

**KidzWorld**

**VOLUNTEER  
INFORMATION**

## **Our Purpose Statement**

To help children make an eternal connection with Jesus Christ and with others in order to grow strong and produce fruit for the kingdom of God. Our strategy is to accomplish this by creating joyful, relevant, irresistible environments led by skilled staff and dedicated volunteers.

## **Worship One, Serve One**

The philosophy of “worship one, serve one” means that we ask our volunteers to serve every week at the same time and in the same capacity, but we also want them to enjoy attending one of the weekend worship services. There are several reasons why we have chosen this model for our KidzWorld ministry.

1. Volunteers and children begin to develop close relationships when they work together every week.
2. Volunteers begin to develop relationships with other volunteers in their area of ministry.
3. Volunteers don't have to try to remember which weeks they are assigned to serve.
4. Volunteers become familiar with the curriculum used and are able to interact more effectively.

We realize that this model will not work for every volunteer, so we are able to make exceptions in certain cases. We can work out a bi-weekly or monthly schedule in some volunteer positions if needed. We also have a group of volunteers who act solely as substitutes and are only called on occasionally.

## **Baby Bay Weekends**

### **Ages: Under 2**

We begin teaching our children about God's love from the earliest ages. Brief, structured Bible lessons and activities are used beginning with the Baby Bay Toddler class.

Curriculum Theme Verse: "Open my eyes so that I can see the wonderful truths..." Psalm 119:18 (NIV)

Basic Truths: God made me.  
God loves me.  
Jesus wants to be my friend forever.

## **Adventure Avenue Weekends**

### **Ages: 2-K**

The teaching for Adventure Avenue ages 4-K takes place in the Adventure Avenue Theater complete with music, puppets and Bible story time. Children will participate in small group follow-up activities in age-divided environments. Children who are 2 and 3 experience similar teaching in their own environment with a mini theater inside the room.

Curriculum Theme Verse: "Open my eyes so that I can see the wonderful truths..." Psalm 119:18 (NIV)

Basic Truths: God made me.  
God loves me.  
Jesus wants to be my friend forever.

Children receive monthly take-home materials that will help parents apply what is being learned throughout the month.

## **Route 252 Weekends**

### **Ages: 1st-4th grade**

The 252 Basics curriculum is used for elementary kids. The curriculum features a Big Idea for the month which is derived from a monthly theme verse. Each week a new Bible story with a relevant Bottom Line is presented during the large group session. As kids arrive they are invited to play games and visit with small group leaders until teaching begins. The 35 minute large group session includes music, games, skits and a Bible story that all reinforce the Big Idea for the month and the Bottom Line for the week. Then kids are divided into small groups for activities that help them personalize the teaching.

Theme Verse: "...and Jesus grew in wisdom and stature and favor with God and man." Luke 2:52

Basic Truths: I need to make the wise choice!  
I can trust God no matter what!  
I should treat others the way I want to be treated!

## **KidzWorld FX**

### **Certain months on Friday evenings.**

### **Ages: KidzWorld kids, their parents and families.**

KidzWorld FX is a family-oriented program that takes place on Friday evenings various times throughout the year. The purpose of KidzWorld FX is to help parents know what their kids are learning in KidzWorld. It is one way that we are partnering with parents to help them influence the lives of their kids.

# Volunteer Position General Descriptions

## Registration

- Be at your station at least 30 minutes before service.
- Be friendly but work quickly!
- Check in children who are already registered on the computer. Give the parent the child's nametag and matching pick-up receipt.
- Take information from any first-time guests. After checking in the guest and answering any questions, introduce the guest family to a NewSpring Guide who will help the family find the right environments.
- Stay in position until 10 minutes after the service has begun. Then put up "closed" sign. Children will not be able to attend KidzWorld programs after that time to reduce disruptions in the environments.

## KidzWorld Guide

- Be stationed near the KidzWorld check-in area at least 30 minutes before the service.
- Be on the look-out for new families.
- Accompany the family through the check-in process and as they drop off children.
- Answer general questions about NewSpring and KidzWorld.

## Baby Bay Caregiver

- Arrive at least 30 minutes before service start time.
- Greet parents and children as they arrive.
- Cuddle, comfort and play with babies or toddlers.
- Change diapers and give bottles as needed.
- Stay until all children have been picked up or until your replacement arrives.
- Participate in storytime, sit with kids, sing the songs, and assist with snack.
- Clean/pick up classroom when finished.

