



FBC

---

KIDS

# Leader Training and Resource Guide

Everything you need to know to be a leader.

**WHAT WE ARE TRYING TO ACCOMPLISH:**

-THE VISION FOR FBC KIDS

-SAFETY POLICIES & PROCEDURES

# FBC Kids Mission:

Partnering with parents to make lifelong disciples.

## FBC Kids Vision:

**Equip families** with a love for God's Word and a desire to grow in their faith

**Inspire leaders** to thrive in their daily walk with Jesus.

**Love kids** by following the example of Jesus.

## FBC Kids Core Values:

- **Truth**
- **Love**
- **Fun**
- **Safety**

**Psalm 127:3 Children are a gift from the Lord; they are a reward from him.**

**Matthew 18:5 And anyone who welcomes a little child like this on my behalf is welcoming me.**

## Arrival Time

On Sunday mornings, the kids' rooms are open for children 15 minutes before the start of each service. Leaders should be in the room, **ready for kids**, no later than **20 minutes before** the service. We all know Sunday mornings are hectic, but please make every effort to be in your room ready to **greet kids and families**. This will help the kids feel welcomed and comfortable, and you'll be able to connect with them immediately upon arrival.

## Check In/Check Out

Each child needs to have **two matching stickers** when entering their classroom. One should be worn on their person, and the other will be placed on the attendance clipboard. If a child does not have the appropriate tags, direct them to the floor leader for further assistance.

At check out, only an authorized parent/guardian may pick up their child. This person needs to present a tag with a matching code (or show the code on their phone) before the child is released. If the parent does not have the correct tag, please refer them to the floor leader or Kids Director.

### What if you know the parent or child?

Still request to see their parent tag. Only the floor leader or Kids Director can authorize you to release a child to an individual without the appropriate tag.

## Restroom/Diaper Changing

For your protection and the child's, never be alone with a child.

Restrooms are located on each floor of the building. A leader and child should not be in the restroom at the same time.

If a child requires assistance, one leader should stand at the door while another leader assists the child. We encourage kids to be as independent as possible when using the restroom.

Diaper changing should only be done by a female leader, 18 years and older. Refer to the child's Care Card before proceeding with a diaper change.

## Physical Contact

Love and caring can be expressed in the following appropriate ways:

- Taking a child's hand and gently guiding them to an activity.
- Putting an arm around a child who needs comforting
- Taking a child's hand to command attention
- Holding a preschooler who is crying
- Allowing a preschooler or toddler to sit on your lap, but not initiating it
- Giving hugs as a way of greeting a child

Leaders should **always avoid** tickling, carrying older kids or having them sit on your lap, or any behavior that could be construed as suggestive or inappropriate.

## Discipline Procedures

Here are a few ways to help avoid behavioral issues in your classroom:

-**Be well prepared.** Know your material before you arrive so you can engage with kids as soon as they come into your room.

-**Set boundaries.** Kids should know the rules and expectations. Review 2 or 3 simple rules each week, and repeat often.

-**Gently remind** kids of appropriate behavior.

Be sure to **compliment** kids who are following rules and listening well. This encourages other friends to do the same.

**If children are causing a disruption:**

- Engage with the child and encourage him to participate in the task at hand.
- Remind the child of the rules and calmly let him know he will need to take a break if the behavior continues.
- Remove the child from the situation for a break to settle down and refocus.
- Contact the Kids Director for further support if needed.

## Health and Wellness

-Each classroom/space is equipped with a First Aid kit for minor injuries. Please fill out an incident form if the situation warrants.

-Children's tags are specifically marked for allergies, so be sure to check before offering any snacks or drinks.

-A child presenting with a fever, vomiting, or a persistent cough will not be allowed to stay in the classroom. Consult with the Kids Director before contacting parents directly.

# FAQ's

---

## **Where do I find my scheduled dates?**

Look under "My Serving" in our mobile app for all your accepted and pending dates.

## **Do I have to wear my nametag when volunteering?**

For security and identification purposes, we do require that nametags be worn while in the classroom. The exception to this is if you are working in the nursery, but we do ask that you have it in the room. If you need a new name tag, please let the Kids Director know.

## **Do I have to wear my FBC Kids t-shirt?**

You are not required to wear your t-shirt, but it does help easily identify who the Kids Leaders are. Feel free to wear it anytime outside of Sunday as well!

## **What do I do if I can't serve on a date I have already accepted?**

Let the Kids Director know that you are unavailable. Then go to "My Serving" in our mobile app and click on that date. Select "find a replacement" or "swap with someone." Follow the prompts to send a message to other team members.

## **What do I do if I am unable to volunteer at the last minute due to illness/emergency?**

Please text/call the Kids Director immediately, as well as follow the above steps to begin finding a replacement.

---

## Contact Info

---

### **Kids Director | Mary Prill**

[maryp@frankenmuthbible.com](mailto:maryp@frankenmuthbible.com)

office | 989-652-3535 ex 106

cell | \*\*\*\*\*

### **Kids Assistant | Laura Losh**

[laural@frankenmuthbible.com](mailto:laural@frankenmuthbible.com)

cell | \*\*\*\*\*