

## *Fellowship Kids*

# Worship Service Team Training

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## Fellowship Kids Ministry

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Thank you for being willing to sacrifice your time and energy to serve the children of Fellowship Church. Once, in Luke 9, when the disciples were arguing (again!) about who was the greatest, Jesus brought a little child to his side and said, “Whoever welcomes this little child in my name, welcomes me...for the one who is least among you all is the one who is great” (v. 48). Caring for little children is behind-the-scenes work, not always glamorous, and sometimes a little chaotic. Some Sundays it won’t feel like the “greatest” role, but Jesus said when you welcome children in his name, you welcome Jesus himself. So, thank you. Thank you for serving and welcoming the sweet kiddos of Fellowship in Jesus’ name; He is very near to you as you do so.

### STAFF TEAM

Our (Anna and Melanie) job is to serve you as volunteers. Being a volunteer will always be a commitment and sacrifice on your part, but we want to remove as much of the burden of serving as possible. This is also our first time as a church having a Sunday School structure, so **please give us lots of feedback** as you serve! Let us know what we can change or do to make your role clear, enjoyable, and effective. Feel free to reach out to us throughout the week and certainly as you prepare for Sunday:

Anna Koke: (803) 414-9605 / [anna@fellowshiplouisville.org](mailto:anna@fellowshiplouisville.org)

Melanie Graham: (859) 803-5307 / [melanie@fellowshiplouisville.org](mailto:melanie@fellowshiplouisville.org)

### CLASSROOM TEAM

You are serving in a classroom as a team of two. We would encourage you to “talk strategy” and work closely together as you care for the children in your charge. Be in prayer for the children during the week leading up to your serving Sunday.

Because there is no longer a monthly teacher in class during the worship service hour, there is a greater responsibility on you and your co-volunteer to uphold policiess, be prepared to engage children, and know the general overview of the class time (see Lesson Plan section below).

### HUDDLE | 9:40 am

Volunteer huddle will take place at **9:40 am** in the room to the left of the check-in desk (Bio Lab, Room #126). Come grab your nametag at the desk (it will be pre-printed) and then enter huddle. Sunday School classes will wrap up at 9:45, so you will just need to leave your class 5 minutes early to attend huddle (adult Sunday School teachers are aware of this).

Huddle will be brief and you will go to children's classrooms at **9:50 am**. We do ask for your timeliness to huddle and getting into classrooms as our Sunday School volunteers cannot leave the room until you - the Worship Service team - arrive.

## Lesson Plans

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### CURRICULUM

Our lesson plans will take much of their content from [The Gospel Project](#) and fit it into class-specific Fellowship Kids templates and schedules. (See an [example lesson plan](#).)

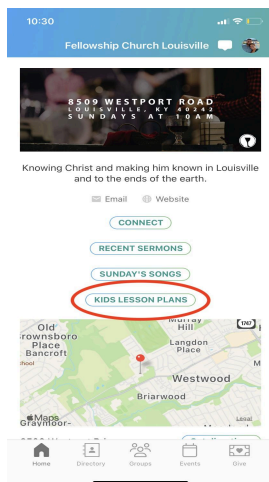
The Gospel Project curriculum is beginning over in **Genesis** in August. Over the course of three years, the lessons will cover the narrative of Scripture, from Genesis to Revelation. This school year, we will be studying Genesis through 1 Kings, and some Wisdom Literature.

### LESSON PLANS (Twos, Threes, Fours)

As a worship service volunteer, you will not be teaching a lesson, but we would ask you to **please review the lesson plan before class** so that you are prepared to lead children through activities and know what they learned in the previous hour.

Lesson plans for the month will be available to you:

- Online:
  - On the Church Center app, click Kids Lesson Plans on the home page.



- On Fellowship's website under the Fellowship Kids section of the Grow page:  
<https://fellowshiplouisville.org/fellowship-kids-lesson-plans>
- Sent via email each week to you and your co-volunteer.
- Printed out in the classrooms each week

## CLASS SCHEDULE OVERVIEW

Below is an overview of the class time. You can also reference [the class schedule](#) which will be posted in the classroom.

### Free Play, Engage & Check-In | 10-10:15 am

When you arrive in class, children should be finishing up their activity or coloring pages. When they are finished, they can play freely with toys or color at the table. Use this time to engage with children by playing with them, asking questions, reading books, etc. One assistant should stand at the door with the tablet to check-in children arriving for the worship service.

### Preschool Worship Time | 10:20 am

At 10:15 am, you will gather the children into a line and take them to worship time at 10:20 am (except for the Threes). We recommend having one volunteer in the front leading the line and one volunteer in the back making sure all children are following. When you arrive in the worship room, do a quick headcount of your students.

