

# ONE Community Church

## Assistant Volunteer Description – ONEsies, YoungONEs, LittleONEs, and BigONEs

### Ministry Purpose:

To provide a clean, safe, welcoming and loving environment for the children in our community. To teach them about the love and life of Christ at a level they can understand. To demonstrate God's love to them with our lives, and show them how they can live out Christ's teachings in their young lives.

### Requirements:

- All volunteers must complete and submit an application.
- A criminal background check will be performed on all volunteers over the age of 18.
- If you cannot serve due to illness or schedule conflict, please trade a date with another volunteer then notify the scheduling coordinator. Phone numbers can be found on your schedule.

### Specific Responsibilities:

- **Embody the face of ministry to kids and parents with joy and enthusiasm so that all have an awesome time at church!**
- **ONEsies Assistant key function** – Assist the Lead and actively engage children while meeting their needs and instill confidence in parents as they entrust their kids into your care.
- **YoungONEs, LittleONEs, and BigONEs Assistant key function** – Assist the Lead and anticipate needs by helping kids enjoy and/or stay focused on an activity as well as prepping for or cleaning up after a lesson segment.
- Arrive 30 min prior to start time to make sure the room is ready, supplies are in place, and to welcome early arrivers.
- Wear children's ministry name tag.
- Watch and play with children while Lead checks other children in and out.
- Be aware of children's special needs, particularly allergies.
- Maintain the room's atmosphere – room cleanliness, room safety, happiness and control of children.
- After changing a diaper cleanse the changing surface and use hand sanitizer.
- In YoungONEs, LittleONEs, and BigONEs keep children focused while Lead is teaching or giving instructions.
- Oversee the wipe down of all toys used each morning.
- Do not leave until room cleanup has been completed.

### ONEsies, YoungONEs, LittleONEs, and BigONEs Guidelines and Information

- Always use an attitude, words, and actions that reflect Jesus. While volunteering you are **the** way the children experience God and learn about faith.
- Only approved volunteers are allowed in the room.
- Never allow a child to leave the room or the sectioned off play space.
- Never release a child to someone other than the person with the matching tag.
- Never leave children unattended. Do not remove children from the room except in emergency.
- If a child needs to be taken to the bathroom take between 2 or 3 children with you.
- Make sure neither you nor any other adult is ever alone with one child.
- If discipline is necessary do not use physical punishment. As the assistant, focus on giving them more one on one attention. If a child must be disciplined use the Time Out method. A Time Out is implemented with the child seated in a chair according to age (two years = two minutes) then review with them correct behavior. If necessary, speak to the parent in private as they pick up their child. A last resort is retrieving the parent from worship to remove the child from class.
- Please be mindful that you will be on the floor with children and bending over often. You need to wear shoes and clothing that allow you to move comfortably and modestly.
- An individual is required by law to report all incidences of child abuse which you observe on a minor. If you suspect abuse please inform the Children's Ministry Director the same day. It is very important to respect the child's right to privacy and keep all information confidential with ONE staff.
- In case of minor injury, there is a first aid box in the LittleONEs room. Be sure to inform parents of the details of any incident.
- If there is a need to exit the room in an emergency take the check-in sheet with you. For YoungONEs, LittleONEs, and ONEsies there is a rope in the room. Have children hold a knot on the rope and lead them to a safe location. For children too young for the rope (ONEsies) place them in the pack 'n play and role it to the safe location. Be familiar with the location of the rope in the room.