

First Church of Christ Children's Ministry

Goal: Leading youth into a life-changing relationship with Jesus!

Volunteer Expectations

1. **Get fed yourself!** Good teaching comes from an overflow of your heart, and we ask that all our volunteers regularly attend Sunday services, read Scripture, and pray.
2. **Be prepared and on time.** Be in your classroom 15 minutes before class starts. This allows you time to grab your name tag and be ready and relaxed to welcome children and parents as they walk in.
3. If you cannot serve on your regular week, please **find an approved teacher to switch weeks with you.** Let Tim Hallstrom know at tim@firstchurchnc.net.
4. **Always stay in groups of 3.** You should never be alone with a child. Always have 2 leaders per child or at least 2 children per leader.
5. **Pray** for the children you serve! Pray for each child by name. Ask parents how you can pray for their family.
6. **Have fun!** Children will mirror your mood. If you are happy, energetic, and having fun, they will be too.
7. **Follow the script but be flexible.** If something is not working, try it a different way. It is okay to adjust your plan. The essential part is you love each child, connect them to friends, and teach them about Jesus.

Suggested Classroom Schedule

1. Check-In & Play
2. Clean Up
3. Music
4. Bible Story
5. Snack
6. Bathroom
7. Craft
8. Activity/Play
9. Check-Out

Child Check-In

Check-In

A parent will check in their children in the main entrance or one of the self-check stations. Before letting a child enter your classroom, make sure their parent has checked them in and placed a check-in label on the child.

Check-Out

You must be given the matching label for the child before checking them out. A parent, or another trusted adult the parent gave the label to, must give you this tag. Place the parent's label & the child's label next to each other on the checkout sheet.

Lost Name Tag

If a parent loses the name tag, they must go to the check-in station, reenter their information, and print another one out. If you run into any difficulties, contact a check-in volunteer, or Tim Hallstrom at (520) 661-8584.

Bathroom Procedures

Preschool & Elementary

- 1. Walk:** Walk each child to and from the restroom.
- 2. Check:** Check the restroom to make sure there are no adults in the restroom before any child enters.
- 3. Wait:** Wait outside the bathroom door with it propped open, so you can safely monitor children from the outside.

You are never to be alone with a child in the restroom. If a child requires assistance, grab another volunteer to be present with you.

Nursery

- Change diapers on changing table, making sure another volunteer is present.
- Wipe clean the changing table after each diaper change.
- Volunteers must wear gloves when changing a diaper.
- For the protection of our volunteers and our children, only females may change diapers.

For young preschoolers still in diapers, follow the above instructions for nursery.

Discipline

Discipline is to help teach children appropriate ways to meet their needs, self-regulate behavior, and to stop inappropriate behavior. Volunteers are to **never** physically discipline a child. Volunteers teach our children discipline by:

- 1. Setting clear limits:** "When we pray we have our eyes closed and our hands folded."
- 2. Redirecting inappropriate behavior:** "Let's sit and play cars instead of climbing on the table."
- 3. Offering choices:** "You can sit on the carpet here, or next to me, but we're not going to run around the room."
- 4. Acknowledging feelings:** "I can tell you are angry. Can you tell me why you're angry?"
- 5. Talking through situations:** "Tell me what's going on so I can help you."

If after all the above attempts have been made and the child is still having a difficult time, the parents can be called. At that time please contact the Children's Minister for further follow up with the family to communicate with the parent any challenging behaviors that the child is showing.

Contacting parents

If you need to contact a parent, their phone number is on the child's nametag. Text the parent, politely asking them to come to your classroom.

If there is an emergency and the parent cannot be reached, **call** our Children's Minister, Tim Hallstrom, at (520) 661-8584.

Crying Baby Policy

If a child is inconsolable for more than 10 minutes, (or possibly a different length of time depending on a parent's request), you may politely text the parent's phone number provided on the child's Check-In label.

Some strategies for helping a child calm down:

1. For babies, check diaper. Look in their diaper bag for a soothing item, such as a pacifier or special blanket.
2. Hold, rock, and walk around.
3. Look at a book.
4. Look out the window and discuss what you see.
5. Offer a drink of water.
6. Get down on the floor and ask them to cook food with you or sit and do a puzzle.
7. Sing a song together or dance to a music CD.
8. Make them your helper! Have them pass out papers, collect crayons, or other tasks.

