

CedarCreek Church Standard Operating Procedures

Ministry or Event Name: CedarVille Weekend

Position Responsible for Creation & Resources: CedarVille Central Support

Responsible for Execution: Campus CedarVille Staff

Vision:

- To create a safe and engaging environment for babies through 5th graders to learn how to Love Jesus, Serve Others and Tell the World about Christ while helping families grow together.

Win:

- Children have fun, experience a positive personal connection and leave with a next step.

Standards:

- CedarVille Staff meetings before and after services to review the Scoop and other crucial weekend information.
- All rooms stocked with materials provided by Central Support
- All rooms prepped with inviting games, activities, and video games on
- An engaging and informative volunteer huddle is held before every service using the provided huddle sheet
- All CedarVille staff wear lanyards and radios
- All volunteers wear a nametag and/or lanyard
- Security volunteer wears a radio
- A volunteer is posted outside the CedarVille entrance at all times
- Check-In begins at least 15 minutes prior to service
- Doors opened at least 15 minutes prior to service
- 2 volunteers at all times when children are present
- Serving Age Requirements:
 - Babies/Sitter's-Crawlers = 18 years or older
 - Walkers = High School (at the discretion of staff) or older
 - Preschool = Jr. High (at the discretion of staff) or older
 - Elementary = High School (at the discretion of staff) or older
 - Check-In = High school (at the discretion of staff) or holder
- Room volunteers hand out a "Make It Stick" and any other specific weekend information to families during checkout.
- Room volunteers compare children's codes with pick-up tags
- Return all transfer bins back to Central Support after the weekend
- All rooms, toys and equipment cleaned and disinfected between services and after the final service
- All Playbook policies are upheld

Systems/Resources:

- Transfer bins with materials from Central Support

Suggestions:

- Leader to Child Ratios: Fewer is better!
 - Babies/Sitters-Crawlers = 1:3
 - Walkers = 1:6
 - Preschool = 1:9
 - Elementary = 1:12
- Build a team of leaders to be able to open every room for every service
- Equip a coach to lead at every service
- A security volunteer posted at the CedarVille entrance at all times