

SADDLEBACK KIDS

Volunteer Leader Manual

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SK = Saddleback Kids	



Welcome to the Saddleback Kids Volunteer Leader Orientation!

We are excited you have taken this first step in becoming a volunteer leader in Saddleback Kids and to partner with us in the spiritual growth of the children.

This volunteer leader orientation process will help you learn more about Saddleback Kids and the many ministry opportunities that are available. Whatever it is that God has “shaped” you to do, Saddleback Kids has a place for you to use your gifts and abilities to invest in the lives of children!

Our Saddleback Kids team considers it a privilege and honor to serve alongside you. We are excited to meet you and to watch as God uses you in a mighty way to ultimately change the landscape of eternity!

Steve Adams

Executive Children's Pastor
Saddleback Kids

VOLUNTEER LEADER REQUIREMENTS

Saddleback Statement of Faith

What We Believe

In essential beliefs - we have unity.

There is one Body and one Spirit...there is one Lord, one faith, one baptism and one God and Father of us all...

Ephesians 4:4-6

In nonessential beliefs - we have liberty.

Accept him whose faith is weak, without passing judgment on disputable matters... Who are you to judge someone else's servant? To his own master he stands or falls... So then each of us will give an account of himself to God...so whatever you believe about these things keep between yourself and God.

Romans 14:1, 4, 12, 22

In all our beliefs - we show charity.

...If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains - but have no love, I amount to nothing at all.

1 Corinthians 13:2

The Essentials We Believe

About God

God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father; the Son; and the Holy Spirit. These three are coequal and are one God.

Genesis 1:1,26,27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2;
2 Corinthians 13:14

About Jesus Christ

Jesus Christ is the Son of God. He is coequal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22, 23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14, 15; 1 Corinthians 15:3, 4; Romans 1:3, 4; Acts 1:9-11; 1 Timothy 6:14,15; Titus 2:13

About the Holy Spirit

The Holy Spirit is coequal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live under His control daily.

2 Corinthians 3:17; John 16:7-13; 14:16, 17; Acts 1:8; 1 Corinthians 2:12; 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

About the Bible

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error.

2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Proverbs 30:5; Psalm 119:105, 160; 12:6;

About Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2

About Salvation

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.

Romans 6:23; Ephesians 2:8, 9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1

About Eternal Security

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25; 10:10, 14; 1 Peter 1:3-5

Saddleback Kids Volunteer Leader Requirements

Our church requirements to become a Saddleback Kids Volunteer Leader:

1. Must have a personal relationship with Jesus Christ and have been baptized by immersion as a symbol of your faith.
2. Must have attended Saddleback Church for at least six months.
3. All adults (age 18 and older) must attend Adult CLASS 101 and have signed the Membership Agreement.
4. Youth and Student Leaders (Grades 5-High School) must be baptized by immersion.
5. Must attend worship service in addition to serving in Saddleback Kids. Being part of a Small Group is encouraged, as well.
6. Must attend a Saddleback Kids Volunteer Leader Orientation, including filling out a Volunteer Leader Application and meeting the application requirements.

INTRODUCTION TO SADDLEBACK KIDS

Our Mission

Saddleback Church is a Purpose Driven Church. The Children's Ministry at Saddleback Church is called "*Saddleback Kids*" and our Mission is to balance the purposes of the church in our ministry to children. Where do we find the Purposes?

The Great Commandment

*"Teacher, which command in the law is the most important?" Jesus answered, "**Love the Lord your God** with all your heart, soul and mind." This is the first and most important command. And the second command is like the first: "**Love your neighbor** as you love yourself." All the law and the writings of the prophets depend on these two commands.*

Matthew 22:36-40 (ICB)

The Great Commission

*So, go and **make followers** of all people in the world. **Baptize them** in the name of the Father and the Son and the Holy Spirit. **Teach them to obey** everything that I have told you. You can be sure that I will be with you always. I will continue with you until the end of the world.*

Matthew 28:19-20 (ICB)

Statement

Love the Lord your God

Love your neighbor

Go and make followers (Bring/Go)

Baptize them

Teach them to obey

Purpose

Worship

Serve

Share

Belong

Grow

Our Mission Statement

Our Saddleback Kids Mission Statement clearly aligns with the five purposes of Saddleback Church.

