

ADVENTURE CANYON LEADER GUIDE

Last updated 01/23/2010 by Dave Elshaug



TABLE OF CONTENTS

Table of Contents	P 1
Welcome to Adventure Canyon	P 2
AC Vision, Mission, Values	P3
Adventure Canyon Leadership & Lifestyle	P 4
Being an Adventure Canyon Team Member	P 5
HAL	P 6
AC Team Opportunities	P 7
Scheduling & Absentee Policy	P 8
Child Safety	P 9
General Policies & Procedures	P 10 - 11
Nursery Procedures	P 12 - 14
Training & Next Steps	P 15
Weekday Operations	P 16
K2 Statement of Faith	P 17-18

WELCOME TO ADVENTURE CANYON!

We strive to provide a fun environment where kids can learn about God, Get to know Jesus, and become an active part of the body of Christ. It is our Goal every week that kids Connect with God, Connect with Each other, Teacher's and Leaders, all so that they can connect with a world in need!

It is our desire to assist you through the process of jumping into the AC Team of wonderful Volunteers. This packet has a wealth of information for you to review and call upon for future reference. Your AC Team Director will review the attached information with you and answer any questions you may have.

ADVENTURE CANYON AGE GROUPS

Nursery (under age two) -- Must be 18 years of age or older to help in the Nursery

Two's (24-36 months old)

Preschool (Ages 3-5)

Lower Elementary (Grades K-2)

Upper Elementary (Grades 3-4)

Preteen (Grades 5-6)

Please feel free to contact any of our AC Staff members for additional information:

Dave Elshaug, AC Pastor/Director delshaug@k2thechurch.com

Tammy Holm, Campus & Preschool Director, tholm@k2thechurch.com

Gwen Smith, Elementary Director, gsmith@k2thechurch.com

Francine Haug, Operations Director, fhaug@k2thechurch.com

Joe Brosseau, AC Arts Director, jbrosseau@k2thechurch.com

ADVENTURE CANYON VISION, MISSION, VALUES

Adventure Canyon Vision:

To be a ministry to kids that lives out a reckless faith in Jesus Christ fleshed out in sacrificial love, service to those in need, and a commitment to draw children into an ever-deepening relationship with God.

Adventure Canyon Mission:

To set kids on an exciting, relevant journey where they live in God's love and are equipped to share Jesus with the world.

Adventure Canyon Values:

Kids need to know Jesus

Jesus is crazy about kids, and so are we! Jesus longs for relationship with His children; He desires to be known by them. Since everything God has done, and continues to do is motivated by His love for His children, we will strive to point kids to Jesus in all that we do. We will love kids, model Christ, and be intentional about building relationships with children. We will provide a solid Biblical foundation for them. We will work to instill in them the passion and skills to pursue God on their own in order that they may become followers of Christ and continue to grow closer to Him long after leaving Adventure Canyon.

Kids desire a place to belong.

Adventure Canyon will be a familiar and comfortable place where children feel a strong sense of belonging. We recognize that every person desires to be loved and accepted, and therefore, will provide an environment to meet this need and longing in children. Adventure Canyon will be a place of emotional safety where kids find connection, grow to love each other, and form close relationships with their leaders.

Kids can make a difference!

God uses kids! He has created each child with unique gifts, talents, and passions, and we believe in the importance of developing and nurturing those God-given qualities. In Adventure Canyon, we will provide opportunities for children to reach out beyond themselves and to serve others in their area of passion. Taking risks for the sake of bringing glory to Christ will be at the center of all that we are. We will work to instill in the children of K2 the excitement and value of giving their lives away.

Kids learn best when they are having FUN!

Adventure Canyon is designed from top to bottom for kids. We know that kids thrive in FUN, and so we make every effort to create a place where children love to be, and can't wait to come back to. Adventure Canyon will explode with excitement and enthusiasm as we strive to teach children that God is alive and relevant!

Kids learn differently.

The very need for children's ministry arises out of the fact that children learn differently than adults. And as uniquely created individuals, they also learn differently than each other. That's why in Adventure Canyon, we take to heart age, gender, special needs, and varying learning styles of children. We will provide a variety of methods for teaching and reaching ALL kids. Whether a child is a visual, auditory, or tactile learner, or requires special care for special needs, we believe that the best place for them to be on a Sunday morning is right here with us.

Kids thrive in strong, godly families.

