



SOUTHBROOK
kids

DISCIPLE MAKER
Handbook

2017-2018

Welcome

Welcome to Southbrook Kids' ministry, and thank you for investing your time and talent with our kids! With all of my heart, I believe that we're serving in one of the most important ministries in the church. When we are successful the difference is measured not just in lives, but quite possibly in generations.

At Southbrook, we refer to all of our kids' ministry volunteers as "disciple makers" because our team is teaching and equipping the younger generation to live for and make a difference for Jesus right now, right where they live, work, and play.

More than ever before, SB Kids is passionately pursuing the vision and direction of our church, helping kids become unified in community, growing in faith and learning how to multiply themselves in others. More than ever before, Southbrook Kids is aligning with other ministries of our church in order to make a more significant impact on kids as they grow from infancy to adulthood. More than ever before, Southbrook Kids is coming alongside families to help parents find success in their efforts as spiritual leaders in the home.

Serving in Southbrook Kids is not only about reaching kids but also about joining a team of other like-minded people who are experiencing community and spiritual growth, while helping kids do the same. My prayer is that while serving with the Southbrook Kids' Ministry Team, you will experience powerful and lasting change in your life as you make a difference in the lives of kids.

Joyfully in Christ,

Angela Gibson
Kids' Director

Southbrook Kids' Vision and Values

Southbrook Kids' Ministry is a place where kids get excited about knowing Jesus – a place where kids hear the gospel, become disciples, and are inspired to make disciples of others, as they make a big deal of Jesus where they live, work and play.

Southbrook Kids' desires to be a ministry that is:

1. Gospel Centered: Before all else, we desire to see kids understand who Jesus is and receive Him as their Lord and Savior.

"But seek first the kingdom of God and His righteousness, and all these things will be provided for you." Matthew 6:33

2. Heart Transforming: Jesus is the key to changing a heart, and He does it through His Word and the work of the Holy Spirit.

“I will give you a new heart and put a new spirit within you; I will remove your heart of stone and give you a heart of flesh.” Ezekiel 36:26

3. Culture Shaping. We want our kids to be prepared to engage the culture surrounding them in a powerful, impactful way, that they may be disciples who are ready to go make more disciples of their friends, neighbors, classmates, and beyond.

“Like arrows in the hands of a warrior are the sons born in one’s youth.” Psalm 127:4

“Then Jesus spoke to them again: ‘I am the light of the world. Anyone who follows Me will never walk in the darkness but will have the light of life.’” John 8:12

Ministry Overview

Nursery: Birth Through Twos

The nursery area consists of children from birth through 2 years old. It is characterized by low teacher/child ratios and is a place where faith in Jesus is introduced to babies, toddlers through music and movement. Our 2 year olds also experience large group teaching and a large group craft time.

Early Childhood: Threes Through Fives

Our early childhood area consists of children from 3 years old through early 5 year olds. This area is characterized by active play and bible teach through engaging story videos, fun worship songs with motions, key passage learning with hand motions, and activity or craft time. This area is where children are first introduced to an organized lesson time and are beginning to build relationships with each other and with their leaders while learning about Jesus.

Kindergarted-3rd Grade:

Our K-3rd area consists of children in kindergarten through 3rd grades. This area is characterized by high energy, creative, and engaging teaching and worship. K-3rd provides a fun environment as the setting for our kids to build strong relationship with each other and their leaders through intentional small groups. Kids will learn about Jesus and about God’s plan for their lives.

4th and 5th:

The 4th & 5th area is for our pre-teens in 4th and 5th grades. The purpose of this area is to transform the lives of preteens by providing an authentic encounter with the gospel, within the context of a true community focused on worshipping God and leading others to Jesus.

Leadership Responsibilities

Requirements: (See volunteer screening process as detailed in the Southbrook Family Ministry Child Protection Policy Handbook).

Expectations:

- Arrive on time:

All volunteers should arrive 30 minutes prior to their volunteer service time in order to attend morning huddle.

- Communicate:

We want to hear from you. We value your constructive feedback, so please leave your comments on your class roster (bottom portion) or send them via email to your area coordinator (see contact information at the end of the handbook).

- Worship One/Serve One:

Serving is of great value, but it doesn't take the place of attending a service. We strongly believe that our disciple makers need to receive the Word and stay connected to how God is moving within our church body by participating in the adult services.

- Be Connected:

We believe that life change happens best in the context of relationships. We encourage all of our disciple makers to join a growth group, participate in a bible study, find a personal discipleship group, or just connect with a mentor who will help you grow spiritually. * Let us help you with that if you don't know where to start.

