



Serving Team Handbook & Child Protection Policy

**Citylight Lincoln South
5201 Old Cheney Rd
Lincoln, NE 68516**

Last Revised March 2025

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Once you have read through everything, print and sign this:

[**VOLUNTEER CHECKLIST AND FORM TO SIGN**](#)

WELCOME

Welcome to Citylight South Kids Ministry! We are so excited to partner with you as we come alongside children and their families in their walk with the Lord. Our ministry is built on four core pillars: Love Jesus, Grow in His likeness, Love Others, and Go and Make Disciples. We believe that as children learn to love Jesus and grow in His likeness, they will be equipped to share His love with others and make a Kingdom difference in the world around them.

Serving in Kids Ministry is a beautiful way to reflect the love of Jesus. Just as Jesus came to serve and love us unconditionally, we have the privilege of doing the same for the children in our care. When we invest time and energy into teaching, guiding, and shepherding them, we are following in the footsteps of our Savior, who demonstrated the ultimate act of service by giving His life for us. Serving in this ministry is not just about teaching lessons - it's about showing the love of Christ through our actions and helping children experience His love in tangible ways. By joining the team, we become a living example of His grace, mercy, and care, while creating a space where kids can grow in their understanding of the Lord, experience His love, and develop a personal relationship with Him. As we partner with families, we aim to lay a strong foundation for their faith that will last a lifetime.



MISSION & VISION



MISSION:

Just as Citylight South is committed to multiplying disciples and churches, Citylight South Kids exists to help families know and love Jesus, grow in His likeness, love others, and go and make disciples.

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 for children 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:

We seek to partner with parents in nurturing the spiritual development of each child and encourage them to actively participate in worship, Bible study, fellowship, and ministry opportunities individually and with their children. We want to nurture a child's relationship with God, volunteers' relationships with one another and children, and our relationship with families.

THE GOSPEL:

We pray children begin to believe and enjoy the Gospel—the good news that God saves sinners through the life, death, and resurrection of Jesus Christ—through activity-based, gospel-saturated teaching. This includes Bible stories, music, opportunities to share, and chances to respond to God's love with faith and belief.

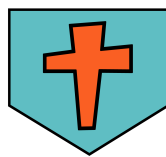
We will point to the Gospel at every opportunity, in every lesson. It will always be the main point of any teaching. We will pray faithfully for children to come to accept Jesus' sacrifice for them once for all.



God Rules



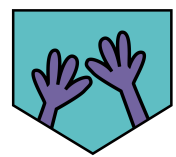
We Sinned



God Provided



Jesus Gives



We Respond

STAFF & SERVING POSITIONS

STAFF

Doug Johnston | Kids Ministry Director/Mobilization Director | doug@citylightsouth.church

Kyara Reed | Kids Ministry Coordinator | kyara@citylightsouth.church

CITYLIGHT SOUTH KIDS VOLUNTEER DESCRIPTIONS

ADULT VOLUNTEERS

Classroom Leaders/Teachers

- Welcome children to the classroom and manage transitions
- Follow the curriculum teaching, activities, etc.

Large Group Leader/Teacher

- Leads the Large Group teaching time for PreK-5th grade

Nursery/Toddler Caregiver

- Assist parents with dropoff and note special instructions in care of their child.
- In Toddlers: Follow the curriculum teaching, activities, etc.

Hallway Lead

- Welcome & greet families
- Assist classrooms with whatever is needed, including bathroom breaks & room ratios
- Prepare, deliver & cleanup snack for Toddler-1st grade classrooms

YOUTH VOLUNTEERS

- Classroom assistant or Caregiver assistant
- 14-18 Years of age will assist Adult Volunteers where needed

VOLUNTEER REQUIREMENTS

The requirements may be found at the end of this handbook on the Volunteer Checklist, [here](#).

SUNDAY SCHEDULE

- Ages nursery through 5th grade available at 9:00am gathering.
 - *Volunteers should arrive at 8:35am for an all-hands prayer meeting.*
- Ages nursery through 4 years old available at 10:45am gathering.
 - *Volunteers in classrooms at 10:30am.*
- Monthly Family Sundays are offered to include children Kindergarten and up to be incorporated in the worship service. Nursery through PreK available during both gatherings.

OUR CURRICULUM



the **GOSPEL** PROJECT[®]

“The Gospel Project’s study plan unites the big story and big truths of Scripture for your kids, students, and adults as we trace the good news of our Redeemer from Genesis to Revelation.”

We use Lifeways’ Gospel Project Curriculum. We appreciate that every age group will learn the same Bible story each week, have different age-appropriate activities, and they 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.

THE GOSPEL PROJECT LINKS FROM LIFEWAY

- **Study Plans:** [Study Plan](#) and the [Kids Session Plan](#) from Lifeway showing the big picture from 2024-2027.
- **Leader Helps:** [Resource Library](#) and [podcast and audio training](#).
- **Spiritual Disciplines:** Access a list of [Spiritual Disciplines](#) for Midweek Volumes 1-12.
- **Big Picture Questions & Answers:** Access a list of the [Big Picture Questions & Answers](#) for Volumes 1-12.
- **Key Passages:** Access a list of [Key Passages](#) for Volumes 1-12.
- **Free Graphics Package:** Download this [free graphics package](#) with instructions and graphics for creating your own promotional material.
- **Training Slides and Script:** Train your staff on how to use The Gospel Project for Kids and Preschoolers or present the curriculum to leadership with these [presentation slides](#) and **script**
- **Access [additional resources](#)** (use filters to access desired lesson)

If you have any questions regarding our curriculum or the activities, please contact Doug Johnston at doug@citylightsouth.church or Kyara Reed at kyara@citylightsouth.church.

SERVING TEAM EXPECTATIONS

Be Punctual

- Attend our 8:35 am prayer meeting and/or arrive in classrooms 15 prior to gathering time(s).
- Be on-time (*15 min prior to gathering times*)
- Welcome families enthusiastically

Be Prepared

- Come prepared, having reviewed this week's lesson via the shared Google drive.
- Wear your nametag & a smile! (and your Kids Ministry T-shirt too if you'd like!)
- Pray & Get fed yourself ... join another gathering, talk about your experience in your huddle or CityGroup

Provide a Safe, Engaging, and FUN Environment

- iPads are to be used to show Gospel Project content in the classroom. Limit Cell Phone usage to pertinent classroom tasks, such as playing music or messaging staff/team leads. We appreciate phones that are silent and put away as much as possible.
- Make yourself familiar with & follow all security & emergency procedures
- Check child's nametag for food allergies before serving provided snack.

Partner with Parents

- Let parents know who you are and share what their children are learning.
- Encourage parents to use resources associated with our Gospel Project curriculum

Keep us Posted

- We are here to support you! Keep us posted on how we can help you.
- Join us for periodic training luncheons throughout the year ... These are a great place to connect with other classroom leaders, who are working with the same children you are! It's so valuable to have time together.

SERVING COMMITMENT

How often will I serve?

Starting in August 2025, a minimum commitment is once a month for the whole calendar year.

What am I responsible for as children leave & church is over?

Please take a moment (with or without children) to put all toys/materials away, wipe the table & push chairs back in around the table. In the Littles Wing, please vacuum any excess mess before the Second Gathering.

What if I can't serve on a certain Sunday?

If you ever have to miss your regularly scheduled Sunday, it is your responsibility to find a sub to switch weeks with you. Use the Contact Lists via the shared Google Drive at the bottom of the weekly email. Text Kid's Ministry Director/Coordinator with dates being switched and team members name.

TRAINING: CLS KIDS MINISTRY AREAS

In the Littles Wing

NURSERY ~ *children birth through walking*

- A space characterized by gentle play and comfort from caregivers
- Expect infant caregiving routines to take place (diapering, bottle-feeding, rocking to sleep, etc)
- Help children feel God's love & learn that church is a fun, safe & welcoming place
- Introduce the gospel to babies and toddlers through books, conversations and simple songs
- Adults' shoes must be removed or covered while in the nursery (covers provided)

TODDLER ROOM ~ *children walking - 23 months*

2'S ROOM ~ *children 24 months - 3 years old*

- Expect active play with the 1 & 2 year olds ... engaging with them through books, toys & other materials on the floor
- Introduce the gospel to Toddlers through verbal story-telling, books, finger plays and simple songs, scripture-reciting, and worship music
- Create Christ-centered conversation around the table as you share a snack together
- Help children begin to understand how to positively interact with peers
- Share a simple Bible story & invite children to participate in a coloring/craft activity

In the Bigs Wing

Each of the following classrooms gather in the conference room during our first gathering for Large Group, an experience of prayer, worship, teaching & connection.

3'S CLASSROOM ~ *preschool aged children (Specifically for 3 year olds)*

- In the 3's classroom, children are introduced to simple, foundational truths about who God is, who they are, and how the whole Bible points to Jesus.
- The learning environment is joyful and engaging, using age-appropriate stories, songs, and hands-on activities to capture young attention and build understanding.
- The structure includes separate Leader Guides for younger Preschoolers, along with fun activity pages that reinforce each lesson.

PreK CLASSROOM ~ *Pre-K aged children (turns 4 years old during current school year)*

- In the PreK classroom, children continue to be introduced to simple, foundational truths about who God is, who they are, and how the entire Bible points to Jesus.
- Learning is brought to life through engaging stories, joyful songs, and hands-on activities that help young children connect with God's Word in a way they can understand.
- The class uses separate Leader Guides for Younger and Older Preschoolers, along with interactive activity pages that support the lesson.
- This class begins participating in a "Large Group" time, where they join together for corporate lessons and worship, helping them experience community and begin to understand what it means to be part of the church family.

KINDERGARTEN - 1ST GRADE CLASSROOM ~ *children currently in K or 1st grades*

- This class gently builds on what children learned in preschool, introducing them to new Bible stories and simple, meaningful truths about God.
- Learning is fun and interactive, using storytelling, conversation, and hands-on activities to help young hearts connect with the Bible.
- The classroom is focused on building relationships and planting early seeds of faith through mini-discipleship moments. With the help of a Leader Guide and age-appropriate student materials, children begin learning how to use their Bibles in simple ways, while starting to think about how God's Word fits into their everyday lives

2ND/3RD GRADE CLASSROOM ~ *children currently in 2nd or 3rd grades*

- This class builds on the foundational lessons from the K-1 classroom by introducing more complex biblical concepts and themes in an age-appropriate way.
- The learning experience is designed to be interactive and engaging, combining storytelling, discussion, and hands-on activities to help students connect with the material. With a strong emphasis on conversational learning and mini-discipleship, students are encouraged to think strategically about their faith and how to apply it in daily life.
- The structure includes a Leader Guide and student materials that support both guided learning and personal exploration

PRETEEN CLASSROOM ~ *children currently 4th or 5th grades*

- This class is designed to deepen students' understanding of theological concepts by exploring the overarching narrative of the Bible and its personal relevance.
- Through engaging methods that promote critical thinking, discussion, and real-life application of biblical principles, students are encouraged to actively participate in their learning.
- The course is structured around a Leader Guide, which is designed to support and guide the learning process in an organized and meaningful way.

SAFETY, SECURITY, AND EMERGENCY PROCEDURES



A first-aid kit and an AED device are located in a bin labeled “First Aid” above the drinking fountain. This kit is for minor injuries, such as scratches, and should be used accordingly. Only certified individuals are permitted to administer CPR, first-aid, or use the AED. In case of any medical care, please reach out to the Hallway Lead or Children’s Ministry Director, and notify the child's parents.

Accidents Happen. In order to inform parents/staff and to record such incidents, we use an **Incident/Accident Report**, located on the check-in cart. These are filled out for minor injuries and for emergencies, post incident:

1. Once filled out, make a copy (the hallway lead can help).
2. Then, give one copy to the parent, reviewing what it says.
3. Place a copy on the desk of the Children’s Ministry Director/Coordinator.

Whenever possible inform the Children’s Ministries Staff Person on-site what happened.

MEDICAL EVENT

FIRST, If it is a true emergency, immediately call 911**

City Light South Church, 5201 Old Cheney Road, Lincoln, NE 68516, 402-480-7121

THEN:

1. Designate someone to notify the Hallway Lead or Kids Ministry Director
2. Notify parents
3. Staff member will call the parents

FIRE EVACUATION



STAY CALM.

- Gather your class, **grab your attendance sheet**, and lead kids outside.
- Do NOT allow parents to check out their kids as you travel outside.
- Lead class to the designated meeting space (one leader in front, one leader in back to make sure all kids stay together).
 - Littles Wing - Take the closest exit, but if you are in your classroom, dismiss the northwest Emergency Door and gather on the grassy hill.
 - Bigs Wing - Take the closest exit, but if you are in your classroom, dismiss to the south Emergency Door and gather on the west side of the building on the grassy hill.



TAKE ATTENDANCE

- Once your class is in the grassy area, children need to stay seated and quiet.
- Take attendance and send one small group leader to staff member to check in.
- If anyone is missing, immediately tell a staff member.



DISMISS - Wait for a staff member to give instructions to parents about pick-up procedures

TORNADO SHELTER

- Stay calm, gather your class, grab your attendance sheet, and lead your group into hallways away from windows. Close the classroom door.
- Have children sit down quickly and quietly as a group and take attendance.

LOCKDOWN

- If someone says Lockdown. Quiet kids, move to out-of-sight area of classroom. Turn off lights and close the door. Lock your door, if possible.
- Stay seated and quiet until given further instruction. A staff member will be connected to onsite police and will alert you when we have an “All Clear”

CONTACTING PARENTS DURING GATHERING

Occasionally parents are needed during a service due to an inconsolable child, injury, toilet training question, etc. Contact the Hallway Lead or Kid Ministry Director; we are able to contact parents through the check-in software.

ROOM RATIOS or ROOM CAPACITY

Nursery = 1:3 || Toddlers = 18 Person MAX || 3-4 Year Olds = 1:7 || K-5th Graders = 1:10

We maintain the following Adult to Child ratios. We will move volunteers to different classrooms as needed. Ratios are there to keep the children safe. If you are over ratio, please let the Hallway Lead or Kids' Ministry Staff know.

PHYSICAL CONTACT WITH KIDS

- Physical contact should be age and developmentally appropriate.
- Kids should sit in a chair or on the floor, or next to a volunteer; not in laps.
- Be proactive to give high fives or fist-bumps to kids when greeting, saying goodbye, or at other appropriate times.
- Playing games is encouraged, however, roughhousing or tickling is not allowed.

BUILDING SAFETY

- Always be observable and interruptible. Classroom doors should remain open, unless there are multiple volunteers present.
- No child will ever be left unattended in the Citylight South Kids area during children's ministry programming or classes. Staff members or serving team members are prohibited from being alone with an individual child in any room or building.
- A minimum of two background-checked adults must be present with any number of children at all times. If the two are related, a non-related third volunteer must be present.
 - Upon drop off, there should be multiple people present to avoid a one-on-one situation. Dropoff may occur once there are multiple people in the classroom.

SECURITY

- All children must be checked in by a parent/guardian at the Citylight South Kids check-in desk prior to entering the classroom. Each child will receive a tag that includes their name, room assignment, allergy information, and a security code for parent/guardian pick-up. Children must keep name tag on visible area throughout the gathering.
- 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 South Kids without a matching parent tag.* If the parent tag is misplaced, the parent/guardian should be directed to the Citylight South Kids Check-In desk to obtain a replacement tag.
- Serving Team members should be at the door to collect all the nametags from the parents at the end of the gathering. (Ages birth-3rd grade)
- Students in Pre-Teen classroom can be dismissed by teachers and directed to sanctuary to reunite with parents/guardian.
- 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 South Kids Director.
- Teachers must remain with the class until all the students have been picked up. If a volunteer is unable to stay until then, please coordinate with another volunteer or the Citylight South Kids Director to make sure the classroom is properly supervised & closed.

PARENTAL INVOLVEMENT IN THE CLASSROOM

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 CLSK Serving Team Member application and screening process.

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 South.

CHILD SAFETY: PREVENTION OF ABUSE

DEFINING ABUSE

- Child - any person under the age of 18.
- Adult - any person age 18 and over.
- Child Abuse - physical abuse, sexual abuse, emotional abuse, or neglect of a child by an adult or adolescent caregiver responsible for the child's welfare.
- Physical Abuse - maltreatment which results in physical injury, including but not limited to bruises, cuts, welts, fractures, and intentional injuries.
- Emotional Abuse - maltreatment which results in impaired psychological growth and development, including but not limited to, belittling, rejection, constant unequal treatment, verbal assaults and excessive demands on a child's performance, or ongoing isolation from normal social activities.
- Sexual Abuse - maltreatment which consists of sexual contact or interactions with a child, including but not limited to, physical contact (fondling, genital/oral stimulation, sexual intercourse) and non-physical contact (exhibitionism, child prostitution, pornography, and voyeurism).
- Neglect - failure or inattention on the part of a caregiver to provide for a child's basic needs such as food, clothing, shelter, medical care, and supervision.
- Mandated Reporter - any person with responsibility for the care of children is a Mandated Reporter. If a Volunteer or Leader has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the appropriate Children's Ministry Leader.

Mandatory Reporting

Everyone has a responsibility to report child abuse or neglect. State law requires any person who has a reason to believe that a child has been abused or neglected to report their concerns to the Child Abuse and Neglect Hotline at: (800) 652-1999 or online.

Your contact with the hotline is confidential and will not be shared with the family. You may be contacted by a Child and Family Services Specialist during the investigation, however, you may request to remain anonymous.

For more information please reach out to DHHS at
DHHS.ChildrenandFamilyServices@nebraska.gov

HANDLING ALLEGATIONS OF ABUSE

In the event that a Children's Ministry Volunteer becomes aware of suspected or observed neglect or abuse of a child, he or she should follow the procedure outlined below.

Suspected Abuse by a Non-Children's Ministry Volunteer

Suspicious include, but are not limited to:

- Concerning markings on a child.
- Conversations with a child where abuse may be suspected.

If you have any suspicions, the following procedures must take place:

- Report all suspicions to the appropriate Children's Ministry Director as soon as possible.
- The Children's Ministry Volunteer who suspects the abuse or the Children's Ministry Director may call Child Protective Services to determine if a report needs to be filed. They will be able to help clarify any misconceptions and uncertainties. Then, when advised, report the suspicions to Child Protective Services.

Observed Abuse by a Non-Children's Ministry Volunteer

Upon observing any abuse, or upon receiving a good faith confession from the victim, the Children's Ministry Volunteer shall immediately do the following:

- Contact and notify the appropriate Children's Ministry Leader immediately.
- Make all reasonable efforts to ensure the child's safety and comfort are secured.
- Make all reasonable efforts to ensure the abuser is safely away from any child(ren).
- Child Protective Services and/or legal authorities will be contacted at the discretion of the Children's Ministry Leader(ship).
- Meet with the Children's Ministry Leader(ship) to report all observed abuse on an incident report.

Abuse may be uncovered through disclosure or discovery. To prevent further trauma, do not interview the child, instead, please consider these guidelines.

Disclosure

- A child has broken through secrecy, fear, and shame and has chosen you as the person he or she trusts enough to tell. Honor that with attention, compassion and belief.
- Listen calmly and openly.
- Don't fill in the gaps, or rush to "get to the bottom of it."
- Don't ask leading questions about details.
- Ask only open ended questions like, "What happened next?" Or say, "It's ok to tell me more."
- Believe the child.
- Tell the child he's done nothing wrong.
- Affirm the child's courage.
- *Seek the help of a professional who is trained to talk with the child about abuse.*

Discovery

- You've observed an abusive act by an adult or youth with a child, or you know by some other way that abuse has taken place. For example, a friend or coworker may have told you something definitive.
- ***In cases of disclosure or discovery, report immediately to local law enforcement or to child protective services in the county in which the child lives.***
- Tell the child's name and where the child lives.
- Tell the facts. This may include what the child has told you, or behaviors from the alleged offender that you saw.
- Tell what signs you've seen in the child. Tell what access the alleged offender has to the child.

Source:

https://www.d2l.org/wp-content/uploads/2016/10/FINAL_D2L_5-STEPS-BOOKLET.pdf

Suspected Abuse by Children's Ministry Volunteer or Leader

Abuse in any form is unlawful, unbiblical, and unacceptable at Citylight South. When abuse is suspected by another Children's Ministry Volunteer or Leader, the following procedure will be followed by the individual who is made aware of the suspicion.

Suspicious include, but are not limited to:

- Concerning markings on a child.
- Conversations with a child where abuse may be suspected

If you have any suspicions of possible abuse, the following procedures must take place:

- Report all suspicions to the appropriate Children's Ministry Director, as soon as possible. The Children's Ministry Director will take appropriate actions to ensure the safety of all CLS Children.
- In any instance where abuse is suspected by a Children's Ministry Volunteer or Leader, an incident report must be filed by the person who suspects the abuse.
- The Children's Ministry Leader(s) and Pastoral Staff must meet with the person filing the report to discuss the suspicions.
- The Children's Ministry Volunteer who suspects the abuse or Children's Ministry Director may call Child Protective Services to determine if a report needs to be filed. They will be able to help clarify any misconceptions and uncertainties. Then, when advised, report the suspicions to Child Protective Services.
- The appropriate Children's Ministry Leadership must take all suspicions in a serious manner and follow up with all allegations by contacting the individual who was involved in the incident.
- The appropriate Children's Ministry Leadership will then use discretion to decide if additional measures must be taken to remove the Children's Ministry Volunteer or Leader from the classroom setting and from serving with children in the future.

Upon observing any abuse, or upon receiving a good faith confession from the victim, the Children's Ministry Volunteer shall immediately do the following:

- Contact and notify the appropriate Children's Ministry Leader immediately.
- Make all reasonable efforts to ensure the child's safety and comfort are secured.
- Make all reasonable efforts to ensure the abuser is safely away from any child(ren).
- Child Protective Services and/or legal authorities will be contacted at the discretion of the Children's Ministry Leader(ship).
- Meet with the Children's Ministry Leader(ship) to report all observed abuse on an incident report.
- The appropriate Children's Ministry Leadership must take all allegations in a serious manner and follow up by contacting the Children's Ministry Volunteer who was involved in the incident.
- The appropriate Children's Ministry Leadership will then use discretion to decide if additional measures must be taken to remove the Children's Ministry Volunteer from the classroom setting and from serving with children in the future

Reporting Contact List

If a crime has occurred, contact the police immediately: 911

Doug Johnston | Children's Ministry Pastor
(316) 737-3655

Adult & Child Abuse & Neglect Hotline
(800) 652-1999

BraveBe Child Advocacy Center
5025 Garland Street
Lincoln, NE 68504
(402) 476-3200

**Observed Abuse by Children's
Ministry Volunteer or Leader**

DIAPER CHANGING, RESTROOM USAGE & ASSISTANCE

DIAPER CHANGING

- Each child in diapers/pull-ups should be checked at least once per hour and changed as needed.
- Female Volunteers may change diapers as needed.
- Male Volunteers will NOT change diapers unless he is the father of the child.
- Place soiled diapers in diaper genie in the nursery.
- Volunteers must wash hands after changing a diaper.

RESTROOM USAGE: Children's Ministry Leaders

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.

RESTROOM USAGE: Children

- Whenever possible take **group** bathroom breaks during transition times.
- Be observable and prop the door.
- Female Volunteers should wait outside the restroom door of any child not needing assistance inside the restroom. Volunteers should never be in a restroom alone with a child.
- Boys and girls preschool age and under should use the *women's restroom* if one or more females is volunteering in the classroom.

RESTROOM ASSISTANCE POLICY

*Female Volunteers may assist a child in the restroom as needed. Male Volunteers will NOT assist a child in the restroom unless he is the father of the child. Children should receive the **minimum amount** of assistance based upon their individual capabilities and requests.*

When assistance is necessary, TWO volunteers are required. Follow these standards:

- Prop the door
- ONE volunteer stands there by the door.
- ONE volunteer assists with the stall door propped to maintain privacy and be observable.
- Should "Accidents" occur in the classroom, the bathroom assistance policy should be followed with TWO volunteers. Begin by reassuring the child and completing the changing of diapers or underwear and clothing. (Extra diapers are available in the nursery.)

RESTROOM ASSISTANCE POLICY: Children with Special Needs

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

HEALTH

SNACKS

- Parents whose children have an allergy are asked to list this on their Church Center app, and this is printed on their nametag.
- Snacks (Cheerios) are served in the toddlers, 3s, 4s, and Kinder/1st grade classes.
- Drinks may be dropped off by parents in the bin by the door. All should be labeled and will be passed out during snack time.
- 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 CLSK Staff on site. Parents inquiring about emergency medications should contact the CLSK Staff.

PREVENTING SICKNESS

We want to do all we can to prevent the spread of germs. 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 South Kids Director.

EXPECTATIONS & DISCIPLINE

At Citylight South Kids, we believe that discipline in our children's ministry is not simply about correcting behavior but about guiding children to understand the love, grace, and truth of the Gospel. Our goal is to help children learn to make choices that honor God and reflect His character. We are committed to pointing children back to the Gospel first and foremost, showing them that true transformation comes from the heart through Jesus Christ.

In our ministry, we hold to three key principles - Respectful, Responsible, and Ready to Serve - that guide our interactions with children and one another:

1. **Respectful:** We encourage children to honor and value others, reflecting the love of Christ in their relationships. Respect for themselves, leaders, and peers helps create a nurturing and positive environment.
2. **Responsible:** Children are taught to take ownership of their actions and decisions, understanding that their choices have consequences. Being responsible reflects our call to be faithful stewards of the gifts God has given us.
3. **Ready to Serve:** We desire children to develop hearts that are eager to serve others, modeling Christ's servant attitude. Serving one another in love is an essential part of growing in faith and maturity.



If a child's behavior becomes a consistent disruption to the class or prevents their peers from learning and engaging, we will first address the situation with patience and care. We will offer gentle reminders of our pillars and encourage the child to refocus. However, if the behavior continues and significantly impacts the learning environment, the Children's Ministry Director may step in for a more personal conversation with the child to address the underlying issue.

As a final step, if the disruptive behavior persists, the child may be asked to sit with their parents for the remainder of the church gathering. This decision will be made in the best interest of the child and the class, providing an opportunity for the child to reset and refocus in a different environment.

In all disciplinary situations, we aim to gently point children back to these principles, reminding them that God's grace and love empower them to live differently. When correction is needed, we will approach it with patience and understanding, always directing children's hearts toward the Gospel, where forgiveness, transformation, and hope are found.

Ultimately, we believe that a heart transformed by the Gospel will lead to lasting change, far beyond mere behavior modification. Through this discipline process, we seek to reflect God's heart for each child, nurturing them in both their faith and character.

CITYLIGHT SOUTH STATEMENT OF FAITH

It is vital to keep things of first importance, first. While convictions and opinions are often very good things to have, we must recognize them for what they are. **We should never teach opinions/convictions as commands.** He is our statement of faith:

God

There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit. (Deut. 6:4, Matt. 5:48, 3:13-17, 28:19, Eph. 1:3-14)

Jesus Christ

Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit and born of the virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of his shed blood. He arose bodily from the dead according to the Scriptures. He is now at the right hand of Majesty on high as our great High Priest. He will come again to establish His kingdom, righteousness and peace.