No other relationships have higher potential for greater impact on a child's life than those with family. In Adventure Canyon we welcome and value family. It is our desire to assist parents in their role as the primary teachers of their children, and therefore, we will provide information and educational opportunities to support parents in their endeavor to raise healthy children in a nurturing and spiritually flourishing home. Family outreach and fun activities and events will be a part of our strategy for strengthening families and drawing them closer to one another and to Jesus Christ.

ADVENTURE CANYON LEADERSHIP & LIFESTYLE

We are aware that there may be a difference of opinion on what it means to have a professed commitment to Jesus Christ. At K2 we believe that it is demonstrated through Christian growth and is a model of spiritual leadership and lifestyle. In order that there is no confusion in these matters, we have drafted the following statement.

K2 is a safe place for all: K2 the Church is a safe place for people of any background to investigate the claims of Jesus Christ. We encourage open dialogue and tough questions. We believe that God loves all people, and is seeking after everyone to build a relationship with them. K2 exists to share the message of God's love and hope for all people! (John 3:16)

Adventure Canyon Serving Teams can be anyone who attends K2, including: Teacher's Assistant, Check-in & Operations, Tech, Arts

K2 is safe place to get involved: No matter one's background, we encourage everyone to get as involved as they desire in our weekend services, life together groups, **servicing teams**, and in personal study of the Bible. We believe that it is God who changes the hearts of all individuals when they take steps toward him. We believe that God can transform our lives into the likeness of Jesus Christ as we surrender to God and choose to follow Jesus Christ. (Roman's 12:1-2)

Adventure Canyon Leaders are held to a higher standard: Team Leaders, Small Group Lead Teachers, Large Group Teachers, Paid Staff, Worship Leaders, Coordinators, Team Captains

Lifestyle & Leadership: At K2 we hold our leadership to a high standard of Lifestyle Excellence. First of all, you are an example to our children in the way you live, both publicly and privately. We expect all those who lead to first be followers of Jesus Christ. In order to lead at K2, one must complete the Crash Course and sign a K2 membership covenant. We expect those who lead in all capacities, from children and youth ministry, to small group leadership, teaching, worship leading, or any other position of leadership to live a life above reproach. We believe the Bible is God's Word and clearly states what we should and should not do. The Bible is clear about certain behaviors that believers should not participate in: Sexual activity outside of Marriage, including viewing pornography, living together, adultery, and homosexuality. The Bible also warns against greed, lying, gossip, drunkenness, stealing, slander, and the worship of anyone or anything but God. Participation in these would not exclude anyone from attending, serving, or participating in K2 services or ministries, but would exclude a person from leadership at K2. (1 Corinthians 6:9-20, Romans 1, 1 Timothy 3:1-7, Exodus 20:1-17)

Forgiveness & Redemption: There are no perfect people. There are no perfect Christians. But there is a perfect God. We believe that God's grace is greater than our sin, failures, and shortcomings. We know that all humans sin and are in need of God's grace. God offers his grace to us every day, and desires us to receive his grace and forgiveness. We pray that everyone at K2 would receive God's grace, turn from sinful behaviors, and daily grow into the likeness of Jesus with ever increasing glory.

BEING AN ADVENTURE CANYON TEAM MEMBER

EXPECTATIONS

1. Anyone who attends K2 can serve in Adventure Canyon. For anyone to lead in AC, there must be a professed commitment to Jesus Christ that is demonstrated through Christian growth and is a model of spiritual leadership and lifestyle as directed in the Bible. (see statement of Faith, Vision & Mission and Leadership lifestyle).
2. A commitment to the Adventure Canyon team supporting the programs, ministry and philosophy of Adventure Canyon and K2 The Church in general through consistent attendance at weekend services and involvement in Adventure Canyon.
3. A teachable spirit exemplified by a growing relationship with Jesus Christ and faithful attendance at Adventure Canyon training sessions.
4. A desire to serve as a contributing member of a dynamic team praying regularly for the other members of your ministry team, the children in your class and the Adventure Canyon staff.
5. A commitment to excellence exemplified by being in your classroom a minimum of twenty minutes prior to the beginning of your teaching hour ready to greet your students and adequately prepared to teach.

