



**CP Kids**  
**Christ Place Church**  
**Pre-K Coach**

Updated 7/5/22



## **CP Kids Team Manual**

# **PART 1: VISION & CULTURE**

## **MISSION**

### **What We Do**

CP Kids Team Members serve to equip and empower families with a “You Can Do It, We Can Help” approach to discipling kids. We pursue heart change in kids through fun, relational environments, and intentional, gospel-centered lessons.

## **VALUES**

### **What Is Important to Us**

#### **Christ Place Values**

##### **1. All For Christ - All that we do is to honor Jesus!**

We will welcome all families from every walk of life into our CP Kids areas. Whether we are leading a small group or changing diapers, we will do everything with a changed heart that honors Jesus!

##### **2. Better Together - We love doing life together!**

We partner with families to communicate a “You Can Do It, We Can Help” mentality when it comes to discipling kids. We strive for unity in diversity, so there are no “insignificant roles” on our CP Kids Teams. We want to create relational teams who serve, grow and connect with each other.

##### **3. Reach the Lost - We exist for those who aren't here yet!**

Our CP Kids environments create a welcoming atmosphere for kids, especially those who are not followers of Jesus yet. We will consistently present the gospel message and faithfully model how it looks to follow Jesus well. As a team, we will remove distractions or barriers preventing kids from

hearing the gospel message.

#### **4. Chase the Ideal - Growing is not a luxury; it is a necessity!**

We can't give what we don't have. In order to make disciples we need to be discipled. We will demonstrate sincere, Christ-centered heart change and model expected behavior for our kids and families. Personal spiritual growth and improvement in our CP Kids roles are a must.

#### **5. Make Bold Moves - We serve a big God and will not dishonor Him with small faith!**

We believe in getting better so forward-thinking and dreaming are encouraged. Our faith in God should be demonstrated in our willingness to serve beyond what is comfortable and by choosing to believe the best in others. If we notice a need anywhere in CP Kids, we step up and offer to be a part of the solution.

#### **6. Live to Give - We sacrifice the things we love for the things we love more!**

We hold everything with an open hand. We go out of our way to give our time, energy, creativity, and relational capacity to kids and families. We choose to give up our personal wants to promote discipling.

### **CP Kids Team Initiatives**

#### **Equipping and Empowering Families**

We will work to partner with every parent in the discipling process of their kids - "You Can Do It, We Can Help!" We will look for ways to encourage and champion parents any chance we get.

#### **Creating Relational Environments**

We encourage kids to connect with each other and with intentional adults. We look for opportunities to engage every child and every parent. Fun, captivating, and differentiated lessons are essential.

#### **Pursuing Heart Change in Kids**

We will teach to the heart and motivation of each child, allowing time for reflection and prayer. The gospel is consistently presented. We point children toward spiritual practices that will help them personally connect with Jesus.

#### **Celebrating What God is Doing**

We love to take advantage of every opportunity to share stories of kids and families moving forward in their relationship with Jesus in every CP Kids environment!

## **THE WIN**

### **When We've Done Our Job**

- A parent feels like Christ Place Church is helping to equip them to disciple their children.
- A parent receives a sincere compliment about their child or family.
- Every child and parent is greeted at the door.
- A child is engaged throughout the service or lesson.
- A child smiles, laughs, and looks forward to attending any CP Kids environment.
- A child has friends in the room with them.

- A child chooses to become a follower of Jesus.
- A child brings a friend to church with them.
- A child chooses to serve when an opportunity arises.
- Anyone shares a story of what God is doing in the lives of our kids and families.

## STRATEGY

### How We Do It

We serve to equip and empower families with a “You Can Do It, We Can Help” approach to discipling kids. We pursue heart change in kids through fun, relational environments and intentional, gospel-centered lessons through these CP Kids Teams: Nursery, Pre-K, K-5, Guest Services, and Tech Team on each campus.

### Roles in CP Kids

**Nursery Team:** Disciple children ages 0-2 years old and connect with families during weekend and midweek services. Nursery Team Members will meet children’s individual needs in age-appropriate classrooms while providing intentional interactions with Jesus. The 2’s room will support toilet training for those children who are ready.

**Pre-K Team:** Disciple children ages 3-5 and connect with families during weekend and midweek services. Pre-K Team Members will relationally connect with kids during classroom time, help with different parts of the larger group time including prayer times and worship. They will facilitate intentional gospel-centered lessons in small group and large group settings.

