



# **Kids Zone**

# **Handbook**

Revised: November 2019



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# Welcome!

Dear Team Member,

We are thrilled to serve alongside you! With all of our heart, we believe that you've decided to serve in one of the most important ministries in the church. When we are successful, the difference is measured not only in lives but in generations. We believe that, together, we can make an impact that will change our nation – one precious life at a time.

What you do in Kids Zone is not babysitting or childcare. Too often, people refer to children as the “church of tomorrow”. We disagree; children are the church of *today* and are being equipped to make a difference for Jesus right now.

We are passionately pursuing the vision and mission of The Street Church; helping people become total followers of Jesus Christ to reach and baptise 1% of Wellington (4,500 people). Children's Ministry at The Street centres around *small* groups because we believe discipleship best happens in relationship. We aim to cultivate authentic faith in our children, as that's the only thing that will stand the test of time. We desire to be a church that equips parents and guardians for success as the primary disciple-makers of their children.

We thank you for your willingness to be used by God to serve His children. There's no other place we'd rather serve! However, serving in Kids Zone isn't just about giving out. We hope you also receive as you serve. You're going to grow in personal spiritual maturity and develop new relationships with like-minded believers. Our prayer is that while in Children's Ministry, you experience powerful life-change as you make a difference in the lives of others.

Are you ready? Let's do it!



**Nathan Dawson and Floyd Edwards**  
Associate Pastors, Children  
The Street Church



## Guiding Principles

The guiding principles that underpin everything we do in Children's Ministry are:

*“Fostering faithful and fruitful followers of Jesus Christ through family and friendship.”*

### **Faithful: Authentic Faith**

We seek to cultivate authentic faith, through biblical teaching of who God is and what it means to have a relationship with Jesus.

*And you must love the Lord your God with all your heart, all your soul, all your mind, and all your strength. Mark 12:30*

### **Fruitful: Outreach**

We equip children to reach out to people in their world with the good news of Jesus.

*But in your hearts regard Christ the Lord as holy, ready at any time to give a defence to anyone who asks you for a reason for the hope that is in you. 1 Peter 3:15*

### **Followers of Jesus Christ: Discipleship**

We believe that children can worship and know the living God. Our Children's Ministry encourages this through worship, Biblical teaching, scripture memory, and small groups.

*Therefore, go and make disciples of all the nations, baptising them in the name of the Father and the Son and the Holy Spirit. Matthew 28:19*

### **Family: Partnering for Kids as the Home and Church**

We partner with parents to support them in their role as the primary disciple-makers.

*Parents, don't be hard on your children. Raise them properly. Teach them and instruct them about the Lord. Ephesians 6:4*

### **Friendship: Relationship**

Life change happens best in the context of spiritually authentic relationships, so we prioritise community in a group setting to create opportunities to belong, grow, and live in a way that honours God.

*Walk with the wise and become wise, for a companion of fools suffers harm. Proverbs 13:20*

# Requirements

## All Kids Zone Team Members are expected to:

- Call the Street Church their home church and attend Sunday services regularly.
- Have a personal relationship with Jesus Christ, recognising Him as Lord and Saviour.
- Have a heart for seeing children grow as total followers of Jesus Christ.
- Ideally, attend a Life Group.

# Expectations

We breakdown our expectations into “the 6 Ps”; **Punctuality, Preparation, Play Your Part, Prayer, Progress, and Plus 1.**

## 1. Punctuality

Arrive on time. Team members are expected to be ready to go at 8 AM. We have a leaders’ meeting for encouragement, equipping, notices, and prayer. (See the full schedule.)

## 2. Preparation

Please come fully prepared and ready to go before the service on Sunday. Preparation includes planning any lessons, learning any actions or lyrics, getting any resources and doing anything you need so that you can be fully present on the day.

We use the BIG curriculum, published by Hillsong Church. Team Members are provided with an outline and resources for a small group lesson each week. However, you know your small group and how they learn best, so feel free to adapt the BIG curriculum material as needed. If you do make changes to the plan and require different resources, you will need to either provide these yourself or let a Children’s Pastor know a week in advance.

