



WELCOME TO THE FBC-COWPENS TREEHOUSE TEAM!

Thank you so much for joining us as we show love to the children of our community and teach them who Jesus is. We get to be the ones who care for them and tell them the true stories of the Bible. We have the privilege of laying the foundation to their faith. What an honor! We are blessed to have you with us this year, and we thank you for your commitment and dedication. Whether you are rocking our babies, or getting to know the fun personalities of our 2 year olds, or preparing our 5 year olds for their next step, or training our older children, we know the Lord is going to do amazing things in your life and the lives of our children because of your faithfulness. We can't wait to watch it happen! Know that without you, our children's ministry would not happen!

You are loved and prayed for,

Larry Lawson

Preschool Leader Job Description

MISSION AND VISION

At FBC-Cowpens, we want all children to know that God loves them, God made them, and Jesus wants to be their friend forever. We want their families to feel sure that their child is safe, happy, and learning who Jesus is while in our care. We want our volunteers to know that each child needs a champion that will embrace them, and make them feel safe. We do these things through serving our children, their families, and our volunteers to the best of our ability.

JOB DESCRIPTION

TreeHouse team members cultivate a safe and welcoming environment for kids and their families while introducing them to who Jesus is week to week.

PRIMARY WINS

At the end of each week, children know more about who Jesus is, have been embraced, feel safe, and had fun. They walk away excited to come back, and their families feel accomplished.

YOU ARE

- In a growing relationship with Jesus Christ.
- Submitted to the Bible as the final authority for your life.
- Serious about your own spiritual growth and taking responsibility to pursue it.
- Attending adult worship on a regular basis.
- Committed to the vision, strategy, and values of FBC-Cowpens and pursuing membership.
- Available with your time, emotional capacity, and moral discernment to lead a group of children.

YOU CAN EXPECT

- The Pastor, Staff, and your Team Leader to care for and help develop your leadership abilities, walk with you and pray for you as you lead.
- A safe and secure environment in which to serve.
- Weekly communication from your Ministry Director and Team Leader
- Your classroom to be properly stocked, and all the necessary supplies to be in place for your class time on Sunday morning.

- Proper communication and lessons to be sent no later than Wednesday before you are scheduled to serve.
- Your Children's Ministry Director to address any issues pertaining to children, parents, or other leaders.

YOU ARE RESPONSIBLE FOR

- Completing a volunteer application if you have not done so already (If you are 13 yrs old and older). ** Please note that anyone under the age of 18 will only be allowed to serve with at least 1 adult over the age of 18.
- Completing a background check (ran through the volunteer application).
- Supporting and upholding the TreeHouse safety and security policy.
- Participating in planning meetings and training opportunities provided by FBC-Cowpens no more than 3 times a year.
- Responding to Communication Requests no later than Wednesday evening before you are scheduled to serve.
- Preparing for class time using the material emailed to you each week.
- Sending provided post cards to kids who have been absent for an extended period of time, have been sick, or are celebrating a birthday or a new sibling.
- Celebrating the special events in the lives of your kids (birthdays, milestones, achievements).
- Placing your own children in their age appropriate classroom.
- Arriving to your designated area at 9:00 (for 9:30volunteers), and 10:00 (for 10:30 volunteers) each week for prayer with your team leader and prep for class time.
- Informing your team director of any celebrations or needs in the lives of your kids and their families.
- Taking care of physical needs of the children (bathroom breaks/diaper changes, snacks and drinks, being aware of any allergies, reporting any injuries, etc.)
- Being familiar with volunteer guidelines.

GUIDING PRINCIPLES

- Our vision is to see children come to an understanding that Jesus made them, loves them, and wants to be their friend forever.
- Our ministry is not just to children, but also to their parents and families as it allows them to be spoken to directly from the Lord each week, uninterrupted.
- There is no such thing as just another Sunday.
- Our kids and their families will know that God loves them and is for them by how we serve them. And that we love them!
- It's not about us. We're here for the kids.
- Children's ministry is not babysitting. It's a foundation.

Training

The following expectations and guidelines have been created to offer our families a welcoming and safe worship environment. We believe that these are reasonable guidelines and procedures that will help us to make our ministry the best it can be for our volunteers, our preschoolers, and their families!

