

Volunteer Handbook

2014-2015



Meet God...
Find Life...
Make Friends

CHILDREN AND FAMILY MINISTRY VOLUNTEER HANDBOOK
Churches, First Lutheran

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The paper used in this publication meets the minimum requirements of our office machinery. It's probably not archival quality—but at least it doesn't get stuck in the printer.

Manufactured in the good ol' U. S. of A.

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From the Director

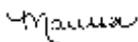
When I was growing up my father frequently played tapes of episodes of A Prairie Home Companion when we rode in the car for any length of time. I loved listening to the “Lake Wobegon Days” stories told by author Garrison Keillor. I giggled when he told of the Lutheran Basement Women, Jell-O and all kinds of other Lutheran clichés. At the time I simply took him for a great storyteller. It wasn’t until I was in college that I came across a quote of Keillor’s that has literally defined most of my professional life, “Nothing you do for a child is ever wasted.”

Could that be true? *Nothing* is ever wasted? I’ve tested this statement in every school, in every church, during every program year I have had the privilege of overseeing and I have come to the conclusion that Mr. Keillor is absolutely... correct. This does not mean that everything you do has to be incredibly spectacular or else it should be considered waste. Quite the contrary I think what he’s really saying is that everything you do is good! Everything **YOU** do is *good*! Every smile, every hug, every story shared, every name you learn, every honest moment you share—is GOOD! You don’t have to be perfect. You don’t have to have all the answers. You don’t have to have it together all the time. But by simply sharing your life, your faith and yourself with children does more good and produces more fruit than you can ever imagine.

You, my friends, have accepted an awesome task of helping raise the children of First Lutheran Church in the faith. Together with their parents, you are setting their feet on the path of righteousness and I want you to know that from this day forward nothing you do for any of your children is ever wasted. Nothing you do for this ministry, nothing you do on this team, nothing you do for God is ever wasted.

Thank you for joining us on this amazing journey. I am in awe of each of you and want you to know we could not do this without you.

Together in ministry,



Our Vision and Mission

Meet God

“I am the way and the truth and the life. No one comes to the Father except through me. If you really know me, you will know my Father as well.”

John 14:6-7a

It is one of our core values here at First Lutheran Church to “... become deeply devoted followers of Jesus Christ.” The Children and Family Ministry Team believes that a life-long commitment to discipleship starts at birth, with families that uphold their baptismal promises. From that time on it is our honor and privilege to create and conduct a first-class Children and Family Ministry program. We see the task of helping children to know God as primary to the success of our ministry, this church and the development of faithful adult disciples.

Find Life

“If you cling to your life, you will lose it; but if you give up your life for me, you will find it.”

Matthew 10:39

As we grow and mature in our faith, we live our lives differently. Instead of a life focused on the things of this world, the Christian who is maturing in faith understands that a life focused on the things of God’s heart is a life that is *really life*. The way to serve others, the way to fulfill God’s purpose for us, the way to true happiness is to spend life selflessly, for only then will we find life here and hereafter. It is the mission of the Children and Family Ministries to provide programs that help to raise-up the kind of disciples that have truly found new life in Christ.

Make Friends

“Come, follow me,’ Jesus said, ‘and I will send you out to fish for people.’ At once they left their nets and followed him.”

Mark 1:17-18

If there’s one thing Jesus knew how to do, it was to build relationships. From the calling of the twelve and friendships with Mary, Martha and Lazarus to meals with societal outcasts; Jesus cultivated relationships, and in those relationships built up disciples. In the same way, we recognize that God is best experienced in the context of community; in relationships founded on his love and grace that exist to raise up faithful disciples. We, therefore, endeavor to create programming for children and families that create meaningful community with age-appropriate class sizes and spaces, and well-trained volunteer leaders.

Our Staff

Marissa Letscher, Director of Children and Family Ministries

Lindsey Scheibe, Assistant Director

Nursery Attendants: **Katherine Grabe, Cristin Stansbury, Kathy Runneals, Glorie Borsay, Abby Banker, Mariann Gilpin**

Children and Family Ministries Team:

Jana Grimm, Michelle Klein, Jen Koester, Lindsey Scheibe, Beth Morrissey, Mariann Gilpin, Julie Wegmann, Tonya Trudo, Katie Cervantes

Contact Us:

www.firstlutherancr.org

marissal@firstlutherancr.org

Sunday Morning Learning

See the details below to find out when and where your age-group meets on Sunday mornings.

