

# KIDS MINISTRY PROJECT PACKET

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Complete these five items to be prepared for your mission project:

- Review the Things To Know section below.
  - Host a mission training meeting with your students.
  - Review the Project Overview page(s) that are emailed to you a month before camp.
  - Communicate with the Site Contact(s).
  - Finish final preparations and training with your students using the information in this document and your Project Overview.
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## ONE: THINGS TO KNOW

### MAKING PROJECT ASSIGNMENTS

We start group placement with prayer and the project type(s) you selected. We also consider group size, transportation and the ages of students. Ultimately, a community's need decides where churches serve.

### CHANGING AN ASSIGNMENT

Changing or canceling is extremely difficult because it will directly affect the community partners, as well as other churches that will have to be switched around to cover that loss. Student Life cares deeply about our personal relationships with the organizations we serve. Many depend on Student Life for help with projects they cannot accomplish on their own, which is why we do everything possible to honor our promises.

### TRANSPORTATION

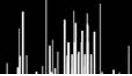
Transportation to and from sites is the responsibility of the church group. If you are at multiple sites with only one vehicle, Student Life will provide drop-off directions at Check-In.

### LEADERSHIP AT SITES

Student Life will check on you at sites, but will not be with you all week on site as you serve. Your adult leaders are responsible for your group and will guide students following the Site Contact's instructions.

### EVERY GROUP NEEDS TO BRING

- **Cooler(s) and Water Bottles** – You can bring at least one round water cooler per site for ice water to refill personal water bottles. Please label all coolers with your church name, city and state.
- **Closed-Toe Shoes** – Every person is required to wear closed-toe shoes while on site. Tennis shoes are preferable (not canvas).



- **Snacks** – These provide a helpful boost while burning extra calories working hard in the summer heat!
- **Supplies** – Your Project Overview lists the supplies provided as well as smaller items you should bring. We can provide any craft supplies that are included in our Craft and Curriculum Guides on the Prep Center. The Kids Ministry Recreation Packet includes what rec supplies Student Life provides.

## **CURRICULUM**

We believe it is best to use a curriculum your students are familiar with to encourage their participation and leadership. Use the **Blank Curriculum Guide** for your students to fill in a Bible lesson, games, and crafts for each day. Think about using your church's VBS material or a recent series studied in your student ministry.

If you would like additional help on curriculum ideas, use the **BYKC Twists & Turns Curriculum Guide**. Student Life will let you know if you are not able to teach Bible-based lessons at your site. If this is the case, use the **Character and Leadership Curriculum Guide**.

All Curriculum Guides can be found on Step 7 of the Prep Center.

## **SNACKS**

Student Life will provide snacks for Backyard Kids Club (BYKC) sites.

## **AGE GROUP**

You can expect mostly elementary-age children (5-12). Younger or older siblings may come as well. Prepare for any age range with activities for toddlers who can't participate in big group games.

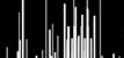
## **FOLLOW-UP**

You will receive an Attendance Record Sheet in your Supply Bin to record needs, desires, spiritual decisions, etc. mentioned by children or parents. Turn these back in and Student Life we will pass the information on to our local church partners.

## **TWO: MISSION TRAINING MEETING**

### **VISION CAST**

Explain the type of work they can expect to do and how that supports the local community. Include these tips on how to have a great week:



- **Be Prayerful** – The best way to prepare for your mission project is through prayer. Remember, your ministry at the site consists not only of the work you do, but also your interactions with your contact.
- **Be Servant-minded** – Come prepared to do everything they ask with excellence.
- **Be Flexible** – Student Life does everything possible to prevent changes. However, plans do sometimes change. If anything regarding your mission project changes drastically, you will be notified immediately.

### **SHARING THE GOSPEL**

We want to be prepared to give an account to anyone about our faith and why we are serving. Spend time having students think about their personal testimonies and answers to the following questions and statements:

- Your life before Christ...
- How you met Christ and how He changed your life...
- Today Christ impacts your life...
- Parents: “Why are you wanting to spend time with my child? What are you teaching them?”
- Kids: “Please don’t leave. You’re my best friend.”

Remind students that kids may not have a response moment while we are with them. We plant or water seeds and trust God to bring the growth at the right time. Help the students see that kids ministry also involves kids’ parents and other neighbors you may interact with.

We will make a note in your Project Overview if a Site Contact has given us boundaries for these conversations. When boundaries are set we are able to share the love of Christ through our actions and attitude, and answer faith-based questions as they arise.

