



kids

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Welcome to HDC Kids!

We want to personally welcome you to the Children's Ministry at High Desert Church. We look forward to serving with you as we partner together in the spiritual growth of our kids. We appreciate your willingness to be part of a team of volunteers who build relationships with children and their parents and teach them spiritual truths that will impact their lives for eternity. Thank you for joining us in creating a fun, exciting, and safe environment that kids will look forward to coming to and invite their oikos to each week.



Whether you enjoy holding babies, telling Bible stories, helping at summer camp, playing guitar, helping people find classrooms for their children, organization, cleaning, or even prepping crafts, we have a place for you at HDC Kids. We have opportunities for you to use your God-given gifts to invest in the lives of children.

In this handbook, you will discover and learn about our mission, vision, and values and why we do what we do through our purposes, processes, and programs. We are always working on new and creative ways to resource you and help you grow. We value your input, so please feel free to contact us if you have any questions or if we can assist you in any way.

We consider it a privilege to serve alongside you in HDC Kids! We are excited to get to know you and see how God will use your passion for children to accomplish His will.

Your HDC Kids Staff

Role of Parents

When it comes to families, we acknowledge that parents are the primary spiritual leaders of their children and we want to do everything possible to help them thrive in that role. Our desire is to partner with parents, regardless of where they are in their own journey, and come together to help lead their children with confidence and consistency in faith and godly character.



Mission, Vision, Values

OUR PURPOSE:

Partnering with parents in preparing their kids to change their worlds for Christ.

OUR MISSION: Oikos

OUR VALUES:

- Truthful: Biblically based approach
- Helpful: Partnership with parents, Uncompromising safety standards
- Durable: Structured leadership, Focus on relationships
- Enjoyable: Purposeful, Intentional programs, Age-appropriate



Oikocentric Kids Ministry

At HDC Kids, our first priority is to teach God's Word and help kids understand what it means to follow Jesus. We believe that a big part of following Jesus is giving kids the opportunity to live out their personal mission of reaching the people in their oikos for Christ.

Our whole church has adopted these Oikos Challenge steps to help people of all ages stay focused on their personal mission:

1. **LIST:** Write the names of people who are in your life, even someone who might not be very nice.
2. **PRAY:** Talk to God about each person every day. Ask God to help them believe in Jesus. Ask God to help you show His love and kindness to them.
3. **INVEST:** Look for ways to spend time with each person. Tell them about the good things God does in your life and tell them about how He helps you.
4. **INVITE:** Ask the people on your list to be in your life - at your house, at church, at special events. If they say no, that's okay. Just ask them again for another event.
5. **PREPARE:** Continue to learn about Jesus and how to love and obey Him. As you grow, people will see how to love and obey God by watching you.

Kids Team Goals

Our Goal for Parent Partnership:
To encourage, empower, and equip parents to step into their role as the primary spiritual disciplers of their kids.

Birth – Pre-Kinder

Our Goal:
To make a first impression of the heavenly Father in such a way it makes a lasting impression on the heart of a child.

Measureable Wins:

- Bible is God's Word and true
- Church is safe and fun
- Kids recognize who their Oikos is
- Kids understand they are a valuable member of the HDC family and a part of God's story

Kindergarten – 1st Grade

Our Goal:
To inspire kids to know, love and follow Jesus.

Measureable Wins:

- Bible is God's Word and True
- Church is safe and fun
- Kids recognize oikos and live out their personal mission
- Kids understand they belong at HDC Kids and a part of God's story



2nd-4th Grade

Our Goal:
To guide kids to put their faith in Jesus, and teach them who God is and how He wants them to live.

Measureable Wins:

- Kids believe God's Word is true and reliable
- Kids understand who their oikos is and engage with them
- Kids know that church is fun and engaging
- Leaders strengthen their partnership with parents
- Kids take next steps in their faith

Preteen (5th-6th)

Our Goal:
To guide kids to commit their lives to Jesus, be confident in God's Word, and live out their personal mission.

Measureable Wins:

- Kids believe that God's Word is the first place we go for wisdom
- Kids understand who their oikos is and that how we love others matters to God
- Leaders strengthen their partnership with parents
- Kids take next steps in their faith

Special Needs Ministry

Offered at the Victorville Campus

Our Goal:
To inspire kids to know, love and follow Jesus.

