



Handbook

**Citylight South Lincoln
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Vision

Mission:

Just as Citylight Church is committed to multiplying disciples and churches, *Citylight Kids exists to give families who enter our church an opportunity to meet Jesus, become more like Jesus, and share Jesus with others.*

Vision:

Our vision is to help children begin to believe and enjoy the Gospel: the good news that God saves sinners through the life, death, and resurrection of Jesus Christ. We aim to provide activity-based, Gospel-soaked teaching; Bible stories, music, opportunities to share and express themselves in age-appropriate ways, and chances to respond to God's love for them with faith, belief, and action.

Families:

Our vision is to partner with parents in nurturing the spiritual development of each child and encourage parents to actively participate in worship, Bible study, fellowship, and ministry opportunities individually and with their children.

The Gospel:

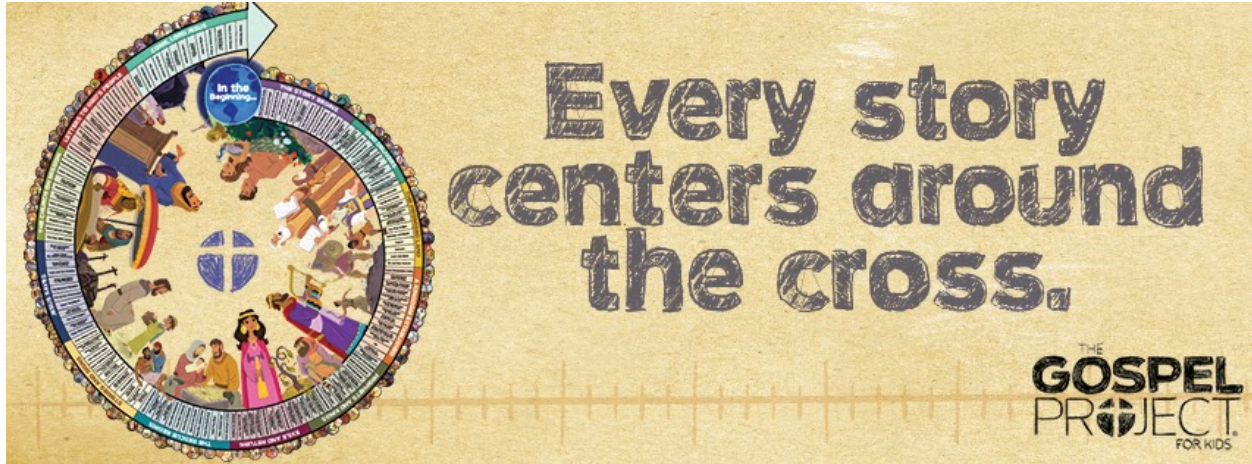
WE WILL HELP CHILDREN BELIEVE THE GOSPEL:

We will point to the Gospel at every opportunity, in every lesson. It will always be the main point of any teaching. We will be vulnerable with our own stories so that children understand that the Gospel is relevant to the lives of adults they have relationships with. We will pray faithfully for children to come to accept Jesus' sacrifice for them once for all.

WE WILL HELP CHILDREN ENJOY THE GOSPEL:

Kids can experience the Gospel through music, prayer, study, the Bible, art, and motion.

Curriculum



Citylight Kids has decided to utilize Lifeways' Gospel Project Curriculum. This curriculum was chosen with prayerful consideration of what values we believe it projects to each participant. Therefore, every age group will be learning the same Bible story each week, have different age-appropriate activities, and have the same goal of pointing out every story in the Bible back to Jesus. Here is a brief description below from the publishing group:

The Bible is not a collection of stories. It is one story of God's plan to rescue His people from sin and death. It is the story of redemption, the gospel message of Jesus Christ. And it's our story, too. Without the work of the gospel, the divide between the created and our Creator would be insurmountable. But there's good news. God had a plan for His people. We believe that God's gospel project began "In the beginning" and continues today in the hearts and lives of His people. It is our greatest hope and the means by which we are free to love, serve, and follow Jesus Christ. The Gospel Project points people of all ages to the good news of the gospel and equip them to live gospel-filled lives individually, in community, and on mission.

