

Grace Kids Volunteer,

We are absolutely thrilled that you've chosen to join the Grace Kids team this year as we invest in the next generation. We believe that we are serving the most important ministry in the church, and when we are successful, it not only affects singular lives, but generations. With over 70% of decisions about Christ happening between the ages of 4 and 14 years old, we as children's ministry servants have a large mission field.

What you do at Grace Kids is more than just babysitting or childcare. With your actions and words, you are showing our children that they are loved by God, created to serve God, and fully part of the community of God at Grace Point. We can't begin to thank you enough for the time, energy, effort, and love you pour into our children each month at Grace Kids.

Thank you so much for all you do to make Grace Kids the best possible ministry for our children. As you serve, be confident that God is working in the lives of our children, and be assured that you can make a difference in the life of a child. Our prayer is that your life will be changed, your mind renewed, and your heart filled through this calling as we serve together.

I am honored that you're on our team, and I look forward to serving with you,

Mindy Davis Director of Children's Ministries <u>mindy.davis@gracepointefc.org</u> 850-543-0834

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# SUNDAY MORNINGS



# Schedule and Scope

### 9:00 AM & <mark>10:45</mark> AM

### Infant Nursery, birth through 24 months

Children are lovingly cared for by skilled adults. Nursery time includes guided play, a short age-appropriate Bible story time, and whatever necessary attention to physical needs.

### Preschool Classes, 2-5 year olds

Children in these classes will be learning stories of the Bible through The Gospel Project for Kids.

### Elementary Classes, Kindergarten – 5th Grade

Children in these classes will be learning stories of the Bible through *The Gospel Project for Kids*. Not only will they be learning these stories, but they will continually be pointed toward the one great story of the Bible: redemption from sin through Christ alone!

Yearly, Promotion Sunday is the second Sunday of September.

## **Bible Memory Program**

For the 2018-19 school year, we are going to begin a new adventure in memorizing God's Word on Sunday mornings. Great reasons for our children and for us to memorize scripture include becoming like Christ, daily triumph over sin and Satan, comfort and counsel to loved ones, communicating the Gospel to unbelievers, and praising God (https://www.desiringgod.org/articles/why-memorize-scripture). Rather than a new verse with each unit, we are going to adopt the following schedule:

|                     | Year A ( <mark>2020-21</mark> )        | Year B (2019-20)                         |
|---------------------|--|--|
| 2s & 3s             | Genesis 1:1; Ephesians 6:1; Psalm 56:3 | Genesis 1:1; Ephesians 6:1; Psalm 56:3   |
| 4s & 5s             | Psalm 1                                | Galatians 5:22-23 (Fruits of the Spirit) |
| K-1st               | Matthew 5:1-12 (Beatitudes)            | Psalm 100                                |
| <mark>K-3</mark> rd | Psalm 121                              | Psalm 145                                |
| 4th-5th             | Ephesians 6:1-4,10-20                  | 1 Corinthians 13                         |



Awana exists to reach boys and girls with the Gospel of Christ and to train them to serve Him.

Awana Kids Club has 3 club meetings each Wednesday night, September through April, from 6:30-8pm

- Cubbies, ages 3-5
- Sparks, Kindergarten to 2nd grade
- T&T, 3rd-5th grade

Children memorize scripture, play games, and are taught the truths of Scripture

Each Club has its own curriculum and scripture memory goals

At least 30 volunteers are needed each week at Awana

### What if I was planning on coming and can't?

Please call or text your Club Director.



### **Top Ten Hero Expectations**

- 1) **Be prepared and on time!** Check in and be a part of our Grace Kids prayer huddle 20 minutes prior to service time so you are ready to head to class and greet children as they arrive, beginning at 8:45/10:30.
- 2) Plan on staying after service long enough to clean and put supplies away. First service volunteers do not need to stay and wait for second service volunteers.
- 3) **Communicate with parents!** Learn their names and greet them by name, say kind words about their children, communicate with them about the Sunday Bible Memory program or about what is coming up with Awana.
- 4) **Be engaged and write CREW cards!** Please refrain from using your cell phone while you are serving, and be actively involved with the children. Please give them your full attention when you serve. One great way to stay engaged is to write a postcard to a child each time you serve. Use snack time or closing activity time to grab a postcard from your classroom binder and write a note of encouragement to one of our children at Grace Kids. Then just leave your note in the pocket of the binder, and we'll mail it for you that week!
- 5) **Stay in touch!** Be sure to join Planning Center Online so we can all stay in touch! Let us know when something isn't working so we can solve the problem. If you cannot serve, please **decline** through Planning Center Online, and we will find a substitute. If you are the lead teacher, please ask your teacher assistant If he/she is willing to be the lead teacher in your absence and let us know.
- 6) Always stay in groups of 3. You should never be alone with a child. Always have 2 adult leaders in a classroom.
- 7) Follow the script, but be flexible. If something isn't working, try it a different way, but please keep the biblical theme/focus as a priority in your adjustments.
- 8) **Pray** for the children you serve! A full list of our Grace Kids children can be emailed to you at your request.
- 9) Get fed yourself! Good teaching comes from an overflow of your heart, and we ask that all volunteers attend Sunday Worship Service even the week scheduled to serve.
- 10) Have fun! Let the kids see your excitement and your passion for God.

