

# Service Roles & Instructions

*Guidelines for Praise Leaders, Activity Leaders, Helpers, Service Plan Leaders, and Parents*

## Praise Leader

The parent and child scheduled will lead us in singing on Sunday.

### At Home

1. Practice the **praise and response songs** with your child. Help them feel **confident and joyful**.
2. Watch the **music video links** in advance so you are familiar with the lyrics, motions, and transitions.

### Before Service

1. Coordinate with the **Activity Leader** to:
  - Turn on the **TV and computer**.
  - Ensure the correct **volume** and **video links** are ready in **full screen**.
2. Sign in your child using the QR code.

### During Service

1. **Greet the children** warmly. Introduce yourself (e.g., "I'm Uncle Jason") and your child.
2. Invite all children to **stand up** for singing.
3. **Play the music videos** one at a time. Guide the kids with hand motions or claps if comfortable.
4. After the second song, invite the kids to **sit down** and transition to the Activity Leader.

## Activity Leader

You are the main guide for the worship service — leading offering prayer, storytelling, crafts, games, and more.

### At Home

1. Review the **service plan and script** (e.g., ["Righteous" plan](#)).
2. Prepare materials:
  - Bible story props
  - Craft supplies (e.g., glue, crayons, puzzles)
  - Game setup (e.g., "Right" and "Wrong" signs, scenario cards)
3. You may contact **Sinnie** for help — materials are already simplified for easy prep.

### Before Service

1. Collect **snacks** from the cabinet at the church kitchen.
2. Turn on the **TV and computer** (ask Thian-Peng for the code if needed).
3. Open the following browser tabs on Google Chrome (bookmarked):
  - **Service Plan:** [Children Worship Plans](#)
  - **Attendance Sign-in Records:** [Service Attendance Page](#)

4. Set up the **offering box** and **music stand**.

## During Service

1. After the pastor dismisses the children:
  - Ensure each child is **checked in by a parent** (QR code).
  - Remind parents to take their children to the **restroom** before sign-in.
2. Invite the **Praise Leader** to lead two songs.
3. Lead the rest of the service by following the **script step-by-step**:
  - **Prayer and Offering**
  - **Review Last Week's Verse**
  - **Bible Story (Intro, Storytelling, Wrap-up & Discussion)**
  - **Craft** (e.g., decorate the "R" for Righteous)
  - **Game** (e.g., Right or Wrong Relay)
4. Invite the Praise Leader back to lead the **Response Song**.
5. Lead the **Closing Prayer and Snack Time**.
6. Ensure parents **sign out their children** at the end.

## After Service

1. Count the offering.
2. Use an offering envelope from the foyer:
  - Label it "**Children Worship Service**"
  - Write the **total amount**
3. Send a note of the **total offering amount** in the **Children Worship Service** channel.
4. Drop it in the **main offering box** in the foyer.

## Activity Helper

You support the Activity Leader by helping with logistics, attention management, and transitions.

## Before Service

1. Assist the Activity Leader in:
  - **Setting up** materials (e.g., craft tables, game areas)
  - **Preparing snacks** and ensuring cups/napkins are ready
  - **Turning on equipment** and checking sound levels

## During Service

1. Help children **stay focused** and gently guide them during transitions.
2. Assist with:
  - Distributing craft materials
  - Running the game (e.g., "Right or Wrong")
  - Serving snacks
3. Help with **child pick-up** by reminding children to wait for their parent's sign-out.

## After Service

1. **Tidy up** the room and ensure used supplies are put away.
2. Check in with the Activity Leader to see if anything else is needed.

# Service Plan Leader

You prepare the weekly **Children Worship Service Plan** using the *ABCs of God* curriculum.

## Weekly Responsibilities

1. Download a lesson from the Truth:78 curriculum
  - [Google Drive Link](#)
2. Create a simplified service plan based on the following structured **Service Plan Format**:
  - **Lesson Title** (e.g., "God is Righteous")
  - **Main Idea** (One-sentence summary of God's attribute)
  - **Memory Verse** (Simple and relevant to the main idea)
  - **Bible Story (10 mins)**
    - **Introduction** (1 min): Creative hook or object lesson
    - **Storytelling** (5 mins): Clear, engaging Bible narrative
    - **Wrap-up & Discussion** (4 mins): 2–3 questions to apply the lesson
  - **Craft & Game (10 mins)**
    - **Craft (5 mins)**: Hands-on activity related to the lesson
    - **Game (5 mins)**: Movement-based activity to reinforce the concept
3. Write out a **simple script** for each part to help the Activity Leader feel confident.
4. **Update the service plan** on the [NEXT Knowledge Portal](#) so it's ready for Sunday. Make sure the link is easy to find and formatted consistently.

## For Parents

Even if you're not serving this Sunday, here's what you need to know about the Children Worship Service.

## Before Service

1. Take your child to the **restroom** before bringing them to the children's area.
2. **Sign-in Process**:
  - Use the **QR code** or [click this link](#) to sign in your child before the service.
  - Inform the Activity Leader of any special needs or concerns.

## During Service

1. Children will participate in:
  - **Praise songs** with motions
  - **Bible story time** with interactive elements
  - **Craft and game activities** related to the lesson
  - **Snack time** (if your child has allergies, please inform the leaders)

## After Service

1. Please pick up your child **by 11:45 am** so that the Activity Leader can complete their responsibilities and leave on time.
2. **Pick-up Procedure**:
  - Children must be **signed out** by a parent or authorized guardian.
  - Please collect all your child's belongings, crafts, and take-home materials.
  - Check with the Activity Leader about anything your child learned that day.

# Weekly Preparation

- 1. You can review the upcoming lesson and memory verse at [Children Worship Plans](#).
- 2. We encourage you to reinforce the Bible lessons at home during the week.

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