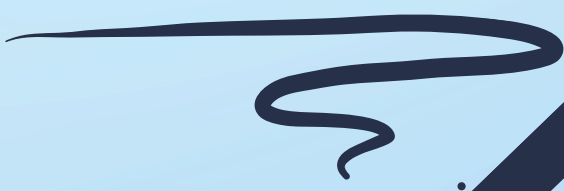




MCC KIDS VOLUNTEER HANDBOOK



UPDATED 2026

Welcome to MCC Kids

Let's disciple the next generation together



Thank you for joining the MCC Kids volunteer team as we serve together to invest in the growing faith of the our children! At MCC Kids, we believe that teaching kids God's truth from an early age is essential. **We want to help kids know Jesus, follow Him, and share Him with others.**

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. If you ever have suggestions, feedback, or stories about how God is working in Kids Ministry, 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

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





MCC KIDS MISSION

We want to help kids **know** Jesus, **follow** Him, and **share** Him with others.

We do this by partnering with parents to help kids:



KNOW God through His Word.



GROW in their walk with Christ by pursuing a personal, lifelong relationship with Him, and



GO boldly share Jesus with others, living out their faith in everyday life.



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

These classrooms are a special 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 worship in the Sanctuary with their parents at the beginning of the service and are then dismissed to the Family Life Center (FLC) 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

In Fusion+, our pre-teen kids are challenged to take a deeper dive into God's Word through large group Bible teaching time, small group discussion and prayer time. Fusion+ kids worship with their parents in the service and are then dismissed to Room 003 in the FLC.



Important Info

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**. Student volunteers (6th grade-17 years old) do NOT count towards this minimum, they serve in addition to the two adults.

AGE:

- Volunteers must be at least 21 years old and female to serve in the nursery - Chipmunk Corner.
- Student volunteers must be at least five years older than the children in other rooms.

FOOD ALLERGIES

- Before serving snacks, please make sure to check the child's name tag for any allergies.

SNACKS

- We are a NUT FREE ENVIRONMENT.
- For safety reasons, we do NOT allow children to bring in treats or hot beverages.

CHILD NAME TAGS

- All kids in your care must be wearing a name tag.
- Everyone needs PARENT PICK UP
- **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.**

MCC KIDS

Volunteer Teams

Our goal is for all of our classroom volunteers serve at least twice a month in their room to build consistency and relationships with the kids. We also offer Floater and Substitute volunteer roles, which are once a month/filling in as needed.

Woodlands Teams:

Our Woodlands volunteers serve with our kids from **birth through kindergarten**. These are our five Woodlands classrooms located adjacent to the sanctuary:

- Upper Level: **Chipmunk Corner | Hedgehog Hollow | Beaver Pond**
- Lower Level: **Fox Forest | Moose Meadow**



Responsibilities include:

- Engaging our babies, toddlers, and preschoolers in play and faith activities
- Assisting with snack time
- Changing diapers & helping with bathroom breaks (females only)
- 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)

Elementary Teams:

Our **Fusion** volunteers serve with kids from **1st through 3rd grade**. They meet in the gym located in the FLC (Family Life Center) building. Our **Fusion+** team serves with kids in **4th-5th grade** in Room 003 in the FLC.



Responsibilities include:

- Guiding children toward Christ-like interactions during free time
- 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

TRANSFORMATION TEAM

These volunteers serve weekly 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

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

To ensure a smooth transition and welcoming experience for the families we serve, we ask for our volunteers to be in their classroom and ready to receive kids **15 minutes before their scheduled service**. As children are dropped off, please verify they are wearing a name tag (front of the shirt for Elementary kids, back of the shirt for kids in the Woodlands).



CHIPMUNK



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

HEDGEHOG



- 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



- Parents can put the child's bag on a hook in the hallway.
- Verify the child's cup is labeled with their name.

FOX & MOOSE



- 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.
- Greet the kids when they arrive and help them sign in.

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.)



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.





Our Core Values

We want to help kids **know** Jesus, **follow** Him, and **share** Him with others.

BIBLICALLY GROUNDED

- We prioritize God's Word as truth and the foundation for everything we teach and do.
- Kids don't just hear Bible stories – they learn how to engage with Scripture.
- Everything points back to Jesus and the gospel.

RELATIONAL DISCIPLESHIP

- We believe life change happens through consistent, caring relationships.
- Leaders show up and invest in their kids.
- Kids are seen, known, and valued.

PARTNERING WITH PARENTS

- We equip and support parents as the primary spiritual leaders of their children.
- What happens at church reinforces what happens at home.
- Communication and resources are intentional and ongoing.

GOSPEL-CENTERED GROWTH

- We focus on heart transformation, not just behavior.
- Kids are invited to know Jesus personally, not just follow rules.
- Emphasis is on salvation, identity in Christ, and ongoing spiritual growth.

LIVING ON MISSION

- We equip kids to share Jesus and live out their faith in everyday life.
- Faith is something we do, not just know.
- Kids are encouraged to be bold, kind, and obedient to God's calling.

CONSISTENCY & EXCELLENCE

- We create safe, organized, and dependable environments where families trust what we do.
- Volunteers are prepared and supported.
- Systems help create a smooth and welcoming experience.

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