

All Star Kids Leader at a Glance



Introduction

We are excited that you are joining our team, and this packet contains helpful information to help you get off to a great start.

Through Parkway Church's All Star Kids, we give kids their first look at a relationship with a loving God. Through group activities, worship songs, teaching Bible Stories, and building relationships, kids are welcomed and encouraged to connect, have fun, and grow.



**A SUNDAY AT
ALL STAR KIDS VIDEO**



**A WEDNESDAY AT
IMPACT KIDS VIDEO**

Every Time a Small Group Leader Leads, You Win By:

Creating Safe, Welcoming Environments	<ul style="list-style-type: none"> ● Meet the physical needs of kids so they know they can trust us and get their first look at God's love for them.
Connecting with Kids and Families	<ul style="list-style-type: none"> ● Relationships are built between leaders and kids through everything that we do. ● Relationships are strengthened by learning names and something about each kid.
Crafting Fun Activities	<ul style="list-style-type: none"> ● Fun is one of the ways that we meet kids at their level. ● We do this by playing a game together and enjoying time together.
Cultivating Growth as a Disciple	<ul style="list-style-type: none"> ● By learning from the Bible, kids begin to grasp that the Bible is God's true Word. ● The Bible shows who God is and how He wants us to live with Him. ● We apply the Bible through discussion and activities.



**THE ROLE OF A
SUNDAY LEADER VIDEO**



**THE ROLE OF A
WEDNESDAY LEADER VIDEO**

Small Groups

Sunday Groups

Small groups are all about having fun, connecting, and growing together and every part of our small group experience matters. Here's the simple plan for a Sunday with All Star kids.

Leaders Arrive: 9:10 AM Prayer & Instructions

Social: 9:30 AM | 11:00 AM

Bible Story & Worship: 9:45 AM | 11:15 AM

Application & Discussion: 9:55 AM | 11:25 AM

Home: 10:35 AM | 12:05 PM

Wednesday Groups

Kids who can identify and take their next step of discipleship by embracing a preschooler's physical needs or engaging an elementary kid in things that interest them

Leaders Arrive: 6:15 PM

Family Dinner: 6:30 PM – 6:50 PM

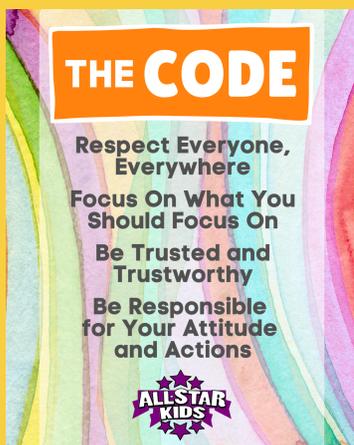
K-3rd Outside Play: 6:50 PM- 7:20 PM

4th & 5th Small Group: 6:50 PM- 7:30 PM

K-3rd Small Group: 7:25 PM- 8:00 PM

4th & 5th Outside Play: 7:30 PM- 8:00 PM

Dismiss: 8:00 PM- 8:05 PM



The Code Leader Video



Use the Code to Guide Relationships

To build relationships that build disciples every group will adhere to the Code, our simple way of reminding kids how to build healthy relationships.

RESPECT EVERYONE, EVERYWHERE

- Out of respect for each other, we treat each other with love and forgiveness.
- Keep your hands, feet, and body to yourself.
- Hurtful words are never ok.

BE TRUSTED AND TRUSTWORTHY

- Relationships are built on trust
- What is said in a small group stays there.

FOCUS ON WHAT YOU SHOULD FOCUS ON

- By focusing on what the group is talking about we are showing respect and an active part of every group.
- One conversation at a time.
- Don't distract your neighbor

BE RESPONSIBLE FOR YOUR ATTITUDE & ACTIONS

- Everyone should be quick to own their stuff. This is a biblical model of conflict resolution.
- Own it, ask for forgiveness, try to do better.



Help Kids Learn

- God Loves Me
- Jesus is My Savior
- God's Word, The Bible, is true and can be trusted
- I can love God and love people

Small Group Leaders Know and Share the Gospel

THE GOSPEL

When God provides the opportunity to share, we want to be clear and consistent with the Gospel. Keep it simple using these four circles.

BEGINNING
God Created & Loves
In the beginning, God created us
and the world perfectly.



GOD CREATED & LOVES

BROKEN
Sin Separates & Breaks
Sin separates us from God and
has broken our world.



SIN BREAKS & SEPARATES

BELIEVE
Jesus Gave & Invites
Jesus gave His life on the cross
and invites us to believe in Him.



