



FBC Gadsden 2025

VOLUNTEER GUIDE

F i r s t K i d s & F i r s t S t e p s



**EQUIPPING VOLUNTEERS TO
REACH THE NEXT GENERATION
WITH THE GOSPEL**



FIRST BAPTIST CHURCH
GADSDEN

Est. 1855

FBCGADSDEN.ORG



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For we are God's fellow workers. You are God's field, God's building. According to the grace of God given to me, like a skilled master builder laying a foundation, and someone else is building upon it. Let each one take care how he builds upon it. 1 Corinthians 3:9-10

Kids Ministry Vision

Helping Families Raise Kids who....

- Know who God is and have a relationship with Him
 - “And this is eternal life, that they know You the only true God, and Jesus Christ whom You have sent.” Jn. 17:3
 - “But to all who did receive Him, who believed in His name, He gave the right to become children of God.” Jn. 1:12
- Love God and love other people
 - Jesus replied, “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself.” Mt. 22:37-39
- Tell people about Jesus
 - “Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always to the end of the age.” Mt. 28:18-20

4 Values of the Ministries

1. Safety and Security

- a. Provide a safe and secure environment for kids to learn and grow in their faith.

2. Kingdom Expanding- Not Ministry Building

- a. Our ultimate goal is to see kids understand who Jesus is and trusting in Him as Savior and Lord.
- b. We are focused on the Gospel. Always remember building the kingdom of God is more important than building the ministries of FBC Gadsden.

3. Heart Transforming- Not Behavior Modification

- a. We want to see genuine change in kids. We are not concerned with training kids how to act but rather helping them encounter Christ and be changed by the Holy Spirit.

4. Culture Shaping- Not Culture Shaped

- a. We are not shaped by the culture around us, but strive to influence our culture by being salt and light.

Volunteer Requirements

- All Adult Volunteers must pass a Criminal Background check and will renew the background check every 3 years
- All volunteers will attend Volunteer Training
- All Adult Volunteers will complete Abuse Awareness Training through MinistrySafe-Contact Lydia for information on completing this training.
- All new Adult volunteers will complete a volunteer application
- Must be a church member for at least 6 months or wait at least 6 months from the time of request before serving.

Volunteer Roles

- **Adult Volunteer:** Adults 18 years and older can serve in any area of the First Kids Ministry.
- **Student Volunteer:** Middle School and High School Students who serve with a parent or approved adult in the nursery on Sunday mornings, serve in Kids' Worship, or serve at special events.
 - Nursery Role- Play with kids. Assist adult volunteers as requested. Serve in the same classroom as parent or approved adult. Do NOT Assist in diaper changes/bathroom trips. Please only enter the nursery if it is not your week to serve.
 - Kids' Worship- Assist passing out water and snacks, help clean-up messes, help opening bottles of water, assist in the sound booth, sit with kids and encourage them to listen and participate. Do NOT accompany kids to the restroom.
 - Special Events (VBS, Music Camp, etc.)- Assist Group guides or teachers as needed.
- **Junior Volunteer:** 1st-5th graders who accompany parents as they volunteer in the nursery during worship on Sunday mornings.
 - Role- play with younger kids. Assist adult volunteers as requested. Serve in the same classroom as parent or approved adult. Do NOT pick up children or assist in diaper changes/bathroom trips.

Ways to Serve

- Nursery (Sunday Mornings, Wednesday Night, Choir Practice)
- Sunday School
- Kids Worship
- Preschool & Kids Music
- Wednesday Night Missions
- Special Events: VBS, Egg Hunt, McSpadden Music Camp, etc.

Volunteer Expectations

- **Committed to Christ:** Trust in Christ as your Savior and commit to live a life of obedience and repentance as you follow God.
- **Serious About Safety and Security:** Follow all safety guidelines and seek to always promote a safe and secure environment for all kids and volunteers.
- **Communicate:** If you are unable to serve at your scheduled time, please let Lydia know. If you have found someone to be your substitute or to swap with, let Lydia know so she does not also find a sub for you. Also, if you ask someone to serve in your spot, make sure that he/she is an approved volunteer.
- **Be Prepared:** Come prepared to serve! Let Lydia know any supplies you might need or any questions you might have.
- **Grow:** We greatly value your service in the preschool and children's ministry, but do not serve so much that you do not have the opportunity to learn and grow in your own spiritual life. Let Lydia know when/if you need a break!
- **Be A Team Player:** Come with an attitude to work together and serve one another.

