

Treehouse Handbook



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Welcome to Treehouse!

Dear Treehouse Volunteers,

Thank you so much for taking this opportunity to love and encourage our elementary aged children. They are so hungry for the truth of scripture, a faith that is real, and a place to belong. I believe God has prepared you for such a time as this.

Did you know that 64% of kids leave church after age eighteen? An article on Barna Research Group's website tell us that a recent study shows "Nearly two-thirds of U.S. 18–29-year-olds who grew up in church tell Barna they have withdrawn from church involvement as an adult after having been active as a child or teen."

All of Orchard's Childrens and Youth ministry leaders feel such a burden to reverse that trend, and in Treehouse Children's Ministry we are at the ground floor of that process. We have the opportunity to help these children know that God is real, that He is worth it, and that Orchard Church is their church home, not just their parent's. There is nothing more exciting than that!

Before you start, make sure you read through this volunteer handbook. It has everything you need to know about how our ministry operates. Keep it as a reference when you can't remember exactly what that particular policy is. We will also refer to it throughout the year to refresh your memory.

This family of volunteers you are about to join is an amazing group of people to serve alongside. I am so excited for the blessings God has in store for you!

Thank you,

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Serving in any children’s ministry can be so rewarding despite the difficulties when you remember why you are doing it. So, let’s take a close look at exactly why we do what we do in Treehouse. It mirrors very closely the purpose, vision, and mission of Orchard Church as a whole because we want to move in unity with the rest of the church body.

The Purpose

Everything we do in Treehouse is **to introduce kids to Jesus and disciple them as Christ followers so they may go out and share Jesus with others.**

We don’t want to simply grow bigger, or to be super entertaining. We want our kids and volunteers to “Grow Deep” together in their relationship with Jesus and the church family. We also want to “Branch Out” as we disciple our kids to share this amazing relationship with others.

The Vision

What does it look like to “Grow Deep” and “Branch Out”? It is **to join God in reaching the elementary aged kids and their parents in our area with the Gospel through the Great Commandment and the Great Commission.**

The Great Commandment: “Jesus replied: ‘Love the Lord your God with all your heart and with all your soul and with all your mind... love your neighbor as yourself.’” Matthew 22:37-40

The Great Commission: “Then Jesus came to them. He said, “... go and make disciples of all nations. Baptize them in the name of the Father and of the Son and of the Holy Spirit. Teach them to obey everything I have commanded you.”
Matthew 28:18-20

Our Mission

How exactly do we accomplish our purpose and vision? Through our mission to **engage with love, equip with truth, and empower with faith.**



Our “Wins”

Each week we, like Paul, push ourselves forward toward the goal to win the prize. What does it mean to win the prize in Treehouse? It means we are accomplishing our mission to engage, equip, and empower. There are 3 ways we try to measure to see if we are winning in Treehouse:

1. **Returning visitors.** We know that we have engaged, equipped, and empowered our kiddos enough to return. We win when we have returning visitors each week.
2. **Intentional small groups.** We know that we are engaging, equipping, and empowering our kiddos when we have enough small group leaders and helpers to lead all our kiddos of each grade in groups of 10 or less.
3. **New volunteers.** We know that we are engaging, equipping, and empowering our kiddos when we are adding at least 2 new volunteers each quarter.

Large Group Time

One of the best ways to engage kids is to have fun while learning about God! **The purpose of large group time is to teach kids who God is and how to respond to Him.** Each Sunday, this is done during the beginning half of our service by equipping kids with some really fun worship songs and lesson videos that do just that.

Small Group Time

Each Sunday we break into small groups during the second half of our service.

The purpose of small group time is twofold: to make sure each kiddo feels known by someone in Treehouse, and to make sure each kiddo understood the bible lesson.

Why:

As our ministry grows bigger, we want it to also **grow deeper**. The ONLY way we accomplish this is through small groups! Without small groups, relationships are shallow, and kids get lost.

How:

What is too big: Groups of 11 or more are too big. Divide.

