



parkwaykids

**Elementary  
Playbook**

# Elementary Sunday Leader Team Playbook

## How can I make sure every Sunday is a WIN?

Make every Sunday a WIN for kids and Team members in Parkway Kids by achieving 3 principles:

1. Have Fun!
2. Be Safe.
3. Grow Spiritually.

## How does Parkway Kids join in the mission statement of Parkway Fellowship to "reach the lost at any cost and grow them to maturity"?

We reach the kids by creating a kid friendly environment through music, movement, relationships, and visual stimulation.

Our Team plays a part in helping grow them to maturity by teaching key Biblical concepts, and by partnering with parents to continue providing instruction for spiritual growth.

## Which of the five Biblical purposes of Fellowship, Discipleship, Ministry, Evangelism, and Worship does this ministry fulfill?

- **Fellowship:** Kids at this age connect to each other by playing together during free time and during small group activities.
- **Discipleship:** The kids learn key spiritual concepts through a video lesson or live presentation and engaging activities.
- **Ministry:** Our Team ministers to parents by providing safe and welcoming environments for kids, allowing parents the opportunity to focus on what God is teaching them.
- **Evangelism:** Several times during the year, kids are encouraged to bring their friends on Sunday mornings. We also offer New Believers and Baptism classes.
- **Worship:** Kids sing and dance worship songs during Large Group time every Sunday.

## The Leader

The Kids Pastor is Jim Lyman. His mobile phone number is 513.307.4035, and his email is [jim.lyman@parkwayfellowship.com](mailto:jim.lyman@parkwayfellowship.com).

## How do I join the Parkway Kids Team?

- Complete an application/interview with a Kids Pastor
- Submit a background check and Sexual Awareness Training
- Read the Playbook and watch the training videos found in our website- [www.parkwayfellowship.com](http://www.parkwayfellowship.com)
- Shadow a teacher in a classroom for one service time.

## The Schedule

Once we have your background check information, preferred service time, and rotation schedule, we will place you on one of our teams. You will receive email reminders regarding your time to serve from Planning Center Services. You can download the Planning Center Services app on your smartphone to have the scheduled service dates sent directly to your calendar.

## What am I committing to as an Elementary leader?

- You are committing to an hour and a half on Sunday.
- Carve out approximately 15 minutes during the week to study the lesson so you are prepared for Sunday.
- Be in your classroom 15 minutes prior to your service time to prepare supplies and greet kids.
- Remain in your class until the next team of volunteers arrive or until clean-up is finished (last hour).

## What do I do if I can't be there?

Notify Wendy McCarthy, Kids Elementary Pastor, by phone/text as soon as possible if you are unable to fulfill your volunteer responsibility. If something comes up at the last minute the morning you are serving, contact Wendy McCarthy at 832.491.7010.

## The Procedure

### What do I do?

All leaders need to be familiar with the lesson before arriving on Sunday.

To view the lesson online, go to Planning Center.

**All classroom volunteers** will assist with check-in, check out, small group activities, participate in Large Group, and facilitate the Prayer activities.

**All elementary classrooms have 6 roles that need to be filled at each hour.**

#### 1. Stage Leader

- Co-Teaches with other leaders
- Introduces the lesson, directs the activities & bible lesson, and closes the lesson

#### 2. Small Group Leaders

- Teaches and facilitates small group activity
- Assists children with activity
- Has discussion about bible lesson and prays with & for the children
- Uses Biblical examples to help guide and direct disruptive behavior to help the kids understand the purpose of correction is to become more like the person that God wants for us to be
- Take time to learn about each kid and care about their weekly events
- Develop relationships as Godly leaders and role models
- Include kids who do not appear to be comfortable in the classroom

- Responsible for ensuring all dismissal procedures are followed
- Shares encouraging words as kids exit

### **3. Tech**

- Runs all lighting, sound, and video elements

### **4. Check in and Check out leaders**

- Greets all parents and kids at the Entrance door, both before and after class (no one should leave through this door)
- Sets the tone for a welcoming and fun environment to learn
- Is familiar with check-in computers
- Writes down name and tag number on clipboard for each child who enters, and the Greeter should be familiar with the procedure for welcoming first-time guests
- Leads a Small Group (if possible)

## **What is my schedule on Sunday morning?**

### Elementary Set-Up and Check In:

- Arrive 15 minutes prior to beginning of the service time.
- Check In on the computer every Sunday you serve and print a name tag.
- All curriculum and supplies you need will be in a designated box in your classroom prior to your arrival.
- Set out anything needed for the opening activity.

