



MCC KIDS VOLUNTEER HANDBOOK

UPDATED 2025

Welcome



Let's disciple the next generation together



Melissa Norman
Director of Kids Ministry

We are absolutely thrilled you've chosen to join the MCC Kids volunteer team as we invest in the next generation. We believe we are serving the most important demographic in the church, and when we are successful, it not only affects singular lives, but generations.

Our theme verse here at MCC Kids is Psalm 145:4 which says, "One generation shall commend your works to another, and shall declare your mighty acts."

What you do here at MCC Kids is more than just babysitting or childcare. With your actions and words, you are showing our kids they are loved by God, made in the image of God, and are created to have a relationship with God through His Son Jesus Christ. We can't begin to thank you enough for the time, energy, effort, and love you pour into our kids each month.

We do our very best to make volunteering at MCC Kids an enjoyable experience for our team. We have an "open-door" policy in terms of suggestions, feedback, comments, or concerns. Please feel free to email or Slack us any time.

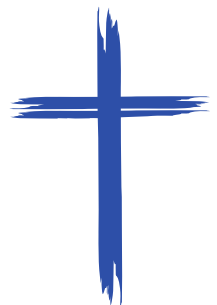
Thank you so much for all you do to make MCC Kids the best possible ministry for our kids. We are honored you're on our team and we look forward to serving with you!



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Our MCC Kids Culture

We want to show honor to those around us



What Is Honor?

Treating people as special.
Doing more than what is expected.
Having a good attitude.

How do we live this out?

Be Engaged

You are building relationships each and every Sunday with the kids and families you serve. **With your actions and words, you show the love of Christ.** Don't let your cell phone be a distraction from the one hour you get to spend with the kids in your room. Get down on the kids' level and play with them. Take the extra moment to talk to the parent at the door. Building relationships and treating people as special is something Jesus modeled for us.

Be On Time

Nothing is more welcoming to our families on a Sunday morning than to see friendly faces excited to greet the kids. **When you arrive at least 15 minutes before the service, you show how committed you are to the kids we serve and their growing faith.**

Be Flexible

On a Sunday, this means being willing to help in another room if asked. **Show up ready to serve wherever you may be needed.** Throughout the week, be on the Slack app, looking for ways to help others by swapping dates or filling in as a substitute. We serve many different ages, but we are all part of the MCC Kids Ministry team!

Be a Prayer Warrior

Take time throughout the week to pray for the kids in your class. **There is no greater blessing for a child (or their parents!) than to have others praying over their spiritual development and more.** For specific ways to pray, please refer to "14 Ways to Pray for the Kids You Serve" in the Appendix.

Be Growing

Our MCC Kids volunteers are amazing and we want you to be fed spiritually and growing in your own faith so you can serve with a joyful heart. **One of the best things you can do for the kids in our ministry is to take time to worship.** This includes spending time reading the Bible on your own, praying, and regularly attending the MCC Sunday morning worship services. We strongly encourage you to attend one service and volunteer at the other.



Mount Calvary Church Core Values

We believe that God is calling everyone to **passionately pursue Christ**. As a church, this drives everything we do. From our Sunday morning service to our ministry programs and outreach initiatives, our hope is to lead you in whatever stage of life you find yourself in to passionately pursue Christ.

We believe it is important to take these three steps:



BECOME A DISCIPLE

We want every person to come to a saving faith in Christ and to identify with Jesus through baptism.



GROW AS A DISCIPLE

We want to help every person to grow as a disciple through habits.



GO & MAKE DISCIPLES

We want every person to be a part of sharing the hope of the Gospel in our community and around the world.

Learn More:

We offer a variety of different ministries to help us in this discipleship journey. To learn more about our ministries, take a look at our website at www.mtcalvarychurch.com or stop by the Welcome Desk.

Church Offices:

Located at the Ministry Center
45 Veterans Drive, Elizabethtown

Office Hours:

Monday – Thursday from 8 AM to 4 PM

WE EXIST TO LEAD
PEOPLE IN ALL
STAGES OF LIFE
TO PASSIONATELY
—PURSUE—
CHRIST

About MCC Kids

Here are the ages we serve...



THE WOODLANDS

Birth through Kindergarten

It is a place where kids come and learn stories from the Bible. Stories are made relevant to their lives through small group story time, activities, crafts, and worship.

In The Woodlands, there are 5 different classrooms:

Chipmunk Corner	Birth to 18 months
Hedgehog Hollow	18 months - 2 years (walking)
Beaver Pond	3 years
Fox Forest	4 years (pre-school)
Moose Meadow	Kindergarten



FUSION

1st - 3rd Grade

Kids will sit with their parents during worship time and are then dismissed to the Family Life Center Gym for large group Bible teaching, large group activities and games, as well as small group discussion time.



