



Fellowship Greenville Kids Training Manual

(Revised 3/2022)

Contents

Welcome and Vision

1.0 Volunteer Requirements

2.0 Expectations

3.0 Safety and Security

3.1 General Guidelines

3.2 Diaper Policy

3.3 Pre-school Bathroom Policy

3.4 Elementary Bathroom Policy

3.5 Lap Sitting Policy (Ages 3 and up)

3.6 Fire Alarm

3.7 Severe Weather

3.8 Power Outage

3.9 Injuries/Medical Emergencies

3.10 Abandonment Policy

3.11 Mandatory Reporting

3.12 Checkout Security Policy

3.13 Visitor Policy

3.14 Behavioral Procedure

4.0 Work Procedures

4.1 Nursery Guidelines

4.2 Preschool Guidelines

4.3 Elementary Guidelines

4.4 FG Thrive Guidelines

5.0 Typical Sunday Morning

5.1 Nursery

5.2 Preschool

a. Lower

b. Upper

5.3 Elementary

5.4 FG Thrive

6.0 Role Descriptions & Responsibilities

6.1 Volunteer Director

a. Weekly Responsibilities

b. Sunday Morning Responsibilities

6.2 Volunteer Leader

a. Weekly Responsibilities

b. Sunday Morning Responsibilities

6.3 Volunteer Assistant Leader

a. Weekly Responsibilities

b. Sunday Morning Responsibilities

6.4 Resource Leader

a. Weekly Responsibilities

6.5 Guidelines for Teen Volunteers

a. Details of Job

Thank you

Acknowledgement Form

Welcome

We are so excited that you have decided to join our FG Kids team, where we believe that *every child is created in the image of God*. You are an extremely valuable link between Fellowship Greenville and the kids and their families. Your time spent with kids—teaching them about Jesus—will have an eternal impact in their lives. And we know that your service will be a blessing to you, too.

This manual is designed to help equip you to be successful in your role as you connect with kids and families. We thank you for reviewing it and serving in this way.

With gratitude,
FG Kids Staff

Vision of Fellowship Greenville

Our vision at Fellowship Greenville is to see God transform us into a community of grace passionately pursuing life and mission with Jesus. Part of that mission is serving; your being a part of FG Kids is fulfilling our church's vision!

Vision of FG Kids

It's our hope that every child comes to a saving knowledge of Jesus Christ and that their lives will be changed through their relationship with Him.

BELONG

We want every child to feel welcomed and loved. Our goal is to create opportunities for meaningful relationships not only with the child but with their parents as well. We believe this is best accomplished by creating fun and safe environments where leaders serve on a consistent basis and friendships are rooted in trust and unconditional acceptance can flourish.

BELIEVE

As noted above, our prayer is that every child comes to a saving knowledge of Jesus Christ. Jesus is the source of life and only through Him can we have a relationship with God. Our hope is that as kids gain a sense of belonging through relationships with their leader, they will be able to hear the truth of the Gospel and step into a life of faith.

BECOME

Not only do we want every child to believe in the saving grace of Jesus, but we also want them to be transformed to become more like Jesus. We want to cultivate a desire in their hearts to pursue Jesus in the everyday stuff of life, that they might flourish spiritually and be salt and light in their community. We strive for these ends through practical, engaging Bible teaching and life-impacting relationships that foster the next generation of disciples.

1.0 Volunteer Requirements

- Volunteers must be regular attenders and/or members of Fellowship Greenville (FG).
- All volunteers, 18 years old and older, will undergo a background check. This report is kept confidential.
- All volunteers will go through our onboarding process before serving in a classroom.
- All volunteers will fill out a volunteer application and set up an account on the FG website.
- Volunteer Leadership positions may require an interview with FG Kids staff.
- Check email regularly, because we use it as our primary method of communication. You will receive a lesson each week.
- Arrive on time each week (9:00 team at 8:30, 11:00 team at 10:30), smiling, prepared, and ready to lead children to Jesus!