## 3. Play Your Part

You are now a part of the Kids Zone Team, and we must all play our part to make this Ministry effective. Over time you’ll come to know what “playing your part” looks like at Kids Zone but here are a few examples:

- **Clear communication:** Call us, email us, message us or chat face-to-face. We want to hear from you, and we value your constructive feedback.
- **Help with setup and pack down:** Cleaners only do maintenance work, and whether we’re in our own spaces or shared spaces, we want to be a blessing to the next users and leave the space better than we found it.
- **Commitment:** We ask that all team members make a sound commitment to Kids Zone. After your initial “check it out” period, we expect a Team Member to serve regularly (ideally at least once every three weeks), commit to the ministry for at least one year and give at least two months’ notice if you are moving on.
- **Get cover:** If you’re going to be absent, please arrange someone else to cover you or arrange a swap (for ALL responsibilities you have on the day, e.g., small group leading, storytelling, etc.). The most effective way is to call or text team members directly. Click



here for the contact team details. Inform your team lead and the Sunday director as soon as possible. We don't like surprises.

#### **4. Prayer**

All Kids Zone Team Members are expected to commit themselves and our Children's Ministry to prayer both on Sundays and throughout the week. Pray for the children in your small group and that our Ministry would bear fruit. Pray for the ongoing provision of new Team Members who will be effective in this Ministry and for the Church Leadership who oversee the Children's Ministry.

#### **5. Progress**

We are committed to investing prayer, time and resource into our Kids Zone Team Members. Our heart is for you to be effective in your work with our children so that you feel blessed by this opportunity to serve and want to stick around for the long haul – that's how we make the greatest difference! We love to see our Team Members grow in their ability and commitment to serving on this team. Examples of what this may look like:

- Growing in confidence and ability to share testimony and the gospel with individual or groups of children;
- Making suggestions and taking actions to grow and improve our Children's Ministry; or
- Stepping into a specialist position such as Team Leader, Director, Storyteller or Worship Leader; or
- Becoming First Aid certified.

We support your progress in the following ways:

- We pair you with an experienced Team Member for at least the first few weeks or until you are confident without them.
- A Children's Pastor or Team Leader is available to meet with you one-on-one at key milestones (or on request) to check-in with you and provide any support necessary.
- We provide training sessions for all Kids Zone Team Members.
- We provide documentation such as this handbook, policies, and procedures.
- We communicate regularly with the whole team via email, fostering a culture of "in-the-moment" encouragement and feedback between team members.

#### **6. Plus 1**

Imagine what would happen if every person currently on the team saw potential in just one person and invited them to serve in Children's Ministry. Our teams would double in size and burn out would be a thing of the past. We believe growing the team is the responsibility of everyone on the team. Consider the people in your circles. Have a few "ICNU" conversations where you recognise the potential in others, then let God do the rest.

## **Rostering & Infoodle**

The Street uses Infoodle to manage rosters. We provide you with an Infoodle login as part of your onboarding. From within Infoodle you can see your roster, see who you are serving with, and mark yourself as "away" for times you are unavailable to serve.

## Rostering Process

The Children's Pastors manage the rostering for Kids Zone. Each roster cycle is issued at least one month in advance. You will receive an email with a link to your roster on Infoodle asking you to confirm your availability. Please do this as soon as you receive it so that any swaps or replacements can be organised early. The Children's Pastors will do their best to ensure your roster reflects the regularity of serving that you agreed to in your orientation.

If, at any stage, you would like to increase or decrease your regularity of serving, contact a Children's Pastor.

## What to Do When You're Unavailable

If there is a Sunday on which you know in advance that you cannot serve, you can mark yourself as "away" in Infoodle. The Children's Pastor will then not roster you on for that day. Here's how to do that:

1. Go to the Infoodle website.
2. Log in. (Click "forgot my password" if you don't know your login details).
3. Click on the "rosters" menu down the left-hand side.
4. Click the green "My Calendar" button in the top left-hand corner.
5. Click the blue "I'm Away" button in the top left-hand corner.
6. Enter the dates you're unavailable with an informative description.

