

Parkview Kids



Team Handbook

TABLE OF CONTENTS

Parkview Kids Mission & Values	1
Leadership Pathway & Covenant	2
Policies	4
Job Descriptions	15
Contact List	23

Mission

REACH people who are lost without Jesus Christ.

RAISE up devoted followers of Jesus.

RELEASE these followers to do God's work.

*Therefore go and make disciples of all nations,
baptizing them in the name of the Father and of
the Son and of the Holy Spirit, and teaching them
to obey everything I have commanded you.
Matthew 28:19*

OUR VALUES:

- ◆ Fun & Safe Environment
- ◆ Bible Centered Teaching
- ◆ Intentional Relationships
- ◆ Spiritual Growth
- ◆ Partner with Families

Parkview's Leadership Pathway

Parkview realizes the only way we can effectively **Reach, Raise, and Release** is to equip and empower the people of Parkview to be ON MISSION. Paul explains God's design for His church in Ephesians 4:11-12 *"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up."*

Parkview's Leadership Pathway is our framework for *"equipping his people for works of service"*. Our pathway begins at the team member level. If you are interested in increasing your commitment and engagement, you'll have opportunities to advance along our Leadership Pathway.

We are excited that you have joined us on this journey. No matter where your position resides on the Leadership Pathway, YOU are an invaluable member of the Parkview team and the mission.

Leadership Covenant

Our actions and lifestyle choices are a witness to others and those that we lead. The following are qualifications for leadership at Parkview (for every level above Team Member).

- ◆ Have been baptized by immersion
- ◆ Have attended Parkview's What We Believe class
- ◆ Be committed to a vital, daily relationship with Jesus Christ
- ◆ Attend worship services regularly
- ◆ Not involved in drugs or alcohol abuse
- ◆ Not involved in sexual impurity (any sexual activity outside the boundaries of marriage)

LEADERSHIP PATHWAY



6

DIRECTOR

Leading An Organization

Provides visionary & strategic leadership for a ministry as a whole

5

AREA DIRECTOR

Leading A Department

Provides strategic leadership to a department of ministries

4

COORDINATOR

Leading A Ministry

Implements strategies for a ministry area

3

COACH

Leading Leaders

Coaches a group of leaders within a specific ministry

2

TEAM LEADER

Leading Others

Provides leadership for a group of people

1

TEAM MEMBER

Leading Self

Serves on a ministry team

Policies

Applications and Background Checks

- ◆ Each team member who is 18 years or older must have a completed application and background check on file. Background checks will need to be updated annually.

Attire

- ◆ A volunteer t-shirt will be provided for you. Please wear this t-shirt while serving.
- ◆ Wear comfortable clothing while volunteering. Despite current styles, please make sure that your clothing styles promote modesty. (Women, please make sure that your clothing covers your midriff, chest and back at all times, even when sitting on the floor. Please make sure that your shirt neckline is modest.)
- ◆ For safety purposes we ask that you wear flat shoes. Heels are dangerous attire when working with infants and crawlers who are on the floor.

Bathroom Procedures

We ask that men not assist any child other than their own with diapering or toileting.

- ◆ When bathrooms are inside the room, please never leave a child unattended. Stand outside the door. If the child needs assistance make sure the bathroom door is open and call another volunteer to stand at the door to observe while you assist the child.
- ◆ If you need to assist an elementary child in the hallway bathrooms, the main restroom door should remain open at all times. One adult stands at the open door monitoring inside the restroom and the hallway outside. The other adult may be in the restroom assisting the child. Stall doors must remain open if an adult needs to assist a child.
- Please direct adults and adults accompanying their children to our two family restrooms in the children's wing.

Appropriate

Child in Diapers

Diapering should be done in diaper stations and in the close proximity to other care providers; bathroom doors must remain open.

3-5 year-old

Bathroom doors should remain open; child may require assistance

Kindergarten - 5th Grade

Permission granted to use facility; unless special help is required, care provider should (if accompanying child) wait outside the bathroom door.

