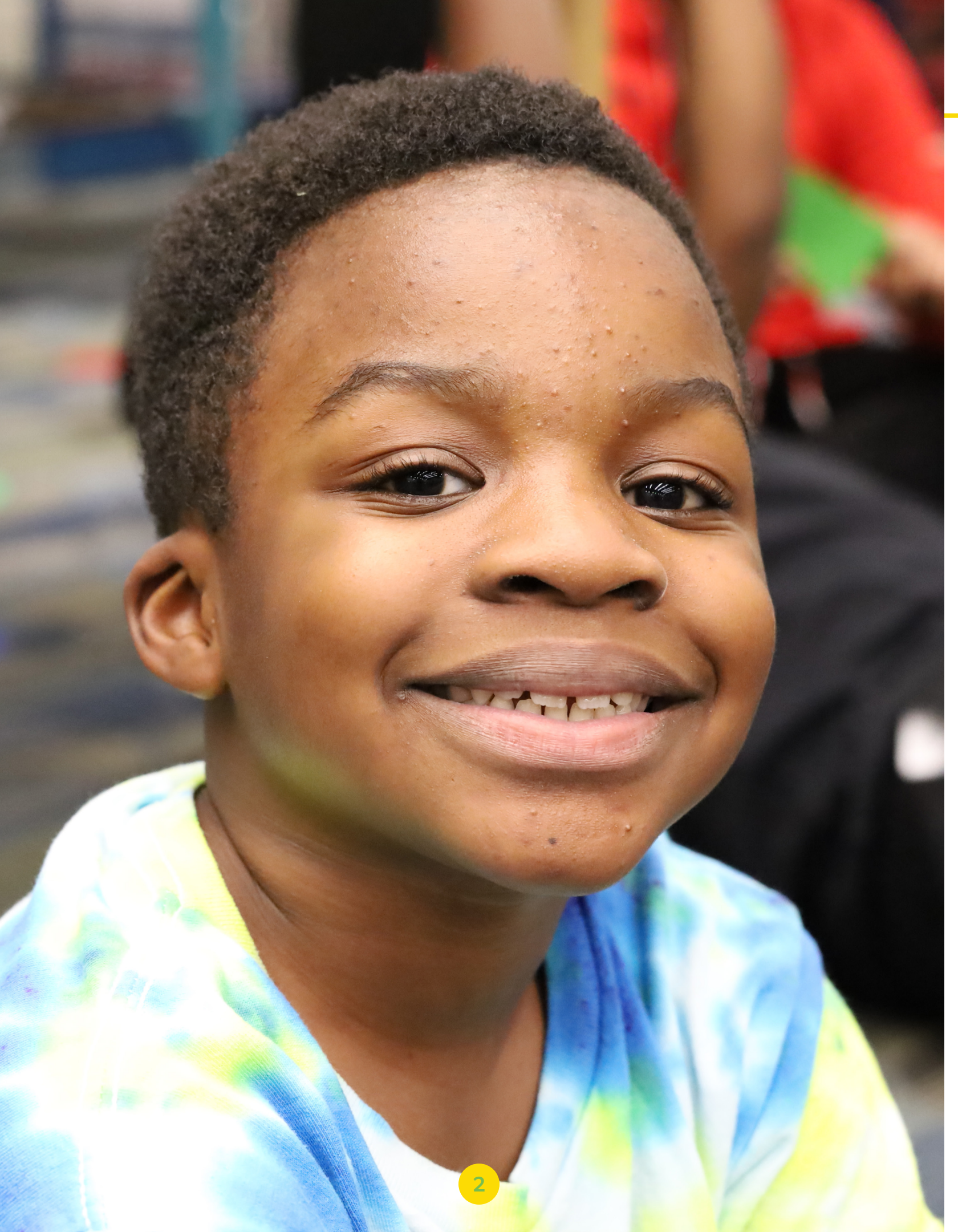




# 2023 - 2024 HANDBOOK







# Contents

General Information	Welcome .....	4
	Mission, Vision, Values .....	5
	Meet the Staff .....	6
	Ministry Agreement.....	8
	Guiding Principles for Club .....	9
	Statement of Faith .....	10
	Launch Plan .....	12
Structure	Small Group Leader Cheatsheet .....	14
	How Can I Be a Great Small Group Leader .....	16
	2023-24 Curriculum .....	17
	Recommended Club Materials .....	18
	Crossroads App/Website .....	21
School	Securing Space in Schools .....	23
	School Brochure .....	32
	Legal Q&A .....	34
	Sample Registration Flyer/Form .....	36
	Promotion Plan .....	38
Staff	Leader Roles.....	40
	Five Steps to Recruit Your Team.....	42
	Casting Vision to Your Church.....	43
	Captain Job Description .....	44
	Small Group Leader Job Description .....	46
	Kids Club 101 Team Workshop Plan .....	48
Resources	Walkthrough Plan .....	54
	Three Respects of Crossroads.....	55
	Leadership Development (Canvas) .....	57
	Benevolence .....	58



# Welcome to the Crossroads Kids Club Family!

---

Congratulations!

You have just stepped into a vitally important role in which you will impact children's lives for eternity. We are praying for you and are here to walk with you as you begin this journey with Crossroads Kids Club.

Our mission is to mobilize God's people to share the Good News in public schools through church-led clubs. Your Crossroads Club is owned and operated by your church. You and your team are the representatives of your church to the children, their families, and the school community. Our Crossroads staff team provides you with curriculum, equipping, and ongoing coaching and support for you and your church to lead a successful Crossroads Kids Club ministry. We are thankful for the privilege of partnering with you to establish a thriving school-based ministry!

You will find detailed information in this handbook about the different resources and support available to you. Please don't hesitate to reach out to our team with questions or doubts along the way. We are with you on this exciting journey!

The purpose of a Kids Club is to promote healthy relationships and spiritual growth. Let everything you do be aimed toward that goal, and trust that God will produce fruit both in the lives of the children in your club and in your team as you serve.

Thank you for your commitment to introduce children to a life-transforming relationship with Jesus!

Sincerely,

*The Crossroads Staff Team*

**Scan this code to hear more!**





# Our Mission

The mission of Crossroads Kids Club is to mobilize God's people to share the Good News in public schools through church-led clubs.



# Our Vision

Our vision is to bring the hope of Jesus to children and families and to connect them to the life of a local church.

# Our Core Values

We have five core values expressed as an organization and at each club.



**Relationships**

Focusing on people over process or program



**Evangelism**

Sharing the Good News



**Service**

Adding value to churches, schools and families



**Consistency**

Keeping our commitments to others



**Fun**

Playing together builds trust and connection



# Meet the Staff. We're here to help!

## Global Staff



**Matt Armstrong, Chief Executive Officer**

matt@crossroadskidsclub.com | 630-526-1500

**I can help you with school access.**



**Amanda Beissler, Ministry Coordinator**

amanda@crossroadskidsclub.com | 630-504-2630

**I can help you with questions about the curriculum.**



**Vicky Garcia Rodriguez, Bilingual Ministry Coordinator**

vicky@crossroadskidsclub.com | 630-526-3526

**I can help you with spanish translation.**



**Kim Kline, Director of Ministry Development**

kim@crossroadskidsclub.com | 630-912-4170

**I can help you with Canvas, cohorts, graphic design and general questions.**



**Grace Ritzema, Web and Mobile Application Developer**

grace@crossroadskidsclub.com | 630-526-4700

**I can help you with the app and website.**

---

## Regional Staff



**Rosy Becerra, Coordinator of Equipping for Latin America**

rosy@crossroadskidsclub.com | +52-1-33-1604-9193



**Rolando González Chacón, Director of Latin American Ministry**

rolando@crossroadskidsclub.com | +52-33-1241-9797



**Amber Neuse, Texas Regional Coordinator**

amber@crossroadskidsclub.com | 713-817-4310



**Angie Pagel, St. Louis Regional Coordinator**

angie@crossroadskidsclub.com | 314-800-7899



**Jordan Pounds, Florida Regional Coordinator**

jordan@crossroadskidsclub.com | 630-363-9931



**Guy Silagi, Chicagoland Regional Coordinator**

guy@crossroadskidsclub.com | 312-550-0265



# Ministry Agreement



## We ask that a representative from each church signs our Ministry Agreement prior to launching your club.

The Ministry Agreement explains the relationship between Crossroads and the church. It explains that Crossroads will:

- Provide what is needed to equip your team
- Give your church permission for your church to use the curriculum and branding
- Offer you support and coaching
- Give you full access for all the features and functions of the mobile application

It explains that the church will:

- Make sure the club is run safely and follows the laws and school district policies
- Screen, select, and train your volunteer leaders
- Report progress and feedback using the mobile app or website to help Crossroads gather feedback

The agreement also explains that the church agrees to the Statement of Faith (see page 34).

