

BOLD Kids



DREAM TEAM HANDBOOK 2026

DEAR LEADER,

Thank you so much for joining the BOLD Kids Dream Team!

We cannot begin to tell you how thankful and excited we are for you to join our family.

Each weekend we reach children in an exciting and active environment. Our services are filled with worship, games, and great Bible stories that teach God's values at an age-appropriate level. We are ecstatic that you can be a part of this!

Our weekend services meet at the same time as our adult services and are specifically designed for all children from 6 weeks through fifth grade. While parents are experiencing the life-giving worship and teaching of the main services, we are giving their children the exact same experience in BOLD Kids.

Through your gifts, talents, and faithfulness, we get to partner together to make a real change in this world by empowering the future generation to impact the Kingdom of God.

Your investment of time and energy is valuable and we are thankful for you!

Serving with you,
BOLD Kids Team

**WORK WILLINGLY AT WHATEVER YOU DO, AS THOUGH YOU WERE
WORKING FOR THE LORD RATHER THAN FOR PEOPLE. REMEMBER THAT
THE LORD WILL GIVE YOU AN INHERITANCE AS YOUR REWARD, AND
THAT THE MASTER YOU ARE SERVING IS CHRIST.
COLOSSIANS 3:23-24**



LEADERSHIP HONOR CODE

This isn't a legalistic list of dos and donts. It's a list to strive towards and clear expectations to foster growth conversations.

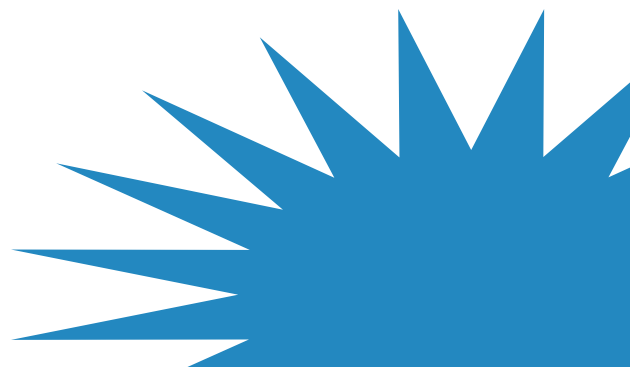
As an essential part of the BOLD Church leadership family, you have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to serve in a servant/leader position here at BOLD Church.

While serving the Body of Christ as a leader at BOLD 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, BOLD Church's leaders are to maintain a disciplined life of Bible reading, prayer, and fasting. You must also refrain from such things as profanity, 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 BOLD Church family. We should regard it as an essential part of our development, not as an imposition or restriction.



SERVING EXPECTA TIONS

It takes many Dream Teamers to make a service run smoothly, so your attendance, punctuality, and involvement are very valuable to us.

COMMUNICATION

When you're placed on the schedule to serve, you'll receive a planning center request in your email. Please accept or decline as soon as possible so we can prepare for the weekend.

Please let a team leader know as soon as possible 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.

PUNCTUALITY

When you are scheduled to serve, please arrive 45 minutes before the service begins for our pre-service huddle. During this time we will experience the Word of God, encourage one another, and pray together in order to prepare our hearts to serve.

COMMITMENT

We appreciate your commitment!

We ask, if possible, for a biweekly service commitment.

Successful and effective children's ministry depends on building solid relationships.

The consistency of a biweekly relationship helps facilitate that strong connection. Investing in one service a week will change a child's life.

SERVE TIME POLICES & PROCEDURES

ATTIRE

01.

Please be aware of your appearance so that you present a positive and welcoming impression. Keep in mind that you will be interacting with children and that could involve quite a bit of up-and-down movement and floor time.

Please do not wear low-cut, strapless, spaghetti strap, or halter tops. You should also refrain from wearing shorts. Only dresses that are 3 inches above the knee or longer should be worn. Use discretion— if you think your clothing is questionable or could be a distraction, please do not wear it.



DISCIPLINE

02.

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 Dream Teamer 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 team leader know of any cases in which our standards are being compromised by a child.

Please use corrective guidance when handling an incident. This includes positive verbal correction and affirmation when the child exhibits good behavior.

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. If they continue to disrupt the service, let a team leader 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.



WELLNESS POLICY

03.

