KIDS’ CITY
VOLUNTEER HANDBOOK
MISSION OF RESTORE

The dream of Restore Community Church is to see the Spiritual Landscape of Kansas City changed.

WE DO THIS BY:

1. Helping people find their way back to God
2. Mobilizing Christ-followers to change the world
3. Reproducing leaders, artists, and churches

INFORMED BY THE MISSION OF RESTORE, THE FOLLOWING ARE KIDS’ CITY PURPOSE, STRATEGY AND VALUES.

KIDS’ CITY VISION (WHAT ARE WE ALL ABOUT?)

Every kid is connected to a leader, knows they are loved by God and is growing in their relationship with Him.

Every family feels empowered and equipped to be the primary spiritual influencers of their child’s life.

Kids, families and leaders are growing 3C Christ-followers, regularly Celebrating God, Connecting with others and Contributing to changing the world.

KIDS’ CITY STRATEGY (HOW WILL THIS BE ACCOMPLISHED?)

Small groups for all age groups, connecting 1 leader to a small group of kids over time.

Reproducing leaders and groups to serve more kids and families.

Teaching biblical truths and practical life applications, through Orange Curriculum (see www.thinkorange.com for more information).

Equipping families with tools to help them be the primary spiritual influencers at home.
ONLINE TOOLS

PLANNING CENTER

Website: www.planningcenteronline.com

App: Search “Planning Center” in your App Store

What is planning center?

Planning Center is our online scheduling tool used to accept/decline when you are scheduled. You can also block out dates. It is very important to communicate with us through planning center.

Getting Started:

After you are set up on Planning Center, you will receive a “Welcome Email”. Keep your username and password where you can find it.

CCB

Website: www.restorecc.ccbchurch.com

App: Search the “Lead” app in your app store

What is CCB?

CCB stands for Church Community Builder. As a Leader, you can use it to access your Small Group and view addresses, birthdays, attendance, etc. Our hope is that you would use this tool to connect to your few and their parents.

Getting Started:

After the director sets you up on CCB, you will receive a login. Keep your username and password where you can find it.

Video Tutorials:

There are video tutorials available for planning center and CCB. You can find these videos on www.vimeo.com/restorekidsacity
VOLUNTEER ROLES

CONTRIBUTOR

5th grade and younger. Must serve alongside a parent. May only serve in twos, threes or PreK, unless permission given by director.

CONTRIBUTOR

Serves in nearly any area of Kids’ City. Must be 6th grade or older.

COORDINATOR

Coordinates other volunteers to accomplish a task.

LEADER

Leads volunteers or children spiritually. Serves weekly.

COACH

Cares for and coaches the KC Leaders.

CONTRIBUTOR EXPECTATIONS:

• Assist the leader with the group
• Show up on time and help clean up before leaving
• Communicate with your director or coach if you are unable to serve
• Be engaging with the kids, play and have fun!
• No cell phone use during group
• Growing in your spiritual journey by attending worship services, moving towards regular prayer/time in the Bible and attending a small group outside of Sundays.
• If you are elementary or middle school, your small group on Sunday mornings, takes priority to serving in Kids’ City
• If you are under 6th grade, please do not pick up babies/toddlers

LEADER EXPECTATIONS:

See Kids’ City Playbook: Becoming a Small Group Leader
POLICIES & PROCEDURES

CHECK IN & DISMISSAL

Make sure each child in your group has gone through the official check-in process at the welcome tables before entering the group. Be sure child leaves with parent/guardian. If you are unsure, ask the parent for their security tag. Safety team to collect tags and ensure they match at the end of service. If a parent does not have their tag, they must see the director/service coordinator.

RESTROOMS

Never go into the bathroom alone with a child. If they need help, bring another adult with you, such as service coordinator or safety team. If they are old enough to go by themselves, wait outside for them. Make sure no one else is in restroom when you send the child in.

APPEARANCE/HYGIENE

Clothes should be neat and clean, with no short skirts/shorts or low cut tops. Wash hands/use sanitizer regularly to prevent the spread of illness.

ALLERGIES

Be aware of the allergies of your few—especially peanut allergies. Check with parents and check name tags for allergies prior to giving snacks that are outside of the normal cheerios/puffs.

DISCIPLINE

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

AGE APPROPRIATENESS

Kids should stay in their age appropriate small group. The only exception is for a visiting family or first time guest whose kids are having difficulty entering. In this case, the older child should go with the younger child and must be within 1 class level of each other.
VOLUNTEER IDENTIFICATION/VISITING ADULTS

Volunteers should wear a name tag while serving. Unauthorized adults/teens should not be allowed into Kids’ City environment. Parents are discouraged from entering small groups. Occasionally an exception is made to help calm an upset child.