You can read and sign the Crossroads Ministry Agreement at by scanning this code or going to the link below.



**Scan this code or go to [crossroadskidsclub.com/agreement](https://crossroadskidsclub.com/agreement) to view and sign your church's ministry agreement.**



# Guiding Principles for Club



- We will treat all people with dignity and respect because we believe they are made in God's image and have intrinsic worth.
- We will create a healthy and safe environment for students by selecting, screening, and equipping well-qualified team members who are excellent role models and who work well with children. They will be positive, committed, trustworthy, and enthusiastic.
- We will work for our club to be open, fair and accepting. We will not tolerate discrimination against students or parents based upon race, gender, color, religion, sexual orientation, national origin, church participation, or disability.
- We aim to shape the character of students according to biblical values, inspiring them by our example, teaching them God's ways and continuously challenging them to grow in their love for God and others. To this end, we will follow the curriculum plan in order to ensure quality content.
- We will cultivate the best possible relationships with students, parents, school leaders, members of our team, and the community at large.
- We seek to earn the trust of parents, educational leaders, and the broader school community by demonstrating integrity in everything we do.



# Statement of Faith

Being organized for religious purposes, the Corporation's operations, leaders and staff shall abide and agree with the following statements of truths and doctrine.

## THE BIBLE

We believe that the Scriptures as contained in the Old and New Testaments are the inspired Word of God and are the final authority for the Christian faith and practice. We strive to live out our Christian faith in light of God's revelation in the Holy Scriptures.

## GOD

We believe that there is but one living and true God and that he exists eternally as three persons—Father, Son, and Holy Spirit—each equal in glory and power. This triune God created all, sustains all and rules all.

## HUMANITY

We believe that humans possess dignity and value because they are formed in the very image of God. We will affirm this God-given dignity by respecting and caring for human life.

## SIN

We believe that the first humans, Adam and Eve, sinned against God. Because of their sin, we have all inherited a sinful nature. This nature leads us to rebel against God, and we receive the penalty of this rebellion—separation from a living God.

## PUNISHMENT

We believe that in our natural state, we are destined for eternal separation from God and punishment in a place of unending torment.





## THE SAVIOR

We believe that Jesus of Nazareth is the Son of God. He is one person with both human and divine natures—fully God and fully man. Jesus came to earth, lived a perfect life, and died a substitutionary death. No one took his life, but he gave it freely for the sins of the world. Because of this sacrifice, humans can be made right with God and receive the gift of eternal life, which is both a new quality and length of life.

## REPENTANCE AND FAITH

We believe that repentance from sin and personally accepting the sacrifice of Jesus' death in faith is the only way to be delivered from sin and its consequences and to be set free to glorify God and enjoy him forever. This repentance and faith is a gift from God and is only possible because of his immeasurable grace.

## THE HOLY SPIRIT

We believe that the Holy Spirit is the one who brings people to repentance and faith. We believe that the Holy Spirit indwells all true believers. The Holy Spirit is the Counselor and Comforter of Christians and he guides us into all truth.

## THE UNITY OF THE BODY

We believe the truths contained in the creed commonly known as the "Apostles' Creed," and we seek to promote unity among the body of Christ by accepting and loving those who both love Jesus and affirm the truths of this creed.

## MARRIAGE AND GENDER

We believe that man and woman are special creations of God, made in his own image, and endowed with a gender that is genetically encoded and manifested physiologically prior to birth. We believe that marriage is the union of one man and one woman, and that marriage and the family are the foundation of civil society.



# Launch Plan

May

## School

- Research your district policies.
- Fill out the district paperwork.
- Start the process to connect with the principal.

## Staff

- Pray specifically for your volunteers.
- Namestorm potential volunteers.
- Begin to communicate with potential volunteers.
- Enroll in the Basic Leader Course on Canvas.

## Structure

- Sign Ministry Agreement with Crossroads (see page 8).
- Download the eCrossroads App and create a full leader account.

June

## School

- Continue communicating with the principal and district until you meet with the principal and/or your club is approved.

## Staff

- Talk to church staff about other ways to cast the vision to the congregation to recruit volunteers (see page 43).
- Continue communicating with potential volunteers.
- Confirm that all leaders are working on the Basic Leader Course on Canvas.
- Complete background checks and screenings for each volunteer.
- Set the date and location for Kids Club 101 Workshop with your whole team in August.

## Structure

- Start meeting with your weekly Crossroads captain cohort.

## Students

- Fill out the form to request a club flyer to pass out at summer events in the community and at your church (see sample flyer on page 36).



## July



### Staff

- Continue recruiting volunteers until you have at least five total committed volunteers.

### Structure

- Take a break from your captain cohort, but feel free to reach out as needed!

### Students

- Pass out flyers/registration forms at community and church events throughout the summer.

## August *or early September*

### School

- Confirm start date, room information and promotion with the school/principal.

### Staff

- Hold the Kids Club 101 Workshop to prepare for your club (see page 48).

### Structure

- Continue meeting weekly with your captain cohort.
- Do the walkthrough (see page 54) one week prior to club with your whole team (*may be done in early September*).
- Plan for your kickoff party using the plan from the Crossroads curriculum.
- Go over curriculum and gather materials.

### Students

- Use the promotion plan to continue recruiting students for club (see page 38).
- Communicate with parents of students registered to remind them of your club start date and location (*may be done in early September*).



**Launch your club the week of  
September 11**



# Small Group Leader Cheat Sheet



## Small-Group Session 1

**Purpose:** Build healthy relationships and have fun with students.

**Looks Like:**

- Check in students.
- Serve a snack.
- Share “highs” and “lows,” or complete the “How Are You Feeling?” chart.
- Play a structured game (CKC Games Bag, card/board game, relays).
- Optional: Take a group restroom break.

**(15 - 20 minutes)**



## Games

**Purpose:** Provide a safe, structured activity that is fun for students and teaches them valuable skills like teamwork and cooperation.

**Looks Like:**

- Play the games with the kids.
- If you cannot play, actively watch and cheer them on.
- Help monitor safety of all students.

**(20 - 25 minutes)**



## Large Group

**Purpose:** Briefly introduce students to the Bible story in an engaging way.

**Looks Like:**

- Sit with your small group and monitor behavior.
- Listen to an interactive telling of the Bible story.
- Encourage student response and involvement.

**(10-15 minutes)**



## Small-Group Session 2

**Purpose:** To foster a healthy environment for spiritual growth and discussion.

**Looks Like:**

- Students will explore the gifts found in the Good News of Jesus and gain experience with the following spiritual practices.

**(25 - 30 minutes)**



## Spiritual Practices

### Bible

Seeking God's Great Gift, Jesus Christ, revealed to them in the Holy Spirit-inspired Word of God.

### Worship

Agreeing with who God is and responding to that truth in song, word, or deed.

### Prayer

Engaging in a two-way conversation with God.

### Thanksgiving

Thanking God for who he is and what he has done.

### Identity

Believing they are who God says they are.

### Meditation

Consistently focusing on and speaking God's truth in his Word to themselves.

### Service

Freely giving to others what God has given to us.

### Confession

Admitting they need God's help and turning from their own ways to follow and trust in Jesus!

### Remembrance

Remembering what God has done and given to us in Jesus.

## Check Out

**Purpose:** Create routines for students to be safely and efficiently dismissed.

**Looks Like:**

- Have a sign out sheet ready for parents who pick up.
- Play a game to keep students contained and engaged while they wait.
- Ensure students are safely released to walk or to go to other after school programs.



**(5 - 10 minutes)**

# How Can I Be a Great Small-Group Leader?

## Expect God's involvement.

God loves the children even more than you do, and he cares deeply that they would come to know the love of Jesus and to follow him. Expect God to speak to your kids and to reveal his truth in ways that they can understand. Trust that God is working in their lives and in their hearts.

## Empower your kids.

Find ways that the children can lead and serve your small group, such as passing out name tags or club materials, finding a Bible verse in Scripture, or leading a prayer. Let their questions and discoveries guide the direction of your small-group time, setting aside the curriculum when appropriate. This will build up the children's confidence and foster a sense of belonging.

## Prepare.

Read the lesson before club. Pray for God to help you love the kids well and guide them to Jesus. Come to club early to make sure you are ready and have all your captain's instructions before the kids arrive.

## Collaborate with the team.

See yourself as part of a larger vision than just your small group. Work with your team to reach kids in your whole club, and to serve the families and the school. Get to know your team members and learn how each person is uniquely gifted and how you can work together most effectively.

## Practice active listening.

Make sure that each child has a chance to be heard. Listen to children with your full attention, and seek to understand them without an agenda. Aim to speak less than 20% of the time, and create space for silence.

## Be vulnerable and transparent.

Share openly and honestly with your kids, and admit when you don't know the answer. Sharing more of yourself makes it a safe place for the kids to share themselves with you. Respect the time it takes for the children to build up their trust in you. Keep in mind not to overshare. Only share when it is for their benefit and not yours.