To ensure the health of the other children and Dream Teamers, we ask that sick children and sick Dream Teamers 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
- 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
- Lice— including the presence of eggs or nits

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 a team leader.

All children and Dream Teamers must be symptom-free without medication for 24 hours straight before returning to the BOLD Kids area.

PHONES & PHOTOS

04.

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, I-pods, cameras, and any other similar devices.

No videos, music, or photos should be shown to children from your personal devices at any time. Only use the provided TV and the BOLD Kids videos found on the BOLD Church Youtube channel.

It is also important that you refrain from taking pictures of children. No pictures should be taken by non-team leaders, stored on devices, or posted to any website or social media outlet. This is to protect our children and our families.

ABUSE & NEGLECT

05.

As a 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 is being maltreated physically, emotionally and/or sexually, notify a team leader immediately.

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

PAGING PARENTS

06.

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 team leader 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.

FOOD & DRINK

07.

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

Hot drinks are not allowed in any of the classrooms.

APPROPRIATE AFFECTION 08.

BOLD Kids is committed to creating and promoting a positive, nurturing environment for our children's ministry that protects our children from abuse and our Dream Team from misunderstandings.

When creating safe boundaries for children, it is important to establish what types of affection are appropriate and inappropriate; otherwise that decision is left to each individual's discretion.

Stating which behaviors are appropriate and inappropriate allows Dream Teamers to comfortably show positive affection in ministry, and identify individuals who are not maintaining safe boundaries with children.

The following guidelines are to be carefully followed by all Dream Team members working around or with children.

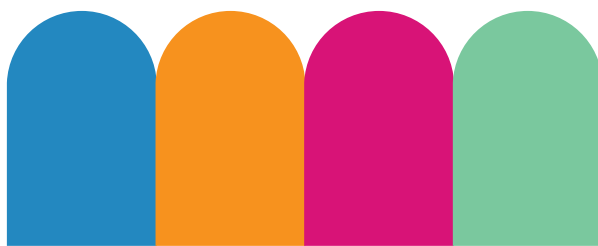
Love and affection are a large part of BOLD Kids. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some positive and appropriate forms of affection are listed below:

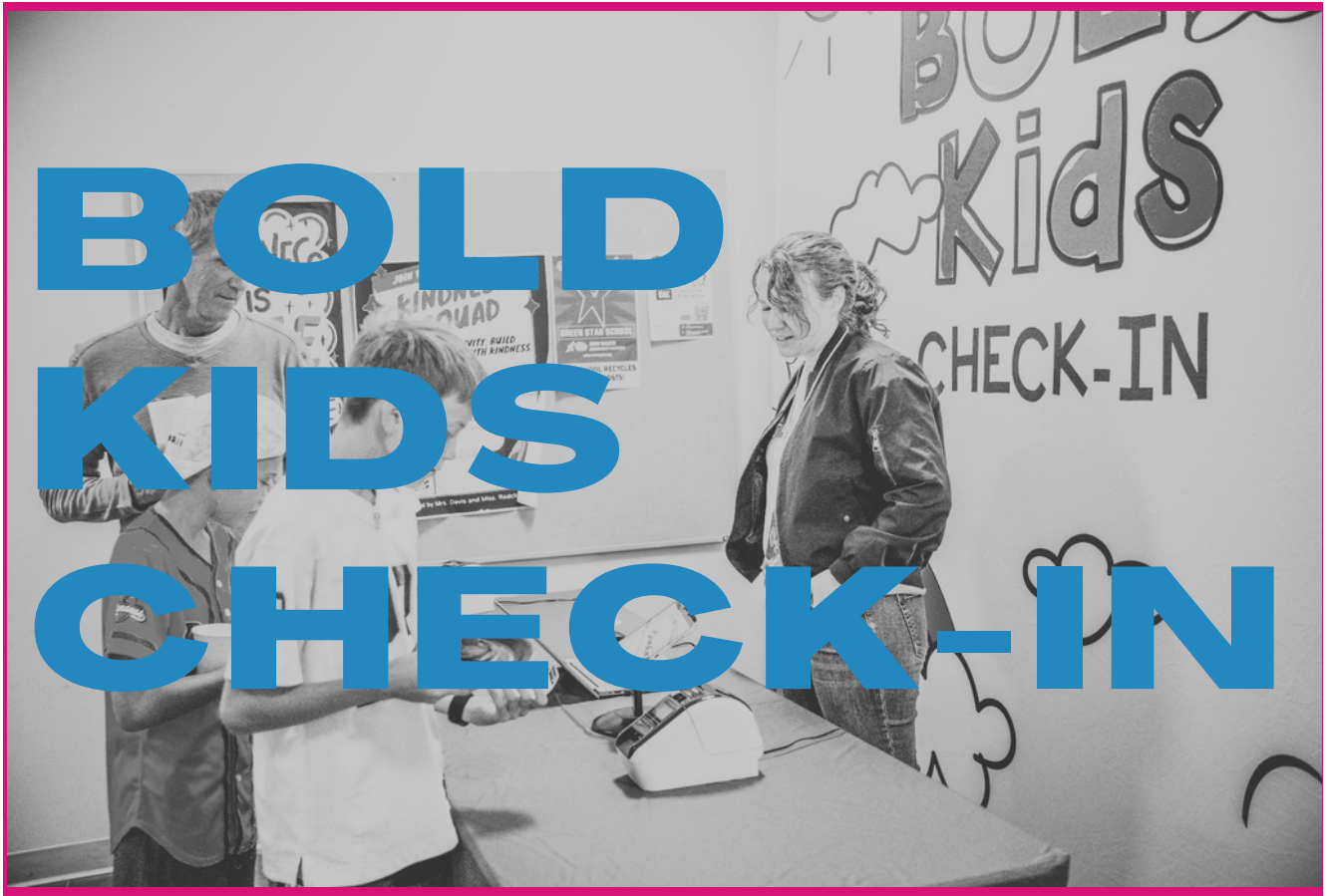
- Brief hugs initiated by child, not asked for by volunteer
- Pats on the shoulder or back
- Handshakes
- "High-fives"
- Verbal praise
- Arms around shoulders
- Holding hands while walking with small children

- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Holding hands during prayer

The following forms of affection are considered inappropriate with children in BOLD Kids:

- 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
- Touching knees or legs of children
- Wrestling with children
- Tickling children
- Piggyback rides
- Hugs from behind
- Any type of massage given by a child to an adult
- Any type of massage given by an adult to a child
- 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."





Our purpose is to create a welcoming environment for families so that they have a seamless transition checking in, dropping off and picking up the children they have entrusted in our care for children's services.

Please arrive to BOLD Kids Check-in 45 minutes before the service starts so that you can be a part of the pre-service huddle.

We will begin checking in all families 30 minutes before service.

Our BOLD Kids areas will be ready to receive children 15 minutes before service begins.

CHECK-IN PROCEDURES

NEW FAMILY CHECK-IN

If they have not already filled out their new family information online, we will add a new family on Planning Center, providing us with pertinent information needed for our check-in system.

Once the family is added, they will be able to input the last four digits of their phone number to print a name tag for each child. Once checked in, someone from your team will walk them back into our areas to show them their classrooms.

RETURNING FAMILY CHECK-IN

When a family checks in they will give the last four digits of their phone number to be able to print their tag. They will select each child they are checking in to print their tag.

OTHER CHECK- IN NOTES

If a parent loses their alpha- numerical security tag, please alert a team leader that can walk through the check-out process with them, which will include presenting their driver's license or another form of ID. Parent tags cannot be reprinted.

Only the following people are permitted in the BOLD Kids areas:

- An adult with a security tag
- A child with their nametag
- A BOLD Kids Dream Teamer

If a family needs to update their information or add a visitor they will need to fill out a new family registration form so that their information can be updated in our system.

Any person dropping off or picking up a child must be at least 16 years of age.

Be familiar with what we offer:

- Nursery: 6 weeks - walkers
- Preschool: Preschool - Kindergarten - 3 years old- Kindergarten (must be potty trained)
- Elementary: 1st-5th grades
- There is a Mother's Room for nursing mothers.

VOLUNTEER JOB DESCRIPTIONS

Every volunteer has an important role to play in making BOLD Kids a fun and welcoming space for the families and children we serve.

KIDS CHECK IN DESK:

Greet families and welcome them to BOLD Church.

Check in all families and print the alphanumeric tags for the child(ren) and parents.

