

# KIDMIN BEST PRACTICES ORIENTATION: LEADER GUIDE



**THANK YOU** for taking the time to ensure your team is properly trained when it comes to basic safety practices within your church and kids ministry. This guide is here to assist you with accomplishing a successful leader's meeting. You can use the videos provided to supplement your training or teach it live. Feel free to use any of the included activities and discussion questions to assist you.

Should you choose to amend the provided "KidMin Best Practices" worksheet, you can still use the video training. Simply adapt the discussion time accordingly to comment on any differences. A benefit of showing the videos is it allows another voice to reiterate what you are seeking to accomplish. Have fun and continue to impact lives while creating safe environments.

Pastor Tony

**THE MEETING:** If you are doing this for the first time with all of your volunteers, schedule a time that works best for your team. We recommend Saturday morning or Sunday afternoon for large meetings. After the initial training you can do this on a quarterly basis as an onboarding/orientation for new volunteers and for anyone who missed the original training. Weeknights work well for this model. Providing childcare does help, but it is not necessary.

## Pro Tips:

- Provide Food. I generally provide a full meal if doing it with my whole team on a weekend. If doing it as a weeknight orientation, I provide snacks.
- Have name tags for everyone. It helps you remember names of people you just met. More importantly it helps your leaders get to know each other. It also is a good reminder that when you are serving you need to wear a name tag.
- Have a sign-in sheet so that you can track who was there and who needs to attend an Orientation in the future.
- Make copies of the KidMin Best Practices handout for everyone and provide a pen to write with. I often place these on a table in the back and have people get their own copies.
- Place a **Table Talk** discussion page on each table.
- Have extra copies of your Application and Background Check Forms available.
- Have flyers available for any upcoming events that you may want to promote to your team.
- Ask your lead pastor to open in prayer and thank your volunteers while placing no expectation on them to remain for the entirety of the meeting.

One of the most important things to remember is to **RESPECT** your volunteers by finishing on time. Plan for two hours on your first Orientation and then reduce if applicable. Make every attempt to be finished before you said you would be.

# ORIENTATION SCHEDULE

## Welcome

*-mention Table Talk*

## Food

*-if providing a meal do that at beginning*

## Opening / Introductions

*-ask names / how long attended / favorite toy as a child*

## Video 1: Intro "WELCOME"

time 02:23

## Discussion 1

*-Table Talk Question #2*

## Video 2: "WHAT WE ASK"

time 03:29

## Discussion 2

*-additional or further explanation of expectations*

## Video 3: "CLASSROOM MANAGEMENT"

time 06:16

## Discussion 3

*-recap, restroom break and group game*

## Video 4: "CLASSROOM SAFETY"

time 05:36

## Discussion 4

*-2 volunteers, sick kids, incident reports PLUS Table Talk Answer #3*

## Video 5: "GENERAL SAFETY"

time 06:04

## Discussion 5

*-bathroom policy, last questions*

## Closing Statements / Dismiss

*-final thoughts, announcements, and wrap it up*



## **Welcome:**

*“Thank you all for coming. I could not do any of this without you. We are going to go ahead and get started even if we still have a couple of people on their way. Please make sure that everyone has signed in and that you are wearing a name tag. Also make sure that you grabbed a handout in the back and something to write with. It looks like this (hold up your copy).”*

*“Here is the plan for today. (If meal included) We are going to take a few minutes and eat. Then we are going to spend the next hour or so going through this Handout. We are going to watch a video segment and discuss it. Then at the end we will have a chance to cover anything that was missed and I will update you on some things that will be happening in the near future.”*

*“On Your Table is a sheet that says “Table Talk” at the top with a couple of questions on there. As you eat please discuss your answers as a group. We will be asking you later what you shared. Have fun with it. (If no meal have people discuss it as they enter)”*

*“All that to say I want to respect your time and I am going to do everything to get you out of here by \_\_\_\_\_(insert time). That may mean that some of your questions we will have to move to the end, but don’t worry we will get through it all.”*

## **Food:**

Pray and dismiss people to get food and let them know that we will be getting started in a few minutes. If you plan on eating, jump to the front of the line. This may go against your nature, but you need to be finished before everyone else so that you can start the Meeting.

Remember the purpose of this meeting is Safety Training and not Relationship. Do not misunderstand me, relationship is important. But there is a time and place for it, to respect their time we need to keep the meeting on schedule. As soon as you start to see people close to finishing their meal begin your Orientation.

## **Opening / Introductions:**

*“Let’s go ahead and get started so we can get finished on time. I want to make sure we all get to know each other a little bit. We are going to go around the room. Tell us your name, how long you have been attending our church, and finally share with us the answer to your first question on the Table Talk: What was your favorite toy as a kid? I will go first...” (allow everyone to introduce themselves and keep it light-hearted)*

*“Fantastic! Let’s watch our first video.”*

## **Video 1: Intro “WELCOME”:**

For this first video it is important that you watch the screen intently. People will watch how you respond and it will set the tone for the rest of your time.

### **Discussion 1:**

*“As Pastor Tony said we are going to spend a lot of time today talking about Best Practices in Kids Ministry and some significant Safety Policies. For some of you it is going to be tough, but please do not look ahead on your sheets. We want to all stay on the same point as we go through this. Before we watch our next video I am curious about how some of you answered the second question on our Table Talk. Who wants to share “What was the craziest household rule or practice you had as a child?” Who wants to share their first? (Allow 3 to 4 people to share to conserve time.)*

*“We know that there are some crazy rules out there that don’t make sense. But as you all know, there are also reasons for having rules -especially in Kids Ministry. As we go through these Best Practices today, can you help me out by giving us the benefit-of-the-doubt?”*

*We will take time to answer questions. Understand the heart of what we are doing is protecting our kids. Some of this may be new, some of this may be things we have been doing all along, and some of it may seem a little crazy. But all of it is to make sure we have a safe environment for our kids.*

*“Let’s watch our next video.”*

## **Video 2: “WHAT WE ASK”:**

I would recommend watching this video while standing off to the side. As you watch feel free to observe how people are engaging with the video. This may signal you that your discussion might need to be a little more light-hearted or that they are following and completely on board. You can also notice if there are some points that people cringe at.

