



CENTRAL
KIDS

HANDBOOK

**“THEREFORE, AS YOU RECEIVED CHRIST JESUS THE LORD, SO WALK
IN HIM, ROOTED AND BUILT UP IN HIM AND ESTABLISHED IN THE
FAITH, JUST AS YOU WERE TAUGHT, ABOUNDING IN THANKSGIVING.”**

COLOSSIANS 2:6-7



WELCOME

We are so glad that you want to serve in Kids Ministry with us! Firstly, we want to thank you for giving of your time and energy to come and serve kids and families with us. Even if we have the most capable staff, we cannot run our multi-classroom ministry without the help of leaders like you. Our team has so much appreciation and thankfulness for everything that you do.

Our hope is that you feel supported and equipped for ministry. Our Children's Coordinators are here and available for any questions or needs you may have in the duration of your time serving. For pastoral questions or issues, feel free to contact the Children's Pastor and go from there. We want you to know that our team is accessible and eager to come alongside you to encourage, comfort, or equip you as you lead with us.

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VISION & VALUES

At Central, we love kids because Jesus loves kids! It is our desire to lead children to become authentic followers of Jesus by loving God, loving people, and serving the world. We feel the best way to accomplish this goal is by helping children form a solid spiritual foundation.



GOSPEL STORYTELLING

We value the power of the Gospel to bring children into a saving relationship with Christ and we value teaching the Gospel story with a Spirit-filled passion and imagination to help embrace Christ and begin walking with him.



BIBLICAL LITERACY

We value children as “students of the Word” and we desire to be a church that helps kids learn and grow in the core teachings of the faith. Our hope is to give kids a firm foundation in Scriptural truth, and to help families prioritize Bible engagement in their homes.



EMBRACING CHILDREN

We value being a church that embraces children and shows them Jesus love through our words and actions. Our hope is to create engaging and safe environments that nurture effective learning and spiritual growth.

GATHERING TO CELEBRATE

We value gathering children and parents together to celebrate Jesus and build community. Our hope is to help children and families be shaped by the community of faith and build lifelong friendships.



SHINING A LIGHT

We value children as one of the tools God uses to bring Jesus’ love, joy and truth to a dark world. We hope to give kids and their families opportunities to “shine their light” and show the love of Jesus to the world around them.



ABUSE PREVENTION POLICY

POLICY STATEMENT

Central is committed to providing a safe environment by preventing harm to those in our care. We declare zero tolerance for abuse and neglect, and we also want to protect our Kids Ministry from false allegations.

ABUSE AND HARASSMENT POLICIES

A “Two Adult Rule” and/or “Open Door Policy” is required for all staff/volunteers to maintain in order to prevent or discourage abuse incidents.



INAPPROPRIATE DISPLAYS OF AFFECTION

- Inappropriate or lengthy embraces (full frontal hugs)
- Kisses
- Sitting on laps (excluding nursery children)
- Showing affection in isolated areas such as empty classroom, bathroom, etc.
- Wrestling or tickling
- Piggyback rides
- Compliments or comments that relate to physique or body development

- Any form of unwanted affection
- Any type of massage or petting from leader to child

APPROPRIATE DISPLAYS OF AFFECTION

- Side hugs
- Sitting next to a child
- High fives
- Fist bumps
- Handshakes
- Affirming good behaviour
- Patting a child’s back
- Etc.

INAPPROPRIATE DISPLAYS OF DISCIPLINE

- Any physical harm or hurt inflicted upon the child.
- Shouting, demeaning, or belittling language.
- Neglect of a child’s needs.
- Forcefully pulling a child’s hands, arms or legs.

APPROPRIATE DISPLAYS OF DISCIPLINE

- Speaking gently.
- Encouraging children to wait their turn.

Being consistent, firm, and giving loving guidance is key! All children need to know their boundaries and limits. This will help minimize behavioural problems.

CORRECTIVE ACTIONS WILL PROCEED AS FOLLOWS:

1st Misbehaviour:

The child is warned.

2nd Misbehaviour:

The child must sit beside a leader.

3rd Misbehaviour:

The child will be taken aside and asked if everything is okay, warned this is not appropriate behaviour, and asked to listen to their teacher.

4th Misbehaviour:

The leader will call the Children's Pastor or Coordinator, or page the child's parents.



