



Team Member Handbook

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Who We Are

Welcome to the Ransom Kid's Team! We are SO happy you've joined us! Serving with kids is an incredibly fun and rewarding place to serve. In Ransom Kids, we have the amazing opportunity to introduce kids to Jesus!

We want kids to encounter Jesus so that they can become who God made them to be.

Below are the four ministry areas that we offer for Team Members to serve in.

Check-In: Nursery/Elementary

No other position has as much potential to make families feel welcome each weekend. This is a key connection and first face for families and their kids as they come to The Ransom and check-in for our kids' programs. This position helps families with our computer check-in, points families in the right direction and answers questions.

Discovery: Age 4 – Grade K

We offer a specific space in the Park for Discovery to happen each weekend. Kids in this phase want to know "Am I Able?" We use small group play, large group teaching/worship, followed by small group tables for each age group (4, 5, & 6) represented in this room to emphasize our small group to large group to small group.

Nursery/Theatre: Ages 0 - 3

Kid's at this phase need to know: "Am I safe?" We offer four different rooms in our nursery area based on their developmental needs to help create this safety . . . The nursery is for ages birth-2. The Theater is for 2's & 3's that are ready for group play, a Bible Story and a craft time.

Revolution: Grades 1st - 5th

We offer a specific space in the City for Revolution to happen each weekend. Kids in this phase are asking "Do I have what it takes?" We seek to help them in this area through our small group to large group to small group approach. This approach allows students get comfortable, learn/worship together, and apply what they are learning in a small group context.

Core Values in Ransom Kids

In Ransom Kids, we want our kiddos to understand the 3 core values of the Ransom Church in a way that is age-appropriate and meaningful for them:
Worship Free of Inhibition, Live Free of Sin, and Serve Free of Self.
That looks a little different for children, but the principles are the same.

Worship Free:

- Our kids participate weekly in an interactive, large group Bible story time.
- They experience engaging and meaningful large group worship.

Live Free:

- Our kids spend time in small groups where they participate in games, application activities, and crafts relating to the week's Bible story.
- They spend time in "community" with others their age.
- They have a memory verse time and prayer focus each week.
- They internalize the 3 Basic Truths through repetition and everyday application:
 - Nursery: Kid's at this phase need to know: "Am I safe?"
 - I am safe
 - I am cared for
 - I am loved
 - Discovery: Kids in this phase want to know "Am I Able?"
 - God Made Me.
 - God Loves Me.
 - Jesus Wants to be my friend forever.
 - Revolution: Kids in this phase are asking "Do I have what it takes?"
 - I need to make the wise choice.
 - I need to treat others the way I want to be treated.
 - I can trust God no matter what.

Serve Free:

- Ransom Kids sponsors our annual Block Party event, which is a free night of family fun for our neighborhood, complete with free food, carnival games, inflatables, face painting, and more!
- We encourage families to serve free of themselves TOGETHER at our church-wide service events, like the Turkey Giveaway and our Live to Serve weekend.

NextGen Team

South Campus

DeAnna Anema – Ransom Kids Director
deanna.anema@theransomchurch.org | 605-339-3733 (Office)

Kelsey Kemp – NextGen Resident
kelsey.kemp@theransomchurch.org | 605-339-3733 (Office)

Tami VanNieuwenhuyzen – Nursery Team Lead
tamivan5@gmail.com | 605-271-7546

Wylie Scalise – Revolution Team Lead
wylie.scalise@k12.sd.us | 605-368-0802

Downtown Campus

Rob Vande Lune – NextGen Pastor
rob.vandelune@theransomchurch.org | 605-339-3733 (Office)

Ellen Amdahl – Ransom Kids Elementary Director
ellen.amdahl@theransomchurch.org | 605-339-3733 (Office)

Paul Nix – NextGen Resident
paul.nix@theransomchurch.org | 605-339-3733 (Office)

Shae Reinke – NextGen Resident
shae.reinke@theransomchurch.org | 605-339-3733 (Office)

Team Member Expectations

(stuff you REALLY need to know!)

1. Submit to a background check.
2. Commit to growing in your walk with the Lord by the following:
 - Regularly attending weekend worship services.
 - Involvement in a Life Group.
 - Serving outside of Ransom Kids.
 - Spending time daily in the Word and in prayer.
 - Living a life worth emulating—kids are watching and learning from what you say AND what you do.
3. Serve for one service and attend one service the weeks you are scheduled.
4. Attend Team Member training events.
5. Attend weekly pre-service prayer huddle times.
6. Arrive on time to serve - be in scheduled rooms 30 minutes prior to your service time begins. If attending 1st service and serving 2nd service, be there 20 minutes prior to the start of 2nd service.
7. Show up when you are scheduled to serve for your month.
8. Wear your Team Member lanyard and nametag any time you are serving.
9. Communicate with and respect those in leadership.
10. Interact in a positive way with parents/families—serve with JOY!
11. Pray regularly for the kids and families you serve, as well as for our ministry in Ransom Kids.

