
Dwelling Place Kids Volunteer Application & Handbook



We just want to say welcome to the Dwelling Place Church family. It's an honor to have you here and we are excited that you want to get connected and serve.

This application includes a wonderful look into our passion for children's ministry and describes the safety guidelines that we have put into place for the best possible children's ministry experience for our families. Please thoroughly read the following pages and initial each page at the bottom. Please return or email the application to kids@dwellingplacechurch.com after completion. Thank you!



Let's get Started!!

Who we are Dwelling Place Kids is such an important part of our church body. We create a place where our children can feel safe, have fun, and most important, encounter and fall in love with Jesus!

*"Lord, you have been our dwelling place in ALL generations." –
Psalm 90:1*

God is not just after one person, He is after entire families! We are reaching families by impacting one of the most influential members of the household; the children. A child excited about Jesus can set a whole family on fire for God! Joining the DPK family is such an amazing privilege and opportunity to be a part of what Jesus is doing in our church and community.

Our Vision We believe that we are building and sowing into children who are WORLD CHANGERS. We believe that they can encounter the Holy Spirit, and receive a foundation of the word of God, not only in their heads, but in their hearts as well. We believe in EVERY child, no matter their background or needs. Our vision and culture is to love, train, equip and lead them in partnership with their parents, to be healthy, active Christians!

What's next? We want people to get connected and serve. We believe that when we serve, we grow. When we serve the vision of the house, we begin to step into God's vision for our lives. Simply put "Find your family; Find your destiny". This is the heart for all our teams.

Connect/Foundations Class We would like all of our volunteers to have gone through the connect class. This helps you understand the church history, culture, and vision. These classes go on at different times throughout the year. If there is no class currently taking place, you can still join DPK and attend the class at a later date. It's important for all our team members to know who we are and what we are about, so we can move forward into God's plan together.

After the class, you can inquire about any of our teams here at the church. If you feel led to serve in another/ multiple ministries, we encourage you to pray about it and serve as much as you feel comfortable with. DON'T OVERWORK! Use wisdom and communicate with us. Each team leader will help you get connected in a healthy way.

Application Anyone interested in joining the DPK family will receive an application to initial, fill out and return. This helps us to get to know you better and faster. Attached will also be a background check form which must be completed and returned. Anyone over the age of 18 wanting to work with our children is required to fill out a background check. If you have any questions regarding the background check please speak with the children's administrator.



Community We want to get to know you! Upon completing the application, we will go over your interests and schedule for serving in DPK, and you will be given info for our DPK team gatherings. Our gatherings are times when our whole DPK team comes together to hang out outside of the church and build community, relationships, and friendships with each other. Community is a big part of who we are. We are a family, and we are here to strengthen and encourage each other (Proverbs 27:17).

Team Training Before you are placed on the team rotation, you will be asked to: 1) Thoroughly read the information-packed Classroom Manuals for your age group, 2) Complete the Child Abuse Prevention Training and quiz, 3) THEN, come join us for your first Sunday for your hands-on practical training with an experienced Lead teacher. During this first Sunday of being in the classroom, you will observe, help and learn how to operate in your area of interest. You will be able to see how our team works together, how each member's duty is important to having an impactful and successful service.

Excellence Here at Dwelling Place Kids, we highly value and are passionate about the opportunity to minister to our children. We do not take it for granted. Here are some standards we ask all our team members to meet when working with our children.

Value: View each child through the eyes of Jesus. No one child is “better” than another. We always show love, even when a child needs to be corrected.

Willing and Ready: When you come to a children's service, you come to serve. Be willing to be flexible and to do something different if asked. Be ready to say yes if you are needed. Always be looking for ways to help your team members.

Bring a Smile: Always come with a positive attitude. We have to set the atmosphere of excitement and fun. When a child walks through our doors, they should always feel welcomed, safe and excited for whatever comes next.

Values

- Everything we do points to JESUS
- We operate as a TEAM
- We are ENGAGING
- We have FUN
- We walk in HONOR towards one another
- We always YIELD to the Holy Spirit



A Letter From Pastor Lucie Needham

Wonderful Dwelling Place Kids Team,

Pastor and I want to thank you with our whole heart for being part of one of the most important ministries in Dwelling Place Church!

Your service to the Lord is so very important and it is greatly valued and needed.

