



Welcome



Welcome to the Kids' City team! We are thrilled that you are joining with us to help families raise growing, 3C Christ-followers. The contribution you'll make week in and week out is crucial to the mission of our church. You'll play an instrumental role in hundreds of kids and parents finding their way back to God. God is honored by your commitment, and I'm confident he's going to do an amazing work through you.

This new leader folder is intended to help you get started in your role on the team. Our desire is to come alongside you to help you grow as a Christ-follower, develop your skills as a leader, and make an impact in the lives of the kids and adults God has entrusted to you. Some of the information is stuff you'll need to know right away (Basics, Evacuation Procedures). Some of the materials are things you and your Kids' City Coach can use to help you grow (Role Descriptions, Leadership Expectations). Hopefully everything in this folder will better equip you for the ministry God has called you to.

We take the safety and security of kids very seriously as well as the importance of the mission God has entrusted to us. That's why we ask that you read over the material in this folder and complete the included Covenant before serving in Kids' City. We'll keep the Covenant on file along with your application, reference letters, and background check. These measures help us ensure the safety of our children and the effectiveness of our ministry.

We are thrilled to have you on the team! I can't wait to see how God uses YOU to impact kids and families at CCC!

—by grace, Tammy Melchien, Kids' City Executive Director



Covenant



- I have read and understand the procedures outlined in the 'Basics' and 'Evacuation Procedures' sheets in this folder.
- I am committed to growing in the experience of the 3C's as outlined in CCC's Leadership Expectations.
- I am committed to Kids' City's mission of Helping Families raise Growing 3C Christ-followers and will do my best to carry out my role in that mission.

Signature

Date



Staff Team



Tammy Melchien

Kids' City Executive Director

Tammy has been on CCC's staff since July 2002 and has served as Kids' City's Executive Director since November 2004. She provides leadership for the KC Campus Directors and oversees the development of our Kids' City products.



Kerry Marshall

KC Arts Coordinator

"I love serving in Kids' City because it's so much fun being with kids. I love to see their faces when they're having fun in large group. Their smiles make me smile and totally warms my heart. I find myself learning from them. It's definitely a blessing and a privilege to be serving in Kids' City!"

Romeoville Campus



Scott Knollenberg

Romeoville Campus Director

Scott joined the Kids' City staff in January 2005. In addition to leading Kids' City in Romeoville, Scott has been pioneering our Community Recreation Ministry church-wide.



Pillara Smith

Service Coordinator

"I love being a part of Kids' City because there is nothing better than seeing children get excited about God. To know that my small role in Kids' City helps children and their families connect to God and experience His love is awesome!"



Tricia Mangune

Service Coordinator

"I love the energy the kids have each week, their love for learning, their love for the Lord and most of all it's exciting to see when they actually "get it!" I also love the passion that our team of leaders has for the kids, it really makes you love what you do!"



Tabitha Vieweg

Service Coordinator

"I stepped up to the role as Service coordinator in September 2005 although I've been serving in Kids' City for a little over two years. I love serving in Kids' City because nothing beats being a part of children learning about Jesus and His love; it totally fires me up to know we are bringing up life-long Christ followers."



Teaching Principles



The weekly Big Idea topics are reinforced by key teaching principles. These principles are basic truths we want every child to grasp as they grow up in Kids' City. One of these principles is highlighted in each lesson. We ask that both KC Celebration Communicators and Small Group Leaders make sure they say the teaching principle out loud where it appears in the lesson. The consistent repetition of these principles will help cement these core truths in the hearts of our children.

We want every toddler and 2-yr-old in **WiggleWay** and every 3-yr-old through Kindergartener in **Jumpstreet** to grow up knowing...

God made me.

God loves me.

Jesus wants to be my friend forever.

We want every 1st-3rd Grader in **Uptown** and every 4th-5th Grader in **Club 45** to graduate to Junior High knowing...

I can trust God no matter what.

