

2020  
*grovekids*  
2021

LEADER  
MANUAL

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# MISSION & *vision*

## FOREST GROVE COMMUNITY CHURCH

**M:** Our mission is to be a covenant community that loves God, disciples one another and reaches out from the river to the ends of the earth.

**V:** Transformation in Jesus Christ.

### WE VALUE:

- Faith
- Dependence
- Relationship
- Relevance



## FGCC DISCIPLESHIP STEPS

- Create Community
- Experience & Model Jesus' Love
- Train One Another in Obedience
- Serve & Proclaim the Gospel

# LEADER CONDUCT & *expectations*

At Forest Grove Community Church, we desire to have passionate and committed volunteers who realize that working in kids ministry is a calling that is a privilege. It is often a difficult job and can seem unrewarding at times, but the moments in which you are able to see the fruits of your labour are extraordinary. **Because we are working with kids who are impressionable and developing their faith, we ask that you consider how your life will influence theirs as they pay attention to the way you live.**

## HERE ARE SOME OF THE THINGS WE EXPECT IF YOU COMMIT TO THIS TEAM:

### life conduct

- Be committed to Jesus Christ as the Lord of your life.
- Live a life evident of an active relationship with Jesus.
- Seek to be obedient to the instructions of Jesus in Scripture.
- Live in spiritual disciplines that draw you closer to Jesus (ex. prayer, Scripture reading, giving, etc.)
- Live a life above reproach. Because we work with kids who are impressionable, we expect that GroveKids leaders specifically do not participate in:
  - Getting drunk
  - Getting high (outside of doctor prescribed usage)
  - Smoking of any kind (tobacco, vape, marijuana, etc.)
  - Sexual relations before marriage, or outside of your marriage
  - Living with a significant other who is not your spouse (Jodi would also like to be aware of any male and female co-habitation outside of a romantic relationship)
- If there is something in your previous or current personal life that you think may be an issue for our kids, a parent, or someone in our church, please discuss this with Jodi.
- Live teachably. We expect that leaders would be willing to have accountability conversations about their life and faith.

### leader expectations sundays & wednesdays

- Be responsible to read all communication and resources given prior to programming in order to understand what is going on and how you can prepare and participate in the program you are in.
- Arrive on time for weekly huddles (Sundays at 8:40am or 10:40am, Wednesdays at 5:40pm or 6:40pm)
- Wear a green shirt and name tag (if shirt is dirty, please wash, hang dry, and return).
- Abide by the Safe Place Policy guidelines set out by our church.
- Help out wherever you see a need.
- Participate in all program and relational elements as outlined.

### leader expectations outside of programming

- Attend leadership connections (see dates on website).
- Attend Forest Grove Community Church for the Sunday morning service regularly. On the months or weeks you serve, ideally you would serve in one service and attend the other.
- Work for unity within our team; working out conflicts with humility and maturity.

# LEAD TEAM

The lead team is a group of people committed to seeing the overall picture of our kids ministry and discerning ways to achieve our mission and vision throughout each of our programs. This team is dedicated to meeting monthly to pray over our kids and families, plan and facilitate events to create intergenerational community, and thank our leaders. The members of the lead team are called to lead by example by following and modelling the leader conduct and expectations that have been laid out. This team is led by Jodi.

# COACHES

The GroveKids Coaches are people committed to give leadership to specific areas of ministry within GroveKids. Their goal is to care for, maintain and communicate with the people who serve in their ministry area. They exist so that leaders feel known, trained and celebrated.

## COACHING RESPONSIBILITIES

- Make leaders feel **known** through regular connections during the programs they serve in.
- Make leaders feel **trained** through:
  - Team huddles: these 5 minute huddles provide the opportunity for leaders to connect, stay informed about any details or changes, pray, and ask questions
  - Connections: depending on your ministry area, these could be monthly (on a Sunday morning) or twice a year meetings. These involve community building, leadership development, discussion & feedback or other activities the coach leads the group through.
  - Facilitate new volunteer "test drives": For those who are new to serving in GroveKids, they will serve two consecutive months where the first four weeks involves hands on training with a mentor and the second month they lead without the mentor.
  - Meet regularly with Jodi: these quarterly check-ins will ensure you as a coach are receiving the support and encouragement you need in order to lead others well.
- Make leaders feel **celebrated** through:
  - Sharing encouraging "wins" with other leaders and asking leaders to share their encouraging stories with you
  - Encouraging your team to let them know that you notice the great things they do (this can be done through notes, in person words of encouragement, snacks, or any way that feels natural to you).