### How to Find a Sub

### This applies to Heroes serving 1-2 times/month

### I am happy to find subs for our teachers who serve weekly.

If you ever have to miss your regularly scheduled Sunday, it is your responsibility to find a sub to fill in for you. Follow these steps and use the resources online and throughout this book to find a sub

- 1) Let the Grace Kids Director know that you will be out but that you are looking for a sub.
- 2) We have provided 3 ways for you to find a sub:
  - Once roles are determined, you will be given contact info for others in your same role. These will be the best people to contact and switch with.
  - Post on the Grace Kids Volunteer Facebook Group (see page 7) requesting a sub. Be sure to include the date and age group you need a sub for, and if there are dates you're available to switch, share that too!
  - Use the Church Center App to look up others' contact info and ask them directly
- 3) Once you find a sub, notify the Grace Kids Director of the changes so we can make the appropriate scheduling changes in Planning Center Online.

Helpful Hints for Finding a Sub:

- If you can switch weeks with someone and fill in for them, they are often more willing to fill in for you!
- Personal asks are often more effective than general requests in the Facebook group.
- A few of our brilliant volunteers found a buddy on another week of the month as their go-to subs. Find another volunteer in your age group that serves on a different week, and ask them to be your go-to switch buddy throughout the year!

### Last Minute Sunday Absence?

### **Text or Email Mindy!**

### **Grace Kids Volunteers Facebook Group**

The Grace Kids Volunteers Facebook Group is a secret group, meaning you can request permission to join, but only the (MINISTRY NAME) Director can approve your request. All posts in this group are private and only seen by members of the group. Volunteers can request to join the Facebook Group after training in the fall and will be added within the first month. Find this group by searching "Grace Kids Volunteers" in your Facebook search browser. If you do not see the group listed, please contact the Director immediately. We use this secret group to:

- Request subs/switching weeks
- Share news or funny stories from time with our kids
- Make announcements about upcoming events
- Have fun together!

### **Planning Center Online Training**

Planning Center Online is the online system we use to schedule and communicate with our volunteers. Knowing how to use PCO is an important skill to have as a Grace Kids Volunteer!

### Your PCO Schedule & Calendar

### Schedule:

Your schedule (the main page after you first log in) shows your upcoming scheduled dates and all upcoming plans for Grace Kids.

### Anatomy of the Schedule (Main) Page:

- 1) Calendar (see notes on calendar in later section)
- 2) My Schedule –these are dates that you are scheduled to serve. If you have pending requests, they will show up here and prompt you to respond.

### Plan Page:

By clicking on any of the date(s) shown on your schedule page, you can view the "Plan Page" for any date. This page allows you to view which Unit and Session is being covered, see who else is serving, and access lesson files. Specifics on accessing digital curriculum is on the following page.

### Calendar:

Your calendar is located on the left side of your screen.

- **Red dates:** These are days that you have blocked out or declined.
- Yellow dates: You have been scheduled for this date but have not yet responded; the service request is still pending.
- Green dates: You have been scheduled and have accepted.

Note: Dates will only appear here if the notifications for those plans have been sent out.

| My Calendar               |               |    |    |    |    |    |  |
|---------------------------|---------------|----|----|----|----|----|--|
| 0                         | October, 2013 |    |    |    |    |    |  |
| S                         | М             | Т  | W  | Т  | F  | S  |  |
|                           |               | 1  | 2  | 3  | 4  | 5  |  |
| 6                         | 7             | 8  | 9  | 10 | 11 | 12 |  |
| 13                        | 14            | 15 | 16 | 17 | 18 | 19 |  |
| 20                        | 21            | 22 | 23 | 24 | 25 | 26 |  |
| 27 28 29 30 31            |               |    |    |    |    |    |  |
| 💼 view master calendar    |               |    |    |    |    |    |  |
| 🔁 blockout dates          |               |    |    |    |    |    |  |
| 🎲 calendar integrations 🔻 |               |    |    |    |    |    |  |
|                           |               |    |    |    |    |    |  |

### How to Block Out Dates You Are Unavailable

If you are going on vacation or have a business trip planned, you can block out dates ahead of time on Planning Center to let us know well in advance that you won't be able to serve.

