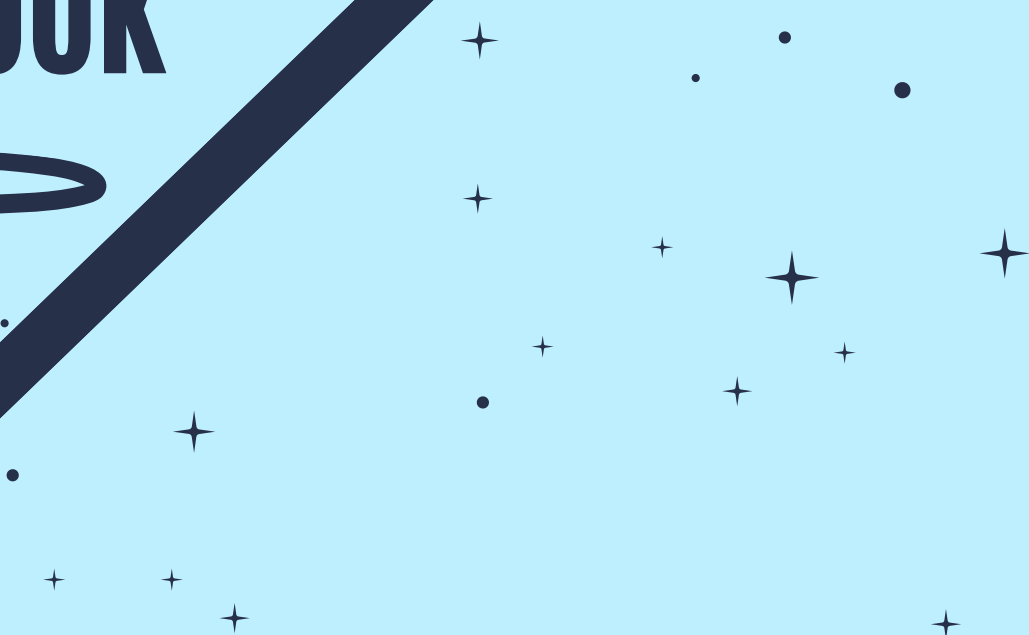
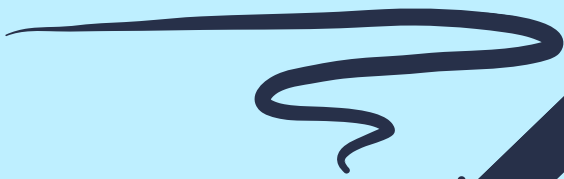




MCC KIDS VOLUNTEER HANDBOOK



UPDATED 2026

Welcome to MCC Kids

Let's disciple the next generation together



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

Thank you for joining the MCC Kids volunteer team as we serve together to invest in the growing faith of our children! At MCC Kids, we believe that teaching them God’s truth from an early age is essential. **Our goal is to make learning about God both meaningful and fun through age-appropriate lessons and engaging activities—all in a safe and welcoming environment.** We desire to cultivate a growing faith in our growing kids!

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 want your time serving with MCC Kids to be enjoyable and meaningful, and we truly value you as part of our team. If you ever have suggestions, feedback, or fun stories from your time with the kids, we’d love to hear them!

Thank you for all you do to help make MCC Kids a Christ-centered and welcoming ministry for our families. We’re so grateful to have you on the team and are excited to serve alongside you!

Shannon Bower
Director of Kids Ministry
sbower@mtcalvarychurch.com
(717) 367-1601 x014

Pam Bishop
Teaching Coordinator
pbishop@mtcalvarychurch.com
(717) 367-1601





What's Inside?

Our Culture.....	3
Core Values.....	4
About MCC Kids.....	5
Volunteer Teams.....	6
Drop Off.....	11
Pick Up.....	12
Helpful Info.....	13
Bathroom Procedure.....	14
FAQs.....	15
Resources.....	17



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.**

What it looks like on a Sunday Morning

ENGAGED

Build relationships with kids and families through your words and actions. Be present, put distractions away, get on the kids' level, and take time to connect with parents. Show Christ's love by making every person feel seen and valued.

PREPARED

Arrive at least 15 minutes early to welcome kids and families with a friendly, excited heart. Your punctuality shows your commitment to the kids and their growing faith.

FLEXIBLE

Show up ready to serve wherever you're needed, whether it's another room on Sunday or switching weeks with someone on *Slack*. We may serve different ages, but we're all one MCC Kids Ministry team.

PRAYING

Pray regularly for the children in your class, for their spiritual growth and well-being. Pray together with other volunteers on Sundays and take moments to lift up individual needs as they arise.

GROWING

Take time to nurture your own faith through prayer, Bible reading, and worship. Attend one MCC service and volunteer at the other—growing spiritually equips you to serve the kids with a joyful, Christ-centered heart.