If you are already rostered on for a programme, and something crops up meaning you can't serve, e.g., illness or a clash of commitments, it is up to you to arrange a swap or cover. Organising a swap or replacement is best done by contacting those in the team who are not already rostered to serve that day. Find the contact details here.

## Emergency Procedures

The latest emergency procedures, including maps, can be found at the following links:

- **Kids Zone Emergency Procedures – City 1-2s**
- **Kids Zone Emergency Procedures – City 3-4s**
- **Kids Zone Emergency Procedures – City Year 1-5s**
- **Kids Zone Emergency Procedures – City Year 6-8s**



## Schedule

Here is the schedule for Sunday Kids Zone services. Things don't always go to plan, so flexibility is key!

Section	9 AM Service	11 AM Service	Location
Leaders Meeting	8:00 AM	N/A	Small Auditorium
Team Briefing	8:35 AM	N/A	Ministry Rooms
Check-In Opens	8:45 AM	10:45 AM	Ministry Rooms
Programmes Start	9:00 AM	11:00 AM	Ministry Rooms
Programmes End	10:30 AM	12:30 PM	Ministry Rooms
Check-Out Opens	10:30 AM	12:30 PM	Ministry Rooms
Team Debriefing	10:40 AM	12:40 PM	Ministry Rooms

## Information

### Shared Drive

The "Kids Shared Drive" is the place to look for pretty much everything to do with Kids Zone. Here you will find contact details, curriculum resources, policies and procedures, training and development material, and much much more. Go in and check out the drive.

### Facebook

We have a Facebook group for all Kids Zone team members who serve at The Street Church. The purpose of this group is to facilitate communication within and between various teams. Posts should be inspirational, educational, or informative.

As the old saying goes, "the more you put in, the more you get out", so if you see something or think of something that might be helpful to others, then we encourage you to share it! Critical information will still be communicated via email because not all team members are on Facebook. [Click here to join the group.](#)

## Communication

Each week, an email is sent to each programme team to inform them of the plan, roster and notices for the coming Sunday. Any team member can "reply all" to this email to communicate with the team. Team emails are the way Team Leads often communicate new initiatives or share reminders with the team.



## Within the team

We encourage ongoing communication across the team. Feel free to communicate with your fellow team members by:

- “Reply all” to the weekly emails that come from the Children’s Pastor, or
- On the Facebook Group, or
- Any other means you like.

Don’t hesitate to call or drop a line to a Children’s Pastor or Team Lead at any time. You may have a question, an idea, a support need, or anything else. We’d love to hear it.

## With parents

No one knows a child like their parents. Parents know more about their children than they even realise and, on the whole, they LOVE to talk about them. For almost every parent, there is a deep desire to want the best for their children. To know that they are heard and understood, noticed and celebrated. Parents want to know that someone other than them is looking out for their child. Parenting is a huge responsibility and knowing they have someone else on their team is a massive encouragement and a relief.

Talk to parents all you can. Make contact with them both on Sunday mornings and during the week. Ask them what is happening in the life of the family, be engaged and creative about ways that you can support or celebrate with them when the big stuff is happening. It will make a huge impact if you notice, remember, and take the time to reach out and communicate or interact with a family in a meaningful and authentic way.

By talking with parents, you also find out what makes a child tick. Don’t reinvent the wheel, leverage off the boundless knowledge the parent has about the child. It’s just smart! You can shoulder tap families to get their best contact details or be in touch with a Children’s Pastor, and they can pass on an email address.

It’s important for the safety of our children and yourself that contact is limited to parents and guardians only. Children may have a personal phone or email address, but it is not within the scope of the relationship between you as a Kids Zone leader and any child to contact them individually outside of a Sunday programme.

# Things You’ll Need to Know for Your First Day

## The golden rule

The golden rule of Children's Ministry is: **never be alone with a child**. For safety and accountability purposes, Team Members are never to be alone in a room with one child. Children are not to be accepted into any Kids Zone area until at least two Team Members are present. If a Team Member finds themselves one-on-one with a child, they must immediately leave the room or ask the child to leave.



