



DREAM TEAM

2025-2026

Ages 16+

Welcome to the Team!

We are so glad you are joining the Grace Kids Dream Team!

We believe we are serving in one of the most important ministries in our church because our success has the potential to impact not only individual lives, but generations.

Please take the time to read this handbook carefully and be sure you understand everything in it.

Keep it handy and review it throughout the year. This will help ensure your success as a Dream Team member.

Your success, in turn, will ensure the success and safety of our kids.

We cannot wait to see all God does in and through you on this journey!

The Grace Kids Team

OUR MISSION

We partner with parents to equip a new generation to love God, love others, and change their world.

OUR VISION

We desire for kids to know Jesus intimately as Lord, Savior, and Friend and equip them with TOOLS for a deep connection with God over simply teaching them TRIVIA.

TOOLS

God's Word

Bible Study and Stories Memory Work

God's Voice

Listening Worship

Let's Ask Jesus

Journaling or Art

Prayer

Outward Expressions of Faith

Baptism

Communion

Worship

Service opportunities

Family & Community

Family events

Prayer & worship services

Family weekends

Small Group connections

STRUCTURE



STAYING IN THE LOOP

Planning Center

Our one-stop shop for scheduling, communicating with, and getting lessons to our Dream Team.

It is vital that you learn to use this tool well.

- Block out dates you are unable to serve.
- Set scheduling preferences.
- Sign up for times you would like to serve.
- Accept or decline your requested day(s).

Computer: services.planningcenteronline.com

Mobile: Planning Center Services App



DID YOU KNOW?

As long as the email and password are the SAME for every person in your family that serves, you can see schedules, blockout dates, and confirm for your entire household all in one place!



RIGHT NOW MEDIA

**A FREE subscription available to your family through Grace.
The Netflix of Bible studies!**



Facebook Group- “Grace Kids Team Members”

Join the group.

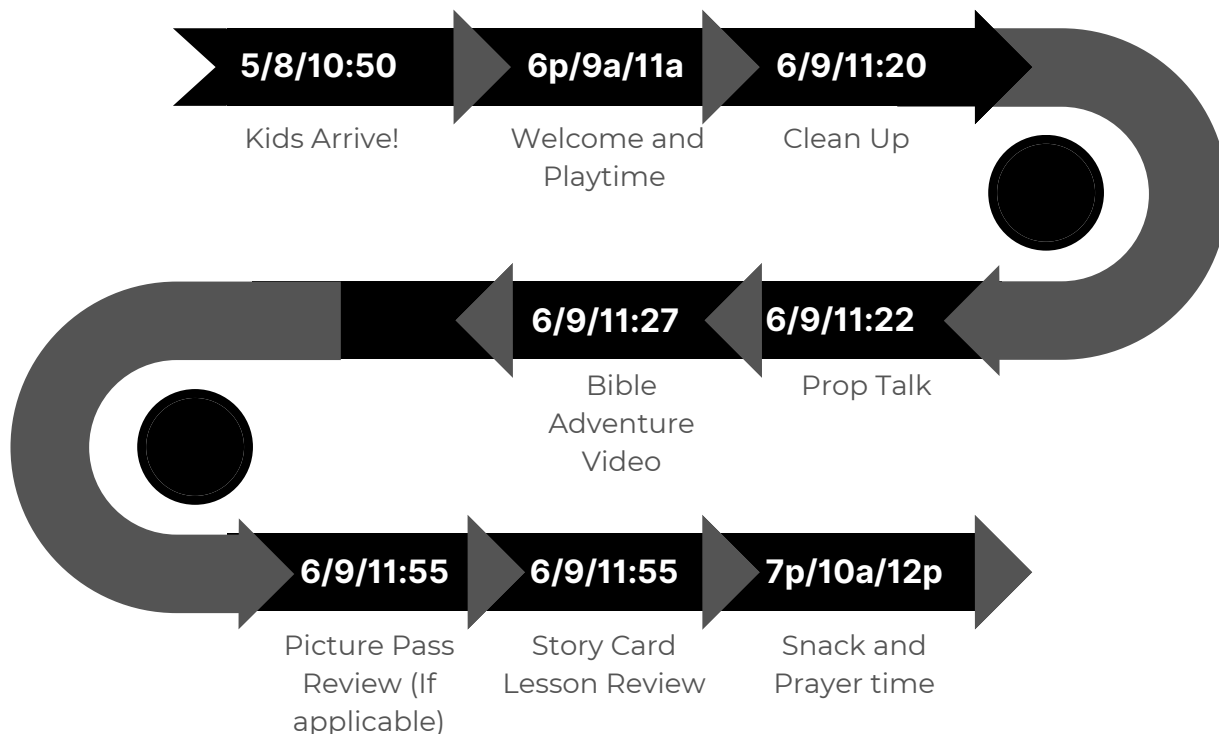
See updates and upcoming Dream Team events and trainings.
Post sub requests if something comes up last minute,
or offer to sub for someone if they can't serve.



