

# MTC KIDS

K - 4 SERVING HANDBOOK





## Welcome to MTCKids K-4 Ministry

If you are reading this, you have decided to serve on MTCKids Elementary ministry team. We are so glad you are going to be a part of our ministry to children and their families from Kindergarten to Grade 4.

Our goal is to create an excellent experience for every family who comes in contact with MTCKids Elementary. Much attention is paid to create a safe, engaging environment for elementary-aged children. To care for each child successfully, volunteers must work together seamlessly, each concerned with the vision of the ministry and the responsibilities of their respective positions.

This booklet is a collection of ideals and procedures that are in place to help us care for and engage each child.

## Our Vision

In MTCKids Elementary, we want everyone on the team to grasp the importance of what they do.

The vision of MTCKids Elementary is to:

Inspire every child to be the church and change the world by giving them a place to belong and a leader who believes in them

We **inspire every child** by engaging them with games, music, and teaching during Large Group. This Large Group time sets up great conversations in their Group.

Group gives kids **a place to belong and a leader who believes in them**. Each Group Leader invests in the lives of the kids in their Group as the kids grow and learn together.

**“Don’t expect  
kids to follow  
Jesus until you  
treat them like  
they’re made in  
the image of  
God.”**

*-Reggie Joiner*



Our goal is to partner with parents to help them raise their kids in faith and character. The primary way that we do this is through the relationship with the Group Leader. The Group Leader is another adult in each kid’s life, saying the same things the parent is saying. We also partner with parents by providing resources that allow them to continue the conversation at home.

Our goal is to see Kids feel valued as they develop a relationship with leaders and friends. We want them to discover Jesus and find a Christ-centered community at the church. As well, we want them to experience living for Jesus in all of life as they live out being the church and changing the world.

As leaders we get to help make disciples and partner with Jesus in His mission in this world. So awesome!

- Group Leaders and their coaches are expected to serve two Sundays in a row each month. If for any reason a leader cannot serve on a particular Sunday, you will have a group leader roster and can switch dates with another group leader.
- If you cannot serve on a Sunday your are scheduled you will be provided with a roster of other leaders that serve in the same ministry role. Please send out an email to the roster to see if someone can switch or cover you. If it is last minute (Friday-Sunday), please email the roster to switch and cc' your coach and Pastor Trevor. If know one is able to cover we will make the necessary arrangements on Sunday morning.
- Large Group Volunteers are expected to serve once every four weeks at both services. The Large Group schedule is created by the Large Group Leader and sent out in 3-4 month blocks.
- If a Large Group Volunteer needs time off, he/she should make the leader aware of this prior to scheduling. If something comes up unexpectedly, volunteers should attempt to switch Sundays with another Large Group Volunteer in their same role.

## Volunteer Basics

### ***Sunday Morning Expectations***

All volunteers, leaders, and coaches should arrive prepared to serve on Sunday morning. Below are some guidelines to follow.

- Every volunteer, leader, or coach that interacts with children or parents must wear a name tag when working in MTCKids Elementary.
- All name tags are located in the K-4 Large Group Room on the wall

### ***Expectations for Large Group Leaders***

- Arrive at the designated time to pray with your team. Prayer times 8:40/10:40am for the respective services.
- During Large Group, manage production and cue tech when necessary.
- While Groups are meeting, provide feedback and reset the stage for the next service.
- Stand at the K-4 doors during arrival and dismissal.
- Have your script memorized prior to Sunday morning.

- Perform your designated part of the Large Group teaching.
- Stand at the Warehouse doors during arrival and dismissal.

### ***Expectations for Service Coaches***

- Arrive 20 minutes prior to the start of the service to assist the leaders on your team and pray together.
- While Groups are meeting, circulate the rooms and help to encourage groups and troubleshoot as needed.
- Distribute God Time and Parent Cue Cards.
- Stand at the K-4 doors during arrival and dismissal.
- Check in on Nursery, Two Year Olds, and Preschool.

### ***Expectations for Group Leaders***

- Review the week's curriculum prior to arrival on Sunday morning.
- Arrive 20 minutes prior to the start of service for prayer and to gather materials in your Group Room and setup your space.
- Be prepared to greet children as they arrive.

## **Sunday Morning Procedures**

### ***Security***

We care for many children every week in MTCKids Elementary, and we rely on your diligence to protect those children. To provide a safe environment for every child in MTCKids Elementary, the security policy below must be followed without exception.

- Upon arrival, each child is issued a label.
- Parents are issued a label with the same number as their child's.
- No child is allowed to leave until an adult with a matching label picks him/her up.
- During dismissal, parents proceed to their child's Group Leader and pick up their child.
- Upon exiting the environment, the parent **MUST** present a label that matches their child's label in order to leave with their child.
- Coaches will stand at the dismissal doors and check labels to ensure they match as they collect them.

- If the label is lost, you will need to get a Coach or Staff member to verify information before releasing the child.

