alarm sounds:

- Stay calm and tell the children to line up immediately at the exit door.
- Take a quick count of all the children. Have an assistant do a quick check to make certain that no children are hiding or are in the bathroom.
- Have an Assistant at the end of the line. If you have more help, have the adults spread out along the line to make sure that the children remain in the line.
- Before exiting, remind the children to stay in a single line and remain quiet.
- Lead the children out of the room and shut off lights and close the door behind you.
- Lead your class to the soccer field where parents have been instructed to pick up their children.
- When you arrive at the soccer field, take careful count of the group. If a child is missing, notify security or staff immediately. DO NOT leave the area or return to the building.
- When a parent retrieves their child, place the child's sticker on the clipboard. If the parent doesn't have their sticker, have them sign out on the clipboard.
- REMAIN AT THIS LOCATION UNTIL FURTHER INSTRUCTIONS ARE GIVEN.

## **BATHROOM POLICIES**

- Female adult should walk child to the bathroom
- Adult should enter the bathroom to check to see if any adults are already in the bathroom. Ask child to wait outside while checking.
- If another adult is using the bathroom, the Valley Kids volunteer should wait until this adult has left so that the child will be able to use the bathroom in private.
- Once bathroom is clear, the adult volunteer should wait outside the bathroom door in the hallway with bathroom door slightly open.

If special help is required another female should be a witness.

## **Nursery Policy and Procedures**

### **Diaper Changing**

- Diapering must be done by an ADULT female volunteer.
- Two adults must be present in the room for all diaper changes
- Ensure all supplies are ready before placing child on the changing table
- Wear gloves
- Be attentive and keep one hand on the child at all times
- Complete and place a 'diaper has been changed' sticker on the front outside of the child's clean diaper
- Dispose of diaper in pail and clean changing mat

### **Diaper Bag/Tag Policy**

- Classroom leaders are expected to check that all diaper bags are properly labeled before allowing a parent to drop off children in a VK classroom.
- If a diaper bag is not labeled, volunteers are to direct parents to complete a diaper bag tag and to attach it to the child's diaper bag before completing drop off.
- Volunteers must make sure that all bottles, pacifiers, snack containers and personal items are labeled BEFORE removing them from the diaper bag and giving them to a child. Please use the stickers provided.
- If at any time you are not 100% sure that a bottle, pacifier, snack or other personal item belongs to a child DO NOT give that child that item. If necessary, contact a staff member who will call the parent to confirm ownership.

### **Appropriate Physical Touch**

1. Physical touch is appropriate when it is a non-demanding, gentle touch of the shoulders, hands, arms, head, or back.
2. Physical contact (see above) which expresses affirmation and is not for the satisfaction or pleasure of the volunteer.

## **Inappropriate Physical Touch**

1. Physical touch is not appropriate when it includes demanding hugs or kisses, touching the chest, genital regions, upper legs, buttocks, waist or stomach. It is not appropriate to sit a child in the center of your lap, sitting a child between your legs or seductive or suggestive contact (NO FULL FRONTAL CONTACT).
2. Physical contact of ANY kind which is done for the pleasure or satisfaction of the care giver.
3. Any touching used to express power or control over a child.

## **Reporting Procedures for Allegations of Abuse**

If a child reports abuse:

- Take the child seriously.
- Stay calm and listen to the child.
- Do not probe, seeds are easily planted.
- Do not try to minimize or "fix" the child's feelings.
- Give emotional support by reminding the child that s/he is not at fault for what another person has done.
- Let the child know that s/he was right to tell you.
- Do NOT promise the child that you won't tell anyone.
- Report suspected abuse (whether it occurred on or off church premises) to Valley Kids Director or the Executive Pastor. Confidentiality is IMPERATIVE, keep all information strictly confidential.
- Stephanie will assess the information and begin a confidential process for determining an appropriate response.