Click your name in the upper right.
 Click "Profile."



3) To add a block out date, click the "block out dates" button in the "Schedule" section on the left side of your screen.

|                           | indy Davis Edit<br>mindy.davis@gracepointe<br>inistrator | efc.org 🔇 (850) 543-0834 |   |
|---------------------------|--|--------------------------|---|
| 💾 Scheduling              |  | 0≣ Details               |   |
| Schedule  Dates Templates |  | Add blockout dates       | 1 |
| Since 1 month ago 🔻       | •  |                          |   |
| Sta                       | atus   |                          |   |

4) Indicate dates to block out by typing in your "Starting On" date and time and "Ending On" date and time. If you prefer, add a reason in the space provided.

5) If you would like this date to repeat, you can choose from the selected options.

6) When finished, click Accept.

| Block Out Dates                             |       |
|---|-------|
| For: Nicole Marsh [change person] [clear]   |       |
| Starting On                                 |       |
| 09/30/2013 📰 at (the beginning of the day 🕴 | )     |
| Ending On                                   |       |
| 09/30/2013 the end of the day 🗘             | Ð     |
| Reason                                      |       |
|   |       |
| Repeat                                      |       |
| None +                                      |       |
|   |       |
| 📀 Accept ca                                 | incel |

### How to Confirm or Decline your Availability

### **Responding to Scheduling Emails**

- When you receive your email, click Accept, Decline, or View This Service.
- By clicking "View This Service," you will be able to access the lessons and other information about the morning.
- If you are declining the requested service date, it will give you the option to send a reason. If you do not want to give a reason, you still have to click

'decline and send reason' or 'OK' in order for this response to go through.

### Anatomy of the Scheduling Email:

- The message portion contains a greeting and other specific details you need to know for the morning.
- The banner through the middle of your email tells you the date and the name of the service you are scheduled for. It includes the ministry area and the time.
- Response Buttons: these large buttons prompt you to respond in some way. Just click the appropriate button to respond.
- 4) This button gives you a link to view this plan without responding.

| Planning center<br>Services   |                    |
|---|--------------------|
| Hi Brittany,  |                    |
| You have been placed on the schedule for the following dates. To response<br>this schedule, click the appropriate button below. | ond or simply view |
| Thanks,   |                    |
| Brittany Nelson<br>Children's Director<br>RISING Church<br>(678) 524-4096<br>2<br>August 9, 2015<br>Rising Kids view plan       |                    |
| Elementary  |                    |
| Services  |                    |
| 08/09 at 10:00A   |                    |
| Accept Decli  | ine                |
| [   | View This Service  |

### Safety Policies & Procedures

#### "FOR THE PROTECTION OF THE VOLUNTEERS & CHILDREN AT GRACE POINT"

#### Why do we need a Safety Policy?

- We want to provide our children and youth in our care a safe and secure environment.
- We have a biblical command to keep our children and youth safe. (Matthew 18:5-6)
- We need to protect volunteers against false allegations of abuse.

#### **Volunteer Requirements**

- Consent to run background check
- Complete background check authorization
- Pass the background check with no red flags
- Attend Training on church policy and procedures

#### **Church Staff Responsibilities**

- Provide background check authorization form to all Grace Kids volunteers
- Make sure resulting information is kept confidential
- Conduct training, instructing volunteers on policy and procedures
- Spot check / supervise volunteers to see procedures are being followed
- Review policy and procedures annually at the beginning of each school year with all past and current volunteers
- Collect and maintain updated medical and media release forms for students and children on an annual basis

#### Background Check Overview

- All Staff and Volunteers will be required to submit to a biennial background check.
- Any individual with a molestation inquiry or charge or one of domestic violence will be deemed unable to volunteer with Children or at Grace Point.

#### **Diapering Procedures**

- In the nursery, an adult leader may change a baby's diaper only when the other adult leader is present and able to see that the diaper is being changed.
- Males of any age and females under 18 years of age may NOT change diapers.