Jesus is always with me.

I need to make the wise choice.

I should treat others the way I want to be treated.

I have a role to play on God's team.



Evacuation Procedures



ROMEOVILLE CAMPUS

In the event the fire alarm is activated during a service when children are present, all leaders should become familiar with and be prepared to institute the following procedures. Understand that the goal will be to evacuate all children in a swift, orderly manner to the designated location in order to account for all children in your group.

Staff/Service Coordinators

The staff member(s) at each site will ensure that leaders and security are following procedures:

1. Insure an orderly evacuation and divert traffic in the event of blocked exits.
2. Assist any persons with disabilities to evacuate the building a appropriate.
3. Along with security check all rooms/bathrooms to ensure they are empty.
4. Check in with security team/leaders at the Gazebo to ensure all children and adults have been accounted for.
5. The campus pastor is the point person for staff. Report when all persons (children, leaders, helpers, staff) are accounted for and/or any trouble situations.
6. Collect attendance sheets from leaders once parents have picked up all children.

**Designated Area —
the Gazebo in Highpoint
Friendship Square.**

**Remain at this
location until further
instructions are given!!!**

Small Group Leaders

When the fire alarm sounds:

1. Stay calm and ask the children to immediately line up at the door.
2. Take a quick account of all children. Ensure that all your children are in your room (i.e., is someone in the bathroom, etc. If so, send helper or summon staff person/security to help.)
3. Have your attendance sheet and pen in your hand.
4. If you have an assistant that person should be at the end of the line before exiting the room.
5. Before exiting, you should remind children to stay in a single line and remain quiet.
6. Lead the children out the room, turn off lights, and close the door behind you.
7. Exit your room and lead the children to your primary exit point. You are to exit the building and go to the Gazebo where parents have been instructed to pick up their children.
8. When you get to the Gazebo, take careful attendance of your group. If a child is missing, notify security/staff immediately. Do not leave the area or go inside. If the fire alarm is false, still remain outside until the fire department arrives.
9. When a parent retrieves their child, please make a record of this immediately. If the parent does not have a numbered badge, ask them to sign next to their child's name.