If you have any questions regarding our curriculum or the activities, please contact Natalie Green at natalie@citylightsouth.church

Volunteer Team

Serving Team Members

Our vision is to partner with each person serving in Citylight Kids, including staff. We should all be pursuing intentional health (*NOT PERFECTION*) and hold each other accountable with this. We should be striving to connect daily with Christ and be in constant community. If we are spiritually empty then we have nothing to pour out. So we partner with each other as a team and as brothers and sisters in Christ to nurture our spiritual development and encourage active participation in worship, Bible study, fellowship, and ministry opportunities.

CLK Team Members: What is our mission and why?

We are here to be Christ's Ambassadors for these kids. We are here to be disciple-makers to the next generation. We are not just here to teach the kids a story, we are here to give them real discipleship tools. The kids don't need just another good story- Disney has good stories. They need a good Jesus and tools to trust Him. How do we do this?

Spiritually Prepared

- **Sin.** We don't pretend that kids are basically good and just need a little direction. Instead, we expect absolutely everyone (including ourselves) to arrive with big problems only Jesus can fix.
- **Joy.** We don't want to motivate kids with fun activities, but we want to model to them the importance and delight of being with and knowing Jesus through learning, prayer, and worship.
- **Grace.** The grace that we show to the kids should be a reflection and an overflow of the grace that God has shown us and continues to show us.
- **Heart.** As a ministry, we don't want to focus on behavior modification, but heart transformation only through the work of Jesus.

Key Strategies

1. **Be well prepared and organized.** First and foremost come with your hearts prepared spiritually knowing where God has called you to reflect who he is. Also, don't forget to review your curriculum.
2. **Give clear expectations.** Respect yourself, respect your teachers, and respect each other. "Think the best of others".
3. **Be consistent and follow through.** Make sure that classroom activities and classroom management are consistent enough that kids know what to expect. This creates a safe and secure space.
4. **Model the way.** Your words and actions should be a reflection of what we want it to look like in the classroom and with each other.
5. **Encourage and Know who they are.** Look for ways to make kids feel seen by Jesus. Also, telling them about how God made others in unique ways.
6. **Don't motivate by comparison.** We don't want to compare kids to kids, boys to girls.
7. **Give them the vision.** "Sundays are so important because they are the only time during the week that we get to be with our brothers and sisters in Christ learning about God's truth and love for us." Our dream for you is that when you leave church and go to school, or sports, or a neighbor's house that you will always have God's truth with you in anything that you face.

Serving Commitment

Serving Team Member Requirements:

- Every volunteer must complete a CLK volunteers application.
- Every volunteer must complete and pass a background check.
- Every volunteer must be able to commit to the Serve 1/Attend 1 policy.
 - *Except w/ one gathering.
- Every volunteer must review and commit to the CLK expectations.
- Every volunteer must be at least 16 years or older. *In the future we hope to partner with middle schoolers but not at this time.

