

# FIERCE KIDS

**Volunteer Handbook**

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## **Welcome Fierce Kids Volunteer!**

Thank you for choosing to serve in Fierce Kids! We are super excited to have you join our team, and can't wait to begin this journey with you! We in Fierce Kids believe our children are facing a real problem...many of them have been fooled into believing in lesser gods or no God at all! They are not being properly trained to navigate the world we live in. We believe that until they come to know and follow the one true God who created them, and learn to follow Him, they will never be victorious in this life and will ultimately go to hell. Worse yet, statistics say we only have a small window of time to have the best odds of influencing a child's life. That's a major problem we are trying to solve! Thank you for being part of the solution!

### **This is our Win:**

Lead kids into an authentic faith in Jesus, and equipping them on a firm foundation of truth.

### **Here's how we win:**

1. Creating safe, fun and welcoming environments!
2. Connecting kids to passion filled, Jesus adoring volunteers who believe in their potential.
3. Providing parents with the necessary tools to partner with us
4. A comprehensive curriculum strategy from birth- 5<sup>th</sup> grade.

### **Fierce Kids Code (what we value):**

**Age appropriateness-** Everything we do in Fierce Kids is designed for the ages and stages of Kids. We want kids to meet Jesus on their level

**Fun-** We value creating fun ways for kids to learn about Jesus!

**Safety-** We want to make sure Fierce Kids is free from germs, and any potential harm.

**Relationships-** Every week Volunteers make relationships with kids making them feel welcomed, known, and loved.

**Partnership-** Parents are central to Gods plan for kids knowing Jesus! In Fierce Kids we want to support and equip them for success!

### **Our Message in Fierce Kids:**

Beginning in Fierce Kids and continued through our High school ministry, we want to build on these three interlocking essentials that shape a child's view of God, the world and themselves.

To help kids see Jesus for who He is.

To help kids see themselves the way God does.

So they can love the way He does.

**In Early Childhood (Nursery-Kindergarten)** we give children a first impression of their heavenly Father and the wonder of His love for each one of them by teaching them these 3 basic truths:

1. God Made me
2. God Loves Me
3. Jesus wants to be my friend forever

**In Grade School (1st-5<sup>th</sup> grade)** we invite kids to live out their new understanding of how to grow in relationship with God and with others by teaching them these 2 basic truths:

1. I need to make the wise choice
2. I can trust God no matter what
3. I should treat others the way I want to be treated

### **So, who are Fierce Kids volunteers?**

This is YOU! Our children's ministry is comprised of every day people that are dedicated to Bringin' It! Yep - they're stirred up about loving kids and teaching them about Christ. This is a team of ordinary people, passionate about their Lord, equipped to lead kids to Jesus.

Fierce Kids staff and leadership is dedicated to pouring into you, as you pour into the lives of His little ones. Our desire is to partner with you as you selflessly volunteer in Fierce Kids. We will come alongside you in training and equipping you for Fierce Kids ministry. There are three ways in which we remain growing and relational within Fierce Kids:

~Generations Conference in May

~Hands-on classroom training 1x a tour

~Fierce Kids team events and gatherings

## **PERSONAL CONDUCT**

### **Moral Conduct Policy:**

Because of your impact on children and adults' lives, Fierce Kids Children's Ministry expects volunteers to be at a certain level of integrity depending on their role in Fierce Kids and how much influence their role has on Children. For this reason we have created an "Integrity Ladder." Please see Appendix A for the complete ladder.

### **Obligation to Notify:**

If you have any issue in your life (current or past) that has the potential to reflect unfavorably on our ministry, you are expected to notify the Fierce Kids Director of the circumstances and issue. We all live in the light of God's grace and forgiveness. For this reason we will treat all matters with love and mercy.

There may be circumstances that we determine require someone to take a break from serving or to stop serving altogether. We reserve the right to prayerfully make this determination.

## **SERVING PREPARATION and CHECK-IN**

### **On-Time Policy:**

All volunteers serving on a particular weekend, are required to arrive on time (CALL if you're late) in order to serve God and the families of Torch of Faith Church. You are expected to participate in our "V.I.P" gathering at 8:30, prior to the start of the 9 am service. First impressions are lasting ones, and we want first-time visitors to be greeted warmly as soon as our classrooms open (15 minutes before the start of service). If volunteers arrive late, we will not be prepared and therefore unable to open our classrooms on time.

### **Absentee Policy:**

You are an essential part of our team. Therefore, it is important for you to make every effort to come when you are scheduled to serve. If you cannot be present at the time you are scheduled, please contact another volunteer and ask to switch.

If you are unable to find another volunteer to serve in your place, please contact your Fierce Kids DVC at least two days prior to your service time and let him/her know that you will not be present and could not find a substitute.

In the case of any last-minute emergencies (e.g. illness, car trouble), please contact the Fierce Kids Director, as quickly as possible to let her know you will not be present. We will take care of finding someone to fill in for you.

