**Ministry Partners Handbook**

Table of Contents

Introduction

Welcome Letter

**Part I:**

**General Information**

## **Vision and Values**

* + Our Statement of Faith
  + Our Mission and Vision
  + Core Values of Kids Kount Ministry
  + What Does Discipleship Look Like For Kids
  + Kingdom Quest 10 Year Scope and Sequence

## **Ministry Partnership**

* + Ministry Covenant
  + Our Commitment
  + Dates for Your Calendar Training

## **Understanding Children**

* + Please Help Me Feel Special
  + Please Understand Me…I Am 2 or 3 Years Old
  + Please Understand Me…I Am 4 or 5 Years Old
  + Please Understand Me…I Am a 1st or 2nd Grader
  + Please Understand Me…I Am a 3rd or 4th Grader
  + Please Understand Me…I Am a 5th or 6th Grader
  + Tips for Kids With Special Needs

## **Principles for Effective Ministry**

## Spiritual Principles

* + - * Discipleship Principles
      * Educational Principles
      * Organizational Principles

**Personnel Information**

* Student Attendance Record
* Personal Student Information
* Ministry Staff Information

## **Security and Safety Procedures**

* Staff to Child Ratio
* Check-in and Dismissal
  + Two-Adult Rule
  + What to Do: Lost Child
  + What to Do: Unidentified Adult
  + What to Do: Custody Concerns

## **Building Safety Procedures**

* + What to Do: Fire Alarm
  + What to Do: Tornado Alert
  + What to Do: Power Failure
  + What to Do: Threatening Situation in the Building

## **Illness and Accident Procedures**

## Where Are the First Aid Supplies?

* + What to Do: When a Child Becomes Sick
  + When to Refuse Admission of a Sick Child
  + What to Do: Vomiting or Potty Accidents
  + What to Do: Small Band aid Owie
  + What to Do: Medium Injury (Head Bump, Sprain, Bleeding)
  + What to Do: Serious Injury (Broken Bone, Unconsciousness)
  + Miscellaneous Health Safety Precautions

#### Part II:

#### Training Ministry Partners

## **Training Topics for Shepherds**

* + - Job Descriptions for Shepherds of Each Grade Level
      * An Inside Look: Ages 4-5-K, Kingdom Quest Shepherd
      * An Inside Look: Grade 1-4, Kingdom Quest Shepherd
      * An Inside Look: Grade 5-6, Kingdom Quest Shepherd
      * An Inside Look: Ages 4-5-K, Kids Church Shepherd
      * An Inside Look: Grade 1-4, Kids Church Shepherd
    - How to be an Effective Kingdom Quest Shepherd
    - How to be an Effective Kids Church Shepherd
    - How Shepherds Might Prepare for Their Ministry
    - How to Grow Your Group
    - How to Handle Discipline Problems

### How to Talk So Kids Understand

* + - How to Help Kids Use the Bible
    - How to Help Kids Pray Out Loud
    - How to Lead a Child to Christ
    - Small Group Covenant

## **Training Topics for Shepherds’ Coaches**

## Job Description for the Shepherds’ Coaches

# How to Assign Kids to Small Groups

# How to Help Shepherd’s Experience Success

* + - How to Encourage Shepherds
    - How to Help Recruit New Shepherds

## **Training Topics for Large Group Presenters**

## Job Descriptions for Large Group Presenters

## An Inside Look: Large Group Presenter—Kingdom Quest

## An Inside Look: Large Group Presenter—Kids Church

# An Inside Look: Large Group Presenter—Coach

# How to Be an Effective Large Group Presenter

## **Training Topics for Large Group Presenters-Continued**

* + - Large Group Presentation Techniques

## Storytelling Techniques

# Involving the Crowd without Losing Control

* + - How to Get the Audience to Participate

## Preparations before Presentations

# Room Set-up Checklist

* + - Large Group Presenter’s Schedule

## **Training Topics for the Puppet Team**

# Job Description for Puppet Teams

* + - Puppeteer Techniques
    - Keys to Making Puppetry Work

# Ten Tips for Puppet Teams

* + - Ideas for Puppet Stages
    - Where to Order Puppets

## **Training Topics for the Welcome Team**

## Job Descriptions for Welcome Team

## An Inside Look: Greeter—Nursery

## An Inside Look: Greeter—Kingdom Quest

* + An Inside Look: Greeter—Kids Church
  + An Inside Look: Welcome Team Coach
* How to Be an Effective Welcome Team Greeter

# Welcome Center Set-up Checklist

## Check-in Procedures-Kingdom Quest

## Check-in Procedures-Kingdom Quest

* Registration Form

## Nametag Ideas

## Follow-up with Guests

**We Prize Friends Campaign**

## Why We Prize Friends Campaign

* How to Implement a We Prize Friends Program
* How to Be an Effective Leader in We Prize Friends
* We Prize Friends Script
* Prize Ideas