

Water of Life Community Church

empoweredkids

ORIENTATION HANDBOOK

www.empoweredkids.org/orientation

Water of Life Community Church – one church – multiple locations

Main Campus

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Fontana, CA 92336
909-463-0103
Fax 909-463-1436

Upland Campus

1020 W. 8th Street
Upland, CA 91786

Children's Ministry Offices

14418 Miller Ave Suite E
Fontana, Ca 92336
909-463-0103

Church Website

www.wateroflifecc.org

Empowered kids Website

www.empoweredkids.org
(Volunteer and worship tabs are password protected for schedules, music and lesson content; Password: **ekvol**)

Facebook/ek www.facebook.com/empoweredkids

Facebook/vbs www.facebook.com/wolvbs

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INTRODUCTION

This booklet, the Empowered Kid's T-shirt, and the nametag lanyard you will be given are the property of Empowered Kids. Upon leaving the ministry, please return them to your Location/Department Coordinator.

MISSION, PURPOSE, PHILOSOPHY

WHAT IS A WIN AT WATER OF LIFE?

"A transformed life demonstrated by passion for God and compassion for people."

EMPOWERED KIDS MINISTRY WIN

Kids who love God and love people

Our goal is to guide kids in the development of a biblical worldview that will enable them to become life-long followers of Jesus and to live a life of POWER.

Our mission is to:

Partner with parents to PREPARE kids to OFFER their gifts, WORSHIP the Lord, EXTEND the Kingdom, and RELATE to others as Jesus would.

These correspond to the Church core values:

Equipping- Prepare

Caring- Offer

Healing- Worship

Sending- Extend

Relationships- Relate

General Purpose Statement

Water of Life Community Church seeks to provide a SAFE and SECURE environment for all who participate in our programs and activities. By implementing the following practices, our goal is to protect the children and youth of Water of Life from incidents of



misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations. Any person who may pose a threat to children, youth, or others will be prohibited from working/serving in any ministry involving children, youth or others.

Volunteer Screening

All employees and persons who desire to work/serve with the children participating in our programs and activities will be screened. This screening includes:

a. **Six Month Rule**

No volunteer will be allowed to work with children until s/he has been a member or regular attendee of Water of Life for a minimum of six (6) months.

b. **Written Application (MUST be renewed every three years – Renewal Application)**

All persons seeking to work/serve with children must complete and sign a written application in a form to be supplied by us. The application form will be maintained in confidence on file at the church. Two independent references are requested. WOL is committed to contacting these references prior to processing the application.

c. **Personal Interview**

Upon completion of the application, the applicant must complete an orientation before they may be placed in a classroom. A face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

d. **Criminal Background Check (MUST be renewed every three years)**

A national criminal background check is required for all employees and for volunteers who will be serving in the Children's and/or Youth Ministries.

ADULT VOLUNTEER RESPONSIBILITIES

Expectations:

- Love GOD, love PEOPLE
- Regularly attend church service
- Agree with the theological beliefs of Water of Life and support its CORE VALUES
- Support the mission of Water of Life Children's Ministry
- Attend a DWOL (Discovering Water of Life)
- Consider WOL your home church
- Support the church with TITHES and offerings
- Dress modestly
- Refrain from offensive language
- Actively pursue opportunities for growth; strive for excellence
- PRAY for the children
- Have a regular quiet time; seek the Lord's wisdom and guidance
- Be early (no later than 15 minutes before service starts)
- Be PREPARED

Junior Helpers

We encourage our youth to serve in caring for children during programs or activities. The following guidelines apply to volunteers under age 18:



- Must be at least age 12 and attending 7th grade.
- Must complete the application process.
- Should be under the supervision of an adult.
- Must be 16 to work with infants.
- Must be 16 to check-in children, but it is preferred that an adult check children 'out'.
- It is preferred that female adults only change diapers.
- Juniors, accompanied by a screened adult, may walk children to restrooms in pairs.

