

Purpose:

To provide a safe, nurturing, and Christ-centered environment for infants and toddlers during church services and events, supporting families by allowing parents to fully engage in worship while their children experience God's love through attentive care, age-appropriate activities, and positive interactions.

General Responsibilities

- **Preparation**
 - Plug in your vacation or busy weekends in advance in Planning Center. This allows you and leadership to be on the same page with your service scheduling.
 - Pray for the weekend and children and families you will be serving.
 - Arrive 30 minutes before scheduled service time to ensure room is prepped for ministry.
- **Arrival**
 - Volunteers should be in their classrooms no later than 15 minutes before service begins.
 - **Greet children** with a smile and their name. Help make the parents feel comfortable by asking them how their child/ren are doing and what they enjoy or like to be held.
 - **Name-tags** - Ensure all kids have a name tag on. If they do not, politely ask them to go back to check-in and receive.
 - **Diaper bag tag** – ensure all diaper bags have a Seventh Collective Kids diaper bag tag for identification and needs during service
- **Diapering**
 - We like to change the diapers each service for the parents, unless they have informed you otherwise or if the baby is fast asleep.
- **Crying**
 - If a child is upset, reassure parents that they will be notified if a child does not calm down within a reasonable period
 - Two volunteers should try to console a child before parents are contacted. Reading books, snacks, singing songs, etc...are all great strategies to comfort them.
- **Injuries**
 - Always notify Seventh Collective Kids leadership immediately in the event of an injury (bumps, bites, etc.)
- **Dismissal**
 - Oversee the check-out process. Parents will need their “parent name tag” to claim their child. If they don't have it, they will need to wait for the Children's Ministry program director before the child is released.
 - **Positive Feedback** – tell the parent and child something positive about the child to help them feel welcomed and invited.
- **Clean Up**
 - Clean and straighten the room after the children leave.