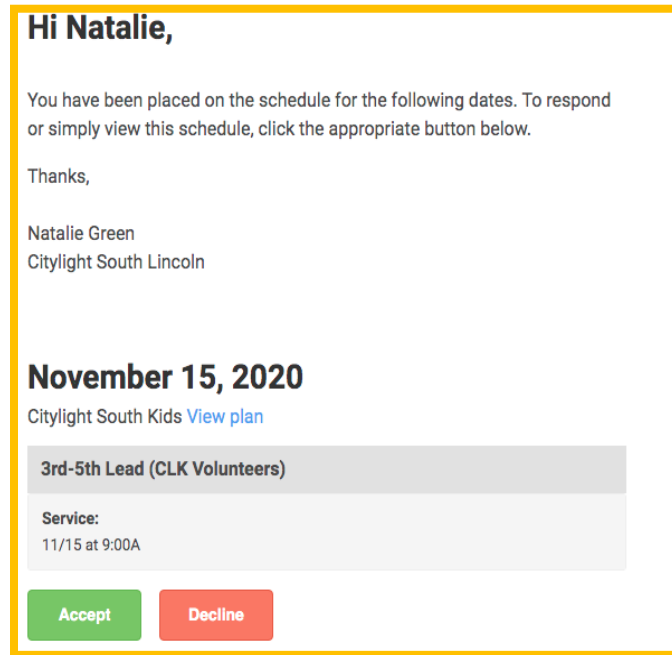
Serving Positions

- **Check-In/Welcomes:** Welcome & greet families! Check kids in and direct them to the correct classroom. Help new families know what to do & feel comfortable with dropping their kids off. Take opportunities to share the Gospel with the kids & parents over and over again & build relationships with them. Get all new families registered in the system. Assist with bathroom breaks for classrooms throughout the gathering. Maintain room ratios. Maintain the front desk in case families come late. Print, double check & give teachers the room rosters so they can have a count of the kids in their room.
- **Coaches:** Directs, provides leadership, and connects with team of volunteers to ensure the best possible experience for children and their families.
- **Nursery/Infant Leader:** Help assist parents with drop off transition. Ask parents for special instructions or care that their child might need (bottle, no snack, diaper cream applied, etc.). Check each child's diaper before gathering is over. Take opportunities to share the Gospel with the kids over and over again & build relationships with the kids. Help keep the room tidy. Check & change diapers as needed. After the 11 am gathering, please empty out the diaper genie and trash. The changing pad needs to be switched every other Sunday.
- **Preschool-5th grade Leader:** Makes transitions in the classroom and asks questions during discussion time. You will get the curriculum by the Wednesday before and will be expected to read the lesson.
- **Support:** Assist the small group leader with the lesson and classroom activities. Help lead some of the lesson time when needed. Take opportunities to share the Gospel with the kids over and over again. Help tidy up the classroom; after the 11 am.
- **Large Group Leader:** Leads the teaching time for K-5th grade and talks through the Big Picture Question & Answer, the Giant Timeline and shares the Bible Story Video or Lesson. Take opportunities to share the Gospel with the kids over and over again & build relationships with the kids. You will get the curriculum by the Wednesday before and will be expected to read the lesson.
- **Attendant Care:** This position is not needed every Sunday but can be on call frequently if needed to help assist a child with extra needs. Take opportunities to share the Gospel with the child over and over again & build relationships with him/her. Report back to CLK Director for how we can better serve the child and his/her family better at church. Try to help the child work towards staying in their group and working with others and following instructions. You are never to be alone or out of view of the public with the child but you should be near (within a couple arm's length) of them at all times aside from bathroom breaks.

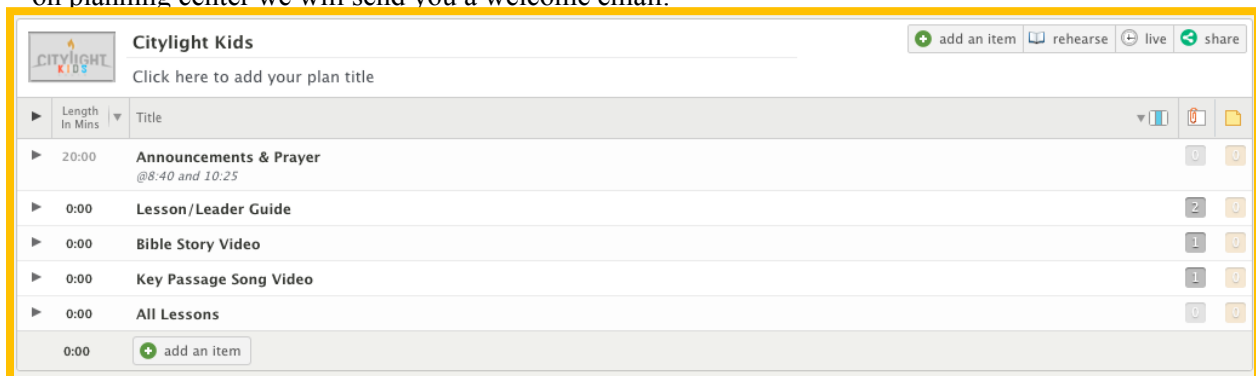
Scheduling on Planning Center App

Please look out for emails about scheduling and respond as soon as you can!

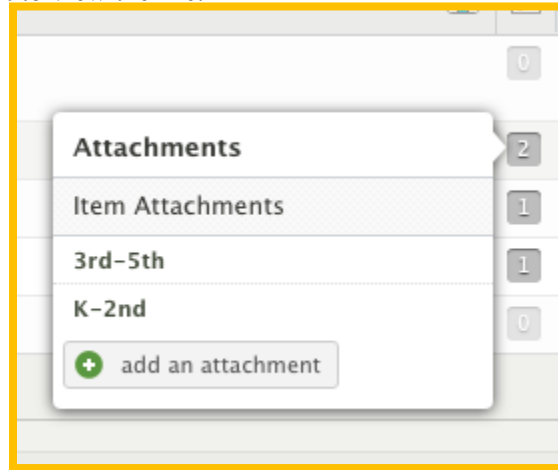
1. You will receive an email or text message that looks like this! Look at the position, date, and gathering time!! Click “accept” or “decline



2. If you choose to accept you will be able to view the upcoming lesson on planning center. If you aren't on planning center we will send you a welcome email.



