The FirstKids Ministry Volunteer Playbook

FirstKids Ministry Volunteer,

I am absolutely thrilled that you have chosen to join the FirstKids Ministry team this year as we invest in the next generation. I believe that we are serving one of the most important ministries in the church, and when we are successful, it not only affects singular lives, but generations. With over 70% of decisions about Christ happening between the ages of 4 and 14 years old, we as kid's ministry servants have a large mission field.

What you do at FirstKids Ministry is more than just babysitting or childcare. With your actions and words, you are showing our children that they are loved by God, created to serve God, and fully part of the community of God at First Baptist Pine Bluff.

Please take some time to read this playbook and keep it handy for reference. Understanding how everything works in the world of kid's ministry will make your time with us more comfortable and will prepare you to handle different situations.

Thank you so much for all you do to make FirstKids Ministry the best possible ministry for our children. As you serve, be confident that God is working in the lives of our children, and be assured that you can make a difference in the life of a child. My prayer is that your life will be changed, your mind renewed, and your heart filled through this calling as we serve together.

I am honored that you are on our team, and look forward to serving with you.

Bro. Bryan

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Our Mission

The mission of the FirstKids Ministry of First Baptist Church, Pine Bluff is:

- To reach children and their families for Christ;
- To equip families for the purpose of providing a spiritual foundation for their children;
- To equip families for the purpose of leading their children to a saving knowledge of Christ Jesus as they are ready;
- To provide an environment where children can grow spiritually as they have opportunity to broaden their Bible knowledge, learn to apply Bible skills, practice and apply Biblical principles, and share their faith with others.

Goals:

- To communicate to the church as a whole the significant value of the kid's ministry.
- To encourage Christian lifestyle activities in the home.
- To plan seasonal "trademark" events for the children:
  - Summer—Vacation Bible School
  - Fall—Fall Festival, Fall Bible Study
  - Winter—Christmas Events
  - Spring—Spring Bible Study

The purpose of the Extended Teaching Care (ETC) Ministry is:

- To support the Sunday morning ministries of First Baptist Church, Pine Bluff by offering a safe, caring and age-appropriate childcare ministry for Babies, Toddlers, Preschoolers during the Sunday morning worship hour.

Top Ten Expectations

1) **Be prepared and on time!** Review your lesson before you arrive and be sure to arrive early enough to greet children as they walk through our doors!

2) If you cannot serve on your regular week, please **find a substitute to serve in your place.** Let us know ahead of time!

3) **Be engaged!** Please refrain from using your cell phone while you are serving and be actively involved with the children. You only get to see them two hours a month, so please give them your full attention when you serve.

4) **Stay in touch!** Let us know when something isn't working so we can solve the problem.

5) **Always stay with another leader.** You should never be alone with a child.

6) **Follow the schedule, but be flexible.** If something isn't working, try it a different way or try something new, but please keep the biblical theme/focus as a priority in your adjustments.

7) **Reset/clean your classroom.** Please try to leave your room in the same condition you found it (or better!).

8) **Pray** for the children you serve!

9) **Get fed yourself!** Good teaching comes from an overflow of your heart, and we ask that all volunteers attend a Sunday service when not serving with the kids.

10) **Have fun!** Let the kids see your excitement and your passion for God and church.

Who's on the Team?

Nursery (Sunday School and Extended Teaching Care)

Serve once a month in the nursery (ages 0-3 years) room. Responsibilities include changing diapers, engaging our babies and toddlers in faith activities, assisting with snack time, and helping our babies learn that church is a fun and safe place.

Preparation includes previewing the lesson activities via the Nursery Session Pages webpage (https://www.fbcpinebluff.org/nursery-session-pages/) prior to Sunday morning. Must be 18 years or older.

Preschool (Extended Teaching Care)

Serve once a month in the preschool (ages 4-5 years) classroom. Responsibilities include teaching the Bible lesson, leading the children through the morning's schedule, assisting with craft, snack, and bathroom breaks, and engaging with our preschoolers as they discover more about God.

Preparation includes previewing the lesson activities via the Extended Teaching Care (ETC) Session Pages webpage (https://www.fbcpinebluff.org/etc-session-pages/) prior to Sunday morning. Must be 11th grade or older.

How to Join the Team

Steps to Joining the FirstKids Ministry Volunteer Team:

1) Contact the FirstKids Ministry Director about serving.

2) Complete background check request form and submit to FirstKids Ministry.

3) If no red flags show up on your background check, the Volunteer Coordinator will contact you and put you on the schedule.

4) Read all informational emails and respond with any questions or concerns as needed.