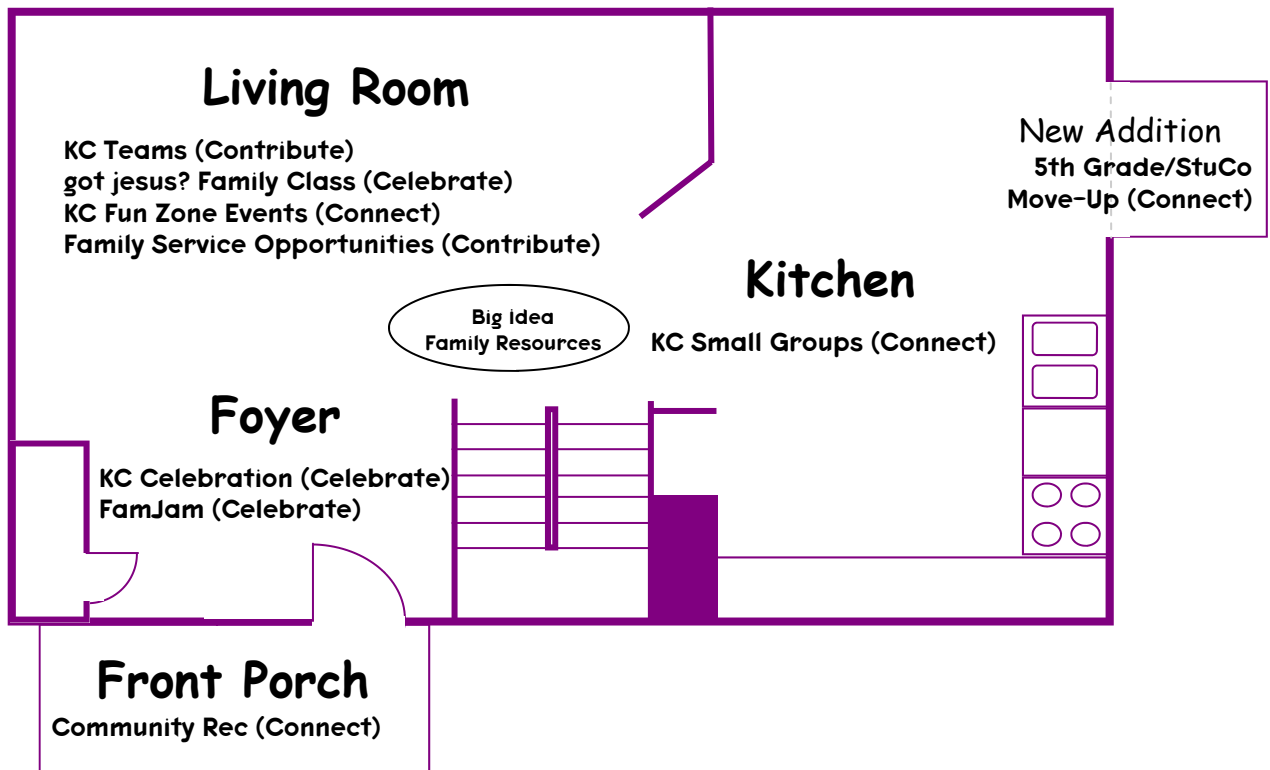


Mission & Strategy



Kids' City Mission: Helping Families Raise Growing, 3C Christ-Followers.

We desire to come alongside families to help them raise growing, 3C Christ-followers. Our strategy is to provide key experiences for kids and families to Celebrate, Connect, and Contribute. We desire to reach out to *unchurched families* by connecting with them through 'Front Porch' activities. We'll invite them into our house where they will be *welcomed guests* in our 'Foyer.' We hope to help them take the next step to become *friends* who gather in 'Living Room' environments. Ultimately helping them become *family* where they can gather in 'Kitchen' small groups to build meaningful relationships.





Basics



Have questions about the basics of serving in Kids' City?
Hopefully we'll answer your questions here.

Leadership Community

Leadership Community is a once a month vision and training gathering for all CCC Leaders, Apprentice Leaders, and Coaches. Join us the first Saturday of each month for this energizing time together!

8am—Coaches' Breakout
9am—Vision Time (Everyone)
10:15am—Leaders' Breakout

Pray & Connect

Each week all Kids' City leaders, apprentices, helpers, and staff meet for a time of **CONNECTING** as we **PRAY** for each other and the kids in Kids' City. Ask your Campus Director where and when your team meets to Pray & Connect.

When You Need to be Absent

Leaders are asked to find their own substitutes when they are going to be absent. You should notify your Service Coordinator as early as possible, letting them know who will be subbing in their place. Knowing who you can count on to sub for you ahead of time will save you time and energy when you need to be absent. Some great people to consider: Apprentice leaders, Parents of kids in your Small Group, Friends from your Adult Small Group.

Make sure your Substitute has a copy of the Curriculum ahead of time. Explain your Small Group's routine to the Substitute. Ask the Substitute to arrive at least 15 minutes before the start of the service and let them know who the Service Coordinator is in case they have any questions once they arrive.

Zones and Small Groups

There are 4 age-group zones in Kids' City.

WiggleWay — Infants-2 yr olds
JumpStreet — 3 yr olds—kindergarten
Uptown — 1st-3rd Grade
Club 45 — 4th-5th Grade

Within each Zone you'll find one or more Small Groups. The number of groups depends on factors such as the number of regular attenders, leader to child ratios, and available space. Each Small Group within a Zone has a color name (i.e. JumpStreet Blue Group, Uptown Yellow Group).