If you witness inappropriate behavior:

- Do not wait or second-guess your observations.
- Report the inappropriate behavior of another volunteer or team member to Stephanie or a lead teacher immediately.

## **Name Tag System**

Part of enabling children to grow and learn about Christ is providing them a safe place to be taught. We provide name tags for the safety of children that attend Valley Kids services.

Check In:

- Upon arrival to VK classroom, the teacher or small group leader will check that every child has a nametag and remind the parent that the square sticker will be required to pick up the child.

Check Out:

- Lead teacher checks to make sure the parent sticker corresponds to the child's sticker.

## **When you need to be absent**

Valley Kids' volunteers should find their own substitutes when they know ahead of time they are going to be absent. Volunteers can post a note on MyCCB asking for substitutes. After finding a replacement, you should inform (call or e-mail) Stephanie.

If you sick are sick the Sunday you are serving email or call Stephanie.

## **Volunteer Screening Procedures**

All volunteers that are involved in activities with children at CCV are required to be screened prior to being scheduled in the classroom.

## **Volunteer Training**

All Valley Kids Volunteers are asked to attend two Valley Kids Volunteer meetings a year.

Additionally, volunteers are given "on the job" training and development in her/his role.

## New Families

At Christ's Church of the Valley our services are for people who aren't real crazy about going to church, but wrestle with a nagging feeling that there's more to life than working 9-to-5, racing to endless kids' activities, and spending all weekend working on the house with nothing much to look forward to except next summer's vacation that they really can't afford.

As a result we often have the opportunity to meet families new to CCV and the whole "church experience". Many come from backgrounds that required children to sit through services with their parents and as a result may not completely understand or have confidence in leaving their children with strangers for an hour. Furthermore, the Valley Kids classrooms may be the first opportunity for children to meet Christ and learn about God. Therefore, we need to be very intentional about how we welcome new families. When a new family is visiting we need to make sure that we do the following:

- 🌀 Greet the child first
- 🌀 Introduce yourself to the parents
- 🌀 Ensure that the parent and child/ren wear their name tag stickers.

If parents have questions about the name tag system explain that tags are used 1. to protect the children and 2. to page parents in case of emergency.

- 🌀 Be intentional about talking with the family about CCV and Valley Kids. We want them to know more about us and to connect with us.

## A day in the life of a Babies Volunteer



### ARRIVAL TIMES

- Lead Teachers and Assistants should arrive 15 minutes before the start of service. Arriving fifteen minutes prior to the start of service allows for a smooth transition for all.

### SET-UP

- Lead Teachers will make sure that everything is set up properly and finish the final details prior to first service:
  - Check the sign in table: check-in sheets, pens, diaper bag tags
  - Set out toys and check for safety and batteries
  - Turn on music
  - Set out Kleenexes, wipes and gloves, etc...

### ARRIVAL

- The Lead Teacher always meets/greets the parents and confirms that each child is checked in properly. No one other than the assigned Leads and Assistants or Breast Feeding Mothers should be permitted to enter the room at any time. For the security and safety of our babies parents and siblings must stay in the hallway during the check-in process.
- One Assistant will be assigned to take the children from the Lead Teacher so that the next child can be checked in.
- The Lead Teacher will be responsible for taking the child's personal items (bags, bottles, coats, juice cups, etc.) upon check-in and confirming that everything is labeled.
- One or more Assistants will be on the floor with the kids during check-in, helping to insure a smooth transition for the children by engaging them in play time.

### DISMISSAL

- Lead Teachers must stay at the door during dismissal to greet parents and check nametags. No one other than the assigned Leads and Assistants or Breast Feeding Mothers should be permitted to enter the room at any time. For the security and safety of our babies parents and siblings must stay in front of the check-in table during the check-out process.
- One Assistant will be assigned to secure each child in their carrier if they have one, then bring the child and their belongings to the Lead Teacher upon their parents arrival.
- One or more Assistants will be assigned to play with children while they are waiting to leave.
- Please keep children away from the door at dismissal.