#### **Restroom Procedures**

- Do not be alone with any child
- Elementary teachers may escort a child down the hall and alert a check-in team member that the child needs to use the restroom. The teacher will return immediately to the classroom. The check-in team member will wait in the lobby until the child comes out of the restroom and escort him/her back to class. Those under 18 years of age MAY walk elementary kids to the bathroom.
- For children 5 and under, you will need to be available to assist them. The door of the restroom must be left partway open if a teacher is assisting the child. Those under 18 years of age may NOT assist a preschool child in the restroom.

#### Leader-Child Relationship

- Grace Point has a strict two-adult policy in the classroom. Before leading a class, be sure that you have at least one other adult partnering with you.
- Never be alone with a child. To protect ourselves and the well-being of our children, always be sure to keep every interchange with a child in a public place where others can see and hear.
- If you must step in the hall during a class or event with a child for some reason, make sure that either there is an adult security coordinator in the hallway or the door to the classroom is left open so that your teaching partner can see or hear.
- All adult leaders must wear a nametag any time they are serving in the children's ministry.

#### Personal Physical Contact

- Appropriate touch is necessary and good in a leader-child relationship because it is a way of showing God's tender care for His children. Examples of appropriate touch would be:
  - > Holding a child's hand to lead them to another location.
  - > Putting an arm around a child's shoulder to comfort them.
  - > Patting a child on the shoulder, arm, or back to affirm them.
  - Holding a child (gently) by the shoulders or arms to capture their attention while you redirect their behavior.
  - > Holding a crying pre-school child on your lap.
- Physical contact should always be age and developmentally appropriate. Be sensitive to the needs of each child. Examples of inappropriate contact might be:
  - > Kissing a child.
  - > Extended hugging or tickling.
  - > Touching a child in any area that would be covered by a bathing suit.
  - > Carrying or holding a child over the age of 5.
  - > Any touching or holding that is used to exert power over a child.

#### Check – In Procedure

- At check-in counter, the parent/guardian will check in their child(ren). **IWO** nametags will print for each child including classroom assignment, allergies and age. The parent will also receive a matching receipt.
- Children will be walked to their class by faithful youth volunteers. Parents will stay in the lobby.
- One of the nametags will be placed on the child's and the other nametag will be given to the teacher at time of check-in.
- The teacher will then place the 2nd nametag on the classroom attendance sheet.

#### Check-Out Procedure

- Parents will be dismissed prior to the benediction
- Please have children ready with coats on and all of their belongings with them@10/11:45am.
- Echo Dots will be in each classroom to be used as a speaker, if needed.
- Our Greeter (usually our children's ministry director) will announce over the Echo Dot when a family is headed down the hall, and teachers will send those students to the hall. It will be best if one teacher is posted at the doorway and other teacher and youth helpers are inside with the children.
- A few families will be sent at a time, and your timeliness in having the kids leave the room and exit the hall is essential to not having a big back-up in the lobby.
- The Grace Kids hall will have one-way traffic with parents exiting the building at the end of the hall.
- At checkout the teacher will match the parent receipt to the child's nametag. This is ESSENTIAL for the safety of all children. If the parent tag is lost, they may also use the code provided on the Church Center App
- At checkout the teacher will cross off the child's nametag in the binder.

#### Why is all this necessary?

- We MUST protect our children and youth from a lifetime of pain and injury causing loss of spirit, • trust and faith.
- We MUST make sure our staff, volunteers and elders are supported in case of frivolous lawsuit. •
- We MUST prevent loss of millions of dollars in legal fees and damages to victims.
- We MUST not cause one child or one adult to become a victim!

#### Allergies/Must Know Info

All Heroes must check children's name tags weekly for • allergies or other medical notes, as seen in this picture.

#### **Safety Personnel**

- GP Safety Faith Lapel Pins indicates that this person is on the GP Safety Team
- GP ID Cards, also held only by Safety Team members





Name



### **Emergency Procedures**

The deacon on duty will place pagers in the classroom and be sure that all of the interior doors are locked. (This may be done by safety personnel for Awana.) There are magnets in the doorway to keep the doors from clicking shut and being locked and closed.

If a parent wants to take their child during any part an emergency procedure, please explain to them that for safety and security reasons we need to stay together as a class until the emergency is over. Invite the parent to help with the evacuation process if they have an issue with this.

#### Pager: Internal Threat

If there is a threat in the building, our plan is to Lock and Leave.

