



Volunteer Handbook

Children's Ministry Coordinator

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Welcome to the world of Children's Ministry here at Union City Church, UCC. We take the responsibility of ministering to children very seriously and are encouraged by your choice to take part in this commitment. We know that children are the church of tomorrow, but they are also the church of today. UCC KIDS is all about helping children develop connections that will help set the basis for their Christian walk and enhance their relationship with God and others. We have created this manual to communicate the vision, policies, and procedures of UCC. Please read the entire manual and keep it for reference as we work together.

We hope that you will discover your gifts, connect with families and build community.

This manual is a work in progress. Policies may be added or changed as our church and children's ministry continue to grow.

Thank you for your willingness to serve and devotion to help our kids know and love Jesus Christ. Without you, we could not fully provide our children with Godly examples and a Christian environment. You are truly making a difference in the life of our children.

Tresena Bowe,
Children's Ministry Coordinator

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The primary vision of UCC is to be a part of God's Reconciliation Movement in Brunswick. We desire to be a multi-ethnic church that honors God's design for diversity.

Our Core Values We believe:

Children are a gift from God and should be treated with love, care, and compassion.
(Psalm 127)

Children are important in the kingdom of God, and Christ died to redeem children from their sin. (Matthew 19:14) Jesus Christ has called children to follow Him, and children can be equipped to serve Jesus Christ and others.

Children need a safe, positive, nurturing, and age-appropriate learning environment that is free of fear, the pressure to grow up, and/or prejudice.

Ministry is not just for children, but with children. Redeemed children are members of the body of Christ and as such endowed with certain spiritual gifts that enable them to serve in the body of Christ.

God has appointed parents as the primary spiritual instructors in the lives of children. It is the role of the church to assist parents in the cooperative effort of fulfilling this responsibility.

Successful ministry is the shared responsibility of children, the church staff, volunteers, parents, and the entire church body.

Ministry to children should be creative, innovative, and in touch with the children and families of our community. Effective teachers and ministers are the most important component of our ministry.

Relational ministry by adults who serve as positive role models for the child is the most effective ministry to children

Getting Started

The most frequent question asked by a new volunteer joining service for the first time is, "What do you need me to do?" The answer is almost always "Love on the children." Loving children and meeting their needs are two primary reasons we have UCC KIDS. We always strive to make children feel welcomed and important. Be friendly, and talk to the children before and after class. Let them know you care about them by asking about their interests, sports, hobbies, etc. Note: Children may reveal to you needs, potential problems, and prayer requests. Be sure to communicate this important information to the Children's Coordinator.

The duties you will fulfill when you volunteer are just another way of loving the kids.

Adult Volunteers

All potential adult volunteers must meet and fulfill the following policies.

Attend a service

Serving is great, but it doesn't take the place of attending a service. Stay connected to how God is leading our church by participating in the adult services.

Complete and submit a Children's Ministry background check. Background checks are kept confidential.

Ministry Responsibilities

A. Training

- a. Meet with staff for in-person training
- b. Review volunteer handbook

B. Arrival Time

- a. Please arrive 20 minutes prior to service
Late arrivals cause gaps in coverage and prevents families from feeling at ease with leaving their children.

C. Absences

- a. Please provide a 48 hour or more notice if you can not serve your scheduled service
- b. In case of illnesses and other emergencies please notify us as early as possible
- c. If you require long term changes or a break in service please contact Tresena Bove(tresena@unioncity.church)

D. UCC KIDS Stations

a. Check-in

UCC Kids Check-In & Welcome team is vital to our success. This is where families are greeted; children are checked in and guided to their environments. Our check-in volunteers are warm and friendly and help our families have a safe and great experience.

b. Nursery

UCC Babies consist of all children newborns through 24 months old. This area is characterized by low teacher/child ratios, gentle play, and a place where faith is introduced to babies and toddlers through finger play, music & movement, and simple songs.

c. Pre-K and Elementary

UCC KIDS consists of Pre K - 5th graders. This area is characterized by high-impact energy, fun and engaging teaching, and intentional small groups. A fun environment is the setting for kids to build strong relationships with each other and their leaders all while learning about.

Classes are temporarily combined until increased attendance leads to an additional room. 2 leaders will co-teach and separate groups into appropriate age categories.

Prep for Lesson: The curriculum for UCC KIDS will be provided no later than Wednesday before the upcoming service. Please review the lesson and bible story. This is vital to student engagement. All resources and materials will be available in the classroom.

E. Other guidelines

- a. 2 volunteers must be present in class at all times
- b. Restrooms are located in the classroom.
- c. Please encourage independence in the RR. If needed please make sure other volunteers or staff are aware that you are providing RR assistance.
- d. Classroom management

Create a structured fun environment for kids to grow and learn in the Lord. Lead & Discipline with love.

How long do we let a child cry before contacting the parents?

It is typical for a child to cry upon separating from parents. Assure the parents that the child will be ok and we will do our best to comfort them. Tell them that if the child continues to cry, the parents will be notified. If a child is inconsolable for more than 10 minutes (or possibly a different length of time determined by parent request), contact staff to notify parents.

Discipline Issues

If a child is misbehaving and all efforts to redirect the child have been made please contact staff or lead volunteer.

COVID NOTE: Covid-19 screening Mask required for volunteers. No child or volunteer will be permitted with a temperature over 99F

Please help us prevent the spread of illnesses by washing or sanitizing your hands:

- When you first arrive in a room
- After a diaper change
- After accompanying a child to the restroom
- After contact with body fluid (wiping a child's nose, etc.)
- Before handling food
- Please instruct children to wash their hands:
 - After using the restroom
 - Wiping their nose
 - Before eating

Please use sanitizer and disinfect often

F. In case of an emergency

- a. Emergency (storm, etc.) Please account for all students and exit out the hallway
- b. If you notice or suspect any sign of abuse please contact staff directly rather than the parent.

G. In the case of an accident, regardless of child or adult, inform a service coordinator or staff member right away. Classrooms are equipped with small First Aid Kits.

H. Dismissal/ Check Out - Please be sure to collect the tag from the parent and match it with the child's tag. In case of lost tag and relationship is unknown please verify with staff prior to dismissal.

I. Clean Up/Take Down- Please sanitize and load all UCC church classroom items onto cart and return to storage space. Please be sure to return the classroom to its original state desks etc. Staff will assist with transitioning desks back. This is also a great opportunity to pray for and cover the kids and staff that

attend the Boys & Girls Club during the week. We are so grateful for our shared space in this season.

This handbook is intended to provide guidance as it relates to volunteer policies and procedures. Thank you for your willingness to serve and please feel free to contact Tresena Bowe, Children's Ministry Coordinator (912)342-9338 email: tresena@unioncity.church with any questions or suggestions you may have. We are so grateful for you!