Some helpful resources to consider using are included below:

- <http://www.lifeway.com/studentministry/2015/01/27/helping-students-connect-with-evangelism/>
- <https://www.namb.net/evangelism>
- [https://www.navigators.org/topic/evangelism/?post\\_type=resource&APCode=E294&qclid=EAlaIqObChMImLuavdyb1wIVBgeGCh1Qcga-EAAYAyAAEqJYCPD\\_BwE](https://www.navigators.org/topic/evangelism/?post_type=resource&APCode=E294&qclid=EAlaIqObChMImLuavdyb1wIVBgeGCh1Qcga-EAAYAyAAEqJYCPD_BwE)

### **THREE: REVIEW PROJECT OVERVIEW SHEETS**

Around 30 days before camp you will receive a Project Overview Sheet for each project you are assigned. Please review to learn things like what to wear, the project address, supplies that will be provided, and other expectations to share with your group. We



include all the information we know in advance to help your group prepare for the week of camp!

**Project Assignment Overview**  
**Norris Ferry Community Church, Shreveport, LA**

**Project:** The Gardens Independent & Assisted Living  
**Date:** Tuesday-Thursday, June 4 - 6, 2019      **Number of People for Project:** 18  
**Time:** 12:30 - 3:30      **Kids Club Curriculum:** N/A

**Organization Description:** The Gardens is a faith-based senior living community in the Springfield area. The residents here enjoy wonderful meals and lots of activities to keep them young at heart!

**Project Details:** You will be visiting with the residents at the Assisted and Independent Living facilities here. There will be some fun activities together (possibly a picnic at the end of the week), but the schedule of daily activities is still coming together.

They can't wait to plug you all in to visit with the residents! Please call Nicole to touch base about more details ahead of time.

**Project Location Address:** 2730 S. Natteleton, Springfield, MO, 65807

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**Contact Information**

**Contact:** Nicole Fife      **Preferred Contact Method:** Phone  Email

**Phone Number:** 417-881-1330      **Organization Website:** www.bethesdaSeniorLiving.com  
**Email:** nfife@bo.org

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**Supplies Provided By**

<p><b>Student Life or The Gardens Independent &amp; Assisted Living</b></p> <input type="checkbox"/> Kids Rec Supplies <input type="checkbox"/> Craft Supplies <input type="checkbox"/> Painting Supplies <input type="checkbox"/> Yard Work Supplies <input type="checkbox"/> Cleaning Supplies <input type="checkbox"/> Board Games <input type="checkbox"/> All Supplies Provided by Site <input type="checkbox"/> None Provided by Site <input checked="" type="checkbox"/> None Needed	<p><b>Norris Ferry Community Church</b></p> <input type="checkbox"/> Craft Supplies (optional) <input type="checkbox"/> Pop Up Tent (optional) <input type="checkbox"/> Work Gloves <input type="checkbox"/> Sunscreen and Bug Spray <input checked="" type="checkbox"/> Closed Toe Shoes <input type="checkbox"/> Bibles to Donate at Site (optional) <input type="checkbox"/> Site Waivers
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## FOUR: CONTACTING YOUR SITE CONTACT

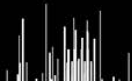
Please directly contact (email or phone call) the people you will be serving by using the Contact information included on your Project Overview(s).

### BEFORE YOU BEGIN

Familiarize yourself with the organization or area by reading the brief Site Description on your Project Overview. Also visit their website, if provided, so you know what they do year-round. Remember, not all Site Contacts or organizations with whom we partner are Christian.

### EMAIL OR PHONE CALL TIPS

1. Your contact may be working with multiple groups throughout the summer. Please introduce yourself as the Group Leader for the “Student Life volunteer group” that will be partnering with them on the specific dates and times listed on your Project Overview.
2. Exchange cell phone numbers.
3. Find out where to go and who to look for upon arrival.
4. Ask project specific questions.
  - a. BACKYARD KIDS CLUB
  - b. Is there a lunch program that we should work around?
  - c. Will there be restroom access for the group?
  - d. What is the layout? (playground, grassy area, basketball court, community room, tables for crafts, etc.)



- e. Are you allowed to go door-to-door to invite children out for the activities and meet the parents?
  - f. Is it okay if we share Bible stories with the children?
  - g. How many children should you expect?
  - h. CHILDREN'S SITES (OTHER THAN BACKYARD KIDS CLUB)
  - i. What is the program schedule for the children?
  - j. Do you need to prepare to lead Bible stories, games, crafts, activities, entertainment, songs, etc.?
  - k. How many kids should you expect? What age range?
5. Confirm the location address.
  6. Remind them of your estimated arrival time (12:30 p.m.).
    - a. If you are traveling in a bus dropping off multiple groups, please let the contact know of your potential "late arrival."
  7. If required, send Site Contact completed volunteer waiver forms before camp.