2.0 Expectations

We expect FG Kids volunteers to:

- Set a good example by attending worship.
- Attend or watch training when it is offered.
- Read through the week's lesson a couple times to be very familiar with it. Your being prepared will help you enjoy your time with the kids in your group.
- Give at least 48 hours notice, if possible, when unable to fulfill a scheduled serving opportunity by texting 864-234-7033 and enter FGKids in the text.
- If you enter anything else, you will receive an error message. You will receive a link with a form to fill out letting us know of your absence.
- Be mindful and tasteful with your words and behavior in public and on social media. For safety and privacy reasons, please do not take or post any pictures or videos on social media of the children in your groups.
- Remember that your actions reflect not only Fellowship Greenville, but also Jesus Christ.

3.0 Safety and Security

3.1 General Guidelines

In general, as a volunteer, you should strive to always:

- Use good and common-sense safety practices.
- Never allow yourself to be alone with a child. This is for your own protection.
- Report any unsafe situations or acts to a FG Kids staff person immediately.
- Children should keep their shoes on in case there is an evacuation.
- Never bring food/snacks/candy in for your kids. We have a lot of kids with allergies, so we ask that if you want to hand out something to kids, get prior approval from FG Kids staff.

3.2 Diaper Policy

- There must be another adult present, either in the room or able to see you, when changing a diaper.
- Only women 16 or older can change diapers.
- Men are not to change diapers.
- Use gloves when changing a diaper.
- Place a Clean Diaper sticker (found with the diaper changing supplies) on the diaper and mark it.
- Wipe the area clean with a Clorox Wipe.
- Wash hands thoroughly after diapering each child.
- Every child's diaper should be checked during service and changed if needed.
- Extra diapers and wipes are available in the nurseries and in the Preschool Lower and Preschool Upper rooms.

3.3 Pre-school Bathroom Policy

- Let another volunteer know when taking a child to the bathroom if a child needs assistance.
- Only women 16 and older are to assist children to the bathroom.
- Prop the self closing door open (with door stop).
- Help the child as needed with use of the step stool.
- If there has been an accident, alert the other volunteer with need for change of clothes.
- If a change of clothes is not available in the child's bag or in the room, alert the volunteer leader or a staff person. Extra clothes are available in the preschool resource closet.
- If the accident has occurred on carpet, please alert the hall director or staff person to get a maintenance request submitted.
- For accidents on the linoleum, clean up using paper towels and clorox wipes.

3.4 Elementary Bathroom Policy

- Please let another volunteer know when you're taking a child to the bathroom.
- Do not go into the bathroom with an elementary child. Stay outside in the hall.
- If a child needs help, talk to them from/through the door.
- If further assistance is needed (Kindergarten - 1st grade only), prop the door open, quickly go in and assist the child, then exit the bathroom immediately. Alert another volunteer if you are entering the bathroom.

3.5 Lap Sitting Policy (Ages 3 and up)

- Children 3 and up are not permitted to sit in a leader's lap both in large group and small group settings.
- If a child attempts to sit in your lap, gently remove and give the child an option to sit next to you or lean on your shoulder.
- Do not reprimand a child who tries to sit in your lap. Kindly and gently acknowledge him/her while providing another option.
- Other appropriate options:
 - Sit next to you

- Lean on your shoulder
- Hand on child's shoulder
- High five
- Fist bump

3.6 Fire Alarm - *you will hear a beeping buzzer*

- Follow the instructions given over the intercom.
- Count your children and keep your roster page with you.
- Children 2 through Upper Preschool, hold onto a safety rope located in your room.
- Children under 2, volunteers put babies in a crib or wagon and roll it out. Cribs are located between 102 and 104.
- Emergency wagons are located in the stairwell closest to the preschool check-in desk.
- Clear the building by going out the designated fire escape door, as posted on your classroom wall.
- If you are in an open area (instead of a classroom), use the closest exit.
- Do not re-enter the building until you receive permission from a Next Generation staff person.
- Proceed to the designated safe zone far away from the building with your children. Safe zones are found on the map located in the classroom.
- Do not release a child to a parent until we get the "All Clear" from the emergency crew. If parents show up at the classroom or safe zone, parents will then stay with your group until the "All Clear."
- When at your safe zone, verify that all of your kids are with you. If your number is correct, hold up the green card to notify the emergency crew you are good. Hold up the red card, to notify the emergency crew that you are missing a person or need assistance.
- The red and green cards will be located in the emergency booklet by the door in the classroom.