**K-5 Team:** Disciple children grades K-5 and connect with families during the weekend and midweek services. K-5 Team Members will relationally connect with kids, run small groups, help with different parts of the whole group lesson including prayer times, offering, games, and worship. They will facilitate intentional gospel-centered lessons in small group and large group settings.

**Guest Services Team:** The first face of CP Kids. Guest Services Team Members are always ‘on’ and ready to greet every child, parent, and family member walking into the area - they are the first experience a family has with our Fun, Relational CP Kids atmosphere. They are in charge of all check-in stations (manned and unmanned) and making sure they are operating correctly. Guest Services Team Members register new families, making sure children are checked into age-appropriate classrooms/areas and personally escorting children to their areas.

**Tech Team:** Tech Team Members work in all ministry areas of CP Kids needing audio, visual, and lighting support before and during service. They are responsible for making sure that technology is supporting the mission and vision of CP Kids.

## Disciplemaker’s Prayer

Deut. 6:1-9, Mark3:13-14; 12:30-31 Matt. 28:18-20, John 17:20,. Acts 1:8, 1 Cor. 4:16-17

Heavenly Father,

Thank you for giving me a disciplemaking way of life in Christ Jesus. As I go through every part of this day, help me to love you and love the people who cross my path-starting with my family. Don't let me miss the adventures you are sending my way to live and speak the Good News about Jesus today. Draw my heart to you and to specific people you want me to pull close for Jesus-like disciplemaking friendships. By your Word and Spirit, transform me into a follower of Jesus who loves you, loves people, and makes disciples-who make more disciples, ad infinitum.

-In Jesus' name, amen.

(Courtesy <http://www.cadremissionaries.com/>)

## **CP Kids Team Manual**

# **PART 2: CP Kids Pre-K**

## **TEAM STRUCTURE**

### **The Leadership Pipeline**

1. **Pastor** – Responsible for direction, vision, and strategy
2. **Director** – Responsible for systems that maintain Christ Place Vision and Mission
3. **Team Coach** – Responsible for service coverage, team building, overall service times, including special events
4. **Team Leader** – Responsible for service coverage, team building, and operation of the team during specific service times
5. **Team Member** – Performs ministry responsibilities

The **Leadership Pipeline** is a path of development and communication. It is not a “ladder” to climb. These roles represent the level of burden a team member carries, not necessarily a “title” to hold. We believe leadership replication is essential at every level. We challenge our Team Leaders, Coaches, Directors, and Pastors to find an apprentice, someone you see leadership in and allow them to shadow you. In what we do, we should be thinking, “Who am I bringing with me?”

## **Pre-K TEAM**

### **Structure & Responsibilities**

#### **Pre-K Team Member**

Pre-K Team Members are to assist the Team Leader in their room/group (3’s, 4’s, 5’s), supervise students, and provide administrative support as needed. This may include helping with a lesson, supporting child behavior during a lesson, etc. A Team Member needs to be prepared to take charge anytime if required and must be familiar with procedures in their ministry area.

#### **Pre-K Team Leader**

The Team Leader is in charge of the classroom/small group (3’s, 4’s, 5’s). They review and are familiar with the lesson and the events of the class/small group and are aware of the procedures for their ministry area. They are the decision-makers in the room when the need arises. Team Leaders may also serve as the Whole Group Teacher in Pre-K, teaching the Bible Story and leading worship. Team Leaders must be a follower of Jesus.

#### **Pre-K Team Coach**

The Coach is in charge of Pre-K for their assigned service(s), ensuring all areas are adequately staffed. Coaches ensure that Team Members are equipped to carry out the CP Kids mission (including, but not limited to, room/group management, relationship building, curriculum awareness, supplies, and other ministry-specific area procedures). Coaches may also serve as the Whole Group Teacher in Pre-K, teaching the Bible Story and leading worship.

## **Team Standards**

### **QUALIFICATIONS of a Pre-K Team Member:**

- You have a willingness and ability to connect with children and their families.
- You have a desire to disciple children and their families in a life-changing relationship with Jesus Christ.
- You are over the age of 18 (Middle/High School students may be Junior Team Members)
- You complete an application.

- You pass a background check.
- You provide two non-related personal references.
- You adhere to the Code of Conduct.
- You are committed to the vision of Christ Place Church.
- You are supportive of the leadership of Christ Place Church.

