

**ADVENTURE CLUB  
VOLUNTEER  
HANDBOOK**

Dear potential Adventure Club leader,

Welcome! We are excited that you have come to check out the Children's ministry here at Adventure Christian Church of North Natomas. This handbook will introduce you to the many opportunities available to you within our ministry. We are thorough with our new leader application and interview process and we work hard to establish guidelines to ensure a safe, secure, and loving environment for the children of Adventure Christian Church. Together we will explore this handbook so that you can gain an understanding of our purpose, programs and ministry policies.

You don't have to be an expert!

Each member of our Adventure Club team has one thing in common: a passion for kids. If you have come today with a heart to love God and a desire to work with children, then you have the two basic ingredients necessary to become a leader in children's ministry. You do not need a degree in early childhood development or elementary education to be a great leader.

There are many different opportunities for you to serve within Adventure Club. Whether you enjoy holding babies, telling Bible stories, singing songs, playing guitar, writing/performing drama, or even assisting in office work, there is a place for you in Adventure Club. We will discuss these different opportunities with you and will work together to find a place where you can use your God-given gifts to invest in the lives of children.

You do not need all the time in the world!

You can successfully minister to children with a minimal time commitment. In just an hour and a half each week, you will be able to form relationships with children and their parents that will communicate love and value, not only from you, but also from God.

You are not alone!

You will be supported in your ministry through the Adventure Club staff and leadership team. They are here to encourage, equip, energize and empower you for ministry.

We look forward to getting to know you and to ministering alongside you. It will be exciting to watch God work in you and through you as you minister to the children of Adventure Christian Church.

Serving with you,  
Reggie  
Servant Leader of Children

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# Adventure Christian Church Of North Natomas

## Statement of Faith

### What We Believe

**Jesus Christ** is the one and only Son of God, who died for our sins and arose from the dead (Romans 1:16; 1 Corinthians 15:1-8 & John 3:16).

**The Bible** is the inspired word of God (2 Timothy 3:16; & Psalm 119:105). Every person has worth as a creation of God, but that all have sinned and fall short of the glory of God (Romans 3:23; p. 782 and 1 Cor. 6:9-11).

**Forgiveness of sins** and the promise of eternal life are available to those who trust Christ as Savior and Lord (Genesis 15:6 and John 3:16; p. 738). Those accepting Christ should repent of sin, confess their faith, and be baptized into Him (Matthew 28:19-21, p. 694; Romans 10:9, & Acts 2:38).

**The Church** is the body of Christ on earth, empowered by the Holy Spirit and exists to evangelize the un-churched and develop believers (Matthew 28:19-21; p. 694; Ephesians 4:1-16). Jesus Christ will one day return to earth and reign forever as King of kings and Lord of lords (1 Thessalonians 4:13-18).

# Orientation Process

## **Application**

- Complete Adventure Club Application
- Reference check
- Fingerprint and DOJ background check
- Make appointment with staff member

## **Conversation**

- Application Discussion/Review with Adventure Club staff member
- Review Handbook & Serving opportunities

## **Observation**

- Observe/Check Out service in the age level of your choice

## **Serve**

- Select area to serve
- 6 week follow-up

## It's Official!

Once you have successfully completed the orientation process you will receive your name badge and be assigned to a classroom. For the protection of our Adventure Club kids, you may not enter any classroom without this name badge. If you forget your name badge the day that you are serving, you will need a temporary replacement badge to be worn during your time of service. You may obtain this name badge from the coordinator or leader in your area.

All leaders in Adventure Club are required to wear the proper name badge as a means of identifying them as authorized leaders in the room. If someone enters your room and says that they are a parent or are from another church and “just want to look around”, please direct them to the Adventure Club staff (Reggie or Amanda). Do not allow unauthorized individuals in your classroom. If you have any questions about someone entering the room, contact an Adventure Club staff member or leader.

