

The logo for Idlewild KIDS is centered in a white circle. The word "Idlewild" is in a dark grey, sans-serif font, and "KIDS" is in a large, bold, red, sans-serif font.

Idlewild  
**KIDS**

# **Elementary Volunteer Handbook**

***IDLEWILD BAPTIST CHURCH***

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# **Identity and Culture of Idlewild Kids**

## **Idlewild Mission Statement**

Giving ourselves daily to help each one live in the rescuing power of the Gospel of Jesus Christ.

## **Idlewild Kids Purpose**

We exist to teach kids to know God (salvation), the authority of His Word, and how to WWJD (Walk With Jesus Daily) as kids!

**Welcome to the team! We are so thrilled that you are here.**



# Contact Us

## **Pastor/ Director**

Kids Ministry Pastor	Patrick Newbill	813-264-8728
Elementary Director	Sabrina Baker	813-264-8740
Kids Discipleship	Caitlin Craft	813-264-8719

## **Age-Related Staff Coordinators**

Kindergarten and 1st	Karen Anderson	813-865-9217
2nd and 3rd Grade	Jayne Winter	813-264-8708
4th and 5th Grade	<i>Open Position</i>	813-264-8705

## **Staff Coordinators**

Resources	Jordan Davis	813-264-8768
Special Events	Sharon Jones	813-264-8780
Special Events	Kassie Neely	813-865-9218



# Volunteer Role Descriptions and Expectations

## **Guest Experience Host**

- Greet families as they arrive at the children's ministry.
- Assist families with Check-in.
- Have new visitors fill out a first-time visitor form and return to lead guest Experience team member. Point them to Guest Central if they have not been yet.
- Place new visitors in Kidz Cove and appropriate small groups if staying two hours.
- Give new visitors a visitor bag.
- Walk new families to all their kid's placements or find a runner to do so.
- SMILE!!

*Time Commitment:* One year, Promotion Sunday-Promotion Sunday

*Reports to:* Guest Experience Coach

## **Guest Experience Coach**

- Support Coordinators and Coaches by reporting which classes have absent leaders.
- Print Attendance forms and distributes them to all classes.
- Report attendance to the Elementary Director.
- Disciple guest experience team members.

*Time Commitment:* One year, Promotion Sunday-Promotion Sunday

*Reports to:* Staff Coordinator (Sharon Jones)

## **Safety Watch Team**

- Have a strong sense of situational awareness.
- Make sure all people entering the building are wearing their Children's Ministry name tag or pick-up sticker.

*Time Commitment:* One year, Promotion Sunday-Promotion Sunday

*Reports to:* Staff Coordinator (Sharon Jones)

## **Small-Group Teacher**

- Co-lead with another leader to prepare and teach provided curriculum to a group of 15+ kids each Sunday.
- Prepare pre-service games or room centers that engage kids.
- Connect with kids in the age-related large groups.
- Regularly contact kids by sending postcards.
- Contact substitutes to cover for you when you are unable to attend. Let your coordinator know that you will be out and who is covering.

*Time Commitment:* One year, Promotion Sunday-Promotion Sunday

*Reports to:* Small Group Coach or Coordinator

## **Small-Group Teacher Substitute**

- Be available to Small Group Teachers to cover when they are unable to attend.
- You will be on a list of names the leaders can call.
- Prepare and teach the curriculum to kids on Sunday you are covering.
- Be flexible in classroom placement.

*Time Commitment:* One year, Promotion Sunday-Promotion Sunday

*Reports to:* Small Group Coach or Coordinator

## **Small-Group Coach**

- Meet with a group of teachers once a month to disciple and lead through an equipping module.
- Continue to teach your small group class on Sunday mornings.
- Provide feedback to the staff coordinator that helps the ministry improve.

*Time Commitment:* One year, Promotion Sunday-Promotion Sunday

*Reports to:* Staff Coordinator

## **Large Group Leader**

- Prepare and Teach a Bible lesson to a specific age group.
- Be a dynamic speaker that engages children.
- Be a fantastic storyteller.

*Time commitment:* One year, Promotion Sunday-Promotion Sunday

*Reports to:* Staff Coordinator

## **Preteen Lead Team Leader**

- Recruit and disciple a group of 4th and 5th graders in leadership in the 3-5th large group and Kidz Cove.
- Send leadership assignments to kids each week via planning center.
- Make sure kids are present on Sunday mornings and be available for their questions. Guide them through leading and provide feedback to them.
- Meet with lead team once a month to disciple through a leadership principle.