5) Shadow another volunteer to learn the ropes.

6) Get started!

How to Find a Sub

If you ever have to miss your scheduled Sunday, it is ***your responsibility*** to find a sub to fill in for you. Follow these steps to find a sub. All subs you ask should serve regularly in the same age group you are requesting a sub for (i.e. if you need a sub for your nursery position, please recruit only other nursery volunteers, not preschool volunteers).

1) Let the FirstKids Ministry Director/Volunteer Coordinator know that you will be out but that you are looking for a sub.
2) Use the Contact Lists here in the Handbook to reach out to volunteers in your age group who serve on other weeks.
3) Once you find a sub, notify the FirstKids Ministry Director/Volunteer Coordinator of the changes so we can make the appropriate scheduling changes on the bulletin board.

Helpful Hints for Finding a Sub:

- If you can switch weeks with someone and fill in for them, they are often more willing to fill in for you!
- A few of our brilliant volunteers found a buddy on another week of the month as their go-to subs. Find another volunteer in your age group that serves on a different week, and ask them to be your go-to switch buddy throughout the year!

Volunteer Hub

The FirstKids Ministry Volunteer Hub on the church website is THE tool for FirstKids Ministry Volunteers to acquire up-to-date information on the following:

- Monthly Volunteer Schedule (This is also the Contact List to help you find a sub)
- Links to the Additional Materials Needed for each unit
- Links to the Session Pages for each Sunday
- Digital copy of this Volunteer Handbook

The following guidelines will be useful in learning how to carry out your teaching duties effectively.

Nursery Sunday School

Before Sunday:

Pray for the kids and their families as you prepare for the session.

Read the dated Nursery Session Pages found on the session pages webpage.

Underline or highlight the Bible thoughts, Bible verses, and Life Points to remember to use them through the session.

Arrival:

Arrive ready to teach **fifteen minutes** before Sunday School begins. This gives parents enough time to drop their child off and get to their class on time.

Put your Bible and other belongings away.

Wash your hands with soap and water.

When the Kids arrive:

1. Say hello to the parent & the child.
2. Make sure the parent has checked-in their child at the Check-in Station.
3. Instruct the parent to secure the child's name tag to their back.
4. Remind the parent to have their "Parent Badge" ready to present to the teacher at pick-up time.
5. Ask if there are any special instructions for their child.
6. Remind them that you will call them if their child needs them.
7. Please keep the door closed at all times.

During the transition to Extended Teach Care, share any parent-provided instructions with ETC leaders.

Extended Teaching Care (Nursery & Preschool)

Before Sunday:

Pray for the kids and their families as you prepare for the session.

Read the dated Extended Teaching Care Pages found on the session pages webpage.

Underline or highlight the Bible thoughts, conversation, and songs to remember to use them through the session.

Make arrangements for your family during the worship service. Also plan where you will meet your family after the service. Ask them to wait for you away from the department room door because parents will be waiting there to pick up their preschoolers.

Arrival:

Arrive ready to teach **fifteen minutes** before your scheduled service begins.

Put your Bible and other belongings away.

Wash your hands with soap and water.

Listen carefully to the Sunday School leaders as they share any parent-provided instructions with you.

If the toddlers are resting, join them and enjoy the music.

Departures:

Fifteen minutes before the parents are expected to return, each child's belongings are collected and packed in the bag.

The teachers continue enjoying the activities with the babies and preschoolers until the last child leaves the room.

All teachers help change diapers so that each child leaves wearing a dry diaper.

When a parent arrives, ask the parent to show you their parent badge. (match to the child tag)

Tell each parent something positive about their child from the time they were with you.

Remove the child's name badge before they leave.

After the Session:

After the last child departs, all teachers need to ***help clean the room*** and store the materials.

As you leave, turn off the lights and close the door.

All Volunteers

Activities:

Sit where you can see the entire room.

Be ready to use Bible thoughts, conversation, pictures, and songs as the babies and preschoolers participate in activities.

Babies and toddlers may take naps, need their diapers changed, and need their bottles according to their individual schedules.

Since younger preschoolers explore objects with their mouths. Toys need to be cleaned with soap and water often.

Your hands can be carriers of germs. Clean your hands with soap and water after changing every diaper, after wiping a nose, and before picking up a baby.

Focus your attention on the babies and preschoolers. Visit with the other teachers *after* services are concluded.

Safety Policies & Procedures

"FOR THE PROTECTION OF THE VOLUNTEERS & KIDS AT First Baptist Pine Bluff"

Why do we need a Safety Policy?

