

Crossroads Kids

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THE VISION AND MISSION OF CROSSROADS KIDS

Vision

That every child in North Austin would have a chance to experience the life-changing reality of Jesus Christ through the ministry of Crossroads Kids.

Mission

PARTNERING with families to *SHAPE* kids to love God and love others.

Kids who *love God and love others* are kids who:

Connect with God and His Church (Matt. 22:37-40; 1 Cor. 12:27)

Commit to personal holiness (1 Peter 1:13-16)

Contribute their time, talents, & treasures (Luke 16:10-12)

Call others to Jesus (Matthew 28:19-20)

Values

Safe: We expect both families and kids to feel a sense of security during the Sunday morning environment of Crossroads Kids because it is physically (team members are screened appropriately), emotionally (team members treat kids as they would want to be treated), and spiritually (kids feel comfortable asking questions) safe.

Fun: Kids are naturally motivated to learn through fun. So, we want Sunday morning to be a place where kids can genuinely say, "I had fun today!"

Relational: We don't expect kids to be shaped by lectures on the Bible, but rather through relational small group leaders who care about the lives and happenings of kids.

Gospel-centered: The Bible is God's story of rescuing and rebuilding His creation through the death, resurrection, and one day return of Jesus. This is the Gospel and it is the big idea of every story in the Bible. Every Sunday in every lesson kids will hear the Gospel in a way that they "get it."

CHILDREN'S MINISTRY TEAM ROLES AND PROCEDURES

The following is a description of the invaluable roles and procedures required to accomplish the mission of Crossroads Kids: *Partnering with parents to shape children to love God and love others*. This is not an exhaustive description of the roles and procedures, but rather should be seen as necessary expectations for each role and/or procedure. Each of these roles and procedures should be carried out in a way that reflects the values of Crossroads Kids: **safe, fun, relational, and Gospel-centered**.

Family Ministry Director

1. Expectations
 - a. Provide overall direction to the family ministry of Crossroads by equipping and empowering families and team members to give their most in loving and leading kids for the glory of God.
 - b. Communicate regularly with team members (encouragement, explanation of upcoming events, etc)
 - c. Recruit new CK volunteers
 - d. Create Family God Time calendars once a month with input from CK Team Coaches.
 - e. Create materials and curriculum for special events
2. Procedure
 - a. Create and maintain quarterly schedules and contact lists for CK (Crossroads Kids)
 - b. Conduct orientation training for CK of all new CM team members
 - c. Lead CK Team meetings for training, encouragement, and appreciation
 - d. Meet with Team Coaches once a month
 - e. Research and purchase new books/toys/needs for CM classes (i.e. board book replacements, toddler toys)
 - f. Yearly class promotions placement of children from birth-5th
 - g. Suggest and implement CM policy changes as needed.
 - h. Research, reading, and studying of children's ministry
 - i. Fielding parent questions, feedback, and concerns, making policy changes where needed
 - j. Monthly emailing of Family God Time calendars and encouragement to parents
 - k. Create 90-day plans for family ministry each quarter.
 - l. Brainstorming/creation of continuing ways to help families disciple their children.

Registration Team

The Registration Team is the “front door” to Crossroads Kids every Sunday morning. The Registration Team communicates to parents/guardians that Crossroads Kids is a *safe, fun, relational, and Gospel-centered* environment for their kids. It is the Registration Team that connects parents/guardians with the content their kids are learning each week and ways in which their kids can continue to practice what they’ve learned throughout the week. In that sense, the Registration Team is the “front door” that connects Crossroads Kids with parents to make *partnering with parents* a success.

- A. Registration Team Coach
 1. Expectations
 - a. Train and recruit appropriate number of team members once each semester (Fall, Spring, Summer).
 - b. Create team member schedule so that two team members are present at registration table during the entire Sunday morning service each week.

- c. Commit to working registration table on consistent schedule.
- d. Maintain communication with Children's Ministry Director.
- a. Procedure
 - a. Create and distribute semester schedule 2 weeks prior to the start of each semester to team members and CM Director.
 - b. Hold one training meeting 2 weeks prior to the start of each semester.
 - c. Check-in/out procedures (see below).