Men In Black (MIB) Security – Adult Screened Premises Monitors

- Patrol hallways and common areas when children, youth or vulnerable adult activities are taking place.
- May also observe classrooms and activity areas through windows or open doors on a roving basis.
- Help ensure that entire buildings are safe for vulnerable participants, act as an accountability measure for workers, and can help safeguard workers against unfounded accusations.

As a general rule, the more visible the activity (and the more eyes watching the activity), the less likely we will be to encounter potential unwarranted situations.

Attendance

Each week our ministry is counting on you, our volunteers, to make our program a success! We really do miss you when you are not able to make your scheduled shift.

Absences

If you are unable to work your scheduled class:

- **If you need to reschedule your shift**, call your classroom coordinator listed on your schedule as much in advance as possible, to make arrangements for a "sub" or to trade with someone else's week.
- **If you wake up sick**, please **call the Department Coordinator's Cell Phone** as soon as you are able to.

Scheduling

Schedules are prepared several weeks in advance. Check with the department coordinator for copies.

Social Media

These guidelines apply to ALL who participate in social media such as (not inclusive list) Facebook, Twitter, Google+, Yelp, YouTube, Flickr, Instagram, Snapchat, Linked In, Craig's List, Wikipedia, blogs, other social networks, personal websites, or comment on online news and blog stories.



As a volunteer or employee of WOL, you are seen by our members and outside parties as a representative of the church, whether or not the church is specifically discussed or referenced. Whether you choose to identify yourself as a WOL employee/volunteer or to discuss matters related to the church on your website or blog, please bear in mind that, although you may view your site as a personal project, many readers will assume you are speaking on behalf of the church. As a staff member or volunteer of WOL, your online activities are a reflection of the church and your ministry. Therefore, we ask that you exercise good judgment and conduct in your online activities in a manner representative of a moral character indicative of a Christian life, as described in our Values and Beliefs Statement.

CHILD PROTECTION POLICY

No One-on-One Rule

It is our goal that a minimum of two screened adult workers will be in attendance at all times when children are being supervised during our programs and activities (the “Two Adult Rule”). This may include classroom teachers, helpers, coordinators, and Men in Black (MIB) premises monitors. Windows in hallway doors should remain clear at all times. We do **not** allow children to be ALONE with one adult or junior in an isolated environment on our premises or during any sponsored activity.

However, there are instances when the Two Adult Rule cannot be supported. In such a case, we implement the “Rule of Three,” where at least three individuals (at least one being a screened adult and another being an approved junior helper age 12 years or older) be present at every function and in each classroom during all activities involving children, youth, or others.

Empowered Kids does NOT offer One-on-One Spiritual counseling at this time.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room. Refer to Emergency Procedures section for specific exceptions to this policy.

Restroom Guidelines

- When using the restroom, children, youth, and vulnerable adults will be accompanied by a screened adult to and from the restroom. Before any child, youth or vulnerable adult enters the restroom, the screened adult will enter the restroom to make sure that it is safe.



- It is best for kids to go in a GROUP, escorted by at least one screened adult.
- If assistance is required, the screened adult will assist the individual with the door propped open so that a second screened adult can visually monitor the assisting adult. Remember: NO ONE-ON-ONE.
- Don't WIPE unless absolutely necessary and only if another screened adult (ex. Department coordinator) is present. If necessary, notify a supervisor and the parent will be called.
- Children five years of age and younger should utilize a classroom bathroom, if one is available.
- For children over the age of five, it is preferred that a male should take boys to the restroom and a female should take girls. Again, check the bathroom first to make sure that it is empty, and then allow the children inside. If there are people in the restroom, you may go in with the child(ren), but at no time do you go into the stall.
- Other than on Wednesday nights or when the campus is dark, Club56 and older elementary can be sent to the restroom in groups of 2 without an adult.
- At check in, encourage parents to have their children visit the bathroom prior to each class.

