

Access ministries

WOODMEN VALLEY CHAPEL

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Dear Access Ministry Partners,

Welcome to Access Ministries at Woodmen Valley Chapel. Access Ministries is designed to meet the needs of individuals with special needs and serve their families. Our goals for each family are to participate and serve in the programs offered at Woodmen and offer the appropriate accommodations to do so successfully.

Our program is based on relationships — growing in relationship with the Lord and His Word, with other people and the rest of the team. Our students will look to you as a role model and you will have the opportunity to show and teach about God's love, acceptance, and grace.

You are an integral part of this program to minister to our special needs families. It is important that we provide you with training and a reference to be able to access anytime. We want you to have adequate information so that you can best meet the needs of the students.

I cannot thank you enough for your time, service, and commitment to our students and families. I praise you for your service and look forward to being on this journey with you — serving and loving our special needs families!

Blessings,
Katie Garvert
Access Ministries Coordinator

Access Team Contact Information

Director of Children's Ministry kevin.gosselin@woodmenvalley.org	Kevin Gosselin 719.388.4951
Director of Early Childhood Ministry Beth.morrison@woodmenvalley.org	Beth Morrison 719.388.4953
Program Coordinator for Souled Out becca.stiver@woodmenvalley.org	Becca Stiver 719.388.4965
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Coordinator of Adult Ministry igniters@woodmenvalley.org	Carol Brown 719.598.5398
Coordinator of Sign Language sign@woodmenvalley.org	Debbie Fenlason 719.599.9144
Elementary Weekend Coordinators (RR and WH)	719.388.4956
Childcare Registration	719.388.5002

Website: woodmenvalley.org

Our Vision

The Vision of Woodmen Valley Chapel:

To launch and strengthen a fleet of Christ-following communities who are compassionately sailing through a turbulent culture toward a deeper amazement of God's grace.

The Vision of KidsCove:

To be a community where kids can:

Know God and his word and feel His love through committed shepherds

Grow in God through small groups and regular attendance

Show God through positive interaction by encouraging, sharing, kindness and prayer

Go and live with what they have learned with confidence

The Mission of KidsCove:

To partner with families in the spiritual formation of their children by laying a foundation that kids can build their lives on. To provide an environment where children can Explore God's Grace and Express God's Love.

The Mission of Special Friends:

A program designed for children with any special need to experience the love and joy of knowing out God in an environment that is unique to each child and family's unique needs.

The Mission of Igniters:

Igniters is a program that creates an atmosphere of respect, purpose, spiritual growth and service in our church body. Each weekend, each family has a place of connection, service, support and respite. Each student has a voice that we cherish.

The Mission of Sign Language Ministry:

At Woodmen Valley Chapel, we want all people to have access to our gracious and Holy Father through our weekend services and other events. Our interpreters serve the deaf community of Woodmen so that they can develop and expand their relationship with our Lord as a part of the Woodmen community.

Our Beliefs

- We use curriculum that we believe best leads our children into a personal relationship with Jesus Christ.
- God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. The three are equal and are one God. (Genesis 1:1, 26-27; Psalm 90:2; Matthew 28:19; 2 Corinthians 13:14; 1 Peter 1:2)
- The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make us aware of our need for Jesus Christ. He also lives within every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance for doing what is right. The Christian seeks to live under His control daily. (John 14:16-17; 16:7-13; Acts 1:8; 1 Corinthians 2:12; 3:16; 2 Corinthians 3:17; Galatians 5:25; Ephesians 1:13; 5:18)
- Jesus Christ is the Son of God. He is co-equal with the Father and the Holy Spirit. Jesus entered the human race through a virgin birth. He lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He rose from the dead after three days to demonstrate His

power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of Kings and Lord of Lords. (Isaiah 9:6; Matthew 1:22-23; John 1:1-5; 14:10-30; Acts 1:9-11; Romans 1:3-4; 1 Corinthians 15:3-4; 1 Timothy 6:14-15; Titus 2:13; Hebrews 4:14-15)

