



LEADER HANDBOOK



Welcome to Kids Unlimited! We are excited that you are going to be a part of our awesome Children's Ministry. This handbook is a tool to help equip and empower you as a faithful servant.

We are so excited to have you join! The fact that you want to serve others says a lot about you and about what God is doing in your life! We are excited to be a part of that with you.

You don't have to be an expert.

Each member of our team has one thing in common: A passion to connect kids to Christ! If you have a heart to serve Jesus and a desire to connect kids to Christ, then this is the place for you – just as you are!! We offer training so that you can feel confident and competent to serve!

There are many different opportunities for you to serve within Kids Unlimited.

Our ministry reaches children age birth through 5th grade. There are many different ways you can serve. Serving as a Small Group Leader, Service Coordinator, Emcee, Room Leader, or in sound/computer, Worship, or Registration/Greeting, are just a few of the opportunities available to you!

You are not alone.

We are one ministry with one focus, we just happen to be in several locations. We are available to help you serve, and we look forward to serving with you! If you have any questions, please feel free to call your campus Children's Director or Kids Unlimited Central Support. Let the journey begin!

Your Kids Unlimited Team
Church Unlimited
7451 Bay Area Drive, Corpus Christi, TX 78415
Main: 361.993.5900

Contact Information

Contact:

Service Coordinator: _____
Service Day & Time: _____
Phone #: _____
Email: _____

Multi-site Campuses:

Children's Director: _____
Phone #: _____
Email: _____

GOAL IN CHILDREN'S MINISTRIES

We keep the main thing the MAIN THING!
We are here to help Connect Kids to Christ!
We want to win kids to Christ and grow them spiritually,
while having fun, of course!

Currently, on the weekends, Kids Unlimited utilizes a video-based curriculum entitled **Orange**. The curriculum is supplemented with other learning tools to help give each child a full, exciting opportunity to come to know Christ and grow in Him! In addition, we use various additional resources for special events, summer camp and midweek programs.

GENERAL GUIDELINES

Age/Grade Level Requirements and Eligibility:

All persons grades 6th and above are eligible to serve in Children's Ministry. Adults (18 years and older) must have an approved background check before serving in an assigned position.

A Volunteer Servant training and Kids Unlimited training are the first steps needed to serve in Kids Unlimited. We also want to encourage you to attend Life Steps classes, worship services, and any leadership meetings/trainings as you continue to serve.

Expectations:

- First and foremost, please honor your word. If you are committing to serve, then we need for you to be present. There is no one on standby to take your place. Your absence can present a safety issue for these precious children. So, we expect you to serve for the times you have committed to serve.
- If you need to be absent for vacation, etc., please give at least one month's notice to your Service Coordinator/Children's Director. Please also let them know the name of the servant who will be substituting for you.
- We need you to arrive no later than 30 minutes prior to the start of your assigned service time.
- It is important that you read and follow all Kids Unlimited (KU) training guidelines.
- You must remain in the classroom until the next servant arrives to relieve you. Please do not leave the room unexpectedly.
- Know that you are making an eternal difference in a child's life!
- A servant is required to notify the Service Coordinator if he/she becomes ill during a service or if he/she must leave early due to an emergency situation.
- Each servant should exhibit a spirit of flexibility to serve where there is a need.
- A servant is expected to be a positive Christian role model for children, therefore, lifestyle habits matter.

Disqualifications from Serving:

Children's safety and the integrity of our ministry and this church are a priority.

- If a person "no shows" more than two times, you may be removed from our servant schedule until you are able to serve on a consistent basis.
- More than two repeated violations of any of the enclosed guidelines may disqualify you from serving in KU ministry.

Appearance

All servants should wear ministry-assigned apparel, including a lanyard. Please make sure your appearance is neat, and professional. Please dress modestly.

Arrival Time

Arrival time is 30 minutes prior to the start of your assigned service time. Part of arriving early is so you don't miss Huddle Time with the team to receive encouragement, all ministry updates and announcements, be informed of upcoming events and any changes in the day's schedule, and have a time of prayer. If you're attending service, please DO NOT leave early as it can disturb those around you. We gather to encourage and strengthen one another. 1 Thessalonians 5:11

Maintaining Discipline

- Handle any disciplinary problems in a positive, loving, gentle, and Christ-like manner.
- Inform your Director/Service Coordinator if a parent/guardian call-out needs to occur.
- KU staff or Service Coordinators will address a child's behavior issues with his/her parents.
- If a child becomes physically violent, remove the child from the room. Your Service Coordinator or Director can assist you.
- Appropriate physical restraint may be used, if necessary (in presence of another servant only.)
For example, holding a child to keep them from running away until their parent/guardian arrives.