B. Registration Team Members

1. Expectations
 - a. Commit to semester schedule.
 - b. Ensure that appropriate information is collected on each child upon check-in (see visitor registration form: child's name, DOB, gender, class, allergies/special needs, parent's names, contact info).
 - c. Ensure safety of students and teachers (i.e., always accompany a teacher and child to restroom-see *Restroom Policy* p. 16; do not let any child leave the gym without being accompanied by their parent).
 - d. SMILE and BE FRIENDLY to everyone that walks in the door. Try to call the children and their parents by name. NEVER assume it is their first time visiting our church.
2. Procedure
 - a. Arrive at 9:45 am.
 - b. Place signs (located in clear Registration bin on cart) at each class: Lambs (0 -12 mos.); Otters (13 mos. - 23 mos.); Tigers (2 yrs.); Cubs (3yrs – 5); Kinder-2nd grade; 3rd—5th grade. Hang Crossroads Kids sign on wall with chalkboard. Hang Registration/Check-In sign on divider behind table (both of these signs are found rolled in a box on top on the cart). Put red offering bin (located on supply cart) on Member Table. Place hand sanitizer (located in plastic bin) on table.
 - c. Place on Visitor/Volunteer Table: Registration form (forms in Shelley's box) on clipboard (clipboards in clear plastic bin on supply cart); File Box (located on supply cart) with previous Registration forms; Volunteer Sign-In Sheet (located in Shelley's box); File Box with Volunteer nametags (located in clear plastic bin); Volunteer lanyards (located in red offering bin on supply cart). Hang Visitor/Volunteer sign on the front of table (located on top of supply cart).
 - d. Place on Member/Regular Attender Table: Class Attendance forms separated by class on individual clipboards; Nursery Info on separate clipboard; Nursery Visitors Sign-In/Out sheet on clipboard; Hang blue divider on wall with all nametags placed in sleeves alphabetically; Hang "No Food or Drinks" sign on table; Hang Members/Regular Attender sign on table.
 - e. Check in Members/Regular attendees: Have parents sign in their child; give label for child and identification cards to parents.
 - f. Check-in for Visitors: Check file box for form in progress. If form for visitor already exists, then have parent put the appropriate date for the visit on the form. Place top copy of form in Shelley's folder for data entry (in Shelley's box).

If no form exists, but the child has been to Crossroads Kids, then check for permanent nametag. If first visit, then have parent complete the Visitors form and ensure all data is collected (unless parent is not comfortable giving all data). Place top sheet of form in Shelley's folder and the other copies of the completed form in the Visitor file box under the child's last name. Make a Visitor nametag for the child(ren) with a corresponding parent tag. Make sure the same number is assigned to both the child(ren) and the parent. Also make sure the name(s) of the child(ren) are written on the back of the parent card.

- g. Get headcount of all children and adults present in the gym, post on attendance sheet and give numbers to the ushers.
- h. Check Birthday List (located in Shelley's box) and fill out a postcard for the child(ren) having a birthday the following week. Have the teachers in that child's class sign the postcard along with yourself. Make sure to draw a line through the names done so that the following team doesn't duplicate your effort.
- i. End of service parents will pick up their children and check out at the door; name and identification number will be matched.
- j. If children are running around; line the children against the wall by the door to wait for their parents.
- k. Clean up area: Place all information papers in appropriate file (attendance sheets, top copy of visitor forms, and birthday postcards all go in Shelley's data entry folder).

Nursery—Pre-K Team

The Nursery through Pre-K Team exists to create an atmosphere that is conducive to children from birth to five years for learning about God in a *safe, fun, relational, and Gospel-centered* environment.

A. PreK Team Coach

1. Expectations

- a. Love kids.
- b. See yourself as a spiritual leader, NOT a babysitter.
- c. Fill out and submit background check form.
- d. In-class training of team members.
- e. Prepare lessons each month for Tigers & Cubs classes by reading FirstLook curriculum, adapting the curriculum to the classes, obtaining a supply list for the lessons one month in advance, emailing the lessons to the teachers one month in advance.
- f. Gather needed supplies once a month for all weeks.
- g. Keep yourself spiritually healthy by reading Scripture, praying, and connected to fellow Christ-followers.
- h. Pray for teachers and children regularly.
- i. Communicate regularly with team members (encouragement, explanation of lessons, upcoming events, etc)

