



Children & Student Volunteer Workshop

LISTENING GUIDE

Session 1: Vision & Values

Fill in the blanks with the answers found on the slides in the video.

•We exist to teach children and students what it means to“_____.”

•Our Discipleship Process:

- _____
- _____
- _____
- _____

•Worship is...

- Introduce people to _____
- Inviting people into a relationship with Jesus
- Inspiring life-change

•Connect through _____

- With God’s Word
- With one _____
- With the _____

•Deepen = _____

- Your _____
- Your relationships
- Your _____

•Impact

- The community
- The _____
- The _____

- Explain how some of the classes/activities offered in our children's/youth programs fit within the discipleship process of Fifteenth Avenue.

- How do the following passages provide a biblical foundation for ministry at FABC?
 - Jeremiah 29:11-13

 - Matthew 22:37-40

 - Matthew 28:18-20

 - Deuteronomy 6:5-9

- OUR CORE VALUES
 - _____ *child matters!!*
 - *Ministry to children is a* _____.
 - *Parents are* _____ *disciplers of children.*
 - *Our goal is individual* _____.
 - *The Gospel is* _____ *to everything we do.*
 - *God's* _____ *is our ultimate authority.*

Session 2: Child Protection

- “The only thing worse than having no policy is having one and _____ following it.”
- “FABC desires to be a safe place for all _____ and adults who attend any activity or _____.”
- Our protection policies apply to all children _____ and includes “both paid and volunteer persons who work with children.”
- Paid Workers (hired by personnel committee):
 - Must be at least _____ years old.
 - Must fill out an _____ & provide _____.
 - Must pass _____ check.
 - Must give evidence of _____.
- Volunteer Workers (enlisted by ministry leaders):
 - Must be a member of FABC (for Little Men, an active member of a Christian church) for at least _____ months.
 - Must be able to work with children.
 - Must be _____ and _____ by staff.
 - Must pass _____ check.
 - Must be _____ OR work under direct supervision of someone who is and meets criteria.

How does FABC perform background checks?

- You will be asked to fill out and sign the following:
 - A Volunteer application and _____ release form.
 - A _____ form.
 - A _____ authorization form.
- If you decline, you will be _____ to work with children.
- Forms and results will be kept confidentially in a safe in Associate Pastor for Education’s Office.

What constitutes disqualification?

- Disqualification will be determined on a case by case basis by _____.
- Generally, the following may lead to disqualification:
 - convictions for offenses involving _____.
 - offenses involving violence, dishonesty, illegal substances, indecency, and conduct contrary to our _____ / _____.
 - failure to disclose a _____ conviction on the application.
- Convictions for any offense involving violence towards _____ or _____ abuse will immediately disqualify you.

Check In/Out

- Parents are responsible for their children at all times. Children should be kept with _____ until they are dropped off with _____ FABC Workers.
- Only approved _____ / _____ may drop off and pick up children.
- Specific nursery procedures
 - Parents receive a _____ when child is dropped off.
 - A _____ *identifying the child is attached to the child.*
 - _____ *must be presented to pick up child.*

Nursery Policies

- Nursery Workers
 - May not give children anything to _____ except for approved nursery snack (remember _____).
 - Must check diapers every _____ minutes and follow proper sanitation procedures.
 - Must sanitize ALL toys after every _____.
 - Must provide an _____ for children while keeping them in the nursery.

General Policies

- The following apply to all areas:
 - A minimum of _____ *unrelated* workers at all times when children are being supervised during church activities.
 - For Bible study groups, one worker may lead a group provided other adults are nearby AND classroom _____ are open and _____ uncovered.
 - In counseling situations, doors must be left open and windows uncovered. When possible, counseling should be done in _____ areas.

- Children must be encouraged to take care of their own bathroom needs. If not possible, _____ adults should be present OR _____ should be propped open. NO ADULT SHOULD EVER BE _____ BEHIND CLOSED DOORS WITH A CHILD FOR ANY REASON.
- Overnight coed events must be attended by workers of both _____.
- FABC workers do _____ administer medication of any kind except in the case of life-threatening circumstances, If medication is necessary, detailed _____ must be given on the FABC Medical and Liability Releaseform.
- Every child participating in a church sponsored or off-campus event _____ have an FABC Medical and Liability Release form on file with the church.