Preschool Sunday School

(3 and 4 Year-Olds)

10am—check in at kiosks

10:15am—meet in classrooms

11:05am—parents/approved grown-up pick up in classrooms



KidZone
(Kindergarten—3rd Grade)

10am—check in at kiosks

10:15am—meet in Large Group (Room 307)

11:05am—parents/approved grown-up pick up in classrooms

Connect
(4th and 5th Grade)

New for 2014-2015, Connect engages 4th and 5th graders by watching a witty video, exploring biblical text and creating projects for fun and for service!

10am—check in at kiosks

10:15am—meet in classroom (Room 306)

11:05am—parents/approved grown-up pick up in classrooms



Child Safety Policy Reminders

- Everyone intending to volunteer with the Children and Family Ministries or Teen Ministry departments **must** have completed the Child Safety Policy training class and appropriate paperwork.
- A group of children shall always be accompanied by two adults.
- An adult is defined as "anyone over the age of 18," or "anyone age 15-17 who is also working with another adult over the age of 18."
- All children must be checked-in and checked-out to an approved adult.
- Nametags shall be worn by all volunteer staff at all times while in the building and staffing ministry programs.
- If at all possible children are to tend to their own bathroom needs.
 - When a child is using the restroom an adult must remain in full view of the restroom door at all times until that child has returned to the classroom.
- An Incident Report Form must be filled out in case of any incident or accident.
 - The rule of thumb is: if you are returning a child to their grown-up in any condition other than you received them, an Incident Report Form must be completed and signed, and the top (white) copy given to the party responsible for the child and the bottom (yellow) copy held for the church.
- Any and all suspicions of abuse (child/child, adult/child, child/adult, adult/adult) should be reported to the Director and/or the Senior Pastor and/or the Director of Administration.
- The **ONLY** person authorized to speak publicly about ANY incident is the church's attorney.

Classroom Assignments

Preschool

3s: Room 111

4s: Room 115

KidZone

Large Group: Room 307

Kindergarten: Room 308

First Grade: Room 309

Second Grade: 311

Third Grade: Room 313

Connect45

(4th and 5th Grade): Room 306

Workroom: Room 114

Check-In Desks: are located on the first floor, and 3rd floor of the Administrative Entrance stairwell.

How to Request a Sub

Let's face it, none of us is a superhero. At some point during the course of the year you're going to need a sub. Requesting a sub is simple, just follow the steps.

1. Check to make sure none of your teammates is able to cover for you.
2. Log-in to the Spark website and click on the "Messages" tab.
3. On the right-hand side, select the "Substitutes" list, and drag and drop it into the "To" line on the email header.
4. Type your message to the subs. Please include your name, number and email address, the date for which you are requesting the sub, the class you teach and the name(s) of team members the sub can call with any questions.
5. Click "send!"

Hopefully after this you'll get a response from an available sub. However, there are times when our subs are not available OR it is too late to request a sub via the Message Center. If attempts to secure a sub are unsuccessful, please email Marissa first (marissal@firstlutherancr.org). DO NOT call the church office. If you still haven't gotten an answer, or if your absence is sudden, like on a Sunday morning, **call Marissa immediately: 319-360-8632.**

Please be respectful of our substitutes and give them plenty of notice. The more time they have to prepare, the better they'll be able to fill-in for you and everyone will have a positive experience!

Registration and Attendance

Registration

It is important for us to know the ages and contact information for all the children involved in our programs so that we can ensure, to the best of our ability, that their needs are being met, our database is up-to-date, and we have the appropriate contact information for parents and guardians. These forms also provide parents with an appropriate place to notify us of any medical or other special needs. Registration forms are available on-line (www.firstlutherancr.org/children_and_families) or at the KidZone Registration Desk on Sunday mornings.

Attendance

Accurate attendance records help us to measure many things, not the least of which is how many children are attending our programs! As grown-ups check in their students using the touch-screen kiosks, attendance is automatically registered in our church database. At 10:30AM, print-outs of your attendance will be made, and delivered to your classrooms.

