

HILLCREST CHAPEL KIDS



**VOLUNTEER HANDBOOK
2020**

WELCOME!

Thanks so much for joining us this year! I'm really excited to see what God has in store for the children and pre-teens of Hillcrest Chapel and the part we can play in that!

This handbook is designed to help class teachers and helpers understand the requirements and expectations of working with kids at Hillcrest Chapel.

Here you will find information about the vision for our kids' ministry, Sunday morning programmes and rosters, accessing resources, working with kids, church policies, meetings, health and safety and more.

If you have any questions, please don't hesitate to get in touch with me, I'm here to help you be the best class teacher you can be!

Your role is so important and I really appreciate you serving in this way. THANK YOU!

Blessings, Rach

Rach Dixon
Children & Families Ministry Coordinator
rach@hillcrestchapel.org.nz
021 042 5178

VISION

Our vision is for kids at Hillcrest Chapel to
belong, to believe and to bless.

belong

you are part of God's big story
you are important & valued
you can serve God
you are part of our church family

believe

you are part of God's big story
you can know God
you can grow in faith
you can explore faith questions

bless

you are part of God's big story
you can reach out to people
you can share the good news
you can use your gifts to encourage others

EXPECTATIONS OF VOLUNTEERS

If you are part of the HCK team, then you are expected to:

- call Hillcrest Chapel home and regularly attend Sunday services
- have a personal and growing relationship with Jesus Christ
- buy into the vision for kids' ministry
- desire to help children grow in faith
- be on time for meetings and Sunday programmes
- be prepared and ready to go - know the material, have resources ready
- communicate well - with Rach and with other teachers as necessary, also with parents/caregivers as needed
- be committed to serving in kids' ministry
- pray for the kids in your class and for the ministry
- inform Rach ASAP if you know you're going to be away
- treat others as Jesus would treat them (kids, teachers parents)
- always have two teachers/helpers present with any individual or group of kids
- fill in and sign the 'standard of conduct' form & 'volunteer' form
- check your emails - most communication will be via email, so please make sure you check these regularly. If your email address changes, please let Rach know.

WORKING WITH KIDS

Working with kids can be lots of fun! There are a few things you can do as a teacher to make class times fun for you as well as the kids.

- Get to know the kids in your class - learn their names, ask them what they're into and what's going on in their lives, find out what they love doing. Work on building connections. Kids love it when adults really care about them and show it. Introduce yourself to their parents too - parents like to know who's teaching their little darling!
- Tap into those things - once you know what they like, you are able to use those as a spring board for conversations (e.g. a kid who's into skateboarding might relate well to a Bible story that's about taking risks). If you know nothing about Minecraft or Star Wars or whatever it is they love, find out something about it so you can have a conversation with them.
- Learn a trick or a special skill that you can show your class - this can be useful to fill in time or provide a distraction. Things like juggling, joke telling, or making an awesome paper plane can be great to have up your sleeve!
- Go with the flow - if your lesson gets sidetracked by a cool God-conversation then go with it! Don't worry about finishing the activity if you're having a relevant, faith building discussion.
- Remember, this is not school. You're allowed to have lots of fun and be a bit silly. Laughing is totally encouraged!

CLASSES

We have four classes that run on a Sunday morning:

GLITTER BUGS

This is our pre-school class for kids aged 3-5. There is lots of learning through play and story-telling in this class.

THUNDERBIRDS

This class is for primary school kids who are in school years 1-3 (5-7 year olds).

COOL CATS

This class is for primary school kids who are in school years 4-5 (8-9 year olds).

LIVEWIRES

LiveWires is our class for kids in school years 6-8 (10-12 year olds). They also have social events throughout the year which are a great opportunity for them to build positive relationships. The LiveWires stay in church for a whole service once a term to help them transition to staying in church all the time when they reach year 9.

SUNDAY MORNING PROGRAMME

Every Sunday, we have a brief team meeting in the PowerStation building at 10:15am, before the second service. The purpose of this is to pray together for the day's programme and give out any information needed. Teachers and helpers rostered on that day must attend this meeting.

At 10:30am, all the kids start off in church. This is a chance for them to be involved in church family life.

At approximately 10:40am, we head out to our programmes:

Glitter Bugs, Thunderbirds and Cool Cats start in the PowerStation building. Class rolls are taken and new children welcomed. We celebrate birthdays and pray for our offering together. We have a time of worship together, then the Glitter Bugs head off to their class. The Thunderbirds and Cool Cats have a 'big group teach' time all together, then they break off into classes with their teachers.

The LiveWires go straight to their class when the other kids go out.

Programmes end at approximately 11:45am and kids head back to their parents. If needed, teachers supervise kids on the playground or play a game with them until church is finished.

ROSTERS & RESOURCES

ROSTERS

Depending on the configuration and availability of teachers for your class, you may be rostered on every second week, two on - two off, or several weeks in a row. Helpers will not be rostered on to teach a class, their role is to support.

At the beginning of each term, we meet together to pray, give feedback on the previous term, look at the term ahead and fill in rosters. The date & time of this meeting will be emailed to you. This is usually the last Sunday of the school holidays at 9:30am.

On the first Sunday of each month (usually), the kids stay in church for the whole service. These are All Age Services, designed to encourage inter-generational involvement. There will be something happening that the kids can interact with and there is always communion. Check the roster to see when these All Age Services are happening.

RESOURCES

We use a variety of curriculum in our classes. Often, material will be accessed through 'Disciplr', an online library of lessons. You will get an email inviting you to log in and join Disciplr in order to access the curriculum. It is important that you read the material and prepare for your lessons. If you require any resources for your lesson, please contact Rach before Thursday so she can organise them for you. This includes any printing/copying of material. There are a lot of resources already at church - you will be emailed a list to refer to.

CHURCH POLICIES

There are a number of church policies that relate to kids' ministry. They are held on file in our church office. You are welcome to view them at any time.

These are the relevant policies you should familiarise yourself with:

- child/youth protection policy
- volunteer leader agreement
- procedure for reporting abuse of child/youth
- privacy policy
- people protection policy
- health and well being policy
- social media policy
- ...
- ...

EMERGENCY PROCEDURE & MANAGING BEHAVIOUR

EMERGENCY PROCEDURE

In the event of an emergency, each class teacher will evacuate their class to the main carpark assembly point. Rach will bring the class rolls (LiveWires teachers to bring theirs) and we will make sure each person is accounted for. Parents will meet up with their children at the assembly point.

MANAGING BEHAVIOUR

We want HCK to be a place of fun and learning. We want kids to come along and feel loved and valued.

If you have any kids in your class who are not able to follow instructions or behave safely, please let Rach know. Disruptive or unsafe behaviour will be communicated to parents and a plan will be made to help that child have a positive experience. Let the kids know when they are behaving well. Saying something simple like "_____, you are such a great listener!" can encourage the rest of the class to listen better. Use a positive tone and enjoy your time with your class!