- 1. Pager goes off (vibration and lights) in each classroom.
- 2. Do not look into the hallway.
- 3. Teacher must remove the magnet from the doorway and close the door, which locks it.
- 4. Turn the lights off.
- 5. Remove the black "welcome" sign from the door and place it over door window.
- 6. Move everyone out of sight of the door as best you can.

7. Once you are ready to evacuate, remove "moving blanket" from cabinet and hang it over the window on provided hooks.

- 8. A safety team member or deacon will break the window from the outside.
- 9. Remove blanket from hooks and use to cover glass in the window opening.
- 10. Exit the building, taking the attendance clipboard with you.
- 11. Lead children to run the far side of the playground.
- 12. Take attendance and wait for further instructions.

13. Call 9-1-1

#### **External Threat**

- 1. You will be alerted verbally of a threat.
- 2. Have the children sit on the floor next to the wall beneath the windows.
- 3. Keep the children as low to the ground as possible.
- 4. Stay calm.
- 5. Call 9-1-1 if you can.
- 6. Wait for further instructions.
- 7. Do not check any children out to parents during a threat! Await further instructions.

#### Fire

1. Stay calm

2. Line up all children at the door. Count children.

3. Teacher will give the signal and start evacuating. Use calm but stern voice to direct children. Take clipboard with you.

4. Follow safe evacuation route to rally area outside and then proceed to far end of the playground. Count children.

5. Teacher begins check-out process with parents.

If a parent wants to take their child during any part of the evacuation process, please explain to them for safety and security reasons we need to completely evacuate all the children to the gathering area and account for them before they can be checked out. Invite the parent to help with the evacuation process if they have an issue with this.

#### Medical Emergency

 Send 1 adult or teen to alert the check-in greeter (or anyone in the lobby). The medical team will be alerted.
 Dial 9 - 1 - 1

3. Say the following:

"We have a medical emergency at 4612 North Adrian Hwy, Adrian, MI 49221.

The person is [STATE INJURY OR ILLNESS]

I am in the [STATE Room or Hallway]."

(answer any questions from the dispatcher)

#### Tornado

1. Stay calm

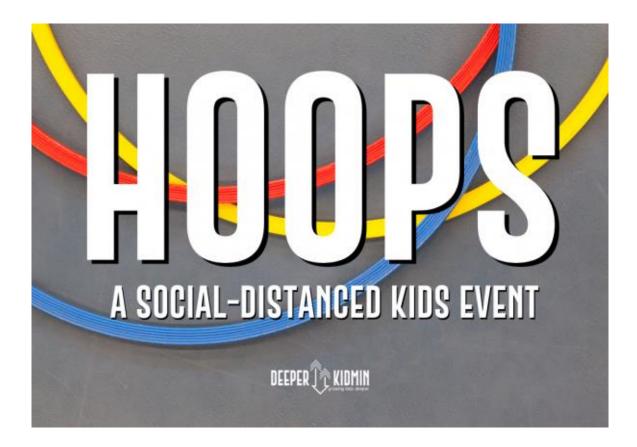
2. Move children to hallway away from doors and windows. Count children

3. Keep children low to the ground and carry on with lesson/activities as normal as possible.

4. Do not check any children out to parents during Tornado Warning! A Safety Team Member or Grace Kids Leader will notify you when the warning is over.

#### **Incident Report**

- 1. An Incident Report should be filled out if there is an injury requiring first aid
- 2. A second reason is to record a behavior incident that is not developmentally normative or if the behavior incident is a cause of concern to the teacher.
- 3. Located in the Check-In Kiosks and Safety Manuals in each classroom, the incident reports give direction on who to alert and who to give copies to.



What is Hoops? A social-distanced Sunday morning event for kids that everyone loves!

Who is it for? PreK through 5th grade on Sunday Mornings!

**How does Hoops work?** Set up hula hoops 6ft apart in your church or ministry space. Invite kids to pack a lunch/breakfast and meet you at church. We talk, laugh, play a game, do a craft, worship, teach, invite kids to share any prayer requests, memorize scripture, and close in prayer.

**What do kids bring?** Themselves, a lunch and a drink, and a beach towel to sit on inside their hula hoop. (If kids forget anything, we will have fruit snacks!)

A game?! What kind of game? The sky is the limit! There are so many ideas out there right now, and you will find plenty of ideas that work in your Leader Guide from Gospel Project for Kids!