Time Commitment: One year, Promotion Sunday-Promotion Sunday

Reports to: Staff Coordinator

## **Kidz Cove Cast**

- Approve or deny the weekly Planning Center email.
- Prepare for lines prior to Sunday Morning.
- Co-lead a segment of Kidz Cove on stage.
- Aid in security at dismissal, restroom needs, and child transfers
- Address negative behaviors and sit amongst kids while talking with them.

Time Commitment: One year, Promotion Sunday-Promotion Sunday

Reports to: Kidz Cove Manager

## **Kidz Cove Tech**

- Be trained in and proficient in using Propresenter and Sidekick
- Be perfectly timed with sound effects to make kids laugh
- Make everyone on stage look and sound good.

## **Kidz Cove Crew**

- Aid in security at dismissal, restroom needs, and child transfers
- Address negative behaviors and sit amongst kids while talking with them.

Time Commitment: One year, Promotion Sunday-Promotion Sunday

Reports to: Kidz Cove Manager

# Volunteer Resources

## Google Classroom

An online teacher portal? Basically, yes!

How can Google Classroom work for YOU?

- Need a quick glance at your lesson and don't have your leader book? Got you covered.
- You're prepping your lesson and you want to request supplies? You can do that too.
- Have a community with leaders and share prayer requests and resources with one another? Yup, it is basically like a Facebook group.

Go to [classroom.google.com](https://classroom.google.com) and enter the class code for the grade you teach or get an email from Idlewild Kids to join the class! You must have a Gmail account to access. If you do not have one, you can verify your current email account to be used by google. If you do not wish to do this, we can give you access to the drive folder that has the lessons in it (you would just miss out on the community aspect).

**Kindergarten:**

**First:**

**Second:**

**Third:**

**Fourth:**

**Fifth:**

CODES



The “Stream” tab allows you to post to members of the class. We will post current news and info there as well.

You will find all of the lessons and extra resources under the “Classwork” tab on the top.



# Curriculum and Supplies

## When

The curriculum is distributed quarterly to each small group leader. Each leader receives a leader guide and each classroom receives a leader pack that has visuals for the lessons. You can also see your lessons on Google Classroom.

## What

When prepping your lessons that require specific supplies, you can request them through our resource coordinator. You can do this by filling out the google form found in Google Classroom or a green form in the resource room.

## How

Please follow this schedule in your class when prepping your lesson:

### **3rd-5th**

Large Group (212)  
Activity  
Small Group Time  
Snack  
Prayer  
Dismissal (activity during this time)

### **K-2nd**

Arrival Activity  
Large Group (Tvs or 122 for K)  
Small Group Time  
Snack/ Craft  
Prayer  
Dismissal (activity)

## Where

Extra resources and activities are located in the resource room for your use.

Supplies like crayons, pencils, paper, scissors, pre-activity games, etc are located in the cabinets in the classrooms. Please return them to the same spot so they will be available for the teachers in the next hour. Each classroom also has bibles.

For each Holiday we provide example crafts for you to be able to request for your class. Fill out the resource request form on google classroom or in person in the resource room to request them.

## **Frequently Asked Questions**

- **What time do I need to be there?**
  - Arrive 15 minutes before the service starts. So 10:45 if you serve at 11, etc.
- **Where do I go when I get there?**
  - Go to the Children's Welcome desk upstairs and get your volunteer sticker and then you can go to your classroom to prep for the morning. If you lead 3rd-5th go to Room 212 so you can be part of the fun!
- **How will I know who is in my class?**
  - You will receive a class roster on the first Sunday of every month that shows attendance and medical notes. Their addresses are on this so you can send cards!
- **What training do I need to become a Small Group Leader?**
  - We will send a small group leader training to you from Ministry Grid and connect you to a coach/ coordinator.
  - Ministry safe is a REQUIRED training to work with children in our church. You will get an email link to complete.
- **Name tags...what happens if someone isn't wearing or a parent doesn't have the pickup sticker?**
  - Graciously ask the parent to go to the welcome desk to get a new sticker. If the kid has already been dropped off without a sticker contact your coach or coordinator and they will get one for the child.
- **What is Kidz Cove and why are they so LOUD???**
  - Glad you asked! Kidz Cove is our awesome kid friendly "big church" led by Pastor Patrick. It is a way for kids to participate in a service that they can understand AS KIDS! You should totally try to catch it one Sunday and see what the hype is all about!

