



# Teacher & Volunteer Playbook

Created by Pastor Bradley Stubbs



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# Why Do We Serve in Kids Ministry?

Deuteronomy 6:6-7: "These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

- **We're called to by God.**
- **Patterns of behavior are set in a person by age 8 to 9.**
- **Only 43% of parents in America will EVER read the Bible to their kids. We read the Bible EVERY time the kids are here.**
- **A person's worldview is primarily shaped by age 13.**
- **D.L. Moody said, "A child comes giving his whole life to Christ while an adult gives only half his life."**
- **Our children will make the leaders of the church tomorrow. What kind of leaders will we have at the rate we're reaching our children with the Gospel?**

## Data from Barna:

Barna. (2025). Children's ministry in a new reality: Building church communities that cultivate lasting faith. Barna.

Parents of 5-14 year olds were asked when selecting the church they currently attend, how important was children's ministry in the selection process?

62% stated it was very important  
28% stated it was somewhat important

88% of parents of 5-14 year olds stated that  
“Their time in children's ministry is as important as my time in service.”



# kids 5 Pillars

## Gospel-Centered

EVERYTHING we do is centered around the truth found in God's Word. Lessons, activities, and events are carefully planned to intentionally point kids to a right understanding of the Gospel. We want to engage the whole child with the whole Gospel – meeting their needs spiritually, physically, and intellectually.

## Safe Spaces

Physical, emotional, and spiritual safety are top priorities and are non-negotiable. Safe spaces build trust between families and FBC Portland as well as allow us to prioritize the Gospel message while the kids are here. Volunteers and leaders are vetted, passed a background check, and have undergone specialized training in sexual and physical abuse.

## Mission Aligned & Age-Appropriate

Our mission in the Kids Ministry at FBC Portland serves the overall mission of FBC Portland. We are all striving toward the same goal of making disciples of Jesus Christ. The only difference is in how we do this using age-appropriate language and learning methods that meets the kids where they are no matter their age. Our activities foster discipleship, outreach, and growth.

## Equipping Parents & Leaders

We strive to equip parents as the primary disciplers of their kids. We do this by providing regular tools and resources for parents to teach their kids the Gospel at home. We also walk alongside parents in their faith journey with their kids. We equip leaders through regular coaching, providing solid Biblical resources and teaching guides, using positive reinforcement, and fostering a culture of jubilee.

## Stewarding Resources

We value our facilities, our time, and our finances that God has given us. We believe in intentionality over quantity. We need to budget our resources in a way that glorifies God.

# Review of Our Safety Protocols

## We Take Your Child's Safety Seriously

- \* **Background Checks:**  
All Kids Volunteers are Background Checked EVERY Year.
- \* **Child Safety Training:**  
All Kids Volunteers Complete Child Safety Training EVERY Year.
- \* **Check-in Process:**  
All Kids are Checked in and Given a Child Safety Label to Stick on the Back of Their Shirt. The Parents are Given a Corresponding Label with a Unique Code for Their Child to Ensure the Child is ONLY Given to the Parents of that Child Upon Pick-up.
- \* **Safety Equipment:**  
Every Preschool Room has Cameras and Walkie Talkies for Each Teacher. The Doors are Locked, Key-Card Access Only to the Preschool Hallway and They Have LifeVac Devices on Walls.
- \* **Procedures:**  
We ALWAYS have at least 2 teachers in EVERY kids classroom & Strict Safety Guidelines for Our Teachers to Follow.
- \* **Extra Measures:**  
Pastor Bradley is CPR certified as well as Many Other Teachers and We Have a Medical Team at FBC Portland.



### **Reporting Child Abuse**

Tenn. Code Ann. 37-1-403 (a)

Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect.

Tenn. Code Ann. 37-1-605(a)

Any person who knows or has reasonable cause to suspect that a child has been sexually abused shall report such knowledge or suspicion to the department.

Call the Child Abuse Hotline to report child abuse or neglect in the State of Tennessee.

**877-237-0004**

Reports also can be made online on our secure site.

**<https://apps.tn.gov/carat/>**



# FBC PORTLAND KIDS

## WELCOME DESK GUIDELINES

Thank you for serving at the Welcome Desk! Your role is vital in ensuring a smooth and safe experience for our families. Please review the following guidelines:



### Stay Present

Kindly remain at the Welcome Desk for the duration of the worship service. This helps us maintain a secure environment and allows you to assist with late arrivals or early check-ins.



