

# ASHLAND KIDS

TRAINING MANUAL

# Welcome to Ashland Kids!

Ashland Kids is a ministry that serves kids ages newborn to 3rd grade and their families. Our goal each week is to teach kids...

1. That Jesus Christ is the centerpiece of God's plan for human history (Colossians 1:15-18)
2. That He has commanded us to make disciples of all nations (Matthew 28:18-20)
3. To be witnesses to the ends of the earth (Acts 1:8)

We've designed this document to help you understand the mission of Ashland Kids and how we fulfill that mission. Whether you're teaching the Bible, interacting with parents, or ensuring our check-out process runs smoothly, we want to equip you to serve the families of our church with excellence.

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# Why Do This?

## A Vision for Kids Ministry

God loves kids.

Every child born is a reminder of the Promised Child who would crush Satan and destroy death (Gen 3: 15). The Psalmist reminds us that children are a blessing from God (Psalm 127: 3, 5). While on earth, Jesus displayed a unique love for children, going so far as saying that those who would follow Him must trust Him like a child trusts (Mark 10: 13-16). So, because God loves kids, we love kids.

God has entrusted His people with the glorious task of making Him known to all peoples (Matt 28: 18-20). This task includes implanting the gospel into the next generation (Psalm 145: 4-7).

What an immense blessing God has given us to teach the gospel to kids! For all who believe, we watch them go from death to life – from the kingdom of darkness into God's marvelous kingdom of His Son (Col 1: 13)! As you labor to implant the gospel into the hearts of our kids, you're preparing them for a lifetime of Jesus-following.

Additionally, when we serve kids with joyful excellence, parents know their kids are getting the gospel in a safe, fun environment tailored to their needs. Parents can fully engage in the worship service knowing their kids are cared for spiritually, emotionally, and physically by passionate Christ-followers. We reflect Christ's heart of service, who "came not to be served, but to serve" (Mark 10: 45).

Through your efforts, our children are blessed, our families are encouraged, our church is strengthened, Christ is honored, and kids are saved!

# **What Do We Expect?**

## **A Gospel Culture**

### **Get to the Back**

Our goal is to cultivate a different culture than those within the environments and organizations we are used to in the world. Only Jesus can be first! Your goal is to get to the back, be last, and push others to Jesus who became last for our good. Rather than climbing over others and pushing them down, your first question is, “How can I push others up the ladder with grace?”

### **Gospel Glue**

In Christ, the Spirit is at work applying the truth of the gospel to our hearts so that we might live like Jesus. Bound by the Spirit, we are being bound together with the gospel. This means we strive to serve one another in light of the grace and mercy God has shown us in Christ. We give others the benefit of the doubt rather than assuming the worst. No matter how much we mess up we are going to first reach for mercy instead of judgment. We speak words seasoned with encouragement rather than cursed with condemnation. Instead of competing with one another, we outdo one another in love and honor.

### **Complaints Are Profanity**

Healthy critiques are vital to making any team successful. However, bickering, nitpicking, and murmuring are sinful. The Bible tells us that complaining is an assault on God’s character and plan for your life. It’s the sin of complaining that kept Moses and the Israelites from entering the Promised Land. God views such murmuring as a lack of faith and trust in His plan.

### **Loyalty is Next to Godliness**

Your team leaders will make tons of mistakes. However, as a team member, your goal has to be allegiance to your team despite their flaws (sin must be confronted). Seek to offer them the same grace, mercy, love, and kindness that God in Jesus has offered you. Seek to love them as you love yourself. Offer your leaders the same trust and grace you would ask from them if you were the one leading.

## **You Are Your Word**

Your commitment is your character. When you say you will do something, not only are folks depending upon you, but you are making a declaration about who you are. We see this is exactly what God does in the Bible. He says He will do something. He then does it to prove He keeps His word and can be trusted. Every time He does this we learn more about His covenant-keeping character. Because we are not God, things come up and sometimes we do not follow through with our commitments. This is where the gospel comes in. However, being honest and following through with what you say displays truth in your life.

## **Commitments**

- I will offer helpful feedback when appropriate to leaders.
- I will arrive with an attitude that communicates that serving in Ashland Kids and/or AWANA is a privilege.
- I will commit to serve excellently, seeking to make my role and responsibilities more efficient and enjoyable for parents, kids, and other leaders.
- I will strive to live by the truth that complaining is profanity.
- I will not gossip or slander parents, kids, and other leaders.
- I will make sure I wear the appropriate Ashland or AWANA gear each week to designate myself as a leader for parents and kids.

# What Do We Teach?






## The Content of Kids Ministry

As Ashland Kids Workers we are much more than babysitters. We have the responsibility to present the gospel to children by:

- Communicating that the person of Jesus Christ is the centerpiece of God’s plan for human history.
- Making disciples of all nations!
- Being a witness for Christ to the ends of the earth.

## Gospel Project

The Gospel Project is a Christ-centered chronological Bible study for children. These lessons help children dive deep into the big story of the Bible, always leading back to Christ. The Gospel Project’s goal is to reach kids with the following truths each week and in every lesson:

	<b>GOD RULES.</b> Ask: "Who is in charge at home?" Explain that because God created everything, He is in charge of everything. Read Revelation 4:11.
	<b>WE SINNED.</b> Ask: "Have you ever done something wrong?" Tell kids that everyone sins, or disobeys God. Our sin separates us from God. Read Romans 3:23.
	<b>GOD PROVIDED.</b> Explain that God is holy and must punish sin. God sent His Son, Jesus, to take the punishment we deserve. Read John 3:16.
	<b>JESUS GIVES.</b> Ask: "What is the best gift you've ever received?" Say that Jesus took our punishment for sin by giving His life, and He gives us His righteousness. God sees us as if we lived the perfect life Jesus lived. This is the best gift ever! Read 2 Corinthians 5:21.
	<b>WE RESPOND.</b> Explain that everyone has a choice to make. Ask: "Will you trust Jesus as your Savior and Lord? You can turn from self and sin and turn to Jesus." Read Romans 10:9-10.

Our goal is to show Jesus in every text from Genesis to Revelation. Each week, there’s a Christ Connection, showing how Jesus fulfills the promises of Scripture and meets our every need.

# **What Do We Do?**

## **The Nuts and Bolts of Kids Ministry**

### **Roles, Responsibilities, and Requirements**

#### **Crew Leader**

The Crew Leader oversees the kids in their care throughout the entire morning.

They are responsible for preparing the “Home Room” classroom, welcoming kids and parents at check-in, leading kids through their activity rotation, enforcing safety procedures, administering bathroom breaks, ensuring a smooth check-out process, and cleaning/organizing the classroom when finished.

*For Nursery Crew Leader, see the section on page 11.*

*Serving Requirements:*

- Ashland Church Member (or regular attenders with an approved letter of recommendation)
- 18+ Years
- Must Pass a Background Check

#### **Crew Leader Assistant**

The Crew Leader Assistant serves to help the Crew Leader in their responsibilities. Simply put, anything the Crew Leader needs, the Assistant assists.

*Serving Requirements:*

- Ashland Church Member or Regular Attender
- 13+ Years
- 18+ Must Pass a Background Check

## **Bible Story Teacher**

The Bible Story Teacher teaches the Scriptures to our kids using the provided curriculum (The Gospel Project). Their goal is to showcase how Jesus is at the center of the whole Bible, encouraging kids to follow Him.

*Serving Requirements:*

- Ashland Church Member
- 18+ Years
- Must Pass a Background Check

## **Activity Leader**

The Activity Leader prepares and leads each class in a high-energy Sunday morning activity.

*Serving Requirements:*

- Ashland Church Member (or regular attenders with an approved letter of recommendation)
- 18+ Years
- Must Pass a Background Check

## **Craft Leader**

The Craft Leader leads each class in creating their lesson-oriented craft. Their goal is to provide the kids with a tangible reminder of the Scriptural truth they learned that day.

*Serving Requirements:*

- Ashland Church Member (or regular attenders with an approved letter of recommendation)
- 18+ Years
- Must Pass a Background Check

## **Check-In Team**

Members of the Check-In team are the “front line” of welcoming families to Ashland Kids. They ensure families are warmly welcomed and children are accurately checked in to Ashland Kids.



*Serving Requirements:*

- Ashland Church Member (or regular attenders with an approved letter of recommendation)
- 18+ Years
- Must Pass a Background Check

**Frontline Leader**

The Frontline Leader is the leader-on-call for that particular Sunday morning. Have a question? Need assistance? Problems in the classroom? The Frontline Leader is there to serve every classroom with whatever they need.

## Sunday Procedures by Role

Each role serves towards the ultimate goal of displaying Jesus as supreme over everything!

### Crew Leader / Crew Leader Assistant

9:25 AM

- Be ready* in the Check-In Area

9:25-9:30 AM

- Time of encouragement and prayer for those serving in Ashland Kids
- Make sure you receive your clipboard (which includes daily schedule and roster for the day) from the Frontline Leader.

9:30-9:40 AM

- Leaders head to classrooms
- Check your classroom for check-in/out activities. Report any missing resources/materials by texting the Frontline Leader for the day. (You can find a list of Frontline Leaders and their contact information on a laminated sheet in the classroom).

9:40 AM

- Be ready to receive kids (*see Check-In section for procedures*)
- Stay in your classroom. If you have additional needs, let the Frontline Leader assist you (locating materials, getting things from parents, bathroom breaks, etc). Crew Leaders must stay with your class at all times.

10:00-11:15 AM

- Lead your class through the scheduled rotations found on the clipboard (Bible Story, Craft, Activity/Snack).

11:15 AM

- Begin Check-Out Activities: Worksheet, Magna Tiles, Legos, etc.
- Be ready to facilitate Check-Out (*see Check-Out section for procedures*).

## Bible Story Teacher Procedures

9:25 AM

- Be ready* in the Check-In Area

9:25-9:30 AM

- Time of encouragement and prayer for those serving in Ashland Kids

9:30-10:00 AM

- Read “Leader Bible Study” and review lesson for the day

10:00 AM

- Be in the classroom with readied supplies

10:00-11:15 AM

- During each class rotation, teach assigned lesson from Gospel Project material (found at [ashland.church/lessonschedule](http://ashland.church/lessonschedule))
- During rotation...
  - Watch the assigned Gospel Project video as an introduction and resource to the Bible story **you** will be teaching (<5 *min*).
  - Teach assigned lesson from Gospel Project material.
    - Direct kids to the passage listed in the curriculum and read from a physical Bible.
  - Ask kids follow-up questions to engage their minds and hearts and gauge their understanding (recap questions found in lesson/story [ashland.church/lessonschedule](http://ashland.church/lessonschedule)).
  - Pray with kids

## Craft Leader Procedures

9:25 AM

- Be ready* in the Check-In Area

9:25-9:30 AM

- Time of encouragement and prayer for those serving in Ashland Kids

9:30-10:00 AM

- Review provided supplies and instructions (found at [ashland.church/lessonschedule](http://ashland.church/lessonschedule)). Ensure you have proper supplies and quantities. Communicate any needs or questions to Frontline.
- Create a sample craft.

10:00 AM

- Be in the classroom with readied supplies

10:00-11:15 AM

- Lead kids in creating crafts on scheduled rotation

### **Activity Leader Procedures**

9:25 AM

- Be ready* in the Check-In Area

9:25-9:30 AM

- Time of encouragement and prayer for those serving in Ashland Kids

9:30-10:00 AM

- Review activity found on [ashland.church/lessonschedule](http://ashland.church/lessonschedule) (QR Code posted in classroom)
- Collect listed supplies from the storage room for the daily activity (if needed)
- Deliver collected supplies to Activity classroom

10:00 AM

- Be in classroom with readied supplies

10:00-11:15 AM

- Lead kids in activity and snack on scheduled rotation
- Snack Procedures
  - Choose a kid to pray for the snack or lead the class in prayer
  - Children's hands should be sanitized or washed prior to snack being distributed. Pay close attention to any allergies listed on the children's tags.
  - Sanitize tables before and after snack
  - Only serve provided snack & water

## Nursery Crew Leader Procedures

9:25 AM

- Be ready in the Check-In Area

9:25-9:30 AM

- Time of encouragement and prayer for those serving in Ashland Kids

9:30-9:45 AM

- Nursery Crew Leaders head to classroom
- Make sure all necessary supplies are stocked
  - Diaper Wipes
  - Cheerios
  - Snack Cups with Lids

9:45 AM

- Be ready to receive babies
  - Please remove shoes at front door or wear provided plastic booties to protect the floor for crawling babies

9:45-10:00 AM

- One (1) Nursery Crew Leader greets parents at door for check in
  - Label kid's bags and drinking cups with their name
- Other Nursery Crew Leaders are engaging with babies

10:00-11:15 AM

- Engage with babies
  - Play music from [Kids Christian Playlist](#) (a bluetooth speaker)
  - Engage in play with infants:
    - Sing songs
    - Read books to infants
    - Age appropriate toys are provided for babies (blocks, pretend play toys, etc.)
    - Engage in gospel-centered crafts/activities provided or approved by nursery coordinator

- Provide diaper changes by 11:00 am
  - Diaper changes are to be done by female volunteers only.
  - Follow the diaper change protocol sheet that is laminated and posted to the walls next to changing tables.
- Provide snack (Cheerios) to babies:
  - 1-2 nursery leaders assist with snack while other leaders supervise infants in the play area (if not all children are engaged in snack at the same time)
  - Scoop 1 cup (provided) of Cheerios in snack cups
  - Place children at appropriate high chairs and/or activity table for snack time
  - Snack cups are not allowed to leave snack area
  - Limit snack time to 1 filled snack cup per child

## Classroom Check-In Procedures

The Check-In Team is responsible to ensure every kid is registered and checked-in to their correct classroom. Once the kid(s) are registered, parents are to lead them to their assigned classroom (class listed on nametag). The Crew Leader then continues the check-in process.

### Crew Leader

- Greet parents and children as they check into the classroom.
- Make sure each child has a tag, take note of any allergies listed, and record any additional instructions from the parent.
- Direct kids to begin the Check-In Time activity with the Crew Leader Assistant.

### Crew Leader Assistant

- Lead and engage the kids to do the Check-In Time activity.

## Classroom Check-Out Procedures

### Crew Leader

- Settle the children into the Check-Out Time Activity (Worksheet, Magna Tiles, Legos, etc)
- Greet parents at the classroom door
- Collect guardian tag from the adult picking up the kid
  - Make sure the kid's name tag matches the guardian tag
  - Children cannot be checked out of the classroom without the guardian tag. If a parent has lost their tag please contact the Frontline Leader.
- At the time of pickup (not before) remove the name tag from the kid
- Place the kid's name tag and guardian tag on the Check-Out sheet (found on the Crew Leader clipboard) in specified columns
- Make sure the kid leaves with all their belongings

### Crew Leader Assistant

- Stay with the kids as the Crew Leader greets parents, take this time to engage with kids either by activity or gathering belongings.

- During this time help assist kids to exit as their name is being called by the Crew Leader

**Nursery Leader**

- Follow the same checkout guidelines regarding guardian/name tags as Crew Leaders (see above).
- Tidy up nursery area as needed
  - Clean/sanitize toys
  - Vacuum floor as needed
- Clean snack cups - Designate 1 volunteer to wash all snack cups and return to nursery area

**Sample: Guardian/Name Tag Checkout Sheet:**

Nametag	Guardian Tag
Nametag	Guardian Tag
Nametag	Guardian Tag
Nametag	Guardian Tag

**Before You Leave the Classroom**

Complete the Exit Procedure Checklist in your classroom. You can find this posted on the wall in your classroom.

- The checklist includes things like disinfecting the classroom, stacking chairs, returning items to carts, sweeping the floor, and emptying the trash. Completing these tasks helps our ministry run smoothly!



## **Additional Information**

### **Two approved adults must be in the classroom at all times**

- If a situation arises that a class will be left with only one adult for any reason, contact the Frontline Leader.

### **Provide opportunities for bathroom breaks**

- Children are only permitted to enter the restroom that matches their God-created sex.
- Whole Class Restroom Break
  - Crew Leaders & Assistants are responsible for providing one class-wide bathroom break between rotations if necessary.
  - Crew Leaders and Assistants take all children to the restroom.
  - Female Leaders check the women's restroom for occupants. Male Leaders or Security Team members check the men's restroom before children enter.
  - 3-4 kids at a time into the restroom.
  - Crew Leaders should manage the bathroom, propping the door open with a foot. Assistants should stay with kids lined up on the wall waiting to use the restroom
  - Once kids have washed hands, have them exit the restroom and line up on the wall opposite the restrooms. Repeat until all kids have used the restroom.
- Single Kid/Small Group Restroom Break
  - Female Crew Leaders or Assistants may take kids to the restroom leaving 2 adults with kids in the classroom.

### **Phone Usage in the Classroom**

- While in the classroom please remain focused on your responsibilities as a volunteer. Your phone should only be used in the event of an emergency or to contact the Frontline Leader.
- Photos of kids are not permitted under any circumstance except for official church photography done by church-appointed photographers. This applies even to your own children or even if you know the child's parents.

## **Scheduling**

To help streamline scheduling, volunteers have a set Sunday to serve each month (i.e. every first Sunday).

Please use the Ashland Kids GroupMe to contact the Ashland Kids Scheduler to share your Sunday availability each month.

### **Where can I find the schedule?**

Each month the Ashland Kids Scheduler posts the schedule in GroupMe (pinned to the top of GroupMe).

### **What if I can't serve my scheduled Sunday?**

We encourage you to do your best to serve on your scheduled Sunday. We understand, however, that this will not always be possible. Being out of town, sickness, and other unexpected reasons can make it to where you can't serve on your typical Sunday.

If you aren't able to serve on your scheduled Sunday, make sure you do the following as soon as possible:

1. Let the Ashland Kids Scheduler know you can't serve on your scheduled Sunday.
2. Contact another Ashland Kids volunteer to fill in for you.
  - Review the Monthly Schedule (pinned at the top of GroupMe) for a list of potential volunteers.
  - Consult the Volunteer Contact List (pinned at the top of GroupMe) if you need contact information.
  - If you're struggling to find a volunteer, contact the Ashland Kids Scheduler for suggestions.
  - We encourage you to seek to serve on another Sunday instead of "taking the month off". Typically, volunteers will swap weeks.
3. Inform the Ashland Kids Scheduler of the change.

## **Who can switch Sundays with me?**

Only volunteers who are approved to serve in Ashland Kids may fill in, sub, or swap.

Crew Leaders may sub for anyone on the schedule.

Crew Leader Assistants may sub for Crew Leader Assistants.

Content Leaders (Activity, Bible, Craft) may sub for Content Leaders.

Check in regularly to stay up to date and in the loop.

If you are interested in serving Ashland Kids in any capacity, please fill out the form at [ashland.church/servekids](http://ashland.church/servekids).

## Behavior and Discipline

At Ashland we want Sunday to be the best day of the week for our kids! We want their class time to always be a positive experience.

### Regaining Attention:

#### Whole Class

- Catch a Bubble
- If You Can Hear Me...

#### Individual Child

- Take a moment to get on the child's level
- Shoulder Tap

### Discipline Inside the Classroom:

- Control Time
  - Pulling the child aside to sit with the assistant apart from the group but not out of sight. Explain to the child they can have a moment to regain self-control and then they can rejoin the group. This never needs to exceed the child's age in minutes. If this is during snack and snack time is over when they return to the group, the child needs to be allowed to finish their snack.
- Redirection: Positive Reinforcement

### Discipline that is NOT Appropriate:

- Restraining a child in any way. A child over the age of 2 should never be picked up, restrained, or held without consent.
  - The exception to this rule is when a child is in immediate danger, or hurting him/herself or others. In this situation, Frontline needs to be contacted immediately. They have been trained on how to appropriately restrain a child while the parent is called.
- Hitting, spanking, yelling, using demeaning language of any kind, etc.
- Excluding the child from an activity, craft, snack, etc. for an extended period of time.

- Taking snack away
- Removing the child from class without the assistance of Frontline and their parent.
- Placing the child in “time-out” facing a corner, a wall, or a different direction of the group.

**It is not the volunteer’s responsibility to discuss major behavior issues with the parent. The volunteer needs to make Frontline aware of any situation and then Frontline or the director will have that conversation.**

### **When to Contact the Frontline Leader:**

- Child is hitting/biting/kicking or harming others (volunteers or other children) in any way.
- Child is inconsolable
  - For children 4 years and under anything more than 10 minutes of crying should be reported to the Frontline Leader immediately so that the parent can be contacted. We want parents to make the decision regarding their child’s comfort in the classroom. The parent can choose to return the child to the classroom at any time.
- Child is repeatedly disruptive and disobedient when asked to stop the disruptive behavior. Contacting the Frontline Leader is the first step in this situation after redirection and discipline inside the classroom techniques have been attempted.

## **Admonishing and Reporting Inappropriate Behavior**

If you observe a Leader (or another attendee of the church) talking or acting in a manner that seems to be innocent, but might appear to others to be inappropriate, you should privately admonish that person and encourage him or her to exercise greater care in words and actions (see Matt 18:15-18).

If you observe a Leader (or another member of the church) talking or acting in a manner that gives rise to a reasonable suspicion of improper involvement with a child, or the potential for improper involvement with a child, you should privately stop the behavior of that person and report your concern to a pastor or church staff member who will look into the matter and take appropriate corrective measures.

Actual or suspected child abuse or neglect should be communicated to a pastor or staff member. We will investigate it and report, if necessary. Be aware that this does not relieve you of your civil responsibilities, but please talk to us first as we may know something you do not.

Indications of physical abuse: child reports injury by others; unexplained bruises, welts, lacerations, burns, fractures, abdominal injuries, or human bites; the child being unusually wary of physical contact with adults, demonstrating extremes in behavior, or seeming frightened of parents or leaders. Mongolian Blue Spots (bluish-gray to deep brown flat birthmarks with wavy borders and irregular shapes) are NOT a sign of abuse and are common among darker-skinned people.

Indications of sexual abuse: child reporting abuse by others difficulty walking or sitting, torn, stained, or bloody underclothing; complaints of pain or itching in genital area; bruises or bleeding in genitalia; unusual interest in or knowledge of sexual matters.

Reporting abuse can precipitate severe consequences for a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences for a child at risk. Speak with a supervisor or staff member who can help you to decide what steps are appropriate and, if necessary, who else to contact.

## Parent Responsibilities:

For the protection of all children; we ask that parents not bring their child if they appear to be ill. A child should not be placed in the classroom with the following symptoms:

- Fever over 100° currently or within previous 24 hours
- Vomiting or diarrhea for any reason within 24 hours
- Significant, persistent nasal drainage which is green or yellow
- Deep or wet cough
- Common cold
- Sore throat
- Any unexplained rash
- Any skin infection
- Pink eye or other eye infection
- Head lice
- Any symptom of a childhood disease such as scarlet fever, German measles, mumps, or chickenpox

### **While your child is under the care of an Ashland Kids Crew Leader; please remember these things:**

- All children must be checked-in at the Ashland Kids check-In table located in the main building and must be assigned a security tag.
- Children must attend the class they are assigned to by age and are not permitted to attend other classes for any reason.
- For the security of all the children, only the children of that class's age group and the scheduled volunteers are permitted to be in the classroom at any time. Parents with children 2 and under who are having a difficult time adjusting to the classroom setting may submit the Parent Visitor Form for approval; they then must pass a Background Check and be placed on the schedule as a visitor for a specified length of time to help their child adjust. Please see Frontline for more information.

- Crew Leaders will not administer any medication for any reason:
  - Not even if they are a nurse, a PA, or a physician
- For the protection of children with allergies, please make certain their allergy is listed on their nametag.
  - Our snacks are currently gluten-free and we don't allow outside snacks or treats to be brought into the classroom.
- Please bring the following items for children 4 and under:
  - Change of clothes
  - Diapers, pullups, or change of underwear
- Children are only permitted to enter the restroom that matches their God-created sex.
  - We will only refer to your child by the pronouns assigned to their God-created sex. We do not bear false witness. At Ashland we believe that we would be discrediting the gospel by referring to a child by a pronoun that is a lie and then turn around and teach the gospel to them as truth.
- Babies-One Year Old Crew Leaders can give bottles if provided with the bottle/formula/breastmilk and a schedule.
- Parents will be notified in the event of a potty accident.
- Parents will be notified in the event of ongoing disruptive or dangerous behavior. *All volunteers will be referring to our Classroom Conduct Policies and Procedure when it comes to behavior issues. We ask that parents refer to this as well. It's available on our website and will also be in the volunteer GroupMe and each classroom. If you have any questions about these policies, please contact your Ashland Kids Leadership Team.*
- For the safety of your child, Crew Leaders are not permitted to dismiss a child without a guardian tag. If you lose your guardian tag, please see the Frontline Leader at the check-In table.
- Visitors will be given a yellow security tag with a number for each child. These tags need to be left with the child's Crew Leader at check-out.



## **Kids Bridge**

Kids Bridge is a ministry for kids in 4th and 5th grade that teaches them the importance of corporate worship! The kids start the service by sitting with their families, but then meet in the back with their leader once the sermon begins.

During the sermon, the kids will learn about baptism, sermons, membership affirmations, what it means to respond to the gospel, and more about what goes on during the service. Once the service is over, they will head back to the worship area during the time to respond and wait for their families to come and get them after the service. If you'd like to help lead Kids Bridge, please contact the Kids Bridge Leader or the Ashland Kids leadership team!

## **AWANA**

### **What is AWANA?**

AWANA is a ministry that meets on Wednesday nights at Ashland! AWANA offers a curriculum that reaches kids, ages 2 through 5th grade, and their families with the gospel. At its core, AWANA teaches kids how to memorize Scripture so that they are equipped with God's Word in their daily lives. Not only are kids learning about God's Word, but AWANA also equips families with in-home discipleship to bring families closer to each other and to God.

AWANA consists of:

- Puggles:** 2-3 year olds
- Cubbies:** 3-5 year olds
- Sparks:** Kindergarten-2nd grade
- T&T:** 3rd-5th grade

Each club goes through its own curriculum found at [awana.org](http://awana.org).

## AWANA Procedures by Role

### Puggles:

5:30-5:40 PM

- Arrive at church and gather in designated room for encouragement and prayer time

5:40-5:45 PM

- Be in Puggles room excited and ready to welcome kids and greet parents!

5:45-6:00 PM

- As Puggles are coming in, invite and assist them in welcome activities (sensory boxes, coloring sheets, bubbles, etc.)

6:00-7:20 PM

- Follow provided Puggles schedule, providing bathroom breaks/diaper changes as needed
- \*Reminder that diaper changes and bathroom breaks are to be done by female volunteers only\**

7:20-7:30 PM

### *Begin Checkout Procedure*

- Greet parents at the classroom door
- Collect guardian tag from adult picking up kid
  - Make sure the kids name tag matches the guardian tag
  - Children cannot be checked out of the classroom without the guardian tag. If a parent has lost their tag please contact the AWANA Director.
- At the time of pickup (not before) remove name tag from kid
- Place kid's name tag and guardian tag on Check-Out sheet (found on clipboard) in specified columns
- Make sure kid leaves with all their belongings

7:30-7:40 PM

- Wipe down tables and toys and get the room put back together and ready to go for Sunday morning

**Cubbies:**

5:30-5:40 PM

- Arrive at church and gather in designated room for encouragement and prayer time

5:40-5:45 PM

- Be in Cubbies room excited and ready to welcome kids and greet parents!

5:45-6:00 PM

- As Puggles are coming in, invite and assist them in welcome activities (coloring sheets, play dough, etc.)

6:00-6:15 PM

- Continue to assist in welcome activities while all Cubbies are given the opportunity to say their memory verse to designated leaders

6:15-7:20 PM

- Follow provided Cubbies schedule, providing bathroom breaks as needed
- \*Reminder that bathroom breaks are to be done by female volunteers only\**

7:20-7:30 PM

***Begin Checkout Procedure***

- Greet parents at the classroom door
- Collect guardian tag from adult picking up kid
  - Make sure the kid's name tag matches the guardian tag
  - Children cannot be checked out of the classroom without the guardian tag. If a parent has lost their tag please contact the AWANA Director.
- At the time of pickup (not before) remove name tag from kid
- Place kid's name tag and guardian tag on Check-Out sheet (found on clipboard) in specified columns
- Make sure kid leaves with all their belongings

7:30-7:40 PM

- Wipe down tables and toys and get the room put back together and ready to go for Sunday morning

**Sparks:**

5:30-5:40 PM

- Arrive at church and gather in designated room for encouragement and prayer time

5:40-5:45 PM

- Be in Sparks room excited and ready to welcome kids and greet parents!

5:45-6:00 PM

- As Sparks are coming in, invite and assist them in welcome activities (magna-tiles, coloring sheets, etc.)

6:00-7:20 PM

- Follow provided Sparks schedule, providing bathroom breaks as needed
- \*Reminder that bathroom breaks are to be done by female volunteers only\**

7:20-7:30 PM

*Begin Checkout Procedure*

- Greet parents at the classroom door
- Collect guardian tag from adult picking up kid
  - Make sure the kid's name tag matches the guardian tag
  - Children cannot be checked out of the classroom without the guardian tag. If a parent has lost their tag please contact the AWANA Director.
- At the time of pickup (not before) remove name tag from kid
- Place kid's name tag and guardian tag on Check-Out sheet (found on clipboard) in specified columns
- Make sure kid leaves with all their belongings

7:30-7:40 PM

- Wipe down tables and toys and get the room put back together and ready to go for Sunday morning

**T&T:**

5:30-5:40 PM

- Arrive at church and gather in designated room for encouragement and prayer time

5:40-5:45 PM

- Be in T&T room excited and ready to welcome kids and greet parents!

5:45-6:00 PM

- As T&T children are coming in, invite and assist them in opening activities (this could range anywhere from games that correspond with the lesson, puzzles with books of the Bible, or lesson based activities)

6:00-7:20 PM

- Follow provided T&T schedule, providing bathroom breaks as needed
- \*Reminder that bathroom breaks are to be done by female volunteers only\**

7:20-7:30 PM

*Begin Checkout Procedure*

- Greet parents at the classroom door
- Collect guardian tag from adult picking up kid
  - Make sure the kid's name tag matches the guardian tag
  - Children cannot be checked out of the classroom without the guardian tag. If a parent has lost their tag please contact the AWANA Director.
- At the time of pickup (not before) remove name tag from kid
- Place kid's name tag and guardian tag on Check-Out sheet (found on clipboard) in specified columns
- Make sure kid leaves with all their belongings

7:30-7:40 PM

- Wipe down tables and toys and get the room put back together and ready to go for Sunday morning

## AWANA Volunteer Expectations:

We require the same things for AWANA volunteers as we do for Ashland Kids volunteers:

- 18+ & must pass a background check
- Leader of each club must be an Ashland Church member
- All volunteers must be at church by 5:30 PM each Wednesday night
- Volunteers gather at 5:40 PM for prayer time and then dismiss to each club and then follow given schedules for each group

## Weekly Schedules

Time	Sparks	T&T
6:00- 6:15 PM	Check in	Check in
6:15-6:35 PM	Games	Verses
6:40- 7:00 PM	Verses	Lesson
7:05- 7:20 PM	Lesson	Games
7:25-7:30 PM	Check Out	Check Out

Time	Puggles
6:00-6:15 PM	Check in/ Opening Activities
6:15-6:20 PM	Clean up and Opening Song
6:20-6:30 PM	Games
6:30-6:35 PM	Puppets
6:35-6:40 PM	Potty Break
6:45-6:50 PM	Lesson
6:50-7:00 PM	Craft
7:00-7:10 PM	Snack/Clean up
7:10-7:30 PM	Free Play

<b>Time</b>	<b>Cubbies</b>
6:00-6:15 PM	Check-In & Verses
6:15-6:25 PM	Craft
6:30-6:45 PM	Puppet Show & Lesson
6:45-7:00 PM	Game
7:05-7:20 PM	Snack
7:25-7:30 PM	Check Out

**Additional Information for AWANA Volunteers**

- Please remember to wear an AWANA Clubs shirt OR a red Ashland Shirt each week. An AWANA Clubs shirt can be purchased from the AWANA secretary if you would like one.
- To help communication for AWANA to be as clear as possible, please join the AWANA GroupMe and do not mute the conversation. This helps us clearly and effectively communicate each week.
- If something comes up and you can not serve one week, please directly contact the AWANA Director as soon as possible for a sub to be found.
- AWANA follows the Madison County Schools Calendar. If there isn't school on a day that AWANA meets, we will also not meet that evening. Please check the GroupMe for info regarding cancellations.

**Additional Information for AWANA Parents & Families**

- Parents of AWANA children have the same responsibilities as those in Ashland Kids on Sunday mornings. Please refer to Parent Expectations for Ashland Kids as needed or reach out directly to the AWANA Director should any questions or issues arise.

- While the primary goal of AWANA is to memorize scripture, we cannot teach that effectively each week without work being done at home. Parents and families are expected to work with children at home as well as help out when needed during club time. Copies of AWANA Parent Policies and Responsibilities will be given out at the beginning of each AWANA semester
- We ask that each parent volunteer in some way during AWANA. This can range anywhere from being a weekly club volunteer, to being a sub, greeting families each week, and more.
- We also ask that each parent with a child in AWANA join the AWANA Families GroupMe. This will be your primary source of communication for all things AWANA each week. To help keep the communication clear, *please do not mute the GroupMe.*



