

BAHASA Family Host Guideline

Bahasa Schedule	Service Flow
07:20 – 07:30	Arrive early at Church
07:30 – 08:00	Setup [Bahasa Checklist]
08:00 – 08:15	Captain Briefing & Prayer
08:15 – 08:45	Welcoming by Family Host
08:30 – 10:00	Service by Service Team
10:00 – 10:15	Parents pick up kids
10:15 – 10:30	Captain De-briefing & Prayer

Setups

- ☐ Setup : 2 Tablets + 1 Sticker Printer [from Captain]
- ☐ Place : Car Ornament at the Front of Desk
- ☐ Place : Snack Container Behind the Desk
- ☐ Take out : Stationery Trolley [from Storage or ICC Staff]
- ☐ Set up : New Family QR sign
- ☐ Set up : Pens + Blank A4 Paper + Parent Communication [if any]
- ☐ Set up : Lost & Found on Table
- ☐ Turn on : Tablets and Sign In apps + connect printer
- ☐ Test : Label Printer & check : Thermal Label Roll [if needs replacement]
- ☐ Put up : Class Signs on Class Doors
- ☐ Join **briefing & pray** with Captain

During Service

Welcome Families	Help on QR [New Kid]	Parent Call [to Multimedia]	Attentive
Print Label [Volunteers]	Print Labels [Kids 1 - 10 YO]	Toilet Buddy with Kids	No Phone

After Service

- ☐ Take a photo of the Sunday Report Sheet and send to Sunday WhatsApp Group
- ☐ Join **debrief & pray** with Captain

REMINDER

1. Parent Call : “Parent of [security code] please come to Tribe Kids Front Desk” → share to Production / Media Team
2. If QR form has an error; use manual form + manual label
3. Wi-Fi / Sign Ins authorization issues: contact Captain
4. Capture any incidents / important parent notes

ENGLISH Family Host Guideline

English Schedule	Service Flow
09:50 – 10:00	Arrive early at Church
10:00 – 10:30	Setup [English Checklist]
10:30 – 10:45	Captain Briefing & Prayer
10:45 – 11:15	Welcoming by Family Host
11:00 – 12:30	Service by Service Team
12:30 – 12:45	Parents pick up kids
12:45 – 13:00	Captain De-briefing & Prayer

Setups

- ☐ Turn on : Tablets and Sign In apps + connect printer
- ☐ Test : Label Printer & check : Thermal Label Roll [if needs replacement]
- ☐ Join **briefing & pray** with Captain

During Service

Welcome Families	Help on QR [New Kid]	Parent Call [to Multimedia]	Attentive
Print Label [Volunteers]	Print Label [Kids 1 - 10 YO]	Toilet Buddy with Kids	No Phone

After Service

- ☐ Collect : all signs / folders from doors & classrooms
- ☐ Collect : QR Sign, Pens, Paper to Container
- ☐ Collect : Lost & Found items
- ☐ Take a photo of the Sunday Report Sheet and send to Sunday WhatsApp Group
- ☐ Report : issues / restock needs to Captain [stock card]
- ☐ Turn off : 2 Tablets & 1 Printer
- ☐ Return : 2 tablets + 1 printer together (same container) → Captain
- ☐ Tidy up : Nursery [toys back into container]
- ☐ Return : Car ornament to storage
- ☐ Join **debrief & pray** with Captain

REMINDER

1. Parent Call : “Parent of [security code] please come to Tribe Kids Front Desk” → share to Production / Media Team
2. If QR form has an error; use manual form + manual label
3. Wi-Fi / Sign Ins authorization issues: contact Captain
4. Capture any incidents / important parent notes

NEW TRIBE BALI

Tribe Kids

PRE-TEENS : 10 – 12 Class Guideline

Toddler	Pre - K	Primary	Pre - Teens
1 – 3	4 – 6	7 – 9	10 – 12

Bahasa Schedule	Service Flow	English Schedule
07:20 – 07:30	Arrive early at Church	09:50 – 10:00
07:30 – 08:00	Setup [Bahasa Checklist]	10:00 – 10:30
08:00 – 08:15	Captain Briefing & Prayer	10:30 – 10:45
08:30 – 10:00	Welcome & Icebreaker [5 m] Worship [15-20 m] Teaching [20-30 m] Discussion / Activity [25 m] Closing Prayer [5 m] Pack up & Clean up [5 m]	11:00 – 12:30 Pre - Teens join Youth Worship whether in Main Hall or in their Room.
10:00 – 10:15	Kids released, please check out the name	12:30 – 12:45
10:15 – 10:30	Captain De-briefing & Prayer	12:45 – 13:00

PRE-TEENS : 10 – 12 years @ Studio Room

- ☐ BEFORE SERVICE: Download all videos & songs to USB / SmartPhone / Laptop (if needed)
- ☐ BEFORE SERVICE: Prepare all materials for the activities (if needed)
- ☐ Get **attendance** list & name label from Family Host
- ☐ Get **water** jug with water and disposable cups from outside storage room
- ☐ Get lesson materials & worship songs ready (if needed)
- ☐ Join **briefing & pray** with Captain

SUPPORTING Devices

Computer	Microphone	Screen Device	Sermon Storage	Adaptor
-	-	TV	USB	HDM to USBC C

After Service

- ☐ Clean up and put back all toys and materials to the original place (storage / cupboards)
- ☐ Join **debrief & pray** with Captain