- **What do I do with a continued discipline issue?**
  - We follow a 7 step process to address behaviors in a dignified, uninterrupted manner. The leader who is NOT teaching should address the behavior as follows:
    - Eye Contact
    - Proximity- move close to the child if the behavior continues
    - Leader touch- tap shoulder and put finger to lips and point to leader who is speaking
    - Words- tap on shoulder and softly say something like “God is saying something and we all need to hear this.”
    - Remove- bring the child to the hallway and ask them not to be a distraction from what God is trying to say. Let them know if they continue you will have to tell their parents.
    - Tell their parents- if behavior continues, let the child know you will have to tell their parents (and actually do it). At this point let coordinators know that you talked to a parent.
    - Parents sit in- If there is still an issue ask the parents to sit in the next week and even a couple weeks later until the behavior improves.

# **Safety Information**

## **Control Access for Volunteers and Families**

All volunteers and kids must wear a visible name tag from the check in stations. Parents receive a pick up sticker they need to enter the Children's wing. Parents must stay in the hall when picking up or dropping off. Only volunteers with a background check can enter the classroom where they are assigned.

## **Ministry Safe- Preventing Abuse and Neglect**

### ABUSE TOLERANCE

Children's Ministry has a zero tolerance for abuse. It is the responsibility of every volunteer to act in the best interest of kids.

In the event any staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is the personal responsibility of each volunteer to immediately report their observations to the Department of Children and Families and then to IBC Children's Ministry staff member.

### REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

The IBC Children's Ministry is committed to providing a safe, secure environment for children. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Police Department, Child Protective Services, or other appropriate agency.

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report possible 'grooming' behaviors, any policy violations, or any suspicious behaviors to the Department of Children and families first, and then a Children's Ministry staff member.

#### CONSEQUENCES OF PROHIBITED OR HARMFUL ACT

Any person accused of committing a prohibited act, or any act considered to be harmful to a child, will be immediately suspended from participation in children's ministry.

#### PHYSICAL APPEARANCE

Your physical grooming makes a statement to kids, parents and other staff members and volunteers. While serving in children's ministry, we ask that you limit your freedom concerning hairstyle, clothing, tattoos, and other outward physical accessories and fashions. If you have questions about your personal choices in these matters, and whether an article of clothing or style is appropriate for wear, please consult one of the IBC Children's Ministry staff.

#### DATING

Public displays of affection between dating couples are not permitted under any circumstances. We expect professional behavior at all times.

## MODELING BEHAVIOR

What we do in moderation, kids will do in excess. Kids will look to you to set the boundaries they will test. This is a dilemma with which we all will wrestle. The way you dress, what you say, how you respond to the smallest circumstance – our kids are watching. If you communicate that it is OK to move an inch, they *will* go a mile. Please read and understand the guidelines below regarding appropriate “touch”, and follow them closely.

The following rules are to be followed at all times:

- No verbal abuse
- Never touch a child in an aggressive manner
- Absolutely no profanity
- No displays of public nudity at any time
- No mooning, de-pantsing, wedgies or swirlies
- No descriptive stories regarding drinking or sexual behaviors
- Never compare a child's body with another child or staff/volunteer
- No racial put-downs or racial jokes
- No threatening physical punishment
- No tickling Kids
- No wrestling

## APPROPRIATE PHYSICAL TOUCH

All staff members and volunteers should exercise good judgment when expressing one's self through physical touch. Appropriate physical touch may include the following:

1. An arm around the shoulder (side hug)
2. Short, congratulatory or greeting hugs
3. A brief, assuring pat on the head or shoulder
4. A few NEVERS:
  - a. We don't touch kids in anger or disgust.
  - b. We don't touch kids in any sexually connotative manner.
  - c. Never touch a child's private parts (to remove ticks or for any other reason).
  - d. Never tickle a child; this can be misconstrued as sexual contact.

If a question ever arises, consult the IBC Children's Ministry staff.

Any infraction of the above guidelines involving even the slightest form of sexual connotation will result in immediate dismissal from the Children's Ministry with no chance of return.

## DISCIPLINE

No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by kids. If a child is unruly or fails to comply with verbal warnings or instructions from a staff member/volunteer, the IBC Children's Ministry staff will contact the child's parent. If the behavior persists, the child's parent will be contacted to pick up the child.

*\*Using physical restraint to prohibit a child from injuring himself or herself or another is acceptable. Notify Children's Ministry Leadership.*

## MONITORING HIGH-RISK AREAS

The purpose of this section is to become aware of *high risk* areas in the Children's Ministry. Any areas on Idlewild property where kids are not directly supervised is a high risk area.

High-Risk Areas include:

- all bathrooms on property
- water activities

## UNOBSERVED ONE-ON-ONE INTERACTION WITH KIDS

No child will ever be left unattended or unsupervised during the ministry event. All volunteers are prohibited from being alone with an individual child in any room or building. In the event you find yourself alone with a single child, take the child to a room or building occupied by others, or to a location easily observed by others.