OTHER

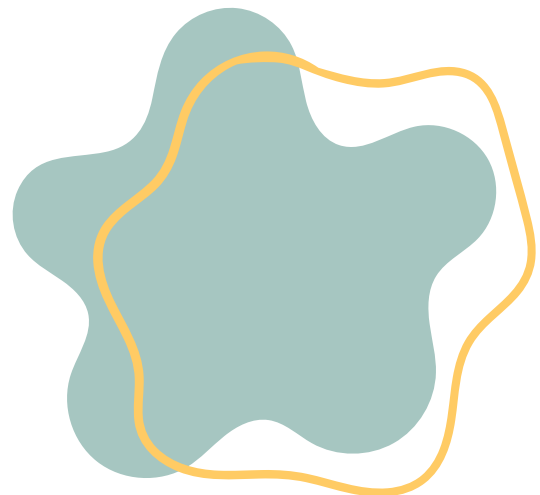
Do not take any photos of children under your care in Children's Ministry without the direct request of a staff member or parent. Do not post on any social media platform unless explicit permission is granted.

SCREENING

We have a mandatory screening measure for our entire Kids Ministry Team (including employees, ministers, elders, and volunteers) serving in any position involving work with children, youth, or vulnerable adults.

This process looks like:

- A personal interview for new volunteers/staff
- Completing a Volunteer Application Form
- Reading through the Ministry Handbook
- Completing a Criminal Record Check (age 16+) every 5 years
- Getting Background Reference Checks (minimum two) for new volunteers/staff
- Signing a Covenant Form



TRAINING

Training is to be provided for all children's ministry and other workers in position of trust with minors or vulnerable adults to assist them in understanding the issues of abuse, abuse prevention, and legal responsibilities to report actual or alleged incidents.

Our training includes:

- Initial training for all new workers/volunteers (includes shadowing).
- Required attendance of volunteer training events.
- Reading our Ministry Handbook twice a year.



RESPONSE

The following is our protocol for responding to suspected or alleged abuse.

1. Any person accused of committing a prohibited act or any act considered by the church to be harmful to a student will be immediately suspended until investigation is completed.
2. The incident will be reported to church leadership, parents of any party involved, and if required by law, the RCMP and any other authorities.
3. Coordinators, leaders and other witnesses will fill out an incident report form and submit to the Children's Pastor who will bring it forward to the Executive Pastor and Church Elders.
4. The Children's Pastor will contact parents of the abused or harassed and review policy and procedures, and parents will be given an opportunity to share about how they would like to proceed. It is important to note that due to legal reasons, two staff members and/or elders will be present during this meeting.
5. Both parties will be offered Biblical counselling and care, and will be walked with pastorally.

EMERGENCY RESPONSE

FIRE/EVACUATION PROCEDURES

Each campus' response will look different based on the location. Please refer to the Children's Pastor or Coordinator to find out your location's Emergency Evacuation Plan.

- In the case of an evacuation, all children should be taken by class to the designated assembly area (found in your building's Emergency Evacuation Plan) and kept with their leaders until a guardian or parent picks them up.
- If your attendance sheets are in your room, take them with you! Take attendance again when you get out to the designated assembly area and notify a Kids Ministry Coordinator if a child is unaccounted for. Check children off the list as they are released to parents.
- Call 911 as soon as possible.

THREATENING PERSON OR SITUATION

- If you have cause to believe a threatening person enters the building, close and lock the door to your classroom, bring children away from doors and windows, acting as calm and normal as possible.
- Call 911.
- Wait until a staff member tells you things are cleared, and you can unlock doors.



FIRST AID KITS

Basic First Aid Kits are available for minor injuries in the classrooms, at the Welcome Desk or Kids Help Desk. Please see the Children's Coordinator or Pastor for assistance. Don't forget to fill out an Incident Report Form!

LEADER CRITERIA & GUIDELINES

Criteria for a Children's Ministry Volunteer are as follows:

- Evidence of a personal relationship with Christ.
- Sincere heart for children; able to relate to them.
- Able to clearly share the Gospel with children.
- Comfortable or willing to pray aloud with children.
- Able to be a "team player" by participating fully in action songs, activities, crafts, and games. Children look to you to set the tone for their own willingness and participation.
- Be a good role model for children i.e. not common-law, not swearing or using inappropriate humour, no current drug/alcohol problem.
- Wear appropriate clothing that allows you to participate freely. Keep in mind that you might lift your hands, bend over, jump, etc.
- Able to physically, emotionally, spiritually, and mentally carry out their commitment so as not to cause stress of absence on other team members.
- Attend Children's Ministry training sessions 1 or 2 times a year.
- Must have reliable transportation in place in order not to cause undue stress on ministry staff.
- Must contact your Children's Ministry Pastor or Coordinator with at least 24-hour notice that you will not be able to fulfill your Children's Ministry commitment that week. Please do your best to find a replacement with another Kids Ministry Volunteer and notify your coordinator. If you are an adult leader, you will need an adult leader to replace you (16+).
- Should be known to a congregation member or have references that can be contacted.



