



## **Small Group Leader Guidelines/ Policies**

Thank you for your interest in becoming a small group leader at East Park Church. We are so excited you want to join the team.

Small group leaders work with 5-10 elementary aged children during Sunday services. Your job would include:

- \* Praying for your small group during the week
- \* Sitting with your small group during large group story, and worship
- \* Participating with your group in games
- \* Leading several simple small group activities each week
- \* Developing relationships with the kids in your small group
- \* Reading your lesson ahead of time and being prepared before the kids arrive

By signing this contract, I affirm  
I have read and agree to follow the guidelines and policies for the  
small group leaders at East Park Church.

Small Group Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian (If under 18): \_\_\_\_\_ Date: \_\_\_\_\_

## KEEPING KIDS SAFE

**Always Checkin/checkout.** All children must be checked in and wear the printed name tag at all times. Checkout requires that a grownup give you a claim ticket that matches the number on their child's tag. If the grownup does not have their claim ticket, they must see the Children's Pastor before the child may be released.

**Follow the 2-person rule.** Don't be alone with kids. There should always be a second leader in the room with you. This is for not only the children's protection but for yours as well.

**Use appropriate touch.** Physical contact with children should be minimal. Appropriate touching should be limited to handshakes, "high fives", brief side hugs, or brief touch on the shoulder. Kids should remain on their own two feet and their own bumpers on the ground, not on laps.

**Bathroom policy:** Stand at the doorway of the classroom to monitor a child coming and going to the bathroom. Under no circumstances may you help the child in actually going to the bathroom. If the child cannot use the bathroom completely independently, you **MUST** call their grownup by entering the child's number in tablet call system.

**If you see something, say something.** Trust your instincts. If you notice anything that is unsafe, careless, suspicious, or makes you uncomfortable say something.

**Food:** We have many children with allergies. Keep outside food and drink out of the rooms.

**Know your exits!** If there's a fire or any other kind of emergency, the best things to do is act quickly and work together with the Leader in charge to get all of the children out of the building and to a safe meeting area, which is the grassy area behind the Foundry/Ministry Center near the cul-de-sac.

**In case of emergency:** If there is a medical emergency, or emergency of any kind page OUTF (Foundry) or OUTM (Ministry Center) on the tablet. There are elders in the church who will respond to help. Further, if one of the children who have life-threatening allergies begins experiencing an attack, page the grownup immediately. Then, page OUTF or OUTM if further assistance is needed.

**Cell phone use: (texting and picture taking)** Please refrain from use of cell phones during your time serving. They are distracting to you and the kids. Even though the kids may be cute **no pictures** of children are allowed without written consent from their grownups.