



# LARGE PROGRAM & WORSHIP LEADER TRAINER CHECKLIST

Thanks for helping to lead our apprentice program! Please use the following information to train your apprentice, ensuring they are equipped in every way! We set aside two weeks for apprentice training. If questions arise that you feel unprepared to answer, please contact a Kids Staff Member.

Your leadership is so valuable!

**The CedarCreek Kids Staff** 

## LARGE PROGRAM TECH

Please use all technology and equipment appropriately. If you have questions, or if something isn't working properly, please contact a Kids Staff Member. No food or drinks are permitted near the equipment. (Show how the following technology works in each Large Program Room.)

- ☐ TV/Projector
- ☐ Pro Presenter
- ☐ Lights
- ☐ Sound
- ☐ Microphone

## LARGE PROGRAM ELEMENTS

All lesson materials are posted in Planning Center two weeks in advance. Please prepare and rehearse ahead of time to ensure an excellent weekend experience for kids. You are welcome to come in early to interact with the video and slides. (Walk through each element with the Planning Center Script and Video/Slides.)

- ☐ Planning Center
- ☐ Welcome
- ☐ Giving
- ☐ Bottom Line
- ☐ Worship
- ☐ Memory Verse
- ☐ Bible Story

## POLICIES/PROCEDURES

- ☐ **Appropriate Dress** – Keep in mind you'll be standing on a stage, making big arm movements, bending down to talk to kids, etc. Modesty is key! Also remember that children can be very sensitive to strong odors such as tobacco, heavy perfumes, etc. Allergies from animal hair are also concerns. Please plan accordingly.

**Modesty Tips:** Please refrain from wearing skirts, or tops that may hinder your ability to teach from the stage and remain modest.



## POLICIES/PROCEDURES

- ☐ **Food and Drink** – Please refrain from bringing food and drinks, especially hot liquids, into CedarVille. We want to prevent spills, burns, clutter, and avoid allergy concerns.
- ☐ **Cell Phones** – Please refrain from using cell phones while serving in CedarVille.
- ☐ **Photography and Videography** – Taking pictures or videos of children is not permitted.
- ☐ **Behavior Coaching** - Small Group Leaders are responsible for handling challenging behavior during Large Program. Please defer to leaders if you need assistance with a child.

## SAFETY & SECURITY

- ☐ **2 At All Times Principle** - Whenever there are children present there must always be 2 adults.
- ☐ **Emergency Procedures** - Please review the emergency maps posted in your room. In the event of an emergency (Severe Weather, Evacuation, Power Outage, etc.) each room will be given an emergency bag with everything you will need. Jump ropes are included to help Preschoolers evacuate. Remember to keep your Sign In Sheet with you at all times! (Read through the room evaluation plan and look through the emergency bag.)
- ☐ **Suspected Abuse and Neglect** - If you suspect there is neglect or abuse happening towards a child, or any other challenging family situation, please talk with a Kids Staff Member immediately. Please remember to use discretion and model confidentiality.