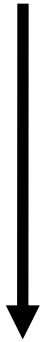
Saddleback Kids Mission Statement

Our ministry exists to *bring* children into age appropriate **WORSHIP** where they can **BELONG** to the family of God, **GROW** in their relationship with Christ, learn to **SERVE** and then *go* **SHARE** Christ in the world!

Our Vision

Our Saddleback Kids Vision gives us direction on how we will accomplish our Mission.

Connecting Kids to God and Others.



- Winning kids to Christ
- Growing kids spiritually



- Kids connect with each other
- Kids connect with a leader

Our Values

Our Saddleback Kids Team Values are the guide to achieving our Mission and Vision. These values influence how ministry decisions are made.

1. Safety and Security

Protecting children with an uncompromising safety process is our number one value!

If one of these little children believes in me and someone causes that child to sin, then it will be very bad for that person. It would be better for him to have a large stone tied around his neck and be drowned in the sea.

Matthew 18:6 (ICB)

“In God we trust, all others must be screened.” - Steve Alley

2. Teamwork

Serving together lightens the load and strengthens the heart.

Two are better than one, because they have a good return for their work: If one falls down, his friend can help him up. But pity the man who falls and has no one to help him up! Also, if two lie down together, they will keep warm. But how can one keep warm alone? Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.

Ecclesiastes 4:9-12 (NIV)

“None of us is as smart as all of us!” - Ken Blanchard

3. Adaptability

Being flexible in a changing culture or environment for the sake of the team and the big picture.

Dear friends, God is good. So I beg you to offer your bodies to him as a living sacrifice, pure and pleasing. That's the most sensible way to serve God. Don't be like the people of this world, but let God change the way you think. Then you will know how to do everything that is good and pleasing to him.

Romans 12:1-2 (CEV)

“Adaptability is not mindless conformity. It's a conscious decision to make purposeful adjustments for the greater good.” - Steve Adams

4. Relevance

Being aware of your culture and being willing to adapt in order to effectively communicate and connect with your audience.

...Yes, I try to find common ground with everyone, doing everything I can to save some.

I Corinthians 9:22 (NLT)

“Relevance is not about gadgets, toys or even technology. It is a big picture process of discovering and implementing what connects with your audience. Always adapting the method while never tampering with the message.” - Steve Adams

5. Shepherd Leadership

Leading others in the leadership style modeled by Christ.

He cared for them with a true heart and led them with skillful hands.

Psalms 78:72 (NLT)

“Shepherd leadership is selfless leadership demonstrated through authentic love and competent aptitude.” - Steve Adams

Our Team Principles

Our Saddleback Kids Team Principles give us the proper A.I.M. based on Ephesians 4:16 (NLT).

He makes the whole body fit together perfectly. As each part does its own special work, it helps the other parts grow, so that the whole body is healthy and growing and full of love.

A - Alignment

Working together in unity and harmony toward a common purpose.

“Agreement is not the key to progress. The key to progress is alignment. When uniquely gifted people make the conscious decision to set aside differences of opinions and preferences and focus their energy toward a single objective, that team has alignment and will move forward.”

He makes the whole body fit together perfectly.

Ephesians 4:16 (NLT)

I - Intentionality

A deliberate action with targeted focus on a pre-determined objective.

“Randomness will keep you stuck in the mud of mediocrity while intentionality creates the traction you need to get moving.”

... As each part does its own special work, it helps the other parts grow.

Ephesians 4:16 (NLT)

M - Mission-Minded

The ability to see the “big picture.”

“Being mission minded is the awareness that my part is just that...a part. There are other parts that are just as necessary. Regardless of the perceived level of contribution, each part plays a vital role in the mission.”

...so that the whole body is healthy and growing and full of love.

Ephesians 4:16 (NLT)

Our Target Audience

Who is our audience? It is people! Understanding our target audience allows us to be more effective in ministering to children.

The Community

Children who are committed to being uncommitted. They attend occasionally, two or three times each year.

