





Kidscoast exists to partner with parents
to help children find God, grow their faith,
discover their purpose, and make a difference.



We believe this mission is accomplished through the sacrifice and
commitment of our incredible Dream Team! Whether you have lots
of time to serve each week or only a few hours every once in a while,
God is using you to make a difference in a way that only you can!

Welcome Aboard!

We are so glad you have chosen to join our team! It is our hope that this Dream Team Handbook will help you become familiar with our vision, systems, processes, and procedures. Our goal is to equip you to carry out your responsibilities with confidence and excellence.

Each weekend we reach hundreds of children in exciting and active learning environments. Our services are filled with worship songs, activities, and great Bible stories that teach God's Word at an age-appropriate level.

Kidscoast meets at the same time as our adult services, and is specifically designed for children from birth through fifth grade. While parents are experiencing life-giving worship and teaching during Seacoast's weekend services, we provide a safe and fun environment where children find God, grow their faith, discover their purpose, and make a difference!

Let's partner together to make a real change in this world by empowering the future generation to live for Christ and positively impact the world around them. Your investment of time and energy is extremely valuable and we are thankful for you!

Serving with you,

Team Kidscoast





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Program Overview

Every aspect of the Kidscoast weekend experience is designed so that children will find God, grow their faith, discover their purpose, and make a difference. We accomplish this in a variety of age-appropriate environments.

Nursery (Birth–24 Months)

Our mission is to show the love of Jesus to each and every baby and toddler, while playing, rocking, changing diapers, and singing to them. These littlest ones are prayed over and lovingly cared for during their visit to Kidscoast.

Preschool (2–5 Year Olds)

Little ones enjoy a creative place where they experience the stories of the Bible in dramatic and engaging ways. Everything we teach our preschoolers is based on one of three simple, but powerful, truths.

- **God Made Me**
- **God Loves Me**
- **Jesus Wants To Be My Friend Forever**

Our preschool program is constructed to incite *wonder* in a preschooler and meet them where they are cognitively, spiritually, physically, emotionally and socially. Through age-appropriate activities, preschoolers are building their spiritual foundation so that by the time they graduate to Kindergarten they know the three basic truths.

Elementary (Kindergarten–5th Grade)

As a parent, you want your kids to grow up making wiser choices, building stronger relationships, and developing a deeper faith. Everything we teach in Kidscoast is based on one of the three truths modeled by Jesus in Luke 2:52.

- **I need to make the wise choice.**
- **I can trust God no matter what.**
- **I should treat others the way I want to be treated.**

Our elementary program is designed to provoke *discovery* and invite kids into a new understanding of how to grow in relationship with Jesus. It focuses on 150 Key Bible stories, 4 Faith Skills and 30 Life Apps. Through an engaging learning experience, we find new and innovative ways to say, show, and teach timeless Biblical truths unique to each age level.



Kidscast Philosophy

Goal #1: Equip and empower parents to lead their families spiritually

We believe the two greatest influences in the life of a child to be their family and the local church. To best support the two, we practice an 'Orange' philosophy of ministry where the love of the home (red) and the light of the church (yellow) come together to create an environment where children can experience the power and presence of God.

Goal #2: Introduce children to the hope of the Gospel of Jesus Christ

Learning about the Bible and living for Christ is exciting and full of adventure! By utilizing interactive components, creative storytelling methods, and engaging large group environments, we strive to make a relationship with Jesus desirable for every child.

Goal #3: Develop influential leaders

Every child needs leaders and role models pouring into his/her life and modeling the love of Christ. In response to our corporate large group model at Seacoast, beginning in preschool each child is placed in a small group led by caring adults and students. Small groups create environments for children to learn from consistent individuals who are excited about sharing God's Word and passionate about helping them apply what they learn to their daily lives.



Kidscoast
Ministry
Model

Worship

Large Group Teaching

Small Groups

Kidscoast Parent Connect

Serving

Worship

We believe that children are never too young to begin worshiping God, which is why we create age-appropriate worship experiences at each of our Kidscoast services. Even toddlers can begin to learn about God's love and respond to him in worship.