FUSION+

4th & 5th Grade

This is our pre-teen space where we take a deeper dive into God's word during our large group Bible teaching time and small group discussions. Fusion+ kids sit with their parents during worship and are then dismissed to the Family Life Center.



Volunteer Teams

THE WOODLANDS

What should I know?

These volunteers serve at least once a month in one of our 5 classrooms in The Woodlands. They work with children from birth through kindergarten.

Volunteers must be at least 21 years old and female to serve in Chipmunk Corner (birth-18 months). Youth helpers must be at least 5 years older than the kids in the classroom where they are serving.

Responsibilities include:

- Engaging our babies, toddlers, and preschoolers in play and faith activities
- Assisting with snack time
- Changing diapers/helping with bathroom breaks
- Teaching volunteers are also responsible for teaching a lesson using the curriculum and items supplied by the church on scheduled dates (Beaver, Fox and Moose)





Volunteer Teams

FUSION

What should I know?

These volunteers serve at least once a month and work with children from 1st through 3rd grade. Volunteers must be in 6th grade or older.

Responsibilities include:

- Crowd control
- Encouraging participation during activities and the Bible lesson
- Leading a specific small group
- Teaching volunteers are also responsible for preparing a lesson based on a pre-determined curriculum on scheduled dates





Volunteer Teams

FUSION+

What should I know?

These volunteers serve at least once a month in our pre-teen space and work with kids in 4th and 5th grades. Volunteers must be in 9th grade or older.

Responsibilities include:

- Encouraging participation during activities and the Bible lesson
- Leading a specific small group
- Teaching volunteers are also responsible for preparing a lesson based on a pre-determined curriculum on scheduled dates



MCC KIDS
FUSION+



Volunteer Teams

TRANSFORMATION TEAM

What should I know?

These volunteers serve on a regularly scheduled basis and help set up or tear down our gym and classroom spaces. The Kids Ministry spaces we use on Sunday mornings are shared with Mount Calvary Christian School during the week. Because of this, we need help converting these rooms so our kids can have their own dedicated space to grow in their faith each Sunday.

Responsibilities include:

- Arriving at designated time (before the 9:00 service or after the 10:30 service)
- Following the set up or tear down process
- Items that need to be moved include chairs, cabinets, bins, and toys





Volunteer Teams

SUBSTITUTE

What should I know?

Substitutes serve on an as needed basis and fill in for a regularly scheduled volunteer who needs coverage for a specific date. Subs can serve in any of the classrooms, although needs are typically highest in The Woodlands (birth through kindergarten).



FLOATER

What should I know?

Floaters are regularly scheduled volunteers who serve once a month and may be asked to help in any room. Our needs may change from week to week.





Drop Off

Here's how drop off works

CHIPMUNK CORNER

- Verify child has a name tag on the back of their shirt.
- If child is new, ask parent to complete a Child Information Card.
- Put diaper bag in a cubby above the long counter.
- Label their cubby with a velcro tag.

HEDGEHOG HOLLOW

- Verify child has a name tag on the back of their shirt.
- If potty training, parents should get a potty-training sticker from bin outside classroom and place it on their child's shirt.
- Put diaper bag in one of the upper white cubbies.
- Label their cubby with a velcro tag.
- Verify the child's cup is labeled with their name.

BEAVER POND

- Verify child has a name tag on the back of their shirt.
- If potty training, parents should get a potty-training sticker from bin outside classroom and place it on their child's shirt.
- Put diaper bag on hook in hallway.
- Verify the child's cup is labeled with their name.

FOX FOREST & MOOSE MEADOW

- Verify child has a name tag on the back of their shirt.
- Verify water bottle/cup is labeled with the child's name.
- Coats/bags can be hung on the hooks outside the classroom.

FUSION & FUSION+

- Kids join their parents for the beginning of the worship service.
- When dismissed, volunteers will walk the kids over to the FLC.
- Help kids sign in as needed.
- Verify children have name tags on the front of their shirt.
- Remind kids to leave their name tags on!



Pick Up

When parents come for pick up...



- **Match numbers** on the parent pick-up tag and child name tag.
 - o Parent must show photo ID if they don't have their pick-up tag.
 - o Child should only be released to siblings in 6th grade and older.
- **Remove the child's name tag** and release them to their parent.
- **Collect their diaper bag**, coat, water bottle, or any other belongings.



