

Xtreme Kids Leaders Manual

(Updated 2020)

New Covenant Christian Church Mission Statement:

Love God

Love Others

Impact Our World

We Show Our Love for God Through:

Obeying His Commandments.

Spending time with Him in prayer and meditation.

Music & Worship.

Reading His Word and applying it.

Showing unconditional love for others.

We Show Our Love for Others Through:

Spending time with kids.

Being an encouragement to the kids who attend our services.

Being an example to them of Jesus living in us.

Praying for and with the kids.

Sharing Biblical Truths with our kids in a variety of ways:

music & worship, games, skits, learning centers, and lesson activities.

By Serving in Xtreme Kids Ministries, You Are Impacting Our World

Scheduling

Each week we schedule volunteers for both services.

Each service we schedule:

1 Adult Team Leader, 1 Adult Group Leader, 1-2 Jr Leaders,
1-2 Sign-in Persons, 1 Sound & Lights Person & 1 Media Person.

An email is sent to you or your parent through **Planning Center**
to notify you of the **time** and **date** you serve.

Please confirm through **Planning Center** whether or not you are able to
serve.

Time to Arrive

Volunteers need to arrive 30 minutes before service starts.

(by **8:00** a.m. for first service & **10:00** a.m. for second service).

Preservice

The team will meet together to discuss the Sunday Service details.

Each volunteer will receive instructions for the service from the Team Leader.

Afterward volunteers will make the area ready for Kids Ministry;

then, they will spend as much time with the kids as possible before service.

Sign-in

Sign-in forms are to be filled out by each parent or guardian. There is a special
section on the back of the sign-in form for “special instructions”; this section is for
parents to write down any concerns (behavioral or medical). Parents can now sign
their child in at a self-check-in location using their phone number; however, at

check-in person will still need to be present to maintain excellent hospitality. A friendly reminder: only authorized adults are allowed in the Xtreme Kids classroom during service.

Food Allergies

Kids Xtreme workers should be mindful of any kids with food allergies. To help with awareness, a small sign with the snack for that Sunday will be placed on the sign-in table. Simply set the snack on top of the sign where parents can view during check-in.

Restroom Break

An Xtreme Kids volunteer will take a count of all kids headed to the bathroom upon leaving and returning. Xtreme check-in volunteers will be available to help monitor kids in the hallway during restroom break. At this time, the check-in person should stand in the hallway right outside of MPR-3 and monitor kids coming back from the restroom. It is up to the volunteers and the Security Team to work together to assure there are no adults in the bathroom at any time during restroom break.

Service Time

At service starting time, the Team Leader will call kids to close down the games. All Adult and Jr. Group Leaders will help kids get games shut down. Kids will gather in the ministry area, and volunteers will take their places. During the service, when volunteers are not participating in the ministry activity, they will position themselves among the kids.

Goals of Xtreme Kids Church

1. To be passionate about what you believe and what you are teaching them.
2. To give kids an opportunity to meet with and develop a relationship with God.
3. To help kids enjoy their experience in Xtreme Kids Church.

4. To help kids be involved in the service.
5. To give kids the opportunity to actively serve on the kids' ministry teams.
6. To make it a positive experience that kids will want their friends to come and experience.
7. To help kids learn basic Biblical Truths.

Interaction With Children

Some kids need a little extra attention to help them receive.

Please use tact, discretion, wisdom, and above all love, when handling children. Patience is a virtue.

Virtue is a behavior showing high moral standards.

It is unacceptable to handle a child in a physically rough manner.

Behavioral Issues

The following are procedures to follow in the event a child becomes disruptive.

An adult volunteer will communicate with the child to try and work out a solution.

If the child persists, it may be necessary to take them outside the room and talk to them concerning their actions (always take another adult with you or get a security person as a witness).

- Ask the child if they understand what their inappropriate behavior is.
- As you continue to talk, observe if you seem to have their attention.
- Inform them that their parent/guardian may need to be contacted and that they may need to leave with them and sit in the adult service.
- Ask if they feel that they can go back in and be cooperative.
- Help them get past their behavioral issue as quickly as possible.

Some children may need just a little extra attention to help them focus. It may be necessary to put a Jr. Volunteer next to the child, at least for a while. In some cases, it may be evident that there is a deeper issue with the child. If a child exhibits violent behavior, this is a special situation that needs further action; in such a case, contact the Children's Pastor, a security person, and/or the child's parent to help separate the child from the group. An incident report is to be filled out for any injuries, altercations, or behavioral difficulties.

Media Ministry

Media Ministry is a tool that helps bring forth the highest quality of ministry each time we meet.

The two main areas of Media are sound and visual, which include lighting, sound equipment, and video equipment.

The training on actual Media Equipment will take place at the media station by trained persons. There will be an initial training with the Children's Pastor at a time other than Sunday morning services.

There will also be further training on Sunday mornings with a trained volunteer for at least two scheduled Sunday morning services. After the two scheduled times of training, the new volunteer will be added to the schedule to serve on their own.

Lighting

The Lighting Panel is near the sound board for controlling the brightness of the Xtreme Kids room. There are three rows of switches for doing this. The top row controls the special lighting. The middle row controls the canister lights for the

stage. The bottom row controls the room lights: bright and dim, fluorescent, and incandescent lighting.

Sound Equipment

The Sound Board controls the volume of the the audio and video equipment. This includes: the microphone (person speaking), the DVD player, Roku, computer, or any other media device.

Video Equipment

Video Equipment is anything used to project visuals onto the overhead screen. Prior to the service, the Media Volunteer will receive and understand the instructions given, and he or she will prepare all media for the service. A list of prompts will be given to the Media Volunteer to follow during the service.

IT IS IMPORTANT THAT THOSE WHO ARE OPERATING THE MEDIA EQUIPMENT ARE TRAINED, ATTENTIVE, AND PREPARED AHEAD OF TIME WITH INSTRUCTIONS FROM THE TEAM LEADER FOR THE SERVICE. IT IS ALSO IMPORTANT THAT THE MEDIA TEAM IS NOT DISTRACTED BY ANY OTHER PERSONS, CELL PHONES, OR ANY OTHER MEANS. MEDIA EQUIPMENT WILL BE USED FOR MINISTRY PURPOSES ONLY!!

Condition of the Xtreme Kids Church Room

- The room should be set up ahead of time to meet the specifications of the Team Leader.
- The room can get messy during the course of the service.

- At the conclusion of the 1st Service, please reset the room for 2nd Service before volunteers leave.
- Team Leaders will receive a short break before 2nd service starts.
- The room **will be closed during this time.**
- It should be reopened by the Team Leader at or close to 10am.
- Please do not leave the building unless absolutely necessary and you have made arrangements for oversight of the room with the Children's Pastor or another adult Team Member while you are gone.
- At the conclusion of the 2nd Service, all items shall be returned to their proper place in the closet, and chairs shall be placed against the north and/or south walls. Please take home any items that you brought as props or supplies. If you would like to leave them with the church, please ask the Children's Pastor where they will be placed.
- Each ministry item has a specific place in the closet. To make room for everything and keep it organized, please put all items back in their proper place.

During the Week, MPR1 and the closet get used multiple times.

Each group that uses the room will set up and tear down according to their own use. Please leave the room in the same or better condition than you found it.

A lesson layout form should be filled out by each team leader at the conclusions of Sunday services.

Thank you for being willing to share your life, your gifts, and your talents to help further the Kingdom of God in the lives of our children. We believe that our children are a part of the church of today and we desire to impact their lives with spiritual truths and Biblical Application.

Thanks for Serving,

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