Appropriate Touching

- Avoid frontal hugging; side hugs are preferred.
- Avoid prolonged contact. Quick-not lingering touches are preferred.
- As a general rule, BONY areas of body are safe places to touch such as the head, shoulder or elbow.
- When holding a child, don't let them straddle you. A child's legs should both be on the same side of your body.

Reporting Child Abuse

For purposes of this policy, "child abuse" is any action (or lack of action) which endangers or harms a child's physical, psychological, or emotional health and development. Child abuse occurs in different ways and includes:

- **Physical abuse** – any physical injury to a child which is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

Mandated Reporters



Children's Ministry volunteers and employees of WOL working with children under the age of 18 are MANDATED BY LAW to report all known or reasonable suspicion of child abuse or neglect.

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating, and prosecuting cases of child abuse and neglect.

Anyone reporting child abuse or neglect to an appropriate agency is ENCOURAGED, but not required, to notify the Associate Pastor of Children's Ministry as soon as possible after the initial telephone report to the appropriate agency. When so notified, the Associate Pastor of Children's Ministry shall inform the Executive Pastor and the Senior Pastor.

The Associate Pastor of Children's Ministry so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and church policy. At the mandated reporter's request, the Associate Pastor of Children's Ministry may assist in completing and filing the necessary forms. The mandated reporter shall not be required to disclose his/her identity to the Associate Pastor of Children's Ministry. (Penal Code 11166) He/she may provide or mail a copy of the written report to the Associate Pastor of Children's Ministry WITHOUT his/her signature or name.

Reporting the information to an employer, supervisor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166) It is the policy of Water of Life Community Church that the parent(s) involved in the report is notified that the church will be filing a report and that SUPPORT be offered to the family by the church during the process.

HEALTH AND SAFETY

(The items in **bold** signify the appropriate response/course of action).

Parent Notification (Call Procedures)

A parent will be notified when:

- A. A child is found to be sick.
- B. A child won't stop crying.



- C. A child exhibits uncontrollable aggressive behavior.
- D. All of the above.**

Note: Every attempt should be made to calm and sooth a crying child, however, if a child cries non-stop for 15-20 minutes, we may need to notify the parents.

The procedure for calling a parent is:

- A. Dial 911.
- B. Go into the media control room and ask them to put up a slide with the child's ID number.
- C. Notify the Department Coordinator or Hall Supervisor who will fill out a parent call slip.**
- D. Stand in the back of the sanctuary and scream, "Help!"

An incident report is filled out:

- A. When a child wets their pants.
- B. Whenever you're bored and need something to do.
- C. When a child spills something.
- D. When a child is injured.**

Biting/Aggressive Behavior Reports-

Aggressive behavior or biting is not tolerated and should be dealt with immediately in a classroom.

The following procedure should be followed in this type of circumstance:

1. **REMOVE the biter or aggressive child immediately** from the situation. Place them in a chair or play pen away from other children. Let the child know that biting is a "no, no."
2. **Take care** of the child that was bitten or hurt. Pray and console them.
3. **NOTIFY** the Coordinator or Supervisor who will determine if the parent should be called out of service.
4. If **first aid treatment** is needed, get an ice pack, anti-bacterial soap for washing and/or a band aid.
5. **Coordinator will Fill-out Appropriate forms and** meet with the parent of the aggressive child.

First Aid Kits are located in:

- A. Just inside the exit to the playground or north courtyard.
- B. In the Resource Room just inside the door and under the sink.
- C. In the Elementary Worship Center.
- D. All of the above.**

Accidental Injuries to Children (First Aid)

In the event that a child or youth is injured while under our care, the following steps should be followed: Always include prayer!

For minor injuries:

- A. Provide first aid as appropriate and pray over the child.**
- B. Notify the parent immediately.
- C. Call 911.
- D. Blame the other volunteer

Note: notify the child's parent or guardian of the injury at the time the child is picked up from our care.

