

— FULLERTON FREE —

— FULLERTON FREE —

FULLERTON

# **LEADER GUIDE**

## **2023-2024**

### **kids—**



## Leaders,

Thank you for joining the Fullerton Free Kids team! We are so excited that you are being led to make a difference in the lives of our kids and their families. As a Kids Volunteer, we are excited to partner with you as you use the gifts and talents God has given you to help our kids encounter Jesus in real and meaningful ways.

As you begin your time as a Fullerton Free Kids Volunteer, please take time to familiarize yourself with the expectations, policies, and procedures contained in this manual. We believe the most important role in Kids Ministry is that of a volunteer leader: those who consistently and intentionally invest in the lives of students and kids.

We are grateful for you and excited to see what God has in store as you begin this journey of ministry with us.

In this together, The Fullerton Free Kids Team

## Staff Contacts

Scott Belon  
Kids & Student Ministries Shepherd  
scott.belon@fullertonfree.com

Alex Flora  
Kids Ministry Shepherd x342  
alex.flora@fullertonfree.com

Tiffany Jae Kim  
Elementary Kids Shepherd  
714.529.5544 x334  
tiffany.kim@fullertonfree.com

Ariana Quezada  
Young Kids Shepherd  
714.529.5544 x332  
ariana.quezada@fullertonfree.com

Miriam Mohler  
Students & Kids Ministry Assistant  
714.257.4361  
miriam.mohler@fullertonfree.com

## What is Fullerton Free Kids Ministry All About?

### Vision:

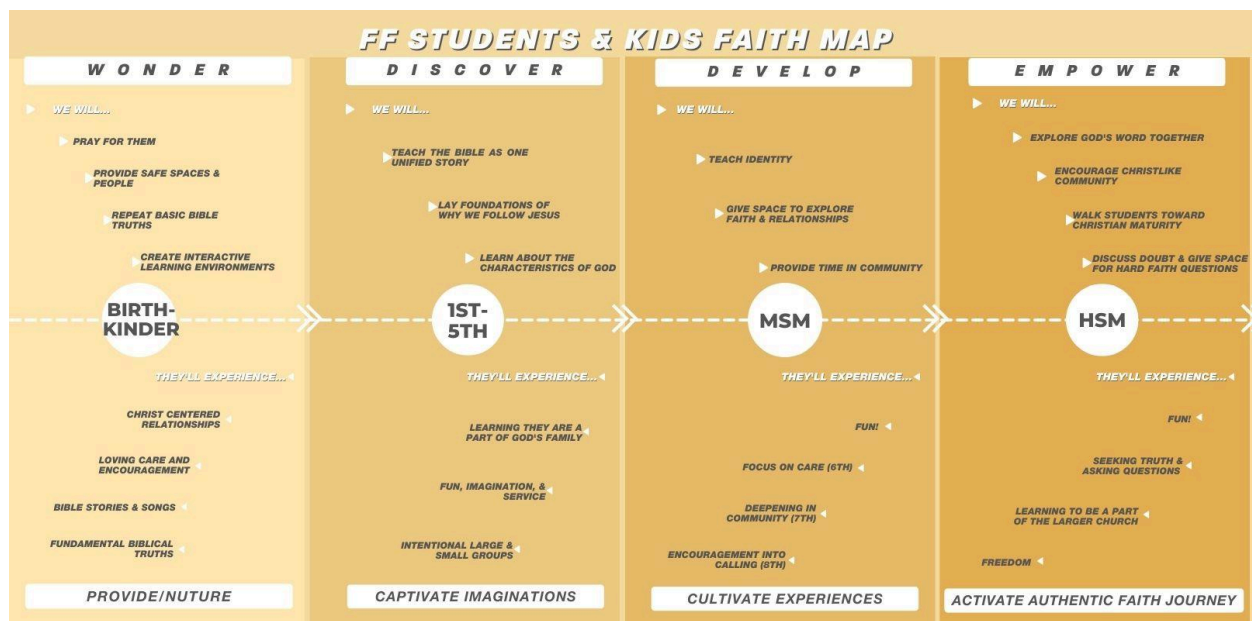
*Fullerton Free Kids Ministry exists to preserve and perpetuate Christian discipleship in the lives of our kids by sparking gospel imagination, contextualizing biblical truth, and cultivating a fun and loving community where they can grow. Further they exist to provide a safe and loving environment for those children and families who participate in the weekday and special events of the church.*