Grouping Kids

Why do we ask parents to group their kids in a consistent small group? A child's experience in Kids' City will be greatly enhanced if he/she builds meaningful friendships. It would be hard to build relationships in an adult small group if you rotated around different groups from week to week. The same is true in Kids' City. We ask parents and kids to commit to a consistent service time so that kids can build significant relationships with the Small Group Leader and the other kids in the group. Our hope is that these relationships will help kids become growing, 3C Christ-followers.

How does a child get grouped?

- Parents fill out a purple Small Group Registration Form and turn it into a Small Group Leader in their child's Zone.
- The Small Group Leader will fill in the bottom box on the form to assign the child to one of the Small Groups in the Zone (designated by a color).
- The Small Group Leader will turn the form in to their Service Coordinator to be entered into CCC's 3CMS Database. Next week the child's name should appear on the Check-In sheet.

Bathroom Procedures

Infants, Toddlers, 2's

- Diaper only soiled or wet diapers (no need for routine change of all children).
- Diaper in close proximity to other caregivers.
- Leave room doors open when diapering.
- Only women may change diapers.

All Other Children

- Never bring a child to the restroom alone! Always bring another adult or child.
- Check the restroom to make sure no other adult is there (if so, stay in the restroom until the adult leaves).
- Wait outside the restroom for the child.
- If assistance is required, stall door must remain open. Always avoid a closed door situation.

Discipline Policy

JumpStreet rules we follow to show love for God and others:

1. Use kind words.
2. Use only gentle hands and feet.
3. Obey directions the first time.
4. Use an indoor voice.
5. Wear your nametag.

Uptown/Club 45 rules we follow to show love for God and others:

1. Respect your leader.
2. Respect each other.
3. Respect property and supplies.
4. Wear nametags appropriately.

Consequences:

1. Receive a verbal warning and choice of alternative behavior.
2. A leader-child conference.*
3. Contact Service Coordinator or Security Contributor to intervene.
4. Page parents.

*Checklist for leader-child conference:

1. Take several deep breaths to help you relax.
2. What are you feeling right now?
3. What happened to make you feel that way?
4. What choices do you need to make in order to rejoin the group successfully?
5. When you are ready to follow the rules, you may rejoin the group.

Security

We want Kids' City to be a safe place for kids to grow and learn about God.

- We provide numbered badges for the safety of all children attending.
- If for any reason the Small Group Leader needs a child's parent, he/she should ask the Service Coordinator or Security Contributor to page the parent using the number on the security badge.
- During child pick-up, only adults with numbered badges should be allowed in Kids' City areas.
- Parents must present the numbered badge to the Small Group Leader to pick up their child.
- If a parent lost the numbered badge, he/she must wait until all children are picked up (this provides extra time to ensure that the right adult is picking up the child).

Child Protection Policy

All Kids' City contributors must complete a written application to serve including a criminal background check and 2 references.

All Kids' City contributors should wear a security badge.

Both staff and volunteers are considered Mandatory Reporters under Illinois law and are required to inform DCFS when there is reason to believe that a child has been harmed or is in danger of being harmed—physically, sexually, or through neglect.

If you have reason to believe a child has been harmed or is in danger of being harmed, immediately bring it to the attention of your Service Coordinator, Campus Director, and/or Campus Pastor.

For more detailed information on Kids' City's Child Protection Policy, ask your Campus Director for a copy of the policy.

Miscellaneous

- Every Campus has a first aid kit in the Kids' City Welcome Area.
- In case of fire or some other evacuation emergency, take the sign-in sheet for your small group and lead your group to your campus' designated destination point. Parents will be instructed to meet their children at this destination point.



Uptown-Club 45 Small Group Leader



A Kids' City Uptown or Club 45 Small Group Leader helps families raise growing 3C-Christ Followers by providing a safe, fun, loving environment where kids can learn about God, connect in meaningful relationships, and discover their role on God's Team.

What Does a "Win" Look Like in an Uptown or Club 45 Small Group?