Remind parents of young children to take their kids to the bathroom before dropping them off in their class.

Ensure someone is available to walk new families to the classrooms.

CLASSROOM LEAD TEACHER:

Greet parents and ensure all children are properly checked in.

Review the lesson plan provided in planning center before Sunday.

Lead the children in the lesson, using the provided lesson plan and materials.

Ensure all safety policies are followed.

Give all children a take home sheet and ensure they leave with all of their belongings.

FLOATER:

Be present and available in the BOLD Kids environment to help as needed. This includes such tasks as:

Supervising children as they walk from the classroom to the restroom and back.

Stepping into the classroom to give a hand to the teachers.

Helping calm kids who are crying or upset.

Going to get any missing supplies for classroom teachers.

CLASSROOM ASSISTANT:

Assist the lead teacher with any and all tasks as needed. This includes helping with check in/check out, leading games, assisting with classroom management, etc.

Review the lesson plan provided in planning center before Sunday.

Ensure all safety policies are followed.

NURSERY & EARLY CHILDHOOD

6 WEEKS-3 YEARS

Our purpose is to reach children with the life-giving message of Jesus that they might become fully devoted followers of Christ.

We focus on imparting three main principles to our children:

1. God made me.
2. God loves me.
3. Jesus wants to be my best friend.

Our desire is to change the hearts of these rising generations for Christ!

POLICIES & PROCEDURES

DIAPERS

Please make sure that all diapers are changed before the end of the service time. If a child is in the stroller or for some reason did not have their diaper changed, please communicate this to their family and make sure the diaper is returned.

Only females aged 16 and up may change a child's diaper or Pull-Up.

PARENTS

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

PAIRS OF DREAM TEAMERS

For safety and accountability purposes, there must always be at least two Dream Teamers 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 and have parents wait to drop off children until a second volunteer is present.

It is also our policy that men are not allowed to serve in a classroom without a female present.

SERVICE FLOW

What a typical service will look like

CHECK-IN

01.

With our computerized check-in system, parents will check children in at the BOLD Kids check-in counter. At that time, they will receive a name tag for the child. When a family arrives, greet them warmly.

If a child is checked into the wrong area or the parent wishes to change the child's room, please direct the parents to a team leader.



DROP OFF

02.

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 BOLD. Make them feel special and encourage them that their child's time in BOLD Kids will be great!

It is very important that no person enters the room who has not been background checked. Only Dream Teamers and staff members have access to the classrooms. Please contact a team leader if there is an issue with someone trying to enter the room.

Receive necessary items from the parents: bottles, cups, diapers, pacifiers, etc. Diaper bags, jackets, strollers, and other items can be placed on the shelves.

We do not feed children any type of meals while they are in our care. 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.



CLASS TIME

03.

During your time in the classroom, feel free to use the many resources available. Your space is stocked with many things from toys and bubbles, to swings and jumpers. Cheerios or puffs are also available for snacks.

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

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 on the behalf of these precious gifts from the Lord.

Twenty minutes prior to the end of the service, please ensure that everyone's diaper has been changed. Please gather all of the children's items and return them to their proper diaper bags if they have one.

CHECK-OUT

04.

Upon check-out, a child is absolutely not allowed to go with anyone that does not have a "Security tag" with an alpha-numeric code that coincides with the one on your class roster list.

If a security tag has been lost, photo identification must be presented and matched with the guardian name on your class roster list. If the need arises, please contact a team leader and they will assist you. This is a critical process for EVERY family in our church. Please execute it appropriately for each and every child even if you are familiar with the family. Your class roster is the best medium to assist your check-out process.

Any person picking up a child must be at least 16 years of age.

CLEAN UP

05.

We ask that you begin cleaning once all children have exited the space due to potential allergies to cleaning supplies.

Use provided toy spray to sanitize all hard toys. Please wipe excess cleaning solution off of the surfaces and toys.

Put all wiped toys back in the bin.

Spray any used gear (stroller, swing, etc) with disinfectant.

Tie up trash bag and put it with the rest of the BOLD Kids trash.

BOLD KIDS

3 YEARS- 5TH GRADE

BOLD Kids offers a place where children from 3 years old (potty trained) through fifth grade can discover and develop a passion for God through worship, Bible teachings, small groups, and a variety of fun activities. Children are taught God's Word and challenged to grow in their relationship with Him.