Serving Commitments

Schedules:

Most of our SB Kids disciple makers serve on a twice per month rotation, at either the 1st or 2nd service. Thus, we have 4 main teams:

1st and 3rd Sundays at 9AM

1st and 3rd Sundays at 11AM

2nd and 4th Sundays at 9 AM

2nd and 4th Sundays at 11AM

There are a few disciple maker positions that are once per month roles, and these volunteers would serve both services, once per month: Week 1, Week 2, Week 3, Week4.

5th Sundays:

5th Sundays will be covered on a rotating basis between teams. The assigned Sundays will be as follows:

October 29th – 1st and 3rd Sunday teams (9AM and 11AM)

December 31st – 2nd and 4th Sunday teams (9AM and 11 AM)

April 29th – 1st and 3rd Sunday teams (9 AM and 11 AM)

July 29th – 2nd and 5th Sunday teams (9AM and 11AM)

Or for our once a month roles:

October 29th – Week 1 Disciple Makers

December 31st – Week 2 Disciple Makers

April 29th – Week 3 Disciple Makers

July 29th – Week 4 Disciple Makers

Serve Duration:

Kids' volunteer opportunities are for annual basis which runs from the beginning of September to the following end of August. (This follows the public school calendar)

Attendance:

Consistency is key to developing relationship and trust with the kids you lead. Please make every effort to be present during your assigned serve times.

If you are going to be absent during one of your scheduled serve times, please do the following:

1. Use the substitute contact information sheet (emailed out weekly) to contact and secure a substitute for your role. You may also switch Sundays with another approved volunteer (someone on the opposite schedule). If you are arranging for a sub less than one week before your absence, we strongly encourage you to make a personal phone call instead of sending an email.
2. Contact Scheduling Coordinator at scheduling@southbrookchurch.com to notify of your upcoming absence and who will be filling in for you.

We understand that the rare last minute sickness or other conflict might come up during your serve year. In these circumstances, please immediately contact our Scheduling Coordinator.

Team Huddles

Please report to your area 30 minutes prior to your serve time. This time will allow for the team's morning huddle, a brief but extremely important meeting where attendance is

taken, updates are given, and the team shares a brief devotional focus. Team huddles will take place in the following areas:

- Nursery: Two large group space
- Early Childhood: Room 4 in the Kids' building
- K-3rd – Room 3 in the Kids' building
- 4th & 5th – Student Building

Environment Placement & Promotion Sunday

We follow Union County Public School's birthday cut-off. Kids will be placed in their specific environments based upon their age as of August 31st or based upon their grade as of the current school year.

Promotion Sunday is when we move kids up to their new environments. This event takes place yearly, on the Sunday of the week school begins.

Birth – 3rd Grade Curriculum: The Gospel Project for Kids

The Big Picture of God's Story

"The Gospel Project for Kids is a chronological, Christ centered Bible study for kids that examines how all Scripture gives testimony to Jesus Christ. Over the course of three years, kids will journey from Genesis to Revelation and discover how God's plan of redemption unfolds throughout Scripture and still today, compelling them to join the mission of God."

Our curriculum behind the scenes teams work hard each week to make sure that all of the lesson materials and activity supplies are provided for each group.

Morality-Center Teaching vs. Gospel-Centered Teaching

Morality-Centered Teaching	Gospel-Centered Teaching
You must try for Jesus.	You must trust in Jesus.
What you do.	What Christ had done for you.
Obedience because of obligation/duty.	Obedience because of gratitude/love.
You are the hero of the story.	God is the hero of the story.
The story is about you.	The story is about Jesus.
Aims primarily at action.	Aims primarily at the heart.
Stays small with the story.	Appeals to the big story of redemption.

"Christ also suffered once for sins, the righteous for the unrighteous, that He might bring us to God. " 1 Peter 3:18

4th/5th Grade Curriculum: Sermon Based

Mr. Mike Griffin and his teaching team coordinate with Pastor Shane and planning team in order to create age-appropriate lessons that closely follow the adult series.

Staff and Leadership Contact Information:

Angela Gibson - Kids' Director agibson@southbrookchurch.com
Office: 704-246-5216 Cell: 704-249-5562

Jennifer McElhaney – Nursery Coordinator nursery@southbrookchurch.com
Cell: 704-456-8922

Amber Hanshaw – Early Childhood Coordinator ec@southbrookchurch.com
Cell: (661) 607-1525

Dawn Terry – K-3rd Coordinator k3@southbrookchurch.com
Cell: 704-451-3296

Mike Griffin – 4th & 5th Coordinator 45@southbrookchurch.com
Cell: 704-641-3881

Tammy Paszkiewicz – Curriculum Coordinator tammy@southbrookchurch.com
334-476-1239

Serving Opportunities

Southbrook Church is a healthy and growing church with ministries that complement each other. When a parent feels comfortable leaving his or her child in kids' ministry, he or she is more likely to return to church. Therefore, we find it imperative to provide a safe, loving, and comfortable environment for every child.

