

# **Journey**

**BIBLE FELLOWSHIP**

Journey Kids Shepherd

Playbook

Elementary

(K thru 5<sup>th</sup> Grades)

## **Journey Kids Mission Statement**

We exist to introduce children to Jesus and to guide them to learn, believe, accept and share God's Word.

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# Why Volunteer?

*Then I heard the voice of the Lord, saying, "Whom shall I send, and who will go for us?" Then I said, "Here am I. Send me!"*

**Isaiah 6:8**

- "I get to know lots of people!"
- "It brings me joy."
- "I love watching the kids grow over the years!"
- "I love seeing the kids' excitement!"
- "I like my kids to see me involved in my church and serving others."

The greatest benefit in volunteering is knowing you helped children build a relationship with Jesus Christ.

*"For even the son of man came not to be served but to serve others and to give His life as a ransom for many."*

**Matthew 20:28**

# Journey Kids Volunteer Staffing Vision

Children benefit from building relationships with trusted adults who invest in them on a consistent basis. It is in our children's best interest to staff volunteers who commit to serve every Sunday for one service and worship with the body for one service. While it would be ideal for our volunteers to commit to serve every Sunday for a year, we are offering an A/B rotation. If you are unable to commit to every Sunday for a year, we are asking you to commit to every other Sunday for a year. You would be serving one service every other week. To allow for occasional absences, our goal is to have the classrooms staffed with enough volunteers so that one could miss a Sunday, and we would still have enough volunteers in place to adequately staff the class. However, with an A/B rotation, you could easily trade a Sunday with a server on the opposite rotation. You would be serving approximately 1.5 hours, 26 times during the year. Staffing for the Elementary classroom should include 3 adult volunteers and 2 teen volunteers. Each adult (or teen should it be appropriate) could lead a lesson and/or small group within the group on any given Sunday.

*“Work willingly at whatever you do, as though you were working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and that the Master you are serving is Christ.”* **Colossians 3:23-24**