- j. Get the weekly "pulse" of CK through interactions and discussions with teachers
 - gather feedback and submit to FM Director
 - k. Meet with FM Director once a month.
2. Procedure
- a. Ensure any new team members (anyone interested in becoming team member) fills out a background check and submit form to CM Director or Church Office Manager.
 - b. 15th of the month: Read each lesson for Tigers & Cubs for the following month and determine which activities we will do each week. Adapt the outline to include only the activities to be done each week.
 - c. 15th of the month: Compile a list of supplies needed for each weekly lesson for the following month. Email Shelley Kelso (skelso@crossroadschurchaustin.com) the list of needed supplies.
 - d. Last Sunday of the month: Gather supplies for the following month and sort into class bins.
 - e. Once a month: Email a copy of this lessons to each teacher and assistant teaching Tigers & Cubs along with an adapted outline of the activities to focus on and general reminders to be on time, change diapers, greet, etc.
 - f. Train once a semester for 2 hours.

B. Nursery Workers

1. Expectations
- a. Love kids.
 - b. See yourself as a spiritual leader, NOT a babysitter.
 - c. Fill out background check form.
 - d. Commit to your schedule for one full semester.
 - e. Pray for babies by name at least once per week.
 - f. Keep yourself spiritually healthy by reading Scripture, praying, and connected to fellow Christ-followers.
 - g. Attend team training at least once per year.
 - h. Carry out necessary actions in order to accomplish class goals (see below):
2. Procedure
- a. Arrive at 9:45 am to complete nursery setup (put sheets on changing pad and pack-n-plays, set up any additional equipment, put trash bag in the trash can, set out toys). Nursery MUST be baby-ready by 10:00 am for parents who are serving to drop off children.
 - b. Parents must fill out a Nursery Form indicating feeding time and style (nursed/bottle).
 - c. Nursery Form is to be completed by teacher with time fed and changed.
 - d. All diapers are to be changed before children are picked up (and only by female workers that have completed a Background Check).
 - e. Teachers must sanitize their hands before and after every diaper change.
 - f. Nursing Moms who are NOT leaving their child in CM but are utilizing the nursery MUST sign in at the registration desk.

- g. All bottles, diaper bags, and diapers must be labeled with the child's name.
- h. DO NOT begin tearing down or sanitizing any equipment until every baby has been picked up by parent.

C. Teachers and Assistants

1. Expectations

- a. Love kids.
- b. See yourself as a spiritual leader, NOT a babysitter.
- c. Fill out background check form.
- d. Commit to your teaching schedule for one full semester.
- e. Prepare for the FirstLook lesson (expect to spend at least 30 minutes preparing each week).
- f. Pray for your students by name at least once per week.
- g. Keep yourself spiritually healthy by reading Scripture, praying, and connected to fellow Christ-followers.
- h. Attend team training at least once per year.
- i. Carry out necessary actions in order to accomplish class goals (see below):

2. Procedure

- a. Fill out and submit background check prior to committing to schedule.
- b. Coordinate schedule with team leader no later than 2 weeks prior to each semester.
- c. Prepare for the FirstLook lesson plan prior to Sunday morning by reading through the entire lesson at least twice, including the related Scripture passages (expect to receive all lessons the Wed. prior to your scheduled lesson).
- d. Bring your lesson plan and Bible to class.
- e. Pray for your students by name.
- f. Arrive at 9:45 am Sunday morning.
- g. Retrieve supplies for current week from Shelley's supply bag and CM file box, gather other needed supplies from supply boxes on carts, and complete any last minute activity preparation prior to parents arriving by 10:15 am.
- h. Greet the child and parent as they arrive to your area.
 - i. Begin "Make It Fun" activities by 10:40 am
 - j. Begin "Make it True" activities by 10:55 am
 - k. Begin "Make it Stick" activities by 11:20 am
 - l. Lead children to the worship area at 11:35 am
- m. Sit/stand among children during the worship time (be sure to have FUN during this time by participating in worship dances and songs).
- n. Lead children back to their areas at 11:45 am and engage in general play and change all diapers.
- o. Greet parents as they arrive to pick-up their children and be sure to check their identification card.
- p. DO NOT begin tearing down until the last child has left your area.

