

OAK RIDGE KIDS VOLUNTEER HANDBOOK



2023

We use Planning Center for scheduling, also you will find the curriculum there so you can look over before Sunday.

- Download App
- Look for email
- Make a password

Facebook has proven to be a great tool for Preschool and Elementary to download videos, and announce events. This is our main way of communication! Please accept our invite. *Middle School uses GroupMe.*

Texting is another great way to communicate. Ask your leader for their phone number.

Emails, we do use emails-just not one of our top ways to communicate . However Planning Center uses your email, so keep an eye out for scheduling.

CONTENTS

Welcome	page
Our Mission	4
Our Vision	4
Our Wins	5
Expectations	5
Things to know	5

Serving (video)

My main volunteer position : _____

My leader & contact information: _____

Please enter your leader information into your phone contacts.

Welcome

We are so excited you have chosen to be part of our team as we build relationships with families. In Family Ministry we have the ability to open a path that could change a family's future. While the kids are learning about God's love at their level, we are providing a time and place for the parents to grow spiritually.

Our Mission

Every Sunday morning our goal is to make each child feel welcomed, seen and loved as they experience a service designed just for them through small groups, connection and fun. One of the first questions a parent will ask as they walk away is "did you have fun". I love hearing the answers about how their leader was silly, or they prayed for another child, explained a craft or talk about the So&So Show. That excitement will bring a kid back again and again. Let's be honest, if the child doesn't want to go to church it effects the whole family.

Our Vision

We want kids to have a better future, one where 3 things happen:

- They make wiser choices.
- Have stronger relationships.
- Have a deeper faith.

We love to have students join us in our rooms. They are amazing with the kids! Our goal is to teach them the importance of serving, it makes our church become their church, not just their parents church. They are Oak Ridge's future. Let's train them well.

Our Wins

The Family Ministry team gets to walk along side kids as they grow in their faith and connect how the Bible relates to them in today's world. We get to be there as kids take their next steps. This could be as simple as sharing a toy, sharing in small group, baptism or even serving. Also, there's the added bonus getting to act like a kid yourself!

Expectations

- Serve consistently and on time
- Come prepared
- Attend training events and meetings whenever possible
- As much as we encourage relationships among your team, once in the room with the kids they are your top priority

Things to know:

- Location of Restrooms - both adult and child
- Location of Family Check-In area
- Where security is located outside your room
- Preschool Hall - birth through 5 yr old
- Elementary Room - Kindergarten through 5th grade
- Middle School Room - 6th through 8th grade
- High School only meets on Wednesday nights @ 6pm

SAFETY & SECURITY

- Pick up tag for children : Preschool & Elementary

Please make sure parent has pick up tag even if you know them. Parents behind them need to see how important their child's safety is to us. But please remember "People over Polices".

- As FM Volunteer, it's essential that you always practice healthy boundaries with children...for their safety, and for yours. These guidelines exist to protect children from harm and to protect you from false allegations. Volunteers are expected to display the highest Christian values and morals in all formal and informal activities, behaviors, and conversations. And keep in mind, while these guidelines apply to your interactions with all children, they are **INDISPUTABLE** when dealing with children not of your gender.

And when serving, observe these guidelines even with your own children who may be in your care (other observers may not know that you are the parent, and we want to display excellence even in appearances).

Never be in a bathroom with a child alone.

- Volunteers can help a child use the bathroom - only if the child is three (3) years or younger.
- Female (only) volunteers must be 16 years old and older to change diapers.
- Male volunteers can assist female volunteers if taking older children (elementary) to the bathroom (Volunteers cannot assist this age child in the bathroom alone).

If you need to have a private conversation with a student, have the conversation in a public place - not behind closed doors, or in a room or vehicle alone.

Tips to help you navigate through this guideline:

Meeting with a student. Don't set up one-on-one meetings with students without the knowledge and consent of their parents. Avoid initiating one-on-one meetings with students; instead, allow the student or the students' parents to be the initiators.

Transportation. Never transport a student anywhere alone. If a student needs a ride, don't agree to drive them if you and the student will be alone. Arrange to have another adult or students ride with you. If that's not possible, it's OK to say no.

Relationships with students. As an Oak Ridge Students Volunteer, you'll develop healthy relationships with your students that are structured as "Female Leaders with Female Students", "Male Leaders with Male Students."

Log electronic conversations. When you find yourself in a sensitive conversation with a student, keep in mind that words and intentions can be misconstrued - intentionally or unintentionally. Any time you are engaged in a serious conversation with a student, log your conversations [take screen shots, type up a Word document, save text messages and emails, as well as dates]. This may seem excessive, but if you're ever falsely accused of misconduct from a student or parent, you'll be glad you did it.

CAMPUS LOCKDOWN/EVACUATIONS

If Family Ministry areas need to be secured, ORBC Security Team will ask FM volunteers to lock/shut classroom/venue doors. Once the doors are locked/shut, wait for further direction.

FM areas are equipped with First Aid Kits

SERVING

WHAT WE BELIEVE

Three things we want you to know about taking the steps to serve:

1. Every person has a _____.

For we are God's masterpiece. He has created us anew in Christ Jesus, so we can do the good things he planned for us long ago." (Ephesians 2:10, NLT)

2. Every person has a _____.

"God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another." (1 Peter 4:10, NIV)

3. Every person has a _____.

*"I planted the seed in your hearts, and Apollos watered it, but it was God who made it grow."
(1 Corinthians 3:6, NLT)*

"The one who plants and the one who waters work together with the same purpose. And both will be rewarded for their own hard work." (1 Corinthians 3:8, NLT)

We each play a role in the whole, towards the goal!

SIX THINGS WE VALUE ABOUT SERVING:

1. _____
"I prefer a flexible heart to an inflexible ritual" - (Matthew 12:6-8, MSG)
Flexibility is a sign that you understand it's not about you.

2. _____
"Now it is required that those who have been given a trust must prove faithful." (1 Corinthians 4:2, NIV)
We value commitment

3. _____
"Know the state of your flock, and put your heart into caring for your herds." (Proverbs 27:23, NLT)
We need to be able to plan for growth.

4. _____
"An intelligent mind will acquire knowledge, and the ear of the wise will seek knowledge." (Proverbs 18:15 LEB)
It's your responsibility to know what's going on.

5. _____
"Do your best to improve your faith..." (2 Peter 1:5 CEV)
Every ministry strives to work on the ministry, not just in the ministry.

6. _____
"...whatever you did for one of the least of these brothers and sisters of mine, you did for me." (Matthew 25:40 NIV)
You're not just filling a hole; you're a part of healing a soul!

Serving answers:

1. Purpose
2. Passion
3. Position

6 things we value about serving:

1. Flexibility
2. Consistency
3. Trackability
4. Communication
5. Coaching
6. Care

NOTES AND QUESTIONS

REMEMBER TO HAVE FUN!

Oak Ridge
KIDS