**SPECIAL REMINDERS**

- All helpers and teachers need to wear their nametags at all times.
- Only adult female Leads and Assistants may change diapers and you must wear gloves when doing so.
- Wipe down chew toys between services and place any soiled fabric toys in the "dirty laundry" bin.
- Please be on time so that we can maintain organization and allow everyone to be on time for the service they are attending.

## A day in the life of a Toddlers Volunteer



### ARRIVAL TIMES

- Lead Teachers and Assistants should arrive 15 minutes prior to the start of service.

### SET-UP

- Lead Teachers will make sure that everything is set up properly and finish the final details prior to first service:
  - Set out toys and check for safety and batteries
  - Turn on music
  - Set out Kleenexes, wipes and gloves, etc...
  - Get teaching materials ready

### ARRIVAL

- The Lead Teacher always meets/greets the parents and confirms that each child is checked in properly. No one other than the assigned Leads and Assistants should be permitted to enter the room at any time. For the security and safety of our toddlers parents and siblings must stay outside of the classroom behind the gate.
- The Lead Teacher will be responsible for taking the child's personal items (bags, bottles, coats, juice cups, etc.) upon check-in and confirming that everything is labeled.
- One Assistant will be assigned to take the children from the Lead Teacher so that the next child can be checked in.
- One or more Assistants will be on the floor with the kids during check-in, helping to insure a smooth transition for the children by engaging them in play time.

### TEACHING TIME

- Lead Teacher will receive and review monthly lesson plan prior to arrival.
- One *adult* Assistant will assist the Lead Teacher in placing children in the seats of the teaching table.
- One Assistant will remain at the teaching table with the Lead Teacher to help engage children with the activities.
- One Assistant will engage and play with any children who are not at the table.
- At the end of the lesson one *adult* Assistant will help Lead Teacher in removing children from the seats of the teaching table.

## **DISMISSAL**

- Lead Teachers must stay at the door during dismissal to greet parents and check nametags. No one other than the assigned Leads and Assistants should be permitted to enter the room at any time. For the security and safety of our Toddlers parents and siblings must stay outside the door behind the gate.
- One Assistant will be assigned to bring each child and their belongings to the Lead Teacher upon parents arrival.
- One or more Assistants will be assigned to play with children while they are waiting to leave.
- Please keep children away from the door at dismissal.

## **SPECIAL REMINDERS**

- All helpers and teachers need to wear their nametags at all times.
- Wipe down toys after each service.
- Lead Teachers and Assistants need to stay until clean-up is completely done.

## **Following these procedures on a weekly basis will help us to:**

- Ensure the whole room stays organized and everyone will know their role.
- Allow for smooth check-in where all information can be accurately gathered.
- Maintain a safe and healthy environment for our Toddlers.
- Increase the level of comfort of parents leaving their child with us as they become familiar with our routines.

# Day in the life of a Preschool Volunteer

## **ARRIVAL TIME**

- Volunteers should arrive fifteen minutes prior to the start of the service to allow for a smooth transition for all.
- Make sure to check in with classroom Coach.
- Read the email sent to you by the lead teacher regarding the lesson details or the small group time so that you come in knowing what to expect.

## **ARRIVAL & FREE PLAY**

- Greet children by name and guide them to an activity or toy.
- Take shy or upset children by the hand. Sit with them and engage them in play with other children.
- Write child's name on take home paper and place it in a cubby.

## **LARGE GROUP TIME**

- Sit right with the children on the carpet, positioning yourself closer to children who may need more help!
- Model active listening.
- Get involved in the lesson by doing the actions with them!
- Look at the children as you sing!
- Smile and encourage their involvement!
- Say child's name and make eye contact.
- Communicate to the child in a positive and direct way. Ex. ""Let's keep our hands to ourselves so we can have fun!"