First Kids Policies and Procedures

The following pages contain the policies and procedures for the First Steps and First Kids Ministries of First Baptist Gadsden. It is expected that all volunteers and staff members carry out the policies listed below. These policies are for the protection of our children and volunteers.

Safety & Security

- Security Officer- located outside the Guest Entrance and periodically patrols the parking lot
- FBC Security- located at the preschool welcome desk, vestibule, and patrolling the campus
- Security Cameras- All nursery and kids classrooms
- Classroom Windows- all classrooms have windows to see in even when doors are closed
- Check-in/ Check-out Procedures- to ensure kids go home with the right person
- Background Checked, Trained Volunteers

- **2 Adult Rule/ 3 People Rule**

- Always have 2 adults when volunteering with kids. This is the best way to protect kids and to protect yourself from any type of suspicion. Do not be alone with a child out of the view of other people. At a minimum, make sure there are always three people present.
- A married couple must serve with another adult leader in the room at all times.
- If you need to speak to a child in private, be "private in public." This means you can speak to the child alone while in the view of others.
- Do not go anywhere alone with a child. Specifically do not go into private spaces with children: bathrooms, closets, other private areas out of view. This behavior will not be allowed.

- **Bathroom Policy**

- 2nd Floor
 - Restroom on the children's hall is now a kids only restroom. We ask that adults use the restrooms downstairs or across the hall from the offices.
 - Verbally supervise the restroom. Be outside the restroom in case a small child asks for help. Your presence helps cut down on potential issues in the restroom.
 - If a child asks you for assistance with clothing (belt, pants button, etc.) Ask another adult to supervise
- If kids are using a restroom outside of the Kids Floor, check to make sure that there are no adults or teenager in the restroom before allowing kids to enter. Ask that no adults or teenagers enter until the kids are out of the restroom.
- **Nursery**
 - Only females 18 and older are allowed to change diapers and assist children going to the restroom.

- **Physical Affection**

- Hugging and other forms of physical affection between workers and children are important for a child's development, and generally are suitable in our church setting.
- Touching, in response to the child's need for comfort, encouragement or affection should be **initiated by the child**. It should not be based upon the adult's emotional need.
- A child's preference not to be touched should be respected. Do not force affection on a reluctant child. Physical affection should also be appropriate to the age of the child. (For example, it may be appropriate for a three-year-old to sit on a worker's lap, but it is not appropriate for a 5th grader and adult leader to behave this way).
 - Touching and affection should only be given when in the presence of other approved workers. It is much less likely that a touch will be inappropriate or misconstrued as such, when two workers are present and the touching is open to observation.
- Touching behavior should not give the perception or appearance of being inappropriate.

- **Physical Affection (Continued)**

- As children's ministry workers, our behavior must be above reproach and foster trust at all times.
- Church workers are responsible to protect children under their care from inappropriate touching by others. Church workers must promptly discuss inappropriate touching or other questionable behavior with their ministry leader or pastor. If you see something, say something.

- **Allergies**

- Before giving snacks, be aware of any food allergies kids may have. Check-in stickers have that information on them.
- When in doubt, check with a parent or contact Lydia

- **Friends**

- Volunteers may not bring friends not approved to volunteer with them

- **Incident Reporting** It is important to communicate with parents! In the case of: injury, illness, behavior issue, emergency, class disturbance or any situation that is out of the ordinary, report it to Lydia and fill out an Incident Report Form- located on the table in the Kids' Hall Resource Room.