Large Group Teaching

Large group teaching is done through a combination of having a live host and a video lesson. The goal is to keep the lesson simple and sticky so that children remember a phrase, verse, or Bible story in a way that is easy to grasp and relevant.

Lessons are presented in a fairly predictable format so that children know what to expect; occasional surprises help them stay engaged and excited about learning. Large group teaching is designed to be a set up for small group conversations because we believe truths are best processed in the context of relationships.

Small Groups

Small groups are the core of our Kidscoast model because they give children a safe place to belong. In small groups, children process the big idea from the lesson, pray, do crafts, and play games to help them build relationships. We believe that consistency on the part of our Small Group Leaders is the key to small group success!

Kidscoast Parent Connect

We are passionate about empowering parents to lead their families spiritually. Parents will receive our monthly Kidscoast Parent Connect e-newsletter with information on what their children are learning in Kidscoast. We also include parent resources to help stimulate faith-based conversations in the home.

Serving

The Kidscoast Dream Team use their gifts and talents to make it possible to reach hundreds of children across all of our campuses with the life-giving message of the gospel each weekend. While parents experience their worship service, children participate in an exciting and active environment filled with worship, great Bible teaching, and amazing small groups.



Dream Team Expectations

Regardless of your role, we ask that every Kidscoast Dream Team member meet the following expectations while serving in the ministry:

- ▶ Meet with a Kidscoast staff member, complete a background check, fill out a leadership application, and shadow a current member of the Dream Team.
- ▶ Know Christ and be growing your faith.
- ▶ Have a passion for children to know Christ and experience Him daily.
- ▶ Regularly attend services at Seacoast Church.
- ▶ Have a warm and welcoming personality.
- ▶ Arriving early to serve is important to prepare for each service. Staying a few minutes after service to help clean or re-set the environment is often needed.
- ▶ Never be alone with a child while serving.
*Please review the specific safety protocols and requirements listed in the Safety and Security Section.
- ▶ No pictures should be taken and stored on devices or posted to any website or social media outlet. (This is to protect the privacy of our children and families.)
- ▶ All Dream Team members should check-in and wear a name tag when serving in Kidscoast.
- ▶ Dream Team members are encouraged to wear a Kidscoast t-shirt.
- ▶ Use the Planning Center scheduling tool to plan for upcoming services. Dream Team members can log in at any time and set up text messaging options, block out dates for when you'll be unavailable, and set scheduling preferences.



Deuteronomy 6:5-7

“

Love the LORD your God with all your heart and

These commandments that I give you

IMPRESS THEM ON

Talk about them when you sit at home

when you lie down and



and with all your soul and with all your strength.
what you today are to be on your hearts.
IN YOUR CHILDREN.
me and when you walk along the road,
and when you get up.

”



Dream Team Roles

Kidscoast Check-in

First impressions are important! If you are a member of our Check-in team, you play an extremely important, multi-faceted role by warmly greeting our Kidscoast families, providing directions, answering simple questions, ensuring families feel at home and comfortable with our environments, and aiding the check-in process. (The computer program used for check-in is simple and intuitive; our Kidscoast staff will train you to be an expert.) We believe that your love for meeting and greeting new people, and passion for helping families get connected will ultimately have an eternal impact!

Nursery (Birth–24 Months)

In the baby and toddler classrooms, little ones learn that they are loved and that church is a safe environment. (Must be 16 years or older to serve in the nursery.)

Responsibilities:

- ▶ Use a kind voice to tell the babies that God loves them and take time to pray over them.
- ▶ Change wet diapers regularly. Parents appreciate it when their child has a clean, dry diaper at pick-up time.
- ▶ Diaper changing procedures are posted at every changing station and require female, adult Dream Team members to use the following for each child: gloves, baby wipes, and disinfectant.
- ▶ Clean toys and surfaces that have been touched by babies before leaving the room so that they are ready for the next service.

Preschool (2–5 Year Olds)

Little ones begin learning Bible stories in a hands-on, interactive environment. Dream Team members in these classrooms help children begin to learn about a God who loves them and wants to have a relationship with them.

