



Welcome to All Star Kids! We are excited you are joining our team! Inside this packet you will find helpful information to get you off to a great start.

Through the All Star Kids ministry, we give kids their first look at a relationship with a loving God. Through group activities, worship songs, teaching Bible Stories, and building relationships, we teach Bible stories so that kids can connect, have fun and grow.

We want to equip you with practical information to help you lead well. Some common terminology you will hear includes:

ASK: This is the abbreviation we use for All Star Kids which encompasses all groups birth through 5th grade.

The Win: Every time your group meets there is a designated win. Sundays are for introductions to Jesus and our church family. Wednesdays are for discipleship. Every leader can do this best by embracing preschoolers' physical needs and engaging elementary-aged kids with activities that pique their interest and lead to a great discussion.

THE CODE: This is a set of behavioral principles that we expect every child to adhere to.

BEST PRACTICES: Policies and procedures that protect every kid and leader.

FAMILY MINISTRY TIMELINE: How the Parkway team works together to build relationships that build disciples from birth through 12th grade.

If you ever need any help, please let any of the ASK staff know. We are here for you!

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YOUR ROLE AS A SMALL GROUP LEADER

SUNDAYS AT ALL STAR KIDS ELEMENTARY

At the center of All Star Kids Sunday is our desire to build relationships that build disciples. We believe this happens best in a small group. Through small groups, we give kids their first look at a relationship with a loving God. Through group activities, singing songs, exploring Bible stories, and building relationships, we teach these Bible stories so that kids can come to believe in, love, and follow Jesus.

A SUNDAY AT ALL STAR KIDS

LEADERS ARRIVE: 9:10 AM

Prayer and Instructions

Social: 9:30 AM

Bible Story and Worship: 9:45 AM

Application and Discussion: 9:55 AM

Home: 10:35 AM

THE WIN

First look at The Bible, Jesus and our need for a Savior by embracing physical needs or engaging their interests.

THE CODE

To build relationships that build disciples every group will adhere to the Code, our simple way of reminding kids how to build healthy relationships.

RESPECT EVERYONE, EVERYWHERE

- Out of respect to each other, we treat each other with love and forgiveness.
- Keep your hands, feet and body to yourself.
- Hurtful words are never ok.

BE TRUSTED AND TRUSTWORTHY

- Relationships are built on trust
- What is said in a small group stays there.

FOCUS ON WHAT YOU SHOULD FOCUS ON

- By focusing on what the group is talking about we are showing respect and an active part of every group.
- One conversation at a time.
- Don't distract your neighbor

BE RESPONSIBLE FOR YOUR ATTITUDE & ACTIONS

- Everyone should be quick to own their stuff. This is a biblical model of conflict resolution.
- Own it, ask for forgiveness, try to do better.

HOW DO YOU TELL KIDS ABOUT JESUS IN SUNDAY SMALL GROUPS?

It's all about connecting, having fun, and growing together. You can do this by:

- **Knowing the Gospel:** "Jesus came as a man to earth to make a way for us to have a right relationship with God. We need this because of our own sin. Jesus lived a perfect life and died on the cross to wipe away our sins. He rose in three days to show He was God and has power over death. When we believe this, we are guaranteed life with Him forever."
- **Connect** by learning their **name** and something about them.
- **Having fun** by playing a **game** together and enjoying time together.
- **Grow** together by teaching the Bible, encouraging kids that the Bible is God's **true** word for us to find out who He is and how He wants us to live with Him and applying the Bible through discussion and activities.

SMALL GROUP TIPS AND TRICKS

- Engage quickly so you don't have trouble circling up.
- Redirect questionable behavior. It's OK to say no or to ask them to keep their hands off one another.
- Some weeks are more challenging than others. On the challenging weeks, try to get the kids to focus on the Bible story and the application activity.
- Encourage kids to build relationships with each other. Don't always just separate them, help them work it out. Use The Code to remind kids that since we respect everyone everywhere, we work to forgive quickly and listen to others actively.
- Use your discussion questions as a launching point not a destination. The goal is to have great conversations not quiz kids for correct facts. If someone brings in some information that could help lead to more questions, ask those questions. Hint: If you know the answer to each question before you ask it, you will have a better idea of where to lead the discussion.
- Find ways to connect what you are talking about with something each kid can do at home and school. Encourage kids to share everything with a family member, especially if they are ready to take a next step. (Believe, Baptism, Pray and Read Bible, Serve, Share the Gospel)
- The littlest kids need to feel safe. Calm speaking tones, comfort objects, music, snuggles are great places to start. If the kid doesn't calm within 15 minutes ask a team leader for help.