Child Abuse

- Types of Abuse:
 - Physical
 - Emotional
 - Sexual
- If you suspect abuse, it must be _____ to the Senior Pastor immediately.

Our procedure for dealing with abuse:

- _____ / _____ notified.
- Worker immediately placed on _____ and must remain away from premises.
- Civil _____ notified and cooperated with.
- Insurance company notified.
- _____ pastor acts as media liaison unless he is alleged to be involved. Legal advice will be sought before responding to _____. ALL OTHER REPRESENTATIVES MUST _____ FROM SPEAKING TO MEDIA.
- _____ visit scheduled, if necessary.
- If worker not found _____, will be removed from position as a worker at FABC.

Session 3: Discipline Policy

- “We must not forget that the root word of discipline is _____. We have a responsibility to disciple children which will ultimately lead to a disciplined life.”

Class Management

- FABC has a strict policy against _____ punishment...if it's your *own* child, feel free to punish as you see fit, but never in front of other children.
- A positive attitude is _____...many times, children mirror adults' attitudes.
 - If we get _____, they'll get loud. If we get confrontational, they will as well.
- Stay calm and never discipline in _____.
- Children will often rise to our _____...talk about what you expect from your students before every class, and then, hold them to those expectations.
- _____ is key...if you have rules, hold *everyone* to those same rules.
 - When we let children _____ with things, it sends the message that our rules aren't really rules.
 - When we treat one child _____, it sends the message that rules don't apply to everyone.
- Relationships are inherently tied to _____ with children.
- Classroom management and discipline is the job of every adult in the room and requires _____ participation by everyone.

Guidelines:

- Classroom teachers should only have to worry about _____...all other adults should be actively involved in managing students.
- Adults should *never* “_____” in a corner or in the back of the room. Rather, they should mingle with students.
- Class time is *not* a time for adult fellowship or _____.
- Adults should “_____” as needed near students who are not on task.
- Adults should handle _____ directly and with as little disruption to the class as possible.
- If necessary, adults should take students into the _____ to talk about their behavior rather than doing so in the classroom or in front of other children.
- Adults are *never* to _____ at students, or call them out from across the room.
- Teachers and adults should develop and use signals or nonverbal cues to get students' attention rather than _____ above the crowd.

- Many students get lost in _____. Great teachers:
 - Minimize transitions as much as possible.
 - Be _____ ahead of time so that transitions happen smoothly with little break in the action.
 - Prepare students for transitions by explaining what is happening and what _____ of students are during the transition.
 - Assign tasks to _____ students during transitions to keep them on task.
- Praise _____ behavior often, pointing out what is being done _____.
- Remember that _____ are primary disciplers; therefore, it is imperative that they know about behavior problems.

DISCIPLINE POLICY

1. _____

- Visual warning
- Nonverbal warning
- _____ warning

2. Conversation in the _____

- **D** - _____ expectations
- **I** - _____ the problem
- **G** - _____ to the root

3. Conversation with pastoral _____ (**DIG** again)

4. Conversation with _____ (immediately take child to parent or have parent come to you - **DIG** again)

5. Conference between parents, staff, and teachers (to determine a solution for repeat or severe behavioral issues)

Steps 2 & 3 entail a child being disrespectful and disobedient to adults and require _____ be notified upon picking up child that behavior problems have occurred during the event.

Defining Expectations

In general, what do we expect?

- Students should *never* be _____.
- If students aren't with _____, they should be with adults.
- Students should _____ and obey adults.
- Students should _____ one another.
- Students should _____ others' privacy and property.
- Students should _____ more than they talk.
- Students should *never* be _____ or _____ others.
- Students should *actively* _____ in all activities.

Thank you for completing the listening guide. When you have completed this training, please sign and date this Listening Guide, and turn it in to the Little Men Director.

I have watched the online FABC Volunteer Worker Training Workshop in its entirety and agree to abide by all policies in working with children at FABC.

Printed Name _____

Signature _____ Date _____