



Welcome to the RevKids team! We can't wait to get to know you and see how God is going to use you to impact the lives of kids! You're joining the most exciting serving team at Revolution Church!

In RevKids we want everyone to feel known and loved. It is important that our kids build relationships with caring adults and make friends with other kids their own age. We want them to have someone at church that knows their name. This is where they will begin to understand that Jesus knows their name, loves them and wants to have a relationship with them.

**Our mission is to LOVE JESUS and GROW KIDS.**

Each week we will share the **Gospel** through Bible teaching, build **Relationships** in our small groups, learn to live in **Obedience** to God's word and take what we learn to share with others through good **Works**.

Every kid deserves a chance to GROW with us! Every member we add to the team helps us to serve and invest in more kids each week. Our team members are the lifeblood of the ministry to kids at Revolution Church. From the first person to greet a new family, to the group leader who knows their kids' third favorite color, every role is extremely important to help kids GROW.

As you serve, we will do everything we can to invest in your leadership abilities. As you grow as a leader, you will have the chance to invest in other leaders and multiply your gifts. Ultimately your service will lead to kids learning to follow Jesus and love Him with their whole hearts. You may only see the beginning, but you play a starring role in the story of their lives. Thanks for using your gifts to serve with the RevKids team!

Sincerely,

**Meredith Wang**

RevKids Canton Minister

# LEADERSHIP

## REVKIDS STAFF

### **MEREDITH WANG**

RevKids Minister, Canton Campus

### **AMANDA SCOTT**

Production Director

### **RACHEL REEVES**

Preschool Coordinator, Canton Campus

### **ASHLEIGH BENTLEY**

RevKids Director, Jasper Campus

### **HOLLY MCCURRY**

Elementary Coordinator, Canton Campus

## LEADERSHIP DEVELOPMENT & TEAM MEMBER ROLES

### **TEAM MEMBER: DOING AND DISCOVERING**

This is YOU! We call everyone who serves in RevKids a team member. We all work together using our gifts and talents to help kids learn to love Jesus & GROW.

### **TEAM LEADER: DOING AND DELEGATING**

Team Leaders help coordinate, schedule, delegate and disciple a group of other team members within an environment during a particular service time. This person is your main point of communication.

### **COACH: SOME DOING, DELEGATING AND DEVELOPING**

Coaches lead the Team Leaders that lead you. They focus on delegating tasks and developing other leaders.

**APPRENTICES & ICNU:** Every team member's goal in leadership is to raise up another leader and duplicate themselves. All team members are encouraged to invite others to come serve with them by having ICNU conversations. An apprentice is someone who is being prepared to serve, lead, or coach by being given opportunities to discover additional leadership responsibilities.

## REVKIDS SERVING POSITIONS

There are many different areas and positions offered within RevKids. Below is a list of each position within the five main areas of RevKids. *Please refer to the Team Member Job Descriptions section for an in-depth look at each position.*

### PRESCHOOL TEAM

Babies  
Toddlers  
Pre-K  
Buddy

### ELEMENTARY TEAM

Small Group Leader  
Reruns Leader  
Buddy  
Stage Host

### PRODUCTION TEAM

Room Lead  
Audio, Video, Lighting Operator

### WEEKDAY PREP

Curriculum Prep  
Room cleaning/organizing

## TEAM MEMBER QUALIFICATIONS

To be a RevKids Team Member, you don't have to be a Bible scholar, pass a theological aptitude test or display a particular set of special spiritual gifts. You don't even need to be that cool!

Here's all you need to do:

- Have a joyful attitude & grow spiritually.
- Care about kids & families.
- Be committed to consistently investing in kids & families over a period of time.
- Complete and pass the background check, questionnaire & training process.

## TEAM MEMBER EXPECTATIONS

Here are 4 things that will make you a great RevKids Team Player no matter when and where you serve!

### BE HERE.

- Be reliable
- Serve weekly
- Show up on time (30 min prior to service time)

### BE READY.

- Wear your green serving shirt
- Come prepared with what you need to be successful that day
- Read emails from area directors, team leaders and coaches for any pertinent information

### BE PRESENT.

- Give it your all
- Engage with kids & families
- Connect with other Team Members
- Limit cell phone usage

### BE MINDFUL.

- Work as a team and leave areas clean
- Look for opportunities to help

#### ***Easter and Christmas Services***

*Easter and Christmas services at Revolution Church always has more attendees and guests than an average Sunday. We ask all of our RevKids team members to serve an additional service in order to be ready and to welcome these guests during this time. Please keep this in mind when making family plans for these two holidays.*

# REVKIDS TRAINING

Now that you have attended Join A Team, you are ready to start the overall RevKids training process! While it may vary depending on what area you are serving in, below is the basic layout for all of RevKids.

