KIDSPOINT

SERVE TEAM HANDBOOK

Welcome Aboard!

We are so glad you have chosen to join our KidsPoint Serve Team! It is our hope that this handbook will help you become familiar with our vision, strategy, processes, and procedures. Our goal is to equip and empower you to carry out your responsibilities with confidence and excellence.

KidsPoint services vary from campus to campus but are designed for children from birth through fifth grade. Through worship, activities, and the truth of God's word, we hope that every child will come to ***KNOW JESUS*** and how to ***WALK WITH JESUS***, so they can ***LIVE FOR JESUS***!

Let's partner together to make a real change in this world by discipling the next generation to live for Jesus and positively impact the world around them. Your investment of time and intentionality is extremely valuable and we are thankful for you!

Serving with you,
Your KidsPoint Staff

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VISION

KIDSPOINT exists to help as many kids as possible take their first and next steps to find and follow Jesus.

Proverbs 22:6
"Train up a child in the way he should go, and when he is old, he will not depart from it."

STRATEGY

- Engage kids with the Gospel of Jesus
- Equip parents as they raise their child in the Lord
- Empower volunteers to disciple the next generation

Deuteronomy 6:6-7
"These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. "

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Roles & Descriptions

WELCOME DESK

First impressions are important! If you are a member of our Welcome Desk, you play an extremely important and multifaceted role. In this role you will warmly greet families, answer questions, ensuring families feel at home and comfortable, and assist the check-in process. We believe that your love for meeting and greeting new people, and passion for helping families get connected will have an eternal impact!

SERVICE COORDINATOR

Throughout the service in the KidsPoint areas sometimes we need a go-between connector with parents and volunteers. The Service Coordinator can help volunteers during the service ensuring policies and procedures are upheld, assist in safely monitoring children using the restroom, and connecting with and contacting parents as needed. In addition, this role collaborates and communicates with the safety team for the services that are out of our normal rhythm. This role aids in whatever and whenever a need arises. Are you ready to lead by serving here?! Service Coordinator is the role for you!

NURSERY/TODDLERS

Children are a blessing from God, even if they are a bit stinky at times. Being able to serve in the earliest years of a child's development is more of a blessing than is often realized. When serving in this area, we encourage prayer over the child as well as care – knowing that life change doesn't always come from talking to them about Jesus, but talking to Jesus about them.

- If a child is crying for more than 5 minutes, notify the parent.
- Change diaper, as parents love picking up their child with a clean diaper.
- Wipe down and clean toys after each serving opportunity.

PRESCHOOL

Little ones begin learning Bible stories in a hands-on, interactive environment. Leaders and volunteers in these areas help children begin to learn about a God who loves them and wants to have a relationship with them.

- Guide kids through activities and provided crafts.
- Constantly reinforce the lesson throughout the hour, utilizing games, Q & A, and various teaching strategies.
- Bathroom reminders to this age group are encouraged, as this may avoid accidents from occurring.
- Clean and organize the area, preparing it for the next service.

ELEMENTARY

Elementary children can participate in both large and small group environments. Each week, children meet with their leaders, who use Biblical curriculum and intentional teaching strategies to help each child engage with the Gospel of Jesus. In this, our hope is that they come to know the God of the Word and the Word of God.

- Host/Lead- As a host, you welcome and introduce the various elements to the large group service and keep the service on track. You will be provided with the lesson and are encouraged to use your creative talents to engage the children in the lesson.

- Small group leader- in this role, you will get to connect with a specific age group of kids weekly. You'll be able build into their lives and lead them through the small group hour. Make sure to read the material beforehand, prep the activities, and pray for your upcoming service. When in a large group, sit with your group and be an example of what it looks like to be engaged with the lesson.

- Tech team- our large group environment, requires the use of talented individuals who can assist in production and technology. In this, you may be trained to run sound, lights, and video presentation tools to help create an engaging environment for all children.

SPECIAL NEEDS BUDDY

Children are children, no matter what their limitations may be. Here in KidsPoint, we strive to make every child engage with Gospel of Jesus. This role, asks that you partner with parents and their child directly. As a "buddy", you can connect one-on-one with the child, helping them stay safe and meeting them on their level and whatever else the parent shares for their child's success.