3. To view the lesson for your class, bible story video, or key passage song. Use your cursor to hover over the numbers on the far right to view the file.



If you have any planning center questions email Natalie natalie@citylightsouth.church

[Planning Center Video](#)

Sunday Morning Team Prayer

Arrive 20 minutes prior to the gathering you will be serving at. Check in to get your name tag. We have a team prayer/meeting before the kids start checking in! 8:40 for 9:00am gathering. 10:25 for 10:45 gathering

- Start our lessons on time
- Allows teachers to head to the gathering if they served the hour before
- Kids begin arriving and need to check in/want to feel welcomed by their teacher

Building/ Classroom Safety

- No child will ever be left unattended in the Citylight Kids area during children's ministry programming or classes. Staff members or serving team members are prohibited from being alone with any number of children in any room or building. A minimum of two background-checked adults (if related a non-related third volunteer must be present) must be present with any number of children at all times.
 - If a parent is dropping off a child and only one background checked Serving Team Member is present, the Serving Team Member should ask the parent to wait to drop off until contacting CLK staff member.
- Children in an unseen or less easily viewed area should be redirected to another (more open) area of the classroom or hallway.
- At the end of every programming event, Citylight Kids staff members and serving team members must check every room and restroom in the Citylight Kids area to ensure all children and serving team members are out of the area prior to leaving.

SECURITY

- All children must be checked in by a parent/guardian at the Citylight Kids check-in desk prior to entering the Citylight Kids area. Each child will receive a tag that includes their name, room assignment, allergy information, and a security code for parent/guardian pick-up.
- The parent pick-up tag MUST be checked against the child's tag before a child is released. Please use the roster to help with this. No child will be released from Citylight Kids without a matching parent tag. If the parent tag is misplaced, the parent/guardian should be directed to the Citylight Kids Check-In desk to obtain a replacement tag.
- Serving Team member at tier 1 commitment should be at the door to collect all the nametags from the parents at the end of the gathering.
- In the event a staff member or Serving Team Member is uncertain of the propriety of releasing a child, they should immediately contact the Citylight Kids Director.

Room Ratios

We need to keep the room ratios (in packet). Be aware of what these are for the age you will be working with and communicate with the check in person if you have met it. If we go over ratio, we will close the classrooms in order to keep the children safe. This is something really want to avoid.

Infants = 2:4

Crawlers/Walkers = 2:6

Preschool (3-4 year old) = 2:10 Young Kids (K-1st grade) = 2:14 Kids (2nd – 5th grade) = 2:20

Child Safety

Physical

Parental Involvement

Parents/guardians may not stay in the classroom after dropping off their child. If a parent desires to participate in any classroom (including their own child's) they will be required to complete the CLK Serving Team Member application and screening process.

Cell Phones and Photos

Cell phone use is not permitted in Citylight Kids classrooms by serving team members. All phones should be stored with other personal belongings away from the children. In the case of an emergency, you may excuse yourself from a classroom to use your phone. It is never appropriate for a serving team member or staff member to allow a child to view or use their phone. You may be asked to use your phone as a timer or to play appropriate music when necessary.

Staff and serving team members are prohibited from photographing children while serving in Citylight Kids. The only exception to this is when a parent has given prior temporary approval in writing for specific Citylight Lincoln purposes.

Attire

Citylight Kids staff and serving team members should be dressed in modest attire when serving in Citylight Kids. When choosing your attire, be mindful of necklines and the length of shorts/skirts. Keep in mind that you will likely be sitting on the floor and/or leaning over with children as you serve.

Sexually Oriented Conversations and Materials

Staff and serving team members are prohibited from initiating any sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child in Citylight Kids.

Staff and serving team members are also prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc) on church property or in the presence of children.

Intoxicants

Staff and serving team members are prohibited from the use, possession, or being under any influence of alcohol or any illegal drugs while working with children at Citylight.