Additional Guidelines

- Inform your Service Coordinator or Director immediately if a child is in medical need or distress.
- Inform your Service Coordinator or Director immediately of any medical conditions you may have that could compromise the safety of our children.
- Never be alone with a child.
- Children over 36 months should not sit in your lap.
- For safety purposes, we do not permit people to wander around the kids' area unattended.
- As applies to your campus, if you see "999" appear on the number boxes in the worship center located on either sides of the stage, this means we need help and are short on servants. Please report to any children's registration area and ask where you're needed.
- Never give medical/behavioral advice to a parent/guardian. Inform your Service Coordinator of any concerns with a child.
- No HOT beverages are allowed in the classrooms.
- No cell phone use in rooms, unless necessary to communicate with your Service Coordinator.
- Make it a goal to invite at least ONE person, or couple, every weekend to serve on our team.
- Eating and drinking in the classroom is prohibited, unless for a specific lesson purpose or for a snack that has been provided.
- **Kids should NEVER be left unattended.**
- Unless otherwise instructed, accept any age-appropriate kids who come to your room. The Service Coordinator will make any adjustments needed, however, we do not accept sick children into any classrooms.
- For younger kids, do not let any cups or bottles remain around the room. If a child needs a drink, use what's provided in their diaper bag and return it immediately. This prevents kids from drinking after one another.
- No loitering behind the registration desk or down the hallways during service time.
- *We encourage parents to only drop off and pick up kids at classroom doors. Since our security camera system is available in the Bay, parents wishing to observe their kids in the classroom are encouraged to view them on the monitors located in the registration area.
- *The Family Viewing Room is for families only, not individuals. We ask that only the parent and child utilize this room due to congestion. If the WHOLE family utilizes this room, it will become too crowded. This is not a room for single adults to view the service. If you observe an adult without a child enter the room, please notify the Service Coordinator or Kids Unlimited staff member immediately.
- *Our Nursing Mother's Room is kept private and locked. The mother may ask for a key to the room at the registration desk.

*As applies to your campus.

IMPORTANT

If you suspect a child is being hurt, is hurting others or is hurting himself or herself, it is your responsibility to guard their heart by seeking the help of someone in an authoritative position, such as your Service Coordinator or Director. Don't ever treat your suspicion as frivolous, and always protect the identity of the child. **Immediately** speak to your Service Coordinator or Director and cooperate with Church Unlimited's procedures in the matter.

SPECIFIC ACTS AND OMISSIONS

The following acts or omission are violations of our guidelines and will not be tolerated or accepted during any activity or programs and are to be immediately reported to the designated program staff after the safety of the child, children, youth, or minor involved has been assured:

- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction or physically abusive behavior or bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Church Unlimited.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any function of Church Unlimited.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at Church Unlimited.

SERVANT SUPERVISION

1. No servant shall be left alone with a child. A reasonable ratio of servants should be available in situations involving the supervision of children.
2. Church staff and Service Coordinators will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time.
3. Servants supervising children should always be visible by another servant.
4. The church will use a "check-in/check-out" procedure for at least all kindergarten-aged children and younger.

RESTROOM SAFETY

THE BAY

- Male servants may not change diapers.
- Male servants may not take children to the restroom.
- A child must be accompanied to the restroom by a female servant and the restroom door should remain partially open.
- A female servant may assist a child 36 months or younger with normal “clean-up”. If the child is suffering from diarrhea, alert the Service Coordinator or Director to contact the parent or legal guardian to pick up the child immediately. In the case of diarrhea, “clean-up” is permitted while waiting for the parent, but the child must be picked up.
- Please see the Diaper Changing Procedure in this handbook for important additional information on changing diapers.