What is too small: Groups of 3 or less are too small. Combine.

1. ASAP. In general, divide your age group up as soon as small group time begins. There may be times when it is best to start out as a larger group, but this should not be the norm.
2. Don't put all the high-energy kiddos in one group! Split them up.
3. For K-3rd graders, it is better to mix boys and girls in your groups.
4. For 4th-5th graders, it is better to separate boys and girls.

Benefits to Small Groups:

1. It is easier for leaders to begin to remember kids' names!
2. Kids draw closer to Jesus and to their leaders, their **faith grows** on a deeper level!
3. You don't have to talk as loud to a smaller group, so the entire room ends up being quieter and everyone can hear better.
4. Teen helpers get disciplined as well as the kiddos!
5. Kids and leaders are less frustrated and have more fun!

Empowering Your Teen Small Group Helpers:

Small group time is a time for teens to learn some leadership skills, but they need help from the adult small group leaders.

Start with small tasks. Let your teen:

1. Read the discussion questions out loud.
2. Demonstrate the activity.
3. Sit with the troublemaker kiddos and help them focus.
4. Pass out materials and prepare go home bags.

Then begin to challenge the teen helpers:

1. Have them lead one of the activities.
2. Have them lead all the activities, while the adult is support only.
3. Divide your group and let your teen take half.
4. If you have more than one teen helper, let them both take a group, and you support both instead of leading your own group.

Volunteer Credentials

To be a Treehouse volunteer, you do not have to be a teacher or even a parent. You may not even want to work directly with the kiddos on a regular basis. But you do have to **love our kiddos** as much as you love yourself. That command was given to us directly from Jesus himself. God calls everyone to disciple the next generation in one way or another. The wonderful thing about serving in this way is that you, the volunteer, are also engaged with love, equipped with truth, and empowered with faith.

Like any **adult volunteer position** at Orchard church, you are required to be a member. This process begins by attending our Discover the Orchard class where you learn what it is that we believe and be sure that you align with those beliefs. All Children's Ministry adult volunteers who are in the building at the same time as our kids must pass a background check before they may begin serving. **Both adult and teen volunteers** are asked to complete an application and sign the Children's Ministry Agreement.

Volunteer Roles

No one is babysitting in Treehouse. Everyone has an important role in helping to engage, equip, and empower our kiddos.

Facilitator's main function is to oversee the safety of a Sunday morning service and support the Small Group Leaders in any way they can.

Large Group Roles are given to any willing volunteer to help engage the kids during large group time, such as collecting check-in stickers, welcoming new kiddos, reading the scriptures to our kiddos, and so much more.

Small Group Leaders are adult volunteers who will play and worship with the kiddos during large group time, then lead their assigned small group through discussion and games to help apply the lesson.

Small Group Helpers are the BFF's to our Treehouse kiddos. These are our teenage volunteers who are role models for our kiddos by playing with them and helping them participate in both large group and small group time. They support our small group leaders and sometimes lead a small group on their own.

The Support Team may help out on Sunday or during the week. They may help with check-in, headcounts, and check-out on a Sunday morning, or they may help prepare the materials during the week.

1-on-1 Helpers will buddy up with our special needs kiddos and ensure their safety as well as work to keep them engaged in the lesson when possible.

Scheduling

Like any volunteer position at Orchard church, you are expected to serve at least one hour a month. However, the best way to make sure each child feels known and loved is to equip them with **consistent relationships each week**. We see the kids engaged the most when volunteers are there at least two Sundays a month.

If you are serving two Sundays a month, we generally try to schedule you on the 1st and 3rd Sundays of each month, or the 2nd and 4th Sundays. If you need to have a different schedule, we can certainly work to make that available. Anyone willing to also serve on the 5th Sunday of each month is also greatly appreciated.

You will receive an email from Planning Center letting you know what weeks you have been scheduled. Creating a login to the Planning Center so that you can **track and respond to schedule requests** will help your ministry coordinator immensely!