VOLUNTEER ROLES & DESCRIPTIONS

NURSERY: Volunteers must be 16+ to serve in the nursery. This is a great opportunity to support and build relationship with parents. Our nursery volunteers take care of infants from 5-24 months for the duration of the service. Volunteers are encouraged to read Bible stories, pray over children, sing songs, and play with the kids – ultimately blessing and showing love to Jesus’ littlest ones and parents. We ask nursery volunteers to arrive 15 minutes before service start time.

PRE-K: Volunteers must be 11+ to serve in Pre-K with supervision by an adult leader. Lesson plans will be provided in the classroom, describing scheduled activities and games for the morning. Each craft, game, or activity is chosen with the intention of reinforcing the Bible Story that week, and we ask that every Pre-K Leader follows the lesson plan to the best of their abilities. All Pre-K children join together for large group singing and teaching.

GRADE SCHOOL (GRADE 1-5): Volunteers must be 14+ to serve in Grade School ministry. We follow a lesson plan that is provided to each leader and describes every activity planned for the morning. Each craft, game, or activity is chosen with the intention of reinforcing the Bible Story that week, and we ask that every Grade School Leader follows the lesson plan to the best of their abilities. Worship and storytelling is always done in a large group, then grades may be divided, depending on campus.

STORYTELLER: Volunteers must be a complete understanding of Gospel Storytelling, believe in the absolute truth and authority of Scripture, and agree with Central’s Statement of Faith. Our Kids Ministry Staff commits to providing any resources necessary for the preparation of the Bible Story. Storytellers must attend one training event per year that is exclusive to Storytellers.

COME PREPARED!

Our kids are so important! They are a gift from God. We have been given the opportunity to invest in children who will exponentially glorify God as they too invest in the lives of others. Because of this important opportunity that you have every week, we ask that you come prepared by:

- **Praying** – Pray for the kids in your large/small group throughout the week.
- **Preparing for your lesson** –
 - **Leaders:** Look over your lesson early in the week. Ask the Holy Spirit to empower you to lead the kids the best you can.
 - **Storytellers:** Your Kids Ministry campus staff will email your Storyteller Leader Guide 3-4 weeks in advance to read through your leader guide, Bible, and supplementary resource to write a Christ-centred lesson.
- **Coming early** – Please arrive at least 20 minutes prior to service for prayer meeting with the Kids Ministry team and to ensure you have everything you need.

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CLASSROOM PROCEDURES

PARENT CONTACT

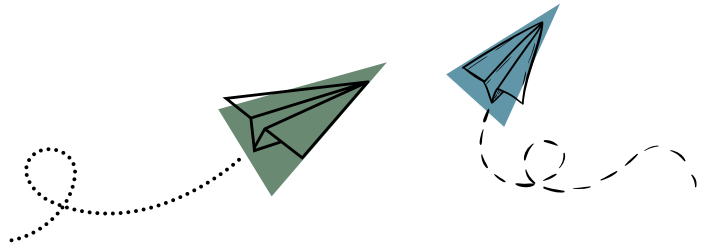
If a child is crying, needs a diaper change, or needs parental attention, parents must be contacted via our number call system. This may be on an iPad, Kids Check-In Computer, etc. Please contact your coordinator to learn how your campus runs their number call.

RATIOS

Central Kids Ministry will perform due diligence to maintain adequate child/adult ratios in every classroom to ensure a secure, quality environment for volunteers and children.

Our ratios are:

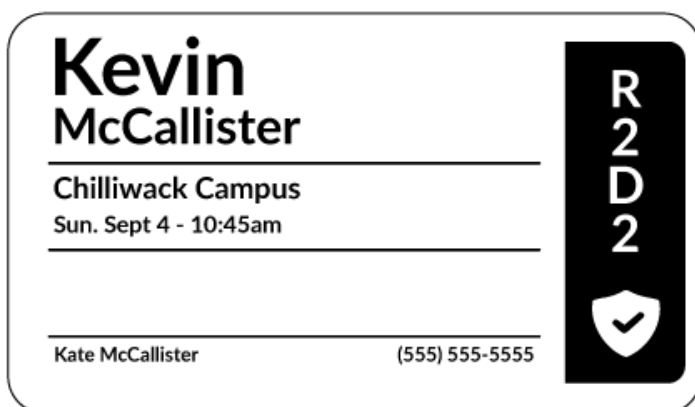
- Nursery: 1 adult per 3 children.
- Kindergarten: 1 adult per 5 children
- Toddlers: 1 adult per 4 children.
- Preteen: 1 adult per 10 children
- Preschool: 1 adult per 4-5 children.
- Primary: 1 adult per 8 children.