Two volunteers should stand at the gym door when parents arrive.

VOLUNTEER #1

- o **Call out child's name** on microphone.
- o **Direct the parent into the gym** to the next volunteer for tag matching.

VOLUNTEER #2

- o **Match numbers** on the parent pick-up tag and child name tag.
 - Parent must show photo ID if they don't have pick-up tag.
 - Only release child to siblings in 6th grade and older.
- o **Remove the child's name tag** and release them to parent.
- o Child should take coat, water bottle, Bible, or any other belongings.
- o Families should **exit through the side gym door** (1 way traffic).



- **Match numbers** on the parent pick-up tag and child name tag.
 - o Parent must show photo ID if they don't have their pick-up tag.
 - o Child should only be released to siblings in 6th grade and older.
- **Remove the child's name tag** and release them to their parent.
- Child should take coat, water bottle, Bible, or any other belongings.





Helpful Info

Important details you need to know

FOOD ALLERGIES

- Before serving snacks, please make sure to check child's name tag for any allergies.
- Younger children with allergies should also be wearing a red allergy bracelet.
- We provide red allergy stickers for children who can't wear the bracelet.

SNACKS

- We are a **NUT FREE ENVIRONMENT**.
- We provide age-appropriate snacks in The Woodlands classrooms.
- For safety reasons, we do NOT allow children to bring in treats or hot beverages.

TWO VOLUNTEER RULE

- Two approved volunteers must always be present in a classroom of children.

CHILD NAME TAGS

- All kids in your care must be wearing a name tag.
- There are check-in kiosks in the church lobby and Welcome Team volunteers are available to help parents with this process as needed.
- The Woodlands tags go on the back of the shirt.
- Fusion/Fusion+ tags go on the front of the shirt.



PHOTOS

- We love to see what the kids in your class are doing and how God is working in each area of MCC Kids Ministry.
- Please be mindful, however, some parents do not wish to have photos of their children shared publicly and we ask you to use discretion when taking photos while serving.

SECURITY

- You should wear your MCC Kids Volunteer name tag while serving. This lets parents and other volunteers know you are an individual who has been cleared to serve with kids.
- Some doors remain locked on Sunday mornings for safety reasons. When exiting the building using The Woodland doors, **do not grant access** to this area to people entering the building.
- There is a Security Guard posted in Kids Ministry areas on Sunday mornings. They are a great resource to utilize if you need help.



Helpful Info

Important details you need to know



BATHROOM PROCEDURE

In The Woodlands, you may be asked to change diapers or help a child use the restroom. All diaper changes should be completed by female volunteers.

- **Chipmunk Corner**

- Parents provide diapers and wipes, but we do have extras in the room.
- Use a disposable changing pad liners on top of the changing pads.
- Gloves and scent-blocking diaper sacks are also available.



- **Hedgehog Hollow/Beaver Pond**

- There is a child-sized toilet in the bathroom between the two rooms and a changing pad in Hedgehog Hollow.
- If a child is potty training, they should be wearing a potty-training sticker. Remind them to use the bathroom as needed.
- A female volunteer should aid the child as needed when they are using the bathroom.
- The door should be kept partially open when you are helping for your safety and the child's safety.

- **Fox Forest/Moose Meadow**

- Children must be able to use the bathroom independently, including wiping.
- You should wait in the hallway to supervise and take the child back to the classroom.
- Children may need help with buttons or snaps on their clothes. Remind them to wash their hands as well.

- **Fusion**

- Kids should be encouraged to use the bathroom prior to the lesson.
- If they can't wait, a volunteer (same gender preferred) should escort them to the bathroom.
- You should check the bathroom first to make sure it is clear, then the child can proceed into the bathroom.
- You should wait in hallway until the child is finished.

- **Fusion+**

- Kids should ask for permission from a volunteer to go to the bathroom.
- They can go independently.



Frequently Asked Questions

What time do I need to arrive when I am scheduled to serve?

Please arrive 15 minutes prior to the scheduled service time. This ensures we are ready to greet kids and parents with a friendly smile when they arrive.

How does the MCC Kids Ministry team communicate?

We communicate primarily via an app called *Slack*. Please check the *Slack* app at least once a week to stay connected to what is happening in MCC Kids. On *Slack* you will find: important announcements, weekly schedules, sub requests and more!

Check out the Appendix for more tips on how to use *Slack*. We are also happy to meet with you one-on-one to help you learn how to use *Slack* and answer any questions you have.

Can my own children stay in their classroom for both services?