Vacations and other events occur all the time, and we are happy to work around those dates with you. Please give us as much notice as possible and block out those dates in Planning Center. If something last minute comes up, please let us know as soon as possible. Any effort you make to **swap dates with another children's ministry volunteer** is also greatly appreciated!

Parking Guidelines

In order to be kind to our neighbors and welcoming to our attending families, we ask that all children's ministry volunteers to park on the north side of the Awakening Church (across from In-N-Out) and in front of Ethan furniture.



Sunday Morning Agenda

On your first Sunday or two volunteering with us, you will shadow one of our current volunteers and observe how we generally do things. Each volunteer is unique and as we get to know the kids and how they respond, all volunteers are welcome to make adjustments to our agenda to better engage the kids. Our 4th and 5th graders, for example, offer live teaching instead of a video lesson. But in general, **this is what a typical Sunday morning looks like:**

- Volunteers Check-in and Huddle 25 minutes before service starts.
- Kids Check-in & Free Play (15 min before service)
- Clean-up & Sing (15 min)
- Announcements & Videos (25 min)
 - Welcome new kiddos.
 - Collect a missions offering for our friends at Tijuana Christian Mission.
- Break into Small Groups (25 min)
 - Discussion Questions
 - Start with welcoming conversation - “How was your week?”
 - Birthdays - “Did anyone have a birthday this week?”
 - Be sure to recite the “Big Idea” section in the curriculum.
 - Activities
 - Discuss how the activity applies to the “Big Idea” section in curriculum.
 - View the Key Verse (memory verse) in the Bible, show them how to find it.
 - Prayer
 - Can use the prayer activity if there is time, or simply ask:
 - “How can I pray for you this week?” – record and share with co-leader.
- “5 Minute Warning”
 - Hand out and explain “Take Home Pages.”
 - Rewards (See Celebrations and Rewards section of this Handbook)
- Go to check-out in the gym.
- Volunteers Check-Out and return name tags.

Reading Curriculum

Through funds made possible by the church members regularly giving, we are able to purchase a fun and bible centered curriculum that is approved by our directors and pastors. In order to consistently equip our kids with the truth, we ask that you try to **stick to the main ideas and the wording of the lesson** provided for that Sunday. We also recognize the value of personal experiences with the main idea of the lesson and welcome you to share any that are age appropriate.

The curriculum we use is called GO! Curriculum. You can review their vision and mission at this web address: <https://gocurriculum.com>. They teach chronologically through the bible in a year, dipping into different specifics each year until they have generally covered the whole bible in 3 years.

You are encouraged to **review the current lesson and activities before Sunday** by bookmarking the following link <https://sites.google.com/view/otcurriculumcenter> During small group time, our small group leaders are provided with a packet that includes:

1. Discussion Questions
2. An application activity
3. A memory verse activity
4. A prayer activity
5. Take Home Pages
6. Some general supplies

At the top of every instruction page includes very important information in the following heading:

Imagination Time Machine

The Sun Stands Still

BIG IDEA:	God has power over all things, so we can battle our fear with faith.
BIBLE BASIS:	Joshua 9–10
KEY VERSE:	“I looked to the Lord, and he answered me. He saved me from everything I was afraid of.” Psalm 34:4 (NirV)

The largest top line is the title of our unit, usually 4 to 5 weeks long. It describes the fun way our lesson will engage the kids (i.e., Imagination Time Machine). The second line is the title of the lesson for this Sunday (i.e., The Sun Stands Still) and it corresponds with the “Bible Basis” (in the box) which is the section of scripture that our lesson comes from. During our lesson video, we are given a moment to pause a read a few verses from that section (not the whole section).

The “Big Idea” (in the box) is the main lesson we want the kids to learn today. It usually has two parts: the first part tells them about who God is, and the second part tell them how they can respond to Him. When parents ask their kids, “what did you learn today” this is the sentence we want them to be able to say, so use it frequently in your activities and discussions. The “Key Verse” is their weekly memory verse, and we love to reward those who can recite it to us next Sunday.