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Expectations

- Meet with a KidsPoint staff member, submit application form, complete background checks, go over handbook, and shadow
- Daily connect with Jesus through prayer and Bible study
- Exhibit a warm & welcoming attitude
- Wear your name tag/badge & KidsPoint T-shirt
- Attend 1, Serve 1
- Arrive 20 minutes beforehand (example: 9am service = 8:40am arrival)
- Respond to scheduling invitations (find a replacement as needed)
- Utilize the TeamReach app (communication system)
- No pictures are to be taken of kids (except by a KidsPoint staff member)
- Never be alone with a child or children

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Policy & Procedures

Contacting Parents:

If a child has been crying for more than five minutes, make sure the parent is paged to attend do their child. If a child is injured, please contact a KidsPoint staff member immediately. As a leader, if you suspect a child is ill or notice any concerning symptoms, please notify a KidsPoint staff member. (Depending on the situation, an Incident Report will need to be filled out and given to your KidsPoint staff member).

Lockdown:

When working with children, it is essential to create a safe and welcoming environment. However, in today's world, we recognize that when God is at work, evil can sometimes follow. To ensure the safety of every child, it may be necessary to implement lockdown procedures. While procedures may vary by campus, our primary goal is to: secure all entry points, cover any visible access points, and move to the safest location in the room, away from the door.

Evacuation:

If the fire alarm sounds during the service, everyone must evacuate the building. Take your check-in book, which contains the list of all the children in your class and follow the fire evacuation plan posted near your classroom door. (Be sure to familiarize yourself with the evacuation procedures when you first begin serving in KidsPoint.)

Keep your group together and refrain from releasing children to parents until further notice. If a parent insists on taking their child, invite the parent to remain with your class until all clear is given. Be sure to verify that the parent pick-up tag matches the child's tag. Upon returning to the classroom, check in with your KidsPoint staff member.

Two Adult Rule:

At least two (2), screened adults must be present at every function, in each classroom, or other enclosed area during all activities with children. If this is not possible, the area should be closed off and children redirected to another available room.

Bathroom Policy:

The bathrooms in the kids' area are for children only. This is not only for the protection of the child but for your protection against any accusation of impropriety. When a child is using a restroom that accommodates multiple people, leave the exterior door slightly open.

Check In/Check Out:

Check-in: Children and parents receive printed tags. A child and a parent ID tag. This tag will need to be presented when picking up the child at the end of the service. Nametags identify the child's age group, any allergies, special notes and a security code.

Drop-off: As families approach the classroom, leaders welcome them with a friendly greeting and check to ensure the child entering is wearing their nametag. Make sure to write their FULL name down in the space provided on the check-in sheet and the CODE in the event of an emergency. Please check the corresponding boxes if applicable. Receive necessary items from parents. Say a quick goodbye to the family and help the child engage in a fun activity with the others. (Parents that desire to come into the room to help their child transition may only stay up to 3 minutes, and then they must exit the room.)

Check-out: Each parent picking up a child must show their parent pick-up tag at the door. Check to be sure the security codes match on both the child's name tag and parent pick-up tag before releasing the child. Upon releasing the child, acquire the child's tag and then place the tag over the child's name in the space provided on the check-in sheet. When all children are picked up, make sure that the check-in sheet is given to your KidsPoint staff member. (If a tag is lost, inform the staff member and make any additional notes on the check-in sheet.)

Classroom Management:

GETTING THEIR ATTENTION:

Light switch: turn on/off to get their attention.

Clapping: “If you can hear me, clap ___ times.”

“Catch a bubble”: Have them “catch a bubble with their mouth.

PREPARING THEM FOR TRANSITION:

When before what: tell them “When I say go, I want you to….”.

2-minute heads up: before transitioning them to another activity, give them a 1-2 minute “heads-up”

Discipline----->Redirect

It is the heart of KidsPoint to make every effort possible to ensure the safety and well-being of every child that is in our care. There can be occasions where some children have difficulty adjusting to a classroom environment. We ask that you be proactive in letting a KidsPoint staff member know of any cases in which a child is being disruptive.

Please use corrective guidance when handling an incident. This includes positive verbal correction and affirmation when the child exhibits good behavior. While in our care, we never send a child to the corner, place them in time-out, or use physical discipline.

Ending your class time:

At KidsPoint, we strive to make each child's experience engaging with the Gospel of Jesus the best hour of their week! To achieve this goal, we encourage all volunteers to review the lesson as much as possible. While play is valuable and serves its purpose, when it's time to wrap up class for parent pick-up, please incorporate a fun lesson review. This will help parents see that their child is actively engaging with the Gospel of Jesus.