## **SMALL GROUP TIME**

*Small group time gives the children an opportunity to apply the Bible Story to their lives and share their thoughts and ideas with others in an age appropriate way! This usually includes a few questions, a review of the Bible Verse, and prayer time.*

- Gather children in a circle and go over names of everyone in your group before you start. Remind them to take their turn to talk!
- Ask them a question about their week, something they like to do, etc. to get to know them better.
- Praise children specifically for participation during your group: Thank you for sharing that story, Great answer, Good thinking, Hayley!
- Encourage quiet talkers but don't push: Who else has a story to share? Let's hear from someone who hasn't shared yet!
- Relay serious concerns or prayer requests to the lead teacher.

**DISMISSAL**

Lead teachers must stay at the door during dismissal to greet parents and check name tags!

- Please keep children away from the door at dismissal and engaged in one of the following activities.
- Play with toys, play dough, color, or lead a game of "I Spy" or "Simon Says" until they are ready to leave.

## A day in the life of an Elementary Volunteer

### ARRIVAL TIMES AND WALK-IN

- Check in at the kiosk to receive your nametag
- Check in with lead teacher (please arrive 15 minutes before service start time)
- Play with kids as they arrive. Talk to them!
- Check in with them about past week
- Ask about last week's message
- Use prep questions to start kids thinking about today's topic
- Encourage them to participate in the walk-in activity

### LARGE GROUP TIME

- Encourage kids to take seats
- Sit with your small group and supervise them
- Don't hesitate to manage behavior of a wiggling/talking/disruptive child
  - Good ways to encourage appropriate behavior:
    - Eye contact
    - Tell the child what is expected of him/her in a whisper voice
    - Tap on shoulder
    - Position yourself next to or behind the child
    - Move the child to another spot
    - If child is unable to behave appropriately, notify parent via nametag procedure
- Participate in worship – Sing! Dance! Clap!
  - Do the motions (it's ok if it looks like you don't know what you're doing-just have fun while participating)
  - Sing out! The words are on the screen.
  - Look at the kids while you worship and encourage their participation
  - Show the kids how to praise God-they will follow your example
  - Remind kids to stand
- Participate in lesson
  - Shout it out! (respond if teacher or DVD requests it)
  - Model active listening
  - Laugh at all the teachers' VERY funny jokes

### SMALL GROUP TIME

#### ***Gather your small group***

- Be familiar with the small group material before class time, read the Bible story and memory verse (it will be emailed to you during the week prior to your scheduled Sunday)
- Specifically praise children for participation

- “thank you for sharing that story”
- “it seems like you were really listening to today’s lesson”
- “good answer” or “great thinking/sharing”
- Encourage quiet talkers (but don’t push)
  - “Ok, let’s hear from someone who hasn’t shared/answered yet”
  - “Who else has a story to share?”
  - “\_\_\_\_\_, do you know anyone that had something like this happen to them?”
- Pray for and with your kids (write down requests and pray for them during month—get feedback from kids the next time you see them)

### **DISMISSAL TIME**

- Stay with your small group until all children have been dismissed to parents.
- Keep kids calm and engaged with your group (do not allow kids to run, do not allow aggressive play).
- Encourage kids to gather their stuff when name is called.
- *Let the kids know that you enjoyed spending time with them!*
- Alert lead teacher of any significant issues from small group time e.g., illness, death, divorce.
- Fill in your replacement regarding activities; things that worked and didn’t work for your small group time.

### **SPECIAL REMINDERS**

- All helpers and teachers need to wear their nametags at all times.
- Please be on time, fifteen minutes prior to service, so that we can maintain an organized and smoothly running environment.

## A day in the life of a VK Tech

### 8:00 a.m. - Arrive in classroom

- Check in at kiosks to receive your nametag
- Turn on all equipment and sound check CD player and mic's.
- Review cue sheet with lead teacher and make any lighting changes if needed.
- Run through presentation with lead teacher at 8:30 sharp.
- Pray with teacher and other aides before children arrive.

