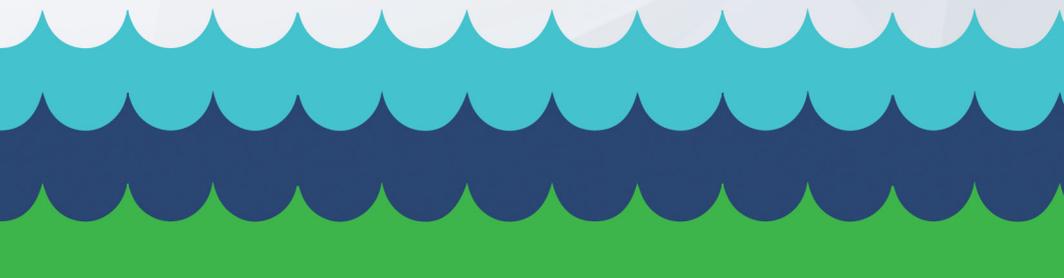


# RIVERBANK

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KIDS MINISTRY

LEADER HANDBOOK



# Welcome to the Kids Ministry Team!

On behalf of our entire Two Rivers Church community, I want to thank you for stepping forward to serve our families and help shepherd our children. I have no doubt God will use you in ways you can't even foresee right now. You will be blessed in helping to impact children's lives for eternity.

It goes without saying that we take our responsibility to care for our children seriously. We seek to undertake appropriate measures to ensure that all volunteers are well-suited and prepared to work with kids. That's why we carefully screen and train our volunteers.

This handbook is meant to help you understand your role and how you can succeed as a leader in Kids Ministry, so please read it thoroughly. It will help you serve our kids well without putting you in situations that may compromise your effectiveness.

Again, thank you for serving in Kids Ministry. I can't wait to see what God will do in and through you. Welcome aboard!

Serving with you,

*Angie Hooie*

Angie Hooie

Kids Ministry Pastor

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# KIDS MINISTRY LEADERSHIP

Are you ready to be a real-life leader? We can't wait! Before you start, make sure you read through this handbook. It will have everything you need to know as you join our ministry, and it's a great place to reference if you forget something.

Here's a few things you should know up front:

## JOB DESCRIPTION

What exactly is a leader? A friend? A parent? A coach? A teacher?

Here is what we define as a leader:

**A leader is anyone who chooses to invest in the life of a few to encourage authentic faith.**

## EVERY LEADER SHOULD DO FIVE THINGS:

1. **Be Present.** Connect their faith to a community by showing up predictably, mentally, and randomly.
2. **Create a Safe Place.** Clarify their faith as they grow by leading the group, respecting the process and guarding the heart.
3. **Partner with Parents.** Nurture an everyday faith by cueing the parent, honoring the parent and reinforcing the family.
4. **Make It Personal.** By your example, inspire their faith by living in community, setting priorities and being real.
5. **Move Them Out.** Engage their faith in a bigger story by moving them to someone else, moving them to be the church & moving them to what's next.

## QUALIFICATIONS

To be a leader you do not have to be a bible scholar, pass a theological aptitude test, or display a particular set of special spiritual gifts. You don't even need to be cool! Here is what you have to do:

- Love God
- Care about kids
- Be committed to consistently investing in & caring for your few over a period of time
- Complete all our safeguards & pass a background check

## EXPECTATIONS

- Serve weekly or bi weekly.
- Show up on time. (15-20 minutes before service begins)
- Come prepared.
- Attend the appropriate training events and meetings.

## KIDS MINISTRY LEADER POSITIONS:

- Large Group Leader
- Small Group Leader
- Service Coordinator
- Security
- Greeter
- Tech Team
- Buddy Crew Member

*No matter the area you choose to serve in, you are a leader!*

## THE WIN

As a leader, we need you to invest in the lives of a few to encourage authentic faith in our kids. You win when kids have meaningful interactions, both inside and outside of our ministry, that deepen their faith in Jesus and influence their relationship with others.

# POLICIES & PROCEDURES

## CHECK-IN & DISMISSAL:

Make sure each family has gone through the official check-in process & that children have a tag on them with their name and emergency contact info. You will also need to fill out the roster in your room. For any questions, see your area coordinator.

## RESTROOMS:

Bathrooms are located inside the Riverbank at the Knoxville Campus with single bathrooms in rooms 4-7. Never go into the bathroom alone with a child. You may wait outside the bathroom door for them. You are also not allowed to use the bathrooms located inside the Riverbank. In Roane County, the bathrooms are located in the office area for PreK and upstairs in the Elementary area.

## ALLERGIES:

Be aware of the allergies of your few. During group time or at arrival, check their tag for allergy notifications. Double check with each child to be sure they are not allergic when giving out snacks.

## DISCIPLINE:

If you have a child who is not following the guidelines that have been put in place, try redirecting the child's behavior. If that doesn't work, have a plan in place to contact the coordinator or director so that they can handle the situation apart from the group.