## **Where do I park?**

Church team members should park in the Toyota “Cage” across the road from the Life Centre on Sunday mornings. The Cage is a fenced off carpark with a lockable gate, which will be unlocked. Alternatively, you can park in the carpark in front of the Life Centre as you would when attending a Church Service, or anywhere on the surrounding streets.

## **Where do I report?**

For the 9 AM service at City, all Kids Zone Leaders across all age-groups meet in the Family Room (near the toilets on the ground floor) at 8 AM. For the 11 AM service at City, please report to the specific room where the programme is held.

## **What is expected of me?**

You are expected to come prepared by:

- Having read this Handbook.
- Being familiar with the material that will be taught that day. (It will have been emailed to you during the week.)
- Praying for God to work through you.

## **What support will I receive?**

On day one, you’ll be introduced to the Director for the day and other team members. They will show you the ropes. During Small Groups for your first few times, you’ll be paired with an experienced team member. They will take the lead, and you will be expected to join in, just as much as you feel comfortable.

## **Policies & Procedures**

- Adults in Children’s Ministry
- Behaviour Management Guidelines
- Disclosures of Abuse Procedure
- First Aid Policy
- Lockdown Procedure
- Physical Boundaries Protocol
- Ratio Requirements
- Team Member Age Requirements
- Toileting Procedures

## Children's Pastors

Nathan and Floyd oversee Children's Ministry at the Street Church. Feel free to contact them with any questions, queries or feedback.



### **Nathan Dawson**

Associate Children's Pastor (Preschool)



### **Floyd Edwards**

Associate Children's Pastor (School)

## Meetings

Kids Zone Team Members are expected to attend the following meetings. Please advise your Team Lead if you can't.

### **Leaders' Meeting**

We hold a full Leaders' Meeting for all Kids Zone Team Members serving at the 9 AM City service. It begins at 8 AM in the Family Room (near the toilets on the ground floor). Leaders' Meeting is a great time to connect with the wider Kids Zone team. We share encouragement, equipping, notices, devotion and pray together.



## Briefing Meeting

Each programme Director leads a briefing meeting in each Kids Zone space after the full leaders' meeting. It involves a run-down of the programme, a review of the key objectives and storytelling, a check that all roles are covered (and rejigged if necessary), sharing of any changes or notices, introducing any new team members, and prayer.

## Debrief Meeting

Each programme Director leads a debrief meeting as soon as practicable after the programme has finished. All Team Members must ensure they finish their life group and pack up promptly to attend the debrief. We share wins, work-ons, and assign out actions so we can continually improve. All team members are encouraged to contribute to any solutions, actions points, or follow-up.

## Organic Outreach

One of our key values as a ministry is **fruitfulness**. We use the Organic Outreach framework, as developed by Kevin Harney, to achieve that. It's simply sharing your faith – naturally. It's a way to ensure that everyone is encouraged and equipped to reach out to those who don't yet have a personal relationship with Jesus Christ. Listen to Kevin Harney.

We use a simple tool called the 1-degree rule. It's where we ask ourselves on a scale of 1-10 where we're at with our passion and involvement around outreach. If you'd give yourself a score of 10, you're red hot. You're praying regularly and seeking every opportunity to build relationships with those in your life and in your community who are far from God. You're noticing the people around you and interested in hearing their story. You're obedient to the prompting of the Holy Spirit in praying for people and sharing Jesus' love and the story of grace.

Being a one would suggest you're feeling pretty cold towards evangelism and outreach. It's not something you think about, and you can't remember the last time you prayed for someone who is far from God. Maybe it's just not on your radar to seek to spend time with and build relationships with these people.

Most of us find ourselves somewhere between the two, and the question is not, "how do I become a ten overnight?" Instead, we ask, what is one step I can take to move up by 1-degree. Who could you begin to pray for to come into a relationship with God? Are there people who don't know Jesus, with whom you could spend some time? Do you need to ask God to move your heart for people who are lost and heading for an eternity without God?

