

## **MISSION**

WE INSPIRE CHILDREN TO FALL IN LOVE WITH JESUS, AND EMPOWER THEM TO BE LIFELONG DISCIPLES.

## **VISION**

FIRST, THEY MUST BELONG, THEN THEY WILL BELIEVE, AND FINALLY BECOME LIFELONG DISCIPLES!

## HERE WE GO!

Welcome to the exciting world of children's ministry at 1st United Methodist Church. We are so glad that you have joined the 1st Kids team!

We believe that we're serving in one of the most important ministries in the church. When we are successful the difference isn't measured just in lives, but quite possibly in generations.

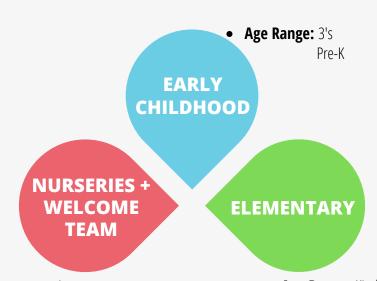
Please take some time to read this handbook and keep it handy for reference.

Understanding how everything works in the world of children's ministry will make your time with us more comfortable and will prepare you to handle different situations.

Thank you for joining us in helping1st kids become lifelong disciples of Jesus.

Kristi Alton+ 1st UMC Kids staff

# STRUCTURE



Age Range: Infants
 Crawlers
 Walkers

• **Age Range:** Kindergarten

1st grade

2nd grade

3rd grade

4th grade

5th grade



• Director:
Kristi Alton
423-303-6115
kalton@1stchurch.org

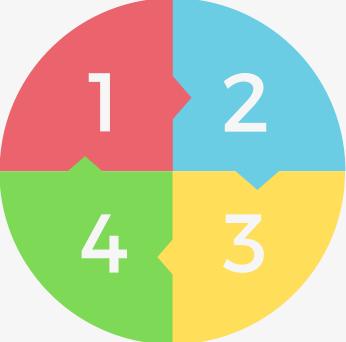
## YEAR AT A GLANCE

#### FALL SEMESTER

- Blessing of the Backpacks
- Bayou Back to School Party
- Camp Not A Lot Of Woods
- Fall Festival
- Nuggets & Nonsense
- 1st Kids Christmas Celebration

#### 2 SPRING SEMESTER

- Adopt a Grand-Friends
- Easter Event
- Tween Event
- Service Event
- Would you be willing to be on a "sub-list" during the summer?



#### 4 DECISION TIME

- Are you missing 1st Kids yet?
- We'd love to keep you forever!
- Fill out online form and let us know if you will be coming back.
- SUMMER TEAM: Would you be willing to be on a "sub-list" during the school year?

#### **3 SUMMER**

- Summer Service & Surprises
- Vacation Bible School

## THE RULE OF TWO

There must
always be two
adults (non-related)
present when
supervising one or
more children.



# ONE ADULT SHOULD N F R

**BE ALONE WITH A CHILD** 

OTHER THAN THEIR OWN

#### SPECIAL SITUATIONS

- Susan is teaching 2nd grade class together with Jeff. She just received a text message telling her that she's needed in the nursery where her 2-year-old son wouldn't stop crying.
- Jeff is in the classroom getting ready for the morning. Parents are starting to drop off their children, but Susan (the other adult volunteer) is not there yet.
- Jeff and Susan allowed little Jimmy to go to the bathroom. It was 7 minutes ago.

  They're beginning to get worried. Should Jeff step out to make sure Jimmy is alright?

NOTE: If unforeseen circumstances (unplanned situations) make it difficult or impossible to abide by the two-adult rule, immediately inform a children's ministry coordinator or a Check-in worker.

## FINDING A SUB



If for any reason you are unable to be in the classroom on your scheduled day, **finding a substitute is your responsibility.** Don't worry though—it's easier than you think!

#### **1** YOUR TEAM

Call other leaders in the grade/age level where you serve and attempt to coordinate a switch.

#### 2 SUBSTITUTE POOL

Check the substitute list that was provided to you in print and email form in the beginning of the school year. There you will find names and contact information of the people eligible (and willing) to serve in children's ministry.

#### **3** YOUR DIRECTOR

If steps 1 and 2 didn't produce desired results, please call your Director.

In the event of sickness or an emergency late Saturday night or early Sunday, please DO NOT email or call the church office.
Text or call your director's cell phone. See specific numbers on page 2.

## DID YOU KNOW?

Eight out of 10 times, finding a sub (someone to teach in your place) is easier than finding a missing receipt or car key.

# VIP TEAM TIME



Children's ministry volunteers are a big deal, and therefore, deserve a VIP treatment!







#### WHERE?

Couches

by the

area

check-in

## WHEN?

- 9:00 AM
  - before
  - Sunday
  - School

## WHY?

- To be informed.
- To be encouraged.
- To be prayed up!