### Mission:

*Empowered by the Holy Spirit, Fullerton Free is a loving community, united in sacrifice, and living like Christ for the glory of God.*

### Values:

- Partnering with parents as the primary nurturers of their child's faith.
- A warm and loving atmosphere for parents and children
- Creating an inviting space where our students & young kids can learn who God is and who we are in God.
- We teach that the entire Bible is *one overarching story* about God's love and redemption. With this in mind, we make sure God is the main focus of every lesson and resource.
- Focusing on the foundational aspects of our faith and creating space for kids to encounter the living God.
- It is our desire that all children who walk through our doors are known by name, cared for, and are safe.
- Parents, caregivers and leaders are invited to help foster space where the Holy Spirit is free to move, teach, and lead.
- We value an uncompromising safety standard that includes a thorough screening process and training for all workers, consistent safety checks and established policies and procedures



## Volunteer Leader Commitment

Being a leader is a great responsibility. Beyond what we teach with our words, we know the greatest testimony to kids will be the godly example of our own lives as we follow Jesus. As a part of the responsibility of being a leader, we ask you to agree to each of the following statements:

**Relationship with God:** Jesus Christ is my Lord and Savior. I have surrendered my life to Him, and I am committed to following Jesus and His way of life. I commit to cultivate my personal relationship with God by spending time in His word, in prayer, and other means of being with God. I agree to the values of Fullerton Free Church:

**Personal Development:** I realize that the Kids Staff is focused on developing me as a leader. I will commit to my own development as a leader as well, which will entail doing the necessary work to become a stronger volunteer. I will reach out to the Kids staff for advice and guidance when needed.

**Student Development:** I understand that as a leader, one of my primary focuses is the spiritual shepherding of the children around me. I commit to consistently build into the lives of young kids and students by being an active part of their lives through caring for their needs, asking intentional questions, checking in, and being a welcoming presence. I commit to speaking Biblical truth into their lives.

**Sacrifice for Others:** I understand that I will be asked to sacrifice for others as a leader. I will make that sacrifice willingly, and with keeping a positive attitude. (For example: when the air conditioning dies in the room, we lead in positivity).

**Defend the Team:** I will never slander or speak disrespectfully about any other member of the Kids volunteer & staff team. If I have an issue with another leader, I will communicate the issue directly with that leader in a spirit of grace and gentleness and/or I will elicit the help of a Kids staff leader to facilitate a process of healthy communication with that leader.

**Confidentiality:** If there is anything shared that puts into question the emotional or physical safety of a child, parent, or leader I will report directly to Kids staff to discern the best process to support and care for that child.

**Living above Reproach:** In an effort to reflect Christ to the best of my ability and with the help of the Holy Spirit, I will commit to using wisdom and discernment in all areas of my personal life that impact my own spiritual life and my leadership role in the lives of children. I will guard and protect areas of judgment such as dating relationships, use of the internet and social media and any interactions with children in order to live a life that is an example to those that I lead.

## What is Discussion?

Discussion is “seeking” a single truth together.

Discussion is different from opinion-sharing, a lecture, therapy, debate, or just a chat.

Quick note on seeking...Christians are meant to be seekers. Young children and students are more likely to value something they discover opposed to being shown. They are more likely to identify with something they discover rather than something that they receive. We want that to happen with the truth of God’s Word.

Why does “discussion” matter if they are just kids?

Discussion trains kids to own their faith, to love God with their minds, to value the study of Scripture, and to take responsibility for their ideas. Small group time should be an engine for growth. We believe that God can use discussion to bring our students freedom, hope, courage, prayer, and joy. We believe that the Fullerton Free Kids community can become safer, more joyful and more trusting through the faithful practice of discussing scripture at an age appropriate level.

What Do Kids Do During Discussion?