### Schedule for the Elements of the Lesson:

1. Check In (15 min before service hour - continue as long as needed)
  - o ALL kids need to be checked in on the clipboard - first & last name and tag number
2. Social (15 min) - Begins promptly at 9:00, 10:15, and 11:30 AM; It is an activity to introduce the lesson.
3. Large Group (25 min) - Have all kids sit in designated area to begin the lesson.
4. Groups (10 min) - Lead engaging activities in smaller break out groups to reinforce the ideas taught during Large Group
5. Wrap Up & Prayer (10 min) - Take time to listen and pray for the concerns and praises of the kids in your Small Group
6. Check Out Dismissal begins when wrap up and prayer are finished and continues until the beginning of the next service hour.

## Dismissal Procedures

- Parents will show their parent tag at checkout with a code that will match the number on the tag of the kid they are checking out.
- If a tag will not stay on a kid's clothes, place the tag on the clipboard by the door.
- Parents will enter through the entrance door of each room and exit through the exit door after having a volunteer check tags.
- **NO kid is allowed to leave without a matching tag. If the kid or the parent lost a tag, the parent must go to the Check In stations in the preschool area and get a signed replacement from a Parkway Kids Staff Member.**
- Anyone under the age of 13 is not permitted to check a kid out of the classroom. If age of pick up person is questionable, ask "*How old are you?*" and if they answer with anything under the age of 13, let them know you cannot release the child to them - a parent must pick up.
- If a kid has not been picked up 15 minutes after service end (12:45PM), please bring the kid(s) to a Parkway Kids Staff Member at Preschool Check-In.

## Social Media

- Do not post pictures containing a child's face or nametag.
- Do not post a child's name.
- We LOVE pictures! Please send your pictures to us in an email or text. After a Parkway Kids Staff Member has verified that a child has a completed photo release form on file, we would love to post the pictures to share the fun we have learning about God!

## Safety Guidelines for Serving in Parkway Kids

### Situations Requiring Contacting a Parkway Kids Staff Member

- If a kid becomes ill
  - If a kid has a runny nose (green in color), persistent cough, fever, or rash, we will ask the parent to keep their kid with them. If you notice this during the service times please notify a staff member, and we will contact the parent.
  - If you notice a kid is sick during check-in, please tell the parent dropping off the following: "Has your child been feeling okay? Let me check with a Parkway Kids Staff Member to check on him/her."
  - If a child begins vomiting, an adult leader should escort the kid to the restroom away from the other students while remaining calm and comforting. Contact a Parkway Kids Staff Member and

alert them to the situation. The Parkway Kids Staff Member will bring the appropriate cleaning supplies and handle contacting the parent/guardian.

- If a kid has been injured
    - o Minor Injuries can be treated with a little tender loving care, a cool cloth and a Band-Aid.
    - o Small First Aid kits are available in each room.
    - o You CANNOT treat any injury with medication of any kind (i.e. alcohol cleaning wipes, antibiotic cream, Advil, etc.).
    - o When a kid is treated, please complete an "Ouch Report" and have a staff member sign the report before the kid is picked up. When the parent arrives, please let them know what happened and ask them to sign the "Ouch Report". The parent receives the yellow copy of the "Ouch Report" labeled "Parent" and the white copy should be turned into a Parkway Kids Staff Member.
    - o A staff member will follow up with the parent, if necessary, the following week.
    - o *It is important to remember that we are not authorized to dispense any over the counter or prescription medications.*
    - o In the event a kid needs more medical attention than we can provide, please notify a Parkway Kids Staff Member and the parent will be notified.
  - If there is any sort of excess behavior problem (i.e. disrespect, disruption, aggression, etc.)
    1. Give a verbal warning to stop while telling kid *what* is appropriate to *do instead*.
    2. If behavior persists, contact a Parkway Kids Staff Member to come talk with the kid.
    3. If disruptive behavior continues after staff conversation, alert Parkway Kids Staff Member to come get the kid and staff member will call the parent.
    4. If kid displays disruptive behavior week after week despite all the above attempts, a parent will be asked to remain in the room to aid in behavior management for the entire service.
- \*Immediately contact a Parkway Kids Staff Member if a kid is physically aggressive with another kid\***

## Precautions

- If a kid has to use the restroom, they should use the facilities located in each of the classrooms without assistance.
- Never be alone with a kid.
- Monitor the kid's environment and report any suspicious activity to a Parkway Kids Staff Member immediately.
- Be aware of any special notes indicated on the kid's nametag. (i.e. allergies, medical conditions) as well as the F (first time guest) and B (birthday this week)
- Kids are not allowed to be unsupervised on campus.

## Special Needs

If you notice a kid in your class who may have special needs or require more attention than you can provide, contact a Parkway Kids Staff Member to initiate an introduction with our Special Needs Team.

Buddies- if you have a special needs child in your room that requires assistance, please note that they will have a buddy. Please allow the 'buddy' to care and meet the needs of the child. They have been trained on how to best meet their needs.