Absolutely! We encourage our volunteers to serve during one service and worship during the other. We have quite a few kids who stay for both services. Snacks are provided during the service in The Woodlands and for Fusion/Fusion+ between the services.

Am I expected to teach?

Not all volunteers are required to teach. There are opportunities for helping volunteers as well as those who wish to teach.

How often are MCC Kids volunteer trainings held?

Once a year, we hold a mandatory in-person training. This provides an opportunity to connect with one another and allows us to equip you for the coming ministry year.

What should I do if a child seems sick at drop off?

We want you to feel empowered to use your discretion if a child seems too sick to be at church. **If a child is showing symptoms of illness, please ask the parent to take the child home.** See the Health and Wellness Policy in the Appendix for more details.

What curriculum do we use?

In Hedgehog Hollow, we use the Truths for Toddlers curriculum by Answers in Genesis. In all other classrooms (except Chipmunk Corner), we use The Gospel Project curriculum by Lifeway.

Frequently Asked Questions

How do I contact a child's parent if needed during the service?

All classrooms are equipped with an iPad with parent contact information. Follow the directions in your classroom binder to text parents during the service.

Make sure to include the following information in your text message:

- child's name, classroom name, and reason for texting.
- 

How do I find a substitute?

If you are unable to serve on your scheduled Sunday, we ask you to swap weeks with another volunteer or try to find someone to fill in for you. To find a sub:

- **Post on the "Substitute Needed" channel on *Slack*. Make sure to include date/time and room where you need coverage.**
- Talk to the other volunteers you serve with to see if they can switch dates.
- Reach out to Shannon for assistance if neither of those methods work.

What is the difference between a floater and a substitute?

Substitutes serve on an as needed basis on a specific date and classroom where there is an opening.

Floaters are regularly scheduled volunteers who serve once a month and may be asked to help in any room.

How often do I need to complete my background clearances?

Your three required background clearances need to be completed every five years.

Directions for completing each clearance can be found at:

<https://www.mtcalvarychurch.com/ministries/volunteers>



What should I do if there aren't many kids where I'm scheduled to serve?

Because our population can change, it is hard to predict how many kids will show up on a particular Sunday. You may find there are very few kids in the room when you're scheduled to serve. If this occurs, we ask you to talk with Melissa or Shannon to see if there are other rooms where help is needed.

Appendix A



Recognizing and Reporting Child Abuse in Pennsylvania: MCC Kids and Students Volunteer Training

ChildLine is PA's hotline for reporting suspected child abuse. [Contact ChildLine \(1-800-932-0313\)](tel:1-800-932-0313)

ChildLine's mission is to accept calls from the public and professional sources 24 hours per day, seven days per week.

- ChildLine accepts reports of suspected abuse and neglect and refers reports of suspected abuse and neglect to the appropriate investigating agency to ensure the safety and well-being of the children of Pennsylvania.

What is Child Abuse? Three Components of Child Abuse: a child, an act, and a perpetrator

A Child: individual under the age of 18

An Act: The CPSL considers both an act to harm and failure to act to prevent harm

- An act is something that is done to harm or cause potential harm to a child.
- Failure to act is something that is not done to prevent harm or potential harm to a child (people 18 years old or older)

A Perpetrator:

- A parent of the child
- A spouse or former spouse of the child's parent
- A secret lover or former secret lover of the child's parent
- A person 14 years old or older that is responsible for the welfare or having direct contact with children as an employee of child care services or at a school through a program or activity
- A person 14 years old or older that lives in the same house as a child
- It is not our job to indicate the identity of the perpetrator, just to identify and report suspected child abuse to ChildLine

What does the law say?

The legal definition of child abuse begins with "intentionally, knowingly, or recklessly."

What does it mean?

- **Intentionally:** Done with the direct purpose of causing the type of harm that resulted
- **Knowingly:** Understanding that the harm is "practically certain to result"
- **Recklessly:** Conscious disregard for foreseeable risk

Appendix A



What is considered Child Abuse?

