

Leadership & Responsibilities Flowchart

Children's Pastor

Delicia Miler

Curriculum prep

Lesson prep (supplies, snacks, etc.)

Cares for, supports and leads Team Leads

Responsible for Kids Ministry application process

Help provide building and training for teams with Team Leads

Schedule management

Team Leads

Courtney and Simon Dietz

Team management (building, training and people care)

Room management (toy cleaning system, supply requests to Children's Pastor, etc.)

Change leader – supporting Children's Pastor in changes, adjustments, etc.

Teachers

Teach lessons and manage children when scheduled

Prepare for lessons (understand material beforehand)

Lead assistants

Ensure room security (no unauthorized people in room, follow the child label system, etc.)

Arrange replacement if unable to serve scheduled date, notify Team

Lead if arrangements cannot be made

Vacuum/wipe surfaces as needed

Clean toys with assistants after class

Assistants

Help teach lesson and manage children when scheduled

Ensure room security (no unauthorized people in room, follow the child label system, etc.)

Arrange replacement if unable to serve scheduled date, notify Team

Lead if arrangements cannot be made

Vacuum/wipe surfaces as needed

Clean toys with teachers after class



NEW SERVER'S GUIDE TO THE SUPERHEROES ROOM ~TEACHER~





BEFORE YOU GET STARTED, HERE ARE A FEW THINGS YOU NEED TO KNOW



BEFORE THE KIDS ARRIVE

PLEASE BE IN THE ROOM, READY TO GO AFTER ANNOUNCEMENTS BEGIN

This gives time to turn on the computer and prepare before families begin to drop off their children.



WHEN THE KIDS ARRIVE

1. Say hello to the parent/guardian & child.
2. Ensure each child is checked-in on Elvanto and has a name label on.
3. Check the child's label for any food allergies or dietary restrictions.
4. Remind the parent that you will text them if their child needs them.
5. Please keep the bottom half of the door closed at all times during the service.

IF A CHILD NEEDS HELP BEYOND THE CARE OF THE SUPERHEROES SERVING TEAM, USE ELVANTO TO SMS THE PARENTS OR USE THE PHONE PROVIDED TO CALL THE SOUNDBOOTH (DIAL 123) TO PAGE THE PARENTS.

IF THERE IS EVER A CONCERN (SAFETY, STAFFING ETC) PLEASE USE THE PHONE PROVIDED TO CALL THE SOUNDBOOTH (DIAL 123) AND REQUEST ASSISTANCE IMMEDIATELY.



DURING THE SERVICE

Engage the children in the playtime activity provided to get their wiggles out before beginning today's lesson.

Having your materials previously prepped have the children join you in the lesson area (corner in front of the TV) for the teaching of today's lesson.

Snacks: Apples will be provided in the fridge in the Superheroes room along with a cutting board, knife and apple slicer in a plastic box above. Please help prep and handout snacks to children after they have finished washing their hands. Cups will be provided in the classroom in the drawer labeled on the sink vanity.

Due to insurance reasons the Superheroes Serving Team does not assist children in the washroom.



AT THE END OF SERVICE

- Parents will arrive at the door to pick up their children, please ensure their parent label # matches the child's label #.
- REMOVE the child's label before they leave and Check-out the child on Elvanto.
- After each service spray and wipe all toys and surfaces that have been used with the cleaning supplies provided.

***NOTE* The curriculum and materials will be provided for you. Curriculum will be printed off a month in advance and placed in your mailbox in the Superheroes room. Materials will be provided in a plastic bin for you in the classroom.**