## Adventure Avenue Small Group Leader

- Arrive at least 30 minutes before service start time.
- Greet children as they arrive and monitor Fun Zone or classroom activities.
- Participate in all large group activities. Sit with the kids, sing the songs, recite verses, etc.
- Lead journal time and small group activities during one weekend service.
- Clean up small group area when finished.
- Stay until all children in your group have been picked up or until your replacement arrives.

## Route 252 Small Group Leader

- Arrive at least 30 minutes before service start time.
- Greet children as they arrive and/or monitor engaging activities.
- Participate in all large group activities. Sit with kids, sing the songs, recite verses, etc.
- Lead one small group during one weekend service.
- Clean up small group area when finished.
- Monitor children on engaging activities until most children have been picked up or your replacement arrives.

## **Volunteer Position General Descriptions (cont.)**

### **Music**

- Participate as praise singer or instrumentalist during music portion of large group time.
- Attend scheduled rehearsals.
- Arrive at least 15 minutes before service start time.

### **Drama**

- Prepare for and present dramatic portions of large group time.
- Be on time for all scheduled rehearsals. May include weeknight rehearsals.

### **Technical Assistant**

- Arrive at least 30 minutes before service start time or at scheduled rehearsal time.
- Run lighting, sound and/or video for the large group sessions.
- Practice with drama and teaching teams.

## **Guidelines for KidzWorld Volunteers Under 18 Years Old**

In order to begin teaching the principle of servanthood at an early age, we make provision for children between age 10 and 17 to volunteer in certain areas of KidzWorld. Children ages 10-12 are allowed to volunteer with the supervision of a parent or guardian and with the approval of the Department Director and the Children's Pastor. Youth from ages 13-17 may volunteer with the approval of their parents, the Department Director and the Children's Pastor.

In addition to following all the procedures and guidelines outlined in this booklet, volunteer who are under 18 year of age must adhere to the following guidelines:

1. Check in with the Lead Teacher or Small Group Leader 30 minutes prior to service start time.
2. Be respectful and obedient to adult leaders.
3. Interact with the kids in your environment.
4. Do not carry children unless instructed to do so by the Lead Teacher.
5. Stay in the assigned environment until service is over AND most of the children have been picked up or until your replacement arrives.
6. Let the Lead Teacher or Small Group Leader know when you are leaving.
7. No electronic or handheld games or devices, including cell phones, are allowed in the KidzWorld environments.
8. You must regularly attend the age-appropriate student environment and/or a weekend worship service.
9. You must have parental supervision if you are age 10-12.

# KidzWorld Policy Manual

## Volunteer Requirements

1. Those serving in ministry must be at least 18 years of age. There are opportunities for children under age 18 to volunteer in certain capacities. See page 8 for further details.
2. In keeping with the “Worship One, Serve One” policy, we expect all volunteers to regularly attend a weekend service in the Worship Center.
3. All individuals desiring to volunteer in KidzWorld must complete and submit, in advance, a KidzWorld Volunteer application and a photo ID.
4. A background and reference check will be completed on all KidzWorld volunteer applicants.

## General Procedures

1. Please pray before you come to volunteer in your area of responsibility. Ask God to help His love flow through you to every child and parent you meet. Jesus’ love can shine through you, making the church experience a positive one for the child as well as for the entire family.
2. Your speech, attitudes and manner represent Christ. Treat every parent and child with respect. Parents often come to church exhausted and in a hurry. At times they say and do things that they are sorry for later. Your Christ-like response at these times will help bring peace to the parent and to the child.
3. While we do not have a specific dress code, please keep in mind that you will be actively involved with children and dress appropriately. Please do not wear clothing that is too tight, too short or too revealing.
4. Please be in your KidzWorld environment at least 30 minutes (or earlier as your position requires) prior to the start of the service.
5. Your involvement in KidzWorld allows you to participate in a team environment. Please do all that you can to actively engage in any opportunities (workshops, activities, conferences, etc) that will help your team serve with excellence and genuine love for each other.
6. If you are unable to minister in your area of responsibility at your scheduled time, contact the Department Director as early as possible.
7. If a child cries for an extended period of time, becomes ill or is injured, immediately report the situation to the Lead Teacher or KidzWorld staff member in your environment.