THE BOARDWALK

- Children over 36 months should receive *very* minimal or no servant assistance. In almost all cases, such assistance will only include helping the child enter the restroom area or possibly adjusting a child’s clothing upon finishing. Such assistance should not include “clean-up”.
- Male servants may not help children in the restroom.
- Female student servants may help children in the restroom only if a female adult servant is not available.
- All female servants should leave the restroom door partially open, if they need to enter for any reason to help a child.
- Children will need to do their own “clean-up”. NEVER touch a child in their “private” areas.
- If a child has an “accident” during service, a female servant may assist in providing clean clothing. This includes all “accidents”. There will be no “clean-up” by servants that involves touching “private” areas. If clean clothing is not available or the child is unable to “clean-up” without servant assistance, then alert the Service Coordinator/Director to contact the child’s parent so that the child may be picked up.

THE BEACH AND THE BREAK

- For the safety of the child, as well as your own, never enter the restroom with a child.
- Only one child at a time should be allowed to enter the restroom.
- The restroom must be clear of adults before allowing a child to enter the restroom.
- Adult and student servants may only use the restrooms in public areas, not the classrooms.
- A child is required to ask permission to use the restrooms in The Beach and The Break.
- If a child stays longer than is necessary in the restroom, an adult servant should call from the slightly open door and ask the child to return to the classroom. If the child fails to return in a reasonable amount of time, the Service Coordinator/Director should notify the child’s parent or guardian to pick up the child immediately. Servants should not scold or otherwise discipline the child.
- A child is not allowed to leave the classroom on their own to find a restroom.
- All servants should be aware that some adult restroom areas may be temporarily designated for children’s use only during certain church activities. When that is the case, no adult or student servant is allowed to enter such restrooms.

DIAPER CHANGING PROCEDURE

- Only adult females may change diapers.
- Check each child to see if the diaper is soiled. DO NOT stick your finger in a child's diaper to check it. Open the diaper at tape or pinpoint and check visually.
- Gather all of the child's changing supplies from the child's bag and bring to the diaper changing area.
- Use diapers and materials the parents have supplied. If a child's diaper bag does not contain wipes, use church supply. Do not use another child's wipes because of possible skin allergies.
- Use powder and ointments only when the parents have provided them and instructed you to use them.
- **DO NOT** leave the child unsupervised on the changing table.
- When changing diapers, disposable gloves are available for your use, please use them.
- Before changing the diaper, place waxed or disposable paper under the child's bottom AND head (to avoid spread of head lice.) New sheets of wax paper should be used for each child.
- Place the dirty diaper in an appropriate trash container.
- Remove gloves by rolling inside out so that any residue remains inside the gloves.
- Place used wax paper and disposable gloves in the trash containers.
- Clean diaper changing area with cleaning wipes after each diaper change.
- Wash hands with antibacterial soap and warm water after each diaper change.
- Check each child no later than 40 minutes past service time. Send them home dry, if possible!!

HAND WASHING PROCEDURES

When to Wash

- Before entering the classroom.
- After changing a diaper and removing disposable gloves.
- After assisting a child with toileting.
- After wiping a child's nose or mouth.
- Before and after attending to a cut or other injury. When blood or bodily fluids are present, use disposable gloves.
- Wash the child's hands with hand sanitizer after they use the restroom, before and after snacks.

How to Wash

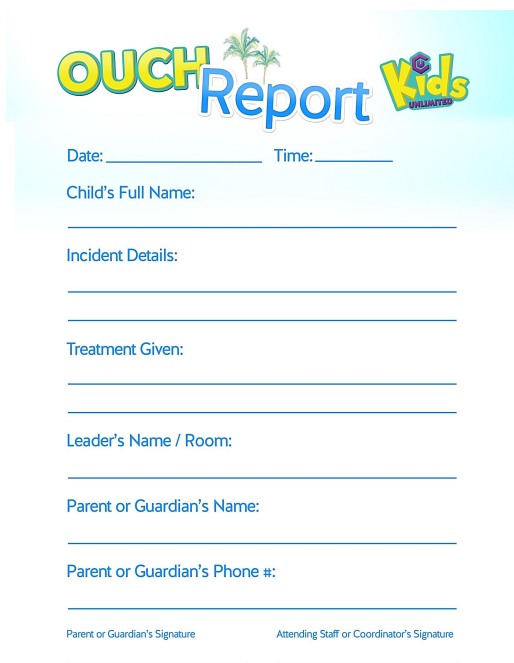
- Use mild liquid antibacterial soap and warm water.
- Scrub hands vigorously for 10-15 seconds.
- Rinse hands thoroughly and dry with disposable paper towels.
 - NOTICE: Antibacterial hand sanitizer is available in the rooms where there are no sinks available.

