

RBfK- East Auditorium Procedural Expectations

- **Purpose statement** – At Rock Brook for Kids, we BELONG together to WORSHIP Jesus, GROW in our faith, SERVE others, and SHARE the story of Jesus Christ.
- **Approved area for students** (safety issue) – main area of the auditorium, kids must stay behind the “stair line” and away from the “technical booth”.
 - Stair line is imaginary line starting at the bottom step to the stage and running horizontally across the room, keeping students out of storage areas and off stage.
Teacher note – the stage brings a sense of importance. Use it for the lesson and announcements, but feel free to move to the floor to give directions or when interacting with kids. Kids should NOT come on the stage unless they are invited (even between classes).
 - Technical booth is the area surrounding and behind the computer and electronic equipment.
- **Walk in the auditorium** – Kids should walk across the auditorium unless directed to move quickly for a game or a specific safety issue.
Teacher note – the bigger the space, the more kids want to run across it.
- **Chair area vs open space** – Chair area will be used for announcements, giving directions, and singing in front of the chair. Open area will be used for games, movement, and Breakout.
Teacher note – the chairs bring a sense of calm, hopefully eliminating some of the distractions during lessons. The number of chairs set up will vary on the class size. Teachers/helpers will need to add/subtract chairs each service. We'll keep some space between rows for kids to stand during singing. Kids should NEVER stack or unstack chairs from rolling cart but may help set them in line.
- **Enter and exit RBfK** – Students will come to the EA (East Auditorium) after checking in (look for sticker nametags). After breakout, students will move to the Rock Room for dismissal with parents.
*Teacher note – teachers **must pay attention to the countdown timer**. We will have to move to the Rock room before adults get here. (hoping for a shortcut door so we don't have to move in the hallway)*
- **Social time** – When entering, students will find our RBfK tables with activities towards the west wall (to the right). They may engage in an activity or just visit. As the Dream Team, please interact with them, especially those that seem alone or shy.
Teacher note – train kids to stay away from other carts, tables, and equipment in the room. We share this area with Celebrate Recovery and other ministries so there may be items around.
- **Breakout** – All groups will meet for Breakout in the EA room. Use the outside edges and break into boy/girl and then age groups. Groups will need to **stay seated** until ALL groups are finished. Your small group might finish a few minutes early with prayer and memory verse. Stay in group mode by asking the follow up question/activity with discussion. **Stay seated until the breakout timer has concluded. Move as a whole class in a line to the Rock Room for dismissal.**
Teacher note – remember this is where we build relationships in small group. Some kids won't share or open-up in a larger group. Aim for 6 kids per group. You don't have to have a guy leading a boy group or a gal leading a girl group! If numbers don't allow, then mix it up with a guy leading a girl group or a gal leading the boys.

- **Restroom** – Students should only use the restroom when it is a non-essential part of the lesson. Stay in class for singing, memory verse, lesson, and breakout. Try asking, “Can you wait until class is over?”
- **Voice level for teachers**– there will be a mic on a stand for you to use. If you move off-stage to talk, use a strong voice.
Teacher note – kids who can't hear you will become easily distracted.
- **For teachers** – There will be a cart with the computer, opening teacher's box, breakout boxes, game supplies, and gifts (bracelets and posters) for first-time attenders (hand these out at the end of your breakout group). Your opening teacher's box will have incident reports along with the other usual items. Game supplies will be on the stage if they don't fit on the cart.
- **Changes** – we may find that we need to change a procedure. Let Don or Leah know if something is creating confusion or chaos, taking too much time, or just doesn't work.

This is the time for everyone to realign with classroom procedures. We have multiple students that come to 2-3 services. It's hard for them when teachers don't have the same expectations. Since we've used the EA for fun games and activities, we'll need to train the kids about new expectations. They will adapt quickly if teachers are consistent.