Kids Team

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Check-in Process

Check-in Process

1. On the iPad, visit kidscheckin-gc.fluro.io
2. Login using the 4-digit passcode (ask the Kids pastor if you need access) checkin_01.png
3. Ensure the correct "print station" is selected at the bottom of the page
4. Choose the correct event from the list checkin_02.png
5. Enter the first or last name of the child you would like to checkin checkin_03.png
6. Select the children you would like to the checkin, and then select "continue" in the bottom right corner checkin_04.png
7. They are now checked in. On the main screen you will see the number of children checked in in the top right corner.

Contacing a Parent

Parents will need to be contacted when a nappy change is required, in some cases for toilet runs, or when their child needs their care.

To contact a parent;

1. Open up roll call by selected "X checked in" in the top right hand corner of the checkin screen.
2. The roll call screen will appear. Enter the passcode (ask the Kids pastor if you need access)
3. Search and choose the child requiring attention from the list, and click the arrow on the right hand side. rollcall_3.png
4. On the right hand side, tap the parent that you would like to contact. rollcall_2.png
5. A preset message will appear, saying "Hi “Parent Name”, please come and pick up Joe as soon as possible”".
   - Edit the message as required
   - Press send rollcall_1.png

Kids Team - Volunteer Role Description

Purpose of the Role

The Kids Ministry Team helps create a safe, fun, and engaging environment where children can learn about God, build friendships, and feel welcomed at church. Through caring leadership and intentional activities, the team supports children in growing in their faith and enjoying their time at church.

Key Responsibilities

- Welcome children and families as they arrive
- Help lead or assist with age-appropriate activities, games and teaching
- Support the delivery of Bible stories and faith-based lessons
- Help ensure a safe and supervised environment for all children
- Help with setup before the service and packdown after
- Follow all child-safety procedures

Key Qualities

- Friendly, patient and encouraging
- Enjoys working with children
- Reliable and punctual
- Able to work well in a team

Time Commitment

- Serve **1-2 services per month**
- Arrive **30-45 minutes before** the Sunday Service

Sunday Morning Overview

Setup

- Activites and games on tables
- Craft activity(s) - can be found in craft cupboards
- Write the morning routine on the whiteboard
- Fill water jug(s) and get cups out
- Get the iPad for check-in from the Services Room
- Put the welcome sign out

Example Room Setup - MP1

Media

- Turn the TV and speakers on
- Ensure the weekly media is ready in ProPresenter

> **Come ready!**
> Preparation for Sunday doesn't start on Sunday morning. Make sure you have come ready with any idea of what the plan is for the morning, and a good understanding of the morning's lesson.

Routine

10:15am - Checkin Opens

- One leader stands at the entrance welcoming children and families, and completes the checkin process.
- The other leader interact with children to help them engage with the activities.

10:50-10:55am - Pack-up Activities

- Give children a few minutes warning that activity time will be ending.
- There is a pack-up song that can be played during this time as an audio cue.

11:00am - Curriculum

- Children sit down in front of the TV
- **Curriculum outline:**
  - Song(s)
  - Bible Story
  - Activity(s) to support the Bible Story and "Need to Know"
  - Other segments from the video curriculum
  - Giving
  - Pray

11:30am - Morning Snack

- Children sit down whjile eating their morning snack
- One leader to get out the snacks from the cupboard.
- Children with allergies are often catered for, and some children bring their own morning tea.
- The weekly video can be shown while they are eating.

From 11:40am - children are collected

- Depending on the time that the Sunday Service ends, collection can start from 11:40am onwards
- Children can only leave once they are checked-out into the care of a parent/guardian

After the children have left

- Put away activities, games and materials
- Wipe down tables, and if necessary chairs
- Whiteboard cleaned
- Vacuum the floor
- Turn the speakers and TV off
- Quit ProPresenter on the computer
- Follow the giving procedure
- Put printed labels into giving envelope for shredding
- Wash cups
- Put the iPad away
- Turn the A/C off
- Debrief the morning

Example Room Setup - MP1

Table 1: Hama beads

Table 2: Colouring in sheets/blank paper, pencils & textas

Table 3: Craft - decorating face masks

Table 4: Uno, snakes & ladders

Table 5: Puzzles

On the floor: Lego

Giving Procedure - Reside Kids

One of the leaders will share an aspect of giving to God. There is a container that is passed around, into which the children put their giving.

After the service:

- Two adults count the money
- Go to portal.reside.church (or open the portal app)
- Enter login information
- Navigate to forms
- Click on Department Count Sheet
- Fill in information: department (Reside Kids), date, monies & 1st & 2nd Counter
- Click submit
- Place money into an envelope (on the desk), include the date & name (Reside Kids) and have both leaders who counted the offering sign it. Also include any printed labels.
- Place in the giving box (at the back of the church auditorium)

Kids Team Expectations

Build rapport with the children.

This can be done by learning their names, playing games with them, helping them with the activities they are doing. Talking to them for example, about their week, school, sports, friends & families.

Initiative

As you become familiar with the routine, help where needed. For example, organizing morning snack, asking a host to help with the toilet run, and getting materials/games out for children.

Child-safe space/environment

Conversations with the children need to be safe and appropriate.
If a child says something inappropriate, don't continue the conversation and let them know it isn't appropriate/safe. If unsure, talk to the leader. What one person deems appropriate may not necessarily be. Be wise.

Respectful

Being respectful of all children and adults in the space.
There are no favourites.

Contact

Contact and touch with the children needs to be safe.
No children sitting on the laps of adults and other children. If a child wants a hug, this can be done but safely. Don't prolong the hug and be wise with your body positioning. Don't be alone with a child or group of children. If something unforeseen happens and this occurs, ask a responsible child to get a host.

Consent

If a child wants pray, ask first if they are happy for you to place a hand on their shoulder. Ask for consent if you can pray for a child If you have a word for a child, if you can talk to their parents first. When sharing it, make sure you have another adult with you, preferably their parent(s). And again, ask the child for consent.

Photos

No photos can be taken of the children on your personal phone. If a child wants a photo taken of what they have done in kids church, let their parents know and they can take a photo of it. Make sure no other children are in the photo.

Phones

Leaders can bring in their phones to Reside Kids. Make sure it is on silent. Children are not to use leaders phones. If children bring in their personal phones, they need to be kept in their bag, or placed in craft cupboard.

Behaviour Guidance

There will be times when children's behaviour is unsafe and leaders will need to talk to that child. Communicate in a normal voice, ask the child to stop and redirect where necessary. Make sure the other children/leaders are safe. If unsure what to do, please ask another leader to help.

Toilet Procedure - Reside Kids

Two adults are needed to take the children to the toilet. As two leaders need to be in the room, a host can be asked to help with this. Sometimes, a host or another adult may be sent a text to come and help.

Two adults and children walk to the toilets (quietly). Toilet rooms are checked by the adult before the children enter. One adult goes into the bathroom with the children, and the other adult stands by the open door until the children are finished. (Ensure both adults can see each other at all times).

Once children are finished, they return to the Kids' room all together.