- We want to provide our children in our care a safe and secure environment.
- We have a biblical command to keep our children safe. (Matthew 18:5-6)
- We need to protect volunteers against false allegations of abuse.

Church Policy Statement of Covenant

- First Baptist Pine Bluff will screen all paid and volunteer workers.
- First Baptist Pine Bluff will establish operating procedures.
- First Baptist Pine Bluff will train all workers (see training details below).
- First Baptist Pine Bluff will have a reporting system (see reporting details below).

Volunteer Requirements

- Consent to run background check.
- Complete background check authorization.
- Pass the background check with no red flags.
- Attend training on church policy and procedures.
- Attend First Baptist Pine Bluff consistently for at least 6 months.
- Join First Baptist Pine Bluff as an active member or watch-care.

Church Staff Responsibilities

- Provide background check authorization form to all volunteers.
- Make sure resulting information is kept confidential.
- Conduct training, instructing volunteers on policy and procedures.
- Spot check / supervise volunteers to see procedures are being followed.
- Review policy and procedures annually at the beginning of each school year with all past and current volunteers.
- Collect and maintain updated medical and media release forms for students and children on an annual basis.

Background Check Overview

- All Staff and Volunteers will be required to submit to a periodic background check with a frequency as required by First Baptist Pine Bluff.
- Any individual with a molestation inquiry or charge will be deemed unable to volunteer with children at First Baptist Pine Bluff.
- Any individual with alcohol or drug related charges on their criminal history in the previous 3 years will be deemed unable to volunteer.
- Any individual with more than three incidents on their motor vehicle report in previous 3 years will not be allowed to drive children.
- Any individual with alcohol or drug related motor vehicle report violations in the previous 3 years will be deemed unable to drive our children.

Staff and Volunteer Training Components

- Child Abuse – It does happen.
  - 1 in 16 children suffer from sexual abuse.
  - Over 25% of abused children are under the age of three while over 45% of abused children are under the age of five.
  - 3 million reports of child abuse are made each year in the U.S.
  - 90% of child sexual abuse victims know the perpetrator in some way. 68% are abused by a family member.
- Types of Abuse
  - Physical - the use of physical force that may result in bodily injury, physical pain, or impairment.
  - Sexual - any sexual act with a child performed by an adult or an older child.
  - Emotional - any act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of a child's identity, dignity, and self-worth.
  - Neglect - a type of maltreatment that refers to the failure by the caregiver to provide needed, age-appropriate care although financially able to do so or offered financial or other means to do so.
  - Ritual – abuse of children as part of rituals associated with occult or religious practices.
- Profile of a Child Molester
  - Known by child 80% of the time.
  - Takes place in ongoing relationship.
  - Between 20 – 30 years old.
  - 20% abuse sexually before age 18.
  - Child abusers are often married with children of their own.
- Reporting System
  - Accidents – when an unintentional act occurs and a child is hurt; a copy of this form is given to parents.
  - Incidents – When an action is observed that does not require reporting to DHS, but does require attention; a copy of this form may or may not go to parents.
  - Suspected Abuse – When one sees, has been told of, or suspects child has been abused in some way.
  - Fill out the appropriate form and turn into the Kid's Minister.
  - A copy of these forms should be present for all children's events.
- How a Report is made when questionable behavior occurs:
  - Accident – Witness gives written report to Staff member, who takes appropriate action, giving the parents a copy of the form.
  - Incident – Witness writes report. Staff speaks with involved parties, offering training or counseling if appropriate.
  - Suspected Abuse – Report is filed with Department of Family and Children's Services (DFACS), the agency responsible for investigation alleged incident.
  - Police are called if immediate danger is suspected.
  - Pastor and Deacons are informed.
  - Pastor and/or Kid's Minister notifies Church Attorney and Insurance Company.

- Only pre-designated person speaks with the media.
- All information should be kept confidential to protect involved persons.
- Pastoral support should be offered to both the victim and the accused.
- Procedures to protect children and those who work with them (see below)
- Each volunteer will read and sign a statement of agreement with the above information and signed document will be kept on file

General Operating Procedures

- Windowed Doors or Open Doors – doors to classrooms and restrooms must remain open at all times; if a door must be closed, there should be windows that allow visibility into the room
- No one under 18 in charge – even if a student is teaching, an adult must be present in each classroom at all times
- Four years older than supervised group – no volunteer may serve an age group less than 4 years their minor
- Volunteers and staff will wear nametags or identifying clothing – volunteers will wear easily-identifiable nametags that denote their role as a volunteer with the children's ministry
- Release child to appropriate adult only. Only a parent or legal guardian may pick up their child. Older siblings will not be allowed to pick up or drop off a child

