
NEW TRIBE KIDS
SERVE TEAM HANDBOOK



KIDS

NURSERY

NEWBORN - 1 YEARS OLD

EARLY CHILDHOOD

2 YEARS OLD-KINDERGARTEN

ELEMENTARY

1ST - 5TH GRADE

WELCOME

KIDS TEAM
BEST TEAM



DEAR LEADER

Thank you so much for joining the New Tribe Kids Serve Team! We cannot begin to tell you how thankful and excited we are for you to join us!

We are on a journey with families to help their kids have a genuine relationship with God, build a Biblical foundation for their lives, grow with friends, and love being at church. Through your serve, children will learn about the Bible, memorize Scripture, and have fun developing friendships.

It is an honor to serve God and the next generation with you. New Tribe Kids is better because of you!

Together we:

- Love God because God is love and He first loved us!
- Love people because God loves all people!
- Do our best and God does the rest!
- Have FUN because God gives us joy!

Serving with you,

New Tribe Kids Team

KIDS CREED

WE ARE NEW
TRIBE KIDS



We are **committed** first to **safety**, understanding the privilege that parents trust us with their children.

We **will do** for one what we wish we could do for all.

We **believe in** and **celebrate** the team knowing that we are better together. Every gifting, skill, personality, and influence working in unity takes us from good to great.

We **encourage, resource,** and **speak life** to our parents knowing that they carry the responsibility for the discipleship of their children.

We are **committed to purity** in our ministry choices because we respect the parent's right to monitor the influence of the world for their little ones.

We **believe** that play and fun build relationships and that life change happens in the context of relationships even with the little people.

We are **passionate** about ministering to every child God brings us.

We intentionally **develop** leaders, starting with student leaders.

We **worship** with passion, teaching our children to do the same.

We **teach** kids the Word of God.

KIDS CREED

WE ARE NEW
TRIBE KIDS

We **depend** on the Holy Spirit's presence and power, and teach our children to do the same.

We **strive** for excellence knowing that it honors God and builds trust with our families.

We are **committed to the vision** of the church and reject any notion that we are a tiny kingdom with little people doing our own thing.

We **serve with joy** because we are called, anointed, and empowered to reach the next generation for Jesus Christ.

We **commit to speak the truth** of God's great love and His plan for their life.

We are committed to **building relationships** that last, and **encourage faith** that moves mountains.

We Love God, Love People, Do our Best, and Have Fun!

We are New Tribe Kids.



TEAM REQUIREMENTS

CHECK THE
BOXES

- ☐ Complete Next Steps and join the New Tribe family.
- ☐ Complete a Serve Team Application
- ☐ Complete a consent form for a background check if 18 years or older. If a minor, complete the minor consent form for a back-ground check.
- ☐ Be in the ninth grade or older. If younger than ninth grade, complete student leader requirements.
- ☐ All student leaders must have a signed Notice of Independence and Exit Strategy form.
- ☐ Make a commitment to serving at least two times per month.
- ☐ Read the New Tribe Serve Team Handbook thoroughly and have completed training.
- ☐ Attend trainings/meetings a few times a year

*We know your time is valuable and that you are very busy, but from time to time there will be important information that will need to be given to all New Tribe Kids Serve Team members as a whole. For these meetings, it is strongly encouraged that you attend as it will be a time of fellowship and a time to update everyone on new information. This will also give us an opportunity to answer any other questions you may have.



HONOR CODE

1 TIMOTHY

3:8-10



As an essential part of the New Tribe Church family, you have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to serve in a servant/leader position here at New Tribe Church.

While serving the Body of Christ as a leader at New Tribe Church, you pledge to present a good appearance at all times. In both attire and behavior, you should strive to demonstrate Biblical standards in all situations.

As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ, but should exemplify the best qualities of a mature believer, servant, and leader.

Exemplifying the highest moral commitment, New Tribe Church leaders are to maintain a disciplined life of Bible reading, prayer, and fasting. You must also refrain from such things as profanity, smoking or chewing tobacco, gambling, indulging in much wine or other alcoholic beverages, dishonest gain, illegal drugs, pornography, sexual immorality, and all behaviors which might cause Christ to grieve and others to stumble.