JESUS GAVE & INVITES

BECOME
We Pursue & Share
We become like Jesus by pursuing Him
and sharing Him with others.



WE PURSUE & SHARE



THE GOSPEL RESOURCES

Safety Guidelines

Check-in and Dismissal	<ul style="list-style-type: none"> ● Ensure each child in your group has a sticker name tag when they arrive. If not, ask for another leader to help you make sure the kid is properly checked in. ● Each family should receive a printed Guardian Tag at check-in. An adult family member (preferably) should show you the tag as the kid is picked up from his small group. ● If you do not feel comfortable releasing a child to the person coming to pick them up, please ask an All Star Kids staff member for assistance.
Restroom and Diapering	<ul style="list-style-type: none"> ● Never go into the bathroom alone with a child. ● If a child needs help, bring another adult with you. ● If a child is old enough to go by themselves, wait outside for them. ● If a child needs help buttoning or zipping, it should be done discreetly outside of the bathroom. (Do not expose the child.) ● Be sure to wear gloves (a separate set of gloves for each kid changed) and sanitize the changing area when changing a diaper. ● When diapering a child, make sure other adults are around during the process and let the parent know that the child has been changed.
Allergies	<ul style="list-style-type: none"> ● Be aware of the allergies of your group—especially peanut allergies. ● During group times, when you are giving out food, double-check with each student to make sure they aren't allergic to anything you're giving. ● Kids with recorded food or medical needs will have a black box around their names on their stickers.
Child Abuse Policy	<ul style="list-style-type: none"> ● Leaders should be aware that as they get to know their small group better, conversations might arise that alarm them or lead them to suspect abuse. ● If there are physical signs or a child has told you they have been the victim of abuse, you should contact CPS as soon as the small group is over. ● The CPS agent will ask you for the name, age, and any details you might have about the child's physical symptoms or verbal acknowledgment. ● After you have made the report, you should talk to your campus All Star Kids staff member. If you choose to speak to them first, they will direct you to speak with CPS immediately. ● The staff will then develop a plan to contact a family member and help the family work through the situation.
Toy Cleaning & End of Day Clean Up	<ul style="list-style-type: none"> ● At the end of every day, toys and all surfaces need to be cleaned. ● All toys should be put in the storage boxes for cleaning by staff members. ● Team members can help by removing trash from every room, stacking chairs, and wiping down all surfaces with sanitizing wipes. ● Every toy and object available during the day needs to be sanitized after each use. ● Sanitizing sprays provided in each room or a bleach/dish soap mixture will work, and every hard surface needs to be wiped down after use. ● All soft objects, blankets, or sheets should be removed after every use and washed and dried.
Sickness Policy	<ul style="list-style-type: none"> ● If you have been sick or running a fever within 24 hours of your scheduled serving time, please contact your campus leader as soon as possible so arrangements can be made for a sub. ● Children who appear ill will be isolated with supervision, and the parents will be contacted to pick up the child. ● No oral medication will be given to a child except by a parent or guardian. (All medication should remain in the parent's possession.) ● Parents are asked not to bring their child to a church program or function if any of the following conditions exist: <ul style="list-style-type: none"> ○ Temperature of 100 degrees in the last 24 hours , vomiting, diarrhea, severe coughing, pink eye, head lice, undiagnosed rash, open skin lesions, any symptoms of infectious childhood disease
Fire Evacuation Plan/Other Emergency Evacuation	<ul style="list-style-type: none"> ● Be aware of the fire evacuation map at the door of each classroom. ● You should take charge of your small group from the point of alarm till the All Star Kids staff members give you a signal to dismiss your small group to a family member. ● We want to make sure that every child, leader, and family makes it out safely. ● Please refer to the attached pages for active shooter and other emergency plans.



**CHILDSAFE POLICIES
AND PROCEDURES VIDEO**



INJURY OR ILLNESS

- Evaluate the type of injury or illness. If poison is expected, call Poison Control.
- Notify your team leader and call 911, if an emergency.
- If needed, provide first aid, but only if trained to safely do so.
- Complete an Incident Report Form, as soon as possible.



SEVERE STORM

- Seek shelter. Move to an interior room, stay away from glass doors and windows.
- Stay inside building until receiving further instructions.



FIRE

- Evacuate immediately.
- If possible, activate the nearest fire alarm pull station.
- Do not use the elevators or open doors if they are hot.
- Call 911 once exited the building.
- Gather at the Ted B. Reed Park.
- Do not re-enter the building until authorized by emergency personnel.



SUSPICIOUS PEOPLE OR OBJECTS

- Do not engage the person or touch the dangerous object.
- Notify team leader.
- Call 911.

