



2009-2010 Leaders' Meeting

"Connect" Mission Statement

"Connecting timeless Bible truths to today's boys and girls."

"Connect" Theme Verse

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

"CONNECT" PROCEDURES

***Two leaders will be assigned per grade. One leader will keep a clipboard with a class roster for attendance purposes, and the other leader will keep a small box that holds nametags.**

Child Pick-Up

Roseville District: (need 16 leaders, including bus drivers)

--Two buses will pick up the kids.

--1st Bus: K-2nd (6 leaders)/ 2nd Bus: 3rd-6th (8 leaders)

--Each bus must have 2 leaders per grade.

--Upon arrival, leaders spread out by grade.

*K-2nd on right side of sidewalk

*3rd-6th on left side of sidewalk

--Have the first child per grade who arrives hold up their particular grade sign.

--One class leader highlights child's name, and the other leader issues nametag.

--Children load bus immediately after check-in (to avoid bottleneck).

--Bus drivers remain on buses for supervision and to instruct kids where to sit.

--On the way, kids recite verses to huddle leaders and receive prizes.

--Upon arrival at Cornerstone, buses drop off at West door.

--Children are dismissed from bus by grades, and class leaders walk them from the bus to their first classroom.

Conner Creek Elementary: (need 16 leaders)

--An adult will be stationed at the street to serve as crossing guard at 12:45 and at 2:30 (until all classes have crossed).

--Students will line up by grade in the gathering area outside the school office.

--2 leaders will be needed per grade, who will also serve as their huddle leaders.

--Have the first child per grade who arrives hold up their particular grade sign.

-- One class leader highlights child's name, and the other leader issues the name tag.

- Once all children are checked in per grade, that grade can leave.
- One leader should be in front and the other in back while walking to the church.
- Leaders walk children to first classroom (1:00).

Stations

- Leaders will be with their same groups the entire time (pick-up-dismissal).
- Schedules will be provided to tuck into the back of your nametag, so you can refer to it whenever needed.

Classrooms:

- During music, class instruction, and verse recitation, teachers should spread out and sit with the children.
- If children are causing distractions, reposition them.
- With this many leaders, teachers should not have to worry about misbehaving children.

Game Time:

- During game time, leaders should participate if possible.
- Be ready to help the game director however needed.

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. Help the kids draw application from the lesson.
 3. Do the color sheet/craft together (K-2nd). This the last priority, so there is no problem if you don't get to it. You can send it home with the kids, if you wish.

- Question sheets will be provided to the huddle leaders to aid in discussion.
- K-1st huddles are before the lesson, so the focus will be on pointing to the lesson with your conversation or the handout.
- K-1st huddle leaders should make sure kids write their names on their papers, collect the papers at the end of huddles, and redistribute them upon dismissal.
- Cups of water will be available upon entry of the huddle room. Kids should drink their water and throw away their cups before sitting at the table.
- There will be three huddle rooms. See the map for each class.
- There will be a huddle supervisor for each huddle room. He/She will be available to escort children to the restroom, when needed. Whenever a huddle leader needs anything, he/she should ask the huddle supervisor.
- Huddle leaders should remain with their groups at all times!**

Child Dismissal

- At 2:30, kids will line up in classrooms for check-out.
- The leader will count the kids and compare the actual number to the number of children who checked in. Kids will then be escorted to the bus by class, where leaders will collect nametags before boarding.
- Conner Creek students must be escorted back to school. The leader will count the kids and compare the actual number to the number of children who checked in. Name tags will be collected by the huddle leaders in the classrooms, then escorted back to school.
- Grade signs should be held up to facilitate the process.
- The same leaders who checked kids in should check kids out and collect nametags (don't worry about alphabetizing).
- Take-home cards and activity sheets from the huddles (stored in the group bins) should be distributed once kids are lined up.
- Once a grade from either school is ready, two leaders will walk the class back to the bus/school.
- Conner Creek Kindergarten leaders should walk kids all the way back to their actual classrooms.

“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 leaders should arrive one hour before “Connect” starting time.

DEPARTURE: All leaders are to remain in their designated rooms until all of the children have been released and the room has been picked up/.

ABSENTEEISM: For a known upcoming absence, please inform Brien.

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.

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

PICK-UP/DROP-OFF: There should be 14 leaders assisting with walking kids to/from Conner Creek Academy and 16 to assist on the buses to/from Roseville schools.

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: If there is a red cross on the child’s nametag, there is a medical alert on the back of the nametag. Please be familiar with the specific medical alerts. Band-Aids are located in the pink cabinet in the children’s ministry resource center. Accidents that involve 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. We are not authorized to administer any medication, ointments, or creams.

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. Visitors must wear a visitor lanyard and must NOT be left alone with children at any time.

EARLY RELEASE: If a parent shows up to pick up a child, check-out must be done through the main 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.

Questions? If you have any questions, need assistance, or can’t make it on a Wednesday, give Brien a call at church 586-445-8910, home 586-741-6353, cell 586-838-7200, or email brosrus@juno.com.