

Subject	Topics to Include
<b><i>Business Purpose</i></b>	<p>Volunteers are in great need at Branches Church but more so in the kids ministry. Since the pandemic, volunteers working with kids has decreased by 45%, resulting in having to turn away many kids being checked in for their age group. This training will allow potential volunteers to explore and learn what is involved in being a kid's volunteer, thereby increasing interest in volunteering in whatever age group they feel comfortable with.</p> <p>In addition, completion of this onboarding training is a requirement to becoming a volunteer. After successfully completing this training, volunteers will be able to initiate certain tasks and respond in appropriate ways in certain situations.</p> <p>The more equipped volunteers are, the more successful they will be at their roles. This success will cause volunteers to continue in their commitment once it is completed and perhaps entice others to volunteer.</p>
<b><i>Target audience</i></b>	The target audience is anyone who is willing to volunteer starting from 18 years old and up.
<b><i>Training Time</i></b>	30 minutes
<b><i>Training Recommendation</i></b>	<ul style="list-style-type: none"> <li>● e-learning course made in Articulate Storyline 360.</li> <li>● Most training is held after the second service and done as instructor-led training. However, those who attend the first service may not be able to attend the training. Therefore, this training can be used to train anyone who is unable to attend the in person training.</li> <li>● The course contains many different types of tab interactions with topics including: <ul style="list-style-type: none"> <li>○ Roles volunteers can choose from.</li> <li>○ Purpose of kids ministry.</li> <li>○ Commitment requirements.</li> <li>○ Rules volunteers must follow.</li> <li>○ How scheduling works and schedule changes.</li> <li>○ Emergencies preparation and procedure.</li> </ul> </li> <li>● One knowledge check and final assessment with 5 graded questions.</li> <li>● Summary</li> </ul>

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<b><i>Deliverables</i></b>	<p>Storyboard including script</p> <p>1 e-Learning course developed in Articulate Storyline that includes:</p> <ul style="list-style-type: none"> <li>• Voice-over narration</li> <li>• Virtual avatar</li> <li>• Final evaluation</li> </ul>
<b><i>Learning Objectives</i></b>	<ol style="list-style-type: none"> <li>1. Indicate each component in the volunteer commitment.</li> <li>2. Understand the rules and respond appropriately.</li> <li>3. Identify how to schedule and change shifts.</li> <li>4. Recognize what to do in an emergency.</li> </ol>
<b><i>Training Outline</i></b>	<ul style="list-style-type: none"> <li>• <b>Welcome</b> <ul style="list-style-type: none"> <li>o Gives the learner a choice as to whether to go directly to the course or understand how the course features work by going to the navigation slide.</li> </ul> </li> <li>• <b>Objective</b> <ul style="list-style-type: none"> <li>o Explains what the learner is expected to learn from the course and includes four objectives.</li> </ul> </li> <li>• <b>Roles</b> <ul style="list-style-type: none"> <li>o Describes the seven different roles that the volunteer can choose from depending on their comfort and skill level. <ul style="list-style-type: none"> <li>▪ Room Leader</li> <li>▪ Room Volunteer</li> <li>▪ Worship Leader</li> <li>▪ Craft Leader</li> <li>▪ Game Leader</li> <li>▪ Security Team</li> <li>▪ Welcome Team</li> </ul> </li> </ul> </li> <li>• <b>Purpose</b> <ul style="list-style-type: none"> <li>o Describes what the kids ministry is all about and what is taught at each of the grade markers including: <ul style="list-style-type: none"> <li>▪ Nursery to kindergarten</li> <li>▪ Elementary</li> <li>▪ 4<sup>th</sup> to 6<sup>th</sup> grade</li> <li>▪ Middle and High school.</li> </ul> </li> </ul> </li> <li>• <b>Commitment</b> <ul style="list-style-type: none"> <li>o Outlines the requirements for each of the volunteers and what is expected in their commitment.</li> </ul> </li> <li>• <b>Rules</b> <ul style="list-style-type: none"> <li>o Outlines what behavior is expected of the volunteers or what to do when a need arises. <ul style="list-style-type: none"> <li>▪ Dress appropriately</li> <li>▪ Honorable language</li> </ul> </li> </ul> </li> </ul>

Subject	Topics to Include
<i>Training Outline Continued</i>	<ul style="list-style-type: none"> <li>▪ Report abuse</li> <li>▪ Females handle restroom</li> <li>▪ Appropriate touch</li> <li>▪ No posting of pics</li> <li>● <b>Knowledge check</b> <ul style="list-style-type: none"> <li>○ Non-graded question asking the learner on how they would handle a situation pertaining to one of the rules.</li> </ul> </li> <li>● <b>Scheduling</b> <ul style="list-style-type: none"> <li>○ Allows the learner to understand how the scheduling works and how they can change their schedule if need be.</li> </ul> </li> <li>● <b>Emergencies</b> <ul style="list-style-type: none"> <li>○ This is a branching scenario where the learner will click on a picture pertaining to one of the emergencies such as: <ul style="list-style-type: none"> <li>▪ Fire</li> <li>▪ Earthquake</li> <li>▪ Lockdown</li> <li>▪ Active shooter</li> <li>▪ Hostile parent or intruder</li> </ul> </li> <li>○ Depending on the emergency picture they choose will then take them to a step-by-step process on how to handle the situation.</li> <li>○ Once all emergency slides have been visited, the learner is able to move on in the course.</li> </ul> </li> <li>● <b>Assessment</b></li> <li>● <b>Summary</b></li> <li>● <b>Congratulations</b></li> </ul>
<i>Evaluation Plan</i>	<ul style="list-style-type: none"> <li>● 5 assessment questions will be given</li> <li>● Learners must score 80% to pass with 2 attempts to pass.</li> </ul>