

fellowship kids



**Fellowship Church
Volunteer Handbook
fellowshipknox.org/kids**

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Dear Fellowship Kids Volunteer,

Welcome to Fellowship Kids! Volunteering to serve kids at Fellowship is vital to the life of our church family. We are so thankful for God's leading that has placed you here and for His goodness that will equip you to serve. We believe your calling to volunteer will enrich the lives of kids, families, the church, and yours!

As the Body of Christ, we believe that there is but one living and true God, who is one in essence, while eternally existing in three distinct personalities: Father, Son, and Holy Spirit. Though each person of the Godhead possesses the same nature, each functions differently in respect with God's dealing with man.
(Deuteronomy 6:4)

Fellowship Kids Mission Statement

Our mission at Fellowship Kids is to partner with families and point kids to Jesus. We want to come alongside parents and support them in laying a spiritual foundation that leads to a personal relationship with Christ.

Values to Serving in Fellowship Kids

- Biblical Teaching
- Family Time
- Community
- Safety
- Fun
- Serving
- Missions

What we provide

- Special Family Events
- Buddy Ministry
- Camps (3rd- 5th grade)
- Training
- Family Resources

Saying YES to Serving!

Fellowship Kids Volunteer Leaders Have:

- A personal relationship with Jesus Christ
 - Attended Fellowship Church for six months or been approved by the Pastor of Fellowship Kids to serve
 - Signed the Fellowship Volunteer Ministry Covenant
 - Attended SafeKids training
 - Completed a Fellowship Kids Ministry Application providing personal information, spiritual background, and references.
 - Submitted a background check permission form and have been interviewed by a Fellowship Kids staff member
-
- Student volunteers must provide permission to serve from a parent or guardian (service hours can be applied if permitted by school)

As developing followers of Christ, Fellowship Kids encourages leaders and volunteers to pursue their relationship with Jesus and with the Church through participation in:

- Personal Study
- Connection with other believers
- Praying for the ministry

Who Volunteers?

Fellowship Kids is made of people, not programs. Fellowship needs over 250 volunteers for Ministry each week. We value each volunteer, including our students. Our guidelines for service are:

Student Volunteers (Grades 6 through age 17)

- May serve with children no closer than four years (grades) their age and no younger than one year old *May not walk while holding a child

Ministry Position Descriptions

Each volunteer role is vital to Fellowship Kids in shaping young lives to become followers of Jesus.



Welcome Team

Volunteers serving on the Welcome Team should have a strong desire to show hospitality to visitors, have some administrative gifts, and be willing to serve one Sunday per month.



Hallway Director

Volunteers serve alongside directors on a Sunday morning- helping volunteers, families, and kids and other hallway administrative tasks. Responsibilities include:

- Check classrooms for compliance with SafeKid requirements
- Greet volunteers and marking their attendance for reference
- Request changes in volunteer locations to ensure proper ratios
- Communicate specific needs with Ministry Directors



Middlebrook Safety Team - Inside Kids Ministry

Volunteers serving on the Middlebrook Safety Team should have a strong desire to protect and keep families safe. They must be willing to follow all SafeKids protocols and be in connection with other ministry security teams.



Buddy Ministry

Buddies build friendships with kids that have intellectual or developmental disabilities, offering social mentoring and assisting with inclusion in the class.

- Buddies are paired with one child to build trust with the child and their family.
- Buddies will assist their child in connecting with the Bible story and other class activities.

Ministry Position Descriptions (continue)



Worship Leaders

Each of our Kid's Church programs needs volunteers who can help kids have a meaningful worship experience through singing, scripture reading and praying. Worship leaders will work as a team to plan and prepare music, scripture, and prayer experiences for Kid's Church and Preschool Praise.



Lead Teachers

Every class from Birth to 5th grade needs lead teachers. A lead teacher serves as the leader in each classroom. Responsibilities include:

- Communicate, organize, and build relationships with your classroom volunteers
- Build relationships with children and parents
- Use provided curriculum for teaching and activities for Sunday morning in a team format



Volunteers

Volunteers work alongside lead teachers to provide a great classroom experience for the children in their class. Responsibilities include:

- Work as part of a team with the Lead teacher
- Intentionally build relationships with the children in their class
- Assist the lead teacher with teaching and activity preparation

*Volunteers should enjoy working directly with children and being part of a team. To provide consistency and an environment to develop deeper relationships between volunteers and the kids, we ask volunteers to serve one service, two times per month.