SECURITY STICKER LABEL

Each child is given a security sticker during check in, and must be wearing it on their clothes before being dropped off in Kids Ministry. The sticker has a unique code to the household for safe pick up, and parent has a sticker with a matching code to confirm identity. The sticker also contains special medical notes and information. Please ensure kids wear this for the duration of Kids Ministry.

Always check that the parents' tag matches with the child's before releasing children into parents' care. If unsure, ask Children's Ministry Coordinator or Children's Pastor before releasing child. Even if you know the family, **always check the label!**



WASHROOM GUIDELINES

The following are guidelines to be used to ensure safe use of washroom facilities. Kids Ministry Volunteers are to see that they are enforced as far as it is possible to do so.

NURSERY

- No diapers are to be changed by nursery volunteers at any time. Parents must be contacted if their child needs to be changed. If the parent does not come when called (number call, text, etc), please call a Kids Staff Member to assist.

PRE-K

- Parents are encouraged to make sure that their children use the washroom prior to service.
- Sometimes it is necessary for a child to visit the washroom during service. Preschoolers are to be taken by their leaders (who has a Criminal Record Check) while the student/helper is left to manage the classroom. Children are not to be left unattended. Bring the iPad with you in case you need to call a parent.
- The leader should check to see that the restroom is empty, then send the child(ren) in and wait by an open exterior door. The door to the hallway must always remain open.
- Children should have as much privacy as possible. If child needs assistance, call a parent to help if time allows, or contact a staff member to proceed. Door must remain open at all times.
- Diapers are to be changed in designated areas by a parent of the child only.

GRADE SCHOOL

The following are guidelines to be used to ensure safe use of washroom facilities. Kids Ministry Volunteers are to see that they are enforced as far as it is possible to do so.

- Child must always alert their leader they need to use the washroom before leaving.
- Children should be sent to the washroom and are encouraged to use the individual bathroom across the help desk. Leader is to wait outside of the bathroom and usher the child back into the classroom.

SUPPLIES

Each class is equipped with basic supplies for the morning such as lesson plans, craft supplies, activities, etc. Please return supplies to their appropriate location at the end of each session. Should supplies be low, please inform the Children's Ministry Coordinator.

SNACKS

NURSERY: There are baby cookies and Cheerios for children if they are given permission by parents on sign-in sheet.

PRE-K: Due to multiple allergies, we are only serving snacks that are peanut-free. A gluten-free option is available. No outside snacks are permitted at this time. The child's label should have any food allergies written on it; please check labels and ask child if they have any allergies before giving them a snack. If the child alerts you to an allergy, but the label does not contain any allergies, page the parents using the child's tag number to confirm with the parent.

GRADE SCHOOL: Snacks provided in Kids Ministry are permitted and served occasionally. We try to ensure a peanut-free facility due to allergies. Most children at this age are aware of their own allergies. However, as a back-up, most allergies are noted on the child's security label. Please ask before giving a snack.

ADDITIONAL NURSERY INFORMATION

- In case of a baby crying for 10 minutes or more, please contact parent to come and comfort the child. Please check that the parent's security label matches before releasing child.
- Please refer to sign-in sheets to confirm that infant is allowed to have a snack.
- Parents are welcome to stay in nursery with their child at any time. If they do not have a volunteer application and criminal record check completed, they may only care for their own child. If they have completed required forms, they are welcome to help with other children in the classroom as well.

DURING EVACUATION:

• **Nursery volunteers** can place babies in a playpen (if available) and roll the playpen to designated assembly area.

• **Pre-K** children can link hands or use rope if accessible to lead children out of the building.



KIDS HELP DESK

Those who serve at the Kids Help Desk are called to welcome Central's Kids and Parents with a friendly smile! They assist parents in registration signing in their child(ren) and putting printed security tags on children. They also help direct children to their age-appropriate classes. They know where First Aid Kits are stored. They close and open the fire doors at the appropriate time to ensure safety. The Help Desk Volunteer can contact the parent via the number-call system and direct the parent to the appropriate class. These volunteers help facilitate a safe and secure environment for all of Central's children!



THANK YOU FOR VOLUNTEERING!

Church is for children, too, and being able to teach them with age-appropriate lessons, share Jesus' love through relationships, and praying with them would not be possible without you.

We are here to support, help and prepare you. We are here to serve Jesus with you. Feel free to stop by, call or reach out at any time.



FACEBOOK VOLUNTEER PAGE

www.facebook.com/groups/centralkidsvolunteers



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