## **FIVE: FINAL PREPARATIONS**

### **CHILD PROTECTION**

Our first concern in working with kids is that they are safe while they are in our care. If you are serving at an established kids program (Boys & Girls Clubs, YMCA, etc.) they may have their own child protection policies to follow. If not, at a minimum we adhere to these standards:

- Two volunteer minimum - Student Life participants should never be alone with a child (counseling, walking them home, etc.).
- Physical Touch - While appropriate physical contact with children can be an effective means of aiding in communication, redirection, attention and showing Godly love and care, it can also be misinterpreted. The following will help volunteers avoid any compromise or concerns in this area:
  - Always remain in open sight of other volunteers.
  - Sitting on laps is only appropriate for children under five years old.
  - Volunteers should refrain from rough-housing, wrestling, shoulder or piggy-back rides, rubbing, massaging or any physical activity that might make a child feel unsafe or uncomfortable.
  - Only touch children in "safe" areas and for a brief time. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head. Never touch a child on or near any region that is private or personal.
  - Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of correcting someone else's child.



- Arriving and Departing (Apartment Complexes Only) - Children are free to come and go at any time during your Backyard Kids Club. Do keep an accurate track of who is there participating and under your care using the Attendance Roster. Walk children back to their homes to make sure they are in a safe place before leaving. Be mindful of adults picking up children from the activity area instead of their home. Contact your Site Contact if you have questions about an unfamiliar adult in the area. Do not enter an apartment or home, even if invited to do so.
- Appropriate Discipline - Acceptable means of redirecting inappropriate behavior may include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the situation or problem for a brief time (particularly if his or her behavior is endangering or upsetting to other children). The following will help volunteers avoid any compromise or concerns in this area:
  - During correction, a child should never be removed completely from the activity area.
  - Correction should be discreet and never outside of the sight of others.
  - Volunteers should view misbehavior as an opportunity to introduce children to the Gospel.
  - Student Life participants are strictly prohibited from using any form of corporal punishment such as slapping, kicking, punching, spanking, or hitting. They should never speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation to children.
  - Only adult volunteers are allowed to physically restrain a child if he/she is physically endangering other children.
  - Notify the Site Contact and Squad Leader about extreme behavioral issues.

### **PROBLEM SOLVING**

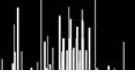
Our staff will always help you to come to a solution, but these are great to review in advance before camp.

#### **YOU GOT TO YOUR SITE, BUT NO ONE IS HERE.**

- Call the number on your Project Overview to make sure you are at the right location.
- No answer? Notify your Squad Leader for additional contact numbers.
- Have a prayer time while Student Life finds a solution.

#### **THE KIDS CLUB IS SET UP, BUT NO KIDS HAVE ARRIVED.**

- Have a few people in your group start playing with the sports equipment in an open area. Kids will see the action and come out to join you!
- Walk door to door to invite kids outside. Be sure students walk in groups.
- Ask your Site Contact to contact parents and remind them of the Kids Club.



- Do not be discouraged if there are not many children at the beginning. It usually takes the first half of the first day for word to spread. More kids will join you each day!

**THE SITE CONTACT SAYS YOU CAN'T SHARE THE GOSPEL OR TEACH BIBLE STORIES. (TYPICALLY, THIS RESTRICTION IS KNOWN IN ADVANCE.)**

- Respect their request, remembering that there are ways to display the Gospel and engage kids with our love and attitudes.
- Ask if you can lead an optional Bible story separately for those who choose to attend (rather than making it mandatory for all kids).
- Use the Student Life Leadership and Character Study Curriculum for lessons. These are easy to follow and are included in the curriculum folder in your Craft Box.
- Discuss a different game plan with your group at your Church Group Time that night. Feel free to invite your Squad Leader to participate in helping with ideas.

**YOU NEED ADDITIONAL SUPPLIES.**

- Think through if you could postpone that part of the project until the following day.
- If you need supplies immediately, contact your Squad Leader. Do not be shy about requesting additional materials since supply needs are a top priority. We want you to serve well!
- If supplies are needed for the next day, let your Squad Leader know. They will arrange a time to meet you at the truck to get what is needed.

**IT IS RAINING AND YOUR AREA FOR THE KIDS CLUB IS OUTSIDE.**

- Take cover from passing showers. This could be a walkway awning, the leasing office, laundry room, etc. If there is no covering, send the kids home and ask them to come back when the rain ends. Your students can wait in your vehicles.
- If it looks like the rain won't pass, talk with your Site Contact about any location on the property you could meet in for the day.
- Contact your Squad Leader for additional assistance.

**SOMEONE IN YOUR GROUP HAS GOTTEN INJURED.**

- Take care of the injury! Assess the situation quickly and take appropriate steps.
- Alert your Squad Leader immediately.

**SAMPLE SCHEDULE**

***Some locations will have their own detailed schedule. This is a sample BYKC schedule you can use if no instructions are provided. Feel free to be creative!***



12:30	Arrive. Make an introduction to your Site Contact and find out any important information (restroom access, where to set up, etc.) Set up in your designated area.
1:00	Invite kids to come to the Backyard Kids Club, or help clean up lunch if the site provides lunch or you're at a summer program site.
1:30	Ice Breaker Games
2:00	Bible Story and Memory Verse
2:15	Craft
2:30	Games and Snack
3:00	Clean Up
3:30	Depart

*Note: With large kids sites consider setting up rotation stations.*