- Bodily injury (substantial pain or temporary or permanent impairment)
- Likelihood of bodily injury (irresponsible behavior that could likely cause injury)
- Fabricating or exaggerating a medical symptom or disease (medical treatment could cause harm)
- Causing or contributing to serious mental injury (anxious, agitated, depressed, socially withdrawn, psychotic, fear for life or safety)
- Sexual abuse/exploitation
 - Causing a child to engage in or to assist another person to engage in sexual explicit conduct as well as conversation
 - Nudity, looking at sexual parts or participating in sexual acts so the child or other individual is sexually aroused
 - Participating in sexual acts so pictures or videos can be produced
 - The sexual acts don't need to happen, talking about, pretending, demonstrating or modeling would be considered sexual acts
- Likelihood of sexual abuse/exploitation
- Serious Physical Neglect (endangering or threatening a child's health and well-being or causing bodily injury impairing their development and functioning)
- Specific recent acts of physical neglect are: kicking, biting, throwing, burning, stabbing and cutting a child in the manner that endangers the child, unreasonably restraining or confining a child, forcefully shaking a child under one year old, forcefully slapping or striking a child under one year old, interfering with the breathing of a child, or leaving a child unsupervised with an individual that they know or should have known them to be a sexual offender
- Causing death to a child

What if I'm not sure it is child abuse?

Report to **ChildLine**. You only need to have **reasonable cause to suspect** that a child is a victim of abuse. Once a report is received, specially trained child welfare professionals will determine whether the child is a victim of abuse and what action is necessary to ensure a child's safety and well-being.

4 Categories of Abuse: Physical, Mental Health, Sexual & Neglect

Signs of Physical Abuse:

- **Physical indicators:** unexplained injuries, unbelievable explanation of injuries, multiple bruises in various stages of healing, bruises located on face, neck, back, butt, legs, chest, thighs, or genitalia, burns, or injuries inconsistent with a child's age/developmental level
- **Behavioral indicators:** fear of going home, fear of parent or caregiver, flinches easily or avoids being touched, play includes abusive behavior or talk, unable to recall how injuries happened or account of injuries is inconsistent with the nature of injury

Signs of Sexual Abuse:

- **Physical indicators:** sleep disturbances, bedwetting, pain or irritation of the genital/anal area, difficulty walking or sitting, difficulty urinating, pregnancy, positive testing for STD's or HIV

Appendix A

- **Behavior indicators:** sexually stylized behavior, developmental age-inappropriate sexual play or drawings, cruelty to others or animals, fire setting, anxious, withdrawn

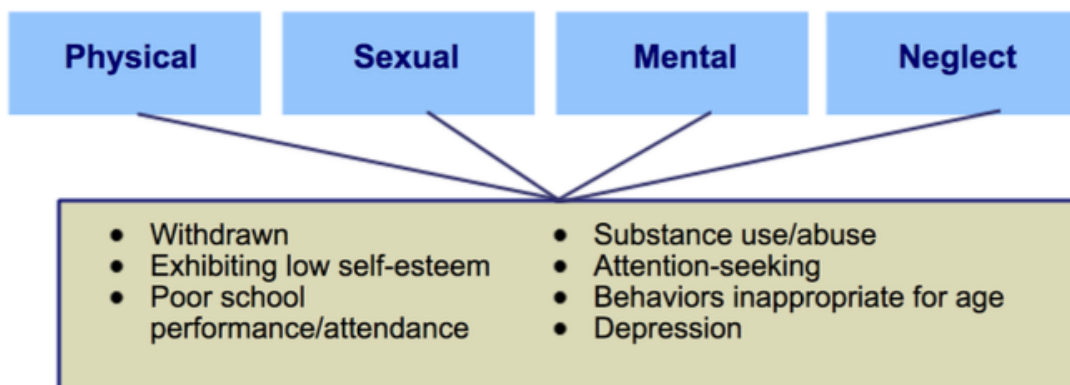
Signs of Mental Abuse:

- **Physical indicators:** frequent complaints of nausea, stomachache, or headache, bedwetting, self-harm, speech disorders
- **Behavior indicators:** Expressing feelings of inadequacy, fearful of trying new things, overly compliant, poor peer relationships, excessive dependence on adults, habit disorders (sucking, rocking, etc.), eating disorders

Signs of Neglect:

- **Physical indicators:** lack of adequate medical or dental care, often hungry, lack of shelter, child's weight is significantly lower than what is normal for their age and size, developmental delays, persistent untreated conditions (head lice, diaper rash, etc.), exposure to hazards (illegal drugs, rodent/insect infestation, mold), clothing dirty or inappropriate for weather, clothing too small or too large
- **Behavior indicators:** not registered in school, inadequate or inappropriate supervision, poor impulse control, frequently fatigued, parentified behaviors (take on roles or responsibilities reserved for adults), delinquent behavior, mistrusting

Common Behavioral Signs that Cross Categories



- **Reminder:** Many of these indicators may occur in children who have not been abused and may not be seen in children who have been abused.

What if I'm not sure whether the signs I see indicate abuse?

Report to ChildLine. You only need to have a **reasonable cause to suspect** that a child is a victim of abuse.