We use the few hours we have with kids to teach them the Word of God and how Jesus loves us. We teach in a creative and fun way, so that kids can remember the Bible lessons and will want to return for more. We help kids grow in their love for God through worship, through relationships with their leaders and peers, and through teaching.

All of our disciple makers are regular people who have a passion and love for ministering to kids. You do not need a formal education or degree to be a volunteer, but there are a few expectations for all volunteers:

- Have a personal relationship with Jesus.
- Support the vision of Southbrook Kids with your actions and words.
- Be willing to be instructed and led by the Kids' Director and other kids' ministry leaders.

- Be aware of first time guests and make everyone feel welcome and at home.

NURSERY AREA COORDINATOR:

- Reports to the Kids' Director
- Serve 2x monthly in Nursery area
- Send monthly email to your Nursery Disciple Maker team
- Complete/send birthday cards to your Nursery Disciple Maker team
- Follow practices and procedures as outlined in the SB Kids Handbook
- Look for "wins" and share them with the team.
- Pray for your Nursery team with specific prayers
- Work with the Kids' Director to schedule and train new disciple makers
- Observe disciple makers and encourage ongoing development by providing feedback
- Meet one-on-one with the Kids' Director monthly
- Meet one-on-one with the Nursery Large Group Coordinator as needed.
- Regularly communicate the vision of SB Kids to disciple makers
- Attend and assist with SB Kids trainings
- Coordinate with the Kids' Director to provide ongoing training for team

NURSERY LARGE GROUP LEADER

- Reports to the Nursery Coordinator
- Pray for the service and the kids who will attend.
- Serve as morning huddle leader for your team.
- Study the Bible story lesson and come prepared to teach the kids.
- Provide upbeat/energetic worship experience.
- Review songs and hand motions and have confidence to lead them.
- Lead the transition from worship/bible study to craft/activity time.
- Lead the craft/activity time.
- Make sure the large group space is left clean.
- Attend SB Kids trainings

NURSERY SMALL GROUP LEADER

- Reports to the Nursery Coordinator
- Pray for the kids and families under your care.
- Keep kids safe by following all policies/procedures as outlined in the Southbrook Family Ministry Child Protection Handbook.
- Interact with kids positively and assist with large group time as needed.
- Be willing to be an example during the worship time.
- Get to know the parents of the kids in your small group.
- Attend with SB Kids trainings

EARLY CHILDHOOD COORDINATOR

- Reports to the Kids' Director
- Serve 2x monthly in Early Childhood area
- Send monthly email to your Early Childhood Disciple Maker team
- Complete/send birthday cards to your Early Childhood Disciple Maker team
- Follow practices and procedures as outlined in the SB Kids Handbook
- Look for "wins" and share them with the team.
- Pray for your Early Childhood team with specific prayers
- Work with the Kids' Director to schedule and train new disciple makers
- Observe disciple makers and encourage ongoing development by providing feedback
- Meet one-on-one with the Kids' Director monthly
- Meet one-on-one with the Early Childhood Large Group Coordinator as needed.
- Regularly communicate the vision of SB Kids to disciple makers
- Attend and assist with SB Kids trainings
- Coordinate with the Kids' Director to provide ongoing training for team

EARLY CHILDHOOD LARGE GROUP LEADER

- Reports to the Early Childhood Coordinator
- Pray for the service and the kids who will attend.
- Serve as morning huddle leader for your team.
- Study the Bible story lesson and come prepared to teach the kids.
- Provide upbeat/energetic worship experience.
- Review songs and hand motions and have confidence to lead them.
- Lead the transition from worship/bible study to craft/activity time.
- Lead the craft/activity time.
- Make sure the large group space is left clean.
- Attend SB Kids trainings

EARLY CHILDHOOD SMALL GROUP LEADER

- Reports to the Early Childhood Coordinator
- Pray for the kids and families under your care.
- Keep kids safe by following all policies/procedures as outlined in the Southbrook Family Ministry Child Protection Handbook.
- Interact with kids positively and assist with large group time as needed.
- Be willing to be an example during the worship time.
- Get to know the parents of the kids in your small group.
- Attend SB Kids trainings

