

# **Journey**

**BIBLE FELLOWSHIP**

**Journey Kids Shepherd**

**Playbook**

**Preschool**

**(ages 3 & 4)**

## 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 & 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.

Staffing for the PreK classroom would include 2 adult volunteers and 2 teen volunteers. Each adult (or teen should it be appropriate) will be trained to 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

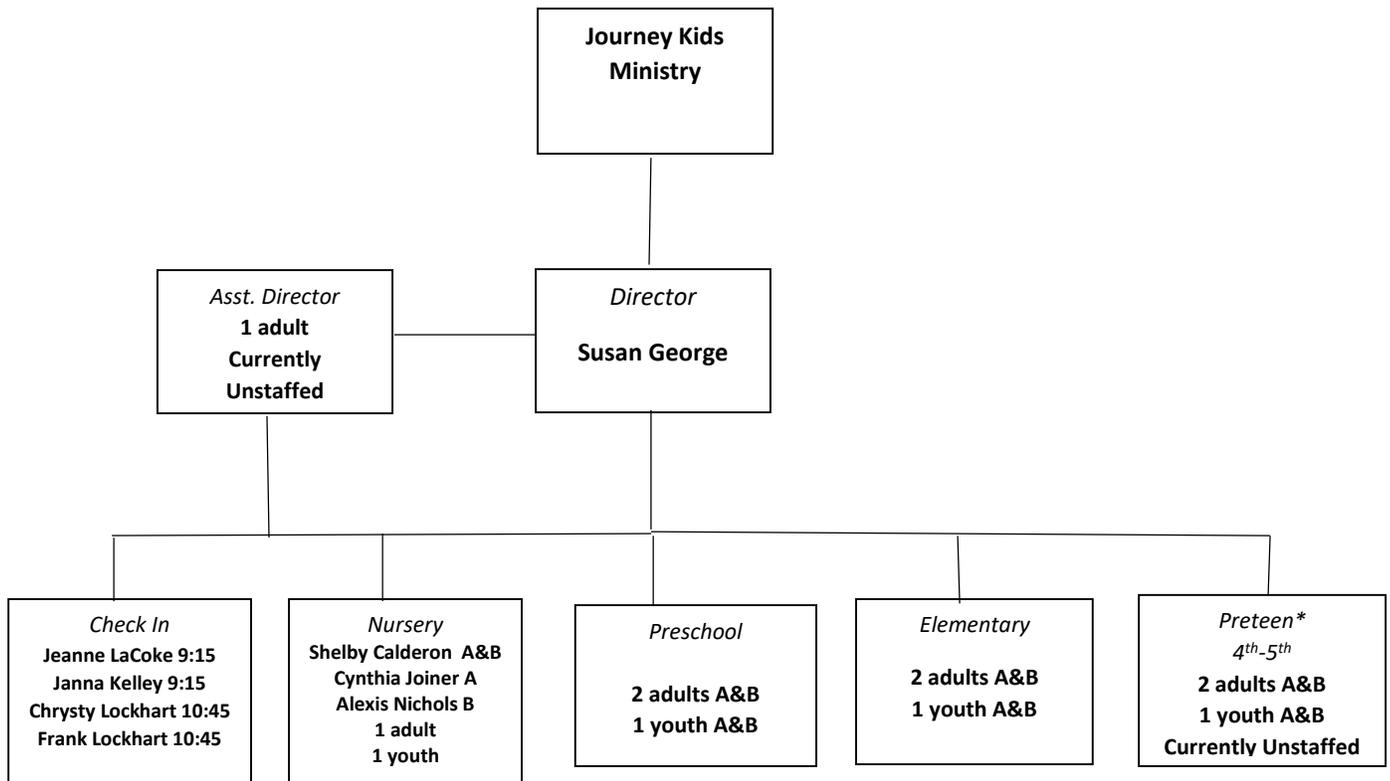
# Journey Kids Goals

- To 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 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



# Shepherd Expectations

Location of Ministry: JBF Preschool 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 as well as a digital copy of the lesson 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. If additional copies are needed, ask the ministry director for more.  
\*Crayons and markers are available in the cabinets marked JBF. Please let the ministry director know if supplies are running low.
3. Greet each family/child with a smile at the door as they arrive and make sure they have a name/claim tag.
4. Please do not allow food or drinks into the classroom, and do not provide snacks to the children to help avoid exposing other children who may have food allergies.

5. Observe, play with and get to know the children during drop off time (until 9:40 for 1<sup>st</sup> service or 11:10 for 2<sup>nd</sup> service). Children may play with the toys on the shelves and tables in the classroom and you may put out paper/crayons for drawing as well. **Please do not turn around any of the shelves that are facing the wall or closed together. These items are for MDO and have been cleaned in preparation for their lessons on Monday.**
6. About 10 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 enforce them. (At this age we want to encourage every child to put toys down/away and come to the rug during the lesson; use walking feet only; keep hands/feet to themselves; use inside voices). Consistency is best with children.
8. Be familiar with and operate the DVD/flash drive that presents the lesson.
  - a. There will be a flash drive in the DVD provided on the player and a remote for the current lesson series.

- b. All media needed will be preloaded on the flash drive.
  - c. Encourage the children to learn the monthly main point by teaching them the motions provided.
  - d. Encourage children to sing and move along with the songs.
9. Explain and demonstrate how to do the craft. Sit with children as they complete their craft and assist as needed. Encourage them as they work on the crafts. Send these home with the children. (Let the ministry director know when supplies need to be replenished.)
10. As children finish the craft, have them help with clean-up of craft items and toys. Allow them to play until parents arrive.
11. Do not release any child to anyone without a matching claim ticket.
12. Pass out take home sheets to each child as they leave. Tell them goodbye and invite them to come back next Sunday!
13. Should a child become ill while in your care, have one shepherd take the claim number to the tech booth in the worship center to have displayed on the screen so parents can be notified.
14. Finish with clean up after the children leave.

# 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, feel free to ask 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 if the DVD player 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 scripted version of the Bible story will be provided that can be read to the children.

## **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. All media, 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. All supplies for any assigned craft will be in the basket.

\*Please leave all pages in the binder.

**5. There are cabinets pushed up against each other. Can we use what's in them?**

No. These items are for MDO. State licensing requirements for cleaning toys are very stringent. The items left inside the cabinets are for MDO's use on Monday and they don't have time to wash them before students arrive. We will always leave out fun, age appropriate toys for the children's use. Please don't open the cabinets or use the items inside them.

# Emergency Procedures

## Fire Evacuation/Severe Weather/Intruder

### 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

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. 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."