What is "reasonable cause to suspect"?

- *It is more than a hunch*
- *It is a determination you make, based on your knowledge of circumstances, your observations, your familiarity with the individuals, and your feelings about the incident (don't let personal feelings or bias influence your conclusions).*

Appendix A



There are two types of reporters:

- **Mandated reporters** are required by law to report suspected child abuse
 - **Examples of Mandated reporters:** Parents, foster parents, healthcare workers, school employees, childcare workers, employees of public libraries having direct contact with children, spiritual leaders of churches, and a paid or unpaid individual who, as on the basis of their role as an integral part of a regularly scheduled program, activity, or service, is a person responsible for the child's welfare or has direct contact with children.
 - **Permissive reporters** are strongly encouraged to report suspected child abuse
- Because of your role with kids and students at Mount Calvary Church, you are considered a Mandated Reporter! Reporting Suspected Child Abuse needs to be reported immediately! [Contact ChildLine \(1-800-932-0313\)](tel:1-800-932-0313) Then report it to the Pastor or Director in charge of the ministry.**
- Reminder: It is NOT a reporter's responsibility to determine if the person who allegedly committed child abuse or harm to a child is a perpetrator. The county agencies will determine this! You just need to report it!
 - If a student 14 years of age or older tells you he is abusing someone else that is not under your care, you are responsible for reporting it.



What information is ChildLine (1-800-932-0313) looking for when you call to make a report?

Here is a general idea of what information our trained specialists will ask you for:

- Name and physical description of the child
- Age or approximate age range of the child
- Name, home address and telephone number of legal guardian or parent of the child
- Name or physical description of suspected child abuse perpetrator
- Home address and telephone number of suspected child abuse perpetrator
- Suspected perpetrator's relationship to the child
- Description of the suspected injury to the child
- Where the incident took place or occurred
- Any concern for the child's immediate safety
- Your relationship to the child
- Your contact information

Protections for those who report child abuse:

- Pennsylvania law protects all reporters of suspected child abuse.
- When a report is made in "good faith," a reporter is immune from civil or criminal liability.
- The law imposes penalties if any person attempts to intimidate, retaliate, or obstruct an individual from reporting suspected child abuse.

Appendix A



- A reporter may also take action for appropriate relief if discharged from employment or discriminated against in any other way as a result of making a report of suspected child abuse.

Reporters will be:

1. **Confidential:** Reporters are protected by strict confidentiality provisions. Amendments to the CPSL, prohibits the department, county, institution, school, facility, or agency or designated agent of the person in charge from identifying the person who made a report of suspected abuse or who cooperated in a subsequent investigation.
2. **Right to receive information:** A mandated reporter who makes a report of suspected child abuse has the right to receive information about the final status of the report and about services provided or arranged to protect the child.
3. **Right-to-Know-DHS Responsibility:** The Department must notify the mandated reporter of the final status of a report, and about services provided or arranged, within three (3) business days after receiving the final results of an investigation.

Failure to Report:

- Mandated reporters are required by law to report when they have reasonable cause to suspect a child is the victim of abuse
- A mandated reporter who willfully fails to make a report of suspected child abuse could face legal penalties, including fines and/or incarceration
 - Failing to report could lead up to 5 years incarceration and up to \$10,000 in fines
 - Repeated failing to report could lead up to 10 years incarceration and up to \$25,000 in fines

Appendix A



Mount Calvary Church's Child Abuse Reporting Form

- Because of your volunteer role working with kids and students at MCC you are considered a Mandated Reporter! Reporting Suspected Child Abuse needs to be reported immediately!
- **Call PA ChildLine (1-800-932-0313)**

Here is a general idea of what information ChildLine's trained specialists will ask you for:

- *Name and physical description of the child*
 - *Age or approximate age range of the child*
 - *Name, home address and telephone number of legal guardian or parent of the child*
 - *Name or physical description of suspected child abuse perpetrator*
 - *Home address and telephone number of suspected child abuse perpetrator*
 - *Suspected perpetrator's relationship to the child*
 - *Description of the suspected injury to the child*
 - *Where the incident took place or occurred*
 - *Any concern for the child's immediate safety*
 - *Your relationship to the child*
 - *Your contact information*
- Reminder: It is NOT a reporter's responsibility to determine if the person who allegedly committed child abuse or harm to a child is a perpetrator. The county agencies will determine this! You just need to report it!
 - If a student 14 years of age or older tells you he is abusing someone else that is not under your care, you are responsible to report it.