Our small group leaders have the freedom to alter or drop any activity if it is too difficult for their age group, or if there is not enough time. All the supplies you need are provided and prepped ahead of time. For each of the 3 activities, in the directions below the header you will see some or all of the following sections:

Set up: This is usually already done for you, if possible.

Say: Please be sure to use this section to help **apply the activity to the lesson.**

Directions: If any of this is unclear, we always make time before the service to discuss it during our pre-service huddle.

Question: Please be sure to use this section to help apply the activity to the lesson.

Huddle Time

During huddle time with all volunteers we give important announcements, review the lesson for the day, answer questions, celebrate God’s work in our ministry, and pray together. This short time together is so important and mandatory. Please make every effort to be there, even if the prior worship service is running late.

Resources

Webpage

Know the content ahead of time and be mentally prepared before you come serve. Curriculum and additional resources are all available on the following website. You can bookmark it and view it at any time:

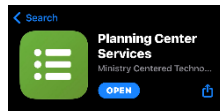
<https://sites.google.com/view/otcurriculumcenter>

Tips & Devotionals

A wonderful feature of the GO! Curriculum is that it provides us with weekly devotionals for all leaders that applies to the lesson, to help you get your head in the game. They also provide a very helpful monthly tip. They are also included on the Curriculum Center website. Please be sure to check them out!

Apps

These apps are extremely helpful with volunteer scheduling and child check-out procedures. Please download them and get logged in.



Note: In order to complete the device setup for the Check-ins app, please send an email to the Children's Ministry Director with your contact information, requesting Check-ins set up at: jpearcy@orchardchurch.life

Special Needs and Foreign Language Procedures

We do not have a separate program for special needs or foreign languages at this time, but we do love and welcome those who can participate safely with the help of a 1-on-1 volunteer. Any volunteer who is able and willing to be a 1-on-1 helper at least once a month is encouraged to let the Children's Ministry Staff know of your availability.

Clean up Policy

Orchard Church is a family, and this building is the home that God blessed us with. **We all work together** to clean up after our ministry so that we can be kind to other ministries that share our rooms during the week.

This includes, but is not limited to:

- Collecting all lesson materials back into the storage cupboards
- Resetting the seating
- Resorting the toy boxes
- Vacuuming any visible dirt or trash from the floor
- Restocking the bathrooms when needed

Playground Procedures

What a treat to have an indoor playground for our kids! Due to our limited service time, playground time will replace small group time for each grade level once a month. We share this playground with our preschoolers as well, so we follow a schedule that allows them to have ample time on the playground to get their wiggles out. Use the following guidelines for playground use:

- Have the younger kiddos keep their shoes on in order to save time for transition.
- Remind them to treat our equipment and each other with respect.
- Remember to PLAY WITH the kiddos – use this as a connection time with them!
- Check out the schedule by the door to the playground:
 - 1st Sunday of the month – 1st graders
 - 2nd Sunday of the month – 2nd graders
 - 3rd Sunday of the month – 3rd graders
 - 4th Sunday of the month – Kindergarteners
 - 5th Sunday of the month – 4th and 5th graders

Celebrations and Rewards

Showing our kids that we recognize how special they are and that we see them growing and improving is a huge way to love and encourage them. It will cause them to connect with Jesus and his church in amazing ways.

You are the leaders of your group, and you know your kids best, but consistency among all the groups promotes trust in our kiddos. So here are the guidelines we'd like to use:

- Birthday stickers & song for any kiddo whose birthday is/ recent (within the week for regularly attending kiddos, or within the month for new or irregular kiddos)
- Take Home Candy (usually a Dum Dum sucker) for good behavior
- Reward stickers given if they:
 - brought their Bible
 - old memory verses recited,
 - can recite today's "Big Idea"
 - can recite today's Memory Verse
 - can tell you what book today's story was in
- Treasure box if they:
 - for last week's memory verse (ALSO GETS A COLLECTABLE MEMORY VERSE CARD)
 - take home page (from any week) completed & returned
 - brought a 1st time guest (guest can get one too)

Cellphone Policy

Our time with the Treehouse kids and fellow volunteers is short and sweet. Be present with them both mentally and physically by putting your phone away while serving. Unless you are using it to support Treehouse procedures. Commit to engaging the kids and fellow volunteers in meaningful discussions and really listening to what they have to say.