Measureable Wins:

- Students and kids know they are loved by Jesus and the HDC family
- Students and kids are excited to come to church
- Families feel their child belongs at HDC Kids
- Parents are encouraged and supported

How to Lead a Kids Ministry Class at *High Desert Church*

Prepare at Home

- Reply to the scheduling email or text.
- Pray for the children in your class and their families.
- Read through the lesson on the kids leader hub.
- Read the corresponding passage in your Bible.

Prepare at Church

- Attend our team huddle to hear any news and be a part of the team.
- After huddle, go to your classroom and get familiar with the supplies provided. If you need more, tell your coordinator.



Lead at Church

- **Welcome all of the children by name and with a smile.** This is so simple and yet so important!
- Engage the children in the opening activities.
- Talk with children and find out how their week went.
- Use the talking points provided in the curriculum with each activity to reinforce the Biblical tie-in.
- Lead worship and teach the Bible story using the videos or follow along with the live teaching.
- Practice the Bible verse.
- Review the story by going over the review questions provided.
- Pray with your class, asking for prayer requests and encourage the kids to take turns praying too.
- Reinforce and apply the story by using the provided closing activities.
- Say goodbye to each child as they're picked up. Try to say something personal to each parent about one thing their child did well that day or something they learned.

Creating an Inviting Culture

Kids come for relationships and relationships are built through a meaningful connection.

These practices will help our Kids Team be more intentional in our interactions with kids, families, our volunteer teammates, and with HDC Kids.

Greet:

"Hi, welcome to HDC Kids! We are happy you are here!"

This is the first impression kids will have of our environment. Knowing you are excited to see them when they walk into your classroom or venue will set the tone for the day. Parents will also be more confident that their kids are in good hands. **A confident and composed leader can calm an anxious child and an apprehensive parent.**

Meet:

"Come on in! Let me show you around!"

As a child is checked into the classroom or venue, they should be connected to a leader. This leader will help them feel comfortable by involving them in the environment. They will help each child find a game or an activity where the child can make connections with other children and leaders in the environment. A little enthusiasm goes along way in helping kids connect to other kids and leaders.

Take a seat:

Initiating conversations with kids will help build connections and long lasting relationships. **Play games with the kids, participate during worship, and encourage kids to be interactive with each other.** This is important because this is the lasting impression the child has as they leave the program. Did a leader ask me my name? Did a leader ask me to come back next week? Did a leader care enough to invest in my life?



Classroom Management & HDC Kids Expectations

Research has shown that you can increase positive behavior by 80% by pointing out what one person is doing right! We call this behavior specific praise.

At HDC Kids, we do our best to communicate our expectations on a regular basis by encouraging what kids are doing right.

1. Be Safe
2. Be Kind
3. Show Respect
4. Connect with God and Others

Every department has different tools and systems in place that you will learn when you start with your team. Here are some tips that go across all ages:

- With growth as the end result in mind, always correct or redirect kids in love.
- Don't take a child's behavior personally. Stay calm.
- Gather information about a situation before reacting. Ask questions!
- Let them know you look forward to seeing them next week!
- If it is necessary to talk with parents at check-out, please be sure to do this in private and let your Coordinator or Director know.
- Be friendly and avoid condemnation or judgment.

Verbal Interactions

- Keep your communication positive and uplifting.
- Always look for ways to express praise, encouragement, kindness, and respect.
- Never speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation.

- Do not talk in a way that is or could be construed as intimidating, shaming, derogatory, or demeaning.
- Think about the tone of voice you use and pay close attention to how you can soften it when you speak to your students, even if you're correcting a behavior problem.



Next Steps for Kids

Leading a Child to Christ

- Choosing to follow Jesus is the biggest decision a child will make. Inviting the parents to either lead or be a part of this milestone will help empower them to spiritually lead their child from the start.
- Use HDC Kids' "God's Amazing Story" booklet to help child understand what it means to ABC (Admit, Believe, and Choose) to follow Jesus.
- If the child is ready to make a decision, please wait for parents to arrive.
- Let parents know the good news and offer to pray with them if they would like. Some parents may choose to have more conversation as a family and pray with their child later.
- Please share with your ministry leader so they can follow up and celebrate.



Baptism for Kids

- Getting baptized is a big decision and it is important for the child to understand what baptism is before taking this big step.
- Kids interested in getting baptized can attend the Baptism Class with their parent/guardian.
- Before getting baptized, a staff member will interview the child with parents to make sure they understand their decision to follow Christ.



Kids Wellness Policy

Young children are very susceptible to colds, flu, and other diseases. We realize a child's illness can be difficult for a parent and that it's often frustrating to rearrange your schedules to provide care for a sick child at home.