For injuries requiring medical treatment:

- A. Notify the floor supervisor immediately.
- B. The parent will be notified immediately and an accident report will be filled out.
- C. If necessary, 911 will be called.
- D. All of the above.**

Sick Child Policy

It is our desire to provide a healthy and safe environment for everyone at Water of Life Community Church. Parents are encouraged to be considerate of other children, as well as Children's ministry workers and junior helpers, when deciding whether to place a child under our care.

A child exhibiting the follow symptoms should not be dropped off:

- A. Fever, diarrhea, or vomiting.
- B. Green or yellow runny nose.
- C. Evidence of eye or skin infections.
- D. All of the above.**

Note: Children who are observed to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day. These children will be monitored by at least one screened adult and one junior helper.

Allergies

Allergies are noted in a black bar at the bottom of the child's sticker.

Saturday night is a snack-free service for those children with extreme allergies. We have adopted a NO - NUT policy for all other services.



Please do **NOT** bring in treats from home to share with the class.

Medications Policy

It is the policy of Water of Life Community Church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted if a child has a potentially LIFE - THREATENING condition and arrangements have been made in advance.

Note: Parents of such children should address their situation with the department coordinator to develop a plan of action.

EMERGENCY PROCEDURES

Earthquake Procedures

- At the beginning of the tremor, calmly direct children to carefully crawl under the tables or chairs, or crouch against a wall away from windows covering their heads. For toddlers and babies, shield them to protect from falling debris. Make sure they have room to breathe. Move them away from windows and large objects.
- Volunteer team members should crouch against an interior wall.
- When the shaking stops remain calm and in place for a few more minutes in case there are aftershocks.
- When it is safe, activity can return to normal unless an evacuation is requested by the Coordinator.
- Reassure the children, pray, encourage them to share their feelings.

Fire/Emergency Evacuation

In the event that the facility needs to be evacuated in an emergency situation we request the cooperation of all volunteers and parents. All children will be **evacuated to a safe area** on the property.

Wait for the order to evacuate.

Nursery (Infants, One's and Two's)

- Place all BABIES in the evacuation cribs.
- Put **One's in Bye Bye Buggies**, or carry them.
- **2 year-olds** will put one hand on a rope and walk together

Preschool (3 year olds, 4-5 year olds, and Kinder) and Special Needs

- **3's-Kinder** will put one hand on a rope and walk together
- **Special Needs** will walk together 2 by 2.



All Elementary (1st through 4th grade)

- Will walk single file or 2 by 2

All ministry staff members are required to remain on site in an emergency situation until they are officially released. This ensures maximum protection of all children.

Volunteer Team Duties

➤ **ALL Volunteers**

All volunteers must accompany their room children to the designated command center. Do not send any child alone or with other children without an adult.

- Calmly, orderly, and safely evacuate all children from the classroom.
- Sweep the room for any children that may be hidden from view or hiding.
- Upon exiting the class - take with you the **classroom CLIPBOARD** and your **cell phone**.
- Once in the designated area, assess children for injuries. If injuries are severe or life-threatening, call 911.
- Do a roll call to make sure you have all your children.
- Supervise and comfort children for clam and quiet.
- Hold up the back of your clipboard so parents can identify the grades.

All children will be signed out to parents once safely at the designated areas. Follow standard check-out procedures.

➤ **MIB Security Premise Monitors**

- Sweep all rooms for any children that may be hidden from view or hiding.
- Once the class has been checked, close door and proceed to the next classroom. Continue until every area has been checked.
- Check all classrooms, restrooms, and playground areas.
- Keep in radio contact with ministry staff.

➤ **Ministry Staff and Coordinators**

- Staff will reassure and assist parents in following the proper procedures for locating and pick up of their child/children.
- Assist or administer first aid to any child in need of medical attention.
- Keep injured child(ren) comfortable until parents arrive to sign them out or emergency help arrives.
- Direct emergency personnel. Maintain control of situation. Assist in locating children or adults who are unaccounted for. Assist where needed.