3.7 Severe Weather - *you will hear a beeping buzzer*

- Follow the instructions given over the intercom.
- Count your children and keep your roster page with you.

- Immediately move to interior safe areas on the first floor.
- Safe areas include:
 - Preschool: Rooms 100, 109, 110, 111, 112, the bathrooms on the same side of the hall as these rooms, and preschool foyer.
 - K-3: Room 155
 - 4th-5th: Room 120
- Stay in the safe area until a Next Generation staff member says the building is "All Clear."

3.8 Power Outage

- Remain in your rooms.
- Emergency lights will turn on throughout the building.
- Flashlights are located in the First Aid/Emergency drawer.
- Keep kids calm and continue with the lesson if possible.
- Wait for a staff member to come with instructions.

3.9 Injuries/Medical Emergencies

- In case of an accident, notify a staff person or hall director immediately, who will then contact the medical team on channel 9 on the radio if further medical assistance is needed.
- First aid kits are located in the classroom drawers (nursery and preschool) and the small group rooms (elementary). There is also a first aid drawer in the kitchen by room 200.
- Please wear gloves (located with the first aid kits) to avoid coming into contact with any bodily fluids.
- Please fill out an accident report (located in your class notebook) and give it to a FG Kids staff person OR put it in the front of the check-in notebook.
- When a child arrives with an EpiPen, please take note of the allergy.
 - If you are not familiar with using an EpiPen, ask parents on how to properly use it.
 - When to use EpiPen: Swelling of the lips, tongue, throat, eyes; vomiting;

and/or difficulty swallowing or breathing.

- When you notice the above symptoms, immediately administer EpiPen using the directions on the device and have the other leader go and tell the hall director. If you cannot reach the hall director, call 911.
- The hall director will go to channel 9 on the walkie and let the medical team know of the location, and that medical assistance is needed immediately.
- The police officers have a direct line to call emergency vehicles.
- After the medical team arrives, notify parents.

3.10 Abandonment Policy

This would qualify in the event that the parents/guardians did not return to pick up their child(ren) after service(s) on Sunday. Immediately proceed in following the protocols below.

- If a volunteer suspects a child has been abandoned at the church, notify your hall director immediately. The hall director will use our radio system to notify staff.
- Staff will contact check-in personnel to check if parents are on site in counseling or other classes.
- Find parent/guardian contact information in Rock and attempt to contact the guardian on the phone number given.
- If parents do not respond and service has been over for more than 15 minutes, notify police on site by using Channel 9 on the radio. If the police are not on site the staff person will dial 911.
- Please fill out an incident report (located in your class notebook) and give it to a FG Kids staff person.

3.11 Mandatory Reporting

This protocol would be followed if there are signs of physical or sexual abuse:

- In case of suspected abuse, please report information to the hall director or an FG Kids staff member.

- Under SC law, Fellowship Greenville staff are all mandatory reporters. To be a mandatory reporter means you have a legal obligation to immediately notify the proper authorities if you see anything suspicious or if a child tells you specifically that they are being abused or molested. The Fellowship Greenville staff will notify proper authorities and take appropriate corrective measures.
- Remember TEN-4 (Thoracic, Ears, Neck, under four (4) months old, multiple places). If you see suspicious bruising under the above categories, we need to report it.

3.12 Checkout Security Policy

This policy would be followed when there is a safety concern from the parent (who is dropping off) about not wanting anyone else (including other family members) to be able to pick up their child(s) from Sunday morning. If a parent notifies you that they are the only one that can pick up the child(s), and someone else (even if a immediate family member) comes to pick up the child(s) then follow the below protocol:

- Explain to them they need the pickup sticker (that they would have received during check in) so they need to go to the check in desk.
- Notify the hall director of the situation and they will communicate on channel 9 to get the safety team involved and over to the location as soon as possible.
- Text the parent who dropped off the child to notify them of the situation.