## **UNDER NO CIRCUMSTANCES SHOULD A CHILD LEAVE THE ENVIRONMENT WITHOUT AN ADULT!**

### ***Paging Process***

- If for any reason you need to have a parent return to the environment for their child, please notify your coach. He or she will follow this procedure to page the parent.
- Remember or write down the number on the child's name tag.
- Take the number and page the parent using a paging pad in either the Nursery, Two Year Old Room, or Preschool Environment and follow the instructions below the pad.
- The coach will wait for the parent just outside the sanctuary doors and escort the parent to their child.

### ***Bathroom***

In the event that a child needs to use the restroom, a coach or Large Group Volunteer should escort him/her. It is best to have male leaders escort boys, and female leaders escort girls.

- Escorts should take the child into the restroom and wait outside the stall until they are finished.
- If the leader escorting the child is not of the same gender, the leader should wait in the hallway and monitor both doors.

### ***Snacks***

On occasion, some of the activities we do in MTCKids Elementary will require food. If there is a snack that is being provided in the environment, we will have an alert sign at the doors. Group Leaders are asked not to bring food for treats, birthdays, or special occasions. While the sentiment is nice, we have to be conscious of allergies and this can often turn into a distraction for other groups.

### ***In Case of Emergency***

- If a child is injured in our care, please alert a staff member or service coach immediately.
- In the event we need to evacuate, there is a plan posted in every room along with evacuation supplies.
- The evacuation plan will be reviewed periodically.

## Format

Our Sunday morning format is divided into 3 segments:

**Connect – Providing time for fun interaction (Group)**

**Story – Engage the heart (Large Group)**

**Groups – Creating a safe place to connect (Group)**

### **Connect**

Connect time begins when children enter our environment and have an immediate opportunity to connect relationally. Conversation is the best use of this time; however, children enter the environment at different times over a period of 20 minutes.

It is the Group Leader's choice as to whether or not he/she will complete the suggested Connect activities. The supplies for this activity will be in your bin. For 1-4 Rooms there are also extra icebreaker questions in a supply bin in your space.

### **Large Group** (*Host, Worship, and Story in the Curriculum*)

There are three key roles: Tech Team Member, Worship Team Member, and the Storyteller/Host.

Large Group begins at 10 minutes after the service start time and Group leaders will lead their kids to the Large Group Environment. The Large Group Host is usually on stage ready to greet everyone and get this next segment of our program started. Children will be led to interact with the host through a game, be led to worship and hear a Bible story. The goal for Large Group is to convey the message in such a way that Group Leaders are set up to have meaningful conversations.

### **Groups**



Our Group model drives all our programming. We believe life change happens best in the context of Groups. We want children to have a leader who is invested in them relationally.

While there are activities for the leader to do with their groups after Large Group, we believe the role of a Group Leader goes way beyond retelling the story or memorizing Bible verses.

We want to influence the hearts of kids and make the truth of God's word relevant in their lives. In order to do that, we have to know who they are, what they care about, what they are worried about, and what's going on in their families. The Group Leader is positioned perfectly to develop this type of relationship with a child and, in turn, become a key influence in his/her life.

## **Safe & Secure Process**

### **Volunteer Screening and Abuse Prevention Policy**

Screening is required for all staff and volunteers working with minors including but not limited to: MTCKids PreK Volunteers, MTCKids Elementary Volunteers, Youth Ministry Volunteers, special events childcare, etc.

The following is required of all volunteers serving with minors at MTC:

1. Completed Volunteer Application.
2. References on file.
3. Completed Police Information Check.

### ***Reporting Procedures for Volunteers***

Immediately report to the coach any suspicion of child abuse or neglect of which they have knowledge or observe within the scope of their duties.

### ***Practical Steps to Protect Kids and Volunteers***

#### ***1. Practice Boundaries***

As a member of our ministry team, it is absolutely essential that you always practice healthy boundaries with kids to ensure their safety and your own. These guidelines exist to protect kids from harm and to protect you from false allegations.

## *2. Never Be Alone With a Child*

If you need to have a private conversation with a child, have the conversation in a public place - not alone. All staff, coaches, and responsible leadership have frequent access to all environments where elementary children are being cared for. While we encourage Group Leaders to engage with the children they lead outside of Sunday morning (i.e. attending sporting events, school plays, etc), a small group leader should never meet with a child alone or drive in a car with a child without another adult. If you are meeting with a child outside of Sunday morning it is important that you do the following:

- Get the parent's permission
- Meet in a public place
- Have the child dropped off to your meeting place and picked up
- Possibly include other children if possible

## *3. Maintain Physical Boundaries*

Be wise. Maintain healthy and safe physical boundaries with kids at all times. This means setting boundaries for yourself, but it also means setting and enforcing boundaries with kids who push physical limits. If you have any questions about what is or is not appropriate, talk to our staff and always err on the side of caution.