- **Abuse & Reporting**

- As volunteers, you are a mandatory reporter. This includes physical abuse, physical/emotional neglect, sexual abuse, and emotional maltreatment.
- Check the Alabama DHR website for FAQ's and Training on reporting Abuse: <https://dhr.alabama.gov/child-protective-services/>
- If you suspect abuse or neglect, report to DHR or a law enforcement agency. Then, report to a church staff member.
 - Do not interview the child regarding the suspected abuse. This could be considered leading the child.
 - Do not discuss the suspected abuse with other volunteers, parents, etc. All information regarding the child should be kept confidential with the staff member you report it to and the proper authorities.
- All volunteers need to complete Abuse Awareness training with MinistrySafe.

- **Emergency Procedures**

- Locations of Medical Supplies
 - Large First Aid Kits, AEDs, and LifeVac Devices are located at the Preschool welcome desk and the FLC counter
- Medical
 - Minor Emergency
 - 1. Stay Calm
 - 2. Administer First Aid– Kits located in the cabinet in each classroom
 - 3. If you need to contact a parent– check child's name tag for emergency contact.

- **Emergency Procedures (Continued)**

- **Life Threatening Emergency**

- 1. Stay Calm
 - 2. Call 9-1-1 while another person begins First Aid
 - 3. Say "We have an emergency at 235 S 5th Street Gadsden 35901. The person is [state illness or injury]. (Answer any questions from the dispatcher)
 - 4. Contact a parent- check child's name tag for emergency contact.

- Automatic External Defibrillators (AED) are located at the nursery desk and behind the counter in the Family Life Center

- Fire

- 1. Stay Calm.
 - 2. Get the check-out sheet, and make sure all children are present.
 - 3. Line up with an adult at the front and back of the line.
 - 4. Take the nearest exit and get far away from the building. If possible, take all children to the main parking lot beside the sanctuary.
 - 5. Check the roll and make sure all children are accounted for.
 - 6. Follow check-out procedure when parents arrive to pick-up kids.

- Inclement Weather

- 1. Stay Calm.
 - 2. Line up, get the check-out sheet, and make sure all children are present.
 - 3. Lead the children to the designated safe area. Preschool Hallway.
 - 4. Stay away from windows and close all classroom doors.
 - 5. Count all children again and continue to care for them as normal.

- Intruder- will be alerted over intercom

- Soft Lockdown

- 1. Keep Calm
 - 2. Lock classroom door
 - 3. Do not let children go to the bathroom unattended
 - 4. Be alert and wait for further instructions

- Hard Lockdown

- 1. RUN: Gather all children and escape the building if possible
 - 2. HIDE: If escape is not an option:
 - Lock door
 - Turn off lights
 - Hide out of sight of the door
 - Remain quiet
 - 3. FIGHT: If attacker makes his/her way into the room resist with force.

- **Medicine**

- Volunteers will not give children any medication. If a child needs medication while at church, it will be the responsibility of the parent to come administer the medication.
 - Epi pens and inhalers are an exception used in emergency situations. Be aware if children have these devices.

- **Check-in/Check-out (5th Grade and younger)**

- *Check-in*

- All children need to be checked in before entering class or the nursery
 - Check-in station locations:
 - Sundays: By Nursery entrance
 - Wednesdays: By Nursery entrance & Fellowship Hall

- *Check-out*

- Use Check-out sheets to mark attendance in classes and nursery
 - When children are picked up check that the child's name tag and adults security tag have matching security codes
 - 16 years and up to pick-up child
 - If you are suspicious, ask to check photo id. Contact Lydia
 - For situations when kids are being released to their parents but will later return to our custody, (like leaving Sunday School but later returning for Kids' Worship) kids and parents will keep their stickers. Teachers just need to make sure they are leaving with the correct adult. You can check the sticker and return it.

- Check-in Stickers

- Check-in stickers have important information for volunteers. In addition to a child's name, there will be an emergency contact number and a list of any allergies or other medical issues that volunteers may need to be informed of.