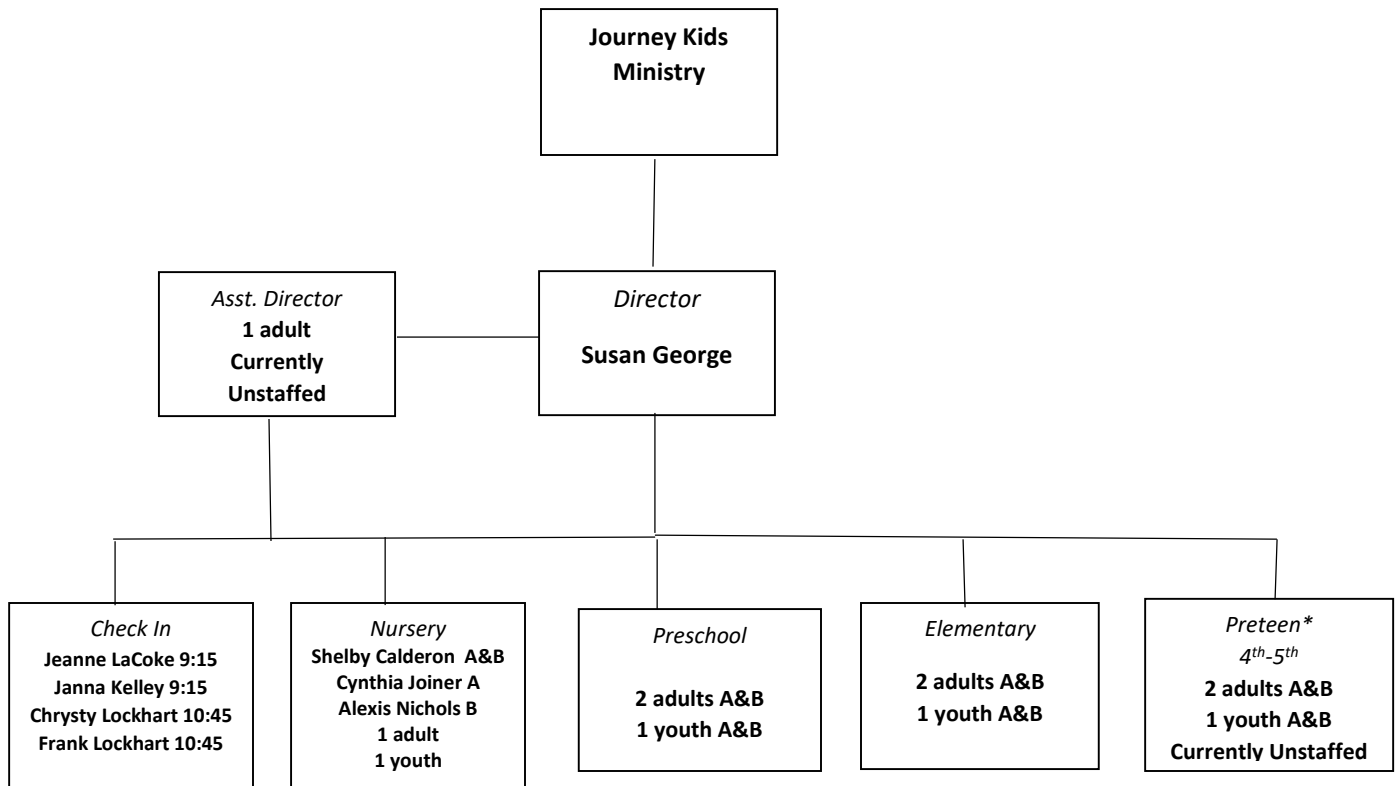
# Journey Kids Goals

- To create a fun, enriching environment that leaves the children, parents, volunteers and teachers with an enthusiastic vigor for their relationship with Christ.
- To aid each child in understanding who God is.
- To help children identify ways that they are unique and beautiful creations made by God.
- To introduce them to Jesus and to facilitate them as they learn more about their relationship to Him and how they can follow his teachings.
- To provide a safe and secure and inviting environment for children; a place that parents can feel comfortable leaving their children.
- To provide children the opportunity and direction to freely participate in ministry.
- To help each child understand that God's word (The Bible) is relevant and growth in Bible knowledge results in positive changes in attitudes, actions and lifestyles.
- To provide Godly men and women who are properly trained to serve as positive role models while they minister to children.
- To support parents in the spiritual, mental and emotional growth of their child.

# Commitment to Shepherds

1. To seek out individuals who are committed to serving by ministering to children.
2. To provide volunteers with adequate training to fulfill and excel in their roles to the maximum potential.
3. To provide adequate materials and curriculum.
4. To support each teacher/volunteer in prayer and by providing adequate supervision and assistance.
5. To provide each teacher/volunteer with a clear understanding of our mission statement and job description to enable their success in their volunteer position.
6. To be available and provide support to you and your family.

# Journey Kids Organization Chart



# Journey Kids Elementary

## Shepherd Expectations

Location of Ministry: JBF Elementary Room

Time of Ministry: 9:15am-10:45am 10:45am-12:15pm

Ministry Responsibilities:

1. Be prepared by reviewing the upcoming lesson when it is emailed to you during the week. A prepared lesson plan will be provided to you to coordinate with the Orange Curriculum. A hard copy of the lesson plan will be available to you in the classroom. (9:15 – 9:30) (10:45 – 11:00)
2. Have all supplies, necessary technology and activities ready prior to the children's arrival. (9:15 – 9:30) (10:45 – 11:00)  
\*Make sure enough copies of the craft/activity are in place before class starts. These can be found in the lesson binder. If additional copies are needed, ask the ministry director for more.  
\*Crayons and markers are available in the cabinets above the sink. Please let the ministry director Susan know if supplies are running low.
3. One shepherd should greet each family/child with a smile at the door as they arrive.



4. Make sure each child/parent has a name tag and claim tag as they come in.
5. Other shepherds should observe, talk to and get to know the children during drop off time (until 9:35 for 1<sup>st</sup> service or 11:05 for 2<sup>nd</sup> service). Children may play with Xbox; watch the movie or visit quietly during this time.
6. About 15 minutes into the service, please count the number of children (C) and volunteers (V) present. Using the dry erase marker provided in the bin, please write the numbers present in your class on the glass portion of your door. If more students arrive after you've written attendance, please update it. The ministry director or check-in shepherd will get the attendance from your door at the end of the service.
7. Make the children aware of the rules and make sure you are consistent.
  - a. All four legs of the chairs should remain on the floor at all times.
  - b. Be respectful and keep hands, feet and objects to yourself.
  - c. Walking feet only.
  - d. Always love Jesus!
8. Be familiar with and operate the DVD that presents the lesson.

- a. All media needed for each week's lesson will be on a laptop in the closet.
  - b. Encourage children to stand up, dance and sing along with the songs.
9. Sometimes, after you've gone over the main part of the lesson, the lesson plan will ask you to break children up by age/gender into smaller groups. K-3 can be in one group and 4<sup>th</sup>-5<sup>th</sup> in another. Assign an adult or youth helper to each group to sit with them and lead through the small group lesson provided.
10. Pass out Parent Cue sheets when provided.
11. As children leave, thank them for coming and invite them to come back next Sunday! High fives and side hugs go a long way in making children feel special. 😊
12. Do not release any child to anyone without a matching claim ticket.
13. Should a child become ill while in your care, give the claim number on their name tag to the ministry director to have displayed on the screen in the worship room so parents can be notified.
14. Finish with clean up after the children leave. If you are serving in second service, please stack adult chairs on rack if possible. Turn off projector, television, xbox and AV component in closet. Put remotes back in closet on velcro.