Protections for those who report child abuse:

- Pennsylvania law protects all reporters of suspected child abuse.
- When a report is made in "good faith," a reporter is immune from civil or criminal liability.
- The law imposes penalties if any person attempts to intimidate, retaliate, or obstruct an individual from reporting suspected child abuse.
- A reporter may also take action for appropriate relief if discharged from employment or discriminated against in any other way as a result of making a report of suspected child abuse.

Appendix B



Health and Wellness Policy

One way for parents to help us and other families is by complying with a few health guidelines.

Your child must be symptom free from the following conditions for 24 hours without medication before joining other children in The Woodlands, Fusion, or Fusion+ ministry areas:

- Fever of 100 degrees or higher
- Vomiting
- Harsh or excessive cough
- Sore throat
- Complaints of a stiff neck or headache
- Wheezing
- Moderate amounts of yellow or green nasal discharge
- Diarrhea or loose stools
- Undiagnosed rash, any open sores, or weeping wounds
- Conjunctivitis (pinkeye or other eye infection)
- Headlice, pinworms, ringworm, impetigo, etc.
- Lethargic behavior (parents usually know when the child isn't feeling well)
- Any symptom that would cause a school absence

If a child becomes ill during ministry time, they will be kept isolated from the group in the room until the parent/guardian is contacted and arrives.

Volunteers will administer band aids and ice packs should your child require either. No further treatment will be administered without consulting with a parent. Should a child have severe life-threatening allergies requiring an epi-pen, one should be provided each time the child is under the care of MCC Kids. It will be kept out of the reach of other children and sent home with the child at pick up time. An epi-pen injection will only be administered in an emergency situation and a parent will be contacted immediately.

Volunteers and children must wash their hands at the sink or use hand sanitizer after going to the restroom or blowing their nose.

Appendix C



Accident / Incident Reporting

Date of Incident: _____

Time of Incident: _____ AM/PM

Location of Incident: _____

List all Individuals Involved in the Incident:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Detailed Description of the Incident (Use additional comments sheet if necessary):

Summary of Actions Taken:

Was a Parent/Guardian contacted? Yes ☐ No ☐

Time: _____ How? _____

Please notify the following church staff members:

☐ Pastor or Director overseeing the ministry Date/Time Notified: _____

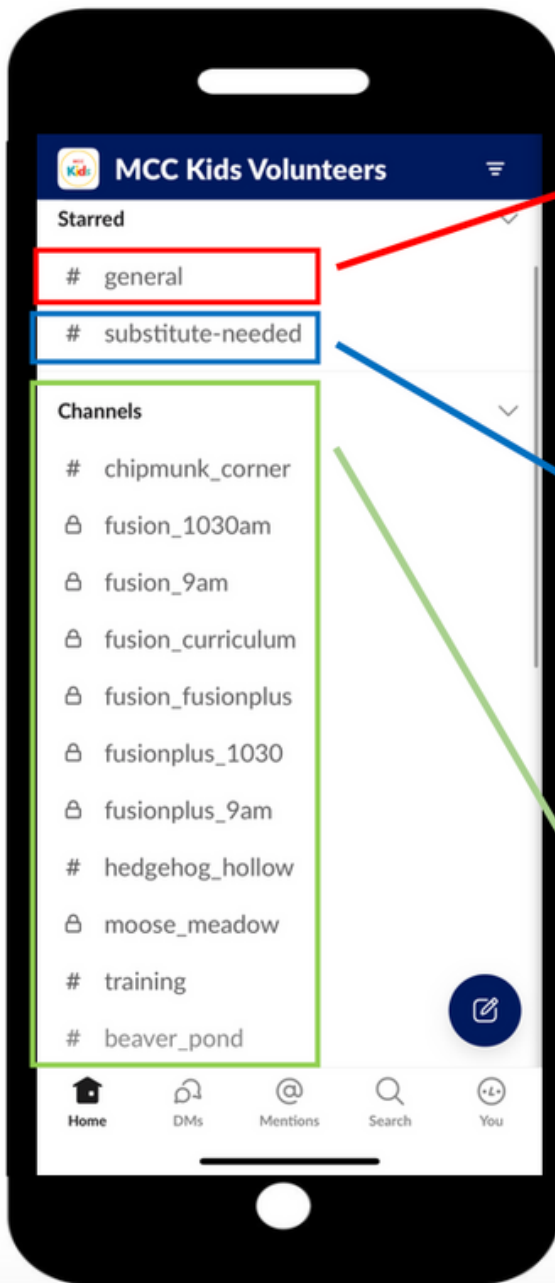
☐ Executive Pastor Date/Time Notified: _____

_____ Signature of Reporter

_____ Signature of Pastor/Director in Charge

Appendix D

Slack Guide for MCC Kids Volunteers From a Cell Phone



General Channel:

All volunteers are in this channel.