## SICKNESS:

If a child or adult has had a fever, diarrhea, vomit, or colored nasal mucus, they should not be allowed in any area of the Riverbank.

## FIRST AID:

There is a first aid box located inside the Riverbank workroom at the Knoxville Campus and in each classroom in Roane County. If you need something not located there, please see a coordinator for help. *Fill out an accident report for any injuries.*

## EMERGENCY/FIRE PLAN:

Make sure you are familiar with the fire evacuation map located inside each room. If you do not have one or need help, contact your area coordinator. In case of major emergencies please follow all the directions of our security team during that situation. You will also need to keep your roster with you at all times so you know who your few are in your group for that service.

## ROOM RATIOS & CAPACITY:

Each room has a maximum capacity and child to adult ratio standard for the safety and well being of every child.

### KNOXVILLE CAMPUS: MAXIMUM CAPACITY NUMBERS

- INFANTS: **10**
- ROOMS 2-10: **15**
- 1st & 3rd GRADE: **50**
- 2nd GRADE: **40**
- PIER 45: **75**

### CHILD TO ADULT RATIOS

- INFANTS: **2:1**
- ROOMS 2 & 3: **3:1**
- ROOM 4: **5:1**
- ROOMS 5-10: **6:1**
- ELEMENTARY: **16:1**

### ROANE COUNTY CAMPUS: MAXIMUM CAPACITY NUMBERS

- NURSERY: **10**
- PRESCHOOL & K: **15**
- ELEMENTARY: **50**

### CHILD TO ADULT RATIOS

- NURSERY: **2:1**
- PRESCHOOL & K: **6:1**
- ELEMENTARY: **16:1**

# RESOURCES

## CONTACT INFORMATION

Kids Ministry Pastor: [Angie.Hooie@2RC.tv](mailto:Angie.Hooie@2RC.tv)

Kids Ministry Assistant: [Kaitlyn.Smith@2RC.tv](mailto:Kaitlyn.Smith@2RC.tv)

Two Rivers Church Office: (865)777-2121

## BOOKS WE RECOMMEND

**Lead Small** by Reggie Joiner

**Caught in Between** by Dan Scott

**A New Kind of Leader** by Reggie Joiner

**The Art of Group Talk: How to Lead Better Conversations with Kids** by Afton Phillips

**Playing for Keeps/Losing Your Marbles** by Reggie Joiner

## FAMILY MINISTRY COVENANT

Thank you for your interest in serving in Family Ministry. There are a few things we wanted you to know about our leader positions in these environments. First, when you serve in this ministry, you're in a leadership position, and the children and students here will watch what you say and do closely. We think that is great! You should be role model for the next generation. And as a role model, your lifestyle is important to us. We want to make sure who you are at church is who you are the rest of the week.

There are several issues that are most important to us, so we'll go into more detail about them in order to ensure that we're all on the same page.

### REGARDING SEXUAL BEHAVIOR:

We believe that sex was created by God as an expression of intimacy within the context of marriage. Volunteers who embrace a lifestyle that contradicts this teaching will find themselves having to pretend to be something they're not and believe something they don't. To prevent you from a potentially awkward situation, we may ask you to not serve for the following reasons:

- If you are involved in a sexual relationship and not married.
- If you are currently living with someone of the opposite sex & not married.
- If you are married and are currently involved in a sexual relationship outside of your marriage.

### REGARDING SUBSTANCE BEHAVIOR:

If you have a history of alcohol or drug abuse, this might be something that God uses in a positive way to impact the future of the next generation. We'd love to talk with you further about your story and how it can impact the children & students in our ministry. We have guidelines that will determine your volunteer placement

and a few reasons we may ask you not to serve at this time:

- If you have been arrested for or convicted of an alcohol or drug related offense in the past 12 months.
- If you are currently being treated for alcohol or drug abuse
- If you have used any illegal substance in the past 12 months
- If consuming alcohol to the point of being unable to drive legally is a regular part of your lifestyle.

### REGARDING SOCIAL BEHAVIOR:

The kids (and/or parents) in your group will definitely visit your Facebook page. If you blog, tweet, Instagram or Snapchat, your few will probably follow you through those platforms. We think social media can be a great way to connect with your few outside of church. However, they'll be able to see everything you post publicly. Please leverage your social media with your group in a positive way.

Please be mindful of these guidelines, and we may ask you not to serve for the following reasons:

- If you use inappropriate language on a regular basis.
- If you post pictures of yourself in revealing clothing.
- If your social media suggests an unhealthy lifestyle in regards to alcohol/illegal substances or other inappropriate behaviors.

I agree to the terms above as long as I am a volunteer of Two Rivers Church's Family Ministry. If I am unable to uphold this covenant, I understand that I will need to resign from my position or that I may be asked by the leadership to resign.

Name \_\_\_\_\_ Date \_\_\_\_\_



**TWO RIVERS**  
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