Physical Contact

The following physical contact guidelines are to be carefully followed by anyone working in Citylight Kids:

1. With some kids who may have a difficult time understanding personal space or physical boundaries, help redirect them by explaining things. For example, you could say, everyone has a bubble or some people might not want you to come touch them if they are upset or need some space, etc
1. Pats on the back, side hugs and other forms of appropriate physical affection between staff/serving team members and children are important for children's development and are generally suitable in the church setting.
2. Touching and/or displays of affection that are of a sexual or violent nature are inappropriate and therefore forbidden. Any inappropriate physical contact, touching, or displays of affection or the

suspicion of any of the above should be immediately reported to the Citylight Kids Director, Pastor of Ministry Leadership or congregational pastor.

3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of staff or serving team members.
4. Physical contact and affection should be given only in observable places or when in the presence of other staff members or serving team members. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of impropriety. The personal behavior of staff or serving team members in Citylight Kids must foster the trust of both children and parents at all times. Our personal conduct must be above reproach.
6. Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Staff and serving team members are responsible for protecting children under their supervision from any inappropriate or unwanted touch from other children or adults.
8. No children three years of age or older may sit on the lap of a Serving Team Member or staff member.

Transportation

In the unlikely event that a staff member or Serving Team Member would need to provide transportation for children, the following guidelines should be strictly observed:

1. Staff and serving team members should avoid transportation circumstances that leave only one adult with the child in transport.
2. Children and adults in the car must be buckled (in a car seat/booster if necessary) according to the law.
3. Children should be transported directly to their destination with no stops along the way.
4. Staff and serving team members should avoid physical contact with children while in vehicles.
5. No cell phones may be used or looked at by the driver while behind the wheel.

Health

Cleaning

This must be done after each gathering.

Procedure

Utilize microfiber cloth by spraying with Thieves cleaner.

Wipe and let dry...Wipe down tabletops, chairs, doorknobs, and items played with.

Mist spray and let dry in bins...craft supplies, large groups of toys

Re-rinse microfiber cloth and let dry

Snacks

Parents whose children have an allergy are asked to list this on their family contact card. Most classrooms only Cherrios. If any of these snacks are an issue or if serving team members have questions about allergies, they should contact the Citylight Kids Director.

When feeding babies, serving team members must pay careful attention to follow all instructions given by the parents.

Medication

Medication may not be given to a child by staff or serving team members. The only exception to this policy is diaper ointment/medication, which should only be applied with verbal permission given to the CLK Staff on site. Parents inquiring about emergency medications should contact the CLK Staff.

Preventing Sickness

We want to do all we can to prevent the spread of germs in Citylight Kids. We request that parents do not drop off children in Citylight Kids if they have the following symptoms:

- A temperature of 100.0 or higher in the last 24 hours.
- Vomiting
- Diarrhea
- Severe Coughing
- Colored Nasal Drainage
- Pinkeye
- Head Lice
- Undiagnosed Rash Open
- Skin Lesions

Any Communicable Disease

- In addition, we ask that serving team members offer children (toddlers and older) hand sanitizer before snack, require all children to wash their hands after using the restroom, and clean all toys after the gathering — paying special attention to any toys that children have put in their mouths.
- We require serving team members to refrain from serving when sick with a contagious illness. If a Serving Team Member is sick on a day they are scheduled to serve, they must immediately contact the Citylight Kids Director.

Bathroom/ Diapering

Diapering: Volunteers should change/ check all kids diapers before they leave

1. **Preferably female** nursery workers will undertake the diapering of children of either sex in a Citylight Kids classroom. Parents wishing to change diapers should be directed to the family room in the Citylight Kids area, or to the Nursing Mother's Room.
2. Changing of diapers should be done in plain sight of other nursery workers. Children will never be left unattended on changing tables.
3. Diapers are always placed on children with tabs starting in the back and attaching to the front.
4. Any special instructions given by parents leaving children should be given to you verbally in presence of another volunteer.
5. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diapers.
6. Children should be changed on changing stations only.
7. For children ages, three and older, parents should bring extra clothes in case of an accident.