## **EXPECTATIONS of a Pre-K Team Member**

### **Team Member Frequency**

WHO YOU ARE is more important to us than what you do. Because discipleship and culture are a big deal to us, a team member can serve a minimum of **two times per month**. Frequency builds a sense of community and belonging on our teams and helps us make discipleship a priority.

Consistent attendance is essential to build positive relationships with kids and families. Our constant commitment to our CP Kids responsibilities demonstrates just how valuable these kids and families are to each of us.

- We expect all Team Members to fulfill the responsibility they agreed to (including All Church Huddles, Ministry Area Huddles, Trainings, and other ministry meetings). If a Team Member cannot fulfill a commitment, we expect them to find a replacement from the already screened Team Members from that team. Finding a replacement should be done as early as possible. Everyone needs to notify their Coach when they find a replacement or not be able to fulfill their responsibilities.

### **Weekend Service Attendance**

Our Dream Team values celebrating together on the weekends in worship and God's Word. It is essential you attend at least one service during the week in which you can fully engage.

### **Huddle Attendance**

#### Team Huddle

We are all on a mission together. Developing a sense of team and community is vitally important to our culture. We want all Dream Teams to be a part by engaging in the Team Huddle. Guest Services members are expected to attend the All-Church Team Member Huddle for their service and then their Guest Services Team Huddle immediately following.

#### Growth Track

We ask all team members to prioritize going through Growth Track, a two-week class with members of our leadership team.

### **Dress**

Our Pre-K Team Members wear orange CP Kids branded t-shirts to help us be visible to parents and guests. We ask that our team dress with modesty and cleanliness in mind, maintaining proper personal hygiene standards.

### **Spiritual Health**

Accountability and encouragement happen within our teams. The Christ Place vision is to lead people in a life-changing relationship with Jesus Christ. Every member of our Dream Team is on a journey that

brings real-life change as we grow to be more like Christ. We follow Christ's example to love people.

To be genuinely effective in serving our CP kids and families, we each need regular prayer, spiritual renewal, and a growing relationship with Jesus. It is difficult to make disciples when we are not being disciplined.

- Christplace.church is our hub for what's going on at Christ Place. You can view upcoming events, previous messages, and Connect Group information. You can find all this information on our Christ Place App.
- All Team Members are encouraged to get involved in a Connect Group. Connect Groups are a great way to connect with people in God's family at Christ Place. You'll find Connect Groups to be fun, life-giving, and spiritually rejuvenating.
- Christ Place offers Growth Track and Connect Classes covering specific growth areas (Financial Peace University, Parenting, Marriage, etc.). All Team Members are encouraged to take advantage of these classes for their spiritual growth.
- Christ Place has a subscription to RightNow Media, a Netflix-style of Bible studies online. Contact the CP Kids Pastor or staff to gain access to this excellent resource.
- Prayer is vital to the success of our ministries. As the church staff prays for our CP Kids Team Members, we ask that you also lift our pastors and staff up in prayer. If you have a specific prayer request, fill out the Connection Card in the Main Auditorium and drop it in the offering.
- CP Kids trainings, seminars, or conferences will be available for our Team Members to attend. Please make every effort to participate in each one that applies to your ministry.

### **Team Communication**

Every team member must be able to operate in a team environment. We strive to lead with clarity, and that means communication is vital. We honor the leaders on our teams by consistent communication practices. We communicate through the leadership pipeline, so the right people know the right things. "Who is responsible for whom?" and "Who is responsible for what?" are two questions to which all team members should know the answer. Please note who is in your pipeline and communicate with them any needs, scheduling issues, and ministry wins!

- Email is our primary form of communication in CP Kids. You will receive information about serving, schedules, curriculum, and other important announcements. If you do not have an email address, any of our CP Kids Staff members or Coaches would be willing to sit down and help you create a free account online.
- Planning Center Online (PCO) is our primary way of communicating with Team Members regarding their schedules. Please take time to block out dates that you are not available and respond to scheduling requests when sent. There are video tutorials available if you need help understanding out how to do this. There is the Services App available from PCO that we encourage all our Team Members to download.
- The CP Kids Team Members Facebook Group is another way we communicate. In our Team Member group, we put shout-outs, content, training, wins, and other information.
- When information needs to be communicated quickly, we often use text messaging. Please make sure that your PCO profile is up to date with your current telephone number, so we can reach you when needed.
- CP Kids will occasionally use Right Now Media to post different training offerings to CP Kids Team Members. You will need an email address to set up an account.