## Have fun!

Create an atmosphere that is interactive and fun by using silliness, laughter, games, and food. Learn about your group, and find out what they think is fun. Adapt your activities accordingly. Enjoy the fun with your kids!







# 2023-24 Curriculum

Children will discover God's greatest gift, Jesus, and the gifts given to those who believe in him: salvation, forgiveness, the Holy Spirit, righteousness of God, life with God, and so much more! As they hear the gospel, our hope is that the children come to receive Jesus and learn to put to use the free gifts they've been given by our generous God in their daily lives.



**Scan this code or go to [crossroadskidsclub.com/curriculum-schedule](https://crossroadskidsclub.com/curriculum-schedule) to view a curriculum calendar that you can download and customize for your club and school district.**



**Each week,** we recommend using the following call-and-response to help the children commit the gospel to memory with words and motions.



**Scan this code or go to [crossroadskidsclub.com/whoisjesus](https://crossroadskidsclub.com/whoisjesus) to learn the motions and hear a few suggestions for how to implement this call-and-response at your club.**



## Who is Jesus?

Jesus is the Son of God.

Jesus came from heaven to earth.

He lived a perfect life.

He died on the cross to pay for our sin.

His body was buried in the ground.

Three days later, he rose from the dead victorious!

He is in heaven now preparing a place for you and me!

Right now he sits on a throne in heavenly places.

There he prays to the Father for each and every one, and sends the Holy Spirit to all God's children.

One day he will come again as the eternal king, and he will turn every wrong thing, right!

# Recommended Club Materials

## Club Registration Flyers

Crossroads will provide your club with a PDF flyer/registration form. Please give us three days to create and send you the PDF. Parents can also register their children online at [crossroadskidsclub.com/register](http://crossroadskidsclub.com/register) and you will receive an email that they registered, as well as the child will show up on your roster on the app and website under Club Management Tools.

**Scan this code to or go to [crossroadskidsclub.com/flyer](http://crossroadskidsclub.com/flyer) to request your customized registration flyer.**



## Nametags

For safety purposes, children and adults must be identified at club. Plastic name badges with lanyards are most commonly used.

## Crossroads Games Bag

You will receive a Games Bag for each of your small groups at the retreat. Inside the bag is a list of recommended materials.

**Scan this code or go to [crossroadskidsclub.com/gamesbag](http://crossroadskidsclub.com/gamesbag) to find the games bag printables and recommended materials.**



## Music

If you don't already have music/sound equipment or a leader who plays an instrument, we recommend buying a small, portable wireless bluetooth speaker. You can use the speaker to play music from a smartphone. Music is helpful to use for transitions, worship and ask students enter to create a fun and welcoming environment.

## Games/Sports Equipment

All games referenced in the curriculum list the materials required for play. Most of these games require little to no supplies. If you choose to buy dodgeballs, avoid hard or small dodgeballs, as they are a safety issue and are banned in many schools. Foam ones are best.

## Family Discussion Guides

Family Discussion Guides are aligned with the year's curriculum and encourage children to have spiritual conversations with their parents at home. These can be printed and sent home with the students each week.



## Storage Space

Ask your school principal if there is a space in the school, such as the gym supply room or a storage closet, where you can store a few items like the small group leader supply bins. Sometimes the schools are willing to let you use space, and that helps with the weekly club set up.

## T-shirts

Some churches make their own Crossroads t-shirts for the children, but it is entirely optional. Crossroads does not provide or sell t-shirts, but we provide graphics free of charge to anyone who wants to make shirts or other club materials for themselves or their teams.

**Scan this code to or go to [crossroadskidsclub.com/graphics](https://crossroadskidsclub.com/graphics) to download Crossroads graphics.**



## Curriculum

Club curriculum lesson plans and additional resources are found on the online leader hub or the eCrossroads mobile application.

- Small-group lesson plans, primary (grades K-3) and intermediate (grades 3-6)
- Large-group lesson plans
- A collection of large-group games to choose from for each unit
- Party plans

## Other Forms and Documents

We have other optional forms and documents that you can customize and download. You can find the following at [crossroadskidsclub.com/leaders](https://crossroadskidsclub.com/leaders):

- Pick-Up Policy
- Authorization to Release Child as a Walker
- Accident Report Form

**Scanning this code or going to [crossroadskidsclub.com/leaders](https://crossroadskidsclub.com/leaders) and click Club Management Tools to find these forms and documents.**





12:26



**Welcome!**



**CURRICULUM**



**CLUB  
MANAGEMENT**



**GAMES**

# Crossroads App/Website

Crossroads provides lots of resources for leaders through our mobile application and our web application! On the Crossroads Leader Hub or eCrossroads app, you can access:

## Curriculum

View and download curriculum pages and other club resources on your phone or computer, to have them digitally on hand without having to print them out.\*

## Club Management Tools

Access various tools to make running your club more efficient, such as a student management page where you can take attendance and view important information.

## Game Center

Filter our list of tried and tested games by your club's specific needs and circumstances to find new and interesting games to play during club. On the mobile application, you can access digital versions of games bag games, such as Zap!, Question Cards, and more.

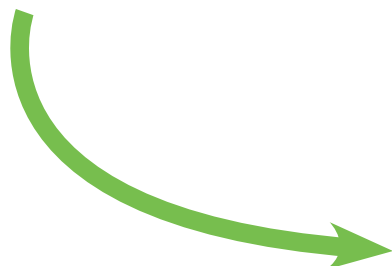
*\*This is the only section available for the Basic account; after your church signs our Ministry Agreement, your team will receive a unique church code, which you can use to upgrade to a Full account and access the rest of these resources.*

## Things to Know

- The eCrossroads mobile application and the Leader Hub on our website are connected. Once you have an account in one, the same login will give you access to the other.
- Be sure to enter your church code correctly when upgrading your account, so that you are connected with the rest of your team! Your team captain will receive your club's code once the Ministry Agreement is signed.
- To view tutorial videos, go to [crossroadskidsclub.com/tech-guides](https://crossroadskidsclub.com/tech-guides).

**Website:** [crossroadskidsclub.com/leaders](https://crossroadskidsclub.com/leaders)

**App:** [crossroadskidsclub.com/app](https://crossroadskidsclub.com/app) or "eCrossroads" on the Google Play Store and Apple App Store or the QR code below.



**Scan this code to  
download the eCrossroads  
mobile application.**









# Securing Space in School



One of the most surprising things to many people is that your church has a legal right to use space inside public schools just like any other community group. School districts that make their facilities available to outside organizations must make them available to all groups equally. Discrimination based on religion is unconstitutional. So, we encourage you to approach your school district with confidence in your legal right to hold a Crossroads Club there.

Confidence does not mean arrogance, and it does not mean making demands. Always adopt a posture of service. In the context of serving, you may educate the school leaders about the law. Crossroads provides churches with a legal Q&A memo (pg. 34) for this purpose. Many educational leaders would love to see a Crossroads Club in their schools, and they are hesitant only because they are unaware of the law. Showing them that you know the law and have confidence gives them the freedom to say yes.

It is important to understand that educational leaders have multiple competing priorities, and it is not uncommon for requests to be ignored. Don't take this personally. It may take four or five (or many more) attempts to connect in person, by phone, and email just to get an appointment with the school's principal. Do not take silence to mean rejection of you or the program. Be persistent, and be prayerful as you seek a meeting.

Because it may take several attempts to schedule an appointment, do not wait to initiate the process. With almost 25 years of experience, we can confidently say that it will almost certainly take longer than you think it should to get the use of space approved. You need to set the pace. Following up two times per week is not too much. Do not wait around for an answer. It will likely never come. Be proactive. Unless you think you are annoying with your frequency of contact, you are probably not contacting them enough (seriously!). Always be friendly and polite, but do not wait more than 3 - 4 days after contacting someone for an answer.

**Scan this code to read more about school-based ministry.**



## Step 1: Commit the Process to Prayer.

The first step in approaching your school is to commit the process to prayer. Share what you are doing with your church's staff and with friends and family who will support you and your efforts in prayer. The Lord can open the door quickly and easily, or he may open it through persistence and follow up. If the door opens, he is the one opening it.

## Step 2: Research the Procedures of Your District.

The next step is to do some research to understand the school's or district's policies and procedures for requesting the use of space. There are generally two ways that a school system will operate for facility usage requests.

### District-Based System

In a district-based system, the central office gives the final approval for all rental groups. The procedure to use space generally starts at the district level in these cases. In a district-based system, you will want to find the building use form online. Sometimes it is an online form, and sometimes it is a paper form that you will print out and complete by hand. After submitting the application form to the district, you will want to contact the principal about setting up a meeting. The purpose of the meeting is to introduce yourself, your church, and the Crossroads program to the principal. You will be assuring them that you have applied through the district and that you want to make sure they are comfortable with you and the program. This takes a lot of pressure off the principals because they do not have to consider the legality of your use of space (i.e. whether it honors the separation of church and state, which, of course, it does).

