

BACKYARD  
KIDS CLUB  
The Lost Kingdom

**Volunteer Packet**

## **Hello Backyard Kids Club Volunteer!**

Every summer, we see roughly seventy-five to one hundred children visit Backyard Kids Club, often sent by parents who are looking for something for their children to do or are genuinely interested in the ministry of Backyard Kids Club. **Our goal every year remains the same – to teach them the Word of God and lead them to know and follow Jesus.**

Our **Theme** for this year is **The Lost Kingdom**. Without realizing it, every child is well-acquainted with stories that begin once upon a time and end happily ever after. Their childhood is filled with books and movies that carry some type of redemptive arc – all is well, but then trouble befalls the main character or others around them and the main character (or characters) is tasked with restoring life back to the way it was before the trouble began.

The greatest redemptive story ever written isn't a fairytale – it is the story of how God has redeemed a people who were lost to the curse of sin and will one day restore them to perfect fellowship with Him. It begins in the Garden of Eden with the Tree of Life being accessible to Adam and Eve and ends in the New Heaven and the New Earth, the Tree of Life once again being accessible by all who have been redeemed by God. Everything that happens in between is the story of God's people trying to reclaim their place in God's everlasting kingdom, lost and distant to all because of the curse of sin, but made accessible through the death and resurrection of Jesus Christ.

This is the story we are trying to share this year to our kids – that no matter who they are, they are a part of God's story. One day, Heaven will declare that "The kingdom of the world has become the kingdom of our Lord and of his Christ, and he shall reign forever and ever." (Rev. 11:15) Our prayer is these kids would recognize that the kingdom of God can be found through faith in Jesus Christ and that they can be saved from their sins if they turn to Jesus alone. This is the Gospel that we want to boldly proclaim at Backyard Kids Club.

The **Theme Verse** will be a major part of each day during the week of Backyard Kids Club. Our hope is that as children memorize the verse, it will begin to change their heart and lead them to believe and have life!

**THEME VERSE:** *Your kingdom is an everlasting kingdom, and your dominion endures throughout all generations.* (Psalm 145:3)

Ask yourself this question as you prepare for Backyard Kids Club this year – **how can I bring true hope to a child during the week I am with them?** Money and material goods only last for so long. Promises made by people will be broken. The Gospel though? It's the only true hope we have – let's make Backyard Kids Club all about sharing this greatest story of redemption ever told with the kids we encounter.

**Pastor Drew, Amy Snodgrass, and Melissa White**

**Volunteer  
Assignments  
& Upcoming  
Dates**



## **Volunteer Assignment Descriptions**

Below are a description of every volunteer assignment and what will be expected of you in that role:

### **Registration and Check-In/Check-Out**

This team helps receive kids when parents drop them off, checking them in and making sure they have the proper wristbands and name tags. They will also check kids out at the end of the night and ensure that children are being picked up by an authorized person. They also register children who did not register online beforehand.

### **Small Group Leader**

Each group of children (split by grade and gender) will have 2-3 leaders assigned to it. These leaders are not only guiding kids from rotation to rotation throughout the week but are also leading the Small Group portion each evening for their group. They are responsible for keeping track of their group of kids, addressing behavior issues, and answering questions they may have. Leaders will remain with their group for the full week.

### **Music/Media Team**

This team will lead in singing each night and help with sound, media, and other technical elements used each evening.

### **Recreation Team**

This team will plan and lead large-group games each night for the kids to play. They will be responsible not only for coming up with the games but also teaching them to the kids.

### **Craft Team**

This team will plan and lead kids to make crafts that relate to the lessons each night. They are responsible for coming up with the craft and demonstrating for kids how to make it.

### **Snack Team**

This team will plan, prepare, and distribute snacks each night to the small groups. They will also prepare refreshments for the volunteers.

### **Security Team**

This team will patrol the campus each night, ensuring the safety of the children, parents, and volunteers on campus. They will also help with any medical situations.

### **Parent Team**

This team will interact with and lead discussion with parents who choose to remain on campus while their kids attend Backyard Kids Club.

### **Preschool/Nursery Team**

This team will care for children of volunteers who are too young to attend Backyard Kids Club. They will utilize the Nursery and Preschool rooms.

### **Clean-Up Team**

This team is responsible for maintaining a clean campus throughout the evening by taking out trash, cleaning spills, and resupplying bathrooms. This will help volunteers to be able to leave earlier at the end of each night.

## **Volunteer Dates to Know**

### **Mid-April (Date TBD): Rotation Leader Meeting**

BKC Directors will meet with Rotation Team Leaders (Craft, Rec, Snack, Security, Music, Parents, Registration) to give instructions and direct how leaders can be prepared to lead and direct their teams.

