



VOLUNTEER HANDBOOK

SPKids Team

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Our Mission

Our mission is to introduce children to the gospel of Jesus Christ. We desire to help all our children grow in their understanding of who they are and who Jesus is. We designed SPKIDS to facilitate transformation by engaging their little imaginations with the person of Jesus Christ.

MODEL love
SUPPORT their spiritual development
ENGAGE them in worship
ENABLE them to serve others
EMPOWER them to delight in the Lord

We believe that the Bible is an exciting adventure story about a King who creates, loves and restores His people to Himself. A perfect story for children.

Our Vision

Our vision is to create a partnership with families in training the next generation for the Kingdom. We believe that it really does “take a village” to raise children, and we want to assist and equip parents while sharing God’s love with their children. We are actively striving to create an environment where each child and their family is known and loved.

PARENT ROTATION POLICY

To help steward the blessing of so many children at Southpointe Community Church, we are now asking that all parents serve in SPKids during one service, one Sunday a month. If you have one child, then one parent is asked to serve. If you have two or more children, then both parents are asked to serve.

We have chosen this system out of a desire to value children the same way that Jesus did and live out our vision of each child being known and loved. Additionally, time served in an SPKids classroom can help us appreciate how our children are being taught and cared for.

It is the desire of SPKids to care for children well by providing them with a safe, secure environment and to bring them into a life changing encounter with the Kingdom of God. This mission is the foundation of every decision we make from curriculum to cleaning products to the support of you, our parent volunteers.

Our hope is that this new policy will allow each of you to participate in SPKids with a sense of excitement and with the knowledge that you are making a difference in the lives of many young children who will, God willing, one day think of church as a place where they have always felt known and loved.

So many of you have been faithfully serving for years and we are honored by your consistency and willingness to shepherd the hearts of our children. THANK YOU!

WHAT HAPPENS ON SUNDAY MORNINGS?

What time should volunteers arrive for each service?

- First service volunteers should arrive at 8:45 AM for 9:00 AM service.
- Second service volunteers should arrive at 10:30 AM for 10:45 service.

All Volunteers - please check in at the KidCheck desk and initial your name on the volunteer roster. Print a name tag from one of the KidCheck stations.

If you are volunteering in the nursery through first grade classrooms, please report to your classroom. If you are volunteering in second through fifth grade, you may go to worship in the sanctuary and will be dismissed with the kids after worship is over.

What ages are served by SPKIDS during each service?

- First service (9:00 AM) provides children's church for infants through fifth grade and The Experience. This includes all SPKIDS classrooms.
- Second service (10:45 AM) provides children's church for infants through fifth grade and The Experience. This includes all SPKIDS classrooms. 6th - 8th graders attend Elevate and high-schoolers attend service or volunteer.

You will be given a roster during service. Please do a head count and make sure all children are present.

Your classroom schedule, clean-up list and SPKIDS safety policy are displayed in classrooms. Please review these at the beginning of each service that you volunteer.

OTHER VOLUNTEER RESPONSIBILITIES (OUTSIDE OF SUNDAY MORNING)

Planning Center Online is a site that allows Southpointe Community Church to plan and organize every aspect of our service in one place.

- All volunteers must have a Planning Center login.
- Volunteer schedules are sent out on a quarterly basis covering three months at a time.
- We ask that you use Planning Center to block out any dates that you are unable to serve.
- You will receive emails requesting you to serve. Please click “ACCEPT” to let us know that you have received the notification and plan on serving on the requested day. If your schedule has changed, and you are no longer able to serve on the date requested, you can “DECLINE” the request.

Volunteer Absences and Cancelations

If you are unable to serve during a scheduled time due to an unforeseen circumstance, please contact the SPKIDS Director as soon as possible. We also ask that you try to find a substitute using the Volunteer Substitute List. You will have access to the names and contact information of other SPKIDS volunteers who typically serve within your area of SPKIDS.

If an emergency circumstance arises on Sunday morning and you are unable to fulfill your volunteer commitment, please contact the Director by phone at (615) 746-7722 ext. 2.

Curriculum

If you are teaching in any of our preschool and elementary classrooms, you will receive an email from an SPKids coordinator with the curriculum for the upcoming week. Please review the curriculum prior to Sunday morning and respond to the email if you have any questions.

SAFETY PRECAUTIONS & POLICIES

- We will try to schedule two volunteers per classroom as often as possible. If only one volunteer is scheduled then the classroom door must remain open. An ADULT volunteer must be in the classroom with the children at all times.
- The bathroom doors in the SPKIDS' hallway must remain open at all times on Sunday mornings and during any other activities/events that involve children.
- If a child needs assistance while using the bathroom, the stall door must remain open.
- Only ADULT volunteers may change diapers.
- Hot beverages are not allowed in nursery and preschool classrooms.
- Children must remain in designated SPKIDS areas at all times (classrooms, playground, Wherehouses and restrooms.)
- Please refrain from using your cell phone while volunteering. This is a brief time that you have to fully engage with the children and they notice when you're distracted. We have placed a bin in each classroom for you to place your phone in during classroom time.
- Volunteers may NOT take pictures of children.
- If any sort of accident or injury occurs in the classroom, please report it immediately to an SPKIDS staff member. If necessary, we will file an incident report and contact the child's parents.