The Lord captured my heart as a young child and literally rescued me from much pain and turmoil in my young life. He so desires to be known by each child as their Everything....their Lord, Protector, Blessor, and Great Purpose. He actually wants to be known as their very Best Friend.

Thank you for letting Him reveal Himself and His great unfailing love for them through YOU!

Your service to the children, even in the smallest things, is actually ministry to The Lord.

Thank you for saying, "Yes!" to a great calling. Great reward is yours.

With much love,

Pastor Lucie

DPC Kids Volunteer Simple Steps

As a DPC Kids Volunteer...

1. I will keep Jesus Christ and the Word of God first in my life.
2. I will receive and follow the kids curriculum guidelines & manuals from my Coach.
3. When I am scheduled to serve, I will check in at 9:15 a.m. in my DPC Kids shirt and join our Team Prayer Huddle. I will then report to my classroom fully prepared. Once class is finished and all children are gone, I will make sure the classroom is clean.
4. I will be fully present and intentional during each class. This includes staying away from cell phone usage and other distractions.
5. I will NEVER be alone with a child, discipline with physical touch or demeaning words, take pictures of any child.
6. I will remember to HAVE FUN with the children and cherish the special season that Jesus is allowing me to sow seeds of life and truth into them.

**Please bring any praise reports, prayer requests, questions, concerns
or classroom inventory needs to our team.**

kids@dwellingplacechurch.com



DPC Kids Guidelines

Stay Connected to Christ

John 15 reminds us that we, as adults, can only give the children what we have received. Volunteers are asked to give themselves to the discipline and delight of personal devotion to Jesus Christ.

We ask DPC Kids volunteers to:

- Spend personal time of devotion with Jesus on their own time.
- Continue to develop as a Disciple of Christ through worship, Word and prayer
- Remember all our church's sermons are online, which is a great resource for the services that you are serving. Go to <https://www.dwellingplacechurch.com/>.
- Pray for the families and children of Dwelling Place Church.
 - Pray for the families and children by name
 - Pray for wisdom for the parents, obedient hearts for the children and that their homes would be filled with the presence and power of God.
- Speak up if there is a personal spiritual need.
 - If at any point a need comes up that you would like prayer for or you would like to swap places with another volunteer to sit in the adult service, please speak up.

Responsibilities & Required Forms

Volunteers are required to review the guidelines contained in this manual, initial each page, and sign the last page indicating that he/she has read and understood the material and agree to comply with the guideline requirements. Volunteers are also required to complete the “**Dwelling Place Church Background Check**” and the “**DPC Kids Application**” form. Both forms are to be turned into the children's administrator prior to serving. You will receive an email with further training upon completion of your Background Check, please complete that within 30 days.



Classroom Cleanliness & Safety

Cleanliness:

- Please leave the classroom as you found it. Tidy and clean!
- Any cleaning products will be found in the supplies closet next to the children's bathrooms.
- Please see your Coach for further Cleaning Instructions.

Safety

- Only assigned volunteers, checked-in students and DPK team members are allowed in the classroom. Please assure that no adults, teens or other children are in any classrooms.
- No cell phone use within the DPC Kids classrooms or hallways except for in case of an emergency.
- Please refer to the "Emergency Preparedness" section for further guidelines regarding potential safety issues.

Health

- First Aid Kits are found in the office that contain basic first aid items.
- We ask that if a child has been sick at all in the past 24 hours they remain with their parents in the adult service.
- In case of sickness, please contact the supervisor/Hallway Champ to contact parent.

Food

- Due to the various dietary needs of the children, we ask that only packaged food be given to the children. No homemade food may be given. Please check the students nametag to assure that no food allergies are listed.
- Volunteers should never be eating or drinking their own food during service. Please keep ALL hot drinks out of the classrooms.

Well-being of all Volunteers and Children

Precautions

- A volunteer should never be alone with a child
- Restroom reminders: all children should be escorted to the bathroom entry. If you need to enter the restroom, groups of 3 should always be together (Either 2 adults and 1 child or 2 children and 1 adult)
- Anyone over the age of 13 should use the main restroom located in the DPC hallway
- Male volunteers are asked to never have children on their laps



Dress Code

- All volunteers are asked to keep a godly and professional presentation while serving and are asked to come to their assigned services with their DPC Kids shirts and nice pants.

Social Media

- All team members are asked to not post pictures or quotes of any students that are not legally theirs. Dwelling Place Church social media team have specific guidelines.

