

**Bethany Kids Orientation/Onboarding
Leader's Checklist**

Director/coordinator will initial when each step is complete:

- _____ 1) Fill out a volunteer card and set up an initial meeting with the campus director.

- _____ 2) First meet to get to know and get a feel for the prospective leader.
 - ** Why interested in serving with BKids?
 - ** Background, family info, how long have they been at Bethany, have they completed Next Steps, are they in a BGroup, etc.?
 - ** Try to determine/discern where they fit in with Bethany Kids.
 - ** Get the background check signed and submitted.

- _____ 3) Set up orientation day and time after the background check is clear.

- _____ 4) Orientation is completed.
 - ** Application is completed and reviewed with the campus director.
 - ** Go over the honor code and confidentiality agreement before signing.
 - ** Go through the BKids handbook (vision, policies, procedures).
 - ** Talk about the different areas they would like to serve in (handout).
 - ** Set up the date and service for their first shadow day.

- _____ 5) Three shadow services completed.
 - ** Be sure to have them shadow in multiple areas and age levels.
 - ** We want them to have a feel for multiple areas so they can decide where they feel most comfortable serving.
 - ** Text/email to confirm the Friday before shadowing.

Date: _____ Area shadowed: _____

Date: _____ Area shadowed: _____

Date: _____ Area shadowed: _____

** After third shadow date, talk to leader to see how they are feeling and if they are ready to try to lead a class the next weekend. If they are, ask them where they would like to do their independent lead.

** Text/email the leader who will be observing their independent lead to let them know that they will be observing the new leader in the next service.

_____ 6) Independent leading of a class is completed with another experienced class leader.

Date: _____ Class: _____

- ** Get feedback from the supervising leader.
- ** Talk to the new leader to see how they feel it went and if they feel ready to lead on their own.
- ** Based on feedback from the supervising leader and the new leader, you can then decide how to proceed.
 - More shadowing, want to shadow another area, or ready to lead

_____ 7) When they are ready to begin leading:

- Give them their shirt. Make sure to emphasize that they must wear their shirt every time they serve.
- Set up their schedule with service times and specific area they will be serving.
- They must commit to a minimum of twice a month.
- We also want to keep them with the same grade if possible.

** Pray over them and ask God to use them mightily in the lives of our kids!

_____ 8) Enter the leader into Planning Center so they will get the weekly email with the lesson and can prepare for the week.

- ** You will still have the observing leader scheduled for the same class, and you will send them the lesson.
- ** They will need to be prepared to lead just in case something happens or the prospective leader is unsure and not actually ready to lead.

_____ 8) First service as class lead:

- ** Director is with them in their class to observe and help them in any way that is needed.
- ** Be aware of interaction with the kids, class management, etc.
- ** Talk to them when kids go back into large-group area to see how they felt it went.
- ** Encourage them with some positives that you observed, and then give any feedback or pointers for the next class.
- ** Determine next steps in their journey.