General Information

1. Who should you contact if you are sick or unable to serve at the last minute?
 - Your ministry leader (see Leadership Team page)
 - If it's in advance, find a replacement by sending a message through the CCB group.
2. Service times/When to Arrive
 - When do we offer kid's ministry at the Ransom?
 - On Sunday morning, 9:30am, 11:00am and 6:00pm @ South Campus
 - What time should you arrive to serve?
 - We hold a Team Huddle 45 minutes prior to each service in the Park, which is upstairs in the kid's area.
 - You MUST be in your area 30 minutes prior to your service time.
3. Roles in each room
 - SERVANT! We are there to serve parents, kids, and each other.
 - LEADER! Show kids who Jesus is and lead them toward Him.

Check-In: All Ages

Success: Creating a welcoming environment for all kids and families as they utilize Ransom Kids Nursery, Discovery and/or Revolution.

***Know your role as a Check-In Team Member! Your inviting and calm presence can put parents as well as kids at ease. Don't hesitate to communicate and be appropriately in control of the check-in space!

1. Who should you contact if you are sick or unable to serve at the last minute?
 - Your ministry leader (see Leadership Team page)
 - If it's in advance, find a replacement by sending a message through the CCB group.

2. Service times/When to Arrive:
 - When do we offer kid's ministry at the Ransom?
 - On Sunday morning, 9:30am, 11:00am and 6:00pm @ South Campus

 - What time should you arrive to serve?
 - We hold a Team Huddle 45 minutes prior to each service in the Park, which is upstairs in the kids area.
 - You MUST be in your area 30 minutes prior to your service time.

3. Before the service:
 - Set-up and log-in all Ipads (see handbook at check-in desk for specific instructions). This should be done by Team Lead Check-In's, but be familiar with how to do it for troubleshooting purposes.
 - Clean/organize check-in cart to prepare for welcoming environment.
 - Meet & greet new families & help assist them with first-time check-in.
 - Remind parents to keep their check-in tag.
 - Help direct parents to the proper room/door for the program their child is attending
 - CHECK that parents or family member have an ID tag to enter the Ransom Kids area.

4. During Service:
 - Take 3 digit code to tech booth in the Warehouse when child is inconsolable.
 - Check printer paper and change as necessary on all 3 printers at your check-in.
 - Do NOT leave the check-in desk area unless bringing 3 digit code to Warehouse.
 - Help with Incident Reports as needed. These are at check-in desk in folder.

5. Duties following a service:
 - CHECK that parents or family member have an ID tag to enter the Ransom Kids area.
 - Help with Incident Reports as needed. These are at check-in desk folder

Ransom Kids: Nursery

General Information

1. Who should you contact if you are sick or unable to serve at the last minute?
 - Your ministry leader (see Leadership Team page)
 - If it's in advance, find a replacement by sending a message through the CCB group.
2. Service times/When to Arrive
 - When do we offer kid's ministry at the Ransom?
 - On Sunday morning, 9:30am, 11:00am and 6:00pm @ South Campus
 - What time should you arrive to serve?
 - We hold a Team Huddle 45 minutes prior to each service in the Park, which is located upstairs in the kids area.
 - You MUST be in your area 30 minutes prior to your service time.
3. Roles in each room
 - SERVANT! We are there to serve parents, kids, and each other.
 - LEADER! Show kids who Jesus is and lead them toward Him.
4. Duties following a service
 - Wipe down tables/chairs with Clorox wipes or Anywhere spray
 - Spray used toys with Anywhere spray
 - Clean up messes/put away toys
 - If needed, vacuum following the last service
 - Take out trash/empty Diaper Genie
 - Take any lost and found items to the Hub, remove "clutter"

Safety & Security

The safety of our children is paramount for the Ransom Church. The following policies and procedures seek to accomplish our goal of providing an environment that is safe for every individual involved. Please read and review these policies to protect yourself and your children from unsafe situations.

Safety Policies

1. **Adults in the Nursery room:**
 - Only background-checked Team Members or parents with a parent tag are allowed in the Nursery room.
 - Team Members must wear lanyards and name tags at all times while in the Nursery area.
2. **Two Adult Policy:** This policy not only protects children from unsafe situations, it protects yourself and your fellow Team Members from situations that are harmful or undesired. This policy is vital to providing a safe environment for everyone involved.
 - **If 2 adults are not present, the room will not be open for children**
 - The minimum age of a Team Member is 14 years old
 - Team Members between the ages of 14 and 18 are welcome to serve, but will not count as a Team Member in our child to adult room ratio. They still **MUST** go through the Team Member application process.
 - A child may serve alongside a parent or guardian at a younger age but it must be approved by the NextGen Staff.
 - Married/Dating/Parent-Child Team Members serving together must have another non-related Team Member present in the room.
3. **Kid to Adult Team Member ratio is an ideal in each room of:**
 - Nursery 3:1

***While recognizing that these ratios are ideals, the rooms could "max out" above this ratio based on the unique circumstances of the room. This is to be determined in agreement with NextGen Staff in charge, Check-In Team Member AND Team Members in that room.

4. **Maximum room capacity:**
 - Nursery...9 (6 babies and 3 Team Members)
5. **Diaper changes/ bathroom visits must be handled by a female Team Member**
 - If a female Team Member is not available, contact the hall monitor, check-in Team Member, or NextGen staff member to find an available individual.
 - Must use stickers indicating a diaper change.