- Salvation is a gift from God to each one of us. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can one be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into their life by faith. (John 1:12; 14:6; Romans 5:1; 6:23; Galatians 3:26; Ephesians 2:8-9; Titus 3:5)
- We were created to exist forever. We will either exist eternally separate from God by sin or in union with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life. Heaven and hell are real places of eternal existence. (John 3:16; Romans 6:23; 1 John 2:25; 5:11-13; Revelation 20:15)
- Human beings are made in the spiritual image of God, to be like Him in character. We are the supreme object of God's creation. Although we have tremendous potential for God, we are marred by an attitude of disobedience toward God called "sin." Sin separates us from God. (Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; 59:1-2; Romans 3:23)
- The Bible is God's work to all people. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, there are no mistakes. It is completely trustworthy. (Psalm 12:6; 119:105; 160; Proverbs 30:5; 2 Timothy 1:13; 3:16; 2 Peter 1:20-21)

Note: If you choose to supplement or delete from our planned curriculum, please consult a Director prior to doing so. Supplies and curriculum will be provided only for the planned activities.

Ministry Partners

What We Expect of Access Ministry Partners:

- Know Christ as your personal Savior and have a desire to share His love with the children and families in our ministry
- Have a commitment to the Woodmen family
- Attend worship regularly at Woodmen and strive to grow in your faith
- Complete the volunteer screening process
- Pray regularly for the kids and families you serve, the other members of your team and the Access Team
- Spend time in preparation for the ministry and come to class prepared
- Be punctual

- Commit to attend regular trainings
- Spend time developing leaders; constantly seeking to replace yourself in ministry

What You can Expect from Us

- Grow in personal wisdom and your relationship with Christ as you prepare your lesson
- Experience the joy of seeing students come to faith in Jesus Christ
- Build friendships and experience community with other team members

Our Commitment to You

- Seek individuals committed to serving Christ by ministering to students and their families
- Equip you through facilities, materials, training and curriculum
- Provide you with a clear understanding of our philosophy of ministry
- Support you in prayer, be available to answer questions and meet your needs in any way we can

Commitment

Ideally, we prefer teachers and assistants to commit to serving monthly at the same time and campus to build relationships with students and parents. During summer months (June – August), we would love for you to continue serving but can be flexible with your summer needs. For Ministry Partners who are serving in our Respite program (first and third Thursday of each month), we ask that you are there once a month to provide consistency for our students and families.

Serving Information

Orientation and Training

Access offers a specialized training three times a year. We have webinars available for you to view on your own time. Regular training sessions are conducted for Ministry Partners and staff. Some are shared events between Early Childhood and Elementary ministries. Topics will be relevant for each new quarter, as well as classroom management. These will be scheduled to best meet the needs of the overall ministries (times and locations will vary). All Access Ministry Partners are required to read the Crew Guidebook, sign and return the last page to your Director (either Early Childhood or Elementary). Teens are also required to attend teen training prior to serving.

Curriculum Tips

See our curriculum modification guidelines handout.

Our students need curriculum to be visually presented. You can get out the Bible for each student and have them read the verse/story and another book to accompany the weekly story. Any time you can allow the student to kinesthetically touch or get involved in the story, the better they will learn God's lesson.

Use felt boards in each room to help transition from activity or allow them to choose what they would like to do next.

Any sign language that you can incorporate with your story or with directives will help all individuals in the class by providing another visual cue.

Ministry Partner Nametags

All Ministry Partners **can** wear nametags. Our children require movement therefore if you feel uncomfortable wearing a nametag please make sure that you introduce yourself to the students and their family. If you do not have a nametag, please complete the Ministry Partner Nametag request form in the staff room (Early Childhood: RR Noah's Ark, Elementary: Resource Room in Community Center, WH: sign-in table).

Criminal Background Investigation (CBI)

A background check (CBI) is to be completed for all Ministry Partners 18 years of age and older serving in KidsCove before they are assigned to a classroom. This may be completed on a hard copy or online at <http://www.woodmenvalley.org/index.cfm/pageid/1282/index.html>. The CBI must be updated every two years.