BENEFITS

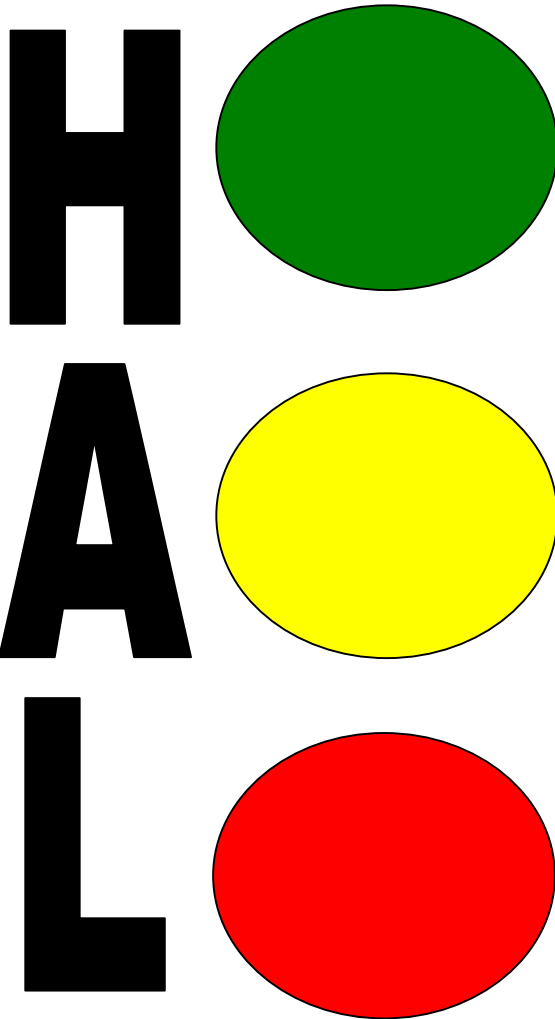
1. You will grow in spiritual wisdom and strength as you prepare weekly for your ministry.
2. You will feel the personal satisfaction of knowing you have done your best to share the love of Christ with another person.
3. You will experience the joy of seeing children come to faith in Jesus Christ.
4. You will make an eternal investment by helping your students assimilate biblical truth into their lives and grow in their relationship with Jesus Christ.
5. You will grow in your relationship with Jesus Christ, your teaching team and your students.

OUR COMMITMENT TO YOU

1. To seek out those individuals who are committed to serving Christ by ministering to children.
2. To provide our volunteers with adequate training equipping them in their role as teachers.
3. To provide adequate facilities, materials and curriculum and to keep these items in good order.
4. To support each teacher in prayer and by providing adequate supervision and assistance.
5. To provide each teacher with a clear statement of our philosophy of ministry and job description for their teaching role.

Small Group AC HAL

The purpose of AC Small Groups is to help kids connect with God and with their fellow students and teachers. AC SG's reinforce the Bible lesson presented at Large Group. AC SG's are the



Small Group Parent or Student Helper (Not Background Checked) – Is the extra set of hands to help with crafts, activities, snack time, etc. Cannot escort kids to the restroom. Must stay in sight of the SG Leader at all times. Parent helper can only serve once per month.

Small Group Assistant (Background Checked) – Assists the Small Group Leader in his or her duties. Checks in and Checks Out Students. Takes kids to bathroom breaks. Assists the leader during activity times.

Small Group Leader (Crash Member)– First, directs his or her team to accomplish the ministry and tasks of the day. Assigns tasks to the Assistant and the Helper(s). The Leader directs the spiritual conversation of a small group. The leader connects kids to God and to each other. The SG Leader helps his or her SG understand the KNOW, GROW, GO of the day.

Leader + Assistant + Helper – This is always our goal. In this way the Leader is free from set-up, clean-up, check-in, check-out responsibilities and can be free to be the spiritual leader of the small group.

Leader + Assistant -- This is an acceptable scenario, but minimal and will not accomplish the full potential.

Leader Only – This is not an acceptable scenario. If this happens, the small group needs to be shut down, or this single leader joins with another small group or both.

Other AC Team Opportunities

MUSICIANS (on the stage): Musicians play at least once a month in all services. An audition is required.

__ Singer

__ Guitar

__ Drums

__ Other _____

UP FRONT: ACTORS / LARGE GROUP TEACHERS (on the stage – usually once a month): Actors play a supporting role to the large group. Actors play characters or may perform with puppets to enhance the lesson of the day. Large group teachers prepare the lesson and lead the acting and music teams. Practice times are required.

OPERATIONS: GREETERS / TOUR GUIDES / SECURITY (non-kid, non-classroom): Our support teams help check-in kids, give tours to new families, and provide security to keep our kids and facilities safe. We need outgoing, cheerful people to fill these vital positions.

SMALL GROUP LEADERS (working Directly with Kids): Our small group leaders usually serve every week with one specific age group. We also have the option of serving every-other-week. The value is seen in the relationships our small group leaders have with their students. Small group leaders follow a written curriculum that will guide the kids in games, crafts, and other activities to enhance the lessons of the week.