*(Example: If a child desires conversation or counsel with a staff member or volunteer, relocate the discussion to a place where other people are present, or which is easily observed.)*

Any two kids together in an unseen or less easily viewed area should be redirected to another (more open) area.

## APPROPRIATE ONE-TO-ONE INTERACTIONS WITH KIDS

IBC Children's Ministry recognizes that meeting the emotional needs of kids may occasionally require staff member and volunteers to meet with them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with kids.



Staff members and volunteers should conduct one-to-one meetings with an individual child at a time when others are present and where interactions can be easily observed.

In the event a closed-door meeting must occur, inform another IBC staff member and ensure the door remains unlocked.

## **Fire**

In the event of a need to evacuate the building a message alert will be broadcast over the Idlewild Building Safety Intercom stating that a fire has been detected and to please evacuate the building. Be calm, children will respond to your emotions.

1. If possible Evacuate Immediately.
2. Take the Classroom Roll and the Emergency Packet with you.
3. Line the children up and take a headcount. Place one teacher at the front and one in the back of the line.
4. Using the Evacuation Map move to the nearest outside exit and proceed to the Evacuation Assembly Location.
  - Feel doors – Do Not open a warm door.
  - Do Not use elevators.
  - Do Not attempt to fight the fire, the children’s safety is your number one responsibility.
  - If smoke is present, stay low close to the floor.
5. Upon arrival at the Evacuation Assembly Location, immediately take a headcount and compare to the original headcount in your classroom.
  - Hold up signs found in your Emergency Packet.
  - RED – indicates need help, a child is missing or a medical emergency.
  - GREEN – indicates all is safe and accounted for.
6. Parents and Guardians will be directed to the Evacuation Assembly Location to get their children. Reunification of

children with parents will follow the same procedure with the matching of “Check-in ID Stickers”.

7. The Safety Team personnel will come to the Evacuation Assembly Location to notify if the building is safe to re-enter.

## **Active Threat**

In the event of active Violence or the eminent threat of violence:

1. Take cover.
2. Call 911.
3. Call 813.264.8711 to notify the Idlewild Safety Office.
  - Be brief but concise providing:
    - Location of the threat (near Children check-in kiosk)
    - Nature of the threat (the person has a knife and is attacking)
    - Description of the person who is the threat (white female, long brown hair, jeans and white T-shirt)
4. RUN – Only if you are certain you can move all your class far away from the threat. Take the Classroom Roll and Emergency Packet.
5. HIDE – If in your classroom, take cover and lock your classroom door or barricade the door.
6. If in an inescapable area, quickly proceed to a room that can be locked.
  - Lock the door or barricade the door.
  - Turn off the lights.
  - Silence cell phones.
    - Give the children lollipops from the Emergency Packet.
  - Remain quiet.
  - Stay away from windows.
  - Move away from the door or entry.

7. FIGHT – If you encounter a threat and there are no other options, FIGHT. Use anything available to fight with (chairs, pens, fire extinguisher, etc.).
8. Remain in the room until an “all clear” notification is given over the Idlewild Building Intercom or Law Enforcement comes to your location, identifies themselves and signals all is clear.

## **Disturbance**

In the event of a Facilities Disturbance, most frequently these are power outages, do the following:

1. When the lights go out, Do Not Move. In 10 seconds, emergency generators will activate emergency lighting in most of the building.
2. If emergency lighting does not come on in your area then carefully move to the nearest lighted room or area.
3. Should you need to relocate, account for all children in your room prior to leaving and upon arrival at new location. Take the Emergency Packet with you.
4. Carry on with activities as close to normal while awaiting restoration of power or instructions.
  - Do Not call Facilities or the Safety Office with inquiries.
  - Facilities will be very busy determining the reason for the outage and the time to restore.
5. Once Facilities determine the cause of the disturbance and the time required to restore, a decision will be made regarding the continuation of programs and activities in the building.
  - Notification will be delivered in multiple ways:
    - Radio communication to staff and volunteers
    - Text messaging to defined groups
    - Email to all staff
    - Social Media notification

- Word of mouth
6. NOTE: Other facilities disturbances such as a gas leak or toxic fumes follow the emergency instructions for fire.

### **Inclement Weather**

In the event of the immediate threat of severe Weather, a message alert will be broadcast over the Idlewild Building Safety intercom stating the National Weather Service warning.

1. If you are in a room with exterior windows or glass doors, move to the nearest interior room.
2. Do not use elevators.
3. Take the Emergency Packet with you. The packet is located on the wall adjacent to your classroom door.
4. If room relocation is necessary, the priority is accounting for all children in your room. Count them when you leave your room and as you arrive in the safe room.
5. Do not leave the safe room until the warning has expired or new information is given.