

# New Volunteer Training Manual



**Preteen Ministry**

A Note from the Director:

Welcome to the team! We are so excited you will be joining us! I would personally like to thank you for taking your place in this church body where you can use your spiritual gifts to TRANSFORM LIVES THAT WILL TRANSFORM THE WORLD. Impact Preteen ministry aims to provide a fun and safe environment in which each preteen can learn God's word and have opportunities to experience God's love. My prayer for you is that as you commit to serving the Lord through this ministry, you will continue to grow in your relationship with Christ.

Our Mission at Powerhouse Church is to transform lives that will transform the world.

Our vision is to cultivate a culture of sacrificial leadership, modeled after Jesus, that carries on for generations through intentional discipleship.

Thank you for your willingness to be a part of our preteen ministry at Powerhouse Church. We are laying the foundation of future generations for God's glory!

# Impact New Volunteer Manual

## **How will I be prepared ?**

This manual is for the purpose of equipping you with the necessary tools you will need to be an excellent Impact Team volunteer.

## **Training Class**

Before you are scheduled you will be able to attend a training class where you will receive all the information you will need and an opportunity to ask questions.

## **Observation Training**

After you attend the Training Class you will have an opportunity to observe an Impact service to connect what you learned in your training class to how it looks in a live service.

## **Dress Code**

Jeans and an Impact Volunteer t-shirt. No shorts.

## **Schedule**

Volunteers will receive their schedule each month by email about a week before the beginning of the month. In the email, you will receive a PDF attachment of the schedule along with any communication that the director needs the volunteers to know. Please open the attachment and check your calendar for any conflicts. If you have any conflicts with the date you are serving let your team lead know as soon as possible.

## **What the different assignments within the ministry?**

- Team Lead
- Team Lead Assistant
- Small Group Lead (Boys & Girls)
- Small Group Helper (Boys & Girls)
- Teacher/Coaches
- Game Helper
- Hospitality & Holiday Decorating

## **How can I serve in this ministry with excellence?**

Be committed to the ministry by:

- Being attentive to any communication that is sent to you so that you can be aware of your scheduled date of service and any other information that you may need to know
- Giving the leader advance notice if you are not able to serve on your scheduled Sunday
- Being prompt to the morning meeting the morning of the Sunday that you serve
- Attending any Training meetings that are scheduled
- Being Prepared! Study your lesson before arriving on Sunday. Meditate on the teaching. Ask the Lord to show you examples of how it pertains to your own life or think back to when you were their age so that you can relate to the kids. Be ready for your assignment!
- Being Engaged! This age group needs to feel connected to the coaches. Do your best to get to know the kids and engage in conversation with them at the appropriate times.
- Praying! During the week be in prayer for your Team Lead, Your team, the Impact kids and yourself.

## **Safety Guidelines**

- All volunteers should be wearing their volunteer T-shirts so that security can identify who the volunteers are
- There should always be someone watching the entrance and exit doors during class.
- A volunteer should monitor kids in the restroom to ensure safety and that they return to class.
- An adult can only be in the restroom if a child is not in there or if another adult is in there.
- When escorting the children from the sanctuary to the class, it is imperative that we have an adult at the front and one at the back of the line to ensure that all the kids get to class safely.
- During parent pick-up, all volunteers should help kids stay in good conduct.
- If security is needed for any reason, let the team lead know immediately.
- If a child has an accident of any kind let the leader know. An incident report will need to be filed and the parent will be made aware.
- There is a first-aid kit in the kitchen area for any minor wounds.
- In case of a fire, adults and children will exit out double doors by the kitchen.

### **Unacceptable Impact Behavior:**

- No cussing
- No inappropriate or degrading comments to one another
- No inappropriate touching between boys and girls. No holding hands, hugging, kissing...etc
- No disrespecting team volunteers
- No anger outbursts
- No hitting or punching
- No running, wrestling or rough horseplay
- No damaging of church property or equipment

If any of the above should occur, a team volunteer should immediately approach the child or children involved and take the appropriate action necessary.

If any child was affected by the inappropriate behavior and a volunteer was a witness to it they should tell the team lead and the team lead should make the parent aware at parent pick-up.

### **End your service in Excellence**

At the end of service all volunteers should work together to ensure that:

- The room is left clean and in order
- All illustrations, prompts, papers, food, drink etc. should be put away
- No children are allowed to stay in the room without adult supervision
- Lights out and doors closed