Conversation

- Please be aware that little ears and little eyes are all around you. Please keep your conversations confidential, gossip free and faith-filled.

Discipline and Communication

Discipline: With discipline in the Dwelling Place kids classrooms, consistency and affirmation is key. We want to acknowledge good behavior, not just give attention to bad behavior. In the event a child is behaving disruptively or damagingly, including bullying, please abide with these steps:

1. **Private Correction:** Remind the child of the rules and clearly define the misbehavior
2. **Move/Separate the Situation:** Move the child or object to a different location.
3. **Child Conference:** A child may be escorted to the hallway with a worker where they will pray and talk about the matter. This child should not miss any of the teaching, if possible. Let them know why they are there. **Make sure all behavior discussions are private with a child and not in front of the other children.** If the child continues to create a problem after he leaves the hall conference or while still there, then proceed to step 4.
4. **Parent involvement:** As a last resort, tell the parent at pick up of the behavior.
(Spanking, verbal shaming or physical contact is NOT permitted in DPC Kids Ministry.)

Things NOT to Say:

- Stop being bad, annoying etc.
- Potty Humor (butt, fart etc.)
- I will kick you out of this room
- "Shut-up"/ Yelling
- Name-calling (stupid, idiot etc.)



Emergency Preparedness Plan

Below is the Emergency Preparedness Plan designed for Dwelling Place Kids ministry. Volunteers must be familiar with these procedures in case of any kind of emergency while serving and watching children. Please be sure to read through all emergency preparedness plans and understand that it is your responsibility to *carefully* read and be familiar with the emergency protocol contained in this handbook and any revisions made to it.

During any emergency the best course of action is to BREATHE and STAY CALM, know how many children you have, and have your classroom clipboard in your hand with the number/name of children on your list. If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care. Hallway Champ (kid's wing supervisor for the day) and/or the Director/assigned staff members will be the designated person(s) in charge in the following scenarios.

Check-In and Check-out Procedures

- For **Check-In** at the start of the morning, one of the two teachers in each class needs to be the designated "door-keeper." When children are being brought to your classroom for drop off, one teacher must be at the door, ready with your roll call clipboard in hand.
 - Be sure to stick the child's extra sticker onto your clipboard with their name and check-in number.
 - During class, please be constantly re-counting and taking roll-calls for the children in your classroom. Knowing the number of children in your class at all times is a priority.
 - Your classroom door must stay closed during the duration of service.
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- For **Check-Out** at the end of service, the designated "doorkeeper" of the day needs to be ready to stand at the door ready for parent pick up with roll call sheet in hand while the second volunteer helps the child grab their items and meets the "doorkeeper" and parents outside the door.
 - Doorkeeper must check that the parent has a parent pickup tag that matches the child's tag that they are requesting to pick up before releasing the child.
 - Once the child is successfully picked up, the doorkeeper can cross the name off the roll call sheet and make sure the door is closed until the next pick up.
 - For elementary students, the parent will show the check-in team their parent sticker and the child will then be called via walkie talkie by the check-in team to meet their parents at



the front of the wing. No children are allowed to leave the children's wing by themselves without a parent picking them up.

- For any reason at all, with extra needed assistance, please have and use your walkie talkie to call for the Hallway Champ to help assist you with the check-in or check-out process.

Tornado/Bad Weather

- Stay calm. Watch the kids, not the situation.
- Get your classroom clipboard with number of children written
- Take all of your children to the center of the hallway. Have the children sit as close together as possible and have the children face the wall, duck and cover.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm
- The Director or Hallway Champ in charge will monitor local weather stations and updates. The director will announce once it is safe to enter back into classrooms.

Child Injury/Accident

- Breathe and stay calm.
- Make sure all children are supervised by the other volunteer(s) in the classroom. If you are alone, tell the children to sit down near you. Comfort the child injured by speaking in a low and quiet voice.
- Immediately inform the office/Hallway Champ/or the Director. They will apply First Aid if needed.
- If necessary, the Hallway Champ or Director will call 911
- If the injury is to the head or face, report it to the office immediately- **even if it is minor.**
- The Hallway Champ/Director will complete an Accident/Hugs and Hurts report and will hand it to parent/guardian.
- In the event of serious illness or injury involving an adult, contact the office and a Director, or the designated person in charge, will call 911 and/or the person's emergency contact.

