



POLICY MANUAL

& ORIENTATION

OUR PRIORITY

**LEADING KIDS TO
BECOMING FULLY
DEVOTED
FOLLOWERS OF
JESUS.**

OUR CORE VALUES

**FUN - EXCELLENCE - THE BIBLE -
CREATIVITY - RELATIONSHIPS -
AUTHENTICITY - SAFETY**



OUR AIM



Our ministry connects kids to a place, a person, and a purpose.

PLACE

Our experiences aim to inspire kids to engage, adults to serve, and families to belong.

PERSON

Our ministry is driven by relationships. Our leaders care deeply about investing in every student.

PURPOSE

We aim to connect kids to their giftings and inspire them to mobilize their faith.



EXPECTATIONS

As a leader, you're visible in your community. Your words, choices, and relationship with God are carefully observed. Nobody is perfect; but leaders should strive to make wise decisions that glorify God. Through your life and choices, be an example of someone who is becoming a fully devoted Christ follower in their day to day life.

***“LOOK AFTER YOURSELVES AND EVERYONE
THE HOLY SPIRIT HAS PLACED IN YOUR CARE.”
ACTS 20:28***

- Show commitment to becoming a fully devoted follower of Jesus.
- Be passionate about the values of Kaufman Kids.
- Arrive 30 minutes early on the day you are scheduled to serve.
- Prior to serving, take a few moments to pray and invite the Holy Spirit to use you as you minister.
- Attend our adult service on the Sundays you are not serving. We want you to have time to be ministered to as well.
- Invite kids and parents to join us!
- Be friendly and greet every parent, kid, grandparent, etc.
- Practice safety with kids at all times, including practicing the habit of never being alone with a child.
- Pray for our kids, their families, your fellow team members, and for our church leadership.

LIVE AND MODEL OUR BELIEFS

As you work with kids, you will be engaging in conversations about a wide variety of topics. We want to make sure you are equipped to teach, lead, and live in alignment with the beliefs of Kaufman Assembly. Kaufman Kids leaders and helpers agree to:

- Understand and affirm the Sixteen Fundamental Truths of the Assemblies of God. <https://ag.org/Beliefs/Statement-of-Fundamental-Truths>
- Put God first in your finances, returning the tithe. (Genesis 28:20-22; Malachi 3:8-12; Acts 2:42-47, 2Corinthians 9:6-9)
- Avoid Gambling. (Luke 12:15; Hebrews 13:5)
- Abstain from alcohol and drug use. (Ephesians 5:8, Galatians 5:19-21) <https://ag.org/Beliefs/Position-Papers/Abstinence-from-Alcohol>
- Use your speech to uplift and edify those around you. (Matthew 15:11, Ephesians 4:29, Titus 2:7-8)
- Use social media responsibly. (Matthew 18:6, Hebrews 13:18)
- Practice a Biblical view of sexuality. (Romans 13:13; 1Corinthians 6:9-10,18)
 - Commit to sex only within marriage.
 - Choose not to cohabit outside of marriage.
 - Avoid being active in or promoting a homosexual lifestyle.
 - Avoid viewing pornography. (Matthew 5:28)
 - Commit to the Biblical World View of only two genders: male and female. (Genesis 1:26-31; 2:20-25; Matthew 19:4; Mark 10:6) <https://ag.org/Beliefs/Position-Papers/Transgenderism-Transsexuality-and-Gender-Identity>

“ALWAYS SET A GOOD EXAMPLE FOR OTHERS. BE SINCERE AND SERIOUS WHEN YOU TEACH.” - TITUS 2:7

SAFETY NON-NEGOTIABLES

TWO ADULT POLICY

There must be at least two adults (above 18 years old) in the building at all times. Leave a door propped open if the door doesn't have a window. This ensures the safety of our kids and maintains accountability. Also, do not invite a child to drive anywhere or meet you anywhere alone. This protects the leader and the child.

CHECK-IN & CHECK-OUT POLICY

We will properly check-in kids prior to entering a Kaufman Kids room. This indicates to the family that we will take care of them and make sure they are completely safe. Remember kids should not leave the room once they arrive until their parent/guardian returns to check them out.

FOOD AND DRINK POLICY

We do not allow any outside food or drink into our rooms by kids other than water. Due to potential allergies, it is important to keep the vision of safety at the forefront of our mind and keep our classrooms as clean as possible.

RESTROOM POLICY

If a child needs to use the restroom, a leader must accompany them. Stand in the doorway, do not accompany the child to the individual stall. At no time should a Student Helper (under 18) escort a child to the restroom or should any child be left unattended.

MANDATORY REPORTING

Report suspected or actual abuse to a Kaufman Assembly Staff member. We report all suspected or alleged abuse or neglect of children to the Texas Department of Family and Protective Services (TDFPS).

Abuse Hotline: 1-800-252-5400

DISCIPLINE

No form of physical discipline is acceptable. This includes spanking, grabbing, hand slapping, push-ups, etc.

FOLLOW THESE STEPS IF A CHILD MISBEHAVES:

- Warning: Go to the child and calmly ask him or her to stop the behavior.
- Time-out: If child repeats the action, guide them to a place separate from the group within your view. Give the child the reason for the separation.
- Involve parent/guardian: Have a staff member inform a parent/guardian to become involved in redirecting the misbehavior.

NEVER:

- Never yell at a child.
- Never grab a child.
- Never threaten a child.
- Never hit a child.
- Never confront a parent in front of others.
- Never openly humiliate a child in front of the class.

Verbal, physical, or emotional bullying is not acceptable. There are no “harmless put-downs”.

PLACES TO MAKE AN IMPACT

6-35 MONTHS

- Our nursery welcomes children beginning at 6 months of age.
- Love and care for babies while learning their names.
- Begin a relationship with each parent.

3 YEARS OLD - KINDERGARTEN

- Care for and learn the names of each child.
- Say hello to parents.
- Lead a simple curriculum based lesson.

KIDS CHURCH

- Assist in maintaining structure and order during the service.
- Bring the energy!
- Be yourself.
- Care for and learn the names of the kids.

STUDENT HELPERS

- Regular attenders ages 14 - 17 years old.
- Invest in the lives of kids.

If serving, please have your child attend their designated class.



NEXT STEPS

VOLUNTEER APPLICATION/ BACKGROUND CHECK

After attending Kaufman Assembly for six months or more, every Kaufman Kids volunteer must have an approved volunteer application and cleared background check. Kristi Roberts will provide you with these materials and they may be found online as well. www.kafumanassembly.com/kids

MINISTRY SAFE TRAINING

After the application and background check are complete, you will receive an email with directions on completing the Ministry Safe Video Training. The Ministry Safe training will conclude with a short quiz, and then a certificate will be issued. Email the certificate to Kristi Roberts so it can be filed at the church.