

SERVE TEAM RESPONSIBILITIES

NEXT LEVEL KIDS ELEMENTARY SMALL GROUP LEADER

WEEKLY PREPARATION:

1. Manage your schedule through Next Level Connect and communicate with your Coach or Admin coordinator.
2. Prepare for the weekend by reviewing the Bible Story, small group lesson, and by praying for your small group.

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. Make sure your environment is clean and prepped with appropriate small group supplies. If anything is missing, let your Coach know right away.

DURING SERVICE:

1. Greet families with a smile! We want parents to feel comfortable leaving their children in our care while they attend service.
2. Introduce yourself to the parent and greet them by name when they return.
3. Lead children through Pre-Service Activities, Spiritual Foundations, and small group activities, consistently reinforcing the Life App & Bottom Line.
4. Participate in the entire Kids Service by worshipping, playing games, and assisting with behavior challenges.

AFTER SERVICE:

1. Make sure your environment is clean and ready for dismissal at the appropriate time. Prep small group box for the next service.
2. Collect prayer cards from your small group box and take them home to pray over throughout the week.
3. Assist with pick-up by greeting parents at the door, removing children's tags, handing out Parent Cues, and returning all belongings.
4. Clean environment and sanitize according to procedures.

