

QUESTIONS & ANSWERS

Where do I find a schedule?

Our schedule is online at Signup Genius. Email the church office for a link. Signup Genius also sends an automatic reminder 2-3 days in advance.

What do I do if I need to switch with someone on the schedule?

Please contact one of the other volunteers to arrange a trade by emailing the group at kids@wallstreetumc.org. Email the church office of the change or login directly to Signup Genius to note the switch.

What do I do if I am unable to volunteer at the last minute?

You need to text or call Pastor Danyelle at xxx-xxx-xxxx. It is also helpful to email the entire volunteer group at xxxxxxxxxxxx@wallstreetumc.org to see if anyone is available to fill in for you.

Where are the lesson plans?

Everything is stored online via Google Drive and there are hard copies in room 07.

What about finding and buying supplies and prep work?

All the supplies are collected and copies are reproduced by other volunteers to allow you to focus on preparing to teach the lesson. It is important to arrive early to organize the supplies to ensure you have a good sense of how the lesson works with the materials.

Thank you for volunteering
in ministry with children!



VOLUNTEER HANDBOOK

Everything you need to know to
volunteer in ministry with children.

HELPING KIDS...

Love God, Grow Together, Serve the World



VOLUNTEER SCREENING

Each volunteer who serves in ministry with children must:

- actively participate at Wall Street for more than 6 months
- clear a national criminal background check
- complete safe sanctuary training

For your protection and the child's,
never be alone with a child.

ARRIVAL TIME

On Sunday mornings, the classrooms open for children 15 minutes before Sunday school begins. This means volunteers need to be in the room, ready to go, 15 minutes before Sunday school. To give families a great first impression of the class, please arrive at least 30 minutes before Sunday school begins to get ready for class and greet children as they arrive.

WELLNESS INFO

Food Safety: check allergies with any guests (members complete a family information form)

First Aid: available in every classroom

Incident Reports: completed for any and all accidents, and returned to the church office

Bathroom: leave the door ajar if you help a child in the bathroom

APPROPRIATE TOUCH

One of the most important ways we care for children is by honoring their personal space. Care may be expressed in the appropriate ways, by:

- taking a child's hand to lead leading him/her to an activity
- putting an arm around the shoulder of a child who needs quieting or comforting
- taking both of the child's hands while conveying praise
- holding a child by the shoulders or hand to keep his or her attention while you redirect the child's behavior.
- holding a preschool child who is crying
- giving a high five or fist bump

Hugs are okay
but first ask a child's permission.

DISCIPLINE PROCEDURES

Sometimes children need gentle redirection and reminders of the rules and expectations. If discipline becomes an issue, try:

- addressing the problem individually
- explaining to the child why the behavior is unacceptable
- redirecting the child to positive action
- explaining the consequences of unacceptable behavior, like missing out on activities
- offer choices acceptable to both you and the child
- if the problem persists, get the parent and pastor involved