WEEKLY SET UP CREW (non-kid, before Sunday): During the week we have a team of volunteers to assist us in preparing our rooms for the arrival of the kids. This includes room set up, craft preparation, room cleaning, and decorating.

SOUND & TECH (non-kid, in the sound booth): During our large group sessions, we need people who can run sound, light and video equipment to enhance the experience for the kids. Training is provided for those who have an interest, but no experience.

SCHEDULING & ABSENTEE POLICY

We currently use the Planning Center scheduling system to schedule all K2 Volunteers. Once you are approved, you will receive a login and password via email to access the website. Once in the website you can see your upcoming schedule and block any dates you will not be available. When you are scheduled to serve you will receive a request and reminder via email. Please respond as soon as possible in order for us to adjust our schedule if needed.

AC Schedules are published quarterly for Fall (Sept-Nov), Winter (Dec-Feb), Spring (Mar-May), Summer (June-Aug).

About 6 weeks prior to the Quarter, all Team Members will be contacted via email or phone to discover their availability for the upcoming Schedule. This is the time to put in vacation request or make any adjustments to your schedule.

We ask everyone to respond quickly, so that the schedule can be completed and distributed.

About 3 weeks prior to the quarter, all Team Members will receive a schedule. Once the schedule is completed, it is the responsibility of each Team Member to fulfill their obligation.

We understand that everyone takes a break, goes on vacation or gets sick. If you cannot meet your obligation to the current schedule, please do the following:

- 1) Find your own replacement** -- It is your responsibility to cover your shift. Simply not showing up lets the whole team down. Phone #'s and emails of our staff and substitutes are attached to schedules for your convenience.
- 2) Call the Department Director** and let him/her know who to expect to fill your spot.
- 3) In Case of Emergency** – Contact your Director as soon as possible and he or she will fill your spot. Emergencies are defined as sudden sickness or family emergencies. If it is not an emergency, please find your own replacement.

CHILD SAFETY

KEEPING OUR KIDS SAFE

It is our ultimate goal to keep our kids safe while at Adventure Canyon and at K2 the Church. It is the responsibility of all our team members to provide a safe environment. Unfortunately there are people who intend to hurt children. This is why we do a background check on every AC Team Member and vigilantly enforce the "two-adult" rule.

Two Adult Rule: Any time children are present in Adventure Canyon, there must be two adults present. Mature, Trained teens (excluding Nursery) over the age of 13 count as the second adult, as long as the first adult is a trained AC Team member. Note: for Nursery & Two's a Female Adult must be present at ALL time.

Think Safety: If there is an activity, equipment or situation that does not seem safe, take appropriate actions to make it safe or alert an AC Staff member immediately.

Restrooms: We do not allow adults to enter the restrooms with kids. An adult should be within eyeshot of the restroom to assure kids get in and out of the restroom and back to their AC group.

CHILD ABUSE AWARENESS

BE AWARE THAT A CHILD IN AC MAY TELL YOU ABOUT ABUSE THEY HAVE EXPERIENCED OR YOU MAY SEE EVIDENCE OF ABUSE.

DEFINITIONS OF CHILD ABUSE

As defined by "The National Committee for Prevention of Child Abuse":

Physical Abuse: Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and welts, broken bones, scars permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage or death.

Neglect: The failure to provide a child with basic needs including food, clothing, education, shelter and medical care; also abandonment and inadequate supervision.

Sexual Abuse: The sexual exploitation of a child by an older person as in rape, incest, fondling of the genitals, exhibitionism or pornography. It may be done for the sexual gratification of the older person, out of a need for power or for economic reasons.

Emotional Maltreatment: A pattern of behavior that attacks a child's emotional development and a sense of self worth, such as constant criticizing, belittling, insulting, manipulation; also, providing no love, support or guidance.

Reporting Suspected Child Abuse

1. Familiarize yourself with the definitions and descriptions of child abuse listed above. If you suspect that a child involved in any of the programs of K2 The Church has been abused, the following steps are to be followed:
 - Report the suspected abuse to a member of the Adventure Canyon Children's Ministry Staff or the head of the ministry under which you are working.
 - Do not interview the child regarding the suspected abuse. This will be conducted by a trained professional.
 - Do not discuss the suspected abuse with the other workers, parents, etc. All information regarding the child should be kept confidential with your ministry supervisor and the proper authorities.
2. You will be asked to complete a Suspected Child Abuse Report. Confidentiality will be maintained where possible. This report is to be completed within twenty-four (24) hours and given to your ministry supervisor.
3. After the suspected child abuse case has been reported by a worker, proper steps will be taken to report the suspected abuse to the designated reporting agency.