### Arrival Time (First ten minutes of each class)

*As children arrive, have a CD playing for background music.*

*Play with kids as they arrive to game area. Talk to them!*

- Check in with them about past week
- Ask about last week's message
- Use prep questions to start kids thinking about day's topic

### Large Group Time

- Run tech presentation. Participate in the lesson wherever possible.
- You will generally have the PowerPoint to run from the laptop, and music CDs for the lesson. Occasionally you may also have a DVD clip to show. All slides, sound effects, songs, and clips are clearly marked on the cue sheet. If you can hit play, pause, and the forward arrow on a laptop, you can do this! Just relax, and be flexible, and have fun!

### Small Group Time

If some of our small groups become too large for one small group leader jump in and lend a hand. The kids are always impressed with those who run the tech equipment!

### Dismissal Time

- Play music videos with volume low so parent and teachers can converse.
- Play game or other activity while waiting for parents
- Keep kids calm
- Let the kids know that you enjoyed spending time with them.

### End of Last Service

**Thank you! Thank you! Thank you!**

**Please make sure all equipment is turned off and mic's are properly put away.**

## CCV Friends



Our Valley Kids team is dedicated to providing an enriching fun experience that helps every child develop a lifelong relationship with Jesus. CCV Friends Ministry allows individuals to partner with families of special needs children helping connect them to our church.

CCV Friends volunteers partner with children of varying needs in our classrooms.

No experience with special needs is required to participate in this program.

1 Corinthians 12:27, “You are the body of Christ, and each one of you is a part of it.” It is my hope that you will prayerfully consider being a part of this new ministry here at CCV. Together we can make a difference in the lives of our families with special needs.

## The Top Ten Things that VK Teachers want their Teammates to know ...



10. Jump right in to game time (read directions, invite kids, be enthusiastic).
9. Reset games or crafts for second/third services.
8. Keep an eye out for the new kid (especially in small group).
7. Help unruly kids during Large Group (sit behind child(ren), tap on shoulder, shush him/her, sit next to child, etc).
6. Learn song movements along with the kids (looking silly is good).
5. Participate in large group time.
4. Make sure kids stay in your small group when parents come through for pick-up.
3. Read small group info prior to arrival (check out the passages in the Bible).
2. Have a "shepherd" mentality (know your small group kids, pray for them regularly, let them know that Jesus loves them and so do you).

*. . . and the number one thing that Valley Kids teachers want their team members to know is . . .*

1. **THANK YOU so much for being on our teams and changing kids' lives for ETERNITY!**

## Valley Kids' Handbook Agreement

Volunteer Name

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I have received a copy of the Valley Kids Handbook.

I have read and agree to abide by all of the policies and procedures.

I understand failure to abide by the policies and procedures will result in my ability to serve as a volunteer.

Volunteer Signature

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Date 

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Please return this form to your Valley Kids' area leader.

The pages of this handbook provide a general overview of procedures and guidelines that Valley Kids has established for its volunteers. Please read through it carefully.

The handbook should serve as a guide for you as you begin or continue your service at the church. However, it's obviously not possible to anticipate all situations that could arise in ministry or provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy or provision, with or without notice, as necessary or appropriate. However, at all times, the church will comply with all applicable laws.

Nothing in this handbook creates a contract of employment. Both traditionally and biblically, churches have long relied on unpaid workers to fulfill their calls to service—not because of reward or remuneration—but out of love and obedience in personal relationship to God. Of course, different ministry roles require different skills and personality types, and neither the church nor the servant can always predict whether things will be a good fit. Therefore, while we hope that your service is both long-term and rewarding, either you or the church can terminate this relationship at any time.

Finally, it's important that you read and understand the contents of this handbook. If you have any questions or need additional information, please talk with the Valley Kids Pastor. If the answer is not immediately known, he or she will find the answers and get back to you in a timely manner.