- Out-of-room bathroom visits for capable children must not interfere with the 2 adult policy! If only 2 adult Team Members are present, contact the hall monitor, check-in Team Member, or NextGen staff member to find an available individual.
6. **Contingency Policies:** Given a shortage of adult Team Members or uneven distribution of children the following contingencies are approved:
- Children on the border of age/ability groups may be moved to an appropriate room with consent of a parent/guardian and the receiving adult Team Members

Safety Procedures

1. **Kid's Name Tags**--Make sure kids are wearing a name tag the entire time they are in your care! We use name tags for the following:
 - Attendance (Identify who is checked in for that morning)
 - Security (code on child's name tag matches parent tag)
 - Allergies or special needs (listed in CCB and printed on tag) AND wristbands!
 - Contact parents during service (using the security code)
 - Check-out (remove tags to make sure they match parent tag)
2. **Drop-Off and Pick-up**
 - When a child arrives –
 - Greet parent/child at the door. Get down to child's eye level.
 - Make sure child has a name tag.
 - Ask if child has a bag/sippy cup and check for labels on them.
 - Ask for any special instructions/check label for allergies, etc.
 - Get child engaged RIGHT AWAY!
 - When a parent arrives to pick-up their child –
 - Greet parents at the door (avoid having parents come into the classroom)
 - Check for parent tags—remove child's tag and match it to the parent tag, checking to make sure codes match.
 - Thank them for coming.
 - Make sure they take all personal items.
3. **Food/Drinks in rooms**
 - Food/drink provided by a parent during drop-off may be offered only to the individual child
 - Please be sure to check a child's name tag/look for an allergy sticker and/or wristband before offering any snacks.
4. **Contacting parents during service:**
 - When to do so:
 - Uncontrollable crying
 - First try as many solutions as possible—diaper change, find their pacifier, offer a snack/ sippy cup, try to engage them in play, rock and sing, PRAY!
 - If nothing is working, after 5-10 minutes, contact parents!

- Major behavior issues
- Bathroom accidents
- What to do:
 - Contact the check-in desk Team Member, hall monitor, or NextGen staff member.
 - Provide the Child's security code along with pertinent information (this code will be put on the screen in the Warehouse to inform parents).
 - Wait at the classroom door with the child for the parent to arrive. Do NOT wait at the check-in desk because this means that the child to adult ratio in the room isn't being met.

5. Incident Reports

- Two types of reports – Classroom Incident Report and Suspected Incident of Child Abuse Report
- Please go to one of the check-in desks to complete the appropriate incident report:
 - Classroom Incident Report
 - If a child is injured, or injures someone else
 - If a child has a serious behavior issue during the service
 - The Team Member who witnessed the situation needs to complete the report, show to parents, and have them sign.
 - Completed/signed forms need to go to NextGen Staff Member
 - Suspected Incident of Child Abuse Report
 - If there is suspected physical or sexual abuse
 - Seek out appropriate Team Lead, which could be Kids Director or NextGen Staff member.

6. Main Floor Fire Evacuation (Nursery Area) ***RED FOLDER** in backpack.

- In the event of a fire, Gate Keepers or Pastoral Staff will initiate by pulling a fire alarm.
- Pastor on stage will announce the evacuation and ask congregation to exit emergency exits on either side of the warehouse.
- Gate Keepers and other staff members will assist Ransom Kids team in NOT allowing parents to enter the nursery room.
- Nursery Team Members will move children to the parking lot directly West of the Ransom, in the FCA parking lot, children sitting directly in front of the building.
- One nursery Team Member will grab the emergency backpack from the cabinet under the sink and the printed room roster.
- Team Members will utilize classroom walking ropes, located in the emergency backpack, for the walkers.
- In the infant and crawler rooms, Team Members will use “baby aprons”, located in the emergency backpack, to move infants out of rooms.
- All Nursery Team Members and children will exit through the North door
- Gate Keepers will assist in creating a barrier to keep adults from using the North door as an exit.

- Check-in Team Members may assist in carrying babies outside if needed, or they may enlist the assistance of other staff members in the lobby.
- Team Member with 'room roster sheet' will take a head count once the students have reached their designated meeting area.

7. **Tornado Evacuation** (Nursery Area) ***YELLOW FOLDER** in backpack.

In the event of a tornado warning, ALL children will be moved to the women's and men's bathrooms on the lower level.

- Gate Keepers and other staff members will assist Ransom Kids team in NOT allowing parents to enter the nursery or kids areas.
- Children's Team Members will move children down the main stairs to the bathrooms.
- One Team Member per room will grab the emergency backpack (in the cabinet under the sink) and the printed room roster.
- Team Members will utilize classroom "walking ropes" in the Park, Theatre and for walkers.
- For the infant and crawlers, Team Members will use "baby aprons" to move infants out of rooms.
- Children will line up against the walls and then kneel and cover their heads.
- Children will stay with their class and the lead teacher will do a head count once the children are in the safe zone.
- Everyone will remain in this position until an all-clear signal is given.

***A Gate Keeper or other Staff Member will issue the all-clear signal.

8. **Main Floor Lock Down Procedures** (Nursery area) ***BLUE FOLDER** in backpack.

In the event of a violent, armed, or dangerous person entering our building, a hostage situation, or some other serious police matter, Gate Keepers or staff will initiate a Lock Down.