### Check-in Process

- When checking in families, please ask each parent if they are staying for Sunday School.
- If they are, ensure their child is checked into both the 9:00 AM and 10:30 AM classes.
- If they are only attending worship, check the child into the appropriate 9:00 AM worship class.



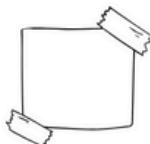
### Welcoming Visitors

- For first-time guests, kindly ask parents to complete a visitor form.
- Be sure to collect the parent's name, address, child's name, date of birth, and any allergy information.
- While they complete the form, you can prepare a visitor name tag/sticker including the child's name, parent contact information, and any allergies.
- Leave the completed form at the desk—Bradley will input the information into our system.



### Classroom Support

- During the service hour, please make a round to check in with each classroom to see if they need assistance with children, supplies, or other needs.
- If additional help is required, feel free to reach out to Jan Hayes.



### Volunteer Assignments

- A list of classroom volunteers should be taped to the sticker printer.
- If it's not visible, check the metal file next to the printer and tape it in place.
- Please assist any volunteers who may need help finding their assigned classroom.



# SUNDAY PROTOCOLS

Be in your rooms and ready for kids, 15 minutes before class begins

Make sure you have a walkie talkie in your room for each teacher. Keep it turned on at all times.

Make sure all kids have been properly checked in and have a sticker with their name on it stuck to their back

Be aware of the “Buddy List” in your room, and contact them if you need special care for a child.

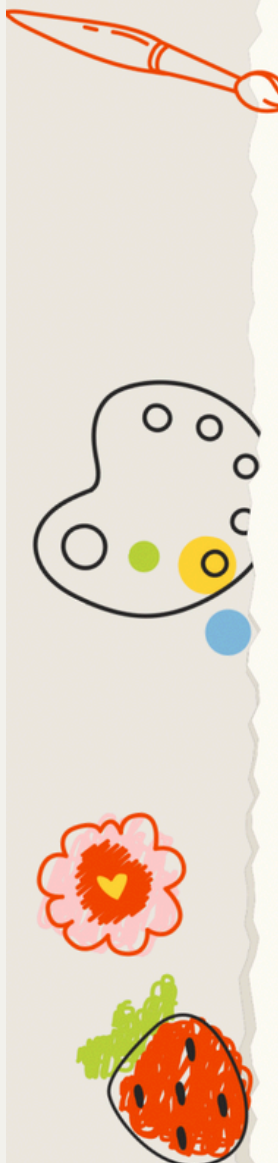
When parents come to pick up their kids, make sure they have a corresponding sticker to the one on the child’s back before handing them off

**Contact Pastor Bradley via walkie talkie or by phone at 256-656-3098 if you need assistance with anything.**






# WEDNESDAY NIGHT PROTOCOLS



Be in your rooms and ready for kids, 15 minutes  
before class begins

Make sure you have a walkie talkie in your room  
for each teacher. Keep it turned on at all times.



Be aware of the “Buddy List” in your room, and contact  
them if you need special care for a child.

Make sure to collect parent contact information for  
all new kids and leave this by the computer at the  
check-in desk.

**Contact Pastor Bradley via walkie talkie or by  
phone at 256-656-3098 if you need assistance  
with anything.**



# BUDDY LIST

Pastor Bradley  
(256) 656-3098

Stephanie Cornwell  
1 (270) 850-8322

Gracie Stubbs  
(615) 681-3730

Jordyn High  
(615) 561-9809

USE THIS LIST TO CONTACT A  
"BUDDY" FOR HELP WITH A CHILD  
WITH CHALLENGING BEHAVIOR  
AND/OR A SPECIAL NEED THAT  
NEED ONE-ON-ONE ASSISTANCE



# Worship Care



# WORSHIP CARE



During the worship hour from 9AM-10:20AM, kids from Birth-5yrs. Old have classes available to attend. During these classes, we have 2 adults at least in each class. (Typically 4 classes) as well as a person running the check-in desk.

## PURPOSE

### TEACHING TODDLERS BIBLICAL TRUTH

The purpose of worship care is to give parents an opportunity to hear from God in the sanctuary while teaching their kids important Biblical truths on a level they can understand.