CONTACTS

- Emergency - 911
- Poison Control - 1-800-222-1222
- Parkway Church - 361-572-8340
- Russell McCarron, Campus Pastor 940-456-1551
- Steven Klatt, Facilities Director 361-550-2189
- Nikki Marshall, Business Director - 361-652-7838

ACTIVE SHOOTER PLAN

AVOID

When avoiding the threat, don't hide and hope that you won't be seen. Take action to get out and get away from the intruder.

BEFORE INCIDENT

- Pay attention to your surroundings.
- Have an exit plan.

DURING INCIDENT

- Creating space between you and the threat is your first priority.
- Move away from the threat as soon as possible.

Evacuate to the Ted B. Reed Park. Once you are in a safe place, do not return to the incident location.

DENY

When getting away is difficult or impossible, lockout the intruder to deny the threat access.

- Keep the attacker away from you. Lock doors and create barriers to slow down the threat.
- Turn off the lights.
- Remain out of sight and quiet with your phone silenced.

Do not come out until told to do so by authorities.

DEFEND

If you cannot avoid or deny, be prepared to take out the intruder to defend yourself.

- Be aggressive and 100% committed to your actions.
- If possible, overwhelm the threat with multiple people defending themselves at the same time.
- Do not fight fairly. Use whatever you can to defend yourself. Attack weak spots such as eyes, throat, and groin. This is about your survival.

When law enforcement arrives, do not move, show your hands and follow commands.

Small Group Leader Tips

- As kids arrive, engage quickly so you don't have trouble circling up.
- Redirect questionable behavior. It's OK to say no or to ask them to keep their hands off one another.
- Some weeks are more challenging than others. On the challenging weeks, try to get the kids to focus on the Bible story and the application activity.
- Encourage kids to build healthy relationships with each other. Use The Code to remind kids that since we respect everyone everywhere, we work to forgive quickly and listen to others actively. Don't always just separate them, help them work it out.
- Use your discussion questions as a launching point not a destination. The goal is to have great conversations, not quiz kids for correct facts. If someone brings in some information that could help lead to more questions, ask those questions. Hint: If you know the answer to each question before you ask it, you will have a better idea of where to lead the discussion.
- Find ways to connect what you are talking about with something each kid can do at home and school. Encourage kids to share everything with a family member, especially if they are ready to take the next step. (Believe, Baptism, Pray and Read Bible, Serve, and Share the Gospel)
- The littlest kids need to feel safe. Calm speaking tones, comfort objects, music, snuggles are great places to start. If the kid doesn't calm within 15 minutes ask a team leader for help.

Complete a Background Check Online Yearly

Everyone who is 18 or older and serves with kids is expected to complete and pass a background check yearly. Look in your email inbox for a link from Parkway Church to complete this process. Some web browsers make this difficult on a mobile device. If this is you, please contact your campus leader for an alternate way to complete this task.

Look for Communication From Your Campus Team:

- Serving Schedule
- Weekly Teaching Content
- Monthly Events and Focus

Your campus team will let you know the serving schedule and will text a leader devotion to you the week before you serve. You should also receive a text with a link for the leader guide and activity pages available online the week before you serve. On the first of the month you will get a text with information about the series to be taught and other important information. If you are not receiving this information, please check with your campus team. We might need updated contact information.

Campus Teams

Lead Team- Kristi Hurt, Lead All Star Kids Director, kristi@parkwaychurch.tv

Erika De La Garza, All Star Kids Coordinator, erika@parkwaychurch.tv

Parkway Cuero- Heather Stafford, Volunteer Coordinator Cuero Campus, heathers@parkwaychurch.tv

Parkway Lone Tree- Jennifer Perez, Director of All Star Kids Lone Tree Campus, jennifer@parkwaychurch.tv

Parkway Port Lavaca- Areanna Ozuna, Director of All Star Kids Port Lavaca, areanna@parkwaychurch.tv

Parkway Victoria- Amy Erdelt, Director of All Star Kids and Preschool Ministry Victoria Campus, amy@parkwaychurch.tv

Heather Leigh, Director of Kidz Day Victoria Campus, heather@parkwaychurch.tv

Mayra Drake, Elementary All Star Kids Coordinator Victoria Campus, mayra@parkwaychurch.tv

Jeannie Bokemeyer , Groups and Childcare Team Coordinator Victoria Campus, jeannie@parkwaychurch.tv

Samantha Tijerina, Impact Kids Coordinator Victoria Campus, samtijerina@parkwaychurch.tv

FAMILY MINISTRY TIMELINE

