

Journey

BIBLE FELLOWSHIP

Journey Kids Shepherd

Playbook

Nursery

(Birth through potty
independent)

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 (including prep time and clean up time), 26 times during the year.

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.

Staffing for the Nursery would include 2 paid nannies; one adult volunteer and one youth volunteer.

"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**

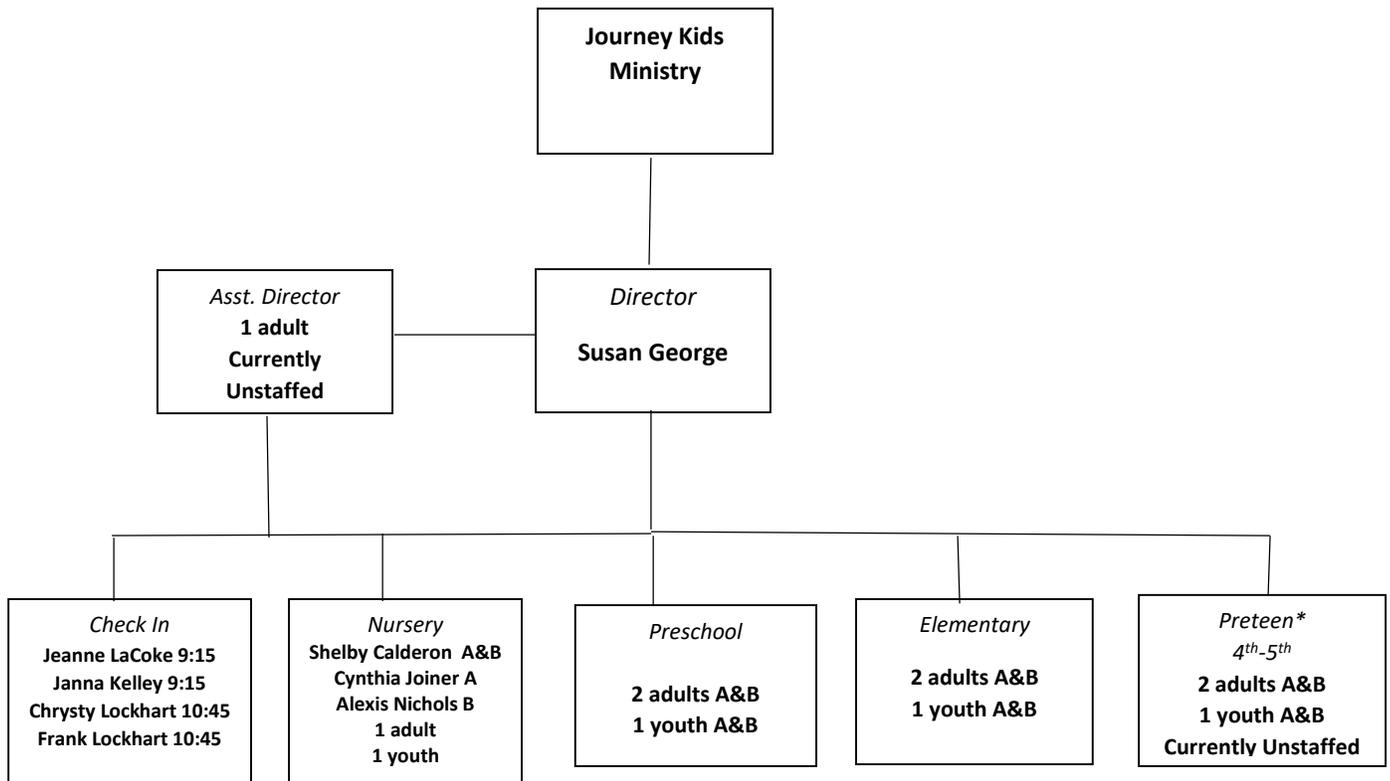
Journey Kids Goals

- To 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 create a fun, enriching environment that leaves the children, parents, volunteers and teachers with an enthusiastic vigor for their relationship with Christ.
- 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 those individuals who are committed to serving by ministering to children.
2. To provide volunteers with adequate training and materials 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



Nursery

Shepherd Expectations

Location of Ministry: JBF Nursery Room

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

Ministry Responsibilities:

- Greet each family checking in a child with a smile and reassurance that their child will be well cared for
- Make sure each child/parent has a name tag and claim tag
- The large cabinets that are turned backwards are for MDO. **Please don't turn these around** and/or remove toys or bins from them.
- Hold children who may be fearful or upset and help them feel safe by offering toys/activities/playmates in the room while other are on the floor playing with children.
- Observe/monitor/play with children closely to ensure they are playing with only age appropriate toys/items to keep them safe
- Take children to the restroom and/or change diapers as necessary using proper sanitary practices (gloves, patty paper, handwashing). ***Never leave a child unattended on the changing table or in the bathroom.**
- Take attendance. Count the number of children (C) and volunteers (V) in your classroom and write those numbers

on the window portion of your door with a dry erase marker found in the upper cabinet nearest the sink. Please return it to that spot once you've posted.

- Teach provided lesson to the extended toddlers.
- Pray softly for the children in your care
- Sing children's songs such as Jesus Loves Me, Jesus Loves the Little Children and/or nursery rhymes to/with the children
- Should a child become inconsolable or ill while in the classroom, give the # on their name tag to the ministry director to be posted on the worship room screen
- Do not release a child to any adult without the matching claim ticket.
- Thank the parent for leaving the child in your care. Say something child specific to the parent when they pick up their child. ("Emilie really enjoyed playing with the giraffe today!" etc.)
- Clean up the room once the children have been picked up.

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 the ministry director for assistance.
- **Never, under any circumstances** touch a child in anger or spank a child. No corporal punishment is allowed.

FAQs

1. 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.

2. 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 hold a baby, play with a child/children and help with clean up.

3. There are toys in the cabinets that are facing the wall and in the closet. Can we use those?

No. The items in the cabinets are for Mother's Day Out classes. The state has a very strict cleaning regimen for toys and manipulatives in licensed child care facilities. MDO selects age appropriate toys to leave out that we will clean Monday morning, but we don't have time to clean everything in the cabinets before we begin classes, so please don't remove those items or turn around those cabinets.

4. May I give the children snacks?

It is preferable that children don't eat in the room due to food allergies. However, sometimes with the littlest ones, a parent may have provided a snack or

bottle to help calm them or because their time in the nursery falls in their feeding schedule. If that is the case, please sit with that child while they are eating or drinking whatever has been provided to ensure other children don't share. 😊

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 or pick them up quickly as if to leave and allow parents to accompany your class outside.

Severe Weather

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. All of the children in your class will go to the women's restroom. 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 release the children until you hear the all clear phrase "New Hope."

Paid Nanny Expectations

1. Be ready to receive children in the classroom at 9:15am.
2. Greet children at the door and welcome them and their parents.
(Paid nannies need to be the ones who give extra attention to children who are hesitant to enter or who are crying.)
3. Allow adult *volunteers* the preference of rocking/feeding infants or playing with toddlers. Student shepherds should play with toddlers only. Be on the floor playing and interacting with children
4. Paid nannies are in charge of any/all diaper changing.
5. A quick break between services to grab a donut and drink or potty break is fine, but make sure one person is in the nursery at all times.
6. Begin cleaning up at about 12:05pm by putting all items back in the areas in which they were located upon arrival. Pay special attention to returning any “Little People” items to whichever playhouse is provided and all kitchen items to the kitchen center.
7. End time is 12:15pm.