Inappropriate

Child in Diapers

Diapering in a secluded area or without the presence of other care providers; bathroom doors closed.

3-5 year-old

Closed door situation with a child.

Kindergarten - 5th Grade

Closed door situation with a child;

At Any Age

Being alone with a child - especially in the bathroom.

Clean-Up Procedures

Please make sure that the classroom is cleaned-up after use and all supplies stored in their proper places.

Disinfectant spray will be provided to clean tabletops, chairs, and other surfaces. It is important that we leave rooms in excellent condition for the next class.

Discipline

- ◆ Use a firm but gentle voice to address the behavior.
- ◆ Remove the child from the activity to a time-out chair or "New Seat."
- ◆ Focus your remarks on the behavior you want to see.
- ◆ Do not use words or a tone of voice that shames or frightens a child/student.
- ◆ Do not use sarcasm or scream at a child/student.

- ◆ Never make remarks that put down the individual as a person or make negative references about appearance, race or gender.
- ◆ Never use corporal punishment or spanking of any kind.
- ◆ Use touch in affirming ways.
 - ◆ Appropriate examples: high fives, pat on the back or shoulders, etc.
 - ◆ Inappropriate examples: demanding/ expecting hugs, slapping on the buttocks, kissing, tickling, etc.
- ◆ If assistance is needed, contact your department leader or Director of Children's Ministry.
- ◆ A confidential parental discussion should occur with the department leader.

Positive Interactions with Children

The steps below outline a process to help all volunteers maintain positive interactions with children.

Ways to Avoid Problem Behaviors

- ◆ Come prepared by praying and reading through your lesson before the service hour begins.
- ◆ Be sensitive to the moods of the children in the group.
- ◆ Provide enough space for each child.
- ◆ Set clear and age appropriate expectations with the children.
 - ◆ For Early Childhood Ages 3-5 Year Olds
 - ◆ Be kind with your hands, feet and mouth.
 - ◆ Obey the first time.
 - ◆ For Elementary K-5th Grade
 - ◆ Be kind with your hands, feet, and mouth.
 - ◆ Obey the first time.
 - ◆ Clean up your mess.
 - ◆ Have FUN!

Enrichment

Life Stage	Characteristics	Leader Action
Birth - 1 year	Key Word: Dependent	To Give Care 1 Peter 5:7
Toddlers 13-23 months	Key Word: Discovery Physical: Active, growing rapidly Mental: Sees everything, wants to handle Spiritual: What they do is determined by others	To Show Right Responses Exodus 2:9
Age 2-3	Key Word: Imitation Physical: Active, "Let me do it" Mental: Realistic, likes to touch and feel Spiritual: Likes prayer before meals and bedtime	To Impress Mark 10:14
Age 4-5	Key Word: Receptivity Physical: Continual motion, restless, wiggler Mental: Open mind, a bundle of questions Spiritual: Trusting, literal	To Guide Psalm 32:8