GENERAL POLICIES AND PROCEDURES

Adventure Canyon General Policies exist to provide a safe and happy place for all to worship. Please review all areas of our policies to ensure a full understanding of Adventure Canyon.

Classroom Guidelines:

- Every child entering or exiting the classroom must be accounted for on the sign in sheet and must be checked in and out by parents. (This is extremely important for the safety of the children, and is also necessary for attendance records)
- No child can leave AC without supervision.
- No child should ever be checked out to an adult without the proper ID.
- Two adults must remain in the classroom at all times (if possible) or the door must remain open.
- Classrooms must be kept tidy during service, and must be left clean when you leave. (see the posting in each room for a reminder of cleaning procedures.)

Discipline - setting limits

- Let children know what is expected of them regarding their behavior:
 - Keep hands and feet to themselves
 - Show respect to one another
 - Participate with a positive attitude

Do

- *State the consequences of the child's actions.*
- *Be consistent*
- *Anticipate disruptions*
- *Carry out discipline in a kind and quiet manner.*

Don't

- *Raise your voice to the child*
- *Ever touch a child in anger*
- *Make idle threats without follow through.*

Suggestions for consequences when children do not follow rules:

- First warning – Say to the child the positive behavior desired
- Second warning – The child stays 5 minutes with Adventure Canyon Coordinator. Remember, a “Time Out” is merely a time for the child to get control of their feelings and actions before returning to the group.
- Third warning – Call AC staff to call parents from the service. Parent can stay with the child or take the child into the service with them. (It is important that you or another teacher communicate clearly with parents exactly what happened and how the problem can be avoided in the future.)

***Remember when disciplining; Every child is loved by Jesus and it is our goal that each child desires to come and learn about Him. It is imperative that you discipline children in LOVE and make them feel welcome to return to Adventure Canyon.**

Touching:

Physical contact with children should be minimal and only in the presence of other adults. Appropriate touching should be limited to handshakes, “high fives,” brief hugs, or a brief touch on the shoulder.

Bathroom Procedures:

- Children are to obtain permission from a leader to leave to use the bathroom.
- Leaders should be aware of what time children leave, and ensure they return in a timely manner.
- Children may only go to the restroom one at a time.
- **No staff may go into a stall with a child, or remain in the restroom with a child (ask the floor manager for assistance if a child is in the restroom and needs any kind of help.)**
- Always keep two adults in the classroom with the children. Call on security or a floor manager to help as necessary or escort preschoolers to the restroom.
- Security will observe that children exit the restroom in a timely manner, and direct them back to class.

Infection Control

In order to minimize the spread of any infectious diseases within Adventure Canyon and to ensure the health and safety of all children and caregivers, we ask that everyone in Adventure Canyon adhere to our Infection Control policy.

- Children with fevers, green runny noses, or noticeable infections will be asked not to participate in the program that morning. (take the child to the info booth if necessary)
- Hands must be sanitized or washed by anyone wiping a nose, including the child.
- Antibacterial wash is available in all classrooms, please ask children to use it as they enter the class, and before snack.

Confidentiality of Medical Information

If information regarding a child who has an immunodeficiency disease, whatever the cause, is available to a Adventure Canyon staff member, the staff will make this information available only to those caregivers that need to know in order to protect the child against other infections. This “need to know,” however, does not require the knowledge of HIV status. Parents of children enrolled in any K2 ministry shall not be privy to any confidential medical information.

First-Aid

For all incidents, whether minor or major, an Incident Report must be filled out. Inform the Adventure Canyon staff person in your area of the incident, and the staff member will fill out the form with your input.

Usually an injury can be treated with a little tender loving care, a cool cloth, and a Band-Aid. A report must be filled out for all injuries or incidents to notify the parents (see the Information Booth). Security will fill out an internal incident report and the volunteer who witnessed the account will fill out the parent incident report. Please keep in mind that we are not authorized to dispense any over-the-counter or prescription medications.

Minor incidents

There are first-aid kits at the Information Booths and there are ice packs in the freezer. Gloves are provided and must be used by anyone handling an injury or situation which involves any bodily fluids such as vomit or blood

Major incidents

Serious injuries involving broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be treated as follows:

- Keep calm and calm children and the injured person
- Do not move injured person and do not leave them
- Clear the area; move other children into another room
- Send someone to notify an Adventure Canyon staff member
- Parents will be alerted and a 911 call made, if warranted

ADVENTURE CANYON NURSERY SPECIFIC POLICIES & PROCEDURES

Newborn through 35 months

To create a warm and nurturing church experience for little ones while providing peace of mind and the opportunity for their parents to grow spiritually through attending service, or serving on a ministry team, at K2 The Church.

