

COTK Elementary DT Member

Team Leader:



- **Before Service**

- Arrive on campus and in room 15 mins before service time.
- Look over all materials and lesson to make sure you are ready to communicate or serve as SG leader.
- Check with the team lead to see if there is anything needed for the morning that is already not planned.

- **During Service**

- Welcome kids as they enter the room. May be a door greeter or just monitoring kids in the open areas.
- Help assist with potty breaks if needed, walking kids to and from the restroom.
- Keep an eye for latecomers as they enter to welcome them. Monitor doors for no kids exiting without an adult.
- Participate with kids in worship, watching and listening to communicators, encourage participation, and have fun with kids.
- Keep count of kids you have in small group if this applies. Deliver meaningful conversations and age appropriate communication with the kids in your group. Keep all kids together with you until dismissal time.
- Check child tag with parent pick up tag before releasing child. If they do not have a tag or do not match, contact a captain immediately.
- Wait with students until they are called for their pickup. Assure all have a tag before they are called. If they do not, let a captain or team leader know before dismissal.

- **After Service**

- Check in with team lead and give them any information they may need before leaving.
- Make sure your area and all areas are cleaned before leaving.
- Encourage kids to return and wish them a great week as they leave.

- **Additional Info**

- Wear a lanyard or dream team shirt for all services and make sure it is visible to all guests.
- Communicate to the team leader if you are late or need to cancel.
- Reach out to the other dream team members just to make sure they are aware if you are absent. Find a replacement if possible and let the coordinator know.
- In case of emergency, always report to a staff member or team leader right away.