### Principal-Based System

This is rarer, but sometimes the principal has full autonomy in the decision to allow your program in their school. This can be a long process and should begin by establishing and building a positive relationship with the principal. Approval success will vary widely from school to school based on the principal and their openness to you and the program. This is the more challenging system because principals are often not well informed about the nuances of church and state separation and may have a lot of doubts and fears. They may be wondering whether they will get in trouble for working with you.

The following steps will guide you as you approach your school in a district-based system. *If you are looking to approach a school in a principal-based system, your coach will give you personalized assistance.*

## Step 3: Complete Building Use Form(s), and Submit Them with Any Required Documentation

After locating the building use form(s) (step 2 above), fill it out completely and submit it to the district along with any other required documentation (e.g. proof of insurance, evidence of nonprofit status). If you don't know exactly when the school is available or when or where you will do your club (like in the gym or cafeteria, etc.) go ahead and fill out the form for what would be ideal for you. Just realize that the space requested may not be available at the time or day you are requesting, so be prepared to adjust it later.







Right after you drop in at the school, send a follow-up email to the principal. (See the template below.)

**Subject: We want to serve the students at {{School Name}}!**

Dear Principal \_\_\_\_\_,

My name is \_\_\_\_\_, and I am serving as the club leader for {{Church Name}}'s Crossroads Kids Club program. Crossroads Clubs are free after-school programs that meet in schools around the nation.

I stopped by the school earlier today and spoke with \_\_\_\_\_ to set up a meeting with you to introduce myself and this exciting program to you. The program connects caring adults to kids, helping them to learn good character and have additional positive role models in their lives. I submitted the paperwork for a building rental for this program to the district office online, but it is very important to me that you know what this is all about and that we can build a solid partnership for kids.

I have attached some information that I left with \_\_\_\_\_. I know you're very busy, but I'm hoping we might find a time to connect in person within the next week or two. Would you have 20 minutes to meet in your office next week?

Thanks in advance,









## Step 5: Meet with the Principal.

The purpose of the principal meeting is to introduce yourself, your church and the Crossroads program to the principal. Strictly speaking, you are not asking for permission. This is granted by the law and the district. Of course, the principal generally has the right to refuse groups access to space. Still, you want to make it clear that the district is processing the rental application. There is a fine line to walk here. What you are trying to avoid is asking the principal to determine if this is legal (It is!). You are wanting to communicate that all the legal issues will be handled by the district, but that you are very interested in developing a positive relationship and serving the school.

We suggest the following outline as a basic agenda for this meeting.

- **Introduce yourself.** Share your heart for the school community/kids and why you have partnered with CKC to start this program. It's great if two people can go to the meeting (e.g. two co- captains or a captain and a pastor.) One can be the "head" and share the program overview and details, and the other can be the "heart" and share their desire to support the school community and families, etc.
- **Share about the Crossroads program.** Bring the CKC school brochure and legal memo. Be prepared to answer the following questions, and you may wish to share the answers even if the question is not asked.
  - What does the program look like? When/how often does it meet?
  - What about church/state separation? (We are an outside group renting space. Refer them to the legal memo.)
  - How are the kids dismissed after the program?
  - Where would it meet?
  - How are the volunteers background checked?
  - How does the program positively affect kids' lives?
- **Discuss club promotion.** Show a sample flyer. Ask about promotional policies of school/district.
- **Plan next step(s).**
  - Have we agreed on days/times/space?
  - Confirm on the start date and walkthrough.
  - What are the next steps to get the rental contract?
- **Reinforce how excited you are about being about to serve the school.** Share that one of Crossroads' key values is service, and how your team and church are open to ways they can serve the school community outside of the club as well when possible.
- **Thank them** for taking the time to meet with you, and express your excitement about working together to serve the children at their school.

Sometimes these meetings will go incredibly well, and the principal will give their support to the program right away. At other times they may have questions or objections. Below we have listed some common objections and how you might respond. Also, be sure to ask for a commitment date by which they think they can make a decision. For example, “We’d like to start this fall, when could I follow up with you to find out your decision?”

**Objection: We don’t have any space available/we already have a number of other after-school programs.**

Emphasize that the program can fit just about anywhere! At one school, we had a group meeting in an elevator lobby. It can meet in a classroom, a cafeteria, a gym, the band room, etc. Take whatever space they are willing to offer. Demonstrate flexibility on days of the week to work in conjunction with other after school programs rather than competing for students at the same time. If they have a daily after school program, mention that a number of Crossroads clubs work in cooperation with other after school programs (e.g. the YMCA) to offer an “opt in” option for kids to leave that program during the time that Crossroads meets, with parental permission.

**Objection: Most of our kids are bussed.**

This is an important factor. Try to determine what percentage of the students are bussed. If there are at least 200-300 students who are not bussed, make the case that there are probably enough students who would be available. If there are fewer than this number, we recommend finding a different school or finding transportation that you provide.

**Objection: I need to talk to my superiors.**

This is a valid concern. Just ask them when they think they might have an answer, and make yourself (and your coach) available to answer any questions that may arise.







### **Step 6: Follow Up on the Meeting.**

Send a handwritten thank-you note to the principal expressing appreciation for them and their service to the kids and the community. Let them know how excited you are to be working together.

### **Step 7: Receive and Sign the Final Contract from the District.**

Contact the district office (the department to which you submitted the application) to clarify when you will receive a contract. You may need to be persistent to get an answer to this and to receive the actual contract. Once received, sign and send it back with any required documentation and payments as soon as possible. Dropping it off in person to make a personal connection is suggested.

## **Notes**

---

---

---

---

---

---

---

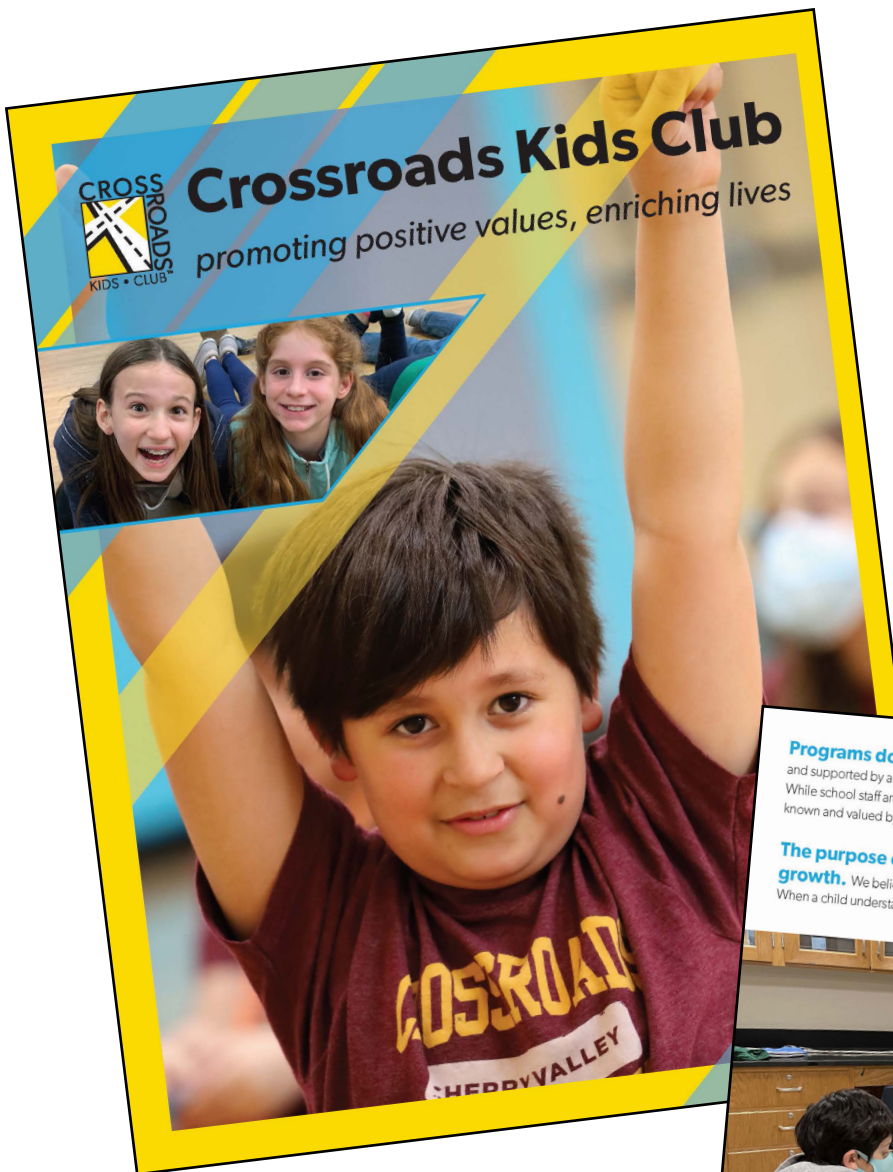
---

---

---



# School Brochure



**Programs don't change lives. Relationships do.** Crossroads Kids Club believes that all children should feel loved and supported by a community of caring adults. We understand that many students come to school with needs that seem overwhelming. While school staff are doing a heroic job connecting with students, our aim is to provide an extra layer of support by making sure kids are known and valued by caring adult mentors.