Responsibilities:

- ▶ Detailed classroom sheets are available in each room providing step-by-step instructions for the class time including play, story time, prayer, music, games, and activities. All supplies are provided in the classrooms.
- ▶ Two-year-olds in diapers should be changed before leaving. Diaper changing procedures are posted at every changing station and require female, adult Dream Team members to use the following for each child: gloves, baby wipes, and disinfectant.
- ▶ Children who are potty-training should attempt to use the restroom once during class time.
- ▶ Children ages three through five will typically let you know when they need to use the restroom, but a reminder for younger children is helpful.
- ▶ At the end of class time, please return all materials to the appropriate spot. Please wipe down tables, chairs, toys, and any other materials used.



Elementary (Kindergarten–5th Grade)

Elementary children participate in large group and small group environments. Each week, children meet with their Small Group Leader, who uses Biblical curriculum and intentional activities to reinforce the lesson taught during the large group teaching time.

LARGE GROUPS

Host

As a host, you will welcome and introduce the different elements of the large group service, as well as keep the service on track. You will be given a script to follow and you are encouraged to use your creative talents in order to generate enthusiasm and engage the children in the lesson.

Tech Team (Does not apply to all campuses)

Our large group environments require talented individuals interested in production and technology. If you join our tech team, you will be trained to run sound, lighting, and visual presentation tools to create dynamic, sensory experiences for children of all ages.



SMALL GROUPS

Small Group Leader

Our Kidscoast Small Group Leaders (SGLs) are truly the foundation of our ministry. It is the SGLs who build strong, loving relationships with the children. If you are a SGL, we ask you that you serve weekly (or twice a month) in order to create a true sense of community with your small group. As a SGL, you will help children understand God's Word so that it will strengthen their faith journey. You will meet with your group to facilitate a guided lesson and encourage relationships through discussion and interactive activities. SGLs lead small groups during the same service each week. Small groups are made up of approximately 8-10 children who attend Kidscoast on a regular basis. Groups are open and leaders are always excited to include new guests.

Kidscoast lessons are sent out prior to the weekend or can be found in the Planning Center App. All teaching materials and supplies are provided by the Kidscoast staff member and will be in the classroom ready to go on the weekend. We encourage SGLs to review the lesson prior to serving. All teaching materials and supplies are provided by the Kidscoast staff member and will be in the classroom ready to go on the weekend.

As a SGL, you show children you care by...

- ▶ Being prepared! Please read through the lesson and scripture, and pray for your group each week.
- ▶ Being consistent in your attendance! Let your Kidscoast staff member know if you will be absent.
- ▶ Sitting with your small group during large group and remain engaged during all activities and stories!

Small Group Leader Assistant (Does not apply to all campuses)

Assist the SGL during small group time as directed. Encourage the children in your group and be willing to follow the SGL's instruction.

Small Group Leader Sub

Some campuses have a SGL sub list made up of Dream Team members who serve by filling in where needed in Kidscoast. If you are a sub, you play a valuable role by allowing our SGLs to take occasional breaks for travel or family time.

Won by One Buddy (Does not apply to all campuses)

Won by One is Seacoast's special needs ministry. We have weekly services that include worship, group time, games, and crafts. The buddies in this program build strong, loving relationships with the children, teens, and adults in this ministry. You can be a buddy in the Kidscoast classroom or in the Won by One classroom if it's available at your campus. Training is provided.

As a Won by One Buddy, we ask you that you serve weekly (or twice a month) in order to create a true relationship with your assigned buddy. You will help children understand God's Word so that it will strengthen their faith journey. You will meet with your buddy each week to help guide them through a lesson and encourage relationships with their peers through discussion and interactive activities.

Won by One lessons are sent out by email prior to the weekend so that there is time for the buddy to become familiar with the lesson; all teaching materials will be

in the classroom ready to go on the weekend.

As a Won by One Buddy, you show children you care by...