## Security

1. Church issued badges must be worn in a visible place by all KidzWorld volunteers and staff members while serving in any area of KidzWorld. This identifies you as an approved volunteer to parents and other NewSpring staff/volunteers.
2. A minimum of two adults will be present at all times in any teaching or social event sponsored by NewSpring Church.

Specifically:

- A KidzWorld volunteer may neither visit in seclusion with, nor take a child out on a one-on-one basis.
  - A child may never be alone in the restroom with a volunteer. If the child needs assistance the door must be open or two adult volunteers must be present.
  - A minimum of two KidzWorld approved adults must be present for all social events involving children.
  - One adult KW volunteer may not provide transportation for a child either to or from a NewSpring Church event without written permission from the parent or guardian. Two adults must be present.
  - Information concerning the sleeping accommodations for the children at any overnight event must be made available to parents.
  - Parent chaperones must complete a KidzWorld Volunteer Application before supervising an off-campus event sponsored by NewSpring Church.
3. Volunteers must avoid the appearance of impropriety, such as sitting older children on their lap, kissing or embracing others, etc.
  4. Children will only be released to the person who has the authorized parent receipt provided by NewSpring Church.
  5. For security purposes, people are not permitted to wander around the KidzWorld environments unattended. Because of the size of our ministry and campus, volunteers must assist the NewSpring staff in helping to make KidzWorld a safe environment for all children.
  6. The Children's Pastor or Department Director will personally supervise ongoing programs as well as make unannounced visits in each environment.

## **Discipline**

1. Under no circumstance will corporal punishment be acceptable! No child will be spanked or hurt in any way while in KidzWorld. Using physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary.
2. Occasionally a child will exhibit anger, frustration or other problems. If a child is exhibiting those tendencies or is known to hit, bite or injure other children, bring the child to a KidzWorld staff member or the Lead Teacher.

## **Illness and Injury**

1. Persons who are ill (with a fever or having a communicable disease which can be transmitted by cough or by touch) will not be permitted to participate in any KidzWorld activity.
2. Participants should be returned to their parent or guardian as soon as illness is discovered. Notify the Lead Teacher or a KidzWorld staff member to handle this issue.
3. Reasonable steps should be taken to avoid contact with any body fluids.
4. Any staff member who becomes aware of an injury to a volunteer or participant will take steps to ensure proper medical attention is given to the injured person.
5. Persons who have received an injury which is obviously minor should be given first aid as needed at the time of injury. First aid kits are available in all environments. The person's parent or guardian will be notified of the minor injury when they pick up the injured person.
6. Any injury which may require medical treatment beyond simple first aid should be given immediate attention. Notify the Lead Teacher or KidzWorld staff member. The leader will then notify the parent or guardian. The NewSpring medical team will be notified and will make recommendations on further need for medical attention.
7. A written Accident Report form will be prepared by staff members or the Lead Teacher whenever an injury occurs during a KidzWorld function. The report will be forwarded to the department director promptly upon completion.
8. Volunteers who become aware of any injury, abuse or molestation connected with any KidzWorld activity will immediately inform the Children's Pastor or Executive Pastor.

## Violation of Policy and Procedures

1. Volunteers must promptly notify their Department Director of any activity undertaken on their own behalf or by others which violates this policy or procedures.
2. Any KidzWorld staff member who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy and procedures by all volunteers; and will remove volunteers from their position if such removal is warranted, or if the volunteer poses a potential threat to others.
3. Any allegation of abuse or molestation will be taken seriously and will be investigated by the Children's Pastor and/or the Executive Pastor.
4. Any volunteer who is the subject of the investigation will be removed from their position pending completion of the investigation.
5. Any person who is not found innocent of alleged abuse or molestation will be removed from work with children.
6. All KidzWorld staff and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse or molestation in connection with activities of NewSpring Church.
7. Legal counsel will be contacted for advice and guidance as soon as possible after the notice of possible abuse or molestation in connection with any activities. Decisions concerning the ministry's response to the allegations will be made in accordance with such advice.
8. The Executive Pastor will be designated as spokesperson following notice of any abuse or molestation in connection with activities of the ministry. The Executive Pastor will be the only person to convey information concerning the situation; and (to avoid compromising any ongoing investigation) will convey only such information as is necessary under the circumstances.