

Village Kids Leaders Volunteer Agreement



Our hope for Village Kids (VK) is that it will be a place where not only children flourish but our volunteers will flourish. Our prayer is not only that you will be equipping our kids to go, grow, and overcome, but that you too will see your ministry in Village Kids as an opportunity for your sanctification.

The volunteer agreement outlines some of our values along with details of the onboarding process. As always, if you have any thoughts or questions we welcome your feedback.

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I. Village Kids Ministry Model

Mission (What We Do)

We make kid disciples who go, grow, and overcome

Vision (How We Do It)

We partner with parents in discipleship by building Christ-centered communities that equip kids to follow Jesus in a fallen world.

Leadership Values:

As a VK core team, our commitment to you and to our kids is five fold...

1. **Inverted Leadership:** We are committed to serving and equipping you to make kid disciples.
2. **Collaborative Teams:** We are committed to building teams that foster collaborative discipleship. We will do this together. We will value “we over me”.
3. **People Over Programs:** We are committed to prioritizing people over programs and relationships over tasks. Remembering that our first audience is the kids, our second audience are parents/ caregivers, and our third audience is us, the team. This is why individualized discipleship is pertinent. Knowing names, knowing stories, remembering them and asking questions is a sacred opportunity.
4. **Strategic Flexibility:** We are committed to being strategic yet holding things in an open hand with flexibility. This is an art we are all growing in. Our hope is that you will not have mastered this but commit to growing in it.
5. **Personal Transformation:** We are committed to ongoing transformation in our own spiritual lives.

*One way this is experienced is that **we are asking that you maintain the value of attending one worship service, and you serve in another service.** At Village Church, we prioritize your spiritual health and place in our community. We would ask you to reconsider your serving role if it interferes with your growth. This will not be policed, but we will in love encourage you in this direction. We know that serving in VK will take sacrifice, but we can not sacrifice your growth as a disciple of Jesus in order to grow kid disciples.*

Discipleship Values:

VK leaders will commit to the Village Church community values of discipleship as expressed through the acronym “TERMS”*.

These five values will be reflected in all that we do.

TERMS of Discipleship at Village Church		
T	Truth	Through compelling teaching we ensure the Word of God is believed, understood, and lived out as authoritative in each person’s life.
E	Experiences	Through creating or redeeming meaningful experiences, we instill and reinforce Biblical values & spiritual growth. We disciple as we go along in life together.
R	Relationships	Through intentional spiritual relationships, we foster a community of spiritual growth, support, and accountability.
M	Ministry	Through age-appropriate and impactful ministry, we expand God’s kingdom in Village Church, our community, and the world.
S	Spiritual disciplines	Through consistent practice of spiritual disciplines, we intentionally pursue a deeper personal relationship with Jesus Christ.

**To learn more about these values you can listen to our 3 part sermon series [Together](#) from November 2020.*



II. Village Kids Volunteer Qualifications

1. Personal Faith

It is of utmost importance that as you step into VK to disciple children in their relationship with Jesus, that you have a relationship with Jesus. As part of our onboarding process you must:

- Share with a VK team member your testimony and what the gospel looks like in your life at present.
- Confirm length of time attending Village Church.
- We will ask for 2 references that can attest to your character and personal faith if you have been attending Village Church in person for less than 6 months.

It is vital for a student connecting position that we see your faith is alive - perfection is not possible nor is it what we are looking for in our volunteers. Growth and faith are most important.

2. Background checks

All adult Village Kids volunteers (age 18+) must have a completed background check on file. Once applicants have completed all checkpoints and training the last step will be to submit a background check. You will receive an email with a link to complete your information. The Village Kids Core Team will manage this process. Once the background check is complete we will be notified and you are eligible to start volunteering.

3. Child Protection Policy Training

All Village Kids volunteers (junior workers & adults) must complete the VK Child Protection Policy Training annually. All new volunteers must complete this training before serving in any capacity in Village Kids. The training outlines expectations for interactions with children in VK. This training must be completed annually. We always consider summer/VBS to be the time where this training will be redone.

[CPP Training Video](#)

*This policy is outlined in writing as an [addendum](#) at the end of this document.



4. DCFS Mandated Reporter Training (18+ volunteers/staff only)

All Village Kids Volunteers 18+ need to complete DCFS online mandated reporter training and submit your certificate. This Training is free and takes about 60 min to complete. This training needs to be completed once every 3 years.

[Link to DCFS Training Online](#)

Please screenshot and email us a copy of your completion certificate to villagekids@vcob.org

Village Kids asks that you would report any concerns to the VK Director and/ or Village Church Leadership Team before making a report. These concerns may be regarding neglect or abuse. However, as you will see in the training the responsibility to report to DCFS lands on your shoulders and that is the priority.