YOUR ROLE AS A SMALL GROUP LEADER

WEDNESDAYS AT IMPACT KIDS

At the center of Impact Kids is our desire to build relationships that build disciples. We believe this happens best in a small group. Impact Kids is the place where kids (birth-5 grade) take the next step in their journey with Jesus. Through time with their small group and their leader, they will build relationships that build them as a disciple.

A WEDNESDAY AT IMPACT KIDS

K-5th GRADE

LEADERS ARRIVE: 6:15 PM

Family Dinner: 6:30 PM – 6:50 PM

K-3rd Outside Play: 6:50 PM- 7:20 PM

4th & 5th Small Group: 6:50 PM- 7:30 PM

K-3rd Small Group: 7:25 PM- 8:00 PM

4th & 5th Outside Play: 7:30 PM- 8:00 PM

Dismiss: 8:00 PM- 8:05 PM

The Win

Kids who can identify and take their next step of discipleship by embracing a preschooler's physical needs or engaging an elementary kid in things that interest them.

THE CODE

To build relationships that build disciples every group will adhere to the Code, our simple way of reminding kids how to build healthy relationships.

RESPECT EVERYONE, EVERYWHERE

- Out of respect for each other, we treat each other with love and forgiveness.
- Keep your hands, feet, and body to yourself.
- Hurtful words are never ok.

BE TRUSTED AND TRUSTWORTHY

- Relationships are built on trust
- What is said in a small group stays there.

FOCUS ON WHAT YOU SHOULD FOCUS ON

- By focusing on what the group is talking about we are showing respect and an active part of every group.
- One conversation at a time.
- Don't distract your neighbor

BE RESPONSIBLE FOR YOUR ATTITUDE & ACTIONS

- Everyone should be quick to own their stuff. This is a biblical model of conflict resolution.
- Own it, ask for forgiveness, try to do better.

HOW DO YOU ENCOURAGE KIDS TO TAKE THEIR NEXT STEPS AT IMPACT KIDS?

It's all about connecting, having fun, and growing together. You can do this by:

- **Connect** with each other and a leader in meaningful conversations.
- **Having fun** by digging deeper in the Bible as each kid learns to turn to a passage in the Bible and prays for others and is consistently prayed for.
- **Grow** by focusing on next steps. These steps are: Believing, Baptism, Reading the Bible, and praying by themselves, serving others wherever they are, and sharing the gospel every chance they get.

HOW TO HAVE A GREAT SMALL GROUP

- Engage quickly so you don't have trouble circling up.
- Redirect questionable behavior. It's OK to say no or to ask them to keep their hands off one another.
- Some weeks are more challenging than others. On the challenging weeks, try to get the kids to focus on the Bible story and the application activity.
- Encourage kids to build relationships with each other. Don't always just separate them, help them work it out. Use The Code to remind kids that since we respect everyone everywhere, we work to forgive quickly and listen to others actively.
- Use your discussion questions as a launching point not a destination. The goal is to have great conversations not quiz kids for correct facts. If someone brings in some information that could help lead to more questions, ask those questions. Hint: If you know the answer to each question before you ask it, you will have a better idea of where to lead the discussion.
- Find ways to connect what you are talking about with something each kid can do at home and school. Encourage kids to share everything with a family member, especially if they are ready to take a next step. (Believe, Baptism, Pray and Read Bible, Serve, Share the Gospel)
- The littlest kids need to feel safe. Calm speaking tones, comfort objects, music, snuggles are great places to start. If the kid doesn't calm within 15 minutes ask a team leader for help.

BEST PRACTICES FOR ALL STAR KIDS

SMALL GROUP LEADER

CHECK-IN & DISMISSAL

Make sure each child in your group has a sticker name tag when they arrive. If not, ask for another leader to help you make sure the kid is properly checked in. Each family should receive a printed Guardian Tag at check in. An adult family member (preferably) should show you the tag as the kid is picked up from his small group. If you do not feel comfortable releasing a kid to the person coming to pick them up, please contact an All Star Kids staff member to assist you.

RESTROOMS

Never go into the bathroom alone with a child. If they need help, bring another adult with you. If they are old enough to go by themselves, wait outside for them. If a child needs help buttoning or zipping that should be done outside of the bathroom in a discreet manner. (Do not expose the child.)

ALLERGIES

Be aware of the allergies of your group—especially peanut allergies. During group times when you are giving out food, double check with each student to make sure they aren't allergic to anything you're giving. Kids with recorded food or medical needs will have a black box around their name on their sticker.

DISCIPLINE

If you have a child that is not following "The Code" that has been put in place, try first redirecting the child's behavior. If that doesn't work, have a plan in place to contact an All Star Kids staff member so that they can handle the situation apart from small group.