Does that feel almost impossible? It's not! Begin with a simple prayer of asking God each day to help you see others as He sees them. It's not about making a new set of things to do or people with whom to spend time. It's just about being salt and light – involved and distinctive – in the lives of those whom God has already placed you.

The best resource to help you begin and grow in this journey is reading *Organic Outreach for Ordinary People* by Kevin Harney. You will find a copy in the Resource Library.

## Training & Support

We are committed to supporting our Team Members as they serve in this Ministry. We offer five key areas of support but are always reviewing and adding new ways to assist.

### **Pairing with an experienced team member:**

For the first few times that you serve, we pair you with an experienced team member who will use the 5-step Apprenticing Model to support you until you are confident in your role. The model consists of the following steps:

1. I do, you watch, we talk.
2. I do, you help, we talk.
3. You do, I help, we talk.
4. You do, I watch, we talk.
5. Find someone else to apprentice you and take through this process.

### **Regular meet-ups:**

We arrange meet-ups between a Children's Pastor or Team Lead with each Team Member at key milestones – after approximately two months of serving, after one year of serving, then annually or at other times as required. The aim is to check-in with how things are going, get feedback and input of ideas from team members and to facilitate any extra support as required.

### **Support into specialist roles:**

When stepping up into a specialist role (e.g. Storyteller), we pair you with an experienced Team Member who will support you into that role using the 5-step Apprenticing Model. Check out the full list of role descriptions [here](#).

### **Resource library:**

There are so many resources out there – it can be tough to know where to start! We have created a collection of resources that have been chosen specifically to encourage you in your serving in Children's Ministry. There is a mini library with books you can borrow in the Kids Zone cupboard in "Willis" at 21 Hania Street. Check out the resource library [here](#).

### **RightNow Media:**

We've given you free access to the biggest video Bible study library in the world. Matt Chandler describes RightNow Media as the Netflix of Christian Bible study. It is a huge library of discipleship content with over 20,000 biblical videos for pastors, leaders, small groups, adults, students and children to strengthen you in ministry and grow your faith. We deliver much of our in-house training via RightNow Media. Sign up for a free account.



## Role Descriptions

The following are Role Descriptions for the various roles that are undertaken by Team Members at Kids Zone. All Team Members will be a Life Group Leader. Once settled and confident, all Team Members are then encouraged to step into at least one other role.

- Life Group Leader
- Team Lead
- Director
- Storyteller
- Worship Leader
- Greeter
- Behind the Scenes

### Life Group Leader

**Goal:** To build deep relationships with children and create a platform to encourage them to seek Jesus through bible-based teaching and learning.

#### Expectations

##### *During the week*

- Spend time in prayer, listening to and being led by God.
- Preparing life group activities/discussion ready to lead your small group on Sunday.
- If required, contact a Children's Pastor with any requests for extra resources, early in the week prior.
- Arrange a swap or cover for yourself if you can't make it on the day.

##### *Sunday morning*

- Participate in Leaders Meeting, Leaders Briefing and Debriefing.
- Wear your Kids Zone t-shirt and collect a named security sticker.
- Check that you have all of the necessary resources for your Small Group lesson before children arrive, and clear your small group bucket afterwards.
- Help set-up the ministry space before children arrive.
- Actively engage and interact with the children.
- Be a positive role model for children and other team members.
- Know and follow all policies & procedures.
- Communicate clearly and effectively with parents.
- Work cooperatively with other team members, problem-solving when necessary.
- Facilitate a Life Group lesson that covers the relevant learning objectives and is responsive to your groups' ability, needs, interests and preferred modes of learning.
- Model a desire for learning to trust Jesus, that communicates excitement and fun.
- Continually point children to Jesus through learning, activity and conversation.
- Communicate any problems or ideas to the Director or Team Lead.
- Have someone apprentice under you, while you apprentice under someone else.

#### Time commitment

- Preparation during the week: up to 1 hour.
- Sunday morning: 2.5 hours (per service).

## **Team Lead**

**Goal:** To support the Director and other team members in the delivery of the Kids Zone Programme, with a “big picture” perspective, considering the vision for Kids Zone, procedures and policies, communication, parental expectations, support and upskilling of Team Members.