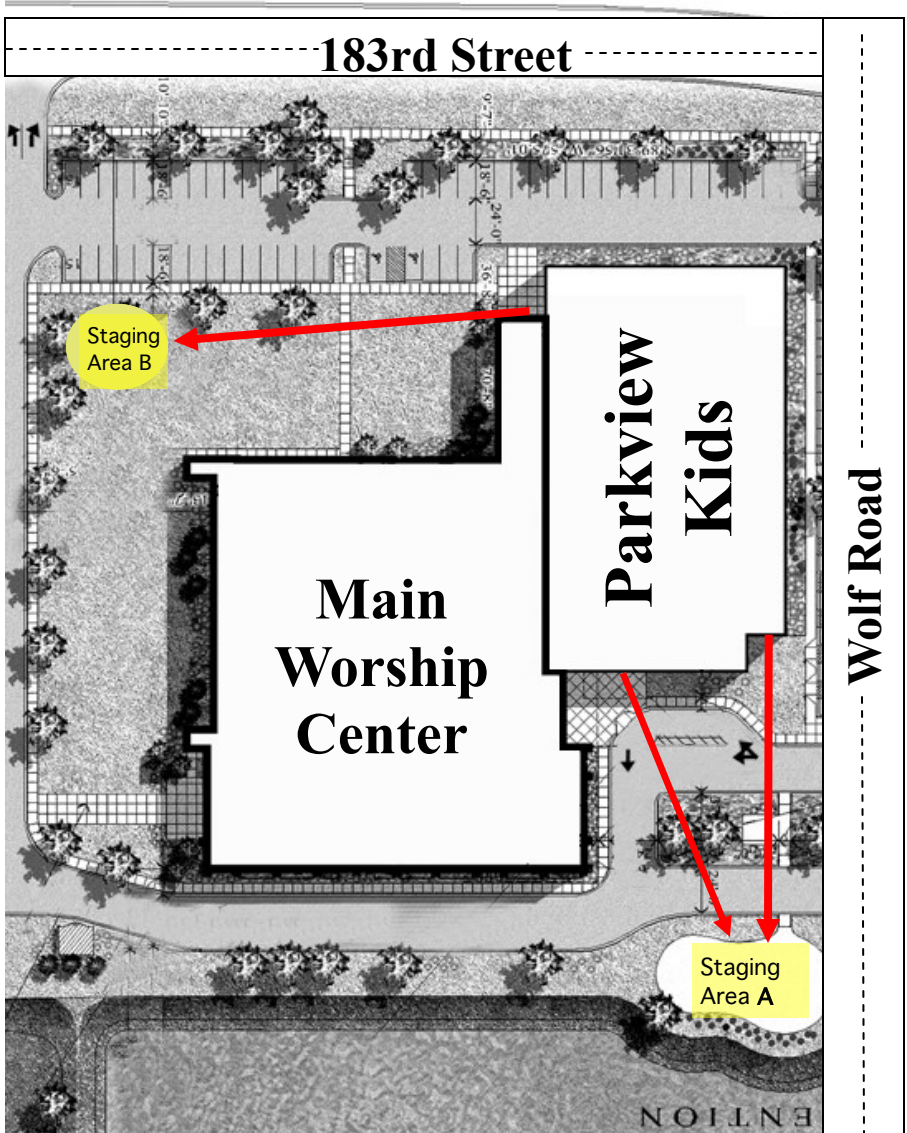
Enrichment (cont.)

Life Stage	Characteristics	Leader Action
Grades K-2	Key Word: Activity Physical: Active, play is important Mental: Curious imaginative, wants certainty Spiritual: Discerning, capacity for reverence	To Control Proverbs 22:6
Grades 3-4	Key Word: Involvement Physical: Steady growth, better coordination Mental: Influenced by group approval Spiritual: Makes decisions based on right and wrong	To Love
Grades 5-6	Key Word: Energy Physical: Loud, boisterous thoughtless Mental: hero worshiper, inquisitive Spiritual: worshiper, “Doer of the Word”	To Direct II Timothy 3:15

EVACUATION PROCEDURES IN CASE OF FIRE

- ◆ Do not panic. Remain calm.
- ◆ Gather children at primary evacuation door of your room.
- ◆ Check in-room bathroom for children.
- ◆ Grab the attendance clipboard and the evacuation kit.
- ◆ Lead your group quickly along your primary evacuation route (as indicated below) and proceed to your Staging Area.
 1. Garden (Birth - 2's): Evacuate through the exterior exit door in the Two's A and Toddler's B rooms and proceed to Staging Area A.
 2. Backyard rooms (3's - 5's) evacuate through North West lobby doors and proceed to Staging Area A.
 3. Clubhouse rooms (5's - K) and The City (1st - 3rd) evacuate building through South doors and proceed to Staging Area B.
 4. The Alley (4th - 5th) evacuate up the stairs and through the doors to Staging Area B.
- ◆ Outside at Staging Area, do a roll call attendance and verify against attendance sheet. Alert Area Coordinator if count is off.
- ◆ Using caution tape in evacuation bag, make a human fence and keep your group together until "all clear" or further directions are given.
- ◆ When parents arrive to the staging area their child may be released to them after they have shown the proper ID or Parent Sticker and have signed their name on the attendance roster sticker for that child.