By providing an example in speech and action, we encourage others to grow in Christ and become a servant/leader themselves. This is a way of life measured by the heart and commitment of each leader in the New Tribe Church family. We should regard it as an essential part of our development, not as an imposition or restriction.

S E R V I N G



It takes many Serve Team Members to make a service run smoothly, so your attendance, punctuality, and involvement are very valuable to us. We appreciate your commitment! We ask, for a biweekly service commitment. Successful and effective children's ministry depends on building relationships that last.

Each week you should receive an email that includes where you are serving within your area and lesson plans. This email will also include important information about upcoming events. Please be sure to read this email each week before Sunday.

Stay connected through appropriate Kids Team apps: GroupMe & Planning Center.

When you are scheduled to serve, please arrive at 8:30 for our pre-service huddle in the early childhood lobby. During this time we will discuss our values, vision, encourage one another, and pray together in order to prepare our hearts to serve that day. We begin accepting kids 15 minutes prior to service, and we close and lock doors 15 minutes after service begins.

Please let your coordinator know if you will be unable to serve at your scheduled serve time. In the event of a last-minute emergency, communication is still greatly appreciated.

Nursery Coordinator

Hannah Wilson - (252) 670-3787

Early Childhood Coordinator

Bethany White - (615) 971-6975

Elementary Coordinator

Anna Reed - (615) 306-9899

SERVE TIME POLICES & PROCEDURES



Attire

When serving, please wear a New Tribe Kids Team shirt and/or a NTK flashing lanyard. Put on your sticker name tag before heading into your serve area! Since you are interacting with kids, please do not wear low cut, strapless, spaghetti strap, halter tops, or crop tops. Please use discretion - if you think your clothing is questionable or could be a distraction then please do not wear it.

Discipline

It is the heart of our children's ministry to make every effort possible to ensure the safety and well-being of every child and Serve Team member that is in our area. There can be occasions where some children have a difficult time adjusting to a classroom environment. We ask that you be proactive in letting a staff member know of any cases in which our standards are being compromised by a child.

Please use redirection and positive affirmations when handling an incident. Please avoid using words or tones of voice that may frighten a child or may make them feel shameful. While in our care, we will never send a child to the corner, place them in time-out, or physically discipline - spanking or hand popping, etc.

If children continue to disobey, separate them and let staff know. They will decide when to contact the parents.

Any instances of "foul language" or physical altercations with other children or leaders, will result in immediately contacting parents to pick up the child.

SERVE TIME POLICES & PROCEDURES



Wellness Policy for Children and Serve Team

To ensure the health of the other children and Serve Team members, we ask that sick children and sick team members not attend any children's ministry event. It is recommended that a child does not attend church when any of the following symptoms are present:

- A fever of 99 degrees or higher
- Diarrhea or vomiting— no matter what the cause (i.e. medication , teething, etc.)
- Common cold (from onset through one week)
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough
- Sore throat, constant cough, or croup
- Colored mucus (runny nose that is not clear; in the eyes)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo, or any open sores that leak fluid/blood
- Pinkeye, redness of the eyes, or any other eye infection
- Any communicable disease
- Lice

Again, this applies to all children and Serve Team Members. If you have any of these symptoms, please stay home from your scheduled time to serve. If you suspect a child is sick during class, please contact your coordinator, and they will contact the family if needed.

All children and Serve Team Members must be symptom-free without medication for 24 hours straight before returning to the New Tribe Kids area.

SERVE TIME POLICES & PROCEDURES



Cell Phone and Photo Policy

Out of respect and protection for our children and families, it is important to put away anything that may cause a distraction while in the classroom. This includes cell phones, iPads, cameras, and any other similar devices.

Pictures taken may only be used to post in the secure Facebook group for New Tribe Families. We ask that after posting you delete them from your device. No photos of children can be used on any other form of social media.

