



# Volunteer Handbook

## **WELCOME**

Welcome to Southbrook Kids Ministry! Thank you for investing your time and talent with our kids!

As a Kids Ministry team, we are teaching and equipping the younger generation to live for and make a difference for Jesus right now, right where they live, work, and play.

Southbrook Kids is passionately pursuing the vision and direction of our church, helping kids become unified in community, growing in faith and learning how to multiply themselves in others. More than ever before, Southbrook Kids is aligning with other ministries of our church in order to make a more significant impact on kids as they grow from infancy to adulthood. We want to come alongside families to help parents find success in their efforts as spiritual leaders in the home.

Serving in Southbrook Kids is not only about reaching kids but also about joining a team of other like-minded people who are experiencing community and spiritual growth, while helping kids do the same. As volunteers we can do this by setting the example of intentional discipleship as we give extravagantly by serving one worshipping one, generous giving, being part of a discipleship group and being prayerful about missions.

Our prayer is that while serving with the Southbrook Kids Ministry Team, you will experience a powerful and lasting change in your life, as you make a difference in the lives of kids.

## **SOUTHBROOK KIDS VISION AND VALUES**

Southbrook Kids Ministry is a place where kids get excited about knowing Jesus. A place where kids hear the gospel, become disciples, and are inspired to make disciples of others, as they make a big deal of Jesus where they live, work, and play.

Southbrook Kids desires to be a ministry that is:

- **Gospel-Centered:** Before all else, we desire to see kids understand who Jesus is and receive Him as their Lord and Savior.
  - *“But seek first the kingdom of God and His righteousness, and all these things will be provided for you.” Matthew 6:33*
- **Heart Transforming:** Jesus is the key to changing a heart, and He does it through His Word and the work of the Holy Spirit.
  - *“I will give you a new heart and put a new spirit within you; I will remove your heart of stone and give you a heart of flesh.” Ezekiel 36:26*
- **Culture Shaping.** We want our kids to be prepared to engage the culture surrounding them in a powerful, impactful way, that they may be disciples who are ready to go make more disciples of their friends, neighbors, classmates, and beyond.
  - *“Like arrows in the hands of a warrior are the sons born in one’s youth.” Psalm 127:4*
  - *“Then Jesus spoke to them again: ‘I am the light of the world. Anyone who follows Me will never walk in the darkness but will have the light of life.’” John 8:12*

## **MINISTRY AREA OVERVIEW**

### **Birth Through 23 Months**

Babies from birth through two-years-old are cared for by loving volunteers. Our rooms offer swings, exer-saucers, bouncy seats, age appropriate toys, and cribs. Volunteers enjoy a low teacher-to-child ratio and are able to meet a young child’s needs. Faith in Jesus is introduced to babies and toddlers through music and movement. Our two-year-olds also experience large group teaching and a large group craft time. For nursing mothers, a room is available with rockers and closed circuit television, so moms can watch the worship service while tending to their baby.

### **Two Through Five**

Our Early Childhood area serves children from two-years-old through early fives and is characterized by active play and Bible teaching through engaging story videos, fun worship songs with motions, key passage learning with hand motions, and activity or craft time. This is where children are first introduced to an organized lesson time and begin to build relationships with each other and with their leaders while learning about Jesus.

### **Kindergarten Through 3rd Grade**

In our K-3rd area, kids begin together with our 4th - 6th grade for a multigenerational worship experience. Kids will sing worship songs along with our worship team, memorize Scripture, and participate in an interactive Bible teaching, using Gospel Project.. After worship, kids head to their classrooms for small group discussion and activities. K-3rd provides a fun environment as the setting for our kids to build stong

relationships with each other and their leaders, through intentional small groups. Kids will learn about Jesus and about God's plan for their lives.

#### **4th Grade Through 6th Grade**

In our 4th - 6th area, kids begin together with our K - 3rd grade for a multigenerational worship experience.. These kids will gather together for worship, relevant teaching, and gender-specific small group time led by small group leaders as they dive deeper into God's word. Our current curriculum is Gospel Project for Kids, which aims to transform the lives of preteens by providing an authentic encounter with the Gospel, within the context of true community.

#### **REQUIREMENTS/EXPECTATIONS**

Southbrook Church is a healthy and growing church with ministries that complement each other. When a parent feels comfortable leaving his or her child in Kids Ministry, they are more likely to return to church. Therefore, we find it imperative to provide a safe, loving, and intentional environment for every child.

We use the short time we have with kids to teach them the Word of God and that Jesus loves them. We teach in a creative and fun way, so that kids can remember the Bible lessons and will want to return for more. We help kids grow in their love for God through worship, through relationships with their leaders and peers, and through God-centered teaching.

All of our volunteers are individuals who have a passion and love for ministering to kids. One does not need a formal education or degree to be a volunteer, but there are a few qualifications for all volunteers:

- Have a personal relationship with Jesus.
- Committed to the serve term
- Being intentional about using every opportunity to discipline kids.
- Be willing to be instructed and led by the Kids' staff and other Kids' leaders.

#### **Requirements to serve**

- Must have been attending Southbrook for a minimum of 6 months
- Volunteer Application & Screening Process which will include a background check with references
- Must complete and abide by the Child Protection Policy training and handbook
- Must complete Kids' video training modules

#### **Expectations when serving**

- Arrival
  - All volunteers should arrive 30 minutes prior to their volunteer service time.

- Attend Team Huddle
  - This time will allow for the team morning huddle, a brief but extremely important meeting where attendance is taken, updates are given, and the team shares a brief devotional focus.
  
- Schedule Commitments
  - **Schedules:** Southbrook Kids volunteers serve on a twice per month, every other week rotation, at either the 1<sup>st</sup> or 2<sup>nd</sup> service. There are 4 main teams:
    - 'A' Team - Sundays at 9AM
    - 'A' Team - Sundays at 11AM
    - 'B' Team - Sundays at 9 AM
    - 'B' Team - Sundays at 11AM
  
  - **Start of Serve Commitment:** Serve schedule follows the Union County public school calendar and typically begins at the end of August or beginning of September.
  
  - **Attendance:** Consistency is key to developing relationships and trust with the kids you lead. Please make every effort to be present during your assigned serve times.  
If you are going to be absent during one of your scheduled serve times, please notify Scheduling Coordinator: [scheduling@southbrookchurch.com](mailto:scheduling@southbrookchurch.com)

## **ENVIRONMENT PLACEMENT & PROMOTION SUNDAY**

**Environment Placement:** We follow Union County Public Schools' birthday cut-off. Kids will be placed in their specific environments based upon their age as of August 31<sup>st</sup> or based upon their grade as of the current school year.

**Promotion Sunday:** Promotion Sunday is the day when we move kids up to their new classes. This typically takes place at the end of August or the beginning of September.

## **Curriculum**

**Early Childhood Curriculum: Group Publishing Play and Worship:** There's no better time to start teaching children about Jesus than the toddler and preschool years! Kids interact with familiar, everyday objects that help them understand what God is all about. Through singing, playing, coloring, and listening to stories, all with a biblical message, kids will begin to have a foundation built for a life of loving Jesus!.

## **K - 6TH Grade Curriculum: The Gospel Project for Kids**

The Big Picture of God's Story: *"The Gospel Project for Kids is a chronological, Christ-centered Bible study for kids that examines how all Scripture gives testimony to Jesus Christ. Over the course of three years, kids will journey from Genesis to Revelation and discover how God's plan of redemption unfolds throughout Scripture and still today, compelling them to join the mission of God."* "Christ also suffered once for sins, the righteous for the unrighteous, that He might bring us to God. " 1 Peter 3:18

### **SERVING OPPORTUNITIES**

#### LARGE GROUP LEADERS:

- Reports to the Kids' Director
- Pray for the service and the kids who will attend
- Study the Bible story lesson and come prepared to teach the kids
- Engage with the kids in an upbeat/energetic worship experience
- Make sure the large group space is left clean, with props and supplies put away
- Attend Southbrook Kids trainings

#### SMALL GROUP LEADER:

- Reports to the Kids' Director
- Pray for the kids and families under your care
- Interact with kids positively and assist with large group time as needed
- Study the Bible story lesson and come prepared to teach the kids
- Lead small group time in the classroom
- Be willing to be an example during the worship time
- Be intentional with the parents of the kids in your small group
- Attend Southbrook Kids trainings

#### SERVICE LEADER

- Reports to Kids' Director
- Acts as "Kids Staff" when staff is unavailable
- Oversees either Nursery area or Kids' building
- Lead morning huddles
- Make decisions that affect the execution of Sunday mornings when staff is not present ex. Classroom needs to close/bathroom policies
- Communicate with designated staff member regarding major/minor occurrences that affect operations on Sundays
- Be actively checking in on classrooms so that volunteers know that they have help readily available
- Connect with parents as time allows
- Complete opening and closing duties

- Attend Southbrook Kids trainings

#### BEHIND THE SCENES TEAMS

**Sort/Copy Team:** This team sorts all purchased supplies into bins, preparing any supplies and instructions needed for the prep team.

**Prep Team:** This team preps materials at home.

**Weekly Set-up Team:** This team comes in weekly and breaks down/sets up for the upcoming Sunday.

**Classroom Environments:** Ensure that classroom and cleaning supplies are restocked as needed. All toys, shelves and furniture are cleaned, organized and in good repair. Ensures that all items in the classroom are age and developmentally appropriate.

**Scheduling:** This team creates and coordinates the master and weekly schedules of Sunday volunteers.

**Special Needs Buddy:** In order to provide inclusion in our environments, this individual works one on one on Sunday mornings with those individuals in need of a buddy.