OUCH REPORT

Typically, an injury can be treated with a little tender loving care, and a cool cloth. A First-Aid kit is available in each classroom and resource room. Assist the staff member in treating the child and completing an “Ouch Report” (see sample form.) Generally, only water (damp cloth) or an ice pack should be used on a child.

OUCH Reports: This report should be completed when a visible injury occurs to a child such as a scratch, scrape, bump or bruise.

- Ask your Service Coordinator for the OUCH Report.
- The room leader that witnessed the incident should complete the report, sign and date it and explain that the form is to help explain what happened.
- Please ask the parent to sign the form.
- Should a parent request a copy of the OUCH Report, inform them a staff member will provide them with a copy during office hours, Monday-Thursday, 9am-5pm.



The form is titled "OUCH Report Kids" with a logo featuring palm trees and a child. It contains the following fields:

Date: _____ Time: _____

Child's Full Name: _____

Incident Details: _____

Treatment Given: _____

Leader's Name / Room: _____

Parent or Guardian's Name: _____

Parent or Guardian's Phone #: _____

Parent or Guardian's Signature _____

Attending Staff or Coordinator's Signature _____

Serious Injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

1. Keep calm. Keep all children and the injured person as calm as possible. Speak calmly to the child.
2. Do not move the injured child and do not leave them alone.
3. Send a fellow room servant to find a Service Coordinator or staff member for assistance.
4. The staff member will call 9-1-1, if necessary.
5. The staff member will then contact the parent and advise them of the child's situation.
6. The staff member will follow up with the parent as needed.
7. All servants and staff members involved in the emergency must complete the Church Unlimited Accident Report immediately following the emergency. Your ministry Director will have access to this report.
8. If it is life-threatening, call 911 immediately from any phone, then get help from a Service Coordinator or staff member.

****Keep in mind that we are not authorized to dispense any over-the-counter health products or prescription medications.**

CLASSROOM EVACUATIONS

1. Before evacuating, count the number of kids in your class using your roll sheet as a guide.
2. When exiting, use closest exit door and take your roll sheet with you and the children.
3. Babies/Crawlers: Place in evacuation cribs. (Located in each room or between rooms)
Walkers/Toddlers: Use ropes (provided) for students and teacher to hold while exiting the building.
Toddlers thru 5 yr. olds (over 36 months thru Kinder): Use ropes (provided) for students and servants to hold while exiting the building.
Grade school: Line kids up and exit in an orderly fashion near closest exit sign.
4. Once evacuated, please wait for further instructions from a member of the Kids Unlimited staff.
5. Please stay with your group at all times. Do not leave to go get your own kids or to obtain First-Aid or for any other reason. First-Aid will be brought to you, if needed.
6. Release kids only to their parent/guardian (for ALL ages) only after you have been given approval to dismiss by a member of the Kids Unlimited staff. Do not dismiss any kids, including elementary age, to go on their own. Do not allow parents to take their child from your care during the "process" of your evacuation. Remind the parents they can walk with you but you cannot release a child until you have arrived at your designated location.

BLOOD/BODILY FLUIDS

Always exercise caution when there is potential contact with blood, or other bodily fluids (vomit, urine, feces, saliva, mucous, etc.)

- Inform the Service Coordinator immediately in the case of any blood or body fluid spill.

HEAD LICE

If a servant suspects a child has head lice, please inform your Service Coordinator.

MINISTRY SERVING DESCRIPTIONS

- ❖ **Helpers**
 - Assists in all areas of Children’s Ministries
 - Helps leaders in various classrooms, where needed.
- ❖ **Registration/Greeters**
- ❖ **Service Coordinator**
- ❖ **Room Leader/Assistant**
- ❖ **Small Group Leader (SGL)**
- ❖ **Master Of Ceremonies (Emcee)**
- ❖ **Sound Technician/Assistant**
- ❖ **Administrative Assistance**
 - Provides assistance to all Kids Unlimited staff during office hours, Monday - Thursday 9am - 5pm. Make your own schedule!
- ❖ **First Wednesday Service Rotation**
- ❖ **Kids Camp Counselor and Junior Camp Counselor**
- ❖ **Special Events**
 - Baby Dedications
 - Baptism & Salvation Class
 - 5th Grade Bash (for our graduating 5th graders leaving kids ministry)

