

Volunteer Handbook

Every Kid 4 Christ

Relationships are what make any ministry work. Strong relationships are formed with the children and their families through consistency. ***We deeply appreciate your desire to partner with us to help take the Gospel of Jesus Christ to the precious chil-dren in Knoxville's urban communities.*** Understand that these children have many people and things in their lives on a “temporary” basis. We are committed to showing them that the Love of God, demonstrated by His body, is permanent and something upon which they can depend. Please keep that in mind as you prayerfully consider serving as a volunteer partner. We ask that your commitment be for the entire semester and that, barring emergencies, you come every week. The kids will get to know and count on seeing you every week—you will also receive the greatest benefit from your involvement if you are consistent. God bless and thank you—together we really can make a lasting difference in their lives! Our goal is to reach ***EVERY KID 4 CHRIST.***

Basic Guidelines

- **Very Important:** The kids are counting on you—unless there is an emergency, it is very important for you to be at Sunday School. Remember relationships are being built and the children will be looking for you.
- Check in with the Team Leader and get your assignment for the day. You may be asked to fill different positions from week to week (see Sunday School Job Descriptions). Let the kids see you embrace whatever you are asked to do with a cheerful heart—your positive attitude speaks volumes to them without saying a word.
- All Volunteer Partners are expected to set the example for the kids on the tarps. **You** should lead the way in doing the prayers and pledges. **You** should always sing the songs the loudest and do the moves the best. Engage the children, **LEAD** by example and the children will follow!
- Volunteer Partners should limit physical contact with the children. While hugs are encouraged they should always be done in a proper manner. Remember some of the children may have experienced contact with adults that has been less than appropriate. It is imperative that our interactions with them be above reproach and honor God and the child. NEVER allow yourself to be alone with a child.
- Contact with children apart from Sunday School should only occur with parental consent and KICKO staff's knowledge.
- Photos of children should not be posted on social media sites (especially of Boys & Girls Club members).
- Dress appropriately: Wear your KICKO shirt, proper fitting pants/Capri's/knee length shorts and no open toed shoes or flip-flops.
- Don't wear flashy jewelry or bring money with you to Sunday School.
- Boys & Girls Clubs: If you are working with KICKO at one of our Boys & Girls Club sites, make sure that you sign in and follow the club rules as well as KICKO guidelines.
- **Most Important:** Sunday School is ALL about the kids on the tarps. You are helping make this the most fun hour of their week!

Be sure to ask questions if you aren't clear on something.

Sunday School Job Descriptions (Assignments)

- ◆ SET UP—Setting up for Sidewalk Sunday School is “all hands on deck” for the most part. Until we are set up, unless you are directed to just interact with the children, please do whatever the team leader asks.
- ◆ GAME SET UP—Get instructions before the program starts on how the games are to be set up and run. As soon as we finish the last song, begin setting up for the first game. You can help Sunday School run very smoothly by being focused. When each game is over make sure the items (props) are returned to the truck and then set up the next game.
- ◆ PICKING FOR GAMES—You must know the answers to last week’s lesson questions for this job. You can read the game questions/answers on game card before game time. It is very important to pick different kids from week to week (not the same ones every week). Pick some of the younger kids as instructed for some games.
- ◆ POSTERS & PROPS—Read the lesson plan on the podium each week to know what posters are needed. Important: check the Life Story posters to make sure they are in numerical order. You are to bring out each poster when it is needed: pledges and rules (together), songs (individually), Power Point (individually), Memory Verse (individually) and Life Story (all frames). (Leave Power Point on counter for entire lesson for repeat use). Have pledges and rules out when we start and put back in poster bin as soon as done with them. Bring song posters out in order and put in bin after use. Be ready with Life Story at proper time at end of lesson.
- ◆ MUSIC—Poster person will hold the music posters. Read lesson plan on podium and know what music is to be played and when. The iPod should be programmed at each site with the day's Play Next playlist. Important to have each song cued to start at precise moment needed. Follow cues from leader during games, etc.. Also, music person “catches” Life Story posters as they are handed back, keeping in order and returning to poster bin. Stay on truck during program as you will be needed.
- ◆ QUIET SEATS—This is the hardest job at Sunday School. You must be fair, giving QS rewards to the BEST kids. Some will beg you to pick them but you must do the right thing. You work for God. Reward those paying attention to lesson. Stand at front side of tarp so kids can see you watching them. Begin giving QS treats during Life Story and make it slow so it lasts to the end of the story. When you give QS treat quietly tell them don’t open, its for later.

Sunday School Job Descriptions (Assignments) Continued

- ◆ **COUNT/RECORD KIDS**—To be done on ground not drawing attention to you. Stand to side of tarps while counting kids, as quiet seats are being explained (after games but before lesson). Include Junior Staff on truck in your count and record in proper place on lesson plan (podium).
- ◆ **TREATS—GETTING READY & DISTRIBUTION**—The individual who counts the kids is in charge of this job. Be very quiet while preparing the treats to be given out. (Remember the lesson is still going on.) You should quietly come on the truck and count out enough treats for every child on the tarps. **DO NOT** give a treat to a child who was not on the tarps for the entire lesson. They must have been on the tarps (not a bike, porch or ground, etc.). Also, they must be seated in order to get the treat. If they stand up, no treat until they sit down on the tarp. Make sure to hand the treat to the child—don't throw it. Do not let them take a treat out of the box; you control the giving out of treats.

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