

Heroes Role Cards

Welcome / Drop Off Leader iTech

- ❖ Note the SL names and service time on the board
- ❖ Write each child's name on the board, make sure they have name tags
- ❖ Place an asterisk next to those who come in with a bag or another personal item (water bottle, toy, etc)
- ❖ Attach a corresponding number to the bag based on the list from the board.
- ❖ Store all bags in the cubbies (nothing should be on the table or on the floor).
- ❖ Create a parent cue with the child's name and add their number to the top.
- ❖ Ask parents the necessary questions (allergies, potty training, etc.) and advise all SL in the room of any special needs, instructions, dietary restrictions, behavioral challenges, etc.
- ❖ Encourage kids to not take small toys with them and leave those with their parents or in the cubbies until end of service.
- ❖ If a child comes in crying, comfort them and reassure the parent that they are going to have a great time; try to distract the child with a toy, introduce them to other SL and children, so the parent can go to service (parent can stay with child for no more than 5 minutes)

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Worship Leader

- ❖ Review the songs being used this week as well as the dance moves;
- ❖ Test the USB / computer and speaker connectivity;
- ❖ Start the Clean Up song on time or as needed based on PCO and room activity;
- ❖ While kids are cleaning up, set up video for worship;
- ❖ Make sure kids are participating; be enthusiastic and excited;
- ❖ Lead by example; stay in the front of the room, next to the TV so that they can copy the dance moves from you.

Snack time Leader

- ❖ Make sure that sufficient amount of snacks has been prepared from previous service;
- ❖ Be prepared to lead snack prayer (detailed on the back as a reminder);
- ❖ Make sure everyone repeats the prayer as you do it;
- ❖ Encourage a few children to pray individually;
- ❖ While kids are praying for snack, the other servant leaders will start bringing the snack out; serve each child;
- ❖ Some children may bring their own snacks please take note on the board if parents state the child has their own snack;
- ❖ Take time to encourage the children while they are eating, speak life over them and pray for each one of them individually.
- ❖ Clean up the tables, collect empty cups, throw away what needs to be discarded and change the garbage bag, if necessary.

Prayer: (back of card)

Open and shut them; Open and shut them; Put your hands on your lap

Open and shut them; Open and shut them; Put your hands in a clap

Tick, Tock, Tick, Tock - This is how we pray:

(Ask the kids to repeat after you)

God is great; God is good

Lord we thank you, For our food

We thank you for, Our work and play

We thank you for; This happy day

And all the Vows Kids said: AMEN!

Lesson / Bible story Leader

- ❖ Read the Bible story for the week before the service;
- ❖ Make sure that you have the kid's attention;
- ❖ Be enthusiastic and ask questions/incorporate gestures into the lesson to keep the kids engaged;
- ❖ Incorporate pictures and props when available.
- ❖ Ask questions and highlight words / phrases for the children to repeat.

Activity Leader

- ❖ Review the craft before service, check for samples and ensure all the needed materials are available;
- ❖ Explain the craft to the kids when possible create a sample and show them as you make it;
- ❖ Help kids with the craft when it's craft time, when possible have one servant leader at each table;
- ❖ Write each child's name on the craft and turn in to the Service Leader;
- ❖ Children who do not make a craft should receive a blank one with their name so that parents can help them do it at home.

Pick-Up Leaders iTech

- ❖ Make sure the craft is attached to each Parent Cue and all are organized in the accordion file
- ❖ Change radio to channel 2 and test both radios
- ❖ One SL (SL1) is stationed by the Heroes sign in the main hallway
- ❖ SL1 greet parents, guides them to form a line ensuring the front door is not obstructed
- ❖ Speak about the day, the service, explain the story, craft and mention a special fact about their child. Refer them to the parent cue and use this time to pace pick up
- ❖ Second SL (SL2) is positioned at the reg. table in the room while all other are playing, etc.
- ❖ SL2 prepare the child to be picked up (verify diaper, clean face, collect bag, etc)

- ❖ Make sure that their sticker code matches with the child's name tag; children are not allowed to go with them otherwise. It's crucial for pick-up to be safe! Please check codes on stickers even if you know parents
- ❖ Prior to end of service SL1 and SL2 must decide who will address challenges with parents (fighting, not sharing, using inappropriate language, etc, depending on relationships and previous interaction it can be either one)
- ❖ Erase board and leave room ready for next leaders

Pick-Up Leaders JDD

- ❖ Make sure the craft is attached to each Parent Cue and all are organized in the accordion file
- ❖ Change radio to channel 4 and test both radios
- ❖ One SL (SL1) is stationed right outside the door
- ❖ SL1 greet parents, guides them to form a line ensuring the front door is not obstructed
- ❖ Speak about the day, the service, explain the story, craft and mention a special fact about their child. Refer them to the parent cue and use this time to pace pick up
- ❖ Second SL (SL2) is positioned at the reg. table in the room while all other are playing, etc
- ❖ SL2 prepare the child to be picked up (verify diaper, clean face, collect bag, etc)
- ❖ It's crucial for pick-up to be safe! Please check codes on stickers even if you know parents
- ❖ SL1 and SL2 must decide who will address challenges with parents (fighting, not sharing, using inappropriate language, etc)
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General Service Leader

- ❖ Assist with bathroom breaks and diaper changes, make sure we place wet/dry stickers
- ❖ Pick up and disinfect room, keep books and toys organized
- ❖ Stay engaged and monitor time and service flow
- ❖ Prepare snacks ready for next service
- ❖ Make sure the trash cans are not overflowing, change bags if necessary
- ❖ Maintain order in the room, play with the children, learn new things about them
- ❖ Observe behaviours to note on parent cues
- ❖ Participate in worship stay with the kids or in the back to encourage them