Children's Staging Areas



Staging Area A

Garden (Birth - 2's)
 Backyard
 -Blue/Purple Rooms
 -Green/Yellow Rooms
 The Alley (4th - 5th grades)
 Parkview CARES(special needs)

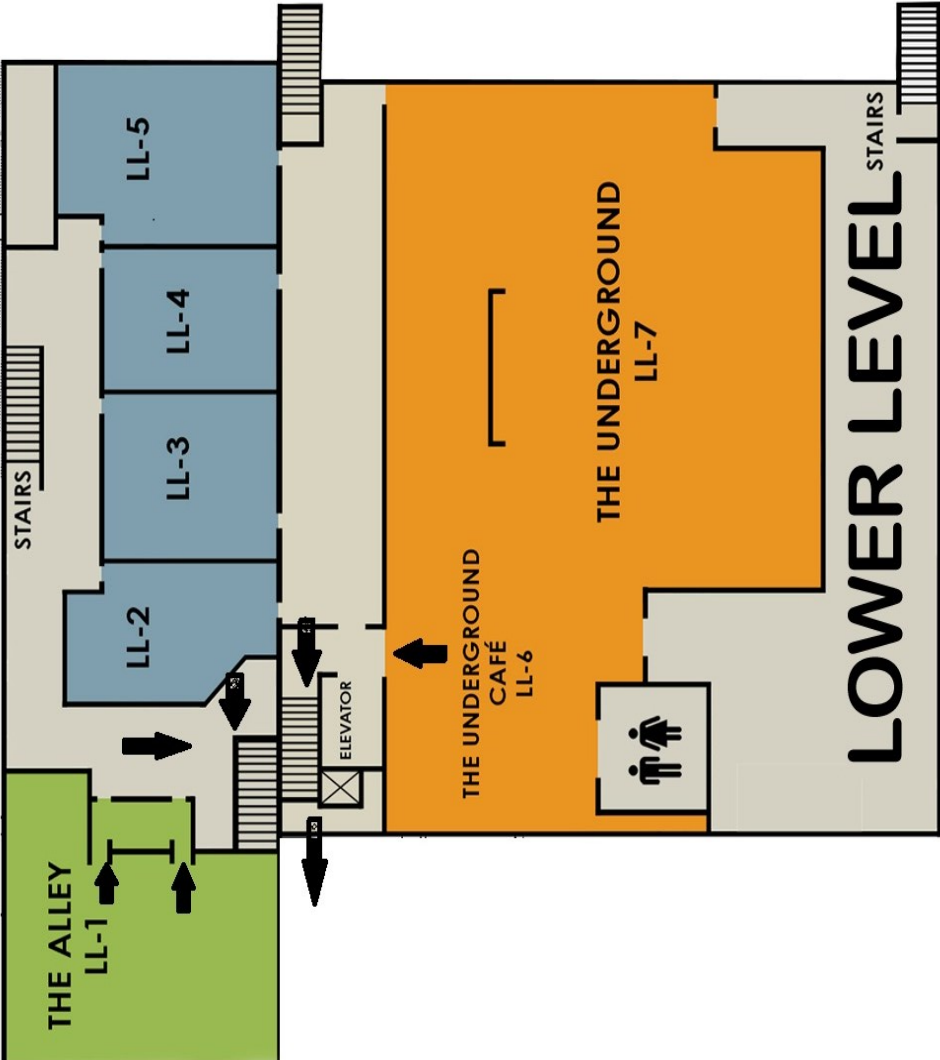
Staging Area B

Early Childhood
 -Clubhouse A & B
 The City (1st - 3rd grades)

Children's Evacuation Plan



Alley/Underground Evacuation Plan



Nametags

Upon arrival team members will receive a nametag weekly before going to serve. These tags will be printed out using the computerized check-in kiosks in the Kids lobby. Wear this nametag on your shirt for easy visibility.

