

VOLUNTEER HANDBOOK

TODDLER/PRESCHOOL GROUP



Integrity Kids Volunteers,

Welcome! We're excited to have you worshipping with us through your service to Integrity Kids! Integrity Church places *high priority* on our children. We are delighted that you have committed to serve one of greatest ministries our church will have.

The following handbook contains our mission and vision, our foundation for ministry, and policies and procedures. If you have any questions or concerns related to these things, please contact the children's directors or church staff.

Supporting you!

Mitzi Sherron & Lindsey Roper

(Children's Directors)

REQUIREMENTS TO VOLUNTEER

Each volunteer receives this handbook and is required to read it. Please sign where required of you, tear out the pages, and turn in to children's directors. All volunteers must formally trained upon beginning service and will be frequently updated and reminded of policies, procedures, mission, and vision. We will be requiring background checks from every volunteer. If you have any questions about this process, please contact Mitzi Sherron.

EXPECTATIONS OF VOLUNTEERS

We love and appreciate our volunteers, our families, and those that consider themselves *Integrity*. Therefore, it is necessary for us to hold our volunteers accountable to a few expectations:

1. **Keep Your Word & Show Up On-Time:** We cannot function well if we have people volunteering that are not reliable or responsible. Please keep track of the schedule. If there is a day you are assigned to serve, but are unavailable to do so, please inform us as soon as you know of the conflict. (Of course, we do not want you to serve if you are sick or have an emergency –just let us know as soon as possible).
2. **Never abuse a child:** Any type of abuse or corporal punishment will not be tolerated and will be cause for immediate dismissal. Integrity Church *will* seek legal action if necessary. Abuse includes:
 - a. Physical abuse – strike, spank, shake, slap, etc
 - b. Verbal abuse – inappropriate touch or verbal exchange

- c. Mental abuse – shaming, withholding love, cruelty
- d. Neglect – withholding basic needs
- 3. **Never be left alone with one child.** There must always be another adult or group of children in the room. However, children will never be left unsupervised.
- 4. **Embrace this ministry:** Love, respect, honor, and pray for our families. Show them support, encouraging them in holiness. Adhere to our policies and procedures. Embrace our mission and vision. Love the next generation.

OUR MISSION:

to tell to the coming generation the glorious deeds of the Lord, that the next generation might know them, so that they should set their hope in God.

*I will utter dark sayings from of old, things that we have heard and known, that our fathers have told us. **We will not hide them from their children, but tell to the coming generation the glorious deeds of the LORD, and his might, and the wonders that he has done.***

*He established a testimony in Jacob and appointed a law in Israel, which he commanded our fathers to teach to their children, **that the next generation might know them**, the children yet unborn, and arise and tell them to their children, **so that they should set their hope in God and not forget the works of God, but keep his commandments;** and that they should not be like their fathers, a stubborn and rebellious generation, a generation whose heart was not steadfast, whose spirit was not faithful to God.*

Psalm 78:1-8

OUR VISION

1. A body of believers that would embrace the mission of Integrity Kids.
2. A children's program that would centralize God and His greatness above all else.
3. Children of Integrity who love and fear the Lord.
4. Parents who do not shirk their responsibility onto the church, but instruct and discipline well.
5. Lifegroups and programs that encourage & support, assist & equip, and hold parents accountable in their great roles.