The Crowd

Children who are committed to weekend attendance. They enjoy church and want to attend regularly on the weekend.

The Congregation

Children who are committed to weekend and to a small group. They are in fellowship with one another.

The Committed

Children who are committed to spiritual growth. They are growing in their relationship with Christ.

The Core

Children who are committed to serving others. They are serving Christ through the Church.

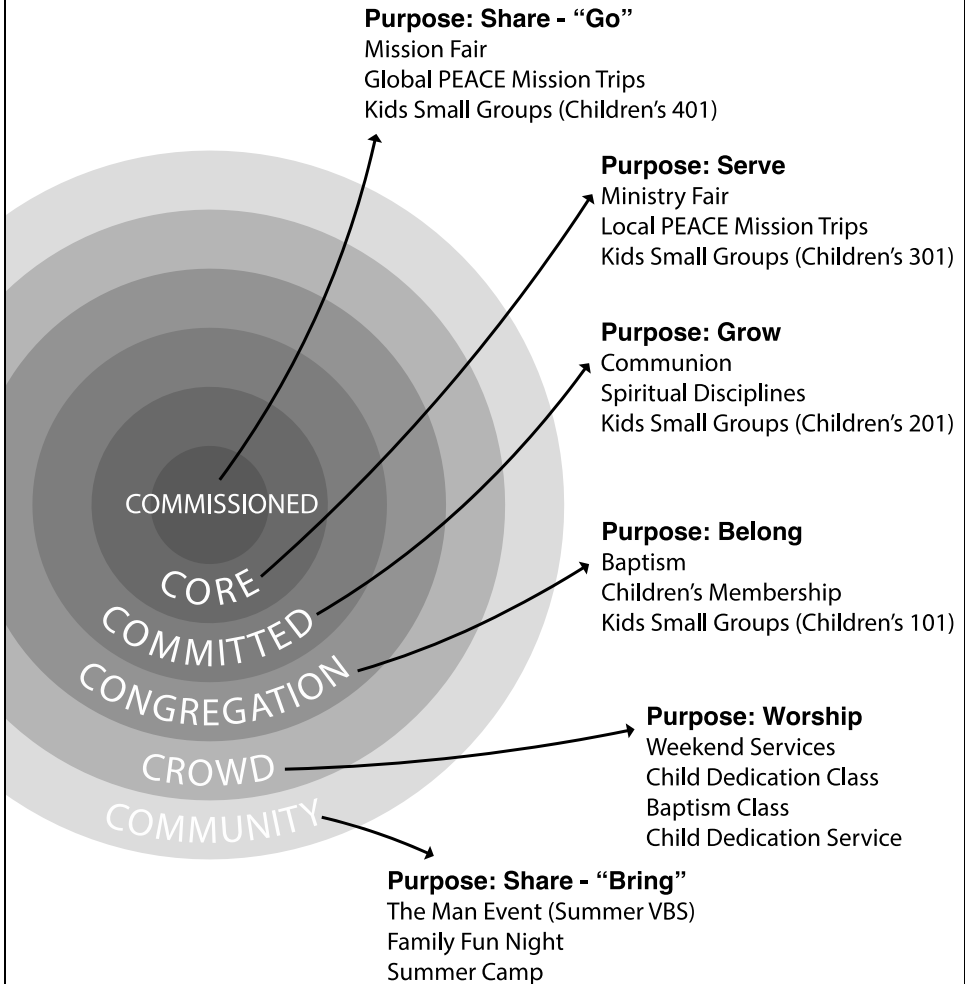
The Commissioned

Children who are committed to sharing Christ. They share Christ with those around them and participate in a mission trip.

Our Pathways

Our Saddleback Kids Pathways are designed “on purpose” to develop spiritual health in children.

Mission + Audience = Pathway



Our Volunteer Leaders

Our Saddleback Kids programs are intentional and fun, but we believe children will return each week because of the relationships formed with - YOU - our volunteer leaders. This is the reason serving in Saddleback Kids is an “every week” commitment. Saddleback Kids is built on *people* not *programs*!