Check-In Procedures

WHERE TO CHECK IN

- Preschool (3s and 4s) and Youth Forum, use the Kiosk at the bottom (lower level) of the Administrative Stairwell.
- KidZone (K-3rd Grade) and Connect45 (4th and 5th Grades), use the Kiosk at the top (upper level) of the Administrative Stairwell.

HOW TO CHECK IN

1. From the kiosk main screen, select whether you are a Member, a Regular or 1st Time Visitor.
2. On the next screen, you will be asked to enter the first part of your LAST NAME. Click "Find."
3. Next, select which person to check-in by clicking their name.
4. Then, select the appropriate program into which that person should be checked-in.
5. Confirm your program selection.
6. Collect the printed nametag.
7. Confirm whether or not you need to check-in another person. If "Yes," repeat the process. If not, click "No."

Accessing Lessons

For Preschool Sunday School, and KidZone: First Lutheran Children and Family Ministries Department is pleased to offer as our primary curriculum *Spark!* A lectionary-based curriculum from the ELCA's own publishing house, Augsburg Fortress. These lessons are available on our *Spark* website at:

<http://firstlutherancr.sparksundayschool.org/users/register>.

Accessing these lessons requires users to register a username and password. Please see Marissa if you have any problems accessing these lessons.

Connect45 lesson plans and DVDs are located in the upper right-hand cabinet in your classroom (Room 306).

Classroom Management

It is our honor and privilege to assist the families of First Lutheran in the faith development of their children. That being said, when children misbehave in our classes it's sometimes very difficult to "keep your cool." The most important thing to remember is that your role is to help the children in your class make good choices. When a child misbehaves, quietly offer them a choice between participating or sitting out. Remind them that you want them in class; when they can make good choices, they can participate. Empower your class by allowing them to help you set the classroom rules. If a child is being disruptive or physically violent toward you, another adult or child please do not try to restrain the child yourself. Call Marissa for help immediately. Use the classroom management handbook as a reference, and don't ever hesitate to ask Marissa for help!

First Aid

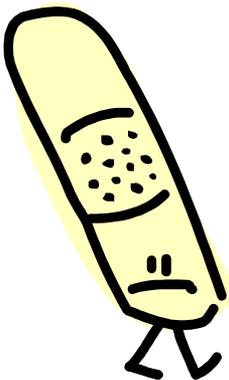
As per First Lutheran's Child Safety Policy, there are First Aid kits in every classroom. There are also bandages, gloves, Kleenex and hand wipes in each classroom bin.

Should an emergency arise that requires professional medical attention, please use any of the hallway phones or the narthex phone and dial 9-911 (or 911 from your cell phone). Then notify Marissa immediately. Please make sure an adult stays by the phone as emergency personnel often call the number back to ensure the call in an actual emergency.

In the event of this kind of emergency, quickly and calmly remove other children from near the injured and reassure them that they're getting help. Entertain the children with a game like 20 Questions, I Spy or a similar game.

In the case of any First Aid administered please fill out an Accident/Incident Report Form. This form should be filled out any time you are returning a child to their grown-up in a condition other than you received them, i.e. a bump on the head, a new bandage—anything! This form must be signed by you and the child's parent/guardian. Then the top (white) copy is for the parent/guardian of the injured, and the yellow copy must be returned to Marissa.

If, for any reason, you feel you are not able to assist with First Aid or an emergency, please notify Marissa immediately.



Snacks

You are not obligated to offer or provide snacks in your classroom. However, many young tummies are hungry (and cranky!) soon after 10am. If you would like to offer snack time in your classroom it is your responsibility to coordinate snacks with parents, taking into careful consideration any allergies or other dietary restrictions of the children in your classroom. A list of acceptable snacks the most children should be able to eat is on page 22 in this handbook, in your class bin, posted online and available at the KidZone Registration Desk. If you do intend to offer a snack time, please instruct parents to provide only snacks from that list.

Supplies and Workroom

Each week classroom materials are prepared by elves. Just kidding, but our Administrators are kind of like elves! They prepare the materials for each class each week. Administrators will prepare only the materials listed for the standard lesson (not including the Wild Card Extra or Art Extra). If you plan to use either the Wild Card or Art Extra you need to let your Administrator know ASAP so that they can know exactly what to prepare for you. Please always check the Workroom for any supplies FIRST! And please, please put back any unused supplies in the appropriate tubs. DO NOT leave supplies in your bins or on the table in the Workroom.