SERVICE COMPONENTS

CHECK-IN

During check-in, remind parents to fill out the clipboard with their name, phone number, alphanumeric code on their tag that week, and any additional notes they may want BOLD Kids volunteers to know.

WORSHIP

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.

BIBLE LESSON

The main Bible lesson is taught by the leader and reinforced with a video component. This large group time is 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.

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.

GAMES & ACTIVITIES

Each week will begin with a fun game or activity to help get kids comfortable and set the stage for the lesson of the week.

Games and activities after the Bible lesson are designed to review and reinforce the main lesson for the day.

PRAY TOGETHER

The closing and prayer time is an important part of the service. About 10 minutes before parents are expected, gather the children together for prayer.

Spend time listening to the kids' prayer requests and pray together as a group.

RESTROOM POLICY

DURING CHECK-IN, ENCOURAGE YOUNGER KIDS TO GO TO THE RESTROOM WITH THEIR PARENTS BEFORE BEING DROPPED OFF IN THE BOLD KIDS ENVIRONMENT.

Once checked in, if a child needs to use the restroom, follow these guidelines:

- Kids who are able to use the restroom on their own may go by themselves, one at a time.
- The floater will be called to supervise the child as they walk from the classroom to the restroom and back. Their job is only to make sure children are going straight to the restroom and returning to class when they're done. They need to be visible to the other adults in the space **at all times**.
- For younger kids who cannot use the bathroom independently, a female classroom teacher will take them and assist as needed. A **second female volunteer will be present** and the door should stay open the whole time. That way **there is never an adult alone in the bathroom with a child.**

- Remind children to wash their hands before returning to class.

Only females aged 16 and older are allowed to change diapers or assist children in the bathroom.

Since we do have men and kids under 16 serving, that means you might need to switch out with someone else to be able to take kids to the bathroom.

Thanks for helping us keep **EVERYONE** at BOLD Kids safe and sound!



ROLE RESPONSIBILITIES

In BOLD 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 classrooms to be relational: children getting to know children and the leaders getting to know children. A classroom leader is one of the most important, if not, the most important role in BOLD Kids.

This is why we ask our leaders for a commitment to serve in BOLD Kids at least every other week. 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 BOLD Kids and not have had anyone pray directly over them.

 **Empower your small group.** Encourage the children and speak life over them. Let's make sure they know they are champions and world changers before walking out of the room.

 **Be prepared to lead the class.** You will be provided with all material for the upcoming Sunday service in Planning Center. Read the scriptures and main point of the lesson. Use these scriptures to pray for the kids of your classroom before Sunday.

 **Discretely alert** a team leader or Pastor if a child discloses any sensitive information (abuse, death, sickness, etc.) to you.

EMERGENCY PROCEDURES

- Walkie talkies are provided to each classroom so volunteers can communicate with the security team as needed. If you don't know how to use the walkie talkie, please ask a team member.
- Yellow backpacks are present in each classroom. These are stocked with emergency supplies such as a first aid kit, flashlights, ice packs, etc.
- In the unlikely event of an emergency, follow any instructions provided by the BOLD Church security team. Stay in your classrooms with the children unless instructed to do otherwise.
- If you do need to leave the classroom, go together as a group. Take role to ensure all children are accounted for. Take the clipboard with the check in sheet and the yellow emergency backpack with you.
- In any emergency situation, keep children calm until they can be picked up by their parents or guardians. Pray, sing, and tell Bible stories to help distract children.



THANK YOU!

Thank you for taking the time to read and prepare to serve the amazing kids at BOLD Church.

We hope this has been encouraging and helpful information for you as you step out in obedience to serve in a really special way.

In order for us to know you've read and understood all the expectations, policies, and procedures laid out in this handbook, please sign this page and bring it with you the first week you serve.

Just hand it to one of the team leaders and you'll be ready to roll!

Thank you again for investing in the next generation with us!

**I HAVE READ, UNDERSTOOD, AND AGREE WITH ALL OF
THE EXPECTATIONS, POLICIES, AND PROCEDURES AS
OUTLINED IN THIS HANDBOOK.**



SIGNATURE

DATE

PRINT YOUR NAME HERE