Appropriate & Inappropriate Ways of Affection

APPROPRIATE WAYS

- Pats on the back or shoulder
- Brief hugs
- Handshakes
- “High-fives” or fist bumps
- Verbal praise
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Pats on the head
- Holding hands during prayer

INAPPROPRIATE WAYS

- Inappropriate or lengthy embraces
- Kissing children
- Holding children over 3 years old on the lap
- Touching knees or legs of children
- Wrestling with children
- Tickling children
- Piggyback rides
- Hugs from behind
- Any form of unwanted affection
- Any type of massage to or from children
- Comments or compliments related to physique or body development
- Spending time alone with children

Incident Report

Copies of Incident Reports are provided in each of the classrooms.



Grand Point Church
2230 Grand Point Road
Chambersburg, Pennsylvania 17202

Incident Report

Date:_____ Time:_____

List names of person(s) involved in incident:

_____

_____

Description of incident: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Treatment given/actions taken:_____

_____

_____

Parent notified of incident: _Yes ___No

Volunteer Signature: _____ Staff Signature:_____

Printed Name:_____ Printed Name: _____

Grand Point Church Leadership Covenant

Thank you for your desire to serve God alongside other Christ followers at Grand Point Church (GPC). The volunteer leadership position you are considering involves leading others as they take their next steps on their spiritual journey. It is our belief that leadership influences by not only what we say but also with our attitude, actions, and lifestyle. Your desire to serve as a leader at Grand Point Church carries with it the responsibility of representing Christ and the values that GPC espouse. We must understand that with responsibility of leadership also comes the responsibility of representing Christ.
There is not an expectation that our leaders are perfect. Every leader has faults and at times fails in their leadership responsibilities and lifestyle. However, it is our desire to honor the responsibility of leadership by reading and covenanting together to follow the below commitments.

1. We are committed to personally taking our next steps. Our mission is "helping as many people as possible take their next steps on a life changing journey to find and follow Christ." Each one of us has a next step to take and we must model pursuing that next step. You are well on your way to modeling this as you seek to serve in a leadership role. Reflect: What is the next step God is asking you to take? Who do you need to talk to in order to help determine your next steps.
2. We are committed to living and modeling the core values of Grand Point Church. Followers of Jesus are known by how they love and display grace to one another. The values that we hold at GPC reflect the life that a follower of Jesus will live. As leaders, we look forward to discovering and learning to live these values in an even greater way.

We value:

God's Truth more than Our Opinions – We must continue to learn and know God's truth.
God's People more than Our Programs – We must continue to grow with God's people.
God's Plan more than Our Plans – We must continue to discover and follow God's plan.
God's Mission more than Our Comfort – We must continue to live God's mission.

Leadership Covenant cont'd

3. We are committed to live a lifestyle that pleases God.
While none of us are perfect or blameless, we actively pursue holiness and purity before Christ, and we regularly confess our brokenness to Him, allowing Him to transform our areas of brokenness. If you find yourself engaged in patterns of pride, greed, hatred, lust, sexual sins (premarital sex, cohabitation, homosexuality, affairs), irresponsible debt or unwholesome language, please talk with your pastor or leader, and ask him/her to walk alongside you in your journey toward overcoming these areas of brokenness. People are watching how we act and treat others. We must understand the weight of responsibility that entails and use wisdom and discernment as we navigate our personal and public lives (I Timothy 3:1–7). Reflect: When you consider your life in light of Scripture, is there any ongoing pattern of sin that hasn't been confessed or surrendered? Have you welcomed accountability from healthy, trusted leaders and peers? If not, what is your plan to do so?

4. We are committed to be "all in" as we lead in our current role. God has gifted each one of us with unique gifts and abilities (I Corinthians 12). We believe that each of us should serve according to our gifts in order to bring our best to build the church. We also believe that every one of us can get better in our gifts with development, training, and coaching. Reflect: How are you using your gifts and experience to build the Kingdom in and through the local church? Do you have the gifts and skills needed to serve in your current role?

5. We are committed to pray for and encourage the leadership God has placed at Grand Point Church. As people of influence, we will not stir up dissention and disharmony within the community. While there is room for respectful disagreement and dialogue, we will choose unity over personal preference. We will also consistently pray for our church and its leadership that we may live out God's Acts 2 vision for the local church. Reflect: How do you model unity within the body, while still retaining your personal opinion? Have you read the church's values, and do you commit to modeling them in your life?

Leadership Covenant signature page:

By signing below, I commit to all five of these covenant statements. If my actions or circumstances change such that the specifics of this covenant are no longer true, I commit to sharing this with my GPC ministry leader to receive care and direction.

Name (please print): _____

Signature: _____

Date: _____

Ministry Area: _____

As you have signed this, you are confirming your commitment to serving in KidsPoint.
(We know, it is and sounds very official😊)

NOTES


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