**The purpose of a Crossroads Kids Club is to promote healthy relationships and spiritual growth.** We believe that it is vital for every child to know they are loved by God and by members of their community. When a child understands that their life has meaning and purpose, they will thrive academically, socially and emotionally.



## What about the separation of church and state?

The law is extremely favorable to groups like Crossroads working in schools, after school. We have worked inside public schools since 1999 without any legal challenge, but more importantly, the Supreme Court has made very clear that schools which allow any outside groups to use space must allow all groups the same access. Discrimination on the basis of a religious viewpoint is unconstitutional. Nearly all districts have "Community Use of School Facilities" policies that govern the use of space. Operating pursuant to these policies, there is a very clean separation of church and state. Finally, the club program is not compulsory for students, but many parents are happy to consent to their children participating in this voluntary program.

## Where does a Kids Club meet?

Clubs can meet in a variety of spaces. We have clubs that meet in gyms, cafeterias, libraries and classrooms.

## Who runs the clubs? How do I know they are safe people?

Each Crossroads Kids Club is operated by a local church. The church is responsible for selecting and screening the team. Crossroads contractually requires the church to investigate each person's background with an application, references and a database check. The team is more than willing to undergo any additional screening to meet your school's requirements. As well, Crossroads trains the volunteers in how to work with children and create an effective club time.

crossroadskidsclub.com  
 contact@crossroadskidsclub.com  
 Toll Free: 1-855-KIDSLCB (543-7252)

### What Educational Leaders Are Saying

"Have you ever felt as if you wanted to do more for the kids you see come in and out of the school building each day? Knowing full well that students can never have too much love and acceptance, we realize there are limitations to the time we can devote and to the messages we can deliver. That's where Crossroads Kids Club comes in. This opportunity provides kids with a chance to connect with community mentors, hear a message about strong character and faith, and feel loved and accepted for who they are. Crossroads fills a gap in the public education system and helps bring the school and community together for the sake of the kids."

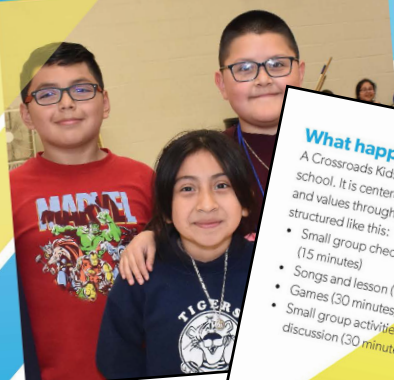
—Quinn Wulbecker, Principal at Adolph Link School (Elk Grove Village, Illinois)

"The Crossroads Kids Club at Dujardin School is run very well. The adults in charge of the program are extremely organized and so well planned for their after school time. In addition, each volunteer is very patient, kind and caring with the students. They really enjoy working with kids. Our student participation has increased each year, which goes to show you that the program is working and successful. The word is out and parents want their children involved with excellent programming. Crossroads adds another layer to the support system that all students need, from academics to social and emotional learning and especially with character building. I say bring it on, the more the merrier, you can never have too much quality adult attention, mentoring and support in a child's life."

—Mark Dwyer, Principal at Dujardin School (Bloomington, Illinois)

"Crossroads gives our students the opportunity to be exposed to additional sound teachings and activities that encourage good character, practice good manners, and demonstrate proper respect of others. The group leaders are great role models for our students. Our students feel valued by the group leaders. Our school totally promotes the building of character throughout our school day, so it's good to see that continue into the Crossroads program on a weekly basis. In our daily Morning Meeting, we address six character traits with our students throughout the school year: citizenship, respect, responsibility, trustworthiness, caring, fairness. The stories and activities shared with students at the program help our students internalize good character traits."

—Ray Owens, Principal at Spring Creek School (Rockford, Illinois)



Scan this code to find a printable copy of the school brochure.



### What happens at a Kids Club?

A Crossroads Kids Club meets weekly for 90 minutes after school. It is centered on teaching kids positive life skills and values through biblical stories. A typical club is structured like this:

- Small group check in and snack (15 minutes)
- Songs and lesson (15 minutes)
- Games (30 minutes)
- Small group activities and discussion (30 minutes)



### Our Six Guiding Principles

Crossroads is completely FREE to parents and schools.

1

We will treat all people with dignity and respect because we believe they are made in God's image and have intrinsic worth.

2

We will create a healthy and safe environment for students by selecting, screening and training well-qualified team members who are excellent role models and who work well with children. They will be positive, committed, trustworthy and enthusiastic.

3

We will work for our club to be open, fair and accepting. We will not tolerate discrimination against race, gender, color, religion, sexual orientation, national origin, church participation or disability.

4

We aim to shape the character of students according to biblical values, inspiring them by our example, teaching them God's ways and challenging them continuously to grow in their love for God and others.

5

We will cultivate the best possible relationships with students, parents, school leaders, members of our team and the community at large.

6

We seek to earn the trust of parents, educational leaders and the broader school community by demonstrating integrity and excellence in everything we do.





WAGENMAKER & OBERLY

## CROSSROADS KIDS CLUB LEGAL GUIDANCE ON PUBLIC SCHOOL PROGRAMS

To: Public School Administrators  
From: Attorney Sally Wagenmaker  
Date: May 30, 2019  
Re: Crossroads Kids Club Programs Carried Out in Public Schools

### Introduction

This memorandum addresses the legal permissibility of public elementary and secondary schools allowing onsite programs provided by churches in collaboration with Crossroads Kids Club. Crossroads offers educational materials and related support to churches, to start and operate youth programs at public schools within their communities. The following guidance is provided in Question and Answer format, particularly to provide assurance of full legal compliance regarding specific concerns that arise. In brief, a public school must allow access and other benefits to Crossroads Kids Club and partnering churches on an equal basis as provided to other groups and organizations for extracurricular activities. Our law firm regularly provides legal guidance in these areas for schools and other nonprofits, and we are delighted to be of service here as well.

### General Principles

- Crossroads Kids Club seems like a religious organization. We're a public school. Aren't religious organizations forbidden to conduct extracurricular activities at public schools?**

No, on the contrary, public schools must allow religious clubs to host activities on the same basis that the school allows other, secular clubs to host activities. Public schools may not discriminate against an extracurricular program solely because of its religious character. In fact, disqualifying a religious extracurricular program from access opportunities which are open to other, secular extracurricular activities would be an unconstitutional penalty on the free exercise of religion.

*It is true that the government may not promote any one religion; however, allowing Crossroads Kids' Club to use government facilities is not government promotion of a religion. Rather, it is granting Crossroads Kids' Club access to governmental facilities, on the same basis as to all other extracurricular groups (whether religious or secular).*

- May Crossroads Kids Club use our school's facilities? Must we allow Crossroads Kids' Club to use the facilities?**

Crossroads Kids Club is free to use the school's facilities on the same terms as other extracurricular programs, such as the Boy Scouts of America, 4H, and other programs. For example, if the school allows extracurricular programs to hold meetings in classrooms after school hours, Crossroads Kids Club should be permitted to meet during weekdays in classrooms. If there is a rule which limits the times when the facilities are available for outside activities, the rule must be neutral and generally applicable. That means that the rule cannot single out certain types of organizations, such as religious organizations, and limit those groups in ways other groups are not limited.

- May Crossroads Kids Club receive funding through the school?**

Yes, if your school provides funds or grants to extracurricular programs generally, then Crossroads Kids Club is eligible to receive funding on the same basis as other clubs. For example, if the school makes funding or fee waivers generally available for extracurricular programs, Crossroads Kids Club may receive these funds as well. Any restrictions on funding must apply generally to all extracurricular organizations, not to religious extracurricular activities only. *This is consistent with the requirement that the government must provide equal access to its services and other benefits.*

- May Crossroads Kids Club participate in school club fundraisers, fairs, or open houses?**

If your school has an event which is open to participation from extracurricular programs, such as a family game night fundraiser or school fair, Crossroads Kids Club must also be permitted to participate on the same basis as other groups.

- May Crossroads Kids Club communicate with parents through school distribution lists?**

Yes, Crossroads Kids Club has a right to access and use communications resources on the same basis as other extracurricular programs. For example, if the school circulates an event calendar and permits outside extracurricular organizations to submit activities for inclusion on the calendar, Crossroads Kids' Club must also be permitted to submit events. Furthermore, if other organizations are permitted to contact parents through a newsletter or listserv, Crossroads Kids Club must likewise be provided with these resources and permitted to use the resources on the same terms as other organizations.