Discipline Policy

This comes down to us from our Children's Director, Joy Percy, so it is universal for preschoolers through elementary. This policy is posted at our entrance and exit for parents to see.

The Rules are simple, and biblically based:

1. Be kind to your **teachers**.
2. Be kind to your **friends**.
3. Be kind to church **property**.
4. **Have fun!**

The Consequences are equally simple:

- Anyone who is having a tough time paying attention and following the rules today will get **one warning** from their teacher.
- On a second warning, they will **sit with a leader in the back** of the room for a few minutes.
- On a third warning, **we will contact the parent/guardian** to come pick them up and have a conversation on how we can help have a better experience next week.

Personal Boundaries

Please don't be afraid to love on our kiddos in the appropriate ways, they definitely need that from us as their church family. But what is appropriate? Here are some guidelines:

DO THESE OFTEN! = fist bumps, high fives, sideways hugs

AVOID THESE = front hugs, picking kids up, letting kids sit in your lap

For my teen helpers, I know the kids like to climb on you, and that can make this hard. Here's how to deal with that situation:

1st – Give them a stern but loving NO

2nd – Distract or redirect them with toys or the current activity

3rd – Get an adult to help if they are still being rambunctious

Bathroom Policies and Procedures

We have 3 different bathroom locations available to our Treehouse kids, and 2 bathrooms available to our volunteers. A family bathroom behind the youth rooms is provided during check-out only. Please learn where these bathrooms are and follow these procedures:

- Volunteers do not enter the kids' bathrooms.
- Kids do not enter the volunteer bathrooms.
- Teens (6th grade and up) who are volunteering will use the volunteer bathrooms.
- If a child needs help in the bathroom, we will call their parent to come help, do not enter the bathroom.
- When kids need to use the bathrooms in the hallway, always have 3 kids to 1 volunteer on the trip to the bathroom, even if the other 2 kids do not need to use the bathroom. Volunteers should never be alone with 1 child.

Water Cooler Guidelines

Having water in our room is indeed a blessing, so do let our kiddos enjoy that blessing. However, let's give them some guidelines.

1. **Small group time only** - Please discourage them from getting water during worship, video, or large group time. It is pretty distracting to the whole group while learning about Jesus. Let's ask them to wait.
2. **One cup, one time** - Please discourage them from getting more than one cup or refilling it. One cup, one time is usually enough for the short time we have these kiddos with us. If they need more, encourage them to bring their own water from home.

Interacting with Parents

Your brief interactions with parents during drop-off and pick-up are generally the sole interactions you will have with them. Therefore, they will evaluate the Children's Ministry based on those short interactions! We want to leave a sweet savor of Christ with them. **Be gracious and smile a lot.** They are trusting you to care for their most precious possessions, so show them that you are worthy of that trust by showing interest and love.

Be positive in your comments when a parent comes to pick up their child. Start out by saying something positive or even neutral (like what you did in class that day) even if the child was disruptive the whole time. Be eager to report the positive things a child did, not eager to list their wrongs. If it is necessary, try to talk privately with the parent about a severe situation that needs to be addressed. Always involve the Treehouse Coordinator or Childrens Director in these types of matters. They are there to back you up and to take some of the brunt if you do run into a difficult situation.

No adult that is not background checked may go beyond the check-in and check-out areas without an **escort**, that includes the parents. If a parent requests to accompany their child to the room, or to tour the facility, they must wear a visitors' badge and be escorted by a background checked volunteer the entire time.

