



Volunteer Handbook

King of Kings Lutheran Church

2016-2017

Kids of the Kingdom Coordinator
Paula Arland 289-8036

King of Kings Office
738-3110

1) HOW LONG IS CLASS? Classes run concurrent with worship services – approximately 50-60 minutes. 5:17 and 10:45 classes begin in worship. Students will be dismissed to class at the appropriate time.

2) WHAT TIME SHOULD I ARRIVE TO TEACH? Please arrive 10 minutes prior to the start of worship to pick up your folder. Class begins when the first child arrives, so please be prepared.

3) HOW DO I KNOW WHEN I AM SUPPOSED TO VOLUNTEER? Create a schedule of who will volunteer each week. Most volunteers switch off every other week, although we have found it beneficial to have team-teachers each week. This provides you with additional assistance and another person's perspective. Please turn in a copy of your schedule to Paula. **All teachers are asked to be present September 17/18; December 11; May 20/21.**

4) WHAT IF I WILL BE GONE ON A WEEKEND THAT I AM SCHEDULED TO TEACH? First, if you have a co-volunteer, try to work out a swap. If this option does not work, it is your responsibility to find a substitute. You can ask a parent in the class or call a substitute. Please contact another teacher or Paula if an emergency situation arises at 651-271-4213.

5) WHERE CAN I FIND BIBLES & SUPPLIES FOR MY CLASS? A classroom cubby will contain extra Bibles and "essential" supplies including glue, scissors, pencils, markers, crayons, stapler & extra staples, and scotch tape. All materials and Bibles must be returned to the cubby after use. Additional supplies for the weekly lesson can be found in the classroom supply bin on your table when needed. There will be enough supplies in the bin for all classes to use throughout the weekend. If you are the last class in your room, please return the classroom supply bin to the workroom.

6) HOW AND WHEN DO I TAKE ATTENDANCE?

Your attendance card can be found in your brown teaching folder.

Take attendance at the beginning of class. Mark students who are present ONLY. Do not count teachers and assistants in the total.

Place the card with your offering basket outside the classroom entrance as soon as possible.

7) HOW DO I KNOW MY STUDENTS' NAMES? Class nametags can be found in your folder in the workroom. For safety purposes and for the students, parents and staff to learn student names, use these nametags every week. Consider it your students' hall pass – no student should leave the classroom without a nametag!

8) WHAT IF THERE IS A NEW STUDENT OR GUEST IN MY ROOM? All guests need to complete a yellow visitor form. Guest forms can be in each classroom's brown teaching folder. Completed forms should be placed with the attendance sheet and offering basket. Guests trying out a class should be walked down to the Children's Ministry Workroom to be registered – NO EXCEPTIONS.

9) HOW DO I COLLECT OFFERING? Offering envelopes will be handed out to students the first month of class. Encourage students to bring their offering in weekly. Pass around the basket in your classroom at the beginning of class to collect offering. Place the basket with attendance card by your classroom entrance.



10) HOW IS OFFERING SPENT? Our offering is used to partner with Local and Global Missions. Please talk to your class about what it means to give to others. When we give offering, we are giving back a small part of what God has given us. God can do great things with our offering gifts.

11) WHAT DOES THE HOUR COORDINATOR DO? There will be hour coordinators present during all class periods. These volunteers are stationed in the workroom to answer questions, register new students and guests, pass out materials, collect attendance folders and count the offering money. They are available to assist you if needed.

12) CAN I PROVIDE A SNACK FOR MY STUDENTS? Our policy for is **NO** snacks during class time. We will allow a few exceptions: treat to be given by a birthday child at the end of class, a class celebration, or an end of the year celebration. Due to food allergies, please use caution with birthday treats. Peanut-related items are **NEVER** allowed in our classrooms. Whenever food items are included in your lessons, you are asked to provide them yourself so that you can determine whether food+lesson are a good fit for your class.

13) SHOULD I RECOGNIZE MY STUDENTS' BIRTHDAYS? YES! You are encouraged to recognize student birthdays. A variety of birthday cards and stickers are located in the workroom. Birth dates are listed on your student contact sheet.

14) HOW DO I KNOW IF MY STUDENTS HAVE ANY MEDICAL, EMOTIONAL, CUSTODIAL OR OTHER SPECIAL NEEDS? You will be provided appropriate information as necessary. If any of your students has an allergy (which we are aware of), it will be noted on the inside of your brown folder. A copy of registration forms with additional information parents have provided will be kept in a paper clipped shut yellow folder inside the brown teaching folders. Please keep this information confidential.

15) WHAT SHOULD I DO WITH SPECIAL HANDOUTS? The Hour Coordinator may bring in special announcements/handouts to be sent home with your class. Please see that these materials are handed out because they may contain dated material.

16) WHAT KINDS OF ACTIVITIES CAN I DO WITH MY CLASS WHEN I AM WAITING FOR EVERYONE TO ARRIVE? We have a variety of activities that are available to you in the workroom. Come help yourself! This is also an ideal time to do the Arrival Activity from your lesson.

17) DO I HAVE TO WEAR A NAMETAG EVERY CLASS? Please wear your nametag every time you teach. Not only does wearing your nametag help students remember your name, but it also helps the parents and the Children's, Student and Family Ministry Staff know who you are.

18) HOW SHOULD I LEAVE MY CLASSROOM? Make King of Kings shine--leave the classroom in better shape than you found it. Please have your students help you make the room ready for the next class (pick up paper on floor, wipe glue off tables, etc). Any borrowed Bibles need to be returned to the classroom cubby. The offering basket should also be returned to the cubby. Please be sure any windows are closed and locked and the lights are **OFF** when you leave.

19) WHAT IF A CHILD GETS HURT IN MY CLASS? Typically an injury can be treated with a little attention and a band-aid. A first-aid kit is available in the workroom. Parents have signed an emergency authorization waiver on their child's registration form which states that authorized emergency medical personnel (911 or hospital) will be called to treat their child in the event of ANY emergency. Contact Paula Arland or an Hour Coordinator for assistance.

20) WHAT IF THE FIRE ALARM GOES OFF OR THERE IS A STORM WARNING WHILE I AM TEACHING? For fire alarms, please evacuate the building as quickly and as calmly as possible to the church parking lot. For storm warnings, all classes will be directed to the appropriate storm shelter area of the building. The hour coordinators will bring the attendance folders for the teachers to make sure all students are accounted for. Students will only be released when a parent is present.

21) WHERE ARE THE RESTROOMS & WATER FOUNTAINS LOCATED? There are three different restroom locations and two water fountains located throughout the church. Children enrolled in the Preschool and Kindergarten classes should be accompanied to the restrooms and water fountains. Your classroom assistant can help with this.