Developmentally

Babies are born to learn. The first important lesson is trust, and they learn that from their relationships with their parents or other caring adults. Later babies will begin to explore the world around them and experiment with independence. As they mature, infants slowly develop gross motor (sitting, crawling, and walking) and fine motor (picking up tiny objects) skills. Generally, they remain egocentric and are unable to share or wait their turn. New skills are perfected through repetition, such as babbling that leads to speaking.

Spiritually

Although infants do not grasp every word that we speak, much is communicated through the tone of our voice, eye contact, and touch. Since trust is the primary lesson babies are learning, it is imperative that we provide a calm, safe, loving, and nurturing environment for them. When trust has been established, it is inevitable that the love of God will be conveyed to the child. Through the use of music, song, and simple stories nursery caregivers impart the love of Jesus to the most precious of His creation.

<u>Divisions</u>	<u>Ages</u>	<u>Worker/Child Ratios</u>
Cradlers	0 - 7 months	1/2
Crawlers	8-14 months	1/3
Climbers	15-23 months	1/4
Twos	24-35 months	1/6

Note: Only Adult volunteers, age 18 and above allowed to work in the Nursery, 23months and younger.

Arrival

- Please arrive for prayer **30** minutes before the scheduled service time.
- All workers must remove their shoes upon entering the room and put on the clean socks provided.

Greeting

Greet children and parents with a smile letting them know you are glad they are here. Help acquaint the parents to the room and the check-in procedures.

Classroom Guidelines

Every child must be checked in and out on the sign in sheets. (This is extremely important for the safety of our children and to maintain accuracy on our attendance records.) The Captain/Teacher of the classroom will be responsible for making sure the roster is filled in properly upon children checking into the classroom and at check out.

- No child should ever leave a classroom without supervision, or be released to anyone but their parent (once they have shown their ID tag)
- TWO adults must remain in the classroom at all times.
- Classrooms must be kept tidy during service, and must be left clean when you leave. (See the posting in your classroom for specific information)

Check-in Procedure

- Make sure each child has a name tag securely fastened to back of clothing.
- Make sure parents have their portion of the name tag allowing for pickup.
- Make sure each child's belongings are labeled (diaper bag, bottle, pacifier, etc.).
- For the well being of all babies, if a baby appears to be ill (see When to Keep Your Child Home from Church page), please gently explain the sick policy to the parent and ask them not to leave the baby in the nursery. Direct them to the parent room. If you need assistance, the Nursery Manager would be happy to help you.

Care

Please give as much personal attention to the children as possible. They love to be rocked, read to, sung to, and played with. For the safety and security of all involved, K2 policy requires a woman to be in the classroom at all times.

Hand Washing

Wash hands with soap and water upon arrival, before handling any food or drink, after changing a diaper or helping a child use the toilet, wiping noses, or any other time your hands come into contact with a bodily fluid. A child's hands should be washed if they have touched their runny nose. ANTIBACTERIAL HAND GEL IS NOT A SUBSTITUTE FOR HANDWASHING WITH SOAP AND WATER. The gel does not kill viruses. Only washing with soap and water for a minimum of 30 seconds will clean viruses off the hands.

Changing Diapers

- K2 policy requires that an adult woman change a child's diaper when needed and checked mid service.
- Use a clean pair of disposable gloves while changing. Place wax paper on the changing surface. Remove the soiled diaper and cleanse child's bottom thoroughly with disposable baby wipes. Wipe from front to back to prevent urinary tract infections.
- Wrap and dispose of the diaper, wipes and gloves. Do not wear used gloves when putting a clean diaper on the child. Put on a clean diaper and dress the child. Dispose of wax paper. Wash hands with soap and water in the bathroom before touching any other child or changing another diaper.

Bathroom Policy

- ONLY adult females (18 years and older) take children to the bathroom or change diapers/clothes.
- Changing tables are within each nursery room.
- Always take two or more children to the bathroom at a time.
- Do not enter the bathroom stall, keep stall door open if child needs assistance.
- Do not help wipe child, but use words to instruct them.
- If child needs more assistance, notify AC staff.

Crib Sheets

Make sure each child has a clean sheet before being placed in a crib.