### **Expectations**

#### *During the week*

- Spend time in prayer, listening and being led by God.
- Follow up on questions, issues, ideas, requirements, etc. from the previous Sunday, e.g. following up with parents/caregivers and a Children’s Pastor about a behaviour issue; reporting an incident to a Children’s Pastor, following up on a query from a team member, etc.
- Contribute to the “big picture” of Kids Zone, e.g. writing or reviewing documentation, establishing procedures and overseeing their implementation, ensuring full adherence to policies and procedures, communicate “big picture” stuff to team members, develop or gather resources.
- Attend 6-weekly meetings with other Team Leads and Children’s Pastor.
- Support team members with onboarding and ongoing touch-base meetings and being available for support as and when required.

#### *Sunday morning*

- Life Group Leader expectations, plus:
- Support the Director in the overall management of the morning programme.
- Problem-solve as necessary – be prepared to escalate issues to Children’s Pastor, Security, etc., if necessary. Communicate this action to the Director.
- In case of emergency, support the Director to ensure everyone follows correct procedures and is kept safe.
- Ensure full adherence to policies and procedures.
- Observe what is happening with a “big picture” view in mind, gathering ideas, thoughts, problems, etc., to report back to the Children’s Pastor for further discussion, action, etc.
- Be a role model and encouragement to other team members.
- Initiate the celebration of wins.

### **Time commitment**

- During the week: 1-3 hours (depending on programme needs).
- Sunday morning: 2.5 hours (per service).



## Director

**Goal:** To effectively manage the team and programme for the service(s). The director holds overall responsibility for the effective and safe delivery of the programme for all participants on-the-day.

### Expectations<sup>1</sup>

#### *During the week*

- Spend time in prayer – listening and being led by God.
- Plan the structure of the morning session, referring to the Director Guide, if necessary.
- Familiarise yourself with the memory verse, preparing an explanation or breakdown of the verse to share with children, if necessary.
- Familiarise yourself with the Storyteller material.
- Familiarise yourself with the list of Team Members. Communicate with the Children's Pastor if you have any concerns about numbers, experience, combinations, etc.
- Communicate with the Children's Pastor about any notices etc. that need to be shared with team members during the team briefing or one-off tasks, etc. that need doing.

#### *Sunday morning*

- Life Group Leader expectations, plus:
- Facilitate a leaders' meeting before the children arrive. Cover any notices, talk through the morning structure and content, and lead a time of prayer. Ensure all necessary roles are covered: Tech, Welcoming, Worship Leading, Memory Verse, Small Group Leaders, etc.
- Demonstrate effective time management by starting on time, keeping programme elements to time and finishing on time.
- Effectively communicate notices and learning objectives, and ensure understanding from children both before worship and after storyteller segments.
- Provide and manage a safe, loving and positive environment to build strong relationships.
- Support and manage team members throughout the session, trouble-shooting where necessary.
- Manage injured, upset, or disruptive children, seeking help, contacting parents and a Children's Pastor, and documenting details when necessary.
- Actively engage and interact with the children and parents upon departure, and ensure each parent receives a Parent Cue and any essential notices.
- Lead debriefing meeting afterwards to give team members a chance to share wins, decide things to work on for next time and assign action points.
- Communicate with staff, parents, and team members, as required.
- Organise cafe order for applicable team members.

### Time commitment

- Preparation during the week: 15 mins - 1 hour (depending on planning required).
- Sunday morning: 2.5 hours (per service).

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<sup>1</sup> Refer to the appropriate Director Handbook (Age 1-4s & Year 1-8s) for further details.



## Storyteller

**Goal:** To be led by God to teach from the Bible effectively. To successfully communicate key learning objectives in an engaging way, and to encourage a greater depth of understanding and faith.

### Expectations

#### *During the week*

- Spend time in prayer, listening and being led by God.
- Read through and familiarise yourself with the teaching script, learning objectives and required resources.
- Create a clear plan of teaching, which is engaging and effective. (See the Behaviour Management Procedure Document for ideas around engaging learning.) You may follow the outline and script provided, or you may have a different and better way to deliver the objectives.
- Gather necessary resources and communicate any resource needs to a Children's Pastor at least a week in advance.