GENERAL CHARACTERISTICS OF CHILDREN YOU ARE SERVING

Life Stage	Characteristics	Servant Action
Birth-12 months Bay	Key Word: Dependent Physical: Cries to communicate Mental: Starting to learn all five senses Spiritual: Absorbs attitudes of those around them	Give Care 1 Peter 5:7
Toddlers Bay	Key Word: Discovery Physical: Active, Growing Rapidly Mental: Sees everything, wants to handle Spiritual: What they do is determined by others	Right Responses Exodus 2:9
Age 2 – 3 Bay/Boardwalk	Key Word: Imitation Physical: Active, “Let me do it” Mental: Realistic, likes to touch and feel Spiritual: Likes prayer before meals and bedtime	To Impress Mark 10:14
Age 4 – Kinder Boardwalk	Key Word: Receptivity Physical: Continual motion, restless, wiggler Mental: Open mind, a bundle of questions Spiritual: Trusting, literal	To Guide Psalm 32:8
Grades 1 – 3 Beach	Key Word: Activity Physical: Active, play is important Mental: Curious, imaginative, wants certainty Spiritual: Discerning, capacity for reverence	To Control Proverbs 22:6
Grades 4 – 5 Break	Key Word: Involvement and Energy Physical: Loud, boisterous, thoughtless Mental: Influenced by group approval, inquisitive Spiritual: Makes decisions based on right and wrong	To Love and Direct 2 Corinthians 2:4

Registration/Greeters

As our members and guests arrive, our registration servants are some of the first faces they see. Our goal is for this process to be a positive and efficient experience for kids and their families:

- Make sure all registration computers are functioning properly prior to the service.
- Check label printers for adequate supply.
- Please stay in front of the counters in order to greet everyone!
- Registration opens 15 minutes prior to first service time.
- Please stay at the registration area while other servants take families to their child's room. Always "talk up" any special events we have going on – VBS, Camp, Super Sonic Sundays, etc. and make sure any written info is handed to the families.

Registration Process:

- ✓ Family Welcome Registration Form: Give every new family a registration form. They are stationed at every Kids Unlimited registration counter. Ask the family to take a moment to complete the form while they are in service, read the information on the back of the form and then return it after service. **All registration forms must be completed in full, legible, and signed. It is by the completion of these forms that each child is registered in our Fellowship One database, assigned to an area, allergies releases noted, and emergency contact information is obtained. These forms serve as protection for both the child and the church. Your Director will instruct you on where to turn in completed forms.
- ✓ Two-Part Temporary Tags: Complete this tag for all new/visiting children.
- ✓ Orange Correction Cards: These are information update forms.
- ✓ Baptism/Salvation Class: You will notice flyers at your registration counter. Once a child has prayed the prayer of salvation, they are ready to take this class. Your Director will follow up.
- ✓ Baby Dedication Flyers: Available at the registration counters.
- ✓ Info Cards for Online Training: Available at the registration counters.
- ✓ Additional Info Cards: Upcoming Special Events in Kids Unlimited - available at the counters.

Child ID Tag System And Pick Up:

On weekends, we use a two-part tag with a matching ID number on each part as identification for a child. We use a temporary tag until a child is registered in our database. Once registered, the two-part tag can be printed. The parent keeps one part of the tag and the other is placed on the child. Once service time ends, in order for a child to be picked up, the parent must show their matching tag. If a parent does not have a matching tag, immediately notify your Service Coordinator or Director for assistance. This is an important detail when we have families with custody issues.

Make sure to explain to the parent that they need to keep the "parent" half of the tag **visible** during the service. When a parent needs to be called out from service, their child's ID tag number is displayed in the worship center, for campuses with this call-out feature. For campuses without this call-out feature, we will come get the parents when needed.

Registration Colored Dot System

The Dot system is in place to help quickly identify kids with allergies, special needs, etc. The sticker should be placed on the child's nametag:

- Orange Dots = Allergies or any special need
- Green Dots = Potty Training
- Star Stickers = Kids attending multiple services (Connection Zone)
- Heart Stickers = Nursing/Breastfed babies

Service Coordinator

As Service Coordinator, you are the manager and servant of your assigned service time. All servants are to report to you, and you report directly to your ministry leader. Please arrive 45 minutes prior to your service time. Your responsibilities are as follows:

- Before Service Starts
 - ✓ Room Prep – as instructed by your Director to meet servant needs.
 - ✓ Greet your servants and thank them for being ON TIME.
 - ✓ Be prepared for Huddle Time! Have an encouraging word! Make any necessary ministry announcements concerning any procedures and upcoming items, etc.
 - ✓ Oversee everything at your service time, including family registration responsibilities.
 - ✓ Assign helpers to escort families to their child's room.