- May Crossroads Kids Club communicate with parents through school distribution lists?**

Yes, Crossroads Kids Club has a right to access and use communications resources on the same basis as other extracurricular programs.

WWW.WAGENMAKERLAW.COM

Memo.Crossroads.Public School Activities.2019

PAGE 2 OF 4





# Sample Registration Flyer/Form

## DON'T MISS THE FUN!

Sign your child up for CROSSROADS KIDS CLUB at your school!

Friends



Faith



Fun



Crossroads is a FREE character formation club open to all students!

### CROSSROADS KIDS CLUB IS

- focused on teaching children honesty, respect, giving, sharing and caring about themselves, family, parents, teachers, friends and neighbors.
- a safe place for children to learn and grow.
- sponsored by a local church and Bible-based.

## REGISTER NOW!

Online at  
[crossroadskidsclub.com/register](http://crossroadskidsclub.com/register)  
or using the form below

**Location:**

**When:**

**Sponsor:**

**Contact:**



LEGAL NOTICE: In accordance with laws requiring the separation of church and state, space in the school is used per the "Community Use of School Facilities" policies and procedures of the school district. Participation in the club is voluntary and at the parent's discretion. Questions about this can be directed to Crossroads Kids Club at [contact@crossroadskidsclub.com](mailto:contact@crossroadskidsclub.com) or 630-501-4374

## Register your child with this form.

Child's Name \_\_\_\_\_ Gender  M  F

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_ Child's Youth  S  M  L  
Shirt Size Adult  S  M  L  XL

Allergies  Yes  No Physical Limitations  Yes  No Other Concerns  Yes  No

If yes, please explain:

Your Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Primary Phone \_\_\_\_\_  Cell  Home  Work

E-mail Address \_\_\_\_\_

After club, shall we:

Dismiss your child to walk home unsupervised ?

Dismiss your child to the \_\_\_\_\_ program?

Release your child to you and/or the people you have listed below?

Authorized Pick Up People: 1. \_\_\_\_\_ 2. \_\_\_\_\_

### Important Information Waiver of All Claims and Assumption of Risk

Crossroads Kids Club is an organization that licenses an after school program to local churches . Each church is completely responsible for their individual program, including the selection and screening of staff and program activities. The sponsoring church, listed on the reverse side (hereinafter the Church") is responsible for the Crossroads Kids Club program (hereinafter "CKC") also described on the reverse. The Church is committed to conducting all of its programs, activities and field trips in a safe manner. Because the Church holds the safety of all participants in high regard, all staff members insist that students follow all safety rules. Even so, students and parents must be aware that there is an inherent risk of injury when choosing to participate in recreational and social activities. As the parent/guardian, you are solely responsible for determining if your minor child is physically, emotionally, and intellectually fit to participate in the Church's CKC program . Also , students may be photographed or videotaped in connection with their participation in the Church's CKC program. Also, students may be photographed or videotaped in connection with their participation in the Church's CKC program, and all claims or rights to such photos or video recordings are released by signing below. The Church or Crossroads Kids Club may use these recordings and photos for any purpose that they deem appropriate.

I understand that by registering my child to participate in the Church's CKC program I am expressly assuming the risk and all legal liability that arises or may arise out of such participation. I also understand that I am waiving and releasing all claims for injuries, damages or losses, which my child might sustain as a result of participating in any and all activities connected with and associated with said programs/activities. I recognize and acknowledge that there are certain risks of physical injury to participants in these programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damages and losses, regardless of severity, that my minor child may sustain as a result of said participation except in cases of gross negligence or intentional misconduct. I further agree to waive and relinquish all claims that I, my successors, assigns, or my minor child may have (or which may accrue to me, my successors, assigns, or my child) as a result of participation in these programs/activities against the Church, its affiliated or partnering churches, boards of directors, volunteers, employees and associated companies. I do hereby fully release and forever discharge the Church from any and all claims for injuries, damages or loss that my minor child may have or which may accrue and arising out of, connected with, or in any way associated with these programs/ activities, except in cases of gross negligence or intentional misconduct.

By signing below I am registering my child for the Crossroads Kids Club program. understand that it is a faith-based program, that it is my discretion to enroll my child in this program, and I have read the terms and conditions above regarding my child's participation in CKC. I also understand that my child will be expected to conform to the CKC code of conduct and if s/he does not, I will be notified and they may be removed from the CKC program.

Signature of Parent or Guardian \_\_\_\_\_ Printed Name of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**You can also register your child online at [crossroadskidsclub.com/register](http://crossroadskidsclub.com/register).**

**Scan this code to customize  
your registration flyer.**





# Promotion Plan

Target: Enroll at least ten students before the first week of club. Based on what your school allows, select various promotion ideas to reach a total score of 20 points or more.

Action Item	Value	Points
Distribute printed flyers to every student in the school.	10 points	
Host a high-energy kickoff party. Invite kids that you know from church or your neighborhood. Create a parent permission postcard for just that event and hand out club flyers at the event.	7 points	
Throw a party at another after-school program. Tell kids Crossroads is starting soon, and send flyers home with every kid (example: Boys and Girls Club, YMCA, etc).	5 points	
Request to host a booth at school registration, curriculum night, or other event at the school.	5 points	
Request the mailing list from the district and go door-to-door explaining the program and leaving families with flyers.	5 points	
Offer to provide child care for parent/teacher nights, and share about the club to each parent that participates.	5 points	
Hand out flyers to parents during pick up (if school allows).	3 points	
Present info about club to the PTO/PTA and ask for help promoting.	3 points	
Invite kids at a summer program or community event.	3 points	
Join a parent or neighborhood Facebook group and post about the club.	3 points	
Request the mailing list from the district and send a flyer in the mail about the program.	3 points	
Create an ad on Facebook and share with parents in your community.	2 points	
Distribute flyer electronically through "virtual backpack."	1 point	
Add club info to your church website and Sunday service announcements.	1 point	
Add 6 additional points if you tried four strategies or more.	6 points	
	<b>Total:</b>	

Scan this code or go to [crossroadskidsclub.com/promotion](https://crossroadskidsclub.com/promotion) to view this plan online.









# Leader Roles

You will need at least five team members to have a complete team. A healthy club should have ratios of five to seven students per small-group leader.

Each leader should choose up to two roles to fill in the club. Leaders should NOT have more than two roles.



## Captain

The captain casts vision, builds a team, and provides leadership to complete the ministry most effectively.

## Small-Group Leaders

Small-group leaders build relationships with their group of students and show the love of Jesus through their attitudes, actions, and words. They help the students discover Jesus through reading, and understanding the Bible.

## Large-Group Teacher

The large-group teacher is responsible for teaching the large group lesson, and making the Bible story fun and interactive.

## Games Leader

The games leader plans and prepares games for the club using the curriculum, eCrossroads application, the Games Hub on the website or other ideas.

## Prayer Champion

A prayer champion may or may not be someone who is present at club each week. This could be an individual or group of people from your church who have committed to support the team and the children in prayer. A prayer champion also encourages others in the church to pray for the ministry and support the vision.



## Community Bridge Builder

This is a person who works with the church and the captain to provide avenues for the church body to pray for and engage with the Kids Club families.

## Materials Coordinator

This person coordinates the weekly snacks, and monitors any specific food allergies or dietary restrictions to ensure that children are provided a safe snack. The materials coordinator may also help gather and organize supplies for crafts or games as needed.

*\*When considering the ratios of students to small group leaders, do not count team members who do NOT lead small groups. For example a team of ten people with five small group leaders should cap their enrollment around 35 students.*



# Five Steps to Recruit Your Team

## 1 Pray

Invite 3-5 other people to commit to praying daily for the right volunteers for your Kids Club. Ask God to give you names of people he wants you to invite.

## 2 Namestorm

Invite those 3-5 people plus anyone else who is well connected to the congregation at your church or in your community to come to a meeting to come up with as many names of potential volunteers.

The key to this exercise is do not say no for anyone. Someone may have had changes in their life to allow them space to participate in the Kids Club. In the meeting write down as many names as possible with a goal of getting 25-30 names on your list. Use the club roles on page 40 to think of different types of people.

We've seen many different types of volunteers. Here are some examples:

- College Students
- Retired Teachers
- Realtors
- Business Professionals with flexibility in their schedule
- Shift workers

## 3 Personal Invitations

The best way to invite people to participate as a volunteer in your Kids Club is through a personal invitation. In-person is always best, but a phone call can work if you are not seeing them in time.

We would recommend using your own words, but this is an example for how to invite someone to be a volunteer.

