



HANDBOOK





OUR MISSION:

To lead kids to become fully devoted followers of Christ.

OUR VALUES:

- Every kid should feel loved & valued
- Every kid should know that God cares about them
- Kids should have an opportunity for salvation

OUR GOALS:

Create an environment that is

Safe
Comfortable
Fun!
Exciting!

With lessons that are relevant
and an atmosphere full of enthusiasm!



TEN ESSENTIALS OF KIDS MINISTRY



We will provide a safe environment including physical and emotional protection.
 All kids will be welcomed and checked in and shown along with parents where to go.
 Kids don't care how much we know. They want to know how much we care. We will develop communication relationships with kids.
 We will be intentional with all our efforts. We will maintain an outline of service. Practice, rehearsal, & planning are essential to excellent performances.
 Visitors will be acknowledged with special treatment.

Services will be exciting while continually adding new excitement.
 Each service will include a message about Jesus.
 Opportunities will be given for kids to accept Jesus.
 Prayer will be included in each service.
 All ordinary activities will be conducted extraordinary to create excellence in everything we do. We know excellence honors God and attracts people.
 Kids will have the opportunity to earn points and redeem their points for prizes.



New Volunteer Procedure

1. Take a tour. Shadow throughout the Kids Ministry area during a service.
2. Fill out information sheet and check areas of Kids Ministry interested in.
Fill out background check release form.
3. Serve as a helper in area of interest during a service.
4. Meet with Director and Children's Pastor to discuss schedule and expectations.
5. Add volunteer to schedule
6. Follow-up meeting after 1 month.
7. Attend Monthly Leader's Meetings
& stay connected



Our Mission: To lead kids to become fully devoted followers of Christ.

We will achieve this by equipping our leaders through our weekly Team Training in Action:

Learn It!

Because we believe that kids learn best through involvement, we will involve kids in an exciting way! We will have a plan that outlines what we teach and how.

Pray About It!

Because we believe in being intentional, we know what we will be praying for.

Focus On It!

Because we believe in Excellence, we will evaluate the previous Kids Experiences for positive improvements.

Live It!

Because we know that we must live what we teach, we will read, pray, memorize, or study for our own personal & spiritual growth.

We will be





HOST TEAM DESK

Duties

- ★ Welcome kids to Kids Church with excitement!
- ★ Call them by name and make eye contact
- ★ Encourage and compliment kids
- ★ Mark on attendance register
- ★ Ask for Bibles & Go Home Pages
- ★ Make nametags
- ★ Be alert to visitors & parents
- ★ Give visitors attention first!
- ★ Give parents info card to fill out or help kids fill out
- ★ Make sure we have complete info
- ★ Let visitors & parents know what Kidmo is like
- ★ Count kids & make sure register is correct
- ★ Hand Kidmo Leader visitor cards & Go Home pages
- ★ Assist kids/parent with directions, etc.



- ♥ Be alert for new babies before church that may be here for the first time
- ♥ Arrive to nursery 30 min. before scheduled experience
- ♥ Fill out new baby questions form and keep in file
- ♥ Communicate with parents regarding special needs
- ♥ Stick nametag to each child's back
- ♥ Care for kids: keep them clean, fed, & changed
- ♥ Fill out attendance register, total, and initial
- ♥ Clean and check room & fill out check list
- ♥ After diaper changes, clean changing table with disinfectant wipes & take dirty diapers to big trash can
- ♥ Note any supplies needed
- ♥ Do not allow older kids to stay in the nursery
- ♥ Attend leader's meetings



AGES 3-KINDERGARTEN

- ♥ Arrive to classroom 30 min. before scheduled experience and interact with kids that have arrived
- ♥ Show up with energy & passion!
- ♥ Know lesson plans, songs, & crafts for current series
- ♥ Incorporate prayer, song, or activity as needed
- ♥ Follow lesson plans & activities
- ♥ Collect Map Books & fill out point totals
- ♥ Clean and check room & fill out end-of-service checklist
- ♥ Put away all supplies & lock cabinet
- ♥ Write any supplies needed at the bottom of checklist
- ♥ Love kids!
- ♥ Pass out Map Books & help kids purchase prizes
- ♥ Make sure kids take home all papers & belongings
- ♥ Attend Wed. preparation meetings
- ♥ Attend monthly leader's meetings



Experience Leader

1st grade - 6th grade

- ★ Attend Wed. evening meeting to plan and prepare
- ★ Prepare & know lesson plans & games
- ★ Practice & know all song actions
- ★ Start the Experience with a high energy countdown
- ★ Introduce Teams & Team Leaders
- ★ Throw balls for team points
- ★ Lead Announcements for Points, Visitors,
& Go-Home Pages
- ★ Introduce each Video Lesson
- ★ Instruct Team Leaders how to help with games, etc.
- ★ See that Go-Home pages are handed out
- ★ See that candy is handed out at the end of service
- ★ Attend leader's meetings
- ★ Make sure supplies are brought out & then put away
- ★ Be energetic! Love kids!



