



SOUTHBROOK
FAMILY

preschool • kids • STUDENTS

Workers Handbook

Director Information

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Southbrook Church Mission Statement

“We exist to glorify God by **making disciples** who make a **big deal of Jesus** where they **LIVE, WORK, and PLAY.**”

Culture

These principles guide us as we seek to fulfill our mission. They describe the type of culture we want to create as a church and as people. We will know they are true of us when they are experienced more than heard.

Our best for God's glory (Colossians 3:23) God has given us His very best through Jesus; therefore, we will do all things with excellence to glorify Him in everything we do.

We rest because God is in control (Philippians 4:6-7) There is nothing too big for God to handle; therefore, we will choose to seek Him through prayer and trust Him no matter what.

Church health above church growth (Acts 2:42-47) Though a church may grow, not all growth is healthy; therefore, we will prioritize church health to ensure all we do is biblically grounded and Gospel-focused.

Alone we can do so little, together we can do so much (1 Corinthians 12:14-20) All of us is better than one of us; therefore, we will do ministry together as team instead of alone in silos.

Every interaction begins and ends with the Gospel (Ephesians 4:32) God has demonstrated so much grace towards us; therefore, we will be quick to extend grace to one another in all circumstances and relationships.

Giving ministry away by developing leaders. (Ephesians 4:11-12) God's mission is bigger than any one person; therefore, we will equip, empower, and release leaders to own the mission with us.

People are of utmost importance (Philippians 2:3-4) People are more important than programs and processes; therefore, we will be intentional and fully present while with them.

Authentic relationships built on trust (1 Peter 5:5-6) Trust is everything when it comes to relationships; therefore, we will lead by being humble, approachable, and transparent.

Hospitality

We want to exhibit an attitude of hospitality and a countenance that reflects the Fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness & self-control - Galatians 5:22-23). Always make every effort to greet each family with a smile and a warm welcome.

Be sensitive to the fact that for many newcomers, this will be their first impression of Christ. Having music playing in the room makes for an inviting atmosphere when the child first arrives. Always be attentive to a parent and child during drop off. Throughout your time working, mingle and interact with children, making every attempt to build a relationship with them. Be sure to use the tools given to you that are so valuable in teaching the children God's Word on their level. Note: Arriving early and being prepared, demonstrates to the parents and the children that we VALUE their family and make this time a priority.

Arrival Time

Pre-Event Meetings

A pre-event meeting is part of your commitment. We ask that you arrive 30 minutes prior to an event for the pre-event meeting and prayer. These meetings are short but vital in growing a healthy team.

Pre-Event Set Up

Immediately following the pre-event meeting, each worker will be responsible for the set up of their room. This includes:

- Checking toys in the room for age-appropriateness.
- Gathering any additional items needed from the storage room or childcare cart.
- Preparing the room to welcome children: have music playing and activities ready prior to children's arrival (15 minute prior to event start time).

Departure Time

Post-Event Clean Up

Immediately following the conclusion of an event, each worker will be responsible for the clean up of the room they were in, as well as assisting with the overall clean up of the rest of the facility. A cleaning document is posted inside the Janitor closet in the Kids' Building with instructions on what needs to be cleaned before leaving the building. Plan to stay 30 minutes after the conclusion of an event to complete this cleaning process. Note: We show respect to parents by attending to their children while they are in our care and refraining from cleaning until all children are picked up.

Calculating and Recording Hours

- Workers are responsible for accurately recording their own hours using the timesheet log provided.
- A supervisor will sign to confirm hours every two weeks, prior to Kids' Ministry Staff collecting time logs.
- Total hours for an event should be rounded by the half hour. This means that anything at least 15 minutes is rounded to a half hour, and anything at least 45 minutes is rounded to a full hour.
- Examples:
 - You worked 1 hour and 10 minutes, record a total of 1 hour
 - You worked 1 hour and 15 minutes, record a total of 1.5 hours
 - You worked 1 hour and 40 minutes, record a total of 1.5 hours
 - You worked 1 hour and 50 minutes, record a total of 2 hours

Pay Schedule

Childcare workers will be paid every two weeks.