Lockdown

(Includes Weapon, Hostage Incident, Intruder, Trespassing, & Disturbance)

- The Director, or person in charge, will announce over the intercom, "Lockdown" or our discrete code and will call 911. The director, or designated person, will supervise the front desk at all times during the incident, if possible.



- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, and have the children gather and sit in the furthest corner of the room away from windows and main door. (If able, you may open the closet and have children gather within..)
- Close all your classroom doors and lock them if possible.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, you can safely do so by using your walkie talkie to calmly announce the secret code for “Lock Down” which is: “Rocky Road.”
- Whisper and remind the children that “we are to be very quiet”.
- Do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch the children, not the situation!
- If the intruder enters your classroom, do not argue with them.
- The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Director, or person in charge, or emergency personnel.
- Do not unlock until you receive the message of the situation being all clear.

Children’s Church:
Explosion, chemical spill or gas leak
(That occurs *INSIDE* the facility)

- See procedures for FIRE and OFF-SITE EVACUATION and RELOCATION

That occurs *OUTSIDE* the facility:

- Close doors and lock if possible
- Turn off the air conditioner/heater.
- Turn off lights, computers, TV, radio or **anything else** that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel.
- If you detect a strong odor, show the children how to lift up and breathe through their shirts.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification, if time permits.



Bomb threat or other threat

- Write down everything the person says.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will “go off” or “happen”.
- Write that down, too.
- Notify the Director, or person in charge (Hallway Champ), to call 911 immediately.
- Follow lockdown procedures.

Off-site evacuation and relocation

- Evacuation and Relocation site: North side of soccer goals at 713 East Airtex, Building B, Houston, TX 77073.
- Keep your clipboard with names/number of children at all times.
- Your primary responsibility is to keep the children safe.
- If time allows, gather children’s coats.
- For children under the age of 24 months or children with limited mobility or otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments, we will pull in volunteers from the church to assist, and if needed, transport the child by carrying them to safety, or with our wheeled crib that will hold six children of that age.
- Children will be evacuated to the field, north of park, 713 East Airtex, Building B Houston, TX 77073 located in the back of the property unless directed elsewhere by emergency personnel.
- Dwelling Place Kids usual verification process for allowing adults to pick up children from the building will be used at the evacuation site. (i.e. only persons with a pick up tag that matches the number on the child's tag is authorized to pick up and will be allowed to do so.)

Fire

- When aware of fire or when an alarm sounds, quietly say, “Fire drill boys and girls; line up at the door, please.” Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.
- Get your classroom checklist and keep it with you.
- Make a quick head count.
- Make sure you have everyone.
- Proceed to the proper fire exit and move to the field where soccer goals are located.



Missing Child

- When aware of a missing child, stay calm, but take action immediately.
- Time is critical if a child is reported missing. Contact the Hallway Champ/Director as soon as possible with the following information:
 - Name/Age/Gender
 - Color of hair, shirt and skin
 - DPC Kids Classroom where the child was checked in

Physical/ Sexual Abuse Prevention Program

It is very important to us that all children are protected and safe in our building and in their life. We have a commitment to love and care for children including preventing abuse of all forms (Physical Abuse, Neglect, Emotional Abuse, & Sexual Abuse).

Rules & Code of Conduct

- **Avoid One-On-One Contact:** If a student approaches you when you are alone, move quickly to an area where there are others or ask the student to meet you somewhere else in a public area in a few minutes.
- **Respect Minors' Privacy:** Adult leaders must respect the privacy of student/campers in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require.
- **Constructive Discipline:** Discipline used should be positive and constructive. Corporal and physical punishment is NEVER permitted. If behavioral problems escalate, involve another adult worker as soon as possible in the process.
- **Reporting:** Any signs or symptoms need to be reported to leadership, the Children's Director. Leadership will report to local authorities and through a submitted form through https://www.dfps.state.tx.us/contact_us/report_abuse.asp . The follow-up after reporting is that the Director will connect with you on the next steps with caring for this child and ministering to this family.

All volunteers are required to have annual training on Abuse Prevention. Volunteers are trained to recognize factors indicating that a child is at risk and warning signs for victims as well as prevention techniques. This will be provided to you in the process of you joining the team.

Consequences of non-adherence of these rules and code of conducts are including but not limited to removal from caring for children for a disciplinary time or permanently.