# Club Vision

Help Parents raise up Kingdom Kids

# Club Values

To facilitate our vision, we at Adventure Club have the following values:

Strive to deliver creative, fun, relevant, and dynamic Bible teaching that reaches the hearts of children.

Provide a safe, un-intimidating environment so that kids can feel free to be the people God created them to be.

Come alongside parents, as they are the primary disciplers of their children.

Stress the importance of the strength of the family as a whole.

Provide a solid Christian foundation for continued growth later in life.

Recognize and celebrate the diversity of the children in our world.

Develop Godly leaders at a young age for Kingdom work.

Intentionally shepherding children.

## Club Reminders

As you serve in Adventure Club we would ask that all leaders keep in mind the following points as we love kids and their families.

### Welcoming Personality

As parents and children participate in ministry opportunities and come to the area or age group you are serving in, be mindful of your countenance. A happy face and a welcoming personality can calm an anxious child or parent. Also, please help kids to be fully attentive during worship and lesson time.

### Arrive early

Arriving early for your ministry opportunity will get you off on the right foot. We as a staff would love to have all leaders get together for prayer before each service. What a great opportunity to pray for our kids and families.

We ask that you arrive at least 15 minutes prior to your ministry start time for prayer and any last minute ministry updates.

### Preparation

Leading children involves heart, motivation, skill, honor, discipline, tactfulness, awareness and lots of energy. Often times these things are more often "caught" than taught. As leaders we need to come to our serving opportunities prepared and ready. By exhibiting these characteristics of preparation we can help provide kids with role models that will reach their hearts. It's tough, it's rewarding, it's life changing, which is what we strive to do for our kids.

### Personal Growth

Here are a few areas in which we would like to help and encourage you to grow spiritually:

Your relationship with Christ

*"...until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."* Ephesians 4:13

Attending church services weekly.

*"Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another..."* Hebrews 10:25

Becoming the leader that God intends for you to be.

*"... so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us..."* Romans 12:5-6

Getting involved in a community group

*"Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts."* Acts 2:46

## Adventure Club Etiquette

As the Adventure Club values state, we want to provide a fun, safe, un-intimidating environment for our kids. Below are a few ways that you as a leader can help provide this type of atmosphere:

1. Refrain from gossiping or extensive conversations with other leaders. Our focus should be on our kids and their families.
2. Discourage "ruff housing" before, during, and after services. Kids can get excited and may have a desire to get involved in more physical activities (wrestling, running, etc.) As leaders we can help curb these activities to prevent injuries.
3. Encourage positive comments. We want kids to use appropriate language and to respect each other in the words that they use.
4. Stress the importance of listening while others are speaking.
5. Rely on God, not yourself. Remember you are being used by God.
6. Enjoy the children and recognize them as the blessings that they are!
7. We will do everything we can to calm/get a child to not be a distraction to others. If child can't be calmed down or is a constant distraction, we will send for a parent.
8. Parents are welcome to visit the classrooms (They will need to check in with the room leader or staff member. They will then need to be given a temporary volunteer badge.)

## Adventure Club General Safety Reminders

### Our Leaders:

Junior Leader: Grades 1 through 4

Must serve with a parent in the room.  
Can serve only with Little Lambs  
(Walkers through 2-year-olds).

Youth Leader: Grades 5 through age 17

May serve with a parent in the room.  
Can serve with children no closer  
than four years their age.

Adult Leader: 18 years old and above

Can serve in any area

### General Safety Reminders:

1. Never be alone with a child.
2. For safety purposes we do not permit people to hang out in the children's classrooms unattended.
3. Children must be wearing a nametag with their name and a number.
4. During pick up, parents must provide a number clip that contains the same number that is written on the child's nametag.
5. Only female leaders can change a child's diaper.
6. All children, two years old through grade three, must be accompanied to the bathroom by a female adult leader. The leader must take no less than two and no more than four children to the restroom at one time. Children in grades four through six may go to the restroom without an adult leader, however, they must always go in groups of two.