While Serving:

- Limit cell phone use in the classroom except for emergencies or unless specified to do so in your lesson.
- No food or **hot beverages** in classrooms while kids are present.
- Parent's should not stay in the classroom with their child. If you do have a parent that continues to stay on a regular basis please let the Children's Team Leader know.
- Please check the roster and verify the correct children placed in your classroom.
- Please only use painters tape or cork strips to attach things to the walls
- Don't kiss kids that aren't yours - I know, they're cute and its hard! (Safety)
- Dress
 - No high heels in the classrooms.
 - Plan to wear clothing that is covers well when bending forward or squatting down!
- Leave the classroom as clean as possible.
- Please respond to your serving request by Wednesday the Sunday before you are serving
 - Block out any dates you know you will be absent in advance so that we know to find a sub for you that day. This can be done on the calendar at the TreeHouse Registration Desk.
- Be on time -9:00 AM for the 9:30 AM time and 10:00 AM for the 10:30 AM time.
- Emergency's happen, but please do your best to give us at LEAST a 24 hr. notice if you cannot serve on your week
- Be sure to teach the lesson, and use supplies prepared for your hour only
 - Don't stress about completing every activity, but make the most of your class time with your kids - we get 50 hours a year with them year!
 - If there is any issue with any of your materials or supplies, please let us know.
- Communicate with the TreeHouse Team Leader before/after about your class time, behavioral issues, needs of kids, feedings, and anything pertaining to the room itself.

Children:

- Always read kid's stickers to know who they are and if there are any allergies/ custody orders/ special needs
- Keep parents informed of behavior and injuries. (Inform Team Leader first.)
 - In case of any accident/ injury – ALWAYS fill out an incident report prepared for you in every classroom (in cabinets). One half should be given to the parents and the other to the TreeHouse Team Leader
 - Please do not let children get too aggressive during playtime.
 - If you have to put a child in time-out always let the parent and your TreeHouse TL know. If you feel uncomfortable having these conversations your Team Leader will be happy to do that for you.
 - Do not discipline children beyond time out - if an issue arises please let your TreeHouse TL know
 - Never suggest a mental/physical diagnosis or problem to a parent. - If you have a concern let your TreeHouse TL know
- Develop a relationship with families – *especially* new families. Always make parents and children feel welcomed.
 - When we win a parent, we win their child
 - When we win a child, we win their parent too
- Engage in worship time along with the kids - they will mirror you - show them that Jesus is fun!
- There is a box in each room labeled "toys" if a child brings a toy from home please place it in this box or on the top of the cubby until class time is over
- Potty Breaks
 - When taking a child to the bathroom the doors are never to be closed completely unless there are TWO adults present in the bathroom
 - Please make sure littles have clean bottoms and hands before returning to the classroom
 - If you do have to wipe a child please be prepared by having gloves on
 - Only women leaders are allowed to assist with potty breaks
 - If a child has an accident we have extra clothes available if they do not
 - Ask the child to wash their hands and wash yours too
 - If you have older children who do not need assistance do not enter the bathroom with them. If you need to check on them - open the door, keep one foot in bathroom and one foot in the hallway or classroom

- Diaper Changing
 - Only women leaders are allowed to change diapers
 - Clean gloves must be worn for every change
 - Changing tables must be wiped down between each change and after the last one
 - Do not apply any cream unless specified by the parent
 - Always put a diaper sticker on the child's clean diaper and mark as needed
 - There must be TWO adults present at ALL times during diaper changes
 - Hands must be washed between every change and after the last one
- Keep the "big picture" in mind – we are teaching kids who Jesus is, and ministering to their families just as much as them.
 - Some Sunday's wont feel like a "win" but if you showed up, and embraced a child - thats a win in our book!
- ALWAYS notify a staff member or TreeHouse TL before calling a parent to come see/get their child.
 - If a parent is called from the check in desk always text TreeHouse Team Leader to let them know what's going on
- Keep kids in the classroom
 - Kids should not be outside of their room unless they are inconsolable and need to take a break or a walk in the hallway
 - If you do need to leave the room always let the other teachers in your room and your TL know where you are.
 - Always be back 10 minutes prior to check out.
 - Never go outside of the secure area with a child.
- If a child comes into your room with a bag that does not have a tag to identify that it is theirs please attach one for them, and point it out to the parents
 - tags can be found under the TreeHouse Check-In desk and in your classroom cabinets
- Snack time
 - We will have goldfish OR other snacks provided by us UNLESS their name tag indicates a food allergy or need
 - ALWAYS Check for any allergies (sticker/ sign in sheet) and inform TreeHouse Team Leader of any major ones
 - Provide a snack from the cabinet or designated areas.
 - Provide small water bottles and dispose of them after use.
 - If a child with a food allergy DOES get ahold of a food that wasn't from their bag, ALWAYS let the parent and your TL know
 - If you want to bring a special treat for your class always get approval from TreeHouse Team Leader or Staff. Any kid's with food