- **Wellness Policy**

- We ask that volunteers, students, and kids not participate if they have the following symptoms:

- Fever within 24 hours, (100.4 or greater)
 - Vomiting or diarrhea,
 - Other viruses: Covid, chicken pox, whooping cough, measles, mumps, etc.
 - Croup
 - Pink eye
 - Unexplained or contagious skin rash/irritation: including ringworm & impetigo

- If a child becomes sick, contact a parent

- **First Steps**

- **Snacks and Drinks**

- Always check for food allergies before serving snacks and drinks. Allergies are listed on child's check-in sticker
 - Always label snacks and drinks when possible (masking tape, labels, etc.) to prevent sharing germs. There are silicone bands to label cups in the nursery.

- **First Steps (Continued)**

- General Diaper Changing Procedure:

1. Sanitize hands.
2. Put on a pair of gloves.
3. Place a liner on the changing pad.
4. Lay child on the changing table *Make sure to always keep one hand on the child.
5. Remove diaper and place in a plastic bag or directly in the diaper genie.
6. Wipe from front to back
7. Remove gloves and dispose of them.
8. Put a clean diaper on the child.
9. Clean the child's hands with a wipe and return them to the playing area
10. Wipe down the changing area with a sanitizing wipe.
11. Sanitize hands

- **Clean-up Checklist**

- Wipe down high chairs, tables, door knobs, and changing table
- Sanitize toys with toy cleaner
- Make sure that all toys are picked up and put in the designated area. Spray swings, chairs, and bouncy seats with sanitizing spray
- Put any used crib sheets and changing pad covers in the laundry basket located behind the welcome desk. If you see any supplies running low or other nursery needs, let Lydia know!

- **Social Media**

- Don'ts

- Don't have regular conversations with minors one-on-one online or via text
- Don't follow or friend minors on social media
- Don't engage with students on high risk platforms

- Do's

- Do include parents in all Social Media activity

- Ok's

- Ok to engage with Students publicly or in group chats
- Ok for students to follow you, as long as your account is PG!

- Worst Case Scenarios & What to Do

- You receive an inappropriate message from a minor
 - Contact Coale, Lydia, or Woodie immediately
 - DO NOT show, share, or send
- A minor tries to engage with you on Social Media
 - Ignore it
- You discover an adult is inappropriately engaging a student online
 - Contact Coale, Lydia, or Woodie immediately

- **Accountability**

- Hold yourself, fellow volunteers, and church staff accountable to these policies

Classroom Management

• First Kids

- First Kids Code of Conduct
 - Treat Others the Way You Want to Be Treated
 - Respect Others- Do Not Be Disruptive
 - Listen and Obey Teachers
- Levels of Misbehavior
 - Mild
 - Examples: Talking out of turn, being disruptive, not obeying instructions
 - Can be handled in class
 - If the issue is resolved in class, does not have to be mentioned to parents
 - Moderate
 - Examples: Consistent refusal to obey, Repeatedly disruptive, Making fun of others, harsh language, attempting to leave class without permission, threats of violence.
 - Discipline in Class and Report to Parents.
 - Warn parents that continued behavior could result in this child not being allowed in the class for a time.
 - Severe
 - Examples: Violence toward self or others, Foul or graphic language, Bringing weapons to class, Bringing controlled substances to class (If prescription medication is needed, parents must communicate that to the teacher in advance).
 - Contact Parents and Lydia immediately
 - Behavior may result in the child being removed from the class for a time
- Disciplinary Actions
 - 1) Lose Freedom- Sit by teacher
 - 2) Lose Ability to Participate in Activity-Remove from class/activity
 - 3) Contact Parent and/or Bro. Woodie
 - ***Hitting, spanking or other forms of punishment involving physical pain are never appropriate for use by FBC volunteers
- Disciplinary Guidelines
 - 1) Stay calm
 - 2) Make eye contact with the child
 - 3) Repeat the offense for clarity and what the appropriate behavior is
 - 4) Use the child's name
 - 5) State potential consequence if misbehavior continues
 - EXAMPLE: "Pete, please keep your hands to yourself. You are distracting others. If you continue to be disruptive, you will have to sit by yourself."
 - Insist kids comply with expectations and follow through with consequences.
 - Always feel free to contact a parent if you have a behavioral issue.