## COACHING POSITIONS

Nursery Coach

Primary Coach

Grade 1-4 Coach

Grade 5-6 Coach

PowerUp Coach

Midweek Coach

Welcome Team Coach

Christmas Musical / PowerUp Singers Coach

# GROVEKIDS

## leader roles

### WELCOME TEAM

This is the first interactions a child or family will have as they enter our building. Their role is to ensure people feel welcomed and safe. They check kids in, monitor the halls, and support our leaders through bathroom runs, photocopies, etc.

**Huddles:**

8:30am & 10:30am

**Program Time:**

9:00-9:40am & 11:00-11:40am

### HOSPITALITY TEAM

This team helps facilitate spaces and events where people feel welcomed and appreciated through acts of service. This could include cleaning, food, gifts, or setup/takedown. This teams operates when needed around events, training, and other special occasions.

### MEDIA TEAM

We are developing a media team to provide technical support to all of our GroveKids ministry areas. Please contact Jodi if this is something you would be interested in joining (you can be serving on other teams as well). We want this team to help develop a strong social media presence as well as capturing our programs through photos and videos, and running sound and projection as needed.

### SMALL GROUP LEADER

Small group leaders serve in groups from Age 2-Grade 6. Their goal is to help kids to connect with God and connect with each other.

**Sunday Mornings**

**Huddles:**

8:30am & 10:30am

**Program Time:**

9:00-9:40am & 11:00-11:40am

### NURSERY LEAD

Nursery Leads oversee the nursery on a Sunday morning, ensuring safe ratios of kids to workers are met, paging parents or dealing with any issues with babies.

Nursery leads wear green shirts.

**Sunday Mornings**

**Huddles**

8:40am & 10:40am

**Nursery Time**

9-10:10am & 11-12:10pm

### NURSERY WORKER

We love our babies and toddlers. The nursery is a space where they feel loved and cared for. This is a way we support parents in their spiritual journey, so they can take part in the service. Nursery workers ensure babies and toddlers feel safe, cared for and have fun.

**Sunday Mornings**

**Huddles**

8:40am & 10:40am

**Nursery Time**

9-10:10am & 11-12:10pm

### POWERUP

PowerUp leaders include the Comic Host, Credible Host, Singers, Storytellers, Media Team and Greeters.. They make sure that families feel welcomed and help them to learn together in a fun and exciting environment.

**Sunday Mornings**

**Program Time:**

10:15-10:55am

### MIDWEEK

**Wednesday Evenings**

Midweek leaders include Host, Games, Memory Verse, Singers and Media Team. These leaders lead an exciting Wednesday night program for kids to come, have fun,, and bring friends.

**Program Time:** 7:00-8:00pm

LITs (Grade 5 & 6 Leaders in Training) lead portions of the evening in the spring by discipling kids who are growing in leadership

**Program Time:** 5:30-7:00pm

### CHRISTMAS MUSICAL

**Wednesday Evenings**

Christmas Musical leaders include Choreography, Singing, Set Design, Acting, Lights, Media and other various roles. These leaders help kids to feel welcomed, included, and seen as they prepare a production together.

**Program Time:** 6:00-7:00pm

# communication EXPECTATIONS

## missing GroveKids

We understand that there are times when you are unable to make it to the time you are scheduled to serve. We encourage our leaders to do the following:

1. Use the leader resources page to access the contact information of other leaders. Ideally, we would prefer if you contact someone serving in the same age group who serves in the alternating month or service time.
2. You may also recommend swapping a time to serve, so you fill in for one of their times.
3. Have a conversation with your coach and explain why you will be missing and let them know who you have arranged to switch with. If you have been unsuccessful in finding a replacement, your coach can direct you in next steps.

★ **THIS IS VERY IMPORTANT!** Please arrange the replacement as soon as you know about the scheduling conflict to allow people time to prepare.