The Twos, Threes, and Fours classes will all gather together for worship in the **Threes classroom** on the first floor.. Ivy Brunton is our Preschool Worship Leader and she or another leader will lead kids through a few songs. You can help the worship leader by passing out instruments to kids, singing along, and encouraging children to engage with the songs.

### Snacks | 10:40 am

When you arrive back in your classroom after worship, ask children to be seated at the tables and pass out the snacks (Cheerios and water). Cups, Cheerios and the water pitcher are in the Teacher Box in the classroom.

### Bible Lesson Video


While the children eat, you can play the Bible lesson video that reviews the story they learned in the Sunday School hour. The Bible lesson videos are located on the **YouTube app** on the classroom TV. Make sure you are on our Fellowship Kids account (left sidebar) > go to Library (on left sidebar) > click Playlists > choose your classroom.

*Note:* There is not a Bible lesson video for the Twos class.

### Craft and Activity | 10:50 am

After snack and video, lead children through a craft and activity that relates to the lesson. All directions will be in the lesson plan and **all supplies for the activities will be provided in the small Activity Box** in the classroom.

### Worship Service Box | 11 am



For the last 20 minutes of class, you can pull out the Worship Service Box. This has “special” toys that are used only at the end of class each week. We recommend putting all of the other toys away before you take out the toys in the Worship Service Box so that they don’t get mixed up.

## Dismissal

At dismissal, send children home with their activity or take-home page and any crafts they made.

## INFANTS

In the Infants class, it’s mainly about getting to hold and care for cute babies. :) But it is also a chance for volunteers to intentionally love and serve these infants and their families, so we will be adding a few new elements:

### Prayer

**Every Sunday, volunteers will pray for each child by name while serving.** You are welcome to pray for anything that God lays on your heart and mind as you hold or play with an infant. However, as a help, we will have a Bible verse and a prayer topic posted in the room that rotate each week. You can pray this verse over each child and pray for them according to that topic (i.e. salvation, obedience to parents, love of God’s Word).

You can also ask parents as they drop off children if they have any specific prayer requests that week that you can pray for. There will be a whiteboard in the room where you can mark when a child has been prayed for and any notes they may have.

You may not see the fruit of what you pray for now, but no prayer is wasted or unproductive in the kingdom. Who knows what God will be pleased to do as you petition Him for a child’s salvation, spiritual growth and obedience. Before these babies even talk, saints in the church have held and prayed for them by name, week after week!

### Truth Statements

I’ve often been in the nursery and needed to hold a child and walk around the room to distract them; we look out the window, at the pictures on the wall, at the numbers on the clock, etc. Now, we will have posters in the classroom with simple theological statements that volunteers can talk about as they hold and soothe babies, such as “God is good,” “God is with us,” “Jesus loves you.” Will the babies be able to repeat these truths back to you? Nope. But if we as volunteers need to babble with babies anyways, it might as well be about beautiful spiritual truths.

See the separate [\*\*\*Infants Instructions packet\*\*\*](#) for notes on policies and curriculum.

## Classroom

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### SUPPLIES

Each week, supplies for all of the activities/games/crafts in the lesson plan will be provided by the ministry in the small Activity Box in the classrooms. The supplies provided are highlighted in each week's lesson plan so you know what to expect.

**Teacher Box** - stays the same each week

- Cleaning supplies: wipes, disinfectant spray, tissues, hand sanitizer, etc.
- First Aid kit
- Craft Supplies: paper, scissors, stapler, tape, etc.
- Snack Supplies (Infants-Fours): cups, paper towels, Cheerios, water pitcher
- Bibles and books

**Activity Box** - specific to each week

- That week's Lesson Plan printed
- Weekly activity pages/take-home papers
- Rules poster
- Craft, game, and activity supplies for that week

**Toy Box** - Toys and books that children can play with throughout the class time.

**Worship Service Box** - these are "special" toys that are brought out only at the end of the worship service time. We would ask and recommend putting the other toys away before opening up the Worship Service Box so that special toys do not get mixed up.

### TEAM LEAD

Each Sunday, there will be a team lead whom you can contact with any classroom needs, disciplinary issues or for extra help with students. The team lead's name and number will be posted in the classroom every week.

### CLASSROOM MANAGEMENT + DISCIPLINE POLICY

See [Engaging the Classroom](#) for helpful strategies, songs, and chants to use while leading the class. You can review the [Classroom Management](#) document for best practices and an overview of Fellowship's approach to working with children in the classroom. Here are some helpful techniques:

- Praise good behavior!