## DISMISSAL

- A child must remain in their classroom until parents arrive.
- Remove child's name tag
- Ensure it matches the parent tag.
- Keep tags from both child and parent unless child is going to KOW. If child is going to KOW make sure the tags match and give back to the parents.
- If it does not match or if the tag is missing you will need to do a drivers license check.
- Do not send children out to look for their parents.
- Do not take children out to meet their parents. Call the cell number provided on tag to locate parents who are late.



## GOOD TOUCH VS BAD TOUCH

Then people brought little children to Jesus for Him to place His hands on them and pray for them. — Matthew 19.13



## APPROPRIATE

- BRIEF HUGS OR SIDE HUGS
- PATS ON THE SHOULDER OR BACK
- HANDSHAKES
- HIGH-FIVES, HAND SLAPPING AND FIST TAPS
- VERBAL PRAISE
- TOUCHING HANDS, FACES, SHOULDERS AND ARMS OF CHILDREN OR YOUTH
- ARM AROUND SHOULDERS
- HOLDING HANDS WHILE WALKING WITH SMALL CHILDREN
- SITTING BESIDE SMALL CHILDREN
- KNEELING OR BENDING DOWN FOR HUGS WITH SMALL CHILDREN
- HOLDING HANDS DURING GROUP PRAYER

AGE-APPROPRIATE, POSITIVE PHYSICAL CONTACT THAT NURTURES CHILDREN AND DEVELOPS A SENSE OF Emotional security in their interactions with Adults. It is applied to meet the needs of Children and not the adults.

#### INAPPROPRIATE X

- LENGTHY EMBRACES
- KISSES
- HOLDING CHILDREN OVER FIVE YEARS OLD ON THE LAP
- TOUCHING BOTTOMS, CHESTS OR GENITAL AREAS OTHER THAN FOR APPROPRIATE DIAPERING OR TOILETING OF INFANTS AND TODDLERS
- SHOWING AFFECTION IN ISOLATED AREAS
- OCCUPYING A BED WITH A CHILD
- TOUCHING KNEES OR LEGS
- WRESTLING
- TICKLING CHILDREN
- PIGGYBACK RIDES
- ANY TYPE OF MASSAGE GIVEN BY A CHILD TO AN ADULT OR BY AN ADULT TO A CHILD
- ANY FORM OF UNWANTED AFFECTION
- COMMENTS OR COMPLIMENTS (SPOKEN, WRITTEN, OR ELECTRONIC) THAT RELATE TO PHYSIQUE OR BODY DEVELOPMENT
- GIVING GIFTS OR MONEY TO INDIVIDUAL CHILDREN

## **VERBAL INTERACTIONS**

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. — Ephesians 4.29

Keep your communication positive and uplifting.
ALWAYS look for ways to express praise,
encouragement, kindness and respect.

NEVER speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation. DO NOT talk in a way that is or could be construed as intimidating, shaming, derogatory, or demeaning.

Think about the tone of voice you use, and pay close attention to how you can soften it when you speak to your students, even if you're correcting a behavior problem.

## CLASSROOM SPACE & CABINETS

- Do your best to keep the classrooms looking clean and new.
- Your space is used throughout the week by many different groups of people.
- Contact Director or write it down on your 1st Kids Report if supplies are needed.
- Talk to your Director for any special crafts or supplies you would like.
- Label personal items you store in the cabinets or room.



## **ALLERGIES**

- Allergies will be listed on a child's tag.
- Post a snack sign outside of classroom door for additional snacks related to your lesson. We will have as few food related items as possible!

#### **HOW TO AVOID AN ALLERGIC REACTION?**

- Know your students allergies! A full list of allergies is provided in your classroom Resource Folder.
- If food or snack is desired as part of your lesson, seek permission from your Coordinator.

#### WHAT TO DO IF A REACTION OCCURS?

- Allergic reactions can range from hives, to lightheadedness, to life threatening swelling.
- If mild symptoms occur, call the parents and allow them to determine the next step.
- If a severe reaction occurs, radio the Check-In Desk to put the code up for a medical emergency and call the parents.
- If the child is visibly having difficulty breathing/ experiencing anaphylaxis call 911.

# SICK OR INJURED CHILDREN

You should make every effort to provide a welcoming, fun and safe environment for children. In the event that a child is injured or injures another child, please follow these reporting procedures.

The shepherd fills out an "Injury Report" (located in each classroom's Resource Folder) and makes copies for the following people:

- One copy goes to the parent of the injured child
- If another child is involved, a copy also goes to the parent of the child that caused the injury.
- The original is given to the 1st Kids Director.

In the event of an accident involving injury in the classroom, all witnesses to the accident must give their account on an incident report.

Please talk with the parents upon their return about the incident.

If a parent needs to be notified immediately, text the parents or use the radio to ask Check-in Team to locate the parents.