"Our church is really excited to start a Kids Club at \_\_\_\_\_ Elementary School this fall. It will meet once a week right after school for an hour and a half. We partnered with Crossroads Kids Club, who is providing the curriculum, coaching for our team and helping us connect with the school. The kids would meet in small groups, play games and hear a Bible story. This is a great opportunity to bring Jesus to kids and families we may not have the opportunity to connect with in another way. When we were talking about who would be a great volunteer for this program, your name came up. You don't have to answer right now, but would you consider praying about being a volunteer for this?"

This explains the program to the potential volunteer, while hopefully making them feel flattered that you thought of them for this position. It allows them time to consider. If you asked someone for an answer on the spot, it would likely be no, but inviting them to pray about it allows them space to truly pray about it and for God to show them if he wants them to participate.

## 4 Follow up

After a couple days, give the potential volunteer a call to see if they were interested in volunteering for your club. Answer any questions they have and continue to follow up until they give you an answer.

## 5 Repeat this process as necessary

If you don't find enough volunteers for your team. Try this process again! New names might come to mind that you didn't think of the first time around.

# Casting Vision to Your Church

Crossroads clubs that have buy-in from the entire church congregation are more successful with starting and running a thriving club. The best way to recruit volunteers is through personal invitation, however, sharing about the program in front of the whole congregation can help build awareness of the program.

## Why Crossroads?

Share about why you think a Kids Club is so important.

Example: *Did you know that 90% of kids in America are in public schools? We are excited to share that we are starting a Kids Club at \_\_\_\_\_ Elementary School this fall. We know that there are many families who will never come to this church without a relationship with someone here. We are going where they are and bringing the gospel to them!*

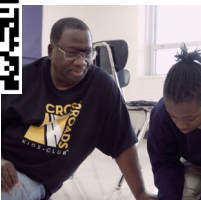
## Why you?

Invite the congregation to participate.

Example: *You can be a part of this! We are looking for people who are willing to take the Great Commission seriously and bring the Good News of Jesus to children and families at \_\_\_\_\_ Elementary School.*

## Why now?

Share the impact it can have on kids and families. Here are a few videos that can help cast the vision:



**Curtis's story**

[crossroadskidsclub.com/curtis](https://crossroadskidsclub.com/curtis)



**Jenni's story**

[crossroadskidsclub.com/jenni](https://crossroadskidsclub.com/jenni)



**Pharell's story**

[crossroadskidsclub.com/pharell](https://crossroadskidsclub.com/pharell)

## Learn more.

Share an action step for the congregation. You can have an informational meeting, or just meeting with people in the lobby after service. Just make sure to share how they can learn more and how they can sign up.



# Captain Job Description

## Position Aim

To assume responsibility for building a team that will introduce children to a life-transforming relationship with Jesus.

## Core Functions and Responsibilities

### Cast Vision and Build a Team

- Work with church leadership and Crossroads Kids Club to cast a clear and compelling vision so that church members are excited about the Crossroads ministry.
- Work with church leadership to recruit a team of volunteers.
- Assign roles and responsibilities to team members according to their interests, personalities, giftings and abilities.
- Seek ways to build team unity and encourage healthy, frequent communication among team members.
- Ensure all team members complete the Basic Leader Course on the online equipping system
- Lead at least one workshop once a year with all team members to equip the team.

### Lead the weekly operations of the Kids Club

- Ensure that space is secured for the Kids Club and that it is adequately promoted to kids and families throughout the school.
- Oversee the club time, making sure that it is organized, fun, and effective at leading children into a growing relationship with Jesus.
- Provide each team member with the resources needed to perform their role.
- Keep accurate attendance records of students, leaders and small group leaders using the eCrossroads application.
- Address club safety policies before the year begins and again throughout the year as needed.

### Assess club health and seek to improve the overall effectiveness of the club.

- Communicate with team members, church leadership and Crossroads staff members to share prayer requests, communicate areas of struggle and need, and to celebrate successes.



## Time Investment

Approximately three to five hours per week for a period of one school year. This can vary based on how much the leader chooses to delegate to the team or other church members.

## Relationships

- Accountable to church staff point person.
- Interacts weekly with team members and looks for ways to build team unity.
- Builds positive rapport with the school administration.
- Keeps parents informed of club announcements and events.

## Tools and Training Provided

- Crossroads curriculum
- Crossroads online equipping system (Canvas)
- As-needed coaching and support from Crossroads staff and team
- Access to digital resources provided by Crossroads

## Experience and Skills Required

- A vibrant, growing relationship with Jesus.
- Membership (or equivalent status) at the sponsoring church.
- The ability to inspire and lead others.
- Comfort and ability working with children.





# Small Group Leader Job Description

## Position Aim

To introduce children to a life-transforming relationship with Jesus.

## Core Functions and Responsibilities

### Be on time and well prepared for Kids Club each week.

- Review the lesson before club each week.
- Arrive to the school at least ten minutes before the club begins.
- Show up consistently each week. If you cannot make it, work with your captain to ensure that someone can lead your group.
- Participate in the equipping courses and events hosted by Crossroads and your captain.

### Be a team player.

- Cooperate and communicate with other team members to make the Kids Club operate as smoothly as possible.
- Encourage and provide positive feedback to other members of your team.

### Take responsibility for your small group.

- Be a spiritual mentor and teacher for a small group of five to seven children.
- Build positive, healthy relationships with the children in your group.
- Pray for the kids in your group regularly.
- Stay with your group the whole time during club.
- Monitor your group's behavior throughout the club time and follow any discipline policies your captain has set in place.
- Communicate with parents of the children in your group and seek to build a positive rapport.





## Time Investment

Approximately two to three hours per week.

## Relationships

- Communicates with team members and captain about the club plan each week.
- Builds relationships with children in the group.
- Seeks ways to build positive connections with parents of the children in the group.

## Tools and Training Provided

- Crossroads curriculum
- Crossroads online equipping system (Canvas)
- Access to digital resources provided by Crossroads staff

## Experience and Skills Required

- A vibrant, growing relationship with Jesus.
- Membership (or equivalent status) at the sponsoring church.
- Comfort and ability working with children.



Scan this code or go to the club management tools at [crossroadskidsclub.com/leaders](https://crossroadskidsclub.com/leaders) to view these job descriptions.



# Kids Club 101 Team Workshop

## Equipping Your Team for a Thriving Kids Club

### How to use this plan (for Captains):

Gather your team members together in person and lead them through this training session prior to the first day of your club. This plan is designed for an hour and a half, but you may add additional time if you want to do extended team bonding or other planning for club. You can find an e-version of this plan at [crossroadskidsclub.com/leaders](http://crossroadskidsclub.com/leaders).

### Objectives

#### Team members will:

- Have fun and get to know each other.
- Develop understanding and clarity of how to lead in a Kids Club.
- Learn how to use the Games Bag.
- Feel confident and excited about leading at club.

#### Materials

- Club Elements Video (available at [vimeo.com/crossroadskidsclub](http://vimeo.com/crossroadskidsclub))
- Kids Club 101 Google Side Presentation
- Screen to show video and presentation
- Small Group Leader Cheatsheet (available at [crossroadskidsclub.com/leaders](http://crossroadskidsclub.com/leaders))
- Crossroads Games Bags, one per small group leader
- Materials for Lesson 1
- Any materials needed for a team-building activity or icebreaker
- Club Calendar
- Food and/or coffee (optional but highly recommended!)

### Workshop Plan (90 minutes)

#### Team Building (20 minutes)

Open with ONE of the following options, or use your own icebreaker activity. You can find ideas at [crossroadskidsclub.com/icebreaker-ideas](http://crossroadskidsclub.com/icebreaker-ideas).



- Lead your team through the Rubber Band Cup-Stacking Challenge and debrief how you worked as a team to help each other towards success. You can find instructions for this activity in the Kick-Off Party Plan in this year's CKC curriculum.

- Break the ice with your own M&M Icebreakers Questions. Assign a fun get to know you question for each color. Team members choose a handful of M&Ms, and answer questions that correspond with the colors they chose.
- Take personality and/or spiritual gifts tests beforehand and have each person share their personal gifting and discuss how that can relate to their role on the team. You find free tests online at [crossroadskidsclub.com/gifts](http://crossroadskidsclub.com/gifts).



## Club Elements (30 minutes)

Show the Club Elements Video.



### SMALL GROUP SESSION ONE

**Purpose:** Build healthy relationships and have fun with students.

Demonstrate how to engage students in Small Group Session 1 using materials from the Crossroads Games Bag (suggested activities: “How Are You Feeling?” Chart, ZAP!, and Squishy Ball Games).

#### Looks like (15-20 minutes):

- Check-in your students.
- Eat a snack.
- Share “highs” and “lows” or complete the “How Are You Feeling Chart”.
- Play a structured game (Crossroads Games Bag, card/board game, relays).
- Take a group restroom break.

#### Discuss:

- How can we make check-in as simple as possible?
- Communicate each leader’s responsibility during check-in and how they can make create a space that is welcoming and fun as soon as children arrive.