Milestones

2014-2015 Milestones Schedule

Session 1

3s: 9/6/14, 9-10AM, Open House

3s-1st: 10/5/14, 10:15am

2nd-5th: 10/12/14, 10:15am

Session 2

3s-1st: 1/11/15, 10:15am

2nd-5th: 1/18/15, 10:15am

Session 3

4s-1st: 3/1/15, 10:15am

2nd-4th: 3/18/15, 10:15am

5th: 5/17/15, 10:15am

Program Calendar

Community Building Events

Training Events

Worship Events

Milestones Events

Programmatic Events

Service Events

September 2014

6: 3 Year Olds Open House, 9AM-10AM, room 111

7: Rally Day – First Sunday for PSS/KZ

14: Bible Presentation for 3 YO and 3rd Grade at 11:15AM worship

21: SERVICE DAY: Pack treats for animal shelters

21: Preschool and Kindergarten outing to Allen's Orchard, 2PM

October 2014

5: Milestones Preschool—1st Grade, Non-Perishable Food Offering

12: Milestones 2nd—5th grade

19: SERVICE DAY: Fleece blankets and scarves for homeless

26: Trunk-or-Treat, 3-4PM @ St. Paul's UMC

Program Calendar

November 2014

- 16: NO Sunday Morning Learning (PSS/KZ/Connect)
- 23: SERVICE DAY: Make cards for armed services

December 2014

- 7: Non-Perishable Food Offering
- 13: Children's Christmas Program Rehearsal, 9-10:30AM
- 14: Children's Christmas Program, 3:30PM
- 21: SERVICE DAY: Caroling at care centers
- 28: NO Sunday Morning Learning (PSS/KZ/Connect)

January 2014

- 4: NO Sunday Morning Learning (PSS/KZ/Connect)
- 11: Milestones Preschool—1st Grade
- 17: Kindergarten Lord's Prayer Day, 9-10:30AM
- 18: Milestones 2nd—5th
- 25: Kindergarten leads Lord's Prayer, 5th grade leads Apostle's Creed and presented with Catechism in all morning services

February 2015

- 7: 1st Grade Event – paint First Communion chalices or plates at Potter's Obsession

March 2015

- 1: Milestones Pre 4s—1st Grade, Non-Perishable Food Offering
- 9: Milestones 2nd—4th Grade
- 15: SERVICE DAY: Clean-up FLC
- 22: Pajama Sunday (PSS/KZ/Connect)
- 29: Palm Sunday; First Communion at 9:30 & 11AM

April 2015

- 5: Non-Perishable Food Offering
- 26: SERVICE DAY: Decorate grocery bags

May 2015

10: Mother's Day

17: Last Day PSS/KZ/Connect

June 2015

6: 5th Grade Promotion Celebration

22-25: VBS, Ingham—Okoboji Day Camp, 9AM-2PM

Age-Level Guide

Childhood

- Teach them they are worthy of being loved by people and by God.
- Early concepts of identity are being formed, so teach them they are able to make good choices and become good people. Demonstrate the Fruits of the Spirit.
- Children are very literal. Metaphors aren't understood until around age 11.
- Don't tell them things you don't believe just because it's easier to explain. They will have to unlearn it later and will be confused in the meantime.
- They think adults know everything. Don't be afraid to say you don't. If there's something you can't or don't feel comfortable answering, refer them to their parents or their pastor.
- Help them learn the stories of our faith. This will form their identity as part of the Christian community. Approach the Bible as God's story and the story of God's people. Help them find how their life fits in God's story.

Age Level Guide

Early Adolescence/Tweens

- Practice what you preach. They will be watching you to see if you live as a disciple.
- Remember that they are starting to assert themselves. They might perceive you as the authority on any topic or they might reject your opinion because you disagree with their friends. Remain self-confident. You are planting seeds for later. You may or may not see the fruit.
- Be as affirming as possible. They are looking to you for approval of who they are and what they are capable of.
- Demonstrate dialogue. Show them that disagreements don't lead to loss of power or friendship and that one party isn't necessarily wrong.
- Keep in mind how you felt at that age – your worries, your excitements, your values, how mature you thought you were.

