

Kids Camp Teamguide

CEDARCREEKCHURCH

Welcome to Kids Camp

First of all, THANK YOU for committing to be on the DreamTeam this year. Kids Camp would be impossible without you. You really are the key to making it happen!

Kids Camp is one of the most exciting ways we live out our mission of introducing kids to Jesus and the life-changing adventure with him. We are anticipating this will be an incredible week where we will see God do miraculous things!

In order to equip you well, we've created a complete guide focusing on each Kids Camp environment, so you'll know how to win everywhere. So, listen up. Take notes. Write down any questions you have. And get ready to be a part of the most fun these kids will have all summer!

On Mission

The DreamTeam is a group of incredible people on mission to show every guest they matter by living out their God-given purpose to make an eternal difference.

MISSION STATEMENT:

We exist to introduce people to Jesus and the life-changing adventure with him.

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Dreaming Together

We are a team of people working and dreaming about the mission God has for us. Every single weekend, the DreamTeam understands that we are in the business of introducing people to Jesus and the life-changing adventure with him. That's what it means to make an eternal difference. It's all about God - what he is doing around and through all of us to reach those who are far from him, and to draw each of us toward loving others the way Christ loved us.

No Matter the Role

We understand that seemingly insignificant acts in the hands of an all-powerful God create eternal moments that change people's lives.

Privileged to Serve

We view the opportunity to serve our guests as a “Get To” experience and not a “Have To” experience. We understand that we’re here to accomplish something bigger than ourselves and it’s a privilege to serve on this team. We’re honored and thankful to God for choosing us.

On a Journey and Helping Others

The ultimate role of the DreamTeam is to love others the way Christ loved us, helping them to take a next step in their spiritual journey.

To help someone else **KNOW GOD**

To help someone else **FIND FREEDOM**

To help someone else **DISCOVER PURPOSE**

To help someone else **MAKE A DIFFERENCE**

Becoming a Part of the DreamTeam

Is an honor because we get to serve God in the mission he has for our church and the communities we serve.

To equip every member of the team, we require DreamTeam members to take these steps before serving:

- 1 GrowthTrack
- 2 Application
- 3 Background check
- 4 Online Child Safety Training
- 5 Ministry Training
- 6 Liability Form

We gather to dream & celebrate:

DreamTeam Launch

At the beginning of each ministry year, we gather for a night filled with vision, inspiration, and worship. As a DreamTeam member, we ask that you join us to prayerfully and humbly trust God to accomplish great things in the upcoming ministry year.

DreamTeam Celebration

Once a year, just before spring, we throw a party for our amazing DreamTeam. It is a night filled with celebration as we honor our team members for the ways they are making a difference by living out their purpose.

Our Values

G

GOD'S HEART

We want every guest to know that they matter to God and they matter to us.

U

UPBEAT

We create a fun and positive environment to make an amazing first impression and for the team to serve.

E

EXCELLENCE

We pay attention to details because it shows our guests we care.

S

SEIZE WOW OPPORTUNITIES

We are always looking for ways to make every guest's experience something they can't wait to share with others.

T

TAKE THE NEXT STEPS

We want every interaction to point guests to their next step on the spiritual journey.

Know God
Find Freedom
Discover Purpose
Make a Difference

Let's Remember

- **Attitude is everything.** If something goes wrong, it's OK! Smile. Ask someone for help. And assume the best.
- **You are the example.** Set the tone and make it fun!
- **Always be with kids.** Seriously, always.
- **Remember why you're here.** You get to participate in a miracle, not just witness one. It will be hard work. There will be situations you aren't sure how to handle. You will be sore and tired. But those who prepare for a miracle get to participate in one!

Kids' Arrival - Check In

Create an energetic atmosphere!

- There will be an Operations Team directing parents, checking kids in, and giving instructions.
- During check-in:
 - Connect with the family, especially if it's their first time! Look at both the parent and child tags to ensure the alpha-numeric codes match.
 - Stick the note tag to the check-in sheet.
 - Ask the parent if there is any additional information that would help us care for their child well and write that on their note tag. If we need to add an allergy, medical, or care note to a child's Rock account, notify a staff member.
 - Label all items staying with the child and note allergies appropriately.
- Once kids check in, they will go straight to their group.

Set the tone.

- It may be hot. It may be raining. Things may get crazy. But if you keep a positive attitude, so will the families. Your first impression will set the tone for the whole week.

Safety is a big deal.

- Due to the changing environment with COVID, we are taking multiple precautions to ensure the safety of all our kids and DreamTeam. Detailed policies and procedures will be shared prior to the event.
- Be smart and live out all Kids Ministry Policies. Some of the big ones:
 - “Two at All Times”—Whenever there are children present, there must always be two adults. This includes restroom breaks.
 - Restrooms—If a child has to use the restroom, alert a female adult Door Holder to help. Pass the child to their care. Make sure the child returns to your care.
 - Cell Phones and Photography—Photographing or videoing children at Kids Camp is prohibited unless permission is granted.
 - Missing Child—If you realize you are missing a child, remain calm and communicate with your Door Holder, who will provide next steps.
- If a child needs any first aid (Band-Aid, ice, etc.), contact a Door Holder immediately. You may be asked to assist with an incident report. Do your best to keep the injured child, and your group, calm.
- Medication:
 - Do not give children any medication, including over-the-counter medications such as Tylenol or Advil.

- If a child needs medication during Kids Camp, our staff has connected with them prior and the Medical Team will ensure the child receives their medication.
- Detailed emergency procedures can be found in the Appendix.
- We reserve the right to send anyone—DreamTeam or kids—home if they do not adhere to safety guidelines. What are the grounds for being disciplined or sent home?
 - DreamTeam are expected to maintain a high level of responsibility and exercise good judgment. If DreamTeam members fail to comply with the rules of Kids Camp, staff will determine the appropriate action to take on a case-by-case basis. This could include being sent home.

Snacks

- Water and a snack will be available every day.
- Follow the allergy policy:
 1. During check-in, please ask the family if their child has any allergies. If yes, write that allergy on the note tag.
 2. Discuss the snack option for the day and decide with the parent if their child will receive our snack. In the case of a severe allergy, no snack will be given in that room to protect the safety of the child with the allergy.
 3. Communicate the allergy and snack plan to all leaders in the room.

Create excitement!

- Have fun! Engage in the experience, dance like crazy, and don't be afraid to make a fool out of yourself. If you're participating, your group will want to participate too.

Stay together.

- Your group is your responsibility at all times. Make sure you sit and stay together during Large Group.

Stage swag is for kids.

- Don't keep anything thrown from stage. Help create excitement as kids receive free swag throughout the week.

Be prepared for every response.

- Kids Camp is designed to introduce kids to Jesus. We are expecting kids to take next steps toward knowing God and beginning their personal relationship with Jesus. You will have the opportunity to help them work through questions and application during group time.

FIVE PILLARS OF GROUP LEADERSHIP

As a Group Leader, we invite you to lead SMALL to see BIG life change. We want to help kids build authentic faith, and we believe if you live out these 5 principles with your few, you will see big things happen.

BE PRESENT - Connect their faith to a community.

You build connections and create trust when you are a consistent voice in a kid's life. Know their name and what's happening in their life.

- Show up predictably.
Commit to your Group. Be the person they can't wait to see every week.
- Show up mentally.
Be prepared. Review the Group Guides and come ready to fully engage and be present with your group.
- Show up randomly.
Surprises show your group they matter. Consider attending a sporting event or dance recital. Send birthday cards and celebrate big moments.

CREATE A SAFE PLACE - Clarify their faith as they grow.

Make sure everyone in the Group knows one another. It's helpful to do an introduction and icebreaker every week, especially when someone new is joining.

- Lead the Group

Your few are watching you and how you handle tension, conflict and questions.

- Lead your group to value.
Acceptance. Be happy to see them, offer specific and positive encouragement, give eye contact, shut down gossip.
Confidentiality—Set the expectation of respecting what is shared in group.
Honesty—Encourage your group to be themselves, share doubts, ask questions and admit struggles. And when they do, respond with grace.
- Respect the process.
Welcome the questions, doubts and uncertainty. You don't have to have all of the answers. Trust that God is moving and each child is growing and learning, developing their authentic faith.
- Guard the heart.
You navigate the tension of confidentiality and needing to get outside help. Sometimes speaking up is how you create a safe place. Listen for the "3 Hurts":
 - Being Hurt
 - Hurting Others
 - Hurting Themselves

PARTNER WITH PARENTS - Nurture an everyday faith.

One of the most important things you can do as a Group Leader is build relationships with parents.

Your group leader gig is temporary; the parent's influence is lifelong. Authentic faith grows in the everyday moments that happen at home. That's why we:

- Cue the parent.
Let them know who you are. Let them know you want to show up for their kid, to help their child grow in their faith, and to help them win as a parent.
Let them know what your group has been talking about. Give them just the right information, teeing up the opportunity to connect with their child in the car or at the dinner table.
- Honor the parent.
When a child is complaining about their parent, or is struggling with something at home, think about how you can best team up with the parent.
- Reinforce the family.
Include the parents in big decisions and moments like salvation and baptism. Parents don't want to miss these life-changing experiences.

MAKE IT PERSONAL - Inspire their faith by your example. Your group has a front row seat to your life. You have influence. If you want your group to live out an authentic faith, they need to see it in you.

- Live in community.
You need a group of peers too. Stay engaged with other believers who are encouraging and challenging you as your faith continues to grow.

- **Set priorities.**
Your group needs to see what you value:
Spiritually—Be invested in your own spiritual growth.
Relationally—Model healthy relationships with your family and friends.
- **Be real.**
Your group needs to see the real you growing and learning and leaning into your authentic faith. It's ok if you don't agree on everything. They need a leader, not another peer.

MOVE THEM OUT - Engage their faith in a bigger story.

Your group won't be your group forever.

How are you preparing them for what's next?

- **Move them to someone else.**
Use your unique roll to help your group connect with other leaders who will influence their lives.
- **Move them to be the church.**
Provide and encourage opportunities for your group to do something significant both inside and outside the walls of your building.
- **Move them to what's next.**
Prepare for and walk with them through the next milestone, school year, group leader, or other transition.

If you have questions about any of these five pillars or how to execute them, please ask your CedarCreek Kids Director so they can come alongside you and help you be successful!

It's great for fun!

- Kids Camp was designed to be the most fun kids will have all summer! So, let's hold up our end of the bargain. Everything we do should be fun, but free time was uniquely designed for kids to choose an activity that's fun for them—a time for them to loosen up and engage in play and creativity.

It's great for connections.

- Some of the best conversations with kids happen during free time. Kids tend to open up about things going on in their lives and hearts when talking feels more casual and less intimidating.

It allows you to spend time with those who need it most.

- As your group grows together throughout the week, you may notice a child who is quieter or disconnected from you and others. Use this opportunity to spend intentional time with those who would benefit from some one-on-one time with you.
- Remember, you should never be alone with a child.

Check Out & Clean Up

Check tags.

- Look at both the parent and child tags to ensure the alpha-numeric codes match.
 - If the parent arrives to pick up a child without their tag, notify a Door Holder, who will assist with a Child Release Form.
 - If the parent arrives to pick up a child and their codes do not match, notify a Door Holder, who will help with next steps.

Connect with parents.

- As parents arrive, tell them how great of a day it was for their child. Do your best to offer unique encouragement or a stand-out moment to each parent.
- Pass out Parent Cues and the Family Night invite.
- Cross the child's name off on the clipboard, confirming the child has left our care.

All in, until all done.

- After children leave each day, make sure your space is disinfected, picked up, and prepped for tomorrow.
- Be willing to stay and serve your teammates until everything is cleaned and reset.

Family Night

Invite!

- Create excitement for our Family Night all week long, inviting your group and their families to join us!

Bring your family!

- We hope your family will join us to celebrate all that God will do at Kids Camp this year!

DRESS CODE

- Wear your Kids Camp t-shirt proudly every day!
- Model a clean and family-friendly appearance. All clothing should be modest and appropriate. Please remember, we spend lots of time on the floor with children as well as bending down to a child's eye level.

BEHAVIOR COACHING

Safe boundaries are essential to ensure kids have fun at Kids Camp. When children aren't making the best choices, here's a process for coaching them:

1. Identify the issue and try a solution.
 - Ask yourself what's triggering the behavior.
 - Keep them busy by asking them to be your helper.
 - Separate the kids who tempt each other.
2. Enlist your Team Lead or Door Holder to help.
 - Remove the child from your group, get down to their level, and make eye contact.
 - Explain the good choice you want them to make.
 - Ask them to repeat it back to you.
3. Follow up.
 - Recognize great behavior. What's rewarded is repeated.
 - Don't expect perfection.

4. Connect with parents.

- Let parents know you want their child to have a great experience.
- Ask for ways to help their child be more successful.
- Share behavior wins in front of their child to celebrate them.

If a child's behavior puts another child or volunteer in danger, or if the problem is more severe or persistent, contact a Door Holder.

EMERGENCIES

Emergency Procedure:

1. Turn radios to Safety channel.
2. Call your Campus Operations Director or Campus Ministry Director.
3. If no response—call 911.

- Have the following information ready:
 - Your name
 - The nature of the emergency
 - Your campus location
- Important Reminders:
 - Do not hang up until you are told to do so, unless there is an immediate threat to your safety.
 - Do not attempt to diagnose any injuries yourself.
 - Do not move anyone unless life is threatened.

Evacuation Procedure:

1. Turn radios to Safety channel.
 2. Door Holders will distribute an Emergency Bag to each room.
 3. Read and understand the evacuation route posted by the door. A staff member will direct you if an alternate route is needed.
 4. Count the number of children in your room and compare that with your check-in sheet.
Keep your check-in sheet with you!
 5. Prepare for evacuation and have the children line up at the door.
 6. A staff member will designate a leader to begin evacuations and lead everyone outside. A staff member will remain inside, along with a Security Team member, to sweep the rooms and make sure everyone has made it out safely.
 7. As you exit, one volunteer should lead their group of children out the door, and another volunteer should be the last one to exit the room, making sure no children are hiding or left behind.
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- Should parents be present: Do not allow parents to take their child from your care during the evacuation process. Remind parents that they can walk with you, but you cannot release a child until you have arrived at your designated location and you have been given the okay to dismiss from a Kids staff member.
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8. Walk carefully to your designated meeting spot. When you have safely arrived, count all children and ensure your count matches your check-in sheet. Wait for further instructions from a staff member.

9. **Stay with your group at all times.** Do not leave your group to pick up your own children or for any other reason.
10. Hold up your room sign, found in your Emergency Bag, to help parents locate their children. Follow all staff instructions when the check-out process begins.

Severe Weather Procedure:

1. Turn radios to Safety channel.
 2. Door Holders will distribute an Emergency Bag to each room.
 3. Read and understand the severe weather map for your room posted by the door. A staff member will communicate any changes.
 4. Count the number of children in your room and compare that with your check-in sheet.
Keep your check-in sheet with you.
 5. If you need to exit your room, one volunteer should lead the group of children out the door, and another volunteer should be the last one to exit the room, making sure that no children are hiding or left behind. Calmly escort the children to the proper area and wait for further instructions.
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- **Should parents be present:** Do not allow parents to take their child from your care during the evacuation process. Remind parents that they can walk with you, but you cannot release a child until you have arrived at your designated location and you have been given the okay to dismiss by a staff member.

6. Stay with your group at all times. Do not leave your group to pick up your own children or for any other reason.
7. Follow all Kids staff instructions when the check-out process begins.

SCHEDULE

Days 1-3

| | |
|------|---------------|
| 4:30 | Pre-Huddle |
| 5:30 | Check-In |
| 6:00 | Group Welcome |
| 6:10 | Activities |
| 6:50 | Transition |
| 7:00 | Large Group |
| 7:30 | Transition |
| 7:35 | Small Group |
| 8:00 | Check-Out |

Day 4 – Family Night!

| | |
|------|-------------------|
| 4:30 | Pre-Huddle |
| 5:30 | Check-In |
| 6:00 | Large Group |
| 6:45 | Parking Lot Party |