

NEW SONG

— KIDS MINISTRY —

KIDS MINISTRY PACKET

Leading kids to become fully devoted followers of Christ!

Welcome to the Kids Ministry Team!

First off, you are an answer to prayers and a gift from God! You bring a unique perspective and set of giftings to our team, and we can't wait to see you flourish and enjoy the fruits of serving in this ministry and church community. We believe discipling and caring for our kids has immense kingdom impact! We're tending seeds of faith that will hopefully grow into lasting relationships with the Lord. Serving in kids ministry shapes what the church will look like in 20 years—exciting, right?

CULTURE OF NEW SONG KIDS (NSK)

At New Song Kids (NSK), we're committed to creating a Christ-centered environment where children encounter Jesus, grow in their faith, and feel truly loved. As leaders, your role is vital to this mission. Here's what we strive to embody:

Gospel-Centered

Every story in NSK points back to Jesus—His life, death, and resurrection. We want kids to understand that Jesus is the fulfillment of God's plan from the beginning, and every Bible story leads us back to Him.

Encounters with Jesus

Our goal is for every child to know Jesus personally through authentic encounters with Him, facilitated by the Holy Spirit. We believe every child is capable of encountering His presence, no matter their age. There's no "junior" Holy Spirit—God moves powerfully in the hearts of our kids.

Heart, Not Just Hands

Serving in kids ministry is about more than just showing up. It's about investing in the next generation, guiding, discipling, and helping them encounter Jesus. Every moment in this ministry has eternal value, and the work we do shapes their spiritual journey and makes a lasting impact on the Kingdom of God.

EXPECTATIONS

Commitment and Responsibilities

- **Background Check:** Must be completed and cleared before serving.
 - **Team Meetings:** Attend regularly scheduled team meetings.
 - **Regular Attendance:** Attend New Song Church regularly to stay connected.
 - **Planning Center:** Confirm or decline availability within 3 days.
 - **Scheduling:** Block out unavailable dates at least 30 days in advance (except emergencies).
 - **Arrival:** Be present 15 minutes before service for prayer.
 - **Engagement:** Stay fully engaged with the kids during class time.
 - **Reflect Jesus** in all areas of life (Ephesians 5:1-2, 1 Corinthians 11:1).
 - **Be mindful of social media.** Parents may check your accounts, so post content that reflects Christ's character.
 - **Spend time with Jesus.** Personal time in prayer and the Word is key for spiritual growth and effective ministry.
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General Classroom Policies

- **Two volunteers** must be present at all times. They cannot be dating, married, or related.
 - **Keep the bottom door locked** and the top door open when children are present.
 - If something seems off, talk to the parents directly, or have the director intervene.
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NAME TAGS

Children must wear name tags, and parents must have the matching pickup code. If a parent protests, kindly explain:

"We understand it's inconvenient, but this is a safety measure to ensure all children are safe and accounted for."

BODILY FLUIDS / ILLNESS

- **Gloves** are always provided. Use them if it's wet and not yours.
- Wear gloves when dealing with vomit or blood.

- **Secure the area** and ensure privacy for the affected child.
 - Page parents to care for their child. In an emergency, send someone to get security and the parent.
 - **Radio security** to handle clean-up and fill out an “Ouch Report” as soon as possible.
 - **Do not allow children** with the following symptoms:
 - Green/yellow runny nose
 - Fever, vomiting, or diarrhea within the past 24 hours
 - Persistent coughing, rash, or open sores
 - Unusual irritability or fatigue
 - Upset stomach or swollen, red, or runny eyes
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BEHAVIOR MANAGEMENT

- **Always assume the best intentions** behind a child’s actions.
- **No physical discipline.**
- Remind kids of rules (like at home or school).
- Be patient, especially with new or shy children.
- If a child is unkind, have them **apologize** to the other child. We don’t tolerate bullying, but we always love the one acting out.
- Unless it’s a safety concern, a **quiet 1:1 reminder** is often enough.
- For older kids, check if something else is behind their behavior. Building trust and relationships is key.

Follow the Three Warning Rule:

1. Quietly ask the child to stop (1st warning).
2. Take them aside (2nd warning), let the parent know after service.
3. Page the parent to come pick them up (final warning).

PAGING PROCEDURES

- Use the **tablet** to page parents by typing the child’s ID tag number and pressing **ADD**.
- The number will display in the Worship Center.
- Once the parent arrives, press **Delete** to remove the ID number.

In case of a **medical emergency**, don't rely on the paging system. Direct someone to get security and/or the parent.

RESTROOM PROCEDURES

BOYS:

- A **male volunteer** escorts each boy to the downstairs bathrooms.
- If the security person is male, they check the bathroom; if female, the male volunteer checks it.
- Wait until the bathroom is clear before allowing the child to enter. **Adults must wait** until all kids are out before entering.
- After the child finishes, escort them back to their classroom.

GIRLS:

- A **female volunteer** escorts each girl to the downstairs bathrooms.
 - The volunteer checks the bathroom and waits outside while the child enters. **Adults must wait** until all kids are out before entering.
 - After the child finishes, escort them back to their classroom.
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EMERGENCY / LOCKDOWNS

Radios:

- Every classroom has a two-way radio provided by Security.
- Press and hold the button to speak clearly, release to hear a response.
- In a medical emergency, **don't rely solely on the radio**—give clear instructions to a specific person.

LOCKDOWN (Internal Threat):

- Immediately bring any students in the hallway into your classroom.
- **Lock** all classroom doors (top and bottom).
- Have kids gather in the farthest corner and sit quietly until security clears the room.

LOCKDOWN (External Threat):

- Keep all children inside and continue activities until security releases them.
 - **Never open the back door** if someone knocks—call security.
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FIRE / EVACUATION PROCEDURES

General Evacuation:

- Grab the clipboard and first aid backpack.
 - **2nd-5th Grade Room:** Exit through the back door and outside staircase. If blocked, use the main center stairwell.
 - **Pre-K Room:** Exit through the back door and outside staircase. If blocked, exit via the balcony and kitchen stairs.
 - **Meeting Area:** Walk across the east parking lot to the furthest northeast corner.
 - Once at the meeting area, check the roster.
 - If all kids are safe, hold up the **green card**; if any are missing, hold up the **red card**. Security and the Kids Ministry Director will check in with those holding red cards.
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GRADUATION: Children will move to the appropriate classrooms at the end of the school year or on their birthday.