



MINISTRY GUIDE for Volunteers

Thank you for your interest in serving at the Special Needs Ministry @ EPC. The following summarizes our current activities, and if you have any questions about any of them, please contact us at kyunguisuh@kepc.org, 650-714-6090 (pastor Ken) or 650-906-2439 (director Eun).

1. Sunday Worship Program

At EPC, we are here to help our special needs children thrive, by offering help with worship needs on Sundays.

There are two main branches of our Sunday worship ministry. In the first, our volunteers accompany a high-functioning child, 1-on-1, to the Worship service of appropriate age group for either 10AM or 11:45AM services, helping with understanding and communicating as needs arise during the service and small group meeting following the service. We call this ministry **BUDDY ministry**.

The second team of volunteers get together with special needs children at 10AM in our ministry room (#252) to worship together in Special Needs Worship Service, in our unique sensory-friendly environment carefully designed for the special needs children. We call this ministry the **WORSHIP ministry**.

VOLUNTEER INFO:

Due to the sensitive nature of the ministry, there are a few steps we ask our volunteers to complete before participating. It is as follows:

- a. Background check: all volunteers at EPC planning to work with children need to complete and clear a simple background check (link provided) conducted through the church
- b. Orientation: a one-time, 1-hour initial training session where prospective volunteers learn about the nature of the ministry, basic etiquettes, and specific rules and instructions to equip them with the basic knowledge and skills to help children with special needs. (Orientations are offered once every month)
- c. Agreement and Acknowledgement of the CM Code of Conduct which our ministry follows (paper copy made available upon request)
- d. Shadowing (for BUDDY ministry volunteers only): where the volunteer who has completed above steps trains with an already-established volunteer by accompanying him in action to learn from observation (2-3 times)

Upon completion of above steps, the volunteer is ready to start his initial activity. While he may choose either ministry freely (BUDDY or WORSHIP), in BUDDY ministry each child is paired up with two volunteers specifically, while in the WORSHIP ministry volunteers are not assigned to a specific child. In BUDDY ministry, volunteers typically take turns every other week to serve, while in WORSHIP ministry, volunteers choose to serve anywhere from every week to once a month. Either way, the volunteer and the child get to worship together!

2. Respite Program

We are excited to be kicking off an addition to our Special Needs Ministry at EPC. The Respite program is an outreach program where the ministry provides safe and fun environment for the special needs children, so that their parents, guardians, or caregivers may have a time of rest. And we call this program our **Playground**. We are opening it up to our EPC member families as of now, but we hope to gradually expand it so any family from the greater San Jose area may come and participate in the program.

This program occurs weekly, from 2PM to 5:30PM on Sundays at EPC facility, with a loosely structured program which includes some group time as well as various stations to let the children explore individually. Each child will be accompanied at all times by at least one volunteer to ensure his safety and to help the child engage well in various social activities. In general, there will be some music, arts and crafts, group games, exercise (walk-around-the-block, if applicable), story time, movie and snack time! Children may be dropped off or picked up at any time between the posted time, as long as the specific times have been communicated to the ministry in advance.

VOLUNTEER INFO:

Due to the sensitive nature of the ministry, there are a few steps we ask our volunteers to complete before participating. It is as follows:

- a. Background check: all personnel/ volunteers at EPC planning to work with children need to complete and clear a simple background check (link provided) conducted through the church
- b. Orientation: a one-time, 1-hour initial training session where prospective volunteers learn about the nature of the ministry, basic etiquettes, and specific rules and instructions to equip them with the basic knowledge and skills to help special needs children.
- c. Agreement and Acknowledgement of the CM Code of Conduct which our ministry follows (paper copy can be made available upon request)

Upon completion of above steps, the sign-up information will be made available, and volunteers may choose to participate in any capacity, from one-time participation to making regular commitments. And while no promises are made, it is very possible for our volunteers to have as much fun as our child participants!

3. Event Special Needs Childcare/Buddy volunteers

There are many church functions and gatherings that occur throughout the year, which also can benefit from having volunteers available to care for the special needs child- such as church retreats, revival meetings, vbs, etc.

Interested persons may follow the steps for the RESPITE volunteers, and they will be included in the pool of volunteers who will be contacted prior to such events, for availability.

4. Event Volunteers

Our main and huge annual event occurs in April, and it is the Disability Awareness Sunday. It is a Sunday where the entire church community learns about what it means to be church by recognizing our members with disabilities and learning about different ways we can improve our understanding regarding disability. Volunteers will gather to plan together, and help out on the Sunday. Because it encompasses the entire church, from preschool service to KM and EM ministries, it is an exciting event that can benefit from volunteers with talents and gifts all across board.

5. Prayer Volunteers

We value our praying members. It's how this ministry took off, and it's how it will keep moving forward. Even if you are not able to participate in the ministry physically, you can always join us in heart by serving with prayer. Anyone who joins the ministry as a praying member will receive prayer requests from the ministry regularly as well as for special needs that arise from time to time, pertaining to the specifics of our needs (special needs families, volunteers, ministry work details, etc), so that he can actively take part in the ministry through prayer.