### **Sunday, May 3 (3:00-5:00 PM): Volunteer Rally**

All volunteers are asked to attend this rally in the sanctuary. We will sing the BKC songs, introduce the theme and lessons, and provide instructions for the week of Backyard Kids Club. Then each team will split off and meet separately to discuss what they need to do in the month leading up to BKC. **T-Shirt orders will also be due this night.**

### **May 11-23: Supply Preparation**

These two weeks will be open for anyone to come up to the church and spend whatever time they have to help us prepare supplies (i.e. bags, lanyards, craft supplies, decorations, etc.) ahead of time. If needed, we will have a dedicated **Supply Preparation Day** in late May.

### **Sunday, May 31 (2:00 PM): Campus Setup**

Any volunteers who can spare time to help us decorate, set out supplies, and prepare the campus for Backyard Kids Club would be appreciated!

### **Monday, June 1 (6:00 PM): Backyard Kids Club Begins!**

**Schedule  
and Teaching  
Content**

<b>TIME</b>	<b>K-2ND GRADE</b>			<b>3RD-5TH GRADE</b>		
<b>6:00 - 6:20 PM</b>	Opening			Opening		
<b>6:20 - 6:25 PM</b>	TRANSITION			TRANSITION		
<b>6:25 – 6:50 PM</b>	Teaching				<b>Craft</b>	<b>REC</b>
				<b>MON:</b>	3rd Girls + 4/5 Girls	3rd Boys + 4/5 Boys
				<b>TUE:</b>	3rd Boys + 4/5 Boys	3rd Girls + 4/5 Girls
				<b>WED:</b>	3rd Girls + 4/5 Girls	3rd Boys + 4/5 Boys
				<b>THUR:</b>	3rd Boys + 4/5 Boys	3rd Girls + 4/5 Girls
<b>6:50 - 6:55 PM</b>	TRANSITION			TRANSITION		
<b>6:55 – 7:20 PM</b>	Small Groups/Snacks			Teaching		
<b>7:20 - 7:25 PM</b>	TRANSITION			TRANSITION		
<b>7:25 – 7:55 PM</b>		<b>Craft</b>	<b>REC</b>	Small Groups/Snacks		
	<b>MON:</b>	K Girls/Boys + 1st Girls	1/2 Boys + 2nd Girls			
	<b>TUE:</b>	1/2 Boys + 2nd Girls	K Girls/Boys + 1st Girls			
	<b>WED:</b>	K Girls/Boys + 1st Girls	1/2 Boys + 2nd Girls			
	<b>THUR:</b>	1/2 Boys + 2nd Girls	K Girls/Boys + 1st Girls			
<b>7:55 - 8:00 PM</b>	TRANSITION			TRANSITION		
<b>8:00 – 8:15 PM</b>	Closing			Closing		

**Schedule**

We will have two schedules running simultaneously – one for kindergarten, first, and second graders; the other for third, fourth, and fifth graders. Below is the tentative schedule.

## **Here is a description of what will take place during each rotation on the schedule:**

### *Opening*

Children will be welcomed with songs and stage games. They will be taught new songs and recite their memory verse.

### *Teaching*

Pastor Drew will teach the Bible lesson twice (once to Kindergarten, First, and Second graders, and once to Third, Fourth, and Fifth graders) with illustrations and other interactive methods. The lessons will be slightly modified for each age group.

### *Small Groups*

Following the teaching time, each group of kids (divided by grade and gender) will go to a classroom or small space where they will dive deeper into the Bible lesson. Leaders will ask questions and have conversations about what the Bible teaches. Snacks will be provided during this time as well.

### *Craft/Recreation*

Each group will go to either Craft or Recreation each night, but not both. This means that they will be in the Craft Rotation twice and the Recreation Rotation twice throughout the week.

### *Closing*

The closing will be focused on recapping the day and preparing kids to return the following night. They will sing again, and stage games will be played as they wait for parents to pick them up.

### *Transition*

This is time built in to move from rotation to rotation. The goal is for children to be leaving the rotation at the start of the transition time and to arrive at their next rotation at the end of the rotation time.

## Teaching Content

Each day we will teach on a different part of God’s great story of redemption. See the chart below to see the content we will be covering throughout the week.

