



Kids & Youth Volunteer Handbook

Now this is eternal life: that they may know you, the only true God, and Jesus Christ, whom you have sent. I have brought you glory on earth by completing the work you gave me to do.

John 17:3-4



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Dear Volunteer,

Welcome!

We are so glad that you are a part of our team. This handbook will introduce you to Messiah's purpose and policies which provide a safe, secure and loving environment.

It is not by chance that you are reading this. God is nudging you! Together, with your helpful hands and heart, we are able to make a difference in the life and eternity of each child, youth, and adult.

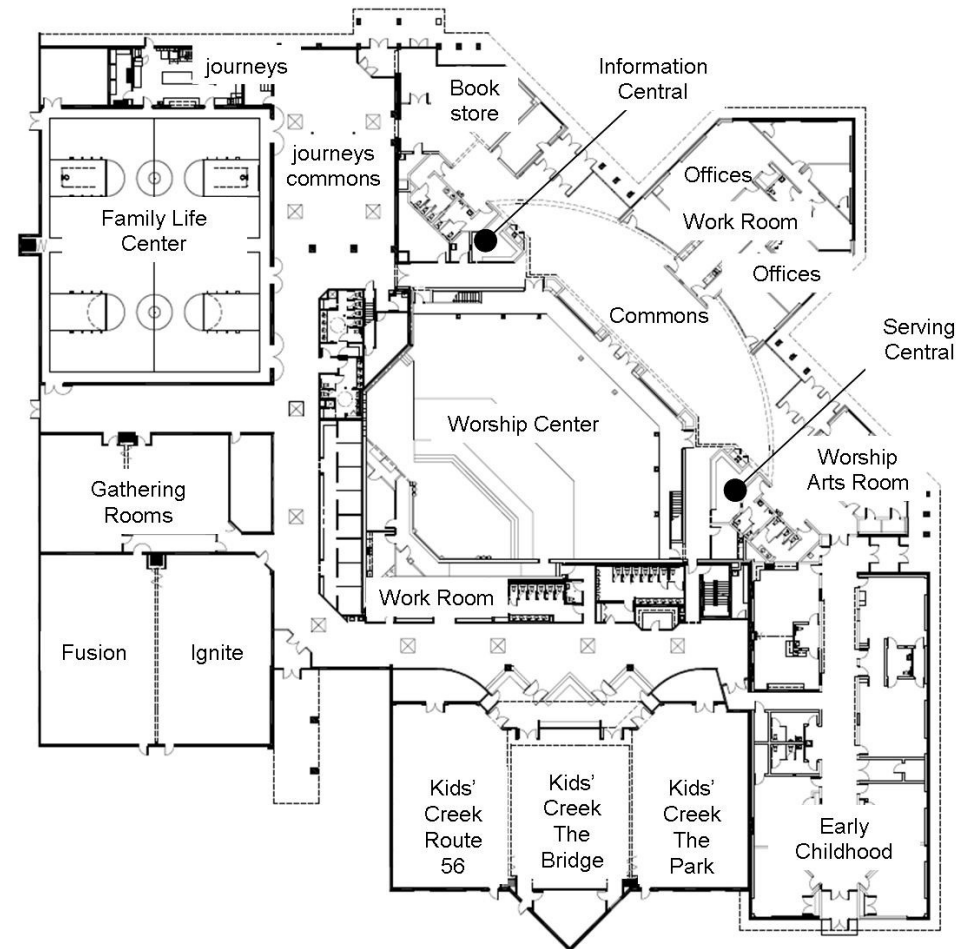
May God Bless us, the kids, the youth, and our families as we serve Him and each other!

Serving with you,
Kids & Youth Ministry Teams

Kids Ministry Team
children@messiahbc.org
989.835.7143 x205

Youth Ministry Team
youth@messiahbc.org
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Map of Messiah



Ministry Programs

Early Childhood

Infant - young 5s

- Sunday Morning Kids' Creek
- Kids' Creek Preschool

Kids

Kindergarten - 6th grade

- Sunday Morning Kids' Creek
- Marvelous Mondays
- Wonderful Wednesdays

Youth

Ignite

junior high, 7th - 8th grade

- Sunday Mornings
- Mid-week small groups

Fusion

senior high, 9th - 12th grade

- Sunday Evenings
- Mid-week small groups

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Mission/Values/Strategy

We're excited to share with you our mission (what we do), values (why we do it) and strategy (how we do it).

Mission

Reaching one more life with Jesus..

Values

- God loves us
- We love God
- We love all people

Strategy

By creating environments for life transformation...

What does this mean to you, in your life (at home, work, school, other places)?

Departure, clean-up

- Verify the parent tag number matches the kid's nametag number.
- Once this verification is made you may release the child to their parent.
- If a parent does not have the tag DO NOT release the child into their care. Call for a team leader or a staff member and they will take the necessary steps to release the child to the parent.
- Check to see if the child has a diaper bag or other items to return.
- We ask you to stay for approximately 30 minutes after the children leave to help pick up toys and clean the room.

parent. If a parent wants to enter the classroom to help their child acclimate to the surroundings of the room you may let the parent do so. We do not encourage this, but allow it if necessary.

