



2018-2019 Volunteer Handbook
Southpointe Community Church

SPKids Team

Katie Lown - Director

katie@southpointecommunity.org

Rachael Black – Assistant Director

rachael@southpointecommunity.org

Hadley Elkin – Director of Parent’s Day Out

hadley@southpointecommunity.org

Jenny Deranzio – Assistant Director Parent’s Day Out

jenny@southpointecommunity.org



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. We hope to facilitate this transformation by the following methods:

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 want our children to love Jesus with all their heart, souls, mind, and strength and to love their neighbor as themselves. Through sound Biblical teaching and training, we desire to empower children and families to have the tools to know what it means to follow Jesus, live in community and serve others. We also desire to have an environment where every child and family feels known and loved for who they are.

WHAT HAPPENS ON SUNDAY MORNINGS?

This is not childcare...This is a high calling. We are called to invest in the spiritual growth and development of the next generation. Moses spoke these words to the people of Israel before entering the promised land "Hear, O Israel: The Lord our God is one. You shall love the Lord your God with all your heart and with all your soul, and with all your might. And these words I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you walk by the way, when you lie down, and when you rise." ~Deuteronomy 6:4-7

We believe these commands are not just for the people of Israel during that time. These words still ring true today. We want our children's ministry to be a place where our covenant children become enamored with the person of Jesus Christ. We want the word of God to teach them diligently, and we want them to be prepared for what it means to make Jesus the unavoidable issue in their own lives.

Our Goals for the Sunday morning experience:

- Expose Children to the Word of God
 - Love Children well
 - Delight in the children
- Provide order and organization to the morning
 - Worship with children
- Instill a love of Jesus in the hearts of the children
 - Model our own love for Christ to the children
 - Be prepared and ready

Services For Kids:

- First service (9:00 AM) provides children's church for infants through fifth grade. We offer a full curriculum for all age levels.
- Second service (10:45 AM) provides children's church for infants through fifth grade. 6th - 8th graders attend SP Students and high-schoolers attend service or volunteer. We offer a full curriculum for all age levels.
- Infants through Preschool will be cared for during the entire Sunday experience. 2-5 year olds will worship together during a portion of the morning called "Kid's Worship"
- Elementary (K-5th Grade students) will worship corporately in the sanctuary and will be dismissed by prayer to class prior to the sermon.
- Key elements of each morning include a main truth or principle, a scripture verse for the day, taking of offering, and age appropriate lesson plans and activities.

SAY YES to SPKids!

General Expectations for SPKids Volunteers:

- We want your service to be motivated by love and a desire to engage in the lives of the children at Southpointe. Please always pray that God gives you a heart for serving the kids.

- Take it seriously!
 - **Prepare**- read your lessons in advance
 - **Pray**-pray for wisdom and insight
 - **Participate**- get to know the kids, the staff, and other volunteers

- Promptness
 - Please always arrive 15 minutes prior to service time. This will allow you a minute to mentally prepare and pray!

- Cancellations
 - If you are unable to serve, please do try to find a replacement from the sub list. The sub lists will be available soon.
 - If you are unable to find a replacement, please do your best to notify SPKids staff as soon as possible



How Do I Get Scheduled to Serve?

- Volunteer scheduling is done quarterly through Planning Center (www.planningcenteronline.com)
- When you sign up to serve, you will receive an invitation to join planning center.
- Please consider downloading free app



- You can self-sign up or will be scheduled based on your preferences
- You will receive an automatic email reminder on Tuesday that you are scheduled to serve for the upcoming Sunday
- Please confirm if you are scheduled to serve by accepting or declining the assigned Sunday through planning center.

What do I do when I Arrive on Sunday Morning?

- Arrive 15 minutes before service
- Check in to SPKids desk to grab attendance roster and name tags
- No hot coffee around small children
- Bathroom policy- only background checked adults over 18 can take children to bathroom.



How do I know what to teach?

