

KIDSLiFE

**The purpose of this manual is to provide a clear and specific guide to guarantee the optimal operation and development of the department, in order to serve as an instrument of support and institutional improvement.*



MISSION

- *Reach the Lost:* By providing an excellent service that can't be found anywhere else - where kids want to be and start an authentic relationship with Jesus.
- *Disciple the Found:* By being present and personal with our kids in small groups.
- *Empower the Called:* By partnering with the biggest influence in a child's life - the parent. We partner with parents by connecting with them during drop-off and pick-up times. We also empower the called by recruiting members to join the KidsLife team.

VISION

- We want to be the prototype children's ministry. We want to be a church where other churches send their children's teams to see how we operate. We want to be impressive to these churches because we want to empower them to go back to their communities and reach the lost, disciple the found, and empower the called as well.

SERVE TEAM OPPORTUNITIES

In each service, we have:

- **Lab Director:** Over the entire serve team. They are the shepherds of their team and make sure everyone knows their role for the day.
- **Coach:** Supports the Lab Director and helps make sure the experience is excellent.
- **Lab Guides:** Hosts the entire experience, interacts with guests, and helps the audience navigate through the service.
- **Lab Security:** Makes the first impression by greeting and connecting with guests. They also check security tags, provide information to new families, and answer questions to provide clarity and confidence in leaving their child with us.
- **Lab Assistants:** Leads praise and worship, and helps with the lab equipment during the experience.
- **Junior Lab Assistants:** Assists lab assistant (students serving)
- **Imagineers:** Connects with and leads an age group during the adventure (small group time) in the Lab.
- **Engineers:** Enhances the Lab experience by operating audio, video, lighting, and screens.

SCHEDULE AND SERVICE



WHAT DOES SERVICE LOOK LIKE?

- Arrive 45 minutes prior to your serve time
- Huddle with your team
- Report to your post
- Participate in service
- Help make sure the room is ready for the next service

HOW DO I KNOW WHEN I AM SUPPOSED TO SERVE AND WHAT TO DO?

- We use a system called CCB and that is how we send the schedule. You will be able to confirm and decline invitations.
- Through the link invitation, you will also see your position.
- Each week, we send out an email with a link to the lesson and CCB.

WHO DO I CONTACT IF SOMETHING COMES UP?

- Once you select your service time, you'll be introduced to your service leader.
- After you join a serve team, we send the schedule out a month in advance so you are able to blackout dates that you will not be available for.

POLICIES AND PROCEDURES

- Sunday serve teams will arrive 45 minutes prior to service for the team huddle.
 - You must be at least 15 years of age to serve.
 - Serve team members are required to check in and wear their security sticker when serving.
 - We would like for you to commit to attend one service and serve one service. It is very important that as you serve, you also attend a service each week. We believe in staying full of the Word so that we can continue to give out.
 - We offer LifeKids services for your child throughout the day. Please let our children's check-in team know that your child will be attending both services.
 - Please be a team player and stay flexible when change happens. There may be occasions when you are asked to move to another room or age group that you do not prefer.
 - Please be aware of your appearance so that you present a positive and welcoming impression on behalf of KidsLife and Word of Life Church. We ask you to wear your cast member t-shirt that we provide when you are scheduled to serve. Use discretion - if you think your clothing is questionable or could be a distraction, please do not wear it.
-



- When bringing personal belongings, be aware that secured space is limited. For further instructions, please see your service leader.
- Avoid eating or drinking during your serve time.
- Please stay in your serve position until your service leader dismisses you. We want to make sure that your position is staffed so we can best serve our families.
- Doors are open 45 minutes prior to service for kids whose parents are serving and 30 minutes prior to service for members and attendees.
- Out of respect and protection for our families, it is important to put away anything that may cause a distraction while serving. This includes cell phones, cameras, and/or any similar devices. No pictures should be taken, stored on devices, or posted to any social media or website.
- For safety: every child's name tag is matched to a parent identification number, every serve team member is screened with an interview and background check, and every hallway is monitored by security personnel. Additionally, there must be at least two adults (18 years or older) in a room where children are present at all times. This ensures the safety of our kids and maintains accountability in the room.
- Guidelines for appropriate affection while serving:
 - We are committed to creating and promoting a positive, nurturing environment that protects our families and serve team from misunderstandings. When creating safe boundaries, it is important to establish what forms of affection are appropriate and inappropriate. Starting with which behaviors are appropriate and inappropriate allows our serve team to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries. The following guidelines are to be carefully followed by all serve team members:
 - Positive and appropriate forms of affection:
 - Brief hugs
 - Pats on the shoulder, back, or head
 - Handshakes
 - High-fives and hand-slapping
 - Verbal praise
 - Arms around shoulders
 - Holding hands during prayer
 - When greeting a couple, women greet ladies first and males greet males first.
 - Keep verbal compliments general
 - Sitting beside small children
 - Kneeling or bending down for hugs with small children



- Inappropriate forms of affection:
 - Inappropriate or lengthy embraces
 - Hugs from behind
 - Any form of unwanted affection
 - Spending time alone with a child, other than your own, outside of LifeKids. A serve team member should never be alone with children.
 - Kissing children
 - Holding children over three years of age on the lap - men should always refrain from having children sit in their lap
 - Touching the knees or legs of children
 - Wrestling with or tickling children
 - Piggyback rides
 - Any type of massage given by an adult to a child or child to an adult.
 - Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You look really good in those jeans." or "You sure are developing."
-