- Keep in radio contact with ministry and facility operations.

Lock Down

This procedure is used when there is an immediate and imminent threat to the church building population such as an intruder. Volunteers and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed.

Steps to implement lockdown after threat has been identified:

Staff Actions

1. Notify classrooms.
2. Lockdown signal will be: **We have an emergency on campus. Proceed to lockdown immediately.** This can be initiated by any staff member.
3. Call security on the radio to call 911.
4. If intruder is outside the building, lock exterior doors making sure all students and staff are inside. Post support staff personnel near each exterior door to allow students to enter who may have been locked out.
5. Station staff/security members at the main door, exterior doors and hallways with instruction regarding allowing or not allowing anyone access to the building.
6. Do not allow any unauthorized persons in the building. If in doubt, request picture identification.
7. When the lock down is over a staff member will make this announcement: **Attention, This is (name). Lock down is now over.** Directions for appropriate next steps will then be given, such as, "resume classroom activities."

Volunteer Actions

1. Get all students inside classrooms, close doors, turn out LIGHTS, and move children out of line of sight of doors and windows as much as possible.
2. If students are on one of the playground areas, they should be escorted to the nearest classroom.
3. If it seems safe to do so, staff members will check hallways and bathrooms and direct students to a lockdown area.
4. Take ATTENDANCE recording names of students who are present
5. DO NOT open doors for ANYONE until cleared to do so by a Children's Ministry staff member.
6. Keep children calm and quiet making sure intercom announcements can be heard. Pray.
7. When the lock down is over a church staff member will make an announcement, such as, "resume classroom activities."
8. Parents will need to wait until the lockdown has been lifted before they can pick up their children.

CLASSROOM PROCEDURES

We share our classrooms with the Water of Life Preschool and Christian School. In our partnership with them it is understood that we will be responsible for setting up the classrooms to meet our needs for the weekend and will leave the classroom clean and orderly. The teachers will set their rooms back up on Monday mornings.

OPENING THE CLASSROOM

The Supply BASKET

- will be in the classroom when you arrive.
- In it will be your craft or lesson supplies for the day. Next to it you should find **the class snacks**, as well as special supplies needed. Check to see you have enough supplies for the number of kids in your classroom. Any unused supplies should be returned to the basket.
- At the end of the last service place inside the basket any leftover snacks, craft supplies, and flyers, lost and found items, and the attendance clipboard.

Nursery & Preschool: Bring the basket to the resource room and snacks & water jug to the snack room.

Elementary: Bring to the storage closet.

Set out opening ACTIVITIES

- These are usually provided by the coordinator and can be found in Supply Basket.

Tables and chairs

- can be moved to accommodate your classroom activities.
- You may need to borrow chairs from another room.
- Please return the room and its furniture to the condition you found it in.

CLOSING THE CLASSROOM

Saturday

- **Sinks/Counters** should be given a quick wipe-down.
- **Pick up any trash** from floor and place in trash can.
- **Turn out lights.**

Sunday

- Put room back in order.
- **WIPE-DOWN** all tables with Clorox wipes which are found in the ministry cabinets.
- **Stack Chairs** on tables or in a corner so the room can be vacuumed.



- **Return Room Supplies** to cupboard. This includes rules poster, offering box, and any puzzles, games, or books used in the class.
- **Sinks/Counters** should be given a quick wipe-down.
- **Empty TRASH CANS**. Replace liners and put trash out in hallway to be picked up by the MIB.
- **Gather Supply Basket items**. Put attendance clipboard, flyers, craft supplies, snack, and lost and found items in basket and return to the appropriate department storage area.
- **Return rolling storage carts** to assigned storage rooms. (Elementary Only)
- **Turn out lights.**

Check-in/Check-out Policy

Grades 4th and younger must be checked in at a security check-in/check-out kiosk. They will receive individual printed name tags and one alphanumeric Security Claim Check Sticker for all children in their family. The SECURITY CLAIM CHECK STICKER must be presented in order to check out the child from our care.