1st-5th Grade WEEKEND SCHEDULE



Pre-K - Kinder WEEKEND SCHEDULE



FINDING A SUB

If for any reason, you are unable to be in the classroom on your scheduled day, finding a substitute is YOUR responsibility. Don't worry though - It's easier than you think!

1

Call/text other leaders in the grade/age level where you serve and attempt to coordinate a switch, or make a post on our Facebook Group. You can reach out to your supervisor for names and numbers of people if you don't know of anyone.

2

Check the schedule and see if you can trade weekends with others who serve in your same area. Trading is always a great option!

3

Team Leader: If steps 1 & 2 didn't produce a possible replacement, please contact your team leader. If you are able to find a replacement please let your supervisor know so we can make the change on the schedule.

In the event of sickness or an emergency, please contact the weekend supervisor. You can find this information on your Planning Center Schedule. Contact info is on page 3. ***Please don't contact a supervisor who is off.***

DRESS CODE

We strive to reflect Jesus in all we do, including how we speak, act, and what we wear. Simply put, we want our outsides to reflect our insides.

Please wear your Dream Team shirt. We want you to stand out so parents know who to talk to if they have questions. This also prevents wardrobe malfunctions. If you can't wear your DT shirt, abide by the following.

Please make sure your "tops, bottoms, and middles" are covered when you are serving in Grace Kids and that your clothing is appropriate for the activities we will be doing (sitting on the floor, leaning forward, dancing during worship, playing a game, etc.)

SAFETY PROCEDURES

Drop-Off/Pick-Up

All children must be checked in and wear a name tag. If a child does not have a name tag, please find a supervisor to obtain one. All parents must have a security tag or photo of a security tag to pick up their child. **If a parent misplaces their security tag, please have them find a supervisor to obtain a new one. There are no exceptions to this rule,** even for parents you are familiar with. Children may be released to siblings age 16 and older with a security tag. If you are not sure, ask a supervisor.

Two - Leader Rule

Dream Team members must observe the “two leader” rule. This requires that adults are never alone with a child or youth member, and will always be with another Dream Team partner.

Child:Adult Ratios

Classroom ratios should never exceed the following:

- 1.Birth to 2.5 years - 3 children to 1 adult
- 2.Preschool (2.5 to 5 years) - 8 children to 1 adult
- 3.Elementary (5 to 9 years) - 10 children to 1 adult
- 4.Tweeners (9 to 12 years) - 15 children to 1 adult

Bathroom Procedures

We take great care to ensure the safety of all children, staff members, and Dream Team members during bathroom visits. Specifically, staff members/**Dream Team members may not be alone with a child in the bathroom. Informal monitoring (leaving the door ajar) so passers-by can see and hear into the bathroom is appropriate. Youth helpers should not take kids to the bathroom. Always** check restrooms to make sure no other children or adults are present before sending anyone to the restroom. Please refer to your age group procedures for specific policies. Elementary children may go to the bathroom on their own.

Wellness Policy

If a child appears sick or shows any of these symptoms, please let a supervisor know so parents may be informed.

- Child has fever.
- Child has persistent cough.
- Child has persistent runny nose with green discharge.
- Child shows signs of an infections disease (cold/flu, pink eye, strep).

Security

Please let a supervisor know immediately if...

- 1.You notice anyone lingering in or near the Grace Kids building who is not wearing a Grace Kids name tag.
- 2.You see someone knocking at the Grace Kids doors, which lock approximately 15 minutes after service begins and re-open at the end of service.
- 3.You notice a child is missing. Include any pertinent information including where the child was last seen, what he/she was wearing, doing, etc.
- 4.A child is presenting a danger to other children (physically or verbally). This includes bullying.

Health & Safety

- 1.Adult Dream Team members will work to remove safety hazards that could cause injury to any child or youth during ministry events. Adult Dream Team members will not permit activities that put children or youth at risk for injury or abuse.
- 2.If a child is injured, please let a supervisor know, and we will assist you in filling out the required incident report. First-aid kits are placed in every classroom should you need access to one. Familiarize yourself with the nearest first-aid kit in your area.
- 3.There is an AED in the Main Building Coffee Shop. Should an emergency require use of an AED, please let a supervisor know immediately.