## WHAT IT LOOKS LIKE

- Interactive Bible lesson completely planned out for you to go over with the kids (No prep Needed) (Pastor Bradley writes the lessons)
- Suggested Songs (these can all be played on the tvs in the rooms)
- Pre-planned activities for you to do with the kids provided by the Worship Care Team with instructions
- Have fun playing with the kids afterwards

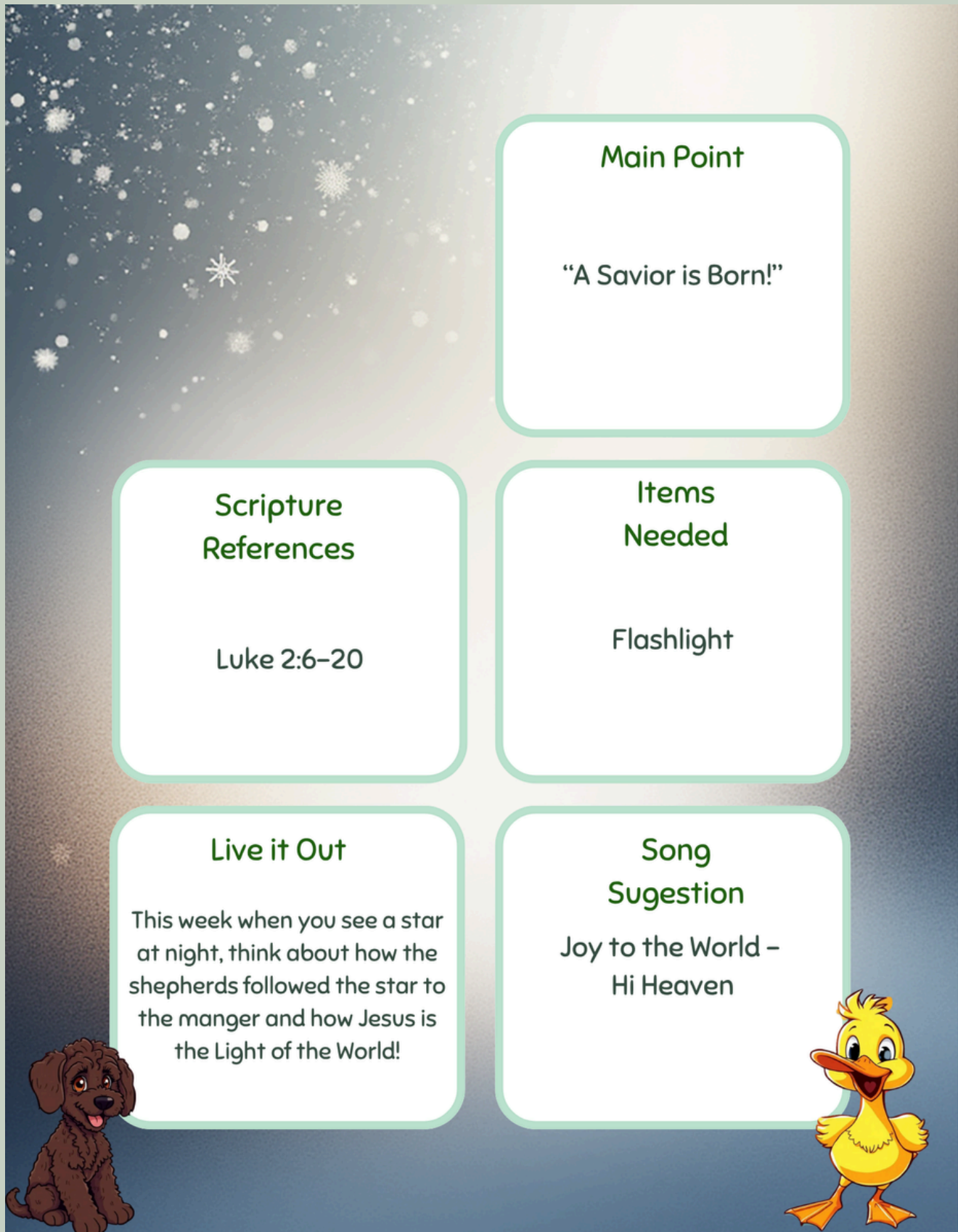
## Worship Care

# FRIENDLY REMINDERS

- Make sure bags and cups are labeled with the child's name. Labels are provided at the Preschool Welcome Desk.
- Read the provided lesson and complete the activities with the children.
- Please follow the TV Rules for using worship videos.
- Make sure all diapers are changed during your time in the class.
- Pick up the room for the next SS class so they can be ready for their class.
- For safety reasons, please don't leave this room during the worship hour to go to the playground or gym.
- Goldfish are provided for a small snack. Please remember that some children will snack again during SS.
- If you need help with a child or need additional supplies, please check with the person working the welcome desk via the walkie-talkie in your room.



