

C3 Kids Department

Role & Guidelines for C3 Church Queenstown

About the role: At C3 Kids you play a privileged and important role of building into the next generation and their families, it is an exciting and encouraging way to be involved as C3 Kids *'creates a fun and faith-filled space for children and young people to be equipped and empowered in the things of God.'*

Overseen by: C3 Kids Team Leader, **Coordinate with:** C3 Kids Programme Content Creator

Caring for you: as a valued member of our Church team and family, our heart for you is that you continue to grow in knowing Jesus and find community through our Sunday service and mid-week dinner parties. As part of completing the Next Step pathway you will have:

- Made the decision to make C3 your Home Church.
- Completed the Next Step Google Form after completing Step 4
- Join a Dinner Party and plan to regularly attend; dinner parties are the place for you to find community in your Church and where you can bring friends along. C3 Dinner Party Hosts are also responsible for your pastoral care; meaning they are there for you, to pray with you and to encourage you in your faith journey.
- You're part of the Dream Team now...exciting! We regularly get all the volunteers across our whole Church together for a night called ALL IN Dream Team. These nights are fun and create valuable connections for you as part of the team. We have supper, connect, worship, pray, have fun and hear Ps Andrew and Alana's hearts for the coming season, so we can be on the same page as a Church, building the Kingdom together for God's glory.
- Relationships are highly valued at C3, we love to keep communication open and honest and we love to do life well together, so catching up and checking in is a normal part of our culture and we encourage you to connect with your team leader and team regularly for fun and feedback.

There are 4 roles within C3 Kids, please see two of these outlined below:

- Programme Content Creator
- C3 Kids Team Leader
- **Sunday Team**
- **Parent Helpers**

☐ **C3 Kids - Parent Helpers** - Sitting with and helping children during the programme, assisting with games, activities or crafts, reading, serving morning tea and being available to assist the team, take children to the toilet or to their parents in the hall.

Required Experience:

- Great communication skills with both parents and children
- A fun can do attitude - *helping every family love Church!*

Role timeframe and time commitment:

- Every parent helping once a month makes the load much lighter.
- 9.30am - 12.30pm

Responsibilities:

- Please arrive at Church at 9.30am
- Ask the team what you can do to assist, this may be setting up games, craft etc or preparing morning tea.
- Stay for packing up, vacuuming, rubbish, washing and putting away dishes.

- **C3 Kids - Sunday Team** - Lead and facilitate a fun and faith-filled programme for the children of C3 families and guests.

Required Experience:

- Great communication skills with both parents and children
- A fun can do attitude - *helping every family love Church.*
- Knowledge in working with Google Drive, Drop Box and Spotify (training will be given)
- Using technology to aid the programme; tablets and TV (training will be given)
- Enjoy teaching and engaging the children in the Bible, talking about the love of God and about living for Jesus.
- Confident in and enjoy engaging the children in praise and worship; joining in and leading by example is the best way to do this.
- Confident in and enjoy engaging the children in prayer; sensing and listening to the Holy Spirit.
- Enjoy being fun and creative with the children, helping *every family to love Church!*

Role timeframe and time commitment:

- Sunday team members are on the roster once a month, this keeps leaders consistent for children to build trusted discipleship relationships with the team.
- Mid week prep 1 hour; read over the programme, listen to the worship, pray for the children, prepare any craft, stories, games if/as required.
- Sunday's once a month 9am-12.30pm

Responsibilities on the day:

- Please arrive at Church at 9.00am
- Spend a few minutes in prayer for the team, children and day before you start anything
- Your parent helper arrives at 9.30am and please be relatively organised before they arrive.
- Set up games for supervision during the prayer time that starts at 10am
- Preparing morning tea and water (morning tea is purchased by the hospitality team and is in the kitchen for the team to prepare!)
- Start up the TV, connect the table for the programme
- Set up the registration table with the sign in sheet and the tablet for new registrations
- Set out craft and activities for the programme
- Play background music on the bluetooth speaker from the C3 Families playlist from 10am
- Welcome new families and help them register online on the tablet, introduce them to others as they arrive and engage with their children, let them know where the bathrooms are and that Church finishes at about 11.30am and they need to come and collect their children before morning tea.

Programme Outline:

10-10.30am Pre-service games & activities

10.30am Morning Tea

10.40am Organised Programme; praise and worship, story, craft, activities, prayer

- Pack up craft and supplies, storing any reusable items in a tidy fashion, please don't keep rubbish or partial items.
- Empty the rubbish and recycling into the wheelie bins outside, not the kitchen bins.
- Pack up trestle tables and stack chairs and beanbags tidily
- Put away games in a tidy and organised manner
- Vacuum the kids, youth and creche spaces, removing any rubbish and dishes
- Secure the tablets and TV units
- Wash, dry and put away dishes

C3 Kids & Youth Code of Conduct for all team and helpers:

DO - Be friendly, open and welcoming, smile and say welcome... especially for new families and friends of Church family visiting. We've all been new somewhere before, so we all know how it feels to be in a new environment. Introduce new children to the regulars, help parents/caregivers with filling in the online registration form.

DO - Try to learn parents and children's names, it makes people feel very valuable and cared about.

DON'T - Discipline children beyond a firm saying so/no. Discipline for serious misbehaving is for parents to carry out. First try to include the difficult child, give them a special task or purpose. Commonly difficult children are natural leaders and need engaging and encouraging.

DO - let the team leader know privately if there are children who are constantly misbehaving or hurting themselves or others.

DO - take seriously misbehaving children to their parents or caregivers during the service. You do not have to put up with rude or misbehaving children. What is seriously misbehaving? Yelling, being rude or verbally abusive, physical with other children or team, running around in a disruptive way, consistently not listening, damaging property or programme activities and/or equipment and furniture.

DO - Try to settle children who are upset, a side cuddle and encouragement to be involved, if children are really crying and gasping, please go and collect their parents from the service to settle their child.

DO - Let your team leader know what's working and what's not; your opinion is valuable and we want the best environment and situation for our volunteers, children and young people. This includes the programme, resources and equipment - if something needs replacing, repairing or needs updating we appreciate knowing as soon as possible.

DON'T - Gossip, complain or speak negatively amongst yourselves or with parents arriving or during C3 Kids. This includes talking about Church leadership, other parents or families in our Church and/or community; especially with people visiting from other Churches trying to find a place that feels like home for them.

DO - Enjoy yourself! C3 Kids is a fun and faith-filled environment where you have the privilege of encouraging the next generation in the things of God, growing to know Jesus more, find community with their peers and discover all that God has created them to be.

Name: **Time commitment:** 6 months / 12 months

Signature: **Date:**

Team Leader/Lead Pastor: Next Step Done Next Step Forms

Signature: **Date:**

What's Next:

1. Training on the job - coordinate a time with your team leader to do an induction. Feel free to ask questions as all our leaders love training people and seeing them fulfill God's purpose for their lives. Once you're confident in the role, you can go on the roster.
2. Join the [C3 Queenstown Dream Team](#) Facebook Group
3. Log into the [Team Hub](#) on our website, PW: C3team
This gives you access to a wee write up about what's coming up and a bunch of resources, including the Current Roster Google Sheet.
4. Roster: please coordinate your availability with your team leader, if you can't make it, please try to arrange a swap within your team and let your team leader know.

We know you'll love being on the dream team!

We look forward to seeing you find community and discovering your God given purpose!