## GAMES

**Purpose:** Provide a safe, structured activity that is fun for students and teaches them valuable skills like teamwork and cooperation.

Choose two or three games from the curriculum, game ideas from the Crossroads Leader Hub, or another game of your choice. Bring any materials necessary and show your team how the games work.

#### Looks like (20-25 minutes):

- Play the games with the kids.
- If you are physically unable to play, actively watch and cheer them on
- Help monitor safety of all students.



### Discuss:

- Considering the space we have, what kinds of games might work best?
- What kinds of challenges do you anticipate when it comes to game time? How can we be best prepared to address those challenges proactively?

## LARGE GROUP

**Purpose:** Briefly introduce students to the Bible story and main teaching point.

Model the large group lesson from Lesson 1 of the curriculum.

### Looks like (10-15 minutes):

- Sit with your small group and monitor behavior.
- Listen to an interactive telling of the Bible story.
- Encourage student response and involvement.

### Discuss:

- What transitions and routines will we put in place to make large group as smoothly as possible?
- How can we function as a team to make the time in large group effective?

## SMALL GROUP SESSION TWO

**Purpose:** To foster a healthy environment for spiritual growth and discussion.

After reviewing the purpose, time frame, and spiritual practices from the small group leader cheat sheet, give each team member a copy of a Crossroads lesson. Let them review the content and ask questions.

### Looks like (25-30 minutes)

- Students will explore the gifts found in the Good News of Jesus and gain experience with the spiritual practices.

### Discuss:

- What are ways to make your small group engaging?
- How will you reinforce positive behavior during small group?

## CHECK OUT

**Purpose:** Create routines for students to be safely and efficiently dismissed.

Inform the leaders that you will talk about this in detail at the walk through the week prior to your club launch.

### Looks like (5-10 minutes):

- Have a signout sheet ready for parents who pick up.
- Play a game to keep students contained and engaged while they wait.
- Ensure students are safely released to walk or go to other after school programs if not picked up by parents.

### Discuss:

- What will our check out process look like? What safety procedures will we put in place and follow?
- How can small group leaders intentionally use this time to connect with parents who pick up their kids?

Invite leaders to ask questions about the club time and program. If there are questions that you cannot answer, write them down to talk with your coach about after the workshop. Then update leaders at the walk-through.

## Crossroads Games Bag (10 minutes)

Go through each activity in the Games Bag and talk through as a team how the activity works and how it could be used in your club.

### Content

- How Are You Feeling? Chart
- Zap!
- Story Cards
- Pom Pom Games
- Dice Games
- Squishy Ball Games
- Question Pack



## Make a Plan for Dealing with Challenging Behaviors (20 minutes)

Crossroads does not have a specific plan for dealing with difficult behaviors of kids, however it is important for your team to all be on the same page when it comes to how you handle behaviors. It is important to clearly state what the expectations are and the consequences for not behaving appropriately, as well as the leaders being consistent and fair when implementing rewards and consequences.

Below are recommended principles to follow when dealing with difficult behaviors in your club.

### Principles of Behavior: The 4 R's (Remind, Relate, Remove, Reconcile)

#### REMIND

*When a child isn't following the expected behavior, the first step is to remind them what the expected behavior is. Sometimes kids don't realize that they are "misbehaving" and need to be retaught the expectation. Many minor issues can be dealt with simply by reminding a student what you want them to be doing in that moment.*

#### RELATE

*If the behavior continues after a reminder, take steps to engage relationally with the child. This is often a one on one conversation to the side immediately or later when you are free to do so. This is not a punishment, but a chance for you to show the child that you care about them and you want to understand the deeper issues going on. Ask questions to try and understand the underlying causes of the behavior. Engage the child in trying to solve the problem with you if possible. Behavior issues, when approached this way, can be a key opportunity to take your relationships deeper.*

#### REMOVE

*Once you've reminded a child and taken steps to reinforce the relationship, the next step is to remove. For example, if a child is being disruptive in the group, they might be removed from the group for a period of time. You may remove them from participation in games if they are not playing safe or following the rules. A ticket taken away is a type of removal of privilege that can be for a variety of more minor misbehaviors. For chronic misbehavior or severe issues, removing them from participation in club for a number of weeks can be an option.*

#### RECONCILE

*This is the most important step and the easiest to overlook. However, reconciling is a crucial step for maintaining a healthy relationship and fostering growth. Not only should a child experience consequences, but they should also be restored back into relationship with their group, with their leader, or whoever was involved.*



## Discuss:

- Talk about how your club is going to handle challenging behaviors.

## Closing (10 minutes)

Share any announcements with your team regarding your club, make sure each leader has started the Basic Leader Course on Canvas and help them find where they can find more resources on the CKC leader page at [crossroadskidsclub.com/leaders](https://crossroadskidsclub.com/leaders).

Close in prayer for the upcoming year!



**Scan this code for an online version of this workshop, including the links.**



# Walkthrough Plan

The walkthrough should be one week prior to your club launch. You will bring your whole team to the school to see the space and talk through the discussion points below. This will prepare you for the first week of club.

## School and Safety Procedures

- Introduce yourselves to the secretary and custodian.
- What are the school rules? Are there certain cues or signals they use with students? (e.g. 1, 2, 3, eyes on me)
- Locate the restrooms. Decide how and when will students be allowed to go to use the restrooms.
- Where are the nearest emergency exits? What procedures should be followed in case of fire or lockdown?
- Discuss what to do if a child gets injured at club.

## Space

- Where will students enter? How will we greet them?
- Where and how will students be checked in?
- How will we use the space for small groups/large groups/games?
- How will we transition from one activity to another?
- Are there any particular challenges with the space (acoustics, size or set up of space, breakables, etc.) How can we deal with those challenges?
- Where will parents enter to pick up their kids?
- Where and how will the kids be checked out?
- Do we have access to a space to store materials?

## Small Group Leaders

- What is our policy for dealing with discipline issues?
- How will we communicate the policy to the students? To the parents?

## Students

- Share any particular concerns you have at the moment regarding your Kids Club launch. Pray for those concerns specifically.
- Begin praying for the students on your small-group roster. Write and mail a short note to each parent in your group reminding them that club starts next week and saying that you are excited to be their child's small-group leader.



# Three respects of Crossroads

The three respects of Crossroads is a great tool to share with your students at the beginning of each large group lesson. This helps lay the foundation that Crossroads is a safe place.



## Respect God and his Word.

*Point one finger up and then make a book out of your hands.*



## Respect others and this place.

*Point two fingers out pointing to the group and the room.*



## Respect yourself.

*Hold three fingers over your heart.*









# Leadership Development (Canvas)

Leadership development is very important to Crossroads Teams! To help train you and your team as you start your clubs, we have put together an online course through Canvas that we encourage you to complete before beginning club. The Basic Leader Course equips leaders to launch thriving clubs, and provides training and tools to succeed as Small Group leaders.

**Each leader in your team should create an account at [crossroadskidsclub.com/canvas-course](https://crossroadskidsclub.com/canvas-course) and enroll in the basic leader course.**



This year, Crossroads is also offering additional topical courses to support you and your team! Once you complete the Basic Leader Course, you can enroll in any of the other courses Crossroads provides.

Our Course Topics This Year:

- Diverse Learning Styles in Large Group
- Spiritual Practices in Small Group
- Supporting Children Who Have Experienced Trauma



**Scan this code to get started with Canvas.**



# Benevolence

Crossroads Kids Club maintains a benevolence fund to help meet basic needs of children, families and volunteers involved in Crossroads Kids Club. As you lead your club, you might hear of needs and we have some generous donors who want to help!

## What are some basic needs that would be considered?

- Lodging
- Food
- Clothing
- Medical treatment
- Transportation to or from a place of employment
- Funeral expenses
- Initial evaluation and professional counseling appointments

## Who would qualify for benevolence from Crossroads?

- Parents or other caretakers of Crossroads Kids Club participants
- Volunteers serving in a Crossroads Club
- Members of a school community served by Crossroads Kids Club
- Churches and Christian agencies that serve people with the same needs as those which fit the criteria for assistance from the benevolence fund, but which provide services Crossroads does not
- Any other persons with a connection to a participant in Crossroads Kids Club

Once a nomination is made, our benevolence committee will meet and discuss the nomination in a timely manner.

**Scan this code or go to [crossroadskidsclub.com/nominate](https://crossroadskidsclub.com/nominate) to nominate someone for a benevolence grant.**











MUSIC BUFF

BEATS WITH A LOT OF RANGE

WINDY PARK





# Crossroads Kids Club

*Sharing the Good News of Jesus with children since 1998*

P.O. Box 699 • Streamwood, IL 60107 • 855-KIDS-CLB • [contact@crossroadskidsclub.com](mailto:contact@crossroadskidsclub.com)