# Example of a Worship Care Lesson



**Main Point**

"A Savior is Born!"

**Scripture References**

Luke 2:6-20

**Items Needed**



Flashlight

**Live it Out**

This week when you see a star at night, think about how the shepherds followed the star to the manger and how Jesus is the Light of the World!

**Song Sugestion**

Joy to the World –  
Hi Heaven



# Lesson

The angel said, “Don’t be afraid! I bring you good news of great joy!  
Today in the city of Bethlehem, the Savior has been born. You will find  
Him wrapped in cloths and lying in a manger.”

Then — suddenly — the whole sky was filled with angels singing:  
“Glory to God in the highest! Peace on earth!”

The shepherds were so excited! They ran to Bethlehem as fast as they  
could!

(Everyone, run as fast as you can in place! Now, stop.)

When they found the stable, they saw Mary, Joseph, and baby Jesus lying  
in the manger.

They knelt down and worshiped Him.

Then they ran to tell everyone the good news:

“Jesus is born! God’s Son has come!”

(Everyone run as fast as you can in place again. Now, yell “Jesus is born!  
The Savior has come!”)

# Lesson

The shepherds couldn't wait to tell everyone the good news that Jesus had come into the world.

However, Jesus didn't only come into the world, He lived a perfect life. Then, He would willingly die on a cross for our sins and come back from the dead 3 days later. He's alive today and promises us that if we turn from our sins and follow Him, we will live forever in Heaven with Him when we die. That's Good News!

(Spend some time talking to your kids about this and encourage them to ask questions.)

This is why we celebrate Christmas because Jesus not only was born but came to die for us so we could live forever with Him!

## Activities on Next Pages



Doodle-Doo's  
Prayer for You

Jesus, thank you for coming to die for my sins. Thank you for being my Savior. Help me to honor you every day in all I do. Amen.

## Song (to “Away in a Manger”)

“Away in a manger, no crib for a bed,  
The little Lord Jesus lay down His sweet head.  
The stars in the sky looked down where He lay,  
The little Lord Jesus asleep on the hay.”

## Craft: Baby Jesus in the Manger

### Objective:

Create a simple, tactile manger scene.

### Materials:

Small paper plates (folded in half)

Yellow paper strips or yarn (hay)

Small paper circle (baby’s face)

Tissue or cloth for blanket

### Instructions:

Fold the paper plate into a cradle shape.

Add “hay” and glue baby Jesus inside.

Write: “Jesus is born!”

### Objective:

Encourage empathy and connection to the nativity.

### Materials:

Baby doll

Soft blankets, basket, and bottles

### Instructions:

Let children take turns wrapping and “caring” for baby Jesus.

Talk about how Mary cared for Him and loved Him.

### Say:

“God gave us His Son, baby Jesus, to show His love for the world!”

## Craft: Shining Star Ornament

### Objective:

Remind children that Jesus is the Light of the World.

### Materials:

Star cutouts (cardstock or foam)

Glitter glue or stickers

Hole punch and yarn for hanging

### Instructions:

Decorate stars and write (or glue label): “Jesus is born!”

Hang them up as reminders that Jesus brings light into the darkness and He is the Light of the World!

# Community Groups



# COMMUNITY GROUPS

We have classes from Birth to 5<sup>th</sup> grade on Sundays and Wednesday nights. We have at least 2 teachers in every class. These teachers are typically in that class for an entire calendar year.

## WHAT'S EXPECTED

- Teachers are given curriculum at least several weeks in advance to prayerfully read over and prepare to teach the kids.
- The curriculum has activities that correspond to the lesson taught each week that teachers will also guide the kids through.