## remind texts

We will begin using an app called Remind to send text messages to our leaders throughout the program or to make you aware of something important to draw your attention to the website. To sign up, text your team code to (604) 229-9680 (including the @ symbol):

- Lead Team code: **@fgcclead**
- Coaches Team code: **@fgcccoach**
- Welcome Team code: **@fgccwt**
- Nursery Team code: **@fgccbabies**
- Primary Team code: **@fgccprime**
- Grade 1-4 Team code: **@fgccelem1**
- Grade 5-6 Team code: **@fgccelem2**
- PowerUp Team code: **@fgccpower**
- Midweek Team code: **@fgccwed**
- Christmas Musical Team code: **@fgccmusic**

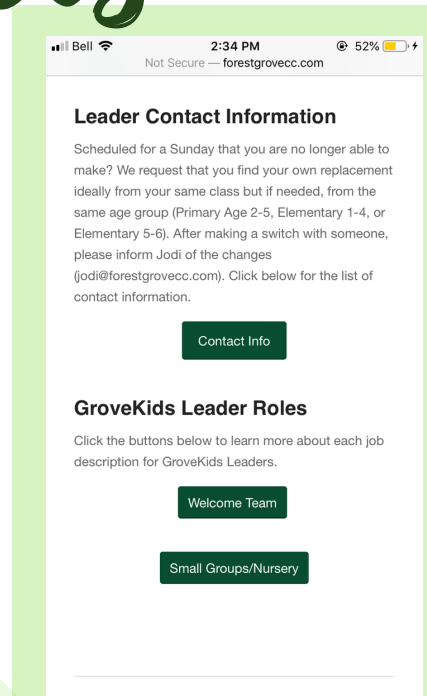
# leader resources

Everything you need to know for the area where you serve can be found on our website through "leader resources". The password for this site is **powerup**. This page contains our leader schedule, contact information for our leaders, lesson plans and any other additional resources you may need.

The expectation is that you are checking this site before the month or weeks that you serve, in order to best prepare yourself.

If you are ever unsure about a lesson plan or you think that information may be missing, please contact Jodi ([jodi@forestgrovecc.com](mailto:jodi@forestgrovecc.com)) or Lizzie ([lizzie@forestgrovecc.com](mailto:lizzie@forestgrovecc.com)) as soon as possible.

**IT IS EXPECTED THAT ALL LEADERS CHECK  
THE WEBSITE AND USE IT REGULARLY**



# safe place policy

The FGCC Safe Place Policy is for the protection, safety, and well being of vulnerable persons and ministry workers in the life and ministries of this church. This policy applies to all workers, whether paid or volunteer, working in FGCC Ministries involving vulnerable persons.

## PREVENTION & PROCEDURE

### on-site

- The worker to child ratio is 1:10.
- We strive to have at least two adults in any room with a minor. When only one adult can be in a room with a minor either keep the door of that room open or have an unobstructed window in the door. Avoid being alone with a child.
- When taking a child to the washroom either wait outside the bathroom, or outside the stall if they need assistance washing hands. Prop the door to the washrooms open so you are visible to the outside hallway. Inform other leaders that you are going to the washroom with a child.
- Before our program start time and after the program end time, parents/guardians are legally responsible for their children.

### injuries

- When a vulnerable person under your care gets injured, attend to the need of the minor and contact 911 if necessary (see below).
- Inform Jodi (or the coordinator in charge of the program) as soon as possible.
- Fill out an incident report.

### visitors

- All helpers/visitors MUST be pre-approved by Jodi.
- Visitors cannot just show up on a Sunday or a Wednesday expecting to be a part of the program. Depending on the situation, they may be asked to leave.
- They must be introduced and wear a lanyard as a "visitor".

### transportation

- In unique circumstances where you are transporting kids to and from events, you must have two or more individuals in a vehicle.
- If it is not possible to have two or more people in the vehicle, the parent/guardian must be alerted of the minor's transportation arrangements.

### off-site

- Jodi always needs to know the exact details of your gathering as a small group.
- All year waivers must be completed for all off-site activities which are planned as a GroveKids event (ex. Grade 5 & 6 Amazing Race).
- All in all, avoid situations where activities/conversations cannot be overheard, observed or documented.