Sunday Morning

Ministry Life: We ask that volunteers:

- Serve twice a month
- Follow SafeKids procedures and Well Child Policy
- Review volunteer weekly emails
- Pray for your kids, families, and other volunteers
- Arrive in your room at least 15 minutes prior to the beginning of the service
- Schedule subs for planned absences with co-leaders or volunteers. Communicate changes to Director
- Attend training sessions and events
- Connect with kids and their parents, call them by name
- Set the standard for clean, safe classrooms and facilities by putting materials away and cleaning surfaces before you leave
- Allow Fellowship Kids to serve you by communicating your prayer needs and celebrations

Connect with Volunteers

- When serving with someone for the first time, please introduce yourself and tell them a little about how you came to serve in Fellowship Kids
- Exchange email and phone numbers to stay connected
- Attend teacher/volunteer training opportunities

Help kids Transition

- Offer comfort
- Encourage kids to interact with each other
- If a child cries for more than 10 minutes, ask the Hallway Director to text the parent and the Welcome Desk to page the the last four digits of the parents phone number
- Celebrate wins!

Creating a Positive Classroom Experience

Boundaries: Classroom boundaries allow everyone to have a more enjoyable experience.

- We walk inside
- We talk using inside voices
- We listen to others who are speaking
- We keep our hands to ourselves
- We respect each other

Make a habit of demonstrating behavior you want to see, as many studies show that modeling effectively teaches students how to act in different situations.

- Model ideal behavior
- Use polite language
- Maintain eye contact
- Let one another speak uninterrupted
- Document rules
- Offer praise and celebrate classroom wins
- Reinforce rules and values you want to see
- Give tangible rewards
- Invite parents or director involvement
- Predictable routine
- Quiet Corrections
- Take a break or change gears

*Speak honestly about any behavior challenges, especially biting, hitting, or running away. Ask the parent what he or she thinks could help improve the child's experience.

Connect with parents

- Encourage parents to use the Family Teaching Toolkit
- Help parents connect with each other
- Tell parents about classroom wins and notable things you observe in their children

Kids and Worship

Worship can provide an excellent opportunity for parents to be involved in the spiritual development of their kids. Kids may not always understand what is going on or what is being said, but they can understand that this is a place where they are loved and accepted. They can come to understand that we place great value on worshiping God as a community. We provide Kids worship for Pre-K through fifth grade each week.

Preschool Praise

A worship experience for kids in Older Toddler and Pre-K classrooms, during both services.

Kid's Church

Kindergarten through third grade attends corporate worship in Kid's Church, during second service.

Preteen (4th-5th)

Preteens have corporate worship during both services.

Family Worship

Pre-K through 5th grade will not have classes but are encouraged to attend large worship service with their family.

Information for Classroom Teachers

Classroom Bins

A classroom bin contains the lesson, preprinted materials, and preplanned activities each Sunday. Return bins with unused supplies to the Fellowship Kids Ministry area at the end of your class time.

Supplies provided for each classroom:

Babies and Toddlers

- Diaper Changing supplies
- Hand Sanitizer
- Tissues
- First Aid Kit
- Bottle Warmer
- Blankets
- Rope
- Jumbo Crayons
- Glue Sticks
- Safety Scissors
- Office Supplies
- Medium Sized Ball
- Table Top Activities
- Age-appropriate Bibles
- Circle Time Rug

Preschool

- Diaper Changing supplies
- Hand Sanitizer
- Tissues
- First Aid Kit
- Bottle Warmer
- Blankets
- Rope
- Jumbo Crayons
- Glue Sticks
- Safety Scissors
- Office Supplies
- Medium Sized Ball
- Table Top Activities
- Age-appropriate Bibles
- Circle Time Rug
- Play Dough
- Musical Instruments

Elementary

- Hand Sanitizer
- Tissues
- First Aid Kit
- Crayons
- Pencils & Sharpener
- Paper
- Glue Sticks
- Safety Scissors
- Office Supplies
- Medium Sized Ball
- Table Top Activities
- Age-appropriate Bibles
- Circle Time Rug
- Play Dough (Kindergarten)
- Dry Erase Board & Markers

Preteen

- Bibles
- office/school supplies
- mission craft supplies
- hand sanitizer
- tissues
- first aid kit
- sports equipment
- legos

Information for Classroom Teachers (continue)

Please return classroom supplies to the rightful place.