Off-Site Events

If you want to meet off-site with your Elementary Small Group, you must follow these guidelines:

- ◆ Every outside event must be approved by your Elementary Coordinator (Jenny Kummer). Please make sure the event is approved before discussing with the kids.
- ◆ Children must be dropped off and picked up by their parents. Please do not drive kids to any location.
- ◆ Please have another non-related adult (other than your spouse) with you at the event.
- ◆ Permission forms (which we have available for you) must be filled out for every child present at the event.
- ◆ No sleepovers.

We recognize the GREAT value of spending time outside of the weekends with your kids. These guidelines are not to hinder you and the kids. Thanks for all you do!

Physical Contact

Appropriate

- ♦ Non-demanding, gentle touch of shoulders, hands, arms, head, or back.
- ♦ Sitting child on one leg (appropriate only at preschool age level)
- ♦ Expressing affirmation

Inappropriate

- ♦ Kissing
- ♦ Tickling
- ♦ Demanding hugs and kisses
- ♦ Wrestling
- ♦ Touching chest, genital region, upper legs, buttocks, waist, stomach
- ♦ Piggy-back rides

Reporting Physical Abuse

- ♦ Report your suspicions of child abuse/neglect to your department leader or Director of Children's Ministry. Parkview Christian Church is a mandatory reporting agency.
- ♦ Report any inappropriate behavior of a colleague or co-worker to your department leader or Director of Children's Ministry immediately.

Secure Check Out

The release of a child from a classroom happens only to a person with the proper identification. Our Green Team members check security tags when dismissing children from children's secured area. Please contact the Green Team if you have any question about parent tags or identification.

Two-Deep Policy

We have a TWO-DEEP POLICY regarding classroom staffing. That means we have a minimum of two team members (who are not related) in the classroom at all times. If family members serve together they are counted as one unit.

Wellness

To ensure the health of children and volunteers, we ask that sick children do not attend Parkview Kids' services. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends that a child should not leave home when any of the following symptoms exist:

- ◆ Fever (over 100.5 degrees).
- ◆ Cold/flu.
- ◆ Green or yellow runny nose.
- ◆ Persistent cough.
- ◆ Diarrhea.
- ◆ Vomiting.
- ◆ Discharge in or around the eyes (conjunctivitis/ pinkeye).
- ◆ Rashes and skin eruptions.
- ◆ Any contagious disease.
- ◆ Lice, including the presence of eggs or nits.

These are the guidelines that we follow and we expect that a child or volunteer be free of fever for 24 hours before coming back to Parkview Kids.

We do not dispense any medication to a child. If a child appears to be ill, isolate the child and have your department leader page the parents.

Garden (Nursery) Team Member

Job description for working with birth - 24 months.

Your Mission as a Garden Team Member:

To serve God together with a team that provides spiritual nurture and physical care to infants and toddlers.

Your Preparation:

Regularly pray for your Nursery children and your weekend team members.

Your Weekend Responsibilities (once or twice a month):

- ◆ Serving time frame is from 30 minutes before the service hour begins until 15 minutes after the service hour ends.
- ◆ Arrive on time to attend the team huddle.
- ◆ Attend to children's physical needs.
- ◆ Rigorously follow all health, safety, and clean-up guidelines.
- ◆ If you have a schedule conflict, you are responsible for contacting the Garden Coordinator or Coach to request a substitute.

Other Positions Available

There are also leadership positions of Team Leader and Coach available in the Garden. Please ask the Coordinator for a job description if this interests you.