#### *Sunday morning*

- Life Group Leader expectations, plus:
- Familiarise team members with your main points during Leaders' Briefing and arrange helpers if required.
- Deliver the Storytelling segment of the morning's programme, covering learning objectives provided.
- Ensure delivery is interesting, engaging and interactive, encouraging child involvement, wherever possible. Use props, imagery, costumes, competition, games, etc.
- Be flexible in your delivery, enabling a change of direction, change in focus to an aspect of interest, or cutting the story short, as is required to meet children's needs best and fit time restraints.

### Time commitment

- Preparation during the week: 1 - 2 hours.
- Sunday morning: 2.5 hours (per service), a segment of which will be storytelling (from 5-20 minutes, depending on the age of children).



## **Worship Leader**

**Goal:** To be led by God to lead, teach, model and inspire worship in children.

### **Expectations**

#### *During the week*

- Pray into the theme or big points and consider how they relate to the worship time.
- Choose songs that reflect main points or what you feel led to use. Put these into the PowerPoint slideshow for Sunday.
- If you have a band/team helping, let them know the songs so they can practice and prepare (see song list).
- If you are teaching a new song, prepare the words and actions and ensure you adapt the time to teach it (add new songs into the worship folders so others can use them). If needed, meet up for practice (there is only time for a 10 minute warm-up on Sunday).
- There is time for three songs (fast/slow is up to you) but be mindful of children's energy levels, their favourite songs, and the theme of the day. Keep it fun, flexible for different children's worship styles, and what you do best! Be your best and free self in worship. If you are teaching a new song, consider dropping to 2 songs to stick to time.
- Consider teaching a "worship skill" - e.g. why we clap, why we raise our hands, how our body language can lead others, etc.

#### *Sunday morning*

- Arrive on-time for the leaders' meeting.
- At the briefing, let leaders know if you have any key points to cover or how they can support you during the worship time.
- After the team briefing, do a quick warm-up with the band if needed.
- Check the PowerPoint is ready to go and give any instructions to the tech team.
- Share feedback on what worked and what could improve in the debrief meeting.

### **Time commitment**

- Preparation during the week: 30 mins - 2 hours (depending on songs or practice requirements).
- Sunday morning: 2.5 hours (per service), a segment of which will be worship time (from 10-15 minutes, depending on the age of children).

## Greeter

**Goal:** To welcome every person as if you were praying for them to come to know Jesus. We want people to feel like we were expecting them and that we're glad they're with us. Ensure check-in and check-out procedures are carried out with excellence to keep everyone safe.

### Expectations

*During the week*

- Be praying for the people who will enter our doors on Sunday.
- Keep up to date with the latest processes and procedures.

*Sunday morning*

- Life Group Leader expectations, plus:
- Arrive early, and be in place to welcome before the first family arrives.
- Greet and farewell everyone with warmth and a smile.
- Make an effort to learn the names of children and guardians and use those names as often as possible.
- Be in place before the first family arrives to check-out their children.
- Be vigilant in checking all sticker security codes match, and collect the stickers, before allowing adults and children to leave.
- Ensure the latest check-out procedures are followed, including any online check-out.

### Time commitment

Preparation during the week: as required.

Sunday morning: 45 minutes.

## Behind The Scenes

**Goal:** To equip and empower Children's Pastors and Team Members thrive in their roles with efficiency and effectiveness.

### Expectations

*During the week*

- Spend time in prayer, listening and being led by God.
- Show effective time management by turning up when agreed.
- Feedback to Children's Pastors, parents, and team members, as required.
- Follow any other agreed-upon expectations tailored to the role.

*Sunday morning*

- Expectations on Sunday are dependent on team members' capacity and involvement.

### Time commitment

- During the week: as required.
- Sunday morning: as required.



**THE STREET**  
● CHURCH ●

**[www.thestreet.org.nz](http://www.thestreet.org.nz)**

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