- If your classroom is missing supplies or low on inventory, complete the pink supply request form for your Ministry Director.
- If you are missing supplies needed for your morning lesson, let the Hallway Director or Ministry Director know.
- If you need additional supplies for a special activity, please contact your Ministry Director at least one week before the required date. Supplies that need to be purchased are subject to approval by Fellowship Kids Pastor.
- Please do not remove supplies from another classroom.
- Please allow at least one week for supply requests to be filled.

Classroom Clean Up

- Encourage kids to help with smaller tasks
- Use the sweeper on the floor
- Wipe off tables. Cleaning supplies are located in cabinets
- Remove trash and place outside the doorway
- Communicate any facility needs to the Ministry Director
- Return bins to the Fellowship Kids area for storage

SafeKIDS

We take the responsibility of caring for children very seriously. Our SafeKIDS child protection guidelines are intended to create a safe and nurturing culture where kids and students can come to a growing relationship with Jesus. Volunteers partner with parents, seeking to provide quality care and instruction. All volunteers are required to complete our SafeKIDS training before serving.

Three points to remember are:

- Any volunteer who suspects abuse of a child must report their observations to the Tennessee Department of Child Protective Services at 1-877-237-0004
- Any expressed intent by a child to commit suicide must be reported to 911.
- Signs of child abuse include:
 - Verbal or written disclosure from a child
 - Your personal witness of abuse of a child
 - Signs of abuse are evident (i.e., bruises, burns, etc.)

Two Adult Rule

- Two SafeKID trained adults must be present during ministry activities. Go to a public place if, for any reason, you are left alone with a child (for instance, the hallway).

Physical Contact Policy

- Children are never to be touched on the breasts, buttocks, or genital area.
- Diaper changing procedures are posted and must be followed. Only female lead teachers will change diapers.

Appropriate Touches

- "Catch and release" quick hug or side hug when hugged by children
- High fives

Holding

- Children over the age of two should not be held unless for emergency transport.
- No piggyback or shoulder rides are permitted.
- Children who seek the lap of a leader should be gently moved aside and away from the lap.
- Infants may need to be carried, held, and cuddled. Volunteers under the age of 18 may hold infants while sitting/rocking- they are not permitted to walk while holding an infant.



SECURITY & CHECK-IN

We value the protection and safety of kids. The check-in system allows us to identify and account for our kids, volunteer, and guests. Check-in stations are located at the Kid's Welcome Lobby.

Labels with your volunteer role and name on them are needed to enter the Kids Ministry hallways. If entering the last four digits of your phone number does not produce a label, please go to the Welcome Desk for assistance.

Check the child's name labels as they arrive and match the parent label to the child's when they are picked up.

The Welcome Desk will be happy to assist guests with security labels and information.

Child's	6XB
First Name	(MATCH PARENT TAG)
Last Name	
WEAR THIS LABEL	
CLASSROOM	SERVICE TIME DATE

Transferring Kids

When moving from the classroom to the restroom, playground, or another classroom, please do the following:

- Check the roster for kids in attendance
- Count the kids with you
- Place a sign on the door indicating where the kids will be
- Count the kids while in transit and again when you arrive in the new location
- For Nursery/ Pre-K, please use the rope provided in your classroom

Medical Emergencies

Minor Injuries

- Wash thoroughly with soap & water. Apply a Band-Aid from a First Aid bag (located in each classroom). Fellowship Kids' front desk area also includes a well-stocked First Aid Kit, if needed.
- Complete an incident report. Forms are located in each classroom.
- When the parent arrives, ask him or her to sign a copy of the incident report form. Turn it in with your class roster.

AED

- AED devices are located in the main hallways (North & South) in the Fellowship Kids wing. See Map on [Page 18](#) for the location of AED devices.

Emergency Response

Situations involving serious injury or conditions such as profuse bleeding, broken bones, lack of consciousness, or not breathing require emergency response.