Team Communication

We are actively using Whatsapp found on App Store or Android Market, simply download the app and you will be added to the group once your application is approved.



Dwelling Place Church Children's Ministry Application

Full Name: _____ DOB: _____

Address: _____

Phone #: _____ Email: _____

CIRCLE PREFERRED: TEXT CALL EMAIL

Emergency Contact Name/ Relationship: _____

Emergency Contact Phone #: _____

Professional Reference (*Non-family member that you've known for at least a year*):

_____ Phone #: _____

Do you consider Dwelling Place Church your home Church? Yes No

How long have you been attending Dwelling Place Church? _____

Have you completed or been a part of the Connect Class? Yes No

Do you currently serve at another church or ministry Yes No

Is this your first time to serve in a church? Yes No

Please describe any previous experience working with kids.

Age Group:

DPC Kids: K 1st-4th 5th Any

DPC Nursery: Infants 2yr- 3yr Pre- K Any

Area:

General Class Volunteer Class Teacher Outreach Team

Check-in Events Worship team Media Team Tear down/ Set up Social Media Security

Special Needs

Days:

Sunday Wednesday Nights Other (Event Days)

Rotation: 1 service a month 2 services a month Other _____

T-Shirt Size: _____



"Just for Fun" Information

Please only fill out how much info. you are comfortable with, this isn't part of the application. It's just to get to know you a bit more.

First & Last Name: _____

Birthday: _____

Occupation, what do you like most about your job?

Spouse's Name, how long have you been married: _____

Kids? Names and Ages: _____

Favorite Hobby: _____

Favorite Food: _____

Favorite Bible verse: _____

What are you looking forward to the most this year? _____

**YOU ARE A BLESSING!
THANK YOU FOR BEING A PART OF OUR KIDS TEAM!**



Dwelling Place Church Kids Ministry

Receipt & Acknowledgment of Handbook

Please read the following statements, sign below and return.

I have entered into my volunteer relationship with DPC voluntarily. Accordingly, either DPC or I may terminate the volunteer relationship at any time.

Since the information, and policies described in the handbook are subject to change as needed, All such changes will be communicated.

I am aware that during the course of volunteering, confidential information of various types may be made available to me. I understand that this information is proprietary and confidential and must not be given out or used outside of Dwelling Place Church premises. In the event of the departure of volunteering, I hereby agree not to utilize or exploit this information with any other individual or company.

Furthermore, I acknowledge that this handbook is neither a contract nor a legal document. I have received the handbook, and I understand that it is my responsibility to *carefully* read and comply with the policies and emergency preparedness contained in this handbook and any revisions made to it.

I have read through each section of the DPC Kids Handbook and I understand and will adhere to the guidelines in its entirety. Please turn in when completed.

Name: _____

Signature: _____

Date: _____



Dwelling Place Church

Background Check Form

To: MINISTRY SAFE Phone: 817-737-SAFE (7233)

Section 1: Disclosure

Dwelling Place Church will utilize Ministry Safe, a records investigation firm, to assist you in procuring this job opportunity by verifying that you have provided truthful and accurate information on the application and during the interview. Various sources such as obtained by Ministry Safe, now and in the future, will be communicated to DWELLING PLACE CHURCH and utilized to evaluate you for a possible offer of employment, and future promotion, or retention as an employee. I hereby acknowledge the above disclosure and grant unlimited consent for Ministry Safe to make such inquiries and to communicate the results to DWELLING PLACE CHURCH.

Section 2: Release of Liability

I agree that any inaccurate or incomplete records or information provided to Ministry Safe will be the sole responsibility of the appropriate government source. Notice: Accordingly, I hereby release from liability and hold harmless Ministry Safe, and DWELLING PLACE CHURCH, and all of the owners, officers, and employees of both companies from any blame, claim, lawsuit, liability, compensation, or damages arising out of or relating to the acquisition or use of this information. I consent to and request that Ministry Safe communicate to DWELLING PLACE CHURCH, all information obtained now and in the future from above sources. I understand that Ministry Safe does not make the hiring or retention decision, and that DWELLING PLACE CHURCH makes such decisions solely.

Printed Name

Signature

Section 3: Personal Information

First Name

Last Name

Address

City

State

Zip Code

County

DOB

SSN

Driver's License State

Driver's License #

Email

Date