



Kid Venture Guidelines (Kindergarten -5th Grade)

Kid Venture Mission:

To help children connect to God and others in an atmosphere of fun.

Kid Venture Vision:

Our K-5 Grade Kid Venture worship service is filled with music, dancing and large group teaching. Large groups are for Bible storytelling and worship. Then we break out into age appropriate small groups for personal interaction as kids learn to apply biblical truths to their own lives. We want every child who is transitioning into the sixth grade to have made the following 3 decisions:

- I need to make the WISE choice.
- Jesus Loves me and has a plan for me.
- I can TRUST GOD no matter what.
- I should treat OTHERS the way I want to be treated.

Our ministry specifically designed to attract the heart of children in such a way that their Kid Venture experience is the most exciting and enjoyable hour of their week.

Our Values

1. Fun

Our goal is to make every child's Kid Venture experience the most exciting and fun hour of their week. In order to accomplish this, we wrap each service in a package of fun-filled moments for both the children and those serving.

2. Family

At Kid Venture, our desire is to partner with parents in encouraging children along their spiritual journey. We believe Kid Venture is a support to the family in equipping, teaching, and discipling children in their journey to know God.

3. Fellowship

Ministry is about relationships. In our services, we are intentional about developing authentic relationships between leaders and kids through small groups and other special events.

4. Fundamentals

At Kid Venture we view our experience with the children as more than playtime and babysitting. God has afforded us an opportunity to speak into the lives of future leaders and world changers. Therefore, our goal is to creatively teach relevant principles from the Word of God that are understandable and applicable into children's lives.

5. Encountering the Father

At Kid Venture we believe that children are big enough to experience the fullness of God. As a result, we challenge our kids to go deeper in their connection with the Holy Spirit in a spiritually safe environment.

While these values are our hope and desire for all children, we know this cannot happen without a safe and secure environment. Summit Heights Fellowship is committed to providing a safe and secure environment for our children, a safe sanctuary where they can connect to God and others through our ministries.

By adopting these policies and procedures we are striving to create a safe place where kids can connect to God and others. Both safety and sharing the gospel are vital for our children to experience the Lord. These policies will guide workers; both paid and volunteer, as they work with children to help set safe guards to protect volunteers, employees, and children from abuse or false allegations of abuse.

Requirements for Becoming and Remaining an Kid Venture Ministry /Volunteer Worker

All Ministry Workers at Summit Heights Fellowship, both paid and volunteer, are required to be examples in faith and conduct. One of the best ways to present Christ to the people of our community is to maintain a high standard of excellence. Therefore, the following guidelines will be required of all Ministry Workers.

- Be a born-again believer/ follower of Jesus Christ
- A person 18 years or older must Submit to a county, state, and national wide background check.
- Be loyal to the pastors and leaders of Summit Heights Fellowship Church. Encourage and support Unity within the church and ministry.
- Complete 101-*membership* class and/or be scheduled to attend the next available time of 101 Membership.
- Must Provide 2 References (References must have personal knowledge of the applicant)
- Regard children as gifts from God, treating each child in a loving, positive, kind and respectful manner at all times.
- Before leading in a position must shadow a current volunteer a minimum of 1-2 times before assuming the role.
- Complete a Kid Venture application and interview with a Pastor, Director or designated ministry leader.
- Attend Ministry Volunteer/Worker's meetings and workshops.
- Give notice if you know you will be absent and try to find a replacement within the approved volunteer leaders for your role.
- Be neat and modest in your appearance (see Dress Code for specifics).
- Be faithful to your assigned position.
- Be a regular attendee of Summit Heights Fellowship
- And have FUN!

Schedule Guidelines

ALL Volunteers must wear their Kid Venture Volunteer Shirt when serving in Ministry.

Pre-Service/Arrival- Pre-Service is a time of ministry for you to prepare for your service and connect with kids before the actual service starts. We ask all volunteers and worker to arrive at least 30 minutes before the scheduled service/event starts. This give the volunteer time to set up their area, asks questions, and organizes for the service. We believe that the pre-service time is crucial in connecting with kids. The pre-service time is their first connections and

many times where they form their opinion about Kid Venture. Please spend a few minutes praying and asking the Lord to use you and move in the lives of the children you have the privilege of ministering to.

Service- We ask that all volunteers/workers be engaged and focused during their service in Kid Venture. We ask that you refrain from cell phone use and adult socialization.

Attendance Policy- Good attendance and punctuality is vital to maintaining a successful ministry. If you are on the schedule, then you are needed to work and be on time. In the event of an emergency or illness, you must contact or try to find a replacement through closed social media groups, phone call or email. If a replacement cannot be found you must contact the ministry leader before the beginning of your scheduled service. Absenteeism not providing notification and/or excessive absences puts a strain on the ministry and leaves kids with no leader during the service.

