

I'm a Volunteer, Now What?

(What is expected and required of you as a volunteer of The Wildlife Children's Church Ministry)

THANK YOU for volunteering for our Children's Church Ministry! We thank God for bringing you and your talents to us in order to help us grow and disciple our precious children in learning about Jesus.

- ☺ We are leading our children into and growing a relationship with our Savior Jesus Christ. This is our top priority. **Always**.
- ☺ Communication is the life-line which keeps us running smoothly. We can never communicate too much. You will be provided with phone numbers and email addresses for team leaders and both directors. Please use them as much as you need for questions, comments, concerns or just a funny story of what happened, or what a child said in Children's Church.
- ☺ You must be responsible in all things. Including but not limited to, preparing for your class time. If your leader has asked you to handle a certain job, (ex. Snacks, crafts) we ask that you be here 15 minutes prior to service to make sure you have all the supplies you will need. *(should you need something please let us know ASAP so we can get it)*
- ☺ Should you be sick and not able to come to church you should first let your team leader know so they can find an alternate. If in the event you can't contact your team leader; text or call **BOTH** directors so we can then help the team leader. **Please let us know as soon in advance as possible - preferably a day or 2** however we understand in the event of an emergency this is not always possible.
- ☺ We will have "Volunteer Information/Training Sessions"
_____ of every month. Time & Location will be announced. We ask that you attend these classes. It's the time, where we as a whole, can sit down and discuss issues, concerns, and progress of our ministry in an unhurried, less hectic atmosphere.

☺ If a situation were to arise the chain of command is as follows:

1. The team volunteers report to the Team Leader.
2. The Team Leader reports to the Director & Assistant Director of Children's Church together.
3. The Director & Assistant Director report to the Pastor & Deacon of the Church.

should you have an issue *you must follow the chain of command*. This ensures the proper channels are taken and all matters are handled internally until a situation arises that warrants the involvement of the Pastor/Deacon. *(They have a lot on their plates already. We are trying to help keep their time free for other important matters.)*

☺ It is up to the Team Leader to consult the curriculum and assign tasks to each volunteer. If a volunteer has an issue with their team leader please contact the directors ASAP.

☺ When in doubt ASK. There are no crazy questions.

☺ Remember to have fun. When the kids see us having a good time and loving what we do it encourages and reinforces the knowledge that Christians can have fun learning, loving, and following Christ.

“What To Do”

A Troubleshooting Guide

When a situation arises **ALWAYS** -

Stop (what you are doing/saying)

Pray (in whatever way necessary)

Listen (to what God is telling you to do in the situation)

- ★ If a new child comes to Children’s Church and we find out they are too old. Allow them to stay this time and after church take a “Registration/Policy” Packet to the parent and explain the age rule and that we made the exception this one time.
- ★ If a child tells you about being abused or if you suspect abuse you are to come tell Children’s Church Director & Assistant Director immediately and we will go with you to inform the Pastor.
- ★ Should a child prove to be violent and a danger to themselves, or if they are special needs that can’t be around other children, we need to separate them to another part of the room and give them time to calm down, if they attempt or succeed in harming another child, volunteers, or themselves we need to contact the parent immediately and have them come get their child.
- ★ If a child gets sick (temperature 99.5 or above, vomiting, diarrhea etc) we are to isolate the child then text the parent to come pick their child up. **Under NO circumstances are we to give any medicine to any child.** There is a first aid box located in the cabinet if you need band aids, peroxide, etc also it has Tylenol and ibuprofen **if the parent wants to administer them to their child they may do so.**
- ★ If a team leader is not here, please come find one or both directors so we can find an alternate. Our numbers/email addresses are posted. Do not hesitate to call/text.

Expectations of Children

As unpopular as they are, rules and boundaries teach children the difference between right and wrong and how to get along with others. We hope to teach children to live a life as Jesus has modeled for us in the Bible. We use His Word to establish expectations for our children that will provide a healthy, safe and spiritual environment.

Our prayer is that you will share these expectations with your child, so that we can work together as a team in providing your child with the greatest spiritual experience in our children's ministry.

Pre-Kindergarten through 2nd grade Expectations

1. Show respect to others
2. Show self-control in all situations.
3. Show kindness and helpfulness to others.
4. Listen when others talk.
5. Follow directions.

Discipline in Children's Church

We hope that all children will enjoy their time in Children's Church however, there are times when disciplinary actions are needed. We utilize a Three Strike progressive discipline approach with the ultimate goal to keep or return the student in all activities. Below are a few basic guidelines that we will follow.

- ⊗ When a student moves outside established guidelines, a verbal warning will be given. **(Strike One)**
- ⊗ When a Student moves outside established guidelines a second time, the student will be pulled aside and a 2nd verbal warning will be given along with a restating of the guideline that has been broken. **(Strike Two)**
- ⊗ If a child continues to choose behavior outside of established guidelines, then they will be removed from the current activity where the teacher will sit down with the student and discuss what has happened and how might the student be returned to class time. **(Strike Three)**

Should it happen a fourth time then the parents will be notified as well as Children's Church Directors and the pastor. And a meeting will be held to see what can be done to help the child with their behavior. *(This is a last resort option and any behavior issues are usually dealt with before they get to this step.)*