WHAT GOD SAYS ABOUT CHILDREN AND PARENTING

	Scripture	What This Means	Our Response
THE VALUE OF CHILDREN	<p>Genesis 1:27 So God created man in his own image, in the image of God he created him; male and female he created them.</p>	Children are valuable in reflecting the personhood of God.	<p>God is honored when persons (children) created by Him and in His image are treated with love and honor for the sake of Christ.</p> <p>Therefore...</p> <p>It is our hope and prayer that at Integrity we will always welcome children, teach and minister to children, and love children because God loves children and He wants to save them and meet all their deepest needs.</p>
	<p>Psalm 127:3-5 Behold, children are a heritage from the LORD, the fruit of the womb a reward. Like arrows in the hand of a warrior are the children of one's youth. Blessed is the man who fills his quiver with them! He shall not be put to shame when he speaks with his enemies in the gate.</p>	Children are a blessing.	
	<p>Psalm 139:13-16 For you formed my inward parts; you knitted me together in my mother's womb. I praise you, for I am fearfully and wonderfully made. Wonderful are your works; my soul knows it very well. My frame was not hidden from you, when I was being made in secret, intricately woven in the depths of the earth. Your eyes saw my unformed substance; in your book were written, every one of them, the days that were formed for me, when as yet there was none of them.</p> <p>Job 31:15</p>	God gives life; forming, knitting, and making each person while they are yet in the womb.	
	<p>Mark 10:13-19 And they were bringing children to him that he might touch them, and the disciples rebuked them. But when Jesus saw it, he was indignant and said to them, "Let the children come to me; do not hinder them, for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." And he took them in his arms and blessed them, laying his hands on them.</p>	God loves and values children.	
THE NATURE OF CHILDREN	<p>Romans 5:12-19 Therefore, just as sin came into the world through one man, and death through sin, and so death spread to all men because all sinned... But the free gift is not like the trespass. For if many died through one man's trespass, much more have the grace of God and the free gift by the grace of that one man Jesus Christ abounded for many... Therefore, as one trespass led to condemnation for all men, so one act of righteousness leads to justification and life for all men. For as by the one man's disobedience the many were made sinners, so by the one man's obedience the many will be made righteous.</p> <p>John 3:3-8 Jesus answered him, "Truly, truly, I say to you, unless one is born again he cannot see the kingdom of God...unless one is born of water and the Spirit, he cannot enter the kingdom of God. That which is born of the flesh is flesh, and that which is born of the Spirit is spirit..."</p> <p>Ephesians 2:3; Hebrews 10:14</p>	<p>Children have a sinful nature and are headed for destruction, unless through repentance and faith in Christ they are regenerated and recreated by God in the moral likeness of Christ to the glory of God.</p>	<p>Left to themselves children are sinful and spiritually dead.</p> <p><i>Therefore...</i></p> <p>We trust their salvation to God, abandoning all earthly devices and efforts to teach our children how to "be good people". Rather, our greatest desire is for our children to love and fear God.</p>

	<p style="text-align: center;">Marks of immaturity:</p> <p>Ephesians 4:14 ...so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes.</p> <p>1 Corinthians 14:20 Brothers, do not be children in your thinking. Be infants in evil, but in your thinking be mature.</p> <p>1 Corinthians 13:11 When I was a child, I spoke like a child, I thought like a child, I reasoned like a child. When I became a man, I gave up childish ways.</p> <p>Hebrews 5:12-13 For though by this time you ought to be teachers, you need someone to teach you again the basic principles of the oracles of God. You need milk, not solid food, [13] for everyone who lives on milk is unskilled in the word of righteousness, since he is a child.</p>	<p>Children are immature – physically, intellectually, and emotionally.</p> <p>They are easily swayed.</p> <p>They lack experience in righteousness.</p>	<p>Children need to grow into maturity.</p> <p><i>Therefore...</i></p> <p>We will not belittle children because of their immaturity;</p> <p><i>Rather...</i></p> <p>We will lovingly and patiently nurture them toward mature adulthood.</p>
	<p>Matthew 18:3-4 [Jesus said], “Truly, I say to you, unless you turn and become like children, you will never enter the kingdom of heaven. Whoever humbles himself like this child is the greatest in the kingdom of heaven.”</p>	<p>Children are dependent upon their parents for what they need, accepting their limitations with natural humility and gladness.</p>	
	<p>Psalm 53:1-3 ...there is none who does good. God looks down from heaven on the children of man to see if there are any who understand, who seek after God. They have all fallen away; together they have become corrupt; there is none who does good, not even one.</p> <p>John 3:19-20</p> <p>1 Samuel 16:7 But the LORD said to Samuel, “Do not look on his appearance or on the height of his stature, because I have rejected him. For the LORD sees not as man sees: man looks on the outward appearance, but the LORD looks on the heart.”</p> <p>Jeremiah 11:20 But, O LORD of hosts, who judges righteously, who tests the heart and the mind...</p> <p>Romans 2:6-8 He will render to each one according to his works...</p>	<p>Children are accountable.</p> <p><i>All</i> are dead in their sin and unable to obey God apart from His grace.</p> <p>Like adults, children are accountable to God for their sin.</p> <p>God sees our heart’s intentions.</p> <p>God is just and good; he judges the world rightly.</p> <p>The guilty and the righteous will both receive their reward.</p>	<p>We know that our children are responsible for their hearts intentions, whether that be to love God or to love other things.</p> <p><i>Therefore...</i></p> <p>We will help our children to understand this responsibility as their age and ability allows.</p> <p><i>And...</i></p> <p>We will trust that God will rightly judge the actions and intent of our children.</p>