Departure Procedure- Return all supplies, back to proper place. Turn all lights, toys, and electronics off. Tidy up the area that you used by picking up trash, pushing in chairs etc., creating an inviting area for the next ministry to use. No volunteer/workers can leave until their group's children have been properly checked out.

Kid Venture Volunteer Roles and Responsibilities

There are many roles within our ministry that come together to make up Kid Venture. Each position is crucial to the success of the ministry. *All Ministry Volunteer/Workers* are expected to *participate* in all aspects of the ministry including room preparation and cleanup, praise and worship, prayer, and lesson activities.

Service Coordinator (Usually the Children's Pastor)- is responsible for overseeing all aspects of the service as well as handling issues with workers and parents of children with behavioral issues. They are also responsible for collecting and depositing the offering, attendance and scheduling.

Overseer (Usually The Children's Pastor)- The Overseer is the room administrator. This means they are in charge of ensuring the class goes according to plan. The Overseer is responsible for making sure the room is prepared for the upcoming class. They greet the parents and the child and accept the child at the door. The Overseer makes sure that all the elements of ministry, i.e., praise and worship, prayer, crafts, etc., are completed. They also ensure that all the practical aspects of childcare are accomplished. They may delegate responsibilities as needed. The Overseer releases the children at the

end of the class, and is responsible for making sure that the Ministry Workers clean the room properly before leaving for the day.

Teacher -The Teacher's duty is to prayerfully prepare and teach the lesson to the children. To ensure the proper environment for the children to receive the teaching, it is vital that the other Ministry Workers in the room help encourage and direct the children's focus toward the teacher in order to create a teachable atmosphere. The Teacher is responsible for the spiritual atmosphere of the room during the entire service. The Teacher also needs to assist the other Ministry Workers in keeping their **conversations focused on the children and of a positive nature**. The Teacher may also be the room Overseer.

Small Group leader- The Small group is there to interact with the children during the pre-service time. They monitor kids during Large group worship and lesson time by encouraging them to participate during the Large group time. They are responsible for leading their small group through the provided material. They are there to help connect kids to God and others. They are the relational piece that helps kids take the Large group lesson and apply it to their everyday lives. They are helping create a safe place for kids to explore and question who God is. They create a fun and meaningful small group experience during the service by helping kids get out of rows and into circles. Stick to the small group material provided; please do not go off on tangents or other topics. We have chosen these lessons because we think these truths about Jesus are important for us to tackle this week. We want these kids to walk away this week knowing these truths. We would rather them walk away knowing these truths than be thrown a lot, but not remember anything. Also, we believe these topics are appropriate for kids at these ages.

Small Group Helper- in addition to interaction with the children, the duty of the Small group helper is to assist the Small group leader in whatever capacity they can. This may include helping get kids focused, helping facilitate an activity, gathering supplies, escorting kids to get a drink or to the restroom. The Small Group Volunteer is also expected to actively participate during all ministry times. This is a time for the Volunteer to develop their spiritual gifts. A Small group helper is NOT to talk to the children's parents, take over the leaders' role, or

Check-in Assistant- is responsible for overseeing the check in process of Kid Venture. The Check in Assistant is the very first impression the guest and member receive of Kid Venture. The check in assistant helps parents/care givers get children checked in to the proper area based on age and welcomes them to Kid Venture. They provide the first step in the security and safety of all children in Kid Venture.

Visibility Guidelines

Church activities for children will be scheduled in areas visible from adjoining areas. Visibility should be maintained by leaving curtains/blinds open and, whenever possible, the dutch door to the room left open. At no time can an adult meet alone with a child in any room where the door is closed, or in an area where they cannot be seen.

Appropriate and Inappropriate Behaviors

Some examples of inappropriate behaviors are but not limited too:

Lengthy embraces, holding children over the age of 5 on the lap, wrestling with children or youth, tickling, piggyback rides, any type of massage, frontal hugs, etc.

Suggested Appropriate behavior

High five, fist bumps, side hug, pat on the back, sitting beside a child

Discipline Policy

No corporal punishment, No form of physical discipline is acceptable during a Kid Venture ministry event. This prohibition includes spanking, slapping, pinching, shaking, hitting, or any other physical force

Restraint may only be used to stop a behavior that may cause immediate harm to the acting individual or another individual, or damage to property. If restraint is needed the volunteer/worker must call/reach out for assistance or observation from another adult volunteer or worker.

- If you have a discipline problem with a child use these steps in this order
 1. Redirecting them to whatever it is you want them to do,
 2. Ask them to not do whatever it is, then explain to them why
 3. If the behavior continues, have the child sit out from the activity/small group (this should be away from the group, but still close enough that you can see them at all times)

We want to use as much positive verbal correction as possible, along

with praising the child for good behavior. This will be handled as required with no need to report the incident to the parent, unless asked by the parent to do so. In which case, only the Overseer or the Small Group Leader is to discuss behavior upon a parent request.