- All teachers will be provided with weekly lesson plans and materials
- No preparation of supplies is required!
- Curriculum and Lesson plans will be emailed each week on Thursday prior to Sunday
- Please read and be prepared to go through the materials
- All classrooms will be provided with a curriculum tub or an area for supplies and materials. Please return any unused supplies and materials to the tub or designated area at the end of the morning.

Can my older child help with me? (Junior Helper Policy)

- **Junior Helper policy**
 - If a child is in High school, they can serve independent of parent
 - If a child is in Middle school, they can serve with parent or an adult who is willing to supervise them.
 - If a child is in elementary school, they are welcome to be with their parent, but should not pick up or carry small children
 - No children under 18 should change diapers or take kids to the bathroom



What is Expected in Each Classroom?

- **INFANT/TODDLER** (Turtles & Meerkats)
 - Love, care, nurture
 - Ministry to parent- we don't want to get parent unless child is unable to settle
 - Exposure to God's word- primarily through love, singing, sign language and physical exposure to the Bible.
 - Story time for Meerkats
 - Safety- notify staff regarding broken toys, room hazards
 - Prayer
 - Discipline- redirection

- **PRESCHOOL** (Monkey, Kangaroos, Elephant)
 - Getting kids used to a schedule- repetition and consistency
 - Beginning to introduce Biblical concepts
 - Bible story time is most important
 - Reading and preparing to teach prior to Sunday
 - Maintaining an orderly morning
 - Staying in charge!
 - Prayer
 - Discipline-redirection and correction if needed

- **Kindergarten & 1st Grade**
 - Becoming familiar with Bible
 - Engaging in story time
 - Building relationships with each other and Christ (games & activities)
 - Weekly offering
 - Memory verses/memory verse chart
 - Candy distribution for bringing bibles, saying memory verse
 - Prayer

- **2nd & 3rd GRADE**
 - Deeper engagement with Bible
 - Increase Biblical Literacy
 - Memory verses
 - Creating community through games and activities
 - Weekly offering
 - Classroom management- larger class, no tables currently
 - prayer

- **4th & 5th GRADE**
 - Preparation for student ministry
 - Deepening community
 - Starting to teach self-study in God's word
 - Teaching about how to pray

Do I Clean up the Room?

- 1st service volunteers must properly clean and restore room to original condition for 2nd service including teaching materials returned to tub

- 2nd service volunteers must properly restore room, remove trash and place bag in hallway, and vacuum room. Please also return water pitchers to kitchens and curriculum tubs to the 1st grade classroom.



General Safety & Security Tips:

- Please try to keep door open or visible through classroom window.
- Please do not leave children unattended with a Junior Helper. An ADULT must always be supervising children.
- The bathroom doors must remain propped open
- If a child needs assistance using the bathroom, only a background checked adult may help them. Please leave stall door open while helping.
- NO Junior helpers may assist children in the bathroom.
- Only ADULT volunteers may change diapers.
- Please DO NOT TAKE PICTURES of children or post any pictures of children on social media.
- Please refrain from using your cell phone while serving.
- If an accident does occur, please notify a staff member immediately and we will file an incident report.

SPKids Events:

SPKids Elementary Choir

- Offered January-May during 9:00am service

First Fridays

- The first Friday of every month will have a special event related to kids and our families. Please check the SPKids Facebook page and website for more information!

Parents Day Out Program

- SPKids PDO runs annually with the Williamson County School Calendar for kids 12 months to Pre-Kindergarten. Registration occurs every February.

Preschool Summer Camps

- SPKids PDO runs a summer PDO camp program for two 3-week sessions. Registration occurs every February.



Summer Elementary Experiences

- SPKids coordinates a week long camp experience open to Southpointe kids and the Nolensville Community.

Annual Christmas “Angel” Tree

- SPKids promotes an angel tree opportunity to support the local missions and SPMissions Team. Tags will usually be available mid-November.

Communing Members Class:

- We offer a class to covenant children of member families who would like to profess faith, become a member, and partake in the Lord’s supper. For more information about this class, please contact Katie Lown at katie@southpointecommunity.org