THE RESPONSIBILITY OF PARENTS

Deuteronomy 6:5-9

You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.

Deuteronomy 11:18-21

Proverbs 22:6

Train up a child in the way he should go; even when he is old he will not depart from it.

Ephesians 6:1-4

Children, obey your parents in the Lord, for this is right. "Honor your father and mother" (this is the first commandment with a promise), "that it may go well with you and that you may live long in the land." Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.

Proverbs 1:8, 10, 15; 2:1; 3:1; 4:1,10; 5:1,7; 6:1,20; 7:1,24; 8:32

Deuteronomy 32:45-47

..."Take to heart all the words by which I am warning you today, that you may command them to your children, that they may be careful to do all the words of this law. [47] For it is no empty word for you, but your very life...

Ecclesiastes 12:1

Remember also your Creator in the days of your youth, before the evil days come and the years draw near of which you will say, "I have no pleasure in them"

Proverbs 22:15

Folly is bound up in the heart of a child, but the rod of discipline drives it far from him.

Proverbs 29:15

The rod and reproof give wisdom, but a child left to himself brings shame to his mother.

Proverbs 29:17

Discipline your son, and he will give you rest; he will give delight to your heart.

Proverbs 13:24

Whoever spares the rod hates his son, but he who loves him is diligent to discipline him.

Proverbs 19:18

Discipline your son, for there is hope; do not set your heart on putting him to death.

Matthew 10:21

Brother will deliver brother over to death, and the father his child, and children will rise against parents and have them put to death,

Responsibility to teach and model God's truth.

Adults are taught the Word of God and expected to pass it on to their children.

To be effective teaching children, the Word shall "be on your heart".

Teaching should occur in every situation in life.

Both parents are to be obeyed. Fathers are singled out as the one who should feel the main responsibility to teach and discipline.

Responsibility to discipline.

Youth is favorable to forming lifelong attitudes toward God.

Children are naturally foolish, not good or wise.

Discipline will drive a child towards wisdom.

Discipline is rooted in love.

Teaching & discipline does not guarantee a child's commitment to Jesus, but is still commanded of parents.

Integrity Church must help parents understand their responsibility to instruct and discipline their children.

We will help parents develop a vision of God and nurture them in the wisdom of the Scriptures that they may also do this with their children.

We will assist and equip parents to rightly handle the instruction of Scriptures in their homes.

We will assist and equip parents to discipline in ways that would honor God, honor their children, and honor their role.

We will expect parents to take responsibility for teaching and disciplining their children and hold them accountable for doing so.

We will support and encourage families in this great responsibility.

KIDS PERSONNEL

Children's Directors – Mitzi Sherron & Lindsey Roper

Kids Leader – will oversee the general operations and check-in procedures and be a resource as needed. This is your go-to-guy (girl).

Elementary Teacher – will teach and oversee the elementary group

Toddler/ Preschool Volunteers – will teach and oversee the toddler/preschool group

Nursery Volunteer – will oversee and care for the nursery group.

CLASS ROOMS

Nursery – For those that are at least 6 weeks old, but not yet steady on two feet.

Toddler/Preschool Group – For those that are steady on two feet, but have not yet entered Kindergarten (5 years old).

Elementary Group – Those in elementary school (5-11 years old).

CURRICULUM

We believe that children can handle deep truth even at a young age. Therefore, we use curriculum that will push our children to know and understand God more each year and to immerse kids in the Bible. We will not focus our attention on moral lessons, but rather on our God who sent his Son for those who are not moral.