- The Check-In Team Member assigned downstairs will immediately enter the nursery room and secure the door. This door will not be opened until a prearranged password has been given and verified.
- In each classroom, teachers will close all blinds, turn off all lights, and move children to safest location in the room.
 - Nursery: In the far corner near the counter, out of eye range from the door.
- Doors are not to be opened by anyone in the room.

***Once law enforcement has arrived, in all children's areas, we will use the Red/Green card system: From inside each child's room, red cards will be placed under the door to indicate serious injuries. Green cards will be placed under the door to indicate the location is secure with no injuries. Red/Green cards will be inside red emergency backpacks.

Ransom Kids: Theatre

General Information

5. Who should you contact if you are sick or unable to serve at the last minute?
 - Your ministry leader (see Leadership Team page)
 - If it's in advance, find a replacement by sending a message through the CCB group.

6. Service times/When to Arrive
 - When do we offer kid's ministry at the Ransom?
 - On Sunday morning, 9:30am, 11:00am and 6:00pm @ South Campus

 - What time should you arrive to serve?
 - We hold a Team Huddle 45 minutes prior to each service in the Park, which is located upstairs in the kids area.
 - You MUST be in your area 30 minutes prior to your service time.

7. Roles in each room
 - SERVANT! We are there to serve parents, kids, and each other.
 - LEADER! Show kids who Jesus is and lead them toward Him.

8. Duties following a service
 - Wipe down tables/chairs with Clorox wipes or Anywhere spray
 - Spray used toys with Anywhere spray
 - Clean up messes/put away toys
 - If needed, vacuum following the last service
 - Take out trash/empty Diaper Genie
 - Take any lost and found items to the Hub, remove "clutter"

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Safety Policies

7. **Adults in the Nursery room:**
 - Only background-checked Team Members or parents with a parent tag are allowed in the kids area upstairs.
 - Team Members must wear lanyards and name tags at all times while in the kid's area upstairs.

8. **Two Adult Policy:** This policy not only protects children from unsafe situations, it protects yourself and your fellow Team Members from situations that are harmful or undesired. This policy is vital to providing a safe environment for everyone involved.
 - **If 2 adults are not present, the room will not be open for children**
 - The minimum age of a Team Member is 14 years old to serve alone.
 - Team Members between the ages of 14 and 18 are welcome to serve, but will not count as a Team Member in our child to adult room ratio. They still **MUST** go through the Team Member application process.
 - A child may serve alongside a parent or guardian at a younger age but it must be approved by the NextGen Staff.
 - Married/Dating/Parent-Child Team Members serving together must have another non-related Team Member present in the room.

9. **Kid to Adult Team Member ratio is an ideal in each room of:**
 - Theatre...6:1

***While recognizing that these ratios are ideals, the rooms could "max out" above this ratio based on the unique circumstances of the room. This is to be determined in agreement with NextGen Staff in charge, Check-In Team Member AND Team Members in that room.

10. **Maximum room capacity:**
 - Theatre...24 (20 children and 4 Team Members)

11. **Diaper changes/ bathroom visits must be handled by a female Team Member**
 - If a female Team Member is not available, contact the hall monitor, check-in Team Member, or NextGen staff member to find an available individual.
 - Must use stickers indicating a diaper change.

- Out-of-room bathroom visits for capable children must not interfere with the 2 adult policy! If only 2 adult Team Members are present, contact the hall monitor, check-in Team Member, or NextGen staff member to find an available individual.

12. **Contingency Policies:** Given a shortage of adult Team Members or uneven distribution of children the following contingencies are approved:

- Children on the border of age/ability groups may be moved to an appropriate room with consent of a parent/guardian and the receiving adult Team Members

Safety Procedures

9. **Kid's Name Tags**--Make sure kids are wearing a name tag the entire time they are in your care! We use name tags for the following:

- Attendance (Identify who is checked in for that morning)
- Security (code on child's name tag matches parent tag)
- Allergies or special needs (listed in CCB and printed on tag) AND wristbands!
- Contact parents during service (using the security code)
- Check-out (remove tags to make sure they match parent tag)

10. **Drop-Off and Pick-up**

- When a child arrives –
 - Greet parent/child at the door. Get down to child's eye level.
 - Make sure child has a name tag.
 - Ask if child has a bag/sippy cup and check for labels on them.
 - Ask for any special instructions/check label for allergies, etc.
 - Get child engaged RIGHT AWAY!
- When a parent arrives to pick-up their child –
 - Greet parents at the door (avoid having parents come into the classroom)
 - Check for parent tags—remove child's tag and match it to the parent tag, checking to make sure codes match.
 - Thank them for coming.
 - Make sure they take all personal items.

11. **Food/Drinks in rooms**

- Food/drink provided by a parent during drop-off may be offered only to the individual child
- Please be sure to check a child's name tag/look for an allergy sticker and/or wristband before offering any snacks.

12. **Contacting parents during service:**

- When to do so:
 - Uncontrollable crying
 - First try as many solutions as possible—diaper change, find their pacifier, offer a snack/ sippy cup, try to engage them in play, rock and sing, PRAY!
 - If nothing is working, after 5-10 minutes, contact parents!
 - Major behavior issues

- Bathroom accidents
- What to do:
 - Contact the check-in desk Team Member, hall monitor, or NextGen staff member.
 - Provide the Child's security code along with pertinent information (this code will be put on the screen in the Warehouse to inform parents).
 - Wait at the classroom door with the child for the parent to arrive. Do NOT wait at the check-in desk because this means that the child to adult ratio in the room isn't being met.