In order to seek truth together, kids have to be who they are, say what they think, love one another, and talk about the same things.

1. Be who you are
2. Say what you think
3. Love one another
4. Talk about the same things

What Do You Do During Discussion?

Your job is to get the discussion going, then help our kids succeed at being who they are, saying what they think, loving one another, and talking about the same things. You’re like their discussion butler. Help all members of the group feel comfortable to share what they think, and help them feel that they belong.

The best way to become a better discussion leader is to develop these skills:

1. Discussion leaders need empathy and spiritual discernment
2. Discussion leaders need to be familiar with the passage of Scripture being taught.
3. Discussion leaders need humility
4. Discussion leaders need wonder

## Assimilation Process

### Application

All Kids Crew members are required to fill out an application and be approved by a staff member from Fullerton Free Kids in order to serve in this ministry.

### Handbook

In order to submit your online application, you will be required to sign an acknowledgement that you have read and are responsible for the information in this Kids Crew Handbook.

### Fingerprinting

As a part of the initial volunteer application process, each applicant 18 years and older will be fingerprinted by a Live scan technician. Further, All applicants' names will be run through the Megan's Law database.

### Mandated Reporter Training

All adult applicants must complete mandated reporter training to be in compliance with CA Law AB 506.

### Interview

During the interview process, we will have an opportunity to hear about your spiritual journey, prior ministry experience, and desire to serve on Kids Crew. Prior to being placed in your area of service, we will answer any questions you may have about your commitment.

### Reference Check

We will be contacting your references as a way to get to know you better.

### Placement

Once you have successfully completed the required steps to becoming a Kids Crew team member, you will be placed in the department you have chosen to use your gifts.

## Volunteer Expectations & Guidelines

### Arrival and Lesson Preparation

1. You will typically be asked to arrive 15-30 minutes prior to your service time to prepare. Specific times will be provided by the ministry Shepherd.
2. If applicable, lesson materials will be provided ahead of time. In these cases, please take time to read the lesson over and prayerfully consider your role in the ministry.

### Volunteer Sick/ Absent Policy

If you are sick or going to be absent, please contact your ministry Shepherd as soon as possible so that they can find a substitute who can fill your place during the program time.

### Photo Policy/Photo Release

Photos and names of children should not be uploaded to any social media without written parental consent.

### Smoking Policy

The Fullerton Free campuses (North Campus and Main Campus) are smoke-free campuses. In addition, refrain from smoking during any Fullerton Free events or anytime you are with a group of children you serve, on or off campus, as you are a representative of the church in those settings.

### Cell Phone Policy

Refrain from personal use of cell phones in ministry settings. This includes personal phone calls, texts, social media, etc. At the discretion of the ministry Shepherd, cell phones may be used in ministry settings to contact parents, or as a tool for an activity or program.

### Dress Code

Wear comfortable and modest clothing appropriate for the program where you will be participating. Keep in mind that working with kids often involves kneeling down on the ground, jumping and dancing to music, etc.

### Discipline

It is our goal for our classrooms to be a safe, welcoming environment. If issues arise in behavior, we would like you to take the following steps:

1. Have the group leader address the issue (if no response, go to step 2)
2. Have the Shepherd/Lead address the issue (if no response, go to step 3)
3. Call parent out of service/adult fellowship/community group/serving, etc.

\*If this cycle occurs three times, on the third time the parent is required to stay with the child for the remainder of the service and in subsequent weeks until the issue is resolved.



## Safety Policies

### Direct Connect

Direct Connect is a secure computerized system for parents, grandparents, or family friends to check children in prior to a scheduled meeting.. Every child who participates in a program must be checked in before attending. This system is also used by the Fullerton Free Kids Staff to notify parents in case of an emergency during the event, to send out information via emails registered in Direct Connect, and keep track of attendance in each individual classroom and in the overall Sunday or weekday attendance.

### Name Tags

Each child attending a regularly scheduled event, such as the Sunday morning program, from birth through fifth grade should have a Direct Connect check-in name tag on. The tag includes the child's first and last name, the service and class attending, and any medical conditions or information parents want you to know (i.e.: allergies). If a child has a name tag that is highlighted in black, then you need to pay particular attention to the message area on the tag for any important information pertaining to that child. If any child comes to class without a name tag, please send them back to one of the Direct Connect stations to obtain one.