- During Service
 - ✓ Regularly check on the room leaders as needs may arise.
 - ✓ There must be at least one adult (18 or older) and student helper to open a room.
 - ✓ Responsible for “calling out” parents during service, if needed. (goal = parents in service as long as possible.) You will be trained how to do this.
 - ✓ In the event of a missing parent tag, you are responsible for obtaining the driver's license number from person picking up child and noting it on the class roll sheet.
 - ✓ Completion of any Ouch Reports. Ask parent if they would like a copy. If so, obtain their email address and we will email them a copy. You and the parent should sign the Ouch Report.
 - ✓ Keep hallway doors OPEN during service times, as applies to your campus.
 - ✓ At pick up time, help guide families when children have moved to different classrooms.
 - ✓ Take roll of attendance and turn in, as instructed, half past the service time.
 - ✓ Collect any offerings received from room leaders as instructed.
 - ✓ No child may leave unattended from his/her room.
 - ✓ See Restroom Safety in this handbook.
 - ✓ Kids Unlimited note cards: Send a word of encouragement to a servant, child or staff member, and encourage your servants to do the same. We will mail them for you. Please write the recipient's first and last name on the envelope/sticky note provided

- After Service
 - ✓ Make sure all areas are clean and communicate wins/needs with your ministry Director.

- During the WEEK
 - ✓ Please check emails weekly to view the weekend schedule and for content of information to be shared with your servants during huddle time.
 - ✓ Communicate with new servants via text/email welcoming them to the team!
 - ✓ Director should be receiving a group text/email from you at least once a week.
 - ✓ **Pray** for your servants, church and service.

Babies By The Bay
(Birth-36 months)
Room Leader

We want our children and their families to feel loved and to know this is a great place for them to worship and a fun place for their children.

- Place shoe covers on your feet/shoes once you have entered into the classroom. (If you are in a room with walkers, shoe covers are not necessary.)
- Put a smock on over your clothing.
- Verify that you have all necessary supplies. If you are missing supplies, contact your Service Coordinator.
- Greet each family (by name if possible) and lovingly welcome the child into the room. It is the preferred practice that an adult should be interacting with the parents and accepting the child.
- Remember to smile!
- Check diapers regularly to see if they need to be changed and place "I've Been Changed" sticker on back of clean diaper. Try to send all Kids home DRY at the end of the service, if possible.
- Follow timeline posted in room.
- All registered children will receive a Kids Unlimited diaper bag tag. Write child's first and last name on it. Be sure to spell correctly!
- Roll Sheet - write child's first AND last name along with tag ID number, as well as all servants names. Complete all information needed on the form.
- Pick Up Time! Verify Parent and Child tag ID numbers match. Matched tags may be thrown away. Ask your Service Coordinator to assist if a parent does not have their matching ID tag.
- If you remove an item from a child's bag, such as a bottle, toy, etc., if it is NOT labeled already, use supplies provided to label the item. We do not want a designated bottle to be given to another child. Return all items to the child's bag after use.
- Goldfish may be served to the older children in the Bay. (Please be aware of allergies of children)
- At the end of each service time, room servants should clean their rooms as follows:
 - ✓ Take out trash as instructed by the Service Coordinator.
 - ✓ Put away snacks and supplies.
 - ✓ Sanitize all surfaces and crib railings.
 - ✓ Sweep/vacuum floors.
 - ✓ Set chairs around the table **BEFORE THEY LEAVE.**
 - ✓ Mattresses should be sanitized before and after use. A new sheet is placed on the mattress for each child. We leave the mattresses clean and on end in the crib when not in use.
 - ✓ Place dirty sheets and used smocks in laundry basket in Resource Room. New sheets and blankets can be found in each changing room, or as applies to your campus.

Please remember that all rooms will be used after you and several times during the week.

The Boardwalk (Pre-k/Kinder) Small Group Leader (SGL)

Servant Age Requirement: Sixth grade and up. As a small group leader, you are building relationships with the kids and their parents. Make it a point to greet the families and share any encouraging word you can about how well their child did and that you're here to partner with them!