13. Incident Reports

- Two types of reports – Classroom Incident Report and Suspected Incident of Child Abuse Report
- Please go to one of the check-in desks to complete the appropriate incident report:
 - Classroom Incident Report
 - If a child is injured, or injures someone else
 - If a child has a serious behavior issue during the service
 - The Team Member who witnessed the situation needs to complete the report, show to parents, and have them sign.
 - Completed/signed forms need to go to NextGen Staff Member
 - Suspected Incident of Child Abuse Report
 - If there is suspected physical or sexual abuse
 - Seek out appropriate Team Lead, which could be Kids Director or NextGen Staff member.

14. Upper Level Fire Evacuation (Theatre) ***RED FOLDER** in backpack.

- Pastor on stage will announce the evacuation and ask congregation to exit main Central doors.
- Gate Keepers and other staff members will assist Ransom Kids team in NOT allowing parents to enter the nursery room.
- Lead teacher will grab the emergency backpack from the cabinet under the sink and the printed room roster.
- Team Members will utilize the classroom "walking ropes" to keep students together.
- Students will exit the Theatre from the first door (furthest from the Park door) and will head down to the emergency exit at the end of the kids hallway. (DO NOT go down the main stairs)
- Theatre Team Members will move students to the gravel parking lots directly South of the Ransom.
- If the emergency exit stairs are blocked, the students will exit down the main stairs and through the North door to the parking lot directly West of the Ransom, in the FCA parking lot, children sitting directly in front of the building.
- Lead teacher will take a head count once the students have reached their designated meeting area.

15. **Tornado Evacuation** (Theatre) ***YELLOW FOLDER** in backpack.

In the event of a tornado warning, ALL children will be moved to the women's and men's bathrooms on the lower level.

- Gate Keepers and other staff members will assist Ransom Kids team in NOT allowing parents to enter the nursery or kids areas.
- Theatre Team Members will move children down the main stairs to the bathrooms.
- One Team Member per room will grab the emergency backpack (in the cabinet under the sink) and the printed room roster.
- Team Members will utilize classroom "walking ropes" in the Theatre.
- Children will line up against the walls and then kneel and cover their heads.
- Children will stay with their class and the lead teacher will do a head count once the children are in the safe zone.
- Everyone will remain in this position until an all-clear signal is given.

**A Gate Keeper or other Staff Member will issue the all-clear signal.

16. **Upper Level Lock Down Procedures** (Theatre) ***BLUE FOLDER** in backpack.

In the event of a violent, armed, or dangerous person entering our building, a hostage situation, or some other serious police matter, Gate Keepers or staff will initiate a Lock Down.

- The Gate Keeper on duty will immediately check that all the kid's doors upstairs have been closed and locked.
- Teachers will close classroom doors, turn off all lights, and cover the windows in the room with emergency thermal blankets from red backpacks.
- The students will line the wall along the sinks and the far wall under the west wall.
- Team Members will pile tables in front doors for added safety.

***Once law enforcement has arrived, in all children's areas, we will use the Red/Green card system: From inside each child's room, red cards will be placed under the door to indicate serious injuries. Green cards will be placed under the door to indicate the location is secure with no injuries. Red/Green cards will be inside red emergency backpacks.

Ransom Kids: Discovery

General Information

1. Who should you contact if you are sick or unable to serve at the last minute?
 - Your ministry leader (see Leadership Team page)
 - If it's in advance, find a replacement by sending a message through the CCB group.
2. Service times/When to Arrive
 - When do we offer kid's ministry at the Ransom?
 - On Sunday morning, 9:30am, 11:00am and 6:00pm @South Campus
 - What time should you arrive to serve?
 - We hold a Team Huddle 45 minutes prior to each service in the Park, which is located upstairs in the kids area.
 - You **MUST** be in your area 30 minutes prior to your service time.
3. Roles in each room
 - **SERVANT!** We are there to serve parents, kids, and each other.
 - **LEADER!** Show kids who Jesus is and lead them toward Him.
4. Duties following a service
 - Wipe down tables/chairs with Clorox wipes or Anywhere spray
 - Spray used toys with Anywhere spray
 - Clean up messes/put away toys
 - If needed, vacuum following the last service
 - Take out trash and recycling after the last service
 - Take any lost and found items to the Hub, remove "clutter"

Safety & Security

The safety of our children is paramount for the Ransom Church. The following policies and procedures seek to accomplish our goal of providing an environment that is safe for every individual involved. Please read and review these policies to protect yourself and your children from unsafe situations.