- q. DO NOT leave your area until all items are returned to appropriate containers and stacked on top of tables or next to carts. Consider helping the tear down crew by loading the carts and taking down & folding drapes.

Nursery—PreK Goals	
<p><u>Nursery (“Lambs”) Goals:</u></p> <ol style="list-style-type: none"> 1. Babies will learn hand motions for one song by the time the graduate nursery. 2. Babies will be prayed over during diaper changes. 3. One bible story will be read to the babies each week. 	<p><u>Lambs Team Actions:</u></p> <ol style="list-style-type: none"> 1. Learn the words and sign language for the “This Little Light of Mine.” 2. Say the Prayer posted above the diaper changing table as your change diapers. 3. Read the story book selected for that day
<p><u>Ones (“Otters”) Goals:</u></p> <ol style="list-style-type: none"> 1. Children will hear our three basic truths: God made me, God loves me, and Jesus is my friend forever. 2. Children will learn the motions to the "Pat the Bible" song. 3. Children will learn to sit and participate in songs and stories. 4. Children will learn prayed over during diaper changes. 5. Children will follow a familiar routine for class time. 	<p><u>Otters Team Actions:</u></p> <ol style="list-style-type: none"> 1. Repeat the three basic truths often during class. 2. Learn the words and motions to "Pat the Bible" 3. Encourage children to sit and participate in activities using "blanket" or "circle" time. 4. Pray over each child during diaper changes. 5. Follow the class schedule.
<p><u>Twos (“Tigers”) Goals:</u></p> <ol style="list-style-type: none"> 1. Children will learn and recite the three basic truths: God made me, God loves me, and Jesus is my friend forever. 2. Children will learn to sit quietly for story time. 3. Children will learn the motions praying - folding hands, bowing heads. 4. Children will follow a familiar routine for class time. 5. Children will learn and practice the "Golden Rule" 	<p><u>Tigers Team Actions:</u></p> <ol style="list-style-type: none"> 1. Repeat the three basic truths often during class. 2. Encourage children to sit and participate in story time using "circle" time. 3. Teach the motions of prayer - folding hands, bowing heads. 4. Follow the class schedule. 5. Explain the Golden Rule in simple terms during conflict.
<p><u>PreK (“Cubs”) Goals:</u></p> <ol style="list-style-type: none"> 1. Children will pray to receive Christ if they are ready. 2. Children will learn and recite the three basic truths: God made me, God loves me, and Jesus is my friend forever. 3. Children will learn the words and hand motions to Jesus Loves Me. 4. Children will learn how to pray aloud. 	<p><u>Cubs Team Actions:</u></p> <ol style="list-style-type: none"> 1. Speak to parents about where each child is spiritually. 2. Encourage the children to recite the 3 basic truths. 3. Learn the words and hand motions to Jesus Loves Me. 4. Encourage and practice having the children

	pray aloud when they are ready.
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Kindergarten—5th Grade Team

The Kinder through 5th Grade Team exists to create an atmosphere that is conducive to children from five to twelve years for learning about loving God and others in a *safe, FUN, relational, and Gospel-centered* environment.

A. K-5th Team Coach

1. Expectations

- a) Love kids.
- b) See yourself as a spiritual leader, NOT a babysitter.
- c) Fill out and submit background check form.
- d) Maintain communication with CM Director on weekly basis.
- e) In-class training of team members.
- f) Prepare lessons each month for Kinder—1st, 2nd—3rd, 4th—5th grades by reading 252Basics curriculum, adapting the curriculum to the classes, obtaining a supply list for the lessons one month in advance, emailing the lessons to the teachers one month in advance with a copy of the month's lessons attached as well as adapted outline of activities to be done that month
- g) Set-up classes with needed supplies weekly.
- h) Keep yourself spiritually healthy by reading Scripture, praying, and connected to fellow Christ-followers.
- i) Pray for teachers and children regularly.
- j) Communicate regularly with team members (encouragement, explanation of lessons, upcoming events, etc)
- k) Get the weekly "pulse" of CK through interactions and discussions with teachers - gather feedback and submit to FM Director
- l) Meet with FM Director once a month.