### Guardian Receipts

When a child is checked into the Direct Connect system on Sunday morning or similar regularly scheduled event, he/she will immediately receive a name tag. At that time, the parent will also receive a guardian receipt that has a code matching their child's code. This receipt must be shown to the individual in charge of checking out children in each class before the parent, grandparent, or family friend can remove the child from the class. If the receipt is lost, then the individual picking up the child can provide a driver's license to a Fullerton Free Kids Ministry Shepherd who will look up information in the Direct Connect system.

### Parents in Classroom

Parents are permitted to be in their child's classroom at any time to observe what takes place. If their child is having a difficult time adjusting to the environment, parents are welcome to stay and help facilitate their child becoming comfortable being left in the classroom.

- A parent may stay with their child up to 3 weeks consecutively. If they desire to continue observing or begin serving, they must go through the Fullerton Free Kids Volunteer application process.

### Mandated Reporter Policy (AB506)

A minimum of two adult mandated reporters, which includes both staff & volunteers, must be present in a class with children at all times. If a Kids Volunteer needs to leave a classroom or outdoor play area, please contact a Kids Shepherd for help to maintain the mandated reporter policy. If you need to leave a volunteer ministry early, please make arrangements with a staff member.



## Bathroom Policy

Volunteers are never permitted to be alone with a child in the bathroom. No exceptions.

1. Two adult volunteers may only enter a restroom stall when it is absolutely necessary to assist the child, and the door must remain ajar.
2. Men are not permitted to change diapers or take girls into the bathroom.

## Missing Child Policy

In the event that a child should go missing from your care, contact a ministry shepherd immediately. The staff member will notify our Security Team and begin the protocol for search.

## Health

In the Fullerton Free Kids Ministry, good health is valued as we seek to create a healthy environment for both kids and volunteers. We believe that maintaining a healthy environment provides children, volunteers, and parents with an assurance that Fullerton Free Kids is a safe place for all.

## Sick Child Policy

*What to do when a child becomes ill in your program:*

1. Keep the child from intimate contact with other children and staff. Remove and sanitize toys and other items they may have put into their mouth.
2. WASH HANDS!
3. Contact the parent(s) to have the child picked up as soon as possible. The process for contacting parent(s) in each department (Nursery, Early Childhood, Elementary) differs -- it is either done by a volunteer, or the parent is contacted by a Shepherd.
4. Continue to observe the child for new or worsening symptoms.
5. If the child does not respond to you, is having trouble breathing, or is having a seizure, call 911.

Major Injuries (broken bones, head injury, concussion, severe bleeding, etc.):

1. Remain calm.
2. Have someone contact the closest Kids Shepherd. They will call Security for you.
3. Call the parent(s).
4. Security will determine if 911 needs to be called.
5. Do not move the injured child, and never leave the child unattended.
6. Clear the area and move other children into a surrounding area with supervision.
7. Document your actions in an Incident Report including your signature, the date, time, symptoms, actions taken, and by whom. Document as many details as possible, and have the parent(s) sign the report. Ask the parent(s) if they would like a copy of the report.

## First Aid

1. First Aid kits are available in every room.
2. If a child sustains a minor injury, you may only clean and apply a cold compress and/or bandage. Please keep in mind that we are not authorized to dispense any over the counter or prescription medications, including ointments or creams.

## Vomiting & Urine

1. Try to keep the fluids contained in something.
2. Never touch the bodily fluids.
3. Contact a staff member who will contact the Facilities Department.
4. Move other people out of the area.
5. Call parent(s) to remove the child out of the classroom.

## Allergies

1. Allergies can be life-threatening.
2. If a child has an allergy noted on their registration tag, please ask the parent for additional information regarding the allergy and if special instructions are needed.

## Epipens

1. If a child should require the use of an epipen during an allergic reaction, please call 911 *immediately* and then contact the paid staff member in your department.
2. Should the epipen be required, please administer the dosage. See the following for additional training: <http://www.wikihow.com/Use-an-Epipen>
3. Complete an Incident Report, document as many details as possible, and have parent(s) sign. Ask the parent if they would like a copy of the report.