Hours are collected every other Monday by Kids' Ministry Staff, reviewed, and submitted to the Business Office by Wednesday of the same week. The Business Office takes one full week to review pay requests and will cut check by Thursday of the following week. At that time, checks are placed in the mail to be sent to the address provided by each worker.

Communication

In our efforts to keep you informed, we will communicate to you via:

1. Email
2. Telephone
3. Text Message
4. Verbal announcement in the pre-environment meeting

We recommend that you communicate to the Kids' Ministry director via e-mail or by phone. We have found that these forms of communication are very effective.

Absenses

From time to time, due to sickness or vacation, you will be unable to work. When you know of an absence in advance, please make your coordinator aware of it ASAP. If an emergency arises on the day of an event, which makes you unable to work, you will need to call your supervisor - leave your name, the event you were scheduled to work and the positions you're responsible for. Please inform the supervisor of your situation so we can pray for you – we know emergencies occur and understand.

Dress Code

We always want to dress comfortably and casually without compromising our standards. We do not want to be a stumbling block for others.

Women and girls: Appropriate shirt with jeans or pants, nice shorts, longer skirts or dresses, and comfortable shoes are all preferred. Low-cut shirts, midriff shirts and spaghetti strap shirts, T-shirt tank tops, short shorts, short skirts, and extremely tight-fitting clothes are not acceptable. No T-shirts with inappropriate language, advertising or slogans. We do not want to be a distraction or a stumbling block.

Social Media

Social media such as Facebook, Twitter, Instagram, etc. are a great place to network and to keep up with friends, however, keep in mind at all times that you work for a Church and represent the church and are expected to set an example to all. Be intentional about what you post out there and that it is appropriate for the community to see.

If inappropriate behavior, pictures, or posts on social media is posted by you, you may risk losing your job.

Smoking

Smoking is not allowed on the campus of Southbrook Church. If a staff member smells of smoke, you will be sent home.

Gossip

Gossip will not be tolerated. You can stop gossip. Gossip can be truth or falsehood, but it is still gossip.

Gossip is defined as:

- Idle talk or writing about another person or situation, regardless of fact.
- Malicious or slanderous talk or writing about another person or situation with desire or intention to hurt them.
- Talk or writing about another person or situation in order to turn another's opinion against that person or situation.

Warnings/Write-Ups

It is very important that staff follow the guidelines and rules of this handbook. Should employees not follow these rules and guidelines, employees are subject to warnings and/or write-ups and possible termination.

AGREEMENT AND RELEASE FORM

Please initial the Handbook you are signing off on.

Kids' Ministry Handbook _____ Student Ministry Handbook _____

Weekday Preschool Staff Handbook _____ Workers Handbook _____

By signing this form, I acknowledge that I have read and understand Southbrook Community Church's Handbook(s) in its entirety. I understand that the church must provide safety and protection for our minors. I have asked questions concerning its contents and will comply with all policies and procedures to the best of my ability. I unconditionally agree to hold Southbrook Community Church, its officers, employees, or other agents blameless should any accusation be made against me. I understand the church has the responsibility and liability to report any allegations to local, state and federal authorities.

I understand the church reserves the right to disallow my services now or in the future. My services any be discontinued by Southbrook Community Church at any time for any reason without advance notice.

I understand that my signature below holds Southbrook Community Church, its officers, employees, or other agents harmless for any liability, personal damage or loss to me.

The statements contained in this handbook are intended to serve as information concerning Southbrook Church and its existing policies, procedures, practices of employment/volunteers.

From time to time, Southbrook Church may need to clarify, amend, and/or supplement the information contained in the handbook and that Southbrook Church will post the updated revisions on the website (DLT).

By signing this policy, I hereby certify that I have read this document, understand its meaning, and that violation of this policy is just cause for disciplinary action up to, and including termination of employment/volunteering rights.

Print Volunteer/Employee Name

Date

Signature of Volunteer/Employee

Date

Ministry Leader

Date