- allergies should also be contacted prior to in order to ask parents to bring a safe substitute for them.
 - There should never be peanuts or peanut butter in the classrooms for any reason for kids or for yourself
- Teachers should visually match all children's stickers to the adult that is picking them up before they are allowed to be released to that adult
 - If there are an issues here ask the adult to wait and inform your TL. You can text or call to come to you.
 - If an older sibling comes to pickup a child please ask them to wait until their parents arrive before leaving with the preschooler.
 - Please do not take kids to their parents who is serving in another area when class time is over unless they ask you to - please wait for them to come pick them up.
 - When in doubt - don't.

Personal:

- Volunteers should have a personal relationship with Jesus Christ
- Volunteers should have a passion for serving children and not see this opportunity as an obligation.
- Volunteers should have be planning to become a member of FBC-Cowpens.
- Life outside of church should reflect Jesus:
 - Be above reproach about what you post on social media and your interactions in and out of church. It is a reflection of our church, your children's TreeHouse Team Leader, our ministry, and Jesus himself.
- *Be dependable - Be flexible - its not about us.*
- Don't be afraid to have fun and be silly with the kids - make your class time your own little weekly party.
- Show up - children need a safe place and a safe face.
- Take directions from team leader.
- Patience x 1000!
- Volunteers should not bring their own children of an older or younger age with them to class.
- Volunteers should keep up with their ID lanyard. Take it home, and bring it with them each time they serve.
 - If you know you can't keep up with it, please feel free to leave it at the check in desk when you leave each week.
 - If you ever need a new one, please let TreeHouse TL know.
- Always have a happy attitude ☺

What does it look like to “win” as a Children’s Volunteer?

- Showing up when you’re scheduled to serve.
- Being present!
- Gaining the trust of a parent and child.
- Kids feel safe and have fun.
- Kids learn about who Jesus is.

“You can’t champion a better future for kids unless you consistently challenge the priorities of adults.”

“Be the leader you want YOUR kids to have.”

“Its not about us.”

TREEHOUSE Safety and Security Policy

Children’s Ministry

Safety and security for our infants and children is of utmost importance. Be aware that you have an important responsibility. Keep your eyes and ears open at all times for any safety concerns, suspicious visitors, safety hazards, and potential accidents. As you interact with children and discover any of the above, please report them immediately to the staff.

General Childcare

This policy is applicable for infant through fifth grade in the Preschool and Elementary Ministry. In the Preschool Ministry we ask that there always be at least two volunteers in each classroom. If there are only two volunteers in the classroom and a child needs to leave, a staff member or floater can step in to assist. No one should

be alone with a child, and a child should never be left alone. In the Elementary Ministry normally there will be two volunteers in each room but occasionally only one. In the event there is only one child and one volunteer in the class the doors shall remain open and lights on; staff should be notified if this last more than a few minutes.

All entry points into the Kids Zone Area will be locked or monitored by volunteers and staff.

- No coffee or hot beverages in the classrooms.
- No outside food in any classroom at any time.
- Avoid cell phone use during supervision.
- Store your belongings out of reach from the children.

Registration Procedure /Check-in / Check-out Procedure

Registration

To be registered the following must occur:

- Adult and child must be present.
- Adult on file must be present before any additional adults are added to the family account.

During the registration the following to occurs:

- 1.Childrens name, date of birth, address, phone numbers and contact information for parents are collected.
- 2.Children are registered for the appropriate class for their age or level of development.
- 3.Identify any special needs such as allergies, custody issues, etc..

Check-in

The following steps must be taken to properly check in and be admitted into the TreeHouse area:

- Parent/guardian provides Key Fob or names to TreeHouse Check In desk.