Ultimately, we believe this training will equip Village Kids to care for students with greater awareness, insight, and love. If you have any questions please email us.

Background Information to why DCFS Mandated Reporter Training

We understand you already give so much of your time to VK, however besides being mandated, we believe there is a lot of helpful information in this training for how to best be aware in the caring for our children.

The Illinois Abused and Neglected Child Reporting Act that addresses mandated reporters underwent significant changes effective January 1, 2020. Mandated reporters now appear to include any child-care worker affiliated with a church or other non-profit (this includes ministry staff and volunteers). Mandated reporters are required to undergo mandatory reporting training. Training must be completed within three months of their date of engagement in an official capacity as a mandated reporter. Previously, clergy were only required to report suspected sexual abuse – the law has been expanded and now requires clergy, along with everyone else, to report all forms of suspected abuse and neglect. Failure to comply with these reporting requirements could result in a Class A misdemeanor. *American Church Group

* Article reference:

<https://www.americanchurchgroup-illinois.com/ministry-resources/blog/illinois-mandated-reporter-changes-2020/>



III. Village Kids Volunteer Expectations

1. Volunteer Facebook Page

Please join: [Village Kids Leaders](#) Facebook group. You will receive training, communications and can join conversations on how we make disciples.

2. Sunday Service Availability & Service TERMS

We are building teams to disciple our students and knowing our leaders' availability is important to making these teams work. Typically our school year team serves from September - May as their schedule allows and summer teams (June - August) are staffed with a "Summer Serve" team. Please share your availability with a Village Kids Core team member to determine what does work best to accomplish our goals of connection.

Growth always comes from connection. The life cycle of a group needs space and time to root and establish. We believe that the relational connections you make with our kids (inside and outside your time in VK) can be one of the greatest connections they have to seeing the gospel come alive in their lives. ([Resilient Disciple's Research Article](#)). In light of this, we have chosen to ask for consistent volunteers during the school year. Not only do we believe with our whole hearts our children will thrive by this stability and depth, but we believe you will, too. We want you to see the impact of your care. We believe by connecting you to a group of students in a given role for this extended period of time that your opportunity for attachment and connection will also be increased. We have found weekly or every other week to be effective for connection. In addition, we have volunteers that either serve one time a month or as a sub which allows us to be staffed at safe levels. These are opportunities to connect with students and we don't discount any volunteer no matter how frequently they serve.

3. Sunday Service - Planning Center Services (PCO)

Planning Center is used to schedule volunteers and you will be scheduled based on your communicated availability. You can update your availability, enter block out dates and schedule preferences in Planning Center Services. There is an app which some have found helpful to navigate over the website. You will receive email and/or app notifications when you have been placed on the schedule. You can respond to those requests with decline or accept as well as send a note as to why.

Planning Center Services App - [Google](#) [Apple](#)



4. Cancellation Policy

We ask that our volunteers maintain responsible communication regarding availability and accept or decline Planning Center requests in a timely manner. If you need to cancel, we would ideally have 5 days notice and you find a qualified replacement is possible.

If you can't find a replacement, please contact:

For Sunday Service: Lisa Lewis (Volunteer Coordinator)

For Awana: Sara Dyck (Awana Director)

For Sunday Services, in the case of sickness or unexpected last minute circumstances, we ask that you contact Lisa Lewis immediately so that we can have proper staffing levels.

5. Feedback & Conflict

If, and when, you do not see VK living out our values in a consistent manner we ask that you respectfully and lovingly bring that to our attention. Feedback is of utmost importance as we all pursue to be more like Jesus both individually and corporately. If something begins to grow in your heart that could root into bitterness, mistrust, malice, or even a bad attitude, please bring this to our attention. We ask that you keep short accounts with any in leadership serving alongside you. Additionally, we ask for the opportunity to live out the gospel with one another to pursue unity, grace, forgiveness and redemption.

We agree that any disputes or modification of agreement shall be negotiated directly between the parties according to Matthew 18. If these negotiations are not satisfactory, then the parties agree to mediate any differences with a mutually acceptable third-party mediator.

Discontinuation of your volunteer position will be discussed between you and a VK core team member for a pattern of behavior that reveals disinterest or lack of commitment to VK or for any unresolved conflict or impasse between you and another team member.

IV. Village Kids Classroom/Program Policies

Discipline & Classroom Management

- Our time in the classroom is an opportunity for connection and relationship building.
- Our goal for discipline is connection.
- We want our classroom experiences to feel small, safe, and personal. We realize in one form or another discipline will happen in order to achieve that.