2. Procedure

- a) Ensure any new team members (anyone interested in becoming team member) fills out a background check and submit form to FM Director or Church Office Manager.
- b) 15th of the month: Read each lesson for Kinder—1st, 2nd—3rd, 4th—5th grades for the following month and determine which activities we will do each week. Adapt the outline to include only the activities to be done each week.
- c) 15th of the month: Compile a list of supplies needed for each weekly lesson for the following month. Email Shelley Kelso (skelso@crossroadschurchaustin.com) the list of needed supplies.
- d) Last Sunday of the month: Gather supplies for the following month and sort into class bins.
- e) Once a month: Email a copy of this month's lessons to each teacher along with an adapted outline of the activities to focus on and general reminders.

f) Train once a semester for 2 hours.

B. Teachers & Assistants

1. Expectations

- a. Love kids.
- b. See yourself as a spiritual leader, NOT a babysitter.
- c. Fill out background check form.
- d. Commit to your teaching schedule for one full semester.
- e. Prepare for the 252Basics lesson (expect to spend at least 30 minutes preparing each week).
- f. Pray for your students by name at least once per week.
- g. Attend team training at least once per year.
- h. Keep yourself spiritually healthy by reading Scripture, praying, and connected to fellow Christ-followers.

2. Procedure

- a. Fill out and submit background check prior to committing to schedule.
- b. Coordinate schedule with team leader no later than 2 weeks prior to each semester.
- c. Prepare for the 252Basics lesson plan prior to Sunday morning by reading through the entire lesson at least twice, including the related Scripture passages.
- d. Bring your lesson plan and Bible to class.
- e. Pray for your students by name.
- f. Arrive at 9:45 am Sunday morning.
- g. Prepare necessary materials for the lesson so they are ready by 10:15 am.
- h. Greet the child and parent as they arrive to your area.
- i. Begin "Plug In" activities by 10:30 am.
- j. Lead children to the worship area at 10:50 am .
- k. Sit/stand among children during the worship and story telling time (be sure to have FUN during this time by participating in worship dances and songs).
- l. Lead children back to their areas at 11:25 am.
- m. Begin "Catch On" activities by 11:30 am.
- n. Wrap-up lesson with prayer by 11:55 am.
- o. Greet parents as they arrive to pick-up their children and be sure to check their identification card.
- p. DO NOT leave your area until all items are returned to appropriate containers and stacked on top of tables or next to carts. Consider helping the tear down crew by loading the carts and taking down & folding drapes.

Worship Team

The Worship Team exists to provide kids with an environment where they can celebrate God's love for them and their love for God. This is done through song and prayer. We want kids to see that worship is *safe* (they feel comfortable being themselves), *fun* (they enjoy participating in worship), *relational* (they worship with others), and *Gospel-centered* (they know worship involves thinking rightly about God in a relevant way. Clapping and dancing for God is OK!).

A. Team Coach

1. Expectations

- a. Love kids.
- b. Fill out and submit background check form.
- c. Train and recruit team members.
- d. Keep yourself spiritually healthy by reading Scripture, praying, and connected to fellow Christ-followers.
- e. Prays for Worship Team members and students regularly.
- f. Administers the monthly virtues, memory verses, and suggested stories (FirstLook & 252 Basics Curriculum) and songs to the Worship Team.
- g. Creates and organizes trimester rotations (Fall, Summer, Spring) for team, ensuring that each Sunday morning is adequately covered.
- h. Collaborates with team on a quarterly basis to prepare for the upcoming months stories, songs, and other creative elements.
- i. Communicates with Family Ministry Director on regular basis regarding: Any child who has indicated a faith response to Christ, special activities (Celebrate Sunday, Christmas skits, Easter, etc.)

2. Procedure

- a. Ensure any new team members (anyone interested in becoming team member) fills out a background check and submit form to CM Director or Church Office Manager.
- b. Coordinate and finalize schedules with team members at least 2 weeks prior to each semester.
- c. 15th of the month: Read and adapt 252 Basics curriculum to our worship setup as needed.
- d. 15th of the month: Email lessons to worship team along with general reminders.
- e. Recruiting is done year-round via word of mouth and/or worship guide.

B. Worship Leaders

1. Expectations

- a. Enjoy what you are doing, have fun, and be creative.
- b. See yourself as a spiritual leader, NOT a babysitter.
- c. Learn the songs and related hand motions/dances prior to scheduled time to lead.
- d. Lead kids (both PreK & K-5th grade) in the worship of God through music, actions, and prayer.
- e. Know monthly virtue and memory verse for K—5th graders.