- *Redirection*: Offer younger children another option for a toy or activity if they are not playing well with others or are sad to be away from parents. Redirect conversations by asking questions, consider using 1 Corinthians 13:4-7 as a guide.
- *Engage*: Use eye contact, ask age-appropriate questions, and get on children's eye level to engage them in the classroom. If a child is struggling with a parent leaving, ask questions that require a response:
  - What did you eat for breakfast this morning? Do you have a brother or sister?
- *Set Limits*: Give children consistent expectations for their behavior through communicating the classroom rules and giving clear directions.
- *Co-Leadership*: Teachers and assistants should work together as a team and communicate the same expectations for classroom management.
- *Presence*: Have assistants stand or sit near or gently tap the shoulder of children who may need help focusing.
- *Nurturing Love*: Ensure that all classroom management is motivated by love and care for each child.
- *Pray!* Pray that God would give peace in the classroom and trust him to give you love and wisdom as you serve.

Below, is the summarized classroom management/discipline policy if a child is misbehaving:


1. **Remind the child of classroom rules** and use redirection, presence, engagement to help:
  - a. Be kind and respectful
  - b. Listen and obey
  - c. Keep your hands and feet to yourself
2. **Separate and Side Conversation.** If the child is non-compliant and continues to misbehave, step to the side with them (always remain in the room) to helpfully separate the child from the situation.
  - Have a shepherding conversation, pointing to the model of love in 1 Corinthians 13 ("John, love is kind. Please be kind by listening to the lesson."). Pray with the child and offer reassurance before rejoining the activity.
  - Help the child to reconcile with the offended child if necessary.
3. **Give one warning.** Warn the student that you'll need to bring another adult (Team Lead) into the room to address the issue.
4. **Call the Team Lead.** If the child repeats or continues the behavior, follow through on the warning and call in the Team Lead. The Team Lead will take the child aside in the classroom (never alone or in a private place) and determine what to do.
  - If necessary, the **Team Lead will call the parent** to come and explain the situation.

Volunteers should always avoid touching children in instances of disruptive behavior. If the behavior poses harm to the child or other children, it may be necessary to restrain a child by holding their shoulders or hands, etc. However, **no form of physical discipline is acceptable.**

## Logistics

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### COMMUNICATION



Announcements and important information will go out to you via email and on the Church Center app in the **Worship Service Team channel**. You can also post in the Church Center channel if you're in last-minute, last-chance need of a substitute (see Substitute Process below).

## **SUBSTITUTE PROCESS**

When you receive the blackout email from Planning Center, please block out any Sundays you know you will be unavailable to serve within a given quarter..

For later and last-minute substitute needs:

1. Go to the Resources tab on the Worship Service Volunteers channel in the Church Center app.
2. Open up the **Quarterly FKM Worship Service Schedule**. This is a Google sheet that is up-to-date and lists who is serving which Sundays and in which classes for that quarter.
3. Find a volunteer or volunteers who are serving in your class on a Sunday that you know you could serve and contact them to ask if they can switch weeks with you.
  - a. Find contact information by going to the Directory tab on the bottom of the Church Center app.
4. When you have found a switch/substitute, please let Melanie Graham know so that she can update the schedule.

If you are having a difficult time finding a substitute, please feel free to reach out to Melanie Graham for assistance.

## **CLASS ROSTER (TABLETS)**

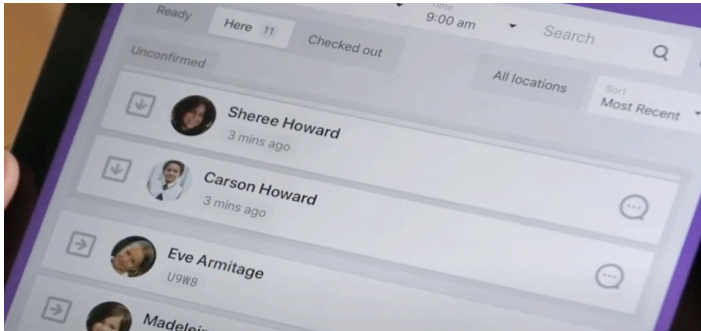
**Make sure your roster is in the correct service time.** At the top of the roster, the Service Time should say 10:00 am. If it is on 9:00 am (for Sunday School), just click the tab down and choose 10 am.

Please watch this brief video to explain the check-in/check-out process on the roster –

<https://youtu.be/8SKYzzz8nnU> – or read below:

- Volunteers will **check children in** as they arrive at the classroom. Move children down from the *Unconfirmed* list (signed in at the main desk but not yet in the classroom) to the *Confirmed* list by

clicking the box to the left of the child's name.



