



Thank you for your interest in joining the team!

I want to take a moment to say... Thank you!! We are excited that we have the opportunity to serve alongside you as we teach and train the next generation of children to know God, to love God and to understand His Truth! By becoming a part of the Canyon Kids team, you will be able to impact children and families for the Kingdom of God.

Deuteronomy 6:4-7 says "Love the Lord your God with all your heart, soul, and mind. And these words that I command you today should be in your heart. You shall teach them diligently to your children..."

Canyon Kids believes that the children in this ministry aren't just the church of tomorrow, but the church of today. We believe that God has given us a significant role in clarifying, engaging, nurturing, and inspiring our children toward a relationship with the God who created them. To be honest, this is a really big calling, but it is the love of Christ that compels us. It is because we are loved unconditionally that we are able to love others and teach them about Christ. I am excited about this incredible journey as we love kids together and teach them about Jesus and join His great mission!

You are a blessing and an answer to prayer!

May God bless you as you embark on this leap of faith!

With gratitude and love,

Jamie Hart

VISION:

Equipping children and families to pursue a life rooted in Christ and the Word of God, impacting the current generation and generations to come.

MISSION:

Teach children to love God with all their hearts, souls, and minds

Train up children to live a life rooted in Christ

Empower families to be active participants in teaching and training

VALUES:

Christ-centered: Everything we do comes from an intentional desire to follow Christ and His teachings

Biblically-based: Everything we teach is based on Scripture and the teaching of God's Word.

Prayer-driven: Everything we do begins and ends with prayer.

Mission-focused: We want to instill a willingness and a desire to tell others about Jesus.

All are treasured: Every child is created in the image of God.

CORE COMPETENCIES:

It is our hearts' desire that as your child participates in the Canyon Kids program at Canyon Springs Christian Church, they will ...

Know

- the character of God
- God's plan of salvation through Jesus Christ
- their identity in Christ
- the importance of a life rooted in Christ
- what it means to have a relationship with Jesus
- they are loved by God and the people of Canyon Springs

Do

- read, study, and memorize the Bible
- sing and memorize songs of worship
- develop an active prayer life
- develop and abide in a personal relationship with Jesus Christ
- actively participate in the life of Canyon Springs
- show compassion, encourage, and serve one another
- pursue Christ and practice all the above at home with their families

CHILDREN'S MINISTRY PROCEDURES:

Requirements to Serve:

- Attend main service on a regular basis.
- Must have attended Canyon Springs for at least 3 months.
- Teachers must have a personal relationship with Christ. Classroom helpers and youth volunteers must be pursuing a relationship with Christ.
- Adult volunteers are required to have a completed and approved Canyon Kids volunteer application on file and must be in the process of or have a completed and cleared background check. Those who are waiting for a completed background check must be paired with a volunteer who has already been background checked.
- Youth volunteers must be in at least 6th grade, and are required to have a completed and approved Canyon Kids volunteer application on file.
- Different ages have various serving opportunities:
 - 6th-8th graders need to be 3 years older than the age of the children they serve with.
 - High schoolers may be a helper for any class
 - Adults may be leaders & teachers for any age.
- All volunteers are required to wear a name tag while serving. We will need an individual photo of you to create your name tag.

Scheduling:

- Volunteers will work with the children's director to coordinate their volunteer schedule via the Planning Center application. Volunteers can also sign up for openings via the Planning Center app or web page.
- The children's director will send out the volunteer request via Planning Center email. Volunteers must accept or decline promptly to let the children's director know whether they are available to serve.
- In the event of an emergency, causing the volunteer to be late or absent, it is imperative that the volunteer call or text the children's director as soon as possible.

Restroom Procedure:

- Never enter the restroom alone with a child. Volunteers should wait outside the door for the child.
- Volunteer in the nursery and toddler room should ask parents upon drop off whether their child has any needs, including a nap, food, or whether they would like us to change their child's diaper, or page the parents. Children with soiled diapers should always be changed with another adult present in the room, and we can let the parents know that the child's diaper was changed.
- Children from the 0-3 year old class should be taken to the restroom through the prep room.
- Children in the 4-5 year old class should use the restroom attached to the preK/K classroom.
- Children from the elementary classes should be taken to the restrooms outside of the worship center.

- If a child needs assistance in the restroom, two volunteers should always be present. No volunteer should ever be in the restroom or stall alone with a student.

Classroom Prep:

- Be in the classroom 20 minutes before service starts to pray as a team, look over the lesson they will be teaching, and make sure all supplies needed are ready to go.

Classroom Clean Up:

- After class, the volunteers are responsible for picking up toys and lesson supplies; leaving the classroom ready for the next service. It is also important to clean the surfaces that have been used (tables and counters), as well as toys that were in childrens' mouths.

Notifying a Parent or Guardian:

- If a parent or guardian is needed during the service, send one of the volunteers from your class to the sound booth with the children's tag number. The sound booth will post the children's tag number on screen for the parents to see. Check the parent's tag with the child's tag before they pick them up.