## **CP Kids Team Playbook**

# **PART 3: THE PART YOU PLAY**

### **Pre-K Coach**

The Coach is in charge of the Pre-K for their assigned service(s), ensuring all areas are properly staffed and members are equipped to carry out the CP Kids mission (including, but not limited to, room/group management, relationship building, curriculum awareness, supplies, and other ministry specific area procedures). The Coach reports to the CP Kids Pastor and Staff.

**Team Preparation & Duties:** Pre-K Coaches can plan on spending 60-90 minutes each week preparing their Team Leaders and areas for ministry.

- Become familiar with the Application Process (see Policy Manual).
- Recruit for your ministry area and service time, focusing on people not yet involved on a Ministry Team (don't recruit from other ministry teams).
- Spend time during the week communicating with and equipping Team Leaders (including disseminating the curriculum for the week), scheduling, and developing relational connections with Team Leaders and Team Members.
- Run the Pre-K Team Huddle immediately following the All-Church Team Member Huddle. Go over any changes or updated information communicated by the CP Kids Pastor and Staff, review the curriculum for the service, and pray over/with your team.
- Check in with each Team Leader in their rooms and assist them in preparing their rooms if needed.
- Assure that your service is properly staffed with adult Team Members.
  - Create, send, and follow up with scheduling requests to team members through PCO.
  - If you are understaffed, either jump in an area to help yourself or work to get a substitute quickly.
  - If you need help, contact CP Kids Pastor or Staff and they will assist you.
- Prior to service, fill out the Google doc sheet for the weekend with the names of the group leaders scheduled for the weekend.
- Assure that each room is properly staffed with at least two adult Team Members.
  - If you are understaffed, either jump in a room to help yourself or work to get a substitute quickly.
  - If you need help, contact CP Kids Pastor and Staff and they will assist you.
- Coaches are expected to attend bi-monthly Coaches meetings with CP Kids Pastor and Staff.

### **Immediately Prior to Service (starting 15 minutes before service)**

- Station yourself at the entrance to the Pre-K, greeting every child and family as they enter.
- Verify that every child has on a security name tag.
- Walk new families to their rooms if a Guest Services Family Host is not available.

### **During Service:**

- Circulate Pre-K, checking in with Team Leaders, assisting as needed.
- If an incident occurs, assist Team Leaders in making decisions, contacting parents, filling out incident reports, etc.

### Child Expectations

1. Listen to your teacher.
2. Be Kind
3. Do your best!

Remember, we don't just teach behavior modification, but we pursue heart change. If a child is not following the above expectations please respectfully follow through with the consequences below. Be the adult, don't become emotional, and always refer back to the expectations. Be consistent and explain the "why." Building a positive relationship with the kids will really help this process if/when the time arises. If you have any questions talk to CP Kids Staff Member or Pastor.

### Consequences:

1. Non-verbal signal
2. Team Member involvement – verbal warning
3. Move seat/change seating arrangement
4. Time-out away from group

- a. Team Member or Team Leader needs to process through the actions with the child upon reentry, apologizing if appropriate.
5. Team Member removes child from classroom/activity and takes child to parent/chaperone. **This must be Coach or Pastor approved.**
  - a. Please note that this step should be reserved for extreme cases of unacceptable behavior as a last resort. These situations should be rare.
  - b. If parent/chaperone is not on-site, one leader will stay with the child.
  - c. Prior to reentry to class or activity, child is required to give apology to leader/child and must have a conversation with the leader to discuss the situation.

### **Post Service:**

#### Check-out:

- Stand at the entrance to the Pre-K and ensure that all parents/guardians have a parent check out tag before entering the area.
  - If they do NOT have a tag, send them to Guest Services to get a reprint of the tag. *Do not let a parent/guardian into the Pre-K without a security tag.*

#### Cleanup & Organization

- Verify that all rooms are cleaned and organized and that toys are packed up as needed.
- Following the 11:15 service and Midweek: take out all trash, place curriculum materials, postcards to be mailed, Google Doc, offering and attendance sheets in the Pre-K bin. Place the bin on the Nursery Check-in counter.
- Verify that all doors are locked, computers turned off, and lights turned off.

#### Complete the Coaches Checkout Form