## WEEK 1: ORIENTATION

- Attend orientation & receive a RevKids Playbook from the Training Leader
- Receive a tour of all RevKids areas
- Learn the check-in process
- Observe your area of interest
- Fill out questionnaire & student serving consent form (if applicable)

## WEEK 2: I DO, YOU HELP

- Report to your specific serving area/classroom
- Shadow and help a seasoned team member
- Seasoned team member encourages your help along the way
- Team Leader checks in to see how you're doing

## WEEK 3: YOU DO, I HELP

- Report to your specific serving area/classroom
- Help a seasoned team member
- Seasoned team member encourages you to do more along the way as they help (this is a great time to ask questions)
- Team Leader checks in to see how you're doing

## WEEK 4: YOU DO!

- Report to your specific serving area/classroom
- Do the job with very little assistance
- Seasoned team member observes along the way to make sure you are comfortable in your role
- Team Leader follow-up & receive serving shirt

*During your first few weeks of training, you may realize another age/area is a better fit for you. That's ok! Please don't hesitate to let your Team Leader know, and they will help get you set up in another area.*

# TEAM MEMBER POLICIES

## SCHEDULING

All Revolution team members are scheduled through **Planning Center Services**. Team Members must reply every week to the serving request. This is an important tool our leaders use to make sure we are prepared for Sunday. We value your time, so to keep from receiving multiple follow-up requests via email, text, and phone, please accept or decline your serving request as soon as possible.

## CURRICULUM

We provide a monthly curriculum to all classrooms from Toddlers up through 5th grade. Our staff and other team members work hard to prepare every part of the curriculum, so it is ready for you and easy to work with. This curriculum must be implemented each week. It provides both hands-on and large group activities. While we ask that you do not change the Biblical truths that are given, we allow you to choose the activities that work best for your class and your teaching style.

## ATTIRE

Team members must wear a green shirt to distinguish them as part of the RevKids team. It helps our security team and comforts parents. We provide you with your first shirt which you will receive at the end of your 4-week Training Process (see below).

## NAME TAGS

All team members must have a name tag in order to enter the kid's areas. You can use any of our RevKids check-in stations to get your name tag. If you are checking kids in, you can get your name tag at the same time. Once you are set up the first time, it should stay the same each time you check in. There are check-in team members available to help you at check-in if needed. The combination of your green shirt and name tag will get you into the RevKids areas. Be prepared to be stopped by security if you are missing one or the other.



*Download the FREE Planning Center Services app to receive scheduling communication from your Team Leader, block out dates, and check curriculum.*

## STUDENTS WHO SERVE

RevStudents (6th Graders +) may serve in RevKids. Below is a chart of where students can serve based on age/grade level.

Current Grade Level	Kids Prod. & Stage Team	Check-In	FTKids	Babies (16+)*	Toddlers → Pre-K	Kinder	1st → 2nd	3rd → 5th	Reruns	Buddy Team
6th	✓	✓			✓	✓	✓		✓	✓
7th	✓	✓			✓	✓	✓		✓	✓
8th	✓	✓			✓	✓	✓	✓	✓	✓
9th - 12th	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

*\*At Preschool Director's discretion for those under 18 yrs. old*

Students need to be treated as a leader. Adult Team Members serving with students are to help guide them and treat them as someone who is becoming a leader.

## CHILD & TEAM MEMBER PROTECTION

In order to insure the safety and protection of all our RevKids and Team Members, each Team Member must complete a background check and provide 3 personal references including 1 from a previous church staff member. **Once those recommendations are received, Team Members are cleared to begin training.**

A few things to know while serving:

- Never be alone with a child.
- Do not let children sit in your lap. *\*\*This excludes the Nursery hallway.*
- Do not go into the restroom with a child.
- Potty Training classrooms must keep the door opened to the restroom while helping a child.

As a team member, your actions directly impact the mission of Revolution Church. It is important to hold yourself to the highest standard of behavior. It is also important that you understand your responsibility to hold your fellow team members accountable. If you see anything happening that feels uncomfortable, you need to approach the other team member immediately and let them know it is time to stop. If you continue to feel uncomfortable about another team member's behavior, it is important to make your team leader or staff member aware. We would rather err on the side of overprotection than to be devastated by the horror of abuse.