Positive Words and Tone

Ministry Workers may never use words or tones of voice that shame or frighten a child. We will never send a child to the corner or spank them while in our care. If a child is behaving inappropriately (or is about to), a Ministry Worker needs to stop the action, tell the child “no,” give the child a new instruction on how to act, redirect them, and praise the child when the child obeys.

If none of these methods work, ask for help from the Children’s Ministry Pastor or Overseer.

Vehicle safety

This is ONLY for church sponsored events ONLY, such as Preteen Camp. If a church employee or volunteer is driving children/youth in a personal vehicle, for a church sponsored event, the driver must be 21 years of age or older, have a valid driver’s license, drive the speed limit or below it, adhere to all traffic laws, and carry a minimum of auto liability insurance. In all cases, the driver must wear his/her seat belt and require the children/youth to do the same. The use of a hand held cell phone or other hand held communication device (including texting) is prohibited for any driver while driving any vehicle that is transporting children/youth.

Restroom Policy

Volunteers are to take children to the Restroom area, but are NOT to enter in a bathroom stall with children. The designated children’s bathroom are to be used during ministry events. Adults can stand at the bathroom entrance to monitor the bathroom. The Volunteer must leave the bathroom entrance doorway open as the volunteer is monitoring the bathroom. An adult should never be left alone behind closed doors with a child in the bathroom. Should an emergency occur in the bathroom and an adult is needed to assist a child there must be 2 adults present and all doors open in the bathroom area.

No Children in the Halls Policy

Unattended children are not allowed in the hallways at any time during a class. Children must be with their parent or guardian or in their age-appropriate group area. In the event that you encounter an unattended child in the hall, direct them back to their parent or guardian or to their appropriate classroom.

Emergency Procedures:

Tornado- In the Case of a Tornado Warning all Kid Venture Children will be moved into the small group room "F". Children should face an interior wall, with knees and elbows on the ground, and hands over the back of their head. Illustrations of this position should be available to the students prior to a severe weather event. See illustration below.



Fire/Gas- In the event that a fire, smoke from a fire, or a gas odor has been detected: Evacuate students and volunteers to a safe distance outside of the building. Kid Ventures first evacuation route option is the large back parking lot. All kid Venture kid will be routed out to the large back parking lot, where parents can get their children after all children are accounted for. If the first route(s) are too dangerous, follow alternate route on the fire exit maps placed around the building.

LOCK-DOWN PROCEDURES-

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the church building(s).

- Details of the safety plan will not be shared publicly to ensure the safety of the Kid Venture children and volunteers.

Incident Reports

A Notification of Incident Report form needs to be filled out in great detail when a child's behavior needs to be documented. Documentation of these incidences is necessary in the event of future occurrences that warrant informing the parents or removal of the child from the classroom.

This form is located in the classroom and needs to be filled out completely by those who witnessed the behavior. Please have the parent or guardian and the Overseer sign the Incident Report form. This form should be turned in with the roster.

Unacceptable Behavior

The following will require an Incident Report

- Biting
- Fighting
- Hitting
- Kicking
- Spitting
- Hair-pulling
- Verbal abuse
- Repeated disobedience that does not improve with verbal correction
- Tantrums (uncontrolled crying or screaming accompanied by flailing of the arms and/or legs)

Dress Code

During the course of a typical class, a Ministry Volunteer/Leader will have gotten on the floor to play with a child, played an interactive game, raised their hands during praise and worship, and been in contact with many parents. Therefore, proper dress must be modest and comfortable. Please remember: if you are not sure if your clothing is modest or appropriate, err on the side of caution and don't wear it! *Appropriate attire is expected of all Ministry Volunteer/Leaders.*

Good Clothing Choices

The following examples are considered appropriate:

- **Females:** Dresses and skirts that are at or below the knee, capris, pants, and nice shirts without offensive language or symbols.
- **Males:** Shirts without offensive language or symbols, pants, nice jeans (not torn or worn out).
- A Kid Venture T-shirt is provided for all volunteers to wear while serving in Kid Venture; in most cases Jeans are the easiest and most comfortable article to wear with this clothing.

Clothing to Avoid: Clothing with foul/offensive language, tight or low cut articles of clothing that leave little to the imagination.