APPROPRIATE TOUCH

Never be alone with a child. Physical contact should be age appropriate and is only appropriate when done publicly. Hugging should only be done if the child initiates the contact. Sometimes it may be best to initiate a high-five rather than invite a hug. Extended hugging, tickling, or prolonged physical contact of any kind is not appropriate. Holding children and lap sitting is only appropriate for preschool age or younger. Never touch a child in any area that would be covered by a bathing suit (except when changing a diaper).

Never kiss a child or coax a child to kiss you. Never allow a child to touch you in a way that is inappropriate.

SICKNESS POLICY

If a child has had any of the following within the last 24 hours, they should not be allowed in the environments. Fever over 100.5, vomiting, diarrhea, unexplained skin rash, bleeding diaper rash, chronic cough, eye infections, parasites (nits, lice, mites, ring worm, etc).

CHILD ABUSE/NEGLECT POLICY

We take safety of our children very important. The Kids’ City Directors are mandated reporters according to the Missouri and Kansas Guidelines. If you suspect any signs of abuse or neglect, even if you are unsure, please report to your director immediately.

FIRE/TORNADO PLAN

Be aware of the fire/tornado evacuation map at the door of each classroom. In case of fire, immediately evacuate the children according to the map. Have older children hold hands. Use pack in play to put babies in. Ensure all children have exited with you. It is wise to know your head count of kids at all times. If in a classroom, close the door and turn out the lights. In case of tornado, lead children to the designated tornado area.
ACCIDENTS/EMERGENCIES

Never administer medication. For minor injuries, there is a First Aid kit in the Kids’ City Command Center. Wear gloves (found in first aid kid and infant room) if body fluid (blood, vomit, etc) is present. For serious injuries, dial 911 and page the parent immediately. The AED is located near the auditorium (at Park Hill).

Incident report should be filled out for any injury involving extreme crying, blood, bruising or any head injury.

LOST CHILD PROCEDURE

Should a child get lost after they have been dropped off, the church will become shut down by the safety team (no one in or out) until the child is found. Make sure you know what the child is wearing to let staff and leading volunteers know what to look for.

DIAPER CHANGING POLICIES

Be sure to wear gloves and sanitize the changing area. Make sure other adults are around during the process and let the parent know that they’ve been changed. Diaper changing should be performed by an adult, female leader.

TOY CLEANING

After all children have left, spray each toy with antibacterial spray and let them air dry.

SOCIAL MEDIA

Be mindful of what you post on social media. You are setting an example and representing God to your kids and their families. Ask yourself “Would I share this with my Kids’ City group of kids or their parents?” If the answer is “no”, do not share.
KIDS’ CITY APPLICATION

NAME

DATE OF BIRTH

ADDRESS

CELL AND PROVIDER

Have you volunteered at our church before?  ○ Yes  ○ No
If so, where and how long?

Are you a high school student?  ○ Yes  ○ No
If so, where do you go to school?
What grade are you in?

How long have you been attending our church?

At which service time are you interested in volunteering?

Which age group would you prefer to work with?

List your hobbies/interests:

What skills could you offer to this role?
Briefly tell us your salvation story:

Why do you want to be a small group leader?

Is there anything that would prevent you from meeting with your group every week?

Are you willing to have a background check on you? ○ Yes  ○ No

**REFERENCE**

NAME______________________________________

YEARS KNOWN__________________________________

RELATIONSHIP___________________________________

ADDRESS_______________________________________
I state that I have carefully read and agree to support Restore Community Church’s and the Kids’ City Mission, Policy and Procedures. This Kids’ City Handbook/Policy and Procedure Manual contains important information about Restore Community Church and Kids’ City. I understand that I should consult a Restore Staff Person if I have any questions that are not answered in the handbook.

I also acknowledge that revisions to the handbook may occur at any time. I recognize that, as a condition to my service, any references may be contacted, a background check may be made and a criminal history check may be conducted, and I willingly consent to all such checks.

My signature below acknowledges that I have received and read this entire handbook, and know and understand the contents.

I also acknowledge that all of the information I have provided is true and complete.

VOLUNTEER NAME (PRINT)

VOLUNTEER SIGNATURE

DATE

THIS IS A LEGALLY BINDING AGREEMENT, WHICH I HAVE READ AND UNDERSTAND. I HEREBY REQUEST AND AUTHORIZE THE RELEASE OF ANY INFORMATION WHICH PERTAINS TO ANY RECORD OF CONVICTIONS CONTAINED IN LAW ENFORCEMENT FILES OR IN ANY CRIMINAL FILE MAINTAINED ON ME WHETHER LOCAL, STATE, OR NATIONAL. I HEREBY RELEASE LOCAL, STATE AND NATIONAL LAW ENFORCEMENT AGENCIES FROM ANY AND ALL LIABILITY RESULTING FROM SUCH DISCLOSURE.