



# THE BASICS

Volunteer Handbook

# Vision

First of all, **THANK YOU** for being part of One Life Kids. We appreciate you and the time you spend pouring life into our kids.

Our mission here at One Life Church is **making and guiding fully devoted followers of Jesus Christ**. This is also our mission in One Life Kids—we want kids to grow up to be devoted followers of Jesus.

Everything we do in One Life Kids is to help kids understand who God is and how much he loves them. As our kids grow, we hope their faith will also grow!

*“Direct your child on the right path, and when they are older, they will not leave it.” (Proverbs 22:6 NLT)*

This is why we do what we do. We want to guide our kids as they navigate life and begin to discover what it looks like to have a personal relationship with Jesus Christ. We want to help build that solid foundation for their faith so as they grow and life gets messy, they know they can lean on God to get them through.

But we also know we can't do this on our own. We only see kids for an hour or so a week. **It's what happens at home in between weekends at church that will make the biggest impact.** That's why we also want to walk along side families as they raise their kids. We are here to love on parents, encourage them, and guide them as well.

In One Life Kids, you are more than a babysitter. **You have the responsibility and the privilege of sharing the gospel with the next generation of Jesus followers!**

# One Life Kids (and kid-friendly ministries)

There are a few areas of Kids' Ministry here at One Life. Check them out!

## **One Life Kids**

One Life Kids is the original kids' ministry at One Life. OLK is for kids in kindergarten through 6<sup>th</sup> grade. During every service the kids will sit with their family through worship and will be dismissed to the Fellowship Hall before the message. During OLK, there will be a hands-on bible lesson, games, crafts, music, and more! Parents/guardians will pick their kids up in the Fellowship Hall at the end of the service.

## **One Life Kids Jr.**

OLK Jr. is for the younger kiddos age 3-5. It is very similar to One Life Kids, but it's a little more wiggle friendly. The kids will sit with their family through worship and will be dismissed to the Kid's Room before the message. Parents/guardians will pick their kids up in the Kid's Room at the end of the service.

## **The Nursery**

The Nursery at One Life is for our infants, toddlers, and two's. All kids age 2 and under can be dropped off in the nursery to one of our loving nursery volunteers at the beginning of the service and picked back up at the end of the service. Parents who aren't comfortable leaving their infant in the nursery are welcome to use the room if needed.

## **KidZone**

KidZone is our Wednesday Night Kids' Ministry throughout the school year. Each Wednesday, kids are invited to come at 6pm for a meal followed by a large group bible lesson, worship, and KDG (Kid Discipleship Group) Time. During KDG Time kids are in small groups with other kids their age and an adult who will be their leader through the fall or spring semester. Our hope for KidZone is to help kids become fully devoted followers of Jesus Christ-kids in our church and kids who have never stepped foot in our building. Kids will be picked up from KZ in their KDG area:

PreK(Age 3-5): Kids Room

Older (K-3<sup>rd</sup> grade): Fellowship Hall

Preteen (4<sup>th</sup>-6<sup>th</sup> grade): TBA

## **VBS (Vacation Bible School)**

Each June we host VBS here at One Life for kids age 3-6<sup>th</sup> grade. VBS is typically 3 to 5 days long. Each day the kids worship, have bible lesson, do science experiments, make crafts, have a snack, play games, and more!

## **Family Christmas Experience and Kids Christmas**

Near Christmas we host a Family Christmas Experience for the whole family to enjoy! We also host a Kids Christmas Eve Service-kid friendly, early in the evening, tons of fun for everyone!

# Expectations

We want you to know what's expected of you and what you can expect when serving in One Life Kids.

- **Be Faithful (Luke 16:10)**
  - Pray for our kids and families throughout the week.
  - Please arrive at the church **at least 20 minutes prior to the service.**
  - Volunteers are now to check-in each week you are scheduled. Please wear the printed nametag for the entire service.
  - If something comes up and you can't serve on your scheduled weekend, contact the Director of Children's Ministry as soon as possible to switch your weekend.
  
- **Lead by Example (1 Timothy 4:12)**
  - If you are a scheduled teacher, please take time each week to look over and prepare for the service.
  - Engage with parents and kids. Even though kids will not be dropped off directly to the room, look for opportunities before the service to say hello.
  - Participation is key! Often if the adults in the room are participating, the kid will follow-yes even those 5<sup>th</sup> and 6<sup>th</sup> graders who think they are "too cool" to sing and dance.
  - Be consistent. Follow through with what you say you will do. If you aren't 100% certain you can follow through on something, don't promise the kids you will.
  
- **Guard your Heart (Proverbs 4:23-27)**
  - If you need anything-classroom supplies, help with a child, direction for what to do, or anything else-please ask the Director of Children's Ministry. You don't need to do it alone!
  - If there is a problem with a child, a parent, or another volunteer please do not share it with everyone. Take care of it with the appropriate person. If you need help, talk to the Director of Children's Ministry.
  - Take care of yourself. Make sure you are making time to attend church when you are not serving in Children's Ministry. Take time for your personal devotions and prayer. You can't lead well when your tank is on empty.

# Safety

Our top priority in One Life Kids is to make sure that each child is safe. We want parents to know that when they trust us with their children we have their safety in mind.

So how do we do this?

- **Check-in System**

- Each child is checked in by a parent/guardian at the beginning of each service. A nametag, a security label with a matching code, and any additional tags (for diaper bags, car seats, etc.) will be printed.
- Children 2 and under will be then directly dropped off in the nursery.
- Kids age 3-6<sup>th</sup> grade will sit in the service until kids are dismissed.
- On each nametag the cell number for the parent/guardian who checked the child in will be printed. If we need a parent during the service, text the number on the child's tag. If a parent does not come to the child's room in about 3-5 minutes, ask a safety team member on the dock to help locate the parents.
- At the end of the service, take the security label from the parent and put it with the child's nametag. Place them in the designated spot in each classroom.

