

# Kids Host Instructions

## Overview

- Arrive by 9:35
- Set up host table
- Kids sign in as they arrive
- Take clipboards to crew leaders
- End of sermon
- Pack up host table

**Remember that you are the first contact families have with Soma Kids. Your interaction with families can set the stage for their experience with Soma Kids** – being on time, and being proactive and friendly, will go a long way towards a good experience. If you don't have a good understanding of how our Kids Crews run or are set up, take a few minutes to ask!

## Set Up Table:

Set all items from the host bin out on the table. Arrange them to look neat and inviting.

- Table cloth
- Sign in sheets/clipboards
- Lanyards for crew leaders
- Name tags
- Pens
- Hand sanitizer

After setting up, store the bin neatly under the table or in the storage area.

If there are a lot of items behind the host table (sometimes there are students' chairs, shoes, etc.), set up dividers behind the table to help it look less cluttered. If you're not sure how to set them up, ask one of the crew leaders.

## Sign In:

- All children sign in and get a name tag
- Ask kids to put on hand sanitizer
- Make sure parents write a phone # on the sign-in sheets so we can reach them in case of emergency
- Yellow and Red Crews can go straight back to their class starting as early as 9:55
- Elementary kids will sit with their families in the sanctuary and will be released before sermon begins

## Clipboards:

Take Yellow and Red Crew sign in sheets to their crew leaders. This gives them parent phone numbers and an attendance sheet in case of emergency.

If elementary crews are meeting, leave Green and Blue crew sign in sheets on host table for leaders to pick up on their own.

### **After Sermon:**

When the preacher calls the band up at the end of the sermon, walk back to all the classrooms to let teach crew leader know the music has begun. This is their cue to wrap things up. You can go back and enjoy worship music while kids are dismissed.

### **After Kid Crews are dismissed:**

Pack host table items into host bin.

- Gather items from crew leaders and place in the host bin.
  - sign in sheets/clipboards
  - lanyards from crew leaders

You're done!

Thank you for serving the littlest members of our church family!