Sexual Misconduct Policy

The sexual misconduct policy is a one-time form that is to be signed and returned. The completed SMP form is to be given to the Children's Coordinator.

Ministry Safe

Once your application is complete you will be sent a link to take the 40-minute online class with Ministry Safe. You will be scored and the KidsCove staff will be informed if you passed before we will put you into our classroom as a teacher or Ministry Partner.

Classroom Procedures

Sign-In Procedure for Children

Sign-in sheets are at the entrance of each SF classroom.

- Teachers must complete the sign-in form as the parent **drops off** their child. ***Be sure to include the child's FIRST and LAST names on the sign-in sheet.*** We ask parents to initial the form when they **pick up** their children. Make sure the parents of young children label any belongings entering the classroom (diaper bag, bottle, cup, etc.).
- Ask parents to take their child to the bathroom before leaving the child in the class.
- Double check the sign-in sheet for changes with the child and, cell phone # in the event of an emergency and location of the parent or guardian.

Ensure that the number of children in your classroom equals the number of children on your sign-in sheet. Please carry the sign-in sheets with you if your class moves to another location, constantly counting your children. Sign-in sheets are filed for a period of one school semester with Katie Garvert.

Classroom Procedures

Please arrive 15 minutes before each service start time.

When you arrive:

- Sign in at the Resource Room and collect your nametag.

- Look through the lesson plan and make sure that you have all the materials needed for the craft (scissors, glue, etc).
- Rewind the video and start the CD player with music.
- Wipe down the table and counter tops.
- Organize toys and make the room look welcoming and presentable.
- Have the sign in sheet available and ready for parents.

When a child arrives:

- Have the parents sign their child in.
- Check to make sure that we have a new and updated version of the child's profile sheet.
- Have them put the nametag on their child and make sure that they take the other portion of the nametag. (If they don't have the second side of the nametag — make one by putting masking tape on an old nametag and writing down their child's number).
- Ask parents to take their child to the bathroom before leaving them with us, especially if there is only one Ministry Partner. We cannot leave other children to take one to the bathroom.

Please complete all these steps, even with a line or parents are in a hurry. This insures that we have all information in case of an emergency.

While you have a child:

- Make sure that each child feels comfortable.
- Allow them to participate in the large group of worship.
- Allow them the chance to do each lesson.
- Video can be played as a tool to get them comfortable or quiet them down.
- If they are really having a hard time, you may take them to the playground or for a walk but make sure that you BRING the walkie talkie in case of an emergency or in case you need help bringing the child back inside.
- Pray out loud with or for each student.

When a parent comes to pick up their child:

As a safety precaution we must have both sides of the child's nametag to allow the parent to take their child from the classroom.

- Ask parents to sign out their child. Give them a verbal report (start with a praise).
- If there is an Ouch Report, ensure that parents receive and sign it before they leave.

Before you leave:

- Clean the classroom.
- Organize and put away all of the toys.
- Erase the dry erase board.
- Turn in the attendance sheets and ouch reports to greeter desk.
- Wipe down the desk and countertops.
- Rewind the video, turn off the TV, CD player and return the walkie talkie to the charger.
- If there is a toy that has been chewed on or you feel needs to be cleaned please put it on top of the table with a note so that it will be cleaned.
- If you are the RR 11:15 Ministry Partners, file the remaining materials for each lesson
- Return your nametags.

Toy and Classroom Cleaning

Involve children in picking up the toys at the end of the service/event.

All small toys must be sprayed with disinfectant after services and after midweek events. Large toys should also be sprayed. For children under one year, pull out just enough toys for one time and disinfect them after every service/event.

Laundry

Laundry is the responsibility of the lower Early Childhood Division Leader on duty at Rockrimmon and the Division Leader at Woodmen Heights. Please do not start a load if you will not be there to complete the drying cycle and fold the laundry. Take dirtied laundry to the appropriate place and inform leaders that they belong in the Special Friends room.