Our Special Needs coordinator will walk the rooms every Sunday during all services to ensure our kiddos have proper support.

## Emergency Procedures

The kids watch you for cues on how to respond to a situation. Remain calm in all situations in order to maintain authority over the class, and to direct the kids in the safest course of action.

### **SERIOUS INJURIES - e.g. broken bones, severe laceration, convulsions, unconsciousness**

- o Do not move the injured kid. A Parkway Kids leader must remain with the kid.
- o Stay calm and comfort the kid while another team leader cares for the other kids in your class. Be sure to keep other kids away from the injured kid.
- o Have another team leader notify a Parkway Kids Staff Member for further assistance.
- o A staff member will contact you with updates of the kid's condition. You may be asked to give information to assist the staff in reporting the incident.

### **FIRE**

- o AS SOON AS the Fire Alarm sounds, IMMEDIATELY follow evacuation procedures.
- o Take the clipboard by the door and the emergency kit (red backpack) and prepare the class to evacuate.
- o Follow the fire evacuation route posted next to the exit door in your classroom.
- o One leader should lead the kids out while another leader stands at the door counting the number of kids in your care.
- o **After all kids have been counted, check under any furniture, bathrooms, or other areas where a kid could hide.**
- o Walk your kids to the area designated on the evacuation plan posted next to your door - the grassy area on the east side of the gym.
- o Once all leaders have arrived, if possible, have your kids sit on the ground and re-count the kids to make sure that every kid is accounted for.
- o All Check Out procedures will be placed on hold until you have reached the secure location and all kids have been re-counted. ***Do not release any kids until this has been completed.***
- o If parents arrive to pick up a kid, follow the same procedure as in a classroom. No kid is to be released from your care without a matching tag.

### **TORNADO/INCLEMENT WEATHER**

- o A Parkway Kids Staff Member will notify you that we are moving to a shelter-in-place situation.
- o Follow the tornado evacuation plan listed on the map posted next to your door.
- o Take the clipboard by the door and the emergency kit (red backpack) and prepare to evacuate.
- o All check-out procedures will be placed on hold until you have reached the secure location and all kids have been accounted for.
- o If parents arrive to pick up a kid, follow the same procedure as in a classroom. No kid is to be released from your care without a matching tag.

## MISSING KID

- o Remove all distractions, music, video, etc. and make an announcement in the classroom calling the kid's name. Ask kids and leaders in the room to help you look under furniture, in closets, bathrooms, etc.
- o If the kid is not found, your classroom will go into **Lockdown**. **Station a volunteer at each door, not allowing anyone in or out of the room.**
- o Notify a Parkway Kids Staff Member immediately. The Parkway Kids Staff Member will notify the parent of the situation.
- o If the kid is still not found, the entire wing or area of the church will be put in **Lockdown**. Each room in the area will be checked for the missing kid.
- o If the kid is still not found, the entire campus will be put into **Lockdown** until further notice.

## THREAT OR DANGER OF BODILY HARM

- o In the event that there is someone on campus that poses a potential threat to any individual, contact a Parkway Kids Staff Member immediately.
- o The threat will be identified and then addressed.
- o If need be, the Parkway Fellowship Staff will place the campus in **Lockdown**.
- o Remove magnet from door to lock it.

## Essential Beliefs that We Teach Our Kids

We believe that every kid at Parkway deserves to be taught Biblically sound teaching. Therefore, we require ALL Parkway Kids Team Members to be familiar with our essential beliefs.

### About God

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are coequal and are one God.

Genesis 1:1,26,27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

### About Jesus Christ

Jesus Christ is the Son of God. He is coequal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22,23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14,15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; 1 Timothy 6:14,15; Titus 2:13



### **About the Holy Spirit**

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make mankind aware of our need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily.

2 Corinthians 3:17; John 16:7-13; 14:16,17; Acts 1:8; 1 Corinthians 2:12; 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

### **About the Bible**

The Bible is God's Word to all mankind. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105,160; 12:6; Proverbs 30:5

### **About Human Beings**

We are all made in the spiritual image of God, to be like Him in character. We are the supreme object of God's creation. Although every person has tremendous potential for good, we are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2

### **About Salvation**

Salvation is a gift from God to mankind. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. Eternal life begins the moment we receive Jesus Christ into our life by faith.

Romans 6:23; Ephesians 2:8,9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1

### **About Eternal Security**

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25; 10:10, 14; 1 Peter 1:3-5

### **About Eternity**

We all were created to exist forever. We will either exist eternally separated from God by sin, or in union with God through forgiveness and salvation. The place of eternal separation from God is called hell.

Heaven is the place of eternal union and eternal life with God.

John 3:16; Romans 6:23; Revelation 20:1 (hell); Matthew 25:41; Revelation 21:27 (heaven)