Note: *Unless there is a court ordered restraining order or other legal documentation stating that the other parent cannot pick up their child, then you cannot say "they are not allowed to pick up their child". Legally that would qualify as us "kidnapping" their child. But in this situation we can stall for as long as possible until security gets there. If possible try to make sure this situation is away from the children in the classroom.*

3.13 Visitor Policy

Only parents/guardians or pre-approved (receiving approval prior to visitation) may visit FG Kids while in session. Either way, anyone who is visiting must check in at the kiosk and wear the printed tag. If there is

someone walking around the hallways or attempting to go into classrooms and they are not wearing a visitor tag, send them to the check-in area and notify the hall director right away.

3.14 Behavioral Procedure

- Behavior issues will be dealt with on a case-by-case basis. Hitting/hurting other children needs to be reported to the hall director, and we will then report to parents.
- Regarding biting these are the steps to follow:
 - Separate the biter from the class, and offer medical care to the child bitten.
 - Fill out an accident report for the child who was bitten, leaving out the name of the biter and hand it to a FG Kids staff member.
 - Fill out an incident report for the biter and hand it to a FG Kids staff member.
 - FG Kids staff will talk to each set of guardians after the incident.
 - After the second offense, parents are required to stay with their child in the classroom for a minimum of two Sundays.
 - On the third offense, the biter will be asked to stay out of the classroom until they have grown out of the biting phase.
- We do not need to keep a running account of everything a child has done wrong; unless physical injury of another child occurs. We need to point out the positives of that child when reporting to parents as it can be discouraging to parents and children if every time he/she is picked up we list off bad behavior. Remember these are children who are still growing and may be in different stages of behavioral learning.
 - Be aware of your conversations with the parents. Do not make any reference to a child's physical appearance or question the parenting of a child.

4.0 Work Procedures for All of FG Kids Areas

- Be prepared before coming to church so you can be completely engaged with the kids.
- If you know you will be unable to serve when you're scheduled, 48 hours in advance please text this number 864-234-7033 and enter FGKids in the text. If you enter anything else, you will receive an error message. You will receive a link to a form.
- Upon arrival, check-in and obtain a volunteer tag. Please wear it while you're serving.
- Be on time: 9:00 am team at 8:30 am, 11:00 am team at 10:30 am.
- Greet parents and children cheerfully with a smile.
- Take the sticker from the parents and put it on your roster page. Ask if the child is staying two services. If the child is staying, tell your hall director or staff person and before leaving peel the sticker from the first hour roster page and place the sticker on the roster page for the second service.
- Make sure each child is also wearing his or her matching sticker.
- Look at the sticker to make sure the child is in the correct room.
- Refrain from using cell phones and other devices that may distract you from caring for the children.
- Please do the lesson and activities we have prepared for you.
- During dismissal, match the parent pick-up sticker with the child's sticker in the roster book. Place the pick-up sticker on the child's sticker so that the code in the left hand corner is showing on both stickers. Please stay until all children are picked up, or the next service's volunteer arrives.
- The safety of our children is very important. Only allow parents to pick up children with a sticker.
- If a pick up tag has been misplaced or lost:
 - Check the Drivers License of the pick up person to make sure last names match and alert your Area Director / FG Kids Staff that they need to check Rock to make sure the pick up person is attached to the child's profile.
 - Place the form back in the binder.
- Maintain a healthy environment: if a child has any of the following symptoms, he or she should not be checked in. If the symptoms begin while in the class, please contact the parents.
 - fever
 - vomiting
 - diarrhea
 - unexplained or contagious skin rash
 - pink eye
 - lice

4.1 Nursery Guidelines

- When you arrive, please take shoes off and put on clean socks you'll find in a bin in the room.
- When a child is dropped off, please take the child's name tag and place it in the binder.
- If the child has his or her own cup, make sure it is labeled with a name.
- Write the cubby number the child's bag is in on the check-in tag. Confirm the cell number of the parent that is printed on the sticker.
- Ask if the child is staying for two services.
- Write child's name on a *Nursery Notes* report and ask parents for any information needed to care for the child (feeding times, pacifier, nap schedule, etc)
- Every child's diaper should be checked during service and changed if needed. Indicate a change of a wet or dirty diaper on the *Nursery Notes* report.
- Only women 16 and over can change diapers.
- Say the monthly blessing (0-12 months) to the children and indicate this on the *Nursery Notes* report.
- If a child becomes too upset, please call a staff member or hall director. Only allow staff members or hall director to carry an upset child into the hall.