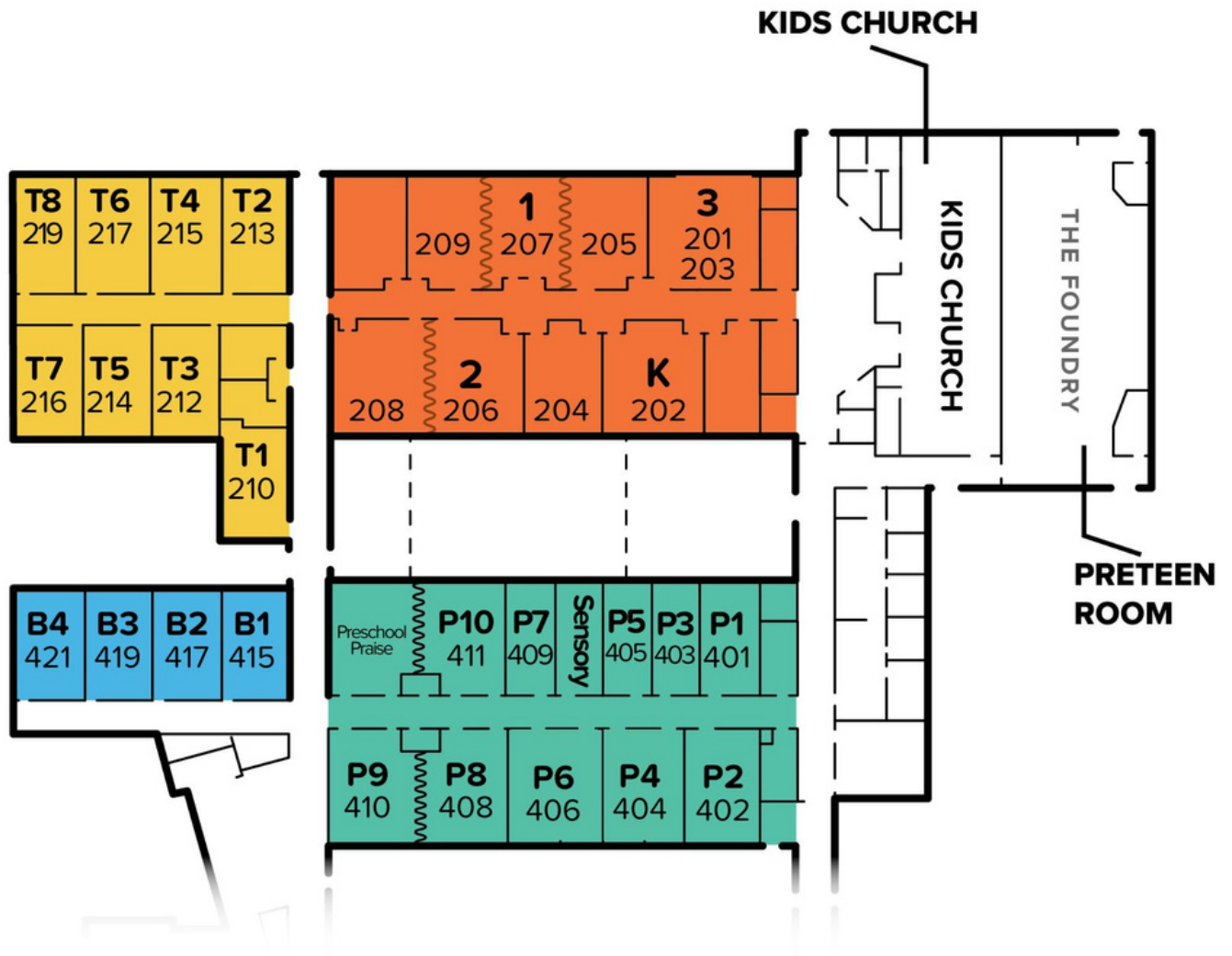
- Notify (Using Channel 9 on the Radio) the safety team volunteer requesting the Medical Emergency Response Team (MERT) and, if needed, 911 for assistance.
- Remain calm and assign responsibility for the care of the children remaining in the area.
- Request assistance from the Ministry Director or Pastor through the security volunteer.
- Be available to provide information and fill out an incident report.

Allergic Reactions

- Check each child's name tag for indicating allergies (Please do not offer that specific food in your class, while the child is in your care).
- Post an allergy alert stating any food being served or used in the classroom.
- Please clear with your Ministry Director before serving.

IF A CHILD IS NOT BREATHING DUE TO ALLERGIC REACTION CALL 911 and notify the security volunteer who will call for our MERT team.

Fellowship Kids Map



NURSERY



PRESCHOOL



ELEMENTARY

The Fellowship Kids Team

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