	TITLE	TEXT	FOCUS	APPLY
<b>M</b>	Once Upon a Time	Gen. 2:4-9,15-17; 3:1-22	Adam and Eve were created by God with life-giving access to God; but they lost the privilege of living forever when they broke His commandment.	God is holy and good, but because of Adam and Eve, we have all sinned against Him.
<b>T</b>	The Mountain	Ex. 3:1-12; 19:1-6	God promised Moses that He would deliver His people and bless them with a wonderful land, if they obey His voice and keep His covenant.	God know and loves us and desires for us to be saved from our sins.
<b>W</b>	The Throne	2 Samuel 7:1-29	God promised David that He would give his family a throne forever and a descendent that would rule on that throne forever – Jesus Christ.	Because God’s Kingdom is eternal, He will always be with us and to be our God if we will love and worship Him.
<b>TH</b>	The Cross	Acts 3:1-26	Jesus Christ died for our sins and rose from the dead, and everyone who turns from their sins and believes in Jesus will be saved.	Admit you have sinned against God, believe that Jesus died on the cross for your sins, and confess Him as Lord.
<b>F</b>	Happily Ever After, Forevermore	Rev. 22:1-5	When Jesus returns, sin and death will be destroyed and all who have turned to Jesus will be saved and will live forever with God in the New Heaven and the New Earth.	Jesus is coming soon; believe that God will save you from your sins through faith in Christ.

## Small Group Outline

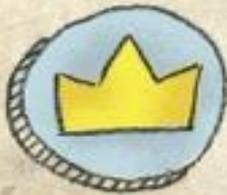
Below is the outline for the small group time. Each set of leaders will be able to plan how to organize their time. **Third-Fifth grade will have five additional minutes.**

- Snack Time (5 Min)
- Memory Verse (3 Min)
- Introduce/Review (3 Min)
- Discussion (9 Min)
- Gospel (5 Min)
- Application Activity (optional)

# THE GOSPEL

## GOD'S PLAN for US

The gospel is the good news, the message about Christ, the kingdom of God, and salvation. Use these prompts to share the gospel with your kids.



### **GOD RULES.**

Ask: "Who is in charge at home?" Explain that because God created everything, He is in charge of everything.

Read Revelation 4:11.



### **WE SINNED.**

Ask: "Have you ever done something wrong?" Tell kids that everyone sins, or disobeys God. Our sin separates us from God.

Read Romans 3:23.



### **GOD PROVIDED.**

Explain that God is holy and must punish sin. God sent His Son, Jesus, to take the punishment we deserve.

Read John 3:16.



### **JESUS GIVES.**

Ask: "What is the best gift you've ever received?" Say that Jesus took our punishment for sin by giving His life, and He gives us His righteousness. God sees us as if we lived the perfect life Jesus lived.

This is the best gift ever! Read 2 Corinthians 5:21.



### **WE RESPOND.**

Explain that everyone has a choice to make. Ask: "Will you trust Jesus as your Savior and Lord? You can turn from self and sin and turn to Jesus." Read Romans 10:9-10.

A: Admit your sins    B: Believe in Jesus as the son of god    C: Confess faith in Christ

# **Policies & Procedures**

*As written in Fellowship Baptist Church's Child Protection Policy*

# REPORTING ABUSE AND/OR POLICY VIOLATION

## Abuse Toleration

Our church has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff and volunteer at this church to act in the best interest of children in every program.

In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their personal responsibility to immediately report their observations to their immediate ministry leaders, the Children's Pastor, the Senior Pastor, or one of the deacons of Fellowship.

## Reporting Suspicious Abuse or Policy Violation

Our church is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to our pastors and the appropriate law enforcement agency.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a ministry leader or one of the pastors of Fellowship. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a ministry leader or a pastor.

It is the responsibility of every pastor, staff member, and volunteer to be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies, or worse, actual abuse. All questions should be directed to the Children's Pastor or Senior Pastor.

## Reporting Suspicions of Abuse to Law Enforcement Agencies

Texas law requires that any person having cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency within 48 hours of discovery pursuant to Chapter 261 of the Texas Family Code. If the staff member or volunteer prefers, the staff member or volunteer may request reporting assistance from the Children's Pastor or another pastor; together they will make a report to the appropriate authorities. If the staff member or volunteer makes a report regarding a suspicion of abuse or neglect without assistance, the staff member or

volunteer will immediately notify the Children's Pastor **and** Senior Pastor. In no way does any provision in this policy discourage any staff member or volunteer from reporting a suspicion of abuse or neglect to the appropriate Texas authorities.

### Response to a Report of Abuse

The pastors and deacons of FBC will take appropriate action on behalf of the church when a report of abuse occurs.

## **CONSEQUENCES OF ABUSE AND/OR POLICY VIOLATION**

### Consequences of Abuse

Per Fellowship's zero tolerance for abuse (detailed on page 5), any person accused of committing abuse will be prohibited from participation in any area of ministry involving children. This suspension will continue during any investigation by law enforcement of Child Protective agencies.

