

# MINISTRY PLAYBOOK

GRACE KIDS

SEPTEMBER 2023 // WORKING DOCUMENT  
THIS PLAYBOOK IS STILL IN DEVELOPMENT



GRACE CHURCH

# STATEMENTS & VALUES

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## Vision Statement

*We are one church in many locations, multi-cultural and multi-generational, spreading the hope of Jesus until everyONE hears.*

## Mission Statement

*We want everyone to Encounter God, Grow in Grace and Knowledge, Engage in Community, and Go Make a Difference.*

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# **YOUR JOURNEY AT GRACE**

## **ENCOUNTER**

Salvation.

Baptism.

New Believer's Course.

## **GROW**

Membership Class.

Campus Social.

## **ENGAGE**

Life Groups.

Freedom.

The ONETeam.

## **GO**

Family.

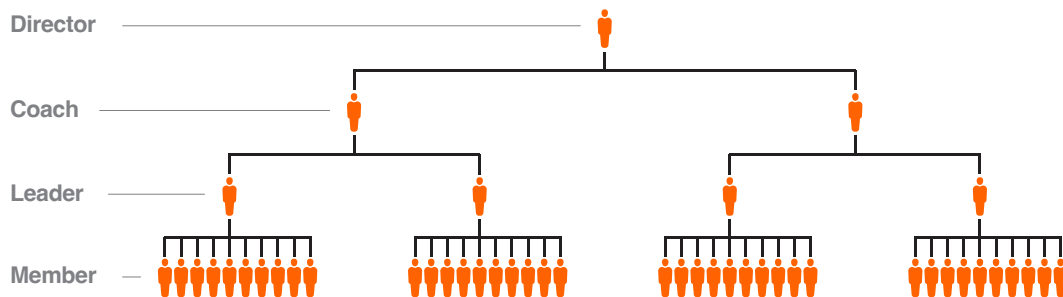
Community.

Missions.

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# THE LEADERSHIP PIPELINE



## Director.

*ONETeam Directors provide leadership, development and accountability for ONETeam Coaches. As a member of the Campus Lead Team, these Directors turn strategy into action and ensure the objectives of the ministry playbooks are met.*

## Coach.

*ONETeam Coaches support ONETeam Leaders. These dynamic individuals are focused on leading teams of 1 to 5 ONETeam Leaders.*

## Leader.

*Teams are made up of no more than 10 Members, led by a ONETeam Leader. The role of the Leader is critical to “running the play” for the ministry.*

## Member.

*The backbone of volunteerism at Grace Church is The ONETeam Member! These are the hands and feet of ministry.*

This illustration represents the Leadership Pipeline in an ideal state. This will be developed over time with Campus Leadership.

# STATEMENT OF PURPOSE

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*Grace Kids will be where children from newborn through 4th Grade will encounter God, grow in grace and knowledge, engage in community, and go make a difference until everyone hears the Gospel of Jesus Christ.*

**We accomplish this in 3 simple ways:**

- 1. Evangelism*
- 2. Discipleship*
- 3. Deployment*

# ROLES

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## *Team Organization Chart*

**Campus Pastor**

**Associate Campus  
Pastor/Director**

**Next Generations  
Director**

**Kids  
Director/Pastor**

**Kids Coach**

**Kids Leader**

**Kids Member**

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# POSITIONS

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*Below are the roles associated with the organization chart above. Remember, this pipeline is designed to scale with the size of the department and campus. These roles have been listed in order of what is recommended to scale to.*

## Elementary Team

*The Elementary Team is responsible for the education and discipleship of all kids from Kindergarten up to 4th grade. Depending on your campus, elementary may include 5th grade.*

## Pre-K Team

*The Pre-K Team is responsible for the education and discipleship of all kids that are transitioning from a nursery environment to elementary.*

## Nursery Team

*The Nursery Team is responsible for caring for the youngest of our congregation. They nurture and love the little ones and prepare them for the next steps in their Kids Min journey.*

## Greeter Team

*The Greeter Team is responsible for welcoming all current members and first-time guests to the campus and making sure they feel at home. This team may be the first interaction a person has in the church building, so it is vital to make this an excellent and warm experience for everyone.*

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POSITIONS

## **Worship Team**

*The Worship Team is responsible for leading the kids in song and dance, but more than that, teaching them what worship truly means.*

## **Production Team**

*The Production Team is responsible for operating ProPresenter and the soundboard during the service.*

## **Speaking Team**

*The Speaking Team is responsible for communicating the lesson of the week to the kids in the congregation.*

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# POSITIONING



# RESPONSIBILITIES

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As we serve newborn through 4th grade at Grace Church, our strategy is to meet them where they are with programming that is engaging and excellent. Below are all the ways in which we fulfill our responsibilities to Grace Kids.