All Ages

- Brains work best when they're engaged. You're not here to entertain them, but if they're bored, they're not learning.
- Teach them how to find things out and make decisions for themselves.
- Be prepared for both you and the children to be transformed by the Spirit, but don't assume that something is wrong if you aren't.
- Don't promise to keep something a secret. You may find that it is more serious than you expected and you need to report it. If you promised not to tell, they may lose their trust in you when you do.

Spirit Center Instructions

The goal of this time is to allow children to have a spiritual response to the lesson for the day. This time includes time for quiet reflection, response, prayer and parent blessing. The teacher will lead the quiet reflection where they briefly recap the story and invite children into quiet reflection. At the end of the reflection time children are invited to respond to the story. In Preschool AND KidZone, children are invited to choose a colored strip of cloth to represent how the story has made them feel:

Blue = hopeful

Red = angry

Yellow = happy

Orange = excited

Purple = sad

Green = peaceful

Pink = loved

After they have chosen a color of cloth, children should be invited to share why they chose that color, and what they heard or thought about during the reflection time. They could also discuss their insights one-on-one with a teacher or classroom helper.

Once all children who choose to have shared, you should pray as a class, ask children to put back their cloths, and wait quietly for their grown-ups.

At this time you should open the door for the parents. As parents enter, a teacher or helper should had out that week's blessing and invite parents to find a place in the classroom, away from the door, to say the prayer of blessing with their child. After this is done, the child may be signed out and released from the classroom.

Here's how you should structure the Lesson Reflection and Prayer time:

Gather the children on the floor in the Spirit Center. Sit in the facilitator's chair and light (turn-on) the candle. Ask children to close their eyes, take a deep breath and quiet their bodies and minds. Tell them **Our job right now is to think about the things we have heard about from God's story today, and what God might be saying to us. God still speaks to us and now we're going to listen quietly for God's voice. Let's sit quietly for a few minutes and listen to what God wants us to hear.** During this time children may sit or lay quietly. It is very important that children understand the need for silence during this time of the lesson. At the end of the time, instruct children to respond to what they may have heard, reminding them that not everyone will have something to share and that's okay. **You may open your eyes and walk quietly to the bucket to choose a colored cloth. Please choose one color and return to your seat. Would anyone like to share what they heard during our quiet time, or how our story today makes you feel?** Allow children who would like to share their reflection. Then pray: **God we thank you for Your story that we have heard today. Help us to be open to listening for your Spirit every day, so that our hearts might be shaped to be more like you. We pray in the name of your Son, Jesus, through the power of your Holy Spirit. Amen.**

Here's how you should facilitate the Parent Blessing:

Invite parents into the room, and hand them that week's blessing as they enter. Instruct parents to find a space in the room with their child, pray the blessing, sign-out and dismiss. Remind parents as they leave that the blessing can be used each day during that week to remind them and their children of God's faithful promises.

Approved Snack List

In an effort to ensure, to the best of our ability, the safety of all children while they're in our care, we ask that when providing snacks to your child's class, that you please select a snack from this list.

Thank you,

Marissa Letscher, Director of Children and Family Ministries

Orange slices	Betty Crocker Fruit Snacks
Apple slices	
Grapes	Betty Crocker Fruit Roll-Ups
Strawberries	Kellogg's Fruit Loops
Old Dutch or Rold Gold Brand Pretzels	Kellogg's Apple Jacks
Oreo brand sandwich cookies	Ritz crackers
Mandarin orange cups	Keebler Fudge Stripes—original
Bananas	Lorna Doone Shortbread cookies
Applesauce	Nabisco Wheat Thins
Yogurt	Nabisco Teddy Grahams
Honey Maid brand graham crackers	Nabisco brand Barnum's Animal crackers
String cheese	Keebler Scooby-Doo Graham Cracker sticks
Goldfish brand crackers	
Cheeze-It crackers	Old Dutch Premium Gourmet popcorn

TEACHERS: PLEASE CHECK THE LABEL ON THE BACK OF EVERY PRODUCT, EVEN IF IT'S ONE THAT'S BEEN PROVIDED BEFORE. WE NEED TO ENSURE THAT RECIPES AND PROCESSING/MANUFACTURING HAS NOT CHANGED.

Notes