- Upset children can be pushed in the stroller by a volunteer 16 years or older up and down the preschool/nursery hallway.
- Children under 12 (14 for infants) should not hold babies. They can sit and play on the floor with them.
- Indicate baby's snack, drink, napping and mood on the *Nursery Notes* report. Give this report to parents when they pick up.

4.2 Preschool Guidelines

- Prepare room for arrival of children by putting the paper bags, crayons and stickers on the tables.
- Look at the lesson and activities on the counters to make sure you have what you need. Contact a volunteer leader if you need anything.
- Instruct volunteer assistants regarding necessary information and assignments.
- Greet children and parents at drop off, while becoming familiar with their names.
- When a child is dropped off, please take one of the child's name tags and place it in the attendance binder.
- [Preschool Upper] Place a colored circle sticker on his or her other name tag and put it on the front of his or her clothes. This will aid in the transition of children from worship to each classroom.
- Follow the schedule and do the prepared activities.
- [Preschool Upper] Before worship, be sure to count your children and take the roll sheet with you. After worship, gather your children, making sure you have the correct number and that everyone has the correct colored sticker on his or her name tag.
- [Preschool Upper] During large group, one volunteer can stay in the room to prepare snacks and water.
- [Preschool Lower] The 2 year olds stay in their rooms for worship time and use the TVs to play the songs and Bible story.
- Double check to make sure children can have goldfish, or if they need a gluten free option.
- Children should have one cup of snack. We don't want to spoil their lunch.

- Follow the safe restroom and diaper changing procedures.
- Repeat the Bottom Line and Memory Verse repeatedly. The more a child hears these truths, the more he or she will remember.
- Stay in the classroom when children are present.
- Keep room and floor areas safe from trip hazards.
- Please make sure the room is organized and clean before leaving.
- Lap Sitting Policy (Ages 3 and up)
 - Children 3 and up are not permitted to sit in a leader's lap both in large group and small group settings.
 - If a child attempts to sit in your lap, gently remove and give the child an option to sit next to you or lean on your shoulder.
 - Do not reprimand a child who tries to sit in your lap. Kindly and gently acknowledge him/her while providing another option.
 - Other appropriate options:
 - Sit next to you
 - Lean on your shoulder
 - Hand on child's shoulder
 - High five
 - Fist bump

4.3 Elementary Guidelines

- Greet children and parents at drop off, while becoming familiar with their names.
- When a child is dropped off, please take the child's name tag and place it on your roster sheet.
- Follow your lesson plan for pre-activities. (Be prepared and know your lesson in order to be able to engage with the kids in an authentic way.)
- Before large group, account for all kids in your small group. Take the roster sheets to large group with you. These will be used to account for all kids in case of emergency.
- While in large group, participate with your kids and make sure they are engaged and behaving in an appropriate way.

- When you return to your small group area, check your roster sheets and account for all kids.
- Lead the small group activities in the printed lesson and use the resources provided.
- Please follow the safe restroom procedures found in section 3.4.

4.4 FG Thrive Guidelines

- Look at the lesson and activities in the bin to make sure you have what you need. Using the walkie talkie, contact the Director via walkie talkie if you need materials or assistance. If the Director does not respond, contact the Special Needs Coordinator via phone.
- Instruct volunteer assistants regarding necessary information and assignments.
- Greet children and parents at drop off.
- When a child is dropped off, please take the child's name tag and place it in the binder on the attendance sheet.
- Follow the schedule and complete the prepared activities. If your whole group goes to large group activities, take the binder with you in case there is an emergency.
- Prior to beginning the lesson, the children will have some time to play. Because they are children with special needs, they must be engaged with the help of others. Please play with them and encourage them to share with others.
- Follow the safe restroom and diaper changing procedures.
- Never be alone with a child in a room. If you find yourself alone with a child in a classroom or