## Medical Procedures

Typically an injury can be treated with a little tender loving care, a cool cloth and a Band-Aid, but we need to be prepared for everything. We keep a first aid kit in each classroom. Please treat the child and complete an "Ouch Report". Please talk with the parent upon their arrival and let them know what happened. A staff member or leader will follow up with the parent, if necessary, the following week.

**Keep in mind that we are not authorized to dispense any over the counter or prescription medications.** In the event a child needs more attention that we can provide, the parent will be notified.

Serious Injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

1. Keep calm and keep children and the injured person as calm as possible. Speak assuringly to the child.
  2. Do not move the injured child and do not leave them alone.
  3. Send a fellow leader to find a staff member for assistance.
  4. 911 will be called if necessary.
  5. Send a fellow leader or staff member to contact the parent and advise them of the situation.
- All volunteers and staff members involved in the emergency should write a report of what happened immediately following the emergency.

## General Check In and Check Out of Children

### Check In Procedures

When parents check in a child (babies through 5<sup>th</sup> grade) they will receive a numbered ID tag. Parents will then enter this ID number on the sign in sheet next the child's name. **(If the child is attending Adventure Club for the first time, parents will need to fill out a "New child registration form." The child's name will then be added to the sign in sheet the following week).** The Parent will then write child's name on a name badge and also write the ID number on the corner of the name badge. This name badge must be worn by the child for the duration of his or her time in Adventure Club.

### Check Out Procedures

It is imperative that you only return the child to the parent that has the same numbered ID tag that corresponds to the number on the child's name badge. There may be a custody situation between parents that we are unaware of. Therefore, even if you know the parent, do not return the child to anyone other than the person with the corresponding numbered ID tag. If a parent has lost their ID tag or appears to be upset regarding the enforcement of this policy, please refer them to an Adventure Club staff member. Under no circumstances are you to return a child to anyone without the numbered ID tag. This includes parents, grandparents, aunts, uncles, siblings, baby-sitters, friends and neighbors.

# Adventure Club Opportunities

## (Nursery) - Newborn - Walkers

### Nursery Coordinator

- Assist with the selection, review, and implementation of Sunday Morning Activities for the year.
- Assist with the determination of the Nursery atmosphere (props, color, lights, music, etc).
- Periodically volunteer in Nursery Room.
- Assist in the recruitment of Nursery volunteers.
- Build community with Nursery volunteers (Notes, phone calls, etc).
- Oversee
  - Position Coach
  - Set Up Crew
  - Packing Crew
  - Public Relations Team
  - Room Coaches
  - Equipment Coach
- Assist in Nursery Training Sessions.

### Nursery Equipment Manager

- Ensuring nursery room is stocked with snacks & drinks each Sunday.
- Monitor Nursery equipment & toys
  - Replace old/broken toys
  - Ensure toys have batteries
  - Clean/disinfect toys on a regular basis
  - Ensure floor mats are clean & are in good care
- Work with Nursery Coordinator to purchase new toys/equipment

# Adventure Club Opportunities

## Nursery Cont...

### Nursery Room Coach

- Love and care for up to 3 children in the Nursery during Sunday service.
- Sing songs
- Read Bible Stories
- Interactive play
- Rock and entertain
- Change diapers
- Provide milk/food that has been provided by parent.
- Pray for the children and their families.
- Ensure parents or responsible party picks up children.
- Recruit other Nursery volunteers.
- Assist in making Adventure Club a fun, safe, un-intimidating environment.

### Nursery Scheduler

- Create a monthly Nursery volunteer schedule and communicate to volunteers, Nursery coordinator, and children's director (email, mail, hand out at church)
- As a reminder, contact volunteers midweek during their serving week (phone, email)
- Ensure Nursery volunteer coverage for each Sunday.
- Handle Nursery volunteer scheduling conflicts (swapping days, etc.)
- Recruit other Nursery volunteers.