- ▶ Being prepared! Please read through the lesson and scripture, and pray for your buddy each week.
- ▶ Being consistent in your attendance! Let your Kidscoast staff member know if you will be absent.
- ▶ Sitting with your buddy during large group and remain engaged during all activities and stories!
- ▶ Learn about what works for your buddy and what doesn't. Training on your buddy's disabilities is always available. You may shadow someone who is familiar with your buddy up to three times, or until you feel comfortable together.

Health and Wellness

Allergies/Medical Needs

Children with allergies and special medical needs will have a notification on their name tag to alert staff and Dream Team members of their allergy.

Contacting a Parent During Service

If a child has been crying for more than five minutes, please contact a Seacoast staff member who will page the parent in service. If a child is injured, please contact a Seacoast staff member immediately.

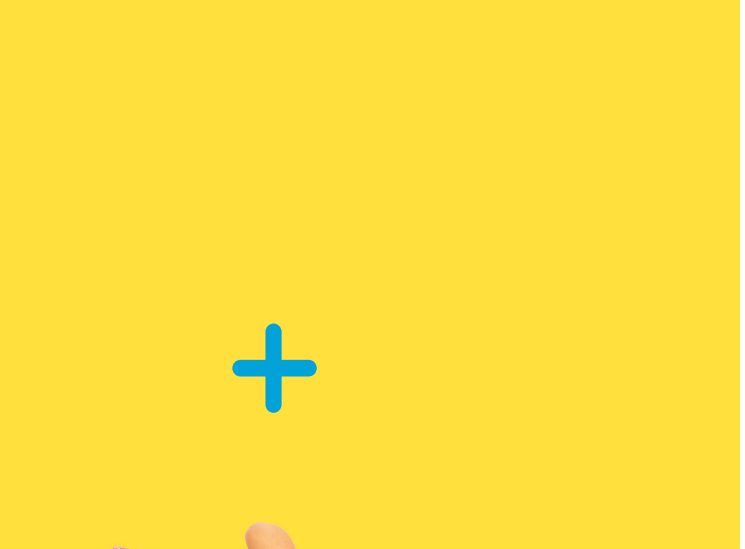
Illness

If a child becomes ill during the service, let a Seacoast staff member know so they can remove the child from the classroom and page the parent from service.

Wellness Policy

In order to help children grow spiritually, it is important for us to ensure they are physically healthy. As a leader, if you suspect a child is ill or notice any concerning symptoms, please notify a Kidscoast staff member.





Safety and Security

Check-In

Children and parents receive two matching printed nametags and a parent ID tag, which will need to be presented when picking up the child at the end of the service. Nametags identify the child's age group, any allergies, and a security code.

Drop-Off

As families approach the classroom, members of our Dream Team welcome them with a smile and a friendly greeting, and check to ensure children entering the classroom are wearing their nametags. The second identical tag should be given to the Room Leader or Service Coordinator because it will be needed in the event that there is an evacuation of the building.

Receive necessary items from parents. Say a quick goodbye to the family and help the children engage in a fun activity with small group leaders and/or other children. If a parent wishes to stay in the classroom for any reason, they should not be left alone with a child.

Check-Out

Children will be picked up by a parent or designated adult. Each parent picking up a child should provide the parent pick-up tag to the door host. Check to be sure the security codes match on both the child's name tag and parent pick-up tag. If you are a Small Group Leader, please stay with your small group until every child has been picked up.

If a parent has lost a pick-up tag, please contact a Seacoast staff member to assist the parent. The staff person will check the parent's driver's license to ensure the information on the license matches the information in the Seacoast database. Please do not release a child without the corresponding pick-up tag.

Evacuation

If the fire alarm sounds during the service, everyone must exit the building. Follow the fire plan posted by the door of your classroom. (Become familiar with evacuation procedures when you first begin serving in Kidscoast.)

Keep your group together and please try not to release children to parents until returning to the room. If a parent insists, notify a Kidscoast staff member immediately so that they can make a note that the child has been checked out. Don't forget to get the parent's pick-up tag and make sure it matches with the child's tag. When you return to the classroom, please check to make sure that you have everyone. See a Kidscoast staff member for more details on emergency procedures.

