**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 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