SICKNESS POLICY

Children who appear ill will be isolated with supervision, and the parents will be contacted to pick up the child. No oral medication will be given to a child except by a parent or guardian. (All medication should remain in the parent's possession.) Parents are asked not to bring their child to a church program or function if any of the following conditions exist:

- Temperature of 100 degrees in the last 24 hours
- Vomiting
- Diarrhea
- Severe coughing
- Pink eye
- Head lice
- Undiagnosed rash
- Open skin lesions
- Any symptoms of infectious childhood disease

CHILD ABUSE POLICY

Leaders should be aware that as you get to know your small group better, there might be conversations that arise that alarm you or lead you to suspect abuse. If there are physical signs or a child has told you they have been the victim of abuse, you should contact CPS as soon as small group is over. The CPS agent will ask you for the name, age and any details you might have about the child's physical symptoms or verbal acknowledgement. You can remain anonymous if you choose. After you have made the report you should talk to your campus All Star Kids staff member. If you choose to speak to them first, they will direct you to speak with CPS immediately. The staff will then develop a plan to contact a family member and help the family work through the situation.

FIRE EVACUATION PLAN

Be aware of the fire evacuation map at the door of each classroom. You should take charge of your small group from the point of alarm till the All Star Kids staff members give you a signal to dismiss your small group to a family member. We want to make sure that every child, leader, and family makes it out safely.

DIAPER CHANGING POLICIES

Be sure to wear gloves (a separate set of gloves for each kid changed) and sanitize the changing area. Make sure other adults are around during the process and let the parent know that they've been changed.

TOY CLEANING

At the end of every day toys and all surfaces need to be cleaned. All toys should be put in the storage boxes for cleaning by staff members. Team members can help by removing trash from every room, stacking chairs and wiping down all surfaces with sanitizing wipes. Every toy and object available during the day needs to be sanitized after each use. Sanitizing sprays or a bleach/dish soap mixture will work and every hard surface needs to be wiped down after use. All soft objects, blankets or sheets should be removed after every use and washed and dried.

PARKWAY CHURCH

EMERGENCY PROCEDURES



INJURY OR ILLNESS

- Evaluate the type of injury or illness. If poison is expected, call Poison Control.
- Notify your team leader and call 911, if an emergency.
- If needed, provide first aid, but only if trained to safely do so.
- Complete an Incident Report Form, as soon as possible.



SEVERE STORM

- Seek shelter. Move to an interior room, stay away from glass doors and windows.
- Stay inside building until receiving further instructions.

FIRE



- Evacuate immediately.
- If possible, activate the nearest fire alarm pull station.
- Do not use the elevators or open doors if they are hot.
- Call 911 once exited the building.
- Gather at the Ted B. Reed Park.
- Do not re-enter the building until authorized by emergency personnel.



SUSPICIOUS PEOPLE OR OBJECTS

- Do not engage the person or touch the dangerous object.
- Notify team leader.
- Call 911.

CONTACTS

- Emergency - 911
- Poison Control - 1-800-222-1222
- Parkway Church - 361-572-8340
- Kristi Hurt, Children's Director - 361-571-7451
- Nikki Marshall, Business Director - 361-652-7838
- Steven Klatt, Facilities Team - 361-550-2189
- Russell McCarson, Student Pastor - 940-456-1551
- Becky Pilsner, Director of Groups - 361-649-7312

ACTIVE SHOOTER PLAN

AVOID

When avoiding the threat, don't hide and hope that you won't be seen. Take action to get out and get away from the intruder.

BEFORE INCIDENT

- Pay attention to your surroundings.
- Have an exit plan.

DURING INCIDENT

- Creating space between you and the threat is your first priority.
- Move away from the threat as soon as possible.

Evacuate to the Ted B. Reed Park. Once you are in a safe place, do not return to the incident location.

DENY

When getting away is difficult or impossible, lockout the intruder to deny the threat access.

- Keep the attacker away from you. Lock doors and create barriers to slow down the threat.
- Turn off the lights.
- Remain out of sight and quiet with your phone silenced.

Do not come out until told to do so by authorities.

DEFEND

If you cannot avoid or deny, be prepared to take out the intruder to defend yourself.

- Be aggressive and 100% committed to your actions.
- If possible, overwhelm the threat with multiple people defending themselves at the same time.
- Do not fight fairly. Use whatever you can to defend yourself. Attack weak spots such as eyes, throat, and groin. This is about your survival.

When law enforcement arrives, do not move, show your hands and follow commands.

**time,
moments,
& milestones**
FAMILY DISCIPLESHIP



FAMILY MINISTRY TIMELINE