- elevator, please grab the director or volunteer and have them accompany you.
- Repeat the Bottom Line and Memory Verse repeatedly. The more a child hears these truths, the more he or she will remember.
- Stay in the classroom when children are present. Never leave any child with special needs unattended.
- If you are a buddy for a child with special needs, please stay with the child throughout the morning. The child should be doing what the rest of the class is doing. Also, make sure to stay with child during large group time. He/she should be sitting or standing beside you the entire time. Please do not allow the child to walk around or get on the stage.
- Keep the room and floor areas safe from trip hazards.
- Refrain from using cellphones while with the children.
- As children are picked up by parents, tell parents honestly how their child did during the morning.
- Ensure the room is organized and clean before leaving. (The Director can get the vacuum for you if needed.)
- If you have an emergency, please contact the Special Needs Coordinator or a staff member.
- Please read the profiles of the kids in the room notebook. These profiles contain vital information on how to best care for our Thrive attendees.

5.0 A Typical Morning

So you can have an idea of what a Sunday in FG Kids will look like, we have provided the following sample routines and tips.

5.1 Nursery

The best way to connect to a little one is to consistently EMBRACE their physical needs. Kids in the nursery will often cry as they experience separation anxiety.

Comforting and distracting them with a toy or rocking and singing will hopefully calm them down. Fussy babies can upset the whole crowd, so if a baby is inconsolable, contact a staff person or volunteer leader to help. Volunteers who are ages 16 and older can push a baby stroller up and down the preschool/nursery hall.

In all the nursery rooms, you'll say and sing the posted monthly blessing throughout the morning.

During diaper changing time, say the monthly blessing over the babies. (What a sweet time to bless them!) Enjoy embracing and playing with these sweet littles.

During snack time, you'll give goldfish (if parents indicated that they were ok), a gluten free option, or a snack the parents provided. Be sure the babies only eat their own snack! They will drink from a labeled cup from home or from a sippy cup we have in the rooms. Please put dirty cups in the sink after snack time.

5.2 Preschool

The best way to connect to a little one is to consistently EMBRACE their physical needs.

When you arrive in your class, the lesson will be on the counter in your room along with all the supplies you'll need. There will also be a suggested schedule to follow. If you've taken the time to read through the lesson a couple times before coming in, you'll enjoy the morning so much more. You'll be able to talk with and discuss the activities and games with the kids. Please notify a staff person or volunteer leader if you need any supplies.

Our First Look Curriculum has a monthly Bottom Line and Memory Verse. You'll repeat these two things often throughout the morning. Invite the kids to clean up with you after they're done playing.

Preschool Worship

a. Preschool Lower

The Bible story, memory verse and worship songs are provided on a tablet located in each Preschool Lower room. Do what works best for the kids in your group. You can sit with them in a circle on the floor or have them sit at the table to watch the videos. Just make sure you are choosing a way that engages the kids and gets them excited to worship and hear a TRUE story from the Bible.

b. Preschool Upper

Preschool Upper groups will travel to the Clubhouse (located in room 200) for worship and Bible story.

During large group, one volunteer can stay back in the room to get snack ready. If you're in the large group with your class, sing, and do the motions with the worship leaders. Help those who are shy to participate.

5.3 Elementary

The best way to connect with an elementary school-aged child is to ENGAGE them. They are in a critical phase where they are wondering, "Do I have what it takes?" When you engage their interests, you help them trust God's character and discover how to relate to God.

Elementary kids are most motivated by FUN, so be prepared to have a great time! When kids arrive, they are divided into small groups based on their grade in school. The printed lesson, a schedule for the morning, and all materials you need will be in your small group space. Please read through the lesson you received by email a few times before arriving so you will be comfortable leading the kids. A volunteer director will be in your area all morning to help you and answer any questions you have during the morning.