Bathroom Procedures

1. No child should ever be forced to use the toilet.
2. **Female** workers, or the child's parent or legal guardian, will participate in toilet training efforts with children of either sex.
3. When children are taken into bathrooms the door will be left partially open, and a second check-in worker will be within eyesight of the assisting worker.
4. **Children will never be left unattended in bathrooms.**
5. Children should be assisted in straightening their clothing before returning to the room with other children and this should be done in the presence of another staff member or volunteer. **2 -1 Rule.**

6. **Always** “walkie-talkie” Marcela or Natalie if only 1-3 children need a bathroom break. If 4 or more need a bathroom break, please take as a group.
7. “Accidents” should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra diapers are available from Citylight Lincoln in the nursery room if the parent has not furnished a clothing change.
8. Children should receive the minimum amount of assistance needed based on their individual capabilities.
9. Staff members or serving team members should **never** be in a restroom alone with a child.

Special Needs Children

For children with special needs, parents should be encouraged to speak with the Citylight Kids Director to make arrangements for appropriate diapering or bathroom visits.

Serving team members

Serving team members should never use the restroom in the presence of children. If a Serving Team Member needs to use the restroom during their shift they should temporarily excuse themselves from their role (ensuring there are still at least two background-checked adults supervising children) and use the restroom while children are not present.

Abuse/Neglect/Incident Reporting

- In the state of Nebraska, everyone is considered a legal reporter and we require all of our staff and volunteers to report any suspicion of neglect/abuse. Our CLK Team is currently working with Lincoln, Nebraska Child Advocacy Center to acquire proper training on how to look for abuse/neglect, learning prevention steps and also steps we need to take in reporting.
- In the event that staff or serving team members observe any inappropriate behaviors (e.g. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to **immediately report their observations** to the CLK Director, CLK Intern/Coordinator, or Lead Pastor.
- We will then complete a **SUSPECTED CHILD ABUSE AND/OR NEGLECT REPORT** so that we can properly share the suspicion of abuse with authorities.
- In the event of an accident or injury please request a **Citylight Kids Incident Form** from The CLK Director to complete and notify the parents of the children involved and actions taken to care for the child. Please make sure to inform the parents either immediately or when they come to pick up their child (depending on the severity of the injury).
- For further protection from events that could take place in the building we strive to make sure that no volunteer shall serve in a room alone. Children should never be unattended or attended by just one volunteer. Also, no two related volunteers shall serve in a room alone together. They must be accompanied by another non-related volunteer.

CPS HOTLINE: (800) 652-1999

Classroom Management

Verbal Interactions

Staff and serving team members should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children. This applies to conversations with each other and with children.

To this end, staff and serving team members should not talk to children in a way that is, or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, degrading, or humiliating. In addition, staff and serving team members are expected to refrain from swearing in the presence of children.

Respect Yourself

Why should you respect yourself...

Ephesians 2:10

For we are his workmanship, created in Christ Jesus for good works, which God prepared ahead of time for us to do.

Respect Eachother and Think the Best

Why should we respect others...

- John 13:34-35

“I give you a new command: Love one another. Just as I have loved you, you are also to love one another. By this everyone will know that you are my disciples, if you love one another.”

Respect your Leaders

Why should we respect our leaders...

- 1 Thessalonians 5:12-13

Now we ask you, brothers and sisters, to give recognition to those who labor among you and lead you in the Lord and admonish you, and to regard them very highly in love because of their work. Be at peace among yourselves.

Respect God

Why should we respect God...

- Psalm 51:4

Against you—you alone—I have sinned
and done this evil in your sight.
So you are right when you pass sentence;
you are blameless when you judge.

- Psalm 86:9-11

All the nations you have made
will come and bow down before you, Lord,
and will honor your name. For you are great and perform wonders;
you alone are God. Teach me your way, Lord,
and I will live by your truth. Give me an undivided mind to fear your name.

Green: The kind of classroom management you do in a classroom all the time

Yellow: Your starting to get some resistance

Red: You need assistance

The following visuals are placed in each classroom's binders and take you step by step what to do in manage situations based on age/classroom.

Nursery & Toddlers

If kids start off entering the room upset, please feel free to lead the child from parent and say "they will be alright, we will come get you if we need to". Then help kiddo find something they like.



Give Choices

- Give a child/student two activities as options that allow them to feel like they are choosing, but still accomplish the goal.

Get on their physical level

- Hold them, kneel or sit with them.