# Adventure Club Opportunities

## Preschool (3-5 year olds)

### Preschool Coordinator

- Assist with the selection, review, and implementation of Sunday Curriculum and Morning Activities for the year.
- Assist with the determination of the Preschool atmosphere (props, color, lights, music, etc).
- Periodically volunteer in Preschool Room.
- Assist in the recruitment of Preschool volunteers.
- Build community with Preschool volunteers (Notes, phone calls, etc).
- Oversee
  - Preschool Position Coach
  - Preschool Set Up Crew
  - Preschool Packing Crew
  - Preschool Public Relations Team
  - Preschool Room Coaches
  - Preschool Equipment Coach
  - Preschool Scheduler
  - Preschool Groove Crew Coordinator
- Assist in Preschool Training Sessions.

### Preschool Equipment Manager

- Ensure preschool room is stocked with snacks, drinks, and supplies each Sunday.
- Coordinate with Preschool Coordinator to generate curriculum materials and take home pages throughout the year.
- Coordinate with Preschool Room Coach to ensure all preschool support materials for Sunday service.
- Reproduce and prep support materials for Sunday service.
- Assist Events team during scheduled children's events.
- Recruit other volunteers.

### Preschool Groove Crew Coordinator

- Lead preschool worship session on Sunday morning.
- Conduct 1 practice session with groove crew members.
- Work with Preschool Room Coach on Sunday morning order of service.
- Build relationships with preschoolers.
- Recruit other Preschool Groove Crew volunteers.

# Adventure Club Opportunities

## Preschool (3-5 year olds)

### Preschool Position Coach

- Assist Preschool Room Coach with Sunday lesson.
- Pray and review Sunday's lesson.
- Build relationships with preschoolers.
- Lead kids small group discussions on Sunday Mornings.
- Lead craft/activities sessions on Sunday Mornings.
- Ensure parents or responsible party picks up children.

Recruit other Preschool volunteers.

### Preschool Room Coach

- Pray and prepare for the Sunday's lesson.
- Review yearly curriculum with Preschool Coordinator.
- Coordinate with Preschool Equipment Manager to ensure all necessary materials are in classroom on Sunday morning.
- Lead lesson/teaching sessions on Sunday mornings.
- Assist Position Coaches with crafts/activities on Sunday mornings.
- Communicate flow of service to Position Coaches
- Ensure parents or responsible party picks up children.
- Recruit other Preschool volunteers.
- Assist in making Adventure Club a fun, safe, un-intimidating environment.

# Adventure Club Opportunities

## Elementary (K-6th)

### Elementary Coordinator

- Assist with the selection, review, and implementation of Sunday Curriculum and Morning Activities for the year.
- Assist with the determination of the 4th-5th atmosphere (props, color, lights, music, etc).
- Periodically volunteer in 4th-5th Room.
- Assist in the recruitment of 4th-5th volunteers.
- Build community with 4th-5th volunteers (Notes, phone calls, etc).
- Oversee
  - Elementary Position Coach
  - Elementary Room Coaches
  - Elementary Equipment Coach
- Assist in Elementary Training Sessions.

### Elementary Equipment Manager

- Ensure 4th-5th room is stocked with snacks, drinks, and supplies each Sunday.
- Coordinate with 4th-5th Coordinator to generate curriculum materials and take home pages throughout the year.
- Coordinate with 4th-5th Room Coach to ensure all 4th-5th support materials for Sunday service.
- Reproduce and prep support materials for Sunday service.
- Assist Events team during scheduled children's events.
- Recruit other volunteers.

### Elementary Groove Crew

- Assist Groove Crew Coordinator with 4th-5th worship session on Sunday morning.
- Attend 1 practice session with groove crew members.
- Build relationships with 4<sup>th</sup> - 5<sup>th</sup> kids.
- Recruit other 4th-5th Groove Crew volunteers.

### Elementary Groove Crew Coordinator

- Lead 4th-5th worship session on Sunday morning.
- Select appropriate songs/hand movements for Sunday morning.
- Conduct 1 practice session with groove crew members.
- Build relationships with 4<sup>th</sup> - 5<sup>th</sup> kids.
- Work with 4<sup>th</sup> - 5<sup>th</sup> Room Coach on Sunday morning order of service.
- Recruit other 4th-5th Groove Crew volunteers.