We want to help eliminate these concerns to our best ability. This requires that our church have the healthiest possible environment. The best way to prevent illness is to prevent exposure. The Wellness Policy is to help our staff and parents work together to provide that healthy environment.

Parents will be asked to keep their children home if they have been experiencing any of the the following symptoms:

- Fever in the past 24 hours
- Cough
- Sore throat
- Congestion or runny nose
- Nausea or vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Questionable rash
- Matter in the eyes



Our Policies & Procedures

These guidelines are set to provide a safe and nurturing environment in which we can bring children to Christ. All policies are designed to protect and promote growth in God for each child and adult involved.

General Safety Policies

- Never be alone with a child.
- Family members that serve together must have another leader in the room with them at all times.
- Wear a name tag as a means of identification.
- For safety reasons, visitors are not allowed. Contact a Coordinator or Director for assistance.

Restroom Policies

- Each campus has designated restrooms for kids.
- Adults are not permitted in the kids' restrooms.
- If you need to use the restroom, a Coordinator will cover for you while you use restrooms designated for adults.
- Some campuses require a short walk to the restroom. There must be two leaders when taking a child to the restroom.
- Restroom issues should be handled by female volunteers only.
- If a child needs help in the restroom, try to talk them through the procedure.
- If the child still needs assistance, enlist the help of the Coordinator.
- Supervision by two adults is required in assisting and must take place outside of the restroom.

The Rule of Two

- There must always be two people present when supervising one or more children.
- One adult should never be alone with a child other than their own.

Touching Policy

- Hugging and other forms of appropriate physical affection are important.
- Physical affection should be appropriate to the age of the child.
- The child should initiate touching.
- Appropriate physical affection should be a response to the child's need for comforting, encouragement, or affection.
- Appropriate physical affection should not be based upon the adult's emotional need.
- Kids three and older are to sit on the floor, not in the laps of or being picked up by leaders and kids.
- Physical touch should only be given when in the presence of other children's ministry workers.
- Touching behavior should not give even the appearance of wrongdoing.
- A child's preference not to be touched should be respected.
- We are responsible to protect children from inappropriate touching by others.

Good Touch Vs. Bad Touch

Appropriate

- Brief hugs or side hugs
- Pats on the shoulder or back
- Handshakes
- High fives and fist bumps
- Verbal praise
- Touching shoulders and arms of children
- Arm around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Side hugs with older children
- Holding hands during group prayer

Appropriate Physical Touch:

Age-appropriate positive physical contact that nurtures children and develops a sense of emotional security in their interactions with adults. It is applied to meet the needs of children and not the adults.

Inappropriate

- Lengthy embraces
- Kisses
- Holding children over three years old on the lap
- Touching bottoms, chests, or genital areas other than for appropriate diapering or toileting of infants and toddlers
- Showing affection in isolated areas
- Occupying a bed with a child
- Touching knees or legs
- Wrestling
- Tickling children
- Piggyback rides
- Any type of massage given by a child to an adult or by an adult to a child
- Any form of unwanted affection
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development
- Giving gifts of money to individual children



Medical Procedures

Training for Volunteers in the event of an injury:

1. Keep calm and keep the injured person as calm as possible. Speak reassuringly to the child.
2. Do not move the injured child and do not leave them alone.
3. Send a fellow teacher to find a Coordinator or Director for assistance. If the situation is an obvious emergency, please dial 911 before getting a Coordinator or Director.
4. The Coordinator or Director will call the Safety Team or, if necessary, will call 911.
5. The Coordinator or Director will then contact the parent and advise them of the child's situation.
6. The Director will refer to the parents for details on doctor or hospital preferences.
7. The Director will accompany the child to the hospital if their parents can't be found.
8. The Director will follow up with the parent as needed.
9. Everyone involved should document what happened immediately following the emergency with our Safety Team.

FAQs

Who is allowed to grab the medical bag during a programmed event?

It is only for Medical Response Team or Safety Team. If there is not a Medical Response or Safety Team person available, try to locate a nurse or other medical professional. Please be aware of where the medical bag is located in case of emergency.

What are the expectations of how to proceed depending on the medical needs during programmed events?

During a weekend program, use radio to contact a Safety Team volunteer and give location, or find the Safety Team volunteer close by to let them know of the need. Then put "MRT" on the number board. If not an event where they are present, ask if there is a nurse available. Otherwise err on the side of the patient, use CPR if you've been trained, grab the AED, call 911. There are CPR masks in the red medical bag.