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.



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. We've identified seven habits that we believe are critical to follow Jesus as his disciple. Scan the QR code to learn more!



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 classrooms:

- | | |
|------------------------|-------------------|
| Chipmunk Corner | Nursery |
| Hedgehog Hollow | Toddlers |
| Beaver Pond | Younger Preschool |
| Fox Forest | Older Preschool |
| Moose Meadow | Kindergarten |



FUSION **1st - 3rd Grade**

Early elementary 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 and prayer 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, small group discussion and prayer time. Fusion+ kids sit with their parents during worship and are then dismissed to Room 003 in the Family Life Center.

Volunteer Teams



Our Woodlands volunteers serve regularly in one of our five classrooms located adjacent to the sanctuary. They work with kids from **birth through kindergarten**.

- Volunteers must be female and at least 21 years old in Chipmunk Corner. Student volunteers must be at least five years older than the children they are serving in all other rooms.
- At least two unrelated adult volunteers must be present in any classroom where children are present.



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



Our Fusion volunteers serve regularly in the gym located in the FLC (Family Life Center) building. They work with kids from **1st through 3rd grade**.

- Student volunteers in Fusion must be in 6th grade or older.
- At least two unrelated adult volunteers must be present in any classroom where children are present.



Responsibilities include:

- Guiding children toward Christ-like interactions during large-group play
- Encouraging participation during the Bible lesson and games
- Leading a small group in discussion and prayer
- Teaching volunteers are also responsible for preparing a lesson using the provided curriculum on scheduled dates

Volunteer Teams



Our Fusion+ volunteers serve regularly in the Room 003 located in the FLC (Family Life Center) building. They work with kids in **4th & 5th grade**.

- Student volunteers in Fusion must be in 9th grade or older.
- At least two unrelated adult volunteers must be present in any classroom where children are present.



Responsibilities include:

- Encouraging participation during the Bible lesson and games
- Leading a small group in discussion and prayer
- Guiding children towards Christ-like interactions
- Teaching volunteers are also responsible for preparing a lesson using the provided curriculum on scheduled dates

Volunteer Teams

TRANSFORMATION TEAM

These volunteers serve on a regular schedule to help **prepare and reset our gym and classroom spaces**. Because our Kids Ministry spaces are shared with Mount Calvary Christian School during the week, your help ensures that children have a welcoming, dedicated space each Sunday to grow in their faith.



Responsibilities include:

- Arriving at the designated time
- Following the set-up or tear-down process as outlined
- Moving items such as chairs, cabinets, bins, toys, and snacks
- Helping with tech set up or clean up as needed
- Notifying staff if any items need to be repaired or replaced

Volunteer Teams

SUBSTITUTES & FLOATERS

SUBSTITUTES serve occasionally to fill in for a volunteer who needs coverage on a specific date. Subs can help in any classroom, though the greatest need is usually in The Woodlands (birth through kindergarten). **This role offers flexibility**, allowing you to serve when your schedule allows without the commitment of a regular monthly rotation.

FLOATERS serve once a month and may be asked to help in any classroom. On your scheduled date, check in with Shannon or Pam to see where your help is needed that day. **This role provides variety**, as our needs change from week to week, but gives you the consistency of a set schedule.



MCC KIDS | DROP OFF



CHIPMUNK



- Verify the child has a name tag on the back of their shirt.
 - If child is new, ask their parent to complete a Child Information Card.
 - Label their cubby with a magnetic tag.
 - Put their diaper bag in a cubby above the long counter.
 - Car seats or large items can be stored in the back napping room.
-

HEDGEHOG



- Verify the child has a name tag on the back of their shirt.
 - Put their diaper bag in one of the upper white cubbies.
 - Label their cubby with a magnetic tag.
 - Verify the child's cup is labeled with their name.
-

BEAVER



- Verify the child has a name tag on the back of their shirt.
 - Put their diaper bag on a hook in the hallway.
 - Verify the child's cup is labeled with their name.
-

FOX & MOOSE



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

FUSION & FUSION+

- Make sure you are in the room 15 minutes before the service starts. Even though most kids will join their parents for the beginning of the worship service, some kids get dropped off early and/or stay between services.
- When dismissed from the sanctuary, volunteers will walk the kids over to the FLC and help kids sign in as needed.
- Verify each child has a name tag on the front of their shirt.



MCC KIDS | PICK UP



WOODLANDS



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

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

VOLUNTEER #1

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

FUSION



VOLUNTEER #2

- **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.
 - **Have the child remove their name tag** and hand it to you before releasing them to their parent.
 - **Remind** the child to take all their belongings (coat, Bible, etc.)
 - **Direct families to exit through the side door** so traffic is one way.
-

FUSION+



- **Match numbers** on the parent pick-up tag and child name tag.
 - Parent must show photo ID if they don't have their pick-up tag.
 - Child should only be released to siblings in 6th grade and older.
- **Have the child remove their name tag** and hand it to you before releasing them to their parent.
- **Remind** the child to take all their belongings (coat, Bible, etc.)