Accidents & Emergencies

If a child is hurt or injured:

For minor injuries

- Volunteers are not to give a child medication.
- A First Aid Kit is in the Elementary Classroom, Preschool Resource Room, Preschool Check-In, outside the Preschool Bathrooms, & Nursery.
- Fill out an accident report. These are located in each classroom's hanging folder.
- Notify the parent when the child is picked up.

For serious injuries

- Volunteers are not to give a child medication.
- Notify the parent immediately. Their phone number is on the child's nametag.
- Call the Children's Minister, Tim Hallstrom, at (520) 661-8584.
- Call/get/go to the security team member, located in the church office by the entry foyer.
- If emergency medical services are required, dial 911.
- Fill out an accident report. These are located in each classroom's hanging folder.

Fire

If the fire alarm goes off, the area must be evacuated.

1. Before leaving your room, grab the check-out sheet.
2. To evacuate infants and young toddlers, place them in the fire escape crib(s) and wheel them to safety.
3. Take your children on the safest route to the front parking lot.

4. When everyone is safe in the parking lot, you may begin your normal check-out procedure. ***Never release a child to their parents during an evacuation.*** A parent must still give you their check-out tag before retrieving their child.

Intruder

You will hear an announcement that there is an intruder by a staff member or security team personnel.

1. ***Stay in your classroom.***
2. Lock & barricade the door; cover classroom windows; turn off lights.
3. Keep out of sight; sit students on the floor away from window; take attendance.
4. ***Do not*** respond to anyone. Our Children's Ministry, Tim Hallstrom, or a staff member will text you or get you when it is safe to exit the classroom.

Child Abuse & Neglect

The CDC reports at least 1 in 7 children have experienced child abuse and/or neglect in the past year. Child abuse and neglect is a serious health problem and can have long-term impact on the health and wellbeing of a child.

There are four common types of child abuse and neglect: Physical abuse, sexual abuse, emotional abuse, and neglect.

Our Children's Ministry will not permit child abuse or neglect of any kind. We are committed to providing a safe environment for children.

- All volunteers are mandated to do everything reasonably possible to provide a safe environment for children. This include, but are not limited to:
 - Observe all persons who have contact with children for any abusive, unsafe and/or questionable conduct.
 - Immediately report any of this type of behavior and the person to Tim Hallstrom or staff member. (Experts report that 'small impropriety' will often precede even more severe acts.) Do not attempt to 'solve' or 'work through' problems independently.
 - Avoid even the appearance of impropriety.

How to report abuse:

- Fill out the "Child Abuse Report" form in the classroom's hanging folder. Give directly to the Children's Minister, Tim Hallstrom, who can be contacted at tim@firstchurchnc.net or (520) 661-8584.

Safety & Health

Wellness Policy

To ensure the health of our children and volunteers, we ask that sick children stay home until they are well. A child should stay home if any of the following symptoms exist: Temperature above 100.5, recent vomiting or diarrhea, sore throat, cold, or any other sickness.

Medication

You are not allowed to dispense any medication to a child. If a child appears to be ill, isolate the child and contact the parent. The parent's phone number can be found on the child's name tag.

Allergies & Snacks

To be sensitive to allergies of children, parents may not bring an outside snack. We provide goldfish in each classroom that the teacher may choose to give their class.

Wash hands

Volunteers are to wash their hands after cleaning up after a child (wiping nose, changing diaper, etc.)

First Aid Kits

First Aid Kits are present in the following areas:

1. Nursery
 - a. In the top cubbies by the changing tables.
2. Preschool
 - a. Outside bathrooms
 - b. Check-In room
 - c. Resource Room
3. Elementary
 - a. On top of the resource cabinet

Age Requirements for Preteens & Teens

A child may start helping in the Children's Ministry at 14 years old. In the nursery, a child under 16 years old must be present with a parent and is not allowed to hold newborns.

Finding a Substitute

If you cannot teach the Sunday you are scheduled to teach, it is your responsibility to find a substitute from the teaching rotation schedule. After finding a teacher to switch weeks with you, notify the Children's Minister, Tim Hallstrom, at tim@FirstChurchNC.net or (520) 661-8584.

Conclusion

Thank you so much for teaching our littlest ones! What you do shapes eternity for these kids. Please don't hesitate to call, text, or E-mail me any questions or comments. My E-mail is Tim@FirstChurchNC.net. My cell phone (the best way to reach me) is (520) 661-8584.

In Christ,
Tim Hallstrom
Children's Minister
First Church of Christ