- f. Lead kids in monthly memory verse through age-appropriate and fun activities.
 - g. Keep yourself spiritually healthy by reading Scripture, praying, and connected to fellow Christ-followers.
 - h. Pray for the students by name at least once per week.
 - i. Commit to semester schedule.
 - j. Attend regular meetings to regroup and provide input.
 - k. Coordinate with Team Coach on choosing monthly songs that enhance the Bible story and virtue.
2. Procedure
- a. Listen to the songs prior to your Sunday AM rotation and learn them—you should be able to sing them without looking at the words (expect to receive songs in advance from Worship Team Leader).
 - b. Arrive at 9:45 am to help Storyteller set-up A/V equipment and do sound/video check.
 - c. At 10:00 am coordinate with Master Storyteller about lesson/skit, questions for students, and sharing testimonies.
 - d. At 10:50 am lead and/or teach songs to the Kinder—5th graders.
 - e. At 11:00 am help with Storytelling by playing a part in the skit (unless storyteller has arranged for someone else to help, i.e. Joshua Pope)
 - f. At 11:30 am lead and/or teach songs to Toddlers—Pre-K group.
 - g. After Toddlers through Pre-K groups are through worshipping, begin packing up A/V equipment.
- C. Master Storytellers
1. Expectations
- a. Love kids.
 - b. See yourself as a spiritual leader, NOT a babysitter.
 - c. Fill out background check form.
 - d. Commit to your teaching schedule for one full semester.
 - e. Prepare for the 252Basics lesson (expect to spend at least 30 minutes preparing each week).
 - f. Pray for your students by name at least once per week.
 - g. Keep yourself spiritually healthy by reading Scripture, praying, and connected to fellow Christ-followers.
2. Procedure
- a. Fill out and submit background check prior to committing to schedule.
 - b. Coordinate schedule with team leader no later than 2 weeks prior to each semester.
 - c. Prepare for the 252Basics lesson plan prior to Sunday morning by reading through the entire lesson at least twice, including the related Scripture passages.
 - d. Deliver Biblical message to K-5th graders derived from a specific passage of Scripture in order to point kids to the Gospel and shows them how the Gospel enables them to live out the monthly virtue.
 - e. Communicate at an age-appropriate level using creativity.

- f. Coordinate with musicians and A/V to enhance the large group experience for kids (i.e., skits, props, audio, video, visuals, etc.).
- g. Bring your lesson plan and Bible to class.
- h. Pray for your students by name.
- i. Arrive at 9:45 am and coordinate with Worship team member about lesson/skit, questions for students, and sharing testimonies. Recruit one teacher from Toddlers—Pre-K and Kinder—5th grade group to operate slide transitions for songs.
- j. After Toddlers through Pre-K groups are through worshipping, begin packing up A/V equipment.

D. Hosts

1. Expectations
 - a. Love kids.
 - b. See yourself as a spiritual leader, NOT a babysitter.
 - c. Fill out background check form.
 - d. Commit to your teaching schedule for one full semester.
 - e. Prepare for the 252Basics lesson (expect to spend at least 30 minutes preparing each week).
 - f. Deliver the Biblical message through skit or “Host Part” from curriculum
 - g. Pray for your students by name at least once per week.
 - h. Keep yourself spiritually healthy by reading Scripture, praying, and connected to fellow Christ-followers.
2. Procedure
 - a. Fill out and submit background check prior to committing to schedule.
 - b. Coordinate schedule with team leader no later than 2 weeks prior to each semester.
 - c. Prepare for the 252Basics lesson plan prior to Sunday morning by reading through the entire lesson at least twice, including the related Scripture passages. Bring your lesson plan and Bible to class.
 - d. Sing along with the kids through Worship time.
 - e. Help coordinate props.
 - f. Help in teaching the kids the monthly memory verse.
 - g. Pray for your students by name.
 - h. Arrive at 9:45 am and coordinate with Worship team member about lesson/skit, questions for students, and sharing testimonies.
 - i. After Toddlers through Pre-K groups are through worshipping, begin packing up A/V equipment.

E. Computer and A/V

1. Expectations
 - a. Love kids.
 - b. See yourself as a spiritual leader, NOT a babysitter.
 - c. Fill out background check form.