CONTACT

Garden/Nursery Coordinators:

Allison Meyer - Saturday

allisonmeyer@parkviewchurch.com 630-306-3193

Amelia Goetschel - Sunday

ameliagoetschel@parkviewchurch.com 815-603-2512

Backyard Team Member

Job description for working with children age 3 thru Kindergarten

Your Mission as a Backyard Team Member:

To serve God together with a team that provides spiritual nurture and physical care for children ages 3 thru Kindergarten.

Your Preparation:

Regularly pray for the children in your class and your weekend team members. Review weekly curriculum and activities.

Your Weekend Responsibilities:

- ◆ Serving time frame is from 30 minutes before the service hour begins until 15 minutes after the service hour ends.
- ◆ Arrive on time to attend the team huddle.
- ◆ Facilitate your prepared activities.
- ◆ Attend to children's physical needs.
- ◆ Rigorously follow all health, safety, and clean-up guidelines.
- ◆ If you have a schedule conflict, you are responsible for calling the Backyard Coordinator or Coach to request a substitute.

Other Positions Available

There are also leadership positions of Team Leader and Coach available in Early Childhood. Please ask the Coordinator for a job description if this interests you.

CONTACT

Garden/Nursery Coordinators:

Tina Shoemaker - Saturday

tinashoemaker@parkviewchurch.com 815-474-1778

Carrie Lyons - Sunday

carrielyons@parkviewchurch.com 630-306-8861

Elementary Large Group Leader

Job description for a Large Group Bible presenter

Your Mission as a Large Group Presenter:

To create an exciting atmosphere by actively leading the Large Group portion of the service including the Bible lesson.

Your Preparation:

We use the acronym PREP to guide your weekly preparations.

- P** Pray for the children
- R** Read the Bible story from the Bible
- E** Educate yourself by memorizing your script
- P** Practice using the Main Point to guide your decisions throughout the week.

Your Weekend Responsibilities:

- ♦ Serving time frame is once a month or every 6 weeks at all five services.
- ♦ Please arrive 60 minutes before the service hour for a final run-through.
- ♦ Pray together with your team.
- ♦ Present Large Group lesson. You may attend the adult service after the Large Group lesson has been presented.

CONTACT

Elementary Large Group Coordinator:

Stacie Scheiner

staciescheiner@parkviewchurch.com 708-207-8641

Elementary Small Group Leader

Job description for leading a small group of children in 1st - 5th grade

Your Mission as a Small Group Leader:

To be the primary model, or teacher for a small group of children and encourage spiritual growth through relationships, discussion, and other Small Group activities.

Your Preparation:

Regularly pray for the children in your class and your weekend team members. Review weekly curriculum and activities.

Your Weekend Responsibilities:

- ◆ Serving time frame is from 30 minutes before the service hour begins until 15 minutes after the service hour ends.
- ◆ Arrive on time. Pray together with the team.
- ◆ Greet children and help them to connect with peers & leaders during opening game time.
- ◆ Interact with your small group during large group and present the small group activities from the curriculum.
- ◆ Rigorously follow all health, safety, and clean-up guidelines.
- ◆ Report to your team leader upon arrival.
- ◆ Contact your appropriate coordinator with any scheduling conflicts.

Other Positions Available

There is also a leadership position of Coach available in Elementary. Please ask the Coordinator for a job description if this interests you.

CONTACT

City & Alley (Elementary) Coordinator:

Lindsey Daniels - Saturday

lindseydaniels@parkviewchurch.com 815-325-7484

Jenny Kummer - Sunday

jennykummer@parkviewchurch.com 815-409-1418

Elementary Worship Team Member

Job description for people who lead children in praise and worship

Your Mission as an Elementary Worship Team Member:

To lead elementary kids with energy and enthusiasm in worshipping God for who He is and what He's done.

Your Preparation:

Pray for the children in the area in which you are involved. Learn the music and motions which you'll use to lead the kids, committing songs to memory. Prepare spoken transitions between songs that relate the songs to the day's theme and enhance relevance for the children.