Each Sunday, when children check-out, they will receive a *Parent Take-Home Sheet*. This worksheet will have information about what we studied that day, as well as ways that parents can follow-up with their children, building upon what they learned. We hope that these worksheets will provide parents some guidance as you try to teach your children during the week.

CHILDREN IN THE MAIN SERVICE

At Integrity, we want children to worship with their parents as soon as they are able to sit through the service. We believe children absorb much from attending worship services with parents who go hard after God week in and week out. Children who are encouraged to participate by singing and listening will sense the importance of worship. Such children will be less disruptive during classes and services, thereby benefiting everyone involved.

SUNDAY MORNING INSTRUCTIONS

ARRIVAL

Volunteers need to arrive at Wahl Coates Elementary by 10 am. Check the nursery area to be sure that it is set up and in good order. The area should be safe and secure with no “escape points” for children. Check-in with the kids leader (usually Mitzi Sherron or Lindsey Roper) to receive special instructions and to pray together. Then report to the nursery for the remainder of the service.

Be aware that the elementary group will not be checked in until later as they begin their lesson after the corporate music time. Some parents may choose to check-in their babies and toddlers after the music time and others may choose to check them in before the service begins. Either way they choose is acceptable.

CHECK-IN

Check-in ensures that we have important information about each child handy and on-file. It also ensures that our children are kept safe and accounted for. This process will be managed by a trained volunteer. During check-in the child will receive a **nametag** and the parent will receive a **receipt**. It is important that these two items are not discarded by either parent or child until after the child has been check-out. After a child is checked-in and receives their nametag, assist the parents in helping the children to get settled into the environment so that they may return to the corporate gathering as quickly as possible. Calm any children (or parents) that may be wary about leaving mom/dad.

LISTENING BUDDIES

At check-in, young children will also receive a “listening buddy” (small stuffed animals) or they might have brought their own. This is theirs to keep for the remainder of the service. They may not switch with other children and they do not have to share; **this is “theirs”**. The listening buddy **may sooth them** as they come into the environment. It will also be **a reminder that they must listen, respect, and obey at all times**. The listening buddy is not to be removed as punishment and they can keep it with them during each moment of the service. The only reason to take one away from a child is if they are using it as a weapon to hurt/annoy other children or if they are tearing it up. They may place their buddy to the side if they are busy with something else. All children must know not to touch another child’s buddy.

PLAY TIME

Allow the children to play. During this time, you are encouraged to **pray for each child** as you interact with them. One volunteer may also need a few minutes to review the lesson before it is taught. Be sure that children follow the class rules as they play. **Remind them of the rules** (see section on “Class Rules”) and review them as needed, but at least one time during the service.

LESSON TIME

At 11:15, have the children put the toys away and sit quietly at the table with their listening buddy. At this time **one volunteer will teach the lesson and the other can help by quietly redirecting children that are distracted or disobedient**. The volunteer who teaches should have been formally trained by Mitzi. If further information is needed, please ask the kids leader. Children are encouraged to participate in the lesson, but there should not be any side or unrelated conversations. Remember to spend some time reviewing the **memory verse**; letting

each child repeat it. **Pray**; you may ask the children if they have any prayer requests, but do not ask/force a child to pray. They will learn by your example. **Sing** the suggested songs in worship to our God, but once again, do not force a child to participate. **Worship should not be forced; it should come from the heart.** If a child chooses not to sing, they must sit quietly, without disturbing the class.

GROUP TIME

After the lesson, play a group game until parents arrive. If you need ideas on group games, feel free to ask the children's staff.

PARENT / GUARDIAN ALERTS

If there is any reason that you need to contact parents/guardians during the service, there will be a phone available at the kiosk to call the parent. The child's nametag may be scanned and his/her information will be pulled up, including parents phone numbers. Parents are instructed to keep their phones handy and on vibrate during the service. If they receive the call, they will know to check on their child. Please see the kiosk attendant or children's directors for help with this.

If for some reason the above process cannot be carried out. Please feel free to send one volunteer into the service to locate a parent.

CHECK-OUT

Check-out ensures that all children are accounted for and in the custody of the appropriate person. **Do not allow a child to run off to find their parents.** Children must be formally checked-out by their guardians. Each child can only leave with someone who has a matching receipt.