GUIDELINES & EXPECTATIONS

- **BE ON TIME!** Parents cannot leave children in a classroom until there is an adult volunteer present. Your being on time means that everyone can get to the service on time. Our volunteers are often the first impression that visitors get of Southpointe and empty classrooms do not send a welcoming message.
- Be flexible and be a team player. Everyone is expected to help clean up rooms and keep toys/materials organized. Work together with those who serve with you to complete responsibilities. If a toy or classroom material is broken or needs batteries, please make an SPKIDS staff member aware.
- Build relationships with the kids.
- **ENGAGE** in worship time in the Warehouse. Sing and dance **WITH** the children. Do **NOT** be an observer. Model worship for the children.
- Model Christ-like actions and attitudes for the children.
- Make safety and care of the children your top priority ... physically, spiritually, and emotionally.
- Keep open communication with parents about their child - what they are learning, what they did well, behavior issues, etc.
- Keep open communication with SPKIDS staff about concerns, suggestions, praises, etc.

JUNIOR HELPER GUIDELINES

What is a Junior Helper?

- A junior helper is a student in high school who would like to volunteer with SPKIDS.

What does a Junior Helper do?

- Junior helpers must arrive 15 minutes prior to the start of service on their scheduled Sunday, following the same steps as adult volunteers.
- A Junior Helper is there to assist the lead teacher, play with children and help with craft/lessons/snack and clean up.

In which classrooms can a Junior Helper volunteer?

- Junior Helpers will be assigned to any preschool rooms: 2s, 3s, 4s and 5s. They may also volunteer with their parents who are volunteering in elementary classrooms.

Is there anything that a Junior Helper can NOT do?

- Due to safety and security, Junior Helpers may never be left alone with a class or children.
- They may not escort a child to the restroom or change a diaper.

ENGAGE Toolkit

Every volunteer in SPKIDS should have these 5 items in their toolkit. These are resources and methods designed to move your service from the “obligatory once-a-month” volunteering to meaningful engagement of children in furthering their knowledge of the gospel of Jesus Christ.

TOOL #1: Love

Relationships with kids are based on nurturing love that promotes trust and happiness. Many behavior issues can be prevented when a child knows he or she is loved. Ways to express love in the classroom setting can be by knowing the child’s name, making eye contact, a gentle touch, using caring and kind comments, giving the child encouraging words, praise and affirmation, identifying unique God-given qualities in the child; getting down on the child’s level (not looking down on the child), when age appropriate-giving gentle touches such as patting a back, or a side hug.

TOOL #2: Setting Limits

Children thrive best when behavioral limits are set prior to any deviant behavior. It creates an environment where children are aware of the expectations. At the beginning of any classroom time, state the limits clearly. Be concise, positive, and specific. Tailor limits to the developmental age of the class. Make sure that children understand. Examples of limits would be “please sit criss-cross applesauce during our Bible story” “This is my turn to talk and your turn to listen.”

TOOL #3: Co-leadership

Ideally, each Sunday school classroom will be equipped with 2 volunteers. At every moment of the morning, one of the volunteers is in the control of the classroom while the other acts in a supporting role. A great way to maximize this system is “assign” each part of the morning to each volunteer. For example, while one volunteer works

at the door greeting children, the other is engaging them in the activity. One teaches the Bible story while the other is managing the children, etc. The co-leader who is not leading the morning activities will be the first responder to discipline or behavior issues. At all times, it should be a volunteer who is clearly in charge of the class. Never let the children take over leading the class. There may often be moments that only one volunteer is leading the class, know during this time that the Holy Spirit is your co-leader and pray that the spirit gives you wisdom and discernment on how to guide the morning. Pray also for obedient hearts for the children.

TOOL #4: Transitions

Transitions are a great method of gaining and/or refocusing the children's attention so that they are prepared to listen to the volunteers and the teaching. A transition is a song, game, finger play, exercise, stretch, or any activity that is used as a bridge between times of the morning. For example, using the "wheels on the bus" song before asking the children to sit down for story time. Transitions allow time to stretch and move prior to or post asking children to sit still.

TOOL #5: Prayer

Prayer is the most important tool of the morning. Bathe every portion of the morning with prayer. When babies are crying, pray over them. If older children are restless, lead them in a prayer. Pray silently for the other volunteer while he/she is leading the morning. Pray before entering, pray during the "Experience" time. Use any and every opportunity to foster a spirit of prayer

**Adapted from the Bible Study Fellowship Children's Leader Training Module. Not for reproduction, but for training purposes only.