- Identification stickers are provided to the parent/guardian and child
- Identification stickers are placed on the child and parent/guardian, then admittance into the TreeHouse area is authorized
- Infant and preschool children **must be escorted** by the parent/guardian to their classroom where they will complete the drop off process and disperse belongings to the volunteer on duty.
- Elementary children will be dropped off in TreeHouse registration area and escorted to their proper large group gathering.

****No one will be admitted in to the TreeHouse area without an ID sticker****

Check-out

The following process should be followed during check-out in order to ensure that the children are being release only to the authorized persons:

- Parent/guardian is admitted into the TreeHouse area after presenting ID sticker.
- Parent/guardian collects child and belongings from classroom after making ID sticker available to the class volunteer for comparison.
- If parents/guardians sticker is either lost or does not match the child's sticker staff must be notified to release the child.

****Children cannot be released by volunteer without matching stickers****

Parent/Guardian Notification Procedure

Parents are notified using the notification systems or by physically locating them. Ministry Leaders or Staff should be consulted before contacting the parents. _

Worker/Volunteer Identification

All volunteer and staff members are required to wear ID lanyards that clearly identify them as qualified workers, authorized by the volunteer coordinator to work with children. The volunteer will check in with the Check In desk upon arrival to collect badges, if left at the desk.

Medicine

No medicine will be administered by any volunteer or staff to a child in our care. If it is necessary that the child receive medicine during their stay, a parent must return to administer it.

Hand Washing

Volunteers and staff must wash their hands when they arrive, after using the restroom, after handling bodily fluids, after changing a diaper or assisting a child in the restroom, and before serving snacks to children. Only sanitizer provided is to be used. Children's hands will also be washed after diapering, after they have used the restroom, and before snacks.

Injury Care and Reporting

Injuries

When a child in our care is injured, basic first aid will be provided. This first aid will be provided with the help of the children's area staff members. If the incident requires emergency attention immediately notify Team Ministry Leader or Staff and dial 911. Staff members will coordinate the emergency response and notifying the parents. Head injuries or any other injury that may need follow up medical treatment, Ministry leaders or staff will be notified immediately. Minor scrapes and scratches, will be gently rinsed with water and covered with a bandage.

Reports

The volunteer or staff who witnessed the injury will complete the injury report immediately following care of the child. The ministry leader will review, sign and maintain a copy of the injury report. If another child was involved in the accident, that child's name is not to be mentioned in the report. Parents would be verbally informed about how the accident occurred and what actions were taken. Staff members will follow up with the parents within 24 hours of the incident.

Suspected Child Abuse or Neglect Procedure

Staff members or volunteers that suspect the abuse or neglect of any child that participates in any church activity will report those suspicions to the Ministry Leader or Church Staff.

Emergency Action Plans

Missing Child Procedure

In the event that a child is unaccounted for, the Ministry Leader will be primarily responsible for coordinating the search effort for the missing child.

During Church Activities

1. When a child is unaccounted for while a ministry activity is in progress, the class volunteer will contact the ministry leader to report the situation. The search team will then establish an appropriate perimeter around the ministry activity and begin a systematic search for the missing child.

2. The following areas should immediately be checked; bathrooms, neighboring classroom, playrooms, children's worship, siblings classroom.

3. If the child is not quickly located the parent will be notified by the ministry leader and apprised them of the situation.

4. Video surveillance footage if available will be reviewed to identify the last known whereabouts of the child.

5. Search efforts will continue until the child is found or law enforcement authorities take over the responsibility for the search.

During an Evacuation or Lockdown

1. When a child is unaccounted for at the assembly point after an evacuation or lockdown has been initiated, the class volunteer will contact the ministry leader to report the situation. At no time will the class volunteer leave the other children in their care. The search team will be responsible for the systematic search for the missing child.

2. The search team will search all other rally points for the child before entering a potentially dangerous area, whether by reentering an evacuated building or leaving a lockdown area. Team members will report the status of the search at least every five minutes to the ministry leader to determine when all children have been accounted for.

3. Video surveillance footage if available will be reviewed to identify the last known whereabouts of the child.

4. Search efforts will continue until the child is found or law enforcement authorities take over the responsibility for the search.