After a parent checks-out a child the kiosk attendant will come find the appropriate child and bring him/her to their parents or the attendant will call for the child for you to send out. Be sure to give each child the ***Parent Take-Home Sheet*** when they leave.

Parents should not be inside the children's area, unless they have a nursery-aged child or unless they have been given special permission by the kiosk attendant.

As our church grows, please keep safety in mind. Do not take for granted that everyone who attends a church service is safe.

TEAR-DOWN

After every child has been checked out by their parents, begin to "tear down" the nursery area. **This will be a huge help to the tear-down team** and will allow everyone to get to lunch faster. The toys should be neatly in the bins and placed on the kids cart, as well as the foam tiles, rugs, and gates. If any big items will not fit inside the cart, they can go on top. The curtains should be folded up and placed inside the kids cart as well. Everything should be neatly organized and placed by the hall door for collection by the tear-down team. It would also be helpful if you could help fold down the tables. If you need help with this, please see the kids leader or the tear-down leader.

LOCATION OF RESOURCES

You should find all kids supplies and equipment in their place upon arrival. If not, they will be on the kids cart. If anything is missing or needed, please see the kids leader or the set-up team. In supplies you will find a blue binder which contains several resources in the following order:

1. **Volunteer Schedule & List of Integrity Kids** – This is important in case there is confusion about who is scheduled. It will also tell you which lesson you are to teach that week. Please refer to the list of kids if The City check-in system is down.
2. **Mission and Vision of Integrity Kids** – For your information. This document can be found online, but hardcopies can be given upon request.
3. **Information for Visitors** – This pocket contains information about the curriculum we use and information sheets for visitors to fill out if The City is down. Please see that the information sheets are at the cart for check-in.
4. **Passage of Scripture** – You may use this passage to guide your praying. Pray for each child by name asking God to make these truths true in the life of the child. You can also pray for the child's parents and for the church's influence in the life of that child.
5. **Spiral-Bound Notebook** – This notebook contains information about teaching toddlers and the lessons we will be using to teach. The same lesson will be repeated each week for four weeks before moving to the next.
6. **Memory Verses** – To review each week. See the verse that corresponds to the month. Copies of the memory verse are placed at the kiosk for parents to pick-up each month.
7. **Folders for Each Lesson** – These folders contain the pictures and parent take-home sheets to match the lesson. The take-home sheets should be sent home with the child. This will help parents know what we worked on and it will give the children a reminder of what they were taught. Please see that each child is given one.

CLASS RULES

These rules will be posted and each child should be made familiar with them. These rules are not exclusive. After this, our guidance and your instruction should be enforced. Any form of discipline should go back to these rules. (Ex: "I told you not to run, and you ran anyway. You broke rule #2 which says...")

1. **Obey your parent's rules.**
2. **Respect and obey the teacher.**
3. **Be kind and share.**
4. **Clean up your mess.**
5. **Do not leave without a teacher.**

DIRECTIONS FOR DISCIPLINE

We know that our children are wonderful gifts from God; however, we will not assume that they will be perfect or always obedient. In fact, we will anticipate the opposite. Therefore, it is important that children are disciplined and that the bulk of this discipline comes from their parents. When an occasion arises, please use your best judgment and the following guidelines.