Allergies

- Allergies will be listed on a child's tag.
- We ask that volunteers do not bring snacks for kids. If a snack is planned, it will be by the Kids Team Staff.

How to avoid an allergic reaction:

- Know your kids' allergies. If there is a first aid symbol on their name tag, their allergy will be listed on the check in roster tag.

What to do if a reaction occurs:

- Allergic reactions can range from hives, to lightheadedness, to life threatening swelling.
- If mild symptoms occur, call the parents and allow them to determine the next step.
- If a severe reaction occurs, we will radio Safety Team for assistance.
- If the child is visibly having difficulty breathing/experiencing anaphylaxis, call 911.

Emergency Procedures

Each campus and age group has age specific processes for Emergency situations. We practice our Evacuation and Lock Down Drills twice a year. Here are some general guidelines:

Fire

When the alarm sounds, gather the kids in a line (or emergency crib) and proceed to the closest exit. Be familiar with the exit route that is posted in each room. Once you reach the evacuation location, take attendance. Notify a Coordinator if a child is not accounted for. You can utilize songs and stories to keep kids entertained. Children will be checked out as normal unless otherwise instructed.

Earthquake

As the shaking starts, have all the children stand along the walls or get under any available tables. Make sure they are not standing near or under anything heavy. Stay there until you have been notified by a director or other staff to do otherwise. Wait for instructions before releasing any of the children. If damage to the building is severe, gather the children in lines and take them to the designated evacuation site. If damage to the building is minimal, children will be checked out as normal.

Campus Lock-Down

In the event of a Campus Lock-down, the on-site Director and/or Coordinator(s) will make an announcement that we are going into a lock-down. You will also receive a text message. Be familiar with the lock-down location for the kids in the room you lead. Remember to lock all doors, turn off all lights, and remain calm and quiet. You will receive a text message from your ministry leader to release you from lockdown.

In any emergency, it is important to remember the following:

- Stay calm: this will help to calm the kids down and help to provide the safest environment possible for everyone.
- Help maintain a minimal noise level: The quieter it is, the easier it will be for instructions to be given and/or received.
- Listen to Coordinators and/or HDC staff: In the event of an emergency, your primary job is to supervise your children. Coordinators and other staff will help to organize and direct you.



How to Report Child Abuse

Child abuse is a serious issue that impacts nearly 6 million children in the United States every year. It often takes place in the home and comes from a person the child knows and trusts—a parent, relative, babysitter, or friend of the family.

As an HDC volunteer who works with children, you are not a mandated reporter. Unlike mandated reporters, you are not bound by law to report abuse, and you do not have the same civil and criminal liability exemption when filing reports. This does not mean that you should refrain from reporting child abuse to a member of HDC's staff, who by law, are mandated reporters and will determine if a report needs to be filed.

Reporting is a scary prospect for anyone. If you are the Coordinator or volunteer and you become aware of alleged or actual abuse, take a moment to clear your head and think before you act. As you respond, remain calm. Take action in a manner that is assertive, effective, and sensitive to those around you.



If you observe or have a reasonable suspicion that abuse is taking place, take the following steps:

1. Stay calm, listen supportively and write down all the facts leading you to suspect potential abuse. Facts are much better than hunches or assumptions.
2. Immediately make contact with HDC Kids staff who will determine if a report to CFS is required based on the situation. Do not discuss the incident with anyone except those who have a need to know and are helping to respond. If it is a staff person being accused, the person receiving the initial report should contact the lead pastor.
3. Occasionally, CFS will ask to speak with the individual who observed or was directly made aware of the abuse/neglect. If this occurs, the HDC staff member filing the report will contact you and arrange a time to speak with CFS with the reporting staff member.

A first step in helping or getting help for an abused or neglected child is to identify the signs and symptoms of abuse. There are five types of abuse that must be reported: neglect, physical injury, sexual abuse, willful harming or endangerment, and unlawful corporal punishment or injury.



