



 **kids.**

COACH HANDBOOK

WELCOME TO THE **TEAM!**

We believe that working with the next generation is one of the most rewarding opportunities we have in the church. In this handbook, are the blue prints for how CCV Kids is committed to creating Christ-Centered Difference Makers.

OUR MISSION

Our mission is to WIN kids to Jesus Christ, TRAIN kids to become disciples, and SEND disciples out to impact the world.

OUR VISION

Our vision is for CCV Kids to be Christ-Centered Difference Makers.

OUR PURPOSE

A KIDS COACH exists to lead kids forward in their relationship with Jesus. As a primary spiritual leader in a kid's life, coaches facilitate discussion during the weekend experience and guide kids toward Biblical principles in both group and 1 on 1 conversations.

In addition, coaches attend camp, go on mission trips, and build relationships with their kids' parents. Time Commitment: 1+ hours/week





WHAT GREAT COACHES DO

CONNECT

Every interaction is intentional.

OWN THE CIRCLE

Every minute matters.

ACTIVELY PARTICIPATE

Everyone looks to you.

CHALLENGE

Everyone has a next step.

CONNECT

- Initiate intentional interactions - we introduce ourselves, break the ice, even when it feels awkward.
- Commit to learning and calling kids by name - every kid desires to be known.
- Build bridges of trust with kids - we use lots of smiles, high fives, and hugs. Side hugs are even better!
- Help kids connect with other kids - kids take steps towards Jesus in community.
- Connect with other coaches – coaches thrive in community with other coaches.





OWN THE CIRCLE

- Assume responsibility for the spiritual development of your kids – no small group accidentally becomes a great group...you must lead it there.
- Exponential spiritual growth happens in circles not rows – small groups, not sermons!
- Think like an owner! The coach's role is not just to read coach guides, but to facilitate conversations of spiritual development, coming prepared, and calling necessary audibles to engage kids.

ACTIVELY PARTICIPATE

- Kids won't go where we point - they follow where we lead!
- Coaches are the example, not the exception!
- Model how it's done – worship, games, competition, camp, etc.

CHALLENGE

- Spiritual development is a step-by-step journey - every kid has a next step.
- Regularly identify a next step for each kid - baptism, serving, sharing, practicing a new spiritual discipline, giving, etc.
- Identifying a kid's next step is just the beginning – walking alongside and challenging them to follow through is where it counts!





COACHING

BEST PRACTICES

Small Groups

- Set expectations for group time with your co-leader (example: no talking unless called upon).
- Do more listening and facilitating than speaking – kids don't need a 2nd sermon in groups, they need to engage and wrestle with what they're learning.
- Have a game plan with your co-leader for how you will both facilitate discussion.
- Feel free to customize the group questions, but not at the expense of bypassing scripture.
- If you continually allow a kid to disrupt group discussion, that's on you as the leader – do something about it and involve a staff member when necessary.
- Kids taking their next step is more important than filling them with more information.
- Effective small groups are fun! It's up to you to create that environment.



On the Weekend

- Wear your COACH shirt and check-in
- Be present at scheduled coach meetings
- Consistency matters – your kids notice when you're not there
- Communicate to staff when you will be unable to attend
- Get connected with other coaches – it's more fun to serve with friends

You and Jesus

- It's hard to lead kids to a place of spiritual health when you are not there yourself
- Attend adult service, read your Bible, have an active prayer life, and be part of a CCV Neighborhood Group
- Stay accountable to trusted friends who will ask you tough questions
- Make sure your family comes before your ministry



SPECIAL NEEDS

THE SPECIAL NEEDS MINISTRY STRIVES TO:

Help kids and students grow in an understanding of God's love

Because of the different abilities in the Special Needs Ministry, helping kids and students grow in the understanding of God's love will look different.

Medically Fragile / Sensory Room

- **Showing God's love to kids, students, and their families**

In this classroom, we will focus on welcoming families in and caring for their children's needs.

3 yrs through 5th Grade

- **Kids and students know and trust Jesus**

This age group will use the 3 years - 1st grade curriculum and will mainstream in Large Group for the Bible story and worship. Our goal is to help them not only trust God, but to know Him. We strive to teach and help kids and students understand who Jesus is.



6th Grade through Adult

- **Students and adults follow Jesus**

This age group will use the 2nd - 6th grade curriculum. We will modify games and activities to help them learn to follow Jesus. Within this age group, we will teach Starting Point for Kids in the classroom once a year. This will further help their understanding of how to follow Jesus and what a Christ follower looks like.

“For you created my inmost being; you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.” - Psalm 139:13-14



SAFETY AND SECURITY

CCV is committed to ensuring the health and safety of our Kids and Coaches.

The policies and procedures outlined are to be followed by all Staff Members and Coaches that are serving within our Kids Ministry. We rely on staff and coaches to assist in maintaining a safe environment for our kids.

POLICIES

- If you see an adult without a name tag, badge, or Coach shirt, tell a staff member.
- A guest must sign in on the Guest Sign-In sheet and obtain a Guest Badge from a staff member. Anyone in a secure area without a Guest Badge will be asked to sign in and obtain one or they will be asked to leave the area.
- All Coaches must wear their name tag and shirt while they are serving in any secure area. This identifies you as a Coach to parents, staff member, and Security.

No adult is ever to be alone with a child at any time.