- **Keep in mind the developmental level of the child.** Toddlers will not always give you their full attention. They do not always know what is harmful. Use your best discernment in which situations require discipline and which require careful, patient instruction.
- **Never physically discipline a child.** This is different from gently and firmly pulling a child away from harm. Spankings and hand-popping should be left to a child's parents.
- **Instruct first, then discipline.** Discipline should only take place after the child is made aware of an instruction. (Ex: A new child attends and is running. First, tell the child not to run; then, if the child continues, discipline may come.)
- **Discipline should always occur immediately.** Do not wait to punish or speak to a child. Do not give warnings. (Ex: If a child is being disruptive during the lesson, do not wait until playtime to rebuke/ discipline. If you would put the child in time out, do so then.)
- **Forms of discipline that are acceptable include:**
 - **Stern rebuke** – This is different from yelling. Do not raise your voice at a child unless they are in danger. Calmly, let them know that they are not respecting, obeying, or listening to you and that is unacceptable. Do not tell them, “God doesn’t like it when you disobey.” Kids will hear “God doesn’t love you because you disobeyed”. God’s love is not based on obedience or disobedience. He just loves.
 - **Time-out** – A good rule is that minutes in time-out should be about equal to the child’s age. Time-out can be used often and several times if needed.
 - **Removing a toy** – This can be helpful when a child is not sharing, but should only last a few minutes, not the entire period. Please see notes on the “listening buddy”.
 - **Informing parents** – Parents should be informed when their child has to be disciplined. Most of the time this can be done after the service is over. However, if a child is particularly troublesome, it may be appropriate to pull a mom/dad out from the service in order for the parent to discipline. Refer to the kids leader for doing so.
- **In cases that do not involve violence, give the child a stern rebuke first. If a child is violent towards another, punishment should be given first.** We will not tolerate hitting, kicking, biting, spitting, pushing, or pinching.

OTHER CONCERNS

SICK POLICY

For the comfort of your child and the safety of others, we ask parents to keep a child at home if he or she meets one or more of the following criteria. We would also ask that you call us and do not serve if you meet one or more of the following:

- A temperature at or above 100°F without medication
- Diarrhea or vomiting within the past 24 hours
- Known or suspected infections (including rashes or lice) that may be contagious to others

If you are concerned that a child is sick, please see the children's staff or call on a child's parents and express your concerns in a non-threatening way. We do not want the kid's area to be a harvesting ground for infection. If a sick child is in the kid's area, be diligent to wipe down anything he/she has touched. Disinfectant wipes will be available.

EMERGENCIES

There is a first-aid kit located on the kids-cart and on the welcome cart. There should be one set out on the changing table each Sunday. Mitzi Sherron is Registered Nurse and may be called upon for assistance.

RESTROOM ASSISTANCE

As children grow, the level of assistance required during restroom visits change. Parents may express special instructions or special needs regarding diaper changes or restroom visits to you. Their instructions may be followed. Otherwise, please abide by the following guidelines:

- Make sure the restroom is not occupied by suspicious individuals.
- Stay in the bathroom doorway while the child is using the restroom.
- If a child needs help, keep the stall door open, and ask another leader to step into the restroom.
- Take a minimum of two children and a maximum of four children at a time.

NURSING

We welcome moms to use the kids area to nurse their children. Please know their purpose and give them privacy.

BITING

If a child bites another child or volunteer, he or she must be immediately removed from the classroom for the remainder of the day. Any child that is involved in the incident must remain with their guardians for the remainder of the service. The children's staff must be informed as soon as possible.

FEEDING

Integrity Kids does not provide food for children during Sunday services. Children may only be fed at the parents request. If parents bring a snack for their child, the container must be labeled with the child's name and the contents of the container. Please be aware of allergies of other children.

MEDICATION

Volunteers are not permitted to administer medication to a child at any time. This may only be done by their parent/guardian.

INTEGRITY KIDS VOLUNTEER COVENANT

As a volunteer in the children's ministry and by the grace of God, I covenant with the elders of Integrity Church, leaders of Integrity Kids, and the families of Integrity, in the following areas:

- I confess that Jesus Christ is my Savior, that I have a personal relationship with Him, and that I have followed Him in obedience through baptism by immersion.
- I am a regular participant and/or committed partner of Integrity Church, and my commitment is demonstrated by my consistent attendance, my generous giving, my active service, and by my continual prayer.
- I am committed to the mission and vision of Integrity Kids, as well as Integrity Church.
- I will be an example to those I serve in the area of moral purity and a lifestyle consistent with Scripture.
- I have been trained in the operations of Integrity Kids and, while serving, will be a regular participant in ongoing training.
- I will adhere to the doctrinal statement as set forth by Integrity Church. I commit that I will comply to standard Scriptural teaching in general and that of Integrity Church in particular.
- I will be faithful in leading my class by arriving at the established time, coming prepared, and striving to serve with excellence.
- I will follow the policies and procedures as set forth by Integrity Church.

Signed: _____ Date: _____

Printed Name: _____