Food Allergies

All allergies are listed on children's name tags.
Please check tags prior to serving food in class.
Also, feel free to ask parents as they are dropping off children.

Gender Policy

1. Our teaching, instruction, and programming will support the Biblical position on gender and sexuality (Genesis 1:27).

For example, we may have girls and boys groups.

We will not create non-binary groups.

2. When children or youth express that they identify with a gender other than their biological gender, we won't immediately correct them, point them out, or force them to comply with groupings based on gender.

We will, however, look for opportunities to lovingly explain the Bible's position.

3. We will make exceptions to item #2 when it involves safety and exposure of others. For example, use of the restrooms at Grace and placement in sleeping arrangements at Grace retreats will be based on biological gender.

LOCKDOWN PROCEDURES

- If the fire alarm goes off, ALWAYS go into lockdown procedures FIRST.
- Remember the words RUN, HIDE, FIGHT.
- GK Supervisors will communicate with you via the intercom in your classroom if you need to exit OR remain in lockdown.
- Close doors/cover windows on doors.
- Close ALL blinds/curtains on windows.
- Get ALL kids/helpers to the safe wall (marked with a white check mark in a white circle).
- Encourage kids to remain as quiet and calm as possible, grab snacks if necessary to keep little ones occupied. sing a quiet song to them, speak scripture, pray.
- If a threat enters your room, fight back. This means throwing anything and everything at them that you are able to. Even if its a paper clip or crayon, this disorients the person and can buy you time.
- Remain in lockdown, in your room, against the safe wall until released or given further instructions by a police officer.
- Please reach out if you don't understand or have any questions about these procedures.

FIRE PROCEDURES

- If the fire alarm goes off, ALWAYS go into lockdown FIRST.
- You will be directed by a GK Supervisor via intercom if you are to exit lockdown and exit the building.
- Exits
 - The north main doors
 - On the east and west sides of the GK Auditorium
 - Upstairs in the biggest classroom.There are fire escape stairs.
- Maps & instructions in all classrooms by the door and/or on a clipboard in your crate.
- You will be creating a sticker roster of name tags. Place this on the clip board with the green/red sign and take it with you.
- Meet in the Southwest corner of the parking lot. In case of bad weather, proceed to Gym - North of Main Building
- Please count kids upon arrival at meeting place. Hold up the green/red sign. Green means you have all your kids. Red means you are missing kids. Please do not leave meeting place to look for kids.
- A staff member/supervisor will check the bathrooms.
- A staff member/supervisor will come to the parking lot and give the all clear.
- Once cleared, escort kids back into the building. Kids may also be released from meeting area to a guardian with a security tag.

APPROPRIATE V/S INAPPROPRIATE TALK

Keep your communication positive and up-lifting. ALWAYS look for ways to express praise, encouragement, kindness, and respect.

Treat children with respect and fairness at all times, regardless of the child's race, sex, age, or religion.

NEVER speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation. DO NOT talk in a way that is or could be construed as intimidating, shaming, derogatory, or demeaning.

Think about the tone of voice you use, and pay close attention to how you can soften it when you speak to your students, even if you're correcting a behavior problem.

Refrain from discussing sexual encounters in the presence of children.

Avoid involving children in inappropriately burdensome or disturbing problems or issues.

Refrain from sharing or keeping secrets with children.

"Don't let any evil talk come out of your mouths. Say only what will help to build others up and meet their needs. Then what you say will help those who listen."

Ephesians 4:29

APPROPRIATE V/S INAPPROPRIATE TOUCH

Appropriate



- Brief hugs or side hugs
- Pats on the shoulder or back
- Handshakes
- High-fives & fist bumps
- Verbal praise
- Touching hands, face, shoulders, arms of children
- Arm 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 group prayer

Inappropriate



- Lengthy embraces
- Holding children over 3 years on the lap
- Kisses
- Touching bottoms, chests, or genital areas other than for appropriate diapering or toileting of toddlers or infants
- Showing affection in isolated areas.
- Occupying a bed with a child
- Touching knees or legs
- Wrestling, tickling, or piggyback rides
- Any type of massage given by a child to an adult or 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
- Giving gifts or money to individual children

Adult Dream Team members and staff shall not engage in romantic or sexual relationships with minors in or outside of this ministry. Joking with children, youth, leaders, staff, or Dream Team members about such relationships is not appropriate for this ministry.