- **Allergies**

- If a child has an allergy, it will be printed on their nametag.
- Please check each child's nametag before giving any snacks.
- If an allergic reaction occurs, IMMEDIATELY tell a safety team member on the dock so a medical team member and the parents can be found. After the service, tell the Director of Children's Ministry.

- **Injuries**

- If a child gets hurt and it seems minor (no blood, bruising, or marks and the child seems to bounce back quickly) make sure to let the parents know when they pick up their child.
- If a child gets hurt and there is a bump or bruise, fill out an Incident Report sheet. When the parents come to pick up the child, explain what happened, have them sign the Incident Report, and turn in the signed report to the Director of Children's Ministry.
- If a child is seriously injured, IMMEDIATELY tell a safety team member on the dock so that a medical team member as well as the parents can be reached. An Incident Report must also be filled out for this as well. Make sure the parents have signed the report and it is given to the Director of Children's Ministry.

- **First Aid Kit**

- A first aid kit can be found in the kitchen drawer next to the refrigerator.

- If you need help, grab a safety team member from the dock to assist you.

## **Background Checks/Clearances**

Because safety is our top priority, we require that each One Life Kids Volunteer complete a Criminal Record Check and a Child Abuse History Clearance. Also, in Pennsylvania it is the law that anyone-staff or volunteer- working with children must have current clearances.

### **Clearances Needed to Volunteer**

- Criminal Record Check
  - Go to: [Epatch.state.pa.us](http://Epatch.state.pa.us)
  - Complete this clearance as a VOLUNTEER. It is FREE.
  - Once your record check has been completed, please bring a copy to the church for us to keep on file.
  - To print the document, please click on the control number in blue next to your name. Then click Certification Form. And then you will be able to print the correct document.
- PA Child Abuse History Clearance
  - Go to: [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home)
  - Complete this clearance as a VOLUNTEER by selecting the first option on the page that asks the reason for getting the clearance. It is FREE.
  - Once your record check has been completed, please view it and bring a copy to the church for us to keep on file.
- FBI Finger Print Record (Only required if you have lived outside PA in the last 10 years)
  - Locally, fingerprinting can be done at CenClear across from Sheetz
  - To begin the registration process, go to [uenroll.identogo.com](http://uenroll.identogo.com)
  - The DHS service code for VOLUNTEERS working with children is 1KG6ZJ



## One Life Kids Volunteer Teacher Job Description

Job Title:	One Life Kids Teacher/Volunteer
Department:	Children’s Ministry/Nursery
Supervisor:	Children’s Ministry Director
Abilities:	Dependable, friendly, enthusiastic, creative, organized, ability to work with other volunteers, relates well to children
Time Commitment:	1.5 hours on Saturday/Sunday that you are scheduled for

All our teams work together toward our mission **to make and guide fully devoted followers of Jesus Christ.**

- Pray for the children and families
- Attend ongoing Children’s Ministry training/meetings
- Complete necessary clearances
- Notify Children’s Ministry Director as soon as possible in the case of an absence when you are scheduled to teach
- Demonstrate a positive and friendly attitude with the parents and the children.
- Keep record of attendance each week in the attendance binder.
- Provide appropriate paperwork to new families to complete.
- Read over the lesson each week before the service to be prepared.
- Teach the Bible lessons in a creative way that will help the children grow in their faith.
- Stay in the classroom at all times with the children.
- If a child must use the restroom, you may send them 1 at a time to do so. Stand at the door to the One Life Kid’s room to keep an eye on the hall and the classroom so children return safely.
- Report any safety hazards to the Director of Children’s Ministry.
- Report needed classroom supplies to the Director of Children’s Ministry.
- Wear the One Life Church Volunteer lanyard with your name on it while serving.
- Report new children/families to the Director of Children’s Ministry.
- Arrive at the church at least 15 minutes before the service that you are volunteering for.
- We encourage you to attend the service opposite of what you are serving on the weekend you are serving. (Work in the nursery Saturday, come to the service on Sunday)
- Leave room clean, neat, and in good condition after serving.



## Nursery Volunteer Job Description

Job Title:	Nursery Volunteer
Department:	Children's Ministry/Nursery
Supervisor:	Children's Ministry Director
Abilities:	Dependable, friendly, enthusiastic, creative, organized, ability to work with other volunteers, relates well to children
Time Commitment:	1.5 hours on Saturday/Sunday that you are scheduled for

All our teams work together toward our mission **to make and guide fully devoted followers of Jesus Christ.**

- Pray for the children and families
- Attend ongoing Children's Ministry training/meetings
- Complete necessary clearances
- Notify Children's Ministry Director as soon as possible if you need to switch your volunteer weekend.
- Demonstrate a positive and friendly attitude with the parents and the children.
- Assist parent's when they check-in their children.
- Make sure that each diaper bag has a label.
- Explain safety and check-in procedures with new families.
- Stay in the classroom at all times with the children.
- Report any safety hazards to the Director of Children's Ministry.
- Place any soiled/broken toys in the appropriate bin in the cupboard.
- Change diapers as needed.
- Report needed classroom supplies to the Director of Children's Ministry.
- Wear the One Life Church Volunteer lanyards with your name on it while serving.
- Report new children/families to the Director of Children's Ministry.
- Arrive at the church at least 20 minutes before the service that you are volunteering for. Saturdays by 5:40 pm/Sundays by 9:40 am.
- We encourage you to attend the service opposite of what you are serving on the weekend you are serving. (Work in the nursery Saturday, come to the service on Sunday)
- Leave room clean, neat, and in good condition after serving.



## **Contact Information**

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