- Try to know the lesson prior to our service time. (Provided in advance.)
- Help to insure a safe, fun and caring atmosphere.
- Read the leader guide and verify that you have all necessary supplies. If you are unclear about the activities or are missing supplies, contact your Service Coordinator.
- Greet each child personally, and remember to smile.
- Roll Sheets - write child's first AND last name along with tag ID number, as well as all servants names. Complete all information needed on the form.
- Children should not sit on your lap.

36 months up to Kindergarten - DVD curriculum and activities provided.

- Small Group Leaders
 - ✓ Help the kids focus on the story and to maintain quiet.
 - ✓ Sing and do motions to the songs. (Don't worry, you'll learn them)
 - ✓ Engage the children in the activities before and after the DVD portion.

Kindergarten – DVD curriculum and activities provided.

- Master of Ceremonies
 - ✓ Lead the children in the understanding of the bible story and in worship time.
- Small Group Leaders
 - ✓ Support the (Emcee) during the Bible story and also lead in the activities.

All servants help...

- ✓ Provide an exciting atmosphere.
 - ✓ Teach and participate in music motions.
 - ✓ Help facilitate program flow.
 - ✓ Help the kids focus on the story.
 - ✓ Sing and do motions to the songs.
-
- As children are picked up, match tag ID numbers. Matched tags can be thrown away.
 - Remember to give parents any papers that are provided.
 - At the end of each service time, room leaders should clean their rooms as follows:
 - ✓ Take the trash out as instructed by your Service Coordinator.
 - ✓ Sanitize ALL toys, tables, cabinets & furniture.
 - ✓ Sweep and vacuum all floors of any large messes or food as necessary.
 - ✓ Straighten room by putting toys & supplies back into baskets or cabinets.

Please remember that all rooms will be used after you and several times during the week.

The Beach (1st - 3rd grade) The Break (4th - 5th grade)

Small Group Leader (SGL)

Small group leaders should:

- Pray for your service and the kids that attend.
- Sit with the kids.
- Assist Emcee at his/her request.
- Facilitate the station(s) assigned.
- During small group time, be excited with the kids!
 - ✓ Small group bins are provided with supplies and instructions, including a Prayer of Salvation guide.
 - ✓ For first-time visitors, offer to have them complete a "Tell Me About You" card. (Keep these cards and use them to complete birthday cards and to connect with your few. We will mail them for you.)
 - ✓ "Talk To Us" card. Complete these cards for any prayer requests, comments, etc. and use them to better connect and pray for the kids.
 - ✓ Take every opportunity to pray the prayer of salvation with a child.
 - ✓ Indicate on prayer card, using child's first AND last name and date, if they are asking about the prayer of salvation or inform you they made the decision to accept Christ as their Lord and Savior. We will let the child's parent/guardian know of this exciting decision. Turn the card in to your service as instructed.
 - ✓ Help build a healthy respect for God's Word by appropriately caring for the classroom set of Bibles.

Master of Ceremonies (Emcee)

The Master of Ceremonies is the room leader and is responsible for the following:

- Huddle time prior to service starting with your small group leaders.
 - ✓ Praying together over your service time.
 - ✓ Brief overview of small group time activity.
- Actively lead the large group portion of the service.
- Use discipline as necessary to maintain order in your room during lesson time.
- Provide an exciting atmosphere. **"If you are having FUN, they are having FUN!"**
- Engage all kids in all that is happening!
- **Please KNOW the lesson prior to your service.**

Sound Technician

Your goal is to help make the service fun and fast paced for the kids.

- Pray for your service and the kids that attend.
- Prior to service:
 - ✓ Turn on projectors.
 - ✓ Check connections.
 - ✓ Check microphone batteries and make sure they're working.
 - ✓ Check the volumes on the soundboard.
- Have music playing before and after large group.
- Review with Master of Ceremonies what he/she needs for the service.
- Coordinate all sound and visual support.
- Run video, Power Point and/or Pro Presenter.

Room Cleaning Procedures (ALL servants)

At the end of each service time, room leaders should help clean their rooms as follows:

- Remove all trash from the floor and sound booths.
- Disinfect all areas that apply with cleaning supplies provided.
- Keep game areas clean and organized.

Please remember that all rooms will be used after you and several times during the week.