Safety Policies

1. **Adults in the Discovery area:**
 - Only background-checked Team Members or parents with a parent tag are allowed in the kids area upstairs.
 - Team Members must wear lanyards and name tags at all times while in the Discovery area

2. **Two Adult Policy:** This policy not only protects children from unsafe situations, it protects yourself and your fellow Team Members from situations that are harmful or undesired. This policy is vital to providing a safe environment for everyone involved.
 - **If 2 adults are not present, the room will not be open for children**
 - The minimum age of a Team Member is 14 years old
 - Team Members between the ages of 14 and 18 are welcome to serve, but will not count as a Team Member in our kid to adult room ratio. They still **MUST** go through the Team Member application process.
 - A child may serve alongside a parent or guardian at a younger age but it must be approved by the NextGen Staff.
 - Married/Dating/Parent-Child Team Members serving together must have another non-related Team Member present in the room.
 - Entire families (parent/s and child/ren) may serve together, but must be accompanied by an additional adult Team Member

3. **Kid to Adult Team Member ratio is an ideal of:**
 - 7:1

*** While recognizing that these ratios are ideals, the rooms could "max out" above this ratio based on the unique circumstances of the room. This is to be determined in agreement with NextGen Staff in charge, Check-In Team Member AND Team Members in that room.

4. **Max room capacity:**
 - 24...(20 kids and 4 leaders)

5. **Bathroom Policy:** bathrooms upstairs in the kids hallway.

- Out-of-room bathroom visits for capable children must not interfere with the 2 adult policy.
6. **Contingency Policies:** Given a shortage of adult Team Members or uneven distribution of children the following contingencies are approved:
- Max out the room based on Team Members available and capacity, reserve a spot for next service.

Safety Procedures

1. **Kid's Name Tags**--Make sure kids are wearing a name tag the entire time they are in your care! We use name tags for the following:
 - Attendance (Identify who is checked in for that morning)
 - Security (code on child's name tag matches parent tag)
 - Allergies or special needs (listed in CCB and printed on tag)
 - Contact parents during service (using the security code)
 - Check-out (remove tags to make sure they match parent tag)
2. **Drop-Off and Pick-up**
 - When a child arrives –
 - Greet parent/child at the door.
 - Make sure child has a name tag.
 - Ask for any special instructions/check label for allergies, etc.
 - Get child engaged RIGHT AWAY!
 - When a parent arrives to pick-up their child –
 - Greet parents at the door (avoid having parents come into the classroom)
 - Check for parent tags—remove child's tag and match it to the parent tag, checking to make sure codes match.
 - Thank them for coming.
 - Make sure they take all personal items/classroom projects.
3. **Food/Drinks in rooms**
 - Discovery kids have access to water fountains. If a child enters with a drink or snack, politely ask mom or dad to keep it until service is over.
 - Due to allergy concerns and time restraints, we don't regularly offer snacks for older kids.
 - Be sure to check a child's name tag/look for an allergy sticker before offering any snacks.
4. **Contacting parents during service:**
 - When to do so:
 - Major behavior issues
 - Bathroom accidents
 - What to do:

- Contact the check-in desk Team Member, hall monitor, or NextGen staff member.
- Provide the Child's security code along with pertinent information (this code will be put on the screen in the Warehouse to inform parents).
- Wait at the classroom door with the child for the parent to arrive.

5. Incident Reports

- Two types of reports – Classroom Incident Report and Suspected Incident of Child Abuse Report
- Please go to one of the check-in desks to complete the appropriate incident report:
 - Classroom Incident Report
 - If a child is injured, or injures someone else
 - If a child has a serious behavior issue during the service
 - The Team Member who witnessed the situation needs to complete the report, show to parents, and have them sign.
 - Completed/signed forms need to go to NextGen Staff Member
 - Suspected Incident of Child Abuse Report
 - If there is suspected physical or sexual abuse
 - Seek out appropriate Team Lead, which could be Elementary Director or NextGen Staff member.

6. Upper Level Fire Evacuation (Park) ***RED FOLDER** in backpack.

- Pastor on stage will announce the evacuation and ask congregation to exit emergency exits on either side of the warehouse.
- Gate Keepers and other staff members will assist Ransom Kids team in NOT allowing parents to enter upstairs.
- Lead teacher will grab the emergency backpack from the cabinet under the sink and the printed room roster.
- Team Members will utilize classroom "walking ropes" to keep students together.
- Students will exit the Park and will head down to the emergency exit at the end of the kids hallway. (DO NOT go down the main stairs)
- Discovery Team Members will move students to the gravel parking lot directly South of the Ransom.
- If the emergency exit stairs are blocked, the students will exit down the main stairs and through the North doors to the parking lot directly West of the Ransom, in the FCA parking lot, children sitting directly in front of the building.
- Students will stay with their classroom leaders and lead teacher will take a head count once they have reached the designated meeting area.

7. Tornado Evacuation (Park) ***YELLOW FOLDER** in backpack.

In the event of a tornado warning, ALL children will be moved to the women's and men's bathrooms on the lower level.

- Gate Keepers and other staff members will assist Ransom Kids team in NOT allowing parents to enter the nursery or kids areas.

- Discovery Team Members will move children down the main stairs to the bathrooms.
- One Team Member per room will grab the emergency backpack (in the cabinet under the sink) and the printed room roster.
- Team Members will utilize classroom “walking ropes” in the Park.
- Children will line up against the walls and then kneel and cover their heads.
- Children will stay with their class and the lead teacher will do a head count once the children are in the safe zone.
- Everyone will remain in this position until an all-clear signal is given.

**A Gate Keeper or other Staff Member will issue the all-clear signal.

8. **Lock Down Procedures** (Park) ***BLUE FOLDER** in backpack.