## Emergency Procedures

### Fire:

#### Step 1: Fire Alarm Sounds

When you hear the alarm, or if you visually see fire in your room, evacuate to your designated location in an orderly manner. Take every alarm seriously.

#### Step 2: Building Evacuation to Designated Location (Located on map in classroom)

1. Teachers and students will then evacuate the building according to the location located in the Classroom Evacuation Map.
2. Take rosters with you, if applicable. Make sure # of kids you have present matches the roster.
3. A parent may pick up their child outdoors only if rooms are deemed non-occupiable. Otherwise checkout will continue as normal back inside the classroom.

Step 3: Return to Class Upon Approval by the Students and Kids Shepherd or one of the appropriate Kids' Shepherds.

### Earthquake:

#### Step 1: Drop, Cover, and Hold On Drill

1. Perform Drop, Cover, and Hold On. This is a "quake safe action" plan designed to protect lives and prevent injuries from falling furniture and flying objects that can become projectiles during ground shaking. DROP to the ground, take COVER by getting under a sturdy table or other piece of furniture, and HOLD ON until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms, and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Do not use a doorway unless you know it is a strongly supported, load bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
4. Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
5. DO NOT use the elevators.

#### Step 2: Building Evacuation to Designated Location (Located on map in classroom)

1. Teachers and students will then evacuate the building according to the location located in the classroom evacuation map.
2. TAKE ROSTER WITH YOU AND MAKE SURE NUMBER OF KIDS MATCH ROSTER.
3. A parent may pick up their child outdoors only if rooms are deemed non-occupiable. Otherwise checkout will continue as normal back in the classroom.

Step 3: Return to Class upon approval by the Students & Kids Ministry Shepherd or one of the Kids Shepherds, who will check the rooms and then give approval once rooms are clear for occupancy.

## Child Abuse

### Recognizing Signs of Child Abuse

- Unexplained or inadequately explained injury (e.g. a patch of hair missing, a burn, a limp or bruises).
- Inordinate number of “explained” injuries such as bruises on his/her arms/legs over a period of time.
- Drawing, in conjunction with verbal testimony about abuse.
- Prayer requests or written allusion pertaining to abuse.
- Verbal testimony about abuse.
- Complaints about someone “doing things” to them when others are not home.
- An unkempt, dirty appearance, smells or has bad teeth, hair falling out or lice.
- Being inadequately dressed for inclement weather.

### Reporting Child Abuse

Any adult Kids Volunteer or Kids Shepherd who has reasonable suspicion that a child is being abused or neglected *must* follow the following guidelines.

\*If you are a volunteer and you are under 18:

1. Contact a Kids Shepherd if you suspect child abuse.
2. If a report is deemed necessary, the Students & Kids Ministry Shepherd or one of the Kids Shepherds will file the report with Child Protective Services.

Any Kids Volunteer (over the age of 18) who has reasonable suspicion that a child is being abused or neglected *must* follow the guidelines as laid out in the CA AB 506 Mandated Reporter Training Course.

1. Contact Child Protective Services.
2. Contact a Shepherd with the details of what you observed and/or encountered, including date & time.

### Procedure Following the Suspicion of Misconduct by a Kid’s Crew Team Member

In the case of any accusation of abuse, neglect, or inappropriate behavior by a ministry Shepherd or Kids Volunteer, the following actions will be taken:

1. Immediate removal of the volunteer/staff person from their position of responsibility, pending investigation by the Students and Kids Ministry Shepherd.
2. Notification of the Director of Security via cell immediately. The Director of Security, Students & Kids Ministry Shepherd and the Kids Shepherds, will investigate a complete report of the incident and act as the liaison between Fullerton Free and local law enforcement.
3. Immediate steps will be taken to seek counsel, assistance, and/or help for the victim(s).

Thank you for your desire to serve in Fullerton Free Kids! We look forward to serving alongside you. Please let us know if you have any questions or concerns regarding this guide.