# PREVENTION & PROCEDURE

## criminal record checks

- A criminal record check must be completed and renewed every four years BEFORE you attend your first program event.
- Checks can be done at the church free of cost (at least two weeks prior to the first program event you attend) or you can bring in a copy you currently have but it must have a "Vulnerable Sector Check" included.
- Lizzie will let you know if you need one. If so, bring your drivers license & health card to the church office.

## ministry application

- A ministry application must be completed for first-time volunteers at FGCC and every four years thereafter and/or if there is a break in service exceeding one year.
- Returning leaders (within the four years) will need to fill out a partial form for contact info, health/diet info, and involvement each year.
- If you are unsure which application to fill out, email Lizzie (lizzie@forestgrovecc.com).

## equipment

- Automatic smoke detection system: hallways, classrooms, some storage rooms and emergency exit stairwells have smoke detectors. Emergency exits have alarms.
- Fire alarm control panel: in the main lobby entry and electrical room.
- Heat sensors are in the storage/utility rooms in the middle of the west corridor, in the lobby storage room and the security room.
- Manual fire alarm pull stations are located on the walls at each of the outside doors entrance/exits.
- Fire extinguishers are located throughout the building.
- The kitchen has an automatic fire suppression system.
- Automatic emergency fire doors are installed in approved locations in order to isolate fires and direct occupants to the safest evacuation route.

## calling 911

- When a person is calling 911, the caller should say:
  - "This is (caller's name) at Forest Grove Community Church at 502 Webster Street. The situation is ... (ex. there is a fire, a bomb threat or other emergency situation). Please come immediately."

## calling an ambulance

- To determine if an ambulance needs to be called, assess and collaborate with the emergency coordinator (Jodi).
- If they are able to answer, ask the person if they would like you to call an ambulance.
- If you are unable to contact or find Jodi and the person is in danger, just call an ambulance.
- Fill out an incident report if it's an event or activity of the church (in white binder at Welcome Desk).

## tornado procedure

- Go to an inside hallway in the church (or under a table if you are unable to get out of a room). The best place is by the main washrooms near the Welcome Centre.
- Stay away from electricity
- Assume curled position on the floor with hands behind your head to protect skull
- If you are outside, get into the building as soon as possible (don't go into/under a car).

# PREVENTION & PROCEDURE

## evacuation procedure

- The emergency coordinator (Jodi, or someone previously appointed) will give overall leadership to the safe evacuation of the building
- Make sure 911 has been called when you know it is a true emergency that exists
- Evacuate the building as quickly and efficiently as possible. Jodi will lead the evacuation procedure, however, you as ministry leaders will perform these duties:
  - Be familiar with the fire escape map near the door of the room you are in.
  - Take responsibility for evacuating the people in the room where you are.
  - Make note of people with special needs.
  - Using your attendance sheet, report any missing people or other important information related to the emergency coordinator or fire department who will be at the command centre (in front of the welcome centre/main lobby doors facing Webster Street).
- Once out of the building, move away from the building to the Northwest corner of the property (near garbage bin).
- As you leave, staff and ministry leaders must check off the following areas of the church (close but do not lock doors): sanctuary (lower level and stage area), sanctuary balcony, lobby area, nursery, staff office areas, lounge and storage room, between the lounge and gym, gym, main level classrooms, washrooms on main floor (near main office, near gym entrance, handicapped bathroom off lobby), kitchen, family ministries room, second level classrooms, second level washrooms, elevator, hallways, second floor exit stairwells (two from central education wing, one from west education wing).
- Emergency coordinator will assign someone to grab the attendance clip board from the welcome centre. Take attendance.