### **Check-In Heroes**

#### First Service: Mindy Davis, Brynn Davis, Becca Kuiper, Kitty Goniea

Second Service: Mindy Davis, Reese Nagy, Seth Davis

#### **Check-in Heroes**

Serve once a month at the check-in station. Responsibilities include keeping the technology up and running, being a welcoming presence, and assisting new families.

1st Service

8:20am

- Turn on iPads
- Open Check-Ins app
- Check Printers and Labels and Batteries

8:30am

- Prayer with the Connect Team
- Familiarize yourself with assigned Deacon on Duty, Welcome Center greeter, and Building Guides

2nd Service

10:30 am

• Arrive and get updates from 1st Service Check-In Greeter concerning technical difficulties and Connect Team Volunteers

NEW Families

- New visitors will hopefully be recognized by the Connect team as they enter. If not, YOU will be their first connection point.
- Warmly welcome them!
- Allow them to manually fill out the sticker tags and allergy alert stickers. Explain the purpose of the stickers.
- Give them a Grace Kids form so that we can add their family to the check-in system during the week. They can drop this in the offering or at the welcome center.
- Do not add them to the computer yourself or have them add themselves.
- Introduce them to the Building Guide and ask him/her to take them to their classes.

#### Nursery Heroes – none at this time

#### Infant Nursery

1st Service: Eddie and Shimea Hunt, Linda Aiken, Amy McMordie, Dave & Becky Ghena, Etta Wagner, Shannon Porter, Eric & Traci Koitz

2nd Service: Matt, Julie, and Kate Keeler, Amanda Lund, Derek Atkinson, Kathy Marr, Ruth Woodard, Ruth Pontier, Garry Ostrander, Amy O'Brien

#### Toddler Nursery

1st Service: Cheryl Lindberg (lead teacher), Rachell Bliesner, Erika Eberly, Jordan Wagner, Shannon Porter, Lauren Melton (teen)

2nd Service: Lorna Barrett (lead teacher), Ruby Mae Ostrander, Eric Koitz, Andi Pawlisch, Jenny Oberst, Seth Davis (Teen), Mattison Keeler (teen), Haddi Iverson (teen)

**Nursery Heroes:** Serve once a month on the Nursery Team. Check yourself in, and be in your classroom 15 minutes before the start of the service. (8:45/10:30)

- Work together with other volunteers to care for children on Sunday morning so that parents can attend service, discipleship classes, or serve in other areas at Grace Point.
- Pray throughout the week for God's leadership in your life as well as in the lives of parents and babies and children.
- Welcome parents and children as they arrive (check children's nametags).
- Store children's belongings in a cubby and write name and instructions in corresponding space on white board.
- Interact in conversation with each child; engage children in play/activities.
- Place dirty toys/laundry in marked bin.
- Assure that no one other than scheduled nursery volunteers are in the nursery.
- Assist with cleaning toys, sheets, blankets, etc.
- Use the Communication Clipboard in the classroom to let the office know of a need
- For Check-out, match parent and child tags
- If a parent is needed during the service, please give the check-in greeter the 4-digit code on the child's tag. This will be communicated so that it is on the screen in the Worship Center.

The Toddler Nursery may follow a schedule like this: Arrivals, Free Play, Singing, Table Time with Bible story, prayer, and snack, Play Time, Clean Up Time, Check out

### **Preschool and PreK Heroes**

Preschool 1st service: Rotating Volunteers, Brynn Davis

Preschool 2nd service: Erica and Cody Finnegan, Reese Nagy Frequent Subs: Don and Becky Fry

PreK 1st service: Jessica Reatherford and Faith Hiatt, Becca Kuiper PreK 2nd service: Rotating Volunteers Frequent sub: Sherri and Ally Day

#### As a partner-leader on the preschool/pre-k team, you will...

- Work together with another adult to prepare a lesson throughout the week.
- Interact with children and parents on Sunday morning.
- Teach a lesson with your partner on Sunday morning.

#### Here's a look at what your week might be like as you prepare to lead:

Pray over the lesson for God's leadership in your life as well as in your class member's lives.

- Read through the Scripture and study the accompanying lesson.
- Make a list of needed supplies. Check the Resource Room Inventory List (in the back of this manual) to see if the needed supplies are on hand. If not, communicate with the Children's Ministry Assistant (by Wednesday) about the items that need to be purchased.
- Prepare any needed visuals.
- Arrange with your partner-leader about how the class will go.
- Be sure to wipe down tables, chairs, light switches, sink, and door knobs before leaving.

