

KIDS' CHURCH LEADING

Kids Church Team:

- Pebbles Leader
- Mini Peaks Leader
- Explorers Leader

Arrive: 9:00am

- Communal set up
- Place canvas Kids church sign on railing
- Place pop up directional signs in classroom wet areas
- Place Pebbles / Mini Peaks poster on wooden door
- Individual room set up, see below

Pray: 09:30am

- Prayer with entire Kid's Church team and Basecamp leaders

Pebbles Leader

Before Sunday

- If unable to be there contact Janelle, so a replacement can be organised - do not organise your own replacement.

Sunday

- Arrive 9:15am for set up (**IF RUNNING LATE LET LEADER KNOW**).
- **Take a photo of the room as we need to return the room to the exactly how it was**
- Assist to set up the room: Set up children sized tables and chairs, Remove chairs off tables, place chairs to block access to teacher's desk area, Change table configuration
- Place drop sheets to be placed over all open shelves / bookcases / teacher's tables
- Talk to leader 1 about lessons aim and activities happening that day
- 9:30am- Prayer with whole team (including Basecamp leaders).
- 9:45am - Greet children and families under COLA before church starts
- Ensure that you introduce yourself to new families
- 10:20am – Collect Sign in Sheet and walk kids up to kid's church rooms (stand at back of hall, to the right, make sure you have all children before leading them out of the hall).
- 10:20-11:15am – if children need a nappy change or needs to go to the toilet, the parent/guardian **MUST** be called to classroom (numbers available on sign in sheet).
- 11:15am - After kid's church
- all children to be collected by a parent/guardian and signed out, cannot leave room until this happens.
- Pack up the room, setting it up the way it was found

(NO VISUAL SIGN THAT WE WERE THERE MUST REMAIN)

Mini Peaks Leader

Before Sunday

- If unable to be there contact Janelle, so a replacement can be organised - do not organise your own replacement.

Sunday

- Arrive 9:15am for set up (**IF RUNNING LATE LET LEADER KNOW**).
- **Take a photo of the room as we need to return the room to the exactly how it was**
- Help to change room configuration
- Set up craft table, newspaper on table, chairs around desk
- Talk to leader 1 about lessons aim and activities happening that day
- 9:30am- Prayer with whole team (including Basecamp leaders).
- 9:45am - Greet children and families under COLA before church starts
- Ensure that you introduce yourself to new families
- 10:20am – Collect Sign in Sheet and walk kids up to kid’s church rooms (stand at back of hall, to the right, make sure you have all children before leading them out of the hall).
- 10:20-11:15am – if children need to go to the toilet, parent/guardian **MUST** be called to classroom (numbers available on sign in sheet).
- 11:15am - After kid’s church
- all children to be collected by a parent/guardian and signed out, cannot leave room until this happens.
- Pack up the room, setting it up the way it was found

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Explorers Leaders

Before Sunday

- Liaise with co-leader and decide who will be running the next lesson and each leader’s part.
- Prepare lesson, game, bible, prayer, craft, music.

Sunday

- Arrive 9:00am for set up
- **Take a photo of the room as we need to return the room to the exactly how it was**
- Remove chairs off tables
- Change table configuration
- Move whiteboard into classroom
- Collect bibles and textas from storeroom
- 9:30am - Prayer with whole team (including Basecamp leaders).
- 9:45am - Greet children and families under COLA before church starts
- Ensure that you introduce yourself to new families
- 10:20am – Walk kids up to kid’s church rooms (stand at back of hall, to the left, make sure you have all children before leading them out of the hall).

11:15am - After kid’s church

- One leader walks down with the children, to make sure all reach the COLA.
- 11:30am - Pack up the classroom, setting it up the way it was found
- Take down church sign, 2 x pop ups and door poster.

(NO VISUAL SIGN THAT WE WERE THERE MUST REMAIN)