**No call/no show will remove you from Fierce Kids.**

**Tour Commitments:**

We appreciate your honesty and ongoing communication. In order to provide an easy on and off ramp, we schedule volunteers for four months at a time. Before the start of every new tour we ask you if you want to make another four month commitment. If ever you need to put an end to your service in Fierce Kids, or reduce your commitment, please just let us know at that time so we can schedule appropriately. Everyone is vital to our team. Discontinuing your service abruptly is a hardship on your leaders, team members and the families that depend on us. Tour are March-June, July- October, November-February

**Application and Background Check:**

Because we value the safety of the volunteers and children, each volunteer will need to fill out an application and have a background check performed.

**Badge Issuance and Use:**

Once your application has been approved and your background screening complete, we will take your picture and you will be issued a permanent volunteer badge for serving in Fierce Kids. You are responsible for bringing your badge with you each time you serve. Your badge should be displayed on a blue lanyard around your neck. If you forget your badge you will need to visit Registration prior to serving, and request a temporary volunteer sticker for the morning. If you so choose, leave your badge in the Fierce Kids Registration box and it's there every time!

**Appropriate Attire:**

Due to the nature of activities in our classrooms, all volunteers are expected to dress appropriately. Please recognize that skirts and dresses may inhibit your ability to easily get up and down from the floor while serving. The Nursery is likely to send you home with more on your shirt than you came with so please dress accordingly. Suggestion: bring a shirt to change out of if you are not going directly home! Short skirts, low-cut tops and dropped-waist pants are never appropriate while serving. Fierce Kids Staff reserves

the right to identify attire that is inappropriate and to provide an oversized t-shirt to conceal inappropriate attire.

**Food/drink policy:**

Due to allergies, the only food or drink allowed in Fierce Kids classrooms are water and the provided Fierce Kids snack. Please refrain from bringing cookies, donuts, trail mix bars, etc. into the classrooms when serving. Please have your breakfast or morning snack prior to LIT V.I.P. at 8:15. Thank you for caring to keep safe, our children who suffer food allergies.

**KID-SAFE POLICIES and PROCEDURES**

**Never-Along Policy:**

To preserve a safe environment for our children and for the integrity of our volunteers, we will strongly enforce the never-alone policy. Anyone witnessing a violation of this policy, no matter how innocent it appears, is required to inform the Fierce Kids Director. The Safety Team and Fierce Kids Flight Control are dedicated to this policy and are ready to assist you when you need another adult present.

**\*\*\*An adult must never be alone with any number of children, especially behind a closed door.\*\*\***

**Classroom Ratio Policy:**

The following are firm ratios that we are dedicated to follow. We consistently strive to have our ratios lower than these ratios so we can best serve the children in Fierce Kids.

**NURSERY**~ 2 children : 1 adult

**TODDLERS**~ 5 children : 1 adult

**Ages 4-6**~ 10 children: 1 adult

**GRADE SCHOOL**~ 12 children : 1 adult

Adults for this purpose are defined as individuals over 16. If you notice the room is not adequately staffed at the beginning of service, please contact the Fierce Kids Flight Control. They will step in or find someone to do so immediately. If during the service you need to leave for any reason, request back up and remain in the room until someone arrives to take your place.

**Pick Up Procedures:**

Once service has ended, parents should return immediately to pick up kids. PLEASE post one volunteer at the exit to verify tags #'s and passes. Remove child's tag after verification.

**Bathroom Policy / Diaper Policy:**

To preserve a safe environment for our children and for the integrity of our volunteers, we will strongly enforce the following policies. Anyone witnessing a violation of these policies, no matter how innocent it appears, is required to inform the Fierce Kids Director.

**NURSERY:**

Men may not change diapers in our ministry. Men can serve in the Nursery, where diapering takes place, but they must allow female volunteers to change diapers.

**TODDLERS/AGES 4-6:**

We do not change diapers in the Toddler room, nor do we escort children to the restroom. Volunteers will notify the Fierce Kids Flight Control or the Safety Team of the child's need to visit the restroom. The parent will be notified to return to Fierce Kids and assist their child in the restroom.

**GRADE SCHOOL:**

Children will be allowed to leave the classroom and use the bathroom one at a time and only security has insured there are no adults in the bathroom.

**Appropriate Touch Policy:**

Touch is an essential part of nurturing lives. Physical contact with children should be age and developmentally appropriate. Be aware of and sensitive to: difference in sexual development, cultural differences, family background, individual personalities, and special needs. The following guidelines are encouraged for pure, genuine, and positive displays of God's love:

**Hugs:** One-arm side hugs are positive contact. Always avoid initiating full contact, body-to-body hugs or kisses.

**Holding:** Carrying and holding of children in the Fierce Kids Nursery is necessary. Appropriate carrying and holding of children in our Toddler room is encouraged, keeping in line with the appropriate touch guidelines. It is unnecessary to hold or carry children in Fierce Kids Preschool and Grade School. Volunteers may not pick up children ages 3-10 unless they need immediate medical attention.



**Lap Sitting:** Appropriate sitting on the lap of a trained, screened volunteer may occur with children under 2 years of age only. Lap sitting is not appropriate in Preschool, K/1 or Grade School.