Evacuation of Children's Area

A fire is one of the examples that would cause an evacuation of the children's area to be required. In the event of an evacuation it is important for all the Staff and Volunteers to not only be prepared, but remain calm.

In the event of an evacuation the Staff should direct which exit the classrooms should use while also rendering assistance to special needs children and infants. The preferred exits are on the side stairwell closest to TreeHouse classrooms and exit the side building and the Nursery exit door beside the Nursery. Remember that all emergencies exits will require children to cross the driveway in order to meet and the assembly point, use caution.

Class Volunteers would follow the below steps:

1. Secure the sign in sheet for children accountability
2. Assemble the class in an orderly line using the knotted rope or holding hands (check bathroom and look for hidden children that may be frightened due to the noise)
3. Infants and crawlers should not be carried unless absolutely necessary, use cribs, strollers to roll them to the assembly point on the side lot and lawn.
4. If the hallway is clear of fire or smoke depart out the nearest fire exit (Use caution when crossing the driveways).
5. If hallways and exits are unsafe the classroom door should be closed and windows used as exits.
6. Close doors and turn off lights as leaving to show the room is clear.
7. Assemble on the side lawn beyond the parking area.
8. Class Leaders and Staff will form a perimeter around the children.
9. Staff will release the children to parents using the Release Procedure.

Tornado Safety Plan

In the event of a threat of a Tornado and the Safety Plan is activated the class Volunteers would follow the below steps if the classroom has windows or exterior walls:

1. Secure the sign in sheet for children accountability
2. Assemble the class in an orderly line.
3. Follow the provided map to the nearest interior hallway.

4. Once in place have children crouch low, head down with hands covering the back of the head (avoid the corners of rooms as they often collect debris)

5. Once all clear is given and if no damage has occurred return to classroom using the orderly line. (before leaving account for all children and once again when arriving to class)

6. If damage has occurred and all clear is given assemble at the assembly point on the side lawn past the parking lot (use caution of electrical line, jagged glass and crossing the driveway)

7. Class volunteers and staff will form a perimeter around the children.

Ministry leaders or Staff will release the children to parents using the Release Procedure

Lockdown Procedure

There are multiple reasons for a lockdown plan to be activated, such as a missing child, an active threat on the property or called for by local law enforcement. In the event that a lockdown plan is activated by the class volunteers would follow the below steps:

1. Secure the sign in sheet for children accountability
2. Stay where you are or if in a hallway move into the nearest classroom.
3. Close the doors (if any other children are in the hallways bring them into your classroom)
4. Use provided security locks or any other means necessary to secure your door.
5. Turn off lights.
6. Stay away from windows and doors, keep children calm and crouched low.
7. Wait for all clear or directions from Staff or Law Enforcement.
8. Stay with children until released to the parents using the check-out procedure.

Team Leader Contact Info:

Larry Lawson- 864-680-4942

Pam Camp- 864-580-9766

Resources to be familiar with:

Church website -www.firstbaptistcowpens.com

FBC-Cowpens TreeHouse Facebook Page: Join Today!

Realm Check-In and Communication.



Serving Covenant

Over the next year, I commit to something more than myself.

I commit to serve the Children of FBC-Cowpens and our community by showing them and teaching them that God loves them, made them, and wants to be their friend forever.

I commit to serve their families by allowing them peace of mind while worshiping and learning more about God and the Bible. I commit to giving my best in my punctuality, attitude, words, teaching, and loving of these children, because Jesus gave His best to me. I commit to these things not out of obligation, but because I believe in growing the next generation of the church who will carry the gospel to the world. I will take this commitment seriously and show that in how I handle my responsibilities as a children's leader/volunteer. I will be an example to others in what I say, the way I live, and through my love, faith, and purity. I commit to uphold the standards and guidelines given to me by my church. I will do these things with joy and faithfulness so that I may be used by the Lord for His purposes in such a way that on my final day, I will hear Him say, "Well done, my good and faithful one, come on in."

– Romans 12:1-2 – Mark 10:45 –

Because I too want our FBCC Children's ministry to serve children and their families in the best way possible, I agree with, and will stand by the information discussed in the above documents!

Print name: _____

E-mail address: _____

Mailing address:

Best phone number to contact you: _____

PLEASE TEAR OUT THIS SHEET AND TURN IT IN TO YOUR TEAM LEADER