APPROPRIATE V/S INAPPROPRIATE CORRECTION

It is important that program directors, staff members and Dream Team members make sure that each child clearly understands behavior expectations. It is essential that program directors ensure that each staff member and Dream Team member understands appropriate and inappropriate corrective measures and that children may never be punished because of bladder or bowel "accidents" nor because of vomiting or other manifestations of illness.

The staff/Dream Team member must remain calm at all times when correcting a child. When correction is necessary, the following guidelines apply.

Appropriate

- Talking with the child about what behavior would have been more appropriate. Explain natural consequences to inappropriate behavior.
- Assigning a period of time away from the other children. If the offense is repeated, place the child away from the group in a way that avoids public humiliation for approximately one minute per year of age, not to exceed five minutes.
- Calling for assistance in the case of persistent misbehavior. A supervisor called upon for assistance may contact the child's parent/guardian or sit with the child until the misbehavior subsides or for the duration of the church activity.
- Intervention to protect a child from harm or risk of being harmed.

Inappropriate

- Using condemning language or tone
- Threatening or employing shaking, hitting, spanking, slapping, shoving
- Biting, pinching, hair- and/or ear pulling
- Withholding food/water, or medical care
- Using mechanical or unnecessary physical restraints
- Isolating a child in a small, confined, and/or dark place
- Imposing physical exercise as a punishment

Always remember, correction is not punishment. Rather it is an opportunity to teach a child a better way to behave while stopping inappropriate behavior. Make an effort to praise good behavior the child displays.

SIGNS OF ABUSE/NEGLECT

The following are the major signs of physical and sexual abuse, emotional damage, and neglect. The presence of one of these signs, or even several in combination, may not indicate that abuse has occurred. They may indicate a recent accident, or the presence of a medical condition, emotional illness, or other problem. If a number of these signs occur together or if they reoccur frequently, child abuse or neglect might be the cause.

Signs of Neglect

- Poor hygiene, bad odor
- Inappropriate dress for weather
- Left alone, unsupervised for long periods
- Failure to thrive, malnutrition
- Untreated medical condition
- Constant hunger, begging or stealing food
- Extreme willingness to please
- Arriving early or staying late at church or play areas or to other people's homes

Sign of Sexual Abuse

- Pain, swelling, or itching in genital area
- Bruises, bleeding, discharge in genital area
- Difficulty walking or sitting, frequent urination, pain
- Stained or bloody underclothing
- Venereal disease
- Refusal to take part in gym or other exercises.
- Poor peer relationships
- Age-inappropriate interest in sex
- Drastic change in school achievement
- Running away or delinquency
- Regressive behavior

Signs of Emotional Damage

- Low self-esteem
- Self-denigration
- Severe depression
- Aggression
- Withdrawal
- Severe anxiety
- Failure to learn

Signs of Physical Abuse

- Bruises; welts on face, neck, chest, back
- Injuries in the shape of object (belt, cord)
- Unexplained burns on palms, soles of feet, back
- Fractures that are inconsistent with the account of how an injury occurred
- Untreated medical condition
- Extremes in behavior: very aggressive to withdrawn and shy
- Fear of going home
- Fear of parents and/or other adults

Refrain from perpetrating any kind of abuse upon a child. Abuse of any kind will not be tolerated.

REPORTING ABUSE

If Dream Team members or staff working with children or youth are made aware of or suspect physical or sexual abuse by a Grace staff, Dream Team, church, or community member or are made aware of or suspect that a minor is a runaway, they shall:

1

Complete a Grace Community Incident Report within 24 hours of the incident and deliver the completed form to the ministry area leader. If Dream Team members do not feel comfortable reporting to the ministry leader, they will report it to the Senior or Executive Pastor.

2

Cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse or molestation in connection with activities of Grace Community Church while keeping all information confidential.

APPROPRIATE V/S INAPPROPRIATE INTERACTIONS

Keep your communication positive and up-lifting. ALWAYS look for ways to express praise, encouragement, kindness, and respect.

Please do not wrestle, tickle, or give piggyback rides to children.

Refrain from sharing or keeping secrets with children.

NEVER speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation. DO NOT talk in a way that is or could be construed as intimidating, shaming, derogatory, or demeaning.

Think about the tone of voice you use, and pay close attention to how you can soften it when you speak to your students, even if you're correcting a behavior problem.

Positive Interactions



- Brief hugs or side hugs
- Pats on the shoulder or back
- Handshakes
- High-fives & fist bumps
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Holding hands during group prayer

If a child is in need of correction beyond asking them to do something, please let your lead teacher know, and they can help.

