

# ONE Community Church

## Lead 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 Lead volunteers must complete and submit an application including a criminal background check.
- 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 Lead key function** – Actively engage children while meeting their needs and instill confidence in parents as they entrust their kids into your care.
- **YoungONEs, LittleONEs, and BigONEs Lead key function** – Come well prepared to actively engage kids while teaching the week's lesson.
- 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.
- Check children in and out. Do not release children until given the corresponding tag.
- Be aware of children's special needs, particularly allergies.
- Maintain the room's atmosphere – adult/child ratio, focus of other volunteers, room cleanliness, room safety, happiness and control of children. If this cannot be done notify Children's Ministry point person for more assistance.
- After changing a diaper cleanse the changing surface and use hand sanitizer.
- Oversee the wipe down of all toys used each morning.
- Write postcards to be sent to all new children.
- Do not leave until room cleanup has been completed. Give check-in sheet, cards, and any dirty cups or linens to Children's Ministry point person. Please report any supplies needing to be replenished or replaced.

### 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 corresponding 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 assistants are ever alone with one child.
- If discipline is necessary do not use physical punishment. Use the assistant in the class to give 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 LittleONEs, YoungONEs, 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.