- If a child being dropped off is not on your roster, please ask them to return to the check-in desk to make sure their check-in location is correct.
- The **child's tag code** will appear under their name on the roster when they have been *Confirmed* and checked-in to the classroom.
- If a child has any **allergies**, those will be noted with the “vitals” sign to the right of their name:



- Volunteers will **check children out** on the roster as parents pick them up at dismissal by clicking the box to the left of the child's name again. You will match the code on the parent's tag to the code on the child's tag or under their name on the roster.
- **If you accidentally check a child out too soon on the roster**, go to the Ready tab at the top of the roster, scroll to find the child's name and click the box to the left of their name. This will place them back on your class roster.
- **To contact a parent during the service:** Click the bubble icon to the far right of the child's name. This will pull up a pre-typed message for you to edit and then text to one or both of the parents.
  - If a parent does not come to the class within 10 minutes, text your Team Lead for assistance.

## Policies

When you are a volunteer, you are a gatekeeper. We teach children about Jesus, but if we fail to keep them safe while doing so, then we can cause incredible damage, confusion, and hurt. There can also be a temptation to let a policy slide because “we all know each other.” However, terribly, because most instances of child abuse are committed by friends and family, we cannot make assumptions, and we ask that volunteers keep these policies and boundaries diligently.

### DISMISSAL

Volunteers will be responsible for checking children out at dismissal.

- Every parent or guardian must show their tag in order to pick up their child.
  - If the parent has lost their tag, please ask them to show their Driver's License or call the Team Lead.
- Match the 4-digit code on the parent's tag to the child's tag and check them off of the roster on the tablet (*click the box to the left of the child's name*).



## BATHROOM

### Infants/Walkers:

- Only female volunteers may change diapers.
- There must be two volunteers present in the room when a diaper is changed.
- See [Infants Diapering Policy](#) for specifics.

### Twos, Threes and Fours

- If a child needs the restroom or has an accident, send a message to the parent to come and take the child to the restroom.
  - *To send a message:* On the roster on the tablet, click the bubble icon to the right of the child's name, and it will pull up a pre-typed message for you to send.



- If there is an accident that needs immediate attention, you can also call the Team Lead to come and help.

## SICKNESS / MEDICAL

If a child shows signs of sickness—fever, excessive nasal drainage, severe coughing, rash, pink eye, etc.--volunteers should notify the Team Lead immediately and message the parent to come check-out their child. If possible, try and keep that child from interacting with/touching the other children while you wait for the parent.

**No medication may be given to any child by a volunteer.**

A First Aid kit is in the Teacher Box of each classroom. If a child has an injury in the classroom—even a minor one (needs a bandaid, bumps his head)--please inform the Team Lead immediately.

## ABUSE PREVENTION

- 1. Never be alone with a child or children.**
  - a. If you find yourself as the only volunteer in a classroom, ask parents dropping kids off to come back later or to wait with you until the other volunteer arrives.
  - b. Call the Team Lead to come as a second volunteer or locate the other volunteer.
  - c. Never take children to the restrooms or any other part of the building by yourself, or leave one volunteer in the classroom alone with children.
- 2. Children must never be left unattended. Vigilantly watch children's interactions.** Volunteers should aim to have *all* children in their sight while in the classroom to monitor safety and

children's interactions (at the table, in a circle, group game, etc.). Pay attention to the words children say to one another to encourage kindness, and pay attention to how children play with one another to encourage sharing and appropriate behavior.

3. Each classroom must be staffed with at least **one female volunteer and must always have two volunteers who are unrelated.**
4. **Cellphones: Volunteers should never take photos of children** unless the photography has been cleared with the Fellowship Kids director or church leadership. Cell phones should only be used in the classroom to text the Team Lead, to send an urgent message, or if they are needed as a timer for a game, etc.
5. **If you observe any inappropriate behaviors or intentional/consistent policy violations, please inform the Fellowship Kids director or an elder immediately.** (We understand that a volunteer may simply forget a policy and need reminding. We are concerned with intentional brushing off of policies.) Even if you are not sure, if you see or hear something, please inform us.
6. See [Abuse Reporting Policy](#) for more details on abuse definitions, signs of abuse, and reporting steps.

The following boundaries should always be kept by volunteers:

<i>Appropriate</i>	<i>Inappropriate</i>
Handshakes; high fives	Back rubs, tickles, wrestling
Short, side hugs	Frontal hugs
Hand on shoulders	Touching private parts
Lap sitting for 2 & under	Lap sitting for 3 & older
Holding hands in line	Kissing (this includes "owies")
Verbal praise for achievement	Comments regarding physique
Verbal encouragement	Sexual jokes or innuendos