- Kids are engaged in meaningful conversations and participating in relevant activities.
- Kids are having fun.
- Kids feel safe sharing their prayer requests with the group.
- Kids leave with a specific challenge that will help them apply what they learned.
- Kids want to attend the same small group each week because they feel connected to the leader and the other kids in the group.
- Kids are bringing their friends to Kids' City.

Time Commitment

- Weekly contribution in one Kids' City service time. Arrive at the time designated by the Service Coordinator and stay until all of your children are picked up after the service.
- Weekly preparation and relational time (see 'Small Group Leader Keys to Winning').
- Monthly participation in CCC's Leadership Community vision and training meeting (Leadership Community is the first Saturday of each month from 9:15-11:30am at the Naperville YB Campus).
- Meet monthly with your Kids' City Coach for training and team building.
- Participate in Kids' City University.

Qualifications

- Small Group leaders must love kids!
- Small Group Leaders must be moving towards maturity in CCC's Leadership Expectations (see Leadership Expectations document).
- Small Group Leaders must have a completed application, background check, 2 reference forms, and signed Kids' City Leader Covenant on file.

Small Group Leader Keys to Winning

Build meaningful relationships with the kids in your small group.

- Learn kids' names and their parents' names.
- Interact with every child in your group during the weekend service.
- Pray for the kids in your small group.
- Connect with your kids outside of the weekend experience (i.e. send e-mails, write notes, participate in Uptown or Club 45 Zone Events).
- Welcome new kids and families and encourage them to get connected at CCC.
- Recognize birthdays and special events in the kids' lives.

Use the provided curriculum and supplies to facilitate small group discussions, activities, and projects.

- Spend a minimum of 20 minutes each week preparing your small group lesson.
- Customize the curriculum for your group. Which questions do you want to make sure to discuss? Which activity or project will be most effective with your group? There is usually more in the curriculum than you'll have time for...prioritize!

Actively participate in KC Celebration with your small group.

Encourage kids to contribute by serving on a KC Team. Manage your small group's KC Team Roster.

Care for your kids by finding a substitute on weeks you need to be absent.

Manage your small group roster by adding and removing names as needed.

Reproduce yourself by developing an apprentice leader.



**Kids' City Mission:
Helping Families Raise Growing,
3C Christ-Followers.**



Coaching Questions

CCC's 6 Coaching Questions

1. How are you?
2. What are you celebrating?
3. What challenges are you facing?
4. How will you tackle those challenges?
5. How can I help?
6. How can I pray for you?

CCC's Leadership Expectations

- How are you growing in the experience of Celebrating?
- How are you growing in the experience of Connecting?
- How are you growing in the experience of Contributing?

Small Group Relationships

- When was the last time you connected with the kids in your small group outside of the weekend (i.e. e-mail, phone call, letter, activity)?
- What prayers have you been praying for the kids in your small group?
- What was the most meaningful conversation your small group had over this past month?
- Are your small group kids engaged and having fun? What could you do to better engage kids who aren't fully participating?
- Are kids bringing their friends to your small group?

Small Group Leadership

- Have you been prepared for your small group each week?
- Are you modeling celebration for the kids in your group during KC Celebration?
- Is your small group roster accurate?
- Are you encouraging your small group kids to contribute on a KC Team? Is your KC Teams Roster accurate?

Substitutes and Apprentices

- Who have you recruited to fill in for you when you need to be absent?
- Who could you invite to be your apprentice leader?
- How are you developing your apprentice?

Evaluation

Use these stoplights to track the things you are working on as an Uptown or Club 45 Leader. What are you doing best in your role? Write that on the 'Green' line and celebrate it! What is the one area you need to focus on improving? Write that on the 'Red' line. Work on one goal at a time.

Date:



Red: _____

Yellow

Green: _____

Date:



Red: _____

Yellow

Green: _____

Date:



Red: _____

Yellow

Green: _____

Date:



Red: _____

Yellow

Green: _____