During midweek services, ALL grades must follow the Security Claim Check Sticker procedure.

Classroom Drop-off/Pick-up Procedure

To ensure the safety of the children in our programs, it is our preference that each child be dropped off and picked up at the classroom by an ADULT. There are exceptions to this rule if an older sibling has been given the Security Claim Check Sticker by the parent or guardian.

Drop Off

- **Greet families and children with a friendly voice and a smile.** Try to use their name if possible.
- **Each child should be wearing a preprinted name sticker** with their name and security claim check number.
- **Direct the parent to place the duplicate child's preprinted name sticker on the clipboard sheet.**
- **Ask the parent** for their cell phone number and location. If attending a CLASS on campus make a notation on the child's name sticker on the clipboard so the parent can be located in an emergency.

Visitors

- **First time visitors will complete a registration card on their first visit.**
- If a child tries to check in at a classroom without a sticker they should be redirected to the check in areas in the main lobby.

- You will recognize visitors by their distinct name sticker. Be sure to welcome them and help them connect.

Pick Up

- **Greet parents with a smile** upon their return to pick up their child.
- **Share something special** that happened while you were with them in the classroom.
- **Request the SECURITY CLAIM CHECK STICKER** from the parent.
- **VISIBLY INSPECT to ensure that they match** with the child's name sticker.
- **With one line, CROSS OFF** the child's name on the clipboard sticker.
- DO NOT collect the security claim check sticker from the parent. They may need it to pick up additional children. If they don't need it, it can be thrown away.
- DO NOT put the security sticker badge over the child's name on the clipboard.
- **Gather the child's belongings** for the parent.

NOTE: **BLACK BARS** at the bottom of the preprinted name stickers signal important information about the child such as allergies, special needs, or warnings about who is allowed to pick up the child.

Two-Part Badge System

In the event that the Fellowship One system fails, we will default to a 2-part Badge system. In most rooms, badges can be found in the bottom drawer of the sign-in desk or plastic rolling cart. In the Elementary Worship Center (EWC), they are in the supply cabinet and in the elementary girls' rooms they are in the supply baskets.

Please follow these steps:

Drop Off

- **Greet families and children** with a friendly voice and a smile.
- **Ask the parent to write the child's name** in one of the blocks on the sign-in sticker sheet while **you select a two part Security Name Badge/Claim Check**.
- **Write the number under the child's name on the sign-in sticker sheet**.
- **Hand the corresponding Claim Check to the parent** explaining that they will need it to pick up their child.
- **Write the child's name on the Name Badge with a DRY ERASE MARKER only**.
- **Clip the Badge to the child**.

Pick Up

- **Greet parents with a smile**.
- **Request the Security Claim Check** from the parent.
- **Ensure that the number MATCHES** with the child's badge.



- **Cross the child's name off as usual.**
- **Attach the Claim Check to the Name Badge** and erase child's name from badge.

IMPORTANT: If the parent has lost or misplaced their portion of the security badge or their Security Claim Check the child SHOULD NOT be RELEASED. The department coordinator or supervisor must be contacted.

- The parent may be required to show official identification or complete a release form in order to check out their child.
- This process is designed to ensure the safety of the children in our classrooms.

DISCIPLINE/TOOLS AND RULES

What is discipline? The dictionary describes discipline as "training to act in accordance with rules."

Plan and Prepare

- For PREVENTION of behavioral issues.
- STUDY the lesson so you can use creative techniques and visuals as well as use different teaching styles. You need to know how to do the craft and activities so you're not reading instructions during the craft time.
- Arrive early, 15 -20 minutes prior to service start time). Please allow time for parking, shuttle, bathroom, and walking to the classroom. Church attendees come early (or at least on time) you need to be ready for them.
- Set-up activities.
- Conveys CONTROL of the environment from the start.
- Plan TRANSITIONS - another reason to know the lesson well.

