

# SERVE TEAM RESPONSIBILITIES

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## NEXT LEVEL KIDS ELEMENTARY HOST

### WEEKLY PREPARATION:

1. Familiarize yourself with the Order of Service and large group lesson before each weekend teaching.
2. Manage your schedule through Next Level Connect and communicate with your Coach or Admin Coordinator.

### BEFORE SERVICE:

1. Arrive and Check in to obtain yellow volunteer sticker. (45 minutes prior)
2. Attend Serve Team huddle (30 minutes prior)
3. Wash your hands.
4. Pre-read the story from the Bible they will be teaching and the script for the weekend to feel fully comfortable teaching the key elements.
5. Review the Order of Service document provided and become familiar with the flow of the service and all the different elements involved.
6. Practice with the “storyteller” (if applicable) and “worship leader” and familiarize yourself with the props.
7. Make sure your environment/stage is clean and prepped with appropriate supplies and props. If anything is missing, let your Coach know right away.
8. Note any safety concerns and communicate those to your leaders.

### DURING SERVICE:

1. Engage families and students through conversation and pre-service activities.
2. Work effectively with the Worship Leader and/or Storyteller (if applicable) to have FUN, engage the curiosity of the kids to help the Bible stories come to life, but also in a way that can APPLY it to their own life currently.
3. Lead a small group of students if needed.
4. Assist with parent pick up at dismissal.

### AFTER SERVICE:

1. Make sure the stage/backstage area is cleaned up and ready for the services to follow or clean up remaining props/costumes after the last service.
2. Connect with your team before leaving, sharing wins and feedback with one another!
3. Facilitate dismissal by greeting parents at the door, verify tags match, and **remove child/parent tag**.
4. Hand out Parent Cues and return all belongings to parents.
5. Clean environment and sanitize according to procedures.