In the event of a violent, armed, or dangerous person entering our building, a hostage situation, or some other serious police matter, Gate Keepers or staff will initiate a Lock Down.

- The Gate Keeper on duty will immediately check that all kids doors have been closed and locked.
- Teachers will close classroom doors, turn off all lights, and cover the windows in the room with emergency thermal blankets from red backpacks.
- Teachers will move students to the wall along the sink.
- Once students are in place, teachers can stack tables and chairs in front of doors as an added measure of security.

***Once law enforcement has arrived, in all children’s areas, we will use the Red/Green card system: From inside each child’s room, red cards will be placed under the door to indicate serious injuries. Green cards will be placed under the door to indicate the location is secure with no injuries. Red/Green cards will be inside red emergency backpacks.

Ransom Kids: Revolution

General Information

1. Who should you contact if you are sick or unable to serve at the last minute?
 - Your ministry leader (see Leadership Team page)
 - If it's in advance, find a replacement by sending a message through the CCB group.
2. Service times/When to Arrive
 - When do we offer kid's ministry at the Ransom?
 - On Sunday morning, 9:30am, 11:00am and 6:00pm @ South Campus
 - What time should you arrive to serve?
 - We hold a Team Huddle 45 minutes prior to each service in the Park, which is located upstairs in the kids area.
 - You **MUST** be in your area 30 minutes prior to your service time.
3. Roles in each room
 - **SERVANT!** We are there to serve parents, kids, and each other.
 - **LEADER!** Show kids who Jesus is and lead them toward Him.
4. Duties following a service
 - Clean up messes
 - If needed, vacuum following the last service
 - Take out trash and recycling after the last service
 - Take any lost and found items to the Hub, remove "clutter"

Safety & Security

The safety of our children is paramount for the Ransom Church. The following policies and procedures seek to accomplish our goal of providing an environment that is safe for every individual involved. Please read and review these policies to protect yourself and your children from unsafe situations.

Safety Policies

1. **Adults in the Revolution area:**

- Only background-checked Team Members or parents with a parent tag are allowed in the kids area upstairs.
- Team Members must wear lanyards and name tags at all times while in the Revolution area

2. **Two Adult Policy:** This policy not only protects children from unsafe situations, it protects yourself and your fellow Team Members from situations that are harmful or undesired. This policy is vital to providing a safe environment for everyone involved.

- **If 2 adults are not present, the room will not be open for children.**
- The minimum age of a Team Member is 16 years old
 - Team Members between the ages of 16 and 18 are welcome to serve, but will not count as a Team Member in our kid to adult room ratio. They still **MUST** go through the Team Member application process.
 - A child may serve alongside a parent or guardian at a younger age but it must be approved by the NextGen Staff.
- Married/Dating/Parent-Child Team Members serving together must have another non-related Team Member present in the room.
- Entire families (parent/s and child/ren) may serve together, but must be accompanied by an additional adult Team Member

3. **Kid to Adult Team Member ratio is an ideal of:**

- 8:1

*** While recognizing that these ratios are ideals, the rooms could "max out" above this ratio based on the unique circumstances of the room. This is to be determined in agreement with NextGen Staff in charge, Check-In Team Member AND Team Members in that room.

4. **Max room capacity:**

- 40 kids and 5 leaders
- **Bathroom Policy:** bathrooms upstairs in the kids hallway

- When a kid leaves the Revolution area to use the bathroom, communicate with Gatekeeper, check-in Team Member, or NextGen staff member in the hallway to be sure the kid returns to the room.
 - If aid is needed in bathroom, contact parent, Gatekeeper or NextGen staff in order to take security code on student's name tag tech booth to put on screen in the Warehouse.
5. **Contingency Policies:** Given a shortage of adult Team Members or uneven distribution of children the following contingencies are approved:
- Max out the room based on Team Members available and capacity, reserve a spot for next service.

Safety Procedures

1. **Kid's Name Tags**--Make sure kids are wearing a name tag the entire time they are in your care! We use name tags for the following:
 - Attendance (Identify who is checked in for that morning)
 - Security Code on child's name tag matches parent tag)
 - Allergies or special needs (Listed in CCB and printed on tag)
 - Contact parents during service (Using the security code)
 - Check-out (Remove tags to make sure they match parent tag)
2. **Drop-Off and Pick-up**
 - When a kid arrives
 - Greet parent/kid at the door.
 - Make sure child has a name tag.
 - Ask for any special instructions/check label for allergies, etc.
 - Get child engaged RIGHT AWAY!
 - When a parent arrives to pick-up their kid –
 - Keep children in small group rooms and greet parents at the door (avoid having parents come into the classroom)
 - Thank them for coming.
 - Make sure they take all personal/classroom items.
 - Teacher or Tech Team Member will check for parent tags—remove child's tag and match it to the parent tag, checking to make sure codes match.
3. **Food/Drinks in rooms**
 - Revolution kids have access to water fountains. If a kid enters with a drink or snack, politely ask mom or dad to keep it until service is over.
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- Revolution Team Members will move students to the gravel parking lots directly South of the Ransom.
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In the event of a tornado warning, ALL kids will be moved to the Park in the lower level Ransom Kids area.

In the event of a tornado warning, ALL children will be moved to the women's and men's bathrooms on the lower level.