# How Do I Deal With Discipline?

- Consistency is key. Make sure you go over the rules at the beginning of each day (session).
- Expect each child to follow the rules.
- Children are expected to participate in class activities and to quietly listen when teacher is speaking.
- If a child is acting inappropriately or disobeying, try redirecting first, but if that doesn't work, calmly ask the child: (give adequate wait time for a response)  
What are you doing?  
What are you supposed to be doing?  
What are you going to do about it?  
It's sometimes helpful to say, "Do you see how \_\_\_\_\_ has already put his/her toys down and has come to the circle?" or whatever the requested behavior looks like.
- Should a child continue to misbehave, find ministry director for assistance.
- Children are going to be trained in an attention getting procedure when/if the group needs to be refocused. The teacher will say, "**Hey, everyone. Jesus....(they respond) Loves me!**"
- **Never, under any circumstances** touch a child in anger or spank a child. No corporal punishment is allowed.

# FAQs

## **1. What if the media quits working?**

Since these are typically turned on and checked prior to your arrival, this shouldn't be an issue. However, if you have a technical difficulty, try turning off and then back on. If that doesn't work, a script of the Bible story will be included in your binder that the leader may read rather than using technology.

## **2. What happens if a child gets sick or hurt while they're in my class?**

If a child becomes ill or injured while in your class:

- a. If it requires parent notification, have one adult tend to the child while another volunteer takes the child's check-in number to the stage to be posted on the screen.
- b. Should it not need parental attention, console the child and apply first aid supplies as needed. There are first aid supplies in the nursery cabinet above the sink.

## **3. What can I expect of the teen volunteers in my class?**

All teen helpers will go through a training class so they will know what is expected of them. However, as the adult volunteer in the class, they will rely on you to direct them. You may ask them to help children at play; sit by/hold a child during group time (PreK class); lead a small group discussion (elementary class); help with a craft by prepping materials, passing out materials, sitting with a group while they complete the craft or actually helping children finish the craft; help with clean up.

## **4. How will I know what I'm doing with my class each Sunday?**

The week's lesson will be mailed to you prior to Sunday. Read over it so you have an idea of what Bible verse or main point you'll be covering that week. A lesson DVD, lesson plan binder

and a basket with that day's craft and supplies (if applicable) will be on the counter in your assigned room for you each Sunday. If you're in the PreK room, your lesson DVD will be on top of the DVD player. If you're in the Elementary room, it will be in the closet on the DVD player. All supplies for any assigned craft will be in the basket.

\*Please leave all pages in the binder. Each binder will have a cover sheet and a few pages that will apply for the 8 week duration of the series.

**5. There are toys and cabinets up against the wall with toys in them as well as scooters and balls in the closet. Can we let the children play with these?**

No. The toys and cabinets around the room belong to Mother's Day Out. These items are age appropriate for 2-4 year olds and must be cleaned according to specific state requirements and must therefore be left alone. The scooters and balls in the cabinet are sometimes used for specific games for the lesson when students are closely supervised. It is unsafe to allow the students to play on the scooters without close supervision and drop off time is usually a time when we're checking nametags at the door and telling children goodbye. Should a child fall off of one and hit their head on the concrete floor, the injury could be severe. Unsupervised ball throwing usually gets out of hand and ends up hitting someone who didn't wish to be part of the "game".

# Emergency Procedures

## Fire Evacuation/Severe Weather/Intruder

\*Be aware of the number of students in your class prior to any emergency procedure. This is the number you've written on the window of your classroom door during attendance time.

### Fire Evacuation

- Maps are posted by the door of each classroom showing evacuation routes by room. Please make sure you are familiar with the evacuation procedure for your room.
- Make sure you have a headcount of the number of children in your class and keep those children with you until you get to the waiting area.
- You may release children to parents from the final evacuation destination. However, it is unreasonable to think that parents won't immediately come running to get their child(ren). Line them up quickly as if to leave and allow parents to accompany your class outside.

### Severe Weather

Make sure you have a headcount of all students in your room. All rooms will evacuate to the two interior most rooms in the building which are the men's and women's restrooms in the main hallway. Keep all of your children, whether male or

female together in either the men's OR women's room.  
Children should be seated up against the walls.

- Nursery and PreK will go to the women's room.
- Elementary will go to the men's room.

### **Intruder**

In the event of an intruder, take all children into the bathroom(s) in your classroom and lock the doors. Seat children on the floors and try to get them to be as quiet as possible. Try to remain calm. Pray softly with the children; softly sing a song; or tell them a story to help distract them. Do not let children out until you hear the all clear phrase "New Hope."