**JANUARY Elementary Small Group Leaders:**

COMMITMENT! Making a plan and putting it into practice!

These are the general expectations for you as a small group leader in Elementary:

* Wear your volunteer T Shirt. If you don’t have one, remind me this Sunday and I will get you one for future weeks.
* Arrive and get checked in by 10:30. If there is not Sunday school still going on in your classroom, go ahead and go to your room and get out supplies and lay out what you might need to get started on the first activity. Then go back to Café N Play and find a child to talk to, play with, welcome, etc. Especially Kindergarteners!
* Someone will announce when it’s time to go to classrooms. Watch for your kids and anyone who looks lost and help them get to class.

There are some changes to the curriculum this month I wanted to make you aware of and some things I’d like to remind you of for serving this month.

* First, if you don’t have your folders you will find them in drawer B with your unique supplies for this week. PLEASE take your folder home and come prepared every week, having read over the scripture we are focusing on and the lesson plan. It really takes no time at all! We want you ready to focus on the kids and not reading your lesson for the first time.
* I am printing a different format of the lesson this month. This format allows you to get a quick glance at the key information (Bottom Line, Memory Verse, Life APP Definition, etc.) on each page and each activity has it’s own page. In addition, there is a new “activity stamp” that helps you know the focus/kind of activity each one is. I use a variety of criteria in choosing which activities we do each week and overall I try to mix up the type of activity across the month. I posted an additional document that gives you an overview of these stamps and what they mean.
* We will be calling the kids into the classroom a couple of minutes early, about 10:43 and starting the arrival activity. This activity is usually some questions to engage the kids, find out how their week was, and give them a preview of what today’s subject matter might be. You do NOT have to spend too much time on this – just pick and choose a few questions and move on. You will have 1 more activity to do before Large Group. Hopefully you will get most of it done. Occasionally a later activity AFTER Large Group will hinge on completing this activity. If you are prepared you will know! ALSO, don’t forget to take up offering in the plastic jar supplied and have a child selected to take the offering and give it at the time called for during large group.
* Large Group will start no later than 10:55. We hope to get you back to your classroom for the rest of small group by 11:20-11:25. During large group, sit with your kids – leaders within the group should spread out so it is easy to keep kids focused up front and participating and not being a distraction to others.
* When parents start coming, ask for the checkout sticker and attach it to the checkout report hanging on your classroom door. Don’t forget to send home whatever is left for you in the clear folder with bright binding. This should be the monthly Parent Cue and the weekly God Time.
* Before leaving, each volunteer should write a note of encouragement to one child from your group. This can be to tell them something you caught them doing right, something they were concerned about and asked for prayer, good behavior, or just something you want them to remember during the week that was talked about in the lesson this week.
* Finally, gather the checkout sheet with labels attached, the postcards you wrote, the clear folder and the white bin from drawer B and put it on the red cart near the glass doors as you leave. This helps me get a start on next week and is greatly appreciated!

THANK YOU for your COMMITMENT to our kids! You make a difference! Relationships are MOST important with our kids – loving them like Jesus even when it’s hard sometimes! See you Sunday! I also look forward to hearing how things went for you and anytime you have ideas to make things better – just text! I’d love your feedback – good or bad!

Bev Austin