Name Tag Policy

All volunteers must pick up and return their volunteer's name badge before and after each service. We have an amazing safety team in the Children's building called Full Armor. They are trained to be kind, helpful, and firm when they see something out of place. To ensure that only background checked adults are in contact with our kids, all adults behind the check-in and check-out barriers must have a volunteer badge on. Please be sure to return your name badge to the facilitator after service to help make sure that your name badge does not get lost or accidentally fall into the wrong hands.

Check-in Procedures

Check in **stickers**:

- Stickers boards should only have 6 stickers per page
- Try not to overlap stickers or have any extending the edge of the page
- Shirt stickers need to be on before entering the room

Checking in with **items**:

- It is ok to bring their own water bottle, or bible BUT we are not responsible for lost items, and items that become a distraction will be taken away until check-out.
- Please discourage them from bringing in any toys if possible.

Checking in with **siblings or friends**:

- Please do not allow anyone to enter the hallway unless they have a lanyard. Guest lanyards are available at the new family's check-in station and must be escorted at all times by a Children's Ministry staff member or background checked volunteer.
- Siblings or friends of different ages who want to stay together can do so, but for the 1st Sunday only. After that we highly encourage them to attend with their own age group.
- They will attend the lower grade.
(for example, if a 4th grader wants to stay with their 2nd grade sibling, the 4th grader will go to the 2nd grader's room and small group).
- The sticker goes where the child goes
(for example, if a 4th grader wants to stay with their 2nd grade sibling, the 4th grader's sticker goes on the 2nd grade clipboard).

Check in **declined**:

- If a child decides not to attend after stickers have already been printed, please have the parent check out at the new family's desk before leaving with the child.
- Be sure to remove their shirt sticker and place their check-out sticker on the sticker board.

Check-out Procedures

To the gym

- Adult volunteers please make sure children **stay in your line as you enter** the gym and get into your pod.
 - This may work best if you are at the front of your line, instead of your teen helper.
 - If parents are already in the gym, be especially careful that your children don't run to their parents without being properly checked out at the pod.
- **No trips to the bathroom** once you have entered the gym, if at all possible.
- Once checked out, please direct parents to the proper exit

The Planning Center Check-ins app

- We ask that all adult small group leaders please download the Planning Center Check-ins app (see the Resources section of this handbook). Once downloaded, please send an email to the Children's Ministry Director to get your device set up.
- If your device is not set up yet, you can temporarily request an iPad from the facilitator. We have a limited supply, so this should be a temporary solution.
- Check each kiddo out on the app when the parent presents the checkout sticker. This provides a checks and balance system.

Check out stickers

- PLEASE remove the child's **shirt sticker** at the pod as they leave.
- Match the number on the top right corner of their check-in sticker to the check-out sticker
- Place the check-out sticker on top of the check-in sticker as neatly as possible

Trouble shooting

- If the parent has **lost their check-out sticker**, please check their id to make sure the last name matches OR ask them to go to the check-in counter and get their check-out sticker re-printed.
 - If using their id, please write on their check-in sticker “id checked by...” and write your name.
- Please do not allow parents to enter the pod. If needed, ask them to wait until the rest of the children are checked out, or moved to another pod before the parent enters to assist their child.
- If you have an **extra name on your clipboard, or on the PC Check-ins app**, please determine whether or not this is a missing child, or not.
 - IF YOU ARE MISSING A CHILD, please notify the facilitator or ministry director IMMEDIATELY. DO NOT check them out of the app.
- If you know that this “extra name” on your clipboard or in the app is a child that did not attend, or checked out early,
 - please write “did not attend” or “checked out early” on the sticker page
 - go ahead and check them out in the app
- If you have a **child with no sticker** on the board,
 - Verify that they are in the correct grade pod
 - If they are in a different grade but wish to remain with you, please make sure their check-out sticker is given to the correct grade leader.
 - If they are in the correct grade pod, but no sticker on the board, please write their name in and if there is time, notify the facilitator that you need a sticker re-printed.