Transitions and Signals

- Routine = COMFORT. Kids need routines. This is where they thrive!
- Move quickly from one activity to the other.



- Give advance WARNING that the transition is coming. Kids respond better when they have a few minutes warning to finish up an activity.
- Assign TASKS to get ready for what is coming next:
 - Signals - Transition Songs
 - Blink lights
 - Hand Claps-Clap 3 times, kids copy
 - Count Down Clock
 - Change Music Volume
 - Count Down 5,4,3,2,1
 - Put your Hands in the Air
 - If you can see me, Touch your Head

Rules

- Rules are BIBLICAL.

"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates." (Deuteronomy 6:6-9)

These commandments that I give you today are to be upon your hearts.

- Follow and enforce rules with CONVICTION.
- Rules have a NEGATIVE value without enforcement.

Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

- REPEAT them often so kids know what is expected of them:
 - In large group, the worship leader/host should reiterate the rules.
 - In the class, teachers review rules.
 - During transition times or during teachable moments... before sending them to the bathroom.
 - Large Group Rules should be repeated when lining up for worship.

Tie them as symbols on your hands and bind them on your foreheads.

- FOLLOW the rules yourself.
- MEMORIZE the rules so you can recall them anywhere, anytime.

Write them on the doorframes of your houses and on your gates.

- POSTED in classroom.
- CONSISTENCY from service to service, room to room within each department.

Large Group Rules

1. **Stay off the stage** unless invited
2. **Participate**, don't distract
(Preschool: sing and play with us... or don't talk or run around during worship time)
3. **The signal** means stop or quiet, and look at the leader
4. **Listen** when the leader is speaking

Crowd Control

- SPREAD OUT around the room. Don't stand in the back... distribute yourself amongst the kids or around the room.
- Take RESPONSIBILITY to keep rowdy kids in check. Don't expect the worship leader or presenter to discipline from the stage.
- PREVENTION-Keep rowdy kids near you. Disperse 'hot spots.'
- Divide into GROUPS. Each teacher should be responsible for a small group of kids.
- Take CHARGE. Don't ask if they want to do something; tell them what's coming next. Make sure you maintain control – for small and large groups.
- Special Needs- Be aware that some children have special needs. Consider the cause of the behavior. How long has the child been at church? Do the actions stem from rebellion or emotion?

Classroom Rules

Nursery	Preschool	Elementary
1. Listen to the teacher. 2. Be nice to our friends.	1. Obey the teachers. 2. Raise hands to speak. 3. Keep hands and feet to yourself. 4. Be quiet and listen when others are speaking. 5. Be respectful during worship and teaching time.	1. Obey the teachers. 2. Raise hands to speak. 3. Keep hands and feet to yourself. 4. Be quiet and listen when others are speaking. 5. Be respectful during worship and teaching time.

The 4-Step Discipline Process

- We want to EMPOWER kids to be able to make wise choices.
- Kids must know and EXPERIENCE both positive and negative consequences in order to develop wisdom and grow in obedience...which the Lord says is more precious than gold, silver or the finest riches! (Proverbs 3:14 -15)
- Consequences should be explained so kids understand them.
- It is important to be FAIR and CONSISTENT in dealing out consequences.
- Children lose heart if they feel like they are being treated differently than other kids or that the teacher doesn't like them.

4-steps

1. WARNING (Grace)– This means 'I see your behavior and I need to let you know that you are not making wise choices.'

Warnings include:

- Silent Signals
- Verbal

2. TEACHER TALK (Mercy) – Opportunity to clarify the wrong behavior and ask for compliance.

- Give choice – put responsibility on them to change behavior
 - Either behave appropriately (by obeying the rules)
 - Sit in the time-out chair
- 3. TIME OUT (Disciplining) – To remove them from the situation that they are unable to control so they can refocus.
 - Give direction
 - Appropriate amount of time – or self-timed
 - Opportunity to re-enter the group with acceptance
 - May need to return if re-entry is unsuccessful
- 4. PARENT CALL (Judgment)– To remove the child from class
 - Willful disobedience or non-compliance to other discipline efforts
 - Done by Department Supervisor
 - Zero tolerance for deliberate physical violence

Positive Reinforcement

- Communicating positive EXPECTATIONS sets kids up for positive experiences.

