

Worship Kidz Procedures

Updated January 2018

Dismissal to WORSHIP KIDZ

Children are dismissed to WORSHIP KIDZ by a pastor or other worship leader before the sermon to meet their TEACHER in the back of the sanctuary. The TEACHER and ASSISTANT should be at the back of the sanctuary before that dismissal to receive and gather the children together in front of the set of doors closest to the conference room. A DEACON/ELDER may be asked to assist the TEACHERS to ensure that children are directed to the appropriate set of doors and gather with their TEACHER; that DEACON/ELDER might stand at the other set of doors and direct children to the TEACHER on the other side of the sanctuary.

Restroom procedures

No person should ever be in the restroom alone with one child unless that person is the child's own parent/guardian. Worship Kidz will allow a restroom break for all the children at the very beginning of the program. The TEACHER, ASSISTANT, and ELDER, or at least 3 people, will escort the children together from the sanctuary into the foyer. All the boys who need to use the restroom should enter the mens' room while one person stands at the restroom door, holding it open and monitoring the activity in the bathroom. Likewise, all the girls who need to use the restroom should enter the womens' restroom while person stands at the door, holding it open and monitoring the activity. The third person should stand in the foyer with any children who either do not need to use the restroom or who have finished and left the restroom. The expectation is that children aged 4 and older are able to help themselves in the restroom, and there should not be more than one person in any stall at a time. After all children have returned to the foyer, the TEACHER should escort them to the conference room to begin WORSHIP KIDZ.

Having a restroom break for all children at the beginning of WORSHIP KIDZ should minimize the need to take children to the bathroom again before dismissing them to their parents/guardians. In the event that a child asks to go to the restroom, the TEACHER should ask whether or not the need is urgent. If the first request to use the bathroom is not urgent, and it is not followed by any further or additional requests to use the restroom, then the TEACHER should finish the WORSHIP KIDZ program with no additional offers to take children to the restroom.

If there is an urgent need to take a child or children to the restroom, an ASSISTANT and at least one additional person, which could include another child of the same gender, should quietly leave the conference room to the appropriate restroom. The ASSISTANT should stand at the door, holding it open, while the child is in the bathroom. Ideally, only one child should enter the bathroom at a time, but if the ASSISTANT does need to also enter the bathroom, all persons should also enter the bathroom together. If there is a sickness in the bathroom, the ASSISTANT should instruct the other person to wait at the open bathroom door with the sick person while the ASSISTANT quickly notifies either the

parent/guardian in the sanctuary or a DEACON/ELDER to notify the parent/guardian and bring them to their child. The ASSISTANT should return to the bathroom and assist the child until the parent/guardian arrives. The ASSISTANT will then return to the conference room with any other children who are under their supervision.

Worship Kidz Lessons

The TEACHER is responsible for leading the children through worship during the program. The ASSISTANT is responsible for helping the children to listen and remind children of appropriate behavior in the program. The ELDER is responsible to teach the sermon passage to the children, and it is ideal for the ELDER to remain in the conference room for the duration of the program until dismissal. In the event that an ELDER will be unable to stay in the program for its duration, a Worship Kidz Director or another trained TEACHER/ASSISTANT should also be in attendance throughout the program to assist.

The only physical contact between any two people during Worship Kidz should be appropriate gestures of kindness and friendliness, such as high-fives. There must never be any punitive physical contact of any kind between TEACHERS/ASSISTANTS/ELDERS and children. If children struggle to keep their hands or feet to themselves, they should first be separated from their neighbors but remain a part of the circle. If any child is not responsive to the TEACHER's gentle reminders for how to respect the TEACHER and all others in the program, the TEACHER should remind the child that they will ask the child's parent/guardian to join them if the child continues to distract others from worship. If the child then persists in disrespectful behavior, an ASSISTANT or ELDER might leave to ask the parent/guardian to come participate with their child in the conference room or to receive their child from the program.

A child should never be in a situation where the child is alone one-on-one with someone other than his/her parent/guardian, so a child should not leave the conference room with only one other person who is not their parent/guardian. In the unlikely event that both an ELDER and ASSISTANT need to leave the children with the TEACHER alone briefly, the conference room doors should remain open until one or both return to the conference room.

Worship Kidz Dismissal

An ASSISTANT should open the doors of the conference room and listen for the end of the sermon/beginning of music to signal when the children are to be dismissed. TEACHERs should walk the children out to the foyer once the music has begun. An ASSISTANT should stand at the open sanctuary door so that parents and/or guardians can receive their children in the back of the sanctuary and escort them back to their seats. The TEACHER and ASSISTANT must stay with the children until they are all received by the parent/guardian. The TEACHER should only deliver the children to their families if the parent/guardian is unable to receive them in the back of the sanctuary (such as in the case of a nursing mother in the cry room, a disabled parent/guardian, etc.).