Snacks

- Note all allergies on roster as well as verbally communicated with all volunteers. This is also noted on the name sticker received at check in.
- A snack and water will be provided for Two-Year-Olds
- If permission is given on the sign in sheet, Climbers will be provided with a snack of Cheerios and water. Please check the Sign-In Sheet.

- Outside snack is allowed for children staying in our care for 2 services and dietary needs. Supervision is needed so that other children do not eat special snack.

Feeding

Volunteers may feed Cradlers and Crawlers according to the parents' directions on the sign in sheets. Parents must give specific instructions to the volunteer for any additional requirements. We may NOT give snacks from diaper bags inside the classrooms. However, sippy-cups are fine. Cheerios are provided for snacks in our Climber room. Two-Year-Olds will also be provided with a snack.

First Aid

There is a first aid kit at the Information Booth. Disposable gloves are located next to the changing table and must be used when handling any injury involving bodily fluids. All injuries require the completion of an Adventure Canyon Incident Report and a Parent Notification form, which may both be obtained at the information booth (See General Policies for more detailed information). Any serious injury should be reported immediately to Security.

Crying Child

- Pray for the child.
- Try to distract the child through play.
- Talk softly or sing while rocking or walking.
- Check the Sign-In Sheet for comfort clues.
- If parental permission was given, check and change diaper, if necessary.
- Ask another caregiver to try to calm the child.
- Ask Nursery Manager to walk the child.
- After 15 minutes, if the child will not be comforted, have the parent called.
- When parent arrives, explain all actions taken to try to resolve problem. (Explain that they are welcome to bring child back when calm or they are welcome to stay with the child in the nursery. Please be apologetic and say something kind about their child.)
- Do not ever remove a child from the nursery without prior consent from the parents.

Calling A Parent

If a child cannot be calmed, is injured, or is ill, call the parent by notifying the Nursery Manager or Security. They will flash the child's I.D. number, notifying the parent.

Parent Pick-Up

- Greet parents with a positive comment about the child.
- You must ask **EVERY** parent to show their matching tag before picking up a child (even if you know the parent).
- Check the child out on the sign in sheet before releasing them to the parent.
- **No one** under the age of 18 is allowed to pick up a child.

Clean Up

After children have gone, spray with the provided cleaner and wipe down every toy that has been played with and all equipment. DO NOT USE CLOROX WIPES! Place dirty laundry aside. Follow clean-up checklist provided for further details.

Student Helpers

- Student helpers are allowed to help **only in the TWOS CLASSROOM.** Student helpers can only serve with proper supervision **and only if pre-approved.** Student helpers are not allowed in the Nursery (under 2 years old).
- Student helpers are not allowed to change diapers.
- Student Helpers are not allowed to pick children off the floor or carry children.
- Student Helpers are expected to follow the direction of the classroom leaders, and help in whatever way requested.

AC & K2 TRAINING AND NEXT STEPS

In order to train and equip you, AC & K2 offer training and opportunities to grow in knowledge and relationally.

AC Training Events: Throughout the year, AC Staff members conduct training classes, seminars and fun events to help equip and encourage our AC Team Members.

AC On The Job Training: Take advantage of your time in AC. Ask questions of leaders and watch and learn techniques. By coming 30 Minutes before service time, your director or coordinator will have time to talk through the day, prepare and train you for your activities in AC.

Meet with your AC coordinator or director: Invite your AC Leader to coffee or lunch. They would love to spend time with you and address any issues you may need help with.

Self-Training:

Suggested reading:

- The Bible. Become familiar with the stories most used with kids.
- Become familiar with a Children's Bible specific to the age group you are teaching.
- Children's ministry magazine and website
- Teaching Preschoolers: First Steps Toward Faith

Visit K2thechurch.com website for information on the following:

Crash Course: All AC Team members are strongly encouraged to take the Crash Course. It is a class that digs deep into our vision, mission and values as well as what we believe at K2.

K2U: K2U will help you grow in biblical and theological knowledge. This will help any AC Team member to be better in the classroom.

Life Together & Continue the Conversation Groups: These small group opportunities to dig deeper into the Bible, Christian Topics, and to grow relationally

WEEKDAY OPERATIONS ADVENTURES

Adventure Canyon Operations Team

The Adventure Canyon Operations Team exists to bring glory to God by partnering with AC Directors to provide a quality ministry to the children of K2 The Church.

Adventure Canyon is seeking qualified people to lead and join the following teams in a volunteer capacity. Training will be provided by one of the AC Directors and will receive direction from the AC Operations Director.

Volunteer Reminder Team: The Volunteer Reminder Team should ensure that all volunteers are reminded of the service times they are scheduled for. First, via email in planning center, then via phone call to those who have not responded via planning center email.