### **Elementary Heroes**

1st service: Chris & Jeff Whited (4th & 5th); Becki & Kitty Goniea, Steve Kuiper (K-3rd)

2nd service: Linda Mowrer & Tracey Schafer (4th & 5th); Andy & Sarah Hayton (K-3rd)

#### As a small group leader on the elementary team, you will...

- Arrive at **8:40a.m.** (10:25) for a team huddle and prayer.
- Take attendance.
- Interact with children and parents on Sunday morning.
- Teach from The Gospel Project curriculum

#### Here's a look at what your week might be like as you prepare to lead an elementary small group:

- Pray over the lesson for God's leadership in your life as well as in your class member's lives.
- Read through the Scripture and study the accompanying lesson.
- Take notes, if necessary, about gearing a discussion or activity to your specific small group.
- Make a list of needed supplies. Check the Resource Room Inventory List (in the back of this manual) to see if the needed supplies are on hand. If not, communicate with the Children's Ministry Assistant or Director (by Wednesday) about the items that need to be purchased or printed.

#### Sunday morning will follow this schedule:

• 8:40 (10:25)

> Arrive and meet for prayer in Resource Room with the rest of the team.

- 8:45 (10:30)
  - > Be in your rooms ready to welcome your students.
  - > Welcome children as they arrive.
  - > Check children's nametags.
  - > Interact in conversation with each child.
- 9:00 (10:45)
  - As you teach your class, seek to lead children with different activities but also find a predictable routine that they can come to expect each week. Include singing, scripture memory, and offering in your time.
- 10:00 (11:45)
  - > Have children ready for pick up.
  - Match children's nametags with their parent's tags and greet parents as they arrive to pick up their children.
  - > Greeter meets parents at door and calls up children as their parents arrive.
  - First service volunteers do not need to wait for second service teachers.
  - > Please wipe down tables, chairs, light switches, door knobs, bibles, and other used items.



### **Crew Cards**

As a way to encourage our children throughout the week, we're asking you to take just a couple minutes after each Sunday service to write a note to a child. Grab a postcard and a pen from this folder, write a quick note, then stick it right back in the folder. We'll mail it for you this week, and our kids will be PUMPED to get a postcard from you! Not sure what to write? Think of CREW and choose one or more of the ideas below!

**C** - **Congratulate**... Let them know you're proud of them for something! Did you notice a child share with someone else? Did you hear them encourage someone else? Did they pray out loud for the first time? Did they ask questions that showed they're really thinking about what they're learning?

**R - Remind**... Remind kids what we learned about today. Ask them if they've thought about the lesson since Sunday. Share your favorite part of the Bible story or the morning.

**E - Encourage**... Did their smile and good attitude brighten your day? Did you notice they seemed sad about something and you want to let them know you're praying for them? You were a great listener when... I loved that you showed a servant's attitude when... You are so good at...

**W** - We missed you... Look for the name of a child who wasn't at church today and write them a little note to let them know how much you missed seeing them!

### **Digital Curriculum**

Preschool through 5th grade uses The Gospel Project for Kids curriculum. To learn more, visit www.gospelproject.com

All Gospel Project for Kids resources will be shared with teachers using Google Drive. Only Leader Guides will be included on Planning Center.

Leader Guides are available through Planning Center at <u>www.planningcenteronline.com</u> or on the app, which is available on many platforms. Search "Planning Center Services" in your app store.