"Don't let any evil talk come out of your mouths. Say only what will help to build others up and meet their needs. Then what you say will help those who listen."

Ephesians 4:29

DREAM TEAM CODE OF CONDUCT

The ministry covenant is not an attempt to create an environment of legalism. It also does not assume that keeping this leads to a Spirit-led life. We are saved by grace; we mature by the Spirit working in our lives. We fail in thought, word and deed at times. It is the desire of the heart and the direction of a life lived in and for Christ that we are striving for. It is based on 1 Timothy 4:12

...but set an example for the believers in speech, in life, in love, in faith and purity.

Speech

- I will engage in honest and encouraging communication.
- I will refrain from damaging speech such as the telling of inappropriate or vulgar jokes.
- I will respond with love and understanding in all situations.

Life

- I will live a life that endeavors to show my belief in Jesus Christ. I will seek to be a person of Biblical integrity.
- I will live humbly and seek the input of other believers to sharpen my walk.
- I will act as a positive role model while at church and in the community by maintaining an attitude of respect, loyalty, patience, courtesy and maturity.

Social Media (Facebook, Instagram, Twitter, etc.)

- I will be diligent, careful and respectful in what I post online (church and non-church related topics). If something is difficult in my area of service at Grace Community, I will talk with my leadership about it. I will refrain from posting anything of a complaining nature online.
- I will use discretion when posting pictures online and remember that many eyes are watching and that I am an advocate of Grace Community Church.

Love

- I will cultivate my relationship with God through daily contact with Him. I will support the ministry of the church and reach out to those in my path with the saving hope of Jesus.

Faith

- I will hold to the teachings of the Church and will not intentionally teach material that is inconsistent with the Statements of Belief established by our church (any need for clarity should be discussed in advance with the Pastor of the ministry you serve in).

Purity

- I will dress appropriately and avoid wearing provocative and/or revealing clothing or any clothing that may cause confusion to those around me.
- I understand that sexual behavior has a direct and unique impact on my ministry and my testimony.
- I will not engage in any sexual activity except in the God ordained context of marriage. (Grace Community holds to the historical and Biblical view that marriage is between one man and one woman).
- Not to have or view explicit materials, including any type of pornography.
- Not abuse alcohol or drugs.

GRACE CHURCH'S CULTURE STATEMENTS

- It's a privilege to be on this team. Thank you, God, for choosing me.
- We love God.
- We love others.
- We pursue excellence.
- We choose joy.
- Pray first.
- I was made for this.
- Be a personal guide for guests.
- Lead by example.
- We live with eternity in mind.
- We operate out of security. We have confidence in our calling, and we don't make decisions based on fear or our need for approval.
- Put people ahead of tasks.
- We carry the culture. No matter our position, we take ownership of the culture.
- We serve God out of delight, not duty.
- We don't exist for ourselves. We exist for others.
- We take our spiritual next steps and encourage others to do the same.
- Think people, not events.
- Walk slowly through the crowd.
- Practice the 30/30 principle. The most important part of a weekend experience is the 30 minutes before and after a service.
- Smile a lot.
- Serve the Lord with gladness. (Psalm 100:2)
- We speak life into every situation.
- Leaders don't fear excellence in others; we embrace it.
- We give glory to God, and we honor people.
- We don't wait for permission to take responsibility. We make things better whether it falls into our job description or not.
- We are people who add value wherever we go. People and places are better because we were there.
- Always be a friend to the little man. The popular come and go.
- We go above and beyond.
- Live from love; not for love.
- We celebrate stories of life change.
- We hold ourselves to a higher standard because of who we serve.
- Use inclusive language: "we" and "us" and "ours".
- Be a full-time encourager.
- The closer we are to God, the easier it is to love the people He loves.
- We put people over policy.
- We are rigid with the why and flexible with the how.
- Everyone is a "10" in some area.
- We build the church, not ourselves.
- Excellence removes the distractions.
- Have fun! Energy and joy are contagious.
- Find something to celebrate everyday.
- We are infinite learners. We study others who are doing what we do better than we do it.
- Good is the enemy of great.
- We worship one and serve one.
- Be a "can-do" person.
- God resists the proud but gives grace to the humble. James 4:6
- We work with a heart of "get to", not "got to".
- We pursue God daily.
- I came to serve, not to be served. Matthew 20:28
- We pray for each other.
- Speak to people's potential, not their behavior.
- We are better together.

**PLEASE SCAN THE QR CODE
TO READ AND SIGN YOUR DREAM TEAM AGREEMENT.**