SK Junior Leader (Grades 1 through 4)

- Must serve with a parent in the classroom
- May serve only with children age 3 through Kindergarten
- May sit on the floor and play with the children, but may not pick up or hold children

SK Youth Leader (Grades 5 through 8)

- May serve without a parent
- May serve with children no closer than four years (grades) their age and no younger than New Walkers
- May sit on the floor and play with the children, but may not pick up or hold children

SK Student Leader (Grade 9 through age 17)

- May serve without a parent
- May serve with children no closer than four years (grades) their age and no younger than Crawlers
- May sit on the floor and play with the children, but may not pick up or hold children

SK Adult Leader (18 years and older)

- May serve in any area

SK Coach (21 years and older)

- Must have previously served in a classroom for at least six months
- Staff recommendation and Coach interview is required
- Must attend all Coaches meetings

SK Worship Leader (Grade 3 and older)

- Worship Leaders who are in grades 3-6 must serve in the SK worship service they attend
- Worship Leaders must follow the Saddleback Kids volunteer leader requirements if they also desire to serve in a SK Weekend service class (besides the room they lead worship) or as a Kids Small Groups leader.

Our Ministry Opportunities

Listed below are some of the many ways to serve on the Saddleback Kids team:

Weekend or Kids Small Group Volunteer Leader

- Worship Leader
- Musician (Band)
- Classroom Leader
- Large Group Emcee
- Coach (must have served in a classroom for at least six months)

Saddleback Kids Information

- Welcome Team Leader
- SK Information Leader
- Saddleback Kids ticket sales or event registration Leader

Resources Volunteer

- Prep for Weekend, Kids Small Groups or Special Events
- Office Help (administrative support)
- Property Volunteer (cleaning and room set up of building for weekend services)

Technology

- Web Design
- Graphic Design
- Multimedia Production/ProPresenter

Disabilities Ministry

- Sign Language Interpreter
- Weekend Disabilities Classroom Volunteer Leader
- Special Events

Special Events

- Set Up Crew
- Tear Down Crew
- Production Volunteer
- Set Design/Decoration

Camps

- Counselor
- Program Planning

Curriculum Development

- Photography
- Videography
- Curriculum Writer
- Actor
- Drama and Puppets
- Translator

Missions/Outreach

- Mission Project Leader
- SK PEACE Trips (Local and Global)
- Translator
- Prayer Team

The Classroom Connection

Our vision statement, *Connecting Kids to God and Others*, begins in the classroom. Kids come for relationships and relationships are built through a meaningful connection. The Classroom Connection helps volunteer leaders be more intentional in their interactions with kids, families, their volunteer teammates and with Saddleback Kids. The Classroom Connection will allow leaders to use their personality, gifts and the abilities God has given them to minister to kids more effectively. Result? Relationships are built and kids come back for more!

Greet, Meet, Take a Seat!

Greet! *"Hi, welcome to Saddleback Kids! We are happy you are here!"*

This is the first impression of the Classroom Connection! The class greeter is an adult leader who checks children in and out of the classroom each week. They should be comfortable interacting with parents and children alike. They must have a warm heart, a big smile and a welcoming personality. As parents and children arrive to a Saddleback Kids program, we want their first impression to be a positive one. A confident and composed leader can calm an anxious child and an apprehensive parent.

Meet! *"Come on in! Let me show you around!"*

As a child is checked into the classroom, a leader will meet them at the door. This leader will help them feel comfortable by involving them in the environment. They will help each child find a learning center, game or an activity where the child can make connections with other children and leaders in the classroom. This leader recognizes the needs of each child and has an enthusiastic spirit!

Take a Seat! *“What do you do for fun? Check out this cool new game!”*

These outgoing leaders are making connections by networking and building lasting relationships. They are the leaders who love to play games with the kids, participate during worship and encourage kids to be interactive with each other. It is an important role because this is the lasting impression the child has as they leave the program. Did a leader ask me my name? Did a leader ask me to come back next week? Did a leader care enough to invest in my life?

Our Training Plan

Our desire is to equip you for success in your ministry to children.

