



Grace Kids

VOLUNTEER HANDBOOK



**“But grow in the grace and knowledge of our Lord and Savior
Jesus Christ. To Him be glory both now and forever! Amen.”**
2 Peter 3:18

The mission of Grace Children’s Ministry is to work with families to teach children about the greatness and worth of God in Christ. We encourage children to glorify God, live holy lives with the Lord’s help, and serve God joyfully.

Who - What - When?

Structure and Contact Info

EARLY CHILDHOOD (AGE 0-5)

- Nest (Nursery)
- Doves (Young Toddlers)
- Sparrows (Older toddlers-age 2)
- Owls (age 3)
- Eagles (age 4-5, includes TK)

Early Childhood Coordinator: Melanie Floyd
mfloyd@graceevfree.org, 562-665-3969

Children's Ministry Assistant: RuthAnn Downing
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ELEMENTARY (GRADES K - 5)

Elementary Coordinator: Mindy Klansek
mklansek@graceevfree.org, 609-353-4127

KidsNet / Supervision

Checks in families and provides helping hands and eagle eyes during service time

Children's Ministry Director: Susan Sanders
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Year at a glance

School year 24-25: August 11, 2024–June 8, 2025

SUMMER SQUAD spans the gap left by Biola students on summer break: May 11–August 31, 2025

Elementary Kids Summer: June 15–August 3, 2025

School year 25-26: August 10–June 14, 2026



What are the Top Ten Tips?

1. Pray without ceasing for the children in your care.
2. Never leave a child unattended.
3. There must always be two unrelated adult volunteers in the classroom.
4. Only women may take children to the restroom or change diapers.
5. Children will use “child-only” bathrooms.
 - a) Upper playground during either service
 - b) East Sanctuary during the 9am service
6. Carrying children or having children sit on your lap is appropriate only for children ages 0-2 (Nest, Doves, Sparrows).
7. On the playground, children may not climb gates, fences, or the playhouse.
8. If the First Aid kit is needed, so is an incident report.
9. Volunteers should use their cell phones only in an emergency.
10. Check your email regularly for communications with the Children's Ministry Staff.



How Can I Help?

Classroom Roles: Early Childhood

NEST (NURSERY)

Every volunteer cares for and prays for infants.

DOVES, SPARROWS, OWLS, EAGLES CLASSROOMS

Every volunteer monitors children, greets them by name, and helps them participate and interact with one another.

Teacher: preps for and leads lesson time

Assistant: helps children focus during lesson time

One-on-One Buddy: helps a child with identified extra needs participate more fully in the class

Music Leader: rotates between classes to lead the children in singing

- Each class has a set schedule.
- Crafts will be prepped for you.
- Curriculum is set in advance.
- Incorporate “Truth Statements” whenever you can during class.



Truth Statements

1. God is good.
2. God is big.
3. God is strong.
4. Jesus loves you.
5. We love Jesus.
6. Thank you, Jesus.
7. God made everything.
8. God is with us.
9. God knows everything.
10. Jesus is my friend.
11. Jesus loves me.
12. We need God.
13. God always wins.
14. Only one God.
15. Jesus is alive.



How Can I Help?

Classroom Roles: Elementary

Every volunteer: monitors children, greets them by name, helps them participate and interact with one another

Teacher: preps for and leads lesson time

Assistant: helps the students focus during lesson time

One-on-one Buddy: helps a child with identified extra needs participate more fully in the class

Music leader: leads Junior Worship time during the first 5-10 minutes of the service

- Each class has a set curriculum from trusted publishers.
 - 9am uses lessons from Truth78.
 - 11am uses lessons from Answers in Genesis.
- Visuals and supplies will be prepped for you.
- Curriculum is set in advance—but teachers are expected to prepare for their lesson each week!
- Reinforce “Kids Core Concepts” whenever you can during class.

Grace Kids Core Concepts

1. The Bible is the inspired word of God.
2. God is holy, righteous, and loving.
3. God is the creator and sovereign over everything that is, was, or will be.
4. God eternally exists as the Father, the Son, and the Holy Spirit.
5. God created man in His image to reflect Him and represent Him.
6. Every one of us was born a sinner.
7. The punishment for sin is being separated from God forever in hell.
8. Jesus died to take our punishment so we could be forgiven.
9. Jesus came back to life so we could live forever with God.
10. The Holy Spirit indwells Christians and empowers them to live Godly lives.



How Can I Help?

Children's Ministry Role: KidsNet / Tech Team

Grace KidsNet Team members help register new families and orient them to Grace. In addition, they help families check in their kids for classes. The Check-in program is generally reliable but occasionally there will be problems to solve! Serving with KidsNet requires a basic competence with technology and an aptitude for finding solutions to unexpected problems.

- First service KidsNet helpers serve from 8:45-9:15am.
- Second service KidsNet helpers serve from 10:45-11:15am.

Grace Kids Tech Team members set up the computers for check-in as well as the computer that will project lyrics for Junior Worship in the East Sanctuary (first service) and Room C-2 (second service).

- Setting up the computers takes about 30 minutes. First service Tech Team helper serves from 8:10-8:40am.
- Setting up the iPad and projector and then running the system for 11am Junior Worship also takes about 30 minutes. Second service Tech Team helper serves from 10:45-11:15am.

How Do Kids Check In and Out of Class?

Check-In

Families check in for Sunday School either with a KidsNet team member or by using the self-check stations.