Suspected Child Abuse or Neglect

As a Serve Team member who feels called to assist children with their growth and development, you want the best for all children. If you observe behaviors and/or signs that may indicate a child being maltreated physically, emotionally and/or sexually, notify a staff member **immediately**.

If you, as a team member, have reasonable cause to believe that any person who has contact with children during their time within New Tribe Kids has impure motives and/or shows signs that they have the capacity to harm children in any way, report your suspicions to a staff member **immediately**.

If you suspect that any adult is attempting to build relationship with a child for an impure purpose or for the purpose of harming them, notify a staff member **immediately**.

SERVE TIME POLICES & PROCEDURES



Paging Parents/Removing Children From the Class

If a child is crying uncontrollably, pray over them and try singing, rocking, reading, or blowing bubbles to see what will calm them. Please contact a staff member if the child does not calm down after 10 minutes. We may also page a parent for persistent discipline issues or if an illness is recognized. If a child is removed from the classroom for any reason by a staff member or hallway monitor, please take note of the child's name and tag number in your classroom.

Allergy Awareness / Food and Drink

Please remember that nuts, peanut butter, any products containing nuts, or any food processed with nuts may not be brought into the New Tribe Kids area.

No food can be distributed unless provided by a New Tribe staff member.

Guidelines for Appropriate Affection

New Tribe Kids is committed to creating and promoting a positive, nurturing environment for our children's ministry that protects our children from abuse and our Serve Team members from misunderstandings. When creating safe boundaries for children, it is important to establish what types of affection are appropriate and inappropriate.

SERVE TIME POLICES & PROCEDURES



The following guidelines are to be carefully followed by all Serve Team members, as well as staff, working around or with children.

Love and affection are a large part of New Tribe Kids. Here are some positive and appropriate forms of affection are listed:

- Brief side hugs
- Pats on the shoulder or back
- Handshakes
- "High-fives"
- Verbal praise
- Arms around shoulders
- Holding hands while walking
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Holding hands during prayer

The following forms of affection are considered **inappropriate** with children:

- Inappropriate or lengthy embraces
 - Kissing children
 - Holding children over three years old on the lap
 - Men should always refrain from having children in their lap
 - Wrestling with children
 - Tickling children
 - Piggyback rides
 - Picking up children
 - Hugs from behind
 - Any type of massage given by a child to an adult
 - Any form of unwanted affection
 - Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really good in those jeans."
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SERVE TIME POLICES & PROCEDURES

Intruder Safety

In the event an intruder enters the area you are supervising, immediately alert the staff by using the walkie talkie to call for help.

Fire Safety

If the fire alarm goes off, children should be gathered in a line by the fire escape (by the door), then exit accordingly. Count all children to make sure your number matches the attendance roster. Check bathrooms and make sure to take attendance roster for that service with you. A staff member will assist in reuniting children with parents. The same check-in/check-out procedures will be used.

Tornado Safety

In case of a tornado warning, all team members and children must report to designated area for shelter. When in designated area, all children and team members should be on their knees with hands over back of head. Team members should sing, pray, etc. to distract children.





KIDS

**NURSERY &
EARLY CHILDHOOD**

NEWBORN -
KINDERGARTEN

NURSERY & EARLY CHILDHOOD

ROOM PREPARATION



Nursery

Before the children begin arriving in our nursery, please make sure that you have put on your blue shoe covers or have socks. No bare feet.

2 year olds through Kindergarten

Upon arrival, please read over your classroom sheet and materials provided for you. Here you will find all you need for class time. We have designed our curriculum to be very simple for you. If you ever need further assistance, please contact a staff member. We will be checking in with you periodically throughout your serve time as well.

Begin preparing the take-home bags with child's name, any work created and a sucker.

For safety and accountability purposes, there must always be at least two Serve Team members in each classroom. This is for your protection and the protection of the children. Please notify the staff if you are the only one in the classroom.

Check-in Procedure

With our computerized check-in system, parents will check children in at the New Tribe Kids check-in counter. At that time, they will receive a name tag for the child with the appropriate room name and class for the child's age. When a family arrives at the door, greet them warmly and ask to check the child's tag to make sure they are at the correct room. If the child is not at the assigned room, please direct the parents to the correct room.