### ***Proper Display of Affection***

- Appropriate Touch:
  - Bending down to a child's level and listening carefully.
  - Taking a child's hand and leading him/her to an activity.
  - Putting an arm around a child's shoulder to comfort.
  - Taking both of the child's hands as you praise him/her.
  - Patting a child on the head, hand, shoulder, or back to affirm him/her.
  - Holding child by the shoulders or hand to redirect his/her attention.
  - Holding a preschool child who is crying who needs comfort or reassurance.
- Inappropriate Touch:
  - Kissing a child, coaxing a child to kiss you, extended hugging and tickling.
  - Touching a child in any area which would be covered by a bathing suit
  - Carrying older children or having them sit on your lap.
  - Being alone with a child.

## Environment Clean Up

At the end of the morning, classrooms and environments should be left clean and clear of clutter. A good rule of serving is to leave the environment or classroom cleaner than you found it. Keep in mind that our rooms are not exclusively used for Sunday mornings, but are used for other purposes throughout the week. Throw away any crafts or papers left behind. At our 11am services please take down the tables/chairs in the Grade 1-4 Rooms.

## Glossary of Terms

It is important that we all use the same language or terminology when discussing things about MTCKids Elementary with children, parents, and one another. Below is a list of terms you may hear around our environment and their definitions.

**MTCKids Elementary:** Our weekly environment for school-aged children K-4.

**Kindergarten Confidential:** An orientation event for kids going into Kindergarten and their parents.

**God Time & Parent Cue Cards:** At-home resources for parents created by our curriculum providers. These are distributed weekly and are linked to what the child learned in MTCKids Elementary.

- The Parent Cue Card lets parents know what their child learned on Sunday morning.
- The God Time Card functions as a simple devotional and has ideas parents can use at home throughout the week.

**Orange:** The strategy created by our curriculum providers that emphasizes a partnership between the church and families ([whatisorange.org](http://whatisorange.org)).

**252 Basics:** The name of our curriculum found at [252basics.com](http://252basics.com)

**Basic Truths:** Three statements that act as a framework for all that we teach in C3 Kids Elementary

- I need to make the wise choice.

- I can trust God no matter what.
- I should treat others the way I want to be treated.

**Life App:** Something God does in you to change the world around you. 36 Life Apps are taught over the course of K-4<sup>th</sup> grade.

**Bottom Line:** The main idea sentence that sums up what was taught on Sunday, and can be applied throughout the week

**Connect:** The first 20 minutes of the morning as children enter the environment. Leaders focus the kids' energy and reconnect with them

**Large Group:** Large Group time where kids participate in worship and hear a Bible story.

**Groups:** Where leaders conduct activities and facilitate conversations with the children in their group.

### **Communication**

E-mail is our best form of communication around MTCKids Elementary. If you do not check email regularly, please alert your Coach so that he/she can make sure you are getting all of the necessary information.

- Parents and leaders are encouraged to “join” the MTC Kids Group on Facebook, which is updated several times per week. Search MTC Kids on Facebook.

## MTCKids Ministry Code of Conduct and Leadership Covenant

Kids, youth, and parents are watching you, both in person and online. Your words, choices, and relationship with God will be carefully observed and replicated by the people you influence. While we do not expect you to be perfect by any means, we do expect you to make wise decisions and honor God with the choices you make and strive to look more like Jesus every day.

After prayer, and careful consideration, I choose to commit to the following: (Please check mark each box):

- ☐ I have a personal relationship with God through faith in Christ, and acknowledge the Lordship of Jesus Christ in my life. I am committed to a transformed life marked by ongoing surrender to God, by the power of the Holy Spirit.
- ☐ As a leader, I'm held to a high standard by God, kids and parents, I will live accordingly – online and in person.
- ☐ I understand what McKenzie Towne Church Kids Ministry believes in and I agree with its purpose and commit to serving in my role. I commit to bringing my disagreements, concerns or problems about the ministry to Jared Patterson without talking or gossiping to kids, youth, other volunteers, or church members.
- ☐ I will attend all scheduled serving requests as frequently as possible. If I'm unable to come, I will communicate to my Ministry Coach as soon as I know. I will attend Leadership training meetings as directed by my Coach and Pastor.
- ☐ I will value others above myself, and make kids the priority. I will invest in relationships with other leaders, **but not at the expense of kids during ministry** – during ministry times, kids are the focus. I commit to going out of my way to greet and connect with kids. I will actively seek out children who don't seem to be connected to other kids (fringe kids) and help them find their place.
- ☐ I will lean into worship, teaching, and relationships. I will always put mission ahead of preference. People desperately need Jesus, and I will do everything in my power to break down barriers for them to meet Jesus, and be transformed by the gospel.
- ☐ I commit to being a leader for a Full Year because I understand how important it is for a child to have a consistent and present adult figure in their life

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**Notes:**