A. Preventative Actions

1. Establish trust with the students by creating a loving, caring atmosphere of connection.
 - Work to know their names, know their stories, and their likes.
 - Sit by your students during the large group time.
 - Engage in worship with students.
 - Welcome them by name when they come through the doors.
 - Ask them follow up questions from their prayer requests and conversations.
2. Establish and communicate realistic expectations.
3. Focus on reinforcing positive actions.
4. See the students.
 - Ask the Lord to cultivate your heart to see the needs of your students.
 - What is their behavior telling you they need? Behavior is a window to the soul.
 - What about what I see happening is telling me about what is under the surface?
 - When students are not present, send a VK postcard (available at VK counter)

B. Corrective Actions

1. Handle situations individually as much as possible.
2. Remind the student & give a warning when a child fails to follow the rules.
3. Explain to the student what the desired behavior in that situation would be.
4. Redirect the child to something positive.
5. If a child repeats the action, guide him/her to a quiet place separate from the other children for a short, but designated period of time. Remind the child of what you are looking to have changed in their behavior.
6. After a third time, the child will be escorted to the VK Director, Awana Director, or other Core Team member for appropriate discipline and parental notification.

C. Aggressive Behavior

1. Biting, hitting, pushing, scratching, or pulling are considered aggressive behaviors and need to be addressed promptly.
2. If this behavior is happening, notify the VK Director, Awana Director, or other Core Team member immediately for assistance and guidance.
3. If a child displays any of these behaviors, he or she needs to be removed from the class and the parents will be notified.
4. For students in our 2s & 3s preschool who are just learning the social dynamics, a 1:1 may be assigned when possible to support positive reinforcement of behavior.

D. Ongoing Classroom Dynamics

We ask you to make the VK Director, Awana Director, or other Core Team members aware of any ongoing social and dynamic needs or concerns in your classroom or small group. We are here to help make sure group dynamics are setting everyone up for growth and overcoming.

****Special Note: It is inappropriate to use physical force as a means of discipline. Only in situations in which children are physically harming themselves or other children may physical force be used to restrain and protect. Even in such situations, the room leader should make an effort to move other children away from the offending child. Physical force is a last resort.*

E. Modeling

Possibly the most important classroom management skill you have is modeling behavior. Our students are at a vital part in their development where they are watching the world around them to gain understanding. What an exciting opportunity we have to live out the gospel in a genuine way so that they can see Jesus and the word of God alive in us. This will be an ongoing conversation, but here are a few starting points.

- *Pray out loud.* This is not mandatory, but you have been given a voice. Use your voice to model for our students what it is to pray out loud. You may be the only adult a child hears pray out loud.
- *Processing.* More valuable to us than completing every activity, or every question is shepherding our students to process what we are learning.
 - This is an opportunity for you to model, jump in and answer the question right along with your students.

- Let them see quality over quantity.
- Do not hesitate to help students dig into personal applications.
- This is what our discipleship dreams are all about. These moments in the classroom when you can watch the Holy Spirit make connections.
- *Language.* Please choose your language with intention and purpose.
 - Swearing, cursing, or other such outbursts are not welcomed modeling for our students.
 - Be aware of jokes, negative comments and non age-appropriate stories being shared in front of our students (even in the nursery) that our children can overhear. We want our words to be life-giving.
 - We believe the mouth overflows from the heart.
 - Have all the emotions, but allow our students to watch the gospel alive in your processing
- *Clothing choice.* We ask that your clothes do not outright or covertly advertise tv shows or movies, etc. We acknowledge that you have spiritual freedom to a degree in these arenas, but Village Kids is not the place for celebrating your choices.

Responding to Injuries

The reality of working with children is that accidents happen. If a child is injured at an event run by Village Kids, it is our responsibility to respond.

Here are some basic steps to follow:

1. Assess the situation to determine if emergency medical care is necessary. Do not move the child if he/she cannot stand on their own.
2. Send another adult to find the VK Core Team Member, Awana Director, or VBS director. In most situations, it may be quicker to call the director on his/her cell.
3. The Director will call 911, if needed, as well as contact the child's parents.
4. If emergency care is not needed, an adult will treat the child.
5. The adult that witnessed the injury will fill out an incident report form. These forms will be kept on file for insurance purposes. Blank copies are kept in the main office as well as the VK Work Room.



V. Volunteer Agreement Signatures

We, the undersigned volunteer and VK core team member, have read, discussed together, and fully understand this volunteer agreement and the stated policies. We agree to honor these policies and will respect one another's views and differences in their outworking. We have also agreed to an initial definition of values, cancellation policies, and expectations.

VK Volunteer Name (Please Print): _____

VK Volunteer Signature: _____

Date: _____

VK Core Team Member: _____

Date: _____