NURSERY & EARLY CHILDHOOD

ROOM PREPARATION



Check-in Procedure

If a child is checked into the wrong room or the parent wishes to change the child's room, please direct the parents to a staff member. Room changes must be made by a staff member because it is very important for us to maintain the appropriate teacher-to-child ratio in each room.

Please do not allow parents into your classroom at any point before, during, or after the service without prior approval by a staff member. **Only adults who have been background checked and are serving are allowed inside the classroom.** This ensures the safety of every child and minimizes classroom disruptions.

If a child has an allergy or dietary restriction, there will be a description of the child's allergy or dietary restriction along the bottom of their name tag. **Please check all stickers before handing out snack.**

Drop off

As families approach your classroom, be sure to welcome them with a smile and a friendly greeting. Keep in mind, you are one of the first people these families interact with upon their arrival at New Tribe. Make them feel special and encourage them that their child's stay will be great!

NURSERY & EARLY CHILDHOOD

ROOM PREPERATION



Drop Off

Receive necessary items from the parents: bottles, cups, diapers, pacifiers, etc. Diaper bags, jackets, strollers, and other items can be stored in a cubby.

We give snacks in all areas. If these do not work for a family, snacks may be taken in for children with allergies as long as they are nut-free.

Say a quick good-bye to the family and plug the child into the appropriate activity.

Nursery Care Cards

When serving in the nursery, please make sure to use our Nursery Care Cards. These cards can be filled out either by the parent or by a team member in the classroom. These cards are the best way to make sure we have all of the necessary information from a family in order to make sure their child is taken care of.

Nursery

During your time in the classroom, feel free to use the many resources available. Your room is stocked with many things like toys, bubbles, swings, etc. Puffs are available in our 1 and 2 year old rooms.

Please make the time you have with these little ones as valuable as you can for the Kingdom of God. This is the perfect opportunity to intercede and pray over them

NURSERY & EARLY CHILDHOOD

CLASS TIME

Early Childhood

Detailed classroom sheets are available in the room to give you step-by-step instructions for the schedule for class time. Activities range from worship and crafts to prayer and snack.

Check-Out Nursery

Twenty minutes prior to the end of the service, please go around the room to ensure that everyone's diaper has been changed.

Clean Up

At the end of your class time, please return all materials to the appropriate spot. Please wipe down tables, chairs and any other surfaces used and sweep. Toys should also be wiped down. We ask that you begin cleaning once all children have exited your classroom due to potential allergies to cleaning supplies. Clorox-based solutions and other cleaners should only be used at the end of the morning services or night services. All laundry and trash bags should be removed and taken to their designated areas.



NURSERY & EARLY CHILDHOOD



Diaper Changing and Bathroom

Please make sure that all diapers are changed before the end of the service time. If you know a child will be staying for multiple services, please get the appropriate amount of diapers from their family. A staff member will be glad to assist you in diaper-changing if needed. Only females may change a child's diaper or Pull-Up.

Children ages 3 through 5 will typically let you know when they need to use the restroom. It is helpful if you ask the younger children who might need a little prompting or reminder.

There are no adults in the restrooms with children, except under exceptional circumstances, such as an accident. Under this circumstance, you must be a female accompanied by another female leader. This is not only for the protection of the child, but for your protection against any accusation of impropriety.

JV leaders are not permitted to accompany any child to the restroom.

When accompanying children to the restroom, there should always be an adult female leader. Male leaders should never accompany a child to the restroom. There must be at least one female leader over the age of 18, and a security team member.



KIDS

E L E M E N T A R Y

1 S T - 5 T H G R A D E

SERVICE COMPONENTS



Game

Our service starts with a high-energy game. We like to cheer on each team and encourage the kids to have good sportsmanship.

Core Values

We have four core values: "Love God" because God is Love and He first loved us; "Love People" because God loves all people; "Do Your Best" and God does the rest; and "Have Fun" because God gives us joy. These are taught every Sunday. We want the kids to learn these values and use them in everyday life.

