

Kids Camp Training Table of Contents

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CAMP POSITIONS

| Position | Area | Age | Parent Consent | Liability Release | Background Check | Confidentiality Agreement | HIPAA | CPR Training | Blood-borne Pathogen Training | Child Abuse Training | Group Leader Interview | Non-Group Leader Interview | Reference/Parental Interviews |
|--------------------------|---------------|-------|----------------|-------------------|------------------|---------------------------|-------|--------------|-------------------------------|----------------------|------------------------|----------------------------|-------------------------------|
| Ministry Director | Ministry Team | 18+ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Associate Director | Ministry Team | 18+ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Groups Coordinator | Ministry Team | 18+ | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ |
| Groups Coach | Ministry Team | 18+ | | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | | ✓ |
| Group Leader | Ministry Team | 18+ | | ✓ | ✓ | | | | ✓ | ✓ | ✓ | | ✓ |
| Group Leader | Ministry Team | Minor | ✓ | | | | | | ✓ | ✓ | ✓ | | ✓ |
| Activities Coordinator | Ministry Team | 18+ | | ✓ | ✓ | | | ✓ | ✓ | | ✓ | | |
| Activities Team | Ministry Team | 18+ | | ✓ | ✓ | | | | | | | ✓ | |
| Activities Team | Ministry Team | Minor | ✓ | | | | | | | | | ✓ | |
| Host | Ministry Team | 18+ | | ✓ | ✓ | | | | | | | ✓ | |
| Social Media Coordinator | Ministry Team | 18+ | | ✓ | ✓ | | | | | | | ✓ | |

| Position | Area | Age | Parent Consent | Liability Release | Background Check | Confidentiality Agreement | HIPAA | CPR Training | Blood-borne Pathogen Training | Child Abuse Training | Group Leader Interview | Non-Group Leader Interview | Reference/Parental Interviews |
|------------------------------|---------------------|-------|----------------|-------------------|------------------|---------------------------|-------|--------------|-------------------------------|----------------------|------------------------|----------------------------|-------------------------------|
| Service Programming Director | Service Programming | 18+ | | √ | √ | √ | √ | √ | √ | √ | √ | | |
| Music Coordinator | Service Programming | 18+ | | √ | √ | | | √ | √ | | | √ | |
| Music Team | Service Programming | 18+ | | √ | √ | | | | | | | √ | |
| Music Team | Service Programming | Minor | √ | | | | | | | | | √ | |
| Media Team | Service Programming | 18+ | | √ | √ | | | | | | | √ | |
| Media Team | Service Programming | Minor | √ | | | | | | | | | √ | |
| Production | Service Programming | 18+ | | √ | √ | | | | | | | √ | |
| Production | Service Programming | Minor | √ | | | | | | | | | √ | |
| Breakout/ Speaker | Service Programming | 18+ | | √ | √ | | | | | | | √ | |

| Position | Area | Age | Parent Consent | Liability Release | Background Check | Confidentiality Agreement | HIPAA | CPR Training | Blood-borne Pathogen Training | Child Abuse Training | Group Leader Interview | Non-Group Leader Interview | Reference/Parental Interviews |
|-------------------------|------------|-------|----------------|-------------------|------------------|---------------------------|-------|--------------|-------------------------------|----------------------|------------------------|----------------------------|-------------------------------|
| Operations Director | Operations | 18+ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Door Holder Coordinator | Operations | 18+ | | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | | |
| Door Holder | Operations | 18+ | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ | |
| Door Holder | Operations | Minor | ✓ | | | ✓ | | ✓ | ✓ | ✓ | | ✓ | |
| Greeting Team | Operations | 18+ | | ✓ | ✓ | | | | | | | ✓ | |
| Greeting Team | Operations | Minor | ✓ | | | | | | | | | ✓ | |
| Check-in Team | Operations | 18+ | | ✓ | ✓ | ✓ | ✓ | | | ✓ | | ✓ | |
| Check-in Team | Operations | Minor | ✓ | | | ✓ | ✓ | | | ✓ | | ✓ | |
| Medical Coordinator | Operations | 18+ | | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | | |
| Medical Team | Operations | 18+ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Safety Coordinator | Operations | 18+ | | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | | |
| Safety Team | Operations | 18+ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Prayer Coordinator | Operations | 18+ | | ✓ | ✓ | ✓ | | | | | | ✓ | |
| Prayer Team | Operations | 18+ | | ✓ | ✓ | ✓ | | | | | | ✓ | |

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.

2

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!

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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

- **Be present.**
 - Commit to your group. Be all in, all week. You are the person they will be excited to see and hang out with.
 - Prepare in advance. Read through your group material before you arrive so you are prepared and ready to engage with kids, instead of being busy reading directions. Show your group you are prepared and ready to give them your focused attention.
 - Stay connected. Our hope is that your group will continue to meet during our weekend services. Trust that God has a unique opportunity for you to influence your group and help them take steps on their spiritual journey during Kids Camp and beyond.
- **Create a safe place.**
 - **Lead introductions.** Make sure everyone in your group knows one another. Have fun with those icebreakers!
 - **Model honesty and confidentiality.** You want to keep influence with your group by respecting them. Alert a Door Holder if any red flags come up in conversation.
 - **Listen.** While the Group Guide is a tool to help navigate your conversation, listen to your group and allow the conversation to drift appropriately if needed. Help them navigate their feelings and questions. Guide, don't control.

- **Challenging behavior.** Use the tools in your toolbox (setting expectations at the beginning of group, asking a child to be your helper, separating children, etc.) to maintain fun and healthy conversation. Let your Door Holder know if you need assistance. Behavior coaching best practices can be found in the Appendix.
- **Partner with parents.**
 - **Cue the parent.** Make sure every parent receives a Parent Cue to equip them for conversations at home.
 - **Care Cards.** Spiritual questions such as salvation, baptism, or other tough topics, like a sick family member, bullying, or other challenges that come up, should all be documented so staff and parents can follow up. Care Cards are one of the best ways we can partner with parents and rally around a child to serve them best.
 - **Honor the parent.** When a child is complaining about their parent, or struggling with something at home, think about how you can model an attitude of respect and team up with the parent, honoring the parent's role as the primary spiritual influence in their child's life.
- **Make it personal.**
 - **Keep it real.** You model what it means to follow Jesus. Allow your group to see the areas where you struggle and the areas you have experienced growth. Remember to keep stories and content kid-friendly.

- **Move them out.**

- **Everyone has a next step.** As you get to know your group, challenge them to take a next step toward Jesus and the life-changing adventure with him. Use those Care Cards to document and encourage next steps.

Challenging Conversations

- If you are concerned about the safety or well-being of a child, please bring your concerns to your Door Holder and/or a staff member. Staff should navigate next steps, including communication with the parents.
- Situations include, but are not limited to:
 - Suspected abuse
 - Suspected illness (for example: lice, pink-eye, fever, etc.)
 - Violence (for example: bullying, aggression, etc.)

Salvation Conversations

- If a child is asking questions about salvation and wants to make Jesus their Friend Forever, it's important to bring the parents into the conversation. Our role is to partner with parents, honoring the parents' role as their child's primary spiritual influence.
 1. **Fill out a Care Card.** Complete this after the initial conversation to ensure the parent, Kids Director, and Group Leader are all unified to support the child's next step. This equips our team to follow up and care for the family.
 2. **Talk with the parent.** This is exciting news! During check-out, do your best to connect with the parent and explain the conversation you had with their child.

- a. Equip them with our Start Here Parent Cue Guide, which will be a helpful resource to navigate spiritual conversations at home.
 - b. Invite them to our **Start Here** experience, offered a few times a year, to begin a conversation with their child about following Jesus.
- As we live out our mission of introducing kids to Jesus and the life-changing adventure with him, we recognize the Spirit may provide you a unique opportunity to pray with a child wanting to ask Jesus to be their Friend Forever. If that happens, we encourage you to use the following ABC language while also completing steps one and two above.
 1. **ADMIT** you have made bad choices (Romans 3:23).
 2. **BELIEVE** Jesus died to take the punishment for your sin and came back to life (Romans 5:8).
 3. **COMMIT** to Jesus being your Friend Forever and the leader of your life (John 1:12).
- Baptisms - We look forward to celebrating baptisms during our Family Night! If a child in your group is ready to be baptized, or is asking questions, complete a Care Card so our team can follow up and partner with the parents.

Activities

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

15

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.
-
- 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.
-
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.
-
- **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 1-2

| | |
|------|---------------|
| 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 3 – Family Night!

| | |
|------|--------------------------------------|
| 4:30 | Pre-Huddle |
| 5:30 | Check-In |
| 6:00 | Group Welcome |
| 6:10 | Large Group |
| 6:40 | Transition |
| 6:45 | Small Group |
| 7:00 | Check-Out |
| 7:15 | Family Night in Auditorium |
| 7:45 | Outside (Hangout, Food, Music, etc.) |