Team Leader duties:

under the direction of the Kidmo Experience Leader

- ★ Welcome & direct kids during check in. Assist with visitors.
- ★ Have kids put drinks/food on the table. No food or drinks in the Kidmo area or anything else that is a distraction like toys w/noise
- ★ Discipline: Give positive reasons for kids to change behavior
"This is exciting! You don't want to miss it"
"Let's help Betsy out by giving her our attention"
"Audrey is trying to pay attention, so let's don't distract her"
- ★ Do not take away candy or points from child, Let the teacher have the authority to do this.
Do inform teacher during 2 minute break of behavior situations
The teacher is the leader of the classroom. Follow all teacher's instructions. Do not question teacher's authority during service.
Please ask questions! (but after service)
Help kids respect teacher
- ★ Help kids on your team
Sit with kids & be alert to any situations. Stay with your team at all times.
Look around continuously. Make eye contact and communicate with kids during service.
- ★ Encourage kids to participate with song actions and memory verse actions. You do it!
- ★ Encourage kids to pay attention
No bothering your neighbor
Sit up - no laying down
Wear nametag on front
Only 1 boy/girl to the bathroom at a time
- ★ During prayer time, help kids respect this time
- ★ Assist Kwizmo team - be alert to all kids getting a turn and maintaining order.
- ★ Be alert and help with tables, balls, candy, lights, & handouts
Know routine! Don't wait to be told.
- ★ Talk to kids and build relationships before & after service. Learn kids' names.
- ★ Get excited for points! High five or shout out "You all are rockin' with excitement!" or "You were paying attention so good!"
- ★ Help pick up any trash & clean up
- ★ Know schedule
- ★ Attend Wed. evening meeting to plan and prepare
- ★ Attend leader's meetings
- ★ Be energetic! Love kids!

KIDS MINISTRY

Volunteer Information

Name: _____

Address: _____

Phone: _____ Cell: _____

email: _____ On Facebook? _____

I am employed at: _____

I attend School at: _____ Grade: _____

Spouse: _____

Kids in my family: _____

Other Kids I bring to church: _____

Previous experience with kids: _____

Why do you want to serve in Kids Ministry? _____

Church History (List other churches you have attended regularly)

How long have you attended ANEW Church? _____

Check all areas you want to help in:

Nursery

2nd Time Around

Carnival Kids

Host Team Desk

Kidmo

Evening Kids Ministry

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request
6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
http://www.ok.gov/osbi/Criminal_History/

Type Of Search Requested:
 Name Based - \$15.00
 Sex Offender - \$2.00
 Mary Ripps Violent Offender - \$2.00
 State Fingerprint-based - \$10.00
** Must provide fingerprint card.
* Includes name based search.*

DATE _____
Request Submitted via:
 Fax Mail In Person
Requests will be returned in the manner received.
Mail requests should include postage-paid reply envelope.
Fax requests must include payment by credit card and a dedicated fax phone line for return of completed search.
()

ACCEPTABLE FORMS OF PAYMENT: CASH CASHIER'S CHECK / MONEY ORDER
 BUSINESS CHECK *No Personal Checks Accepted.* CREDIT CARD *For Visa, MasterCard and Discover, security code is 3 digits on back of card. For Amex, security code is 3 digits on front. These are the only cards accepted.*
CREDIT CARD # _____ EXPIRATION DATE _____ SECURITY CODE _____
CARD HOLDER _____
Please print the name of the individual card holder as it appears on the credit card.
CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: (Type or print clearly in blue or black ink)
REQUESTOR'S NAME _____ SIGNATURE OF REQUESTING PARTY _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE NUMBER () _____ E-MAIL ADDRESS _____
Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.
PURPOSE OF REQUEST _____

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)
Forms with corrections done with white out or by striking through the fields in this section will not be processed.
NAME _____
LAST FIRST MIDDLE
ALIAS/MAIDEN NAME(S) _____
DATE OF BIRTH _____ (MM/DD/YYYY). *If date of birth is unavailable, include exact age of subject*
RACE _____ SEX _____ SOCIAL SECURITY NUMBER _____

SEARCH RESULTS (Please do not write in the spaces below):

| | | |
|---|--|--|
| Oklahoma State Bureau of Investigation Computerized Criminal History | Oklahoma Department of Corrections Sex Offender | Oklahoma Department of Corrections Violent Offender |
| | | |

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.
For questions on the Sex Offender / Violent Offender Registry, please contact the Oklahoma Department of Corrections. 0501 CHR/03/01