NEW TRIBE BALI

Tribe Kids

PRIMARY : 7 – 9 Class Guideline

Toddler	Pre - K	Primary	Pre - Teens
1 – 3	4 – 6	7 – 9	10 – 12

Bahasa Schedule	Service Flow	English Schedule
07:20 – 07:30	Arrive early at Church	09:50 – 10:00
07:30 – 08:00	Setup [Bahasa Checklist]	10:00 – 10:30
08:00 – 08:15	Captain Briefing & Prayer	10:30 – 10:45
08:30 – 10:00	Welcome & Icebreaker [10 m] Worship [10 m] Teaching [20-30 m] Discussion / Activity [5 m] Closing Prayer [5 m] Craft or Game [15 – 20 m] Pack up [5 m]	11:00 – 12:30
10:00 – 10:15	Parents pick up kids	12:30 – 12:45
10:15 – 10:30	Captain De-briefing & Prayer	12:45 – 13:00

PRIMARY : 7 – 9 years @ Seed Room

- ☐ BEFORE SERVICE: Download all videos & songs to USB / Smart Phone
- ☐ BEFORE SERVICE: Prepare all materials for the activities
- ☐ Collect **toys** from storage & setup Legos, colouring & activities in classroom, put out **book** stationery
- ☐ Collect kids **snacks** from Snacks Container in Family Host area
- ☐ Get **attendance list** & name label from Family Host
- ☐ Get **water** jug with water and disposable cups from outside storage room
- ☐ Clear up tables from middle area. Push each table against walls
- ☐ Get lesson materials & worship songs ready (if needed)
- ☐ Join **briefing & pray** with Captain

SUPPORTING Devices

Computer	Microphone	Screen Device	Sermon Storage	Adaptor
Tribe Kids MacBook	2 Units at Sound System	Projector	USB	-

After Service

- ☐ Clean up and put back all toys and materials to the original place (storage / cupboards)
- ☐ Join **debrief & pray** with Captain

NEW TRIBE BALI

Tribe Kids

PRE-K : 4 – 6 Class Guideline

Toddler	Pre - K	Primary	Pre - Teens
1 – 3	4 – 6	7 – 9	10 – 12

Bahasa Schedule	Service Flow	English Schedule
07:20 – 07:30	Arrive early at Church	09:50 – 10:00
07:30 – 08:00	Setup	10:00 – 10:30
08:00 – 08:15	Captain Briefing & Prayer	10:30 – 10:45
08:30 – 10:00	Welcome & Icebreaker [30 m] Worship [15 m] Teaching [15-20 m] Closing Prayer [5 m] Craft or Game [25 m] Pack up [5 m]	11:00 – 12:30
10:00 – 10:15	Parents pick up kids	12:30 – 12:45
10:15 – 10:30	Captain De-briefing & Prayer	12:45 – 13:00

PRE-K : 4 – 6 years @ Garden Room

- ☐ BEFORE SERVICE: Download all videos & songs to USB / SmartPhone / Laptop (if needed)
- ☐ BEFORE SERVICE: Prepare all materials for the activities (if needed)
- ☐ Collect **toys** & shoe rack from storage, setup in classroom
- ☐ Collect kids **snacks** from Snacks Container in Family Host area
- ☐ Put out **activity & colour pencils** to tables
- ☐ Get **attendance** list & name label from Family Host
- ☐ Get **water** jug with water and disposable cups from outside storage room
- ☐ Get lesson materials & worship songs ready (if needed)
- ☐ Join **briefing & pray** with Captain

SUPPORTING Devices

Computer	Microphone	Screen Device	Sermon Storage	Adaptor
-	2 units @ Portable Speaker	Smart TV	USB	-

After Service

- ☐ Clean up and put back all toys and materials to the original place (storage / cupboards)
- ☐ Join **debrief & pray** with Captain

NEW TRIBE BALI

Tribe Kids

TODDLER : 1 – 3 Class Guideline

Toddler	Pre - K	Primary	Pre - Teens
1 – 3	4 – 6	7 – 9	10 – 12

Bahasa Schedule	Service Flow	English Schedule
Toddlers Join with Pre-K and Primary Class in the Bahasa Service	Arrive early at Church	09:50 – 10:00
	Setup	10:00 – 10:30
	Captain Briefing & Prayer	10:30 – 10:45
	Welcome & Icebreaker [50 m] Teaching [10 m] consist of : - Song [2 m] - Bible Story [2 m] - Activity [2 m] - Craft [2-3 m] - Pray [1-2 m] Free Play [30-45 m]	11:00 – 12:30
	Parents pick up kids	12:30 – 12:45
	Captain De-briefing & Prayer	12:45 – 13:00

TODDLER : 1 – 3 years @ Green Room

- ☐ Get **attendance** list & name label from Family Host
- ☐ Ensure the **playground** has been set up in the classroom by the Church Staff
- ☐ Collect **toys** from storage
- ☐ Make sure every toddler is accompanied by their **parent or guardian**
- ☐ Get lesson materials & worship songs ready (if needed)
- ☐ Join **briefing & pray** with Captain

SUPPORTING Devices

Computer	Microphone	Screen Device	Sermon Storage	Adaptor
-	-	-	-	-

After Service

- ☐ Clean up and put back all toys and materials to the original place (storage / cupboards)
- ☐ Join **debrief & pray** with Captain