## MISSION

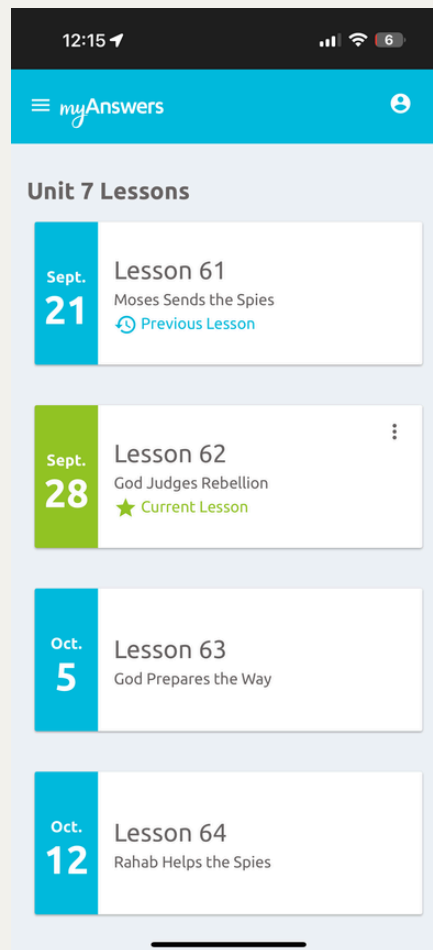
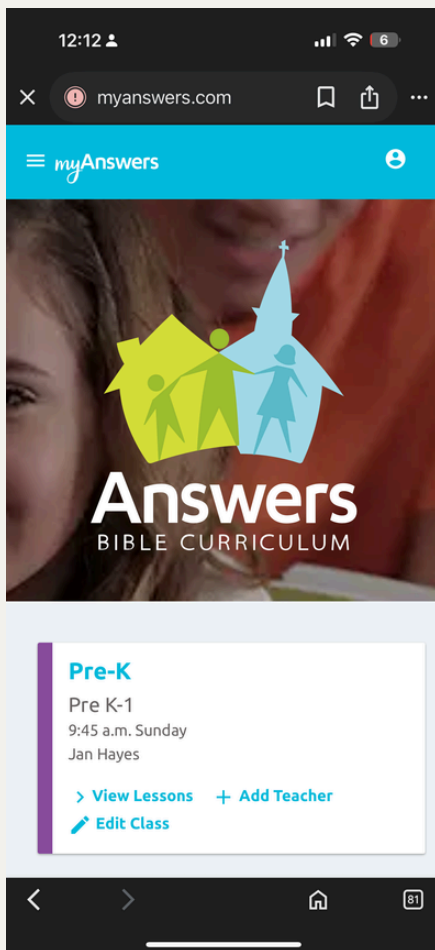
The mission is to go through the entire Bible with our kids on Sunday mornings, giving them a full understanding (as age appropriate) of God's Word.

We start in Genesis and go through Revelation over a 4 year period, carefully examining God's Word together.

On Wednesdays we do additional studies on key aspects in the Bible that our kids need to know for the stage of life they are currently in.