REWARDS include: Verbal praise; focused attention; eye contact; appropriate touch; privileges.

Positive Redirection

An ALTERNATIVE course of behavior or action that is more FUN or DESIRABLE than the bad behavior. Teacher instigated!

Fun

- Be CREATIVE with presentations.
- Allow FELLOWSHIP. Let kids talk when doing activities.
- ENJOY the kids. Smile. Laugh with them.

STATEMENT OF FAITH

WE BELIEVE that there is one living and true God, eternally existing in three persons, the Father, the Son, and the Holy Spirit, equal in power and in glory; that this triune God created all, upholds all and governs all.

WE BELIEVE that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts and infallible rule of faith and practice.

WE BELIEVE in GOD THE FATHER, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.

WE BELIEVE in JESUS CHRIST, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teaching, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal, visible return to earth.

WE BELIEVE in the HOLY SPIRIT, Who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ; we believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.

WE BELIEVE that all MEN are sinners by nature and choice and are therefore under condemnation, that God regenerates by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord; that Jesus Christ baptizes a seeking believer with the Holy Spirit with power for service, often subsequent to regeneration.

WE BELIEVE in the universal CHURCH the living spiritual body of which Christ is the Head and all regenerated persons are members.

WE BELIEVE in the personal, visible RETURN OF CHRIST to earth and the establishment of His Kingdom; in the resurrection of the body, the final judgment, and eternal blessing of the righteous and endless suffering of the wicked.

WE BELIEVE the Bible teaches that every Christian is called to "full time" Christian service, regardless of his or her vocation. We practice the truth that every believer is a minister by encouraging every member to find a place of service and ministry. Every believer has direct access to God through prayer and Bible reading. We believe people are called to witness and to give life to others.

WE BELIEVE people are made in the spiritual image of God, the crown of creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life.

WE BELIEVE that the Lord Jesus Christ committed two ORDINANCES to the church, Baptism and the Lord's Supper. We believe in baptism by immersion and communion open to all believers. We believe also in the laying on of hands for the baptism of the Holy Spirit, for ordination of pastors, elders and deacons, and for receiving gifts of the Spirit or healing.



WE BELIEVE in the practice of tithing for the support of Christ's body, the church, as God commands

WE BELIEVE in what is termed "The Apostles Creed" as embodying fundamental facts of Christian faith. The Apostles Creed was foundational to the early church and is often found today in its entire form in the back of hymnals.



Orientation Handbook

CHILDREN'S MINISTRY VOLUNTEER COVENANT

The Children's Ministry of Water of Life exists to Prepare children to Offer their gifts in service, Worship the Lord wholeheartedly, Extend the kingdom, and Relate to others like Jesus would.

I _____ as a volunteer in
(Print full name)

the Children's Ministry at Water of Life, agree to uphold the following standards of ministry:

- I will do my best to fulfill the Purpose Statement listed above.
- I will do my best to model Water of Life's Core Values.
- I will do my best to be a Christ-like role model.
- I will follow policies and procedures.
- I will be reliable and dependable.
- I will do my best to attend church, meetings, and training sessions.
- I will treat everyone with respect and patience.
- I will dress in a modest, wholesome, and appropriate manner (no short shorts, miniskirts, cleavage, see-through or skin-tight clothing, no underwear exposed).
- I will seek a lifestyle of purity (in relationships, habits, free-time...).
- I will adhere to Water of Life's social media guidelines.

This is my commitment

Birth Date

Signature

Date