Your Weekend Responsibilities:

- ◆ Serving time is from 20 minutes before the service hour begins until 15 minutes after the service hour starts.
- ◆ Arrive on time to attend the team huddle.
- ◆ Serve at one weekend service each week.
- ◆ Touch base with the tech team member to make sure music is ready
- ◆ Be the timekeeper who signals clean-up time and starts the worship portion on time.
- ◆ Welcome all children and acclimate newcomers to what will take place during worship time.
- ◆ Lead the children in the worship songs
- ◆ Lead the offering time during the praise and worship.

Other Positions Available

There are also leadership positions of Team Leader and Coach available in Elementary Worship. Please ask the Coordinator for a job description if this interests you.

CONTACT

Elementary Worship Coordinator:

Stacie Scheiner

staciescheiner@parkviewchurch.com 708-207-8641

Elementary Tech Team Member

Job description for people who run sound, lighting, and computer for the elementary weekend services

Your Mission as a Tech Team Member:

Operate all technical aspects of media for the service which includes music, video, lighting, and computer.

Your Preparation:

- ◆ Pray for the weekend ministry team.
- ◆ Learn to work the sound board and light board.
- ◆ Read through the music and scripts that will be used on the weekend.

Your Weekend Responsibilities :

- ◆ Serving time is 30 minutes before the service hour begins through one service hour.
- ◆ Arrive on time.
- ◆ Operate sound and lighting for one service hour.

Other Positions Available

There is also a leadership position of Team Leader available in Elementary Tech. Please ask the Coordinator for a job description if this interests you.

CONTACT

Tech Team Coordinator:

Paul Ilg

paulilg@parkviewchurch.com 708-478-7477 ext. 286

Green Team Member

Job description for a team member that welcomes children and families assisting with check-in and check-out procedures

Your Mission on the Green Team:

To create a warm first impression by welcoming children and families. You will provide a safe and welcoming environment by enforcing all security check-in and check-out procedures and serving as new family hosts.

Your Preparation:

- ◆ Pray for the children and their families.
- ◆ Work together as a team with other Green Team members to improve the atmosphere, safety and efficiency of the security and welcome process.

Your Weekend Responsibilities:

- ◆ Serving time begins 40 minutes before the service hour begins until 15 minutes after the service hour starts. 5-7 Green Team members stay throughout the service to monitor hallways and bathrooms.
- ◆ Arrive on time to attend the team huddle
- ◆ Greet children and families who are arriving for the worship service.
- ◆ Distribute name tags and security tags to all parents and children.
- ◆ Return to your station after communion to check the children out of their class.

Other Positions Available

There is also a leadership position of Team Leader available on the Green Team. Please ask the Coordinator for a job description if this interests you.

CONTACT

Green Team Coordinators:

Marc Fontanetta - AM Services

marcfontanetta@parkviewchurch.com 847-274-7693

Janet Greenfield - PM Services

janetgreenfield@parkviewchurch.com 815-274-8833

Special Needs Team Member

Job description for serving with our children who have special needs

Your Mission on the Special Needs Team:

Assist during our CARES class for children with special needs during the 11:00 a.m. service or assist as a one-on-one aide with a child during a Kids service

Your Preparation:

- ◆ Pray for our children with special needs and their families.

Your Weekend Responsibilities :

- ◆ Arrive 30 minutes prior to the service hour.
- ◆ If you are assigned as a one-on-one aide for a child, review the information on that child and connect with the child and their parents in the Kids lobby prior to the service. Ask the parent if there is anything they need to know for this week.
- ◆ If you are assisting in the CARES class, review the planned activities with the special needs coordinator during the 30 minutes prior to the service.
- ◆ Do not leave your child unattended and remain present until the child has been picked up by their parents after the service.
- ◆ Alert the Children's Director or the Special Needs Coordinator if there are any concerns or questions.

Other Positions Available

There are also leadership positions of Team Leader and Coach available in Special Needs. Please ask the Coordinator for a job description if this interests you.

CONTACT

Special Needs Coordinator:

Christopher Spiel

chrisalspiel@gmail.com 708-743-7348