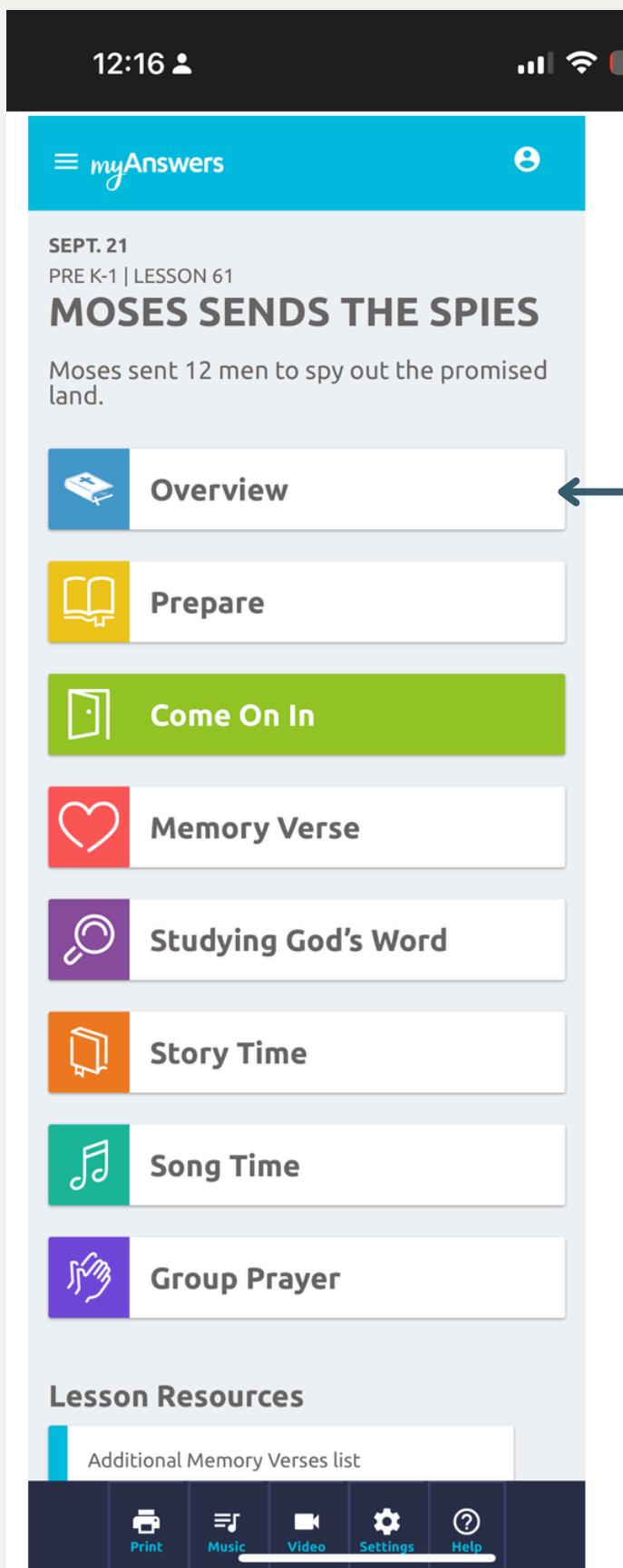
# Answers in Genesis is the Curriculum Used on Sunday Mornings

**All of it is Accessible Digitally.  
Ask Pastor Bradley for the Login.**



You can View Past,  
Current,  
and Upcoming  
Lessons

**Once You Select a Lesson, Proceed to Choose Which  
Activities and Games Suit Your Class the Best. Most  
Importantly,  
STUDY the Lesson!**



## Start with the Overview



Proceed to Each Tile & Select  
the Activities/Games You Want  
When Prompted

# Wednesday Night Studies

Preschool & Elementary Classes  
are Offered.

Studies are broken into 8-12 weeks and cover important Biblical & theological truths. We also spend time covering major Christian events throughout the year like Christmas and Easter.

Lessons are given to teachers a month out by Pastor Bradley.



# Barnyard Bash

## Kid Church



# BARNYARD BASH KID CHURCH

Kid Church is for kids in 1<sup>st</sup> grade - 5<sup>th</sup> grade. This is a time where kids hear a message from Pastor Bradley on the same passage that is being taught to their parents in the sanctuary, just on a level they can understand and relate to.

The kids sing worship songs, practice 2 worship songs to lead the congregation in the last Sunday of the month, have a time of prayer and response, and play games relating to the lesson.



Our biggest need is for adults to help kids as we transition from one activity to the next, help kids find the Scripture passage of the day, help kids write their responses, and be there to answer questions from kids and to love on them.



# BARNYARD BASH OUTLINE

## Example Outline for Barnyard Bash



9:00

**OPENING RULES**

9:05

**KEEP OR TRADE GAME  
(PLAY WITH 3 KIDS)**

9:15

**SONG #1  
(HIGHER)**

9:20

**SONG #2  
JESUS CALMS THE STORM**

9:25

**SONG #3 (SONG OF MONTH)  
PSALM 23:4 ESV - YOU ARE  
WITH ME (HAND MOTIONS)**

9:40

**LESSON -  
MATTHEW 6:16-18**

10:00

**RESPONSE TIME**

10:05

**SHARING**

10:10

**GAME  
TIME/FREE TIME**

**OCTOBER 5, 2025**



# Scan to View Past Kid Church Lessons & More



# What We Teach & How



# Teaching Kids Biblical Truth

**T**heologically Accurate

**R**elatable

**U**nderstandable

**T**hought Provoking

**H**ands-on Learning