## Sunday Kids Service

This is our children's service that is offered every Sunday. Service is an opportunity for kids to participate in Grace's values: Encounter God, Grow in Grace and Knowledge, Engage in Community, and Go Make a Difference. This is achieved through 3 distinct components: social time, large group time, and small group time.

## Big Group Time

Big Group Time is where the kids will get the message of the week. It will begin with worship and then the teacher will guide them through the message or a video will play to demonstrate the message. During this time kids will also be introduced to tithing, prayer, and given the opportunity to accept Christ for the first time.

## Classroom Time

This is the Life Groups of Kids Min. Kids are divided primarily by grade level and will engage with each other in conversation and/or activities relevant to the lesson of the week. This is usually where they will be when parents arrive for pickup.

## Social Time

Social Time typically occurs upon arrival and before Large Group Time. During these opening moments, the kids will engage with each other through conversation, games, or activities. The goal is to get it all out early to help focus everyone as they move through their Large and Small groups.

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RESPONSIBILITIES

## Wednesday Night Life Groups

*During a Life Groups semester, Grace Kids is available to all the kids whose parents are actively involved in a Life Group on campus on Wednesday nights. During this time we will have interest specific Life Groups for the kids to choose from. They will form bonds with the other members of the group, learn a lot, and have a lot of fun.*

## VBS

*Vacation Bible School (VBS) is one of the most exciting and largest outreaches we have for Kids Min. Typically held in June or July,, kids from our church and community are presented the Gospel through a fully immersive and themed experience. Every year a new theme with new content is selected, teams are built, and the play is run. This event requires many hands from all across campuses and departments.*

## Trunk or Treat

*Trunk or Treat is the largest, community-wide event that we host during the fall. Typically held the Saturday before Halloween, each year we reach out to community partners and church members to decorate the trunks of their cars or the beds of their trucks and join us in the parking lot for a few hours of good, family fun. The entire community is invited to participate, get some candy, and be introduced to the church as a whole. This is our time to love the community and invite them back to see what we are all about.*

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RESPONSIBILITY

# ENVIRONMENTS /MATERIALS

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## Connections

*It's all about the points of contact. Every individual who walks in the door has a face and a name. You want them to know they matter to you. You're aware that this can have a tangible impact on how well people engage with your church and with God long term.*

*Connect with first-time guests through follow-up strategy.*

*Ensuring that the information area, signage, and key areas are clear, current, and focused on new people.*

*Creating and continuously improving follow-up methods to ensure that newcomers are plugged into Grace Kids.*

## Check-in System Process

*Input their child's name. They will click on their name (and other names if they are checking in more than one child) and then press the check-in button.*

*The check-in process starts with the student being input into Realm as a first time guest. When a new family arrives with a child, a member of the First Impressions Team will input them as a new family into Realm. Once all relative information is filled out and the kids placed in their age group and service time, they will be able to print their first student and parent labels.*

*After the initial input, unless there is an issue, the parents and kids can check themselves in without additional help from the First Impressions Team. With the check-in page already pulled up on our computers, the parent can input the last 4 digits of their phone number or their last name. After this, they will scroll through the names and select the name they want to check-in. This will print all necessary tags - one tag for each child that was checked-in and a correlating parent tag with a unique code on it to help verify the person at pickup.*

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## Track Metrics

*Ensuring that both volunteer and child attendance is tracked at all events.*

*Ensuring that salvations are tracked at all events.*

*Ensuring first-time guests are tracked at all events.*

## Build Team

*Leading, equipping, and empowering connections volunteers in providing high-impact first impressions departments.*

## Care for Team

*Make sure the kids team is cared for and feels connected. Follow up with team leads and coordinators to make sure they're reaching out to their teams.*

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ENVIRONMENT  
/ MATERIALS