# CLASSROOM POLICIES

## DISCIPLINE = DISCIPLESHIP

We have three big expectations for our RevKids. Show love for God, show love for others & show love for self. If a child fails to meet these expectations, the consequences progress in these four simple steps:

1. Verbal warning using the expectations for redirection
2. Sit out of the activity with a leader who refers back to the three expectations
3. Remove from room with a leader who will have a Gospel conversation
4. Parent involvement

We want to make sure we show LOVE to each and every child by disciplining them into appropriate behavior.

## CHECK-IN & CHECK-OUT

As a child enters a classroom, they must have a name tag on their back which must be checked to make sure they are in the correct location. As a child is picked up during check-out, parents are required to present a barcoded, pick-up tag with numbers matching the child's name tag. If they do not have this pick-up tag, the child may NOT leave the room until the parents get another one printed at the First Time Kids counter.

## INJURIES/INCIDENTS

There are first-aid kits inside each classroom for when a child is injured. (If the supplies you need are not there, your Team Leader will help get what you need.) When a child is injured, an injury report must be filled out by the team member and signed by both the parent and a *staff* member. If another child was the cause of the injury, a separate injury report must be filled out for them as well. Other children's names should never be used when reporting the incident.

## WELLNESS

If a child has had a fever within the last 24 hours, they should not be allowed in the environments. If a child has a fever over 100.4 or gets sick while in your care, get your Team Leader or area director who will contact the parent.

## ALLERGIES

Be aware of the allergies of your few—especially peanut allergies. During group times when you are giving out food, double check each child's tag to make sure they aren't allergic to anything you're giving out.



## RESTROOMS

As stated before, never go into the bathroom alone with a child. If they need help, bring another adult with you or make sure the door is open where another adult can see you. If they are old enough to go by themselves, wait outside for the child.

Bathroom doors in the Pre-K hallway must be propped open at all times while children are in there. Kid-only bathrooms in the elementary areas are to be used one at a time.

## EMERGENCY PROCEDURES

See the [Emergency Response Plan Handbook](#) within your serving area for specific details on what to do if an emergency should arise.

*\*\* Please let us know if you would like a digital copy sent to you.\*\**

# REVKIDS TEAM COVENANT

## INTRODUCTION

Thank you for your interest to serve in RevKids! As a Team Member of our Family Development Team, you are in a leadership position, and the students & kids will closely watch what you do and what you say. We think that's great! You *should* be a role model for the next generation, and as a role model, your lifestyle is important to us. We want to make sure who you are on Sunday is who you are the rest of the week.

There are several issues that are most important to us, so we'll go into more detail about them in order to ensure that we are all on the same page.

## REGARDING SEXUAL BEHAVIOR

We believe that sex was created by God as an expression of intimacy within the context of marriage. Team Members who embrace a lifestyle that contradicts this teaching will find themselves having to pretend to be something they're not and believe something they don't. To prevent you from a potentially awkward situation, we may ask you not to serve for the following reasons:

- You are involved in a sexual relationship and not married
- You are currently living with someone of the opposite sex and not married
- You are married and are currently involved in a sexual relationship outside of your marriage
- You are currently living a same-sex lifestyle and/or involved in a same-sex relationship

## REGARDING SUBSTANCE BEHAVIOR

If you have a history of alcohol or drug abuse, this might be something God uses in a positive way to impact the future of the next generation. We'd love to talk with you further about your story and how it can impact the students & kids in our ministry. We have a few guidelines that will determine your Team Member placement and a few reasons we may ask you not to serve at this time:

- You have been arrested for or convicted of an alcohol or drug-related offense in the past twelve months
- You are currently being treated for alcohol or drug abuse
- You have used any illegal substances in the past twelve months
- Consuming alcohol to the point of being unable to drive legally is a regular part of your lifestyle

## REGARDING SOCIAL BEHAVIOR

You are a role model for the students you are leading both in how you behave in social settings as well as how you behave on social media. The kids and/or their parents will definitely visit your social media pages. If you blog, podcast, tweet, Instagram, Facebook or Snapchat, your small group will probably follow you through those platforms. We think social media can be a great way to connect with your group outside of Sunday! However, they'll also be able to see everything you post publicly. Please leverage your social media in a positive way.

Please be mindful of these social guidelines. We may ask you not to serve for the following reasons:

- Using inappropriate language on a regular basis
- Posting inappropriate content of yourself or reposting inappropriate content of others including but not limited to overly revealing clothing, partying, or anything sexual in nature
- Being part of conversations that discourage church unity

I agree to the terms above as long as I am a volunteer of Revolution Church's kids' ministry. If I am unable to uphold this covenant, I understand that I will need to resign from my Team Member position or that I may be asked by leadership to resign.

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(Team Member First & Last Name)

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(Team Member Signature)

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(Date)