Any person found to have committed abuse, along with any legal steps that will take place, will also be prohibited from any future participation as a staff member or volunteer in all activities and programming that involves children, teenagers, or vulnerable populations at our church, and may also be subject to church discipline. If the person is a staff member or employee, such conduct will result in termination of employment from Fellowship.

### Consequences of Policy Violation

**While abuse always correlates to policy violation, policy violation does not always correlate to abuse.** Example: a volunteer or staff member inappropriately touching a child is abuse and is clearly a Children's Ministry Policy Violation; however, a staff member or volunteer giving a child a full-frontal hug may not constitute abuse. Therefore, policy violations should be reported to the Children's Pastor or another pastor and each policy violation will be taken on a case-by-case basis. Repeat offenders will be temporarily suspended or indefinitely prohibited from participation in activities and programming involving children, teenagers, or vulnerable populations at Fellowship.

## **SAFEGUARDS AGAINST ABUSE AND/OR POLICY VIOLATIONS**

### **Physical Contact**

No child should ever feel uncomfortable in the way they are being touched. Do not force physical contact, touch, or affection on a reluctant child. Physical contact, such as hugs or pats on the back, should be for the benefit of the child, and never based upon the emotional needs of a staff member or volunteer.

Appropriate touching means offering a gentle touch on the shoulders, hands, arms, head, or back. Inappropriate touching would include kissing anywhere, demanding kisses and hugs, touching or tickling of the chest, waist, stomach, bottom, or private areas, or any physical contact that feels uncomfortable or violating. Older children (elementary & up) should never be allowed to sit in your lap. Instead, have a child sit beside you.

Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching, or displays of affection should immediately be reported to the Children's Pastor or another pastor. Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.

### **Two-Person Rule**

One worker must never be alone with children, 5<sup>th</sup> grade and under. No child will ever be left unattended in the children's classrooms, nursery area, or fellowship hall. In the event a staff member or volunteer finds him or herself alone with a single child, that adult will immediately take the child to a room occupied by others, or to a location easily observed by others.

After every event, Children Ministry staff and volunteers must ensure every room and restroom is checked prior to leaving. On the playground, staff and volunteers are to circulate, watching children during play periods, giving particular attention to the areas which are not as easily seen from all viewpoints. (Example: under the slide, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another more open, easily viewed area. Our motto as staff and volunteers should be to, "Be seen seeing." These rules are for the protection of our children, as well as for protecting our workers from false accusations.

## Verbal Interactions

Verbal interactions between staff or volunteers and children should be positive and uplifting. Fellowship staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of their children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

## Discipline

It is our church's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavior management of children. No form of physical discipline is acceptable. The prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

- Before beginning class, or your planned activity, clearly explain your behavior expectations to the children. Let them know what will happen if they choose not to follow the behavior guidelines.
- Warn the child of his/her specific misbehavior that will not be tolerated and verbally redirect the child.
- If the behavior does not cease, remove or direct the child away from the location of the misbehavior, usually to a corner of the same classroom for a time-out. (Remember: avoid being alone with one child).
- Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. ("Billy, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for five minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
- Provide the child with a chair or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.

- Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 year old, 3 minutes). As a last resort, a worker may physically remove a child from a setting where the unruly child may be harming or potentially harm another person.
- Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs, give intermittent praise to reassure the child and keep him on track. ("Billy you're doing a great job or sitting quietly – just two more minutes.")
- Praise the child once he or she has completed the time-out and reward him/her with being able to rejoin the group. Remind the child that repeating the initial behavior will result in further time-out. Follow this with praise.
- Uncontrollable or unusual behavior should be reported immediately to the child's parents and to the Children's Pastor or a pastor. The parents may be asked to pick up the child until the behavior issue is resolved.

## Parental Contact

Parents who leave a child in the care of our staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Children Ministry activities.

## Intoxicants

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or an illegal drug while in any of our church facilities, or while working with or supervising children.

**Tobacco:** Fellowship requires staff and volunteers to abstain from the use or possession of tobacco products in the facility and while in the presence of children or their parents. Our church is a tobacco-free facility.

## Sexually Oriented Conversations

Staff members or volunteers are prohibited from engaging in sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child. Staff members and volunteers are also prohibited from possessing any sexually oriented materials (magazines, images, cards, videos, films, etc.) on church property or in the presence of children.

## Medication

A staff member or volunteer may not administer medication to any child while serving in Children's Ministry.

## **BATHROOM SUPERVISION AND ASSISTANCE GUIDELINES**

### **School Age Children**

Workers may not enter restrooms with children. They shall check restrooms prior to children's use to confirm that they are empty and wait outside until all children leave the restroom. Children needing assistance should be cared for by a female worker with another worker accompanying her.