The Check-in program will print a tag for each child that includes the child's name, allergy or other medical information, and a four-digit tag number.

The parent will also have a tag printed that has the same four-digit number as their children's tag.

Early Childhood Students will proceed directly to their classrooms to check in.

Elementary students will check in to the downstairs playground.

Check-Out

After class, parents will come to pick up their children using their matching tags.

Check the number on the parent's tag and make sure it matches the number on the student's tag.

Remove the child's name tag and stick it together with the parent tag.

Remind the child to take any craft projects, water bottles, or other personal belongings.

If a parent has lost their tag, please direct them to a Children's Ministry Leader who will check the parent's ID.

What if . . .

A Student Gets Sick in Class?

- Alert a Children's Ministry Leader so that the parent can be paged.
- Fill out an incident report and ask the parent to read and sign it. Give to the Ministry Leader at the end of class.

A Child has an Injury?

- For a minor injury:
 - Apply band-aids and ice-packs from the First Aid kit as needed.
 - Fill out an incident report.
- For a major injury:
 - Call 911.
 - Alert a Children's Ministry Leader who will contact the parent.
 - Fill out an incident report.

A Child has an Allergic Reaction?

- Administer the child's Epi-pen, if one is provided.
- Call 911.
- Alert a Children's Ministry Leader who will contact the parent.
- Fill out an incident report.

A Child Cannot Behave?

- Teachers will do their best to motivate children in a positive manner.
- Volunteers will never administer corporal punishment or physical discipline.
- Time-outs may be used.
- Alert a Children's Ministry Leader if extra assistance is needed.

What is Grace's . . .

Emergency Policy?

- Emergency procedures for fire, earthquakes, and other emergencies are located behind the Emergency Evacuation Route posted near the door in each classroom.
- If the emergency requires you to leave the building, the evacuation route to the meet-up spot on Benton Field is mapped for each classroom.
- The code word for a lock-down is "Little Red Riding Hood."

Cell-phone Policy?

- Please keep phones in your purse or pocket unless there is an emergency.

Photo Policy?

- Refrain from taking pictures of the kids in your class.
- Never post pictures of Grace Kids on social media.

Illness Policy?

Anyone, volunteers and staff included, with the following symptoms should stay home:

- Any flu-like symptom
- Fever, diarrhea, vomiting, active coughing within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of infectious disease

Medication Policy?

Grace does not administer medications. The only exception is an Epi-pen.

How Can Grace Best Keep Our Kids Safe?

Ensure all volunteers complete each step of the application packet.

Recognize and report any signs of neglect or abuse to the Children's Ministry Director or the Church Administrator.

Volunteers between the ages of 14 and 18 (high school) will serve with two (or more) adults in the room.

Volunteers younger than age 14 (middle school) will serve with a parent or designated adult for training and support.

How can volunteers help keep Grace Kids safe in the classroom and on the playground?

1. Check on each children's nametag for allergies before giving snacks.
2. Take children to child-only restrooms.
 - a) Upper Playground both services
 - b) East Sanctuary during first service
3. Wear your nametag.
4. Monitor children closely.
5. No throwing or swinging children.
6. Classrooms should be visible for observation at all times through a window or open door.



Reporting Abuse

Abuse can be physical, sexual, emotional, verbal, or even neglect. Leaders, volunteers, and staff should take note of evidence of these types of abuse and report them. Pay attention when a minor appears aloof or withdrawn, or exhibits physical signs or a marked personality change.

Any inappropriate conduct of relationship between an adult and minor should be confronted immediately and reported for investigation. Any allegations of abuse will be responded to immediately.

All volunteers and staff of Grace Evangelical Free Church of La Mirada involved with minors shall immediately report any suspicion of abuse, inappropriate conduct, or inappropriate relationship to the Director of Children's Ministry or the Church Administrator. These individuals are responsible for receiving reports and determining the correct course of action.

Following investigation, and in conjunction with the initial reporter, a State of California suspected child abuse report form SS-8572 may be completed and filed with Child Protective Services or the Los Angeles County Sheriff's Department.



What is Being Taught?

Curriculum Overview

Early Childhood:

Doves and Sparrows learn key Bible stories, repeated throughout the year.

Owls and Eagles study Old Testament stories in the summer and fall, and New Testament stories in the winter and spring.

The Sunday morning schedule for all our classes includes themed play, outside play (weather permitting), the Bible lesson, singing, coloring or a craft, and a snack.

Elementary:

Students at first service study lessons from Truth78 publishers.

Kindergarten: Jesus, What a Savior!

1st Grade: ABCs of God

2nd Grade: Faithful to His Promises

3rd Grade: In the Beginning, Jesus

4th Grade: To Be Like Jesus

5th Grade: Names of God

Students at second service engage in a multi-year through-the-Bible study from Answers in Genesis.

Both classes cover the same material but at a level appropriate for their age.

What if I Need to Find a Sub?



Use this QR code to access the Teacher Roster.

Find your class's tab.

Use the contact information provided and reach out to the folks listed.

Offering to swap weeks can be helpful!

Please let a Children's Ministry Leader know when you make a swap.



Onboarding Checklist for Volunteers

- Interest form
- Screening Form / Megan's Law
- Interview
- Application
- Two references
- Mandated Reporter training at <https://mandatedreporterca.com/training/volunteers>
- Live Scan background check

Onboarding Checklist for Volunteers under the age of 18

- Interest form
- Minor Screening Form
- Interview
- Minor Application
- Two references