# Adventure Club Opportunities

## Elementary (K-6th) Cont...

### Elementary Position Coach

- Assist 4th-5th Room Coach with Sunday lesson.
- Pray and review Sunday's lesson.
- Build relationships with 4th-5th kids.
- Lead kids small group discussions on Sunday Mornings.
- Lead craft/activities sessions on Sunday Mornings.
- Ensure parents or responsible party picks up children.
- Recruit other 4th-5th volunteers.

### Elementary Room Coach

- Pray and prepare for the Sunday's lesson.
- Review yearly curriculum with 4th-5th Coordinator.
- Coordinate with 4th-5th Equipment Manager to ensure all necessary materials are in classroom on Sunday morning.
- Lead lesson/teaching sessions on Sunday mornings.
- Assist Position Coaches with crafts/activities on Sunday mornings.
- Communicate flow of service to Position Coaches.
- Ensure parents or responsible party picks up children.
- Recruit other 4th-5th volunteers.
- Assist in making Adventure Club a fun, safe, un-intimidating environment.

# Adventure Club Opportunities

## Support Opportunities

### Set Up Crew

- Assist with the assembly/Set Up of Nursery Room
- Move Desks/Chairs
- Lay floor mats
- Put out toys/supplies/props/equipment
- Set up Banner & Flags
- Set Up Welcome Table
- Recruit other volunteers.
- Assist in making Adventure Club a fun, safe, un-intimidating environment.

### Packing Crew

- Assist with the re-assembly/Tear Down of Preschool Room
- Move Desks/Chairs back in place
- Load floor mats into trailer
- Load toys/supplies/props/equipment into trailer
- Remove and store Banner & Flags
- Load Welcome Table Items
- Assist other Packing crews (Nursery/Elementary)
- Recruit other volunteers.
- Assist in making Adventure Club a fun, safe, un-intimidating environment.

### Public Relations Team

- Welcome and greet parents and kids on Sunday Morning
- Assist parents with the check in process
- Direct parents and kids to appropriate rooms (main service, elementary, nursery, escape, etc.)
- Assist in Nursery Training Sessions.

### Special Events Coordinator

- Determine, plan, and oversee special Children's Ministry events throughout the year. (3-4 events)
- Recruit event team members.
- Work with the Children's Ministry Director to plan event budget and work to stay within that budget.
- Plan church and community advertising strategy.

# Adventure Club Opportunities

## Drama/Creative Arts Opportunities

### Drama Coordinator

- Set up review/rehearsal schedule with members of the drama team.
- Coordinate purchases of costumes with Servant Leader of Children.
- Communicate stage/prop needs with the prop/scene team.
- Review/adapt drama material to make it relevant, dynamic, and exciting. The experience should reach the heart of kids.
- Assist with the selection of drama material.
- Work with the elementary and preschool coordinators to ensure drama flows with curriculum.
- Direct drama on Sundays.
- Participate in drama on Sundays. (if necessary)
- Assist in creating a dynamic, fun, exciting, diverse, relevant creative arts service that assists in teaching children about Christ and equips them to share Christ's message to others.
- Build community with drama team members.
- Encourage shepherds to arrive 15 minutes before the start of service for prayer.
- Ensure props/scene/stage is properly set up prior to Sunday service.
- Continually grow as a Christian, and develop spiritual gifts.

### Drama Team Member

- Participate in weekly drama review/rehearsal
- Responsible for script memorization prior to Sunday Service
- Assist with prop/scene and costume creation
- Participate in drama on Sunday mornings
- Assist in creating a dynamic, fun, exciting, diverse, relevant creative arts service that assists in teaching children about Christ and equips them to share Christ's message to others.
- Build community with drama team members.
- Continually grow as a Christian, and develop spiritual gifts.