Discipline

It is the heart of Kidscoast to make every effort possible to ensure the safety and well-being of every child that is in our care. There can be occasions where some children have difficulty adjusting to a classroom environment. We ask that you be proactive in letting a Kidscoast staff member know of any cases in which a child is being disruptive.

Please use corrective guidance when handling an incident. This includes positive verbal correction and affirmation when the child exhibits good behavior. While in our care, we never send a child to the corner, place them in time-out, or use physical discipline.

Guidelines for Appropriate Affection

Love and affection are a large part of Kidscoast. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

When creating safe boundaries for children, it is important to establish what types of affection are appropriate and inappropriate. Stating which behaviors are appropriate and inappropriate allows Dream Team members to comfortably show positive affection in ministry, while being able to identify individuals who are not maintaining safe boundaries.

All Dream Team members and staff who work around or with children
need to carefully follow the guidelines on the following page.

Appropriate forms of affection in Kidscoast:

- ▶ Brief hugs
- ▶ Pats on the shoulder or back
- ▶ Handshakes
- ▶ “High-fives” and fist bumps
- ▶ Verbal praise
- ▶ Brief touching of hands, faces, shoulders, and arms of children
- ▶ Arms around shoulders
- ▶ Holding hands while walking with small children
- ▶ Sitting beside small children
- ▶ Kneeling or bending down for hugs with small children
- ▶ Holding hands during prayer
- ▶ Pats on the head

Inappropriate forms of affection in Kidscoast:

- ▶ Inappropriate or lengthy embraces
- ▶ Kissing children
- ▶ Holding children over three years old on the lap
- ▶ Touching knees or legs of children
- ▶ Wrestling with children
- ▶ Tickling children
- ▶ Piggyback rides
- ▶ Hugs from behind
- ▶ Any form of unwanted affection
- ▶ Any type of massage given by an adult to a child (and vice versa)
- ▶ Comments or compliments (spoken, written, or electronic) that relate to physique or body development
- ▶ Spending time alone with children, other than your own, outside of Kidscoast rooms

Reference Checks Required

All applicants are expected to provide three (3) personal references. These references cannot be related to the applicant. A staff member will diligently contact and secure at least two (2) acceptable references, which will be noted and included in our records.

Required Background Check

For any volunteer who works with children, a criminal background check and sex offender registry check will be completed/renewed every three (3) years. A staff member will (re)evaluate each volunteer with critical screening questions, such as:

Have you ever participated in, been accused, convicted, pleaded guilty, or no contest, to abuse or sexual misconduct?

Two Adult Rule

At least two (2), unrelated and screened adults must be present at every function, in each classroom, vehicle, or other enclosed area during all activities with children.

When this is not possible, the Rule of Three will be implemented.

Rule of Three

At least three (3) individuals (to include a minimum of one (1) adult employee or screened volunteer) must be present at every function, in each classroom, vehicle, or enclosed areas during all activities. The Rule of Three is approved for children ages 5 and above.

Bathroom Procedures

When a child is using a restroom that accommodates multiple people, please leave the exterior door slightly open. There are to be no adults in the restrooms with children at any time. This is not only for the protection of the child but for your protection against any accusation of impropriety. Anytime a child is taken to a restroom outside of their classroom, the child should be accompanied by two adults.

Abuse Reporting

Seacoast employees and volunteers must report any suspicion or allegation of abuse, molestation, or neglect to a designated ministry leader. If mandatory reporting laws apply, the employee must report the allegation or suspicion to Human Resources, a Pastoral Care Pastor, and the appropriate state agency.

Six-Month Rule

A new volunteer can serve alongside at least two (2) volunteers who have met the Two-Adult Rule for the period of six (6) months.

Hallway Monitor

A staff member or screened Dream Team volunteer will monitor the Kidscoast premises, patrolling hallways and common areas. This person is permitted to observe classrooms and activity areas through windows and open doors.

Contact



Please email kidscoast@seacoast.org
or contact a Kidscoast staff member.



seacoast.org