Weekly Ministry Connection

The SK staff director or coordinator for each specific area of ministry will send a weekly e-mail to their ministry team. This will include the class lesson for each week, any current or upcoming ministry news and a word of encouragement.

Weekly PRE-Game (30 minutes before serving)

This is a weekly gathering of all the volunteer leaders at your service to help prepare you and your ministry team for serving. You will receive any last-minute updates and reminders, some encouragement and a time of prayer to prepare your hearts for serving the children!

Word From Pastor Steve

A video message sent throughout the year to our SK volunteer leaders at all campuses from Pastor Steve Adams. He will offer a word of encouragement and leadership teaching that will reinforce our yearly SK ministry theme/emphasis.

Yearly Saddleback Kids Children's Ministry Summit

Each year all our volunteer leaders gather for dinner and to celebrate the year's successes! At our SK Children's Ministry Summit, Pastor Steve Adams will kick off a new SK ministry emphasis and theme for the upcoming next year.

Age/Grade Level Training

Specialized training is provided by the SK staff throughout the year to help you grow in your role as an SK Leader!

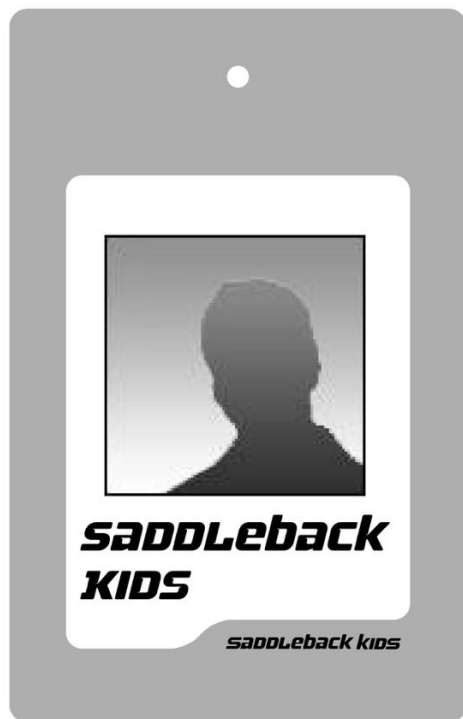
SAFETY & SECURITY

SK Nametags

Once you have finished the Saddleback Kids new volunteer leader orientation process you will receive your nametag and will be placed in a classroom. **You may not enter any classroom without your SK nametag.** If you forget your nametag the day you are serving, you will need to wear a temporary replacement nametag during your time of service. You may obtain this temporary nametag from an SK staff member or coach in your area and it must be returned at the end of your service that day.

Each Saddleback Kids leader is required to wear their Saddleback Kids nametag as a means of identification to show they are authorized SK leaders. If someone enters your room and says they are a parent or are from another church and “just want to look around,” please direct them to the SK information area and inform your coach or an SK staff person to follow up with the visitor. Do not allow unauthorized individuals in your classroom for any reason. If you have any questions about someone asking to enter your class, contact a coach or a Saddleback Kids staff member.

For safety purposes, we do not permit people to wander around the children’s areas unattended. We depend on our SK leaders to assist us in making our SK ministry area a safe environment for all our children. Anyone wandering around the SK ministry area without a Saddleback Kids nametag should be reported immediately to a Saddleback Kids staff member or coach.



We can identify the number of years a volunteer has served in Saddleback Kids by the color of their lanyard:

Blue – Served 0-4 years

Green – Served 5-9 years

Gold – Served 10-14 years

Burgundy – Served 15-19 years

Platinum – Served 20-24 years

Purple – Served 25 + years

Black - Saddleback Kids staff

Classroom Ratios

Below is the SK adult leader to child ratios. These ratios apply to any SK Children's Ministry Event.