- d. Commit to your schedule for one full semester.
 - e. Keep yourself spiritually healthy by reading Scripture, praying, and connected to fellow Christ-followers.
 - f. Prepares all visual, audio and video files to be used during kids large group time for the month.
 - g. Coordinates with worship leaders and storytellers to enhance the large group time for kids using any visual, audio, or video elements.
 - h. Trains others on the proper use of all A/V equipment.
2. Procedure
- a. Fill out and submit background check prior to committing to schedule.
 - b. Ensures that all necessary A/V equipment is set up and in working order on Sunday mornings.
 - c. Coordinate schedule with team leader no later than 2 weeks prior to each semester.
 - d. Arrive at 9:45 am and coordinate with Worship team member about lesson/skit, questions for students, and sharing testimonies.
 - e. After Toddlers through Pre-K groups are through worshipping, begin packing up A/V equipment.

MINISTRY STRUCTURE

Partnering and Shaping

Partnering with Families - Ongoing

Parents are the primary influencers in the lives of their kids (Deut. 6:4-9; Ps. 78:1-8; Eph. 6:4), therefore it is paramount that we partner with parents in shaping kids to love God and love others.

The main channels that we accomplish this through are:

1. Parent-teacher communication is conducted through registration and child pick-up, phone calls, letters, or e-mails.
2. Refrigerator, God-Time cards, and Small Talk devotions given each week to kids and/or parents that provide a means for going over Bible verses and engaging in spiritual conversations with kids.
3. Updates on parenting conferences via church bulletin, letters, or e-mails.

Shaping Kids - Sunday Morning

As a part of Crossroads Community Church, our Children's Ministry is structured to facilitate life change in the context of community. Just as adults participate in large group worship and small groups throughout the week, we want kids to participate in a similar structure. This is seen on Sunday mornings from 10:30 am - 12:00 pm in our Children's Ministry through two parts: small group time and large group time.

1 year through Pre-K

This age group uses the small and large group time to engage in age appropriate activities (i.e., crafts, storytelling, song, and games) to introduce the concepts: *God Made, God Loves Me, and Jesus Wants to be my Friend Forever*. The following schedule applies to this age group:

Small Group Fun Time	15 minutes
Small Group Story Time	20 minutes
Small Group Application Time	15 minutes
Large Group Worship Time	10 minutes
Small Group Play Time	10-20 minutes

Time		Activity	Area
START	10:30	Check-in	Check-in Table
END	10:40		
START	10:40	Make it Fun (activities)	Age-appropriate area
END	10:55		
START	10:55	Make it True (Story & Prayer)	Age-appropriate area
END	11:15		
START	11:20	Make it Stick (activities)	Age-appropriate area
END	11:35		
START	11:35	Worship	Worship stage
END	11:45		
START	11:45	General play & diaper change	Age-appropriate area
END	12:00		

Kinder through 5th Grade

This age group uses the small group time to introduce the monthly virtue in an applicable and fun way through hands-on activities and games. During the large group time, kids are led by adult leaders in singing, acting out bible stories, and reciting Scripture. The following schedule applies to this age group.

Small Group Activity Time	20 minutes
Large Group Time	35 minutes
Small Group Application Time	35 minutes

Time		Activity	Area
START	10:30	Check-in	Check-in Table
END	10:40		
START	10:30	Plug In activities	Age-appropriate area
END	10:50		
START	10:50	Worship & Story time	Worship stage
END	11:25		
START	11:25	Catch On activities (End in Prayer)	Age-appropriate area
END	12:00		

Classroom Management

The 3 R's

As a Children's Ministry volunteer, you have been appointed by God to serve as the authority in the lives of the children in your classroom for the time you are with them. Your assignment is to help them grow in Christ-likeness in their character, attitudes, and behavior. In order to provide consistency and continuity, all Children's Ministry volunteers use the same discipline system. It is very simple and helps to teach the child what God's Word says is appropriate behavior. Every situation, both positive and negative, can and should be used as a teachable moment to reinforce these behaviors. The 3 R's should be reviewed by volunteers in the classroom on a regular basis.