Welcome your kids with a smile. You'll begin with Small Group Time: *Introductory activities to welcome kids and introduce the Bible Lesson for the day.* Then, you'll transition with other groups to the Large Group Time where kids will worship and hear a lesson from the Bible. There are two elementary large groups that take place during a service. One for *K5 to 2nd graders and one for 3rd-5th graders.* After this time together, you'll lead your group back for another Small Group Time: *You will have activities to do with your group.* These activities are going to be more discussion/thought based for the kids to work out the lesson. They are designed to help the kids understand how the Bible lesson can apply to their everyday lives.

Engaging kids often means you are the example, so have fun, sing the songs, play the games, and allow the kids to see *you* engaged!

5.4 FG Thrive

The most effective way to connect with children who have special needs is to give them experiences that are structured, active, and fun. Most of the time, they need

others involved to model and engage them in participation. Be sure to smile, talk in a calm voice, and be energetic. Most of all, show them Jesus' love!

As they arrive, you will have 10-15 minutes to play. Encourage them to build with blocks, work on puzzles, play catch, or read along, *as you do the activity with them*. Also, ask questions and make eye contact when with them.

When it is time for the lesson, help get them to the table. It is best to sit beside them and assist as needed while they do various planned activities, such as making bags, hearing a Bible story, saying the memory verse of

the month, completing a craft, and so on. In fact, our First Look Curriculum has a monthly Bottom Line and Memory Verse. You'll repeat these two things often throughout the morning. It is important to let them do as much as possible on their own. You are guiding and prompting them as they engage in activities, to help give them an understanding of Jesus. After the lesson, a snack will be offered. There will be a little time left for a video or playing. Invite the kids to clean up with you after they are finished playing.

6.0 Role Descriptions & Responsibilities

6.1 Volunteer Director

The volunteer director provides leadership in their designated area. They are responsible for overseeing volunteers and making sure they have all that they need and are doing what they need to be doing (whatever is needed to ensure this). Also they are in charge of providing tours for new guests and explaining FG Kids policies to parents.

a. Weekly Responsibilities

- Pray for the upcoming Sunday
 - All children
 - All volunteers
- Login to your toolbox/Planning Center Online.
- Read through the lesson (at least twice) to be familiar with it and send the lesson out in an email and confirm with your volunteers.
- Prepare for huddle time. This is a time where the director gathers with scheduled volunteers and makes sure everyone is on the same page.
- Ensure that rooms are confirmed with volunteers for Sunday. Refer to your sub list if you have call outs.
- Recruit volunteers throughout the year.
- Highlight main points of the lesson and anything you may want to cover in huddle time.

b. Sunday Morning Responsibilities

- Arrive 30 minutes early to your area
- Get radio

- Wear name tag lanyard
- Director should have roster of every kid that has checked in.
- Elementary Director - This position is in charge of placing new children into small groups, and making sure that the small groups are meshing well.
 - Huddle Time: (meets between services at 10:30 - start on time each week)
 - Check in - allow volunteers to get refreshments
 - Talk through morning schedule, pointing out anything unique about morning
 - Take prayer requests and Pray.
- Preschool Director - This position is in charge of all volunteers scheduled and making sure they have everything they need and are doing what they need to be doing.
- Respond to all radio request for 1st time families who come through and go through our procedures with them.
- Once classrooms are in session look over check in tags, and make sure the volunteer teachers or yourself are writing postcards to each new child.
- Radio "all clear" once all the kids are off their hall.
- Return your headset and radio to the nearest attended check in desk at the end of your shift.
- Directors are responsible for caring for their volunteers. We want the directors to shepherd

them, support them, spoil them, and appreciate them in a way that promotes spiritual and personal growth.

- Greet people in your area
- Be available to answer questions and troubleshoot

6.2 Small Group Leader

The volunteer leader provides leadership in their designated group. They are responsible for overseeing assistant leaders and children in classroom and making sure they have all that they need and are doing what they need to be doing (whatever is needed to ensure this). Also they are in charge of enforcing safety procedures and protocols within their room.

a. Weekly Responsibilities

- Get lesson from email or planning center
- Be familiar with the lesson (read it a couple times)
- If you cannot be at scheduled classroom on a Sunday morning, please give at least a 48 hours notice by texting this 864-306-4373 and enter FGKids in the text. If you enter anything else, you will receive an error message. You will receive a link to a form.
- Be praying for your children and team.

b. Sunday Morning Responsibilities

- Arrive early - 30 minutes before service starts.
- Grab your pre-printed name tag from your room or director.
- Check in with Director.
- Greet parents and children.
- Make sure to place children's check in tags in notebook.
- Ensure the children are checking in to the correct room.