- Only one parent at a time. Understand, for the safety and convenience of all families, it can be too overwhelming for other kids and parents if the room is filled with adults.
- You must have an adult leader in the room with the parent at all times.

During activities

- Supervise children in the classroom.
- Encourage, listen and love the kids.
- Remember to pray for the families in your care.
- Report any questions or concerns to the team leader or staff member.
- Smile—all the time! 😊
- Have fun! 😊

Diaper Changing

Due to the safety standards set for diaper changing, only female trained volunteers will be allowed to change diapers.

Orientation

We require all volunteers to attend one orientation meeting before his/her first time serving.

We have an annual volunteer orientation and kick-off before fall ministries start. The meeting is one hour on a specified date and time.

During this orientation, we will cover general information about volunteering in kids and youth ministries, as well as answer any questions you may have.

This is also an opportunity to see others who serve in kids and youth areas, meet new friends, talk with others about ministry experiences, and share great *God stories!*

Volunteer Identification

For the safety of our kids and families, we require all kids and youth volunteers to complete a application form. We also complete a background check through the state of Michigan.

Any time you serve, we ask that you wear the proper nametag, as a means of identifying you as an authorized person.

At your scheduled volunteer time, you can check in at a check-in station. Let the check-in person know you are volunteering and what area you will be working in. Your nametag will include the ministry area, along with VOL indicating you are a volunteer. Please do not come to your classroom without your nametag.

Do not allow unauthorized individuals in your classroom. If someone enters your room and says they are a parent or are from another church looking around, please direct them to a staff member or a team leader. If you have any questions about someone entering the room, contact a team leader or a staff person. We will then assist them so you can continue to focus on the kids in your room.

Volunteer Responsibilities

Arrival, set-up

- Arrive 30 minutes before your scheduled time to serve.
- Pray with team before kids arrive.
- Setup activities for the day, as needed.
- Make sure one volunteer is there to greet parents and one volunteer is at each group to greet kids.
- **Do not allow children into the room unless there are at least two volunteers present.**
- Meet and greet children smile and a kind tone in your voice.
- Make sure each child has checked in at a check in station and has a nametag.
- Make note of any allergies or other information printed on the nametag.

Infant - 2 year olds

- Diaper bags are placed in cubbies outside the infant room or in cubbies inside the 2 year old room.
- Once in a while, a child will not want to enter the classroom or will become fussy when leaving the

Discipline

- Prayer should be both your first and your last step toward discipline.
- Be clear and concise when explaining rules of respect.
- Spotlight good behavior.
- Communicate love in words and actions.
- NEVER talk down, grab, or hit a child or youth.
- After first disruption, let a team leader or staff member handle the situation.

Infant - 2 years

When biting, scratching or hitting occurs, tell the child "no" and that we need to be kind to our friends. If it occurs again, place the child in a time-out setting so that they cannot injure any other children and notify the parent when the child is picked up. If the behavior occurs a third time, a volunteer will page the parent and ask them to stay with the child to assist the volunteer or remove the child from the classroom. The parent should have a conversation with a Early Childhood team member. This is for the safety of the other children in the ministry. The child's name will never be released for a child who is biting, scratching or hitting.

General Safety

Safety is very important to Messiah. We need to work together to ensure the safety of our families! We depend upon you to assist us in helping to make a safe environment for everyone.

- Never be alone with a child or youth.
- There must always be two volunteers in a room prior to children or youth entering.
- A married couple must serve with another adult leader at all times.
- Leave the restroom door open if it is necessary to enter to help a child.
- Do not allow kids and youth to wander around the and youth areas unattended.

☺ **Expect God to work in the life of the child;
it's not all up to you!**

Check In

Infant - 6th grade

- All kids through 6th grade must check in at a check-in station.
- All kids must have a computer issued name tag.
- Parents receive computer issued parent tag.
- Parents must drop off their kids at the door of their classroom.

Infant - 2 years

Parents will also receive a pager.

7th grade and older

Youth in 7th grade and up may check in themselves in their room.

Check Out

Infant - 6th grade

- Parents must pick-up their child at their room.
- Parents need to have their parent tag to pick up their child.
- Even if a child says he is to meet his parent, do not release him.

It is imperative that you return the child to only the parent with the correct parent tag. There may be a custody situation between parents that we are not aware of. Therefore, even if you know the parent, do not return the child to anyone other than the person with the parent tag.

If a or child parent has lost their tag or appears to be upset regarding the enforcement of this policy, please refer them to a staff member.

Under no circumstances are you to return a child to anyone without the parent tag. This includes parents, grandparents, aunts, uncles, siblings, baby-sitters, friends and neighbors.

7th grade and older

They do not need a parent to check out.