Incident Report:

- If a child is injured in the classroom, a volunteer will need to fill out an incident report (to be found in the file bin in the classroom)..
- One copy of the report needs to be given to the children's director and the second copy needs to be given to the parent when they pick up their child.
- Make sure to explain to the parent exactly what happened and how the injury was treated.
- Every classroom will be equipped with a first aid kit to assist with minor injuries.

Classroom Procedures:

- Volunteers must be familiar with and adhere to the policies and procedures outlined in this manual.
- Food is not allowed in the classroom due to allergies unless the lesson calls for a specific snack. An "A" on the tag indicates that those children have an allergy.
- Physical contact with children should be minimal and only in the presence of another adult.
- Physical contact should be limited to brief hugs, high fives, or a brief touch of the shoulder.
- Outside of the nursery (birth -3 year old class) a child should never be held in the lap of a volunteer.
- Volunteers are to assist in identifying and reporting any unauthorized persons or strangers in the classroom or any unusual activity to the children's director.
- Kids in classrooms 4 years old and up need to always keep their shoes on. Children in the nursery may remove their shoes.
- The only appropriate discipline is a time-out (never make a child face the wall or a corner during a time out), physical contact for discipline purposes is strictly prohibited.

- If a child is being disruptive in class and not following the teacher's directions, one of the teachers can pull the child to the side for a time out (if there is not another volunteer available, the children's director, church staff, or parent need to be notified). After the child is given a time out, it's important to lovingly debrief about what happened, asking if they are in need of anything. They may not be able to articulate what they are feeling, but we want to make sure they feel heard and seen, and that we are caring for their hearts. Emotions and poor behavior can lead to some beautiful Gospel conversations. The teacher can remind children to be respectful of the teacher and the other classmates. If the behavior continues, the children's director or church staff needs to be notified. Follow-up communication will need to be had between the children's director and parents. This is an opportunity to support the parents, whether they need to simply be aware of their child's behavior or they are needing additional help or resources. If you have questions about a certain behavior or special need, please ask.
- If a child's behavior is violent, harmful (bullying), but does not physically harm another child, the children's director or church staff needs to be notified. Communication with parents about this behavior will need to be had between the children's director and parents. If you have questions about a certain behavior or special need, please ask.

Check-Out:

- Parents must present the parent tag for their child. The parent tag number must match the number on the child's tag. Never release a child to a parent (even if you know them) without the matching parent tag. If the parent has lost the tag, they must present a valid ID to a church staff. Staff can give permission when an ID is matched to the database.

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I acknowledge receipt of these policies and procedures and agree to comply with them:

Print Name: _____

Signature: _____

Date: _____

*Please turn pages 6-9 into the children's director, Jamie Hart.

**Please also provide an individual photo of yourself for your name tag

PERSONAL INFORMATION

First _____ MI _____ Last _____

Date of Birth _____ T-Shirt size _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Cell Phone _____

Serving preferences (please check all that apply):

- nursery/toddler room (0-3 years old)
- pre K/K (4-5 year olds)
- 1st-3rd grade (6-8 year olds)
- 4th-5th grade (9-11 year olds)
- First service (Sundays at 9:00 am)
- Second service (Sundays at 10:30 am)

Serving frequency preferred:

- Once a month
- Twice a month
- Three times a month
- 1st week
- 2nd week
- 3rd week
- 4th week
- 5th week

Have you ever been charged with, indicted for, or pled guilty to an offense involving a minor?

Yes | No

If yes, please describe:

Prior convictions do not immediately dismiss an applicant from this volunteer process.

CHURCH INFORMATION

Please take time to complete the following questions. Honesty and openness in your responses are very much appreciated. We consider this information very valuable and vital in getting to know you and provide the best opportunity for you to serve Canyon Kids. Thank you for taking the time to complete this section.

Where would you say you are on your spiritual journey?

Seeker | Skeptic | Follower of Christ | Not sure

If you have made a profession of faith in Christ, when and how did you do so?

Please list any gifts, callings, training, education or other experiences that have prepared you for a role working with children:

REFERENCES

A minimum of two references are required:

Name	Address	City/State/Zip Code	Phone
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I certify that all the information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration, and may result in my removal if discovered at a later date.

X _____ X _____ X _____		
Print Name	Signature	Date

CHECKLIST

God's children are our top priority, and we desire to place wonderful, qualified, and capable team members in positions of leading them. We believe that all roles need to be taken very seriously and handled with the utmost regard. The process of becoming a Canyon Kid team member is somewhat lengthy and very thorough, in hopes that those serving are found to be consistently committed so that God's love and truth may be shown to these precious children. We appreciate your willingness to serve and look forward to finding the best place for you to do so! Below is a copy of our checklist and the process you will be going through. It's important to know what to expect!

FIRST STEPS

You will meet with the children's director, if you have not already done so. You will also fill out the Canyon Kids application, a background check consent form, and a background check disclosure form.

Date completed: _____

TRAINING

You will be trained in the role that you are desiring to serve in.

Date completed: _____

PARTICIPATE

You will observe and participate in the role you will potentially serve in.

Date completed: _____

VOLUNTEER

You will begin serving in your role as a Canyon Kids Volunteer permanently after the above steps are completed, your background check has cleared, and you have participated in training.

Congratulations! We are so excited you are interested in being a part of our amazing and dedicated team! Please let us know if you have any questions.