**CedarCreek Church Standard Operating Procedure**
**Kids Ministry Weekend Experience**
Responsible for Creation & Resources: Senior Director of CedarCreek Kids

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
	+ An engaging huddle is held 30 minutes prior to service
	+ All Kids Staff and key leaders wear radios
	+ All Kids Staff and DreamTeam wear lanyards
	+ A Safety Team Member is posted at all times
	+ Check-In begins 15 minutes prior to service
	+ Doors open 15 minutes prior to service
	+ 2-At-All-Times principle is upheld
	+ Leader to Child Ratio: Fewer is better!
		- Babies = 1:3
		- Walkers = 1:6
		- Preschool = 1:9
		- Elementary = 1:12
	+ 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 prepped 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 videos are tested and queued up the Wednesday prior to the weekend
	+ All supplies are prepped before each service
	+ Microphones are used and sound is balanced appropriately
	+ All elements are executed with excellence

**Systems & Resources**

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