1. Once you have "Accepted" you can click on "My Schedule" to see the services to which you are assigned.

| ervi                 |        |       |                   | ~               |             | <b>J</b> songs | - media           | at people   |  | ٩           | Mindy<br>Grace I |
|----------------------|--------|-------|-------------------|-----------------|-------------|----------------|-------------------|-------------|--|-------------|------------------|
|                      |        |       |                   |                 | 📑 Childro   | en's Minist    | ry                |             |  |             |                  |
| E                    | Ŧ      | C     | )                 |                 | F 70        | My Schedu      | le                |             |  |             |                  |
| $\sim$               |        |       |                   | 1               | • 🗈 Ch      | nildren @ 10   | 0:30              |             |  |             |                  |
|                      | -      |       | _                 | -1              | Series      |                | Dates load 10 pas | st plans    |  | Title       | Updated          |
| ndar                 |        |       |                   |                 |             |                | September 10, 2   | 2017        |  |             | 2 days ago       |
| epter                | nber   | , 201 | 7                 | 0               |             |                | September 17, 2   | 2017        |  |             | 12 days ago      |
| т                    | w      | т     | F                 | s               |             |                | September 24, 2   | 2017        |  |             | 12 days ago      |
|                      |        |       | 1                 | 2               |             |                | October 1, 2017   | *           |  |             | 24 days ago      |
| 5                    | 6      | 7     | 8                 | 9               |             |                | October 8, 2017   | ,           |  |             | 24 days ago      |
| 12                   | 13     | 14    |                   | 16              |             |                | October 15, 201   | 7           |  |             | 24 days ago      |
| 19                   | 20     | 21    | 22                | 23              |             |                | October 22, 2017  |             |  | 24 days ago |                  |
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| master calendar      |        |       | November 5, 20    | 17              |             |                | 24 days ago       |             |  |             |                  |
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|                      |        | _     |                   |                 | Copy Mat    | rix            | November 26, 20   | 017         |  |             | 24 days ago      |
| vews                 |        |       |                   |                 | Last update |                | December 3, 201   | 17          |  |             | 24 days ago      |
| Links 24 days ago    |        |       | December 10, 2017 |                 |             |                | 24 days ago       |             |  |             |                  |
| Center Documentation |        |       |                   | December 17, 20 | 017         |                |                   | 24 days ago |  |             |                  |
| Center Blog          |        |       |                   | December 24, 20 | 017         |                |                   | 24 days ago |  |             |                  |
| lenter               | Trair  | ning  |                   |                 |             |                | December 31, 20   | 017         |  |             | 24 days ago      |
|                      |        |       |                   |                 |             |                | January 7, 2018   |             |  |             | 24 days ago      |

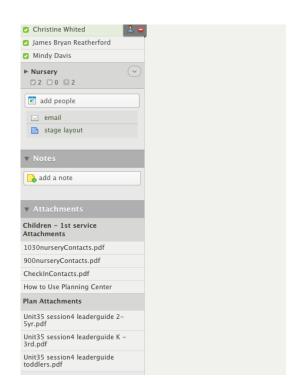
2. Choose the service for which you are searching:

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| :30am                 | You have been scheduled for 🙋 CM Director (Children's) |                                       |   |
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| rten & 1st Grade      |  |                                       |   |

- 3. Scroll down to see the Attachments. Lesson Plans are called "Leader Guides." • Preschool class may use "Toddlers" or "2-5yr".

  - PreK class is using "2-5yr".

4. Download and print from home or teach from a tablet. Another option is to email the Children's Ministry Director or Ministry Assistant and ask for a printed copy. A few books are available, as well.





# **SUPPLIES**

# **Resource Room Inventory**

### OFFICE SUPPLIES

- 3-hole punch
- Baggies
- Binder clips
- Dry erase markers
- Paper cutter
- Paperclips
- Pencils
- Pens
- Permanent markers
- Rubberbands
- Scissors
- Scotch tape
- Stapler/staples

### CLASSROOM SNACK SUPPLIES

- Goldfish
- Animal crackers
- Plastic cups
- Napkins
- Plates
- Forks
- Fruit Snacks

### CRAFT SUPPLIES

- Balloons
- Beads
- Beans
- Brads
- Brown lunch bags
- Bubbles
- Butcher paper
- Child scissors
- Clothespins
- Colored pencils
- Construction paper: (red, orange, yellow, green, blue, purple, pink, brown, white, black)
- Cotton balls
- Craft beads
- Crayons
- Crepe paper
- Curling ribbon
- Fabric paint
- Feathers
- Foam letters/shapes
- Glitter
- Glow sticks
- Glue bottles

#### CRAFT SUPPLIES (CONT.)

- Glue sticks
- Glue-All
- Magnets
- Markers
- Paint brushes
- Paint markers
- Pasta
- Pie tins
- Pipe cleaners
- Plaster
- Play doh
- Popsicle sticks
- Pumpkin carvers
- Q-tips
- Rubber stamps/pads
- Safety pins
- Sidewalk chalk
- Small props
- Sponges
- Stencils
- Stickers
- Straws
- Tempera paints
- Toothpicks
- Watercolor paints
- Yarn



### Safety Policy Acknowledgment

I, (Print Name) \_\_\_\_\_\_, sign and affirm I read the above **Policy for Protection of Children at (church name)** in its entirety, and that I will faithfully follow and abide by all policies, procedures and guidelines pertaining to ministry leadership of children, youth and/or special needs individuals and the ministry role I am assigned.

Signed

First name / Last name

Date