**CedarCreek Church Standard Operating Procedure**  
**Kids Ministry Weekend Experience**  
Responsible for Creation & Resources: Central Family Ministry Team

Responsible for Execution: CedarCreek Kids Director

**Vision**: CedarCreek Kids exists to introduce kids to Jesus and the life-changing adventure with him. We do this best when we create a safe and fun environment where kids and families feel known, cared for, and connected.

**Wins:** Depending on the child’s age, the following wins are celebrated:

* Have fun
* Experience a positive personal connection
* Leave with a Biblical truth
* Challenged with a next step

**Standards**

* **General**
  + All Playbook policies are executed with integrity
  + Environment is clean, stocked and guest-ready
  + A mission-driven huddle is held prior to service
  + All Kids Staff and key leaders wear radios
  + All Kids Staff and DreamTeam wear lanyards and/or nametags
  + Work with Safety Team to ensure Cedarville is secure
  + Check-In begins 15 minutes prior to service and is executed per standard
  + Doors open 15 minutes prior to service
  + 2-At-All-Times principle is upheld
  + Leader to Child Ratio: Fewer is better!
    - Babies and Toddlers – 1:3
    - Preschool = 1:5
    - Elementary = 1:10
  + Minimum serving age requirements:
    - Babies – 18 years old
    - Toddlers – High School (at the discretion of staff)
    - Preschool – Middle School (at the discretion of staff)
    - Elementary – High School (at the discretion of staff)
    - Check In – High School (at the discretion of staff)
  + Check out is secure with parent and child codes confirmed
  + Transfer bins and needed items are returned to Central Support after the weekend
  + All toys and surfaces are disinfected after every service
* **Small Group**
  + Centrally provided Orange curriculum is executed
  + Leaders are qualified and prepared to lead with opportunities for feedback and growth
  + All supplies are stocked before the weekend and checked before each service.
  + Leaders invest in the same small group every week
  + Leaders make intentional connections with every child in their group
  + Leaders make intentional connections with parents to develop a partnership
* **Large Group**
  + Centrally provided Orange curriculum is executed
  + Host is qualified and prepared to teach with opportunities for feedback and growth
  + All supplies are stocked before the weekend and checked before each service.
  + All videos are tested and queued up the Wednesday prior to the weekend
  + All tech is used appropriately, including microphones and lighting
  + All elements are executed with excellence

**Systems & Resources**

* Transfer with materials from Central Support
* Dropbox
* ProPresenter
* CreekHelp