Redirect kids with your actions and words

- Music, bubbles reading, dancing.
- If they are playing with something they aren't supposed to, redirect by giving them a new toy.
 - If children don't pick up toys, respond with "help me pick up the toys so we can go outside".



Give logical consequences

- If a child hits another child, "Unfortunately, because we aren't using soft touches and/or kind words we are going to have to have you take a break from your friends (have them sit on a bench outside or at the table inside).
 - "Where you angry or sad, is that why you hit or said that. I understand you are "emotion", but that is good choice to hurt others. God calls us to love our brothers and sisters even when they do something we don't like. Sin makes us turn away from God, but God calls us toward him with love and forgiveness.

Would you like to apologize? If they choose not to, be the example and apologize to the child who got hurt.

Preschool & K-1st

Give Choices

- Give a child/student two activities as options that allow them to feel like they are choosing, but still accomplish the goal.

Get on their physical level

- Kneel or sit with them.

Redirect kids with your actions and words

- Ask an engaging question, have a saying where they respond, talk quieter or louder.
- Have them sit or stand beside you, play or read with them, demonstrate what you are asking.
- Kids in this age group sometimes just need a break or a new activity. If your kids are restless give them 5 min of playtime (Set a timer) then, take them outside. It's ok to change things up if you need to.
- If children don't pick up toys, "if we can't take care of our toys we, then we won't be able to play with them next time" OR "let's help our friends" OR "ready get set go"

Give logical consequences

- If a child hits another child, "Unfortunately, because we aren't using soft touches and/or kind words we are going to have to have you take a break from your friends (have them sit on a bench outside or at the table inside).

"Where you angry or sad, is that why you hit or said that. I understand you are "emotion", but that is good choice to hurt others. God calls us to love our brothers and sisters even when they do something we don't like. Sin makes us turn away from God, but God calls us toward him with love and forgiveness.

Would you like to apologize? If they choose not to, be the example and apologize to the child who got hurt.

2nd-3rd & 4th-5th



Give Choices

- Give a child/student two activities as options that allow them to feel like they are choosing, but still accomplish the goal.

Get on their physical level

- Kneel or sit with them.

Redirect kids with your actions and words

- Remind them how we show respect
- Help given them a task or politely ask them to quietly pay attention

*****If the first two things have not worked, please respond with "we would love you to stay and learn about God with us, but if not you are welcome to go sit with a parent in the gathering". Call channel 1 on the walkie-talkie.



Give logical consequences

- If a child uses a bad word, respond with "no, thank you. God calls us to use words that are loving and encouraging to our brothers and sisters.
 - If a child hits another child, "Unfortunately, because we aren't using soft touches and/or kind words we are going to have to have you take a break from your friends (have them sit on a bench outside or at the table inside).
 - "Where you angry or sad, is that why you hit or said that. I understand you are "emotion", but that is good choice to hurt others. God calls us to love our brothers and sisters even when they do something we don't like. Sin makes us turn away from God, but God calls us toward him with love and forgiveness.
- Would you like to apologize? If they choose not to, be the example and apologize to the child who got hurt.

Volunteer Expectations

1. All volunteers must be professing Christians. “Be gripped by the Gospel.”
2. All volunteers must submit to an application/background check.
3. All volunteers must be willing to follow all CLK policies and procedures.
4. Volunteers’ cell phones must be silenced and put away during teaching sessions.
5. All volunteers are expected to attend periodic training sessions each year to help ensure that all are well prepared and informed about curriculum, teaching methods, safety and security procedures, and other important CityLight Kids issues.
6. Use and teach curriculum furnished by Citylight Lincoln Church.
7. Be in the classroom a MINIMUM of 20 minutes before the session begins to check in, gather, and pray.
8. Wear CLK name tag to establish safety and build rapport with parents and children.
9. Participate regularly in corporate and personal worship. If you are serving at one gathering we ask that you would attend another gathering that same day. We encourage being in community with other believers in the church through city groups, etc.
10. Assist in cleaning the room and putting away all materials at the end of the gathering.
11. Minister to children and their families by caring and praying for them.
12. Be accountable for your attitude and behavior towards children and families.
13. Support the work of the church through prayer and faithful service.
14. Be responsible to notify the Citylight Kids Volunteer Coordinator and secure a substitute if you are unable to serve when you’re scheduled.

If you have read and agree to the expectations above and commit to upholding them while serving in CLK, sign here:

Name:

Date: