



Vintage Kids Volunteer Handbook

1. Welcome to Vintage Kids

Welcome to Vintage Kids! We are deeply grateful that you've chosen to serve the children and families in our church. As a volunteer, you are shaping the next generation of Christ-followers by showing up faithfully, modeling godly behavior, and creating a safe, welcoming environment. This handbook exists to equip and inform you with the policies, procedures, and values that shape our ministry.

2. Mission and Core Values

Vintage Kids exists to make, mature, and multiply kid disciples of Jesus for the glory of God.

- We want our kids to feel cared for at church.
- We want our kids to view Sunday morning as the most fun they have all week
- We want our kids to always have a safe and clean environment.
- We want our kids to know they are a precious gift uniquely created by God, and their identity is found in Him.
- We want our kids to know Jesus personally and have a growing, vibrant relationship with him through prayer, bible reading, serving, and helping others.
- We want to have a healthy gospel partnership with parents to help equip them to be the spiritual leader in their child's life.

3. Convictions

- Children are a blessing from the Lord.
 - Ps 127:3-5 – ³Behold, children are a heritage from the Lord, the fruit of the womb a reward. ⁴Like arrows in the hand of a warrior are the children of one's youth. ⁵Blessed is the man who fills his quiver with them! He shall not be put to shame when he speaks with his enemies in the gate.
- Children are known and loved by God.
 - Jeremiah 1:5 – ⁵"Before I formed you in the womb I knew you, and before you were born I consecrated you; I appointed you a prophet to the nations."
 - Mark 10:14 – ¹⁴But when Jesus saw it, he was indignant and said to them, "Let the children come to me; do not hinder them, for to such belongs the kingdom of God.
- Children should be taught the Word of God.



- Deuteronomy 6:6-7 – ⁶And these words that I command you today shall be on your heart. ⁷You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.
- Proverbs 22:6; Isaiah, 54:13; 2 Tim 3:14-15
- Parents ought to be the primary discipler of their kids.
 - Deuteronomy 6:6-7 – ⁶And these words that I command you today shall be on your heart. ⁷You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.
 - Eph 6:1-4; Proverbs 22:6; Pro 23:13-14; Pro 1:8-9

4. Commitments

- We execute the Vintage Church ministry standards.
 - Warm, welcoming environment
 - Excellent, high-impact gatherings
 - Biblical and digestible teaching
 - Dynamic, attractive aesthetics
 - Personal, compassionate care
- We uphold the Vintage Church Pillars in a way that is contextual for children’s ministry.
 - Unapologetic Preaching
 - Unashamed Worship
 - Unceasing Prayer
 - Unafraid Witness
- Our ministry philosophy is doxological, missional, and intentional.
- We teach the Bible for transformation, not just information. We desire for our kids to grow in an understanding of the Biblical story and how the Gospel matters for salvation and everyday life.
- We create a fun environment where kids are asking their parents to go to church.
- Our ministry focus is on the child, so we want to resource the parents.

5. Volunteer Expectations and Conduct

- Arrive at 9am to prepare your classrooms and pray with your team.
- Maintain at least 80% attendance. Notify your leader in advance if you must be absent.
- Follow all classroom routines, lesson plans, and check-in/check-out procedures.
- Avoid using your phone unless in an emergency.
- Do not bring snacks or toys unless previously approved.



- Speak respectfully and kindly to children, parents, and other volunteers.
- Only trained, background-checked volunteers may serve. No unapproved visitors are allowed in rooms.

6. Check-In & Check-Out

Check In

- Welcome each student and family when they arrive.
- Place each student's sticker in the Binder.
- Make sure each student has a name tag sticker on them.
- Check for any allergies or medical conditions noted on the name tag.

Check Out

- Each student should only be released to the parent/guardian with the receipt that matches the security code on the name tag.
 - (If family has more than one child) parent/ guardian can show you the name tag and then sign their child out
 - (if family has one child) parent/ guardian can give you the sticker
- Remove the student's name tag before he/she leaves the room, and throw it away.
- **Note:** Parents/Guardians are allowed to show a picture of the receipt on their phone as long as the security code is the same as the one on the name tag.

Possible Situations

- What if the parent/guardian does NOT have the pick-up ticket?
 - A government issued ID is the only acceptable form of ID that can be used in place of a receipt.
 - If you are unsure of the situation or if the situation escalates, get Kids Ministry Lead for assistance.
- What if you know the parent/guardian and the student?
 - Even if you know the parent/guardian and the student, you should still ask to see the ticket.
 - This will help the other families who are not familiar with our ministries to see that we have a secure process in place.
- An individual would like to enter the classroom and is not on the volunteer schedule.
 - Only scheduled volunteers should be present in the room. *The only exception is a parent or guardian caring for an upset child with approval from a Kids Ministry Staff member.*



7. Ministry Best Practices

Two Adult Rule

- The “Two Adult Rule” means that two adults must be present when supervising one or more students; our preference is that the two adults are non-related. This rule is designed for the safety of our students as well as our volunteers. Planning ahead will help avoid the potential of being alone with a student. In an unplanned situation, it is the responsibility of the volunteer to contact a Staff Member for assistance so they are not alone with a student. (This is so that you and the child are protected at all times.)
- Youth volunteers over 14 years of age may count as the second adult but are not allowed to take children to the restroom unless the second adult leader is with them.