If a child continues to use inappropriate behavior that causes harm to another child, the child should be removed from the classroom by the parents or the parents may stay in the classroom until the behavior is under control.

#### **VOMITING**

• In the event of vomiting, notify the parents and call the Checkin team to come and help you monitor the children while the vomit is cleaned up.

#### LICE

- If you discover lice on a child—don't freak out and don't make a big scene.
- Quietly isolate a child without embarrassing them and scaring or confusing the rest of the class.
- Be careful not to act repulsed by the child or angry toward them.
- Stay with the child until his or her parents come.
- Notify your coordinator about the lice incident in your class.
- They in turn will notify the parents via email.

## CONCEALED WEAPONS POLICY

As a children's ministry volunteer at First United Methodist Church I recognize the great responsibility of caring for the students and their safety.

I also realize that while working with minors my right to carry a weapon is surrendered.



This means that I cannot have a weapon on my person at any time while participating in any ministry activities on or off the church property.

Our policy at First UMC is that leaders with concealed weapon permits may keep their weapon locked in their personal vehicle during children's programming.

At no point should the weapon be removed from the vehicle or put on display for anyone to see.

If at any point I disregard this policy I am aware that I may be asked to step down from my volunteer position as a children's volunteer.

## MANDATED REPORTING

According to TN state law all volunteers that work directly with children are considered **mandated reporters**. Here are the Instructions for Reporting Suspected Child Abuse/Neglect.

1. Make a report to Childline using the following phone number

#### 877-237-0004

2. Inform the staff person who leads the ministry in which you serve that you have reported suspected abuse.

## **CLEANING**

While we do have fabulous custodians, it is not his/her responsibility to clean up after your class.

Please honor them and be considerate by putting all of your supplies away in the appropriate places.

Wipe any obvious spills or messes off tables and vacuum any obvious messes. After Kid's Own Worship is finished C3 trash needs to be taken out.

Please disinfect your classroom after each use.





## DISCIPLINE POLICY

It is the heart of our children's ministry to make **every effort possible** to ensure the safety and well-being of every child and volunteer that is in our area.

There can be occasions where some children have a difficult time adjusting to a classroom environment. We ask that you be proactive in letting a staff member know of any cases in which our standards are being compromised by a child.

Please avoid using words or tones of voice that may frighten a child or may make them feel shameful. Creativity is your best friend when it comes to discipline and acknowledging good behavior when it happens goes a long way in encouraging a child.

While in our care, we will never send a child to the corner, place them in time-out, or physically discipline — spanking or hand popping, etc.

If children continue to struggle, separate them.

If they continue to disrupt the service, let staff know. They will decide when to contact the parents.



Any instances of "foul language" or physical altercations with other children or leaders, will result in immediately contacting parents to pick up the child. Parents will be contacted **immediately** when a child exhibits the following behaviors:

- Temper tantrums or loud outbursts of crying
- Utter defiance and repeated refusal to cooperate
- Use of foul language
- Hitting, biting, kicking, or other violent behavior

If the inappropriate behavior choices require the children's ministry staff to intervene on **two consecutive Sundays**, the following Sunday a parent will need to stay with the children for the duration of the class in order to provide direction and assistance to the volunteer and demonstrate appropriate behavior to the child.



## CELL PHONE & PHOTO POLICY

- Out of respect and protection for our children and families, it is important to put away anything that may cause a distraction while in the classroom; this includes cell phones, iPods, cameras, and any other similar devices.
- It is also important that you refrain from taking pictures of children. No pictures should be taken, stored on devices, or posted to any website or social media outlet. This is to protect our children and our families.



## **WELLNESS POLICY**

To ensure the health of the other children and volunteers, we ask that sick children and sick volunteers not attend any children's ministry event. Please stay home when any of the following symptoms are present:

- A fever of 99 degrees or higher
- Diarrhea or vomiting— no matter what the cause (i.e. medication, teething, etc.)
- Common cold (from onset through one week)
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough
- Sore throat, constant cough, or croup
- Colored mucus (runny nose that is not clear; in the eyes)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo, or any open sores that leak fluid/blood
- Pinkeye, redness of the eyes, or any other eye infection
- Any communicable disease
- Lice— including the presence of eggs or nits

Again, this applies to all children and volunteers. If you have any of these symptoms, please stay home from your scheduled time to serve.



## HYGIENE

Please help us prevent the spread of illnesses by washing or sanitizing your hands:

- When you first arrive in a room
- After a diaper change
- After accompanying a child to the restroom
- After contact with body fluid (wiping a child's nose, etc.)
- · Before handling food
- Whenever else is needed

Please instruct children to wash their hands:

- After using the restroom
- Wiping their nose
- Before eating



#### **HAPPINESS IS**

...accidentally making a soap bubble while washing your hands.



## may we give our children

the roots to grow

and the wings to fly.



