



2010-2011 Leaders' Meeting

"Connect" Mission Statement

"Connecting today's kids to Christ."

"Connect" Theme Verse

"Every word of God proves true...." Proverbs 30:5a

"CONNECT" PROCEDURES

- *Nursery care will be available Thursdays for leaders with 0 to 4-year-olds.
- *A baggie holding all necessary supplies will be provided.
- *Leaders will be with their same groups from pickup to dismissal.
- *Schedules are tucked into the backs of nametags.

Child Pick-Up

Roseville District:

- Two buses will pick up the kids.
- Upon arrival, leaders spread out in order by grade
 - The first child that arrives may hold their grade's sign.
 - Highlight each child's name and issue nametag.
- Load bus immediately after check-in to avoid bottleneck.
 - First graders sit in the front of the bus.
 - On the way, kids recite verses to huddle leaders to receive candy.
- Children are dismissed from bus by grades
 - Huddle leaders walk children from the bus to the classroom.

Conner Creek Elementary:

- A crossing guard will be stationed at the street at 12:45 and 2:30 and will remain until all children have crossed.
- Huddle leaders pick up students at their classrooms.
 - Highlight the child's name
 - Nametags are issued by the school teacher
 - Leave once all children are checked in.
 - Walk children to first classroom
 - Arrive at church by 1:00

Stations

Classrooms:

- Take children to the restroom before the lesson time to eliminate the need.
- Sit among the children during music, class instruction, and verse recitation.
- Reposition children who are causing distractions.

Game Time:

- Be focused on the children; cheer them on!
- Be looking for children who might carelessly hurt another child.
- Bags of ice are kept in the freezer for injuries.

Huddles:

- The main purpose of huddles is to build positive relationships.
- Here is the list of priorities for the huddle leaders:
 1. Get to know the kids informally. Ask general questions and have each child answer them. You answer the questions, too!
 2. Talk about the lesson that was taught. Ask if there are any questions or comments. Question sheets are provided. Help the kids draw application from the lesson.
 3. End the huddle time with prayer. Pray for each child and their needs.

--Water:

- Drink water at water station before sitting down to the huddle table
- Throw away cups before sitting down
- No cups of water at the table, please

--Three huddle rooms

- Huddle leaders' names are posted on the sheet outside the door

--A huddle room manager is in every huddle room to help.

- Ask the room manager for anything needed such as Bibles
- Ask the room manager to take children to the restroom
- The room manager will handle the spilled water

--Huddle leaders should remain with their groups at all times!

Child Dismissal - 2:30

Roseville District:

- Count the kids; compare actual number to number of children checked in
- Collect nametags
- Distribute take-home booklets
- Walk children to the buses
- Ride on the bus back to the school

Conner Creek:

- Walk the class back to their classroom at Conner Creek
- Nametags are collected by Conner Creek teachers and kept at the school

“CONNECT” POLICIES

APPROVED LEADERS ONLY: In most cases, only approved leaders are allowed in the rooms with the children. **Applicants who have ever participated in, been accused or convicted of, or plead guilty or no contest to any type of abuse or sexual misconduct may not volunteer for children’s ministry.**

ARRIVAL: All “Connect” leaders are to arrive by noon on Thursdays.

ABSENTEEISM: For a known upcoming absence, please inform Val Graham at 586-623-0089 or valeriebeth@juno.com. **This is extremely important!**

DISCIPLINE: Setting limits for children is essential in providing a safe and happy place for them to learn. Misbehaving children should be dealt with accordingly.

1. Pray for an attitude of love and acceptance of the children.
2. Get to know the child well (rules - relationships = rebellion).
3. Anticipate disruptions.
4. Understand age-appropriate limitations.

SUGGESTIONS:

1. Use the child's name to refocus his/her attention.
2. Positively state what is expected of them regarding their behavior.
 - A. “Listen to what the teacher is saying.”
 - B. “Let’s say kind things.”
 - C. “Please, let’s take turns.”
 - D. “Our hands stay on our own body.”
3. Enlist the help of other leaders.
4. Move the child to a different seat to refocus attention.
5. Remember, our goal is to reach the child's heart.

THREE CHECK SYSTEM:

1. One check- better behavior is required.
2. Two checks- the parent will be called to discuss the child’s behavior.
3. Three checks- the child is removed from Connect for the remainder of the year. However, they will be allowed to return in the fall.

INAPPROPRIATE RESPONSES:

1. Yanking, spanking or hitting a child.
2. Public embarrassment.
3. Telling the child that he/she is bad.
4. Making threats without follow-up.
5. Leaving a child unsupervised in any location such as the hallway.
6. Yelling at a child.

SECURITY AND SAFETY

LEADER IDENTIFICATION: All leaders are required to wear "In the Light" lanyards with "Connect" nametags. This is to identify themselves to children as approved leaders.

CHILD IDENTIFICATION: Each child should be identified with a nametag. Nametags should be worn on the front of the shirt. Children who are not registered are not allowed to attend *Connect*.

FIRST AID: We may only dispense Band Aids, which are located in the pink cabinet in the Children's Ministry Resource Center. A red cross on the back of a child's nametag signifies a medical alert. Please be familiar with the specific medical alerts. Accidents involving blood, body fluids, or vomit must be reported to the *Connect* supervisor. Gloves must always be worn to assist with incidents with blood or body fluids.

EMERGENCIES: A 2-way radio will be on the yellow table in the CMRC, next to the first aid items. The *Connect* supervisor and church receptionist will be on the other end. All emergencies should be reported to the supervisor. If there is an immediate emergency, use a cell phone or the phone in the CMRC to call **9-911** (you must dial the first 9 to get an outside line).

VISITING PARENTS: If a visiting parent shows up, we will allow the parent to observe in a classroom. Parents are not to interact with the children, since they are not considered approved leaders. If there is any question, contact the children's ministry director or *Connect* Supervisor.

EARLY RELEASE: If a parent shows up to pick up a child, check-out must be done through the supervisor. There must be communication with the school when this happens.

TWO-PERSON RULE: Two leaders are to be present in each room at all times for everyone's security.

RESTROOM DUTY: Only women are allowed to enter the restroom with children. The purpose should be for supervision purposes only, not for assistance. All children must be escorted to the restrooms.

EMERGENCY EXITS: If there is a need to evacuate the building, exit at the nearest doorway. If doors are blocked, the windows may be used for escape. Meet at the baseball field.

Questions? If you have any questions or need assistance, contact Brien at church (586-445-8910), home (586-741-6353), cell 586-838-7200, or email (brien@cbcroseville.org).