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- Teachers will close classroom doors, turn off all lights, and cover the windows in the room with emergency thermal blankets from red backpacks.
- Teachers will move students to the wall along the sink and in the closets.
- Once students are in place, teachers can pile tables in front of the doors as an added measure of security.

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Appendix A

Leading a Child to Christ



God loves you.

Romans 8:38 says, "And I am convinced that nothing can ever separate us from God's love. Neither death nor life, neither angels nor demons, neither our fears for today nor our worries about tomorrow — not even the powers of hell can separate us from God's love."



Sin causes death.

Romans 6:23 says, "For the wages of sin is death, but the free gift of God is eternal life through Christ Jesus our Lord."



Jesus gives life.

Ephesians 2:4–5 says, "But God is so rich in mercy, and he loved us so much, that even though we were dead because of our sins, he gave us life when he raised Christ from the dead. (It is only by God's grace that you have been saved!)"



Live for Jesus.

2 Cor. 5:15 says, "He died for everyone so that those who receive his new life will no longer live for themselves. Instead, they will live for Christ, who died and was raised for them."

Appendix B

Classroom Management & Teaching Techniques

Ways to Set Them (and yourself!) Up for Success

1. Be prepared!
 - Familiarize yourself enough with the lesson that you don't have to be "glued" to your notes and you know what's coming next.
 - Arrive with enough extra time so that you feel ready and not rushed.
2. Set clear expectations.
 - Tell them the kind of behavior you WANT to see.
 - Keep rules simple and easy for them to remember. We stick to these 2 in Revolution: Love and Respect God. Love and Respect others. Then talk about what that looks like. For example, if I want to show love and respect for God, then I will pay attention during my lesson so that I can learn all I can about him. That also shows love and respect for my teachers!
 - Be consistent. Keep your expectations the same every week! The kids should know when they walk into your room what they need to do.
3. Keep it short, sweet, and to the point.
 - Remember that kids have a VERY short attention span. You have about as many minutes as their age (for a 5 year old, you've got 5 minutes!)
 - Make your teaching time count!
4. Spend time in prayer.
 - Pray for your kids, that they would be receptive to the truths you are teaching that day.
 - Ask God to use you as His hands and feet. Pray for wisdom and direction as you are teaching.
 - Pray for opportunities to lead your kids to Jesus.

While you are Teaching

1. Stay tuned in to your audience.
 - Know when you are losing them, and alter your activity accordingly!
2. Keep them engaged and actively participating.
 - Give them something to listen for/do during the lesson. For example, "When you hear me say the word 'baby,' I want you to rock your arms like you're holding a baby."

- Have them repeat a word after you. For example, “This story is about a man named Elijah. Everyone say ‘Elijah’ with me. Ready? ELIJAH”
3. Eye contact!
 - Get down on their level, move around the room so you catch every eye while you are speaking.
 - Catch the eye of a child who is just beginning to get off track.
 4. Proximity
 - Move around the room, across the stage, around and through the kids.
 - Sometimes just moving near a child who is having trouble focusing can eliminate a potential behavior issue.
 - A simple touch on the shoulder can help a child refocus.
 5. Alter your volume/tone
 - Use a whisper voice at important moments to really catch their attention.
 - Get excited and use a louder voice at key parts of the story.
 - Be dramatic!
 6. Non-verbal cues
 - Catch his eye, then give a quick shake of your head or eyebrow raise.
 - Give a thumbs-up to a child who is doing a great job listening.
 7. Keep them (and yourself) focused
 - Avoid calling on children with hands raised while you are teaching unless you want them to answer a question...this leads to SO many rabbit trails!
 - Simply say, “I can’t wait to hear what you have to say, but let’s save it for after the lesson.”

Helpful Tools

1. Encourage/reinforce the positive (don’t focus on the negative)
 - I really love the way that Susie has her eyes on me!
 - I notice that John is sitting criss-cross applesauce and he is ready to listen!
 - I’m looking to see who is ready...how will I know you’re ready to listen?
 - Remember the kinds of friends I’ll choose to help me? I’ll choose you to help if I see you sitting on your bottom, criss-cross applesauce, with your hand raised and your voice off.
2. Ways to get their Attention
 - 1,2,3, Eyes on Me
 - A Hush Fell Over the Crowd
 - Clap a rhythm and have them repeat (this might take some modeling/practice)

- If you can hear me (using a whisper voice), touch your nose. If you can hear me clap 2 times.
3. When you're losing them...
- Have them stand up and move...stretch, jump up and down, high five a neighbor, practice your memory verse with actions, etc.
 - Sing a song! This works really well with younger kiddos.
 - “Shake your sillies out”—
 - You gotta shake, shake, shake your sillies out,
Shake, shake, shake your sillies out,
Shake, shake, shake your sillies out,
And wiggle your waggles away.
(Continue with “Clap your crazies out, Jump your jiggles out, Stretch and Yawn your sleepies out, then start over with Shake your sillies out.)
 - Turn and Talk/Knee to Knee
 - Have them turn to a partner and give them 30 seconds to talk about a particular topic. For example, turn to the person next to you and tell them what your favorite flavor of ice cream is.
 - Talk with a partner about ways we could show love to our neighbor. Be ready to share with the group!