- **There should always be at least two security cleared adults or staff with a child;** this is to ensure you are never left alone with a child. A parent or legal guardian, that is a Coach, cannot be left alone with their own child while they are serving. A first time guest would not be able to distinguish the relationship between the parent or legal guardian and the child.
- When using the restroom, children will be accompanied by two security cleared adults to and from the restroom. Before any child enters the restroom, one of the adults will enter the restroom to make sure that it is safe. If assistance is required, a female adult will assist the child with the door propped open so that a second adult can visually monitor the assisting female.
- Female Coaches are the only ones to change diapers.
- Avoid giving rides to kids in your vehicle. The only exception is when there are two adults in the vehicle and you have permission from the parent.

Physical contact with all children should be appropriate and limited

- The use of appropriate physical contact in a public setting to show support, encouragement, and healthy affection is acceptable if the child is receptive to this form of emotional expression. However, adults must exercise good judgment and never force any physical contact on a child.
- Examples of appropriate displays of affection are limited to: handshakes, high fives, or a brief hug (side hugs are even better!).
- Infants to 2 year olds and students in the Special Needs Ministry can be held, rocked, or soothed as needed.
- Coaches may not have kids (age 3 and up) sit on their laps at any time even if it's their own child.
- Communication to a child under the age of 13 (phone calls, texts, emails, social media, etc.) must be directed to the parent. Any communication with a child that is deemed inappropriate will not be tolerated (in person, phone calls, text, email, social media, etc.).
- Due to delayed communication and social skills, participants in our Special Needs Ministry may demonstrate more challenging behaviors than their same-aged peers. Keep those with challenging behaviors close by and at an arm's distance away from others. Be proactive. It's more effective to redirect, than it is to correct them after the fact.

In order to provide a healthy environment

- If you observe a child attempting to check-in to your classroom with any of the below symptoms, please locate a staff member or a service leader.
 - Fever, vomiting, green or yellow runny nose, excessive coughing, questionable rash, discharge in or around eyes or any communicable diseases

If a child gets a minor injury during service

Complete a Parent Notification Form

- Deliver the form to the area's staff member.
- Communicate with the parents at check-out. Explain what happened and assure them that all was done to comfort their child. Have the parent sign the Parent Notification Form. If you feel uncomfortable answering the parent's questions, locate the staff member or a service leader for assistance.

If a child displays physical harm:

- Toward self: speak calmly to the child and ask if they need to take a break. If necessary, escort the child to a quiet area (or for those in Special Needs, move to a sensory corner of the class room), keeping in mind there should always be two adults with the child.
- Towards others: separate the kids to different areas of the room (if needed for those in Special Needs, hold their hand to help them move to a different area). **Do not take kids outside of the classroom, this could result in running.** Stand between the kids and direct their activity to something which will distract them from the present negative behavior until the situation can be assessed.
- If behaviors continue or escalate, locate the area's staff member.

RED FLAG SITUATIONS

Immediately bring all Red Flag issues to the attention of a Kids Pastor. To protect the confidence of the child, let them know you will need to speak with a staff member. We are all mandatory reporters, and your Kids Pastor will guide you through this process.

Child Abuse Reporting Law

Arizona revised the law regarding abuse back in 2003. This change clarified the verbiage to lessen the possibility of misinterpretation. To read further, refer to Arizona A.R.S. 13-3620.

- “Reasonable belief” of suspected abuse does not mean you have absolute certainty that abuse is occurring.
- The law expands the definition of a “mandatory reporter” to include childcare workers in churches, which encompasses staff and coaches.
- Your Kids Pastor will partner with you through this process

Types of Abuse

Child Sexual Abuse: Sexual abuse is defined as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation) for the purpose of producing any visual depiction of rape, molestation, prostitution or incest with a child.

Physical Abuse: Physical abuse includes non-accidental physical injuries such as bruises, broken bones, burns, cuts or other injuries.

Neglect: Occurs when children are not given necessary care for illness or injury. Neglect also includes leaving young children unsupervised or alone, locked in or out of the house, or without adequate clothing, food, or shelter. Allowing children to live in a very dirty house which could be a health hazard, may also be considered neglect.

Emotional Abuse: Emotional abuse is evidenced by severe anxiety, depression, withdrawal or improper aggressive behavior as diagnosed by a Medical Doctor or Psychologist. It is caused by the acts or omissions of the parent or caretaker.

Sexual Exploitation: Sexual exploitation is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 in exchange for things such as money, gifts, accommodations, affection or status.

Abandonment: Abandonment means the failure of the parent or caretaker to provide reasonable support and to maintain regular contact with the child, including providing normal supervision, when such failure is intentional and continues for an indefinite period.

What to do when a child discloses abuse

- Speak to the child in a public place that is out of earshot from others. If necessary, remove the child from a group setting to handle delicate information away from the group.
- Never promise confidentiality, that you “won’t tell anyone.” It’s our duty to keep children safe and report any suspicions of abuse. You can promise that you will only do what is in their best interest (which may include reporting).
- Listen openly and calmly. Be mindful of your body language and facial expressions. Give them space

and don’t lean in too close while they are talking. Even if you are shocked or surprised by what you are hearing, try to maintain a calm expression.

- Never put words in a child’s mouth. Leading questions can hinder an investigation and re-traumatize the child. For example: If a child says, “My dad hurt me.” Don’t reply, “Did he touch you in a private place?” Instead ask, “How did he hurt you?”
- Write down facts and words as the child states them.
- In regards to physical abuse, ask four questions: **who, what, when, and where**. Do not ask why as it implies fault.
- Only discuss the matter with a staff member.
- If a child is in imminent danger, speak to your Kids Pastor immediately.

Thank you for your support and collaborative efforts in protecting children and improving outcomes for families.



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