Worship

Worship consists of three songs: two fast paced songs that include motions and one slower tempo song with no motions. Fast-paced songs are a time for kids to experience joy and fun while worshipping God. During our slower tempo song, we desire for the kids to connect with God. We want to give the kids freedom in worship. This time helps direct the kids to focus on the reason we are at church which is to worship God.

Memory Verse

There is a scripture memory verse for kids to learn every week. Each week, a leader will challenge the kids with a creative way to help them memorize the Scripture.

Main Bible Lesson

The main Bible lesson is a video component and one of the most important parts of the service. It delivers the life-giving message of God's Word via real life situations and a Bible story.

SERVICE COMPONENTS

ROLE RESPONSIBILITIES



Small Group Leaders

In New Tribe Kids, we believe "life change happens in the context of relationships."

Some of the most important relationships are formed in our small groups.

Our goal is for small groups to be relational: children getting to know children and the leaders getting to know children. A small group leader is one of the most important, if not, the most important role in New Tribe Kids. It is vital for a child to develop a relationship with their leader and be able to confide in them. Consistency in serving makes this possible.

As a leader you should:

Participate in the service. If children see adults involved, they are more likely to be involved. For example, encourage the children not chosen in the game to participate by cheering their peers on. Also, be engaged during worship and other service activities; the kids are likely to mimic you.

Be a great listener. Kids need to be able to express their hearts and know they can be heard in small group. This allows them the freedom to ask questions and seek understanding.

Pray for and with the children. Pray out loud for your small group. Continue praying for them throughout the week.

Your small group may be the only time a child hears someone pray over them. We do not want any child to walk out of New Tribe Kids and not have had anyone pray directly over them.

Notice of Independence

This is a reminder to you, as your student's legal parent or guardian, that your child is a part of the Student Leader Serve-Team, which makes them independent in their serving. Please be mindful that we are not responsible for your child if they leave the room. They will be serving with an adult leaders until the service is officially over, but will be dismissed at that point and will be free to leave. Please make sure to communicate where you would like to meet your child once their serve time is over.

Exit Strategy

This is how we measure the heart behind serving our kids in New Tribe Kid. As a part of the Student Leader Serve-Team, your student will be required to abide by all of the rules set in these areas. If these rules are consistently broken, we will follow these steps to address the issue at hand. Please note that your involvement may be required.

- If the student is not abiding by the rules, they will receive a verbal warning their first time.
- In their second offense, we will send home a written warning that must be signed by a parent or guardian.
- If a third warning is required, they will be escorted to the main service with a Leader for the remainder of the service. Then the leader will take the student to their parent or guardian and discuss the terms of their continuing to serve on the Student Leader Serve-Team. Three strikes will end with not being able to serve until the following August when we start a new calendar year.

Student Signature:

Parent/Guardian Signature:

Date:

**STUDENT LEADER
SERVE-TEAM**

6TH - 8TH GRADE

SERVE TEAM EXPECTATIONS



Before:

- Complete Next Steps
- Complete Application and Background Check
- Commit to serving twice a month
- Read Handbook and Complete Training
- Lessons are preplanned and sent to you the week before you're scheduled to serve so you can read through ahead of time
- Attend 8:30 huddle on the day you're scheduled to serve
- Check-in begins 15 minutes before service starts
- Wear Kids Team t-shirt and dress appropriately

During:

- Every kid must have a check-in sticker before entering the classroom
- No outside toys can enter the classroom.
- Build Relationships with Kids
- Maintain appropriate physical contact with kids
- No running or horseplay
- Doors closed and locked 15 minutes after service begins
- Only Serve Team members are allowed in the classroom
- No phones - stay engaged with kids
- Snack is provided in nursery and early childhood- allergies are listed on name tags
- Use walkie talkie to notify security team in case of an emergency
- If you suspect child abuse or neglect, notify your coordinator **immediately**.
- Check-in stickers must be worn
- Reach out to your coordinator if you need assistance

After:

- Check-in stickers must be matched with parent/guardian at pick up before a kid is released
 - Clean up room and disinfect
-