Super Kids & Super Teens (Age 2 – Teens)

2 children per 1 leader - Maximum 8 per room

Nursery

Infants (Birth – 6 months)

2 children per leader - Maximum 8 per room

Crawlers (7 – 12 months)

3 children per leader - Maximum 12 per room

New Walkers (13 – 18 months)

4 children per leader - Maximum 12 per room

Toddlers (19 – 23 months)

5 children per leader - Maximum 15 per room

Age 2

6 children per leader - Maximum 18 per room

Early Childhood

Age 3

7 children per leader - Maximum 21 per room

Ages 4/5 & Kindergarten

8 children per leader - Maximum 24 per room

Elementary

Grades 1 – 6

10 children per leader - Maximum 30 per classroom OR

15 children per leader for large group spaces

General Safety Reminders

1. Never be alone with a child.
2. Classrooms may not be opened until at least two SK leaders are checked-in. A married couple counts as one person for opening a classroom. Married couples must **always** serve with another adult leader in the room.
3. Children being checked into a Saddleback Kids Weekend Service must have parents/guardians staying on campus during the service. Parents/guardians need to be accessible in an emergency.
4. The following rules apply to parents who wish to enter a classroom if there is a need to acclimate their child to the environment:
 - Only one parent at a time.
 - There must be an adult leader or staff member in the room with the parent.
 - The parent may be in the room for a maximum of ten minutes.
 - After ten minutes kindly ask the parent to step out of the room.
5. Visitors are not permitted in or around the Saddleback Kids classroom area during any event unless escorted by Saddleback staff.
6. Saddleback Kids is a nut-free environment. Please consult with the SK Staff before you bring snacks into the classroom.
7. Lights are to be left on in the classrooms during programming. Lights in large group spaces may be dimmed but never turned off.

Restroom Safety Reminders

1. Male leaders may not change diapers or take children to the restroom.
2. A restroom must be designated for children only at each campus. If that is not possible, a “shared” restroom must be cleared before allowing a child to enter. Ask adults who wish to enter the restroom to please wait until all children have exited the restroom.
3. Female adult leaders must leave the stall door open if it is necessary to enter to help a child.
4. **Age 2 – Grade 3:** Children must be accompanied to the restroom by a female adult leader. The leader must take no less than two and no more than four children to the restroom at one time.
5. **Grades 4-6:** If children’s restrooms are near the SK area, children may go to the restroom without a female adult leader. However, they must always go in groups of no less than two or no more than four. If the restrooms are not within visual distance, a female adult leader must accompany groups of no less than two or no more than four.

Next Steps

Next steps to becoming a Saddleback Kids Volunteer Leader:

1. SK staff will send an email to all church staff.
2. An interview will be scheduled with a Saddleback Kids staff member at which time you will receive:
 - Saddleback Kids Summit materials
 - Saddleback Kids T-Shirt
 - Saddleback Kids Training Manual, Part 1
3. Adults will be fingerprinted and a background check will be conducted.
4. It is required that every potential Saddleback Kids Volunteer Leader read and sign the training checklist in the Saddleback Kids Leader Training Manual, Part 1 and have completed on-site Leader Training, Part 2 before being assigned to a permanent role.

Campus Map



Grade 3 The EXTREME (2nd Floor)
 Grades 4 - 6 The EDGE (3rd Floor)

Age 2 Rooms 106-110
 Age 3 Rooms 101-105
 Ages 4/5 Rooms 111-115
 (not in kindergarten)

Super Kids Rooms 116-120
 Super Teens Rooms 121, 128

Kindergarten ... Rooms 201-205
 Grade 1 Rooms 206-210
 Grade 2 Rooms 216-220

Birth - 6 months Infants Rooms 225 - 226
 6 - 12 months Crawlers Rooms 222 - 224

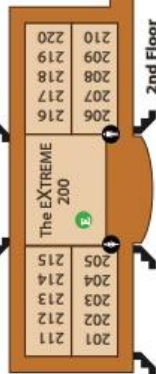
12 - 18 months Walkers Rooms 125 - 127
 18 - 23 months Toddlers Rooms 122 - 124

Children's Visitor Check-In & Information
 Elevator

Children's Building

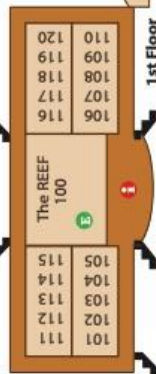


Nursery Building



2nd Floor

2nd Floor



1st Floor

1st Floor

Children's Ministry Center