Snacks and Allergies

We do not serve Special Friends students any snacks unless it is a special arrangement made for respite programs with parental consent.

Medication

Medication will not be administered by any WVC Ministry Partners or staff to a child while in our care. If it is necessary that the child receive medication during his/her stay with us, **a parent must return to administer it**. Medications include teething ointment, sunscreen and diaper rash cream.

- In the case of life-threatening exceptions, the parent must notify the appropriate Director in advance by telephone and present written documentation to keep on file.
- If there is a medical reason that medication needs to be given, the parent is always welcome to come and issue the medication during class times.

Hand Washing

Ministry Partners: Please wash your hands when you arrive, after using the restroom, after handling bodily fluids, after changing a diaper or assisting a child in the restroom.

Children: Please be sure to wash children's hands after diapering, after they have used the restroom.

Ouch Reports

When a child in our care is injured, the teacher or assistant who witnessed the injury must complete the ouch report. The Division Leader/Coordinator also must sign it. The parent receives the yellow copy of the ouch report; the white copy goes to the Director and is then filed at the respective campus. Perform first aid with the help of the Division Leader/Coordinator. All Division Leaders and Coordinators are trained in Basic First Aid and CPR. If the incident requires immediate emergency attention, dial 911 then alert the parents. Follow the procedure "**Contacting a Parent While Their Child is in our Care**" for emergency situations.

Always take care of the child first. If there is an injury to the head, please notify the parent immediately. For open wounds, gently rinse the wounded area with water and cover with a bandage. There are "boo-boo buddies" in the freezer at Noah's Ark, the kitchen in the Community Center at Rockrimmon, and the kitchen at Woodmen Heights. (These are frozen sponges that may be sent home with the child. If they are returned, throw away the baggie, rinse the sponge, place it in a new baggie and return it to the freezer).

If another child was involved in the incident, that child's name is not to be mentioned. Talk to the parents about how the accident occurred and what action was taken. If it looks like the child may need further medical attention, please inform the parent that they need to notify the church office within 24 hours. If the incident requires professional attention, please inform a Director who will inform the Director of Children's Ministries within 24 hours.

Infection Control

The best way to prevent the spread of blood-transmitted infections is to use Universal Precautions. (This refers to the handling of bodily fluids – everyone's blood is potentially infectious). Universal Precautions requires that protective eye wear, gowns and masks be used in addition to latex gloves. Our policy requires non-latex vinyl gloves to be worn at all times in these situations. Special instructions will be given as needed in the event of a severe emergency.

Suspected Child Abuse

If you suspect child abuse:

1. Be careful in asking questions. Ask questions in a non-leading fashion such as "What happened to your leg?" and do not ask multiple choice questions or assume that you know anything about the incident.
2. If a child says something such as "Daddy hit me" and you feel this needs attention or you are unsure, PLEASE alert the Coordinator on duty. They will in turn contact the Director of Children's Ministries.
3. At this point, we will trust the Director of Children's Ministries to handle the situation. **ONLY** the Director of Children's Ministries will be in communication with the family.
4. To protect the family, there will be no more information given to anyone else.

Bathroom Procedures

Early Childhood

Diaper changing duties are to be shared by Ministry Partners. Should you need help changing diapers, alert Katie Garvert or a Division Leader on duty. Men cannot change diapers.

Elementary

Please check with parents before signing in the student to ensure that they took their child to the restroom. We are not to change diapers of Elementary aged students. In case of an accident, please page the parent or if comfortable help toilet the SF student.

Discipline and Behavior Guidance

Please refer to the behavioral modification form. For any behavior "out of the norm" for our special needs students (ex. biting, spitting, kicking, scratching, or hitting) the behavior modification form will need to be filled out. The form should stay in the classroom. Katie Garvert needs to be called before leaving.

Katie will take that information, meet with her team and discuss and implement a new behavior plan for that student. Ministry Partners working with that child will be notified, and a copy of the behavioral plan will be kept with the student's profile.