Diapering and Restroom Activity

- Diapering
  - Done by the designated Nursery Volunteer
  - Volunteer will always wear gloves and gather supplies before placing child on table.
  - At no time is a child left on a table without an adult standing at the table.
  - Diaper will be changed; baby's area cleaned with a wipe and powder or lotion applied only if parents provided for it.
  - Old diaper will be folded and covered with a glove and discarded into a diaper pail kept in the drawer under the changing table. Other glove will be discarded at this time.
  - A fresh diaper will be applied and the child will be redressed.
  - Another adult (age 18 or older) present
  - Done in a visible area
- Toddler and Preschoolers
  - Adult supervises, but allows child independence
  - Potty "accidents" requiring helping with two adults witnessing
  - Open door/open stall
  - 2 adults at all times
  - Ensure proper handwashing
  - Inform parent

Discipline Basics:

- Use positive words
- Establish rules and expectations
- Tell parents the good, the bad, the good (Sandwich Rule)
- Involve church staff when necessary
- One warning, then consequence for bad choice.
    - The word discipline describes the process of helping a child grow.
    - Jesus Example- Luke 2:52, "Jesus grew in wisdom, stature and favor with God and man." The process of developing a sense of discipline or self-control allows a child to grow in what and how he thinks, how he treats his body and how he relates to God and people around him.
- Focus on discipline as training.
    - Remember these children will act like children, don't forget to enjoy them.
- Encourage the child to use their words to describe their feelings.

"Discipline becomes a system of consistent choices, consequences, and boundaries. The ultimate goal is self-discipline." The question every teacher should ask is not, "How can I punish this child for what he did?" but rather, "What can the child learn from this situation?"

Why is all this necessary?

- We MUST protect our children from a lifetime of pain and injury causing loss of spirit, trust and faith.
- We MUST make sure our staff, volunteers and Deacons are supported in case of frivolous lawsuit.
- We MUST prevent loss of millions of dollars in legal fees and damages to victims.
- We MUST not cause one child or one adult to become a victim!

Sharing THE GOSPEL with Parents

The word ***gospel*** means ***"good news."***
It is the message about ***Christ,*** the ***kingdom of God,*** and ***salvation.***
Use the following guide to share the gospel.

God rules. The Bible tells us God created everything, including you and me, and He is in charge of everything. Recite Genesis 1:1 from memory or read it in the Bible. Read Revelation 4:11 and Colossians 1:16-17.

We sinned. Since the time of Adam and Eve, everyone has chosen to disobey God (Romans 3:23). The Bible calls this sin. Because God is holy, God cannot be around sin. Sin separates us from God and deserves God's punishment of death (Romans 6:23).

God provided. Read John 3:16 aloud. God sent His Son Jesus, the perfect solution to our sin problem, to rescue us from the punishment we deserve. It's something we, as sinners, could never earn on our own. Jesus alone saves us. Read Ephesians 2:8-9.

Jesus gives. Jesus lived a perfect life, died on the cross for our sins, and rose again. Because Jesus gave up His life for us, we can be welcomed into God's family for eternity. This is the best gift ever! Read Romans 5:8; 2 Corinthians 5:21; or 1 Peter 3:18.

We respond. We can respond to Jesus. "The ABCs of Becoming a Christian" is a simple tool that helps us remember how to respond when prompted by the Holy Spirit to the gift Jesus offers.

Admit	Believe	Confess
Admit to God that you are a sinner. The first people God created chose to sin and disobey God. Ever since then, all people have chosen to sin and disobey. (Romans 3:23) Tell God you messed up and you are sorry for doing your own thing and turning away from Him through your thoughts, words, and actions. Repent, turn away from your sin. (Acts 3:19; 1 John 1:9) Repent doesn't just mean turning from doing bad things to doing good things. It means turning from sin and even from your own good works and turning to Jesus, trusting only in Him to save you.	Believe that Jesus is God's Son and accept God's gift of forgiveness from sin. You must believe that only Jesus can save you and you cannot save yourself from your sin problem—not even by praying to God, going to church, or reading your Bible. Your faith or your trust is only in Jesus and what He did for you through His life, death, and resurrection. (Acts 16:31; Acts 4:12; John 14:6; Ephesians 2:8-9)	Confess your faith in Jesus Christ as Savior and Lord. Tell God and tell others what you believe. If Jesus is your Savior, you are trusting only in Him to save you. Jesus is also Lord, which means He is in charge and calling the shots in your life. You can start following Him and doing what He says in the Bible. You are born again into a new life and look forward to being with God forever. (Romans 10:9-10,13)