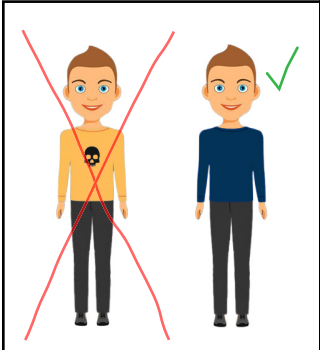
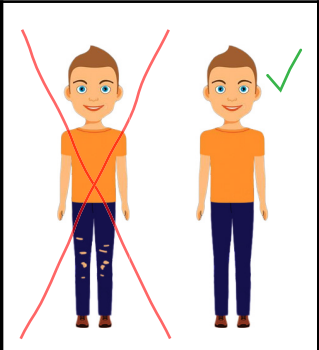
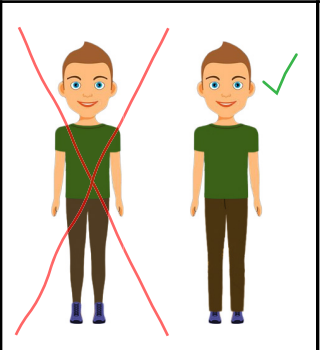
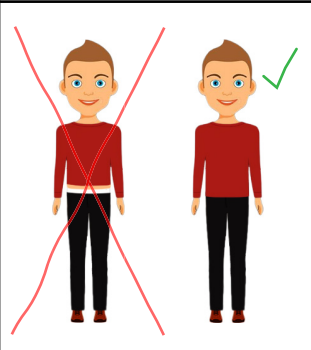
Kids Ministry

DRESS CODE

WOMEN

Choose shorts that are not too short.	Choose to wear under shirts with sheer/lace tops.	Choose pants that are not low-rise.
Choose jeans that are clean and in good condition.	Choose to wear leggings with a top that goes to your mid thigh.	Choose tops that are not low cut.
Choose tops that cover your midriff.	Choose tops that cover undergarments.	Choose dresses and skirts with hems below the knee.

MEN

			
Choose shirts with appropriate graphics.	Choose jeans that are clean & in good condition.	Choose pants that have a comfortable flexible fit.	Choose pants that don't sag.

Thank you for taking the time to read through our Kids Ministry volunteer dress code. These guidelines help our team to stay focused on our mission and serve the kids in our ministry.

Please choose clothing that is comfortable and durable that allows you to engage with the kids.

During a typical class, a Kids Team volunteer might play on the floor with a child or raise their hands during praise and worship.

If you wonder if your clothing is inappropriate, err on the side of caution and don't wear it.

WHEN IN DOUBT, WEAR SOMETHING ELSE!

Leadership Commitment

After praying and discussing with my family the commitment involved with volunteering in HDC Kids, I choose to commit to the following:

- I am committed to understanding and adhering to the HDC Kids policies and procedures listed in the HDC Kids Policy Manual.
- I acknowledge the Lordship of Jesus Christ in my life and I have a personal relationship with God through faith in Christ. I am committed to maintaining a consistent, growing relationship with Christ.
- I am committed to a lifestyle that is both godly and above reproach, in actions, speech and attitude.

By volunteering to serve in Kids' Ministry, you are accepting the responsibility of being a role model. God knows that we all make mistakes, but He has stricter standards for leaders than for those they lead (James 3:1) Therefore, we take our role as leaders seriously.

The following practices are commonly accepted in our culture. We understand there can be confusion about them, so it is important that you recognize what the Bible says and, subsequently, our expectations for you in each area.

Drugs and Alcohol:

The Bible clearly says that getting drunk is a sin. While you may choose to consume alcohol in moderation (if 21 or older), we do ask that you not post any comments or images about your consumption on social media. We also ask that you abstain from all controlled substances, including marijuana, unless prescribed by a doctor. As role models, leaders, and influencers of children, we want to live in a manner that is above reproach.

Social Media:

Conduct yourself online in a way that that honors God and enhances your godly influence within your oikos. Living above reproach in social media includes personal modesty and communicating with others thoughtfully and graciously. Ask yourself this question: Does my social media influence reflect biblical values, add value to others, and align with my identity in Christ?

Marriage, Sexuality and Culture:

We believe that God makes each person either male or female and that both genders reflect God's image. (Genesis 1:26-27) Rejecting your biological sex means rejecting the God who made you.

We believe marriage means one natural-born man and one natural-born woman coming together in a single, exclusive union, as shown in Scripture. (Genesis 2:18-25)

We believe that sexual intimacy should only be shared between a husband and wife (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). God says sex outside of marriage is wrong, including cheating on a spouse, living together before marriage, having sex before marriage, or any same-gender sexual relationships.

If you have questions about any of these topics, please let us know.

- I am committed to attending leadership meetings and trainings to grow as a leader.
- I commit to rejecting divisive behavior. I commit to bringing my disagreements, concerns or problems about the ministry to my director without talking or gossiping to children, HDC Kids volunteers, or church members.

**THIS LEADERSHIP COMMITMENT WILL BE
SENT TO YOU TO SIGN ELECTRONICALLY.**