6.3 Small Group Assistant

The volunteer assistant leader provides support and helps lead in their designated classroom. They are responsible for supporting the leaders and children in classroom and making sure they have all that they need and are doing what they need to be doing (whatever is needed to ensure this).

a. Weekly Responsibilities

- Get lesson from email or planning center
- Be familiar with the lesson (read it a couple times)
- If you cannot serve in your scheduled position on a Sunday morning, please give at least a 48 hours notice by texting this 864-306-4373 and enter FGKids in the text. If you enter anything else, you will receive an error message. You will receive a link to a form.
- Be praying for your children and team

b. Sunday Morning Responsibilities

- Arrive early - 30 minutes before service starts.
- Grab your pre-printed name tag from your room or director.
- Check in with Director.
- Greet parents and children.
- Make sure to place children's check in tags in notebook.
- Ensure the children are checking in to the correct room.
- Support the small group leader in the room.

6.4 Resource Leader

Responsible for making sure each classroom is stocked with resources for lessons, activities, and needed supplies. The resource leaders report to the Resource Director.

a. Weekly Responsibilities

- Go to where the assigned grade level lesson materials are stored. Empty the classroom buckets and sort the lesson materials. Return all items to the proper storage locations. Throw away any materials that are lesson specific and would not be used in the future.
- Pull out the materials for the upcoming week. Read through the lesson and place the items to be used in each of the classroom buckets. Be sure that each bucket has enough of each of the items that the children will use based on current numbers. Look for large or strange items that would not fit in the lesson organizer in the Resource Room or on the shelves in the closet where the lesson materials are stored.

- Put the lesson buckets in each of the rooms.
- Place a copy of the following week's lesson in the rooms for the volunteers to take home and look over.
- Glance through the classroom cabinets every couple of months to see if any of the consumable items need to be replaced (Expo markers, glue sticks, glue bottles, crayons, markers, tape, etc) or sharpened (pencils). Contact the resource director about any items that need to be replaced.

6.5 Guidelines For Teen Volunteers

- Refrain from using cell phones while in the classroom.
- Wear appropriate clothing that allows you to sit comfortably and modestly on the floor.
- Follow directions provided by the classroom lead volunteer.
- Use safe practices and nurturing care for the children.
- Engage with children by interacting with them one on one or in small groups.
- Stay in the classroom to the end of the scheduled time.

a. Details of Job:

- Check in with the Small Group Leader at arrival.
- Be ready to read to play with or console a child as needed.
- Assist with snack preparations as directed by the Small Group Leader.
- Assist with hands on activities related to the Bible lesson.
- Defer to the Small Group Leader regarding who greets parents for drop off and pick up of children.
- Help with pick up of toys and materials to keep the floor areas safe from trip hazards.
- Clean hands and faces of children, as needed, after activities or snack.
- Assist with toileting needs as needed (females only).
- Model and demonstrate where and how children are to sit, stand, play, etc. (i.e. if you sit on the tabletops, the children may want to too, but this is not a safe practice for young children).

Thank You

Thank you for saying "yes" to the next generation. We are blessed to serve alongside you as we introduce Jesus to those who visit us every week. We all have an amazing opportunity to a part of so many kids' stories - you are difference makers! We are so grateful for each of you. If you have any questions, please let us know. We couldn't do children's ministry without you!

Sincerely,

FG Kids Staff

Volunteer Acknowledgment Form

I have received a copy of the Fellowship Greenville Kids Training Manual and have read it or have had it read to me. I understand it is a brief description of expectations, responsibilities, protocols and policies in which I am expected to uphold.

I understand the commitment I am making by volunteering in Fellowship Greenville Kids ministry.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Volunteer's Signature

Date

Volunteer's Name (Typed or Printed)

Authorized Witness (Director or FG Kids Staff)

Date

Please fill this form out and return to FG Kids staff