There are specific guidelines for our students at Woodmen Valley Chapel, however, we will discuss each child's behavior individually, looking at the child's disability.

Tips for Managing Behavior:

Don't Get Physical

- Using any physical control is inappropriate.

Adjust Your Language

- Use language that the child can understand.
- Use short sentences or single words.
- Use sign language or other visual clues as you speak.

Use Praise, Praise, and More Praise

- Focus lots of praise on positive and acceptable behaviors.
- Include the actual behavior in your praise. Say, "Nice *sitting*." "Good job *listening*." "I like how you're *playing*."

Ignore It

- Ignore minor misbehavior, minimally bothersome behaviors and harmless repetitive behaviors.
- Decide what can be ignored and stick to it.

Save the No's

- "No" should be reserved for when you really need it.
- Use other negative verbalizations such as "Uh-uh." "Stop." and "I don't think so."

Break It Down

- Take an activity step by step.
- Praise the child at each step.

Support for Success

- Control what you can to ensure that the child is successful in completing the task.

Acknowledge Child's Feelings

- You can say, "I know it's hard" or "I can tell you are mad."
- Try to have the child verbalize his or her feelings. You can prompt the child with, "Say I'm sad!"

Give the child plenty of notice before a change

- Give the child some time to process and accept a change, but stick to it.
- Use a picture or object to aide in communicating the change.

Ask For the Behavior You Want, Not What You Don't Want

- Keep your language positive. ("Walk please," vs. "Don't run.")
- See The Aggressive Cycle Handout.

Other Information

Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and Ministry Partners and effect the image WVC presents to our church family and guests. Jeans **are** appropriate during any service time other than holidays (Christmas and Easter) as long as they are not excessively baggy, faded and with holes. Remember, you may be on the floor, stooping over to assist children, on the playground, etc. Tank tops or visible tummies are NOT acceptable. Short shorts are not to be worn while serving. Shoes are to be worn by Ministry Partners at all times.

CPR and First Aid (recommended for Special Friends Ministry Partners)

Woodmen Valley Chapel hosts a CPR and first aid class several times per year (spring and fall) for a minimal fee. The Division Leader/Coordinator on duty are trained in these procedures.

Weekend Sermon CD's

If you are unable to attend a weekend service, please complete a slip (found on your sign-in table) and turn it in at the bookstore to obtain a CD. Ministry Partners may be scheduled for three services/weekend so that they may attend worship regularly. Exceptions to this are individuals who attend Sofa or student services.

Finding a Substitute

In the event you are unable to serve at your assigned time, **please call a substitute**. You may call a substitute from our Special Friends Ministry Partner list to cover your service time, call another teacher/assistant on the list and trade weekends or call a parent of one of the children in your class from a list you will be provided. Please notify Katie Garvert of any scheduling changes.

Snow Policy

Consult the website (woodmenvalley.org) and Woodmen's main voicemail at 719.388.5000 for activities' status. Morning activities will be cancelled if District 20 is delayed or cancelled. Afternoon cancellations will be posted no later than 9 am. Evening activities will be posted no later than 2 pm. If weather conditions deteriorate during the day, the Director of Core Resources (or a designated staff member) will make decisions regarding all evening activities by 3 pm. In the event weather conditions deteriorate during the day, every attempt will be made to announce event cancellations through local radio stations, local television stations and Woodmen's voicemail system.

Local radio stations:

FM – 90.5 (KTLF)	FM – 106.3 (KKLI)
FM – 96.1 (KMOM)	FM – 100.7 (KGFT)
FM – 96.9 (KCCY)	FM – 99.9 (KVUU)

Local television stations:

Channels 5/30 – KOAA, www.koaa.com – look under local news
Channel 11 – KKTU, www.kktv.com
Channel 13 – KRDO, www.krdo.com

WVC worship services will not be cancelled unless a state of emergency is called.

I have read and I understand Access Ministry's Guidebook.

Printed Name _____

Signed _____

Date _____