This is where we post information for all volunteers, such as:

- Training information
- Important dates
- Overall Kids Ministry updates

Substitute-Needed Channel:

All volunteers are in this channel.

This is where you ask for a substitute for your scheduled Sunday if you are unable to serve. Please check here weekly to see if there are any areas where you can fill in to help others.

Posting Tips:

- Try to plan in advance if you know you'll be out
- Try swapping Sundays with someone (they serve in your place and you serve for them on their scheduled date)
- Be specific with your request: include the date, room, and service time. It also helps if you mention whether it is a teaching role or helper role (note: this does not apply to all classrooms)

Classroom Channels:

You will have access to channels where you regularly serve.

This is where we post updates specific to each room.

- It may include things like: helpful hints, supply updates
- Note: if you serve in a substitute only role (don't serve in a room on a regular basis), you will **ONLY** have access to the General and Substitute-Needed channels.

Appendix D



Stay up-to-date on what's happening in Kids Ministry and get connected with others who serve on your team.

Slack is a single place for our MCC Kids volunteers to connect. This is the primary way we communicate with weekly schedules, substitution requests, introduction of new volunteers and more!

- **If you do not already have the Slack app**, please e-mail Shannon for a link to join our MCC Kids Volunteer workspace (sbower@mtcalvarychurch.com).
- **If you already have the Slack app**, please make sure you set up your profile and communication preferences. Below are step by step instructions for a mobile device (like a cell phone or tablet). For directions on using the desktop version, please e-mail Shannon for a link.

1. FILL OUT YOUR PROFILE

Adding a profile picture and where you serve helps us get to know one another better!

1. Click the default profile picture in the top right corner.
2. Click **View Profile**, then click **Edit Profile**
3. Enter your name, where you serve, and add a profile photo



2. SET UP YOUR NOTIFICATIONS

*Your notifications in Slack will tell you when there are new messages in your workspace. You can choose how you are notified of Slack updates. **We recommend that you get notified of all new messages, or make sure to manually check for new messages at least once/week.***

1. Click your profile picture in the top right corner.
2. Click **Notifications**
3. Choose the messages and posts you'd like to get notified about.



Appendix D



COMMUNICATING IN SLACK



In Slack, there are two ways to communicate:

- **DIRECT MESSAGE** – you can send messages directly to other volunteers – only the person or people you include will see these messages
- **POST IN A CHANNEL** – if you need to communicate with a group of people (like to post a general request for a substitute), you can post in a channel

HOW TO SEND A MESSAGE

1. Select the **New Message** icon in bottom right corner 
2. Enter the name of the person you want to message where it says **To**:
3. Select the person using the checkbox beside their name
4. **Type your message** at the bottom of the screen next to the **+** sign.
5. Press **Enter** to send your message.



HOW TO POST IN A GROUP CHANNEL

1. **Select the channel** you want to post a message in.
For example...
 - ♦ If you need to find a substitute, post in the **#substitute_needed** channel.
 - ♦ If you want to communicate with others who serve in the same room, use your room channel (**#beaver_pond**, **#moose_meadow**, etc.)
2. **Type your message** at the bottom of the screen next to the **+** sign.
3. **Press Enter** to share your post.
 - ♦ Note: You can tag someone by including their name and the @ symbol.
(example: @Shannon Bower – Welcome to the team! Excited to serve with you!)



Appendix E



14 WAYS TO PRAY FOR THE KIDS YOU SERVE

- ☐ Pray that kids will come to know Christ as Savior.
- ☐ Pray that they will love God with all of their hearts.
- ☐ Pray for their parents and families.
- ☐ Pray that they will choose the right kind of friends.
- ☐ Pray for spiritual stability during tough times.
- ☐ Pray for the needs of their hearts that you may not know about.
- ☐ Pray for physical protection in their lives.
- ☐ Pray that kids will love God's Word.
- ☐ Pray for their continued connection to the body of Christ.
- ☐ Pray that kids will find their identity and worth in Christ and not in our world.
- ☐ Pray that God will give them compassion for others.
- ☐ Pray that they will have integrity in all areas of their lives.
- ☐ Pray that they will look for ways to serve the Lord.
- ☐ Pray that kids will learn to pray too!

“One generation shall commend
your works to another, and shall
declare your mighty acts.”
Psalm 145:4