## lockdown procedure

- A lockdown procedure will be initiated by Jodi (or another appointed emergency coordinator) through a Remind text (more info on how to sign up for these on the Communications page).
- If you need to initiate a lockdown, contact Jodi.
- **PARTIAL LOCKDOWN:** This is used when a serious incident is occurring somewhere in the neighbourhood and there is no immediate danger for leaders and students as long as they remain in the church building. All outside doors are locked and leaders are assigned to doors to monitor outside activity. Program continues as usual.
- **FULL EXTERNAL LOCKDOWN:** This is used for danger immediately outside the church. All outside doors are locked; provisions for police access must be made. Leaders are assigned to doors to monitor outside activity. All lights are turned off and blinds are drawn. Program is suspended. Children are moved to a secured area (the gym or sanctuary, depending on the threat) and on the floor if required.
- **FULL INTERNAL LOCKDOWN:** This procedure is used when there is an immediate threat to safety inside the church building. All outside doors are locked; provisions for police access must be made. Lights are on and blinds are open to allow for visual inspection by police and other emergency personnel. Program is suspended. Children are in a secured area (the gym or sanctuary, depending on the threat) and on the floor if required.

# HANDLING DISCLOSURES

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## DEFINITIONS OF ABUSE

### PHYSICAL

Any physical force or action which results in or may potentially result in a non-accidental injury; to omit to act as to result in physical injury to a vulnerable person.

### EMOTIONAL

To act or omit to act so as to result in anguish through threats; coercion; degrading insults or humiliation.

### VERBAL

The use of words that may undermine a person's perception of himself or herself or inflict emotional pain.

### SEXUAL

Behaviour that may include touching of a sexual nature, sexual grooming, sexually degrading language, forced sexual acts, and sexual assault.

### FINANCIAL

Intentional misuse of a person's financial/material possessions without informed consent of the person.

## DEALING WITH ALLEGATIONS OF ABUSE

### allegations of abuse against a worker...

- When questionable conduct surfaces, which might pose a danger to the minor, steps shall be taken to prevent recurrence
- When an allegation surfaces, the worker shall be asked to step aside from duties
- In both cases, the safe place policy committee shall be notified to determine the next steps
- The safe place policy committee must determine if and when the worker can return to service
- If no resolution is reached at this point, the SK MB Conference shall be contacted

### dealing with disclosure on abuse...

- The Saskatchewan Guidelines issued by the Province of Saskatchewan caution that while reporting of a child in need of protection is mandatory, some discretion is required in deciding on whether or not a child is or reasonably might be in need of protection.
- In any event, the duty to report applies even where the information was obtained through the discharge of professional duties or within a confidential relationship.

## IF YOU FEEL YOU ARE A DANGER TO A CHILD...

- Remove yourself from the situation immediately.
- Seek accountability by telling Jodi.
- Steps will then be put in place to walk with you to health so that you are no longer a danger.
- We will make a plan to protect both parties.

**IF YOU ARE EVER IN DOUBT ABOUT HOW TO FOLLOW THESE POLICIES,  
PLEASE CONTACT JODI AS SOON AS POSSIBLE.**

Jodi - 306.221.1966

# HANDLING DISCLOSURES



## 7 STEPS TO FOLLOW

### 1. LISTEN

- Provide privacy
- Stay calm - do not express shock or anger
- Do not promise that you will not tell
- Determine their immediate need for safety and any possible medical attention

### 2. COMFORT

- Express understanding of the person and their feelings
- Reassure them that they've done the right thing by coming to you with their concern
- Reassure them that the alleged abuse is not the fault of the victim

### 3. AFFIRM

- Acknowledge their feelings
- Convey that it's important to let people know when something of this nature has happened and it's right to talk about this
- Affirm them as cared for individuals
- Avoid telling them how they should feel or what they should say

### 4. AVOID LOOKING FOR A CAUSE

- Do not probe or ask "why"
- Do not make presuppositions - avoid being judgemental
- Avoid projecting your own reactions on to them

### 5. DO NOT ASK LEADING QUESTIONS

- Encourage a more detailed description or introduce more precise language
- It is not your job to investigate, use words like "can you tell me more about..."
- Any "help" in this area could negatively affect a prosecution if undertaken

### 6. ALLOW THE COMPLAINANT TO MAINTAIN AS MUCH CONTROL OVER THEIR SITUATION AS POSSIBLE

- Don't force them to keep talking if they don't want to
- Ask them if someone else can join the conversation

### 7. DOCUMENT

- Everything that happens between the worker and the minor should be documented as soon as possible
  - Document the involvement of other people in the situation including as much of the conversation as possible
  - Document only facts, not your own feelings
  - Documentation is confidential except in the event of legal action
- Complete the "Abuse Report File" that will be given to you by Jodi.