Incident Policies and Procedures

Lost Child Procedures

Should a child that has been checked-in and dropped off to our ministry goes missing, the following procedure will occur in this order:

1. The facilitator will conduct a thorough role call to confirm that the child is missing.
2. The Children’s Ministry Coordinator and Safety Team Lead will be notified and will conduct a thorough search of the entire facility and security cameras.
3. The Childrens Director and a pastor will be notified.
4. The parents will then be notified by the Children’s Director and emergency services will be offered.

Allergies

If a child has allergies, it will be listed on their name tag in detail. If a child claims to have allergies, but it is not listed on the sticker, please accept the child’s claims as true until told otherwise by the parent. Notify the facilitator or coordinator so that we can check with the parents and correct the sticker. Always lean on the side of caution if you are not sure whether the allergy applies to your activity.

First Aid Kit

The K-3 classroom has a first aid kit available to any volunteer for use on any child or volunteer in need of first aid. The safety team is also available for any level of first aid required and is equipped with a first aid kit and medically trained volunteer. Here is a photograph of what is generally included in our first aid kit:



Incident Reports

Please be sure to fill out an incident report any time first aid is given, even for minor events (i.e., band aid or icepack given).

Signs of Child Abuse

If you become aware of abuse or neglect of any child in our care, you must immediately report this to the Children's Ministry Director, or a pastor of Orchard Church. For the purposes of this policy, "child abuse" is any action which endangers or harms a child's physical, psychological, or emotional health and development. Child abuse occurs in different ways and includes the following:

- Physical abuse – any physical injury to a child which is not accidental, including activities such as beating, shaking, burns, and biting.
- Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibition, intercourse, incest, and pornography.

In the event an incident of abuse is alleged to have occurred at Orchard Church or during our sponsored programs or activities, the following procedure shall be followed:

1. Report to an elder who will lead the procedure.
2. The parent or guardian of the child will be notified.
3. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
4. Our insurance company will be notified, and we will complete an incident report.
5. We will comply with any investigation of the incident by state or local authorities as the law exists. In the event there is no investigation of the incident by state or local authorities, the elders will investigate the circumstances of the incident. The elders should act only in consultation with our insurance company and/or attorney.
6. Any person found guilty of the alleged abuse or misconduct will lose the privilege of working with children or youth at Orchard Church.

7. The lead pastor of Orchard Church (or a designee of the elders) will be our spokesperson to the media concerning incidents of child abuse or neglect, unless he is alleged to be involved, at which time another elder will assume this responsibility. All other workers should refrain from speaking with the media.

Health Policies

If any of our sweet kiddos are showing symptoms of any kind, the facilitator will contact the parent, ask them to check their child out, and invite them to return next time. We are not able to administer any medication.

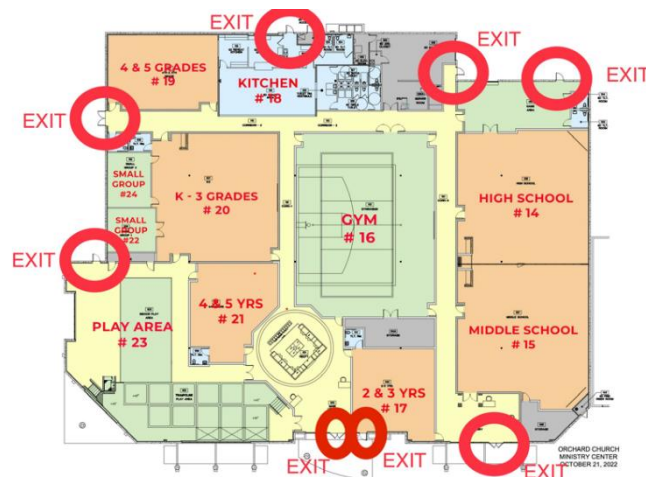
Emergency Procedures

Head Count

It is absolutely vital to know how many kids are in our care at all times. Our facilitators will conduct a head count as quickly and as often as possible. Small group leaders should also do a head count of the kids in their group. The sticker board is generally more accurate than the app and will be the primary source for the head count.