- ***Reverence* for God and His Word (listen attentively)**
- ***Respect* for God's authority (Team members, that's you!)**
- ***Regard* for God's people (other children)**

Use these 3 words regularly in the classroom, as a means to both re-direct inappropriate behavior (see **Procedure** below) and affirm appropriate behavior. For example, when giving instructions on an activity and you spot a child listening, be sure to affirm them by saying something like, "Thank you for *respecting* me by listening to the instructions."

Procedure

The procedure for disciplining any child should be carried out with loving intentions—discipline is about the heart first, then behavior. If you are ever uncomfortable with disciplining a child, ask for help from an assistant teacher or team leader. The process should be carried out in the order as follows:

1. Verbal warning and re-direct
 - a. Be positive - Directives that inform what the child *should* do instead of telling them what they *cannot* do. Example: "Use your inside voice" vs. "Don't yell!"
 - b. Cause and Effect - Directives that inform the child what happens when they act a certain way. Example: "You may have the toy when you sit on the blanket".
 - c. Options/Choices - Directives that inform the child of the choices available for them. Example: "Susie is playing with that toy now, you may play with it later. You can play with this toy now."
2. Timeout (+ parent notification at pick-up).
3. Loss of privilege (outside or inside play, etc.).
4. Notify parents to attend to child (if in service, inform registration team member to request for parent).

Tips for managing behavior:

1. Love and Acceptance - Pray before each class that God will use you to love the kids in a way that reflects His heart. **REMEMBER:** Some kids may be new to church and/or first-time guests, extend them extra grace.
2. Meaningful Activity - Scheduled and Structured
 - a. Kids love repetition and need it to learn.
 - b. Get started with activities as soon as possible. Even if you have one or two kids who show up early, start asking them what they did all week (big kids) or introduce them to a toy or game (little kids).
 - c. Stick to the schedule. This is especially important since kids have a different teacher each week. If the schedule is the consistent, they will know which activity comes next (refer to the schedules in your area or on your lesson plans).
 - d. Set limits. Let them know what is expected. For example, "First we're going to play a game and I need you to show respect by listening to the rules of the game" or "This is story time and it's my time to talk and your time to be very quiet and look at me."
3. Be realistic about what you can expect.
 - a. Teaching segments should be: 5-10 minutes max for 2 year olds, 10 minutes for 3 year olds, 15 minutes for 4 year olds, 15-20 minutes for Kinder—5th graders.
 - b. Kids can learn songs but may not be able to read the words.
 - c. Kids can participate in discussion but may not be able to answer abstract questions. For example, a child may not understand what is meant by, "How do you feel when you look to the cross?" Instead, you could ask, "How did Jesus show us that he loves us?"

Keep in mind that discipline is really about the heart first, then the behavior. You have been entrusted by God and Crossroads Community Church to serve as the authority in the lives of the children in your classroom for the time you are with them.

Accidents ("Boo-Boo Reports")

Accidents with children do happen and when they do, it is important that parents are notified. If there is an injury in the class the teacher must fill out a Boo Boo Report (one copy for us, one for the parent). These can be found at the Registration desk (just ask the team member at the desk for one). If the injury was the result of conflict between two children, **do not** tell parents the name of the other child or write their name in the report. Be sure to inform your Team Lead of any incidents in the class that day. If parents have further questions about the incident, they can speak with the Team Lead or Children's Ministry Director.

Restroom Policy

NEVER accompany a child into the restroom alone! Children in the Otters through Cubs groups will be taken to the restroom in groups at a specified time and will be assisted by two adult team members at all times. Children in Kinder through 5th grade are allowed to use the restroom on their own while a teacher or a member of the Registration team escorts them and stands by in the doorway of gym. No Kinder through 5th grade student will be accompanied into

the restroom by a team member, with the exception of special circumstances noted by a parent.

Children's Ministry Leaders

Children's ministry involves a host of volunteers who make Crossroads Kids a success. Below are the leaders entrusted with leading these volunteers in their appropriate areas. Please contact the appropriate leader with any questions or concerns.

Melissa Zavala: Family Ministry Director

melissa.zavala@gmail.com

Christy Traywick: Registration Team Coach

cwtraywick@hotmail.com

Marina Butts: Worship Team Coach

marina.butts@sbcglobal.net

Robyn Rhinehart: PreK Team Coach

BirdofPray129@gmail.com