### **Discussion 2:**

*“Of those five points, which one stood out to you the most?” (Allow 1 or 2 people to respond)*

*“I would like to actually reiterate \_\_\_\_\_” (mention the most important thing that stood out to you)*

->If there are additional requirements that your church asks of volunteers please mention them here. This segment should not require much Q & A.

*“Now it’s time to move into some Best Practices when it comes to Classroom Management. Let’s watch our next video.”*

### **Video 3: "CLASSROOM MANAGEMENT":**

During this video, go sit at one of the tables with your volunteers. That could be people you are needing to create a greater connection with or people that are influencers that you want to watch their response. Just do not sit alone!

### **Discussion 3:**

*"There was a lot of stuff covered in this section, from parent involvement to classroom ratios to dealing with the people we see in our classrooms.*

*"Let me start by clarifying \_\_\_\_\_"* (insert any adjustments that your church may do differently than what is stated)

*"Do you have any questions on what was covered that you would like some additional clarification?"*  
*If no questions ask, "What is one thing on here that you didn't realize before you watched this?"*  
(Keep this time to just a couple of minutes.)

*"Well, we are halfway there. Before we flip over to the other page we are going to do a quick exercise. If you need to use the restroom, now is a great time to do so. Otherwise I need you to split into two (or more) equal teams.*

**GAME:** *"Have you ever drawn in the sand at the beach? Or with chalk on a sidewalk? We are going to play a version of charades. I am going to give each team the same clue and you will have two minutes for the entire team to create the clue. So for example if I said airplane you may have your team all lie on the ground in the shape of a plane. Or pyramid you would make a human pyramid. Are you ready?"* (At the end of each round you are the judge, let them know who won that round)

Clue 1: An active hospital

Clue 2: A professional wrestling ring

Clue 3: A typical kids ministry experience

*"Great job everyone. Head back to your seats and lets watch our next video segment on Classroom Safety."*

**YOUR NOTES:**

## Video 4: "CLASSROOM SAFETY":

During this video sit at a different table with your volunteers.

### Discussion 4:

*"Wow, there was a lot of great things in that segment to help us take care of our kids."* Right here is a perfect time to interject anything that you need to add, change, or provide further clarification with your team. Have them make notes on their papers accordingly.

*"Is there anything on here that YOU might need further clarification on?"* (Keep this time under five minutes)

*"We only have one more segment left. But before we watch it there was a third question on our Table Talk earlier. Who would like to nominate someone else to share their story based on the last question, Share with the group one experience in Kids Ministry that you will never forget (funny or sentimental)."* Allow 2-3 people to share.

*That was great. Thank you for sharing. For me it was \_\_\_\_\_* (share a quick story). *Alright let's watch our last segment together.*

YOUR NOTES:

## **Video 5: "GENERAL SAFETY":**

I recommend watching this last segment from the back of the room. It allows you to monitor how things are finishing up and the engagement of your team. It also lets you say goodbye to anyone trying to sneak out early. Take a quick drink of water and get ready to wrap things up.

Please note that the bathroom policy was specifically not mentioned in the video. This allows you to cover it with your volunteers discussing the specifics of your bathroom policy. You can reference the "Is It Safe?" Lab's segment on Restroom Policies for further clarification.

## **Discussion 5:**

*"Again, there was a lot of great things in that segment. Before we go any further, I am sure you noticed Pastor Tony skipped over the bathroom part in this video. Keep in mind that this video is also used in other churches and every facility is built a little bit different. Not every church has the same bathroom set up as we do."*

*"Let's look at that third bullet point on our sheet together. (Read it to them) So to clarify this is what that means for us \_\_\_\_\_ (insert specifics to your facility and ministry model)."*

*"Are there any questions about bathrooms, check-out, or anything else that was mentioned?"*

YOUR NOTES:

## **Closing Statements / Dismiss:**

*"Thank you again for coming. For the sake of time we are going to wrap things up. If you have any more questions please feel free to grab me afterwards and ask."*

*"Before you go, there a couple of things I want to mention:*

- Reminder there are applications in the back if anyone still need to fill it out
- Any upcoming scheduling elements
- Upcoming special events you would like to promote quickly

*"And that is all I have. Let me close in prayer and then if you can help me clean up that would be fantastic."*

**PRAY and DISMISS**

**AFTER THE MEETING:** Clean up everything and decompress from your time together. Make any adjustments that will help you with further Orientations. Make notes if there is anyone who you need to have a further conversation with. Even if you had a couple of problematic people, you have a safer kids ministry. Your volunteers and parents appreciate what you have implemented.

Within 48 hours send a Thank You text to everyone who attended. Then reach out to the people who you invited that didn't make it and let them know they were missed and the date of your next Orientation that they need to attend.

Finally let your church leadership (pastor) know how the meeting went. Always start with the wins (how many attended, overall feeling, positive engagement). If any concerns were brought up share that with them in the event of needing further clarification. Remember that your leadership hates surprises, let them know ahead of time of any potential challenges coming up. End your time by sharing again how great of a time it was and when your next Orientation is scheduled.

Post pictures and share how it went on our FRESH social media pages. We would love to celebrate with you and encourage others to do the same.

Great job! You have put together a plan to train your volunteers, communicated expectations, and implemented a safer kids ministry experience. Well done.