Helpful Info

FOOD ALLERGIES

- Before serving snacks, please make sure to check the 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.
- Only give snacks/drinks to children in Chipmunk if the parents sent it in their diaper bag or if they indicated it on the Child's Information Card that they can have Cheerios.
- For safety reasons, we do NOT allow children to bring in treats or hot beverages.

TWO VOLUNTEER RULE

- We value safety and accountability, which is why each classroom must be staffed by at least **two approved, unrelated adult volunteers at all times**.

CHILD NAME TAGS

- **All kids in your care must be wearing a name tag.**
- There are check-in kiosks in the church lobby and lower entrance and there are Welcome Team volunteers available to help parents with this process as needed.
- Children in Chipmunk & Hedgehog will receive two name tags at check-in:
 - One tag should be worn by the child and the other is to label their diaper bag.
- Location of tags:
 - **Woodlands kids** should wear tags on the **back** of their shirt.
 - **Fusion/Fusion+ kids** should wear tags on the **front** of their 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. You can share them with us on the *Slack* app.
- 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 and to not share them outside of our ministry (social media, etc).

SECURITY

- Please **wear your MCC Kids volunteer name tag** every time you serve. This lets others 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 team member posted in Kids Ministry areas on Sunday mornings. You can contact security at any time using the short cut button on your classroom phone. They are a great resource to utilize if you need help.



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 adult female volunteers, unless a child is wearing a purple dot sticker on their name tag, which means the parents would like to be contacted so they can do the diaper change.

- **Chipmunk Corner**

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



- **Hedgehog Hollow/Beaver Pond**

- There is a child-sized toilet in the bathroom between the two rooms and a changing pad, gloves and scent-blocking bags in Hedgehog Hollow.
- Children in these rooms may be potty training. 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.
- Wait in the hallway to supervise and remind the child to wash their hands before taking the child back to the classroom.
- If a child needs help with buttons or snaps on their clothes, you can assist them in the doorway of the bathroom or in the hallway, not in a stall.

- **Fusion**

- Once kids are checked into Fusion, they must be escorted to the bathroom (they should not be allowed to go without a volunteer).
- Encourage kids to use the bathroom prior to the lesson or wait until afterwards.
- If they can't wait, a volunteer (same gender preferred) escorts them to the bathroom.
- **Before the child goes into the bathroom, check the bathroom first to make sure there is no one else in there.** If the bathroom is NOT empty, the child needs to WAIT.
- 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.





FAQs

What time should I arrive to serve?

Please be in your classroom 15 minutes before the scheduled service time. This allows time to prepare the space and ensures we're ready to greet kids and parents with a warm smile as they arrive.

For Fusion & Fusion+, some kids are dropped off directly at the FLC rather than attending worship in the sanctuary, as their parents may be attending a class or serving elsewhere. Because of this, Fusion & Fusion+ teams should also plan to arrive 15 minutes prior to the service.

How does the MCC Kids Volunteer 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 kids stay in their classroom for both services when I serve?

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 asked to teach. We recognize that everyone has different gifts, and there are meaningful roles in both helping and teaching. Each role is vital to what God is doing in our ministry on Sunday mornings.

How often are MCC Kids volunteer trainings held?

Once a year, we ask all volunteers to attend an in-person training event. This provides an opportunity to connect with one another and allows us to equip you for the coming ministry year. We will also provide ongoing training tidbits throughout the year, primarily via *Slack*.

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.



FAQs

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

All name tags should have the parent phone number printed in the bottom right corner. Use this number if you need to text the parents during the service. You can use your own cell phone or the classroom iPad to text parents. The iPad also has parent contact information in case the phone number doesn't print on the child's tag. Follow the directions in your classroom binder if needed.

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, please switch 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 you still need help finding coverage.

How often do I need to complete my background clearances?

Because the safety and well-being of our kids is crucial, we **require background clearances to be completed every five years.** Scan this QR code for detailed directions.



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

Because attendance can change from week to week, it's not always possible to predict how many children will be in a room. If you arrive and there are only a few kids, please text Shannon or Pam to see if another room needs help.

Our goal is to keep classrooms open even when attendance is low. However, for the safety of everyone, two approved adults must remain in the room at all times, even if there is only one child present. If you believe staffing should be adjusted on a Sunday morning, please reach out to us.

What curriculum do we use?

In Hedgehog Hollow and Beaver Pond, 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.

Volunteer Dashboard

Scan this QR code for additional documents and resources.



As each has received a gift,
use it to serve one another,
as good stewards of
God's varied grace.
-1 Peter 4:10-11