K-3rd GRADE COORDINATOR

- Reports to the Kids' Director

- Meet one-on-one with the Kids' Director monthly
- Attend Kids' Leadership Team meeting monthly
- Serve 2x monthly in K-3rd area
- Send monthly email to your K-3rd Disciple Maker team
- Complete/send birthday cards to your K-3rd Disciple Maker team
- Check in with your K-3rd Huddle Leaders monthly (in person/text/email)
- Check in with the K-3rd Large Group Coordinator as needed.
- Look for "wins" and share them with the team.
- Pray for your K-3rd team with specific prayers
- Work with the Kids' Director to schedule and train new disciple makers
- Observe DM's and encourage ongoing development by providing feedback
- Regularly communicate the vision of SB Kids to disciple makers
- Attend and assist with SB Kids trainings
- Coordinate with the Kids' Director to provide ongoing training for team

K-3rd GRADE LARGE GROUP LEADER COORDINATOR

- Reports to the K-3rd Grade Coordinator
- Serve 1x monthly in K-3rd area
- Pray for the disciple makers on your team.
- Connect with your large group leader team through monthly contact.
- Assess the effectiveness of teaching
- Observe team and encourage ongoing development by providing feedback
- Follow practices and procedures as outlined in the SB Kids Handbook
- Meet one-on-one with the K-3rd Grade Coordinator as needed.
- Attend and assist with SB Kids trainings.

K-3rd GRADE LARGE GROUP LEADER

- Reports to the K-3rd Grade Coordinator
- Serve 1x monthly in K-3rd area
- Prepare and lead large group in K-3rd.
- Assist the Kids' Service Leader by taking attendance in morning huddles and combining small groups if needed (min. 2 adults per class).
- Follow practices and procedures as outlined in the SB Kids Handbook
- Meet one-on-one with the K-3rd Large Group Coordinator as needed.
- Attend SB Kids trainings

K-3rd GRADE SMALL GROUP LEADER

- Reports to the K-3rd Grade Coordinator
- Pray for the kids and families under your care.
- Keep kids safe by following all policies/procedures as outlined in the Southbrook Family Ministry Child Protection Handbook.
- Interact with kids positively and assist with large group time as needed.
- Be willing to be an example during the worship time.

- Get to know the parents of the kids in your small group.
- Attend SB Kids trainings

K-3rd WORSHIP/DANCE TEAM COORDINATOR

- Reports to the Kids' Director
- Pray for the kids and families under your care.
- Keep kids safe by following all policies/procedures as outlined in the Southbrook Family Ministry Child Protection Handbook.
- Connect, support, and inform your worship leaders and worship dance team members through monthly contact.
- Be the liaison between the Kids' Director and worship leaders and worship dance team members.
- Train and develop worship dance team members.
- Ensure selected songs are appropriate.
- Hold mandatory rehearsals every 4-5 weeks.
- Attend on Sundays at least once a month to assess worship.
- Attend SB Kids trainings

K-3rd LARGE GROUP WORSHIP LEADER

- Reports to the K-3rd Worship/Dance Team Coordinator
- Pray for our SB Kids in K-3rd Grade
- Keep kids safe by following all policies/procedures as outlined in the Southbrook Family Ministry Child Protection Handbook.
- Interact with kids positively.
- Is prepared to lead worship and be an example during the worship time.
- Attend SB Kids trainings.

KIDS' BUILDING PRODUCTION TEAM COORDINATOR

- Reports to the Kids' Director
- Keep kids safe by following all policies/procedures as outlined in the Southbrook Family Ministry Child Protection Handbook.
- Connect with Kids' Building worship/production team members through monthly contact.
- Be the liaison between the Kids' Director and the worship/production team disciple makers.
- Implement and evaluate the effectiveness of technology and how to create an environment that is best suited for Early Childhood and K-3rd graders.
- Raise up, disciple, mentor production leaders
- Attend SB Kids trainings

KIDS' BUILDING PRODUCTION TEAM MEMBER

- Reports to the Kids' Building Production Team Coordinator
- Supports the EC or K-3rd Large Group leaders by using technology that actively enhances the worship/teaching experience.
- Attend SB Kids trainings