Accident/Incident Reporting for Students

In the case of an accident and if possible, bring the individual to be assessed by a Staff Member or Room Lead. If necessary, they will administer additional first aid/medical care, complete the Incident Report, and contact the parent/guardian. In the event of a 911 emergency, dial 911 immediately, remove other students from the immediate area, then contact a Staff Member. Do not attempt to move the student. Remember to report the 3 Bs:

- Bleeding that needs more attention than a small bandage
- Bumps to the head and any others that may need attention
- Behavioral issues

8. Restroom and Diapering Policy

The main focus should always be to maintain a person’s right to privacy, preserve their integrity, and build trust to the greatest extent possible, all while ensuring they are safe and cared for according to the level of assistance they need. In alignment with this, only female volunteers over the age of 18 are permitted to change diapers. Male volunteers are not allowed to assist with diaper changes in order to uphold privacy standards and protect all individuals involved.



Restrooms

With potty-trained children, men are allowed to indirectly assist through verbal commands and reminders (i.e. wash your hands, etc.) while standing in clear view at the doorway of a restroom.

Single Stall/Family Restroom

- Ensure the restroom is empty:
 - Keep the door cracked open with door stopper
 - Stay in view of other students, but close enough to hear a call for assistance.

If assistance is needed, follow the “Two Adult Rule” and instruct through verbal commands and reminders (i.e. wash your hands, etc.) while standing in clear view at the doorway of the restroom

Multiple Stall Restrooms

- Please pay close attention to the risk factors of having other people present in the restroom when allowing students to enter.
- Prop the main entrance door open.
- One volunteer should stand by the stall door to monitor. The other volunteer should stand by the entrance door.
- If only verbal assistance is needed, instruct through verbal commands and reminders (i.e. wash your hands, etc.) while standing in clear view at the (stall) doorway.
- If hands-on assistance is needed or requested, one volunteer should verbalize their actions to both the student and the other volunteer present.

Additional Restroom Information

- Have all students wash their hands after each restroom use and place paper towels in the trash can.
- If a student has an accident in the classroom, report it to a Staff Member immediately, who will contact our Facilities team to clean, if necessary.
- Place all soiled items in a clear plastic bag labeled with the student’s name.

Diapering (by women only)

Only women over the age of 18 will be allowed to directly assist a child with diapering and potty-training, while always maintaining the “Two Adult Rule”

- Spray off the changing pad with disinfectant and wipe off. Lay out disposable changing pad. Put on gloves.
- Talk with the student about what you are doing. Some students experience a great deal of anxiety when someone other than a parent/caregiver changes them.



- After changing the diaper, throw the dirty diaper in the diaper pail or, if a diaper pail is not available, wrap in a trash bag to discard in a regular trash can.
- Spray the area with the disinfectant and wipe off.
- Discard gloves and wash hands between each change.
- Please place diaper pail outside the classroom when programming is complete.

9. Appropriate Physical Contact

- Allowed: high-fives, side hugs, fist bumps, pats on back, shoulder taps.
- Never allowed: lap sitting, back rubs, wrestling, rough play, prolonged hugs, physical discipline.
- All physical contact should be student-initiated when possible and always in public areas.
- Volunteers must never touch a child in frustration or anger.

10. Discipline & Behavior

- Set clear expectations and rules at the beginning of each class.
- Use positive reinforcement and redirection first.
- If misbehavior continues: give a clear verbal warning, followed by a calm time-out if needed.
- Never raise your voice, threaten, or physically discipline a child.
- If a child becomes uncontrollable or unsafe, call for the ministry lead immediately.
- Document serious behavioral issues and notify parents as appropriate.

11. Emergency Protocols

- Evacuations: Follow posted maps. Bring attendance sheet. Move calmly to designated safe areas.
- Lockdowns: Lock doors, turn off lights, keep children low and quiet. Wait for all-clear from staff.
- Medical: Alert ministry lead and call 911 if needed. Complete an Incident Report.
- Severe Allergies: Administer EpiPen only if trained. Call 911 immediately. Notify parents and document.
- First Aid Kits and AEDs are in marked locations. Know your room's supplies.

12. Abuse Prevention & Mandatory Reporting

- You are a mandatory reporter under Arizona law.
- If you witness or suspect abuse, notify the Kids Ministry Director immediately.
- Document using the Reported Incident Form with as much detail as possible.



- Never investigate on your own. Do not notify the suspected person. Only trained staff should escalate the report.
- If emergency exists, call 911 immediately.

13. Confidentiality & Communication

Respect the privacy of each child and their family. Never share names, photos, or personal details outside of church systems.

Social media posting of children is not allowed without written parental consent.

Never message a child directly. All communication with parents should be professional and ministry-related.

14. Acknowledgment & Signature

I have read and understood the Vintage Kids Volunteer Handbook. I agree to uphold these expectations and policies as a volunteer serving in Vintage Church. I will strive to serve with integrity, humility, and Christlike love in all I do.

Full Name: _____

Signature: _____

Date: _____