Health Policies

Wellness Policy for Children and Ministry Workers

Gateway Church follows the American Academy of Pediatrics recommendation that a child or childcare worker should not attend church when the following symptoms exist:

- A fever of 100 degrees or higher
- Diarrhea or Vomiting, currently or within the last 24 hours—no matter what the cause is (medication, teething, etc.)
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox or Whooping Cough
- Common cold
- Sore throat, constant cough or croup
- Colored mucus (runny nose that is not clear)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo or any open sores that leak fluid/blood even if the condition is caused by eczema or other benign skin conditions
- Pinkeye or other eye infections/mucus or redness of the eye
- Any communicable disease
- Lice, including the presence of eggs or nits

These rules apply to all children and all Ministry Workers. If you have any of these symptoms or your children have any of these symptoms, *do not come to work*. If you suspect a child is sick during class, contact the Service Coordinator. The Service Coordinator will page or call the parent if needed.

All children and Ministry Workers must have been free of symptoms without medication for 24 hours.

Children with Allergies

Any child who has a food allergy such as dairy will have an “Allergy Alert” Sticker given during check-in with the allergy written on the sticker. Also, make a note of the allergy on the roster or in the check in system. Ask parents how serious the allergy is and what the symptoms would look like

if the child comes in contact with or ingests the allergen, which should be noted in the check-in system.

No Medication Policy

No medication may be administered by Kid Venture Ministry Workers/Volunteers with the exception of an EpiPen® in the case of life-threatening reactions. The parent must give all other medication, both oral and topical, such as teething gel, teething drops, eye drops, etc. Kid Venture Ministry Workers are prohibited from opening or taking medication while in the classroom. In the event that medication is needed, the Ministry Worker must leave the classroom to administer medication for themselves. (the only exceptions made to this are for Preteen camp or over night event, in which a medication release form would be filled out)

EpiPens®

If the EpiPen is administered or serious symptoms occur (swelling of the face and neck, severe coughing or difficulty breathing), call 9-1-1, press the panic button* and contact the parent or guardian.

When to Wash Your Hands:

- Before handling food or bottles
- After using the restroom
- After changing each child's diaper
- After assisting a child in the restroom
- After wiping a child's nose

Texas Child Protection Definitions and Laws

Child abuse or neglect as defined by the Texas Family Code:

Child abuse is defined as acts or omissions which cause or permit:

- • mental or emotional injury to a child.
- • Physical injury or threat of physical injury to a child.
- • Failure to make reasonable efforts to prevent action by another person that results in physical injury to a child,
- • Sexual contact with a child
- • Failure to make reasonable efforts to prevent sexual contact with or in the presence of a child

Neglect includes:

- • Leaving a child in a situation where the child would be exposed to a risk of harm
- • Requiring the child to use judgment or take actions beyond the child's level of maturity, physical Condition or mental abilities

- • Failure to obtain medical care for a child
 - • Failure to provide a child with food, clothing or shelter necessary to sustain the life or health of the child
- Sexual misconduct**
Sexual misconduct claims include all crimes involving sexual conduct under the Texas Penal Code. They include indecent exposure, indecency with a child, and sexual assault including rape. They also include conduct that may not violate a penal statute but is sexually oriented, as in sexual harassment and sexual suggestion. If workers in the church commit this conduct, either employed or volunteer, claims are often made against the individual and the church.

It is every person's duty to report child abuse or neglect.

The Texas Family Code requires that any person who learns of, or believes that a child's health or welfare has been adversely affected by abuse or neglect, must report that belief immediately. Call the Abuse Hotline at 1-800-252-5400 or, in the event of imminent danger to the child, call 911.

Any person who learns of or has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person must report that belief to a local or state law enforcement agency or the Texas Department of Protective and Regulatory Services. Reporting to the pastor or activity director will not suffice. Report directly to the hotline or to law enforcement.

Reporting/Response procedures

It is the policy of the church to report any incident of child abuse or neglect toward any child/youth, and also to report signs of suspected abuse, to the proper authorities

Any individual volunteer or employee who has a reasonable suspicion, or upon receiving a report of child abuse, shall promptly report the suspicion to the Texas DFPS Abuse Hotline at 1-800-252-5400

All volunteers are to notify the Ministry Leader of any suspected or reported abuse that is seen or shared during or on the premises of Summit Heights Fellowship or that includes a worker or volunteer of the church.

1. Confidentiality. To protect the reputation and name of both the accused and Children, those who know of an alleged incident of child abuse should disclose information only to Texas Abuse Hotline and ministry leader.

2. Initial Reporting. The observer of suspected child abuse shall report the incident to the Texas Hotline and Ministry Pastor within 24 hours. A written report shall follow as soon as possible.

3. **Response Team.** The individual receiving the report shall promptly (a) notify the Senior Pastor. The Ministry Leader will consult with the elders who may temporarily remove the accused volunteer/employee based on accused allegations until the case is concluded by authorities.

4. **Pastoral Care Team.** As appropriate, the Pastoral Care Ministry leader, in consultation with the Senior Pastor, may appoint and provide available a counselor to the victim and accused.

Ministry Volunteer Leader's Manual Acknowledgement Form