Database Team: The Database Team is responsible to keep the database updated on a weekly basis. Reports should be given to staff as needed.

Supply Acquisition Team: The supply acquisition team must ensure that all supplies needed to accomplish the ministries of AC are fully stocked or purchased. Supplies should be managed, inventoried, stored and made available for the AC Staff and volunteers.

AC Set Up Team: The AC Set up team is responsible for final set up of supplies, curriculum, or any item needed for Weekend AC.

Cleaning Team: The Cleaning Team will be responsible for making sure the AC rooms are cleaned after Weekend usage and prior to weekend usage.

AC Supply Team: The AC Supply Team manages, inventories, and organizes AC supplies.

AC Prep Team: The AC Prep team preps crafts and activities for Adventure Canyon.

Communication Team: The communication team will communicate with volunteers, parents and AC Staff, keeping a finger on the pulse of all AC activities. Specifically: Room signs, event posters, emails, letters, tickets, updating the website, etc. __

Schedule Team: The Scheduling team will ensure that all departmental schedules are completed and distributed to the volunteers at least one month in advance of the schedule start date.

Hospitality Team: The hospitality team coordinates food, décor, and setup for AC activities, meetings, and events.

K2 THE CHURCH STATEMENT OF FAITH

WE BELIEVE THE BIBLE

The Bible is God's unique revelation to people. It is the inspired, infallible Word of God, and the supreme and final authority on all matters upon which it teaches. No other writings are vested with such divine authority.

WE BELIEVE THERE IS ONLY ONE GOD

There is only one God, creator of heaven and earth, who exists eternally as three persons—Father, Son and Holy Spirit, each fully God yet each personally distinct from the other. Jesus Christ, second Person of the Trinity, was born of the Virgin Mary, lived a sinless human life, willingly took upon Himself all of our sins, died and rose again bodily, and is at the right hand of the Father as our advocate and mediator. Some day, He will return to consummate history and to fulfill the eternal plan of God.

The Holy Spirit, third Person of the Trinity, convicts the world of sin and draws people to Christ. He also indwells all believers. He is available to empower them to lead Christ-like lives and gives them spiritual gifts with which to serve the church and reach out to a lost and needy world.

WE BELIEVE THAT ALL PEOPLE MATTER

All people are created in God's image and matter deeply to Him. Central to the message of the Bible is that God loves people and invites them to live in communion with Himself and in community with each other.

Apart from Jesus Christ, all people are spiritually lost and, because of sin, deserve the judgment of God. However, God gives salvation and eternal life to anyone who trusts in Jesus Christ and in His sacrifice on his or her behalf. Salvation cannot be earned through personal goodness or human effort. It is a gift that must be received by humble repentance and faith in Christ and His finished work on the cross.

Death seals the eternal destiny of each person. At the final judgment, unbelievers will be separated from God into condemnation. Believers will be received into God's loving presence and rewarded for their faithfulness to Him in this life.

WE BELIEVE THE CHURCH SHOULD BE TIGHT, FOCUSED, AND OUT THERE

All believers are members of the body of Christ, the one true church universal. Spiritual unity is to be expressed among Christians by acceptance and love of one another across ethnic, cultural, socio-economic, national, generational, gender and denominational lines.

The local church is a congregation of believers who gather for worship, prayer, instruction, encouragement, mutual accountability and community with each other. Through it, believers invest time, energy and resources to fulfill the Great Commission - reaching those who don't know God and growing them into fully devoted followers of Christ.

FOCUSED
On Jesus

TIGHT
with each other

OUT THERE
in the community

K2 VISION

To be a church with reckless faith in Jesus Christ fleshed out in sacrificial love, service to those in need, and a commitment to draw people into an ever-deepening relationship with God.

K2 MISSION

To establish multiplying churches throughout the western Rockies and the world that engage those being sought by God.

K2 VALUES

The absolute fulfillment of freely **RECEIVING** from God

The joy of **BECOMING** like Jesus Christ by following His teachings in the Bible

The thrill of **FOLLOWING** the Holy Spirit's direction

The challenge of **CONNECTING** our lives with others in grace and truth

The partnership with God in **REACHING** every person who has yet to know how much He loves them

The freedom of **SACRIFICING** all self-interest for the interests of God and others

The discovery of **BEING** a unique expression of God in this time and place

The impact of **GIVING** the best of our time, talents and finances to God for His purposes

The fun of **ENJOYING** life and each other along the way

The amazement of **MULTIPLYING** our lives through His life-giving power