4th/5th GRADE COORDINATOR

- Reports to the Kids' Director
- Meet one-on-one with the Kids' Director monthly
- Attend Kids' Leadership Team meeting monthly
- Serve 2x monthly in 4th/5th Grade area
- Send monthly email to your 4th/5th Grade Disciple Maker team
- Complete/send birthday cards to your 4th/5th Disciple Maker team
- Look for "wins" and share them with the team.
- Pray for your 4th/5th team with specific prayers
- Work with the Kids' Director to schedule and train new disciple makers
- Work with the Kids' Director to plan and coordinate annual camps and other events.
- Observe DM's and encourage ongoing development by providing feedback
- Regularly communicate the vision of SB Kids to disciple makers
- Attend and assist with SB Kids trainings
- Coordinate with the Kids' Director to provide ongoing training for team

4th/5th LARGE GROUP LEADER

- Reports to the 4th/5th Grade Coordinator
- Serve 1x monthly in 4th/5th Grade area
- Prepare and lead large group in 4th/5th Grade area.
- Follow practices and procedures as outlined in the SB Kids Handbook
- Meet one-on-one with the individual 4th/5th Grade Coordinators as needed.
- Attend SB Kids trainings

4th/5th SMALL GROUP LEADER

- Reports to the 4th/5th Grade Coordinator
- Pray for the kids and families under your care.
- Keep kids safe by following all policies/procedures as outlined in the Southbrook Family Ministry Child Protection Handbook.
- Interact with kids positively and assist with large group time as needed.
- Be willing to be an example during the worship time.
- Get to know the parents of the kids in your small group.
- Attend SB Kids trainings

4th/5th WORSHIP COORDINATOR

- Reports to the 4th/5th Grade Coordinator

- Pray for the kids and families under your care.
- Keep kids safe by following all policies/procedures as outlined in the Southbrook Family Ministry Child Protection Handbook.
- Connect with worship/production team members through monthly contact.
- Be the liaison between the 4th/5th Grade Coordinator and the worship/production team disciple makers.
- Develop teams of musicians to provide live music for Sunday worship experiences
- Ensuring selected songs are appropriate
- Oversee Sunday rehearsals (if leader is still in the process of being trained)
- Implement and evaluate the effectiveness of worship
- Raise up, disciple, mentor worship leaders
- Attend SB Kids trainings

SERVICE LEADER COORDINATOR

- Connect, support, and inform your leaders through weekly contact
- Meet individual coordinators monthly
- Meet with leadership team quarterly
- Be the liaison between the Kids' Director and Service Leaders
- Attend and assist with SB Kids training.
- Attend and assist with annual training break-out sessions.
- Evaluate the effectiveness of all operations in Kids
- Train new Service Leaders

SERVICE LEADER

- Oversees either nursery area or Kids' building/Student building.
- Make decisions that affect the execution of Sunday mornings.
- Communicate with designated staff member regarding major/minor occurrences that affect operations on Sundays
- Present in ministry areas so that disciple makers know that they have help readily available
- Connect with parents
- Complete opening duties
- Complete closing (end of day) duties
- Attend SB Kids trainings.

BEHIND THE SCENES TEAMS

Curriculum Selection Team

This team accesses our curriculum, selects activities, and formats our lesson outlines (including supplies needed per activity).

Timeline: submits lessons monthly (working 2 months ahead of current)

Supply List Team

This team reviews all Nursery/EC/K-3rd lessons and compiles a shopping list for the month.

Timeline: created monthly by the 2nd week.

Shopping Team

This team receives a shopping list and purchases all items needed for Nursery/EC/K-3rd

Timeline: purchased and delivered monthly by the 3rd week (Mon/Tues) so that it is ready for sort team

Copy Team

This team makes all copies including journal pages, activity pages and take home cards. Also cuts down take home cards as needed.

Timeline: 2nd week/3rd week of month (Tuesday)

Sort Team

This team sorts all purchased supplies into bins, preparing any supplies and instructions needed for prep team.

Timeline: 3rd week of the month (Thursday)

Prep Team

This team preps materials at home and returns.

Timeline: 3rd Sunday of month (supplies are ready to go home -- return by Sunday requested)

Weekly Set-up Team

This team comes in weekly and sets up for upcoming Sunday. Also removes previous week curriculum supplies, sorts them, labels them, and files them.

Timeline: Weekly on Thursdays or Fridays

Binder Team

This team is responsible for filling all 11 binders (small group/large group/production) with the next month's printed curriculum.

Timeline: Monthly, last week of month (4th or 5th week)

Stage Design Team

This team is responsible for creating an eye-catching and engaging stage design that supports the unit focus.

Volunteer Appreciation Coordinator

Helps to plan and implement 5 volunteer appreciation events/gifts per year.

Seasonal Decor/Event Coordinator

Assists with special event decor for Mother's Day, Father's Day, Christmas, and Annual Training.