(John 1:1-5, Col. 1:19, Phil. 2:7, Lk 1:34-38, 2 Cor. 5:21, Mk. 16:1-8, Heb. 1:3)

Holy Spirit

The Holy spirit is a divine person and the guarantee of the believer's inheritance in God. He is sent to indwell, guide, teach, empower the believer, and convict the world of sin of righteousness, and of judgement.

(John 14:15-18, 16:7-11, Eph. 1:11-14, Gal. 5:16-26)

Scripture

The Old and New Testaments, inerrant as originally given, were divinely inspired and humanly authored. They are a complete revelation of His will for the purpose of salvation and sanctification. They constitute the divine and only rule of Christian faith and practice. The church is united and governed by Scripture as the supreme standard by which all confessions, lifestyles, and opinions are tried.

(2 Tim. 3:14-16, 2 Pet. 1:19-21, 1 Tim. 6:3-5, Acts 17:10-11)

Humanity

People were originally created in the image and likeness of God: they fell through disobedience, incurring both physical and spiritual death. All people are born with a sinful nature, are separated from life with God, and can be saved only through the atoning work of Jesus Christ. The portion of the unrepentant and unbelieving is existence forever in eternal punishment; and that of the believer, in everlasting joy and bliss.

(Gen. 1:26-27, Matt. 25:46, Rom 3:23, 5:12, 3:28, Rev. 21:8, 21:1-4)

Salvation

Salvation of sinners has been provided by grace, through faith, in Jesus Christ. All those who repent and believe in Jesus's sacrificial atonement on their behalf are eternally secure in being justified of their sins, born again of the Holy Spirit, passed over from death to life, united with Christ, and adopted as children of God the Father.

(Mk 1:15, Acts 2:38, John 3:5, 5:24, Eph 2:1-10, Rom 3:21-26, Gal 4:4-5, 2 Cor 5:21)

Sanctification

It is the will of God that each believer should be filled with the Holy Spirit and be conformed to the image of Christ, being separated from sin and the world and fully dedicated to the will of God. This process begins with our unity to Christ, and is also a progressive work through the believer's life. (1 Thess 4:3, Matt 5:48, 1 Pet 1:16, Rom 6:1-23; 8:29, 2 Cor 3:18)

Church

The Church consists of all those who are chosen by the Father, believe in the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel and making disciples of all nations. The local church is a body of believers in Christ who are joined together for the worship of God, edification through the Word of God, for prayer, fellowship, the proclamation and protection of the gospel, and observance of the ordinances of Baptism and the Lord's Supper.

(Eph 1:3-14, Col 1:18, Acts 1:8, Matt 28:18-20, 1 Tim 3:14-15, Acts 2:41-47)

Resurrection

There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.

(1 Cor 15:15-58, Col 1:18, John 5:28-29)

Second Coming

The second coming of the Lord Jesus Christ is imminent, personal, visible, and glorious. He will return in power and victory to finish God's salvation plan, and bring forth the new heavens and new earth where we will dwell with Him forever. This is our blessed hope and is a vital truth which is an incentive to holy living and faithful service.

(Mark 13:24-27, Titus 2:11-14, 1 Thess. 4:13-18, Rev. 21-22)



JOIN THE TEAM! VOLUNTEER CHECKLIST

Once all steps are complete, please return this form to the Director of Children's Ministries. If approved, you will receive "approved" status, which allows you to serve in any area of ministry with children. The next step is the on-boarding training process.

- ☐ I have completed the [Children's Ministries Adult Volunteer Application](#)
 - ☐ Complete the Background Check by filling out the application above
 - ☐ Read & Signed the Volunteer Handbook Statement of Agreement below
-

VOLUNTEER HANDBOOK AGREEMENT

I, _____ (PRINTED NAME), have received and read a copy of the Citylight South Kids Volunteer Handbook including the CLS Statement of Faith.

_____ I understand the importance of upholding the standards for the care and protection of children in this manual. I agree to abide by the guidelines while serving at Citylight South.

_____ I understand that the handbook may be modified, and that any guideline may be amended, revised or eliminated by Citylight South Kids Ministry. It is my responsibility to review any new guidelines that may be created and distributed.

Signature

Date

Director of Children's Ministry

Date