**Casual Touch:** Gentle contact during activities may be on children's heads, shoulders, arms, and hands. Physical discipline should never be used on children. Physical discipline is the responsibility of the parent.

**\*\*\*Please keep in mind that we want first time visitors to witness a safe environment for their children. Even if you serve with your own child, please keep in accordance with these policies as to maintain consistency with all volunteer/ child interaction.**

**Diligent Observer Policy:**

By being a diligent observer of the environment you serve, you play a critical role in child safety. Any person not identified by a parent pass or visitor badge within Fierce Kids Ministry's secure area, should be approached to determine why they are there. Obviously, parents are welcome in our environments, but we expect their stay to be brief during drop offs. If a parent desires to stay in Fierce Kids during the service, she/he must return to Fierce Kids Registration to receive a visitor badge which designates that she/he is an unscreened observer. She/He should also be observed during his/her stay with us. Any suspicious, abnormal or aberrant behavior by any volunteer or parent must be reported to the Fierce Kids Director immediately.

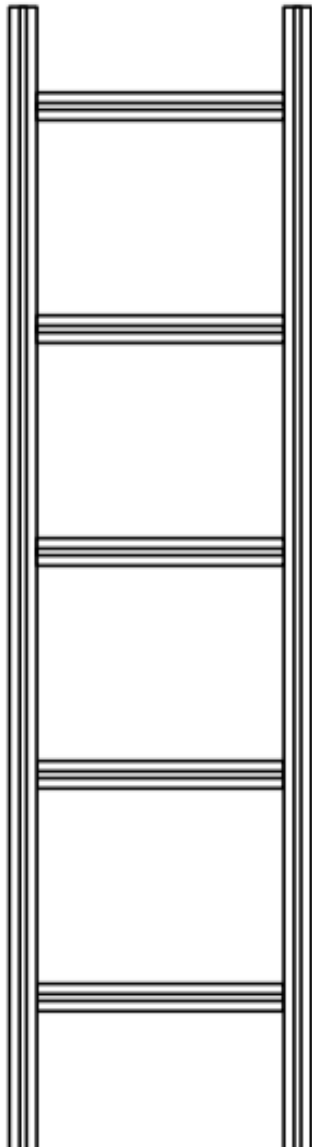
**First-Aid Procedures:**

At any sign of serious illness in a child, alert parents immediately by asking the Safety Team to display the child's number. Serious illness includes: vomiting, difficulty breathing, or any injuries with bleeding (not scratches). A first-aid kit is available at Registration. Please contact the Fierce Kids Flight Control who will bring the kit to you.

**Fierce Kids Emergency Procedures**

See maps posted in every classroom

# Generations Integrity Ladder



**Directors, and Shepherd and Shepherdess**-Above Reproach, and coaching and calling out others to higher obedience.

**Disqualifier-A pattern of an undisciplined life.**

Examples of an undisciplined life can be in your Spiritual life(not spending time in the word, prayer life, etc, communication-words, not arriving on time, not doing job, lack of focus and progression(moving forward) in what God has called you to)

**All Teachers & Grade School and older Small Group Leaders**-Living a surrendered life worthy of emulation.

**Disqualifier-Any life Dominating sin, failure to have accountability, failure to live in community.**

**2/3 and Prek small group leaders**-Demonstrating a growing faith and walking in obedience. **Disqualifier-Not attending church regularly, alcohol or substance abuse. Abuse, Premarital, extramarital or alternative sexual relationships.**

**First Impressions, safety, and nursery volunteers**-These people do not interact with kids, and don't have to even be saved.

**Disqualifier-Failure to pass background check, Failure to have positive reference check.**

Not arriving on time, no communication when needing to trade or can not serve, not being a team player, **No show No Call**

\*\*\* In regards to social media, please also remember that your posts, attitude and words reflect not only you, but when you are a Torch of Faith volunteer, they reflect the ministry and the Church. Some of the kids, students and parents of those children, you minister to are online and they see it.

*Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will. (Romans 12:1-2)*

## **Fierce Kids Child Behavior Expectations**

These behavior expectations were created in order to assure that your children are receiving the best care possible while in our care. Our volunteers want each child to feel safe and loved while in Fierce Kids. These young hearts are learning and growing in God's Word each time they attend Fierce Kids. To allow this growth to take place, there must be positive behavior displayed by all Fierce Kids kids.

### **What You Can Expect from Fierce Kids Volunteers:**

1. Passion about teaching kids the love of Jesus
2. Bible-based, kid-friendly programs
3. A safe and loving environment

### **What We Expect from Fierce Kids Kids:**

1. Be safe
2. Be kind
3. Be respectful
4. Be responsible

### **Consequences for Choosing Not to Follow the Behavior Expectations:**

1. Warning
2. Sit-out
3. Fierce Kids Flight Control will speak with parents and child will be removed from classroom for:
  - a. Putting others in danger
  - b. Constant disruption or disrespect
  - c. Bullying
4. After being removed three times from the classroom, a meeting will be set up with parents and a course of action will be outlined for the success of the child. A temporary suspension from Fierce Kids is an option at this point.