Emergency Kits and Exit Locations (Map)

In addition to the first aid kit, we also have an emergency kit backpack in the K-3 room. Please see the picture on page 21 to familiarize yourself with its contents as well as below to find all the emergency exit locations.



Emergency Response Plan

Orchard Church has an emergency response plan that is laid out in a manual made available to you for review in the resources section on the curriculum center website: <https://sites.google.com/view/otcurriculumcenter/resources> Please take the time to review the this manual, it's important that we are all on the same page when we respond to an emergency, as much as possible.

All of it is important to be aware of, but some particular areas to focus on are:

Pg 6: General Evacuation Plan

Pg 10-14: Children's Ministry **Evacuation Plan**

Pg 17, 18, 24: Encountering a possible threatening person

Pg 29-31: Active Shooter Response

Pg 39-40: **Medical Emergency** Response

Reading this information can sometimes get our imaginations running wild. Don't let this information scare you. Take it in, pray over it, and remind yourself that our heavenly Father loves our church family, and is absolutely in control, no matter what happens. He will provide you with strength and courage to follow these emergency response procedures in order to help protect our sweet kiddos if the time comes.

Threat Event Video

Being prepared for a threat event requires reasoning and flexibility. The following guidelines should be followed in priority when faced with a threat:

Run - Escape if you can. This is your best response.

Hide - Hide if you can't escape.

Fight - Fight back if you can't hide or escape.

For more information, watch the following video:

<https://youtu.be/5pgxzPoxv4w?si=PfqxfyxLEyB0EkdP>

Children's Ministry Expectations

Thank you for your interest in serving with our children's ministry. As a volunteer in this ministry, you are in a leadership position, no matter what role you are fulfilling. The children and fellow volunteers will consider you a role model, and we think that is great! As a role model, your lifestyle and integrity are important to us. There are a few common areas that come into question that we need to be clear about what is expected.

Regarding Sexual Behavior

We believe sex was created by God as a wonderful expression of intimacy within the context of marriage. Volunteers who embrace a lifestyle that contradicts this teaching may find themselves in awkward conversation. To prevent this, you may not serve in children's ministry if you are currently:

- involved in sexual relations and are not married
- living with someone of the opposite sex and are not married
- involved in sexual relations outside of your marriage

Regarding Substance Behavior

If you have a history of alcohol or drug abuse, this might be something God uses is a positive way to impact the future generation. We'd love to talk to you further about your story and how it can impact our ministry. You may not serve in children's ministry if you:

- are currently being treated for alcohol or drug abuse
- are consuming alcohol regularly beyond the legal driving limit
- have been arrested for or convicted of an alcohol or drug-related offence in the past twelve months
- have used any illegal substances within the past twelve months

Regarding Social Behavior

We think social media can be a great way to connect. Fellow volunteers, parents, and kids will visit your Facebook page and other platforms. Please leverage your social media in a positive way. You may not serve in children's ministry if you:

- use inappropriate language on a regular basis
- post pictures of yourself in revealing clothes

Children's Ministry Covenant

I understand that a covenant is a sacred agreement between God and His children. Making and keeping a covenant is a very serious agreement that puts me in the path to receive God's blessings.

I understand that my own spiritual growth is an important part of serving in ministry. I agree to the best of my ability to continue to participate in spiritual habits that promote biblical discipleship, including but not limited to personal bible study, prayer, and regular corporate worship. If I am a teen volunteer, this does not necessarily mean that I have accepted Christ as my savior, but it does mean that I am participating in the above mentioned spiritual habits to learn about God and what it means to be saved.

I have read the Treehouse Volunteer Handbook. I agree to the Children's Ministry Expectations as long as I am a volunteer in the children's ministry at Orchard Church. If I am unable to uphold this covenant, I understand that I will need to resign from my volunteer position or that I may be asked by leadership to resign.

(Volunteer Name)

(Volunteer Signature)

(Date)

(Parent or Guardian Signature if under 18 years of age)

(Date)